



**SURPLUS & MATERIAL SERVICES**  
31 Postal Plaza (Building 4005)  
Piscataway, New Jersey 08854~8039 732/445-2255

### Surplus Bid Form

Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Inventory Number/Bid Number: \_\_\_\_\_  
Equipment \ Vehicle Description: \_\_\_\_\_  
\_\_\_\_\_

Serial or VIN Number: \_\_\_\_\_  
Bid Amount (Minimum bid may apply): \_\_\_\_\_

Rutgers the State University of New Jersey (hereafter known as "Rutgers") Terms and Conditions:

- Rutgers reserves the right to accept or reject any and all bids, if it is determined, at the Rutgers' sole discretion, that acceptance or termination of the bid(s) be in Rutgers' best interest.
- Rutgers makes no warranty expressed or implied as to the quality, weight, size, or description of any of the property or its fitness of any use or purpose. All property is offered for sale "as is, where is, with no guarantee."
- Successful bidders are responsible for removal of their equipment. They are further responsible for all damages, accidents and all other liabilities, which occur during removal, disassembly and transport.
- Bidder agrees for and on behalf of bidder, bidder's heirs, successors and assigns that bidder shall indemnify and hold Rutgers harmless from and against any

claim, demand or cause of action arising or alleged to have arisen out of the sale or failure to sell any item, including claims for personal or bodily injury, death, or contract damages.

- All bids must be received at **31 Postal Plaza, Piscataway, NJ 08854** by date listed in the official bid notice by 3:30 PM, in a sealed envelope marked “Sealed Bid for Inventory Item # XXXX Enclosed” and addressed to Supervisor, Surplus and Material Services. **If the inventory item number(s) are not listed on the outside of the envelope, the bid will automatically be disqualified.**
- All bids must be received on a copy of this form, and must reference the inventory number(s) of the item(s) being bid upon.
- A valid bid must equal or exceed the minimum accepted bid.
- Bids will be opened at 3:31 PM and are open to all interested parties
- All bids received after 3:30 PM (the clock in the Rutgers Surplus & Material Services Office will be the official time) on the ending date will be returned unopened
- Bidder must make payment in full in either cash, money order, cashier’s check, or certified check made payable to Rutgers, the State University of New Jersey.
- Payment must be made within 10 business days of announcement of winning bid or the item will be offered to the next highest bidder
- In the event that items are not removed from Rutgers within 24 hours of payment the buyer will be charged a storage fee of \$50 per day unless special arrangements are made in advance. Special arrangements will be granted solely at the discretion of Surplus & Material Services. If the item(s) are not removed within ten business days following the receipt of payment, ownership of the items will revert back to Rutgers University.
- In the event of 2 or more bids of the same amount all equal bidders will be given the opportunity to place a second sealed bid of equal or greater value.
- In the event of default by the apparent high bidder, the next highest bidder will be notified that their offer has been accepted. Bids may not be withdrawn until 30 days after opening.
- New Jersey sales tax will be assessed on all purchases (except motor vehicles which will be paid at registration) unless a tax-exempt certificate is provided
- Purchased vehicles are subject to all University, municipal, state and federal parking and traffic regulations.
- Rutgers is not responsible for bids that are lost or delayed in transit.
- All sales are final.

I have read and agree to the terms and conditions listed above

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

Date: \_\_\_\_\_