

STATE OF MINNESOTA  
DEPARTMENT OF ADMINISTRATION  
REAL ESTATE AND CONSTRUCTION SERVICES

STATE-OWNED LAND  
LOCATED AT 321 GROVE STREET  
FOR PLACEMENT OF FREESTANDING PYLON SIGN STRUCTURE  
AND  
BILLBOARD DISPLAY SIGN

BID FORM (EXHIBIT C)

Bid Received: \_\_\_\_\_  
(FOR OFFICE USE ONLY)

**Bid Due: June 25, 2015, no later than 2:30 p.m., Central Daylight Time**

A completed sealed bid must be received in the office of the Minnesota Department of Administration, Real Estate and Construction Services, 50 Sherburne Avenue, Room 309, St. Paul, MN 55155 and date and time stamped not later than 2:30 p.m. CST on June 25, 2015. **LATE BIDS WILL BE REJECTED.**

A public bid opening will be held in the State of the Minnesota Administration Building, 50 Sherburne Avenue, Room 309, St. Paul, MN 55155 at 2:35 p.m., CST on June 25, 2015 and all responses will be publicly opened and portions thereof read aloud. All bidders are invited to attend; however, attendance is not a requirement.

**TERMS AND CONDITIONS OF LEASE FOR RENTAL SPACE**

1. Lease Term: I agree to execute a lease for a term of up to five (5) years commencing no later than August 1, 2015.
2. Use of Leased Premises: I agree to use the Leased Premises to install a freestanding pylon sign structure and billboard display sign only.
3. State Lease Form: I agree to execute the State lease substantially in the form as the attached **Exhibit B** to the Request for Bid.
4. Improvements to the Leased Premises: I understand that if I am awarded the bid, I am leasing the Leased Premises "as-is" and the State makes no representations or warranties regarding the property condition or its use. I further understand that I will be responsible, at my expense, for all required costs to install the pylon sign and billboard and any electrical charges.
5. Services: I understand that there will be no services provided by the State.
6. I submit the following Bid for the billboard display sign (all blank lines must be filled in):

Period	Monthly Rent	Annual Rent
8/1/15 – 7/31/16		
8/1/16 – 7/31/17		
8/1/17 – 7/31/18		
8/1/18 – 7/31/19		
8/1/19 – 7/31/20		

**TERMS AND CONDITIONS OF BID**

1. Enclosed with my bid is a bid deposit in the amount of \$\_\_\_\_\_ which is not less than five percent (5%) of the total bid, in the form of a certified check, a cashier's check, or a money order, payable to the State of Minnesota.
2. I understand the award will be made to the highest responsible bidder meeting all the requirements, and terms and conditions of the Request for Bid.
3. I understand bid award will be mailed to the successful bidder within seven (7) business days of the public bid opening after the determination of compliance with all bid requirements, and terms and conditions of the Request for Bid. I understand that the bid award will be consist of a state lease form to be executed by the bidder and mailed or delivered to the State within seven (7) business days of receipt of the bid award.
4. I understand that bids that do not comply with this Request for Bid will be considered nonresponsive and will be rejected
5. I understand that the State reserves the right to reject any or all bids and waive the formalities therein. The State reserves the right to withdraw the Leased Premises or any option from lease up to and including the day of the bid opening. The terms and conditions herein are subject to change. Any announcements made at the bid opening will take precedence over any material published about this event. Information included in advertising or other material provided to interested parties from authorized representatives of the State is from sources deemed reliable; however the State assumes no liability for errors, omissions or changes.

Bidder's Name: \_\_\_\_\_

Bidder's Complete Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Bidder's Telephone Number: \_\_\_\_\_

Bidder's Email Address: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

(The individual signing certifies that he/she has signed as an authorized representative of the bidder)

Type or print name clearly: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_