



ITB# 22-12-006  
Sale of County Owned Real Property

## BIDDER'S CHECKLIST

Company Name \_\_\_\_\_

Please indicate you have completed the following documentation and submit them in the following order.

### ITEM DESCRIPTION

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Check

- Bidder's Checklist
- Bidder's Information
- Bidder's Price Proposal Form
- Addenda Acknowledgement Form
- Partnership Affidavit (if applicable)
- Corporate Affidavit (if applicable)
- Individual Affidavit (if applicable)
- Certificate of Non-Collusion

\_\_\_\_\_  
*Authorized Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Printed Name*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Email*



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## BIDDER'S INFORMATION FORM

FULL INDIVIDUAL'S NAME \_\_\_\_\_

OR

LEGAL BUSINESS NAME \_\_\_\_\_

INDICATE LEGAL FORM OF BUSINESS:

Corporation \_\_\_\_\_ Partnership \_\_\_\_\_ Individual \_\_\_\_\_ Other (specify) \_\_\_\_\_

ADDRESS \_\_\_\_\_

Street

City

State

Zip Code

AUTHORIZED SIGNER \_\_\_\_\_

Name

Title

PRIMARY CONTACT \_\_\_\_\_

Name

Phone

Email

SECONDARY CONTACT \_\_\_\_\_

Name

Phone

Email

COMPANY WEBSITE \_\_\_\_\_

(if applicable)

THIS PAGE MUST BE COMPLETED AND SUBMITTED WITH BID



**ITB# 22-12-006**  
**Sale of County Owned Real Property**  
**Bidder's Price Proposal Form**

Please list your best bid below for each Property for which you are interested. Bids will be considered non-negotiable as related to acceptance and resulting award. Please list N/A on the properties in which you are not entering a bid.

| Property Name                                      | Bid Amount |
|--|------------|
| Property A: 10 Court Street Watkinsville, Ga 30677 | \$ _____   |
| Property B: 3 Third Street Watkinsville, Ga 30677  | \$ _____   |

*Initial:*

\_\_\_\_ The undersigned agrees, if the bid amount for Property "A" or Property "B" is accepted or any combination of Property bids are accepted by Oconee County and a Notice of Award is issued on any combination of Property bids, this bid amount shall become the purchase and sale price for the Property as awarded and shall be the sum due to Oconee County by the undersigned Bidder to purchase the said Property.

\_\_\_\_ Bidder acknowledges that upon receipt of Notice of Award, I as the successful Bidder bear all costs of closing (in addition to the bid amount), shall be responsible for submitting a non-refundable cash deposit in the amount of 5% (five percent) of each Property purchase bid amount within two (2) days of Notice of Award, and shall submit the full bid amount, less the deposit, to the County at closing. I further acknowledge that the closing is to be arranged by the Bidder and conducted by an attorney hired by the Bidder which is experienced in real estate matters and acceptable by Oconee County. I further acknowledge that the closing must take place in Oconee County, Georgia.

\_\_\_\_ The undersigned individual(s) executing this Bid Form represents that he/she is either submitting this bid on his or her own behalf or is the legally authorized representative or agent of the person, individual, firm, company or governmental entity submitting this bid and that he/she has the full legal power and authority to sign this Bid Form, submit this bid on their behalf, and to consummate the transaction and purchase contemplated by this Bid Form and the Invitation to Bid, including submission of the purchase price at closing and execution of any certifications, acknowledgements and agrees that this bid will be binding and enforceable upon Bidder and that a legally binding agreement will be created if the bid is accepted by Oconee County and a Notice of Award is issued to the Bidder. The execution, delivery and performance of this Bid Form by the Bidder has been duly authorized and approved by all necessary action on the part of the Bidder.

This \_\_\_\_\_ day of \_\_\_\_\_, 2022.

If the Bid Form is submitted by a person in an individual capacity, please print the name of the individual submitting this Bid Form, provide the requested information and sign below to acknowledge and indicate your understanding of the terms of this Bid Form and agreement to be bound by its terms and conditions:

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Name – Printed**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Address**

\_\_\_\_\_  
**City/State/Zip Code**

\_\_\_\_\_  
**Phone**

\_\_\_\_\_  
**Email**

If the bid is submitted by a company, firm, corporation, association, partnership or governmental entity, please print the name of the individual submitting the bid, provide the requested information and sign below to acknowledge and indicate your understanding of the terms of this Bid Form and agreement of behalf such company, firm, corporation, association, partnership or governmental entity to be bound by its terms and conditions:

\_\_\_\_\_  
**Business Name - Printed**

\_\_\_\_\_  
**Authorized Signer, Title – Printed**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Address**

\_\_\_\_\_  
**City/State/Zip Code**

\_\_\_\_\_  
**Phone**

\_\_\_\_\_  
**Email**



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**ADDENDA ACKNOWLEDGEMENT**

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The Respondent has examined and carefully studied the Invitation to Bid and the following Addenda, receipt of all of which is hereby acknowledged:

Addendum Number \_\_\_\_\_ Date \_\_\_\_\_

Addendum Number \_\_\_\_\_ Date \_\_\_\_\_

Addendum Number \_\_\_\_\_ Date \_\_\_\_\_

Addendum Number \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
*Authorized Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Printed Name*

*Respondent must acknowledge any issued addenda. Bids which fail to acknowledge the Respondent's receipt of any addenda may result in the rejection of the bid if the addendum contains information that substantively changes the Owner's requirements.*



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Partnership Certificate

STATE OF }
} SS
COUNTY OF }

On this day of \_\_\_\_\_, 20\_\_\_\_ before me personally appeared \_\_\_\_\_
known to me to be the person who executed the above instrument, who, being by first duly sworn, did depose and say
the he is a general partner in the firm of \_\_\_\_\_ and that firm consists of himself
and \_\_\_\_\_ and that he
executed the foregoing instrument on behalf of said firm for the uses and purposes stated therein, and that no one except
the above named members of the firm have any financial interest whatsoever in said proposed contract.

PARTNER

PARTNER

PARTNER

PARTNER

Subscribed and sworn to before me, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

NOTARY PUBLIC

My Commission Expires:

(SEAL)

\_\_\_\_ (Date)

NOTE: if only one partner signs, a power of attorney executed by all other partners authorizing him to act in the name of the Company must be attached, otherwise, all partners must sign.



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**Corporate Certificate**

I, \_\_\_\_\_, certify that I am the Secretary of the Corporation named as CONTRACTOR  
in

the foregoing bid; that \_\_\_\_\_, who signed said bid on behalf  
on the CONTRACTOR was then \_\_\_\_\_ of said Corporation; that said authority  
was duly signed for and in behalf of said Corporation by authority of its Board of Directors, and is within the  
scope of its corporate powers; that said Corporation is organized under the laws of the State of  
\_\_\_\_\_.

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
CORPORATE SECRETARY

(SEAL)



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## Individual Certificate

STATE OF                                }  
  } SS  
COUNTY OF                        }

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me personally came and appeared \_\_\_\_\_ to me known, and known to me to the person described in and who executed the foregoing instrument and acknowledged that executed the same.

\_\_\_\_\_  
NOTARY PUBLIC

(SEAL)

My Commission Expires:  
\_\_\_\_\_ (Date)





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**CERTIFICATE OF NON-COLLUSION**

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**SALE OF COUNTY OWNED REAL PROPERTY**  
**ITB# 22-12-006**  
**STATE OF GEORGIA**  
**OCONEE COUNTY BOARD OF COMMISSIONERS**

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**Being first duly sworn, deposes and says that he is**

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**(sole owner, partner, president, secretary, etc.)**

the party making the forgoing Proposal or Bid; that such ITB is genuine and not collusive or sham; that said Respondent has not colluded, conspired, connived, or agreed, directly or indirectly, with any Respondent or person, to put in a sham Response, or that such other person shall refrain from Responding, and has not in any manner, directly or indirectly sought by agreement or collusion, or communication or conference, with any person, to fix the Response price of affiant or any other Respondent, or to fix any overhead, profit or cost element of said Response Price, or of that of any other Respondent, or to secure any advantage against Oconee County, or any other person interested in the proposed Agreement; and all statements in said Proposal or Bid are true; and further, that such Respondent has not, directly or indirectly, submitted this Response, or the contents thereof, or divulged information or data relative thereto any association or to any member or agent thereof.

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**(Affiant)**

Subscribed and Sworn to before me this \_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_.

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**(Notary Public in and for)**

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**(County)**

**My Commission expires \_\_\_\_\_, 20\_\_\_\_.**

**(SEAL)**