



Office of the Town Clerk

Town of Rowley
139 Main St., P O Box 351
Rowley, MA 01969
Phone: 978-948-2081 / Fax: 978-948-2162
Email: townclerk@townofrowley.org

Office hours:
Mon & Wed: 8:30am to 4:30 pm
Tue & Thur: 8:30am to 2:30pm
Fri: 8:00am to Noon
Or by appointment, if needed

Invitation for Bid - Sale of Art Metal Tanker Desk

Town Clerk
Town of Rowley, Massachusetts
January 29, 2024

The Town Clerk of the Town of Rowley has declared an Art Metal tanker desk as surplus town property available for disposition. The Town Clerk is seeking sealed price bids for the sale of this item.

Description

- Material: Metal
- Color – gray
- 3 side drawers, 1 lap drawer
- 1 side door with pop-up typewriter tray
- 1 pullout stenographer's shelf
- 60" w X 30" d X 29" h

Scope

The successful bidder must finalize the purchase and remove the desk at his/her own expense within five business days from the date of the notice of award, excluding holidays. There is no loading dock available, but a ramp is in place from the hallway to the parking lot.

An award will be made to the highest bidder. If the highest bidder fails to comply with the terms of this IFB, then the award will be made to the second highest bidder. Upon notification of award, the successful bidder must forward a **certified check made payable to the Town of Rowley** within five business days to the Office of the Town Clerk, Attn: Catie. At the time the Office of the Town Clerk receives the certified check, the successful bidder will receive a written release that the item has been released to the bidder. The item is being sold "as is" without express warranties and with no implied warranties of merchantability. All bid prices are to remain firm.

Inspection of the Item

The Art Metal desk is available for inspection outside the office of the Town Clerk in Town Hall at any time that Town Hall is open. Photos will be supplied via email upon request.

Bid Submittal Requirements

The envelope containing the bid must be sealed and labeled **"Bid for Sale of Art Metal Tanker Desk"** and must be submitted on or before **11:00 a.m., Wednesday, February 14, 2024 in the Office of the Rowley Town Clerk**, at which time bids will be publicly opened by the Town Clerk. **FAILURE TO SIGN AND COMPLETE THIS FORM WILL RESULT IN BID REJECTION.** Bid award to be made by the Town Clerk.

Questions

Questions concerning this bid invitation must be submitted in writing to Janet Peabody, Assistant Town Clerk, or via email to townclerk@townofrowley.org no later than Friday, February 9, 2024.

The undersigned understands that the bid submittal and all documents submitted with it are public records, upon the public bid opening.

The undersigned certifies that this bid is made without collusion with any other person, firm or corporation making any other bid or who otherwise would make a bid. The undersigned agrees that the submitted bid must be made without conditions, exceptions or modifications to the bid document.

Bid Price: _____

Bid Price in words: _____

Signature of Bidder: _____

Please fill out the following information:

NAME OF BIDDER: _____

TITLE OF SIGNATORY: _____

COMPANY NAME: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

CELL PHONE NUMBER: _____

FAX NUMBER: _____

EMAIL: _____