

SF SANTA FE COLLEGE

Purchasing Department

Robertson Administration Building, 3000 NW 83rd ST Gainesville FL 32606
Ph 352-395-5217 • sfcollege.edu/finance/purchasing/index

Invitation to Bid #19-23: Surplus Sale

You are invited to submit a sealed bid subject to the terms and conditions contained herein and are hereby made part of this request. **Please read these instructions carefully.** All items in this sale are offered “As Is” and “Where Is” without recourse against the College or the District Board of Trustees. No warranties are implied or will be issued. All sales are final, and no refunds are granted. Electricity will be provided for testing electrical items.

Sale Location

Surplus sale items are located in Building L, Room 48. [Campus Map](#). Viewing is open to the public only during the times listed below.

Viewing Dates/Times

ALL BIDDERS ARE STRONGLY URGED TO VIEW ITEMS BEFORE SUBMITTING A BID. Interested parties may view lots during the following times:

Thursday, June 29, 2023	(9:00am – 11:00am)
Thursday, June 29, 2023	(1:00pm – 3:00pm)

Opening Date/Time

Bids are due in Room F-42 by 12:00 pm., Friday, June 30, 2023. Late bids will not be accepted. Bids will be recorded and posted publicly at the SF College Purchasing website by close of business Monday, July 3, 2023.

Santa Fe College Purchasing Department
Robertson Administration Building
3000 NW 83rd Street, Room F-42
Gainesville, FL 32606-6210

Rules for Submitting Bids

- Bids must be **signed** and submitted in a **sealed** envelope, the face of which must contain:
 - Bid Number** – ITB #19-23.
 - Bidder's Name** – please print clearly.
 - Date/Time** the bid was turned in – failure to include date/time will result in the date/time being written by the Purchasing Agent when the envelopes are picked up to be recorded for the opening, which could affect your chances of winning in the event of a tie.
- Bids must be submitted on this form or an exact photocopy. Substitutes, emails, or faxes are not accepted.
- Bids must be submitted in **whole dollars**. Bids that are not submitted in whole dollars will be rounded up to the nearest dollar. Sales tax will be added to all winning bid amounts. For multiple quantity lots (marked with EACH/ALL), see instructions on the next page.
- Bids must be received in Room F-42 by the date/time listed. Late bids are not accepted.

Bids that are not submitted according to the rules, terms, and conditions described herein are subject to rejection and/or disqualification.

Tie Breaking

Winning bids that are tied will be broken in the following order:

1. First date/time submitted. If both are equal (same date / same time), then
2. Public coin toss. (on campus).

Awards (Winners)

The award list and tabulation sheet will be posted on the bulletin board outside the Purchasing Office and online at the Purchasing Bids webpage (sfcollege.edu/finance/purchasing/bids/index) on **July 3, 2023**. Bidders are responsible for checking the award list themselves. *Winners will not be notified by email or phone.*

Multiple Quantity Lots

EACH: If the word EACH appears at the end of the bid amount line, there are multiple items within the lot and you are bidding on *one* of them. (Example: there are 10 chairs in a lot, and you bid \$5 for 1 of those chairs.) If you wish to purchase more than one, indicate how many you want on the QTY line. (Example: you bid \$5 EACH and you want QTY 5, so your total payment due would be \$25.) The highest bidder will be given first choice of the items; if items are left over, the next highest bidder (runner-up) will be notified of availability *at the same price as the winning bid*. Runners-up are NOT under obligation to purchase leftover items and can pass if they choose.

ALL: If the word ALL appears at the end of the amount line, there are multiple items within that lot and you are bidding on *all* of them. (Example: a box filled with pencils, and you bid \$5 for the lot.) If you win the lot, you must purchase all the items at the price you bid. (Example: you must take the entire box, not just 1 pencil.)

Payment

Payment may be made at the Cashier Office in the Robertson Administration Building beginning Monday, July 3, 2023. The Cashier Office is open 8:00am to 4:15pm Monday through Friday. Payments are accepted by cash, personal check, cashier's check, bank check, money order, Visa, or MasterCard.

Winners who have not paid for their item(s) by 4:15pm on Friday, July 7, 2023, will forfeit their bid, and the next highest bidder will be awarded if applicable. After payment has been made, your original receipt is required for picking up any items.

Bidders who fail to pay for awarded lots may be disqualified from participating in future sales.

Pickup

You **MUST** present your receipt from the Cashier's Office at the time of pickup. **No item may be picked up or removed from the designated pick-up area without a receipt.** Scheduled pickup times at Building F, Room 42 are:

July 3rd, after award is posted, July 5th-7th from 8 am to 4 pm or by appointment. (The College will be closed Tuesday, July 4th)

All awarded lots **MUST** be picked up before close of business on **Monday, July 10, 2023**. To make an appointment outside the times listed above, contact the Purchasing Agent at 352-395-5217 or phil.carver@sfcollege.edu.

NOTE: Some of the items listed are very heavy. Bidders must be sure they can arrange for their own assistance with pickup. Bidders are responsible for removal and any applicable costs; College employees are not authorized to assist with removal of items. Bidders who are unable to remove an item for any reason should not bid.

ITB #19-23 Surplus Sale: Bid Sheet

All amounts must be in ***WHOLE DOLLARS ONLY***

1. DJI Mavic 2 Drone Kit (Min. bid \$250)

\$ _____

2. Potensic T-18 Drone Kit

\$ _____

3. Potensic T-18 Drone Kit

\$ _____

4. Potensic T-18 Drone Kit

\$ _____

5. Potensic T-18 Drone Kit

\$ _____

6. Potensic T-18 Drone Kit

\$ _____

7. Bass Pro Shops Drone w/ Controller

\$ _____

8. L&F Jewelry (Group 1)

\$ _____

9. L&F Jewelry (Group 2)

\$ _____

10. L&F Jewelry (Group 3)

\$ _____

11. L&F Sunglasses (Group 1)

\$ _____

12. L&F Sunglasses (Group 2)

\$ _____

13. L&F Eyeglasses (Group 1)

\$ _____

14. L&F Eyeglasses (Group 2)

\$ _____

15. SF College Apparel (ALL)

\$ _____

16. L&F Watches (ALL)

\$ _____

17. L&F Wallets (ALL)

\$ _____

18. FLVS Items (ALL)

\$ _____

19. Blue Yeti Water Bottle

\$ _____

20. Harry Potter Water Bottle

\$ _____

21. Black Hydraflow Water Bottle

\$ _____

22. White/Blk Lexion Water Bottle

\$ _____

23. Multi-color Hydraflask Bottle

\$ _____

24. White Owala Water Bottle

\$ _____

25. Purple Runbott Water Bottle

\$ _____

26. Apple Air Pods w/ Kate Spade Case

\$ _____

27. Apple Air Pods w/ Navy Pineapple Case

\$ _____

28. Apple Air Pods w/Toothless Case

\$ _____

29. Apple Air Pods w/ Avacado Case

\$ _____

30. Apple Air Pods w/ Orange Case

\$ _____

31. Apple Tech Lot (group 1)

\$ _____

32. Apple Tech Lot (group 2)

\$ _____

33. Apple Tech Lot (group 3)

\$ _____

34. Apple Tech Lot (group 4)

\$ _____

35. Apple 45w MagSafe Power Adapter

\$ _____

36. Apple 60w AC Adapter

\$ _____

37. Apple Pencil

\$ _____

38. Apple Watch

\$ _____

39. Kodak EasyShare Camera

\$ _____

40. SkullCandy Ear Buds (BLK)

\$ _____

41. JLAB Ear Buds

\$ _____

42. Unknown Brand Ear Buds

\$ _____

43. SkullCandy Ear Buds (Lt. Blue)

\$ _____

44. Soundcore Ear Buds

\$ _____

45. Sony Ear Buds

\$ _____

46. Generic Ear Buds (ALL)

\$ _____

47. Happy Day Pens w/ School Bus Pouch

\$ _____

48. Android Phone Charger (C-Port/Micro Port)
\$ _____
49. Samsung Galaxy Smartphone
\$ _____
50. Assorted Umbrellas (ALL)
\$ _____
51. Sony Noise Cancelling Headphones
\$ _____
52. Tablet Keyboard (Unknown)
\$ _____
53. Nintendo Gameboy
\$ _____
54. Samsung Wireless Charger
\$ _____

55. Belkin Wireless Charger
\$ _____
56. Misc. Electronics Equip. (ALL)
\$ _____
57. Misc. Smartphone Equip (ALL)
\$ _____
58. Powerbank
\$ _____
59. Ear Pods empty Cases (ALL)
\$ _____
60. Sony Handycam
\$ _____
61. Olympus Camedia Camera
\$ _____

62. Canon PowerShot Camera
\$ _____
63. Melissa & Doug Piano
\$ _____
64. Heart Shaped Measuring Cups
\$ _____
65. Assorted Drinkware (ALL)
\$ _____
66. Punch Bowl Set
\$ _____
67. Alpinestars Backpack
\$ _____
68. Florida Gators Backpack
\$ _____
69. Roadmaster Bike
\$ _____

Signature

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

NAME (print or type) _____

SIGNATURE: _____

DAY PHONE: _____ EMAIL: _____