



University of North Alabama  
Office of Procurement  
UNA Box 5025  
Florence, AL 35632  
Phone: (256)765-4206  
Fax: (256)765-4329

**ITB No. 2017-12 For: Sale of Miscellaneous Surplus**

**Page 1 of 4**

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**INVITATION FOR BIDS:**

Sealed Bids for the purchase of surplus equipment as described herein will be received at the Purchasing Department, Bibb Graves Hall, Room 126, University of North Alabama, Florence, Alabama, until 1:00 p.m. local time on December 14, 2016.

**DIRECTIONS FOR ITB SUBMISSION:**

Envelopes containing bids must be sealed, marked and addressed as follows:

ADDRESSED TO:	(If via any postal service)	(If hand carry)
	University of North Alabama	University of North Alabama
	Purchasing Department - ITB 2017-12	Purchasing Department - ITB 2017-12
	UNA M/S 5025	Bibb Graves Hall, Room 126
	One Harrison Plaza	One Harrison Plaza
	Florence, AL 35632-0001	Florence, AL 35632-0001
BID FOR:	ITB Sale of Misc. Surplus	
	ITB No. 2017-12	

**CAUTION** – The above mailing address line, UNA Box 5025, is the address for the University of North Alabama Central Mail Room and is not part of the physical address for the University of North Alabama Purchasing Department. Envelopes or packages addressed to this box number may not be received in the Purchasing Department by the specified bid due date and time. It is the bidder's responsibility to ensure that the bid is received in the Purchasing Department by the date and time specified; no assumptions should be made in regard to an extension due to unforeseen circumstances of any kind, no due date or time will change without advance written notice from the Procurement Office.

Bidders are strongly cautioned to mail or deliver bids with ample time for receipt into the Purchasing Office, not the Central Mail Room nor Central Receiving. Overnight or next day delivery services may not be adequate. Since bids must be received in a sealed envelope, faxed or emailed bid copies cannot be accepted.

**Bids received in the Purchasing Office after the specified date and time set forth above will not be considered.**

**Sealed Bids will be opened in Bibb Graves Hall, Room 126 at 1:00 p.m. local time on December 14, 2016**

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Revised 1/30/08



ITB No. 2017-12 For: Sale of Miscellaneous Surplus

Page 2 of 4

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This form must be completed and returned before any contract(s) will be issued by the University of North Alabama

**REQUIREMENTS/ SPECIFICATIONS**

The University of North Alabama is announcing the sale of miscellaneous surplus from Biology & Chemistry labs and offices; Instructional Photography Equipment and vehicles as described herein. Items will be sold **AS IS WITH NO WARRANTY**. The University reserves the right to reject any and all items of any and all bids and to waive informalities. Bids will be awarded by item number and total lot.

**DETAILS**

Payment must be in cash or certified funds (i.e. money order, etc.) Bidder will provide all moving equipment and personnel needed for dismantling and removal from University property. There will be no cost to the University in removal or moving of equipment. The university will provide a forklift & operator for loading large items, given a 24-hour notice, however the university will not provide labor to move or load items that do not require a fork lift.

Bids will be opened in the Purchasing Office, Room 126, Bibb Graves Hall, University of North Alabama, Florence, Alabama at 1:00pm local time on Wednesday, December 14, 2016. Winning bidders not present will be notified by email or phone. **Winning bidders must pay for item and provide a receipt to the purchasing office before they will be allowed to remove their items.**

**SCHEDULE OF EVENTS:**

<b>Open- Public Inspections</b>	<b>December 12, 2016 / 12 PM – 2PM</b> <b>December 13, 2016 / 12 PM – 2PM</b>
<b>Inspection Location:</b>	<b>UNA Campus- Various Locations listed below</b>
<b>Bid Close:</b>	<b>December 14, 2016 / 1:00PM</b>
<b>Location:</b>	<b>Bibb Graves Hall, Room 126</b>

**Open –Public Inspection:** Items will be available for public inspection on Monday, December 12<sup>th</sup> and Tuesday, December 13<sup>th</sup> from 12 PM to 2 PM. The UNA Facilities Department will be on site to answer questions and discuss acceptable removal strategies. For any questions regarding inspection and removal, please contact Mike Thompson at (256)765-4274 or (256)765-4871.

**Bid Close:** All bids must be received in the Procurement Office, Bibb Graves, Room 126 by 1:00PM on Wednesday, December 14<sup>th</sup>. All bids will be read aloud in a public forum. Formal results to include tabulation and award announcement will be published within 24 hours to all bidders through an email notification. All files will remain on open record for inspection within the Office of Procurement.

**Bid Award:** The award will go to the highest qualified bidder.

**Payment:** The winning bidder will pay 100% of bid award price to the University of North Alabama by cashier's check, certified check, or in U.S. Currency **prior to** the removal of any property. Items must be paid in full no later than 4:00pm on January 12, 2017. Payment will only be accepted at the Cashier's window in the Basement of Bibb Graves Hall and a copy of the receipt must be delivered to the purchasing office (room 126 Bibb Graves Hall).



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ITB No. 2017-12 For: Sale of Miscellaneous Surplus

Page 2 of 4

**Removal Process:** The winning bidder must remove all equipment from UNA's property no later than January 13, 2017. All activity related to the removal of equipment must be coordinated through Mike Thompson in the Facilities Department and the Purchasing Office. Only pre-approved items may be removed. If items are not paid for and removed by this date, the university will assume bid has been abandoned and will dispose of property as the university deems fit.

**BIDDER INFORMATION:**

\_\_\_\_\_  
Bidder's Name (print)

\_\_\_\_\_  
Contact Email Address

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
Phone #

\_\_\_\_\_  
Preferred Method of Contact

I propose to pay the University of North Alabama the amount indicated below for the Surplus item indicated on the BID SHEET

\_\_\_\_\_  
Signature of Bidder



ITB No. 2017-12 For: Sale of Miscellaneous Surplus

Page 3 of 4

**BID SHEET**

Item #	Description	Location	Qty of Lots / Items Available	BID PER LOT or ITEM	No. of Lot(s) / Item(s) Wanted	Notes / Description of Item Bid to Clarify Offer (optional)
1	Hobart commercial kitchen mixer	Bus Garage Bay 38	1 EA			
2	Gym exercise racks	Bus Garage Bays 41 and 45	1 LOT			
3	Planetarium equipment control consoles	Bus Garage Bay 39	1 LOT			
4	Commercial kitchen appliances	Bus Garage Bays 40 & 41	1 LOT			
5	Stainless steel kitchen racks/shelving (qty:6)	Bus Garage Bays 40 & 41	6 EA			
6	Commercial proofing ovens	Bus Garage Bays 40 & 41	1 EA			
7	Commercial reach-in coolers, stainless steel	Bus Garage Bays 40 & 41	3 EA			
8	Commercial prep sink, stainless steel	Bus Garage Bays 40 & 41	3 EA			
9	Open-faced cooler	Bus Garage Bays 40 & 41	1 EA			
10	Soft-serve ice cream machine	Bus Garage Bays 40 & 41	1 EA			
11	Pizza ovens	Bus Garage Bays 40 & 41	3 EA			
12	Silk machine	Bus Garage Bays 40 & 41	1 EA			
13	Stainless Steel prep table w/ reach-in cooler underneath	Bus Garage Bays 40 & 41	1 EA			
14	Commercial fryers w/ baskets	Bus Garage Bays 40 & 41	2 EA			
15	Countertop Microwaves	Bus Garage Bays 40 & 41	2 EA			
16	Chemistry department analytical equipment	Bus Garage Bay 45	1 LOT			
17	HP computers (19 PC's and 4 monitors)	Bus Garage Bay 45	1 LOT			



ITB No. 2017-12 For: Sale of Miscellaneous Surplus

Page 4 of 4

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Item #	Description	Location	Qty of Lots / Items Available	BID PER LOT or ITEM	No. of Lot(s) / Item(s) Wanted	Notes / Description of Item Bid to Clarify Offer (optional)
18	Commercial kitchen stainless steel flatware and service pieces	Bus Garage Bays 40 & 41	1 LOT			
19	Residential double oven and hood system	Bus Garage Bay 4	1 EA			
20-66	Miscellaneous science lab glassware	Floyd Science Bldg RM 221	47 LOTS			
67-75	Misc. instructional electrical instruments & lab equipment	Floyd Science Bldg RM 202	9 LOTS			
76-79	miscellaneous electrical instruments & lab equipment	Floyd Science Bldg RM 208	4 LOTS			
80	stools (qty: 9)	Floyd Science Bldg RM 213	9 EA			
81	wooden student chairs (qty: ~20)	Floyd Science Bldg RM 213	20 EA			
82	upholstered side chair (qty: 5)	Floyd Science Bldg RM 213	5 EA			
83	upholstered stackable chairs (qty: ~40)	Floyd Science Bldg RM 213	40 EA			
84	office chairs (qty: ~80)	Floyd Science Bldg RM 213	80 EA			
85	projector screens ranging from 5 - 7 ft tall/ wall or ceiling mount	Floyd Science Bldg RM 225	15 EA			
86	flammable storage cabinets (qty: 5)	Floyd Science Bldg RM 225	5 EA			
87	Metal filing cabinet 4 drawer, green or brown	Floyd Science Bldg RM 225	43 EA			
88	Metal filing cabinet 2 drawer, gray	Floyd Science Bldg RM 225	1 EA			
89	Metal filing cabinet 3 drawer, gray	Floyd Science Bldg RM 225	3 EA			
90	Metal filing cabinet lateral 4 drawer, brown	Floyd Science Bldg RM 225	1 EA			



ITB No. 2017-12 For: Sale of Miscellaneous Surplus

Page 5 of 4

**BID SHEET**

Item #	Description	Location	Qty of Lots / Items Available	BID PER LOT or ITEM	No. of Lot(s) / Item(s) Wanted	Notes / Description of Item Bid to Clarify Offer (optional)
91	Metal Lockers, 7 ft. tall	Floyd Science Bldg RM 225	3 EA			
92	Wooden book shelves, 3 shelves	Floyd Science Bldg RM 200	15 EA			
93	Nuclear Magnetic Resonator, NMR, for instruction in chemistry	Floyd Science Bldg RM 314	1 EA			
94	Lab tables; epoxy tops with power outlets 24" x 54"	Floyd Science Bldg RMs 400 & 402	57 EA			
95	Lab tables; epoxy tops with power outlets 24" x 48"	Floyd Science Bldg RM 319	4 EA			
96	Lab tables; epoxy tops with power outlets 42" x 54"	Floyd Science Bldg RMs 206 & 208	24 EA			
97	Metal industrial storage racks, with castors	Floyd Science Bldg RM 206	4 EA			
98	CAT diesel generator 3208, 175 KW, 480 V, 263 AMP (hours of op: 475)	East Campus Lot	1EA			(Min Bid: \$2,000)

**Vehicles**

99	1985 GMC Truck, S-15 Vin# 1GTBS14B9F8531079	East Campus Lot Mil: 61,687	1EA			(Min Bid: \$500)
100	1996 GMC Truck, Sierra Vin# 1GTEC19ROTE548432	East Campus Lot Mil: 179,601	1EA			(Min Bid: \$250)
101	1990 Chevy Astro Van Vin# 1GCDM15Z5LB152304	East Campus Lot Mil: 147,278	1EA			(Min Bid: \$250)
102	1999 Ford Taurus sedan Vin# 1FAFP522XXG222375	East Campus Lot Mil: 13,255	1EA			(Min Bid: \$300)
103	2001 Ford Windstar van Vin# 2FMZA51431BA03201	East Campus Lot Mil: 13, 504	1EA			(Min Bid: \$500)
104	1999 Chevy Truck, Silverado 1500 Vin# 1GCEC14W8XZ209056	East Campus Lot \$148,815	1EA			(Min Bid: \$250)



ITB No. 2017-12 For: Sale of Miscellaneous Surplus

Page 6 of 4

**BID SHEET**

**Photography Equipment**

Item #	Description	Location	Qty of Lots / Items Available	BID PER LOT or ITEM	No. of Lot(s) / Item(s) Wanted	Notes / Description of Item Bid to Clarify Offer (optional)
105	Brumberger light	Art Bldg RM 303	1 EA			
106	Braun F900 Ser. 3024	Art Bldg RM 303	1 EA			
107	StuDiomaster II Flash Power Supply	Art Bldg RM 303	3 EA			
108-111	Miscellaneous Photography Equipment	Art Bldg RM 303	4 LOTS			
112	StuDiomaster lighting unit	Art Bldg RM 303	1 EA			
113	Photogenic Machine Serial: 429-45	Art Bldg RM 303	1 EA			
114	Photogenic Machine Serial: 324-114	Art Bldg RM 303	1 EA			
115	Bowens Mono-15000 Serial: KL131795	Art Bldg RM 303	1 EA			
116	Modeling light dimmer Serial: 406-45	Art Bldg RM 303	1 EA			
117	Smith Victor reflectors	Art Bldg RM 303	3 EA			
118	Polaroid Polaprinter Slide copier	Art Bldg RM 303	1 EA			
119	Daylab Model 300 Enlarger/Copier	Art Bldg RM 303	1 EA			
120	Bowens Illumitran	Art Bldg RM 303	1 EA			
121	Besseler Diachro 675 35mm black	Art Bldg RM 303	1 EA			
122	Simmon Omega D2 Serial #290712	Art Bldg RM 303	1 EA			
123	Bessler PM2 color analyzer	Art Bldg RM 303	1 EA			
124	Bessler color developing tanks, color by Bessler	Art Bldg RM 303	3 EA			



ITB No. 2017-12 For: Sale of Miscellaneous Surplus

Page 7 of 4

**BID SHEET**

Item #	Description	Location	Qty of Lots / Items Available	BID PER LOT or ITEM	No. of Lot(s) / Item(s) Wanted	Notes / Description of Item Bid to Clarify Offer (optional)
125	Clark color developing tanks	Art Bldg RM 303	4 EA			
126	Bessler black stabilizer	Art Bldg RM 303	1 EA			
127	Bessler, blue color head	Art Bldg RM 303	1 EA			
128	Kodak EP2 Kodak Processing lot	Art Bldg RM 303	1 EA			
129	Bessler color motor base	Art Bldg RM 303	1 EA			
130	Bessler block color head	Art Bldg RM 303	1 EA			
131	Omega B8 photo enlargers	Art Bldg RM 303	9 EA			