

# *Bellingham Public Auto Auction LLC*

Mailing Address: 4108 Matia Dr, Ferndale, WA 98248

Auction Address: 2036 Iron St, Bellingham, WA 98225  
360-647-5370

May 7, 2018

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

RE: RFP #18-29  
Auction Services

In response to your request for proposals, Bellingham Public Auto Auction LLC, a Whatcom County based company, is pleased to submit this response and are confident we can comply with all the stipulations outlined in RFP #18-29 Auction Services. We are a fully qualified, responsible and financially stable company. We have a secure facility, including indoor and outdoor storage, and all necessary equipment and support to provide an excellent auctioneering service. We are hopeful you will find the Bellingham Public Auto Auction is best able to meet the needs of the County as the most qualified provider of auction services in Whatcom County.

The Bellingham Public Auto Auction, has been operating and located at 2036 Iron St, Bellingham, since 1992. The company has a long history as Whatcom County's largest commercial/industrial auction service provider. Following is a partial list of government agencies we currently have contracts with.

- City of Bellingham
- Bellingham Police Department
- City of Blaine
- City of Ferndale
- City of Lynden
- City of Mount Vernon
- Sedro Woolley Police Department
- Whatcom County
- Whatcom Transportation Authority

Our auctions are held on the first Saturday of each month, excluding January and July. Each of our regularly scheduled auctions include vehicles, motorcycles, heavy equipment, and a large variety of miscellaneous items such as office furniture, tools, bicycles, etc.

We have a very professional staff with many years of experience in all aspects of commercial sales as well as vehicle licensing requirements. Our staff primarily consists of men and women with backgrounds in the auction and auto industries. Scott Kinley, President, provides the auctioneering service (Auctioneer License #3070). Our team is very detailed oriented and provides excellent customer service at all times.



Family ties anchor us in the community and are the foundation of our commitment to long term success. We are proud to generate jobs and tax revenue within Whatcom County.

Our auction location contributes to a smooth working relationship in the day to day operations. The close proximity allows for cost effective transportation, cleaning, detailing and deidentifying of equipment. This ensures the county a minimal loss of time and money. We have a secure facility that provides indoor and outdoor storage. We tag, assign lot numbers, consolidate and arrange items in the best order for the auction.

It is the policy of the Bellingham Public Auto Auction to issue payment in full from our trust account within fourteen days after each auction. We provide sales reports for each monthly auction, maintain all records and facilitate all title transfers with the Department of Licensing.

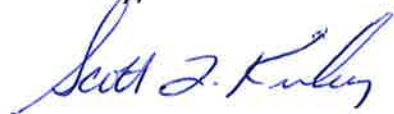
We provide extensive advertising for each regularly scheduled monthly auction. Our website, [www.bellinghamauction.com](http://www.bellinghamauction.com), has proven to be an excellent marketing tool which we update consistently throughout each month. We have an established, maintained mailing list as well as a large email database we utilize to reach interested bidders. We also have several other avenues we use for print and online advertising, including but not limited to, The Bellingham Herald. Our marketing approach, longstanding name in the community, and our drive to consistently exceed our customers expectations, aide us in providing the highest rate of return for all auctioned items.

Our sales volume exceeds \$2,000,000 annually. Following are our license numbers:

- State of Washington Auction Company License Number – 2463
- Scott Kinley's State of Washington Auctioneer License Number – 3070
- Motor Vehicle Dealer Number – 10167

We take great pride in our relationships with all local and government agencies in the community and appreciate your time taken to review our qualifications as outlined in RPF #18-29 Auction Services.

Sincerely,



Scott L. Kinley

Owner

Bellingham Public Auto Auction, LLC

Cell 360-543-3503



**Whatcom County**  
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**Auction Services**  
**RESPONSE FORMS**  
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Company Name BELLINGHAM PUBLIC AUTO AUCTION LLC

**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.	YES	
Be a licensed motor vehicle dealer in Washington State to file "Report of Sales".	YES	
Have an existing successful program of regularly scheduled public auctions.	YES	
Have successful experience auctioning equipment for public agencies.	YES	
Have an established, maintained mailing list, and an advertising program that reaches interested bidders.	YES	
Agree to advertise in the County's designated legal newspaper in the manner required by law.	YES	
Have demonstrated experience successfully auctioning vehicles and heavy equipment.	YES	
Be adequately staffed with licensed and experienced auctioneers.	YES	
Have or have access to adequate support staff to prepare for and conduct auctions.	YES	
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.	YES	
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.	YES	
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.	YES	
Maintain liability insurance in the minimum amount of \$1,000,000 per occurrence.	YES	



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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	<u>-2</u> %	AUCTIONEER WILL SHARE BIDDER PREMIUM WITH COUNTY TO NET COUNTY 102% OF BID PRICE
Cars and Pickup Trucks	<u>-2</u> %	
Furniture, Parts, Miscellaneous	<u>25</u> %	

**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	<u>10</u> %
Cars and Pickup Trucks	<u>10</u> %
Furniture, Parts, Miscellaneous	<u>10</u> %

**Additional Costs to the County**

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

Detailing of Car or Pickup Truck	\$ <u>135.00</u>
De-identify Passenger Vehicle	\$ <u>50.00</u>
De-identify Heavy Equipment	\$ <u>50.00</u>
De-identify Sheriff Vehicles	\$ <u>65.00</u>
Other _____	\$ _____
Other _____	\$ _____

**Submitter Information**

Company Name BELLINGHAM PUBLIC AUTO AUCTION LLC

Address 4108 MATIA DR  
FERNDALE WA 98248

Submitted By SCOTT KINLEY, OWNER  
(Print Name and Title)

Signature Scott Kinley

Phone 360-647-5370 Fax n/A

Email scott1kinley@yahoo.com





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CUSTOMER REFERENCES

Contact Name AARON MCELROY  
Firm or Agency CITY OF BELLINGHAM  
Address 2221 PACIFIC ST BELLINGHAM WA 98229  
Phone 360-778-7750 Email \_\_\_\_\_

Contact Name SGT TAMARA BLUNT  
Firm or Agency SEDO WOOLLEY POLICE DEPT  
Address 325 METCALF ST SEDRO WOOLLEY WA 98284  
Phone 360-855-0111 Email \_\_\_\_\_

Contact Name SGT KEN BROWN  
Firm or Agency BELLINGHAM POLICE DEPT  
Address 505 GRAND AVE BELLINGHAM WA 98225  
Phone 360-778-8800 Email \_\_\_\_\_

Contact Name MORGAN WHEADON  
Firm or Agency DEWEY GRIFFIN SUBARU  
Address 1800 IOWA ST BELLINGHAM WA 98229  
Phone 360-734-8700 Email \_\_\_\_\_

BANKING REFERENCES

Contact Name HOLLY Baker  
Bank Name BANK OF AMERICA  
Address 4251 GUIDE MERIDIAN BELLINGHAM, WA 98226  
Phone 360-738-2850 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

OUR AUCTIONS ARE HELD ON THE FIRST SATURDAY OF EACH MONTH, EXCLUDING JANUARY AND JULY

2. Qualifications and experience of auctioneers and staff

OUR STAFF HAS MANY YEARS OF EXPERIENCE IN ALL ASPECTS OF COMMERCIAL SALES AND VEHICLE LICENSING AS WELL AS \*(SEE ATTACHED)

3. Proposed facilities and location of sale

LOCATED AT 2036 IRON ST. BELLINGHAM WA 98225 SINCE 1992. SECURE FACILITIES FOR INDOOR AND OUTDOOR STORAGE

4. Experience with auctioning vehicles and heavy equipment

EACH OF OUR REGULARLY SCHEDULED AUCTIONS INCLUDE PASSENGER VEHICLES, TRUCKS, SUV'S, MOTORCYCLES, HEAVY EQUIPMENT, \*(SEE ATTACHED)

5. Method and timing of payment to the County

OUR POLICY IS TO ISSUE PAYMENT IN FULL FROM OUR TRUST CHECKING ACCOUNT W/IN 14 DAYS AFTER EACH AUCTION

6. Advertising program

WE PROVIDE EXTENSIVE PRE-SALE ADVERTISING BY UTILIZING OUR ESTABLISHED AND REGULARLY UPDATED MAILING LIST AND \*(SEE ATTACHED)

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

WE PROVIDE DETAILED SALES REPORTS FOR EACH MONTHLY AUCTION, MAINTAIN ALL AUCTION RECORDS AND FACILITATE TITLE TRANSFERS W/IDOL

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

OUR MARKETING APPROACH, LONGSTANDING NAME IN THE COMMUNITY, AND DRIVE TO CONSISTENTLY EXCEED OUR CUSTOMERS EXPECTATIONS AIDE US \*(SEE ATTACHED)

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

THE CLOSE LOCATION OF OUR SECURE INDOOR AND OUTDOOR FACILITY ALLOWS FOR COST EFFECTIVE TRANSPORTATION, CLEANING, DETAILING, DEIDENTIFYING \*(SEE ATTACHED)

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

WE DEIDENTIFY ALL PATROL VEHICLES BEFORE BEING AUCTIONED

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





**2. Qualifications and experience of auctioneers and staff**

BACKGROUNDS IN THE AUCTION AND AUTO INDUSTRIES.  
SCOTT KINLEY, OWNER, PROVIDES THE AUCTIONEERING  
SERVICE. AUCTIONEER LICENSE # 3070

**4. Experience with auctioning vehicles and heavy equipment**

AND A WIDE VARIETY OF MISCELLANEOUS ITEMS SUCH AS  
OFFICE FURNITURE, TOOLS, BICYCLES, ETC.

**6. Advertising program**

SEND FLYERS THROUGH OUR LARGE EMAIL DATABASE. WE  
ADVERTISE WITH THE BELLINGHAM HERALD ONLINE AND PRINT,  
ONLINE WITH CRAIGSLIST, UPDATE OUR WEBSITE AND FACEBOOK  
ACCOUNTS REGULARLY, PLUS MORE.

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

IN PROVIDING THE HIGHEST RATE OF RETURN FOR ALL AUCTIONED  
ITEMS SECOND TO NONE IN WHATCOM COUNTY.

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

OF EQUIPMENT AND STORAGE ENSURING THE COUNTY  
MINIMAL LOSS OF TIME AND MONEY.



Bellingham Public Auto Auction, LLC  
4108 Matia Dr., Ferndale, WA 98248  
360-647-537

Consignor # T100  
Consignor Name Whatcom County  
WCS

Auction Date  
May 5, 2018

SAMPLE SALES REPORT

Lot #	VIN	Year	Make	Model	Sell Price	2% Of Bidder Premium	Additional Fee (If Applicable)	Addt Fee Description	Due To Consignor
1	xxxxxxxxxxxxxxxxxx	2010	Ford	Econoline	\$ 3,000.00	\$ 60.00	\$ 135.00	Detail	\$ 2,925.00

County Assigned Number xxx  
Buyers Name John Doe  
Buyers Address 123 4th St  
Bellingham, WA 98225

TOTAL \$ 3,000.00 \$ 60.00 \$ 135.00 \$ 2,925.00





Bellingham Public Auto Auction, LLC  
4108 Matia Dr., Ferndale, WA 98248  
360-647-537

Consignor #  
Consignor Name

T100  
Whatcom County  
WCS

Auction Date  
May 5, 2018

SAMPLE SALES REPORT - MISC ITEMS

Lot #	Bidder/Buyer #	Item Description	Consignor's Assigned Number	Sell Price	25% Auction Fee	Due To Consignor
1	201	Metal Desk Buyers Name John Doe Buyers Address 123 4th St Bellingham, WA 98225	11-123	\$ 50.00	\$ 12.50	\$ 37.50

TOTAL				\$ 50.00	\$ 12.50	\$ 37.50
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# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
05/04/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Bob Wallin Insurance 1844 Iron Street Bellingham WA 98225-4611		<b>CONTACT NAME:</b> Amy Rapp <b>PHONE (A/C, No, Ext):</b> (360) 734-5204 <b>E-MAIL ADDRESS:</b> amy@bobwallin.com <b>FAX (A/C, No):</b> (360) 734-5207	
<b>INSURED</b> Bellingham Public Auto Auction 4108 Matia Dr Ferndale WA 98248		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Ohio Security Insurance Co. NAIC # 24082 <b>INSURER B:</b> Ohio Casualty Insurance Co. 24074 <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	

**COVERAGES****CERTIFICATE NUMBER:** 18/19 Liab**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			BLS57731365	12/20/2017	12/20/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Package Modification \$
	<input type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			BAS57731365	12/20/2017	12/20/2018	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input type="checkbox"/> EXCESS LIAB DED <input checked="" type="checkbox"/> RETENTION \$ 0			USO57731365	12/20/2017	12/20/2018	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
	<input type="checkbox"/> <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	N/A				PER STATUTE E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

**CERTIFICATE HOLDER****CANCELLATION**

Proof of Insurance

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

