



University of Massachusetts Amherst

Procurement Department
407 Goodell Building
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PUBLIC SALE OF SURPLUS VEHICLES & MISCELLANEOUS ITEMS

The Surplus Vehicles and other Miscellaneous Items listed in the attached forms are surplus to the needs of the University of Massachusetts Amherst and are hereby offered for sale to the general public. All items are offered "as is" and "where is" to the highest bidder. The University makes no representations regarding the suitability of these items for any purpose nor does the University make any representation regarding any lien or legal impediment accruing to these items. The Successful Bidder is responsible for the removal and transportation of sold surplus equipment from its location on the University property. The University assumes no condition of the equipment either before the sale of thereafter.

Important instructions for submitting a bid as listed below:

1. Bids must be submitted on the **Bid Response Form** that is included in each Surplus RFB.
2. Enter your bid price in the last column entitled **Bid Price**.
3. All bids must be in U.S. Dollars.
4. Please note that you **do not** have to bid on all items listed.
5. Send the completed **Bid Response Form** that contains the item(s) you are bidding on to:

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6. Be sure to reference the RFB# on the cover of the envelope or FAX cover sheet.
7. All bid responses must be sent on or before the date and time specified in the Surplus RFB.
If your bid arrives late or is sent to another location it will not be accepted.
8. Any exceptions added by the bidder to the listed information may be grounds for rejection of the bid at the University's discretion.
9. All bids and other information must be legible and neatly written.
10. Obscure bids may be rejected at the University's discretion.

Bidders are not required to bid on every item. The University reserves the right to reject any or all bids or parts thereof, if deemed in the best interests of the University and may decide not to make an award on any individual item or combination of items.

PROCEDURE FOR VIEWING SURPLUS PROPERTY

The list of surplus items are located as indicated on the sheets in the Request for Bids. Arrangement for viewing the property can be made by contacting the name and phone number indicated in the RFB. Any questions regarding bidding procedures should be addressed to: Rosemary A. Hassay, Purchasing Manager; Procurement Department at: (413) 545-1094 @ E-mail: rhassay@admin.umass.edu

NOTIFICATION OF AWARD AND REMOVAL OF SURPLUS PROPERTY

The successful bidders will be notified of their awards via E-mail or where E-mail addresses are not available, via regular mail. Payment in the form of a certified check, official bank treasurer's check or money order made payable to the University of Massachusetts Amherst must be received prior to the removal of the equipment. Removal must be made on or before the date noted in the RFB. If any bidder fails to pay for and/or remove the item(s) by the day noted in the RFB, the University reserves the right to award the item(s) to the next highest bidder without recourse. Non-compliance with either or both of these items will result in the removal of the bidder's name as an eligible bidder on any future sale for a period of one year.