

Office of the Associate Vice
President for Administration

Logistics and
Support Services



THE UNIVERSITY OF ALABAMA SURPLUS PROPERTY SALE

Website: <http://surplus.ua.edu>

The University of Alabama is offering for sale by SEALED BID, 5 (five) lots consisting of property deemed to be surplus. These items are described on the attached "Quotation Sheet" and may be viewed by visiting the Property & Inventory Management Office located at the Ancillary Services Building via the 12th Avenue entrance. Call the Property & Inventory Management Office at 348-7334 from 8:30 a.m. to 4:30 p.m. for information. You will need to make an appointment if the lot for sale is located at another location.

Open viewing will be available on the following days from 2:00 p.m. to 5:00 p.m. Prior to 2:00 p.m., an appointment will be required to enter the warehouse. The Property & Inventory Management Office is closed from 12:00 p.m. to 1:00 p.m. daily with no exceptions. **Viewing on bid opening day will ONLY be available from 8:00 a.m. to 9:59 a.m. as bids are due no later than 10:00 a.m. on this day.**

Wednesday, April 20, 2016	2pm to 5pm
Thursday, April 21, 2016	2pm to 5pm
Friday, April 22, 2016	2pm to 5pm
Monday, April 25, 2016	2pm to 5pm
Tuesday, April 26, 2016	2pm to 5pm
Wednesday, April 27, 2016	2pm to 5pm
Thursday, April 28, 2016	2pm to 5pm
Friday, April 29, 2016	2pm to 5pm
Monday, May 2, 2016	2pm to 5pm
Tuesday, May 3, 2016	2pm to 5pm
Wednesday, May 4, 2016	8am to 9:59am

Sealed bids will be opened on Wednesday, May 4, 2016 at 10:00 a.m. CDT at the University of Alabama Property & Inventory Management Office, located at the Ancillary Services Building warehouse, 1115 14th Street, Tuscaloosa, Alabama 35401. An award will be made within three (3) business days after the bid opening has completed. Only the winning bidders will be notified.

The successful bidder shall be held responsible for payment and removal of this equipment from University of Alabama premises within one (1) week, between 8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 p.m., from date of award notification. For example; if notified on a Friday, the winning bidder will have until the following Friday to pay for and remove items, if notified on a Monday, the winning bidder will have until the following Monday to pay for and remove items. All items in the lot(s) won must be removed from the warehouse by the winning bidder, no items may be left. If all items are not removed from University of Alabama and special arrangements, at the discretion of Property & Inventory Management, have not been made, the items will be disposed of at the discretion of Property & Inventory Management and no refund will be made.



Once the one (1) week deadline has passed the previously notified bidder will no longer be considered the winning bidder and will not be allowed access to lots remaining. This goes for lots that have been partially picked up as well. Failure to comply with these requirements may result in revocation of bid award and subsequent award to an alternate bidder. Failure to comply three (3) times will jeopardize the bidder's position on the University's list of responsible bidders, and the opportunity to bid on future sale offerings will be suspended for a period of one (1) year from last failure to pick up.

This sale shall be made on a SEALED BID basis. When submitting a bid, this bid document must be used for a bid to be considered. Please designate the item desired by placing your bid amount on the line provided next to the lot number and description on the attached "Quotation Sheet". All bids must be submitted in a Sealed Envelope. Mark the outside of the sealed bid envelope "PS2016-09" along with your First and Last name. If you are a University of Alabama employee an Intra-Campus Mail envelope will not be considered to be a sealed envelope. FACSIMILE (FAX) OR ELECTRONIC MAIL (E-MAIL) BIDS CANNOT AND WILL NOT BE ACCEPTED.

Alabama law requires that an individual must be 19 (Nineteen) years of age to sign and enter into a contract, therefore an individual must be 19 (Nineteen) years of age to submit a bid to The University of Alabama.

Please note no special bidding instructions will be honored. Each lot will be sold to the highest bidder that places a dollar amount on the bid sheet for that lot. If you desire to place a bid for multiple items, then place a dollar amount next to each of those lots. There will be no, "All or None" nor "Only Desire One" bids honored. If you do not want an item then do not place a bid for that lot. Each lot shall be sold complete, as a single item only. Therefore, bids must be submitted for the entire offering as described on the attached "Quotation Sheet" and not on a portion thereof. Under no circumstances will a feature which is an integral part of or an attachment to or peripheral component of the system herein described be separated from its host and sold on an individual item basis. Thus, bids for such features, parts, attachments or components alone will not be considered in the bid evaluation process.

These items shall be sold "AS IS, WHERE IS" in their present location. No warranties whatsoever are inferred or implied. The successful bidder shall assume full responsibility, fiscal and otherwise, for making all arrangements, as may be required, for the de-installation, disassembly, packaging, removal, loading and transportation of the merchandise. The Property & Inventory Management Office will assist with loading items won, however we are not required to do so and if we do not have the resources available we will not be able to assist. Property & Inventory Management will not be held liable for any damage or harm that may take place during the loading and removal of property. In addition, winning bidder indemnifies, defends, and saves harmless the University of Alabama and its representatives from any liability arising out of the winning bidder's acts or omissions including the failure to secure adequate insurance coverage.

Payment for these items must be made by personal check, company check, cashier's check, money order or credit card (Visa, MasterCard, Discover and American Express). Guaranteed instruments should be made payable to "The University of Alabama." Payment must be made at the University Property & Inventory Management Office. All payments must be received within one (1) week, between 8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 p.m., from date of award notification. **EACH DAY, PAYMENT BY CREDIT CARD MUST BE RECEIVED BY 4:30 P.M. TO ALLOW FOR CLOSE OUT PROCEDURES TO BE COMPLETED.** If our office is experiencing technical issues with the credit card terminal we will not be able to accept payment in this form. These issues will not be a valid reason for the winning bidder to miss the one (1) week payment and removal deadline. All other payments must be received by 5:00 P.M.

Anyone who submits a personal or company check, which is returned for non-sufficient funds, will no longer be allowed to utilize personal or company checks as payment for sale items. Other charges may apply.

The following page must be signed for a bid to be considered. Indicate the company name (if applicable), signature, printed name, address and telephone number(s), as they should appear on the bill of sale. Sealed bids must be submitted before 10:00 a.m. CDT, May 4, 2016, at which time they will be publicly opened and read aloud. Bidders should feel free to attend the bid opening if they so desire. The winning bid amounts will be posted to our website, <http://surplus.ua.edu>, once the sale is finalized. Our department does not provide any other bid information other than the winning amount.

THE UNIVERSITY OF ALABAMA RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL BIDS.

Submit bids to:

USPS & Campus Mail

Property & Inventory Management/Surplus
PS2016-09
The University of Alabama
Room 135 ASB
Box 870238
Tuscaloosa, AL 35487-0238

FedEx/UPS (All Express Carriers)

Property & Inventory Management/Surplus
PS2016-09
The University of Alabama
1115 14th Street
Tuscaloosa, Alabama 35401

IMPORTANT:

1. **Read the preceding Terms and Conditions very carefully, and submit bid using this document.**
2. **Sign the bid response as requested above.**
3. **Mark the outside of the sealed bid envelope "PS2016-09" along with your First and Last name.**
4. **Bid opening is Wednesday, May 4, 2016 at 10:00 a.m. CDT.**
5. **No Cash Accepted.**
6. **Once notified must pay for and remove items within one (1) week or lots will be forfeited.**

NOTE: The following will be used to prepare the Bill of Sale. Items marked with an asterisk (*) are required for bid to be considered. Please check beside email or telephone to indicate contact preference.

COMPANY _____

*SIGNATURE _____

*PRINTED NAME _____

*ADDRESS _____

*CITY, STATE, ZIP _____

*TELEPHONE: WORK / CELL _____

HOME _____

E-MAIL ADDRESS _____

*****NUMBER OF UNITS ARE APPROXIMATE FOR EACH LOT*****

<u>LOT #</u>	<u>DESCRIPTION</u>	<u>LOCATION</u>	<u>MINIMUM BID</u>	<u>AMOUNT BID</u>
1	Removal of one (1) exterior structural steel stairway and fencing approximately 30'H x 18'W LOCATED BEHIND UNIVERSITY HALL - OLD BRYCE PROPERTY	BRYCE	\$ 5.00	NO BID
2	Removal of one (1) exterior metal awning - see picture for detail LOCATED BEHIND ONE NORTH BUILDING - OLD BRYCE PROPERTY	BRYCE	\$ 5.00	\$ 399.00
3	Removal of exterior fencing approximately 300'L x 8'H LOCATED BEHIND CAPITAL HALL - OLD BRYCE PROPERTY	BRYCE	\$ 5.00	\$ 275.75
4	Two (2) gray multimedia podiums approximately 32"W x 28"D x 43"H	ASB	\$ 5.00	\$ 5.00 FCFS
5	One (1) Turner closed top diked above ground fuel tank 1000 gallon capacity UA#221271	ASB	\$ 500.00	NO BID