



**Charlton County Board of Commissioners**

**Invitation to Bid**

**Sale of Real Property**

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ACCEPTANCE DATE: Prior to 4:45:00 PM Friday, October 26, 2018 "Local Time"

ITB NUMBER: FY2018-1026

ACCEPTANCE PLACE  
Charlton County Board of Commission  
Office of the Administrator  
68 Kingsland Drive, Suite B  
Folkston, Georgia 31537

NO PRE-BID MEETING will be held for this solicitation.

QUESTIONS regarding this Invitation to Bid shall be received no later than 5:00:00 PM on Friday, October 19, 2018.

BID OPENING shall be held in the Commission Chamber, Room 119 at the above referenced address.

REQUESTS FOR INFORMATION related to this Solicitation should be directed to:  
Hampton Raulerson  
County Administrator  
Phone: (912) 496-2549  
Fax: (912) 496-1156  
E-mail address: [hraulerson@charltoncountyga.gov](mailto:hraulerson@charltoncountyga.gov)

This document can be downloaded from our website: [www.charltoncountyga.us](http://www.charltoncountyga.us)

Issue Date: Wednesday, September 26, 2018

**Date: Friday, October 26, 2018**  
**Charlton County Board of Commissioners**  
**68 Kingsland Drive**  
**Folkston, GA 31537**  
**Invitation to Bid (ITB) #FY2018-1026**

**Sale of Real Property**

Sealed bids will be received in the office of the County Administrator, Charlton County Board of Commissioners (CCBOC), Suite B, 68 Kingsland Drive, Folkston, GA. 31537, until 4:45:00 PM on Friday, October 26, 2018 for the sale of Real Property in accordance with O.C.G.A. 36-37-6 (a). The subject property is vacant and estimated to be 0.288 acres of land and can be referenced to Plat Book G, page 398 with the land records of the Clerk for the Charlton County Superior Court in Folkston, Georgia. The property is being sold AS IS.

At that time, date, and place given above, Suite B, the sealed bids will be publicly opened and read aloud. Specifications and bid forms can be obtained from the Office of the County Administrator or the Charlton County website, [www.charltoncountyga.us](http://www.charltoncountyga.us).

Questions regarding this ITB should be directed to Mr. Hampton Raulerson, County Administrator via Email at [hraulerson@charltoncountyga.gov](mailto:hraulerson@charltoncountyga.gov) and shall be received no later than 5:00 PM on Friday, October 19, 2018. The CCBOC reserves the right to cancel this solicitation and/or reject all bids in whole or in part if Charlton County determines that cancellation and/or rejections are advantageous to the County. Bids are legal and binding upon the Bidder when submitted. The written ITB documents supersede any verbal or written prior communications between the parties.

By Charlton County Board of Commissioners

Hampton Raulerson  
County Administrator

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## **Sale of Real Property**

**Charlton County Board of Commissioners**

**Issue Date:** Wednesday, September 26, 2018

**Questions Deadline:** Friday, October 19, 2018 at 5:00:00 PM

**Bid Opening Date/Time:** Friday, October 26, 2017 at 4:45:00 PM

**Bid Opening Location:** Charlton County Board of Commission  
County Annex Building  
Commission Chambers – Room 119  
68 Kingsland Drive  
Folkston, Georgia 31537

# Instructions to Bidders

**Bid Control Number FY2018-1026**



## Sale of Real Property

**Charlton County Board of Commission**

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County Annex Building  
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**Charlton County Board of Commissioners  
Invitation for Bid**

**General Instructions for Bidders**

**1. DEFINITIONS:**

- a. Invitation for Bid: All documents, whether attached or incorporated by reference, used to solicit competitive sealed bids.
- b. Responsive Bidder: A person who has submitted a bid that conforms to all material respects to the invitation for bids.
- c. Responsible Bidder: A person who has the capacity in all respects, to perform the contract requirements fully and the moral and business integrity and reliability to assure good faith performance.

**2. SUBMISSION OF BIDS:**

- a. Bid shall be enclosed in a sealed envelope, addressed to the Charlton County Board of Commission – County Administrator, Suite B, 68 Kingsland Drive, Folkston, GA 31537 with the name of the bidder, the date and hour of opening and the invitation to bid number on the face of the envelope. Emailed/faxed bids will not be considered.
- b. Bids may be delivered to the above address ONLY between the hours of 8:00AM and 5:00PM EST, Monday through Friday, excluding holidays observed by the Charlton County Government. For a complete listing of holidays, please contact the Office of the Administrator by phone at (912) 496-2549 or by email at [jnobles@charltoncountyga.gov](mailto:jnobles@charltoncountyga.gov).

**3. SIGNATURE REQUIRED:**

- a. Each bidder shall furnish all information required by the bid form or document. Each bidder shall sign the bid and print or type his or her name on the schedule. The person signing the bid must initial erasures or other changes. An authorized agent of the company must sign bids. A VALID BID OFFER MUST BE SIGNED.

**4. OFFER DUE DATE, TIME, AND LOCATION:**

Bids must be in the actual possession of the Charlton County Board of Commission on or prior to **Friday, October 26, 2018; 4:45:00 PM EST**, at which time they will be publicly opened and read aloud in the Commission Chambers of the Charlton County Annex, 68 Kingsland Drive, Folkston, GA 31537.

5. DRIVING DIRECTIONS:

**Charlton County Annex from I-95:** Take I-95 South, or North depending on the direction of travel, to Georgia Highway 40 (Exit 3). Take Georgia Highway 40 West and drive 25 miles. Charlton County Annex will be on the left at the dead end.

**Address: 68 Kingsland Drive Suite B, Folkston GA 31537**

6. LATE OFFERS:

Charlton County will not be responsible for late receipt of bids.

7. REJECTION OF BIDS/CANCELLATION:

Charlton County Government reserves the right to reject any and all submittals and reserves the right to waive any irregularities or informalities in any submittal or in the submittal procedure, when to do so would be to the advantage of Charlton County. Charlton County reserves the right to cancel this ITB at any time.

Charlton County has the right to reject all bids or proposals or any bid or proposal that is non-responsive or not responsible, and

8. SOLICITATION CONTACT PERSON:

Procurement Procedure – Mr. Hampton Raulerson, County Administrator at (912) 496-2549.

Direct all questions, in writing, to [hraulerson@charltoncountyga.gov](mailto:hraulerson@charltoncountyga.gov).

9. QUESTIONS:

Any explanation desired by a bidder regarding the meaning or interpretation of the invitation for bids, drawings, specifications, etc. must be requested five (5) working days prior to bid opening, unless otherwise specified, in order for a reply to reach all bidders before the close of bid. The written bid documents supersede any verbal or written communications between parties.

10. EVALUATION AND AWARD CRITERIA:

- a. Award will be made to the **highest responsive and responsible bidder**. The County may make such investigations as it deems necessary to determine the ability of the bidder to perform, and the bidder shall furnish to the County all such information and data for this purpose as the County may request. The County reserves the right to reject any bid if the evidence submitted by, or investigation of such bidder fails to satisfy the County that such bidder is properly qualified to carry out the obligations of the contract.

- b. The County reserves the right to make an award as deemed in its best interest, which may include awarding a bid to a single bidder or multiple bidders; or to award the whole bid, only part of the bid, or none of the bid to single or multiple bidders, based on its sole discretion of its best interest.
- c. The Bidder who is awarded the sale of land shall and must close on the property within 30 days after the Bid is accepted and awarded.

#### 11. ALTERATIONS OF SOLICITATION AND ASSOCIATED DOCUMENTS:

Alterations of County documents are strictly prohibited and will result in automatic disqualification of the bidder's solicitation response. If there are "exceptions" or comments to any of the solicitation requirements or other language, then the supplier may make notes to those areas, but may not materially alter any document language.

#### 12. MANDATORY FORMS:

The County reserves the right to reject any bid from any Bidder that the County considers not properly qualified to carry out Agreement obligations. **Each Bid Submittal shall contain the following documents in completed form (County forms must be used without substitution unless otherwise stated):**

**Bidders Check List**, to include:

- Execution of Bid Submittal
- Form of Proposal
- Non-Collusion Affidavit – By submitting a response to this Bid, the Bidder represents and warrants that such bid is genuine and not a sham or collusive or made in the interest or in behalf of any person not therein named and that the bidder has not directly or indirectly induced or solicited any other person to put in a sham proposal, firm or corporation to refrain from submitting and that the bidder has not in any manner sought by collusion to secure to that person, firm or corporation any advantage over any other bidder.

By submitting a bid, the bidder represents and warrants that no official or employee of Charlton County, GA Government has, in any manner, an interest, directly or indirectly in the bid or in the contract that may be made under it, or in any expected profits to arise there from.

**SEE ATTACHMENT "A" FOR MANDATORY FORMS**

**END OF INSTRUCTIONS TO BIDDERS**

# Legal Description of Real Property

**Bid Control Number FY2018-1026**



## **Sale of Real Property**

**Charlton County Board of Commission**

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**Charlton County Board of Commission**  
**Invitation to Bid**

**Legal Description of Real Property**  
**Sale of Real Property**

1. TERMS OF SALE

The Charlton County Board of Commission is seeking sealed bid proposals for the purchase of the proposed property mentioned herein. The Charlton County Board of Commission is selling the property AS IS.

2. REQUIREMENTS AND OTHER INFORMATION

- a. Payment shall be made in one (1) lump sum amount.
- b. A pre-bid meeting will not be held for this sale.
- c. Please see Attachment B for the location of the proposed property for sale.
- d. Must close on property within 30 days of the date the Bid was awarded.

### 3. LEGAL DESCRIPTION

#### **0.288-ACRE**

All that tract or parcel of land lying and being in Lot 14 of the Renfroe Addition to the City of Folkston, 32<sup>nd</sup> G.M. District of Charlton County, Georgia; more particularly described with reference to that certain plat of the Northwest ¼ of the said Lot 14, said plat dated 04/30/2015 by Mr. Ben Brandon, Jr., G.R.L.S. which has been recorded with the land records of the Clerk for the Charlton County Superior Court in Folkston, Georgia in Plat Book G, page 398; being all of the tract or parcel of land which is subject of the said plat, and which, according to the said plat contains 0.288 acre; reference is made to the aforesaid plat which is incorporated herein for description purposes.

### 4. PROVIDE MANDATORY DOCUMENTS

- a. See Attachment A (Mandatory Forms).

**END OF LEGAL DESCRIPTION OF REAL PROPERTY**

# **Bid Response Schedule**

**Bid Control Number FY2018-1026**



## **Sale of Real Property**

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**Charlton County Board of Commissioners**

**Invitation to Bid**

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ATTACHMENT A

1. Bidder's Checklist & Required Forms



**Charlton County Board of Commissioners**

**BIDDERS CHECKLIST**

**Sale of Real Property**

Bidders Name: \_\_\_\_\_

Please indicate you have completed the following documentation and submit them in the following order.

**ITEM DESCRIPTION**

---

- Bidder's Checklist
- Form of Proposal
- Execution of Bid Submittal
- Bidder's Certification and Non-Collusion Affidavit

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

**THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR BID**

**Charlton County Board of Commission**

**Invitation to Bid**

**Form of Proposal**

**Sale of Real Property**

By submission of this BID, I also certify that the BIDDER has read and understands all of the requirements contained in this solicitation, and agrees to be bound by all the terms and conditions contained in this solicitation without exception.

We have included all required documents required per the Bidder's Instructions and Specifications.

The BIDDER has availed itself of every opportunity to understand the requirements of this solicitation. Therefore, the undersigned respectfully submits this BID and any attachments, if required.

Purchase Price: \$ \_\_\_\_\_

BIDDER NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIPCODE: \_\_\_\_\_

PHONE: (\_\_\_\_) \_\_\_\_\_

NOTE: Signature is required. Failure to sign shall render the proposal invalid.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINTED NAME/TITLE: \_\_\_\_\_

**THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR BID**



**Charlton County Board of Commissioners**

**EXECUTION OF BID**

DATE: \_\_\_\_\_

The potential Bidder certifies the following by placing an "X" in all blank spaces:

\_\_\_\_\_ That this proposal was signed by the Bidder.

\_\_\_\_\_ That the potential Bidder has determined the purchase associated with the property outlined herein.

\_\_\_\_\_ That the potential Bidder agrees to the conditions as set forth in this Invitation to Bid with no exceptions.

Therefore, in compliance with the foregoing Invitation for Bids, and subject to all terms and conditions thereof, the undersigned offers and agrees, if this bid is accepted within ninety (90) days from the date of the opening, to furnish the services for the prices quoted within the timeframe required.

\_\_\_\_\_  
**Authorized Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**(Printed) Name & Title**

**THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR BID**



**Charlton County Board of Commissioners**

**BIDDER'S CERTIFICATE AND STATEMENT OF NON-COLLUSION**

I \_\_\_\_\_ certify that this Bid is made without prior understanding, agreement or connection with any corporation, firm or person submitting a bid for the same services and is in all respects fair and without collusion or fraud. I understand that collusive bidding is a violation of state and Federal Law and can result in fines, prison sentences, and civil damages awards.

I certify that this bid has been prepared independently and the price submitted will not be disclosed to another person.

I certify that there has been no contact or communication by the Bidder or the Bidder's associates with any County staff, or elected officials since the date this ITB #FY2018-1026 Sale of Real Property was issued except: 1) through the County Administrators Office 2) at the Pre-Bid Meeting (if applicable). **The County reserves the right to reject the bid submitted by any Bidder violating this provision.**

I agree to abide by all conditions of this ITB and certify that I am authorized to sign this ITB.

\_\_\_\_\_  
Authorized Representative (Signature)

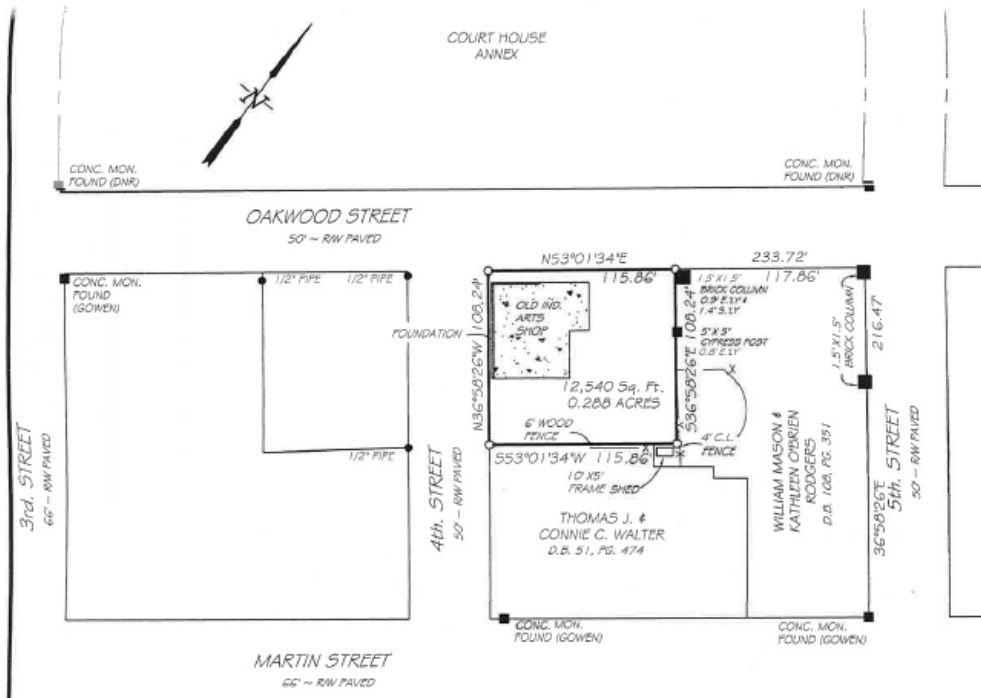
\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Representative/Title  
(Print)

**THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR BID**



# ATTACHMENT B



**REFERENCES:**

- 1.) RENFROE ADDITION TO FOLKSTON (D.B. 111 P.G. 551)
- 2.) L.E. HENRY SURVEY OF LANDS OF S. JAMES & NANCY K. CREEKMOORE (DATED OCT. 3, 1997 (P.B. 1<sup>st</sup> PG. 151)

**NOTES:**

- 1.) BEARINGS USED FOR THIS PLAT MATCH REFERENCE 1 PLAT ABOVE, SPECIFICALLY N53° 01' E ALONG NORTHEASTERLY RIGHT-OF-WAY LINE OF OAKWOOD ST.
- 2.) THERE MAY EXIST ADDITIONAL RESTRICTIONS OVER THE SUBJECT PROPERTY THAT ARE NOT SHOWN HEREON WHICH MAY BE FOUND IN THE PUBLIC RECORDS OF CHARLTON COUNTY.

**RECORDING DATA:**

STATE OF GEORGIA, COUNTY OF CHARLTON  
 OFFICE OF CLERK OF SUPERIOR COURT  
 THE WITHIN PLAT RECORDED IN PLAT  
 BOOK 6 PAGE 398 6:10.53 AM  
 THIS 12<sup>th</sup> DAY OF JUNE 2015  
 BY: Wendy C. Whitaker DATE: 6-12-15

**CERTIFICATION:** THIS SURVEY WAS PREPARED IN CONFORMITY WITH THE TECHNICAL STANDARDS FOR PROPERTY SURVEYS IN GEORGIA AS SET FORTH IN CHAPTER 130-7 OF THE RULES OF THE GEORGIA BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS AND AS SET FORTH IN THE GEORGIA PLAT ACT O.C.G.A. 15-6-67.  
**CERTIFICATION:** THIS IS TO CERTIFY TO THE CLERK OF SUPERIOR COURT OF CHARLTON COUNTY, GEORGIA, THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF, THE PROVISION, RELATIVE TO THE ACT CREATED BY GEORGIA CODE SECTION 15-6-67(a) AMENDED (No. 1366 SENATE BILL No. 735), HAVE BEEN MET AND APPROVAL OF THIS PLAT BY THE APPROPRIATE LOCAL GOVERNING AUTHORITY IS NOT NECESSARY FOR RECORDING PROPOSES.

**FLOOD CERTIFICATE:**  
 SUBJECT PROPERTY IS SHOWN NOT TO BE IN A SPECIAL FLOOD HAZARD ZONE ON FEMA MAPS FOR CHARLTON COUNTY GEORGIA, DATED JULY 7, 2014, MAP No. 13049C3550, COMMUNITY No. 132280, PANEL No. 355, SUPPLY D.

**LEGEND**

- - IRON PIN FOUND (DESCRIPTION)
- - IRON PIN SET (1/2" RB, ALUM. CAP LSF 252)
- - CONC. MON. FOUND (4" X4")
- - CONC. MON. SET (4 1/4" TOP, BRASS DISC, 6"x6" BOT. x 3")

**SCALE IN FEET**

**SURVEY FOR:**  
**CHARLTON COUNTY COMMISSIONERS**  
 NORTHWEST 1/4 OF LOT 14 OF THE RENFROE  
 ADDITION TO CITY OF FOLKSTON G.M.D. 32  
 CHARLTON COUNTY GEORGIA

**BRANDON ASSOCIATES**  
 SURVEYING - LAND PLANNING  
 LICENSED SURVEY FIRM No. 252  
 104 AVENUE COURT  
 ST. MARKS, GEORGIA 31558  
 TELEPHONE: (912)-673-6345  
 EMAIL: locate@bats.net

**GEORGIA REGISTERED**  
 No. 2053  
**PROFESSIONAL**  
 LAND SURVEYOR  
**BEN BRADON, JR.**

BEN BRADON, JR.  
 GA. REGISTERED SURVEYOR No. 2053

EQUIPMENT USED: TOPCON GT9 3B	DRAWN BY: R.D.T.	CHECKED BY: B.S.B.	CAD FILE: 2015\BU5DEPOT2a	DATE: APRIL 18, 2015 (FIELD) APRIL 30, 2015 (PLAT)	FIELD BOOK: F.B. 52, PG 42	PROJ. No. 1493
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