

## SILENT BID AUCTION INSTRUCTIONS

### 1. How will I place a bid?

Silent bid items can be viewed on the Victoria College website <http://www.VictoriaCollege.edu/BusinessCommunity/Purchasing/AuctionInformation> or in person at the Victoria College, College Services & Training Building. The website will contain pictures and descriptions. There will be no descriptions posted with the items on site. There will be an email link from the website to place your bid by email as well as a link to the silent bid auction form. This form must be used when submitting a bid by email, fax or in person. Any silent bid not submitted on the bid form will not be considered.

Email address: [Lydia.Huber@VictoriaCollege.edu](mailto:Lydia.Huber@VictoriaCollege.edu)

Fax number: (361) 582-2464 - Attn: Lydia Huber

In Person: Victoria College, Purchasing Office, Room 103, Academic Building, 2200 E. Red River Street, Victoria, Texas 77901

### 2. In addition to the web site, where and when can the items be viewed in person?

Items can be viewed Monday through Friday between the hours of 1 p.m. and 4 p.m. beginning Wednesday, September 9, 2020. The silent bid auction will close Wednesday, September 30, 2020 at 3 p.m. The items can be viewed at the Victoria College, College Services and Training Building, 2200 E. Red River Street, Victoria, Texas 77901.

### 3. Do I need to make an appointment to see the silent bid auctions?

If you would like to see the items before placing a bid, contact Shelly Ninke at (361) 572-6489 or Lydia Huber at (361) 572-6461. Either person can arrange to have a person at the location so you may view the items.

### 4. Do I need a special form to place a silent bid?

Yes. You will need to use the silent bid form. Any other format will not be considered.

### 5. Where can a bid form be obtained?

The bid form can either be downloaded from the website or can be obtained from the Victoria College Purchasing Office by calling (361) 572-6461 or (361) 582-2571.

### 6. Can I place all silent bids for various lots in one envelope?

No. Each silent bid for each lot will be placed in a separate envelope.

### 7. Can I leave my silent bid form at the College Services & Training Building?

No. The sealed bid must be delivered to the Purchasing Office. The College will not be responsible for any bids left with any employee.

### 8. Can I place a bid by calling the Purchasing or Central Receiving Office?

No. The silent bid form must be used and delivered by email, in person, or by fax.

### 9. How will I know if I have placed the highest bid for a particular item?

This is a silent sealed bid auction. All bids will be placed in envelope and then sealed. The sealed envelopes will not be opened until Thursday, September 30, 2020 at 3 p.m. Therefore, it is advisable to place the highest amount you are willing to spend on the desired item.

**10. Can I purchase an item or request an item be placed in reserve prior to the start of the auction?**

No. There will be no advance purchase or reserve items.

**11. When will I be notified I have been awarded a bid?**

Winning bidders will be notified by email, telephone, or fax on September 30, 2020.

**12. How will tie bids be decided?**

All bids will be date stamped and time noted. Tie bids will be decided by first date/time arrival in the Purchasing Office.

**13. Are there any warranties on the purchased silent bid items?**

No. The items are sold "AS IS, WHERE IS".

**14. Is there a time limit for payment and removal of my awarded item?**

Yes. All items must be paid for and removed no later than Tuesday, October 6, 2020 by 3 p.m. The College closes at 4 p.m. Monday through Friday. Any item remaining after October 6, 2020 at 3 p.m. will be awarded to the next highest bidder or disposed of at the College's discretion.

**15. Can I send another person to pay for the awarded item?**

Yes. Victoria College will accept payment from a designated person but will not be accountable for the delivery of the item.

**16. Where must I pay for my auction items and what methods of payment will be accepted?**

The Victoria College Payments Office is located in the Student Services Building, at 2200 E. Red River Street, Victoria, Texas. Payment may be made in cash, money order, check, or credit card (American Express, Discover, Mastercard, or Visa).

**19. What dates and times can I pay for the awarded items?**

Victoria College Payments Office is open during the business hours listed above. All payments must be made by 1 p.m. on Tuesday, October 6, 2020. Item must be removed by 3 p.m. on Tuesday, October 6, 2020.

**11. Do I need a receipt to pick up my awarded item?**

Yes. You will be given an award letter at the Purchasing Office. This award letter will be taken to the Payments Office to pay for the item. The paid receipt form will be given to Central Receiving Clerk in the College Services & Training Building. This person will direct you to the location where the item is placed but **cannot** assist in loading the item. A copy of the receipt can be given to you for your records.

**13. Can the College provide forklift equipment to load the awarded silent bid items?**

No. Winning bidders **will not** be able to use College equipment to load the silent bid auction items into personal vehicles.