City of Westlake Village

NOTICE INVITING BID
FOR
SURPLUS MISC. COMPUTER EQUIPMENT, MICROWAVE, AND OFFICE CHAIRS

NOTICE IS HEREBY GIVEN that the City of Westlake Village, California will receive bids for miscellaneous surplus items including: computer equipment, microwave, office desk chairs, and irrigation control boxes. All items will be sold "as is" by sealed bid. Bids will be accepted by the Office of the City Clerk, Westlake Village City Hall, 31200 Oak Crest Drive, Westlake Village, up to the hour of 3:00 p.m., July 31, 2012. All bids must be sealed and clearly marked, "**SEALED BIDS SURPLUS ITEMS".** An itemized list of surplus items can be found on the City website at www.wlv.org,

Items will be available for inspection between the hours of 8:00 a.m. and 5:00 p.m., on Thursday, July 24, 2012. The contact person at City Hall is Cassandra van der Zweep, City Intern or Kerry Kallman, Administrative Analyst at 818-706-1613. Bid sheets may be obtained on the day of your inspection at City Hall or by telephone at 818- 706-1613. Interested parties may bid on a single item or a combination of items. Successful bidders will be notified by phone of the results and the specific time period to pick up the items.

Raymond B. Taylor
City Manager

Attachment A-Itemized Surplus List

Office Supplies:

Items	Quantity	Brand/Description
Office Chairs	28	26- worn, black leather, desk chairs and 2 -worn blue desk chairs
Microwave	1	SPACEMAKER II, broken

Computer Equipment:

Items	Quantity	Brand/Description
Printer	3	HP Laserjet 1200 Series
Computer Screen	1	N.E.C. Multisync LCD 1530V
Computer Mouse	3	2- cordless, 1 -with cord
Hard Drive	1	Back-UPS 300
Accounting Calculator	1	Texas Instruments TI-56340 with Ribbon Printer
Computer Keyboard	6	3- cordless, 2 -with cord, 1- broken
Storage Tape Reader	2	HP StorageWorks Ultrium, COMPAQ AIT 35 LVD
Back-Up Battery Supply	2	Model UXBP24: Voltage 24 VDC, Smartups 2200XL
CD-ROM Drive	2	Lite-On I.T. Corp, H.L. Data Storage

Irrigation Equipment:

Items	Quantity	Brand/ Description
Control Box	3	Irritrol: 1- IBOC-2 2- IBOC-4 3- IBOC-6
Control Box	3	Irritrol CQ/DC 1-Serial #: E2502 2- Serial #: E 2506 3- Unknown, Locked
Control Box	1	Calsense, locked

City of Westlake Village

2012 Surplus Auction Bid Form

Name: _____

Mailing Address: _____

Phone Number:_____ FAX:_____

Contact Name: _____

A list of surplus items is provided with this form. It is the bidder's responsibility to match the bid entry with the corresponding description. All sales are "AS IS WHERE IS" with no guaranties or warrantees, express or implied, as to kind, character, year, quality, weight, size, or description of the property offered for sale, or its fitness for any use or purpose other than that provided on the 2012 Surplus Property Bid Sheet. Bidder or agent of bidder is responsible for determining the condition of the property prior to bidding. The surplus property will be available for inspection on July 19, from 8:00 A.M. to 5:00P.M. at the Westlake Village City Hall, 31200 Oak Crest Drive, Westlake Village, CA.

*All bids must be in a sealed envelope with the words "**SEALED BIDS FOR SUPRLUS ITEMS"** on the outside of the envelope. All prospective bidders must provide identification. Your signature at the bottom of this form with its attachments is an acknowledgement of a contract with the City of Westlake Village. Bids must be received no later than 3:00pm, Tuesday, July 31, 2012 at the City of Westlake Village City Hall reception desk or mailed to City of Westlake Village Surplus Auction Bid, 31200 Oak Crest Drive, Westlake Village, CA 91361.*
Successful bidders will be contacted through the phone number they provided. The City of Westlake Village reserves the right to reject any or all bids. The highest responsible bid on each item will be announced. All sales are final.

The City of Warrenton's interest in the property passes to the successful bidder at the time of announcement of award. At this time, risk of loss or damage will not release the bidder from the obligation to buy the property. However, until the property is paid for, the City of Westlake Village retains possession, as security toward the entire payment of the purchase price. Prior to possession of the property by the purchaser, when legal title of ownership passes from City of Westlake Village to the purchaser, the City may, if it decides that it is necessary, practical, or convenient, move any items. The successful bidder empowers the City of Westlake Village as City of Westlake Village deems suitable, to appoint an agent for him or her to move the property. Loading and transporting items are the responsibility of the successful bidder.

The successful bidder must remit payment for items and have all items removed from the City property on or before 5:00P.M., August 10, 2012. A remittance must be made in cash or check to the City of Westlake Village. Photographic are required if a check is remitted. The City of Westlake Village reserves the right to reject any or all personal checks.

Surplus Auction Inventory Form

Office Supplies:

Items	Quantity	Brand/Description
Office Chairs	28	26- worn, black leather, desk chairs and 2- worn blue desk chairs
Microwave	1	SPACEMAKER II, broken

Computer Equipment:

Items	Quantity	Brand/Description
Printer	3	HP Laserjet 1200 Series
Computer Screen	1	N.E.C. Multisync LCD 1530V
Computer Mouse	3	2- cordless, 1- with cord
Hard Drive	1	Back-UPS 300
Accounting Calculator	1	Texas Instruments TI-56340 with Ribbon Printer
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Irrigation:

Items	Quantity	Brand/ Description
Control Box	3	Irritrol: 1- IBOC-2 2- IBOC-4 3- IBOC-6
Control Box	3	Irritrol CQ/DC 1- Serial #: E 2502 2- Serial #: E 2506 3- Unknown, locked
Control Box	1	Calsense, locked

BID

Item	Brand/Description	Quantity	Bid Price
			$
			$
			$
			$
			$

Bid Total:_$_____

Please Print Name of Bidder:_____

Signature:_____**Date:**_____