

PEMBROKE HOUSING AUTHORITY
INVITATION TO BID

SALE OF 2008 GMC Van

Sealed bids will be received by the Pembroke Housing Authority at the *Joel Garth Locklear, Sr. Administration Building* at 606 Lumbee Street, Pembroke, NC, 28372, until 10:00 a.m., on February 23, 2018, for the purchase of a 2008 GMC Van. The truck can be seen by appointment only. Sealed bids will be opened during the Board of Commissioners meeting on February 26, 2018.

THE MINIMUM ACCEPTABLE BID IS \$6,000.00

Instructions to Bidders and Bid Forms are available upon request at the Central Office of the Authority. Bids must be submitted in the manner specified in the Instructions to Bidders and on the forms provided by the Authority.

The right is reserved to reject any and all bids and to waive all formalities or to award sale which in the opinion of the Board of Commissioners is in the best interest of the Authority. The right is also reserved to hold any and all bids for a period not exceeding thirty (30) days from the date of opening thereof.

Lemark Harris
Executive Director

PEMBROKE HOUSING AUTHORITY

BID FORM

This form is for the bid to purchase from the Pembroke Housing Authority a 2008 GMC Van.

Having read the Instructions to Bidders, I submit a bid of \$_____. I have enclosed cash or certified check for five percent (5%) of my bid amount, if applicable.

BY: _____

Printed Name of Above

Telephone Number

Address

_____ City

State Zip

PEMBROKE HOUSING AUTHORITY

INSTRUCTIONS TO BIDDERS

Please read carefully!

1. You may inspect the item for sale at anytime during normal working hours by appointment only. If the equipment is shown by appointment only, contact Ashley Lowry, Deputy Executive Director, at 910-521-9711 to schedule an appointment.
2. If after viewing the equipment you are interested in submitting a bid, you must do so on the enclosed Bid Form. The Bid Form must be completed and signed by the interested purchaser and submitted on or before the deadline of February 23, 2018, at 10:00 a.m. Late bids will not be considered.
3. You must include with your Bid Form a deposit equal to five (5%) percent of any bid in excess of one hundred (\$100) dollars. For example, a bid of 2,000.00 should be accompanied with a deposit of \$100.00. We will accept CASH or CERTIFIED CHECK. The check must be made payable to the Pembroke Housing Authority.
UNDER NO CIRCUMSTANCES WILL A BID BE ACCEPTED THAT DOES NOT COMPLY WITH THIS REQUIREMENT.
4. If you are the successful bidder, you will be notified by telephone the next business day prior to 10:00 a.m. At that time, you will have thirty (30) days to pay the remaining balance owed for the purchase of the equipment (bid amount less the five percent deposit). If you do not claim the property before this deadline expires, your bid deposit will be forfeited and your right to purchase the equipment waived.
5. If you are not the successful bidder, your deposit will be returned to you at the address on the Bid Form. All bid deposits will be returned after the final sale of the equipment but no later than thirty (30) days from the date of opening.

Lemark Harris
Executive Director

January 22, 2018
Date