



FINANCE DEPARTMENT

GREGORY N. L'HEUREUX
Finance Director

KRISTIE BRADBURY
Deputy Finance Director

COLLEEN C. SELBERG
Purchasing Agent

INVITATION TO BID

SALE OF USED VEHICLES

Sealed bids for the sale of used City vehicles by the City of South Portland as listed on the attached proposal will be received by the City Purchasing Agent, Room 105, City Hall, 25 Cottage Road, South Portland, Maine, 04106 until **2:00 P.M., Thursday, October 9, 2014**, at which time they will be read aloud. Proposals received after the above stated day and time will not be considered.

Bids shall be submitted on the attached form in sealed envelopes plainly marked "Bid #06-15 Sale of Used Vehicles" and shall be addressed to the Purchasing Agent at the above address.

Each bid must be accompanied by a deposit of 20% of the total amount bid, either 20% of the total of each item bid or 20% of the total lump sum bid, whichever is the greater. This may be a properly certified check, bank treasurer's check, bank cashier's check, bank money order, postal money order, or cash. Checks or money orders shall be made payable to the City of South Portland and will be deposited in its account. Such deposits will be returned to the unsuccessful bidders as soon as possible after the awards are made. The bid deposits of the successful bidder will be retained by the City of South Portland as a deposit toward the purchase price of the item(s) they have been awarded. In the event that a successful bidder fails to carry out the terms of his proposal, his deposit security will be retained by the City of South Portland, Maine as an agreed amount of liquidated damages. No bid may be withdrawn after it is deposited with the Purchasing Agent until after the awards have been made.

These vehicles are located at 30 Anthoine Street, South Portland, Maine and may be seen weekdays from 7 to 3 by contacting Barry Meserve at 207-799-5511 ext. 7256.

These items will be sold for cash on an "as is" and "where is" basis and are being offered for sale without any guarantee regarding condition and bidders should determine for themselves the condition, etc., of the items on which they bid.

Per the City's Purchasing Ordinance, awards in excess of \$5,000.00 require Council approval before award can be made. Successful bidders will be advised of the item(s) they have been awarded and they must make full payment in the Purchasing Office where they will be given a receipt which will be their authorization to pick up the item(s) they have been awarded. Successful bidders are required to pay for and remove their item(s) from the City premises within 14 days after notification.

The City may, if it feels it to be necessary, withdraw any used vehicle from sale before the awards are made.

The City of South Portland reserves the right to waive all informalities in bids, to accept any bid or any portion thereof, or to reject any or all bids should it be deemed in its best interest to do so. Except as otherwise required by law or as specifically provided to the contrary herein, the award of this bid shall be governed by the City's purchasing ordinance.

Colleen C. Selberg
Purchasing Agent

Mailing address: P.O. Box 9422, South Portland, Maine 04116-9422
Telephone (207) 767-3201 Fax (207) 767-7620
<http://WWW.southportland.org/PURCHASING>

PROPOSAL

The UNDERSIGNED hereby proposes to buy from the City of South Portland for cash on an “as is” and “where is” basis in accordance with the attached Invitation to Bid, the following items as specified in the attached and at the price specified:

<u>Item</u>	<u>Description</u>	<u>Offer</u>
1.	2009 Ford Crown Victoria, black Vin #2 FAHP71V59X142494 Mileage 80,646	\$ _____
2.	2004 Ford Crown Victoria, black, Vin #2FAHP71W24X157200 Mileage 97,331	\$ _____
3.	2004 Ford Crown Victoria, white, Vin #2FAHP71W44X157201, Mileage 70,227	\$ _____
4.	2007 Chevrolet Malibu, black 4-door Vin #1G1ZT58NX7F305582, Mileage 128,708	\$ _____

Signed: _____
(Corporation, Firm or Company)

By: _____
(Officer, Authorized Individual or Owner)

Title: _____
Mailing
Address: _____

Zip Code: _____ Date _____

Telephone: _____ Fax _____

E-Mail: _____

Note: Bids must bear the handwritten signature of a duly authorized member or employee of the organization making the bid.