



REQUEST FOR BID

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

ISSUE DATE:  
MAY 18, 2015

PROPOSALS MUST BE RECEIVED BY:  
JUNE 25, 2015  
2:30 P.M., CST

STATE OF MINNESOTA  
DEPARTMENT OF ADMINISTRATION  
REAL ESTATE AND CONSTRUCTION SERVICES  
ADMINISTRATION BUILDING  
50 SHERBURNE AVENUE, ROOM 309  
ST. PAUL, MN 55155  
(651) 201-2550

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**STATE OF MINNESOTA  
DEPARTMENT OF ADMINISTRATION  
REAL ESTATE AND CONSTRUCTION SERVICES**

**REQUEST FOR BID**

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

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

Sealed bids must be received in Real Estate and Construction Services, Room 309 Administration Building, and date and time-stamped not later than the date and time stated above. All responses will be publicly opened and portions thereof read aloud at the date and time stated above. **LATE BIDS WILL BE REJECTED.**

**PART A: INTRODUCTION**

Minn. Stat. §16B.24, Subd.5 (A) authorizes the Commissioner of Administration to rent out state property that is not needed for public use. The State is following Minnesota Rules, part 1245.0900.

**PART B: DESCRIPTION OF LEASED PREMISES**

State-owned property for lease located at 321 Grove Street in St. Paul as shown on the attached **Exhibit A** (Leased Premises).

**PART C: TERMS AND CONDITIONS OF LEASE**

1. Lease Term: Not to exceed Five (5) years, commencing August 1, 2015.
2. State Lease Form: The bidder must agree to execute the State lease substantially in the form as the attached hereto as **Exhibit B**.
3. Bid Amount:
  - a. Minimum bid in the amount of Twenty-Seven Thousand Five Hundred and no/100 Dollars (\$27,500.00) for the first year of the lease term.
  - b. The bidder understands that if awarded the bid, it is leasing the Leased Premises “as-is” and the State makes no representations or warranties regarding the property condition or its use. The bidder further understands that the bidder will be responsible, at its expense, for all costs to install the pylon sign and billboard and any electrical charges.

## **PART D: ADVERTISING DISPLAY REQUIREMENTS**

1. Content Provisions:
  - a. Advertising shall not represent or endorse elected officials or candidates.
  - b. Advertising shall not reflect political or religious viewpoints.
2. Advertising shall not demean the State of Minnesota, its Departments or Agencies, nor promote goods or services designed to frustrate effective law enforcement.
  - a. Advertising shall not promote the sale or consumption of alcoholic beverages.
  - b. Advertising shall not promote gaming, gambling or promotional sweepstakes.
  - c. Advertising shall not contain false, misleading or fraudulent statements or claims or relate to an illegal activity.
  - d. Advertising shall not contain discriminatory or derogatory content, including:
    - (1) Advertising which presents acts of rape, murder or violence in a casual or entertaining manner.
    - (2) Advertising which violates community standards of decency with respect to obscenity, profanity, pornography or sexual expression.
    - (3) Advertising which portrays individuals on the basis of race, color, creed, sex, age, religion, ancestry, national origin, marital status, disability, affection or sexual orientation, pregnancy or childbirth including but not limited to the promotion or prohibition of choice, birth control, birth control methods, or any other characteristic protected under federal, state or local law as inferior, evil, or contemptible as a result of the individual's protected characteristics.
  - e. Advertising shall not imply or declare an endorsement of a product or service by the State of Minnesota, its Departments or Agencies.
  - e. Advertising shall not contain language, which is libelous, derisive, distorted, deceptive, immoral, vulgar or disreputable.
3. Bidder hereby agrees that every six (6) months Bidder shall provide the State with a list of advertisers.

## **PART E: TERMS AND CONDITIONS OF BID**

1. Non-binding Letter of Intent to Submit a Bid

To be eligible to submit a bid, interested persons or firms must send a "non-binding letter of intent to submit a bid" no later than 4:30 p.m., June 4, 2015 by e-mail to [jennifer.barber@state.mn.us](mailto:jennifer.barber@state.mn.us) or by fax to (651) 215-6245. Only those persons or firms

submitting this letter will be eligible to submit a bid and receive changes regarding the bid or responses to questions about this request for bid. The “non-binding letter of intent to submit a bid” must include (1) a subject line of “Bid to Lease State-Owned Land for Pylon Sign and Billboard”, (2) a statement that potential responder intends to submit a proposal, and (3) a contact person, phone number, and e-mail address.

2. Responses to Questions
  - a. In the interest of consistency of response to questions, please direct all questions in writing by e-mail to [jennifer.barber@state.mn.us](mailto:jennifer.barber@state.mn.us) or fax to (651) 215-6245. Questions may be submitted up to 4:30 p.m. on June 9, 2015.
  - b. Responses to questions will be faxed or emailed no later than June 16, 2015 only to those who have submitted a “non-binding letter of intent to submit a bid” by the June 4, 2015 deadline.
3. A completed State Bid Form in a sealed envelope clearly marked on the outside with the words “321 GROVE STREET – BILLBOARD REQUEST FOR 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, not later than 2:30 p.m. CST on June 25, 2015**. The State Bid Form (**Exhibit C**) is attached.
4. A public bid opening will be held in the State of the Minnesota Administration Building, 50 Sherburne Avenue, St. Paul, MN 55155 in the conference room in Room 309 at 2:35 p.m., CST on June 25, 2015. All bidders are invited to attend; however, attendance is not a requirement.
5. **An award will be made to the highest responsible bidder meeting all the requirements, and terms and conditions contained herein.**
6. 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 contained herein. The bid award will 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.
7. Any agents acting for bidders must furnish a copy of the Power of Attorney with the bid form.
8. Any corporations submitting bids must furnish evidence that the officer(s) or employee(s) who execute the bid have been given the power to act on behalf of the corporation.
9. Bids that do not comply with this Request for Bid will be considered nonresponsive and will be rejected.
10. 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.