

**NEW YORK LIQUIDATION BUREAU  
REQUEST FOR QUOTATION**

**SALE OF USED OFFICE FURNITURE & COMPUTER EQUIPMENT  
September 15, 2009**

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**I. BACKGROUND**

The New York Liquidation Bureau (“Bureau”) carries out the responsibilities of the Superintendent of Insurance of the State of New York in his capacity as Receiver administering the affairs of impaired or insolvent companies that are in court-ordered receivership (“Estates”).

The Bureau, in an effort to maximize Estate assets, is offering to sell used office furniture and computer equipment (“Sale Items”) of individual Estates. The Sale Items are grouped by lots (“Lot”) and each Lot is being offered for sale. Individual items are not for sale. A list of the Sale Items by Lot is attached hereto as Exhibit A. Persons or entities (“Potential Buyers”) interested in purchasing the Sale Items must provide the Bureau with a quotation (“Quotation”), complete with the information set forth below in Section III, as well as a dollar amount for each Sale Item to be purchased.

**II. RULES AND INSTRUCTIONS**

In order to facilitate a fair evaluation of all Quotations, the Bureau requires that all Quotations maintain a uniform format. Accordingly, all Quotations must strictly adhere to the requirements outlined in this RFQ. The Bureau may, in its sole discretion, modify, rescind or provide an addendum to this RFQ, require Potential Buyers to revise their Quotation or supply additional information, and/or invite any Potential Buyer to appear for an interview.

The Bureau shall review all bids on the Lots based exclusively on the Quotations submitted, any subsequent interviews with Potential Buyers and any additional information submitted by Potential Buyers at the Bureau’s request.

Quotations must specifically supply all items of information requested in Section III below in the exact format set forth in Section III. Material deviations from the required format will likely result in disqualification of the Quotation. If any item in Section III does not apply to the Potential Buyer, the Potential Buyer must specifically indicate that the item is not applicable.

Quotations must be formatted in 12-point or larger font. Each Potential Buyer shall submit one original and four copies of its Quotation. Each Quotation must be signed and dated by the Potential Buyer. In submitting a signed Quotation, the Potential Buyer certifies that the information in the Quotation is materially complete, truthful and accurate.

The Potential Buyer shall be bound by the information contained in its Quotation, including dollar amounts listed for Sale Items. Potential Buyers must guarantee the dollar amount submitted for Sale Items for 60 days from the RFQ closing date. Potential Buyers may

withdraw their Quotations from consideration at any time by written submission to Contract Administrator Robert Russo at the address listed below.

Quotations must be sent via overnight courier or hand delivery to:

**New York Liquidation Bureau  
123 William Street  
New York, New York 10038-3889  
Attn: Robert Russo  
Contract Administrator  
RFQ: Sale of Used Office Furniture & Computer Equipment**

Quotations must be received no later than 5:00 p.m., EST, on **October 6, 2009**, unless such deadline is extended in writing by, and at the sole discretion of, the Bureau. **Envelopes must be marked "Do Not Open"**. Late Quotations will be disqualified from consideration. Quotations will be opened on **October 7, 2009** at 11:00 a.m. on the 8<sup>th</sup> floor at 123 William Street in the Administrative Services Conference room.

Potential Buyers may submit written questions no later than 5:00 p.m., EST, on **September 29, 2009**, via e-mail to russo@nylb.org.

Quotations will remain under seal and will be opened at a closed meeting under the supervision of designated Bureau staff.

Except as provided in this RFQ and as otherwise necessary for conducting business operations previously established with the Bureau, Potential Buyers may not communicate with Bureau personnel who are involved in the review, evaluation or selection of Potential Buyers. The Bureau will disqualify Potential Buyers who engage in prohibited communications of a material nature, as determined by the Bureau.

### **III. CONTENTS OF PROPOSAL**

Quotations shall set forth the following information:

- A. State the name of the Potential Buyer.
- B. State the address of the Potential Buyer's corporate headquarters and/or primary office.
- C. List all other office addresses.
- D. List a primary contact person, including such person's specific contact information.
- E. List an alternate contact person, including such person's specific contact information.
- F. State the Potential Buyer's tax identification number and certificate to do business in the State of New York.

- G. Describe and identify each Lot to be purchased by its name (*i.e.* Lot A, Lot B, Lot C or Lot D) and bar code number and provide the dollar amount being offered for each Lot.

#### **IV. EVALUATION AND AWARD**

This RFQ does not commit the Bureau to select a Potential Buyer or enter into a contract with any Potential Buyer. The Bureau reserves the right to rescind or revoke this RFQ prior to execution of a contract with a Potential Buyer. The Bureau may in its sole discretion: (a) reject a Quotation if it is non-responsive or non-compliant with the requirements set forth in this RFQ; or (b) waive minor discrepancies in any Quotation. All materials submitted in response to this RFQ become the property of the Bureau and will not be returned. The Bureau is not bound to accept the highest-priced Quotation.

#### **V. ADDITIONAL TERMS AND INFORMATION**

Inspections of the Sale Items will be held on September 22, 2009, from 10:00 a.m. through 2:00 p.m. at 123 William Street, New York, NY 10038. Inspections are not mandatory for the purchase of Lots. All necessary equipment, moving vehicles and/or manpower required to remove purchased Sale Items is the responsibility of the Potential Buyer. All Sale Items must be removed by Potential Buyers Monday through Friday, between the hours of 5:00 p.m. and 7:00 p.m. All Sale Items must be removed by Potential Buyers no later than 10 days after the award date.

The information contained herein shall be used for the sole purpose of responding to this RFQ. The Bureau will not, and is under no obligation to pay the costs, in whole or in part, incurred by the Potential Buyer during the preparation of a Quotation or for any expense incurred to remove purchased Sale Items. The Bureau disclaims responsibility and liability for any costs related to the Potential Buyer's participation in this RFQ.

**SCHEDULE A-1**

**Insurance Coverage currently carried by the bidder.**

1. General Liability

Carrier (s):

Policy No.:

Effective Date:

Expiration Date:

Limits of Liability:

2. Excess Liability

Carrier (s):

Policy No.:

Effective Date:

Expiration Date:

Limits of Liability:

3. Worker's Compensation

Carrier (s):

Policy No.:

Effective Date:

Expiration Date:

Limits of Liability:

4. Disability Benefits (DBL)

Carrier (s):

Policy No.:

Effective Date:

Expiration Date:

Limits of Liability:

**FAILURE TO COMPLETE AND RETURN MAY RENDER BID NONRESPONSIVE**

SchA-1-8/18/98

**New York Liquidation Bureau**  
**Bid Quotation Sheet**  
**Sale of Used Systems Furniture,**  
**Metal File Cabinets/Shelving Units,**  
**Office Furniture and Computer Equipment**

at

**123 William Street**  
**4<sup>th</sup> & 6<sup>th</sup> Floors**  
**New York, New York 10038**

**Contract No. 2009F1006**

<u>Description</u>	<u>Price in Words</u>	<u>Price in Figures</u>
<b>Lot "A" (6<sup>th</sup> Floor)</b>		
Systems Furniture (workstations) (See attached description of lot inventory)	_____  _____	
	_____ Dollars	
	and _____ cents	\$ _____
<b>Lot "B" (6<sup>th</sup> Floor)</b>		
Metal File Cabinets/Metal Shelving Units (See attached description of lot inventory)	_____  _____	
	_____ Dollars	
	and _____ cents	\$ _____
<b>Lot "C" (6<sup>th</sup> Floor)</b>		
(Office Furniture; desks; credenzas; Terminal tables; chairs, etc.) (See attached description of lot inventory)	_____  _____  _____	
	_____ Dollars	
	and _____ cents	\$ _____

**Price in Words**

**Price in Figures**

**Lot "D" (4<sup>h</sup> Floor)**

Computer Equipment  
(See attached description  
of lot inventory)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Dollars

and \_\_\_\_\_ cents \$ \_\_\_\_\_

Sworn to before me this \_\_\_\_\_  
day of \_\_\_\_\_, 2009

\_\_\_\_\_  
Notary

\_\_\_\_\_  
Company submitting

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title (Principle/Officer)

\_\_\_\_\_  
Address

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Telephone Number/Fax Number

\_\_\_\_\_  
Date

Vendor hereby acknowledges receipt of all addenda through and including Addendum No.\_\_\_\_\_.  
Vendor must insert number of last addendum issued. In case of a discrepancy between figures  
and words in this quotation, the quotation in words shall be controlling.  
8/18/98

**BIDDER'S AFFIDAVIT**

**Contract No.: . 2009F1006**

**NEW YORK LIQUIDATION BUREAU**

Administrative Services Division – Purchasing Department

STATE OF NEW YORK )

ss:

COUNTY OF NEW YORK )

\_\_\_\_\_ being

duly sworn, deposes and says: he/she is \* \_\_\_\_\_ of \_\_\_\_\_ \*\*  
(principal or officer)

the bidder above named.

The undersigned, acknowledging that he/she is duly authorized to execute this Bid and has carefully examined the Bid Solicitation Package, offers to provide services to the Receiver in strict conformity with each and every provision therein. I also certify that the attached Bid and Bid Quotation Sheet(s) are in all respects true and correct.

Sworn to before me this \_\_\_\_\_  
day of \_\_\_\_\_, 2009

\_\_\_\_\_  
(Notary)

\_\_\_\_\_  
(Company submitting)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

\* If the bidder is an individual, do not fill in this blank; if the bidder is a firm, say here “a principal of the firm” or if a corporation say “the President (or other duly authorized officer).”

\*\*\*Fill in the name of the bidder here (if a corporation or partnership).

**FAILURE TO COMPLETE AND RETURN MAY RENDER BID NONRESPONSIVE**

Affid8/96