
BID INSTRUCTIONS

Airspace should determine the following before preparing a bid package:

1. What sites should be included in an upcoming competitive bid. Look at:
 - a. Vacant sites and existing leases that will expire soon.
 - b. Current conditions and any remedial cleanup.
 - c. Changes in the current market (demand, values, trends).
2. The highest and best use as is and if improved by a potential lessee.
3. Any changes in the approved use and improvements requires a DARC. Look at:
 - a. Seismic retrofit, completed and scheduled.
 - b. Necessary upgrades to improve the site and reduce impacts on the site.
 - c. Future needs for all or part of the site for transportation purposes.
 - d. Historical use and problems at the site.
4. Minimum bid value for each site based on the projected term (e.g. a 5-year term may generate a higher lease rate than a 2-year term would generate).
5. Offering multiple sites in one bid package may increase interest and reduce costs. Look at:
 - a. Grouping sites by area or use.
 - b. Time frame between notice and the bid opening.
6. Method of bidding and marketing tools. Look at:
 - a. Sealed bid or open auction.
 - b. Advertising and flyers.
 - c. Bid package should be attractive.
 - d. Mailing list of potential lessees.
 - e. Personally advise current lessees of the upcoming bid.
 - f. Auction area or room and the auctioneer.

Prepare a bid package listing the minimum requirements, the proposed use, the bidding process, critical terms and conditions, special provisions, minimum bid, and required bid deposit.

1. Cashier's checks are the only form of deposit that should be accepted.
 2. Each check should be clearly marked with the bidder's name and site.
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On the day of the auction:

1. Set up a registration table to collect bidder information.
2. Prepare to collect deposits (one cashier's check from each potential bidder for each site that will be bid on).
3. Provide each bidder with a "bid number."
4. Introduce staff to bidders and explain their respective roles during the bid (e.g. auctioneer, assistant,
 - a. registrant, leasing agent).
5. auctioneer should proceed down the list of sites, starting with the minimum bid and increasing amounts by at least \$100.00.
6. Assistant should help auctioneer identify bidders and keep track of who bid what amount on which site.
7. After all sites have been bid and awarded, deposits of the non-awarded bidders should be returned.
8. Awarded bidders should meet with the respective leasing agent to increase the deposit to the amount of the winning bid, and to receive a lease agreement ready to be executed.

OR

On the day of the sealed bid:

1. Set up an area to review sealed bids.
 2. Prepare to collect deposits (one cashier's check from each potential bidder for each site that will be bid on).
 3. Document each bidder's "bid" by site.
 4. After all sealed bids have been opened and documented, determine the winning bidder for each site.
 5. After all sites have been bid and awarded, deposits of the non-awarded bidders should be returned.
 6. Awarded bidders should be contacted by the respective leasing agent to increase the deposit to the amount of the winning bid, and to receive a lease agreement ready to be executed.
 7. Prepare an auction summary detailing the results of the bid by site, minimum bid, number of bidders, awarded bid, and the new lessee.
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