

COUNTY OF CORYELL §
 §
NOTICE OF CALL FOR BIDS §



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LISTING BROKER FOR SALE OF REAL PROPERTY

The objective in issuing this Notice of Call for Bids is to solicit bids from qualified Brokers for the listing of certain designated real property owned by the County for sale, such property located in Coryell County, as approved for listing by the Court.

BID START DATE: May 14, 2024

BID CLOSING DATE: June 18, 2024

BID SELECTION: June 25, 2024, at Commissioners' Court Session

All qualified Brokers interested in providing bids for the listing for sale of real property detailed herein, should respond with a written proposal to the County. Final selection will be made in accordance with the policies and administrative directive of the County and other statutory provisions. Responses must be received by 11:00 a.m. on June 18, 2024, to Coryell County, Office of the County Attorney, 210 S. 7th St., Gatesville, TX 76528, after which time and date they will no longer be accepted. Late responses will be returned and will not be considered. Responses may be mailed or delivered in person. The complete bid documents are available on the Coryell County website at: www.coryellcounty.org or in the Office of the County Attorney. Telephone number is (254) 248-3180.

TERMS AND CONDITIONS OF CALL FOR BIDS

1. GENERAL CONDITIONS:
 - a) Bidders are advised that all County contracts are subject to all legal requirements provided for in any applicable County Ordinances, or State of Texas and Federal statutes.
 - b) No officer or employee of the County shall have a financial interest, direct or indirect, in any contract with the County, or shall be financially interested, directly or indirectly, except on behalf of the County as an employee.
2. PREPARATION OF BIDS:
 - a) All information required by the bid form shall be furnished. The bidder shall sign in ink the Call for Bid documents stating the company or individual name and address where required.
3. CLARIFICATION OF BID SPECIFICATIONS:

A bidder may, if in doubt as to the true meaning of the specifications or other bid documents or any part thereof, submit to the Coryell County Attorney on or before 7 (seven) calendar days prior to scheduled bid opening, a request for clarification. All such requests for information shall be made in writing and the person submitting such request shall be responsible for its prompt delivery. Any interpretation of the bid will be made only by Addendum duly issued. A copy of such addendum will be mailed or delivered to each known bidder. The County will not be responsible for any other explanation or interpretation of the proposed bid made or given prior to the award of the contract.
5. SUBMISSION OF BIDS:
 - a) Bids and changes thereto shall be enclosed in sealed envelopes addressed to Coryell County Attorney, 210 S. 7th St., Gatesville, Texas 76528. The name and address of the bidder and the closing date and time shall be placed on the outside of the envelope.
 - b) Bids must be submitted on the forms furnished. Telegraphic or faxed bids will not be considered.
6. AWARD OF CONTRACT:
 - a) The contract will be awarded to the highest responsible bidder, conforming to the Call for Bid, whose bid is most advantageous to the County, price and other factors considered.
 - b) Written notice of award will be furnished to the successful bidder.
 - c) A binding contract will be drafted after the approval of a bid by the County.

7. BID SHEET:

OFFER TO LIST REAL PROPERTY FOR SALE, LOCATED IN CORYELL COUNTY, TEXAS, AS DESIGNATED FOR SALE BY THE COURT:

FOR PROPERTY SOLD AT:

FEE EXPRESSED AS % OF ACTUAL SALE:

Up to \$100,000 _____%

Over \$100,000 to \$250,000 _____%

Over \$250,000 to \$500,000 _____%

Over \$500,000 to \$1,000,000 _____%

Over \$1,000,000 _____%

FROM:

NAME

PHONE

DATE

ADDRESS

CITY, STATE, ZIP CODE

PRINTED NAME

SIGNATURE

ATTACH BROKER LICENSE TO BID SHEET