



INVITATION TO BID
SURPLUS EQUIPMENT

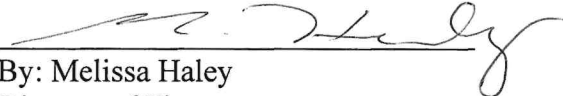
The City and Borough of Sitka will receive sealed bids no later than **2:00:00 p.m. local time, November 21, 2024** at the office of the Municipal Clerk, 100 Lincoln Street, Sitka, Alaska 99835 where the bids will be publicly opened. Bids stamped later than **2:00:00 p.m.** will be rejected.

To schedule a time to inspect the equipment, contact Melody Andaluz at 747-1852. City makes no claim as to the condition or value of the items.

The bidding documents for these items are available free of charge at the Front Desk of the Utility Counter, 100 Lincoln Street, Sitka, AK 99835. Bid documents may also be downloaded from the web www.cityofsitka.com (click on the Bids & RFPs link).

The City and Borough of Sitka reserves the right to reject any and all bids and to waive informalities.

CITY AND BOROUGH OF SITKA


By: Melissa Haley
Director of Finance



City and Borough of Sitka

SURPLUS EQUIPMENT

The City and Borough of Sitka offers for sale the following:

Item #	Description	Minimum bid
1	HP E77660 Multifunction Copier	\$20.00
2	Ricoh Aficio Multifunction Copier	\$20.00
3	Lanier MP C6004ex Copier	\$20.00
4	HP P77440 Multifunction Copier	\$20.00
5	HP E77660 Multifunction Copier	\$20.00
6	HP E77660 Multifunction Copier	\$20.00
7	GE B105 Patient Healthcare Monitor#1	\$500.00
8	GE B105 Patient Healthcare Monitor #2	\$500.00
9	GE B105 Patient Healthcare Monitor #3	\$500.00
10	GE B40 Patient Healthcare Monitor	\$500.00
11	Ricoh MP6003 Toner Set	\$20.00
12	Ricoh MP6003 Toner Set	\$20.00

To schedule a time to inspect the remaining equipment not in City Hall, contact Melody Andaluz at 747-1852. City makes no claim as to the condition or value of the items.

INSTRUCTIONS TO BIDDERS

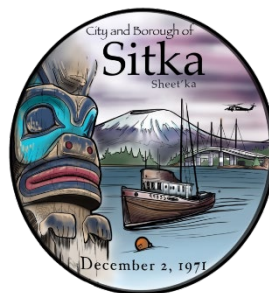
CITY & BOROUGH OF SITKA

SURPLUS EQUIPMENT

1. Bidders shall submit their bid on the Bid Proposal Form included in these specifications. Bid Proposal Form **must** be signed and all applicable spaces shall be filled in.

Each bid **must** be submitted in a sealed envelope clearly marked “**Surplus Equipment Bid**” addressed to the Municipal Clerk, City and Borough of Sitka, 100 Lincoln Street, Sitka, Alaska 99835. Bids must be received by **Thursday, November 21st, 2024 at 2:00:00 p.m. local time**, for consideration.

2. The equipment is being sold where is, as is. The City offers no warranties as to the condition of this equipment. Bidders must satisfy themselves of the condition as stipulated in the Agreement. After the bids have been submitted, the Bidder shall not assert that there was a misunderstanding concerning the Agreement.
3. Each Bidder is responsible for reading and being thoroughly familiar with the contract documents. The failure or omission of any Bidder to do any of the foregoing shall in no way relieve any bidder from any obligation in respect to their bid.
4. The successful Bidder shall be required to pay for the equipment within 10 days of notification that their bid has been accepted and to remove it within 10 days thereafter.
5. Bidders must be 18 years or older to submit a bid.
6. Award will be made to the highest responsive, responsible, and qualified Bidder. In case of a tie, the equipment shall be awarded to the Bidder who submits the earliest bid determined by the time stamp on the receipt of bid.



BID PROPOSAL FORM SURPLUS EQUIPMENT

To: City and Borough of Sitka
 Attention: Municipal Clerk
 100 Lincoln Street
 Sitka, AK 99835

Having read the Invitation to Bid and Instructions to Bidders, I hereby submit an offer to purchase the item(s) below. If my offer is accepted, I agree to furnish the City and Borough of Sitka, within 10 days of "Notice of Acceptance", payment in full for the amount of my bid. ***I understand that each item is being sold "where is, as is" to the highest bidder.***

Item #	Description	Minimum Bid	Bid Amount
1	HP E77660 Multifunction Copier	\$ 20.00	
2	Ricoh Aficio Multifunction Copier	\$ 20.00	
3	Lanier MP C6004ex Copier	\$ 20.00	
4	HP P77440 Multifunction Copier	\$ 20.00	
5	HP E77660 Multifunction Copier	\$ 20.00	
6	HP E77660 Multifunction Copier	\$ 20.00	
7	GE B105 Patient Healthcare Monitor#1	\$ 500.00	
8	GE B105 Patient Healthcare Monitor #2	\$ 500.00	
9	GE B105 Patient Healthcare Monitor #3	\$ 500.00	
10	GE B40 Patient Healthcare Monitor	\$ 500.00	
11	Ricoh MP6003 Toner Set	\$ 20.00	
12	Ricoh MP6003 Toner Set	\$ 20.00	

Each bid item will be awarded separately to the highest bidder meeting the minimum bid requirements.

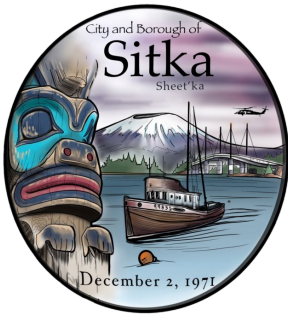
SUBMITTED BY:

Name _____

Mailing Address _____

Phone Number _____

Signature _____



CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

SALES ACKNOWLEDGEMENT

HIGH BIDDER NAME & ADDRESS

I _____, hereby purchase the following:

EQUIPMENT DESCRIPTION

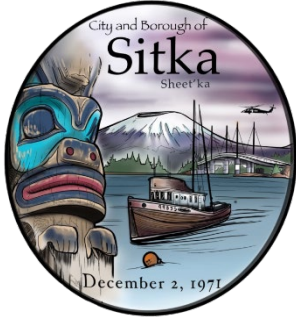
I understand that the equipment is sold “where is, as is” and must be paid in full within ten (10) days of Notice of Acceptance. Additionally, agree to move purchased equipment within ten (10) days of payment. Failure to remove purchase within ten (10) days subjects the purchaser to forfeiture of said equipment.

Printed Name

Signature Date

OFFICE USE ONLY

PAYMENT AMOUNT	PAYMENT TYPE	DATE PAID	RECEIVED BY



City and Borough of Sitka Surplus Equipment

The available surplus equipment can be inspected between 9:00 a.m. – 4:00 p.m., Monday thru Friday at City Hall 2nd Floor, 100 Lincoln Street, Sitka, Alaska. To schedule a time to inspect the equipment, contact Melody Andaluz at 747-1852. City makes no claim as to the condition or value of the items.



#1
HP E77660 Multifunction Copier,

Functions: Print, Scan, Copy
550-sheet tray 2 capacity
4,000-sheet paper tray stand

Minimum Bid - \$20.00

*Located at City Hall



#2
Ricoh Aficio Multifunction Copier,

Functions: Print, Scan, Copy

Note there are 2 pictures.

Minimum Bid - \$20.00

*Located at City Hall



#3
Lanier MP C6004ex Copier
Functions: Print, Scan, Copy

Minimum Bid - \$20.00

*Located at City Hall



#4
HP P77440 Multifunction Copier
Functions: Print, Scan, Copy

Note there are 2 pictures.

Minimum Bid - \$20.00

Please contact Melody Andaluz to schedule an inspection for this item.



#5
HP E77660 Multifunction Copier,

Functions: Print, Scan, Copy
550-sheet tray 2 capacity
4,000-sheet paper tray stand

Note there are 2 pictures.

Minimum Bid - \$20.00

Please contact Melody Andaluz to schedule an inspection for this item.



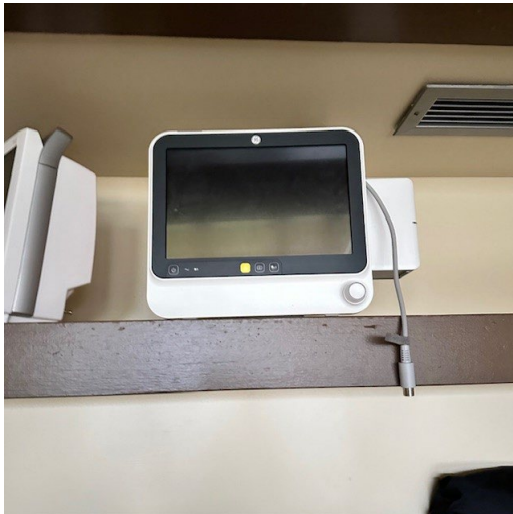
#6
HP E77660 Multifunction Copier,

Functions: Print, Scan, Copy
550-sheet tray 2 capacity
4,000-sheet paper tray stand

Note there are 2 pictures.

Minimum Bid - \$20.00

Please contact Melody Andaluz to schedule an inspection for this item.

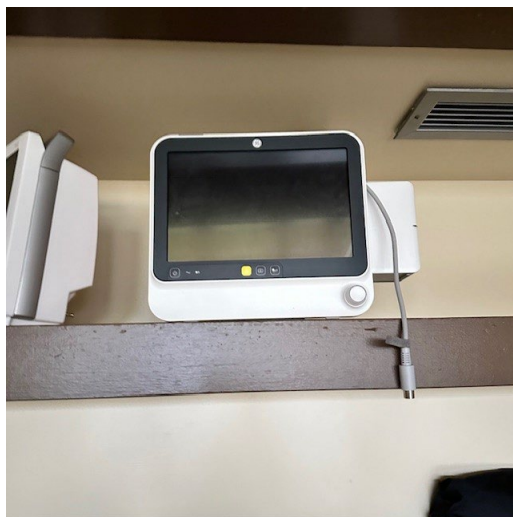


#7
GE B105 Patient Healthcare Monitor

Note there are 3 identical monitors.

Minimum Bid - \$500.00

*Located at City Hall



#8
GE B105 Patient Healthcare Monitor

Minimum Bid - \$500.00

*Located at City Hall



#9
GE B105 Patient Healthcare Monitor

Minimum Bid - \$500.00

*Located at City Hall



#10
GE B40 Patient Healthcare Monitor

Minimum Bid - \$500.00

*Located at City Hall



#11
Ricoh MP6003 Toner Set

Minimum Bid \$20.00



#12
Ricoh MP6003 Toner Set
Minimum Bid \$20.00