

CITY OF DUNCANVILLE SURPLUS PROPERTY AUCTION PUBLIC NOTICE

The City of Duncanville, Texas will be selling surplus property over the Internet at www.publicsurplus.com on a periodic basis. For detailed information on items currently available, visit www.publicsurplus.com.

The property may include vehicles, equipment, furniture, tools or other items previously used by the City.

Terms and Conditions

The City of Duncanville, Texas, is not responsible for any omissions or errors in description of items and/or their condition, being offered for sale. The bidder shall inspect and satisfy himself/herself as to the details and conditions of material offered. All items are sold "AS IS", "WHERE IS", with no expressed or warranties implied.

Please be reminded items are required to be picked up within 10 business days after the close of the auction, or they will be subject to a \$20 per lot per day storage assessment fee.

All sales are final.

The purchaser should inspect all items prior to any use. Bidder agrees for and on behalf of bidder, bidder's heirs, successors and assigns that bidder shall indemnify and hold the **City of Duncanville, Texas**, harmless from and against any claim, demand or cause of action arising or alleged to have arisen out of the sale or failure to sell any item of surplus property including claims for personal or bodily injury, death or contract damages.

Payment Procedures

Payment: Public Processing, LLC, a third-party payment processing company, receives all payments for the **City of Duncanville**. Payment for an awarded item must be received **within five (5) business days** after the Notice of Award of the successful bid.

Payment Method: Payment may only be made online by credit card, or by wire transfer. **NO CASH, CHECKS, OR MONEY ORDERS WILL BE ACCEPTED.** If you choose to pay with a credit card, please follow the instructions below. The credit card limit per transaction is \$4,000.00. For payments larger than this amount, follow the instructions listed under Wire Transfers.

Payment by Credit Card: First, login to the Public Surplus site. Click on the **My Stuff** link and then click on the **Past Bids** link. Click on the description of the auction and then click on the **Pay Online** link located on the right hand side of the screen. Follow the steps to complete the transaction. A receipt will be emailed to you once the payment has cleared.

Partial Payment: There will be **NO** partial payments allowed for an auction. All auctions must be paid in full according to the specified payment process. For example, you **WILL NOT** be able to pay partially for an auction by Credit Card and pay the remainder by another payment method, such as a wire transfer.

Wire Transfers: For payments over \$4,000.00, a Wire Transfer is required. If you need to do a wire transfer, please email support at buyersupport@publicsurplus.com asking for wire instructions or request the instructions via live chat. These instructions will be emailed to you. Please follow them exactly to allow for prompt payment.

Bid Deposits: **The City of Duncanville** may require bid deposits in order to ensure fairness and equity to all buyers as a way to decrease default bidding. The deposit will be reversed if no default occurs or the bidder does not win the auction. Public Surplus will collect and retain the deposit if there is a default by the winning bidder.

Buyers Premium: A 10% Buyers Premium shall be added to the final sale price with a \$1 minimum charge per auction to collect payment. If added, the buyer's premium will be visible during the bidding process and will be included in payment to Public Surplus.

State/Local Sales and/or Use Tax: *The City of Duncanville* may collect sales tax, unless the buyer has provided a valid tax-exempt certificate to *City of Duncanville* prior to payment. If applicable the sales tax will be visible during the bidding process and will be included in your payment to Public Surplus.

Pick Up Procedures

1. Public Surplus will notify the Buyer upon receipt of payment. The Buyer may then contact the responsible party listed for that item and arrange for a mutually convenient pick up time. The Buyer must bring the (Notice of Award) with the (Paid Receipt) and personal identification such as a driver's license or state issued ID to the pickup location. The person releasing the item will require the Buyer to show all three documents. **The Buyer must present these forms of identification at the scheduled pick up or the auction item(s) will not be released.**

2. **Removal.** Buyer must remove auction item(s) from said agencies premises within **5 business** days of notification by Public Surplus of receipt of payment, and within **10 business** days from the time and date of issuance of the Notice of Award. If the Buyer, after making payment for an item, fails to remove the item within the specified time, the agency reserves the right (1) to retain any and all payments; and (2) to dispose of the item as deemed desirable by the agency. Successful bidders are responsible for loading and removal and any and all property awarded to them from the place where the property is located as indicated on the website and in the Notice of Award. The Buyer will make all arrangements and perform all work necessary, including packing, loading and transportation of the property. Under no circumstances will *City of Duncanville* assume responsibility for packing, loading or shipping. Property may be removed between the hours of **8am** and **5pm, Monday through Friday**, excluding legal holidays. To make arrangements for removal or for additional information, please contact **Charlie Oberrender** at **(972) 780-5058** or email coberrender@duncanville.com

3. **Note:** If you are picking up an item for someone else, you will need to bring the receipt, (photo copies are acceptable), plus a note from the designated (winning bidder) specifically naming you as their authorized representative, along with a photocopy of the winner bidder's ID, and your own original ID.

DISCLAIMER: The City strongly encourages bidders to inspect any and all items of interest for sale as most items offered for sale are used and may contain defects not immediately detectable. The City does not inspect these auction items to determine what is wrong with them when they are removed from the City's inventory and or fleet. We are not responsible for something you find after you take possession of the item. Most of these items have seen heavy use, bid accordingly.