

Chicago Transit Authority Terms & Conditions

Please read this document carefully. Please send any questions to lgalvan@transitchicago.com.

Part I - General Auction and Payment Terms

Online auctions are open to the general public. However, Chicago Transit Authority employees and their relatives will not be permitted to bid on any auctions.

All bidders must be of legal age to enter into a contract with the Chicago Transit Authority. Also, all bidders must have the authority to act as an authorized representative for the firm they represent, which includes but is not limited to the authority to enter into a legal, binding agreement on behalf of their firm.

ALL SALES ARE FINAL. There are no refunds or exchanges.

The Chicago Transit Authority reserves the right to reject any and all bids received. The Chicago Transit Authority also reserves the right to withdraw any auction, at any time, without notification obligation whatsoever.

ALL ITEMS ARE SOLD "AS IS" WITH NO WARRANTY, EITHER EXPRESS OR IMPLIED.

The successful bidder should submit a copy of the notice of award with payment to ensure prompt processing of each sale.

Payment. Municibid receives all payments for Chicago Transit Authority. Payment for an awarded item must be received within five (5) business days after the Notice of Award of the successful bid.

Payment may only be made wire transfer, certified mailed payment, online by credit card or electronic transfer. NO CASH OR PERSONAL CHECKS. If you choose to pay with a credit card, please follow the instructions below. The credit card limit per transaction is \$5,000.00. For payments larger than this amount, please follow the directions for another payment method.

Payment by Credit Card

Go to www.municibid.com/pay and click on Pay with Credit Card. Enter your email address and invoice number to request a credit card authorization to be emailed to you. Follow the steps to complete the transaction from the email you receive. A receipt will be emailed to you once the payment has cleared.

Partial Payment

There will be NO partial payments allowed for an auction. All auctions must be paid in full according to the specified payment process. For example, you WILL NOT be able to pay partially for an auction by Credit Card and pay the remainder by another payment method, such as a wire transfer.

Wire Transfers

If you need to do a wire transfer, please email support at support@munibid.com asking for wire instructions or request the instructions via live chat. These instructions will be provided to you. Please follow them exactly to allow for prompt payment.

Quick Pay

You may pay via electronic transfer using your banking information by going to www.munibid.com/pay and clicking on Pay Online. Enter your Muncibid username into both spaces and click Pay Now. Follow the steps to complete the transaction. A receipt will be emailed to you once the payment has cleared.

Mailed Certified Payment

You may pay via money order or cashier's check. Payment should be made to Muncibid and mailed to the address at www.munibid.com/pay.

Pick-Up Procedures

1. You will be notified upon receipt of payment. You may then contact the responsible party listed for the auction item and arrange for a mutually convenient pick-up time. You must bring to the pick-up location (1) the Notice of Award, (2) the Paid Receipt and (3) personal identification (such as a Driver License). You must present all three identification items at the scheduled pick-up, or the auction item(s) will not be released to you.

2. If you are picking up an item for someone else, you will need to bring the Notice of Award and the Paid Receipt (photo copies are acceptable), plus a note from the designated winning bidder specifically naming you as authorized representative, along with your own personal identification. In addition, you must arrange for the winning bidder to send an e-mail from the winning bidder e-mail address used for the auction, stating that you are authorized to pick-up the item.

Bid Deposits. Chicago Transit Authority may require bid deposits in order to ensure fairness to all bidders. The deposit will be reversed if no default occurs or the bidder does not win the auction. The deposit will be retained if the winning bidder defaults.

Buyers Fee. A 6% Buyers fee will be charged to the credit card on your Municibid account at the close of the auction.

The Auction Disclosure of Ownership Form is attached to each auction in PDF format. The Auction Disclosure of Ownership Form should be emailed to lgalvan@transitchicago.com . Bidders who do not submit these forms will not be considered for award of a sale contract.

If the successful bidder fails to submit payment to the Chicago Transit Authority within 5 days of notice of the award, the Chicago Transit Authority reserves the right to find the bidder nonresponsive.

Part II - SALE DOCUMENTATION

The Bill of Sale and/or letter of notification and, if applicable, the title to the equipment/vehicle will not be issued to the successful bidder until at least 30 days after the funds have been collected by the Chicago Transit Authority.

Part III - INSPECTION AND CONTACT INFORMATION

The auction item description has been included to assist in identifying the sale item. This information has been compiled from the information that is presently available to the Chicago Transit Authority and is not warranted as accurate. All interested parties are encouraged to inspect the auctioned item to verify the accuracy of the described item information.

Bidders are to take note that not all auction items will have the option to inspect. If inspection is not available, notification will be posted on the auction site. Caution should be taken to review the item description. All questions for determining the accuracy of the described information should be directed to lgalvan@transitchicago.com .

Part IV - ITEM PICKUP TERMS

Upon submission of payment, and all other applicable documentation, the successful bidder must pickup all material within five calendar days of issuance of the Bill of Sale and/or letter of notification. The successful bidder must furnish the labor and equipment to remove the auctioned material. Should the successful bidder use a third party to remove the purchased item, the successful bidder must ensure that the third party has a copy of the bill of sale and/or letter of notification and written authorization from the successful bidder to pick up the auctioned material.

If the successful bidder fails to meet the pickup deadline, the Chicago Transit Authority may charge the bidder a storage fee.

Part V - INDEMNIFICATION

All bidders agree to indemnify, save, and hold harmless the Chicago Transit Authority and its officers, agents, and employees from any claims, lawsuits, costs, judgments, settlements, or expenses (including but not limited to attorney's fees), resulting from the sale of the material to the successful bidder, the shipping of the material, or the condition, operation, or use of the material thereafter.