

# REQUEST FOR PROPOSAL



**COUNTY OF GLENN**

**SCOPE OF SERVICES**

**ONLINE AUCTIONEER SERVICES**

**RFP NO 1**

Proposal Submittal Deadline:  
3:00 PM Pacific Standard Time Willows CA  
~~Thursday~~Friday, July 6, 2012

# County Of Glenn Online Auctioneer Services RFP

## 1. INTENT

The COUNTY OF GLENN, hereafter referred to as County, is soliciting proposals from qualified firms to conduct an online auction of County owned surplus equipment. This equipment includes road construction equipment, sedans, pick-up trucks, 8 passenger vans, tractors, lawn maintenance and other miscellaneous general construction equipment. This equipment is currently staged at the County's Fleet Service Center located at 453 East Co. Rd. 49 ½. The tentative date for the online auction is July 23, 2012. The minimum qualifications for auctioneer services and the scope of work are described on the following pages.

## 2. QUALIFICATIONS OF AUCTIONEERING FIRMS:

The 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, including work 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 provide a straight-forward and 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 ThursdayFriday, July 6, 2012**. Each response should be clearly marked on the outside of the submittal envelope with **"Sealed Proposal – AUCTIONEER SERVICES Solicitation No. 1, June 28July 6, 2012"**

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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 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 clients.
- 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 believed appropriate for the auction services requested within. 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.

**Exhibit "A"** - Complete **Summary Sheet**.

**Exhibit "B"** - 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 "C"** – **List of Subcontractors** and the degree of work, if any, that is to be subcontracted.

**Exhibit "D"** - Complete the **Certificate of Qualifications**.

**Exhibit "E"** - Complete **Pricing and Delivery Schedule**.

#### **4. COUNTY POINT OF CONTACT**

Questions regarding this project are to be directed to:

Brooks vonBargen at (530)934-6544 or email: [bvonbargen@countyofglenn.net](mailto:bvonbargen@countyofglenn.net)

Questions must be received by: **3 p.m. Wednesday, June 27, 2012**

Answers to questions shall be posted on the County of Glenn website at

[http://www.countyofglenn.net/govt/project\\_service\\_bids/](http://www.countyofglenn.net/govt/project_service_bids/) no later than 3 p.m. ~~Thursday, June 28~~ Monday, July 2, 2012.