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WV State Agency For Surplus Property (WVSASP)  
Sealed Bid Form and Terms and Conditions

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Surplus Sealed Bid Terms and Conditions

1. Purpose: This is a public sealed bid auction form that allows an entity to submit a bid on property up for bid at the West Virginia State Agency for Surplus Property.
2. Bid Opening Date and Time: All bids must be submitted prior to the bid opening date and time associated with the property in question. For most property that date and time is at 9:15 am, the Wednesday following the posting of the property on the bid list located at <http://www.state.wv.us/admin/purchase/surplus/vehiclesealedbids.html>. Any bid received after the bid opening date and time will be rejected.
3. Bid Submission: Bids may be submitted to Surplus Property via hand delivery, mail, or courier at 2700 Charles Avenue, Dunbar, WV 25064], or via fax at 304-766-2631]. Any bid received by Surplus staff is considered to be in the possession of the Surplus and will not be returned for any reason.
4. Bid Modification: Bids may be modified by submitting a superseding bid or a bid modification that is dated after the original bid.
5. Bid Acceptance: The WVSASP reserves the right to accept or reject any or all bids.
6. Bid Withdraw: Bids may not be withdrawn after bid opening and must be honored by the bidder.
7. Surplus Right to Withdraw: The WVSASP reserves the right to withdraw and remove the property from the auction prior to and up to the bid opening.
8. Property Inspection: Bidders are invited and encouraged to inspect property prior to submitting a bid and will be deemed to have done so prior to submitting a bid.
9. Warranty Disclaimer: All items sold are "**as is**" with no warranty expressed or implied including any warranty of workmanship or fitness for a particular purpose.
10. Payment: Payment in full must be made within 24 business hours of bid opening. No personal checks or cash will be accepted. Failure of successful bidder to pay for item within 24 business hours of bid opening may result in the bidder being banned from future sealed bid auctions.

11. Property Removal: All property must be removed from State premises by 9:15 am on the Friday after the bid opening. Should the WVSASP be closed on Friday, pickup will be extended to the following business day at 9:15 am.

12. Tie Bid: Tie bids will result in the tied vendors submitting a new bid.

Bid Amount:

I do hereby submit this bid for the property identified below at the price stated below.

Item Number: \_\_\_\_\_ Bid: \_\_\_\_\_  
(Please include only one item per bid form)

I do hereby certify that I have read and understand the terms and conditions of this sealed bid and do solemnly swear to abide by them.

Bidder Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

Date: \_\_\_\_\_