

**OKLAHOMA PANHANDLE STATE UNIVERSITY
ASSET MANAGEMENT**

INVITATION TO SUBMIT SEALED BIDS

All bids must be in the Office of **ASSET MANAGEMENT, 216 Sewell-Loofborrow 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 February 22, 2010 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 January 29, 2010 at 3:00 p.m. **View equipment by appointment only!**

Sale Number **2009-1**

Closing Date **01-29-2010**

Closing Time **3:00 p.m.**

A list of all available items can be viewed at www.opsu.edu

Please go to our website, in the top right hand corner is the quick – links. The top one is the 2009 Sealed Bid listing.

If you find something you would like to place a bid on, you must list the complete description of the item, item number, and your offer on a separate sheet of paper. Feel Free to print the list of items and enter your bid amount on that sheet. Please return the description/bid sheet with this sheet which has to be filled out completely.

FOR MORE INFORMATION:

Oklahoma Panhandle State University
Jena Marr
Director of Purchasing
580-349-1553

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

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

MAIL SEALED BID TO:

OPSU
Attn: Jena Marr
PO Box 430
Goodwell, OK 73939-0430

Address

City, State, and Zip Code

BE SURE TO INDICATE ON ENVELOPE:

FAILURE TO COMPLETE THIS WILL INVALIDATE THE BID:

1. Closing Date 1-29-2010
2. Closing Time 3:00 p.m.
3. **"SEALED BID"**

Area Code and Phone Number/Area Code
and Fax Number

Upon bid closing date and time, there will be a bid opening meeting
On the campus of OPSU, Room 216 Sewell-Loofborrow. If you submit a
Bid on any item, you are welcome to attend this meeting.

Email Address

Is/Are the item(s) being purchased for resale?
_____ Yes _____ No

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