

**REQUESTS FOR PROPOSALS
HOMER AIRPORT TERMINAL
CITY OF HOMER, ALASKA**

Sealed proposals for the leasing spaces at the Homer Airport Terminal will be received at the office of the City Clerk, 491 E. Pioneer Avenue, Homer, AK 99603 by the submittal deadline **4:00 p.m., Monday, January 15, 2018.**

Description of airport spaces and rent/lease fee (see floor plan):

- Concession area (across from RAVN's ticket counter) is 160 sf. \$2 psf plus concession fees and taxes.
- Concession area across from the baggage claim/ramp is 110 sf. \$2 psf plus concession fees and taxes.
- Ticket counter, office and baggage enplanement, 700 sf for \$2,600 per mo. and taxes
- Two Cargo areas at the west end of the airport. 768 sf each for \$2,850 per mo. and taxes

The time of receipt will be determined by the City Clerk's time stamp. Proposals received after the deadline, will not be considered. Applicants are required to submit a City of Homer Proposal Holders Registration form to be on the Proposal Holders List. The City reserves the right to accept or reject any and all proposals and to waive irregularities or informalities in the proposals. There is a \$30 nonrefundable Lease Application fee due with RFP submittal.

For proposal specifications contact:

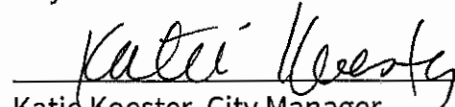
City Clerk
491 E. Pioneer Avenue
Homer, AK 99603
907-235-3130

Please direct all questions regarding this RFP to the:

City Manager's Office
citymanager@ci.homer.ak.us
491 E. Pioneer Avenue
Homer, AK 99603
907-435-3102

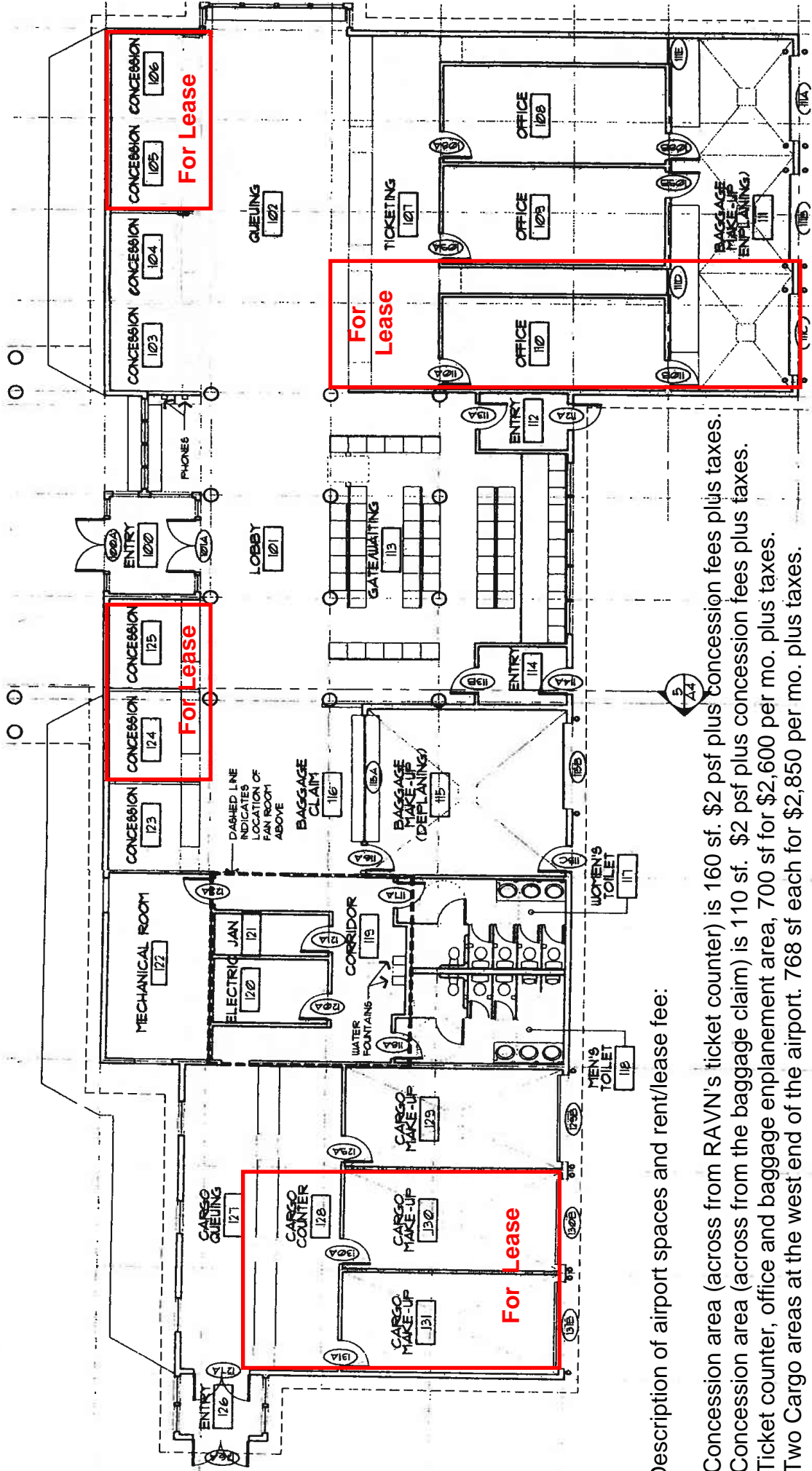
Dated this 28th day of November, 2017

City of Homer


Katie Koester, City Manager

Publish: Homer News Thurs. December 7 and 14, 2017.
Acct. 100-0149-5227

City of Homer Airport Terminal Floor Plan



Description of airport spaces and rent/lease fee:

- Concession area (across from RAVN's ticket counter) is 160 sf. \$2 psf plus concession fees plus taxes.
- Concession area (across from the baggage claim) is 110 sf. \$2 psf plus concession fees plus taxes.
- Ticket counter, office and baggage enplanement area, 700 sf for \$2,600 per mo. plus taxes.
- Two Cargo areas at the west end of the airport. 768 sf each for \$2,850 per mo. plus taxes.

Add 20% for short-term seasonal leases. psf = per square foot

City of Homer
Lease Application/Assignment Form

Directions:

1. Please type.
2. Please submit this application form to the City Clerk's Office, 491 Pioneer Avenue, Homer, AK 99603.
3. Please answer all questions on this form, or put "N/A" in the space if it is non applicable.

Applicant Name:	
Mailing Address:	
City, State, ZIP code:	
Business Telephone No.	
Email address:	
Representative's Name:	
Mailing Address:	
City, State, ZIP code:	
Business Telephone No.	
Location within the airport:	
Legal Description:	A portion within the Homer Airport Terminal Building, Lot 5A, Block 800 Homer Airport Tracts.
Type of Business:	
Area and size to be leased:	
Duration of Lease requested:	
Options to re-new:	
Proposed Lease Rate:	
Special lease requirements:	

The following materials must be submitted when applying for a lease of City of Homer real property		
1.	Parking spaces	<u>A drawing of the proposed leased property showing:</u> <input type="checkbox"/> Parking spaces – needed
2.	Development Plan	<input type="checkbox"/> <u>List the time schedule from project initiation to project completion, including major project milestones.</u> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> Dates <hr/> <hr/> </div> <div style="width: 45%;"> Tasks <hr/> <hr/> </div> </div>
3.	Insurance	<input type="checkbox"/> Attach a statement of proof of insurability of lessee for a minimum liability insurance for combined single limits of \$1,000,000 showing the City of Homer as co-insured. Additional insurance limits may be required due to the nature of the business, lease or exposure. Environmental insurance may be required. If subleases are involved, include appropriate certificates of insurance.
4.	Subleases	<input type="checkbox"/> Please indicate and provide a detailed explanation of any plans that you may have for subleasing the property. The City of Homer will generally require payment of 25% of proceeds paid Lessee by subtenants. Refer to chapter 13 of the Property Management Policy and Procedures manual.
5.	Health Requirements	<input type="checkbox"/> Attach a statement documenting that the plans for the proposed waste disposal system, and for any other necessary health requirements, have been submitted to the State Department of Environmental Conservation for approval. Granting of this lease shall be contingent upon the lessee obtaining all necessary approvals from the State DEC.
6.	Agency Approval	<input type="checkbox"/> Attach statement(s) of proof that your plans have been inspected and approved by any agency which may have jurisdiction of the project; i.e. Fire Marshall, Army Corps of Engineers, EPA, etc. The granting of this lease shall be contingent upon lessee obtaining approval, necessary permits, and/or inspection statements from all appropriate State and/or Federal agencies.
7.	Fees	<u>All applicable fees must be submitted prior to the preparation and/or execution of a lease.</u> <input type="checkbox"/> Application fee - \$30.00. Covers costs associated with processing the application. <input type="checkbox"/> Lease/Assignment fee - \$300.00. Covers the costs of preparing and processing the actual lease.

8.	Financial Data	<p><u>Please indicate lessee's type of business entity:</u></p> <p><input type="checkbox"/> Sole or individual proprietorship.</p> <p><input type="checkbox"/> Partnership.</p> <p><input type="checkbox"/> Corporation.</p> <p><input type="checkbox"/> Other – Please explain: _____</p> <p>_____</p> <p>_____</p> <p><input type="checkbox"/> Financial Statement – Please attach a financial statement showing the ability of the lessee to meet the required financial obligations.</p> <p><input type="checkbox"/> Surety Information – Has any surety or bonding company ever been required to perform upon your default or the default of any of the principals in you organization holding more than a 10% interest</p> <p><input type="checkbox"/> No <input type="checkbox"/> Yes. If yes, please attach a statement naming the surety or bonding company, date and amount of bond, and the circumstances surrounding the default or performance.</p> <p><input type="checkbox"/> Bankruptcy information - Have you or any of the principals of your organization holding more than a 10% interest ever been declared bankrupt or are presently a debtor in a bankruptcy action?</p> <p><input type="checkbox"/> No <input type="checkbox"/> Yes. If yes, please attach a statement indicating state, date, Court having jurisdiction, case number and to amount of assets and debt.</p> <p><input type="checkbox"/> Pending Litigation – Are you or any of the principals of your organization holding more than a 10% interest presently a party to any pending litigation?</p> <p><input type="checkbox"/> No <input type="checkbox"/> Yes. If yes, please attach detailed information as to each claim, cause of action, lien, judgment including dates and case numbers.</p>
9.	Partnership Statement	<p><input type="checkbox"/> <u>If the applicant is a partnership, please provide the following:</u></p> <p>Date of organization: _____</p> <p>Type: <input type="checkbox"/> General Partnership <input type="checkbox"/> Limited Partnership</p> <p>Statement of Partnership Recorded? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Where _____ When _____</p> <p>Has partnership done business in Alaska? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Where _____ When _____</p> <p>Name, address, and partnership share. If partner is a corporation, please complete corporation statement.</p> <p>Limited/ <u>General</u> <u>Name</u> <u>Address</u> <u>Share %</u></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
		<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Please attach a copy of your partnership agreement.</p>

10.	Corporation Statement	<p><input type="checkbox"/> <u>If the applicant is a corporation, please provide the following:</u></p> <p>Date of Incorporation: _____</p> <p>State of Incorporation: _____</p> <p>Is the Corporation authorized to do business in Alaska?</p> <p><input type="checkbox"/> No <input type="checkbox"/> Yes. Is so, as of what Date? _____</p> <p>Corporation is held? <input type="checkbox"/> Publicly <input type="checkbox"/> Privately If publicly held, how and where is the stock traded? _____</p> <p>Officers & Principal Stockholders [10%+]:</p> <table border="0"> <thead> <tr> <th><u>Name</u></th> <th><u>Title</u></th> <th><u>Address</u></th> <th><u>Share</u></th> </tr> </thead> <tbody> <tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> </tbody> </table> <p><input type="checkbox"/> Please furnish a copy of Articles of Incorporation and By-laws.</p> <p>Please furnish name and title of officer authorized by Articles and/or By-laws to execute contracts and other corporate commitments.</p> <table border="0"> <thead> <tr> <th><u>Name</u></th> <th><u>Title</u></th> </tr> </thead> <tbody> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> </tbody> </table>	<u>Name</u>	<u>Title</u>	<u>Address</u>	<u>Share</u>	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	<u>Name</u>	<u>Title</u>	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
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11.	Applicant References	<p>Please list four persons or firms with whom the Applicant or its owners have conducted business transactions with during the past three years. Two references named shall have knowledge of your financial management history, of which at least one must be your principal financial institution. Two of the references must have knowledge of your business expertise.</p> <p>_____</p> <p>Name: _____ Firm: _____ Title: _____ Address: _____ Telephone: _____ Nature of business association with Applicant: _____</p> <p>_____</p> <p>Name: _____ Firm: _____ Title: _____ Address: _____ Telephone: _____ Nature of business association with Applicant: _____</p> <p>_____</p> <p>Name: _____ Firm: _____ Title: _____ Address: _____ Telephone: _____ Nature of business association with Applicant: _____</p> <p>_____</p> <p>Name: _____ Firm: _____ Title: _____ Address: _____ Telephone: _____ Nature of business association with Applicant: _____</p> <p>_____</p>
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I hereby certify that the above information is true and correct to the best of my knowledge.

Signature:

Date:
