

TO: City Hall Cambridge, Purchasing Department
Cynthia H. Griffin, Purchasing Agent
795 Massachusetts Avenue, Room 303
Cambridge, MA 02139
PH: (617)349-4310
FX: (617)349-4008

The undersigned submits this sealed bid to purchase from the City of Cambridge:

Used Office Furniture, including cubicle dividers and lockers located at 19 Brookline Street, Cambridge. See complete list of items attached.

Viewing date and time

All interested bidders are strongly encouraged to view the items prior to submitting a bid.

Viewing time: Tuesday, March 26, 2013 at 2:00 PM

Location: Multi-Service Center, 19 Brookline Street, Cambridge, 02139- Front Lobby

As described in the specifications herein and advertised in the CAMBRIDGE CHRONICLE on Thursday, March 14, 2013, which is to be opened and publicly read at the Office of the Purchasing Agent, City Hall, 795 Mass. Ave., Room 303, Cambridge, MA at 11:00 a.m. on Thursday, March 28, 2013.

This bid may be downloaded from the City's web site, www.CambridgeMA.gov, Online Services, Purchasing Bid List, Invitation for Bid, File No. 6066. Parking is limited at this location. It is strongly recommended that bids are mailed or delivered in advanced of the due date and time. Late proposals will not be accepted.

If, at the time of the scheduled bid opening, City Hall is closed due to uncontrolled events such as fire, snow, ice, wind, or building evacuation, the bid opening will be postponed to the same time on the next normal business day. Bids will be accepted until that date and time.

The envelope containing the bid must be labeled: "This sealed envelope contains a bid for the **Sale of Used Office Furniture to opened and read at 11:00 A.M. on Thursday, March 28, 2013.** The bid and all documents submitted with it are public records.

The undersigned certifies that this bid is made without collusion with any other person, firm or corporation making any other bid or who otherwise would make a bid. **"The submitted bid must be without conditions, exceptions or modifications to the bid document". The City will not accept a bidder's terms & conditions. All items are sold as is.**

This bid process and the award of the contract are made in conformity with M.G.L. c. 30B.

Confidentiality and Public Record Law

All bids or other materials submitted by the vendor in response to this invitation to Bid will be open for inspection by any person in accordance with the Massachusetts Public Record Law.

Scope

The undersigned hereby purposes to purchase all of the used office furniture including cubicle dividers and lockers outlined in the list attached. One award will be made to the highest bidder for all the items listed. The City will not sell individual items.

The successful bidder shall remove **all the items** identified in the 19 Brookline Inventory tally on Wednesday, April 17, 2013. Movers shall act in a professional manner and with no assistance from the City of Cambridge staff and at bidder's expense. The actual time of the move shall be confirmed with the City prior to April 17, 2013.

Name of Bidder: _____

The City reserves the right to reject all bids if the City considers the bids received are unreasonably low.

Upon notification of award, the successful bidder must forward a **certified check within five days** made payable to the City of Cambridge for the amount of the award. Please mail checks to the following address:

City Hall
Purchasing Department
795 Massachusetts Ave
Cambridge, 02139

All bid prices are to remain firm.

\$ _____
Total bid submitted for all items listed

Total bid in words

Signature of Bidder

Please fill out the following information:

Name of Bidder: _____

Individual/Company name: _____

Address: _____

City: _____ Zip code: _____

Telephone number: _____ Cell Phone Number: _____

Fax number: _____ Email Address: _____

Name of Bidder: _____

19 Brookline **Inventory Tally** 19 Brookline

Item	MSC (1 st Floor)	LINK (1 st Floor)	Community Learning Center	TOTAL:
Desks	16	5	29	50
File Cabinets (short, tall, horizontal)	24	4	76	104
Chairs	59	2	127	188
Tables (lg)	8		18	26
Computers	12	3	38	53
Microwave	2		2 (one sm.oven)	4
Shelving (sets of)	5		5	10
Book Shelves (short and tall)	5	1	31	37
Boards (cork, white, and chalk)	4		13	17
Small tables	2		12	14
TV's	1 40" Flat		None seen	1
Copier	1		1	2
Mailboxes	1		1	2
Cubicle dividers	1 (lg. wrap around in reception)		1 Front desk wrap around	2
Lockers			6 rows, 2 lockers per	6
Single chair desks			3	3
TOTAL ITEMS:	141	15	359	515

BREAK DOWN OF METAL:

Tall Cabinets	21	Tall Filing	68	Lockers	6 sets	TV Stands	3	Metal Shelves	2
Short Cabinets	6	Short Filing	18	Shredder	1	Folding Chairs	10		
Metal Desks	13	Horizontal Filing	3	Book racks	6	Table	8		