

## INSTRUCTIONS TO BIDDERS

**Before bidding, read the following instructions and comply with the terms and conditions as outlined below**

**1. Bidder completes the front side of the Bid Sheet**

- Type or print name, address, city, state, zip and phone number in the space provided in the upper, right hand corner.
- Type or print in the appropriate line(s) the bid amount(s) for the item(s) bid on.
- **Sign in ink and date** in the space provided on the **front of all the pages**.

**2. Bidder has the responsibility to have the bid sheet submitted prior to the specified time and date of the bid closing.**

Bid sheets may be submitted as follows:

- Bidder can take bid sheet to the Equipment Coordinator located in Stone Hall 225.
- Bidder may mail bid sheet. Be sure to write or type "Bid Sale" on the envelope.

**3. Bidder need not be present at bid opening**

- Bidder(s) awarded high bid(s) will be notified by mail and/or telephone of the award.
- Bidder(s) may call beginning **at 2:00 p.m.. on the result day** to ascertain high bid(s) awarded.

### TERMS AND CONDITIONS OF SALE OF STATE SURPLUS PROPERTY

1. The State of North Carolina, State Board of Community Colleges and Sandhills Community College reserve the right to reject any or all bids.
2. The description of property offered for sale has been compiled from available data, and there is no guaranty or warranty on the part of the State Board or Sandhills Community College as to number, condition or quality, or that the property offered or a portion thereof may be withdrawn prior to the sale. Under no circumstances will a refund or adjustment be made on account of property not coming up to the standard expected, nor will failure to inspect be considered grounds for claim. **All property is sold "As Is" and "Where Is" and any cost of weighing, packaging, crating, loading or hauling shall be assumed by the bidder unless otherwise indicated.**
3. Bidders are invited and urged to inspect said property prior to submitting bids. Reasonable opportunity will be offered for inspection up to the time for opening bids, but no labor will be furnished for such purposes. The Purchaser is to assume all liability for the property after award is made. Sandhills Community College will exercise its usual care for protections up to the time of removal, but will not be responsible for any loss or damage whatsoever.
4. **All payments must be in the form of cash, cashier's certified check or postal money order. Payment in full for all property purchased must be made within ten (10) working days from date of award, and all property purchased must be removed within thirty (30) calendar days from date of award.** No property may be removed by the purchaser prior to full payment of the purchase price. The terms "bid results date" and "date of award" are considered to be one and the same. Working days are considered to be Monday through Friday (holidays excluded) while calendar days are actual.
5. If the purchaser fails to pay for the property within ten (10) working days from the date of award, the property purchased will be promptly resold in such a manner as the State Board of Community Colleges may elect and the defaulting purchaser charged with loss to the State Board of Community Colleges, if any, together with all the expenses of the sale. **If the purchaser does not remove the property purchased within thirty (30) calendar days after the date of award, Sandhills Community College reserves the right to retain the purchase price and resell the property a second time, keeping any and all proceeds obtained.**
6. Certified or cashier's checks or postal money orders should be made payable to: Sandhills Community College.
7. Sandhills Community College reserves the right to require any bidder presently or previously in default to post a bond prior to consideration of his/her bid.
8. No lump sum bids will be accepted. Bidders must bid on line items as such.
9. **Bidders must sign all bids on the front of this form for bid to be accepted.**