

Email completed forms to [procurement@acadiau.ca](mailto:procurement@acadiau.ca)

Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Check Box if intended for internal Acadia use. If checked, complete the internal bid use section below.

Item Number : \_\_\_\_\_ Item Closing Date: \_\_\_\_\_

Item Description: \_\_\_\_\_

Bid Amount: \_\_\_\_\_ All bids must be in increments of one dollar.

**By signing below, I acknowledge that I have read and understood the Terms and Conditions of Bidding.** The Terms and Conditions of Bidding are found on the second page of this form, or on our website <https://financial-services.acadiau.ca/surplus-materials.html>

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Date

### For Acadia University internal bid use only

Department: \_\_\_\_\_

Account Number (provide full number for journal entry): \_\_\_\_\_

**By signing below, I acknowledge that I have read and understood the Terms and Conditions of Bidding.** The Terms and Conditions of Bidding are found on the second page of this form. I certify that I am authorized to approve expenditures for the account identified and comply with University Policies regarding Spending Authority for the account identified below.

It is the responsibility of the department to make internal transportation arrangements with Sodexo, if required. Any costs are the responsibility of the department.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Date

### Spending Authority for Account:

Name and Title: \_\_\_\_\_

Signature: \_\_\_\_\_

I certify that I am authorized to approve expenditures for the value of the purchase and account identified.

### TERMS AND CONDITIONS OF BIDDING

- All bid submissions must be received on the Surplus Bid Form.
- It is not necessary for internal departments to submit a bid price unless a reserve price has been identified. Reserve prices will be identified in the item description if there is one.
- If there is a reserve price listed, your bid must be equal to or higher than the reserve price.
- Bids must be in increments of one dollar.
- Closing dates will be posted with each item. All bids must be received by Procurement Services on the closing date by end of day.
- Bids must be submitted by email to [procurement@acadiau.ca](mailto:procurement@acadiau.ca).
- All items are sold on an as is, where is, no return basis. The successful bidder is responsible for all costs associated with transportation of items from its current location.
- All sales are final. There will be no returns or refunds.
- Only the winning bidders will be contacted by Procurement Services.
- Internal payments must be made by journal entry and will be arranged by Procurement Services.
- External payments must be made in cash, certified cheque or debit, payable to Acadia University, delivered to the (between the hours of 9:00am to 4:00pm), University Hall, 15 University Ave, Wolfville, Nova Scotia, B4P 2R6. You will be issued a receipt to pick-up your item.
- Items must be paid and picked up within 5 days of award unless otherwise specified or pre-arranged with [procurement@acadiau.ca](mailto:procurement@acadiau.ca).
- If payment and pick-up is not made within 5 days of award, and alternate arrangements have not been approved, the item(s) will be made available to the next highest bidder and/or will be re-listed at the sole discretion of Procurement Services.
- The University reserves the right to accept or reject any or all bids.
- Preference will be given to reusing surplus items for University requirements.