

Lone Star *Texas*

INSTRUCTIONS TO BIDDERS

1. Submittal of Sealed Bids

- Outside of envelope, containing the sealed bid must be marked: Sealed Bid for City Owned Property Auction, Bid Package No. _____. (Property number)
- On the date set and at the time designated for the opening of the sealed bid auction, each prospective bidder is required to submit the bid deposit in the amount and form specified herein. Bidder proposals submitted do so entirely at their expense.
- There is no expressed or implied obligation by the City to reimburse any individual or firm for any costs incurred in preparing or submitting a proposal, for providing additional information when requested by the City, or for participating in the award process.
- The Bidder may be requested to submit additional information after the deadline date and time.
- Any requested information which is not received may be considered nonresponsive and the entire bid may be rejected.

2. Bid Form

- Each prospective bidder is required to complete and execute, in duplicate, the bid form attached in this Invitation for Bids, and all information and certifications called for thereon must be furnished.
- Bids submitted in any other manner or which fail to furnish all information or certifications required may be summarily rejected.
- Bids shall be filled out legibly with all erasures, strikeovers, and corrections initialed by the person signing the bid and the bid must be manually signed.
- Negligence on the part of the bidder in preparing the bid confers no right for withdrawal or modification of the bid.

3. Bid Executed on Behalf of Bidder

A bid executed by an attorney or agent on behalf of the bidder shall be accompanied by an authenticated copy of his Power of Attorney or other evidence of his authority to act on behalf of the bidder.

- a. Corporation: If the bidder is a corporation, the Certificate of Corporate Bidder must be executed. A duly authorized officer of the corporation other than the officer signing the bid must execute the certificate under the corporate seal. In lieu of the Certificate of Corporate Bidder, there may be attached to the bid copies of so much of the records

of the corporation as will show the official character and authority of the officer signing, duly certified by the secretary or assistant secretary, under the corporate seal, to be true copies.

- b. Partnership: If the bidder is a partnership, and all partners sign the bid, with a notation that they are all the partners, the City of Lone Star will not ordinarily require any proof of the existence of the partnership. If all the partners do not sign the bid, then the names of all those except limited partners must be furnished on the bid and the City of Lone Star, in its discretion, may require evidence of the authority of the signer(s) to execute the bid on behalf of the partnership.

4. Bid Deposit

Each bidder shall be required to submit a Bid Deposit in the amount of \$500.00, along with a self-addressed stamped envelope for the return of the unsuccessful bidder's Bid Deposit. A Bid Deposit must accompany each bid submitted. All Bid Deposits must be in the form of a certified check or cashier's check payable to the order of the "City of Lone Star". Failure to so provide such bid deposit shall require rejection of the bid. Upon acceptance of a bid, the appropriate bid deposit of the successful bidder shall be applied toward payment of the successful bidder's obligation to the City of Lone Star. The City of Lone Star will make the bid award decision based upon the best value to the City of Lone Star. Only the bid deposit of the successful bidder(s) will be retained.

5. Additional Information

The City of Lone Star, at the address given in this Invitation for Bids, will upon request, provide additional information concerning the property offered to facilitate preparation of bids. Each bid submitted shall be deemed to have been made with full knowledge of all terms, conditions, and requirements contained in this Invitation for Bids.

6. Notice of Acceptance or Rejection

Each bid must be accompanied by a signed Purchase Agreement.

Notice by the City of Lone Star of acceptance of a bid shall be deemed to have been sufficiently given upon written notification to the bidder or duly authorized representative providing the best value to the City of Lone Star at the address indicated in the bid documents.

Notice by the City of Lone Star of rejection of a bid shall be deemed sufficiently given when the bid deposit of the rejected or unsuccessful bidder has been telegraphed or mailed to the bidder at the address provided on the self-addressed envelope.

The City of Lone Star's processing of a bid deposit shall not, in itself, constitute acceptance of the bidder's offer. The City of Lone Star reserves the right to reject any or all bids or portions thereof.

It is understood that the City reserves the right to reject any or all responses for any or all products and/or services covered in this request and to waive informalities or defects or to accept such as it shall deem to be in the best interests of the City.

If less than three responses are received, the City reserves the right to extend the opening date as it deems to be in the best interest of the City. Price proposals must remain a valid proposal for 90 days after the due date or until the City signs a Purchase and Sale Agreement with the successful Bidder, whichever is sooner.

7. Waiver of Information or Irregularities

The City of Lone Star may, at its election, waive any minor informality or irregularity in bids received.