

# SEALED BID FORM SHEET

## POLK COUNTY SALES

### BIDDING ITEM:

Item Sales #: \_\_\_\_\_.

### CONDITIONS OF BIDDING:

**BIDS:** Only one bid per envelope. Each bid shall be in sealed Envelope. Envelope shall be clearly marked with words, "SEALED BID", followed by the Sale # which is listed at the top of the advertisement. Each bid envelope shall be received at the address listed on the advertisement by 1:00 p.m. of bid closing date.

**ITEM CONDITION:** All items advertised by Polk County for sale by bid are to be sold As-Is. Polk County shall strive to make its best effort to assist interested parties in obtaining information about each item for sale, however Polk makes no warranty of the condition of the equipment nor accuracy of the item description. Each Bidders shall be responsible for verifying condition and accuracy of item description prior to submitting a bid, and bring to the County's attention any discrepancy found.

**TERMS OF SALE:** The successful bidder shall be provided a written Notice of Award within 10 business days after Bid Closing Date. Successful Bidder shall make full payment with cash or cashiers check made payable to Polk County Treasurer, and shall arrange to pick-up their item within 10 business days from date of Notice of Award.

**DEFAULT OF SALE:** Any item not paid for within the timeline provided shall forfeit their claim to the item and shall not be eligible to bid on future items. Any item not picked-up within the timeline provided shall forfeit their claim to the item, and payment for item may be retained, in whole or in part, by the county for damages. If bidder forfeits claim to any item bid, Polk County may, at its discretion, offer the item to the next highest bidder.

**COUNTY'S RIGHTS:** Polk County may indicate a minimum bid amount, or elect not to set a minimum bid amount. Polk County retains the right to remove items offered for sale from the sale list at any time up to the Notice of Award should the County determine the sale of the item is not in its best interests. The County reserves the right to reject any or all bids, or to waive any irregularities or defects found therein.

### BID:

BIDDERS NAME: \_\_\_\_\_ BIDDERS PHONE #: \_\_\_\_\_.

BIDDERS MAIL ADDRESS: \_\_\_\_\_.

BID AMOUNT (U.S.D.): \_\_\_\_\_.

By signing below, I am indicating that I have read, understand and will comply with the terms and intentions of the conditions of this bid, and will provide payment in full for said item listed above, should I be awarded the Bid.

\_\_\_\_\_.

Bidder's Signature

\_\_\_\_\_.

Date