

**PLEASE POST**

# WAYNE STATE UNIVERSITY

Finance and Business Operations

To: Any Interested Party  
From: Denise Nault, Associate Director, Property Management (313-577-8897)  
Subject: Sale of Surplus Tablet Arm Chairs located at the Oakland Center  
Date: March 30, 2012

The attached Tablet Arm Chairs have been declared surplus. Please review the bid information on the attached sheet and, if interested, make an offer in the following manner.

1. Use only the bid sheet to make an offer.
2. State the amount of your offer, your name, the date, and provide your telephone number. Place a check mark in the appropriate space for bid submittal by WSU Department or Individual.
3. Return the bid sheet to:  
**Denise Nault, Property Management**  
**Academic/Administrative Bldg., 5700 Cass Avenue, Suite 4658**
4. All offers must be received and date stamped in the Property Management Department by **5:00 p.m., April 9, 2012. Bids may be mailed, faxed to 313-577-2535, or emailed to: [ak0090@wayne.edu](mailto:ak0090@wayne.edu).**

Tablet Arm Chairs will be sold on an "AS IS", "WHERE IS" basis. Wayne State University makes no warranty expressed or implied as to its condition and assumes no liability.

## **ALL SALES ARE FINAL - NO REFUNDS OR EXCHANGES**

**NOTE: It is recommended that you inspect the tablet arm chairs before you submit your bid. Any bid submitted will be considered an offer by the bidder, and acceptance of such bid by the University will constitute a binding agreement.** All departmental requests will be considered before any individual bids may be considered. The tablet arm chairs will be sold to the highest bidder providing no University department requests are received. However, the University reserves the right to reject any and all bids if the highest offer is unacceptable. If two bid winner amounts are submitted, the first bid received in Property Management will win the bid award.

**IMPORTANT: Buyer must pay and pick up the tablet desks within 5 days after being notified they won the bid award or bid will be void.**

**PLEASE POST**

**BID SHEET**

**Kelly Dillaha, Associate Director**  
**Wayne State University Oakland Center**  
**33737 W. 12 Mile Road**  
**Farmington Hills, MI 48331**  
**Phone: (248) 553-3545 or (313) 577-3592**  
**Email: [kellydillaha@wayne.edu](mailto:kellydillaha@wayne.edu)**

**Description**

**Room 505**  
**191 Tablet Arm Chairs**

**Room 605**  
**186 Tablet Arm Chairs**

**YOUR OFFER**

Quantity you wish to purchase: \_\_\_\_\_ Amount for each\* \_\_\_\_\_ Total: \_\_\_\_\_  
(NOTE: Minimum Quantity of 25 Tablet Arm Chairs) \*N/A for WSU Departments; Departments will be responsible for moving costs

The above Tablet Arm Chairs are located at the Oakland Center - to schedule an appointment or if you have any questions, please contact Kelly Dillaha.

Surplus tablet arm chairs will be sold on an "AS IS", "WHERE IS" basis. Wayne State University makes no warranty expressed or implied as to its condition and assumes no liability.

**ALL SALES ARE FINAL - NO REFUNDS OR EXCHANGES**

**NOTE: It is recommended that you inspect the tablet arm chairs before you submit your bid. Any bid submitted will be considered an offer by the bidder, and acceptance of such bid by the University will constitute a binding agreement.**

**IMPORTANT: Tablet Arm Chairs must be paid for and removed from WSU premises within (5) business days from date of notification you won the bid award or this bid will be void.**

Bid submitted by: WSU Department \_\_\_\_\_ Individual \_\_\_\_\_

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Complete the above information and return this bid sheet to:**  
**Denise Nault, Academic/Administrative Bldg., 5700 Cass Avenue, 4<sup>th</sup> Floor**  
**Suite 4658 by 5:00 p.m. on April 9, 2012.**

