**Cell Site Lease Bidding Instructions**

**Written Bids must consist of:**

* **Offer to Lease Letter.** A form of the Letter is provided. It may be submitted on Company letterhead, but must include:
	+ Name of Company bidding.
	+ Resolution Number.
	+ Name of Cell Lease/Location. This may be found in the title of the Resolution.
	+ Amount of Bid ($ rent per month). May not be less than the average appraised value in the Resolution.
	+ Amount of Deposit Check enclosed.
	+ Signature of Bidder
	+ Name, address and contact information of authorized representative.
* **Affidavit for Written/Oral Bids.**
	+ Form may be filled out electronically but must be printed and include an original signature.
* **Deposit Check.**
	+ Must be equal to one month’s rent, and no less than the average appraised value of the Lease for a single user, $2,562.00.
	+ All deposits must be in the form of a certified check or cashier’s check made out to “City of Henderson or [Name of Bidder]”. The bidder’s name must be included on the check.

All written bids must be submitted in a sealed envelope including the duly signed Offer to Lease

letter, duly signed Affidavit for Written/Oral Bids, and the required deposit. The bid envelope

shall reference the name and address of the submitting bidder, the resolution number, and name of lease as set forth in the resolution.

Written bids will be accepted only at the office of the City Clerk located at 240 Water Street, Henderson, Nevada, during regular business hours commencing 7:30 a.m., December 20, 2023, and continuing thereafter until 5:00 p.m., February 19, 2024.

Submittal of a written bid in accordance with these requirements will automatically register a bidder for the oral bidding process.

Any questions should be directed to SROW@cityofhenderson.com or (702) 267-1300.

Persons who do not submit a written bid and who desire to participate in the oral bidding

process must submit a signed Affidavit for Oral Bids and the required deposit to the City Clerk

no later than 3:00 p.m. on the day of the auction.

Bids that do not comply with these requirements will not be considered and will be returned to

the bidder. Deposits will be returned to the unsuccessful bidders.

**Bid placards will be distributed in the City Clerk’s Office between 2:00 p.m. and 3:00 p.m. the night of the meeting. It is each bidder’s responsibility to pick up a bid placard.**