



CITY OF GLENDALE

MATERIALS CONTROL CENTER

REQUEST FOR SALE

RFS NUMBER: 09-03
DESCRIPTION: Cherry Laminate Office Furniture
DUE DATE: September 3, 2009 AT 2:00 P.M. LOCAL TIME

Bids for the sale of materials as specified will be received by the City of Glendale, Materials Control Center until the time and date cited.

Fax Submittal Number: (623) 930-2689

Mail Submittal Address: City of Glendale
Attn.: Materials Control Center
6210 W. Myrtle Ave. , #181
Glendale, Arizona 85301-1700

Late bids will not be considered. Bids must be submitted with the RFS number and the Bidder's name and address clearly indicated. Additional instructions for preparing a bid are provided within this RFS. **FAX offers are acceptable.**

BIDDERS ARE STRONGLY ENCOURAGED TO CAREFULLY READ THE ENTIRE REQUEST FOR SALE.

For questions regarding Conditions of Sale,
Description of Items or to arrange for an
Inspection contact:

Gary Colvin, 623-930-2752
or
Bernie Rosen, 623-930-2692

SECTION ONE
DESCRIPTION OF ITEMS FOR SALE

CITY OF GLENDALE
Materials Control Center

RFS Number: 09-03, Cherry Laminate Office Furniture

1.0 DESCRIPTION

<u>LOT NO.</u>	<u>QUANTITY</u>	<u>DESCRIPTION</u>
1	5 Sets	<p>“Cherry Man Industries”, Cherry Laminate Office Furniture. Approximately one year old. Each set consists of:</p> <p>Desk, 71” X 35 ½”, with 3 drawers</p> <p>Side Extension, 47”, with 3 drawers</p> <p>Lateral File Cabinet, 2 drawer, 36” wide X 22” high</p> <p>Bookcase, 36” wide X 42” high</p>

SECTION THREE
DESCRIPTION OF ITEMS FOR SALE

CITY OF GLENDALE
Materials Control Center

RFS Number: 09-03, Cherry Laminate Office Furniture

2.0 CONDITIONS OF SALE

2.1 NOTIFICATION

Notice of award from the Materials Control Center, to the successful Bidder will be given by telephone, fax and/or e-mail no later than three (3) business days after close of bids. If contact is not confirmed, Bidder will be notified by certified mail.

2.2 PAYMENT

Payment in full must be made within ten (10) business days after notice of award. Payment must be in U.S. Dollars, cashiers check, certified check or money order, payable to the City of Glendale. VISA, Mastercard and American Express are also accepted. **Personal or business checks will not be accepted.** Payment must be made to the City of Glendale, Finance Department, 5850 W. Glendale Ave., after which a Treasurer's Receipt will be issued.

2.3 REMOVAL

After a validated Treasurer's Receipt is returned to Materials Control, the sale items will be made available to the successful Bidder for removal. The items for sale must be removed within ten (10) business days of award, between the hours of 8:00 a.m. and 3:30 p.m.. If the items for sale are not removed within ten (10) business days all items become the City's property by operation of this RFS and will be resold.

2.4 WARRANTY

It is expressly understood and agreed, that there are no warranties, expressed or implied, as to the fitness for a particular use, or the merchantability of the items for sale being offered for competitive public sale by the City.

2.5 AWARD

Award will be made per lot. The City reserves the right to accept or reject any or all bids, or any part thereof and to waive formalities.

SECTION THREE
DESCRIPTION OF ITEMS FOR SALE

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2.6 TAXES

Sales taxes will be added to the successful bid unless a Sales Tax Exemption Certificate is included with the bid.

2.7 INCORPORATION BY REFERENCE

The successful bid is incorporated by reference to and becomes part of this RFS.

2.8 INDEMNIFY AND HOLD HARMLESS

Except for the City's sole negligence, Bidder agrees to indemnify, defend and hold harmless the City against: (1) any and all losses, claims, damages, lawsuits and liabilities for any personal injury, death, or property damage arising out, or as a consequence of, any work performed pursuant to this RFS; (2) any and all expenses related to claims or lawsuits resulting from the above, including court costs and attorney's fees; and (3) any and all penalties and damages incurred by reason of Bidder's failure to obtain any required permit or license, or comply with any applicable laws, ordinances, or regulations. This indemnity includes any claim or amount arising out of or recovered under the Workers' Compensation laws or arising out of the failure of Bidder to conform to any federal, state or local law, statute, ordinance, rule, regulation or court decree. It is the specific intention of the parties that the City shall, in all instances, except for claims arising solely from the negligent or willful acts or omissions of the City, be indemnified by Bidder from and against any and all claims. It is agreed that Bidder will be responsible for primary loss investigation, defense and judgment costs where this indemnification is applicable.

**SECTION FIVE
DESCRIPTION OF ITEMS FOR SALE**

CITY OF GLENDALE
Materials Control Center
RFS Number: 09-03, Cherry Laminate Office Furniture

CITY OF GLENDALE

**MATERIALS CONTROL CENTER
6210 W. MYRTLE AVE., #181
GLENDALE, AZ 85301-1700**

RECEIPT FOR GOODS

SOLD TO _____

ADDRESS _____

TREASURER'S RECEIPT NUMBER _____

DATE _____

LOT# DESCRIPTION PRICE

\$ _____

CITY CERTIFIES THAT ALL CONDITIONS OF SALE HAVE BEEN SATISFACTORILY COMPLETED.

BIDDER CERTIFIES RECEIPT OF ALL GOODS INCLUDED IN THIS REQUEST FOR SALE.

CITY OF GLENDALE

BIDDER

Print Name, Employee Number

Print Name

Signature

Signature