



**SALE OF SURPLUS EQUIPMENT –
ATCO TRAILER (FIRE DAMAGED)**

City of Port Alberni

SALE 003-26

Issued: January 21, 2026

1 BACKGROUND

1.1.0 The City of Port Alberni is looking to dispose of surplus equipment. When City-owned equipment reaches the end of its intended purpose the City will work to find additional life or value for that equipment where possible. There are several options to fulfill this:

- Find a different purpose or department for the equipment to be used within City operations
- Obtain credit for trade-in value upon replacement of the equipment
- Sell as surplus equipment in a sale-by-bid public process

The Equipment listed in this document has been found to not have any further operational or trade-in value to the City so is being offered for sale-by-bid.

2 SURPLUS EQUIPMENT FOR SALE

2.1.0 The City is offering for-sale-by-bid one (1) Atco Trailer that has sustained significant fire damage.

Equipment details and pictures are found in section 5 below.

2.1.1 To be sold on an “as is, where is” basis. The City of Port Alberni assumes no liability whatsoever for the removal or future use of this item. The item must be removed by the successful bidder within 7 working days of payment.

2.1.2 Interested Bidders may view the sale item(s) in person **by appointment only**.

To book a viewing appointment contact Tory Bouchard at 250-720-2846 or by email at tory_bouchard@portalberni.ca. Walk-in inquiries will not be accepted.

3 BID SUBMISSION INSTRUCTIONS

- 3.1.0 The deadline for submissions is January 30, 2026 before 2:00:00pm, local time.
- 3.2.0 **SCHEDULE A: a completed, and signed BID FORM is required to be submitted**
- 3.3.0 **SCHEDULE B: a signed GENERAL CONDITIONS FORM is required to be submitted with the Bid Form**
- 3.3.0 Both Bid form General Conditions Agreement form must be filled out and submitted as pdf attachments in an email to purchasing@portalberni.ca or in hard copy in a sealed envelope delivered to:
- Attn: Procurement (SALE 003-26)
City of Port Alberni
4850 Argyle St
Port Alberni, BC V9Y 1V8
- 3.4.0 The bids will not be opened in public.
- 3.5.0 If applicable, Bids for more than one piece of equipment may be submitted in one envelope.
- 3.6.0 If duplicate bids are received, they will be considered in order of receipt.
- 3.7.0 Failure to complete and submit both Bid Form and General Conditions Form will disqualify your bid.

4 SUCCESSFUL BIDDERS

- 4.1.0 Successful Bidders will be notified by email
- 4.2.0 All purchases are subject to GST
- 4.3.0 All Purchases will be in Canadian Dollars
- 4.4.0 Successful bidders must issue full payment at City Hall by cash, certified cheque or debit within seven days of the email notification
- 4.5.0 If the successful bidder does not make payment in full by 4:00pm on the seventh day after notification then the City will choose another bidder

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- 4.6.0 All purchases must be removed from their storage location within seven business days of the full payment being processed at City Hall.
- 4.7.0 Purchased equipment pick up arrangements and other required paperwork to be made by contacting Tory Bouchard at Tory Bouchard at 250-720-2846 or by email at **tory_bouchard@portalberni.ca**. Proof of receipt will be required to remove equipment from City property.

5 EQUIPMENT LISTING AND DETAILS



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6 REQUIRED FORMS

Schedule A Bid Form

Schedule B General Conditions Agreement

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**SCHEDULE A - BID FORM
CITY OF PORT ALBERNI**

**SALE OF SURPLUS EQUIPMENT – Atco Trailer (Fire Damaged)
SALE 003-26**

BIDDER NAME: _____

EQUIPMENT ID NUMBER: _____

EQUIPMENT NAME: _____

ADDRESS: _____

PHONE / CELL: _____

EMAIL ADDRESS: _____

BID PRICE: _____

GST (5%): _____

PST (7%): _____ nil _____ (to be paid at point of registration)

TOTAL PRICE: _____

SIGNATURE: _____ DATE: _____

For office use only:

Date received: _____

Time Received: _____

Verified: _____

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GENERAL CONDITIONS AGREEMENT

1. **WITHDRAWAL**
The City of Port Alberni reserves the right to withdraw from the sale of any property which has not been removed by the purchaser, without incurring any liability except to refund to the purchaser the amount paid on account of such property.
2. **CONDITION OF PROPERTY**
The property listed herein is for sale "AS IS-WHERE IS". The description of the property is based on the best information available, however, unless specifically provided in the offer, the City of Port Alberni makes no warranty, express or implied, as to the quantity, kind, character, quality, weight, size or description of any of the material, or its condition or fitness for any use or purpose.
3. **TITLE**
Unless otherwise provided in the offer, title to property sold hereunder shall vest in the purchaser as and where the removal is affected.
4. **REMOVAL**
The purchaser, upon acceptance of this offer by the City of Port Alberni and after payment in full has been received by the City of Port Alberni, shall at his expense pack, load and remove the property within seven (7) business days of payment in full at City Hall at 4850 Argyle St, Port Alberni, BC V9Y 1V8
5. **FAILURE TO REMOVE**
Should the purchaser fail to remove the property in accordance with paragraph 4, the City of Port Alberni without prejudice to any other remedies, may cancel the contract without notice to the purchaser and retain as liquidated damages any deposit or amount paid on account of the property. The Purchaser shall lose all claim to and interest in the property and may be held responsible for all loss, cost and expense incurred due to his failure or default.
6. **DAMAGE TO PROPERTY**
The purchaser shall be responsible for any damage to property resulting from the removal of the property sold.
7. **CONTRACT**
This offer to purchase, when executed, together with notification of acceptance by the City of Port Alberni shall constitute the entire agreement between the purchaser and the City of Port Alberni and time shall be deemed to be of essence in all respects thereof.
8. **ADJUSTMENTS**
If, through withdrawal, loss or error, property cannot be delivered to the purchaser, the City of Port Alberni's liability shall be limited to a refund of the purchase price, or such portion thereof as the City of Port Alberni may determine to be equitable.
9. **CLAIMS**
The purchaser shall not be entitled to contest the accuracy of any documents connected with this contract unless notice in writing, setting forth particulars of the purchaser's claim, shall have been received by the City of Port Alberni at its address shown on the face of this form within thirty (30) days following acceptance of this offer or within seven (7) business days following the removal of the property in respect of which such claim is made, whichever is the earlier. No claim shall be considered unless such property is still held by the City of Port Alberni or held on the purchaser's premises for inspection by a representative of the City of Port Alberni.
10. **LIABILITY**
The City of Port Alberni does not assume any liability for injuries suffered by or the death of any person, or for any loss or damage to any property arising out of the inspection, handling, removal, use or demolition of the property listed herein, and the purchaser shall indemnify and save harmless the City of Port Alberni in all respects thereof.

 Bidder's Signature(s)

 Date

End of document