



WESTERN MICHIGAN UNIVERSITY

VEHICLE / EQUIPMENT SALE – SEALED BID

REQUEST FOR BID SUBMITTALS FOR THE SALE OF THE FOLLOWING WESTERN MICHIGAN UNIVERSITY VEHICLES AND EQUIPMENT

Issue Date: February 6, 2019

Due Date: Monday February 25, 2019 by 4 p.m.

CONDITIONS AND BID INSTRUCTIONS

1. Successful bidder is responsible for removal of equipment/vehicle from site. Western Michigan University will not be held responsible for any accident, injuries or malfunction of any equipment purchased.
2. The items offered for sale and the descriptions have been compiled from available data, but there is no guarantee or warranty on the part of Western Michigan University relative thereto as to the number or quantity, kind, character, description, condition, suitability for use for which it may be desired or in any other respect whatsoever. All material is sold **“as is”** and **“where is.”**
3. All bidders are invited and urged to inspect items to be sold prior to submitting a bid. Under no circumstances will a refund or adjustment be made due to any item not meeting the standard expected, nor will failure to inspect be considered grounds for a claim.
4. Items will be available for viewing at Surplus Sales, located at 635 W. Ransom St., Kalamazoo, MI 49007. The viewing schedule is below:
 - Wednesday February 13, 2019 4 p.m. to 7 p.m. (during sale)
 - Thursday February 14, 2019 1 p.m. to 4 p.m.
 - Friday February 15, 2019 9 a.m. to 3 p.m.
 - Monday February 18, 2019 9 a.m. to 1 p.m.
 - Tuesday February 19, 2019 3 p.m. to 6 p.m.
 - Wednesday February 20, 2019 noon to 3 p.m. (during sale)
 - Thursday February 21, 2019 3 p.m. to 6 p.m.
 - Friday February 22, 2019 9 a.m. to 1 p.m.
5. All questions regarding the sale or viewing of vehicle/equipment should be directed to Thomas Wright at 269-387-8829.

6. Bid deadline is Monday, February 25, 2019 by 4 p.m. Bids will not be accepted after this time.
7. Bid envelopes must be marked "**WMU VEHICLE / EQUIPMENT BID**" and should be dropped off or mailed to:

Physical Address:
Bid Secretary
Western Michigan University
Campus Services Building
Purchasing Department
1201 Oliver Street
Kalamazoo, MI 49008-5342

Mailing Address:
Bid Secretary
Western Michigan University
Campus Services Building
Purchasing Department
1903 W. Michigan Ave.
Kalamazoo, MI 49008-5342

8. The University is not required to accept best bid or any particular bid. The acceptance of bids is at the discretion of the University.
9. Prospective bidders are required to submit an exact amount for each item bid upon (i.e. \$123.45).
10. Payment must be in the form of Cash, Credit Card (MasterCard, VISA or Discover), Cashier's Check or Money Order made payable to WESTERN MICHIGAN UNIVERSITY for all items purchased. Items must be paid in total before pick up. **Personal checks will not be accepted.** Upon receipt of proper payment, buyer will be given a receipt/bill of sale to use as authority to remove items from the premises. All sales are final – **NO EXCEPTIONS!**
11. If manuals or documentation are available for any of these items, such manuals or documentation will be given to successful buyer at the time of payment.
12. The buyer is to assume all liability for the material after award is made. The University will exercise reasonable security of the material up to the time limit for removal, but will not be responsible for any loss or damage otherwise.
13. All material purchased must be removed by **3 p.m. Friday, March 8, 2019**. It will be the buyer's responsibility to pick up purchased items by this deadline. Item(s) not removed by above date will be disposed of at the discretion of the University. Contact Thomas Wright at 269-387-8829 to schedule the pickup date and time.



WESTERN MICHIGAN UNIVERSITY

BID/ACKNOWLEDGMENT FORM

Submit this page by due date

BID DUE DATE: BIDS MUST BE RECEIVED BY 4 P.M. MONDAY, February 25, 2019.

Print a copy of this document or pick up a copy from the Purchasing Department at Campus Services Building, 1201 Oliver Street, Kalamazoo, MI 49008. Complete, sign and submit the form by the due date and time specified above.

Bids and amendments thereto, or withdrawal of bids submitted, if received by the University after date and time specified for bid receipt, will not be considered.

Successful buyer will be notified via phone call.

WMU VEHICLE / EQUIPMENT SALE BID:

Item #: _____ *Bid Price:* \$ _____
Item #: _____ *Bid Price:* \$ _____
Item #: _____ *Bid Price:* \$ _____

BIDDER MUST SIGN IN INK BELOW: In compliance with the above invitation for bids and subject to all conditions thereof, the undersigned offers and agrees to purchase any and all of the items for which prices are quoted, at the price set above.

BIDDER FIRM/NAME: _____

BY: _____ **TITLE:** _____

ADDRESS: _____

PHONE NUMBER: _____ **DATE:** _____