

**CITY OF LYNCHBURG, VA - FLEET SERVICES DEPARTMENT
SPRING 2015 SEALED BID AUCTION ON SURPLUS CITY VEHICLES AND EQUIPMENT
1650 MEMORIAL AVENUE, LYNCHBURG, VA 24501-1704**

Terms and Conditions

(This form constitutes the terms and conditions of this sealed bid auction. Read entire form and sign this document as agreement to the terms and conditions and to submit a bid. You must complete Page 1 of this form to submit a bid.)

1. Equipment is being sold as surplus equipment in its present, as-is condition. The City of Lynchburg makes no warranties whatsoever, either express or implied, concerning the condition of the equipment and/or its fitness for buyer's intended use, nor does the City of Lynchburg warrant that any item sold will pass a City, State, or Federal inspection. Equipment may have unknown mechanical defects that are subject to prospective bidder's review during a physical inspection. Defects shown on Page 2 of this form are known defects at time of auction only.
2. Prospective bidders are responsible for ascertaining the value of equipment prior to offering a bid. Equipment can be inspected on dates and times as stated below. Equipment is located on the lot of Fleet Services at 1650 Memorial Avenue. **QUESTIONS REGARDING MECHANICAL AND OPERATIONAL ASPECTS OF VEHICLES/EQUIPMENT:** Contact Greg Waddell, Shop Supervisor, at (434) 455-4425.
3. **Bidders must be 18 years of age or older.**
4. Sealed bids will be received in this office during Vehicle Inspection times as noted below, **but NO LATER than, 12PM (noon) on Wednesday, April 29, 2015.** Faxed bids are not accepted. The City reserves the right to sell equipment to the highest overall bidder and to accept or reject all bids received; some or all equipment is subject to a reserve (minimum) bid price. Bidders who bid on multiple vehicles shall be declared the successful bidder for each vehicle in which they are the high bidder and will be expected to complete the sale accordingly.
5. The successful bidder is responsible for all removal arrangements including moving, loading, packing, securing, and transporting all equipment from the site. The City does not have a loading dock or tools and equipment to accommodate loading or securing a load. Equipment must be removed by noon on Wednesday, May 13, 2015; otherwise, storage charges will be assessed at the rate of \$15 for each day the equipment remains on the lot.
6. Equipment sold must be paid by certified check, cashiers check, money order, dealer's check (made payable to City of Lynchburg), or cash. **Personal checks will not be accepted.** Payment shall be submitted to Fleet Services at 1650 Memorial Avenue, Lynchburg, VA 24501, Attn: Robin Meritt - **No Later Than noon on Friday, May 8, 2015.** Payments in person may be submitted during the hours as stated below. **QUESTIONS ABOUT PAYMENT:** Contact Robin Meritt at (434) 455-4426.
7. Equipment may not be returned nor will the buyer be reimbursed any funds for any reason.

8. **Deadlines (All times EST):**

Vehicle Inspection: 9am – 3pm Monday & Tuesday, April 27 & 28, 2015 and 9am – 12pm (noon) Wednesday, April 29, 2015

Sealed bids due: By 12pm (noon) on Wednesday, April 29, 2015

Winners notified: Beginning Friday, May 1, 2015 and through the week of May 4, 2015

Payments taken: Tuesday, May 5 & Wednesday, May 6, 2015 from 9am to noon and from 2pm to 4pm;
Thursday, May 7, 2015 from 9am to noon; Friday, May 8, 2015 from 9am to noon

Vehicle removal: By noon on Wednesday, May 13, 2015 (if not, storage charges of \$15 per day will be assessed)

(Authorized Bidder's Signature)

(Bidder's Printed Name)

\$ _____
(Total Bid Amount)

Bidder address: _____

Email (provide if you want to be added to our Auction Email Notification List): _____

Primary phone number: _____ Secondary phone number: _____