



WILLIAM A. BELL, SR.
MAYOR

CITY OF BIRMINGHAM

FINANCE DEPARTMENT

PURCHASING DIVISION

P-100 CITY HALL
710 NORTH 20TH STREET
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J. THOMAS BARNETT, JR.
FINANCE DIRECTOR

RON NICKEL
PURCHASING AGENT

WILLIAM E. CAFFEE
ASSISTANT PURCHASING AGENT

September 28, 2016

INVITATION TO BID #16-57

Sealed bids for sale of surplus equipment will be received by the Purchasing Agent, P-100 First Floor City Hall, Birmingham Alabama until 2:00 p.m., October 25, 2016 at which time and place they will be publicly opened and read.

Bidders wishing to bid can download the complete solicitation including the specifications and bid form via the internet at www.birminghamal.gov (go to the link titled **Bidding Opportunities**), or by visiting the Purchasing Office at the address shown above, or by calling (205) 254-2265, fax (205) 254-2484 and requesting a copy be mailed to you. Any addenda will be available on the internet, (bidder is responsible for checking the website for addenda until bid opening date), and mailed to only those vendors who were provided a copy in person or by mail.

The office equipment may be seen for appraisal purposes at the Warehouse Stores, 431 Sixth Avenue South, Birmingham, AL from 8:00 a.m. – 3:00 p.m. Monday thru Friday (see **Ryan Foust**). All items are sold **“AS IS – WHERE IS”** with no guaranty or warranty for any item sold. Any bid submitted will be construed as evidence that the bidder has inspected the items and is aware of their condition. The successful bidder must take all of the items on which he is the highest bidder, and all items must be paid for and picked up within ten (10) working days of notification. The City will coordinate a mutually agreeable pickup time for all equipment bought. **NOTE:** Any successful bidder that fails to pay for and /or remove awarded items within the ten (10) working day period will be considered a “non-responsible” bidder which may result in the rejection of any future bids submitted by that bidder.

Bids must be submitted on the attached bid form and may not be withdrawn for sixty (60) days after the date of the bid opening.

The City reserves the right to reject any or all bids submitted in whole or in part, and to waive any informalities.

Items not picked up within a ten (10) day period following notification, will be sold to the next highest bidder or other acceptable means of disposal such as transport to a landfill for disposal.

Bids must be submitted in a sealed envelope marked, **“SEALED BID – SALE OF SURPLUS EQUIPMENT” – 2:00 P.M., 10/25/16.** Bids may be hand delivered to Room P-100 First Floor City Hall, Birmingham, Alabama or mailed to City of Birmingham, P.O. Box 11295, Birmingham, Alabama 35202-1295. **(DO NOT MAIL BIDS TO ROOM P-100 1ST FLOOR CITY HALL).** However, bids sent by any express carrier (i.e. Federal Express, UPS, Airborne, et.) must be mailed to 710 North 20th Street, and specify delivery to Room P-100, 1st Floor City Hall.

It is the bidder’s responsibility to make sure that his bid is in the possession of the Purchasing Agent on or before 2:00 p.m., October 25, 2016. Bids received after this time will not be considered.

W. E. Caffee, Assistant Purchasing Agent

am
B.N. 10/12/16

BID FORM

W. E. Caffee
 Assistant Purchasing Agent
 Birmingham, AL

Submitted below is my firm bid for various surplus equipment in accordance with your specifications and Invitation to Bid dated September 28, 2016 and I am bidding in exact accordance with the specifications except as so indicated.

tag #	Description	Quantity	Location	Bid Price
2	Big screen tv (crt/projection)	1	Floor	\$
3	All in one scanner copy fax machine	1	Floor	\$
6	4 drawer brown filing cabinet	1	Floor	\$
7	4 drawer gray filing cabinet	1	Floor	\$
9	4 drawer gray filing cabinet	1	Floor	\$
14	6 Door wood cabinet/table	1	Floor	\$
15	*lot of Microfiche machines	1	Floor	\$
17	Wood 2 drawer desk	1	Floor	\$
18	Wood 3 drawer desk	1	Floor	\$
19	Brown and Gray wooden table	1	Floor	\$
25	Wood desk topper with cabinets	1	Floor	\$
29	Drafting Table Arm	1	O1	\$
32	*lot of Telephones	1	O2	\$
33	Desk Calculator	1	O2	\$
34	*lot of Fax Machines	1	O3	\$
35	*lot of Fax Machines	1	O4	\$
36	*lot of Dry erase in/out Boards	1	O5	\$
37	Mini Fridge	1	N2	\$
38	Desk Fan	1	M3	\$
39	Vicks Humidifier	1	L3	\$
40	*lot of Space Heaters	1	M4	\$
43	Blue 4 drawer filing cabinet	1	Floor	\$
101	*lot of Wooden Organizer Drawers	1	L2	\$
102	Sansui tv/vcr combo	1	L4	\$
103	Paper Shredder	1	M2	\$
104	Lakewood Space Heater	1	M3	\$
105	*lot of Organizational Office Desk Supplies	1	N3	\$
106	Sharp Fax Machine	1	N4	\$
107	Typewriter	1	N5	\$
108	*lot of Office chairs	1	Floor	
109	Beige Metal Map Cabinet	1	Floor	\$
110	*lot of Padded Gray Cushioned Chairs	1	Floor	\$
111	Beige 5 Drawer Lateral Filing Cabinet	1	Floor	\$
112	Wood/Metal rolling table	1	Floor	\$
114	Yellow Couch	1	Floor	\$

tag #	Description	Quantity	Location	Bid Price
115	Brown faux leather couch	1	Floor	\$
116	Burgundy love seat	1	Floor	\$
117	2 Drawer Lateral Filing Cabinet	1	Floor	\$
118	16'x4' Conference table	1	Floor	\$
119	4 drawer gray filing cabinet	1	Floor	\$
120	Black wood computer desk	1	Floor	\$
121	Toshiba scanner/copy/fax machine	1	Floor	\$
122	Toshiba scanner/copy/fax machine	1	Floor	\$
123	Canon scanner/copy/fax machine	1	Floor	\$
124	RCA tv	1	Floor	\$
125	Meat Slicer	1	Floor	\$
126	*lot of Office chairs	1	Floor	\$
127	Metal desk w/wood top	1	Floor	\$
128	Wooden 3 drawer desk L	1	Floor	\$
129	Paper shredder	1	Floor	\$
130	TV cabinet	1	Floor	\$
131	Wood 7 drawer desk	1	Floor	\$
132	2 drawer filing cabinet with desk/top	1	Floor	\$
133	red and brown cushioned chair	1	Floor	\$
134	Damaged wooden conference table	1	Floor	\$
135	Tall lamp	1	Floor	\$
140	Pool Table	1	Floor	\$

NOTE: SUCCESSFUL BIDDER(S) WILL BE RESPONSIBLE FOR LOADING AND TRANSPORTING ALL ITEMS FOR WHICH HE/SHE IS THE SUCCESSFUL BIDDER.

I hereby certify that we do not discriminate in employment of our personnel against any persons on account of race, creed, color, sex, or national origins, and acknowledges and agrees that the City encourages minority – and women –owned business participation to the maximum extent possible. This policy includes Historically Underutilized Business Enterprises such as architectural firms, engineering firms, investment banking firms, other professional service providers, and construction contractors as part of the City’s business, economic and community revitalization programs.

EXCEPTIONS TO SPECIFICATIONS:

 Date of Bid

 Company

 Street Address

E-Mail Address

Name (Print or Type)

Signature

Title

Tax ID Number

City State Zip

**Due within 10 working days of Notice of Award
Payment**

**Due within 10 working days of Notice of Award
Pick Up Date**

Telephone Number

Fax Number