

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 111411

| Item Number | Description |
|--------------------|---|
| 8146 | Brown and Sharpe Milling Machine, Model 2, Serial Number 9805 |





DELTA COLLEGE

INVITATION TO BID ON SURPLUS PROPERTY

SURPLUS BID NUMBER 111411

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. November 14, 2011 for the sale of surplus assets as described on page 2 of this document.

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 (111411) 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 email as soon as possible.
- 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 all shipping charges. All sealed bid items must be paid for within two (2) business days of successful bid notification. Shipping or pick-up arrangements must be scheduled within two (2) business days of successful bid notification by calling (989) 686-9036. All items must be transported from College property within seven (7) business days of successful bid notification. 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 TWO (2) 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 by appointment only. Please contact Floyd Hoffman by telephone, (989) 686-9036 or email, fehoffma@delta.edu to schedule an appointment.

PAYMENT

- Payment must be made by cash, U.S. Postal Money Order 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 2 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 111411
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.**

| Item # | Item Description | Bid Amount |
|--------|------------------|------------|
| | | |

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 _____