

**GENEVA TOWNSHIP
BID FORM**

NOTICE

Please take notice that if accepted by Geneva Township, your bid is a legally binding contract. Please exercise appropriate caution when filling out this bid form and submitting your bid to Geneva Township. The instructions set forth below must be carefully complied with in order to submit a successful bid. All items are sold "As Is" and "Where Is". Successful bidders must pick up the property on which they have successfully bid within five days of notification of your winning bid.

INSTRUCTIONS

Carefully read and follow these instructions when filling out and submitting your bid. The information requested below is required. The terms and conditions as set forth in these instructions shall be considered part of your bid and must be strictly complied with in order to submit a successful bid. Please submit a separate bid form for each item upon which you desire to bid. **ALL BIDS MUST BE RECEIVED BY GENEVA TOWNSHIP AT 2200 GARY LANE, GENEVA, ILLINOIS BY NO LATER THAN 4:30 P.M., AUGUST 26, 2005.** The following information is required in order for you to submit a bid.

1. _____ Enter Item Number.
Carefully select the appropriate item for which you desire to submit a bid and enter the item number in the space above. Item numbers are listed herein below on the Equipment List and on the Geneva Township web site (www.genevatownship.com). Use only one (1) bid form for each single item for which you desire to submit a bid. (*Example: GRD 04*)

2. _____ Enter Brief Item Description.
After selecting the item number enter the brief item description of the item on which you desire to bid as set forth on Equipment List and on the Geneva Township web site, (www.genevatownship.com). (*Example: Whacker 880 U Roller*).

3. \$ _____ Enter Amount of Your Bid.
Your bid must be entered using Arabic numerals (0, 1, 2, 3, 4, 5, 6, 7, 8, 9) using appropriate commas and decimal points. (*Example: \$4,000.00*)

4. _____ Enter the Amount of Your Bid.
The amount of your bid must be written out alphabetically. (*Example: Four Thousand Dollars*).

5. _____ Enter Amount of Bid Bond.
Each item upon which you place a bid will require a Bid Bond. The amount of the Bid Bond shall be determined by ten percent (10%) of the amount of your bid. (*Example: \$400.00*).

The purpose of the Bid Bond is to ensure the completion of the transaction in the event that you are the high bidder. Failure to complete a transaction for which you are a high bidder will cause your Bid Bond for that item to be forfeited to Geneva Township. If you are not the high bidder your Bid Bond will be returned to you within one week of the bid opening. **YOU MUST ATTACH TO YOUR BID EITHER A CASHIER'S CHECK OR A CERTIFIED CHECK IN THE AMOUNT OF YOUR BID BOND MADE PAYABLE TO GENEVA TOWNSHIP WHEN YOU SUBMIT YOUR BID. FAILURE TO INCLUDE THE APPROPRIATE BID BOND MAY CAUSE YOUR BID TO BE REJECTED.** In the event that you bid on multiple items, you may tender one Bid Bond check, the amount of which shall be 10% of the total amount of all bids that you have placed. In the event that you fail to pay for and/or remove any property on which you have successfully bid within the time frame set forth below, the Bid Bond for that item will be forfeited to Geneva Township.

6. _____	Enter Your Name.
_____	Enter Your Street Address.
_____	Enter Your City and Zip
_____	Enter Your Work Telephone
_____	Enter Your Home Telephone
_____	Enter Your E-mail Address

7. Fill out the bold, italicized sections of the attached Bid Notification Form (Sections I and III) and include the Bid Notification Form with your bid.

8. Complete a self-addressed, stamped envelope (SASE) (addressed to yourself).

9. Put your Bid Form, the Bid Bond, the Bid Notification Form and the SASE in a stamped envelope, addressed to:

Geneva Township
Equipment Sale
2202 Gary Lane
Geneva, Illinois 60134,

and place your bid in the United States Mail, or deliver your bid personally, providing enough time for your bid to arrive before the bid deadline of 4:30 p.m., August 26, 2005. Bids received after the bid deadline may not be considered.

10. Bid opening will be at the Geneva Township building at 2200 Gary Lane, Geneva Illinois at 8:00 a.m., August 27, 2005.

11. Successful bidders will be notified of their successful bids within twenty four hours of the bid opening.

12. Successful bidders shall pay for the property on which they successfully bid using either: cash, a cashier's check, or a certified check. No personal checks will be accepted. Successful bidders shall pay for and remove the property on which they successfully bid within five (5) business days of the bid opening. Failure on the part of the successful bidder to pay for and remove said property within the time period indicated will cause the Bid Bond to be forfeited and the property awarded to the next highest bidder.

13. Failure to follow any of the instructions herein can cause your bid to be rejected.

14. **DO NOT:**

1. Do not list multiple item numbers on a single Bid Form. Use a separate Bid Form for each item for which you desire to place a bid.
2. Do not forget to correctly calculate your Bid Bond.
3. Do not forget to include your Bid Bond check with your bid. Do not send cash as your Bid Bond.
4. Do not forget to complete and include the Bid Notification form with your bid.
5. Do not forget to include the SASE with your bid.
6. Do not forget to include your Bid Form.

GENEVA TOWNSHIP AND THE GENEVA TOWNSHIP HIGHWAY COMMISSIONER RESERVE THE RIGHT TO REJECT ANY AND ALL BIDS FOR ANY REASON.

BID NOTIFICATION FORM
COMPLETE SECTION I AND SECTION III

SECTION I

Please complete this section:

Name: _____
Street Address: _____
City/Village: _____
Zip Code: _____
Home Telephone: _____
Work Telephone: _____
E-mail Address: _____

SECTION II

(____) CONGRATULATIONS!

SECTION III

You are the successful bidder on the following items on which you have placed a bid:

(Please list all item numbers on which you have placed a bid):

<i>Item No.</i>	<i>Item No.</i>
(____) 1. _____	(____) 11. _____
(____) 2. _____	(____) 12. _____
(____) 3. _____	(____) 13. _____
(____) 4. _____	(____) 14. _____
(____) 5. _____	(____) 15. _____
(____) 6. _____	(____) 16. _____
(____) 7. _____	(____) 17. _____
(____) 8. _____	(____) 18. _____
(____) 9. _____	(____) 19. _____
(____) 10. _____	(____) 20. _____

SECTION IV

(____) SORRY:

You did not successfully bid on any items. Enclosed please find your bid bond check. Thanks for participating.

Yours truly,

Geneva Township