



# MID-STATE AUTO AUCTION

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## Public Online GSA Sale Attendees and their Accounts Information, Guidelines & Rules

Thank you for your interest in establishing an account with Mid-State Auto Auction for future General Service Administration (GSA) sales. By establishing an account with us you will gain access to an online run list of GSA units which are posted on our website by Wednesday the week of the sale. The run list includes pictures and condition reports on each unit allotted for sale. Secondly by establishing an account with us you will have the ability to attend the simulcast online.

Following in this packet of information you will find a number of items including information provided to the consumer by GSA regarding sale information & rules required by GSA to be complied with by the consumer. Additionally, Mid-State Auto Auction requires a number of items to be signed and complied with for access to your online account to be granted prior to the sale date.

Please fill out and sign all items below and email or fax back to us at the information above.

Once again, thank you for your interest in Mid-State Auto Auction's public GSA sales. If you have any further questions please feel free to contact us by any means listed above.

Sincerely,

Brandon Thompson



# MID-STATE AUTO AUCTION

## Mid-State Auto Auction Registration

All (\*) fields are required for account activation:

(first)

(last)

(m)

\*Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

\*Telephone #: \_\_\_\_\_

\*Driver's License State: \_\_\_\_\_

\*Driver's License #: \_\_\_\_\_

\*Mailing Address: \_\_\_\_\_

\*Mailing City: \_\_\_\_\_

\*Mailing State: \_\_\_\_\_

\*Mailing Zip: \_\_\_\_\_

**\*\*NOTE\*\*** -- SF97's (Certificate for a Title) will be printed out with the address listed above. If you wish to title a unit for your business you must use the business address information or else transfer the title from you personally to the business at your expense.  
**\*\*NOTE\*\*** -- By signing below you are agreeing to the accuracy of the above information and that you are not barred from doing business with Mid-State Auto Auction or the General Services Administration.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

# GSA FLEET REGISTRATION AGREEMENT

**Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Buyer Type:**    **Dealer** \_\_\_ **Public** \_\_\_    (mark appropriate one)

**Daytime Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

(Upcoming Sales Information provide your e-mail address)

### \*Marketing Survey\*

How did you hear about today's sale?

- |  |   |
|--|---|
| ___ Newspaper                                | ___ FrontLine Remarketing                       |
| ___ Auction House Flyer/ Calendar            | ___ Trade Journal (AutoTrader, Dandy Dime, etc) |
| ___ Telemarketing Phone Call (Auction House) | ___ E-Mail                                      |
| ___ Telemarketing Phone Call (Frontline)     | ___ Fax   |
| ___ Auction House Web Site                   | ___ Radio                                       |
| ___ GSA Fleet Web Site                       | ___ TV  |
| ___ Other _____                              |   |

### RULES AND REGULATIONS OF A PUBLIC SALE

- 1) Social Security Number shall be provided by successful bidder at time of award.
- 2) All vehicles purchased shall be paid for on the day of the sale by Cash, Cashiers Check, Money Order, VISA, MasterCard, American Express or Discover.
- 3) All vehicles purchased must be removed by close of business the day of the sale.
- 4) You MUST be 18 years of age to participate in a GSA sale.

**I, the undersigned, agree that any bids submitted by me will be subject to the General Sale Terms and Conditions (Standard Form 114C) and any Special Terms applicable to this sale, copies of which I have received or have been made available to me as well as a copy of the Privacy Act Notice.**

**Upon signing below I certify that I am not currently on a Government Debarred Listing.**

**Signature:** \_\_\_\_\_



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## Guidelines & Information on Mid-State Auto Auction's GSA Sales

- 1) If you have not yet completed an online account setup request on our website please visit [www.msaanym.com](http://www.msaanym.com) Click on Edge Pipeline, then select Sign up, and lastly fill in the required information. You may also visit [www.edgepipeline.com](http://www.edgepipeline.com) to complete the same process.
- 2) Once you have created your account on Edge Pipeline, find the date of sale and select New York Mills, MN to view the inventory. A city name with a light blue box next to it indicates a 'Public Welcome' sale or another form of restricted sale.
- 3) **If you wish to attend the GSA sale on the specified date the process goes as such:**
  - a. **Complete this paper work and return to me at least one business day before the sale.**
  - b. **Make sure your pipeline account is created and active.**
  - c. **Inform the auction before Friday at 10AM that you wish to attend so that we can assign a badge number to you. The badge number and a 6 digit passcode provided by the auction are used to log into the simulcast through Pipeline.**
- 4) The first registration form is for Mid-State Auto Auction to create an internal account for consumers to attend our publically held sales.
- 5) The second registration form is GSA's required sale day registration form. On this sheet you **MUST** note the form of payment you wish to use in event of a winning bid.
- 6) All sheets **MUST** be filled out fully for activation of your account.
- 7) GSA inventory for the upcoming sale is always available at GSA's website <https://autoauctions.gsa.gov> under auction house: Mid-State Auto Auction.
- 8) GSA inventory will be loaded on [www.edgepipeline.com](http://www.edgepipeline.com) on/by Wednesday the week of the GSA sale.
- 9) When purchasing vehicles, payment must be submitted the day of the sale.
  - a. Mid-State Auto Auction must be informed of the form of payment the consumer wishes to use prior to the sale date. The simulcast account will not be activated without the form of payment.
  - b. Credit Card transactions will be dealt with over the phone immediately following the sale.
    - i. Credit Cards are the only payment type accepted for online buyers
  - c. If the consumer wishes to pay via personal check a **Bank Letter** must be provided to us prior to the sale, guaranteeing funds over the sale date period. The credit limit on your account with Mid-State Auto Auction will reflect the guaranteed fund amount for the sale date.
  - d. A Check will only be accepted if a Bank Letter is provided, and you purchasing in person
  - e. Upon winning a sale item –
    - i. The purchaser will be contacted with the information to confirm the sale, the amount, and which unit.
    - ii. Payment will be taken via phone.
    - iii. Paperwork will be completed via fax or email.
    - iv. No unit will be released to the purchaser without confirmation of payment received: Credit card transactions will be confirmed by GSA before release, Check transactions will need to be fully processed by Mid-State Auto Auction before the unit release.
- 10) Transporting of Purchased Units for Online Buyers
  - a. Mid-State Auto Auction does not provide transportation services to public individuals in the event of the said individual winning a bid.
  - b. The unit will not leave the premises until payment has been received
  - c. The purchaser is encouraged to remove the unit personally.

- i. In the event the purchaser, the individual whose name is on the Contract and the SF97, is unable to pick of the unit personally they may send a friend or relative with a **Notarized Power of Attorney** stating that the purchaser is approving the individual to remove their vehicle from the property of Mid-State Auto Auction.
- ii. In the event the purchaser, the individual whose name is on the Contract and the SF97, is unable to pick of the unit personally they may send a transportation company of their choosing to remove the vehicle from the property of Mid-State Auto Auction, but before release the purchaser must contact Mid-State Auto Auction and provide physical proof to us via email or fax of their consent to have the transportation company remove the unit. The proof includes a confirmation from the transport company that indicates the locations where the unit is being picked up from and delivered to. The physical copy must be signed off by the purchaser and the purchaser must contact Mid-State Auto Auction to confirm the legitimacy of the physical proof.

\*By signing below, the individual is agreeing to comply within the guidelines set forth by Mid-State Auto Auction to establish an account for purposes of Mid-State Auto Auction's publicly held GSA sales.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_