



# Vehicle Bid Sheet

SUBMIT IN PERSON OR FAX COMPLETED FORM TO: **814-863-8696**

**Bids are due by 3:00 p.m. on closing date.**

## How To Submit Your Bid

- 1) Submit your bid using the Vehicle Bid Sheet. You must sign the Vehicle Bid Sheet for your bid to be accepted. Please return sealed in an envelope labeled "Bid Envelope" and write the Vehicle Bid # on the envelope.
- 2) Each vehicle is assigned a minimum acceptable bid. All bids must meet or exceed this minimum figure. The University reserves the right to make all decisions regarding this bid, including without limitation, the right to accept or reject any or all bids or any parts thereof; and waive any informalities.
- 3) All bids may be delivered in person or faxed to 814-863-8696. Please call our office at 814-865-4371 to confirm that your fax was received. The University will take reasonable caution to protect the confidentiality of bids received via fax transmission, but will not be liable for any disclosure that may result from faxing a bid. The University reserves the right to reject fax bids due to fax transmission delays or fax quotations not received.
- 4) Bids will be accepted in person at our office Monday-Friday from 7:00 am to 3:00 pm.

## What Happens After Bids Sent

- 1) Penn State Lion Surplus will attempt to notify the successful bidder, but it is the responsibility of bidders to call Lion Surplus for bid results.
- 2) All bids will be date and time stamped. In the event of a tie, the first bidder wins.
- 3) All vehicles are sold in an "as is and where it is" condition. The University does not warrant or certify the vehicle. No returns or exchanges will be made.
- 4) Vehicles will be bid for three working days. If no acceptable bids are received, the University may decide to lower the minimum bid and begin the process again.

## What To Do If You Win The Bid

- 1) A \$200 non-refundable deposit, made within 24 hours of the close of bidding, will hold the vehicle three working days while you arrange financing. The vehicle must be paid in full and be removed within 72 hours. Your deposit will go toward the purchase of the vehicle.
- 2) Payment may be made by cash, certified check, or cashier's check. **NO PERSONAL CHECKS OR CREDIT CARDS WILL BE ACCEPTED FOR ANY PART OF THE VEHICLE PURCHASE.**
- 3) **Title transfers are handled by Tina Gregory in the Housing and Food Services Building, located near Lion Surplus on Services Road. Contact Tina at 814-863-2526 or cmg30@psu.edu to verify availability of Notary and to make an appointment to have the title work completed.**

**Note:** Successful bidders failing to pay for vehicles may be eliminated from bidding on future offerings. By signing this Vehicle Bid Sheet, you understand and agree with all the Terms and Conditions of vehicle sales.

## Bidder Contact Information

Name *(please print)*: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Amount Bid: \_\_\_\_\_

Bidding Vehicle #: \_\_\_\_\_

Signature: \_\_\_\_\_