

PRAIRIE VIEW A&M UNIVERSITY
SURPLUS PROPERTY OFFICE
P. O. Box 519; MS 1311
Prairie View, Texas 77446

General Terms and Conditions of Sales

DESCRIPTION

Prairie View A&M University is offering for public sale, by the sealed bid process, on an 'As-Is, Where-Is' basis, a quantity of used equipment which has become surplus to the university's needs. A listing of the equipment is attached.

BID DATES

Surplus goods may be viewed at Central Receiving Warehouse or by contacting Mr. E. Adams from June 24th through June 26th, 2009. Sealed bids will be accepted for the purchase of listed items June 24th through June 26th, 2009. **All bids must be received no later than the close of business, June 29th.**

BID PROCEDURES

ALL Bids must be submitted on the attached bid sheet. The form may be reproduced. Bids must be in a sealed envelope with the name of the company or individual submitting the bid printed on the outside front of the envelope (preferably the upper left corner). Bids may be submitted to Mr. E. Adams or Mr. Thomas Williams in the Central Receiving Office during the hours of 8:00 AM – 12:00 noon and 1:00 PM. – 4:00 PM. All bids will be date-time stamped upon receipt. In the event of identical bids, the bid received earliest will receive preference.

In the event goods are not claimed within six (6) days after notification, the goods will be awarded to the next highest bidder.

BID AWARDS

Sealed bids will be opened Tuesday, June 30, 2009 at 2:00 PM in the W.R. Banks Bldg, room 116. Bid Opening is open to the public. Successful bidders will be notified by mail or phone, stating the items to be awarded and the sale price.

PAYMENT AND DELIVERY OF GOODS

Successful bidders agree to make full payment for items and remove property from the PVAMU campus within six (6) days unless other arrangements are made with the Surplus Property Office. A bill of sale must be obtained from Mr. E. Adams at Central Receiving. The bill of sale must be presented to the University Cashier's Office, located in W. R. Banks Building when payment is made. A valid cashier's receipt must be presented to Mr. E. Adams upon receipt of goods.

Payment for goods must be in cash, cashier's check, debit/credit cards or money order payable in U. S. currency. PERSONAL CHECKS WILL NOT BE ACCEPTED.