

February 1, 2000

**NOTICE OF SALE - REQUEST FOR QUOTATION**  
**ITB 509-8255, BELL & HOWELL INSERTER, MODEL A-340C-6**  
**QUOTATIONS DUE: 2/24/2000, 2:00PM**

Quotation submitted by:

NAME: \_\_\_\_\_ Title: \_\_\_\_\_  
(printed)

Company: \_\_\_\_\_  
(legal registered)

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Telephone No. \_\_\_\_\_ Fax No: \_\_\_\_\_

E-mail No. \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Payment Terms: Cashier's Check on Notice of Award

Payable to: City of Fort Lauderdale, Florida

Equipment Pick-up/After Award Notification: \_\_\_\_\_/days

F.O.B.: City of Fort Lauderdale, Central Stores Warehouse

For information concerning this RFQ contact: Linda Wilson, C.P.M., CPPB  
Procurement Specialist II, @ (954) 761-5146.

Quotation must be received by the due date and time specified above.

NOTICE OF SALE – REQUEST FOR QUOTATION #509-8255,  
SALE OF BELL & HOWELL INSERTER

1. **PURPOSE:** The City of Fort Lauderdale, Florida is offering for sale a Bell & Howell inserter used for insertion and mailing services in its Mail Room operation in City Hall.. The inserter has been in consistent use since its purchase approximately 10 years ago. It was purchased from Bell & Howell, and was only removed from service the week of January 18, 2000 and replaced by a newer unit that was recently purchased by the City. At that time, it was disassembled, moved and reassembled by Bell & Howell personnel, and is in working condition.

The item is offered on an “as is, where is” basis. If the City accepts proposer’s offer for sale, the successful proposer shall be responsible for all removal and transporting costs, including labor, disassembly and moving costs for the equipment.

Pictures of the units are included as EXHIBIT “A” attached to this document.

2. **ITEM DESCRIPTION:**

Bell & Howell, Model #A-340C-6; Serial Number: 42X2882  
Dimensions: 40” H x 9” L x 3” W  
Electrical Data: 208 volts; 60MHz

Service History: Repaired, as needed, on time & materials basis by Bell & Howell.  
In-House daily servicing performed in accordance with manufacturer recommendations.

Operating Condition: Good

3. **INSPECTION INFORMATION:**

The inserter is currently being stored at the City of Fort Lauderdale – Central Stores Division  
1301 SW 2<sup>nd</sup> Court  
Fort Lauderdale, FL

Telephone to make arrangements to inspect: Contact person: David Nash, (954) 761-5794

4. **PRICE OFFERS/SUBMITTAL:**

The City will accept sealed bid offers received by the closing date and time shown on page one of the RFQ. Offers must be submitted to City of Fort Lauderdale – Purchasing Division

100 N. Andrews Ave., RM. 619  
Fort Lauderdale, FL 33301

Submittals must be marked: SALE OFFER – RFQ 509-8255, BELL & HOWELL INSERTER

5. **ACCEPTANCE OF OFFERS/AWARD:**

The City reserves the right to accept or reject any or all offers. If the City accepts proposers offer, it shall be based on the highest price offered for the item.

The City reserves the right to reject all offers, and offer the item for sale in it’s upcoming City Auction.

The successful proposer shall submit a Cashier’s Check for the total amount accepted, made out to the City of Fort Lauderdale.

SEE EXHIBIT “A” ATTACHED.

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**6. PAYMENT AND PICK-UP REQUIREMENTS:**

If the City accepts the highest offer proposed, the successful proposer shall be notified and will bring a Cashier's Check made Payable to the City of Fort Lauderdale for the total amount of the sale within 5 business days of notification of award.

Check shall be delivered to the Purchasing Division, 100 N. Andrews Ave., RM. 619, Ft. Lauderdale, FL 33301, marked with the RFQ #509-8255.

The successful proposer shall be responsible for the pick-up of the equipment from the City's Central Stores location. It is the responsibility of the successful bidder to provide all labor, equipment, transportation and loading requirements for the disassembly and removal of the equipment from City property.

**7. INSURANCE REQUIREMENTS:**

The successful proposer shall provide the City with proof of insurance to include the following:

Worker's Compensation & Employer's Liability Insurance

Limits: Worker's Compensation for all Contractor employees.  
Employer's Liability in the amount of \$100,000

Commercial General Liability Insurance

Limits: Combined single Limit Bodily Injury/Property Damage with minimum limits of \$500,000.

Automobile Liability Insurance

Limits: Bodily Injury - \$250,000 each person  
\$500,000 each occurrence  
Property Damage \$100,000 each occurrence

**The City shall be named as an additional insured for Commercial General Liability, only. Original certificates of insurance must be submitted to the Purchasing Division and be approved by the City's Risk Manager prior to formal award.**

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**EXHIBIT “A”**



