



**STATE OF WEST VIRGINIA
Department of Administration
Purchasing Division
West Virginia State Agency for Surplus Property**

INSTRUCTIONS TO BIDDERS

Statewide Sealed Bid

Surplus Property Bid Req. No.: SPB 21-01

Bid Opening: Friday, August 27th, 2021 at 2:00 p.m. EST

1. Print your name, address and telephone number in the space provided on the Sealed Bid Terms and Conditions page. Be sure your signature appears in the space marked "signature".
2. Item will be bid as an amount per 40"X48" pallet, per 2/3 cut pallet, and 1/3 cut pallet. **Winning bidder must take all pallets.** Bidders may choose to bid \$0.00 on some sizes. Winning bidder will be chosen based on the highest total bid using the estimated quantities that have been provided in the "Invitation To Bid".
3. Bids should be enclosed in a sealed envelope with your name and complete return address. The Req. Number and Bid Opening Date must be marked in the lower left-hand corner.
4. Bids may be withdrawn at any time. If, after bids have been opened, and awarded bidder withdraws the bid, a fee of 10% of the bid or \$25.00, whichever is greater, will be assessed against that bidder.
5. Bidder should include a copy of its tax-exempt certificate with its bid, if applicable.
6. No bid will be considered unless submitted on forms prescribed by and available from, the West Virginia State Agency for Surplus Property.
7. Completed bids must be received by the West Virginia State Agency for Surplus Property prior to the established Bid Opening Date and Time at the following address:

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