

INSTRUCTION TO BIDDERS

1. INTENT

- a) The Northwest Territories Housing Corporation (known as the "Vendor") wishes to sell the leased lands together with the building thereon on Lot 19-69, Plan 582 in Fort Resolution, NT. (Hereinafter called "The Property")
- b) The successful Bidder may be granted a Lease to the land. This is conditional upon approval from the Department of Lands.
- c) The Building is sold as is, where is, without representations or warranties as to the absence of patent defects or latent defects, as to habitability, or as to suitability for occupancy. There may be hazardous materials and/or contaminants present in or on the Property. By purchasing said property(s) the purchaser accepts any liabilities associated with such defects.
- d) Bidders must provide a price for the purchase of the building described on the **Bid Form** document enclosed.

2. FAILURE TO COMPLETE SALES AGREEMENT AFTER ACCEPTANCE OF OFFER TO PURCHASE

Failure to complete sales agreement after acceptance of offer to purchase shall result in forfeit of the Bid Security Amount (to a maximum of 10% of the bid price), and the right to the Building.

3. SUBMISSION AND RECEIPT OF BIDS

- a) Bids are to be sealed and submitted in the envelopes and provided to the following address:

Attn: Contracts Administrator
NWT Housing Corporation, South Slave District
201-62 Woodland Ave
Hay River, NT X0E 1G1
Phone: 1-867-874-7600

- b) Bid envelopes must show in the space provided on the exterior of the envelope
 - a) Community
 - b) Closing Date
 - c) Name and Address of the bidder.
- c) If Bidding on behalf of a Company, a registered List of Directors is required to be submitted.

d) Bids must be on enclosed Bid Form. No substitutions will be considered.

6. RECEIPT OF BIDS

- a) Bids must be received by the Vendor at the address indicated in the Information Sheet on or before the exact time and date fixed for their reception.
- b) Where a bid is equivalent to, or under, \$4,999.99, the **full amount** of the bid is to be submitted with the bid documents.
- c) Where a bid is equivalent to, or exceeds, \$5,000.00, a minimum Bid Security Amount of **10% of the bid price** is required and is to be submitted with the bid documents. For example, a bid of \$7,000.00 requires a Bid Security Amount of \$700.00.
- d) The Bid Security Amount shall be considered to form part of payment of the purchase price.

7. BIDS

- a) Current employees of The Northwest Territories Housing Corporation and Local Housing Authorities, and their immediate family (parents, children & siblings) are excluded from bidding on any and all units for sale.
- e) Bids shall be based on the documents as identified as the Bid Form.

8. INQUIRIES

- a) Direct all inquiries as noted on the Information Sheet.
- b) Responses to inquiries may be communicated in writing and/or verbally

9. SITE EXAMINATION

- a) Requests to view the Property can be made to the South Slave District Office, Hay River, NT.
- b) The bidder may examine the Property before submitting a bid and shall satisfy himself/herself as to the nature and location of the Property. The bidder is fully responsible for obtaining all information as may be required for preparation of the bid.

10. SIGNATURES

- a) In order to be acceptable, bids must be properly signed as required on the Bid Form.

11. ACCEPTANCE

- a) Submissions will be open for acceptance by the Vendor for 60 calendar days from the date of the posting. The Vendor may extend this time for any reason whatsoever without notice.
- b) Bids containing conditions other than as provided for in the bid documents will not be accepted.
- c) The Vendor will not necessarily accept the highest or any of the bids submitted. The Vendor reserves the right to cancel this sale, in whole or in part at any time and to re-advertise the same for any reason whatsoever, without incurring any liability and no bidder will have any claim against the Vendor as a consequence.
- d) Notification of an award of a bid by the Vendor will be completed 45 calendar days from the closing date. The Vendor may extend this time by no more than 30 days.
- e) Bidders will not be able to withdrawal their bid without possible forfeit of the bid security.
- f) Successful bidders have the option to obtain legal counsel to assist with the transaction.
- g) In the event a successful bidder is unable to close the sale, thereby forfeiting the bid security; the Vendor reserves the right to offer the unit to the next highest bidder without having to cancel the tender.

13. BID FORMS

- a) Failure to properly complete the Bid Form may result in bid rejection.

14. RESERVE PRICE

- b) The Vendor has placed the following reserve price on this Building. Should the reserve price not be met, the Vendor reserves the right to award to the highest responsible bidder or to cancel the tender without incurring any liability whatsoever to any bidder.

Reserve price: \$0

BID FORM

Submitted to: Northwest Territories Housing Corporation

For the Sale of: _____

In the community of: _____

I/We, _____
(Company or Individual's Name)

of _____
(Business or Individual's Address)

being familiar with the Property known as Lot 19-69 Plan 582 in the community of Fort Resolution, NT, hereby offer the following bid, as listed herein and, for the stipulated price of _____ Dollars

(\$ _____) Canadian funds which price includes all custom duties and excise taxes, and is all inclusive except as otherwise provided for in the bid documents. The price does not include Goods and Services Tax (GST). Any amount with respect to GST will be billed as a separate item.

DECLARATION OF BIDDER

1. We offer to purchase the Building noted on herein by the deadlines noted in the Instructions to Bidders.
2. No person, firm or corporation other than the undersigned has any interest in this bid.
3. The undersigned declare that:
 - I/We are not an immediate family member (parent, spouse, sibling, child) of an employee of the Northwest Territories Housing Corporation or a Local Housing Authority.
 - I/We are an immediate family (specify one: parent, spouse, sibling, child) of _____ who is an employee of the Northwest Territories Housing Corporation or a Local Housing Authority.

DATED at the _____ , in the Northwest Territories, this _____
day of _____, 201__.

SIGNATURES:

Signed, witnessed and/or sealed and submitted for and on behalf of:

Individual/
Company:

(Print Name)

(Street Address or Postal Box Number)

(Community, Territory/Prov., Postal Code)

(Apply Seal)

Signature: _____