



NEEDHAM PUBLIC SCHOOLS

28 Glen Gary Road
Needham, MA 02494

Amendment #1 Date changed

October 26, 2023

DISPOSAL OF SURPLUS

Town of Needham
School Department

The Needham School Committee will hold a public auction on **Thursday, October 26, 2023 from 3:45 PM to 4:15 PM** to dispose of surplus fitness center equipment at NHS 599 Webster Street, Needham, MA 02494.

Items for sale will be available for inspection on **Thursday, October 26, 2023 from 3:15 PM to 3:45 PM**, at 599 Webster Street, Needham MA 02494. Items will not be sold during this inspection preview period. All potential purchasers are invited, but are not required to attend the preview inspection. Potential purchasers should meet at the front entrance, to register as visitors. The auction will begin at **3:45 PM on Thursday, October 26, 2023 and will end at 4:15 PM.**

Rules for the auction will be distributed. Items will be sold as three (3) defined lots rather than as individual pieces. Mailed in bids will be accepted. All bids must be accompanied by a signed bid form which includes a non-collusion statement. **All items must be taken off the premises by the purchaser at the purchaser's sole expense between November 6, 2023 2:00 PM and November 24, 2023 4:00 PM. Items which are not removed by that time will be disposed of, with no refund made to the purchaser.**

The list of items for disposal includes, but is not limited to: spin bikes, treadmills, upright bikes, rowing machines, squat racks. Items will be sold as three (3) predetermined lots, rather than as individual pieces. A representative listing of disposal items will be available for review at the Office of the Assistant Superintendent for Finance and Operations, 28 Glen Gary Road, Needham, MA 02494 prior to the auction. The listing is subject to change and some items may be disposed of internally to Town of Needham government offices, and may not be available for sale at public auction.

The Needham Public Schools reserves the right to reject, in whole or in part, any and all bids, if the Committee determines that cancellation or rejection is in the best interests of the District.

This legal notice is also posted on the Massachusetts Newspaper Publishers Association's (MNPA) website at <http://masspublicnotices.org/>.

Daniel E. Gutekanst
Superintendent of Schools
Town of Needham
Needham, Massachusetts

NEEDHAM PUBLIC SCHOOLS
28 Glen Gary Road
Needham, MA 02494

October 26, 2023

Notice of Sale of Surplus Equipment

I. *INFORMATION & INSTRUCTIONS TO PURCHASERS*

1. Questions and Contact:

Purchasers must read these specifications carefully. Questions about the specifications shall be submitted phone, fax or email to:

Melane Bisbas
School Business and Operations Coordinator
Needham Public Schools
28 Glen Gary Road
Needham, MA 02494
Email: Melane_Bisbas@Needham.k12.ma.us
Telephone: (781) 455-0400 Ext. 11204

2. Inspection Equipment Prior to Sale (Preview)

Items for sale will be available for inspection on **Thursday, October 26, 2023, 3:15 PM to 3:45 PM (immediately preceding the auction)** at the Needham High School Fitness Center 599 Webster Street, Needham MA 02494. All potential purchasers are invited, but not required, to attend the preview. Potential purchasers should meet at the side entrance of the school to register as visitors.

3. Terms and Conditions of Sale:

- A. Items will be available for purchase beginning **Thursday, October 26, 2023 from 3:45 PM to 4:15 PM**. The sale will end promptly at **4:15 PM**. The sale will take place at the Needham High School, 599 Webster Street, Needham, MA, 02492 in the Fitness Center.
- B. All sales are final.
- C. All items are sold in “as is” condition.
- D. Items will be offered for sale in auction format. The winning bidder will be the bidder offering the highest bid price.
- E. All sales will be conditioned upon payment being received within 48 hours by the contact name and address listed above. If payment is not made by the high bidder within 48 hours of the sale, the items shall be offered to the next highest bidder on the same terms. If the next highest bidder fails to

make payment, the items shall be offered in an iterative fashion to the next highest bidder(s) on the same terms.

- F. All items purchased must be removed from the premises by the purchaser at the purchaser's sole expense between **November 6, 2023 2:00 PM and November 24, 2023 4:00 PM**. Items not removed will be disposed of by the Needham Public Schools, with no refund to the buyer. The winning bidder(s) will be required to schedule the removal with the School Business Operations Coordinator, so as not to conflict with regular school operations. The winning bidder will not be permitted to pick up the items until payment has been received.
- G. Payment must be made in the form of cash, a bank check, or a money order made payable to the Needham Public Schools. Credit cards will not be accepted.
- H. The surplus equipment will be sold to the responsive purchaser who offers the highest price for each lot of items offered for sale herein, and meets all of the terms and conditions of the sale. Offer forms and envelopes will be available for bidders to submit their best offer. All bids will be opened at **4:15 PM on Thursday, October 26, 2023**.
- I. If two bidders offer the same high bid price, the winning bidder will be determined through a coin toss.
- J. All purchasers will be required to make their bids using Needham Public Schools bid forms which are attached as Exhibit A. These forms include a non-collusion statement.
- K. Vendors need not be present to make an offer, mailed in offers will be accepted.
- L. Needham Public Schools reserves the right to reject, in whole or in part, any or all offers to purchase, if doing so serves the best interest of the School Department.
- M. Lot 2 winners must provide proof of liability insurance naming Needham Public Schools as additional insureds in order to be able to remove the equipment in that lot.

II. GENERAL INFORMATION

The following items are offered for sale as three predetermined lots, rather than as individual pieces. This is a representative list and is subject to change up to the date and time of the auction preview.

Lot 1 (Cardio Equipment):

- **8 spin bikes**
- **2 recumbent bikes**
- **2 treadmills**
- **3 upright bikes**
- **1 concept 2 rowing machine**

Lot 2: (Machine System):

- **(23 pieces) keiser machine system including compressor, removal of equipment**

Lot 3 (Weightlifting Equipment):

- **weight plates**
- **dumbbells + rack (2 sets)**
- **2 squat racks and platforms**

Exhibit A
Needham Public Schools
Offer to Purchase Equipment

I, _____, offer to purchase of technology equipment Lot #_____made available for sale on **October 26, 2023** items from the Needham Public Schools.

All items are sold "as is" condition. All sales are final. In making this offer, the bidder agrees to remove all purchased items from the premises at their sole expense by **4:00 PM on Thursday, November 9, 2023**. Items not removed by this date and time will be disposed of by the Needham Public Schools with no refund to the buyer.

The purchase price for the above items is: \$_____

Total Purchase Price (in Longhand): _____

Massachusetts General Law, Chapter 701 of the Acts of 1983 requires that bidders certify as follows:

The undersigned certifies under the pains and penalties of perjury that this purchase has been made and submitted in good faith and without collusion or fraud with any person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity or group of individuals.

Signature of Person Submitting Purchase Proposal

Printed Name of Person Signing Purchase Proposal

Company/Organization Name (If Applicable)

Address

Phone Number

Date Signed