

**REQUEST FOR PROPOSAL  
CARROLL COUNTY BOARD OF COMMISSIONERS**

**SCOPE OF SERVICES  
AUCTIONEERING SERVICES  
(Solicitation No 09-A038)**

“County” in all instances refers to Carroll County Government

**1. Intent**

The Carroll County Board of Commissioners is soliciting proposals from qualified firms to conduct a one-time 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 502 Old Newnan Road, Carrollton, GA 30117. It is the intent of the County to hold said auction at this location. The tentative date for the auction is July 18, 2009. 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 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 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:

Carroll County Board of Commissioners  
Purchasing Department, Room 410  
423 College Street  
Carrollton, GA 30117

Attn: Russ Benedict, Purchasing Manager

The qualifications shall be delivered no later than **3:00 PM ET on Friday, May 22, 2009**. Each response should be marked on the outside of the envelope with **“Sealed Proposal – AUCTIONEER SERVICES (Solicitation No 09-A038, May 22, 2009)”**.

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 Georgia 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”.

#### **4. Pre-Bid Conference**

There will be a Pre-Bid Conference on Wednesday, May 13 at 1:00 PM in the Purchasing Department. The address for this facility is 423 College Street, Carrollton, GA 30117. All potential bidders are encouraged to attend.

## **5. County Point of Contact**

Technical questions regarding this project are to be directed to:

Policy and procedural questions should be directed to: Russ Benedict at (770) 830-5868 or email: rbenedict@carrollcountyga.com

## **6. 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?

## **7. 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 shall make suggestions on the proper staging of equipment to enhance the marketability of the property.
- 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 Georgia 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.

## **8. Terms**

The Term of the Agreement will be till the completion of this one-time sale.

## **9. 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 Carroll County Board of Commissioners, as the Certificate Holder, will be provided.

## **10. 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.

## **11. 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 Carroll County surplus property and will be rendered firm for the contract term.

The selected auctioneer will be required to enter into a formal agreement with Carroll County.

## **12. 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:

Carroll County Board of Commissioners  
P.O. Box 338  
Carrollton, GA 30117

## **13. 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.

## **14. Right of Rejection**

The Carroll County Board of Commissioners 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 Carroll County 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.

R. Benedict  
Purchasing Manager

CARROLL COUNTY BOARD OF COMMISSIONERS

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 Carroll County and services required for this Request for Qualifications):

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

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

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

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

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

Types of services provided by the firm: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**CARROLL COUNTY BOARD OF COMMISSIONERS**

**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.**

**CARROLL COUNTY BOARD OF COMMISSIONERS**

**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 May 6, 2009, 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 May 6, 2009.
- 5. The proposal shall be valid for 60 days from May 22, 2009.

Name of Firm: \_\_\_\_\_

By: \_\_\_\_\_  
(Authorized Signature)

Type Name: \_\_\_\_\_

Title: \_\_\_\_\_

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