

# 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 #07-24: Surplus Vehicle 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 vehicle is located in parking lot 7 on the north side of campus near building U. Viewing is open to the public only during the day/times listed below.

### Viewing Dates/Times

YOU ARE STRONGLY URGED TO VIEW THE VEHICLE BEFORE SUBMITTING A BID. The keys will be on-hand, but vehicle will not be able to be started due to maintenance needed.

Viewing times for this sale are:

**Wednesday, April 10, 2024 @ (9:00-10:00 am) and (2:00-3:00 pm)**

### Opening Date/Time

**Bids are due in Room F-42 by 12:00 pm on Friday, April 12, 2024. Late bids will not be accepted.**

Submit bids to:

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

Bids will be opened at 1:00 pm on **April 12, 2024.**

### Rules for Submitting Bids

- Bids must be **signed** and submitted in a **sealed** envelope, the face of which must contain:
  - Bid Number** – ITB #07-24
  - 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.
- 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. Coin toss with both recipients present.

## Awards (Winners)

The award tabulation sheet will be posted on the bulletin board outside the Purchasing Office and online at the Purchasing Bids webpage (<https://www.sfcollege.edu/finance/purchasing/bids/>) on **Monday, April 15, 2024 @ 3pm**. Bidders are responsible for checking the award list themselves. **Winners will not be notified by email.**

## Payment

Payment may be made at the Cashier Office in the Robertson Administration Building beginning **Tuesday, April 16, 2024**. The Cashier Office is open 8:00am to 4:15 pm Monday through Friday. Payments are accepted by cash, personal check, cashier's check, bank check, money order, Visa, or MasterCard. Total payment required will be bid amount plus applicable sales tax. **Winners who have not paid for their item(s) by 4:30pm on April 23, 2024 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 College property without a receipt.** The vehicle will be picked up after a schedule has been arranged with the winner.

NOTE: 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 #07-24 Surplus Vehicle Sale: Bid Sheet

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

Lot 1: (No Minimum)

2004 Ford Econoline E250 Van (VIN: 1FTNE24L64HA56748 )

Department: Fine Arts

Mileage: 168,518

Vehicle is in running condition; however, the catalytic converters were stolen and in the process a fuel line was damaged and leaks a small amount of fuel. The vehicle should not be driven until the fuel line is repaired/replaced and will most likely need to be trailered off of College property. The battery may also require a charge due to the length of time it has been parked. This vehicle is being sold "as is".

Bid amount: \$ \_\_\_\_\_

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