



MEMORANDUM

Department of Natural Resources

STATE OF ALASKA
Division of Agriculture

TO: Board of Agriculture and Conservation

DATE: March 21, 2012

THROUGH: Franci Havemeister, Director

FROM: Amanda Swanson, Loan Officer

TELEPHONE NO.: 761-3869

SUBJECT: ARLF Asset Report
March 2012

Palmer Feed Mill Property ARLF Sale #09-01:

ARLF Sale #09-01 was publicly noticed in July, 2009. **The property is still currently available for purchase in at OTC offering.**

At the January board meeting the board requested the ARLF loan officer explore options of disposal utilizing a realtor. Several realtors were contacted and the commission fees discussed ranged from 7-10% with a 6-12 month contract and most said they would do an assessment of the value and determine a competitive sales price at no additional charge. The terms and commission charged will depend on which proposal is chosen. A "Request for Proposals" has been prepared and included in this report.

Mat -Maid Memorabilia

At the January board meeting the board requested that the assets assigned to the ARLF from the Creamery Corporation be reviewed and appraised. Because the value of the coins and gold watch exceeded \$1000.00 it must follow 11 AAC39.730 – which requires the sale to be publicly noticed and disposed of competitively. It is recommended that the gold coin and men's watch be sold as a whole and not individually.

STATE OF ALASKA

DEPARTMENT OF NATURAL RESOURCES

DIVISION OF SUPPORT SERVICES ADMINISTRATIVE SUPPORT SECTION

SEAN PARNELL, GOVERNOR

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February 29, 2012

Ref: DNR Request for Proposal ASP # [REDACTED]
Commercial Palmer Feed Mill Property Listing and Sale.

The Department of Natural Resources, Division of Agriculture is soliciting proposals to contract a realtor agent or agency to evaluate a sales price according to current commercial property market values and sale property currently owned by the Agricultural Revolving Loan Fund (ARLF) located at 513 South Valley Way in Palmer, AK.

The profile of property is as follows:

Title: Surface estate in fee simple.

Legal Description: Alaska State Land Survey (ASLS) 96-004, Tract A-1 recorded 08/06/1999 as Plat Number 99-62 in the Palmer Recording District; and further identified as Matanuska Susitna Borough Tax Parcel #4871000T00A-1 located at 513 South Valley Way, Palmer, Alaska, Third Judicial District, State of Alaska.

Land: 3.025 acres

Zoning and Use: General Commercial Use

Improvements: Grain Bin and Elevator (not in use), Pole Shed, Drive Thru Scale Shed, Storage Shed, small Block Building and an 8,000 SF warehouse built or remodeled in 1972.

Past Use: Feed Mill/ Blow Mold Facility

The property is currently available for purchase Over the Counter at a sales amount of \$975,000.00. The Division of Agriculture's mission is to contract with a realtor or real estate agency, specializing in commercial property, to re-evaluate a competitive sales price according to current commercial market trends and then to actively sell the property. An appraisal was completed June 17th, 2009 that reflected an operating business at that time. This appraisal is available for review.

Submitted proposals must include the following:

1. A cover letter containing the complete name and address of the firm; name, mailing address, and telephone number of the contact on the proposal; a statement of commitment to the project; reference to your Alaska real estate license number; and a statement regarding qualifications as a commercial realtor.
2. Include a brief description of how you propose to accomplish the task of selling the property. At a minimum this should include a list of key individuals and their time commitment to this project, a work schedule, and note any expectations you may have of the Division of Agriculture during the period of this contract.
3. Include written documentation of real estate/ realtor experience, including commercial real estate.
4. Provide the percentage commission requested as well as any other costs which may be associated.
5. Provide the requested listing time duration.

This request is being solicited in accordance with AS 36.30.300 Small Procurements, and is estimated not to exceed \$ [REDACTED] for all services requested. The successful applicant will be required to comply with the general contract provisions of the Standard Agreement Form, Appendices A and B (copies attached).

Interested contractors must provide the Procurement Officer, 550 West 7th Ave., Suite 1230; Anchorage, Alaska 99501 with a written proposal no later than 4:00 p.m. on **March 19, 2012.**

Proposals must include the following:

1. A cover letter containing the complete name and address of the firm; name, mailing address, and telephone number of the contact on the proposal; a statement of commitment to the project; reference to your Alaska business license number, and a statement regarding qualification as an "Alaskan Bidder."

AS 36.30.170 describes an "Alaska Bidder" as one who;

- [a] holds a current Alaska business license,
- [b] submits a proposal for services under the name as appearing on the person's current Alaska business license,
- [c] has maintained a place of business within the state staffed by the offeror or an employee of the offeror for a period of six months immediately preceding the date of the RFP,
- [d] is incorporated or qualified to do business under the laws of the state, is a sole proprietorship and the proprietor is a resident of the state, is a limited liability company organized under AS 10.50 and all members are residents of the state, or is a partnership under AS 32.05 or AS 32.11 and all partners are residents of the state; and
- [e] if a joint venture, is composed entirely of ventures that qualify under a. through d. of this subsection.

2. Include a brief description of how you propose to accomplish the tasks outlined in this request. At a minimum this should include a list of key individuals (including any subcontractors) and their time commitment to this project, a work schedule, and note any expectations you may have of the Division of Agriculture during the period of this contract.
3. Include written documentation of experience that meets the requirements in Attachment B. Offerors who do not meet this minimum experience requirement will be declared non-responsive and the proposal rejected.
4. Provide documentation of qualifications and experience.

Proposals will be evaluated based on commission (40%), methodology, sales criteria (20%), qualifications and experience (30%) and Alaska Offeror Preference (10%). Division staff will evaluate the proposals.

Proposals need to be received by **March 19th, 2012**.

For additional information, please contact me at (907) 269-8666.

Sincerely,

Marlys Hagen, C.P.M.

Marlys Hagen, C.P.M.
Procurement Officer