



June 30, 2011

REQUEST FOR PROPOSALS
RFP-11-65

Sealed responses marked Annual Contract – Auctioneering Services, will be received by the City of Winter Haven until **2:00 P.M., July 27, 2011**, at the office of the Procurement Services Division, Central Stores Complex, 401 6th St. SW, Winter Haven, Florida 33880, for the following:

Annual Contract – Auctioneering Services

At that time, responses will be publicly opened and read aloud in the Procurement Services Office.

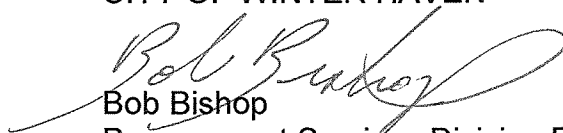
The City is requesting responses from those qualified firms with previous experience in this type of work. Firms submitting responses shall provide evidence of their experience and expertise in similar work performed. Bidders must submit one (1) **unbound original** and one (1) copy of their response.

Questions concerning this bid must be submitted in writing on or before **3:00 p.m., July 18, 2011** to Judie Serode at jserode@mywinterhaven.com. Questions received after this time may not be answered.

The responses shall be furnished in accordance with the RFP, requirements, and any other documents prepared for this bid. **W-9** must be attached to the bid when returned by the responding vendor. Payment will be rendered to the name and ID appearing on the W-9.

The City of Winter Haven reserves the right to reject any and all responses, to waive informalities, to re-advertise, and to enter into a contract determined to be in its best interest, in accordance with the documents referenced herein above.

Sincerely,
CITY OF WINTER HAVEN



Bob Bishop

Procurement Services Division Director

Requirements

Introduction

The City of Winter Haven is seeking a licensed professional auctioneer, who on his/her own property, will through a regularly scheduled, established auction, offer for sale to the highest bidder, vehicles, vehicle and equipment parts, machinery, heavy equipment and certain personal property owned by the City of Winter Haven. The bidders are to be cautioned that **not** all vehicles and equipment are in working order.

The City may evaluate and award this contract on the basis of the proposals submitted in response to this request for proposals. Cost alone will not be used as a basis for this award. It is the intent to award this contract to the company demonstrating the ability to produce the most revenue for the City of Winter Haven in the public sale of surplus property and who can demonstrate a high degree of protection of the City's interest against loss or damage to surplus property, liability and unnecessary administrative cost. The City may take into account the driving distance and /or towing charges to the auction site.

Auctioneer Company Requirements

The auctioneering company (herein called the company/auctioneer) shall receive and provide receipt for all City owned surplus property delivered to the company for sale at public auction.

The company shall receive and keep safe with reasonable protection all property presented to them for the purpose of sale at a public auction for a period of up to sixty (60) days prior to the designated public auction. The company shall replace or compensate the city at present value for any property lost, stolen or destroyed while in the care, custody or control of the company. The company shall reimburse the City of Winter Haven for any incremental loss of value due to damage or other occurrence.

The auctioneer shall provide at his/her own expense all required legal advertising to comply with State Statutes regarding the sale of public property. The auction shall be open to the public and not restricted in any manner.

The company shall provide adequate facilities for the auction to take place. The facilities shall include adequate parking, security, sanitation, registration of all bidders, and adequate staff to manage the auction, collection of all monies and taxes, etc.

The auctioneer shall make every reasonable and prudent effort to maximize the value of the property being sold. They will stage the equipment in an orderly fashion so as to enhance the marketability of the property and will consider only the best interest of the City in conducting the sale. The auctioneer has no authority to donate any City of Winter Haven personal property.

The company shall provide a computer-generated report of the sale results, which shall include the following minimum information:

- A. Brief description of the item
- B. Property control number
- C. Selling Price
- D. Commission Amount
- E. Transportation Charges
- F. Total net price paid to the City of Winter Haven.

This report shall be due at the time of final payment.

The company shall deliver the final report and a payment check less commission and related charges for all sales conducted no later than one (1) week after the sale has concluded. The delivery of said report and proceeds shall be made to the attention of the City of Winter Haven, Bob Bishop, Procurement Services, PO Box 2277, Winter Haven, FL 33883. Phone number is 863.291.5664. The check shall be made payable to the City of Winter Haven. In the event the auctioneer fails to collect 100% of the auction sale price, including dishonored checks the company is still responsible for the full payment to the City of Winter Haven.

The company may be required to retain possession of the unsold property including titles and power of attorney until the next auction, but no more than sixty (60) days after the first auction date. The auctioneer shall remain responsible for this property and provide all customary and reasonable care to safeguard City assets.

The auctioneer will safeguard the City from any and all claims of warranty and will defend and hold harmless the City of Winter Haven from any actions arising out of the removal or subsequent use of sold city equipment. All items are to be sold "as is" and "where is". There are no warranties, expressed or implied including, but not limited to warranty of fitness for a particular use or merchantability. All sales are final. Sales are F.O.B. selling point.

The company shall indemnify and hold harmless the City of Winter Haven, its agents and employees from and against all liabilities, claims, losses and expenses including attorney's fees arising out of or resulting from the performance of work in accordance with the resulting contract.

Contract Period

The contract will be in effect for one (1) year. The city reserves the right to extend this contract for up to four (4), one (1) year periods, upon mutual consent, subject to the same commission, terms and conditions.

Termination

Either party may terminate the contract within thirty (30) days notice to the other without cause.

Inspection of Facilities

The City reserves the right, prior to the recommendation of award of the contract to inspect the vendor's facility and place of business. The inspection is to determine that he has a regular bona fide established business that is presently a going concern and is likely to continue as such, and is capable of providing the services required under this contract.

Inspection of Records

The City of Winter Haven reserves the right to audit the records of any auction pertaining to the sale of City property.

Documentation Section

The bidder must provide the following documentation and/or copies and return them with the bid package:

- A. Documentation of the number of registered buyers at a minimum of five (5) sales within the past year held in this area.
- B. The name and background/qualifications of the key personnel who would be assigned to the City of Winter Haven account.

- C. Copy of current automobile dealers license.
- D. Auctioneer's License (AU and AB licenses).
- E. Current insurance policy for Liability (1 million general liability required), workers compensation, garage liability and garage keepers liability.
- F. Occupational license.
- G. Names of registered Notary (ies) available to notarize titles, etc at the auction site.
- H. A published schedule of monthly public auction dates, or proposed dates for 2011/2012.
- I. A list of four (4) government/corporate clients of similar size and nature as the City of Winter Haven, names, addresses and phone numbers so we may contact for references.
- J. During evaluation the City may request copies of sales records for at least five (5) sales of public property for governmental entities to include description of items sold and sale prices.
- K. One (1) signed original and one (1) copy of the proposal shall be submitted. All documentation submitted with the proposal shall be included with each copy submitted.
- L. Auctioneer questionnaire included.
- M. Intent/Capacity to affect the local economy through the use of local labor, vendors, subcontractors, and resources

Compensation and commission

It is the intent to award this contract to the bidder demonstrating the ability to produce the most revenue for the City in the public sale of surplus property. The company will upon the sale of any City of Winter Haven property pay to the city the total revenue less any applicable transportation charges, and less commission fee. This shall be the auctioneer's total compensation.

**CITY OF WINTER HAVEN
AUCTIONEER QUESTIONNAIRE**

Business Name: _____

Owner's Name: _____

Address: _____

Telephone Number: _____ **Fax No.** _____

Commission (deducted from sale price) – Attach schedule, if applicable

Number of years in business at this location: _____

Total years in business (if different than above): _____

Days and hours of operation: _____

Experience and variety of services provided by your firm:

Do you facilitate Live online internet bidding? _____

What services (and what are the fees) do you provide for transporting used vehicles and equipment for the seller?

What are the insurance requirements on the contract carrier for transporting these vehicles and equipment? _____

Are you a full time auction company with staff and office personnel available five (5) days per week every week for assistance? _____

Average attendance at auctions _____

How often are auctions held _____

Approximate number of vehicles sold at each auction _____

Approximate monthly sales totals \$ _____

Name of person completing this application: _____
(Please print)

Signature of person completing application: _____

Date: _____