

Quote Request

Disposition of Computer Equipment 2015

Quotes due November 20, 2015 @ 2:00 p.m.

Fax to Debbie Norkevicius at (412) 456-5007

SCOPE OF WORK

Housing Authority of the City of Pittsburgh (HACP) has identified various items for disposition. To support the HACP's goal of streamlined operations, HACP has decided to reduce its level of inventory through a silent auction process. These items are available for purchase to the general public. Items for sale are various types of computer equipment.

Sale will be made to the highest bidder. Items will be sold as-is, with no warranty implied or expressed. Returns are not allowed. Sales is considered "final" once the HACP Procurement Department receives payment.

Please read the following terms and conditions carefully.

1. **Acceptance of Terms and Conditions.** By submitting a bid, the bidder agrees that they have read, fully understand and accept these Terms and Conditions. Once the bids are accepted by the HACP, the winning bidder agrees to pay for and remove the property by the dates and times specified.
2. **Guaranty Waiver.** All property is offered for sale "**AS IS, WHERE IS**". The HACP makes no warranty, guaranty or representation of any kind, expressed or implied, as to the merchantability or fitness for any purpose of the property offered for sale. The Buyer is not entitled to any payment for loss of profit or any other money damages - special, direct, indirect or consequential.
3. **Personal and Property Risk.** Persons attending during inspection, exhibition, sale or removal of goods assume all risks of damage of or loss to person and property and specifically release the HACP from liability therefore.
4. **Inspection.** Bidders may inspect the goods prior to bidding on the following date: **November 16, 2015 at 9 am at 200 Ross Street, 8th Floor, Pittsburgh, PA 15219.**
5. **Buyer's Notification.** Successful bidders will receive notification via email or telephone at the e-mail address and telephone number indicated on the HACP Bidding Form.
6. **Payment.** Payment in full is due no later than **five (5) working days** from the date of the award letter. Acceptable forms of payment are as follows:
 - Cashier's Check
 - Certified Check
 - Money Order
 - Company Check (with Bank letter guaranteeing payment - **mandatory**)
7. **Checks or Money Orders shall be made payable to the Housing Authority of the City of Pittsburgh.** Payments shall be made at the location listed in the Award Letter.
8. **Default.** Default shall include (1) failure to observe these terms and conditions; (2) failure to make good and timely payment; or (3) failure to remove all items within the specified time. Default may result in termination and suspension from participation in all future sales until the default has been cured. If the

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Buyer fails in the performance of their obligations, **HACP** may exercise such rights and may pursue such remedies as are provided by law.

The Housing Authority City of Pittsburgh is selling Lot A which consists of:

- Boxes of Keyboards
 - Boxes of Computer Mice (Mouse)
 - Various Desktop Computers and Laptops
 - Flat panel and CRT Monitors
 - Printers
 - Servers
 - Several boxes of miscellaneous electronics
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- We will be selling the Lot A as a whole and there will be no breaking apart of the Bid.
 - Pickup will be after 5:00 PM for the winning bidder
 - Pickup will be scheduled for after date of award approximately within five (5) business days.
 - We will not store any boxes that have not been picked up or left behind

Please contact Debbie Norkevicius at 412.456.5000 Ext. 8505 or Debbie.Norkevicius@HACP.org with any questions about the above scope.

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Contract award will be based on highest total bid amount

Cost for Lot A: \$ _____

Total Bid amount _____ dollars
In words

(Please print clearly)

Company Name: _____

Address: _____
(of company)

Signature: _____

Print Name: _____
(of person signing)

Phone Number: _____ Fax: _____

Email: _____