



Tredyffrin/Easttown School District

Administration Offices, West Valley Business Center
940 West Valley Road, Suite 1700, Wayne, PA 19087

Phone: 610-240-1900
Fax: 610-240-1882

Purchasing Department

SPECIFICATIONS FOR SEALED BID SALE OF USED SURPLUS FURNITURE AND WORKSPACES

1. Any questions pertaining to these specifications should be directed to the Purchasing Manager, Tredyffrin/Easttown School District Administration Office, 940 W. Valley Road, Suite #1700, Wayne, PA 19087-1856. Telephone: 610-240-1900, ext. 19630.
2. All bids must be submitted on the bid form provided with the price stated at the desired lot line(s). BIDS SUBMITTED ON OTHER THAN THE PROVIDED FORM MAY **NOT** BE CONSIDERED. Please fill out and sign the letter of intent in blue or black ink. Unsigned bids will not be considered.
3. All bids must be submitted in a sealed envelope on the official Intent to Purchase Form. Please also show your name and return address on the envelope. Bids must be submitted in a sealed envelope **before 8:00 PM prevailing time on Wednesday, October 9, 2024**. Bids will be accepted at 1200 West Swedesford Road during inspections. Sealed bids may also be submitted at the School District Administration Office, 940 West Valley Road, Suite 1700, Wayne, PA during regular business hours on October 8, 2024 and October 9, 2024. Address bids to: Purchasing Manager, T/E School District, 940 W. Valley Road, Suite #1700, Wayne, PA 19087-1856, clearly marked, "**Sealed Bid Sale.**"
4. All items will be sold on an "as is", "where is" basis. No warranties, either implied or expressed, are given. One hundred per cent of the bid price will be paid at the time of pickup of the items. Articles must be removed at bidder's expense. No refunds, sales are final. The winner will be notified by **October 11, 2024**. The pickup date for awarded items will be 10:00 am to 3:00 pm **October 21, 2024 to October 25, 2024**. All sales are cash only at the time of pickup.
5. After the completion of each transaction (payment is provided, item removed), the Tredyffrin/Easttown School District will not be held liable for any condition, defects, etc. that may be discovered after this completion of the transaction between the District and the awarded bidder.
6. Furthermore, the Tredyffrin/Easttown School District cannot be held responsible for any injury, mishap or any liability to non-Tredyffrin/Easttown School District staff upon the time when the awarded bidder (and anyone connected to this awarded bidder) when this awarded bidder enters District property to remove items awarded. The Tredyffrin/Easttown School District is free of any liability that could be deemed part of the process of completing the transaction. Failure to sign this form will permit

the Tredyffrin/Easttown School District to award the bid to the next highest bidder at the discretion of the District.

7. Any items awarded and not picked up by 3:00 pm, October 25 will again become Tredyffrin/Easttown School District property.
8. The Tredyffrin/Easttown School Board reserves the right to reject any or all bids or any items or parts thereof, or to make any decision which best serves the interests of the District.
9. Successful bidders agree to repair any damage to School District Property caused in the pick-up of items awarded.
10. **IMPORTANT** - On sealed envelopes, you must clearly mark "**Sealed Bid Sale.**"
11. **INSPECTION DATES** - The dates to inspect the furniture, workspace and other items are: **October 8, 2024 between 9:00 AM and 1:00 PM AND October 9, 2024 between 3:00 PM and 8:00 PM at 1200 West Swedesford Road, Berwyn, PA.** You may fill out the bid and signature page at that time and use one of our envelopes if needed.
12. **DISCLAIMER** - Tredyffrin/Easttown School District will not be held liable or responsible for any injuries or losses that might occur due to the removal, operation or ownership of any or all items in this bid.
13. The Board of School Directors reserves the right to reject any and all bids, or parts of any bids, and to award to the bidder in such a manner as may appear to be in the best interest of the school district.

Tredyffrin/Easttown School District

940 W. Valley Road, Suite #1700 - Wayne, PA 19087-1856

LETTER OF INTENT TO PURCHASE

We have read and agree to the aforementioned conditions and specifications for the sale and removal of the assets.

Items must be bid by LOT only.

LOT # _____	Bid Amount: \$ _____
LOT # _____	Bid Amount: \$ _____
LOT # _____	Bid Amount: \$ _____
LOT # _____	Bid Amount: \$ _____
LOT # _____	Bid Amount: \$ _____
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LOT # _____	Bid Amount: \$ _____
LOT # _____	Bid Amount: \$ _____
LOT # _____	Bid Amount: \$ _____

Company Name or
Individual

Contact/Title

Address

Telephone No.

E-Mail

Date

Signature
