

**INVITATION FOR BIDS FOR THE LEASE OF APPROXIMATELY .49 ACRES, MORE OR LESS, OF PUBLIC PROPERTY IN THE CITY OF SUFFOLK, VIRGINIA AND ALSO BEING A PART OF THE PROPERTY KNOWN AS TAX MAP PARCEL NUMBER 44 \* 62.**

The City of Suffolk (“City”) is inviting bids for a ground lease for a term not to exceed thirty (30) years (“Lease”) and comprised of approximately .49 acres (“Leased Premises”), located in the City of Suffolk and specifically located within the bounds of that certain parcel known as Tax Map Parcel Number 44\*62, said parcel being the location of the Suffolk Executive Airport. Because the Lease will be in excess of five years, the City is advertising for bids in accordance with Section 15.2-2101 of the Code of Virginia (1950), as amended. The ground lease to be awarded shall be for the purpose of maintaining an existing and occupied corporate airport hangar located on the Leased Premises, and including all permitted uses associated therewith.

Interested parties should submit ten (10) complete copies of their bid, in writing, addressed to the City of Suffolk, ATTENTION: LEASE BID, PURCHASING DEPARTMENT, Post Office Box 1858 Suffolk, Virginia 23439. Bids, addressed as indicated above, may be hand-delivered to the City of Suffolk Purchasing Department at 442 W. Washington Street, Suite 1086 Suffolk, Virginia 23434. **ALL BIDS ARE DUE ON OR BEFORE 12:00 P.M., NOON, TUESDAY, JULY 20, 2021.** Bids shall also be received by the Mayor of the City of Suffolk at the regular meeting of the City Council, which will be held in the City Council Chambers located at City Hall, 442 W. Washington Street, Suffolk, Virginia on **JULY 21, 2021 at 6:00 p.m.**

After the receiving and opening of bids, the Council, after consideration of the bids, will make a determination of which, if any, of the bids to accept, at which time the City Council may hold a public hearing to adopt an Ordinance granting such lease to the selected bidder. The City reserves the right to reject any and all bids received and/or may postpone a decision on a bid request.

**The bid instructions are available from the City of Suffolk Department of Purchasing at the address listed above and may be obtained online from the City’s website: <http://apps.suffolkva.us/bids/>.**

**A copy of the full text of the proposed ordinance is on file in the office of the City Clerk.**



## **BID INSTRUCTIONS**

**INVITATION FOR BIDS FOR THE LEASE OF APPROXIMATELY .49 ACRES, MORE OR LESS, OF PUBLIC PROPERTY IN THE CITY OF SUFFOLK, VIRGINIA AND ALSO BEING A PART OF THE PROPERTY KNOWN AS TAX MAP PARCEL NUMBER 44 \* 62.**

### **CONTENTS OF BID PACKAGE**

Each bid package must contain, at a minimum, the following written information with documentation suitable for evaluation:

#### **COMPLETED BID FORM**

The respondent shall complete the Bid Form, attached hereto as Exhibit A, setting forth the information requested for the respondent's offer, including the proposal for the use of the Leased Premises. Completion of the Bid Form signifies acceptance of the terms outlined in the General Terms of the Lease set forth in Exhibit B.

#### **QUALIFICATIONS**

The respondent shall produce evidence of ownership or other proof of authority to occupy and possess the existing structure located on the Leased Premises.

#### **OTHER INFORMATION**

##### Bond.

The successful respondent shall be required to execute a bond, with good and sufficient security, in a sum to be determined by the City, pursuant to Section 15.2-2104 of the Code of Virginia (1950), as amended.

## **PAYMENT FOR ADVERTISEMENT**

The successful respondent shall be required to reimburse the City for the cost of the advertisement inviting bids and proposing to make the grant of the Lease, pursuant to Section 15.2-2101 of the Code of Virginia (1950), as amended.

## **PROCESS**

All proposals must be submitted to the City's Purchasing Department by **12:00 noon, Tuesday, July 20, 2021**. All proposals received after **12:00 noon, Tuesday, July 20, 2021** shall not be received by the City's Purchasing Department, but may be offered to the Mayor of the City of Suffolk at the regular meeting of the City Council, which will be held in the City Council Chambers located in the City Hall Building at 442 W. Washington Street, Suffolk, Virginia on **Wednesday, July 21, 2021 at 6:00 p.m.**

The City of Suffolk reserves the right to reject any and all proposals, to proceed with a specific respondent or respondents, or to take any action that the City of Suffolk determines to be in the best interest of the City of Suffolk. The City of Suffolk also reserves the right to abandon the proposed lease after the award of the bid to the selected respondent but before entering into a lease, in the event the City elects for any reason whatsoever not to lease the property described herein as the "Leased Premises."

## **ATTACHMENTS:**

Exhibit A: Bid Form

Exhibit B: General Terms of Lease

**EXHIBIT A**

**INVITATION FOR BIDS FOR THE LEASE OF APPROXIMATELY .49 ACRES, MORE OR LESS, OF PUBLIC PROPERTY IN THE CITY OF SUFFOLK, VIRGINIA AND ALSO BEING A PART OF THE PROPERTY KNOWN AS TAX MAP PARCEL NUMBER 44 \* 62.**

**BID FORM**

In compliance with and subject to this Invitation for Bids, which is made pursuant to Virginia Code § 15.2-2101, and the documents herein specified, all of which are incorporated herein by reference, the undersigned bidder agrees to lease the Leased Premises for the purpose of maintaining an existing and occupied corporate airport hangar located on the Leased Premises, and including all permitted uses associated therewith.

Failure to complete all parts of this Bid Form and furnish Bid Submittal A as requested, may result in rejection of said bid. One (1) original, so marked, and nine (9) copies of the entire bid must be submitted. Completion of this Bid Form signifies acceptance of the terms outlined in the General Terms of the Lease set forth in Exhibit B.

**1. BIDDER INFORMATION:**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**I certify that the information provided herein is true and complete and that the bidder is legally qualified to perform the work and services included in this bid.**

**Bidder:** \_\_\_\_\_

**By:** \_\_\_\_\_

**Title:** \_\_\_\_\_

## **2. BID SUBMITTALS**

Bidder shall complete and enclose with its Bid, the following bid submittals. Failure to do so may result in rejection of bid in its entirety:

Submittal A - Statement of Qualifications: The respondent shall produce evidence of ownership or other proof of authority to occupy and possess the existing structure located on the Leased Premises.

----- **END OF BID FORM** -----

## EXHIBIT B

### GENERAL TERMS OF LEASE

It is anticipated that the successful respondent will enter into a thirty (30) year Lease with the City. Neither the City nor the successful bidder will be obligated to satisfy the terms set forth herein unless a definitive Lease is executed between the City and the successful bidder, and then only in accordance with the terms of the Lease, which shall include additional terms or conditions deemed necessary by the City and other necessary and/or appropriate definitive agreements executed in the furtherance thereof.

**LESSOR:** The City of Suffolk

**LESSEE:** To be determined

**PREMISES:** Approximately .49 acres of City property, also being a part of the property known as Tax Map Parcel Number 44\*62.

**TERM:** Thirty-year term. No renewals are permitted. City Council approval shall be required for a new lease after expiration of the thirty-year term.

**USE OF LEASED PREMISES:** The Leased Premises shall be used only for the purpose of occupying and maintaining the existing corporate hangar structure located on the Leased Premises, and including all permissible uses associated therewith.

**ASSIGNMENT AND SUBLETTING:** The Lease shall not be assigned or subleased by the Lessee in whole or in part.

### **INSURANCE**

The Lessee shall obtain and maintain, or cause to be maintained, at all times from the effective date of the Lease, insurance coverage(s) in the type(s) and amount(s) as shall be determined by the City. In addition to workers' compensation insurance, the insurance coverage required to be maintained pursuant to the Lease, may include, **but not be limited to:** commercial general liability insurance and employers' liability insurance.

### **AMENDMENTS**

Pursuant to Section 15.2-2105 of the Code of Virginia (1950), as amended, the City shall not grant any modification to the Lease which shall extend the term of the lease or expand the Leased Premises until the provisions of §§ 15.2-2101 through 15.2-2104 have been followed.