

To Whom It May Concern:

Thank you for your interest in Delta College's surplus property, enclosed is a list and description of items in this sale, an Invitation to Bid and a Bid Agreement Form. Please read the enclosed information carefully. If you have any questions, please contact me by telephone at (989) 686-9036.

Sincerely,

Floyd Hoffman  
Assistant Director of Business Services  
Delta College

# Delta College Surplus Property Sale Sealed Bid List for Sealed Bid 032510

Item Identifier	Description	Location
East Pile	Assorted Wood	east pile is located south of the Delta Drive bridge
West Pile	Assorted Wood	west pile is located on the south edge of the southeast parking lot

## East Pile



## West Pile



**DELTA COLLEGE**

**INVITATION TO BID ON SURPLUS PROPERTY**

**SURPLUS BID NUMBER 032510**

Sealed bids will be received by the Business Office (B116) of Delta College, 1961 Delta Road, University Center, MI 48710, until 10:00 a.m. March 25, 2010 for the sale of surplus assets as described on page 2 of this document.

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**INSTRUCTIONS FOR BID PREPARATION – PLEASE READ CAREFULLY**

**BIDDING PROCEDURES AND TERMS AND CONDITIONS:**

Delta College reserves the right to make an award which is in the best interest of Delta College and also reserves the right to accept or reject any or all bids and to waive any informality in bidding. The right is reserved to add or delete any item(s) on the attached list on or before the date and time of the bid closing.

- Please prepare your bid with care. No changes or corrections may be made after bid opening. Bidders are not permitted to submit more than one bid for the same item.
- All bids must be submitted on the forms provided by Delta College. Return only the BID AGREEMENT FORM of this document as your bid. YOU MUST USE A SEPERATE BID AGREEMENT FORM FOR EACH ITEM.
- BIDS WILL NOT BE ACCEPTED UNLESS THEY ARE RECEIVED IN A SEALED ENVELOPE WITH THE BID NUMBER (032510) AND BIDDER’S NAME PRINTED ON THE FRONT. Bids received after the specified closing date and/or time may not be opened.
- **Any reasonable bid will be considered but, bids that fail to reflect a recognition of “market value” or fail to meet any specified “asking price” may be rejected.**

**BID EVALUATION PROCEDURE**

- Bids bearing the earliest date and/or time of receipt shall prevail in the event of tie bids. “Shortcuts” in the preparation of bids or failure to follow instructions, may result in bid rejection. Whenever extended prices do not agree with the unit price, the unit price shall prevail.

## NOTIFICATION AND REMOVAL

- Subsequent to the bid opening and evaluation, successful bidders will be notified by phone or mail as soon as possible. The notification will include instructions for making payment and receiving the property.
- IT SHALL BE THE SUCCESSFUL BIDDER'S RESPONSIBILITY TO MAKE PAYMENT AND REMOVE SALE ITEM(S) PRIOR TO THE SPECIFIED EXPIRATION DATE AND TIME. The buyer shall furnish all labor, tools, equipment, cartage, etc., as necessary for removal of the sale item from its location. The buyer is responsible for any and all shipping charges. The College will, at its discretion, assist with the removal of the wood. A post award meeting must be scheduled with Kevin Bublitz, Grounds Supervisor, (989) 686-9217 to determine a method acceptable to the College to remove the wood from College property. Any damage to College property during the removal will be the responsibility of the successful bidder. All sealed bid items must be paid for within 3 business days of successful bid notification. Shipping, pick-up arrangements or post award meeting must be scheduled within 3 business days of successful bid notification. **Wood must be removed from College property by April 30, 2010.**
- All material accepted and paid for under this sale shall be disposed of OFF premises of Delta College. FAILURE TO MAKE PAYMENT IN FULL WITHIN 3 BUSINESS DAYS OF NOTIFICATION AND/OR REMOVE SALE ITEMS BY THE DESIGNATED TIME WILL RESULT IN FORFEITURE OF SALE RIGHTS.

## VIEWING SEALED BID ITEMS

The above listed items may be viewed at the locations specified beginning March 11, 2010. An appointment may be made to view the wood by contacting Kevin Bublitz, Grounds Supervisor, by telephone at (989) 686-9217.

## PAYMENT

- Payment must be made by cash, U.S. Postal Money Order, bank cashier's check or bank money order in the exact amount, and made payable to **Delta College**.
- Please direct payment to:  
Floyd Hoffman, Assistant Director of Business Services  
Business Services (B116)  
Delta College  
1961 Delta Road  
University Center, MI 48710
- Upon notification of award, the successful bidder must make payment in full within 3 business days. Payment must be received prior to the release of property. Payment in the full amount of the bid must be made payable to Delta College.

## CONDITION OF PROPERTY

Delta College makes no warranty, expressed or implied, as to the condition, kind, weight, size and description of any of the property or its fitness for any use or purpose and assumes no liability with respect to any item listed in this sale. **All sales are final.** It is the bidder's responsibility to inspect sale items and confirm accuracy of the advertised description, condition and "parts included" with the sale of each item.

ITEMS WILL BE SOLD ON AN "AS IS, WHERE IS" BASIS. Delta College will not be responsible for condition or performance of surplus property. Nor will Delta College assume responsibility for the repair of any item purchased through this bid either prior to or after receipt by the successful bidder.

**BID AGREEMENT FORM FOR BID 032510**  
**THIS PAGE MUST BE COMPLETED AND RETURNED AS PART OF YOUR BID**  
**(Please copy and use additional pages as needed)**  
(Please type or print legibly)

NAME \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

EMAIL \_\_\_\_\_

FAX \_\_\_\_\_

TELEPHONE \_\_\_\_\_

DATE \_\_\_\_\_

**\*Only one item per form, please make additional copies as needed.**

<b>Item Identifier</b>	<b>Description</b>	<b>Bid Amount</b>
East Pile	Assorted Wood	

Your signature in the space below will certify that you have read and understand the **BIDDING PROCEDURES AND TERMS AND CONDITIONS** of this sale.

BIDDER'S SIGNATURE \_\_\_\_\_

**BID AGREEMENT FORM FOR BID 032510**  
**THIS PAGE MUST BE COMPLETED AND RETURNED AS PART OF YOUR BID**  
**(Please copy and use additional pages as needed)**  
(Please type or print legibly)

NAME \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

EMAIL \_\_\_\_\_

FAX \_\_\_\_\_

TELEPHONE \_\_\_\_\_

DATE \_\_\_\_\_

**\*Only one item per form, please make additional copies as needed.**

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