

PANOLA COUNTY, TEXAS

**INVITATION TO BID**

RETURN BID TO:

COUNTY JUDGE  
PANOLA COUNTY COURTHOUSE, ROOM 216  
CARTHAGE, TEXAS 75633

The enclosed INVITATION TO BID (ITB) and accompanying SPECIFICATIONS AND BID SHEET are for your convenience in bidding the enclosed referenced service/products for Panola County.

Sealed bids shall be received no later than:

**9:00 A.M., TUESDAY, APRIL 21, 2026**

MARK ENVELOPES

**"SURPLUS USED EQUIPMENT-ELECTION OFFICE"**

Bidder shall sign and date the bid. Bids which are not signed and dated can be rejected. Bids must be submitted on the enclosed bid sheets and must be in ink or typewritten.

Panola County appreciates your time and effort in preparing this bid. Please note that all bids must be received at the designated location by the deadline shown. Bids received after the deadline will not be considered for the award of the contract, and shall be considered void and unacceptable. Opening is scheduled to be held in Commissioners Courtroom, Panola County Courthouse, Carthage, Texas. You are invited to attend.

Any questions concerning this Invitation to Bid and specifications should be directed to Elections Administrator Loretta Mason at (903) 693-0370.

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Signature

**PANOLA COUNTY  
INVITATION TO BID**

**INSTRUCTIONS/TERMS OF CONTRACT**

By order of the Commissioners' Court of Panola County, Texas, sealed bids will be received for:

**"SURPLUS USED EQUIPMENT- ELECTION OFFICE"**

IT IS UNDERSTOOD that the Commissioners Court of Panola County, Texas reserves the right to reject any or all bids for any or all products covered in this bid request and to waive informalities or defects in bids or to accept such bids as it shall deem to be in the best interests of Panola County.

BIDS MUST BE submitted on the bid forms included for that purpose in this packet. Bids shall be placed in separate sealed envelopes, with **each page manually signed by a person having the authority to bind the bidder in a contract** and marked clearly on the outside as shown below.

SUBMISSION OF BIDS: Sealed bids shall be submitted to:

**COUNTY JUDGE  
PANOLA COUNTY COURTHOUSE, ROOM 216  
CARTHAGE, TEXAS 75633**

Not later than **9:00 a.m., Tuesday, April 21, 2026**

Mark Envelopes:

**"SURPLUS USED EQUIPMENT- ELECTION OFFICE"**

**ALL BIDS MUST BE RECEIVED IN THE COUNTY JUDGE'S OFFICE BEFORE  
OPENING DATE AND TIME**

\_\_\_\_\_  
SIGNATURE OF BIDDER

### **SPECIFICATIONS FOR USED EQUIPMENT**

1. ALL ITEMS ARE "USED" AND SHALL NOT BE CONSIDERED WORKING AS DESIGNED.
2. EQUIPMENT MAY NOT CONTAIN ALL INTERNAL PARTS.
3. SUCCESSFUL BIDDER SHALL REMOVE THE USED EQUIPMENT FROM THE COURTHOUSE BY 4:00 P.M., FRIDAY, APRIL 24, 2026.
4. PAYMENT SHALL BE MADE TO ABBY BOOKER, COUNTY TREASURER, 110 S. SYCAMORE ST., CARTHAGE, TEXAS 75633 BEFORE EQUIPMENT IS REMOVED.
5. APPOINTMENTS TO INSPECT ITEMS MAY BE MADE BY CONTACTING LORETTA MASON, ELECTIONS ADMINISTRATOR AT 903-693-0370.

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SIGNATURE OF BIDDER

TO THE COMMISSIONERS' COURT OF PANOLA COUNTY, TEXAS FOR FURNISHING TO PANOLA COUNTY, TEXAS IN ACCORDANCE WITH THE FOREGOING SPECIFICATIONS:

The undersigned, as bidder, declares that the only person or persons interested in this bid as principals are those named herein; that this bid is made without collusion with any other person, firm or corporation; and that I (we) have carefully examined the advertisement, instructions to bidders, specifications, and condition of payment. It is understood that the Court reserves the right to accept or reject any and/or all bids.

I hereby bid \$ \_\_\_\_\_ (TOTAL) for the described used equipment-Election Office.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY                  STATE                  ZIP

\_\_\_\_\_  
TELEPHONE NUMBER

\_\_\_\_\_  
DATE

**ACCEPTED:**

\_\_\_\_\_  
COUNTY JUDGE

\_\_\_\_\_  
DATE