

## **INSTRUCTIONS TO BIDDERS**

Submit one (1) signed original and one duplicate copy of the bid which shall be sealed and filed at the time and place indicated in the IFB. Bidders must adhere to the following:

1. Complete the Bid Statement to include:
  - a. The name, address, phone number, email address of the bidder or entity name (limited liability company, corporation, partnership), and
  - b. Bid amount in U.S. dollars and cents.

### **BID SECURITY**

[Not applicable.]

### **AWARD**

City reserves the right to reject any and all bids. City further reserves the right to waive any informality or irregularities in the bidding process. The bidder recognizes the right of City to reject a bid if the bidder fails to furnish the data required by the bidding documents or if the bid is in any way incomplete or defective.

Bid proposals may not be modified after submittal. Bidders may withdraw proposals at any time prior to bid opening, but not after the bid opening.

The successful bidder will be required to execute the acceptance of the Special Warranty Deed within ten (10) calendar days after the date the City issues the NOA. The successful bidder will be required to pay the purchase price within twenty (20) days after the date the City issues the NOA. Payment must be in the form of cash, certified check, or money order. The transaction will consummate ("close") no later than forty-five (45) calendar days from the date the City issues the NOA to the successful bidder.

### **PROTEST PROCEDURE**

Bid protests shall be submitted in writing to: City Clerk's Office, City of Buckeye, 530 E Monroe Ave, Buckeye, AZ 85326, within three (3) business days after the City issues the NOA. Protests must contain at a minimum the name, address and telephone number of the protester, the signature of the protester or its representative and evidence of authority to sign, a detailed statement of the legal and factual grounds of the protest including copies of relevant data and the form of relief requested.

Within three (3) business days after receipt, the city manager, or designee, will respond to the protest. City reserves the right to reject any or all bids, to waive irregularities of information in any bid, and/or to take any steps determined prudent in order to resolve the protest.

## **PROPOSAL FORM**

**THIS BID IS SUBMITTED TO:** City Clerk's Office, City of Buckeye, 530 E Monroe Ave , AZ 85326

Sealed bids in an envelope must be conspicuously marked on the front of the envelope in black lettering as: "Los Ranchitos De Los Conejos – Tract B" and must contain one signed original and one duplicate copy of the bid, which shall all be submitted to the City Clerk's office located at 530 E Monroe Ave, Buckeye, AZ 85326, no later than March 4, 2026 at 2:00 PM, Arizona Standard Time.

1. The undersigned bidder proposes and agrees, if this bid is accepted, to execute acceptance of Special Warranty Deed within ten (10) calendar days after the City issues the NOA in the form included in the bid documents for the contract price and in accordance with the other pertinent terms and conditions.
2. Bidder accepts all of the terms and conditions of the IFB and Instructions to Bidders . This bid will remain subject to acceptance for ten (10) calendar days after the day of bid opening. Bidder will sign and submit the Special Warranty Deed (acceptance) (a copy is set forth in Attachment A) and any other documents required by the bidding requirements within ten (10) calendar days after the City issues the NOA.
3. In submitting this bid, bidder represents, as more fully set forth in the purchase agreement, that:
  - a. Bidder has examined copies of all of the bidding documents (receipt of which is hereby acknowledged).
  - b. Bidder has familiarized himself/herself with the nature and extent of the purchase agreement, site, locality, and all local conditions and laws and regulations, inclusive of zoning and building codes and the general plan.
  - c. Bidder has obtained and carefully studied (or assumes responsibility for having done so) all such additional or supplementary examinations, survey, investigations, explorations, tests, studies and data concerning conditions (surface, subsurface and underground facilities) at or contiguous to the site. Bidder does not believe any additional due diligence examinations, survey, investigations, explorations, tests, studies or data are necessary to submit a bid.
  - e. This bid is genuine and not made in the interest of or on behalf of any

undisclosed person, firm or corporation and bidder has not directly or indirectly induced or solicited any other bidder to submit a false or sham bid. Bidder has not solicited or induced any person, firm or corporation to refrain from bidding. Bidder has not sought by collusion to obtain any advantage over any other bidder or over City.

4. Bidder offers to purchase Maricopa County Assessor Parcel (APN) 502-46-043, Maricopa County, Arizona, and will accept a special warranty deed to transfer the property title from City to the successful bidder for the following price:

\$ \_\_\_\_\_  
(state both a numerical figure and value spelled out in words)

5. Bidder agrees that if it becomes the successful bidder it will execute the form Special Warranty Deed within ten (10) calendar days from the date of the NOA. The transaction will close not later than forty-five (45) calendar days from date of the NOA.

**SUBMITTAL CHECK LIST**

- COMPLETED PROPOSAL FORM.**

[end]

## **SUBMITTAL ACKNOWLEDGMENT**

This bid is being submitted in good faith pursuant to the above statements and listed purchase price.

If bidder is:

### **An Individual**

By (Signature of Individual):
Typed or Printed Name of Individual:
doing business as:
Address:
Email Addresss:
Phone Number:
Date:
Time:

### **A Partnership**

By (name of partnership):
Signature of General Partner:
Typed or Printed Name of General Partner:
Address:
Email Address:
Phone Number:
Date:
Time:

**A Corporation or Limited Liability Company**

By (company name):
State of Formation:
Signature of Authorized Signer:
Typed or Printed Name of Authorized Signer:
Address:
Email Address:
Phone Number:
Date:
Time:

## **LIST OF EXHIBITS**

- A. Legal Description
- B. Form of Special Warranty Deed

EXHIBIT A

LEGAL DESCRIPTION OF THE PROPERTY

Tract B, Los Ranchitos De Los Conejos, according to Book 159 of Maps, page 20, records of Maricopa County, Arizona,

EXHIBIT B

FORM OF SPECIAL WARRANTY DEED

EXHIBIT B

After Recording Return To:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Exempt from Affidavit pursuant to A.R.S. § 11-1134(A)(3)

**SPECIAL WARRANTY DEED**

For and in consideration of Ten Dollars, and other valuable consideration, CITY OF BUCKEYE, an Arizona municipal corporation, ("Grantor"), hereby conveys to \_\_\_\_\_ ("Grantee"), the following real property situated in Maricopa County, Arizona, together with all rights and privileges appurtenant thereto:

Tract B, Los Ranchitos De Los Conejos, according to Book 159 of Maps, page 20, records of Maricopa County, Arizona,

and subject to current taxes and other assessments, reservations in patents and all easements, rights-of-way, encumbrances, liens, covenants, conditions, restrictions, obligations and liabilities as may appear of record, and all matters which an accurate survey or physical inspection of the real property would disclose.

Grantor hereby binds itself and its successors to warrant and defend the title, as against all acts of the Grantor herein and no other. No other warranties, express or implied, are given by Grantor by reason of this conveyance.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

[Signatures on Following Page]

