

Public Auction Sealed-Bid Instructions

City of Cross Plains, Texas

◆ Bid Submission Requirements:

1. Bid Format:

- All bids must be submitted **in writing**.
- Bids must clearly state:
 - Bidder's full name
 - Mailing address
 - Telephone number
 - Email address (if available)
 - Auction Item Description
 - Bid Amount (in U.S. dollars)

2. Sealed Envelope:

- Place your written bid in a **sealed envelope**.
- Clearly mark the outside of the envelope with:
→ **“Sealed Bid” – and list the item you are bidding on**

3. Delivery Location:

- Deliver sealed bids to: **City Hall, 201 S. Main Street, Cross Plains, Texas 76443**

4. Deadline for Submission:

- All sealed bids must be **received before the posted deadline**.

5. Bid Opening and Award:

- All bids will be publicly opened and reviewed during the next **City Council Meeting**.
- The property will be awarded to the **highest responsible bidder**.

6. Terms of Sale:

- All property is sold **“as-is, where-is”** with no warranties or guarantees.
- **Payment is due by 5:00 p.m. of the day following the Council Meeting.**
- The winning bidder is responsible for **all costs associated with removal and transportation** of the property.
- Property must be **removed within 14 calendar days** of award notice.

◆ Additional Information:

- The City of Cross Plains reserves the right to reject any or all bids.
- Questions may be directed to Kerry Mann at City Hall at (254) 725-6114.