

PCS 1002-09A

Date: _____

NOTICE

REQUEST FOR BIDS

Arizona State University, the College of _____ and Surplus Property and Recycling have surplus property as listed on the attached spreadsheet available for purchase via sealed bids. Note, some property listed has minimum bids as noted.

The property is available for viewing, by appointment only, beginning (Date _____) between the hours of 10:00 AM and 2:00 PM at (Property Location). Call (Name of contact person and their phone number) for an appointment. The surplus property is located at the following address:

Sealed bids will be accepted from this date until the close of business (Date and Time). Submit sealed bids to Surplus Property located at 2631 W. 8th Street, Mesa, AZ 85201 or via fax to (480) 965-8519. Your bid must include bidder's name, Item or Lot # of bid items, bid amount for each item, and a daytime phone number. If any of the information is not readable or missing your bid will not be considered.

The award will go to the highest bidder. In all cases your bid amount will include the merchandise and your removal of the merchandise. Surplus Property charges 6.35% sales tax, unless you have appropriate papers on file showing proof of exemption from paying sales tax, prior to the close of the bid sale, you will be charged sales tax. Payment by successful bidder will be accepted at the Surplus Property warehouse, 2631 W. 8th Street, Mesa, 85201. Acceptable forms of payment for bid sales are: certified or cashier check (payable to Arizona State University) or cash only.

Merchandise must be paid in full and removed from ASU by (Date) or the next highest bidder will be contacted.

If you have questions, please contact (Dept contact name and phone number) (480) 965-1850. Thank you for your interest in bidding on ASU Surplus Property.

Manager, Surplus Property and Recycling

Posted – Surplus Property Bulletin Board
– Surplus Property Web Page: <http://surplus.asu.edu>