

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.

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Community College as to number, condition or quality, or that the property offered or a portion thereof may be withdrawn prior to the sale.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
results
considered to be one and the same. Working days are considered to be Monday through Friday (holidays excluded) while calendar days are actual.

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