

**SALE OF SURPLUS REAL PROPERTY
CLOSED BID PROCEDURE**

1. Written bids must be submitted and date-and-time stamped by the Clerk of the Board of Supervisors no later than 2:00 p.m. on August 15, 2012. Clerk of the Board of Supervisors/168 West Alisal Street, 1st Floor, Salinas CA 93901.
2. A \$1,000 certified Cashier's Check made payable to "County of Monterey" enclosed in an unsealed, stamped, self addressed envelope must be included with each written bid.
3. The Contracts/Purchasing Officer, or his designee, will open and publicly read aloud any written bid received with a minimum bid amount set at \$1,000 on August 15, 2012, at 2:00 p.m., in the Board of Supervisors' Conference Room 1032, located at Monterey County Government Center, 168 West Alisal Street, 1st Floor, Salinas, CA 93901.
4. After written bids are opened and read, oral bidding shall proceed in \$250 minimum increments.
5. The highest responsible bid will be declared and the bidding closed on the date, place, and approximate time set forth above.
6. The highest responsible bidder will be responsible for payment of any balance above the minimum bid amount of \$1,000, by way of certified Cashier's Check, within three (3) business days of the closed bid procedure. In the event that timely payment is not received, the sale will default to the next highest bidder in succession. The successful bidder is also required to execute the Transfer Agreement (attached).
7. The sale of surplus real property (Property Improvements-two buildings) shall be reported to and recommended for confirmation by the Board of Supervisors pursuant to Government Code Section 25526.5 at the next scheduled meeting.
8. The surplus property will thereafter be transferred and recorded via Quitclaim Deed (attached). Buyer to pay said transfer tax and recordation fees.
9. Cashier's Checks from all unsuccessful bidders will be returned via postal mail in the envelopes provided by the bidders on/before August 24, 2012.