INSTRUCTIONS TO BIDDERS

1. *REQUIRED* Please sign bid invitation. Bid on as many items by room number (#) as possible showing the unit and total for each item. GISD will notify the high bid(s) of the award.

2. Due to the current COVID-19 pandemic and the NM Dept. of Health’s enhanced public health advisory, the GISD has requested and is Mandatory for the site visit for the Viewing Day, Payment Day and Pick Day must follow these conditions: Please limit personnel to one (1) individual per family or company. Face coverings are required to be worn at all times. Follow Social Distancing by keeping a minimum of six (6) feet apart from each other.

3. **VIEWING DAY:** Thursday, August 27th, 2020 & Friday, August 28th, 2020
   **TIME:** 8:00 a.m. – 4:00 p.m.
   **LOCATION:** San Miguel Elementary - Furniture
   2160 Highway 192
   San Miguel, NM 88058

   Any attempt to access the area where the surplus property is located outside of the scheduled viewing time will be considered trespassing on property. Any person found violating the premises will be debarred from any future bids.

4. All property will be sold as-is. In some cases, quantities listed in bid lots are estimates only.

5. The successful bidder(s) will be required to **PICK UP** their property on **Thursday, September 10, 2020 & Friday, September 11, 2020.** Receipt and list of items by Room number (#) awarded will be required at time of pick up. Pick up times will be:

   **PICK UP LOCATION AND TIME:** GISD San Miguel Elementary 8:00 a.m.– 4:00 p.m.

   Failure to do so may result in the property being awarded to the next high bid. **THE SUCCESSFUL BIDDER MUST REMOVE ALL ITEMS BY ROOM NUMBER (#) AWARDED BY SEPTEMBER 11TH, 2020. NO EXCEPTION DUE TO CONSTRUCTION COMMENCING MONDAY, SEPTEMBER 14, 2020.**

6. The attached indemnification form must be submitted prior to the release of any property.

7. Bids may not be withdrawn after the bid opening date/time except in accordance with NMSA 13-1-106.

8. **PAYMENT** must be made by MONEY ORDER or CASHIER’S CHECK payable to Gadsden ISD within two calendar days of notification of award on September 8th or 9th, 2020 from 8 a.m. – 3 p.m. at Gadsden Administrative Complex, 4950 McNutt Road, Sunland Park, NM 88063. If payment is not made in time, GISD may award to the next high bidder.

9. GISD reserves the right to award by item, group of items or total bid; to reject any and all bids in whole or in part if, in the judgement of the Purchasing Agent, the best interests of GISD will be served.

10. All addenda so issued shall become part of the bid documents and must be acknowledged on the bid form.

11. Submit your offer on the attached bid content sheet and return it in the enclosed blue envelope. Any other kind of envelope is also accepted and has to be sealed.

12. No in-state preference will be extended on this bid.

13. For information, please contact Georgina Galvan at (575) 882-6252 and/or Sylvia Moreno at (575) 882-6248 or Leticia Medina at (575) 882-6760.
INDEMNIFICATION

The undersigned indemnifies and holds harmless the GISD Board and its agents and employees from and against all claims, damages, losses and expenses, including attorney’s fees, arising out of the acquisition, viewing or subsequent use of any GISD property. All property is relinquished in “as is” condition. GISD is not responsible for stacking and loading any awarded GISD property. GISD is not liable for damages to property or for injuries caused on GISD property while the company/individual is viewing or removing the equipment.

COMPANY/INDIVIDUAL NAME:

ADDRESS:

TELEPHONE:

SIGNATURE: