

SEALED BID PROCESS

When staff receive an offer on a parcel that has already been offered at a public auction or as a private sale, the following are steps to be adhered to when submitting a sealed bid:

1. Read the Earnest Money for Sealed Bid Offer Form and fill out each line. Enclose a \$200 deposit for administrative and recording fees. The deposit will not be refunded unless another party purchases the property. Successful bidder's deposit will be applied as partial payment toward the purchase of the described property.
2. Clearly write "Sealed Bid" on the outside of the envelope.
3. CASH purchases must be paid within two weeks of the Board accepting your bid and must be paid by cash, cashiers check, or certified check.
4. Sealed bids will be closed every third Thursday of the month at 3:00p.m. in the Assessment & Taxation office. No further bids will be accepted until a Board decision has been made.
5. After the deadline for bids, all offers will become public knowledge.
6. All offers exceeding 80% of the minimum bid will be presented to the Board of County Commissioners for their decision. Generally, staff will recommend the highest and/or best offer. If all offers are inadequate, staff may recommend rejecting all offers. The Board has the right to reject any and all offers.
7. Bids received by FAX are not accepted, nor are bids that are postmarked by the date, but arrive after the deadline.

I have read the above instructions and understand the Sealed Bid Process.

Initial

Date

For any questions or concerns, please call Clatsop County Property Management.