# Instructions to Bidders

1. All Oil & Gas Lease Auctions will be posted online at <https://www.weldgov.com/Government/Departments/Purchasing/Oil-Gas-Leases-Bids>. If you intend to bid on any of the leases, please let us know by filling out the Oil & Gas Lease Auction – Letter of Interest form (available on website) and emailing the completed form to [bids@weld.gov](mailto:bids@weld.gov).
2. To submit a bid, complete the document titled “Weld County Large-Tract Oil and Gas Lease”. This submitted lease will be used as the bid form.
3. Bidders must fill in the contact information of the Lessee under the introductory paragraph of the Weld County Large-Tract Oil and Gas Lease form (below hereinafter called Lessee:).
4. Bidder must also fill in the total dollar amount for the bonus consideration and what that amount is calculated at, per mineral acre.
5. A bid of at least $600.00, per mineral acre, shall be the minimum bonus amount required.
6. There shall be a continuation of the requirement for certified funds (See #11).
7. Where there is a conflict concerning the ownership of the mineral interest, the Lessee shall provide evidence of ownership to the Lessor.
8. Royalty interest in the production to be paid to the County shall be at least twenty-two and one-half percent (22.5%). Specific amount of royalty interest shall be set by the Board of County Commissioners prior to the bidding process.
9. The term of the leasing period shall be a maximum of three (3) years, unless held by production with a 22.5% royalty interest.
10. Bidder must sign as Lessee and have the last page of the lease notarized.
11. Bidder must return EACH bid in a separate envelope and must show name and mailing address in the upper left-hand corner of the envelope with bid number and lease number. Do not write bid amount on envelope.
12. Certified checks or Cashier's checks for the bonus amount of bid must accompany the sealed bids. Other forms of security will not be accepted. A filing fee of $10.00 must also accompany the sealed bid. This may be a certified check, cashier's check or cash. The check for the bonus amount will be returned to the unsuccessful bidders immediately after the awarding of the bid. The $10.00 filing fee is kept by Weld County.
13. There shall be a continuation of the sealed bid process with the amendment that the top two (2) bidders and any other bidder within ten percent (10%) may participate in an auction.
14. The opening of the sealed bids shall be held on the same day as the auction and will take place in the Purchasing Department at 8:30 a.m. and the auction shall be held the same day during the Board of County Commissioners meeting held at 9:00 a.m. If an auction is held on a parcel of land, the higher bidder may provide a company check or personal check for the difference between the written bid and oral bid, as well as pay the annual rental amount for the first year, or rental for the entire initial three-year term, if desired.
15. Errors sometimes occur in the listing, though every effort is made to avoid them. The Board is not liable for any inconvenience or loss caused by errors which may occur.
16. The Board of Weld County Commissioners reserves the right to reject any or all bids, to waive any informalities in bids, and to accept the bid that, in the opinion of the Board, is in the best interests of the Board and of the County of Weld, State of Colorado. The Board of Weld County Commissioners shall give preference to resident Weld County bidders in all cases where the bids are competitive in price and quality.
17. Checks are to be made payable to the Board of Weld County Commissioners.