STATE SURPLUS PROPERTY BID SHEET AND AFFIDAVIT
State Form 13788 (R6 / 10-10)
INDIANA DEPARTMENT OF ADMINISTRATION

Sale / Lease number:	
Bid must be received by *(Date)*:	Time:

INSTRUCTIONS FOR BIDDING

1. Using the Sale Notice, complete on the back of this page: Lot Number, Description, Commission Number, Identification Number and Bid Amount. Each item must be bid on separately and separate checks/money orders must be submitted. Refer to the Sale Notice for the percentage of the bid required *(if any indicated)*.

2. **For Indiana Governmental Bidders**:
   A) Complete **all** sections under LOCAL UNITS OF GOVERNMENT in the lower left side below.
   B) Written authorization must be enclosed with your bid as follows:

LOCAL UNIT	CHIEF EXECUTIVE OFFICER	APPROPRIATING BODY
County	County Commissioner	County Council
Township	Township Trustee	Advisory Board
City	Mayor	City Council
Town	Town Board President	Town Board
School Corporation	Superintendent	School Board

   C) Local Units of Government may enclose a claim voucher or local unit of government check, or submit payment within thirty (30) days.
   D) Enclose in the Bid Envelope provided the completed Bid Sheet, Authorization letter, claim voucher and/or local unit of government check for each item you bid on. Print your return address on the back of the Bid Envelope. Mail to the address on the Bid Envelope.

3. **For Public Bidders**:
   A) Complete all sections under PUBLIC BIDDER in the lower right side below.
   B) Attach a separate certified check, cashier's check or money order for each item you bid on. The check/money order must be made payable to the State of Indiana.
   C) Return the completed Bid Sheet and your check or money to the address noted on the sale notice.

Please type or print neatly (if we cannot read your writing, your bid will not be considered).

LOCAL UNIT OF GOVERNMENT	PUBLIC BIDDER
Attached or enclosed is: ☐ Written approval to purchase from Appropriating Body ☐ Written approval to bid from Chief Executive Officer	Attached or enclosed is: ☐ Performance Bond ☐ Certified Check ☐ Cashier's Check ☐ Money Order ☐ 100% of the Bid ☐ _____% of the Bid amounting to: $ _____ Refer to the Sale Notice for the percentage of the bid required.
Name of Local Government Unit:	Name of Public Bidder *(Company, Corporation, Person, etc.)*:
Street Address: City:	Street Address: City:
State: ZIP code: Telephone number:	State: ZIP code: Telephone number:
Name and title of agent:	Name and title of agent *(must be the same as signature below)*:

Non-Collusion Statement

The undersigned, being duly sworn on oath says that he/she is the contracting party, or that he/she is the representative, agent, member, or officer of the contracting party, that he/she has not, nor has any other member, employee, representative, agent or officer of the firm, company, corporation or partnership represented by him/her, directly or indirectly, entered into or offered to enter into any combination, collusion or agreement to receive or pay, and that he/she has not received or paid any sum of money or other consideration for the execution of this contract other than which appears upon the face of this contract. I swear or affirm that the information I have provided is correct. I understand that making a false statement on this form may constitute the crime of perjury.

The Bidder must sign and date this contract agreeing to the Bid(s) and the Non-Collusion Statement in order for the bid(s) to be valid.

Signature: _____ Date *(month, day, year)*: _____

STATE SURPLUS PROPERTY BID SHEET AND AFFIDAVIT *(continued)*

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Please type or print neatly (if we cannot read your writing, your bid will not be considered).

Lot Number	Description	Commission Number	Identification Number	Bid Amount

Under IC 5-22-21-11 Persons prohibited from bidding are:

A) a state employee which has participated in the disposal process of the property
B) the spouse and/or child of the state employee
C) an agent of any individual describe above

The procedures stated on the front must be followed in order for your bid(s) to be considered. Only one person can complete and sign all necessary sections of this document. A determination of awards will be made within ten (10) working days when feasible. All bidders will be notified of the results by mail, only.

THE STATE OF INDIANA HAS THE RIGHT TO REJECT ANY AND ALL BIDS.