



Serving Douglas County Since 1964

SOLICITATION No. 0116-02

NOTICE OF AUCTION SALE

ASTRONOMY/OBSERVATORY SURPLUS SUPPLIES

The purpose of this **Notice** is to inform interested parties of UCC's plans to auction surplus merchandise. This merchandise is no longer needed and includes the used astronomy equipment and accessories listed in **Exhibit A**.

The College reserves the right to (1) reject any Offer not in compliance with all prescribed public solicitation procedures and requirements, (2) reject for good cause any or all bids that are not in the best interest of the College, (3) waive non-material informalities in the bids, and (4) select the bids which are discerned to be in the best interest of Umpqua Community College.

DATE: March 29, 2016

Contacts:

Auction Logistics questions, directions, clarifications to:

Jules DeGiulio
Purchasing Administrator

Phone: 541 440 7648
Fax: 541 440 7707
E-mail: jules.degiulio@umpqua.edu

Equipment Specific questions to:

Paul Morgan, PhD
Astronomy Professor

Office: 541 440 4718
Cell: 541 673 1081
E-mail: paul.morgan@umpqua.edu



BRIEF:

Umpqua Community College is offering listed Astronomy equipment for sale by closed bid auction.

BIDDING INSTRUCTIONS:

Refer to **Exhibit A** for the descriptions and pictures of items and lots being sold and other pertinent data regarding each item/lot.

You may bid by US Mail, Email, Fax, or In Person.

Bids must be received on the Bid Submission Form provided in this notice – **Exhibit B**.

Only one item/lot may be bid for on a single Bid Sheet. Submit multiple Bid Forms if bidding for multiple items/lots. Bid Submission Forms received for multiple items will not be considered.

All bids shall be sealed and held unopened until the final viewing period is over.

Bids must match or exceed the minimum bid noted in Exhibit A to be considered.

Bids must be received *prior to 12pm, (Noon) on Saturday April 9, 2016* to be eligible for award.

- Opening of all bids will commence at **1pm on April 9, 2016**.

Awards will be announced and made following the bid opening at 2pm on April 9, 2016.

VIEWING SCHEDULE:

Telescopes and Accessories will be available for viewing at the Northwest Side of the Tower Building located on the UCC Campus. A marked Campus Map is included as **Exhibit C**. All materials will be on display to be evaluated during these hours.

April 5, 2016: From 4pm until 6pm

April 7, 2016: From 4pm until 6pm

April 9, 2016: From 9am until 11am

Additional viewing times *may* be scheduled at the discretion of UCC staff if none of these hours can be accommodated. Contact Paul Morgan for special appointment consideration.

Staff will be on hand during viewings to answer questions and accept bids.

Q&A:

All Questions received **prior to Bid Opening on April 9, 2016** will be answered.

Questions related to the Auction itself should be directed to **Jules DeGiulio**.

Questions related to the equipment should be directed to **Paul Morgan**.

ADDITIONAL REQUIREMENTS / INSTRUCTIONS:

Awarded bidders are expected to pay for and remove their merchandise following the awards.

Bidders do not need to be present at the Bid opening to be awarded an item or lot. Bidders who are not present, and who can therefore not present payment and remove their merchandise, will make arrangements with UCC for full payment and removal within the 10 days immediately following the Bid Opening and Award. That is, all merchandise must be paid for in full and removed no later than **April 19, 2016** or it will be retained by UCC and may be offered to the next high bidder.

All packaging, shipping, and insurance costs will be borne by the Bidder.

All items will be sold *as is and where is*. No warranty is provided for any item. UCC accepts no liability for damage incurred during the bid process and will not entertain any request for refund or return.

Submit Bids to: Jules DeGiulio, Purchasing Administrator

Email: jules.degiulio@umpqua.edu

Fax: 541 440 7707

US Mail or Hand Deliver:

UCC Finance Office
1140 Umpqua College Road
PO Box 967
Roseburg, OR 97470-0226

or

Prepare and hand in to staff on day of Viewing or Award.



BID SUBMISSION FORM

ASTRONOMY OBSERVATORY SURPLUS SUPPLIES AUCTION

LOT#: _____

BID: \$ _____

NAME: _____

ADDRESS: _____

CITY, STATE, ZIP _____

SIGNATURE: _____

DATE: _____

CONTACT INFO:

DIRECT PHONE: _____

EMAIL: _____

Make as many copies of this form as needed.