



Robertson Administration Building
Purchasing Department, Room 42
3000 N.W. 83rd Street
Gainesville, Florida 32606
(352) 395-5237, Fax (352) 381-3720

To: All Prospective Bidders
From: Tyffany Wishart, Purchasing Agent
Subject: **Surplus Sale, Invitation to Bid #: ITB 07-17**

You are invited to submit a sealed bid subject to the terms and conditions contained herein and are hereby made part of this request. All items offered for sale are “As Is” and “Where Is” without recourse against the College or The District Board of Trustees. No warranties are implied or will be issued. Sale of items shall be final with no refunds granted. **IMPORTANT: Some of the items listed are very heavy, Bidders must be sure they can arrange for their own assistance with pickup.** Successful bidders will be responsible for removal and any applicable costs, SF employees are not authorized to assist with the removal of any items. Bidders who are unable to remove an item for any reason should not bid.

VIEWING DATE/TIME: ALL BIDDERS ARE STRONGLY URGED TO VIEW ITEMS BEFORE SUBMITTING A BID. Location for items being offered will be in Building HA (adjacent to H building). Interested parties may view lots during the following times at the HA Surplus Dome (behind UF @ SF and Gainesville Harvest location) on:

**Tuesday, April 25, 2017 (9:00 a.m. – 11:00 a.m.); and
Wednesday, April 26, 2017 (9:00 a.m. – 11:00 a.m.)**

SUBMITTING BIDS: All bids must be signed and submitted in a sealed envelope. The face of the envelope shall contain the bid Number (ITB # 07-17) and the bidder’s name (please print clearly).

Sealed bids must be received in the Purchasing Department (Robertson Administration Building), Room #42 no later than **9:00 a.m.** on Thursday, **April 27, 2017.** Any bids that arrive after this date/time will NOT be included or considered.

In order to assure uniformity, bids must be submitted on the attached form or exact photocopy. Bids not submitted in accordance with the terms, conditions, and other instructions contained herein may be subject to rejection. Bids must be submitted in WHOLE DOLLAR amounts. **Bids that are not submitted in whole dollar amounts will be rounded up to the nearest dollar. NOTE: Sales Tax will be added to all winning bid amounts.**

Submit to: Santa Fe College
Purchasing Department
Robertson Administration Building, Rm 42
3000 N.W. 83rd Street
Gainesville, Florida, 32606

OPENING DATE/TIME: Bids will be opened on Thursday, **April 27, 2017.**

AWARD: Award list will be posted on the bulletin board outside the Purchasing office and online (<http://www.sfcollege.edu/finance/purchasing/bids/index>), on **Friday, April 28, 2017 by 4:00 p.m.** In the event of tie bids, award will be based on earliest time submitted. It is the responsibility of the bidders to check the winners list posted.

Bids will be awarded on a PER LOT basis. Some lots have more than a quantity of one and are indicated with “EACH” at the end of that bid price line. Your bid price should be for the quantity of 1 for any lot that indicates “EACH” on the price line. The highest bidder of a “multiple quantity” lot will be given **first** choice of the items within the lot they won. If items are “left over” on those “multiple quantity” lots, the next high bidder (“runner-ups”) will be notified of availability for the same bid price as the winner of that lot. Keep in mind that “runner-ups” of these “multiple quantity” lots are under NO obligation to accept the “left over” option and can “pass” if they choose.

PAYMENTS must be made at the **Cashier’s window**, Robertson Administration Building, beginning Friday, April 28, 2017. The Cashier’s office is open 8:00 a.m. – 4:00 p.m., Monday - Friday. Payment accepted by cash, personal check, cashier’s check, bank check, money order, visa, or MasterCard. Bid winners who have not paid for a lot by Friday, May 5, 2017 by 4:00 p.m. will forfeit their bid, and the next highest bidder will be awarded (if applicable). **WARNING: Bidders who fail to pay for awarded lots may be suspended from bidding on future surplus sales.**

PICK-UP: You **MUST** present your **receipt** from the SF Cashier’s Office **at the time of pick-up.** Scheduled pick-up day/times at the H-Surplus storage area are:

Monday, **May 1, 2017** through Wednesday, **May 3, 2017** between **3:00 p.m. – 4:30 p.m.**

Appointments can be made if the time above is not convenient, by contacting Tyffany Wishart at 352-395-5217, tyffany.wishart@sfcollege.edu.

BID SHEET
ITB: #07-17 Surplus Sale LOT NUMBER & Description

- | | | |
|--|--|---|
| 1. Lost & Found Jewelry
\$ _____ | 24. Lost & Found Bike (purple)
\$ _____ | 46. File Cabinet 4/5 drawer (many)
\$ _____/EACH |
| 2. Lost & Found Watches
\$ _____ | 25. Lost & Found Bike (blue)
\$ _____ | 47. Love Seats (many)
\$ _____/EACH |
| 3. Lost & Found Eyeglasses
\$ _____ | 26. Lost & Found Bike (blue)
\$ _____ | 48. Couches (2 ea)
\$ _____/EACH |
| 4. Lost & Found Sunglasses
\$ _____ | 27. Lost & Found Bike (White)
\$ _____ | 49. Large Chairs (many)
_____/EACH |
| 5. Lost & Found Chargers/cords
\$ _____ | 28. Lost & Found Camera lens
\$ _____ | 50. Chair, side (no wheels)(many)
\$ _____/EACH |
| 6. Lost & Found USB's
\$ _____ | 29. Overhead Projector 1700 series
(new)(minimum \$10)
\$ _____ | 51. Chair, task, w/wheels (many)
\$ _____/EACH |
| 7. Lost & Found Cell Phones
\$ _____ | 30. Overhead Projector 1800 series
(new) (minimum \$10)
\$ _____ | 52. Stools (many)
\$ _____/EACH |
| 8. Lost & Found Headphones
\$ _____ | 31. Podiums (many)
\$ _____/EACH | 53. Table/cart w/wheels (many)
\$ _____/EACH |
| 9. Lost & Found Pepper Spray
\$ _____ | 32. Metal shelf (un-assembled)
\$ _____ | 54. Coffee/end tables (many)
\$ _____EACH |
| 10. Lost & Found Pocket Knives
\$ _____ | 33. DVD/VHS player (used- works)
\$ _____ | 55. Table/desk/computer (many)
\$ _____/EACH |
| 11. Lost & Found E-Cigarette thing
\$ _____ | 34. Paper cutters (both)
\$ _____ | 56. Table 1: rectangle size (many)
\$ _____/EACH |
| 12. Lost & Found Umbrella's
\$ _____ | 35. 29" Toshiba TV (used – works)
\$ _____ | 57. Table 2: small (misc) (many)
\$ _____/EACH |
| 13. Lost & Found Bags/backpacks
\$ _____ | 36. 29" Mitsubishi TV (used –
works) \$ _____ | 58. Table 3: Folding (many)
\$ _____/EACH |
| 14. Lost & Found Water Bottles
\$ _____ | 37. 22" Sony TV (used - works)
\$ _____ | 59. Credenza
\$ _____ |
| 15. Lost & Found external drive
\$ _____ | 38. 21-1/2" Panasonic TV (used-
works) \$ _____ | 60. Hutches (many)
\$ _____/EACH |
| 16. Lost & Found Bike Helmets
\$ _____ | 39. 16-1/2" Toshiba TV/DVD
combo (used – works)
\$ _____ | 61. Odd shaped tables (many)
\$ _____/EACH |
| 17. Lost & Found Clothing
\$ _____ | 40. 16-1/2" Toshiba TV/DVD
Combo (used –works!)
\$ _____ | 62. Small Conference table
\$ _____ |
| 18. Lost & Found Books
\$ _____ | 41. 22-3/4" Sylvania TV (used –
works) \$ _____ | 63. Desk 1: small, no drawers
(many) \$ _____/EACH |
| 19. Lost & Found Macbook Pro
\$ _____ | 42. Misc duffle bags (4 ea)
\$ _____/EACH | 64. Desk 2: with drawers (many)
\$ _____/EACH |
| 20. Lost & Found Lenovo 100S
Ideapad w/case
\$ _____ | 43. Wall hanging photo/frames (all)
\$ _____ | 65. Desk 3: w/Return or Credenza
(many)\$ _____/EACH |
| 21. Lost & Found Wireless
keyboard \$ _____ | 44. Mirrors (all)
\$ _____ | 66. Projector screens (many)
\$ _____/EACH |
| 22. Lost & Found Misc
\$ _____ | 45. File Cabinet 2/3 drawer (many)
\$ _____/EACH | 67. Desk w/hutch & bookcase (all)
\$ _____ |
| 23. Lost & Found 2 Balls (toys)
\$ _____ | | 68. Art Easels (many)
\$ _____/EACH |

- | | | |
|--|--|--|
| <p>69. Table Top Drafting table
\$ _____</p> <p>70. Tri-pod (Flashpoint)
\$ _____</p> <p>71. Misc Boxes (many)
\$ _____/EACH</p> <p>72. 3-ring binders (set of 10)
\$ _____/SET of 10</p> <p>73. Toner/ink cartridges (entire lot)
\$ _____</p> <p>74. Laptop bags (many)
\$ _____/EACH</p> <p>75. Wood Cabinet with glass door-
LARGE (2 ea)
\$ _____/EACH</p> <p>76. Cabinet w/doors & wheel (2ea)
\$ _____/EACH</p> <p>77. Metal storage cabinet
\$ _____</p> <p>78. Jacks (many)
\$ _____/EACH</p> <p>79. Lockers
\$ _____</p> <p>80. Dolley (both)
\$ _____</p> <p>81. Construction Plans holder
\$ _____</p> | <p>82. Power cord strips (many)
\$ _____/EACH</p> <p>83. Audio Carts (many)
\$ _____/EACH</p> <p>84. Metal Mail dividers (2 each)
\$ _____/EACH</p> <p>85. Windows (all)
\$ _____</p> <p>86. Display boards w/paper (all)
\$ _____</p> <p>87. Grill
\$ _____</p> <p>88. Bulletin board (small) (2ea)
\$ _____/EACH</p> <p>89. Bulletin board (large)
\$ _____</p> <p>90. Whiteboard-SMALL (2ea)
\$ _____/EACH</p> <p>91. Whiteboards-LARGE (many)
\$ _____/EACH</p> <p>92. Ricoh Copier (M6385400015)
(minimum \$10)
\$ _____</p> <p>93. Ricoh Copier (M6385300750)
(minimum \$10)
\$ _____</p> <p>94. Toro Groundmaster 328D
mower (minimum \$500)
\$ _____</p> | <p>95. Welding helmets/goggles (all)
\$ _____</p> <p>96. Welding clothing/gloves etc
(all) \$ _____</p> <p>97. Kiln (as is)
\$ _____</p> <p>98. Heaters (many)
\$ _____/EACH</p> <p>99. Desk top Lamp
\$ _____</p> <p>100. Coat Rack
\$ _____</p> <p>101. Framed map of Washington
\$ _____</p> <p>102. Metal magazine racks/cart (all)
\$ _____</p> <p>103. Snack shelves (2 ea)
\$ _____/EACH</p> <p>104. Chair mats (many)
\$ _____/EACH</p> <p>105. Misc. desk/office items (ALL)
\$ _____</p> <p>106. Sony 700X Digital Video
Camera (used - works)
\$ _____</p> |
|--|--|--|

I HAVE READ, UNDERSTAND, AND AGREE TO ABIDE BY THE CONDITIONS OF THIS SALE.

SIGNATURE: _____
(Name - print clearly)

Daytime phone: _____

E-mail address: _____

PRINT CLEARLY!!! (this is how you will be contacted IF it is needed)