

City of Courtenay
Purchasing Division
830 Cliffe Ave.,
Courtenay, B.C. V9N 2J7



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ASSET DISPOSAL BID FORM & BILL OF SALE

Date: _____
month/day/year

Buyer: _____
Print Name

Address

Telephone or Email

Asset: Christmas Decorations- 8 ft tall and light up with 110V plug

- Santa
- Christmas Tree
- Snowman

Price: For the sum of \$ _____ plus \$ _____ GST for a total of \$ _____ the Buyer has agreed to purchase from the City of Courtenay the asset described above.

The Buyer accepts the City asset described and price stated above, subject to the following conditions of sale:

1. **Condition of Asset** – The City asset offered for sale is “as-is-where-is”. The City makes no representations or warranties, expressed or implied, as to the quality, quantity or its condition for any use or purpose.
2. **Payment Terms** – The Buyer agrees to make payment to the City of Courtenay within ten calendar (10) days after signing the Bill of Sale. Payment shall be made at City Hall by cash, certified cheque, or debit card. The Buyer shall pay all applicable taxes relating to the sale of the asset.
3. **Asset Removal** – The Buyer must provide proof of payment in full to the Purchasing representative and must remove the asset within (10) days of payment.
4. **Damage to Asset** – The Buyer will be responsible for any damages incurred resulting from the removal of the asset from City premises.
5. **Liability & Indemnification** – The City of Courtenay does not assume any liability for injuries suffered by or the death of any person, or for any loss of or damage to any property arising out of the removal, handling, or use of the asset described above, and the Buyer will indemnify and save harmless the City of Courtenay and all its agents and/or employees.
6. **Contract** – This Bill of Sale when executed constitutes the entire agreement between the City and the Buyer, and by signing this form the Buyer agrees to all of the conditions of this contract.

Buyer

Date:	Buyer Authorized Signature:
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City of Courtenay

Date:	City of Courtenay Authorized Signature:
	City of Courtenay GST 106983992RT0001 General Ledger 030-11-1-300-3000-16901-0030