



**Sale of Surplus Office Equipment and Furniture  
LEG-01-2025**

**Closing Time & Date:  
10:00 a.m., Friday, August 29, 2025**

**Issue Date: August 21, 2025**

## 1. **Instructions to Bidders**

### 1.1 **General**

The Town of Petawawa (herein after known as the Town) is inviting Bids from interested Bidders for the purchase of used office equipment and furniture owned by the Town.

### 1.2 **Inspection of Furniture**

1.2.1 To minimize the impact on the Town's Legislative Services Department, items for sale are available for public viewing on **Monday, August 25, 2025 from 8:00 a.m. to 3:00 p.m.** at the Town of Petawawa Public Works Office, 19 Industrial Avenue, Petawawa, ON.

### 1.3 **Submission of Bids**

1.3.1 Interested parties must submit the following completed document as part of their bid:

#### **Form of Bid (page 11-12)**

1.3.2 Bids will be accepted by email or in person.

**Email submissions** must be sent to [drecoskie@petawawa.ca](mailto:drecoskie@petawawa.ca)

with the subject line clearly stating:

*Sale of Surplus Office Equipment and Furniture – LEG-01-2025*

**In-person submission** must be place in a sealed envelope clearly marked:

*Sale of Surplus Office Equipment and Furniture*

*LEG-01-2025*

1.3.3 Bids are to be addressed to:

Dawn Recoskie, Clerk  
19 Industrial Ave  
Petawawa, ON K8H 2W8

1.3.4 Bids will be received until **10:00 a.m., Local Time, Friday, August 29, 2025.**

1.3.5 Bids received at 10:01 a.m. or later will be deemed to be late and rejected.

1.3.6 The Town is not responsible for any bid received after the stated closing time and will not consider any such bid.

- 1.3.7 The Town will not be responsible for any lost Bids or for those Bids that are delivered to any other location than the submission address or email address indicated above.
- 1.3.8 The onus remains solely the responsibility of the Bidder to instruct couriers/delivery personnel to deliver bid submissions to the exact location specified. Bidders assume sole responsibility for late deliveries if these instructions are not strictly adhered to.

#### **1.4 Form of Bid**

- 1.4.1 All bids must be upon the blank Form of Bid attached hereto (page 11-12).
- 1.4.2 The Bidder shall complete the Form of Bid in ink or in type.
- 1.4.3 The Bidder shall include their full legal name, address, telephone number and signature on the Form of Bid.
- 1.4.4 If it becomes necessary to correct an error made on the Form of Bid, such correction must be initialed by the person signing the form.

#### **1.5 Bids**

All bids must be stated in Canadian funds.

#### **1.6 Withdrawal of Bid**

Bidders will be permitted, without prejudice, to withdraw their bid unopened after it has been received by the office of the Clerk, provided such request for withdrawal is received in writing by the Clerk prior to the closing date and time. The withdrawal of a bid does not disqualify a Bidder from submitting another bid prior to the closing.

#### **1.7 Withdrawal of Goods**

The Town reserves the right to withdraw any goods before the Surplus Sale closing date and time.

#### **1.8 Bid Opening**

- 1.8.1 Bids will be publicly opened shortly after the closing at the Town of Petawawa Public Works Office, 19 Industrial Avenue, Petawawa, ON.
- 1.8.2 The bid price for each item will be read aloud and recorded on a Bid Opening sheet. Items will be awarded to the highest bidder, as determined during the opening. The Legislative Services

Department will follow up with successful bidders after the opening to coordinate payment and item pick up.

### **1.9 Incomplete or Unclear Bids**

Bids must be clear and fully completed using the Town's Form of Bid (page 11-12). If a bid is illegible, missing information, includes changes that aren't initialed, or are not properly signed, it may be rejected as incomplete.

### **1.10 Award of Item**

1.10.1 Bids are open for acceptance by the Town for thirty (30) days from the Bid closing date.

1.10.2 The Town reserves the right, in its sole and unfettered discretion, to accept offers or combinations of offers which provide the Town with the highest revenue value and level of complete disposal providing that the pricing is considered by the Town to be appropriate.

## **2. Terms and Conditions**

### **2.1 General**

The Instructions to Bidders, Terms and Conditions, Specifications, and Form of Bid, form the entire contract between the parties, and no variations thereof, irrespective of the wording of the Bidder's acceptance, will be effective unless specifically agreed to in writing by the Clerk.

### **2.2 Condition of Furniture Offered For Sale**

2.2.1 The Town makes every effort to accurately describe all goods; however, the Town does not warrant the description in any manner. Bidders are deemed to have relied entirely on their own inspection and evaluation. All goods are offered for sale on an "AS IS, WHERE IS" basis.

2.2.2 There are no warranties or any representations with respect to the goods, either expressed or implied, including any implied warranties and conditions, or merchantability or fitness for a particular purpose.

### **2.3 Satisfaction of Bidder**

By submitting a bid, the Bidder confirms they have reviewed and understood all conditions of the sale. No claims will be accepted for lack of knowledge regarding the condition, handling, removal, or use of the surplus items. It is the responsibility of the Bidder to inspect the items and ensure they are satisfied before bidding.

## **2.4 Terms of Payment**

- 2.4.1 Payment must be received in full at the Town of Petawawa Municipal Office, 1111 Victoria Street, Petawawa, ON within five (5) working days of notification of award.
- 2.4.2 Payment must be made either by cash, debit card, or cheque. Money orders and certified cheques shall be made payable to the Town of Petawawa.
- 2.4.3 All purchases must be paid in full before removal from the Town of Petawawa Public Works Office, 19 Industrial Avenue, Petawawa, ON.

## **2.5 Removal of Goods**

Unless otherwise specified in the Sale Document, goods must be removed at the Bidder's expense within five (5) working days of notification of award, if not so removed, the bidder forfeits the goods and all money paid to the Town.

## **2.7 Signed Bid to be Considered an Offer**

The submission of a signed Bid to the Town shall be deemed to constitute an "Offer" which may be accepted, at the option of the Town, by verbal or written acknowledgement of acceptance. Upon such acceptance, the terms, conditions and specifications herein set forth shall be confirmed and binding upon the Town and the Bidder.

## **2.8 Indemnification**

The Bidder agrees to indemnify, defend and save harmless the Town and all Municipal Officers, employees, volunteers, servants and agents of its Boards from and against all losses, costs, damages, expenses, and claims made against the Town, resulting from or arising out of any act or omission or negligence or willful harm of the Bidder, its employees or agents, during or connected with the goods, for which the Bidder is legally responsible.

### 3. **Specifications**

#### 3.1 **Items for Sale**

The following are items available for sale, including specifications, where available.

##### **Item No. 1 – Office Desk**

Mahogany laminate finish, equipped with one (1) file drawer and one (1) box drawer.

**Dimensions:** 30in x 59in

**Quantity:** Nine (9) desks available.

**Note:** Bidders may submit a bid for any quantity from one (1) to nine (9) desks. Please clearly indicate the quantity being bid on in the Form of Bid.

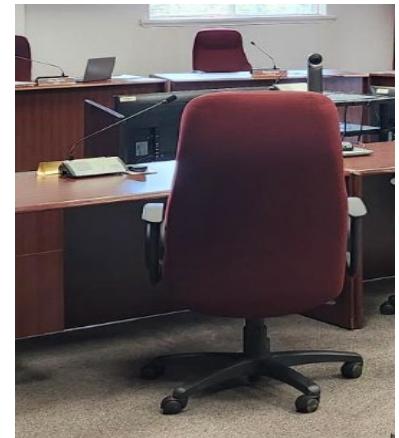


##### **Item No. 2 – Office Chair**

Fabric, burgundy color, high back, swivel with adjustability, thick molded foam seat and back, arm rests.

**Quantity:** Ten (10) chairs available.

**Note:** Bidders may submit a bid for any quantity from one (1) to ten (10) chairs. Please clearly indicate the quantity being bid on in the Form of Bid.



##### **Item No. 3 – Conference Table**

Mahogany laminate finish, and privacy panel below.

**Dimensions:** 4ft x 8ft

**Quantity:** One (1) available.

**Note:** This item is sold individually. Please indicate interest on the Form of Bid.



**Item No. 4 – Stackable Chairs**

Fabric, grey color, steel frame, durable chairs stack neatly when not in use.

**Quantity:** 32 chairs available.

**Note:** Bidders may submit a bid for any quantity from one (1) to 33 chairs. Please clearly indicate the quantity being bid on in the Form of Bid.



**Item No. 5 – Mobile Podium/Lectern**

Mahogany laminate finish, raised angled reading surface, lower compartment shelf with additional storage space. Mounted on swivel casters for mobility.

**Quantity:** One (1) available.

**Note:** Please clearly indicate the quantity being bid on in the Form of Bid.





**Item No. 6 – hp Print Cartridge**

hp Laserjet 5200 print cartridge, color Black, 16A

**Quantity:** One (1) available.

**Note:** This item is sold individually. Please indicate interest on the Form of Bid.



**Item No. 7 – hp Print Cartridge**

hp Laserjet CP2025 CM2320 mfp print cartridge, color BLACK, 304A

**Quantity:** Two (2) available.

**Note:** This item is sold individually. Please indicate interest on the Form of Bid.



**Item No. 8 – hp Print Cartridge**

hp Laserjet CP2025 CM2320 mfp print cartridge, color YELLOW, 304A

**Quantity:** One (1) available.

**Note:** This item is sold individually. Please indicate interest on the Form of Bid.



**Item No. 9 – hp Print Cartridge**

HP Color Laserjet Print Cartridge, CP2025 CM2320 mfp, Color MAGENTA, CC533A – Color Sphere HP Toners

**Quantity:** One (1) available.

**Note:** This item is sold individually. Please indicate interest on the Form of Bid.



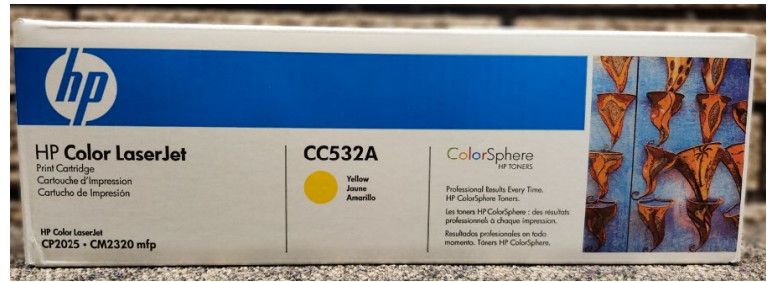


**Item No. 10 – hp Print Cartridge**

HP Color LaserJet Print Cartridge,  
CP2025 CM2320 mfp, Color  
YELLOW, CC532A – Color  
Sphere HP Toners

**Quantity:** One (1) available.

**Note:** This item is sold  
individually. Please indicate interest on the Form of Bid.



**Item No. 11 – hp Print Cartridge**

HP Color LaserJet Print Cartridge,  
CP2025 CM2320 mfp, Color  
CYAN, CC531A – Color Sphere  
HP Toners

**Quantity:** One (1) available.

**Note:** This item is sold individually.  
Please indicate interest on the  
Form of Bid.



**Item No. 12 – HP Colored Printer**

HP Color LaserJet CP2025 Printer

**Quantity:** One (1) available.

**Note:** This item is sold individually. Please indicate interest on the Form of Bid.



**Item No. 13 – Computer Monitor**

NEC MultiSync LCD 1770NX Computer Monitor

**Quantity:** One (1) available.

**Note:** This item is sold individually. Please indicate interest on the Form of Bid.



**Item No. 14 – Rolling Cart**

Black 3 tier rolling cart.

**Quantity:** One (1) available.

**Note:** This item is sold individually. Please indicate interest on the Form of Bid.



**Item No. 15 – Typewriter**

International 111000 typewriter

**Quantity:** One (1) available.

**Note:** This item is sold individually. Please indicate interest on the Form of Bid.



**Item No. 16 – Mobile Blueprint Rack**

**Quantity:** One (1) available.

**Note:** This item is sold individually. Please indicate interest on the Form of Bid.



**FORM OF BID**  
**Sale of Surplus Office Equipment and Furniture**  
**LEG-01-2025**

I/We \_\_\_\_\_ hereby offer to purchase  
(Name of Individual/Company)

from the Town of Petawawa, on an "As is, Where is" basis and in accordance with the Sale Document, the described goods for the indicated Bid amount, as follows:

Item No.	Description of Item	Quantity Available	Quantity Requested	Bid Amount per Item (\$) (enter 'NIL' if not bidding)	*Order of Preference (1 = highest) — only if bidding on multiple items
1.	Office Desk	9			
2.	Office Chair	10			
3.	Conference Table	1			
4.	Stackable Chairs	30			
5.	Mobile Podium/ Lectern	1			
6.	HP Print Cartridge 16A, BLACK	1			
7.	HP Print Cartridge 304A, BLACK	2			
8.	HP Print Cartridge 304A, YELLOW	1			
9.	HP Print Cartridge CC533A, MAGENTA	1			
10.	HP Print Cartridge CC532A, YELLOW	1			
11.	HP Print Cartridge CC531A, CYAN	1			
12.	HP Colored Printer	1			
13.	Computer Monitor	1			
14.	Rolling Cart	1			
15.	Typewriter	1			
16.	Mobile Blueprint Rack	1			
<b>TOTAL:</b>					

I/We hereby agree to remove the equipment or furniture at our expense, within five (5) working days of notification of award, providing correct payment has been provided to the Town in accordance with Clause 2.4 of the Terms and Conditions.

I/We recognize the right of the Town to accept or reject any or all Bids.

**Offered By:**

Individual or Company: \_\_\_\_\_

Signature: \_\_\_\_\_

*If Company submission:*

Print Name: \_\_\_\_\_ Position: \_\_\_\_\_

**Address:**

Street: \_\_\_\_\_ City: \_\_\_\_\_ Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Date:** \_\_\_\_\_