



April 1, 2014

NVCC BID #2014-FOUNDERS I

Naugatuck Valley Community College is seeking bid proposals for Furniture Disposal Management Services for the renovations of Founders Hall. Bids shall only be considered from qualified companies who have experience in compiling an inventory and assisting with surplus activities on projects of similar size and scope.

**Please submit your bid by 4pm on April 22, 2014**, Attn: Lisa Anderson, Room K-704 or [landerson@nvcc.commnet.edu](mailto:landerson@nvcc.commnet.edu).

A **mandatory walk thru is scheduled for April 15, 2014 at 9am**. Please contact Robert Divjak, Director of Facilities at 203-575-8235 or [rdivjak@nvcc.commnet.edu](mailto:rdivjak@nvcc.commnet.edu) for details.

The project shall have an anticipated start date of April 30, 2014.

**BID PROPOSALS MUST BE FOR A GRAND TOTAL PROJECT COST TO INCLUDE THE FOLLOWING SERVICES:**

1. Inventory all furniture and equipment, also known as the building contents, in Founders Hall on the 1<sup>st</sup>, 3<sup>rd</sup>, and basement level; approximately 40,000 square feet. Further clarification shall be provided during walk-thru.
2. Assign a "stock number" to all items.
3. Photograph building contents and label of photos with captions noting a description of the piece, its location and the stock number.
4. Produce an inventory table listing the building contents, make, model, style and location of the item(s). Link this information to the photographs. Create and share this electronic file with the College.
5. Note any Capital Asset inventory tags on the building contents and note that information on the inventory listing.
6. Communicate and coordinate the inventory effort with the College business office and the maintenance department staff.
7. Verify that the building contents are not to be salvaged by the College and can be advertised on the Department of Administrative Services (DAS) State surplus Internet site.
8. Coordinate with the College staff and post the items on the DAS State surplus Internet site. Some items will be listed individually such as kitchen equipment. Some items will be grouped and listed in small lots such as oscilloscopes. Some items will be listed as parts of large lots such as student desks.
9. Coordinate with DAS personnel through the surplus process.
10. Arrange for pickup of purchased/claimed items by the successful claimants/bidders.
11. Verify identity of buyer/claimant.
12. Verify payment by collecting a copy of the paid invoice from the buyer.

13. If necessary, record the transaction on the inventory and list the buyer's name and the date of the transaction and transaction number. Keep an electronic file and work closely with College staff to remove sold/disposed items from the capital asset inventory.
14. As part of the building contents inventory, report on the final disposition of all items in the following categories: salvage, surplus, scrap.
15. Provide a binder and electronic copy of the building contents inventory to the College.

Continuing Notice of Nondiscrimination: Naugatuck Valley Community College does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, political belief, veteran status, sexual orientation, genetic information or criminal record. The following individuals have been designated to handle inquiries regarding the non-discrimination policies: Jacquie Swanson, Associate Director of Human Resources/Title IX Coordinator, Room K704, Naugatuck Valley Community College, 750 Chase Parkway, Waterbury, CT 06708; 203-575-8043. Robert Divjak, Director of Facilities/Section 504/ADA Coordinator, Room C216, Naugatuck Valley Community College, 750 Chase Parkway, Waterbury, CT 06708.