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Town Administrator
Sue M. Bisbee
Finance & Administrative Clerk
Mike R. Gibson
Maintenance & Facilities Coordinator
Kevin J. Best
Town Attorney

MAYOR & COUNCIL OF GALENA INVITATION FOR SEALED BIDS SALE OF 2021 VENTRAC 4500Z TRACTOR

The Town of Galena is accepting sealed bids for the purchase of the following equipment:

- 2021 Ventrac 4500Z Articulating Tractor:
 - 32.5 HP Kubota engine
 - All-Wheel Drive (AWD)
 - Hydrostatic transmission
 - Approx. 224 hours
 - Stored indoors; well-maintained and serviced
- Included Attachments:
 - 72” Finish Mower (MS720)
 - Boom Mower (MA900)
 - Power Broom (HB580)

The unit is in good working condition and is being sold as-is. Bidders may inspect the equipment prior to submitting a bid by contacting Mike Gibson, Maintenance & Facilities Coordinator, at maintenance@townofgalena.com or (410) 648-5151 ext. 304. Questions can also be directed to Mike Gibson at the same contact information.

1. MINIMUM BID REQUIREMENT

The minimum acceptable bid is \$25,000. Any bids received below this amount will be rejected.

2. BID SUBMISSION DEADLINE

All sealed bids must be received no later than Friday, May 1, 2026 at 3:30 PM. Late bids will not be accepted.

3. SUBMISSION INSTRUCTIONS

Bids must be submitted in a sealed envelope and clearly labeled: “Sealed Bid – Ventrac Tractor.” Bids must be delivered to the Town of Galena, 101 S. Main Street, Galena, MD 21635. Bids must be received by the deadline (not postmarked).

4. REQUIRED BID CONTENTS

Each submission must include:

- Total bid amount (must meet or exceed minimum)
- Bidder contact information (name, address, phone number, email)
- Signature of bidder

5. PUBLIC BID OPENING

Sealed bids will be publicly opened and read aloud at the Mayor & Council Meeting on Monday, May 4, 2026 at 7:00 PM at 101 S. Main Street, Galena, MD 21635.

6. AWARD OF SALE

The equipment will be awarded to the highest responsible bidder. The Mayor & Council reserve the right to reject any and all bids, waive informalities, and accept the bid deemed in the best interest of the Town.

7. DEPOSIT REQUIREMENT

The successful bidder shall be required to submit a deposit equal to ten percent (10%) of the total bid amount within forty-eight (48) hours of award notification. The deposit must be made in the form of cash or cashier's check.

8. FORFEITURE CLAUSE

If the successful bidder fails to submit the required deposit within 48 hours, or complete full payment within the required timeframe, the Town may:

- Declare the bidder in default
- Retain the deposit as liquidated damages, and
- Award the sale to the next highest bidder or re-advertise the equipment

9. PAYMENT & PICKUP

Full payment is required within ten (10) business days of award. Acceptable payments include cash or cashier's check. Equipment must be removed within ten (10) business days after full payment.

11. CONDITIONS OF SALE

Equipment is sold AS-IS, WHERE-IS. No warranties are expressed or implied. The Town makes no guarantees beyond the description provided.