

**PANOLA COUNTY
INVITATION TO BID**

INSTRUCTIONS/TERMS OF CONTRACT

By order of the Commissioners' Court of Panola County, Texas, sealed bids will be received for:

USED OFFICE EQUIPMENT

IT IS UNDERSTOOD that the Commissioners Court of Panola County, Texas reserves the right to reject any or all bids for any or all products covered in this bid request and to waive informalities or defects in bids or to accept such bids as it shall deem to be in the best interests of Panola County.

BIDS MUST BE submitted on the bid forms included for that purpose in this packet. Bids shall be placed in separate sealed envelopes, with **each page manually signed by a person having the authority to bind the bidder in a contract** and marked clearly on the outside as shown below.

SUBMISSION OF BIDS: Sealed bids shall be submitted to:

**COUNTY JUDGE
PANOLA COUNTY COURTHOUSE, ROOM 216A
CARTHAGE, TEXAS 75633**

Not later than **1:30 p.m., Tuesday, May 24, 2022**

Mark Envelopes:

"USED OFFICE EQUIPMENT"

**ALL BIDS MUST BE RECEIVED IN THE COUNTY JUDGE'S OFFICE BEFORE
OPENING DATE AND TIME**

SIGNATURE OF BIDDER

SPECIFICATIONS FOR USED OFFICE EQUIPMENT

1. **Brown File Cabinet - #01023**
2. **Gray File Cabinet - #00023**
3. **White File Cabinet - No Tag**
4. **Small Table - #00523**
5. **Wooden Desk - No Tag**
6. **Wooden Desk - No Tag**

1. ALL EQUIPMENT IS "USED" AND SHALL NOT BE CONSIDERED WORKING AS DESIGNED.
2. EQUIPMENT MAY NOT CONTAIN ALL INTERNAL PARTS.
3. SUCCESSFUL BIDDER SHALL REMOVE ALL ITEMS FROM THE COURTHOUSE BY 3:00 P.M., FRIDAY, MAY 27, 2022.
4. PAYMENT SHALL BE MADE TO **JONI REED, COUNTY TREASURER**, 110 S. SYCAMORE ST., CARTHAGE, TEXAS 75633 BEFORE ITEMS ARE REMOVED.
5. APPOINTMENTS TO INSPECT ITEMS MAY BE MADE BY CONTACTING **TOMMY EARLE, MAINTENANCE SUPERVISOR** AT 903-692-2844 OR **BARRY TATE, IT ADMINISTRATOR** AT 903-693-0309.

SIGNATURE OF BIDDER

BID FORM AND CONTRACT

TO THE COMMISSIONERS' COURT OF PANOLA COUNTY, TEXAS FOR FURNISHING TO PANOLA COUNTY, TEXAS IN ACCORDANCE WITH THE FOREGOING SPECIFICATIONS:

The undersigned, as bidder, declares that the only person or persons interested in this bid as principals are those named herein; that this bid is made without collusion with any other person, firm or corporation; and that I (we) have carefully examined the advertisement, instructions to bidders, specifications, and condition of payment. It is understood that the Court reserves the right to accept or reject any and/or all bids.

I hereby bid \$ _____ (TOTAL) for the described used office equipment.

SIGNATURE

COMPANY NAME

ADDRESS

CITY STATE ZIP

TELEPHONE NUMBER

DATE

ACCEPTED:

COUNTY JUDGE

DATE

LEGAL NOTICE NOTICE OF SALE OF SURPLUS USED OFFICE EQUIPMENT

Panola County will sell by sealed bids the following equipment:

Brown File Cabinet
Gray File Cabinet
White File Cabinet
Small Table
2 - Wooden Desks

Bid specification and bid forms will be available and bids will be accepted in the County Judge's Office, Room 216-A, Panola County Courthouse, until 1:30 p.m. Tuesday, May 24, 2022. Appointments to inspect office equipment may be made by contacting Tommy Earle, Maintenance Supervisor at 903-692-2844 or Barry Tate, IT Administrator at 903-693-0309.



David L. Anderson
County Judge