

## **INSTRUCTIONS TO BIDDERS**

### **El Paso County Water Improvement District No. 1 (the District)**

#### **Sale of Land – Clint Spur Drain**

#### **1 Preparation of Bid**

Each Bidder shall prepare a Bid in ink on forms furnished by the District. Blank spaces for each item in Bid shall be filled. The Bid shall be executed with the complete and correct name of individual, partnership, firm, corporation or other legal entity. The person signing the Bid shall initial any corrections to the Bid. Bids tendered after the due date and time designated in Notice to Bidders will not be accepted.

#### **2 Cost of bidding**

The bidder shall bear all costs associated with the preparation and submission of its bid, and the District will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

#### **3 District Representative**

Bidder shall limit all conversations regarding this Bid to the District Representative. Failure of the Bidder to limit all conversations to the District Representative may be cause to disqualify the Bidder. The Bidder shall address all bid and technical questions in writing to the District Representative:

Lisa Aguilar, Chief Administrative Officer  
El Paso County Water Improvement District #1  
13247 Alameda Ave.  
Clint, Texas 79836  
Phone: 915-872-4000

#### **4 Consideration of Bid Amount**

After Bids are opened and read aloud, the District will then evaluate the Bids. District reserves the right to reject any or all Bids or to waive any informalities and irregularities. The successful Bidder will be required to hire a surveyor licensed in Texas, at the Bidders expense, to provide a complete survey of the property including plat and a legal description. This survey plat with the legal description shall be submitted to the District for approval and shall be incorporated in the Deed on completion of the sale.

#### **5 Submission of Bid**

Each Bid, completed and signed by person(s) authorized to bind individual, partnership, firm, or corporation or any other legal entity, the following information shall be sealed in a 12x15 ½ envelope.

- (a) One copy of Bid Form completed and signed.
- (b) Acknowledgement of receipt of addenda issued, if any.
- (c) Any other required information indicated in Bid Documents.

Bid shall include all specified items in this section and be placed in the envelope, sealed and clearly identified on outside as a Bid to District, with project name, name, and address of Bidder. Failure to submit Bid in a sealed envelope may subject Bidder to disqualification. Bids will not be considered unless received by the District on or before the date and time designated in the Notice to Bidders.

## **6 Language of Bid**

The bid and all documents and correspondence relating to the Bid exchanged by the Bidder and the District shall be written in English. Supporting documents and printed literature furnished by the bidder may be in another language provided they are accompanied by an accurate translation of its pertinent passages in the language of the bid, in which case, for purposes of interpretation of the bid, the translation shall govern.

## **7 Currencies of Bid**

The prices shall be quoted by the bidder entirely in U.S. dollars.

## **8 Withdrawal of Bid**

A Bid may be withdrawn by a Bidder, provided an authorized individual of the Bidder submits a written request to withdraw the Bid before the time set for opening the Bids.

## **9 Rejection of Bids**

The following may be cause to reject a Bid:

- (a) Bids containing omissions, alterations of form, qualifications or conditions not called for by the District. Incomplete Bids may be considered in noncompliance and may be rejected. In any case of ambiguity or lack of clarity in the Bid, the District reserves right to determine the most advantageous Bid or to reject the Bid.
- (b) Collusion among Bidders.
- (c) The District reserves the right to reject any or all Bids or to waive any informalities and irregularities.

## **10 Submission of Post Bid Information**

The Bidder that submits the Bid that is most advantageous to the District shall submit such information as is required by the District (the survey and legal description) to the District within thirty (30) calendar days after apparent most advantageous Bidder has been named by the District. If the most advantageous Bidder does not submit such information or if the information submitted by the Bidder does not sufficiently meet the District request, or if the Bidder fails to meet any conditions of the Bid, the District reserves the right to disqualify the apparent most advantageous Bidder, and either re-Bid the project or pursue awarding of the Bid to the Bidder with the next most advantageous bid to the District.

## **11 Applicable Texas Codes**

All Bids shall be submitted in accordance with the requirements and provisions of applicable Texas codes. Section 272.001 of the Texas Local Government Code and Section 49.226 of the Texas Water Code apply to this bid process.

## **12 Bid Documents**

The Bid Documents consist of the following documents:

1. Notice to Bidders, Instructions to Bidders and Bid Form (this document)
2. Exhibit A – Map of Property

## **13 Addenda to Bid Documents**

The District may issue addenda to the Bid Documents from time to time during the Bid period. Such addenda shall be available at the District offices at 13247 Alameda Ave., Clint, Texas

## **14 Opening of Bids**

The Bids shall be opened at the location, date, and time indicated in the Notice to Bidders.

## **15 Minimum Bid Price**

The minimum bid price for the parcels of land and shown on Exhibit A which has a total area of approximately 1.27 acres shall be \$65,000.00.

**Bid Form**

**Clint Spur Drain, Clint, Texas**

**BID FORM**

Total Bid Price in Number: \_\_\_\_\_

Total Bid Price in Words: \_\_\_\_\_

Bid Submitted By: \_\_\_\_\_

Company Name, showing entity status: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Signature of Bidder: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Number & Date of Each Addendum Received: \_\_\_\_\_

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