



**PALM BEACH STATE
COLLEGE**

**DISTRICT BOARD OF TRUSTEES
OF
PALM BEACH STATE COLLEGE
Lake Worth, Florida**

**Invitation to Bid
ITB 1112-07
Surplus Equipment for Sale**

Table of Contents

Invitation to Bid	3
Submission Requirement	3
Bid Evaluations	3
Site Visits	3
Sole Point of Contact.....	3
Conflict of Interest	4
Bid Schedule/Timeline	4
General Terms and Conditions.....	5
List of Equipment for Sale	6-13

Invitation to Bid
1112-07
Surplus Equipment for Sale

Please review and submit your formal bid by the date and time shown on the bid schedule/timeline in this document to:

ITB 1112-07
Purchasing Department
Palm Beach State College
MS #27
Lake Worth, FL 33461

Please **boldly** indicate **the solicitation number** on the outside of your sealed bid envelope to assist the College internally in identifying your bid.

The Palm Beach State College District Board of Trustees reserves the right to reject any and all bids and waive any minor irregularity or technicality.

Submission Requirement

Attachment A is the Price Sheet required for your formalized bidding. Only those documents with computerized or typed entries will be accepted. The online PDF allows for entry and printing but not saving.

Attachment B is the Proposer's Information Sheet. Only those documents with computerized or typed entries will be accepted. The online PDF allows for entry and printing but not saving.

Bid Evaluations

An evaluation committee, chaired by the Purchasing Manager, will evaluate all bids. The College shall be the sole judge of its own best interest, the bids, and approval of the resulting award. College decision will be final. Items will be awarded to the highest bidder. Palm Beach State College reserves the right to request clarification of information submitted and to request additional information of one or more proposers.

Site Visits

Site visits to evaluate surplus equipment will be by **appointment only**. Bidders/Buyers should contact Jodi Hart, Purchasing Manager via email purchasing@palmbeachstate.edu

Sole Point of Contact

Sole point of contact for all matters relating to this bid is:

Jodi Hart, MBA
Purchasing Manager
561.868.3465.telephone
561.868.3460 facsimile
purchasing@palmbeachstate.edu

Purchasing Department
Palm Beach State College
4200 Congress Avenue
Lake Worth, FL 33461

All contact with the Purchasing Manager as the sole point of contact for this bid shall be in writing via electronic mail, U.S. mail, or other common courier. No facsimile transmissions or telephone calls will be accepted for any reason.

If there are any changes or additions to the Sole Point of Contact information at any time in the process, the College will issue an addendum to this bid.

Confidentiality: From the date of issuance of this bid, until a bid is made, the Bidder/Buyer must not make available or discuss its bid, or any part thereof, with any employee or agent of the College, unless permitted by the Purchasing Manager, in writing, for purposes of clarification only, as set forth herein.

Questions regarding the ITB document should be in writing and submitted to the Sole Point of Contact no later than **3:00 PM January 3, 2012**. No oral communications shall be considered as a change to the ITB. Palm Beach State College may respond to questions deemed to be material in nature via a written addendum. Interpretation of the wording of this document shall be the responsibility of Palm Beach State College and that interpretation shall be final. Written responses will be posted at <http://www.palmbeachstate.edu/x4887.xml> , **Tuesday, January 10, 2012**.

CONFLICT OF INTEREST

ALL proposers **must** disclose with their proposal the name of any officer, director, employee or agent who is also an officer or employee of College. Further, all bidders must disclose the name of any College officer or employee, who owns, directly or indirectly, an interest of five percent or more in the proposer’s company.

BID SCHEDULE/TIMELINE - (*NOTE:* The below dates are subject to change).

Issue Bid: ITB 1112-07	Thursday, December 15, 2011
Last Day for Questions	3PM, Tuesday, January 3, 2012
Answers to Questions via website at http://www.palmbeachstate.edu/x4887.xml	Tuesday, January 10, 2012
ITB Bid Due:	3PM, January 17, 2012 opening will follow immediately in Purchasing Conference room, PS100
Post Recommendation of Award at http://www.palmbeachstate.edu/x4887.xml	Wednesday, January 18, 2012
Arrangements for pick up made with sole point of contact by this date or award will be forfeited.	January 31, 2012

General Terms and Conditions /Surplus Property Sales Sealed Bids

1. **INSPECTION:** Bidders/Buyers are invited and strongly urged to inspect the property to be sold prior to submitting a bid. Property will be available for inspection as noted on the Notice or Invitation to Bid. Failure to inspect the property will not constitute grounds for withdrawal of a bid after opening, or for any claim against Palm Beach State College.
2. **CONDITION AND LOCATION OF PROPERTY:** ALL PROPERTY LISTED IS OFFERED FOR SALE "AS IS" AND "WHERE IS". Descriptions of property are based upon the best information available. However, Palm Beach State College makes no warranties, expressed or implied as to the quality, quantity, kind, character, condition, weight, size or description of any of the property or its fitness for any particular purpose or use.
3. **CONSIDERATION OF BIDS:** Bids must be in the possession of Palm Beach State College at the location specified in the Notice, by the specified bid closing date and time. Palm Beach State College reserves the right to reject any or all bids, to waive any informality in the bids and to accept the bid that is in the best interest of Palm Beach State College.
4. **DEFAULT:** If Buyer fails to make full payment by the payment date, fails to remove all property by the specified date or if Buyer fails to comply with any other terms and conditions, the Buyer shall be considered in default and is subject to all rights and remedies available to Palm Beach State College under this agreement and under the law. The property that is the subject of a defaulted bid may be disposed of by sale to the next highest bidder, or it may be withdrawn from all consideration.
5. **TITLE:** Title to the property shall transfer to the Buyer only upon receipt of full and final payment by Palm Beach State College.
6. **PAYMENT:** Prior to taking possession of the property, Buyer shall make payment based upon its bid, in full, in the form of a cashier's check, money order or cash. Personal checks **will not** be accepted.
7. **REMOVAL OF PROPERTY:** Buyer is responsible for all removal and shipping and/or crating costs from location of property. Dates and times set for removal will be strictly enforced. Palm Beach State College employees are not authorized to assist with removal of property. Buyer shall reimburse Palm Beach State College for any damage to Palm Beach State College's property caused by the removal of the purchased property. Any injury, damage or loss incurred during the removal of property portion of the transaction is solely the physical and financial liability of the Buyer.
8. **INDEMNIFICATION, NEGLIGENCE OF BIDDER OR BUYER:** To the fullest extent permitted by law, Bidder and/or Buyer shall defend, indemnify, and hold harmless Palm Beach State College, its agents, officers, officials, employees, and volunteers from and against all claims, damages, losses, and expenses (including but not limited to attorney fees and court costs) arising from the acts, errors, mistakes, omissions, work or service of Bidder and/or Buyer, its agents, employees.

9. **LIABILITY:** Buyer acknowledges that they are aware that property may consist of, contain or have contained substances dangerous or harmful to persons or property and, as an inducement to Palm Beach State College to sell such property to Buyer, Buyer hereby agrees that they will not at any time make any claim against Palm Beach State College for or on account of any loss or damage arising out of or in connection with use, disposal or resale by Buyer of the Property.
10. **RISK OF LOSS:** After notification of award and prior to removal date, Palm Beach State College shall only be responsible for exercising reasonable care for the protection of the property. After passage of title and after the date specified for removal of the property and any extensions granted to Buyer in writing; all risk of loss, damage or destruction to the property from any cause, or injury or death caused by the property, shall be the Buyer's.
11. **ELECTRONIC DATA;** Any equipment purchased with electronic memory devices such as hard drives shall be cleaned/wiped to Department of Defense Standards including reporting back to Palm Beach State College with unit serial number cross referenced to memory drive serial number.

List of Equipment for Sale

LOT # 1				
Qty	Description	Mfg	Model	Working
23	Monitors	Dell	CRT	Y
2	Monitor	LCD	Viewsonic	N
17	Monitor	LCD	Dell	Y
12	Monitor	CRT	Dell	Y
1	Monitor	DTF510	Wacom	Y
1	Monitor		IBM	Y

LOT # 2				
Qty	Description	Mfg	Model	Working
1	TV Receiver	Sharp		Y
1	TV Receiver	Magnavox		Y
1	TV Receiver	Magnavox		Y
1	Keyboard			N
1	TV Receiver	Sony		Y
1	VCR	Sharp		N
18	Switch Boxes			N
1	TV Receiver			N
1	Computer mouse			N
1	Portable DVD Player			N
9	Microphones			N
1	Box Misc. remotes			N
1	Mixer	Bogen		N

LOT # 2 continued				
Qty	Description	Mfg	Model	Working
2	VHS Camcorders			N
1	Data Projector	Mitsubishi		N
1	Air Filter			N
30	Misc. Remotes			N
1	VCR/DVD Player	JVC		N
1	VCR/DVD Player	LG		N
1	Monitor	Sony		N
1	Monitor	Sony		N
2	Boxes of tape reel			N
1	Carrying cases			N
4	Wireless amplifiers			N
1	Mixer	Tascom		N
1	Mixer	Shure		N
1	Headphone Console			N
1	Monitor	Anchor		N
5	Monitor (unpowered)	Anchor		N
1	HP Scanner	HP		N
1	Cassette Deck			N
1	Editing Recorder	JVC		N
1	monitor	Sony		N
1	Combo	Samsung		N
1	Palm Pilot			Y
1	UPS			N
1	Monitor	Sony		N
1	Monitor	JVC		N
1	Cassette Deck			N
1	Box of Cassettes			Y
2	Computer	Dell	520 / GX270	N
1	Printer	HP	2000c	Y
1	Printer	HP	960C	N
1	Scanner	HP	5550C	Y
1	Scanner	HP	5590	Y
1	Printer	Canon	BJ-10SX	N
1	Docking station	Dell		Y
4	Docking station	HP	N/A	N
1	Printer	HP	1220C	Y
1	Scanner	HP	5550C	Y
1	Printer	HP	p1505	Y
1	Printer	HP	8000	Y
1	Printer	HP	940c	Y
1	Printer	HP	1200	Y
1	Typewriter	IBM		N
1	Battery Backup	APC	900	N
1	Battery Backup	Fellows	NPN	N
1	UPS	APC	350	N
92	HDD			Y

LOT # 2 continued				
Description	Mfg	Model	Working	
27	Thin client	Wyse	Wyse	Y
4	Media case			Y
1	Docking station	Dell	PR12S	Y
1	Media case	ACCO	RENO	Y
1	Media case	ACCO	RENO	Y
1	Printer	HP	450	N
1	PDA	Dell	Axim	Y
5	Thin client	N computing	L200	Y
32	Thin client	N computing	L230	Y
44	Thin client	N computing	X300	Y
1	Thin client	Wyse	VXO	Y
2	Print server	Linksys	PPSX1	Y
2	Print server	Linksys	EPSX3	Y
3	Thin client	HP		Y
7	Hard drives		80gb	Y
2	PDA	Dell	Axim	Y
4	Print server	Linksys		Y
9	Print server	HP		Y
30	Keyboard & Mice	Logitech	PS/2	Y
27	Keyboard	Logitech	PS/2	Y
4	Speakers	Harman Kardon		Y
2	Boxes of Power Cords			

LOT # 3				
Qty	Description	Mfg	Model	Working
3	Toner		CE505XD	Used
1	Toner		C9720A	Used
2	Toner		Q2610A	Used
1	Toner		92274A	Used
1	Toner		C3906A	Used
1	Toner		Q7551XD	Used
16	Toner		CE505A	Used
2	Toner		C5000	Used
	Toner		LD550C	Used
1	Toner		C8551A	Used
3	Toner		Q6511A	New
4	Toner		Q1338A	New
1	Toner		SEB27AR	New
7	Toner		Q1339A	New
3	Toner		C8061X	New
1	Toner		Q7583A	New
3	Toner		C9723A	New

LOT # 3 continued				
Description	Mfg	Model	Working	
2	Toner		C4129X	New
1	Toner		Q6470A	New
4	Toner		CE255X	New
1	Toner		CB402A	New
1	Toner		Q7551A	New
2	Toner		C3903A	New
1	Toner		CB400A	New
1	Toner		CB403A	New
2	Toner		C4127X	New
1	Toner		CB541A	New
1	Toner		CB542A	New
4	Toner		12A5845	New
1	Toner		12A7462	New
1	Toner		T-745	New
1	Toner		TC4530	New
1	Toner		Q5942X	New
5	Toner		9330	New
25	Toner - Inkjet		23	New
9	Toner - Inkjet		25	New
7	Toner - Inkjet		29	New
2	Toner - Inkjet		49	New
24	Toner - Inkjet		45	New
21	Toner - Inkjet		96	New
4	Toner - Inkjet		26	New
3	Toner - Inkjet		13619HC	New
9	Toner - Inkjet		78	New
6	Toner - Inkjet		10	New
10	Toner - Inkjet		97	New
20	Toner - Inkjet		41	New
1	Toner - Inkjet		57	New
11	Toner - Inkjet		95	New
5	Toner - Inkjet		11	New
8	Toner - Inkjet		15	New
4	Toner - Inkjet		78XL	New
4	Toner - Inkjet		97	New
1	Toner - Inkjet		CEBIJ26R	New
2	Toner - Inkjet		920	New
2	Toner - Inkjet		96/97	New
4	Toner - Inkjet		CEBIJ78R	New
2	Toner - Inkjet		45/78	New
1	Toner - Inkjet		51625A	New
1	Toner - Inkjet		CEBIJR45	New
4	Toner - Inkjet		60	New
2	Toner - Inkjet		9013/9130	New
7	Toner		92298A	New
7	Toner		Q2610A	New

LOT # 3 continued				
Description	Mfg	Model	Working	
2	Toner		CB436A	New
6	Toner		C4096A	New
3	Toner		51645A	New
5	Toner		9935D	New
4	Toner		C9721A	New
7	Toner		C9720A	New
3	Toner		C7115A	New
3	Toner		1382925	New
6	Toner		C9722A	New
3	Toner		C4127A	New
2	Toner		Q7553A	New
2	Toner		4292(3M)	New
7	Toner		TSI5942A	New
2	Toner		TSI505X	New
8	Toner		TSI27X	New
1	Toner		DPS0098	New
4	Toner		Q5942A	New
1	Toner		Q7553A	Used
1	Toner		CEB38AR	Used
2	Toner		C4127X	Used
2	Toner		TSI27X	Used
89	Toner		CE505X	Used
1	Toner		Q5942A	Used
3	Toner		Q7551X	Used
8	Toner		Q7551A	Used
2	Toner		Q1338A	Used
1	Toner		DPS0098A	Used
10	Toner		CC364X	Used
1	Toner		CEB03AR	Used
1	Toner		C3903A	Used
1	Toner		CB435A	Used
1	Toner		12A5845	Used
1	Toner		C8061X	Used
1	Toner		Q6511A	Used
3	Toner		CE250A	Used
3	Toner		45	Used
3	Toner		CEBIJ78R	Used
3	Toner		78	Used
15	Toner		CE250X	Used
1	Toner		Q5949A	Used
1	Toner		TN460	Used
3	Toner		CC364A	Used
9	Toner		CE252A	Used
9	Toner		CE251A	Used
7	Toner		CE253A	Used
2	Toner		1382925	Used

LOT # 4				
Qty	Description	Mfg	Model	Working
1	Slide Projector	Kodak	Ektagraphic III	Y
1	Security Monitor	ELMO	ECM-1403X	Y
3	Boxes of Misc. Electronics			Y
1	UPS	APC		N
4	CRT Monitors	Dell		N
8	Flat Monitors			N
1	Fax Machine	Sharp	FO-1450	N
1	Folding Machine	Martin Yale		N
1	Folding Machine	Martin Yale		N
1	Adding Machine	Arbm		N
1	Printer	HP	4100TN	Y
1	Printer	HP	895cxi	Y
1	Printer	HP	6122	Y
1	Printer	HP	1200	Y
52	Printer	HP	6122	Y
1	Printer	HP	6127	Y
54	Printer	HP	6122	Y
75	Printer	HP	6940	Y
18	Printer	HP	6122	Y
1	Printer	HP	6127	Y
2	Printer	HP	6840	Y
10	Printer	HP	6940	Y
1	Printer	HP	6950	Y
3	Printer	HP	6980	N
6	Printer	HP	930C	Y
3	Printer	HP	2420	Y
4	Printer	HP	3005	Y
9	Printer	HP	3005	N
7	Printer	HP	3005n	Y
2	Printer	HP	P1005	Y
1	Printer	HP	1200	Y
2	Printer	HP	1300	Y
4	Printer	HP	2055	N
1	Printer	HP	3800	Y
1	Scanner	HP	5590	Y
1	Printer	HP	1200D	N
1	Printer	HP	1220c	Y
1	Printer	HP	2100m	Y
1	Printer	HP	2320nf	Y
1	Scanner	HP	4300C	Y
1	Scanner	HP	5300C	N
1	Scanner	HP	5470c	N

LOT # 4 continued				
Qty	Description	Mfg	Model	Working
1	Printer	HP	670c	Y
1	Printer	HP	670c	Y
1	Printer	HP	810c	Y
1	Printer	HP	820cxi	N
1	Printer	HP	880c	Y
2	Printer	HP	930C	N
1	Printer	HP	950c	Y
5	Printer	HP	960C	N
1	Fax machine	SHARP	AJ5030	Y
1	Printer	HP	D1660	Y
1	Printer	Brother	HL1250	Y
1	Scanner	HP	N6310	N
1	Printer	HP	P2055DN	N
1	Printer	Canon	Pro 9000	Y

LOT # 5				
Barcode	Description	Mfg	Model	Working
2076	Pipe Bender	RUSH	RDB150	Y

LOT # 6				
Barcode	Description	Mfg	Model	Working
11066	Cargo Van	Dodge	1998	Y

LOT # 7				
Barcode	Description	Mfg	Model	Working
3259	Cargo Van VH-38	Dodge	1996	Y

LOT # 8				
Qty	Description	Mfg	Model	Working
1	Carpet Extractor	Clean Care	300715	N

LOT # 9				
Qty	Description	Mfg	Model	Working
	Partitions			
	Partitions			
	Partitions			

LOT # 10				
Qty	Description	Mfg	Model	Working
5	Thermostat Control Module	Trane	50100720	Y
8	Thermostat Control Module	Trane	50100721	Y
11	Thermostat Control Module	Trane	50100724	Y

LOT # 10 continued				
Qty	Description	Mfg	Model	Working
7	Thermostat Control Module	Trane	50100826	Y
1	Universal Programmable Control	Trane	BMTU000AAAS4442220000200	Y
1	Universal Programmable Control Module	Trane	BMTU000AAAS51110000000200	Y

LOT # 11				
Qty	Description	Mfg	Model	Working
36	Copper Coils		79x44"x2"	

LOT # 12				
Qty	Description	Mfg	Model	Working
1	Land Tiller	John Deere		N