

Title	Sealed Bid Procedure for Live Client Projects
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Sealed Bid Procedure for Live Client Projects

In the event a Live Client Project creates **personal property** to be sold to the public, the following procedure is followed:

Advertisement for sealed bids shall be done in the manner prescribed by law in N.C.G.S 160A-268. The President authorizes the sale of the personal property by identifying the property to be sold and may (but is not required to) set a minimum bid price. The methodology used to determine price would be the "cost to build". The advertised notice of sale must summarize the specific date, time, and location of the public bid opening. The advertisement must be published at least 7 days before the bid opening for personal property.

Bid Opening Process

1. Bids shall be received prior to the bid opening date and time specified in the solicitation. Late bids shall not be opened or considered.
2. At least two purchasing agency employees shall attend the bid opening to satisfy the witness requirement. 01 NCAC 05B .0305(a).
3. Opening of the bidding process shall occur at the location, date, and time specified in the solicitation.
4. All members in attendance shall sign the attendance sheet, indicating which party or parties they represent. a) If a bid opening is held virtually, use a screenshot or other method to capture a list of attendees.
5. Ensure the public understands that they shall not contact anyone other than the listed contact on the solicitation during the evaluation period.
6. Explain to attendees the evaluation process: Highest Offer
7. At the conclusion of the bidding process bids shall be opened publicly at the location, date, and time listed in the solicitation document. Only those responses that are received by the deadline shall be opened and may be further considered for award.
8. The Purchasing Agent awards to the highest responsive, responsible bidder or rejects all bids.

Purchase Process

1. Once awarded, the bid winner will complete the relevant Bill of Sale to move forward with the purchase.
2. The Purchasing Agent will provide and manage the Bill of Sale communication process and include the College attorney, when necessary.
3. The bid winner is responsible for all additional costs related to the transfer of personal property, ~~and~~ fees, attorney fees, and the closing of the sale.

4. All sales resulting from the sealed bid process must be completed within 60 days of notified award.
5. Purchased property or item must be removed from all campus locations within 30 days of payment and closing of all documents.
6. All sales are final and consider sold "as is" with no warranty or implied warranty.

Last Modified by Bill Maultsby on November 7, 2022