



Government of the Virgin Islands

Department of
**PROPERTY AND
PROCUREMENT**

"Keeping The People's House In Order"

SALVAGE SILENT AUCTION RULES, REGULATIONS, AND PROCEDURES

PURPOSE

These Rules, Regulations, and Procedures ("Rules") govern the activities associated with the Government of the Virgin Islands, Department of Property and Procurement's (DPP) Salvage Silent Auction ("Auction"). The purpose of this Auction is to dispose of surplus and salvage government property in a fair, transparent, and orderly manner.¹

GENERAL RULES

1. Participants must be 18 years of age or older.
2. Participation is open to members of the public who complete registration within the prescribed timeframe. There will be NO onsite registration.
3. ONLY registered participants may inspect auction items and bid on auction items. Bidders are allowed one (1) guest to accompany them to the inspection. Bidders are responsible for conducting their own inspections and due diligence prior to submitting a bid.
4. Government employees may participate unless otherwise restricted by applicable ethics laws or internal agency policies. DPP employees are prohibited from participation.
5. All auction items being offered for sale are "as is" "where is." The Government makes **no** warranties, guarantees, or representations, express or implied, or warranty of any kind including, particularly as to the physical condition, roadworthiness, functionality, kind, character, quality, weight, size or description of any property, or its fitness for any use or purpose.
6. There will be no refunds, exchanges, or returns on Auction items.
7. All bidders are required to check-in with DPP staff before inspecting the property or removing the property after an award is made. Bidders must comply with all DPP's rules and policies during visit(s).
8. DPP reserves the right to deny participation to any individual for noncompliance with these Rules.

REGISTRATION REQUIREMENTS

1. All bidders shall complete the *Salvage Silent Auction Registration* at <https://dpp.vi.gov/>, which requires the bidder's details such as name, phone number, mailing address, and e-mail address. Submission of government-issued identification (ID) is required to complete the online registration. Accepted IDs are driver's license, passport, or voter's ID.
 - ✓ **All Bidders acknowledge by registering and paying the registration fee, they have full and complete understanding of the terms and conditions of the *Salvage Silent Vehicle Auction Contract* and these *Salvage Silent Vehicle Auction Rules* both found at <https://dpp.vi.gov/> and that the signature of each bidder binds him/her to the terms and conditions stated therein.**
2. A non-refundable registration fee of **\$100.00** is required.
3. **Registration must be completed online at DPP's website at <https://dpp.vi.gov/>. No payments will be accepted onsite at DPP's premises.**

¹ Government Vehicle Auctions are governed by 31 V.I.C §157, 31 V.I.C §169, 20 V.I.C §746, and 31 V.I.C §242

4. The online registration period:

- Opens: **Monday, May 18, 2026, at 8:00 AM**
- Closes: **Tuesday, May 19, 2026, at 7:00 PM**

Only individuals who successfully complete registration and payment within this timeframe will be eligible to participate.

INSPECTION OF ITEMS

1. Registered participants may inspect auction items on DPP premises in each District:
 - Dates: **Tuesday, May 19, 2026, and Wednesday, May 20, 2026**
 - Time: **9:00 AM – 12:00 PM**
2. Inspection is strictly limited to registered participants (and one (1) guest).
3. **Participants must check-in with DPP staff and present proof of registration upon arrival.**
4. No guarantees or warranties will be provided regarding the condition of auction items.

AUCTION PERIOD and BIDDING PROCESS

1. The silent auction will be conducted as follows:
 - Start: **Thursday, May 21, 2026, at 8:00 AM**
 - End: **Friday, May 22, 2026, at 11:59 PM**
2. **No bids will be accepted before or after this timeframe.**
3. To bid on an item, bidder must log in to the DPP website and complete all fields on the DPP Official Bid Form including signing the form. To complete the Official Bid Form, bidders will need their registration number (found on the registration receipt) and the item number(s) for the vehicle(s) they intend to bid on.
4. Bidders may bid on multiple items, using DPP's Official Bid Form, but no more than two (2) awards can be made to any one Bidder.
5. No modifications, withdrawals, or substitutions of bids will be permitted after the submission deadline.

AWARD OF ITEMS

Items will be awarded to the highest responsive bidder. The highest responsive bidder refers to the bidder who meets all the requirements set forth in the bidding process and offers the highest bid among those considered responsive. Responsiveness is determined after the bid opening and solely by the DPP. In the event of a tie, DPP reserves the right to determine the winner through a secondary method, in this instance, email timestamp priority. All bidders will be notified via email of the awards.

BID OPENING

Bids will be opened on **Tuesday, May 26, 2026, at 10:00 AM**. The bid opening will be conducted via a virtual platform – Microsoft Teams. Access details are as follows:

Join via Link: <https://teams.microsoft.com/meet/286029225674926?p=0iu8KNCcXJFLHNhuoT>

Meeting ID: 286 029 225 674 926

Passcode: yt39AG6G

Note the following:

- Participants attending the virtual opening are responsible for ensuring they have adequate equipment, internet connectivity, and access to the required platform in advance of the scheduled time. Participants must remain muted unless recognized by the host. All cameras are required to be on, and no recording devices are to be used.
- All bids must be submitted on at <https://dpp.vi.gov/>. Early, incomplete, or late submissions will not be accepted, considered, or read.

- Submitted bids will remain unopened until the official opening time. At the designated time, bids submitted during the silent auction period will be opened and read aloud, including bidder name, item description, total bid amount, and any other required summary information (at the sole discretion of DPP).
- Once all bids that are received within the bid auction period are read aloud and recorded, DPP will end the call and evaluate the responsiveness of each bid received. Bidders may request the abstract of the bid opening.
- Once completed, DPP will make the appropriate awards in accordance with these rules and notify all bidders via email. DPP will complete evaluations and make awards by 4:30 pm on Wednesday, May 27, 2026; or at any other time/date established by the DPP.

PAYMENT AND COLLECTION

Upon award notification, full payment must be made between Thursday, May 27, 2026, to Monday, June 1, 2026, online at <https://dpp.vi.gov/pay-online/>. No payments will be accepted onsite. Failure to complete payment within the specified timeframe may result in forfeiture of the item and disqualification from future auctions.

Between Thursday, June 4, 2026, and Wednesday, June 10, 2026 (excluding Saturday, June 6th and Sunday, June 7th), awarded bidders shall begin the process to retrieve their auction item(s).

1. Awarded bidders must present valid identification and proof of payment to the Division of Transportation before receiving:
 - i. An *Auction Contract of Sale and Award*, and
 - ii. Vehicle Registration
2. Auction items (including keys) will only be released to the awarded bidder (or authorized representative) upon proof that title has been transferred to the bidder.

Storage fees will be assessed at the rate of **\$25.00** per day for each day the vehicle remains at the Auction site after the Bidder has satisfied all conditions to take possession of the property.

BIDDERS CHECKLIST

Bidders must within the timeframes set forth:

- ✓ Complete registration and payment.
- ✓ Attend inspection during the designated window.
- ✓ Sign and submit bid(s) using the DPP Official Bid Form online at <https://dpp.vi.gov/>.
- ✓ Ensure accuracy and completeness of all submitted information.
- ✓ Ensure payment is made for any awarded items.
- ✓ Arrange for transportation and removal of awarded items.

RESERVATION OF RIGHTS

The Government reserves the right to reject any or all bids, including bids under which a Bidder would take unfair advantage of the Government or other Bidders, to waive informalities or technical defects in bids, and unless otherwise specified by the Government or by the Bidder, to accept any one item or group of items in the bid, as may be in the best interest of the Government. Additionally, the Government may request clarification of any bid as deemed necessary, resolve any dispute at its sole discretion, and cancel, postpone, or terminate this process at any time, in whole or in part, without prior notice and without incurring any liability to bidders.



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SALVAGE SILENT AUCTION - OFFICIAL BID FORM

IMPORTANT INSTRUCTIONS

- ✓ This form must be completed online in full, signed, and submitted to the Department of Property and Procurement at <https://dpp.vi.gov/>.
- ✓ Bids will only be accepted between: **May 21, 2026, at 8:00 AM** and **May 22, 2026, at 11:59 PM**
- ✓ Late, early, or incomplete submissions will be rejected.

SECTION 1: PARTICIPANT INFORMATION

Full Name: _____

Mailing Address: _____

Phone Number: _____

Email Address: _____

Registration Number/ID: _____

SECTION 2: BID DETAILS

Bidders may bid on multiple items, but no more than two (2) awards can be made to any one Bidder.

<i>Item No.</i>	<i>Item Details</i>	<i>Bid Amount (USD)</i>
		\$
		\$
		\$
		\$
		\$

SECTION 3: CERTIFICATION AND AGREEMENT

By signing below, I certify that:

- I am a registered participant in the DPP Salvage Silent Auction.
- I have read and agree to abide by all auction rules, regulations, and procedures associated with this Auction including the ***Salvage Silent Auction Rules, Regulations, and Procedures*** and ***Salvage Silent Vehicle Auction Contract*** Terms and Conditions.
- I understand that all items are sold "as is, where is" with no warranties or guarantees.
- I agree that my bid is binding if selected as the highest responsive bidder, and I understand that failure to complete payment within the specified timeframe may result in forfeiture of the award.
- I certify that all information provided herein is accurate and complete.

Signature: _____ Date: _____

Printed Name: _____