

REQUEST FOR PROPOSAL

COUNTY OF GLENN

SCOPE OF SERVICES

ONLINE AUCTIONEER SERVICES

RFP NO 1

**Proposal Submittal Deadline: 3:00 PM local Willows CA. time,
October 13th, 2023**

County” in all instances refers to COUNTY OF GLENN Government

1. Intent

The COUNTY OF GLENN is soliciting proposals from qualified firms to conduct an online auction of County owned surplus equipment. This equipment includes road construction equipment, pick-up trucks, tractors, lawn maintenance and miscellaneous general construction equipment. This equipment is currently staged at the County’s Public Works Department located at 453 East Co. Rd. 49 ½. It is the intent of the County to hold said online auction at this location. The minimum qualifications for auctioneer services and the scope of work are described on the following pages.

2. Qualifications of Auctioneering firms:

The County desires to retain an online auctioneer with prior experience in Auctioneering Services for County or City government. This successful bidder shall be required to submit such evidence of qualifications as deemed necessary. The County shall consider any evidence available to its financial, technical and other qualifications and abilities of the auctioneer. Auctioneers shall be required to show that they have had experience in work of the same nature, essentially with other governmental agencies (Federal, State, County, City) and supply the County with a list of references, who may be contacted, concerning the results of similar work performed by the bidder. The County shall have the right for final decisions in regard to bidder qualifications.

3. Submittal Requirements/Format

Proposals should be simple and economical, providing straight-forward, concise description of the bidder’s ability to meet the requirements of this RFP. All Online Auctioneer Services to be performed shall be carried out by licensed, certified and experienced personnel. Qualified submittals shall include the following:

Three (3) copies of the sealed proposal/qualifications must be delivered to:
COUNTY OF GLENN
453 East County Rd. 49 ½
Willows CA, 95988
Attn: County Auction Manager

The qualifications shall be delivered no later than **3:00 PM on Friday, October 13, 2023** Each response should be marked on the outside of the

envelope with **“Sealed Proposal – AUCTIONEER SERVICES (Solicitation No 1, October 13, 2023**

Format: The proposal shall be on 8 ½ x 11-inch paper and organized in sections following the order specified under contents.

Contents: Proposal shall contain the following information:

- A letter of transmittal signed by an individual authorized to bind the proposing entity.

- A Table of Contents listing the material by section and by page number.

- A listing of California Clients (preferably County and City governments) where the bidder has completed auctioneer services similar in size and scope to this RFP. Bidders shall provide the names, address and phone number of client as well as the number of registered buyers present at each auction.

- Describe the planned marketing strategies and procedures to be used to solicit potential buyers. Include total market area to be targeted as well as samples of flyers and advertisements to be used for this auction.

- Provide a conceptual plan of services that you believe are appropriate for this auction. Indicate how the resources of your firm (e.g., number and type of personnel) will be allocated for this auction. Provide the name and qualifications of key personnel assigned to this auction.

- Complete Summary Sheet, Exhibit A.

- Complete the acknowledgement of compliance for insurance requirements and attach a copy of a valid insurance certificate for the firm’s general liability, automobile insurance, and proof of adequate worker’s compensation coverage for employees. Exhibit “B”.

- Degree of work, if any, that is to be subcontracted.

- Complete the Certificate of Qualifications. Exhibit “C”.

- Complete the listing of subcontractors Exhibit “D”.

- Complete the pricing and delivery schedule Exhibit “E”.

4. County Point of Contact

Technical questions regarding this project are to be directed to:

Policy and procedural questions directed to: Brooks vonBargen at (530_934-6544 or email: bvonbargen@countyofglenn.net

5. Minimum Criteria Used to Determine Responsibility and Responsiveness of Proposals

- Does the Auctioneer demonstrate an understanding of the County's needs?
- Does the Auctioneer possess the ability, capacity, skill, and financial resources to provide the requested auction?
- Can the Auctioneer take upon itself the responsibilities set forth in the RFP and produce the required outcomes in this RFP?
- Has the Auctioneer performed satisfactorily in other auctions of similar size and scope; has it otherwise demonstrated its capacity to perform the service the County seeks to establish through this RFP?
- Does the Auctioneer have all necessary licenses, certification and permits to perform stated work?
- Does the Auctioneer's proposed marketing/advertising plan ensure maximum turn-out of potential customers?
- Is the proposed Auctioneer's Commission appropriate with the services provided?

6. Scope of Services

The Scope of Services, as may be modified through negotiation and/or by written addendum issued by the County, will be made a part of the Agreement.

Services shall include, but not be limited to, the following:

- The Auctioneer will consider the best interest of the County in conducting the sale.
- The Auctioneer shall design, place and bear all advertising expenses for the auction, except for any required legal advertising.

- The Auction will be open to the public and not restrictive in any manner.
- The Auctioneer will make every reasonable and prudent effort to maximize the value of the property being sold.
- The Auctioneer will provide a signed and approved typewritten or computer-generated report showing the sales results. This report will be due and forwarded to the County with the final payment. The following minimum information will be provided:
 - Brief description of equipment/material.
 - Asset number, property control number or serial number.
 - Selling Price, Commission and Net Price
 - Signature attesting to the accuracy of the report and a date of attest.
- The Auctioneer shall have full responsibility for collection of all money received from the sale; including the certification of payment of California State sales tax. Bad or dishonored checks or errors in computation of funds are at the auctioneer's risk.
- The Auctioneer will safeguard the County, from any and all claims of warranty and will defend and hold harmless the County from any actions arising out of removal or subsequent use of sold County property. All items are to be sold **AS IS and WHERE IS**. There are no warranties, expressed or implied including, but not limited to, warranty for fitness for a particular purpose or merchantability. Sales are to F.O.B. Place of Sale.
- Vendor will obtain all necessary licenses and permits as required by law.

7. Terms

The Term of the Agreement will be till the completion of the online auction sale.

8. Insurance Requirement

Auctioneer shall procure and maintain insurance for the duration of the contract against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the work hereunder by Consultant, its agents, representatives, or employees.

Types of Insurance Required: As a condition precedent to the effectiveness of this Agreement for work to be performed hereunder and without limiting the indemnity provisions of the Agreement, the Auctioneer in partial performance of its obligations under such Agreement, shall procure and maintain in full force and effect during the term of the Agreement, the following policies of insurance. If the existing policies do not meet the Insurance Requirements set forth herein, Auctioneer agrees to amend, supplement or endorse the policies to do so.

(a) General Liability: \$1,000,000.00 combined single limit per occurrence for comprehensive coverage including bodily injury, personal injury and property damage for premises/operations, products/completed operations, contractual liability, independent contractors, broad-from property damage, and underground, explosion and collapse hazard. Defense costs shall be paid in addition to the limits.

(b) Automobile Liability Insurance: \$1,000,000.00 combined single limit per accident for bodily injury and property damage including owned, hired and non-owned.

(c) Workers' Compensation and Employers' Liability: Workers' Compensation limits as required by the Labor Code of State of Georgia and Employers Liability of \$100,000.00 per accident.

A "Certificate of Liability Insurance" showing COUNTY OF GLENN, as the Certificate Holder, will be provided.

9. Safety Measures

Auctioneer shall take all necessary precautions for the safety of employees on the auction site and shall erect and properly maintain at all times, as required on job conditions and progress of the work, all necessary safeguards for the protection of the workmen and public.

10. Pricing

The percentage offered for auctioneering services shall be expressed as a commission percentage to be retained by the auctioneer for the public sale of certain COUNTY OF GLENN surplus property and will be rendered firm for the contract term. The selected auctioneer will be required to enter into a formal agreement with COUNTY OF GLENN.

11. Payment

The Auctioneer will send the final sales report and a company check in an amount equal to total gross sales less commission not later than ten (10) working days after the sale is concluded.

Report and payment shall be sent to:

COUNTY OF GLENN
453 East County Rd. 49 ½
Willows CA, 95988

12. Knowledge of Conditions

At the time of the opening of the proposals, each proposer will be presumed to have inspected the equipment and to have read or have been made thoroughly familiar with the specifications regarding auctioneering services. Further, the vendor has had the opportunity to ask questions regarding any aspect of auctioneering services that is related to this proposal. No consideration will be granted for any alleged misunderstanding of the services to be furnished, it should be understood that the submission of a proposal is an agreement with all the items and conditions referred to herein.

13. Right of Rejection

The COUNTY OF GLENN reserves the right to reject any and all bids, waive formalities, negotiate with the most responsible bidder, and select the proposal determined in their judgment to be most advantageous to COUNTY OF GLENN Government, taking into consideration the evaluation factors set forth in the Request for Proposal.

The County reserves the right to accept the proposal of an auctioneer other than that of the lowest bidder.

Exhibit "A"
COUNTY OF GLENN
SUMMARY SHEET

Firm Name: _____

Firm Parent or Ownership: _____

Firm Address: _____

Firm Telephone Number: _____

Firm Fax Number: _____

Number of years in existence: _____

Management Contact (person responsible for direct contact with COUNTY OF GLENN and services required for this Request for Qualifications):

Name: _____ Title: _____

Telephone Title: _: _____

Email: _____

Project Manager (Person responsible for day-to-day servicing of the account):

Name: _____ Title: _____

Telephone Title: _: _____

Email: _____

Types of services provided by the firm: _____

Exhibit "B"

COUNTY OF GLENN

**CONTRACTOR'S ACKNOWLEDGEMENT OF COMPLIANCE WITH
INSURANCE REQUIREMENTS FOR AUCTIONEER SERVICES REQUEST FOR
PROPOSALS**

Auctioneer agrees, acknowledges and is fully aware of the insurance requirements

as specified in **Insurance Requirements** of the Request for Proposals for Auctioneering Services, and accepts all conditions and requirements as contained

therein.

Auctioneer: _____

Name (Please Print)

By: _____

Auctioneer's Signature

Date: _____

This executed form must be submitted with proposal.

Exhibit "C"

COUNTY OF GLENN

CERTIFICATION OF QUALIFICATIONS

1. The undersigned hereby submits its proposal and, by doing so, agrees to furnish

Services to the County in accordance with the Request for Proposal (RFP), Dated October 13, 2023, and to be bound by the terms and conditions of the RFP.

2. This firm has carefully reviewed its proposal and understands and agrees that the

County is not responsible for any errors or omissions on the part of the proposer and that the proposer is responsible for them.

3. It is understood and agreed that the County reserves the right to accept or reject any or all proposals and to waive any informality or irregularity in any proposal received by the County.

4. The proposal includes all of the commentary, figures and data required by the Request for Proposal, dated October 13, 2023

5. The proposal shall be valid for 60 days from October 13, 2023

Name of Firm: _____

By: _____

(Authorized Signature)

Type Name: _____

Title: _____

Date: _____

Exhibit "D"

LISTING OF SUBCONTRACTORS

Example: ABC Company, Inc. 123 Main Street Town, CA 12345 Tel: (xxx)xxx-xxxx, Fax: (xxx)xxx-xxxx	Services to be provided: Accounting/auditing of sales

Exhibit "E"

PRICING AND DELIVERY SCHEDULE

Proposal of: _____
(Company Name)

To: COUNTY OF GLENN

Ref.: Auctioneer Services

Having carefully examined all the specifications and requirements of this RFP and any attachments thereto, the undersigned proposes to furnish the On-line Auctioneer Services as required per the aforementioned documents at the below quoted terms.

Pricing Schedule

Sales Commission percentage: _____

Buyer's Premium_____

The commission percentage rate increase will not exceed ____% for the twelve (12) month period.

Seller must justify any pricing rate increase and substantiate the extent any rising costs have increased the Seller's total operating costs prior to Glenn County's acceptance of any pricing rate increase.

Payment Terms

Respondent may offer additional payment term options and discounts.

Respectfully submitted,

By: _____

Date: _____

(Authorized Signature)