OKLAHOMA PANHANDLE STATE UNIVERSITY
ASSET MANAGEMENT

INVITATION TO SUBMIT SEALED BIDS

All bids must be in the Office of ASSET MANAGEMENT, 125C Sewell-Looiborrow Hall, OKLAHOMA PANHANDLE STATE UNIVERSITY, GOODWELL, OKLAHOMA 73939, before the final closing hour as shown on the invitation to Bid. Bids must be received in sealed envelopes with closing date, closing time, and the words "SEALED BID" plainly written on the outside of the envelope. BIDS RECEIVED WITHOUT THIS INFORMATION WILL BE NULL & VOID. Bids phoned or faxed to OPSU will not be accepted. Bids from OPSU employees housed in the immediate area of Asset Management or their immediate family will not be considered. OPSU accepts the right to reject or accept all or part of the bids submitted. Sales tax of 8.5% will be added, unless an Oklahoma Sales Tax Permit number is given and a copy of the permit is provided. Upon conveyance of title (if applicable) the Purchaser shall have all responsibility for care and handling and all risks of loss or damage to the property and have all obligations and liabilities of ownership. The purchaser shall hold Oklahoma Panhandle State University, its employees and governing board harmless from all claims made regarding the property after transfer of ownership. Acceptance of any bid by Oklahoma Panhandle State University will constitute a firm contract. Successful bidders will be notified by mail within 15 working days after bid opening. After receiving notice that you are awarded with the winning bid you have until April 15, 2016 to pay and pickup your items. After this date, if the items are not picked up, your bid is null and void. Sale item is SOLD "AS IS, WHERE IS". Bids close on March 28, 2016 at 3:00 p.m. View equipment by appointment only!

Sale Number 2016-2  Closing Date 03-28-16  Closing Time 3:00 p.m.

A list of all available items can be viewed at http://www.opsu.edu/Offices/Asset_Management/

You will need to print the Invitation to Submit Sealed Bids Sheet and the Surplus Listing Sheet. If you find something you would like to place a bid on, you must list the item number, complete description of the item and your offer. If bidding on multiple items, you can list everything on the same sheet. Please return the Surplus Listing Sheet with this Invitation to Submit Sealed Bids Sheet which has to be filled out completely.

FOR MORE INFORMATION:
Oklahoma Panhandle State University
Tiffany Murley
Accounts Payable
580-349-1578

MAIL SEALED BID TO:
OPSU
Attn: Tiffany Murley
PO Box 430
Goodwell, OK 73939-0430

BE SURE TO INDICATE ON ENVELOPE:
FAILURE TO COMPLETE THIS WILL Invalidate THE BID:

1. Closing Date 03-28-2016
2. Closing Time 3:00 p.m.
3. "SEALED BID"

Upon bid closing date and time, there will be a bid opening meeting
On the campus of OPSU, Room 125 C Sewell-Looiborrow. If you submit a
Bid on any item, you are welcome to attend this meeting.

Is/Are the item(s) being purchased for resale?

Yes No

Name of Corporation, Partnership, Proprietorship or Individual (Please Print)

Signature of Bidder (Title, if Corporation, Specify Office.)

Address

City, State, and Zip Code

Area Code and Phone Number/Area Code and Fax Number

Email Address

Sales Tax Permit Number (Copy of tax Certificate must accompany bid document)