



SURPLUS ITEM

May 17, 2022

Quotes will be received at the Tender Box located in City Hall, 275 Fitzroy Street, Summerside, PE C1N 1H9 up until 1:00 PM Local Time, **Wednesday, May 25, 2022** for the disposal of the following:

1 2017 XEROX AltaLink B8045/B8055/B8075/B8090 Multifunction Printer

**For more information, contact Jennifer Egan at 902-432-1230
Item can be viewed at City Hall - 275 Fitzroy St., Summerside**

Item will be sold on as is where is basis.
Item will be offered to the highest bidder.

The successful bidder must purchase and remove item(s) from City property within one week of notification of being the successful bidder. Failure to comply will result in the item(s) being offered to the next highest bidder.

**Quote forms may be picked up at 275 Fitzroy Street anytime between 9:00 AM and 4:00 PM
Monday through Friday.**

Roger Ahern, Purchasing Agent
City of Summerside

CITY OF SUMMERSIDE

QUOTE FORM

DATE: _____ **QUOTE: SURPLUS EQUIPMENT**

NAME: _____

ADDRESS: _____

TELEPHONE: _____

**HEREBY SUBMITS THE FOLLOWING FOR THE DISPOSAL OF SURPLUS
EQUIPMENT CONTAINED IN THE QUOTE CALL DATED May 17, 2022**

Item # 1

Price \$ _____ + HST

Signature: _____

QUOTE INSTRUCTIONS

1. QUOTE FORMS MUST BE COMPLETED, SIGNED AND DATED.
2. QUOTE MUST BE CLEARLY MARKED "SURPLUS EQUIPMENT."
3. LATE QUOTES WILL NOT BE ACCEPTED.
4. AMOUNT OF BID SHALL BE ENTERED ON QUOTE FORM. HST WILL BE EXTRA.
5. BID FORMS MUST BE RECEIVED AT 275 FITZROY STREET NOT LATER THAN **12:59 PM on Wednesday, May 25, 2022**.
6. THE CITY OF SUMMERSIDE RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL BIDS.