

# SF SANTA FE COLLEGE

## Purchasing Department

Robertson Administration Building, 3000 NW 83<sup>rd</sup> ST Gainesville FL 32606

Ph 352-395-5217 • [sfcollege.edu/finance/purchasing/index](http://sfcollege.edu/finance/purchasing/index)

### Invitation to Bid #04-24: Grounds Equipment 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.

#### Sale Location

Surplus sale items are located in the mulch yard off North Rd at the entrance to building O. [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:

<b>Monday, December 4, 2023</b>	<b>(10:00 – 11:00 am)</b>
<b>Tuesday, December 5, 2023</b>	<b>(3:00 – 4:00 pm)</b>

#### Opening Date/Time

**Bids are due in Room F-42 by 12:00 pm., Wednesday, December 6, 2023. Late bids will not be accepted.** Bids will be recorded and posted publicly at the SF College Purchasing website by close of business Thursday, December 7, 2023.

Santa Fe College Purchasing Department  
Robertson Administration Building  
3000 NW 83<sup>rd</sup> 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 #04-24.
  - 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](http://sfcollege.edu/finance/purchasing/bids/index)) on **December 7, 2023**. Bidders are responsible for checking the award list themselves. *Winners will not be notified by email or phone.*

## Payment

Payment may be made at the Cashier Office in the Robertson Administration Building beginning Friday, December 8, 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 4:00 pm on Friday, December 15, 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 the mulch yard will be **3:30 pm – 4:30 pm on Friday, December 8<sup>th</sup>, Monday, December 11<sup>th</sup>, and Tuesday, December 12<sup>th</sup>.** To make an appointment for an alternate pick-up time, contact the Purchasing Agent at 352-395-5217 or [phil.carver@sfcollege.edu](mailto:phil.carver@sfcollege.edu).

All awarded lots **MUST** be picked up before close of business on **December 18, 2023**

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 #04-24 Grounds Equipment Surplus Sale: Bid Sheet

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

- |   |   |  |
|---|---|--|
| 1. Suzuki Mini-truck #58 with<br>dump bed (needs fuel pump)<br>\$ _____ | 8. Vermeer BC625A Brush<br>Chipper<br>\$ _____        | 15. Olympian Genset 2<br>\$ _____  |
| 2. Toro Groundmaster #5 with<br>Blower Unit #10<br>\$ _____             | 9. Tennant 385 Sweeper (needs<br>battery)<br>\$ _____ | 16. Edgemaster Curb machine<br>\$ _____  |
| 3. Toro Groundmaster #6<br>\$ _____                                     | 10. Broyhill Sprayer<br>\$ _____                      | 17. Porta Mole Trench Boring<br>Machine TM-9HY<br>\$ _____                       |
| 4. Toro Workman 3100 #36<br>(brakes inop)<br>\$ _____                   | 11. Gill Aerator<br>\$ _____                          | 18. Ryan Sodcutter<br>\$ _____   |
| 5. Toro Workman 3100 #20<br>(needs battery)<br>\$ _____                 | 12. Jacobsen Greenshare 24<br>Aerator<br>\$ _____     | 19. Broyhill Sprayer (pallet)<br>\$ _____  |
| 6. 2000 Goosen Versa-Vac Turf<br>Sweeper<br>\$ _____                    | 13. Ryan Lawnaire<br>\$ _____                         | 20. 2021 JLG 600AJ 60-64' Boom<br>Lift ( <b>Minimum bid: \$100</b> )<br>\$ _____ |
| 7. John Deere Gator #77<br>\$ _____                                     | 14. Olympian Genset 1<br>\$ _____                     | 21. Kubota Mower ( <b>Minimum bid:<br/>\$100</b> )<br>\$ _____                   |

## 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: \_\_\_\_\_