

Procedure No. 4-10-60

Issued: 06-01-24

SUBJECT: Employee Participation in Car Donation Purchase

PURPOSE: Woodhaven's purpose is to offer employees the opportunity to purchase vehicles donated to the organization.

Woodhaven is pleased to invite sealed bids for the purchase of donated vehicles. These vehicles have been generously donated to our organization and are now available for purchase through a competitive bidding process.

Woodhaven will provide vehicle information to include:

- Description, including make, model, year, mileage, condition, etc.

Inspection:

- Employees who wish to bid on the vehicle are invited to inspect the vehicle by appointment only. Please contact Woodhaven's main office to schedule an appointment.

Submission of Bids:

- Sealed bids must be submitted in a sealed envelope clearly marked "Bid for Purchase of Donated Vehicles" to Woodhaven's main office no later than the date identified in the announcement through Paylocity Community post. Late bids will not be considered.
- Each bid must include the following information:
 1. Employee's name
 2. Contact information (phone number, email address, mailing address)
 3. Bid amount for the vehicle

Bid Opening:

- Bids will be opened and reviewed by a minimum of 2 members of the Leadership Team at the Administrative office.

Acceptance of Bids:

- The highest bidder for the vehicle will be notified within 3 business days of the bid opening.
- Woodhaven reserves the right to accept or reject any or all bids received, to waive any informality in the bidding process, and to accept bids that are deemed to be in the best interest of the organization.

Payment and Vehicle Pickup:

- Payment must be made in full within 10 business days of bid acceptance by cash or cashier's check.
- Purchased vehicles must be picked up from Woodhaven within 3 days of payment receipt. Any storage fees incurred after this period will be the responsibility of the buyer.

Additional Information:

- For questions or additional information, please contact a member of the Leadership Team
- All vehicles are sold "As Is" with no warranty.
- Payment must be received in the form of cash or cashier's check. No payroll deduction will be offered.

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- All vehicles will be titled to current employees. Vehicles will not be sold to family members/friends of employees.
- Employees must show proof of insurance to drive vehicle from lot.

Thank you for your interest in participating in this sealed bid process. We appreciate your support of Woodhaven's mission and look forward to receiving your bids.

Approved by: Director of Human Resources

Date