

**INSTRUCTIONS FOR SEALED BID AUCTION
FHSU PHYSICAL PLANT SURPLUS**

Contact person: Trevor Deets (785) 628-4039

All Items are at the Storage Building, FHSU University Farm

Open to View Items: November 11, 2024 and November 12, 2024 1:00 to 4:00 p.m. each day

Directions to the Storage Building: The simplest way to get there is by accessing it from Hwy 183 Alternate which extends from Gross Coliseum to the Highway Patrol offices near the fairgrounds. If you're on the Bypass coming from the east, after you pass Gross Coliseum, continue approximately ½ mile further to 230th Avenue. This is an intersection to your left BEFORE you reach the overpass bridge. Turn left and proceed for approximately ¼ mile. The storage building is the second building on your left.

If you're on the Bypass coming from the north, turn right at the first intersection past the overpass bridge (230th Avenue) and proceed for approximately ¼ mile. The storage building is the second building on your left.

If you would rather go out to the storage building using 8th Street, take 8th Street past the FHSU campus and proceed to the stop sign at 183 Bypass. Turn left and approximately 1 block later, turn right at 230th Avenue, which is the road leading to the Sports Complex. Follow the curve to the east approximately ¼ mile. The storage building is the second building on your left.

Directions to the Brooks Building to pay for items or turn in bids: From the 8th & Elm stoplight at the corner of campus, proceed west three blocks to the last intersection where you can turn onto campus. Turn left at the service buildings entrance. In the three rows of service buildings, the Brooks Building is in the center, with the entrance on the east side. Bids may be turned in at the Physical Plant office, Brooks Building 109.

Bidder must take all items listed under each item number. All sales are final. All merchandise is sold as is. FHSU does not take any responsibility for merchandise once it has been purchased. Hint: Bidding with odd cents instead of even dollars usually avoids having a tie bid. It would be appreciated if purchasers could have the correct change available when paying for items.

Bids will be accepted until 10:00 a.m., Wednesday, November 13, 2024, Physical Plant Office, Brooks Bldg 109.

To bid on an item: (Please print all information) List on a piece of paper the item #, item description, and price you're willing to pay for it. The minimum bid is \$1.00, unless otherwise noted. Note: We are required to charge tax at 9.25% on all items purchased. Be sure to list your full name, day-time phone number(s) and e-mail address. Place bid in a sealed envelope.

Mark on the outside: FHSU Physical Plant Surplus Sealed Bid.

Deliver your bid to:

Fort Hays State University
Physical Plant, Brooks Bldg 109
600 Park Street
Hays, KS 67601-4099

E-mail bids will also be accepted. Send e-mail bids to: kavandergiesen@fhsu.edu
Please turn in bids no later than 10:00 a.m., Wednesday, November 13, 2024.

Please share the information with anyone who may be interested in any of the items.

Item Pickup

Successful (and unsuccessful) bidders will be notified of bid results by phone or e-mail. **The storage building will be open Thursday, November 14, 2024 from 2:00-4:00 and Friday November 15, 2024 from 1:00 – 4:00 p.m. for items to be picked up. Please come to the Physical Plant office, Brooks Building 109, prior to this time to pay for the items purchased.** At the Physical Plant office, you will receive a receipt for payment and you will need to present this receipt before items are removed.