

Washington County Government

Request for Bid

Surplus Property Auction and Upset Bid Process

Date of Issue: 7/7/26
Bidding Ends: 8/31/26

Direct all inquiries concerning this RFP to:

Laurie Zoll – Grants and Procurement Manager

Washington County, P.O. Box 1007, 116 Adams Street, Plymouth NC 27962

Phone: 252-793-3523 ext. 5

GPMANAGER@WASHCONC.ORG

Only responses submitted by mail will be accepted for this solicitation.

Table of Contents

1.0	EXECUTION	PAGE 2
2.0	PURPOSE AND BACKGROUND	PAGE 2
3.0	GENERAL INFORMATION	PAGE 2
4.0	METHOD OF AWARD AND PROPOSAL EVALUATION	PAGE 3
5.0	REQUIREMENTS FOR OFFERORS	PAGE 4
6.0	SCOPE AND BID PROCESS	PAGE 4
7.0	POST-SUBMITTAL AND UPSET BID PROCEDURES	PAGE 4
8.0	CONFLICT OF INTEREST	PAGE 5
9.0	PUBLIC NOTICE AND WITHDRAWAL	PAGE 5
10.0	COUNTY TERMS AND CONDITIONS	PAGE 5
11.0	ATTACHMENTS	PAGE 6

1.0 EXECUTION

In compliance with this Request for Proposals and subject to all conditions herein, the undersigned respondent offers and agrees to submit a proposal for the purchase of surplus real property owned by Washington County. By submitting a response, the respondent certifies that the offer is made in good faith, without collusion, and with full understanding that this solicitation is intended to establish the procedures by which interested parties may submit responses, make an initial offer, and initiate the upset bid process.

By executing a response, the respondent further certifies that:

- The respondent has reviewed the full solicitation and understands the required submission procedures.
- The respondent has the legal authority and financial capacity to purchase the property if selected.
- The respondent agrees that any accepted offer remains subject to applicable North Carolina law, governing board approval, and any required upset bid procedures.
- The respondent understands that the County may reject any or all responses in its discretion and may discontinue the process if determined to be in the County's best interest.

2.0 Purpose and Background

Washington County is seeking sealed proposals from qualified purchasers for the acquisition of designated surplus County property. The purpose of this RFP is to establish a clear and uniform process for interested parties to:

- Submit responses for consideration.
- Present a purchase offer for the surplus property.
- Provide the information necessary for the County to evaluate responsiveness and financial capability.
- Establish the basis for the County to accept an offer for advertisement and begin the statutory upset bid process.

This solicitation is intended to provide guidance to potential bidders and to protect the County's interests by ensuring an orderly, transparent, and legally compliant disposition process.

3.0 General Information

Property Information

The property offered through this solicitation is surplus property owned by Washington County and identified as follows:

- **Property Name/Description:** CRESWELL SCHOOLS
- **Street Address or General Location:** 115 MIDDLE ST, CRESWELL, NC 27928
- **Parcel Identification Number:** 98035
- **Approximate Acreage:** 20
- **Current Zoning:** RESIDENTIAL
- **Known Improvements:**

The property will be conveyed **as is, where is**, with no warranty except as may be required by law or expressly stated in the purchase contract.

RFP Schedule

Event	Responsibility	Date	Time
Issue RFP	County	7/7/26	5:00 p.m.
Deadline for written questions	Offeror	7/17/26	3:00 p.m.
County responses/addendum issued	County	7/24/26	3:00 p.m.
Response deadline	Offeror	8/14/26	5:00 p.m.
Opening of sealed offers	County	8/31/26	1:00 p.m.
Recommended offer presented to Board	County	9/8/26	
Upset bid notice published	County	9/9/26	

Questions

Questions regarding this solicitation must be submitted in writing by email to GPMANAGER@WASHCONC.ORG by the deadline stated above. Questions should reference "Surplus Property Auction RFP" in the subject line and identify the applicable section number. Oral statements, interpretations, or clarifications shall not be binding. Any changes to this RFP will be made only by written addendum.

How to Submit Responses

Responses must be received securely sealed and in writing by the date and time shown in the RFP Schedule. Late responses will not be opened or considered.

All sealed responses shall be delivered to:

Washington County
Attn: Laurie Zoll
Surplus Property Auction RFP
P.O. Box 1007, 116 Adams Street
Plymouth, NC 27962

The outer envelope shall be clearly marked: **"Response for Surplus Property Auction – Do Not Open Before The Official Opening."**

4.0 Method of Award and Evaluation

Washington County reserves the right to reject any and/or all responses, waive informalities, request clarification, and select the response determined to be most advantageous to the County.

Responses may be evaluated on the following factors:

- Amount of purchase offer.
- Completeness and responsiveness of the submission.
- Demonstrated financial capability to close.
- Proposed use of the property, if requested by the County.
- Ability to comply with the purchase timeline and upset bid requirements.
- Any contingencies included in the offer.
- Any other factor deemed relevant to the County's interest.

Selection of a highest or best initial response does not constitute a final sale. Any proposed sale remains subject to governing board approval and the completion of the upset bid process required by North Carolina law.

5.0 Requirements for Offerors

Each response must include, at a minimum, the following:

- Offeror name, mailing address, phone number, and email address.
- Legal name of individual or entity making the offer.
- Name and title of the authorized signer.
- A signed cover letter stating the respondent's intent to purchase the property.
- A stated purchase price in U.S. dollars.
- Proposed earnest money deposit amount.
- Evidence of financial capability, such as a bank letter, proof of funds, or financing commitment.
- Proposed closing timeframe.
- Disclosure of any contingencies, including due diligence, financing, survey, rezoning, or environmental review.
- Acknowledgment that the property is offered as is, where is.
- Acknowledgment that the County may accept an offer and then advertise it to begin the upset bid process.

The County may deem a response non-responsive if the respondent fails to include all required information.

6.0 Scope and Bid Process

Submission of Initial Offers

Potential bidders shall submit one sealed response containing their full proposed offer package. The response must be signed by an authorized individual and must clearly state the offered purchase price and any conditions attached to the offer.

County Review

After the response deadline, the County may open and review all timely submissions. The County may identify the highest responsive, responsible offer, or the offer otherwise determined to be in the County's best interest, and may present that offer to the Washington County Board of Commissioners for consideration.

Offer Acceptance for Advertisement

If the Board elects to proceed, the accepted initial offer shall not constitute the final sale. Instead, it shall serve as the base offer for public notice and the beginning of the upset bid process. The County may require the selected offeror to execute an offer to purchase and submit any required deposit before advertisement.

7.0 Post-Submittal and Upset Bid Procedures

Once an initial offer is accepted for upset bid purposes, the County will advertise the offer in accordance with applicable North Carolina law. The advertisement will state the amount of the accepted offer and the deadline for submission of any upset bid.

How an Upset Bid Is Made

Any person wishing to upset the advertised offer must submit:

- A higher written offer in the form required by the County.
- A deposit in the amount required by law.
- The full legal name and contact information of the bidder.
- Any other documentation required by the County Clerk or County Attorney for a valid upset bid filing.

An upset bid must be timely filed with the office designated in the public notice. Untimely or incomplete upset bids may be rejected.

Effect of a Valid Upset Bid

If a valid upset bid is received, that bid becomes the new offer subject to further advertisement. Additional upset bids may then be submitted in successive rounds until no further qualifying upset bid is received within the statutory filing period.

Final Sale

When the upset bid period closes with no further qualifying bid, the County may present the final high offer for final approval and closing, subject to all legal requirements. The County reserves the right to reject the final offer before closing if permitted by law and if doing so is in the County's best interest.

8.0 Conflict of Interest and Compliance

Offerors must disclose any actual or potential conflict of interest involving Washington County officials, employees, or agents. By submitting a response, the offeror certifies that no prohibited conflict exists and that no improper inducements have been offered in connection with this solicitation.

Offerors are responsible for complying with all applicable federal, state, and local laws associated with acquisition, ownership, and intended use of the property.

9.0 Public Notice and Withdrawal

Responses become subject to public inspection as permitted by law. The County may publish notices, bid amounts, and bidder names as required to conduct the upset bid process.

A respondent may withdraw its sealed response prior to the response deadline by submitting a written request signed by an authorized representative. After opening, withdrawal shall be governed by applicable law and any terms stated in the offer documents.

10.0 County Terms and Conditions

- The County makes no representation regarding the suitability of the property for the respondent's intended use.
- The respondent is responsible for conducting its own due diligence, including title review, zoning verification, utility availability, access, survey, and environmental investigation.
- The County reserves the right to cancel this solicitation or modify the process by addendum.
- Any sale shall be subject to a written purchase contract approved by the County.
- Recording fees, title costs, closing expenses, and any prorations shall be allocated as stated in the purchase contract.
- Failure by the selected purchaser to timely execute required documents or deliver required deposits may result in disqualification and selection of another offer or re-advertisement.

11.0 Attachments

The County will incorporate the following documents, as applicable:

- Offer Form
- Bidder Information Form
- Property Information Sheet
- Sample Offer to Purchase and Contract
- Sample Statutory Upset Bid Notice Form
- County Terms and Conditions

Suggested Offer Form Elements

To support uniform submissions, the County will require each bidder to provide the following on a standardized offer form:

Required Item	Description
Bidder name	Full legal name of individual or entity
Offer amount	Total purchase price offered
Earnest money	Deposit proposed with offer
Property identification	Parcel and address reference
Contingencies	List of any requested contingencies
Closing period	Number of days to close after final approval
Signature	Authorized signature and date

Optional Notice to Bidders

Potential bidders are advised that submission of a response does not create a contract, does not guarantee acceptance, and does not eliminate the County's obligation to comply with North Carolina upset bid procedures before a final sale of surplus property may occur.



Property Disposition Forms Packet

Offer Form

County Offer Form for Purchase of Real Property

Property Name or Reference: _Creswell Schools

Parcel Number(s):98035

Property Address or Location: 115 Middle Street, Creswell, NC 27928

Bidder Full Legal Name: _____

Entity Type, if applicable: _____

Mailing Address: _____ City/

State/Zip: _____ Contact

Person: _____ Phone

Number: _____ Email

Address: _____ Offer

Amount: $_____ Earnest

Money Deposit: $_____ Closing

Period Requested (days after final approval): _____

Requested Closing Date, if any: _____

Contingencies Requested:	Proposed Intended Use of Property:

Additional Terms or Comments:

By signing below, the undersigned submits this offer to the County for consideration and acknowledges that any acceptance is subject to County approval, applicable law, and any required upset bid process.

Title, if signing for an entity:

Authorized Signature: _____

_____

Printed Name: _____

Date: _____

Bidder Information Form

General Information

Bidder Full Legal Name: _____

Trade Name, if any: _____

Bidder Type: Individual / Corporation / LLC / Partnership / Other _____

Mailing Address: _____

City/State/Zip: _____

Primary Contact Person: _____

Phone Number: _____

Email Address: _____

If Bidder Is an Individual

Home Address: _____

City/State/Zip: _____

If Bidder Is an Entity

Legal Entity Name: _____

State of Formation: _____

Date of Formation: _____

Principal Business Address: _____

Authorized Representative: _____

Representative Title: _____

Ownership and Authority

Names of Principal Owners, Members, Partners, or Officers:

Is documentation of authority to sign attached? Yes / No

Type of authority document attached: _____

Certifications

Has bidder reviewed the County terms and conditions? Yes / No

Has bidder reviewed available property information? Yes / No

Is bidder current on obligations owed to the County, unless disclosed here? Yes / No

Disclosure, if any:

Bidder/Authorized Signature: _____

Printed Name: _____

Date: _____

Property Information Sheet

Property Name or Reference: Creswell Schools

Parcel Number(s): 98035

Property Address or General Location: 115 Middle St, Creswell, NC

Municipality or Community: _____

Acreage: 20

Current Zoning: Residential

Current Land Use: _____

Utilities Available: _____

Road Frontage or Access: _____

Floodplain Status: _____

Tax Value: _____

Deed Reference: _____

Map/Book Reference: _____

Minimum Bid, if any: _____

Disposition Method: _____

Offer Deadline: _____

County Contact: Laurie Zoll

Contact Phone Number: 252-793-3523 x 5

Contact Email Address: gpmanager@washconc.org

Additional Property Notes:

Offer to Purchase and Contract

This sample form is provided for reference ONLY and may be revised by the County Attorney or incorporated into a final agreement approved by the County.

1. Parties

This Offer to Purchase and Contract ("Contract") is made between **County of** _____, as Seller, and _____, as Buyer.

2. Property

Seller agrees to sell and Buyer agrees to purchase the following real property:

Parcel Number(s): _____

Property Address or Location: _____

Legal Description: See attached exhibit, deed reference, or recorded description.

3. Purchase Price

The purchase price for the property shall be $_____.

4. Earnest Money

Buyer shall deposit earnest money in the amount of $_____ within _____ business days of execution of this Contract.

The earnest money shall be held by: _____.

5. Balance of Purchase Price

The balance of the purchase price shall be paid in immediately available funds at closing.

6. Contingencies

This Contract is contingent upon the following, if any:

If no contingencies are listed, the purchase shall be deemed non-contingent except as otherwise required by law or County approval.

7. Closing

Closing shall occur within _____ days after final County approval, completion of any required upset bid procedure, and satisfaction or waiver of contingencies.

8. Condition of Property

Buyer acknowledges that the property is being sold **as is, where is**, without representation or warranty except as expressly stated in the final executed agreement.

SAMPLE

9. Approval and Upset Bid Process

This Contract is subject to approval by the County and any statutory upset bid process required by law before becoming fully binding.

10. Closing Costs

Closing costs shall be allocated as follows:

11. Default

If Buyer defaults, the earnest money may be retained as liquidated damages if provided in the final agreement and permitted by law. If Seller defaults, Buyer shall have those remedies stated in the final agreement or available under applicable law.

12. Signatures

SELLER:

County of _____

By: _____

Name/Title: _____

Date: _____

BUYER:

Name of Buyer: _____

By: _____

Name/Title: _____

Date: _____

SAMPLE

Statutory Upset Bid Notice Form

Notice of Receipt of Offer and Opportunity to Submit Upset Bid

The County has received an offer for the property identified below and will receive upset bids in accordance with applicable law.

Property Name or Reference: _____

Parcel Number(s): _____

Property Address or Location: _____

Initial Offer Amount: $_____

Required Upset Bid Amount: $_____

Required Deposit Amount: $_____

Place for Filing Upset Bids: _____

Deadline for Filing Upset Bids: _____

County Contact Person: _____

County Contact Phone Number: _____

County Contact Email Address: _____

Instructions or Additional Notice Information:

SAMPLE

Any upset bid must be submitted in the form required by the County and accompanied by the deposit required by law or County notice.

Authorized County Official: _____

Title: _____

Date Posted or Published: _____