

## **INSTRUCTIONS TO BIDDERS - SALE OF LAND**

### **SUBMITTAL OF BIDS:**

#### **Completed and sealed bid forms should be sent to:**

State of Louisiana  
Department of Transportation and Development  
1201 Capitol Access Road  
Real Estate Section 23  
Baton Rouge, Louisiana 70802  
Attn: (Month, Year) Bid Letting

Bidders have the option of bidding on any or all items. Bidders electing to bid on more than one item shall make a separate cash offer for each item on which he/she elects to bid. Bids must be submitted on the form provided herein. The proposal must be signed in ink. The proposal, together with the 20% deposit and any other information called for in the proposal, shall be submitted in a sealed envelope and addressed exactly as captioned above.

**20% MINIMUM DEPOSIT:** Each bid must be accompanied by a deposit in an amount of, at least, 20 percent (20%) of the bid amount. A separate deposit payment must be submitted for EACH item bid on. The deposit shall be either a certified check, official check, cashier's check, postal money order or bank money order. All such checks shall be made payable to the Louisiana Department of Transportation and Development.

All deposits, except those of the successful bidder, will be returned to bidders within ten (10) business days after opening of bids. Deposits of the successful bidders will be applied by the Department toward discharge of the obligation of the successful bidders under the terms of this proposal.

If the bidder to whom award of sale is made fails to execute an act of sale within 30 days of the letting date, or within such extension of times as the Department may grant, the deposit accompanying his bid shall become the property of the Department.

**REJECTION OF BIDS:** Proposals submitted with incomplete bids, additions not called for, or conditional or alternate bids not called for will be subject to rejection. The Department reserves the right to reject any and all bids and waive any informalities.

### **RECEIVING OF BIDS:**

**MAILED BIDS:** Sealed mailed bids shall be received until 4:15 P.M. on the third Wednesday of every month, addressed exactly as captioned above, before the time specified for opening bids. Bids received after the time of the bid letting will be returned to the bidder unopened.

*HAND DELIVERED BIDS:* Sealed Bids may be delivered by hand on the day of letting between the hours of 9:00 A.M. until 10:00 A.M. in the Auditorium of the Louisiana Department of Transportation and Development Headquarters located at, 1201 Capitol Access Road, Baton Rouge, Louisiana 70802. Bids after the time specified will not be received.

Bid forms may be downloaded from the Department's Real Estate web at:  
[http://wwwsp.dotd.la.gov/Inside\\_LaDOTD/Divisions/Engineering/Real\\_Estate/Pages/Bid\\_Booklet.aspx](http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Real_Estate/Pages/Bid_Booklet.aspx)

## **CONDITIONS OF SALE**

**GENERAL:** The following conditions shall govern all offers to buy and shall apply to the sale of the land listed in this proposal, should any offer be accepted by the Department.

1. The award of sale, if awarded, will be made upon recommendation of the Real Estate Administrator to the highest bidder on each item within ten (10) business days after opening of bids. The award of any tie bids will be left to the discretion of the Department.
2. The act of sale for each item in the "Bid Schedule" will be prepared by the Department at no cost to the purchaser; however, the purchaser shall pay all recording fees, shall be liable for all taxes after the effective date of sale and shall accept title without a mortgage certificate. Purchaser acknowledges that the Act of Sale is made without any warranty whatsoever, even for the return of the purchase price. The purchaser shall also be responsible for any other cost incidental to sale.
3. The Department reserves the mineral rights on the land offered for sale, if the department owns the mineral rights.
4. This sale is subject to any outstanding liens, judgements, assessments or any other encumbrances which may exist against the property at the time of the sale.
5. This sale is subject to any existing utility easements on or across the property.

**PAYMENT:** The total payment shall be due before sale can be executed and will constitute the total bid price minus the 20% deposit, any remaining balance shall immediately become due and payable within 30 days of notification of successful bid.

**ACT OF SALE:** Once all payments have been made an Act of Sale will be prepared by the department and then sent to the successful bidder for execution. The act of sale shall be executed within 30 days after successful bidder is presented with the prepared Act of Sale.

**CANCELLATION OF BID:** Failure to make full and immediate payment of balance or inability to complete the Act within the required time shall allow the bid to be cancelled at the discretion of the department.



## SALE OF LAND - BID PROPOSAL

STATE PROJECT NUMBER:	
PARCEL NUMBER:	
PARISH:	
LETTING DATE:	

To the Louisiana Department of Transportation and Development, Baton Rouge, Louisiana. I (We) hereby offer to purchase for cash the State-owned land at the lump sum price offered for the parcel(s) in the "Bid Amount". The undersigned certifies that he/she has examined the land offered for sale and is satisfied as to the condition of same and has judged for himself/herself as to the conditions to be encountered in sale of said land. The undersigned further certifies that he/she has familiarized himself/herself with the "Conditions of Sale" and agrees to abide by said conditions.

BID AMOUNT:	
SECURITY DEPOSIT (20% MINIMUM):	
SIGNATURE OF BIDDER:	
SIGNATURE DATE:	

## CONTACT INFORMATION

BIDDER'S NAME					
STREET ADDRESS					
P. O. BOX					
CITY					
TELEPHONE					
EMAIL ADDRESS					

*\*\*The following information is required for incorporation into the deed for this property in the event you are the successful bidder.\*\**

SOCIAL SECURITY # (LAST 4):	XXX-XX-
TAX ID NUMBER (IF APPLICABLE):	
MARITAL STATUS:	
NAME OF SPOUSE:	
SPOUSE SOCIAL SECURITY # (LAST 4):	XXX-XX-