

REQUIREMENTS AND INSTRUCTIONS FOR BIDDERS
OF THE SURPLUS SALE OF

2014 DODGE GRAND CARAVAN PASSENGER VAN
VIN# 2C4RDGBG2ER432911
Mileage 71,000 (approx.)

GENERAL

The BIDDER(S) awarded agrees to purchase the vehicle described herein. The sale of subject vehicle shall be "as is" with no warranties whatsoever as to the quality, condition, or fitness for its intended use. The purchaser shall be obligated to make a thorough inspection of the subject vehicle prior to bidding to be satisfied of the condition and fitness of the subject vehicle.

BID OPENING

Bidders may attend the bid opening but no information or opinions concerning the ultimate bid award will be given at the opening or during the evaluation process. Actual bid documents will not be available until after the award of the bid. However, bid tabulations may be examined or copied 72 hours after a request is made. Anyone who makes such a request must fill out a Request for Public Record Form. Information pertaining to completed files may be secured by making an appointment during normal working hours with the Terrebonne Parish Library Board of Control.

PROPOSAL FORM

Proposals shall be made on the blank forms furnished (Official Bid Forms A & B) with this package. Alternate bids will not be accepted. No bidder may withdraw their proposal for sixty (60) calendar days after the time scheduled from the opening of bids. Amounts shall be in words and figures and in case of discrepancy, words shall govern. All signatures shall be in longhand, executed by principal or officer authorized to make contracts. Bidder's legal name and address shall be fully stated.

Bids by individuals shall be signed by the person making such proposal or the proposal must have attached thereto a power-of-attorney evidencing authority to sign the proposal in the name of the person for whom it is signed.

Bids by corporations shall be signed by the legal corporate name thereof. The signature of the president or other authorized officer shall be manually written below the corporate name accompanied by the evidence of authority to sign. Evidence of authority to sign shall be in the form of a corporate resolution, attached to these bid documents, completed with the attesting signature of the secretary of the corporation. The corporate address on state of incorporation shall be provided.

Bids by partnerships must be signed in the true name of the partnership, and the signature of the partner or partners authorized to sign on behalf of the partnership must be written below the partnership name. The official address of the partnership must also be provided.

BID SURETY

The bid must be accompanied by a bid guaranty which shall be in the amount of five percent (5%) of the proposed total bid amount. Said guaranty can be in the form of a certified check or cashier's check.

If bidder's proposal is accepted and the bidder fails to purchase the vehicle as provided, the bid guaranty shall become the property of the owner, and owner may make such disposition of same as will accomplish the purpose for which submitted.

TIME FOR RECEIVING BIDS

Sealed bids shall be either hand delivered by the bidder or his agent, or such bid shall be sent by registered or certified mail with a return receipt requested. Bids may also be delivered by a package or express delivery service or carrier, however, if this form of delivery is utilized, the form of delivery receipt utilized by said carrier or service shall be considered as sufficient written receipt received by the bidder.

All bids must reach the Terrebonne Parish Main Library at 151 Library Drive, Houma, Louisiana before 2:00 p.m. on TUESDAY, June 17, 2025, the day of the bid opening. Proposals will be publicly opened at 2:30 p.m. in the Main Library, Davidson Board Room. Subsequently bids will be presented to the board at its 5:00 p.m. board meeting, WEDNESDAY, June 18, 2025.

Bids received prior to the time of opening will be securely kept, unopened. No bid received after the scheduled time for opening will be considered.

Bidders are cautioned to allow ample time for transmittal of bids by mail or otherwise. Bidders are urged to secure information relative to the probable time of arrival and distribution of mail at the place where bids are received. Failure of the U.S. Mail or of any express carrier or delivery service to deliver the bids timely shall not be considered due cause for the scheduled time that the bid is received to be extended.

ACCEPTANCE OF BIDS

The Terrebonne Parish Library Board of Control will make the final decision regarding award of the bids at the June 18, 2025 board meeting at the Terrebonne Parish Main Library. It reserves the right to either awarding, rejecting, or holding for further advisement and/or evaluation. It shall have the right to disqualify said bidder and award the bid to the next highest bidder who bid according to the instructions to bidders (minimum bid of \$6,000.00) and specifications.

REMOVAL OF VEHICLE

Terrebonne Parish Library Board of Control desires removal of the vehicle as soon as possible. It is imperative that it BE REMOVED WITHIN TEN (10) DAYS after the bid is awarded. If removal cannot be made within the time specified, bidder must notify the Terrebonne Parish Library Board of Control of such delay in writing explaining the reason(s) for said delay.

OFFICIAL BID FORM
SECTION "A"

PROPOSAL

OF: _____

BIDDER/VENDOR NAME

PHONE _____

ADDRESS

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The undersigned hereby declares and stipulates that his bid is made in good faith without collusion or in connection with any person or persons bidding for the same vehicle and that it is made in pursuance of and subject to all terms and conditions of the bid documents, requirements, and instructions for Bidders.

The undersigned declares that he has carefully examined the specifications as prepared by the Terrebonne Parish Library and agrees to purchase the library vehicle as described herein in accordance with the specifications at the minimum price specified on the Proposal Form.

State of Incorporation or of formation of

Partnership: _____

ATTACHMENTS: 1.) Power of attorney or evidence of partnership or corporate authority, as may be required in Requirements and Instructions to Bidders. 2.) Certified check or cashier's check payable to the Terrebonne Parish Library System in the amount of five percent (5%) of the proposed total bid amount (minimum bid amount \$6,000.00).

I acknowledge receipt of the following addendum(s)

ADDENDUM

DATE

SIGNATURE

OFFICIAL PROPOSAL FORM
SECTION "B"

FIRM/BIDDER: _____
(TYPE OR PRINT)

ADDRESS: _____

PHONE: _____

SURPLUS SALE OF
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VIN# 2C4RDGBG2ER432911

The undersigned has carefully examined all documents to this bid as prepared by the Terrebonne Parish Library Board of Control and hereby proposed to purchase the vehicle herein. The sale of subject vehicle shall be "as is" with no warranties whatsoever as to the quality, condition of fitness for its intended use. The purchaser shall be obligated to make a thorough inspection of the subject vehicle prior to bidding and to be satisfied of the condition and fitness of the subject vehicle. The minimum bid starts at \$6,000.00.

PROPOSED BID:

\$ _____
NUMBERS WRITTEN IN WORDS

Enclosed is the 5% bid surety as required in the form of a Certified or a Cashier's Check in the amount of:

IN TESTIMONY WHEREOF, the BIDDER has hereunto affixed his legal signature on this

_____ day of _____, 2025.

COMPANY OR BIDDER NAME:

BY: _____
Print Name

Signature

FEDERAL I.D. # _____