

NOTICE TO BIDDERS

Sealed bids will be received by Carbon-Monroe-Pike Mental Health and Developmental Services, hereinafter referred to as "Program," at 724 Phillips Street, Suite 202, Stroudsburg, PA 18360 until 3:00 p.m. on Wednesday, October 3, 2012 and will be opened during a public meeting on Thursday, October 4, 2012 for the sale of used office furniture.

Anyone interested in submitting a bid to purchase used office furniture may contact Kathleen at kpeterston@cmpmhds.org or calling 570-420-1900, extension 3366, to receive information on the used office furniture as well as complete bidding instructions. Buyer(s) must accept the used office furniture "AS IS."

Payment for the used office furniture must be made by October 5, 2012. There are only two forms of payment accepted by the Program; cash or a certified/cashier's check drawn upon a bank authorized to do business in this Commonwealth made payable to Carbon-Monroe-Pike MH/DS. Arrangements must be made by the successful bidder(s) to remove the used office furniture from Program's property by 4:00 p.m. Friday, October 5, 2012.

The Program reserves the right to reject any and all bids, or parts thereof, or to waive any formalities or technicalities in said bid and to award the bid in such a manner as may appear to be in the best interest of the Program.

Carbon-Monroe-Pike MH/DS
Sheila Theodorou, Administrator

INSTRUCTIONS AND SPECIFICATIONS

1. PURPOSE

Sealed bids will be received by the Program to sell used office furniture.

2. BID SUBMISSION

All individual bids shall be placed in an envelope (one envelope per item number), sealed, and plainly marked "BID TO BUY ITEM NUMBER XYZ" and must be received by the Program by 3:00 p.m. on Wednesday, October 3, 2012. The Program's office is located at 724 Phillips Street, Suite 202, Stroudsburg, PA 18360. Bids will be opened on Thursday, October 4, 2012, 9:00 a.m. at a public meeting to be held in the Administrative Conference Room located at 724 Phillips Street, Suite 202, Stroudsburg, PA.

3. USED OFFICE FURNITURE

The bidder(s) who is awarded the bid to buy the used office furniture must accept the furniture in "AS IS" condition.

4. INSPECTION

Anyone interested in inspecting the used office furniture prior to submitting a bid may do so by contacting Kathleen at kpeterson@cmpmhds.org or calling 570-420-1900, extension 3366. Inspection hours are by appointment only. Failure to inspect the used office furniture prior to submitting a bid will not relieve the bidder from accepting the furniture "AS IS."

5. PAYMENT AND PICKUP

Payment for the used office furniture must be made by 4:00 p.m. Friday, October 5, 2012. There are only two forms of payment accepted by the Program; cash or a certified/cashier's check drawn upon a bank authorized to do business in this Commonwealth made payable to Carbon-Monroe-Pike MH/DS. Arrangements must be made by the successful bidder to remove the used office furniture from Program's property by 4:00 p.m. Friday, October 5, 2012.

6. PROPOSAL FORM/SIGNATURE PAGE

A proposal form and signature page is attached to these specifications. This form must be completed in full, signed by the bidder, and enclosed in each of the sealed envelope(s). Failure to do so may be considered a cause to reject the bid.

7. USED OFFICE FURNITURE LISTING

See below, exhibit "A".

8. BID AWARD

The Program reserves the right to reject any, or all bids, or parts thereof, or to waive any formalities or technicalities in said bid and to award the bid in such a manner as may appear to be in the best interest of the Program and award the bid to the highest bidder(s) to meet the bid specifications.

Exhibit A

Location Key (Stroudsburg, PA 18360):			
A: 724 Phillips Street		E: 100B Main Street	
B: 732 Phillips Street		H: 105 Main Street	
Item #	Description	Dimensions/Comments	Location
60	Bookcase	Three shelves	B
989	Bookcase	Three shelves	E
2041	Bookcase	36" x 36"	E
4306	Bookcase	w/ cabinet	B
1469	Cabinet	Three drawer pedestal	B
1807	Cabinet	Four drawer	B
2544	Cabinet	File lateral with 2 drawer	B
3052	Cabinet	Five drawer lateral	B
3508	Cabinet	Storage	B
3519	Cabinet	B/B/F Pedestal	B
3535	Cabinet	F/F Pedestal	B
3540	Cabinet	P, B, F Pedestal	E
3793	Cabinet	Three drawer lateral	B
4320	Cabinet	Five Drawer letter file	B
4321	Cabinet	Five Drawer letter file	B
4325	Cabinet	Four Drawer letter file	B
4701	Cabinet	36" x 20" x 29"	B
4926	Cabinet	Three drawer lateral	E
4927	Cabinet	Three drawer lateral	E
4929	Cabinet	Three drawer lateral	E
4930	Cabinet	Three drawer lateral	E
4931	Cabinet	Two drawer lateral	E
4932	Cabinet	Two drawer lateral	E
4990	Cabinet	Three drawer lateral, w/ wood top	E
4991	Cabinet	Three drawer lateral, w/ wood top	E
3518	Cabinet	F/F Pedestal	B
3534	Cabinet	B/B/F Pedestal	B
3	Cabinet, Cart	30" x 28" x 20"	B
1	Cabinet, Data	50" x 25" x 21.5"	E
2	Cabinet, Data	50" x 25" x 21.5"	E
2519	Cabinet, Data	72" x 30" x 28"	A
4918	Cabinet, wall mounted	Storage w/ tackboard	E
4919	Cabinet, wall mounted	Storage w/ tackboard	E
4027	Chair		B
9	Chair, Folding		B
58	Chair, Folding		B
167	Chair, Folding		B
168	Chair, Folding		B
374	Chair, Folding		B
376	Chair, Folding		B
377	Chair, Folding		B

Exhibit A

Location Key (Stroudsburg, PA 18360):			
A: 724 Phillips Street		E: 100B Main Street	
B: 732 Phillips Street		H: 105 Main Street	
Item #	Description	Dimensions/Comments	Location
378	Chair, Folding		B
2626	Chair, Folding		B
2627	Chair, Folding		B
2629	Chair, Folding		B
2631	Chair, Folding		B
2805	Chair, Folding		B
4903	Chair, Guest	Fan Back	E
4920	Chair, Managerial		E
2593	Credenza	w/ doors	B
4942	Credenza	Storage w/ locking files	H
3070	Desk	Pedestal w/ return	B
3509	Desk	60" x 30"	B
3527	Desk	60" x 30"	B
4302	Desk	30" x 66"	B
4305	Desk	42" x 24" x 29 1/2"	B
4908	Desk	including hutch	E
4909	Desk	including hutch	E
4916	Desk		E
4917	Desk		E
4977	Desk	Pedestal, Bridge, Peninsula	H
4988	Desk	Pedestal, Bridge, Peninsula	H
4955	Desk Hutch	Storage w/ tackboard and task light	H
4976	Desk Hutch	Storage w/ tackboard and task light	H
4859	Framed Art	White Sands	H
4860	Framed Art	Silence of the Dune	H
4861	Framed Art	Light at Dusk	H
5000	Framed Art	Let the Sunshine In	E
3932	Mail Sorter	Twenty bin	E
2337	Shelving	Set of 3, 13" x 32"	B
1900	Table	Corner	B
3901	Table	60" x 30"	B
4307	Table	Work table with corner platform	B
1073	Table, Folding	36" x 96"	B

PROPOSAL PAGE/SIGNATURE PAGE

DATE: _____

Carbon-Monroe-Pike MH/DS
724 Phillips Street, Suite 202
Stroudsburg, PA 18360

Dear Ms. Theodorou:

After examining the specifications regarding my purchase of the used office furniture described in Exhibit "A" of the attached specifications, this bidder understands and agrees to honor the specifications as presented. I understand that I must accept the used office furniture in "AS IS" condition.

Item # _____ Bid Offer \$ _____

In submitting this proposal, it is understood that it is the right of the Program to reject any and all proposals, or parts thereof, or to waive any formalities or technicalities in said proposal and award the bid to the highest bidder(s) to meet the bid specifications.

I will make payment for the used office furniture by 4:00 p.m. Friday, October 5, 2012. I will pay you in either cash or a certified/cashier's check drawn upon a bank authorized to do business in this Commonwealth made payable to Carbon-Monroe-Pike MH/DS. I understand that I must remove the used office furniture for which I am the successful bidder from Program's property by 4:00 p.m. Friday, October 5, 2012.

Signed by: _____

Printed/Typed Name: _____

Mailing Address: _____

Telephone Number (Daytime): _____