



Robertson Administration Building  
Purchasing Department, Room 42  
3000 N.W. 83<sup>rd</sup> 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 01-18**

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. Electricity is provided for those that want to test the working conditions of any electrical items. 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 Storage (behind UF @ SF and Gainesville Harvest location) on:

**Tuesday, NOVEMBER 28, 2017 (9:00 a.m. – 11:00 a.m.); and  
Wednesday, NOVEMBER 29, 2017 (9:00 a.m. – 11:00 a.m.)**

**AWARD (Winner):** 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, December 1, 2017 by 4:00 p.m. In the event of tie bids, award will be based on earliest date/time submitted. It is the responsibility of the bidders to check the winners list posted, you **WILL NOT** be notified by e-mail or phone call.

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 price line. Your bid price should be for the quantity of 1 for any lot that indicates “EACH” on the price line. Please indicate the quantity you want IF you are awarded that lot. 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.

**SUBMITTING BIDS:** All bids must be signed and submitted in a sealed envelope. The face of the envelope shall contain the bid Number (ITB # 01-18), the bidder's name (please print clearly), date and time envelope is turned in to Purchasing. Failure to date/time your envelope will result in the date/time being written in by the Purchasing Agent at the time the envelopes are picked up to be recorded for the opening, which could affect your chances of winning should a tie bid occur. 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 bids: **NOVEMBER 30, 2017 BY 9:00AM**  
Santa Fe College  
Robertson Administration Building  
Purchasing Department, Rm 42  
3000 N.W. 83<sup>rd</sup> Street  
Gainesville, Florida, 32606

Any bids that arrive after this date/time will NOT be included or considered.

**OPENING DATE/TIME:** Bids will be opened on Thursday, **November 30, 2017.**

**TIE BID SUBMITTALS:** Bids lots that are tied in price will be broken by the order listed below:

- 1) first date & time submitted. If both are equal (same date/same time), then
- 2) Coin toss with both recipients present

**PAYMENTS** must be made at the **Cashier's window**, Robertson Administration Building, beginning Friday, December 1, 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, December 8, 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.** Pre-scheduled pick-up day/times at the H-Surplus storage area are:

Monday, **December 4, 2017** through Wednesday, **December 6, 2017** between **3:00 p.m. – 4:30 p.m.**

ALL awarded lots **MUST** be pick up prior to December 15, 2017. Appointments can be made if the times/dates above are not convenient, by contacting Tyffany Wishart at 352-395-5217, [tyffany.wishart@sfcollge.edu](mailto:tyffany.wishart@sfcollge.edu).

**BID SHEET**  
**ITB: #01-18 Surplus Sale LOT NUMBER & Description**

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|---|---|---|
| 1. Lost & Found Jewelry<br>\$ _____             | 25. Lost & Found Box of screws<br>\$ _____                    | 49. Metal stools (many)<br>\$ _____/EACH (QTY _____)                    |
| 2. Lost & Found Watches<br>\$ _____             | 26. TV combo/DVD<br>\$ _____                                  | 50. Chair, side (no wheels)(many)<br>\$ _____/EACH (QTY _____)          |
| 3. Lost & Found Eyeglasses<br>\$ _____          | 27. TV Combo/DVD<br>\$ _____                                  | 51. Chair, task, w/wheels (many)<br>\$ _____/EACH (QTY _____)           |
| 4. Lost & Found Sunglasses<br>\$ _____          | 28. TV Combo/DVD<br>\$ _____                                  | 52. Set of 6 blue chairs w/wheels<br>\$ _____/SET                       |
| 5. Lost & Found Chargers/cords<br>\$ _____      | 29. DVD/VCR players (many)<br>\$ _____/EACH (QTY _____)       | 53. Set of 16 white fold-up chairs<br>\$ _____/SET                      |
| 6. Lost & Found USB's<br>\$ _____               | 30. Toner/ink cartridges (entire lot)<br>\$ _____             | 54. Projector screens (many)<br>\$ _____/EACH (QTY _____)               |
| 7. Lost & Found Cell Phones<br>\$ _____         | 31. Laptop bags (many)<br>\$ _____/EACH (QTY _____)           | 55. Table/cart w/wheels (many)<br>\$ _____/EACH (QTY _____)             |
| 8. Lost & Found Headphones<br>\$ _____          | 32. Desk chair mats (many)<br>\$ _____/EACH (QTY _____)       | 56. Table 1: rectangle size (many)<br>\$ _____/EACH (QTY _____)         |
| 9. Lost & Found Pepper Spray<br>\$ _____        | 33. Coat racks (2ea)<br>\$ _____/EACH (QTY _____)             | 57. Coffee/end tables (many)<br>\$ _____/EACH (QTY _____)               |
| 10. Lost & Found Camera<br>\$ _____             | 34. Microwave (OLD but works)<br>\$ _____                     | 58. Table 2: small (misc) (many)<br>\$ _____/EACH (QTY _____)           |
| 11. Lost & Found Bags/backpacks<br>\$ _____     | 35. Metal storage cabinet (broke door)<br>\$ _____            | 59. Cybex Ab Machine (works)<br>\$ _____                                |
| 12. Lost & Found Clothing<br>\$ _____           | 36. Metal storage cabinet (not broke)<br>\$ _____             | 60. Table 4: odd shaped (2 ea)<br>\$ _____/EACH (QTY _____)             |
| 13. Lost & Found Umbrella's<br>\$ _____         | 37. Metal shelf unit<br>\$ _____                              | 61. Table 5: Folding<br>\$ _____  |
| 14. Lost & Found Water Bottles<br>\$ _____      | 38. Book case (tall)<br>\$ _____                              | 62. Table 6: Large table w/drawer<br>\$ _____                           |
| 15. Lost & Found Soccer Ball<br>\$ _____        | 39. Mail Sorters (many)<br>\$ _____/EACH (QTY _____)          | 63. Table 7: Roundish table (wood)<br>\$ _____                          |
| 16. Lost & Found Kindle Fire w/case<br>\$ _____ | 40. File Cabinet 2 drawer (many)<br>\$ _____/EACH (QTY _____) | 64. Table 8: Round (wood)<br>\$ _____                                   |
| 17. Lost & Found Books<br>\$ _____              | 41. File Cabinet 3 drawer (many)<br>\$ _____/EACH (QTY _____) | 65. Computer tables (regular shape) (many)<br>\$ _____/EACH (QTY _____) |
| 18. Lost & Found Kids/Baby items<br>\$ _____    | 42. File Cabinet 4 drawer (many)<br>\$ _____/EACH (QTY _____) | 66. Computer tables (large Bi-level)(3ea)<br>\$ _____/EACH (QTY _____)  |
| 19. Lost & Found Welding helmet<br>\$ _____     | 43. File Cabinet 5 drawer (many)<br>\$ _____/EACH (QTY _____) | 67. Computer tables (large Bi-level)(2ea)<br>\$ _____/EACH (QTY _____)  |
| 20. Lost & Found Misc<br>\$ _____               | 44. File Cabinet Fireproof (2ea)<br>\$ _____/EACH (QTY _____) | 68. Computer tables (small-Bi-level)(4ea)<br>\$ _____/EACH (QTY _____)  |
| 21. Lost & Found Bike (pink)<br>\$ _____        | 45. Love Seats (many)<br>\$ _____/EACH (QTY _____)            | 69. Credenza (2ea)<br>\$ _____/EACH (QTY _____)                         |
| 22. Lost & Found Bike (frame)<br>\$ _____       | 46. Couches (many)<br>\$ _____/EACH (QTY _____)               | 70. Desk: no drawers (many)<br>\$ _____/EACH (QTY _____)                |
| 23. Lost & Found Bike (grey)<br>\$ _____        | 47. Hutches (many)<br>\$ _____/EACH (QTY _____)               |   |
| 24. Lost & Found Ipod<br>\$ _____               | 48. Large Chairs (many)<br>\$ _____/EACH (QTY _____)          |   |

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| <p><b>71.</b> Desk: with drawers (<b>many</b>)<br/>\$ _____/EACH (QTY _____)</p> <p><b>72.</b> Desk: w/Return or Hutch (<b>3ea</b>)<br/>\$ _____/EACH (QTY _____)</p> <p><b>73.</b> Desk: Single w/glass (<b>6ea</b>)<br/>\$ _____/EACH (QTY _____)</p> <p><b>74.</b> Tool Boxes (<b>many sizes-ALL</b>)<br/>\$ _____</p> <p><b>75.</b> Dissembled cabinets (all)<br/>\$ _____</p> <p><b>76.</b> Easel w/paper<br/>\$ _____</p> <p><b>77.</b> 3-ring binders (set of 5)<br/>\$ _____/SET of 5</p> <p><b>78.</b> Pendaflex folders-used (set of 30)<br/>\$ _____/EACH (QTY _____)</p> <p><b>79.</b> File folders-used (set of 30)<br/>\$ _____/EACH</p> <p><b>80.</b> Audio Carts (<b>many</b>)<br/>\$ _____/EACH (QTY _____)</p> <p><b>81.</b> HVAC blower housing (large)<br/>\$ _____</p> <p><b>82.</b> HVAC blower housing (small) (<b>3ea</b>)<br/>\$ _____/EACH (QTY _____)</p> <p><b>83.</b> Weights w/bar (all)<br/>\$ _____</p> <p><b>84.</b> Motor Stands (<b>2 each</b>)<br/>\$ _____/EACH (QTY _____)</p> <p><b>85.</b> Barrel's (all)<br/>\$ _____</p> <p><b>86.</b> Wall-mount metal cabinet<br/>\$ _____</p> | <p><b>87.</b> Bulletin Board<br/>\$ _____</p> <p><b>88.</b> Step/stand ladder<br/>\$ _____</p> <p><b>89.</b> Floor jack<br/>\$ _____</p> <p><b>90.</b> Automotive Crane (minimum \$200)<br/>\$ _____</p> <p><b>91.</b> Sercon 9134 machine (works)<br/>\$ _____</p> <p><b>92.</b> Miller Dial Arc welder (works)<br/>\$ _____</p> <p><b>93.</b> Academic books (all)<br/>\$ _____</p> <p><b>94.</b> Blackboard (wall mount)<br/>\$ _____</p> <p><b>95.</b> Blackboard (free standing)<br/>\$ _____</p> <p><b>96.</b> White Board (medium size)<br/>\$ _____</p> <p><b>97.</b> White board (small)<br/>\$ _____</p> <p><b>98.</b> Work top cabinet<br/>\$ _____</p> <p><b>99.</b> Scrap wire cables (all)<br/>\$ _____</p> <p><b>100.</b> Scrap metal (all)<br/>\$ _____</p> <p><b>101.</b> Power cord strips (<b>many</b>)<br/>\$ _____/EACH (QTY _____)</p> <p><b>102.</b> Automotive books (all)<br/>\$ _____</p> <p><b>103.</b> Photo frames/wall art (all)<br/>\$ _____</p> | <p><b>104.</b> Podiums (<b>3ea</b>)<br/>\$ _____/EACH (QTY _____)</p> <p><b>105.</b> Misc. desk/office items (ALL)<br/>\$ _____</p> <p><b>106.</b> Exercise bike<br/>\$ _____</p> <p><b>107.</b> Spark Plugs (all)<br/>\$ _____</p> <p><b>108.</b> Air tools (all)<br/>\$ _____</p> <p><b>109.</b> Torque tool<br/>\$ _____</p> <p><b>110.</b> Air hoses (all)<br/>\$ _____</p> <p><b>111.</b> Brake pads &amp; stoppers (all)<br/>\$ _____</p> <p><b>112.</b> Grinders (cut cords) <b>2ea</b><br/>\$ _____/EACH (QTY _____)</p> <p><b>113.</b> Grease guns (2ea)..ALL<br/>\$ _____</p> <p><b>114.</b> Misc automotive test tools<br/>\$ _____</p> <p><b>115.</b> Safeport Maxpro (2ea) ALL<br/>\$ _____</p> <p><b>116.</b> Floor cord cover (2ea) ALL<br/>\$ _____</p> |
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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)