



**INVITATION TO BID (ITB)**

**SALE OF VARIOUS SURPLUS ITEMS  
ITB-2015-6741-9001-NR**

**Due Date/Time: March 6, 2015; 2:00pm EST  
Questions/Clarification Cut-off Date: March 4, 2015; 2:00pm EST**

Sealed Bid must be mailed or hand carried to: Florida Virtual School, Purchasing Services, located at 2145 Metrocenter Blvd, Suite 200, Orlando, FL, 32835 Attn: Nancy Ramos by the due date and time as indicated above. All Bids shall be submitted in sealed envelopes and clearly marked with the Bid number, Title and Bid opening date and time. For your convenience an identification label has been provided. The delivery of Bid prior to the specified date and time is solely the responsibility of the Respondent. Bids received after the due date and time will not be considered.

**BID ACKNOWLEDGEMENT FORM**

The authorized representative below is duly authorized to sign this Bid on behalf of respondent, company, or corporation and fully understands that by virtue of executing and returning this Bid Acknowledgement Form represents complete and unconditional acceptance of the requirements, terms and conditions of this Invitation To Bid and all appendices and any Addendum released hereto.

**The Respondent hereby agrees to provide the services and/or items specified in the ITB, at the prices quoted, pursuant to the requirements of this document.**

Authorized Signature	Name & Title (printed)	
Firm Name	Federal I.D.	
Mailing Address		
City	State	Zip
Telephone	Fax	E-Mail Address
Date of Bid	Contact Person, Number	

**NOTE: This form must be completed and returned with your Bid. An original, manual signature is required. Thank you for your interest in doing business with Florida Virtual School.**

www.flvs.net	407.513.FLVS	email info@flvs.net	2145 Metro Center Boulevard, Suite 200, Orlando, FL 32835
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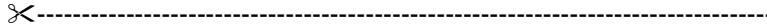
**BID IDENTIFICATION LABEL**

NOTICE TO ALL RESPONDENTS: For your convenience, the label below has been provided to properly identify your Bid submittal. Place your bid in a sealed envelope, type or print company name and address in area provided below and affix the label on the outer surface of the envelope or package.

All visitors are required to check-in at the Reception Desk on the 2<sup>nd</sup> floor. If you are hand delivering a Bid, the receptionist will date stamp your package and notify purchasing that a package has been dropped off. A record of all deliveries and delivery times will be documented at the Reception Desk as well as in Purchasing Services.

**PLEASE FILL OUT THE LABEL BELOW AND ATTACH IT TO YOUR ITB REPLY ENVELOPE.**

Cut out label and tape to outer sealed bid envelop or package.



**DO NOT OPEN - SEALED BID - DO NOT OPEN**

Sale of Various Surplus Items  
**ITB-2015-6741-9001-NR**

**BID TO BE OPENED ON: ITB DUE DATE: MARCH 6, 20015 @ 2:00PM EST**

From: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DELIVER TO: FLORIDA VIRTUAL SCHOOL  
ATTN: NANCY RAMOS  
PURCHASING SERVICES  
2145 METROCENTER BOULEVARD, SUITE 200  
ORLANDO, FL 32835**

## 1. Introduction

Florida Virtual School (FLVS) requests bids from all vendors interested in the purchase of surplus items located at the Virtual Learning Center (VLC) and storage site.

FLVS is an internet-based public school that offers curriculum online for Elementary, Middle and High school students. The school is a world leader and the FLVS motto "Any time, any place, any path, any pace" indicates the school's flexibility and mission to place the student at the center of all learning.

The purpose of this Invitation to Bid (ITB) is to solicit offers for surplus items that we currently have.

- Item will be viewed as follows:
  - Date: Tuesday; March 3, 2015
  - Time: 10am-11am EST and 2:00pm-3pm EST
  - Location: 2145 Metrocenter Blvd, Suite 200, Orlando, FL 32835
  - Contact: Matthew Bunting; Phone: 407-513-3465
- FLVS does not express or imply any warranties or guarantees of the item.
- **Item will be sold as-is-where-is.**
- The successful bidder/s will be responsible for paying for the items with a money order or a certified cashier's check made payable to Florida Virtual School. **NO PERSONAL OR COMPANY CHECKS WILL BE ACCEPTED. THE SUCCESSFUL BIDDER MUST PROVIDE FULL PAYMENT WITHIN (4) DAYS OF AWARD NOTIFICATION AND MAKE ARRANGEMENTS WITH FLVS FOR PICK-UP.**
- Florida Virtual School reserves the right to reject any or all bids, to waive informalities, and to accept all or any part of any bid as may be deemed to be in the best interest of FLVS. This right includes if the school determines that the bid amount offered for item is below a fair market value.

## 2. General Description of Surplus Goods

### General supplies – sold by Item number:

Item No.	Description	Quantity (approx.)	Price
A1	4 x 3 enclosed wood grain white board	1	
A2	4 x 3 enclosed wood grain white board	1	
B	4 x 4 enclosed wood grain white board	1	
C1	3 x 6 brown desk with side drawers	1	
C2	3 x 6 brown desk with side drawers	1	
C3	3 x 6 brown desk with side drawers	1	
D	brown table with rounded side	1	
E	4 x 6 brown desk with side drawers	1	
F	4 x 6 light brown desk	1	

G	4 x 6 brown desk with 2 side drawers	1	
H	4 x 6 desk	1	
I	6' desk cabinet	1	
J1	Black high top bar chairs	1	
J2	Black high top bar chairs	1	
J3	Black high top bar chairs	1	
J4	Black high top bar chairs	1	
J5	Black high top bar chairs	1	
J6	Black high top bar chairs	1	
J7	Black high top bar chairs	1	
J8	Black high top bar chairs	1	
K1	Black full sized filing cabinet	1	
K2	Black full sized filing cabinet	1	
L1	4 x 2 desk extensions with side drawers light brown	1	
L2	4 x 2 desk extensions with side drawers light brown	1	
M	6' desk top with shelves	1	
N	Brown desk sans drawers	1	
O	Brown desk sans drawers with curved sitting area	1	
P	4 x 2 table	1	
Q	4' round table, brown	1	
R	6' desk, brown	1	

S	4' desk extension sans drawers, brown	1	
T	3 part collapsible I shaped desk with curved sitting area, black	1	
U1	I-shaped desk, sans drawers, light brown	1	
U2	I-shaped desk, sans drawers, light brown	1	
U3	I-shaped desk, sans drawers, light brown	1	
V	4' shelf dark brown	1	
W	3' shelf dark brown	1	
X	4' shelf light brown	1	
Y	3' tall tv stand, dark brown	1	
Z	Filing cabinet light brown	1	
AA1	Dark brown full bookshelf	1	
AA2	Dark brown full bookshelf	1	
AA3	Dark brown full bookshelf	1	
AA4	Dark brown full bookshelf	1	
AA5	Dark brown full bookshelf	1	
BB1	Light brown full bookshelf	1	
BB2	Light brown full bookshelf	1	
BB3	Light brown full bookshelf	1	
BB4	Light brown full bookshelf	1	
CC	Metal storage cabinet with lock, grey	1	
DD	4 x 6 desk table, light brown	1	

EE1	6 x 4 full desk with side drawers, wood top metal sides	1	
EE2	6 x 4 full desk with side drawers, wood top metal sides	1	
EE3	6 x 4 full desk with side drawers, wood top metal sides	1	
EE4	6 x 4 full desk with side drawers, wood top metal sides	1	
FF1	Half size filing cabinets light brown top, wood finish top with metal sides	1	
FF2	Half size filing cabinets light brown top, wood finish top with metal sides	1	
FF3	Half size filing cabinets light brown top, wood finish top with metal sides	1	
GG1	Half size filing cabinets light brown top, wood finish top and front with metal sides	1	
GG2	Half size filing cabinets light brown top, wood finish top and front with metal sides	1	
GG3	Half size filing cabinets light brown top, wood finish top and front with metal sides	1	
GG4	Half size filing cabinets light brown top, wood finish top and front with metal sides	1	
HH	Safe, grey	1	
II1	White half sized filing cabinet, white	1	
II2	White half sized filing cabinet, white	1	
II3	White half sized filing cabinet, white	1	
II4	White half sized filing cabinet, white	1	
II5	White half sized filing cabinet, white	1	
II6	White half sized filing cabinet, white	1	
II7	White half sized filing cabinet, white	1	
II8	White half sized filing cabinet, white	1	
JJ1	White half sized filing cabinet, white	1	

JJ2	White half sized filing cabinet, white	1	
JJ3	White half sized filing cabinet, white	1	
JJ4	White half sized filing cabinet, white	1	
JJ5	White half sized filing cabinet, white	1	
JJ6	White half sized filing cabinet, white	1	
JJ7	White half sized filing cabinet, white	1	
KK1	Black half sized filing cabinet, white	1	
KK2	Black half sized filing cabinet, white	1	
LL1	Black office chair - no rollers, arm rests	1	
LL2	Black office chair - no rollers, arm rests	1	
LL3	Black office chair - no rollers, arm rests	1	
LL4	Black office chair - no rollers, arm rests	1	
LL5	Black office chair - no rollers, arm rests	1	
LL6	Black office chair - no rollers, arm rests	1	
LL7	Black office chair - no rollers, arm rests	1	
LL8	Black office chair - no rollers, arm rests	1	
LL9	Black office chair - no rollers, arm rests	1	
LL10	Black office chair - no rollers, arm rests	1	
LL11	Black office chair - no rollers, arm rests	1	
LL12	Black office chair - no rollers, arm rests	1	
MM1	Black office chair - rollers, arm rests	1	

MM2	Black office chair - rollers, arm rests	1	
MM3	Black office chair - rollers, arm rests	1	
MM4	Black office chair - rollers, arm rests	1	
MM5	Black office chair - rollers, arm rests	1	
MM6	Black office chair - rollers, arm rests	1	
MM7	Black office chair - rollers, arm rests	1	
MM8	Black office chair - rollers, arm rests	1	
NN1	Black office chair - wire mesh back, rollers, arm rests	1	
NN2	Black office chair - wire mesh back, rollers, arm rests	1	
NN3	Black office chair - wire mesh back, rollers, arm rests	1	
NN4	Black office chair - wire mesh back, rollers, arm rests	1	
NN5	Black office chair - wire mesh back, rollers, arm rests	1	
NN6	Black office chair - wire mesh back, rollers, arm rests	1	
NN7	Black office chair - wire mesh back, rollers, arm rests	1	
NN8	Black office chair - wire mesh back, rollers, arm rests	1	
OO	Black office chair - rollers, lightly cushioned, arm rests	1	
PP1	Black office chair - rollers, head support	1	
PP2	Black office chair - rollers, head support	1	
PP3	Black office chair - rollers, head support	1	
PP4	Black office chair - rollers, head support	1	
PP5	Black office chair - rollers, head support	1	



QQ	Tape Dispenser	22	
RR	Trash Cans (in a lot)	21	
SS	Pencil Cup (in a lot)	25	
TT	Letter trays (in a lot)	23	
UU	3 hole punch (in a lot)	3	
VV	2 hole punch (in a lot)	2	
WW	Large stapler	2	
XX	Staplers (in a lot)	12	
YY	Flip Reference	6	
ZZ1	Monitor stand	1	
ZZ2	Monitor stand	1	
ZZ3	Monitor stand	1	
ZZ4	Monitor stand	1	
ZZ5	Monitor stand	1	
ZZ6	Monitor stand	1	
ZZ7	Monitor stand	1	
ZZ8	Monitor stand	1	
ZZ9	Monitor stand	1	
ZZ10	Monitor stand	1	
AAA1	Miscellaneous Desk organizers	1	
AAA2	Miscellaneous Desk organizers	1	

AAA3	Miscellaneous Desk organizers	1	
AAA4	Miscellaneous Desk organizers	1	
AAA5	Miscellaneous Desk organizers	1	
AAA6	Miscellaneous Desk organizers	1	
AAA7	Miscellaneous Desk organizers	1	
BBB	Brackets (in a lot)	30	
CCC	Desk Mat	1	
DDD	Binders (in a lot)	106	
EEE	Presentation Boards (in a lot)	7	
FFF	Rolodex	1	
GGG1	Desktop with cabs	1	
GGG2	Desktop with cabs	1	
HHH	Black full sized filing cabinet	1	
III1	Ikea desk shelf combo	1	
III2	Ikea desk shelf combo	1	
III3	Ikea desk shelf combo	1	
III4	Ikea desk shelf combo	1	
III5	Ikea desk shelf combo	1	
III6	Ikea desk shelf combo	1	
JJJ	File holder (lot of)	40	
KKK1	Blue rolling chair with arm rests	1	

KKK2	Blue rolling chair with arm rests	1	
KKK3	Blue rolling chair with arm rests	1	
KKK4	Blue rolling chair with arm rests	1	
KKK5	Blue rolling chair with arm rests	1	
KKK6	Blue rolling chair with arm rests	1	
LLL1	Blue chair with arm rest	1	
LLL2	Blue chair with arm rest	1	
LLL3	Blue chair with arm rest	1	
LLL4	Blue chair with arm rest	1	
LLL5	Blue chair with arm rest	1	
LLL6	Blue chair with arm rest	1	
LLL7	Blue chair with arm rest	1	
LLL8	Blue chair with arm rest	1	
LLL9	Blue chair with arm rest	1	
LLL10	Blue chair with arm rest	1	
LLL11	Blue chair with arm rest	1	
LLL12	Blue chair with arm rest	1	
LLL13	Blue chair with arm rest	1	
LLL14	Blue chair with arm rest	1	
LLL15	Blue chair with arm rest	1	
LLL16	Blue chair with arm rest	1	

LLL17	Blue chair with arm rest	1	
LLL18	Blue chair with arm rest	1	
LLL19	Blue chair with arm rest	1	
LLL20	Blue chair with arm rest	1	
LLL21	Blue chair with arm rest	1	
LLL22	Blue chair with arm rest	1	
MMM1	Black chair with arm rest	1	
MMM2	Black chair with arm rest	1	
MMM3	Black chair with arm rest	1	
MMM4	Black chair with arm rest	1	
MMM5	Black chair with arm rest	1	
MMM6	Black chair with arm rest	1	
MMM7	Black chair with arm rest	1	
NNN	Server frame	1	
OOO	Red rolling chair, no arm rests	1	
PPP	Black chair, no arm rests	1	
QQQ	Black rolling chair, no arm rests	1	

**Art supplies – sold by Item number:**

Item No.	Description	Price
1	Potted silk orchid arrangement – woven basket	
2	Ceramic mosaic glass oblong large vase	

3	Tropical flower vase arrangement	
4	Grass arrangement in rectangle basket	
5	Grass arrangement in rectangle basket	
6	Nautical ceramic table decorative candle holder	
7	Black ceramic large round vase	
8	Black ceramic large round vase	
9	Woven oblong bowl	
10	Ficus tree in large burgundy floor planter	
11	Bamboo Tree in rectangle brown floor planter	
12	Bamboo tree in rectangle brown floor planter	
13	Potted silk orchid arrangement in brown glass vase	
14	Bird of paradise arrangement rectangle embossed brown ceramic vase	
15	Bird of paradise arrangement rectangle embossed brown ceramic vase	
16	Potted silk orchid arrangement wood vase	
17	Grass arrangement vertical wood vase	
18	Grass arrangement vertical straw vase	
19	Modern design brushed gold/brown candlestick	
20	Modern design brushed gold/brown candlestick	
21	Decorative palm tree design vase	
22	Silk greenery/woven basket	
23	Tropical decorative jar/lid	

24	Floor standing globe	
25	Black/cream ceramic floor vase	
26	Blue/gold ceramic floor vase	
27	Modern brushed gold tabletop decorative piece	
28	Large conch shell stand	
29	Starfish stand	
30	Small conch shell stand	
31	Miniature Decorate boat on stand	
32	Decorative metal floor globe	
33	Large picture	
34	Large picture	
35	Large picture	
36	Large picture	
37	Large picture	
38	Large picture	
39	Large picture	
40	Collaborate board	
41	Collaborate board	
42	Cork board large	
43	Cork board small	
44	Cork board small	

45	Fake plant decorations - lot of two	
46	Ikea rug	
47	Picture frames (lot)	
48	Goals pictures	
49	Goals pictures	
50	Goals pictures	
51	Metal wall hanging	
52	Metal wall hanging	
53	Metal wall hanging	
54	Metal wall hanging	
55	Lot of golf decorations	
56	Floor rug	
57	Tarp	
58	Metal wall hanging	
59	Large framed picture	
60	Large framed picture	
61	Large framed picture	
62	Large framed picture	
63	Large framed picture	
64	Large framed picture	
65	Large framed picture	

66	Large framed picture	
67	Large framed picture	
68	Large framed picture	
69	Large framed picture	
70	Large framed picture	
71	Large framed picture	
72	Large framed picture	
73	Large canvas print	
74	Large canvas print	
75	Large canvas print	
76	Large canvas print	
77	Large canvas print	
78	Large canvas print	
79	Large canvas print	
80	Sign	
81	Large picture	
82	Large picture	
83	Large picture	
84	Lamp	
85	Lamp	
86	Lamp	



87	Lamp	
88	Decorative holder	
89	Vase lot	
90	Incense holder	
91	Miscellaneous art	
92	Miscellaneous art	
93	Miscellaneous art	
94	Miscellaneous art	
95	Miscellaneous art	
96	Miscellaneous art	

**3. Bid Instructions**

Bid Due Date: All Bids must be received no later than 2:00pm EST, on March 6, 2015. If a Bid is transmitted by US Mail or other delivery method, the Respondent will be responsible for its timely delivery to Florida Virtual School, Purchasing Services, 2145 Metrocenter Boulevard, Suite 200, Orlando, FL 32835.

Respondent **must submit one (1) original with manual signature;** Bid must be sealed and clearly labeled on the outside of the package. The legal name, address, Respondent's contact person, and telephone number must also be clearly annotated on the outside of the package. Once accepted, all Bids become the sole property of the School and may be retained by the School or disposed of in any manner the School deems appropriate.

**4. Bid Preparation Cost**

The costs of developing Bid are entirely the responsibility of the Respondent and shall not be charged in any manner to FLVS. This includes, but is not limited to, the direct cost of personnel assigned to prepare Respondent's response to the ITB and any out-of-pocket expenses(including, but not limited to, travel, accommodation, supplies) incurred by Respondent in preparing the response to the ITB.

**5. Prices Quoted**

Bidder warrants by virtue of bidding that prices shall remain firm for a period of thirty (30) days from the date of bid opening or time stated in Special Conditions.

**6. Award**

Award will be made to the highest responsive and responsible bidder. The Town reserves the right to award on an "All-or-None" basis to one bidder or to award on an "Lot-by-Lot" basis whenever it is in the best interest of and/or most advantageous to the Town of Palm Beach. The successful bidder will be notified within five (5) days after award determination.

**7. Removal**

The successful bidder shall have **4 calendar days** after notice of bid award to remove the equipment from the site. Buyer is responsible for all preparations related to the removal of the equipment from the property.

## **8. Payment**

Upon notice of award and prior to removal of any equipment, the successful bidder agrees to provide payment in full of the property awarded. The successful bidder will be required to remit payment within four **(4) calendar days of notice of award**. Payments may be made by: Cash, Money Order, Cashier's or Certified Check, made payable to Florida Virtual School. Payments must be made in the exact amount.

## **9. Reserved Rights of the School**

The School reserves the right to accept or reject any or all Bids, to waive any irregularities and technicalities and may, at its sole discretion, request a clarification or other information to evaluate any or all Bids. The School reserves the right to reject any and and/or all items proposed or award to multiple Respondents.

The School, at its sole judgment, will award or reject any or all Bids as is in the best interest of the School and the decision shall be final.

## **10. Bid Information and Notification**

All bid notices and Bids are web posted; visit:

<http://www.flvs.net/areas/contactus/Pages/Procurement%20Opportunities/RFPsListing.aspx> for bid/bid links. It is the Bidders responsibility to monitor the website to view current Bid opportunities and addenda. All supporting bid documents such as amendments, tabulations sheets, notice of award will be posted on the site. It is the responsibility of the bidder to monitor the website for all information about this bid.

## **11. Bid Protests**

Any person who is adversely affected by any specification in this Bid or ITB or any decision or intended decision concerning this Bid or ITB and who wishes to protest such specification, decision, or intended decision shall file a protest in accordance with section 120.57(3), Florida Statutes. A formal written protest must be accompanied by a bond payable to FLVS in an amount equal to one percent (1%) of the total value of the proposed contract. Security shall be in the form of a bond, a cashier's check, or money order. Failure to file a protest within the time prescribed in section 120.57(3), Florida Statutes, or failure to post the bond or other security within the time frame set forth in section 287.022(2)(c), Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

## **12. Warranty**

All equipment is being sold "AS IS-NO WARRANTY". The successful bidder acknowledges that FLVS makes no warranty as to the equipment, whether expressed or implied, including warranties of merchantability or of fitness for a particular purpose, and any of those warranties are fully disclaimed.

## **13. Public Records Law**

All Bid documents, other than proprietary materials, submitted by Respondents in response to this ITB will be made available for public inspection in accordance with Chapter 119, Florida Statutes. Request for copies of bid documents or other related materials must be made in writing to David Gonzalez, Records Management Specialist.