

SF SANTA FE COLLEGE

Purchasing Department

Robertson Administration Building, 3000 NW 83rd ST Gainesville FL 32606
Ph 352-395-5237 • Fax 352-381-3720 • sfcollege.edu/finance/purchasing/index

Invitation to Bid #08-21: 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 the **H-Annex Surplus Storage Area** (Building HA, adjacent to Building H, behind UF@SF and Gainesville Harvest) [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. In order to comply with Covid-19 Social Distancing guidelines, face masks are required and occupancy inside the H-Surplus Storage area will be monitored and limited as needed. Interested parties may view lots during the following times:

Tuesday, June 22, 2021 (9:00am – 11:00am)
Wednesday, June 23, 2021 (9:00am – 11:00am)

Opening Date/Time

Bids are due in Room F-42 by 10:00 a.m., Thursday, June 24th, 2021. Late bids will not be accepted. Bids will be recorded and posted publicly at the SF College Purchasing website by close of business Friday, June 25th, 2021.

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 #08-21
 - 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 **June 25, 2021**. 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, June 28, 2021. The Cashier Office is open 8:00am to 4:30pm 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 4:30pm on Friday, July 2, 2021, 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 Surplus Area without a receipt.** Scheduled pickup times at the Surplus Storage Area are:

June 28-30 from 4 p.m.-5 p.m. or by appointment.

All awarded lots **MUST** be picked up before close of business on [date]. 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 #08-21 Surplus Sale: Bid Sheet

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

- | | | |
|---|---|---|
| 1. Lost/Found jewelry (ALL)
\$ _____ | 17. Lost/Found plush mouse
\$ _____ | 33. Antique Desk
\$ _____ |
| 2. Lost/Found wallets/Bags (ALL)
\$ _____ | 18. Lost/Found Apple pencil
\$ _____ | 34. Desk w/ Hutch
\$ _____ |
| 3. Lost/Found eyeglasses (ALL)
\$ _____ | 19. Lost/Found airplane
\$ _____ | 35. Light wood desk
\$ _____ |
| 4. Lost/Found sunglasses (ALL)
\$ _____ | 20. Lost/Found adjustable wrench
\$ _____ | 36. Credenza
\$ _____ |
| 5. Lost/Found cellphones (ALL)
\$ _____ | 21. Lost/Found Bikes (ALL)
\$ _____ | 37. Metal Cabinet (blue)
\$ _____ |
| 6. Lost/Found umbrellas (ALL)
\$ _____ | 22. Coats wheel balancer (needs
calibration)
\$ _____ | 38. Podium
\$ _____ |
| 7. Lost/Found calculators (ALL)
\$ _____ | 23. Freon recycling unit (2/ea)
(working cond unknown)
\$ _____ EACH/Qty (____) | 39. Filing cabinet BLK 4-drwr (pair)
\$ _____ |
| 8. Lost/Found USB, chargers &
cords (ALL)
\$ _____ | 24. Wood Plainer
\$ _____ | 40. Filing cabinet wood 4-drwr
(pair)
\$ _____ |
| 9. Lost/Found water bottles (ALL)
\$ _____ | 25. Coat rack
\$ _____ | 41. Filing Cabinets 2-drwr (many)
\$ _____ EACH/Qty (____) |
| 10. Lost/Found clothing (ALL)
\$ _____ | 26. Radar Trailer
\$ _____ | 42. Filing Cabinets 4-drwr (many)
\$ _____ EACH/Qty (____) |
| 11. Lost/Found sports equip (ALL)
\$ _____ | 27. Washer/Dryer set
\$ _____ | 43. Filing Cabinets 5-drwr (many)
\$ _____ EACH/Qty (____) |
| 12. Lost/Found pens & markers
(ALL)
\$ _____ | 28. Deep Freezer (not working)
\$ _____ | 44. Media Cabinet
\$ _____ |
| 13. Lost/Found books (ALL)
\$ _____ | 29. Office supplies/binders (rack)
ALL
\$ _____ | 45. CPU/A/V cabinets (4/ea)
\$ _____ EACH/Qty (____) |
| 14. Lost/Found metal straw kit
\$ _____ | 30. 6 med Lockers (Blue)
\$ _____ | 46. Student Desks (green) ALL
\$ _____ |
| 15. Lost/Found Dell Laptop w/
charger (locked)
\$ _____ | 31. 3 tall Lockers (Tan)
\$ _____ | 47. Piano
\$ _____ |
| 16. Lost/Found headphones
\$ _____ | 32. L shaped desk-wood
\$ _____ | 48. Tri-pods/camera stands (ALL)
\$ _____ |

- | | | |
|--|---|--|
| 49. Lighting Equipment (ALL)
\$ _____ | 61. Guest chairs-blue (many)
\$ _____ EACH/Qty _____ | 74. Utility carts (many)
\$ _____ EACH/Qty _____ |
| 50. Welding rods/supplies (ALL)
\$ _____ | 62. Guest chairs-gray (2/ea)
\$ _____ | 75. Utility pads (ALL)
\$ _____ |
| 51. Face Shields (ALL)
\$ _____ | 63. Misc chairs (many)
\$ _____ EACH/Qty _____ | 76. 2" Faux wood blinds-white
\$ _____ |
| 52. Misc. light bulbs with box (ALL)
\$ _____ | 64. Padded seats-blue (5 /ea)
\$ _____ | 77. Guest chair (blue)
\$ _____ |
| 53. Cork boards—small red (many)
\$ _____ | 65. Misc task chairs-blue (many)
\$ _____ EACH/Qty _____ | 78. Task chairs (tan) ALL
\$ _____ |
| 54. Cork boards-large (many)
\$ _____ | 66. Bookcases (3/ea)
_____ EACH/Qty _____ | 79. Round table
\$ _____ |
| 55. Table-rectangle size (many)
\$ _____ | 67. Large blackboard
\$ _____ | 80. Dryer
\$ _____ |
| 56. Table-CPU type (wood) 2/ea
\$ _____ | 68. Large whiteboards (ALL)
\$ _____ | 81. Welding helmet (2/ea)
\$ _____ EACH/Qty _____ |
| 57. Table-break room (blue) 3/ea
\$ _____ | 69. Smoking urn 5/ea (ALL)
\$ _____ | 82. Shop vac
\$ _____ |
| 58. Table-half circle
\$ _____ | 70. Wall pictures/frames (ALL)
\$ _____ | 83. 3 ring binders (ALL)
\$ _____ |
| 59. Large work table 2/EA
\$ _____ | 71. Office supplies (ALL)
\$ _____ | 84. Seat cushions (4 boxes/ea)
\$ _____ BOX/Qty _____ |
| 60. Lobby chairs 3/ea
\$ _____ EACH/Qty _____ | 72. Padded seats-(orange) 3/ea
\$ _____ | 85. Misc books (5 racks/ea)
\$ _____ RACK/Qty _____ |
| | 73. Student desk w/ elevated shelf | |

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: _____