

## **LEGAL NOTICE TO BIDDERS**

Dated February 17, 2020

Notice is hereby given that the Michigan City Parks and Recreation Department ("Parks Department") is seeking an eligible person to lease the newly renovated office space at the "Greenhouse Building" consisting of approximately 900 square feet located at 99 Lake Shore Drive in Washington Park, Michigan City, Indiana ("Premises"). The Premises may only be used for the purpose of office space.

The Premises is available for lease pursuant to I.C. 36-1-11. The term of the Lease shall be for a minimum of one (1) year to a maximum of three (3) years with an option to renew pursuant to the terms and conditions of a Lease Agreement to be executed by the successful bidder and the Parks Department. The term of the lease shall commence thirty (30) days after the successful bidder receives notice from the Parks Department that the Premises is substantially complete and ready for the installation of tenant improvements and equipment. The floor plans and specifications for the Premises are available at the Parks Department's office.

Selection of an eligible person who is the highest and best bidder for the Greenhouse Building office space leasing purposes will be at the sole discretion of the Parks Department. A complete bid packed is available at the office of the Parks and Recreation Department, 100 E. Michigan Blvd., Suite 2, Michigan City, IN 46360. Discussions may be conducted with bidders for the purpose of clarification to assure full understanding of and responsiveness to the bidding requirements.

The Premises may not be leased to a person who is ineligible under IC 36-1-11-16. A bid submitted by a trust as defined in IC 30-4-1-1(a) must identify each beneficiary of the trust and each settler empowered to revoke or modify the trust.

Sealed Bids, along with all required Bid documentation, shall be submitted to Michiana City Parks and Recreation Department, 100 E. Michigan Blvd., Suite 2, Michigan City, Indiana 46360 prior to 4:00 P.M. local time, on Wednesday, March 17, 2021. The bids will be opened at the Park Boards public meeting on Wednesday, March 17, 2021 at 5 pm. **Due to the COVID-19 pandemic, vendors must call the Park Office at 219-873-1506 to deliver a quote to City Hall or to determine where the Park Board meeting will be held.**

Each bid shall be submitted with a certified check or a bidder's bond in an amount not less than One Thousand and no/hundred (\$1,000) dollars as a guarantee that the bidder will perform the terms of the bid if it is accepted by the Park.

The Parks and Recreation Department of the City of Michigan City, Indiana reserves the right to waive any formality, informality, or irregularity in any bid received, and also reserves the right to reject any and all bids and to re-advertise for bids.

Dated: February 17, 2021

Phil Latchford, President  
Michigan City Parks and Recreation Department