

**Whatcom County
Request for Proposals
RFP #18-29**

NOTICE IS HEREBY GIVEN that sealed proposals stating qualifications and performance will be received by Whatcom County Purchasing at their office in the Administrative Services Department on the fifth floor of the Whatcom County Courthouse, 311 Grand Ave Suite 503, Bellingham WA 98225 for the following:

**AUCTION SERVICES
UNTIL: 2:30 PM Tuesday May 8, 2018**

At which time and place the responses will be publicly opened, and the names of the submitters identified. All interested people are invited to be present. Late submittals will not be considered. Whatcom County reserves the right to reject any or all proposals, and to waive any irregularities. Whatcom County encourages disadvantaged, minority and women owned firms to respond.

Whatcom County government is seeking a qualified firm(s) to provide auction services for fleet vehicles, heavy equipment, and miscellaneous parts, furniture, and other equipment.

Further information is included in the complete RFP document, which is available at no charge in PDF format, see "Related Documents" at the bottom of this RFP posting page. If you are unable to download the RFP, contact Purchasing, email FN_Purchasing@co.whatcom.wa.us (preferred), or phone (360) 778-5330, for assistance.

Publication Dates: April 25 & May 2, 2018.

Whatcom County
RFP #18-29
Auction Services

Whatcom County is requesting proposals from qualified firms to supply professional auction services to auction the County's surplus equipment. The surplus equipment includes vehicles, heavy equipment, and large quantities of miscellaneous vehicle parts, accessories, office equipment, and furniture. Generally, the vehicles and heavy equipment are released to surplus throughout the year and the miscellaneous items are declared surplus semi-annually.

Note: Under no circumstances shall the sale of each item result in a net loss after direct expenses.

Auction services will include the following:

- All transportation of county surplus vehicles, equipment, and miscellaneous items from the county facilities to the point of sale
- Secure storage of goods as needed
- Washing and vacuuming of vehicles
- If ordered/approved, detailing (inside and outside) of vehicles of vehicles, and de-identifying vehicles
- All customary auction-related duties including:
 - Presale advertising
 - Consolidation and arrangement of items in the best sale order
 - Tagging and assigning lot numbers
 - Conducting the auction
 - Sale of items
 - Keeping careful records (see page 2, Proposal Contents, item 2.d.i.)
 - Paying proceeds to the County within 20 days of auction date
 - Providing reports
 - File Report of Sales on DOL site as a registered dealer, and provide the County with confirmation report for each vehicle or licensed piece of equipment

The County will provide the following:

- Pay for agreed upon fuel, fluids, or battery that need to be added to vehicles, with pre-approval

PROCESS

From the proposals submitted, the County intends to select a firm(s) deemed to be the most highly qualified to provide the required services. Submittals will be rated and ranked. The County may choose to interview any or all applicants, or to visit auction facilities prior to selection of a preferred contractor. The County may request additional clarifying information from any applicant during proposal evaluation.

Whatcom County intends to enter into an agreement with the most responsible and responsive applicant(s) whose proposal is determined to be the most advantageous to the County. The County intends to select an auctioneer who is fully qualified, responsible, financially stable, and who has facilities, equipment, and support sufficient to provide a satisfactory service. Whatcom County will be the sole judge of whether or not an individual or firm is considered to be fully qualified and responsible for purposes of the services required.

PERIOD

Any agreement made as a result of this RFP will be for a term through December 31, 2019. The agreement may be renewed for up to three one-year extensions by mutual agreement of both parties at least thirty days prior to expiration. Either party may terminate any agreement resulting from this RFP by giving 90-day written notice to the other party.

THRESHOLD CRITERIA

A submitter must meet all the threshold criteria listed on the attached Response Form in order to be further evaluated. Submitters must indicate 'yes' on the form for each item, or satisfactorily on an attached sheet, in order to be further evaluated.

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SELECTION CRITERIA

Submittals will be rated using the following criteria, demonstrating the adequacy of the firm's auction program to accommodate Whatcom County's equipment disposal needs:

- Regularly programmed auction schedule
- Qualifications and experience of auctioneers and staff
- Proposed facilities and location of sale
- Experience with auctioning vehicles and heavy equipment
- Method and timing of payment to the County
- Advertising program
- Records and reports available
- Firm's approach to ensuring that the County will obtain a maximum rate of return from disposal of its surplus equipment
- Ability to provide transportation, storage, cleaning, and detailing of county equipment, with a minimum loss of county time and money
- Any special provisions for the treatment and handling of police patrol vehicles
- Proof of liability insurance

PROPOSAL CONTENTS

To be complete, a proposal must contain the following sections:

1. Cover Letter

A cover letter addressed to Sara Winger, Purchasing Coordinator.

The letter must state the submitter's ability to comply with all the stipulations of this RFP, and should point out the submitter's particular strengths and why the submitter should be chosen to provide the service needed. If there are areas in which the submitter cannot or may not comply, the letter must specify and explain.

The letter must be signed by a person legally able to commit the firm. The letter must include the submitter's mailing address and telephone number.

2. Proposal Format

Complete and submit all Response Forms. A response of "on file" or similar is not sufficient.

- a. Threshold Criteria.
- b. Proposed Charges.
- c. References.

Submitters must provide at least four positive references from firms or agencies that the auctioneer has recently provided similar services, public agencies preferred. At least one reference must be from a municipality of a size at least as large as Whatcom County government. Submitters must provide the contact name and telephone number of a banking reference that may be called to determine financial stability.

- d. Selection Criteria.

Submit a written response to each of the items included in the Selection Criteria section of the RFP, in the order requested. Responses should be brief but thorough in making clear the auctioneer's ability to meet the tasks required by the scope of services and by the threshold criteria.

If additional space is required for your response, note *see attached* by the criteria request, attach additional pages, and include number and title of criteria at the top of the attached page.

- i. Sales Report

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Submit a sample or samples of sales reports that will be made available.

For items assigned a county vehicle/equipment number, the sales report must include the following:

- County assigned vehicle/equipment number
- Year, make, model, and VIN
- Buyers name and contact information

For miscellaneous items not assigned a vehicle/equipment number, if a Property of Whatcom County bar code number is affixed, that number must appear for each item on the sales report.

ii. Insurance

Submit a copy of a current certification of liability insurance.

PROPOSAL SUBMITTAL

Submit **one (1) original unbound proposal**, using the Response Forms within this RFP, no later than **2:30 PM, Tuesday, May 8, 2018**. Brief and concise proposals are desired and appreciated. Be sure to include all of the requested information.

Deliver in a sealed, opaque package marked on the outside as follows:

- Name of Submitter
- RFP #18-29, Auction Services

Send or deliver the proposal to:

Attn: Sara Winger, Purchasing Coordinator
Whatcom County Courthouse/AS-Finance
311 Grand Avenue Suite 503
Bellingham WA 98225

It is the submitter's responsibility to deliver the document to the proper address by the assigned time. Late submittals will not be considered. Responses transmitted directly to Whatcom County Government electronically or by fax will not be considered. Whatcom County accepts no responsibility for lost or misdirected submittals.

The County is not liable for any costs incurred by the vendor before issuance of an agreement. All costs incurred in responding to this RFP are solely the responsibility of the vendor.

Proposals submitted will not be considered public information until after the award of the agreement to the successful proposer(s). All materials submitted in response to this RFP become the property of Whatcom County, and will not be returned.

Whatcom County reserves the right to reject any or all proposals and to waive any irregularities and/or informalities.

SELECTION

Whatcom County reserves the right to accept or reject any or all responses and to grant or deny interviews, as well as waive any informalities or irregularities as deemed to be in the best interest of the County. The County may terminate the selection process at any time, with or without initiating a new selection process.

The County may choose to interview select firms. The selection of a contractor will be based on completeness of proposal, nature and adequacy of services, qualifications, references, and the ability to meet the County's needs.

The County may choose to award to multiple firms.

QUESTIONS

Questions regarding this RFP should be directed in writing to Sara Winger, Purchasing Coordinator, FN_Purchasing@co.whatcom.wa.us, and cc: ESchlehu@co.whatcom.wa.us.

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RESPONSE FORMS**

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Company Name _____

THRESHOLD CRITERIA

Please indicate 'yes' on the form for each item, or explain how the criterion is met on an attached sheet.

TO BE ELIGIBLE, A FIRM MUST:	YES	NO
Be licensed to conduct auctions in Washington State.		
Be a licensed motor vehicle dealer in Washington State to file "Report of Sales".		
Have an existing successful program of regularly scheduled public auctions.		
Have successful experience auctioning equipment for public agencies.		
Have an established, maintained mailing list, and an advertising program that reaches interested bidders.		
Agree to advertise in the County's designated legal newspaper in the manner required by law.		
Have demonstrated experience successfully auctioning vehicles and heavy equipment.		
Be adequately staffed with licensed and experienced auctioneers.		
Have or have access to adequate support staff to prepare for and conduct auctions.		
Have a practical and easily auditable record keeping system to accurately and completely record the results of the sale of each lot of county-owned equipment including buyer's name.		
Have a facility or access to a facility that is currently available and adequate to auction county vehicles and heavy equipment at least twice a year or more often.		
Have a secure facility or access to a facility that is currently available and adequate to auction county equipment and furniture at least once a year or more often. Have secure indoor storage for small equipment and furniture prior to sale.		
Maintain liability insurance in the minimum amount of \$1,000,000 per occurrence.		

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Prices quoted are firm through December 31, 2019.

Commission

The Contractor will deduct the following percentage commission from each gross sale amount, from the proceeds to be paid to the County.

Heavy Equipment	_____	%
Cars and Pickup Trucks	_____	%
Furniture, Parts, Miscellaneous	_____	%

Bidder Premium or Bidder Fee

The Contractor will collect and keep the following premium or fee from bidders for each sale, as a charge for services.

Heavy Equipment	_____	%
Cars and Pickup Trucks	_____	%
Furniture, Parts, Miscellaneous	_____	%

Additional Costs to the County

The Contractor will charge the County for the following additional services, if ordered.

Detailing of Car or Pickup Truck	\$ _____
De-identify Passenger Vehicle	\$ _____
De-identify Heavy Equipment	\$ _____
De-identify Sheriff Vehicles	\$ _____
Other _____	\$ _____
Other _____	\$ _____

Submitter Information

Company Name _____

Address _____

Submitted By _____
(Print Name and Title)

Signature _____

Phone _____ Fax _____

Email _____

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CUSTOMER REFERENCES

Contact Name _____
Firm or Agency _____
Address _____
Phone _____ Email _____

Contact Name _____
Firm or Agency _____
Address _____
Phone _____ Email _____

Contact Name _____
Firm or Agency _____
Address _____
Phone _____ Email _____

Contact Name _____
Firm or Agency _____
Address _____
Phone _____ Email _____

BANKING REFERENCES

Contact Name _____
Bank Name _____
Address _____
Phone _____ Email _____

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SELECTION CRITERIA

Submit a written response to each of the items below. Responses should be brief but thorough in making clear the auctioneer's ability to meet the tasks required by the scope of services and by the threshold criteria. A response of "on file" or similar is not acceptable.

If you require additional space for your response, attach additional sheets:

1. Make note of any attached additional sheets in the space given on this Response Form.
2. On your attached sheets, include the number and title of the Selection Criteria for each section, or at the top of the page.

1. Regularly programmed auction schedule

2. Qualifications and experience of auctioneers and staff

3. Proposed facilities and location of sale

4. Experience with auctioning vehicles and heavy equipment

5. Method and timing of payment to the County

6. Advertising program

7. Records and reports available (Attach copies of sample sales reports or documentation)

8. Firm's approach to ensuring that the County will obtain a maximum rate of return from disposal of its surplus equipment

9. Ability to provide transportation, storage, cleaning, and detailing of county equipment, with a minimum loss of county time and money

10. Any special provisions for the treatment and handling of police patrol vehicles

11. Proof of liability insurance (Attach copy of current insurance certificate)
