



## BYU–Hawaii Financial Services

### Surplus Bid Form

| Name                | Phone Number                       | Email Address |
|---------------------|------------------------------------|---------------|
|                     |                                    |               |
| Address             |                                    |               |
|                     |                                    |               |
| Vehicle Description | Bid Amount (Minimum Bid May Apply) | Date and Time |
|                     |                                    |               |

### **BYU–Hawaii Terms and Conditions**

- All information provided on the vehicles / equipment / items are to the best of our knowledge.
- Bidder is responsible to inspect and determine the condition and suitability of the vehicle(s) / equipment / item(s).
- Sale of these items are on an “As-is” and “Where-is” basis and as such, have no express or implied warranties.
- BYU–Hawaii reserves the right to sell to the highest bidder or reject any or all bids in the best interest of BYU–Hawaii. Bids may be rejected if they are below fair market value, improperly filled out, or lack the necessary details. BYU–Hawaii may, upon rejecting all bids, re-bid at a later date.
- All bids must be received at Financial Services by the date & time listed in the official bid notice. All bids must be received on this form, signed, and sent via email to [Russell.Tai.Hook@byuh.edu](mailto:Russell.Tai.Hook@byuh.edu).
- Equal bids will be awarded based on the submission date and time as reflected on the sent email.
- If you are bidding on more than one item – please use separate Surplus Bid Forms for each item.
- Successful bidders are responsible for removal and / or transport of the equipment. The successful bidder is also responsible for, but not limited to, all damages, incidents, and all other liabilities, which occur during removal and / or transport of the equipment, whether on or off campus.
- Most forms of payment are acceptable and must be made within 5 business days of being notified of their winning bid or the item will be offered to the next highest bidder. In the event of default by the notified highest bidder, the next highest bidder will be notified that their offer has been accepted.
- Once payment is made the buyer must take the receipt to Russell Tai Hook at Financial Services to have a Bill of Sale issued. The buyer then takes the Bill of Sale to the Facilities Management Office to have any necessary documents issued to them. All sales are FINAL
- If you have any questions please call 675-3952.

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

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