

Instructions For Completing Sealed Bid Form

All bids submitted for the purchase of forest products being sold by the Washington State Department of Natural Resources must have an original signature on behalf of the person or entity submitting the bid, and must be on the form provided in this booklet or a photocopy thereof. The DNR will not accept bids that are not signed, and will not accept bids that are not on the current, approved bid form. All appropriate blanks on bid form must be completed including the bid bond number if the bidder is relying upon a bid bond for bid deposit.

For more specific information, contact the appropriate region office.

In-Person Bids

- A. Sealed bids must be in auction box before 10:00 a.m. on the day of auction at the location specified in the Timber Notice of Sale.
 - B. Sealed bids must be submitted in an envelope with the name of the sale, the bidder's name and the contract number clearly written on the outside of the envelope. The full legal name and business address of the bidder must be inserted where indicated on the form, and must be on the bid bond and timber sale contract. The bid form must be signed by an authorized representative. When a bidder has more than one person authorized to bid, documentation of those persons with signature authority for bidding must accompany the bid or be on file at the region office. Sealed bid envelopes are available at all region offices. One bid per envelope.
 - C. Sealed bid envelopes **must** contain a completed bid form and a bid deposit.
 - D. Sealed bid envelopes **may** contain a check for the Initial Deposit amount and a check for fees.
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Mailed Bids

- A. Bids that are mailed are required to have printed on the outside: "DO NOT OPEN UNTIL SALE DATE. SEALED BID ENCLOSED". The sealed bid envelope(s) will be enclosed inside the mailed-in envelope. Mailed bids must be submitted in an envelope with the name of the sale, the bidder's name and the agreement number clearly written on the outside of the envelope. The full legal name and business address of the bidder must be inserted where indicated on the form, and must be the same on the bid bond and timber sale contract. The Sealed Bid Form must be signed by an authorized representative. When a bidder has more than one person authorized to bid, documentation of those persons with signature authority for bidding must accompany the bid or be on file at the region office. Mail-in envelopes are available at all region offices. One bid per mailed-in envelope.
 - B. Bids that are mailed will be accepted up to 4:30 p.m. the last business day before the auction by the region office in which the sale is located. Bidders assume the risk for the method of delivery. The DNR assumes no responsibility for any delays caused by any delivery service.
 - C. Sealed bid envelopes **must** contain a completed bid form and a bid deposit.
 - D. Sealed bid envelopes **may** contain a check for the Initial Deposit amount and a check for fees.
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Initial Deposit:

Lump Sum Sales - Initial Deposit must equal 10% of the total bid submitted.
(25% if the bidder is a defaulter as defined under WAC 332-140-300)

Weight Scale Sales - Initial Deposit must equal 10% of the bid per ton multiplied by the total sale estimated tonnage. (25% if the bidder is a defaulter as defined under WAC 332-140-300)

Scribner MBF Scale Sales - Initial Deposit must equal 10% of the bid per MBF multiplied by the total sale MBF. (25% if the bidder is a defaulter as defined under WAC 332-140-300)