

# SURPLUS EQUIPMENT INVITATION TO BID

The City of Troy is accepting sealed bids for the sale of specified surplus materials, equipment or vehicles. Minimum bids have been established for each item. Item bids submitted below the specified minimum bid limit will be rejected. Bids must be submitted in a sealed envelope plainly marked with the following information:

## **“Surplus Equipment Bid”**

**City of Troy**

**116 E. Market St.**

**Troy, IL 62294**

All bids must be received no later than June 21, 2018 at 1:00 PM CST. Immediately thereafter, bids received will be publicly opened. No late bids, faxed, e-mailed or telephone bids will be accepted. Bid packages may be obtained at [www.troyil.us](http://www.troyil.us) and surplus items can be viewed at the City of Troy Waste Water Treatment Plant, located at 610 E. Center St, Troy, IL 62294, Monday through Friday between the hours of 7:00 AM through 3:30 PM until the bid deadline. **“All bid proposals must be made on the bid proposal form supplied”**

**CITY OF TROY**  
**SURPLUS EQUIPMENT BID**  
**PROPOSAL FROM**

FIRM OR INDIVIDUAL NAME: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

**BID PRICING TABLE**

ITEM	CONDITION	MINIMUM BID	BID AMOUNT
<b>Caterpillar Generator;</b> 250 Kw Stand by Model 3406 SR4 Serial # 48BH4355 <b>Onan Automatic Transfer Switch;</b> Model OTCU 800G, Serial # J910426086 <b>2.5 Gal Day Tank</b> <b>Model S.F.T.</b> <u><b>This is a package bid for all 3 items</b></u> <u><b>listed above. Will not seperate</b></u>	996 hours <b>Good</b> <b>Retired</b> <b>March,2018</b>	<b>\$5,000.00</b>	

**Description:**

The above listed surplus items are being sold "as is" with the minimum bid limits set forth for each item listed in the bid pricing table. The City of Troy does not provide any type of warranty or guarantee either expressed or implied regarding the bid items. All items can be viewed at the City of Troy Waste Water Treatment Plant, located at 610 E. Center St, Troy, IL 62294, Monday through Friday between the hours of 7:00 AM through 3:30 PM until the bid deadline. All sealed bids must be received at the City of Troy Administration office, located at 116 E. Market St, Troy, IL 62294 prior to June 21, 2018 at 1:00 PM CST.

Upon award of bid, payment and removal of the entire bid item from the City of Troy premises must be completed within 10 days of the award or bid will be disqualified. Payments must be made in cash, money order, or bank certified check made payable to the City of Troy. Once payment is made, the sale is final and no refunds or returns will be allowed. Item(s) will not be released to the successful bidder without a City of Troy representative on site.

**1. INSTRUCTIONS TO BIDDERS**

**a. Preparation of bid Proposal**

- i. The bidder shall submit their bid amounts upon the proposal form furnished in this document by the City of Troy. The bidder shall specify the bid amount in numeric figures (example: \$2.00).

**b. Irregular Proposals-bid proposals will be considered irregular and may be rejected for any of the following reasons:**

- i. If the proposal is on a form other than the one furnished by the City of Troy, or otherwise specified, or if the form is altered or any thereof is detached.
- ii. If there are unauthorized additions, conditional or alternated bids, or irregularities of any kind which tend to make the proposal incomplete, indefinite, or ambiguous as to its meaning.
- iii. If the bidder adds any provisions reserving the right to accept or reject an award, or to enter into a contract pursuant to an award.
- iv. If the proposal does not contain the bid price amount written in numeric figures.

**c. Delivery of bid proposals**

- i. When sent by mail or hand delivered, the proposal shall be in a sealed envelope or package and clearly marked "Surplus Equipment Bid" and addressed to the City of Troy at 116 E. Market St, Troy IL 62294. Proposal received after the time established for receipt of bids will not be considered.

**d. Withdrawal of Bid Proposals**

- i. A bidder will be permitted to withdraw their proposal unopened after it has been delivered if such a request is received in writing prior to the time specified for opening the proposals.
  - ii. No bid may be withdrawn, for a period of (30) thirty days after the opening of bids, without the express written consent of the City of Troy.
- e. Public opening of proposals
  - i. Proposals will be opened and read publicly at the time and place indicated in the invitation for bids. Bidders, their authorized agents, and other interested parties and invited to be present.
- f. Disqualification of bidders-Either of the following reason may be considered as sufficient for the disqualification of a bidder and rejection of their proposal.
  - i. More than one proposal for the same item from an individual, firm, or corporation under the same or different name.
  - ii. Evidence of collusion among bidders.
  - iii. Failure to supply complete information as requested by bid specifications.

