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## VILLAGE OF ORLAND PARK, ILLINOIS

### INVITATION TO BID #15-023

**PUBLIC SALE OF SURPLUS PROPERTY**  
**80 USED CELL PHONES**

#### **ISSUED**

September 1, 2015

#### **BID DEADLINE**

September 15, 2015  
11:00 A.M.

#### **SUBMIT BIDS ONLINE:**

<http://www.municibid.com/Listing/Details/5751997>

**Municibid**  
Online Government Auctions

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**SECTION I – INSTRUCTIONS TO BIDDERS**

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**SUMMARY**

The Village of Orland Park (the “Village”) prepared this Invitation to Bid (the “ITB”) to sell surplus municipal property. The winning Bidder will buy eighty (80) used cell phones (the “Phones”) from the Village. A list of the Phones is attached as *Exhibit A*.

The sale shall be made on the following terms:

1. **Auction Begins.** Bids will only be accepted online at the [Municibid.com](http://Municibid.com) website starting September 1, 2015.
2. **Auction Ends.** Bids will be received until 11:00 A.M. central standard time (CST) on September 15, 2015.
3. **Minimum Sale Price.** The Village has established a minimum sell price of four-hundred and fifty dollars (\$450), based on an appraisal of the Phones.

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4. **Payment.** After the bid deadline, the Village will review all bids received and will send the winning Bidder an invoice requesting payment for the Phones. Full payment is required within 5 business days of the invoice date. The winning Bidder must pay promptly by money order or cashier's check made payable to the "*Village of Orland Park*". After payment is received, the Village will provide the winning Bidder with a paid receipt. Failure to make payment within five (5) business days after the Village sends an invoice shall subject the winning Bidder to, at the Village's sole discretion, reclamation of the Phones and relisting of the same for public auction. **No refunds or returns.** Unclaimed/unpaid Phones will be resold and the Village may apply a \$25.00 handling charge. When a winning Bidder makes payment but fails to pick-up the Phones, Bidder shall only be entitled to a refund, less the above handling charge, at the Village's sole discretion.
5. **Pick Up.** The pick-up location will be Village Hall, 14700 Ravinia Avenue, Orland Park, Illinois 60462. The winning Bidder must pick-up the Phones not later than noon on Wednesday, September 30, 2015. It is the winning Bidder's responsibility to provide the Village a copy of the paid receipt to pick up the Phones.
6. **Condition of the Phones.** The Village does not provide any guaranties and/or warranties relative to the Phones. Thus, the Phones are offered on an "AS IS" basis. The authenticity of these Phones has not been verified. They may need repairs to work at optimal level. However, to the best of the Village's knowledge:
  - a. All Phones are factory reset
  - b. All microSD / SD cards are removed from phones
  - c. All phone power on and get to home screen
  - d. No other tests were done on the phones
  - e. All Phones are sold as is. The Village will not offer refunds or returns.
7. **Agreement.** The winning Bidder must agree to and sign the Village's standard Surplus Equipment Online Public Auction Affidavit. A sample agreement is attached as *Exhibit B*.

## **SECTION III: EXHIBITS**

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- **Exhibit A** – Cell Phone Inventory List
- **Exhibit B** – Sample Agreement