

**INVITATION TO BID
FOR THE SALE OF STATE SURPLUS PROPERTY**

RETURN BID TO:

West Virginia State Agency for Surplus Property
2700 Charles Avenue
Dunbar, WV 25064

Phone: (304) 766-2626

Bid Opening Date: September 29, 2016
Bid Opening Time: 2:00 PM
Req. Number: SPB 17-02
Bids Received Until: 2:00 PM
www.wvsurplus.gov

Purpose: The West Virginia State Agency for Surplus Property (“WVSASP”) is soliciting bids from buyers interested in purchasing the property identified and described below.

Bid Form: All bids must be submitted on this form and signed in the space indicated below. **Bidder’s failure to sign and submit its bid on this form shall result in disqualification of bid.** Bid must be received by the WVSASP at the address listed above prior to the Bid Opening Date and Time listed above.

Property: The property included in this invitation to bid is for the scrapping of eight (8) West Virginia State Police vehicles. **Vehicles include:** Four (4) Chevrolet Impala and Four (4) Ford Crown Victoria. Bidders are urged to inspect the property prior to the Bid Opening Date and Time. Appointment must be made with contact listed below.

Disposition Requirements of the Bid Property: Vehicles must be picked up at the West Virginia State Police Department located at 725 Jefferson Road, So. Charleston, WV 25309.

The awarded bidder must pick up the property, transport to a state certified weighing facility to be weighed per pound and provide the weigh ticket, along with payment per terms listed below.

No parts of any kind are to be removed from the vehicles for resale. The complete vehicle is to be either crushed or shredded, as to where nothing of the vehicle remains usable. It will be the responsibility of the awarded bidder to remove all fluids, tires, gas tank, battery etc. in preparation of the recycling process.

Contact: Sgt. J. D. Perry, 304-746-2136

Hours of Business: Monday through Friday – 9:00 am to 3:00 pm

Bidder must pick up the property within ten (10) business days of notification of award, unless other arrangements have been made with WVSASP. Removal of all property must be coordinated with the contact person listed above. No property may be removed without the contact person or designee being present at time of removal. Payment from the awarded bidder must be received within five (5) business day after pick up of property, due to the weighing requirements. Payment must be made by business check, Visa, MasterCard, Discover or money order. Cash will not be accepted. Business checks are made payable to the WVSASP. Original weigh ticket for each vehicle must be submitted along with payment to:

WV State Agency for Surplus Property, 2700 Charles Avenue, Dunbar, WV 25064

The bidder shall be deemed to have inspected all property prior to submitting a bid. No bid will be considered unless submitted on the form prescribed by and available from the WV State Agency for Surplus Property. Bids should be enclosed in a sealed envelope marked “**Req. # SPB 17-02**” to be **OPENED September 29, 2016** at 2:00 PM, in the lower left hand corner of the envelope. Also enclose a signed copy of the Sealed Bid Terms and Conditions for West Virginia State Police Scrapped Vehicles.

BID PER POUND \$ _____

PLEASE SIGN BELOW VERIFYING YOUR BID ON PROPERTY LISTED ABOVE.

SIGNATURE: _____ **DATE:** _____

Sealed Bid Terms and Conditions for West Virginia State Police Scrapped Vehicles

1. West Virginia State Police (WVSP) scrap vehicle disposition requirements. The vehicle must be picked up at the West Virginia State Police Department located at 725 Jefferson Road, So. Charleston, WV. No parts of any kind are to be removed from the vehicle for resale. The complete vehicle is to be either crushed or shredded as to where nothing of the vehicle remains usable. It will be the responsibility of the awarded bidder to remove all fluids, tires, gas tank, battery etc. in preparation of the recycling process.
2. Bidder must pick up the property within ten (10) business days of notification of award, unless other arrangements have been made with WVSASP. Removal of all property must be coordinated with the contact person as noted on the Invitation to Bid. No property may be removed without the contact person or designee being present at time of removal. Failure to pick up items awarded will result in bidder's forfeiture of that item. Bidder is responsible for any and all pick up/removal cost and must make any necessary arrangements for removal of property. Those arrangements include, but are not limited to labor for packing, equipment needed, and transportation.
3. The awarded bidder must pick up the property and transport to a state certified weighing facility to be weighed per pound. The weigh ticket, along with payment per the methods listed below in #4 are to be sent to WVSASP within 5 (five) business days after pickup of awarded property. Original weigh ticket for each vehicle must be submitted, containing the following information: name of facility, address and phone number, plus the full VIN# of each vehicle received and weight.
4. Payment from the awarded bidder must be received within five (5) business day after pick up of property, due to the weighing requirements. Payment must be made by business check, Visa, MasterCard, Discover or money order. Cash will not be accepted. Business checks are made payable to the WVSASP.
5. All successful bids are subject to a West Virginia State Sales Tax unless bidder presents a bon-a-fide tax-exemption certificate to WVSASP as proof of bidder's tax exempt status. Sales tax will be added to the total bid amount. No bids will be accepted after the Bid Opening Date and Time.
6. The State of West Virginia takes no responsibility as to the condition of the property. Surplus property will be sold "AS IS, WHERE IS".
7. West Virginia State Agency for Surplus Property (WVSASP) employees are not permitted to bid on any items. West Virginia State Agency employees are not permitted to bid on items being held for sale at their respective agency's location.
8. Bidder's act of entering onto state-owned property, for any reason, is done at the bidder's own risk and bidder assumes all liability related to his or her entry, or the entry of anyone at the bidder's direction. Bidder agrees to indemnify, defend, and hold harmless WVSASP, and all other state agencies, their officers, and employees from and against any claims or losses resulting to any person or entity injured or damaged by the bidder, its officers, employees, or subcontractors.
9. WVSASP has the right to withdraw any or all items prior to, or after, the established bid opening. The State of West Virginia reserves the right to accept or reject any or all bids and to cancel any contract prior to the bidder picking up the property.
10. No titles will be transferred.
11. Bidder is invited, urged, and cautioned to inspect the property prior to submitting a bid. Any oral statement or representation by any representative of the State of West Virginia, changing or supplementing the stated condition, is not authorized and shall confer no right upon the bidder or purchaser. Please note that the West Virginia State Agency for Surplus Property does not guarantee the condition of any property sold through our sealed bid procedure. Deficiencies, when known, have been indicated. However, absence of any indicated deficiency does not mean the item(s) may not have deficiencies.

INSTRUCTIONS TO BIDDERS

Return this signature sheet together with your bid.

1. Print your Name, Address, and Telephone Number in the space provided below. Be sure your signature appears in the space marked "signature."
2. Bids should be enclosed in a sealed envelope with your name and complete return address. The Requisition Number and Bid Opening Date must be marked in the lower left-hand corner.
3. Bids may be withdrawn at any time. If, after bids have been opened, and awarded bidder withdraws his/her bid a fee of 10% of the bid price or \$25.00, whichever is greater, will be assessed against that bidder.
4. Bidder should include a copy of its tax exempt certificate with its bid.
5. No bid will be considered unless submitted on forms prescribed by and available from, the West Virginia State Agency for Surplus Property, 2700 Charles Avenue, Dunbar, WV 25064.

I do hereby certify that I have read and understand the terms and conditions of this sealed bid **REQUISITION # SPB 17-02** and do solemnly swear to abide by them.

SIGNATURE: _____

PRINT NAME: _____

ADDRESS: _____ CITY: _____

STATE: _____ ZIP: _____ PHONE: _____