

STEPS TO PROVIDE A VALID BID SUBMITTAL

#1 READ THE ENTIRE RFB AND THE EXHIBITS AS WELL AS THE ADDENDUM #1 and #2 ONLINE AT WWW.SCOTTSDALEAZ.GOV/PURCHASING/LEASES-CONCESSIONS

#2 By March 14th at 5:00 pm, Notify City via email that you will be there to Bid. Send an email to realestate@scottsdaleaz.gov or wenh@scottsdaleaz.gov or ledgar@scottsdaleaz.gov to let us know that you plan to attend.

#3 Be at 7447 E. Indian School Rd, One Civic, 1st Floor by 9:30 a.m. on Wednesday March 16th.
NOTE: The location for the live auction is subject to change. Those who RSVP will be given the final location. If we need a larger venue to allow for COVID CDC protocols for social distancing, the auction may be moved. **AGAIN – All Bidders who RSVP will be given the final location via email.**

#4 Have the following items with you the morning of the auction to submit for a valid Bid:

- 1. Certified Cashier's check on FDIC insured bank for \$25,000 made payable to City of Scottsdale**
- 2. Live Auction Bid Affidavit – RFB Exhibit J (Attached in this Addendum #2)– filled out, signed by Bidder with the name printed out as well, and NOTARIZED.**
- 3. Copy of RFB Exhibit H - draft Purchase and Sale Agreement (Attached in this Addendum #2)**
 - a. Must be filled out by hand for the name of the Buying entity, legal form of entity (corporation, LLC, individual), name and title of signer**
 - b. Must be signed by Bidder or Agent as shown in the Affidavit**