



Robertson Administration Building
Purchasing Department, Room 42
3000 N.W. 83rd 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 02-12**

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 are offered for sale "As Is" and "Where Is" without recourse against the College or The District Board of Trustees. 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 H-outs (dome) (previously construction area). Interested parties may view lots during the following times at the SF H-DOME area.

**Tuesday, November 29, 2011 (8:30 a.m. – 10:30 a.m.); and
Wednesday, November 30, 2011 (8:30 a.m. – 10:30 a.m.)**

OPENING DATE/TIME: Bids will be opened publicly at **1:30pm** on Wednesday, **November 30, 2011.** Any bids that arrive after this time will NOT be considered.

SUBMITTING BIDS: Sealed bids must be received in the Purchasing Department no later than **1:30 p.m.** on Wednesday, **November 30, 2011.** 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 off to the nearest dollar.** NOTE: **Sales Tax will be added to all winning bid amounts.** All bids must be signed and submitted in a sealed envelope. The face of the envelope shall contain the bid Number (ITB # 02-12) and the bidder's name (please print clearly).

Submit to: Santa Fe College
Purchasing Department
Robertson Administration Building, Rm 42
3000 N.W. 83rd Street
Gainesville, Florida, 32606

AWARD: Bids will be awarded on a PER LOT basis. Some items have more than a quantity of one. Your bid price should be for the quantity of 1 each for any lots that indicate that multiple are available. The highest bidder of those “multiple quantity lots” will be given the decision of how many quantities they want as well as the choice of which items within the lot they want. Award list will be posted on the bulletin board outside of Purchasing and online (<http://www.sfcollege.edu/finance/index.php?section=purch/bids>) on **Wednesday, November 30, 2011 by 2:30 p.m or as quickly as possible thereafter.** In the event of tie bids, award will be based on earliest time submitted. It is the responsibility of the bidders to check the winner’s list posted.

PAYMENTS must be made at the **Cashier’s window**, Robertson Administration Building, November 30, 2011 (Wednesday) through December 5, 2011 (Monday) from 8:15 a.m. – 4:00 p.m. 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 Monday, December 5, 2011 by 4:00 p.m. will forfeit their bid, and the next highest bidder will be awarded the lot (if applicable). **WARNING: Bidders who fail to pay for awarded lots may be suspended from bidding on future surplus sales.**

PICK-UP: **Scheduled pick-up times are:** Wednesday through Friday, November 30, 2011 through December 2, 2011 between 3:00 – 4:30 p.m. You may also make an appointment for pickup if the time above is not convenient by contacting Tyffany Wishart at 352-395-5217. You **MUST** present your **receipt** from the SF Cashier’s Office **at the time of pick-up** of awarded items.

BID SHEET
IFB: #02-12- Surplus Sale

LOT NUMBER & Description

- | | | |
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| <p>1. Lost & Found Jewelry
\$ _____</p> <p>2. Lost & Found Watches
\$ _____</p> <p>3. Lost & Found Eye glasses
\$ _____</p> <p>4. Lost & Found Sunglasses
\$ _____</p> <p>5. Lost & Found Sony Camera
\$ _____</p> <p>6. Lost & Found Misc. cables
\$ _____</p> <p>7. Lost & Found USB Drives
\$ _____</p> <p>8. Lost & Found TI-85 Calculator
\$ _____</p> <p>9. Lost & Found TI-83+ Calculator
\$ _____</p> <p>10. Lost & Found TI-83+ Calculator
\$ _____</p> <p>11. Lost & Found Casio Calculator
\$ _____</p> <p>12. Lost & Found Cell Phones
\$ _____</p> <p>13. Lost & Found Ipod (w/charger)
\$ _____</p> <p>14. Lost & Found Recorder
\$ _____</p> <p>15. Lost & Found Books
\$ _____</p> <p>16. Lost & Found Clothing items
\$ _____</p> <p>17. Lost & Found Bag/Backpacks
\$ _____</p> <p>18. Lost & Found Bicycle #1(silver)
\$ _____</p> <p>19. Lost & Found Bicycle #2 (red)
\$ _____</p> <p>20. Lost & Found Bicycle #3 (blue)
\$ _____</p> <p>21. Lost & Found Umbrella
\$ _____</p> <p>22. Lost & Found Misc.
\$ _____</p> <p>23. Rolls of old SF plastic paper
\$ _____</p> | <p>24. Student desks (many)
\$ _____/EACH</p> <p>25. Projector screens (many)
\$ _____/EACH</p> <p>26. Bookcase w/shelves #1(6 each)
\$ _____/EACH</p> <p>27. Bookcase w/shelf #2 (small)
\$ _____</p> <p>28. Bookcase w/shelves #3 (large)
(2 each)
\$ _____/EACH</p> <p>29. Cabinet w/doors (wood)
\$ _____</p> <p>30. Shelf unit (white)
\$ _____</p> <p>31. Law Books (whole set)
\$ _____</p> <p>32. Podium cabinet
\$ _____</p> <p>33. Printer stand (metal)
\$ _____</p> <p>34. Organizer (wood)
\$ _____</p> <p>35. Easel
\$ _____</p> <p>36. Stools (many)
\$ _____/EACH</p> <p>37. Filing Cabinet 2-drawer (many)
\$ _____/EACH</p> <p>38. Filing Cabinet 4-drawer (many)
\$ _____/EACH</p> <p>39. Filing Cabinet 5-drawer
\$ _____</p> <p>40. Old SF Retractable banners
(many)
\$ _____/EACH</p> <p>41. Old SF table throws (whole
box)
\$ _____</p> <p>42. Filing Cabinet for Plans (wood)
\$ _____</p> <p>43. Black cases (instrument type)
\$ _____</p> <p>44. Misc. Office/Desk accessories
\$ _____</p> <p>45. Table tops (no legs)(whole box)
\$ _____</p> | <p>46. Couch #1 (2 seats)(many)
\$ _____/EACH</p> <p>47. Couch #2 (3 seats)(4 each)
\$ _____/EACH</p> <p>48. Couch #3 w/table (7 each)
\$ _____/EACH</p> <p>49. Couch/seat (connected)
\$ _____</p> <p>50. Chair, task, wheels (many)
\$ _____/EACH</p> <p>51. Chair, side, no wheels (matches
couches) (many)
\$ _____/EACH</p> <p>52. Chair, side, no wheels (many)
\$ _____/EACH</p> <p>53. Target backs (whole lot)
\$ _____</p> <p>54. Dark Room door
\$ _____</p> <p>55. Desk #1 (grey)
\$ _____</p> <p>56. Desk #2 (grey)
\$ _____</p> <p>57. Desk #3 (dark wood)
\$ _____</p> <p>58. Desk #4 (multi-level)
\$ _____</p> <p>59. Desk #5 (light wood)
\$ _____</p> <p>60. Desk #6 (wheels)
\$ _____</p> <p>61. Desk #7 (dark wood)
\$ _____</p> <p>62. Desk #8 (dark wood)
\$ _____</p> <p>63. Desk #9 (dark wood)
\$ _____</p> <p>64. Desk #10 (dark wood)
\$ _____</p> <p>65. Desk #11 (dark wood)
\$ _____</p> <p>66. Desk #12 (w/return)
\$ _____</p> <p>67. Desk #13 (dark wood)
\$ _____</p> <p>68. Desk #14
\$ _____</p> |
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| <p>69. Desk #15 (light wood)
\$ _____</p> <p>70. Desk #16 (bi-level)
\$ _____</p> <p>71. Desk #17 (light wood)
\$ _____</p> <p>72. Desk #18 (corner)
\$ _____</p> <p>73. Desk #19 (w/hutch)
\$ _____</p> <p>74. Desk #20 (light wood)
\$ _____</p> <p>75. Desk #21
\$ _____</p> <p>76. Desk #22 (w/pull-out)
\$ _____</p> <p>77. Desk #23 (blue)
\$ _____</p> | <p>78. Desk #24 (small/wheels)
\$ _____</p> <p>79. Desk #25 w/hutch (dark wood)
\$ _____</p> <p>80. Credenza (wood)(long)
\$ _____</p> <p>81. Table #1 (w/shelf & wheels)
\$ _____</p> <p>82. Table #2 (w/shelf)(many)
\$ _____/EACH</p> <p>83. Table #3 (small)(many)
\$ _____/EACH</p> <p>84. Table #4 (square)
(medium)(many)
\$ _____/EACH</p> <p>85. Table #6 (rectangular)(many)
\$ _____/EACH</p> | <p>86. Table #7, side type
(small) (many)
\$ _____/EACH</p> <p>87. Table #8, coffee (2 each)
\$ _____/EACH</p> <p>88. Table #9, very large
\$ _____</p> <p>89. Table #10 (conference type)
\$ _____</p> <p>90. Workstation w/shelves
\$ _____</p> <p>91. Old SF Feather Banners (whole
box)
\$ _____</p> <p>92. Filing cabinet for plans (metal)
\$ _____</p> |
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I HAVE READ, UNDERSTAND, AND AGREE TO ABIDE BY THE CONDITIONS OF THIS SALE.

SIGNATURE: _____

Name of Bidder (Print CLEARLY)

Daytime phone: _____

Address and/or e-mail address:
(Campus address if SF employee): _____