

Request for Proposals (RFP)
for
LIVE AUCTIONEER SERVICES

RFP No: DMS-14/15-001

The State of Florida
Department of Management Services

Procurement Officer:
Cassandra E. Williams, PMP®, FCCN
Purchasing Analyst, Division of Departmental Purchasing
Florida Department of Management Services
4050 Esplanade Way, Suite 335
Tallahassee, FL 32399-0950
Phone: 850-410-1423
Email: DMS.Purchasing@dms.myflorida.com

TABLE OF CONTENTS

SECTION 1	INTRODUCTION.....	4
1.1	Invitation	4
1.2	Solicitation Objective.....	4
1.3	Background.....	4
1.4	Term	5
1.5	Definitions	5
1.6	Special Accommodations.....	6
1.7	Procurement Officer.....	6
SECTION 2	RFP PROCESS	7
2.1	General Overview of the RFP Process.....	7
2.2	Timeline of Events	7
2.3	Pre-Proposal Conference.....	8
2.4	Addendum to the RFP	9
2.5	Contract Formation	9
2.6	Disclosure of Proposal Contents	9
2.7	Withdrawal of Proposals	9
2.8	Alternate Proposals.....	9
2.9	Diversity	9
SECTION 3	PROPOSAL INSTRUCTIONS.....	10
3.1	Introduction.....	10
3.2	MFMP Registration	10
3.3	Who May Respond	10
3.4	Florida Substitute Form W-9 Process.....	11
3.5	Qualification Questions	11
3.6	How to Submit a Proposal.....	11
3.7	Contents of Proposal/Proposal Submission	12
3.8	Redacted Submissions	18
3.9	Additional Information	18
SECTION 4	SELECTION METHODOLOGY	19
4.1	Mandatory Criteria	19
4.2	Evaluation Criteria.....	19
4.2.1	Tab 4 Proposal Evaluation	19
4.2.2	Tab 5 Pricing.....	20
4.3	Identical Evaluations of Proposals	21
SECTION 5	AWARD.....	22
5.1	Basis of Award.....	22
5.2	Department's Reserved Rights for Award	22

5.3	Department's Recommendation of Award	22
5.4	Secretary's Approval.....	22
5.5	Posting of Decision	22
5.6	Protests	22
	FORM 1 – QUALIFYING QUESTIONS.....	24
	FORM 2 – RESPONDENT'S CONTACT INFORMATION.....	25
	FORM 3 - CERTIFICATION OF DRUG-FREE WORKPLACE PROGRAM	26
	FORM 4 - NOTICE OF CONFLICT OF INTEREST	27
	FORM 5 - NON-COLLUSION AFFIDAVIT.....	28
	FORM 6 - STATEMENT OF NO INVOLVEMENT	29
	FORM 7 – BUSINESS/CORPORATE REFERENCE	30
	FORM 8 – ADDENDUM ACKNOWLEDGEMENT FORM.....	31
	FORM 9 – SUBCONTRACTING	32
	FORM 10 – RECENT SALES RESULTS	33
	ATTACHMENT C – PRICE SHEET	34
	ATTACHMENT D – EVALUATION OF RECENT SALES RESULTS.....	36

Attachments

- A – Statement of Work (posted separately on VBS)
- B – Contract (posted separately on VBS)
- C – Price Sheet
- D – Evaluation of Recent Sales Results

SECTION 1 INTRODUCTION

1.1 Invitation

The State of Florida Department of Management Services' Bureau Chief of Fleet Management & Federal Property Assistance (Department) is issuing this Request for Proposals (RFP) to establish a contract for live auctioneer services. The live auctioneer services are to be delivered within one of the following central Florida counties: Brevard, Citrus, DeSoto, Hardee, Hernando, Highlands, Hillsborough, Indian River, Lake, Levy, Manatee, Marion, Martin, Okeechobee, Orange, Osceola, Pasco, Pinellas, Polk, Sarasota, Seminole, St. Lucie, Sumter, or Volusia.

The solicitation will be administered through the Vendor Bid System (VBS). Respondents interested in submitting a proposal must comply with all of the terms and conditions described in this RFP.

1.2 Solicitation Objective

The current contract for live auctioneer services has an estimated annual value of \$300,000. The estimated value is for informational purposes only and should not be construed as representing actual, guaranteed, or minimum value under any new contract. The Department intends to make a single award. However, the Department reserves the right to award to one Respondent or multiple Respondents or to make no award, as determined to be in the best interest of the State.

1.3 Background

For over 40 years, the Department of Management Services has contracted with live auction service providers to dispose of state motorized vehicles and miscellaneous equipment.

Live auctions are conducted once monthly at the current service provider's auction site in Thonotosassa, Florida, and all state vehicles and equipment selected for disposal via live auction are transported to Thonotosassa for sale at the monthly live public auction.

Since July 2011 the Department has also contracted with a separate online auction service provider. The Department has experienced significant cost savings using the online auction method, resulting primarily from transportation cost avoidance. As such, the Department intends to continue the practice of selecting the most appropriate, cost-effective option (i.e., live auction or online auction) for selling state vehicles and equipment.

The table below provides a summary of the state vehicles and equipment that were sold at live auction during calendar years 2012 and 2013. Most (80%) of the 2,487 vehicles sold at live auction during calendar years 2012 and 2013 were cars (47%) and light trucks (33%).

THE REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK

Vehicle Types	Calendar Year 2012 State Vehicle Live Auction Sales			Calendar Year 2013 State Vehicle Live Auction Sales		
	Count	Percent	Avg. Model Year	Count	Percent	Avg. Model Year
Cars	413	41%	2003	763	51%	2004
Light Trucks (Up to 1 Ton)	346	34%	2000	463	31%	2000
Small Vehicles	31	3%	2004	26	2%	2006
Medium & Heavy Trucks (Over 1 Ton)	31	3%	1993	59	4%	1994
Heavy Equipment	11	1%	1994	48	3%	1998
Marine	139	14%	1999	59	4%	1996
Miscellaneous	33	3%	1990	65	4%	1993
Total Annual Count	1,004			1,483		

- Cars – Includes sedans, station wagons, coupes, and hatchbacks.
- Light Trucks (Up to 1 Ton) – Includes trucks, SUVs, vans, and other.
- Small Vehicles – Includes motorcycles, ATVs, and golf carts.
- Medium & Heavy Trucks (Over 1 Ton) – Includes trucks, dump trucks, tractor trucks, buses, and other.
- Heavy Equipment – Includes dozers, transporters, tractors, loaders, backhoes, excavators, rotary cutters, chippers, plows, and other.
- Marine – Includes outboard motors, boat/motor/trailer combos, airboat/motor/trailer combos, boat/trailer combos, airboat engines, boats, and other.
- Miscellaneous – Includes trailers, mowers, message/arrow boards, forklifts, mixers, generators, air compressors, welders, and other.

1.4 Term

The initial term of the Contract will be for three years with up to three renewal years. The Contract may be renewed in whole or in part for a period that will not exceed the renewal years, at the renewal pricing specified in the Price Proposal and the Contract.

1.5 Definitions

The following definitions apply to this RFP, in addition to the definitions in the PUR 1000 and PUR 1001. Additional definitions specific to the Contract can be found in the Scope of Work (Attachment A) and/or Contract (Attachment B), which are attached.

- 1.5.1 Confidential Information** - Any portion of a Respondent's documents, data, or records disclosed relating to its proposal that is clearly marked "Confidential" that the Respondent claims is confidential and not subject to disclosure pursuant to chapter 119, Florida statutes, the Florida Constitution, or any other authority.

- 1.5.2 Contract - The agreement that results from this competitive procurement, if any, between the Department and the vendor identified as providing the most advantageous Proposal to the State. (This definition replaces the definition in the PUR 1000.)
- 1.5.3 Contractor(s) - The Respondent(s) that will be awarded a Contract pursuant to this solicitation.
- 1.5.4 State - The State of Florida.
- 1.5.5 Proposal – the formal response to an RFP.
- 1.5.6 Respondent - A vendor who submits a Proposal to this RFP.
- 1.5.7 Vendor(s) - An entity that is capable and in the business of providing a commodity or contractual service similar to those within the solicitation.

1.6 Special Accommodations

Any person requiring a special accommodation due to a disability should contact the Department's Americans with Disabilities Act (ADA) Coordinator for facilities management at (850) 922-7535, or via email at the address listed on the following website: http://www.dms.myflorida.com/agency_administration/human_resources/dms_contacts_by_role. Requests for accommodation for meetings must be made at least five workdays prior to the meeting. A person who is hearing or speech impaired can contact the ADA Coordinator by using the Florida Relay Service at (800) 955-8771 (TDD).

1.7 Procurement Officer

Pursuant to section 287.057(23), Florida Statutes and the PUR 1001, section 21, the Procurement Officer is the sole point of contact from the date of release of this RFP until the contract award is made.

Procurement Officer for this RFP is:

Cassandra E. Williams, PMP®, FCCN
Purchasing Analyst, Departmental Purchasing
Florida Department of Management Services
4050 Esplanade Way, Suite 335, Tallahassee, FL 32399-0950
Phone: 850-410-1423
Email: DMS.Purchasing@dms.myflorida.com

*****ALL EMAILS TO PROCUREMENT OFFICER SHALL CONTAIN THE SOLICITATION NUMBER IN THE SUBJECT LINE OF THE EMAIL.*****

SECTION 2 RFP PROCESS

2.1 General Overview of the RFP Process

The RFP is a method of competitively soliciting a commodity or contractual service under chapter 287, Florida Statutes. The Department posts an RFP on the Vendor Bid System (VBS) to initiate the process. The Department will hold a non-mandatory pre-proposal conference for Respondents to ask questions informally. Respondents can submit formal questions in writing via email to the Procurement Officer on or before the date listed in the Timeline of Events below. The Department will answer the questions in a formal posting on VBS.

Respondent's Proposals must be submitted by the deadline listed in the Timeline of Events below. The Department will hold a public opening at the date, time, and location noted in the Timeline of Events. All responsive Proposals will be evaluated by taking into consideration the price and other criteria set forth in this RFP.

2.1.1 Respondent Questions

Respondents will address all questions during the Question and Answer period regarding this solicitation in writing to the Procurement Officer by email. The deadline for submission of questions is reflected in Section 2.2 of this RFP.

Each submission shall have the solicitation number in the subject line of the email. Questions should be submitted in the following format:

Question #	Vendor	RFP Section	RFP Page #	Question

Responses to all written inquiries, and clarifications or addenda if made to the RFP, will be made through the VBS.

Questions will not constitute formal protest of the specifications or of the solicitation.

2.1.2 Public Opening

The Department will conduct a public opening for all timely proposal submissions at the date and time indicated in the Timeline of Events. The Department will only read aloud the Respondent's name and principal business location by city and state only. The price and pass/fail criteria will not be determined during this meeting.

2.2 Timeline of Events

The table below contains the timeline of events for this solicitation. Respondents should become familiar with the Timeline of Events. The dates and times within the timeline of events are local Eastern Time (Tallahassee, Florida) and may be subject to change. It is the Respondent's responsibility to check for any changes. All changes to the Timeline of Events will be through an addendum to the solicitation posted on VBS. Respondents are responsible for submitting all required documentation by the dates and times specified below. The Department will not consider documents submitted after the specific deadline.

Timeline of Events	Event Time (Eastern Time)	Event Date
RFP posted on the VBS.		09/26/14
Pre-Proposal Conference (non-mandatory) Public Meeting to be held at: 4050 Esplanade Way, Tallahassee, Florida 32399 in Suite 380K. Conference Call #: 1-888-670-3525 Participant Code: 9628766126	1:00 P.M.	10/03/14
Deadline to submit written questions via email to Procurement Officer.	5:00 P.M.	10/07/14
Department's anticipated posting of answers to Respondents' questions on VBS.		10/16/14
Deadline to submit Proposals and all required documents to Procurement Officer.	3:00 P.M.	11/04/14
Public Opening to be held at: 4050 Esplanade Way, Tallahassee, Florida 32399 in Suite 335K.	3:30 P.M.	11/04/14
Post non-responsive vendors on VBS.		11/05/14
Evaluation of Proposals will be completed during this time. Public meeting(s) will be noticed separately if necessary.		11/11/14 – 12/10/14
Anticipated date to post Notice of Intent to Award.		12/15/14
Anticipated contract start date.		2/01/15

2.3 Pre-Proposal Conference

The Pre-Proposal Conference will be held at the location referenced in Section 2.2., Timeline of Events of this RFP. Attendance is **not mandatory**, although Respondents are strongly encouraged to attend. Respondents may participate in the conference via teleconference by utilizing the call-in information as noted in the timeline.

The Pre-Proposal Conference provides Respondents with an opportunity to ask impromptu questions and seek clarifications about the RFP. The Department will accept verbal questions during the conference and will make a reasonable effort to provide answers at that time. However, verbal answers and discussions shall not be binding upon the Department. Respondents should also understand that the Department will issue a written response ONLY to those questions subsequently submitted in writing in accordance with Section 2.1.1.

2.4 Addendum to the RFP

The Department reserves the right to modify this RFP by issuing an addendum. All changes to the RFP will be made through an addendum posted on VBS. It is the responsibility of the Respondent to check for any changes on the VBS.

2.5 Contract Formation

The Department will enter into a contract with a Respondent(s) awarded pursuant to Section 4. The Contract will consist of Attachment A - Statement of Work and Attachment B - Contract and the pricing submitted by the awarded Respondent(s). No additional documents submitted by a Respondent will be incorporated in the Contract. During the solicitation period, the Department may specifically identify and incorporate by reference any additional documents which are to be incorporated into the Contract.

2.6 Disclosure of Proposal Contents

All documentation produced as part of the RFP will become the exclusive property of the Department and will not be returned to the Respondent unless it is withdrawn prior to the proposal opening in accordance with Section 2.7. Once the Evaluation Team evaluates the Proposals which were found responsive, the Proposals may be disclosed pursuant a public records request, subject to any confidentiality claims.

2.7 Withdrawal of Proposals

Respondents may withdraw a Proposal at any time prior to the due date by submitting a request to the Procurement Officer.

2.8 Alternate Proposals

Alternate Proposals and exceptions to this solicitation are not permitted. If the Respondent has issue with the requirements or terms and conditions of this solicitation, such issues shall be presented to the Department and addressed by the Department during the question and answer phrase of the solicitation. Including alternate proposals or exceptions to this solicitation in any response may result in the proposal being deemed non-response to the solicitation.

2.9 Diversity

The Department is dedicated to fostering the continued development and economic growth of small, minority-, veteran-, and women-owned businesses. Participation of a diverse group of Respondents doing business with the State is central to the Department's effort. To this end, minority-owned, veteran-owned, women-owned, and small business enterprises are encouraged to participate in the State's procurement process as both prime Respondents and subcontractors under prime contracts.

THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK

SECTION 3 PROPOSAL INSTRUCTIONS

3.1 Introduction

This section contains the General Instructions and Special Instructions to Respondents. The General Instructions to Respondents - PUR 1001 are incorporated by reference and can be accessed at <http://www.dms.myflorida.com/content/download/2934/11780/1001.pdf>.

The following sections of the PUR 1001 (General Instructions) are inapplicable:

- a. **Section 3. Electronic Submission of Proposals**
Proposals shall be submitted in accordance with section 3.7 of this solicitation.
- b. **Section 4 Terms and Conditions**
The following sentences of this section are inapplicable: The Buyer objects to and shall not consider any additional terms or conditions submitted by a respondent, including any appearing in documents attached as part of a respondent's response. In submitting a response, a respondent agrees that any additional terms or conditions, whether submitted intentionally or inadvertently, shall have no force or effect.
- c. **Section 5. Questions**
Questions shall be submitted in accordance with Section 2.1.1 of this solicitation.

The Special Instructions are in the sections below starting with Section 3.2.

In the event any conflict exists between the Special Instructions and General Instructions, the Special Instructions shall prevail.

3.2 MFMP Registration

Respondents must have a current vendor registration in MFMP.
<https://vendor.myfloridamarketplace.com/>.

The awarded vendor(s) will be required to pay the required transaction fees as specified in section 14 of the PUR 1000, unless an exemption has been requested and approved prior to the award of the contract pursuant to rule 60A-1.032 of the Florida Administrative Code.

3.3 Who May Respond

The Department will evaluate proposals from responsive and responsible Respondents currently providing the prescribed services with at least five years of experience in live auctions within the past six years and who:

- 3.3.1 Possess the following active valid licenses and certificates:
 - State of Florida Independent Dealer in Motor Vehicles;
 - Florida Annual Resale Certificate for Sales Tax;
 - State of Florida, Florida Board of Auctioneers, Auction Business License;
 - State of Florida, Florida Board of Auctioneers, Auctioneer License (for each auctioneer); and
 - Business Tax Receipt (current).
- 3.3.2 Respondents must meet the mandatory criteria listed in Section 3.5, and must answer the qualifications questions "yes" in order to be considered for award.

3.4 Florida Substitute Form W-9 Process

State of Florida vendors **must** register and complete an electronic Substitute Form W-9. The Internal Revenue Service (IRS) receives and validates the information vendors provide on the Form W-9. For instructions on how to complete the Florida Substitute Form W-9, please visit: <http://www.myfloridacfo.com/Division/AA/StateAgencies/W-9Instructions022212.pdf>

The chosen Contractor, if any, must have completed this process before contract execution.

3.5 Qualification Questions

Respondents will submit a Yes/No Response to the following Qualification Questions (**Form 1**) with any technical proposal and submit in accordance with Section 3.7. Answers to these Qualifying Questions are mandatory. A Respondent must meet the qualifications identified in the following Qualification Questions in order to be considered for award. **The Department will not evaluate replies from Respondents who answer “No” to any of the Qualification Questions.**

- 3.5.1 Does Respondent certify that the person submitting the proposal is authorized to respond to this RFP on Respondent’s behalf?
- 3.5.2 Does Respondent certify that it is not a Discriminatory Vendor or Convicted Vendor as defined in Sections 7 and 8 of the PUR 1001?
- 3.5.3 Does Respondent certify compliance with Section 9 of the PUR 1001?
- 3.5.4 Does Respondent certify that it is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List?
- 3.5.5 Does Respondent have a minimum of at least five years of experience within the last six years providing the services described in this RFP?
- 3.5.6 Does Respondent certify it has the necessary valid and active license and certifications to deliver the services as required under this solicitation?
- 3.5.7 Does the Respondent certify that it conducts monthly live public auctions at the same location within Florida from which it proposes conducting the services described in this RFP?
- 3.5.8 Does Respondent certify that its monthly live public auctions is located within one of the following central Florida Counties: Brevard, Citrus, DeSoto, Hardee, Hernando, Highlands, Hillsborough, Indian River, Lake, Levy, Manatee, Marion, Martin, Okeechobee, Orange, Osceola, Pasco, Pinellas, Polk, Sarasota, Seminole, St. Lucie, Sumter, or Volusia?

3.6 How to Submit a Proposal

The Respondent shall submit:

- 3.6.1 One original version of the Proposal, including price (**Attachment C**) submittal with five copies.
- 3.6.2 One scanned copy of the entire Proposal and Price Sheet on a CD-ROM (with large files scanned as several separate .pdf files).

3.6.3 One REDACTED scanned copy of the Proposal, if applicable (see Section 3.8).

Sealed packages to be delivered shall be clearly marked on the outside of the package with the solicitation number and company name.

Submitted hardcopies contained within the sealed packages shall be clearly marked with the Respondent's company name, and solicitation number.

3.7 Contents of Proposal/Proposal Submission

Proposals should be prepared simply and economically, providing a straightforward, concise description of the Respondent's ability to provide the solution sought by the solicitation. Excessive information distracts readers from focusing on essentials. When responding to specific questions, please reprint each question in its entirety before the response.

The response shall be limited to a page size of eight and one-half by eleven inches (8½" x 11"), unless otherwise indicated. Type size shall not be less than a 12-point font. The response should be indexed and all pages sequentially numbered. Bindings and covers will be at the Respondent's discretion. However, elaborate notebooks/hard back binders are discouraged.

Unnecessarily elaborate brochures, artwork, expensive paper and expensive visual and other presentation aids are neither necessary nor desired.

The overall response must be written in a concise manner, which is conducive to effective evaluation and product selection.

The Respondent may not apply any conditions to any aspect of the solicitation (see Section 2.8). The only recognized changes to the solicitation prior to the opening will be by written amendments issued by the Department.

The Respondent shall organize each Proposal submittal contents as follows:

Tab 1 Response to Qualification Questions (Form 1) and Required Licenses and Certifications

- A. The Respondent shall answer the qualifications as indicated in Section 3.5 and Form 1 of this RFP. **Form 1** shall be completed and included under Tab 1.
- B. Respondent must possess the following valid and active licenses and certificates. Respondent shall provide copies of the required licenses and certificates under Tab 1.
 - 1) State of Florida Independent Dealer in Motor Vehicles;
 - 2) Florida Annual Resale Certificate for Sales Tax;
 - 3) State of Florida, Florida Board of Auctioneers, Auction Business License;
 - 4) State of Florida, Florida Board of Auctioneers, Auctioneer License (for each auctioneer);
 - 5) Business Tax Receipt (current); and

Tab 2 Cover Letter and Executive Summary

- A. The Respondent shall provide a cover letter on the Respondent's letterhead with the following information:
 - 1) Name and headquarters location of the Respondent;
 - 2) Primary location from where the work will be executed; and
 - 3) Federal Employer Identification (FEID) Number.
- B. The Respondent shall provide an executive summary of the Respondent's proposal. The executive summary shall describe the technical solution, proposed cost model,

and operational model the Respondent proposes in a concise and meaningful manner. No pricing information is to be included in the executive summary.

Tab 3 Completed Forms

The Respondent shall complete and attach Forms 2 – 6, and Forms 8 – 9 here. Form 1, Qualification Questions will be attached under Tab 1; and Form 7, Business/Corporate Reference and Form 10 will be attached under Tab 4.

FORM 1	QUALIFICATION QUESTIONS
FORM 2	RESPONDENT'S CONTACT INFORMATION
FORM 3	CERTIFICATION OF DRUG-FREE WORKPLACE PROGRAM
FORM 4	NOTICE OF CONFLICT OF INTEREST
FORM 5	NON-COLLUSION AFFIDAVIT
FORM 6	STATEMENT OF NO INVOLVEMENT
FORM 7	BUSINESS/CORPORATE REFERENCE
FORM 8	ADDENDUM ACKNOWLEDGEMENT
FORM 9	SUBCONTRACTING
FORM 10	RECENT SALES RESULTS

Tab 4 Proposal

The Respondent shall fully describe their plan for carrying out the services as described in Attachment A, Scope of Work. At a minimum, provide the following information as the proposal will be evaluated against the criteria listed in Section 4:

A. Narrative on Experience and Ability

The Respondent shall furnish a narrative on their relevant experience and ability to provide the services as outlined in this RFP. The narrative shall include:

- 1) Company history and experience conducting monthly live auctions.
- 2) A list of any current contracts similar in size and scope identifying the contact information for the company receiving services and a detail description of the services provided.
- 3) Target market, reputation, or clientele following that auction had developed a reputation for (e.g., newer vehicles, farm and construction equipment, boats and marine equipment, estate sales, etc.).
- 4) Compensation business model. Describe if your auction business revenue is generated by sales commissions charged to sellers, buyer premiums charged to buyers, combination of sales commissions and buyer premiums, etc. Also describe if any additional fees are charged to sellers or buyers (e.g., registration fee, entrance fee, fee for internet sales, loading fees, etc.).
- 5) Include history of conducting monthly live public auctions, to include but not limited to, number of years providing monthly auctions, and location of the auction site.
- 6) Business/Corporate References. The Respondent shall furnish a minimum of **three** business/corporate references with their proposal, utilizing the form provided as **FORM 7** of this solicitation to support the requirements of the Business/Corporate Experience. In order to qualify current experience, services described by Business/Corporate references shall be ongoing or shall have been completed within the 60 months preceding the issue date of this solicitation.

References should be directly relevant to the services in the solicitation. Incomplete Business/Corporate Reference forms (i.e., blanks left on the form and not notarized) will not be submitted to evaluators.

References will not be accepted from:

- Current employees of DMS.
- Former employees of DMS within the past three (3) years.
- Persons currently or formerly employed by the Respondent's organization.
- Board members of the Respondent's organization.
- Relatives.
- Corporations based solely in a foreign country.
- A member of the Respondent's organization, who has written, completed and submitted the form on behalf of the reference.

B. Auction Staffing

The Respondent shall fully describe their typical staffing during pre-auction workdays, auction day, and post-auction workdays. Respondent should indicate if the staff members are full-time or part-time employees, contract employees, and if they perform multiple roles. At a minimum, include the following:

- 1) Management Team;
- 2) Licensed auctioneers;
- 3) Auction ring personnel (to assist the auctioneers with taking bids during the calling);
- 4) Auction clerks (to assist the auctioneers with record keeping during the auction);
- 5) Administrative clerks (to register bidders, collect proceeds, complete bills of sale, transfer forms during the auction, prepare CD recorded audio of the auction, etc.);
- 6) Notary publics (to notarize forms that are required for title transfers and other documents);
- 7) Title clerks (to perform tasks such as Vehicle Identification Number (VIN) verification, duplicate title application, title correction, title reassignment, retail title transfer, etc.);
- 8) Uniformed security personnel (to assist with parking, crowd control, prevent vandalism, prevent unauthorized removal of items, provide general security during the auction, etc.);
- 9) Accounting clerks (to prepare invoices, process payments from buyers, prepare detailed sales reports, transfer gross proceeds of the auction by Automated Clearing House (ACH) to seller's account, etc.); and
- 10) Any other personnel not mentioned above that may have a significant role in the success of the auction.

Provide description of any other applicable licenses or certificates, including certificates demonstrating staff training, business improvement, appreciation, community support, etc., that are in addition to the requirements of Section 3.3.1.

C. Media and Advertising

Describe your marketing and advertising strategy. At a minimum include the following:

- 1) Online website address. Respondents shall provide an active website address and describe how visitors to their website can view a lists of items that will be sold at the next auction, how frequently the list is updated, information provided for items listed (e.g., description, photos, etc.), etc.
- 2) Marketing strategy. Describe how auctions are marketed, the target audience, etc.
- 3) Advertising strategy. Describe the different forms of advertising used, how the impact of the advertising is measuring, etc.

D. Auction Site Location

Respondents shall provide a description of the property and facilities used for conducting monthly live public auctions. At a minimum, include the following:

- 1) Description of the auction site, location, size of parking area, size of office spaces, size of area from which items are sold, size of holding or storage space, etc.
- 2) Description of visitor services such as concession services, restrooms, covered waiting areas, Americans with Disabilities Act (ADA) accommodations, etc.
- 3) Description of site security.

E. Pre and Post Auction Activities

The Respondent shall fully describe the activities and services that are typically provided for both sellers and buyers in the days and weeks leading up to, and following, the day of the monthly auction. At a minimum, include the following:

- 1) Earliest date and last date prior to the auction that items can be delivered
- 2) Hours of operation for sellers to deliver items to be sold
- 3) Hours of operation for administrative services for buyers (e.g., payment, title and tag processing, etc.)
- 4) Hours of operation prior to auction day when items are available for preview or inspection by the public
- 5) Hours of operation and timeframe after the auction that buyers can access the auction site for removal of their items

F. Auction Day Activities

Provide a description of the activities and experience that visitors can expect on auction day. At a minimum, include the following:

- 1) Arriving at the auction site. Describe how easy the location is to find, signage, if parking attendants and traffic control are used, if uniformed security is present, if ample parking at auction site is available, if overflow parking is available, if parking for vehicles with trailers is provided, etc.
- 2) Check-in Procedures. Controlled access or open access, bidder registration process, ability to pre-register, time frame when bidders can preview or inspect items prior to start of auction, precautions taken to prevent theft or tampering, description of public areas (e.g., check-in, waiting, check-out, restrooms, etc.),
- 3) Conduct of the Auction. Describe how your auctions are organized and conducted, and provide photos of key auction activities, etc.
- 4) Special procedures. Describe the process for the seller to set a minimum price on items, procedure for bidders to bid on items in absentia (i.e., proxy bidding, internet bidding, etc.), and any other special circumstance procedures.

G. Reporting Requirements

Provide description of procedures and practice of recording auction results. At a minimum, include the following:

- 1) Describe how gross proceeds, invoices for auction services and miscellaneous charges, spreadsheets of results, and digital audio recordings are prepared and delivered to the seller.
- 2) Describe the auction results reports that are prepared for the seller, how soon after the auction closes that the reports are made available, audit procedures to ensure reports are complete and accurate, etc.

H. Recent Sale Results (July 2012 to June 2014) (FORM 10)

The Department desires live auctioneer services that will result in the highest possible gross sale prices and the lowest possible costs associated with the auction process (e.g., auctioneer commission fees, membership fees, inspection fees, loading or unloading fees, etc.) Therefore, the Respondent shall provide results from its monthly live public auctions conducted at the auction site described above. Utilizing **FORM 10**, include sales results for the two year period July 2012 to June 2014 for the following vehicle types:

- 1) Automobiles (sedans, coupes, station wagons)
- 2) Light Trucks, up to 1-ton (include pickup trucks, vans, SUVs)
- 3) Medium and Heavy Duty Trucks (over 1-ton)

Completing one row for each item sold, in columns organized as follows:

- 1) Year
- 2) Make
- 3) Model
- 4) Odometer/Mileage
- 5) Date of auction
- 6) Location of auction (City and County)
- 7) Type of seller (e.g., County/City Government, Federal Government, Dealer/Distributor, Commercial, Private, Other, Unknown)
- 8) Gross sales price

NOTE: The recent sales results should include sales from all types of sellers, **except the State of Florida (this includes DMS and other state agencies)**. Respondents can include sales of vehicles from government sellers (such as federal, counties, and cities) and any non-government sellers (such as corporate, individuals, etc.); however vehicles sold on behalf of the State of Florida **are not** to be included.

Tab 5 Price Sheet

The Respondent shall return the Price Sheet (**Attachment C**) with its response to this solicitation. The Price Sheet shall identify the name of the Respondent, date of submission, and shall bear the signature of a business or corporate representative to certify the prices proposed.

The Price Sheet shall be returned under **TAB 5** of its Proposal Submittal. By submitting a response under this solicitation, each Respondent warrants its agreement to the prices submitted. Any qualifications, counter offers, deviations, or challenges shall render the proposal non-responsive.

- A.** The Respondent may e-mail the Procurement Officer identified on the cover sheet of this solicitation to request an electronic version of the Price Sheet(s) to complete.

- B.** The Respondent shall complete either the Straight-Line Sales Commission Schedule or the Tiered/Sliding Sales Commission Schedule on the Price Sheet. Failure to properly complete the selected Sales Commission Schedule shall deem the Respondent non-responsive. If zero is entered on the Price Sheet, the Respondent shall make a notation at the bottom of the Price Sheet(s) indicating the intent of the zero. The Respondent shall respond to the two items located below the Sales Commission Schedules; a question regarding any other mandatory charges, and a request to list any charges that may be assessed to the seller. If no notation is made at the bottom of the Price Sheet, the Department will assume that the service(s) or item(s) will be at no cost to the Department.
- C.** The Respondent shall print and sign the completed Price Sheet and submit in accordance with Section 3.6.
- D.** The Respondent shall save an electronic version of its completed Price Sheet on a CD-ROM and submit with its response (see Section 3.6.2).

The Respondent's compensation shall be a commission expressed as a percentage of the gross sale amount of each lot sold. Any deviation from a single percentage such as tiered / sliding scales, minimum or maximum commissions, etc., should be explained in detail with examples. Any buyer's premium, membership fees, inspection fees, loading or unloading fees charged must also be explained and will be considered when determining the total compensation to the Respondent. For information on how to submit compensation information, refer to Section 3.6 and **Attachment C** – Price Sheet.

All price sheet calculations will be verified for accuracy by the Department. If mathematical error(s) in a Respondent's price sheet calculations are identified, unit prices submitted by the Respondent will be used to determine the total price for that Respondent. Price proposal points will be awarded based on Department verification and a confirmed seek to clarify by the Department to the vendor, and if applicable, corrected price sheets. Department-corrected price sheets will be made available upon written request.

Tab 6 Other Required Documentation

A. Department of State Registration Form

Respondent shall submit a copy of its registration with the Department of State, which authorizes the company to do business in Florida.

B. Certifications

In the event that the Department's evaluation results in identical evaluations of proposals, the Department will select a Respondent based on the criteria identified in rule 60A-1.011, Florida Administrative Code. Please provide the following documentation, if applicable.

1) Certification of Minority Business

If this does not apply to your company, please submit a document with a statement to that effect.

2) Certification of Wartime or Service Disabled Veteran

If this does not apply to your company, please submit a document with a statement to that effect.

3.8 Redacted Submissions

The following subsection supplements Section 19 of the PUR 1001. If Respondent considers any portion of the documents, data or records submitted in response to this solicitation to be confidential, proprietary, trade secret or otherwise not subject to disclosure pursuant to chapter 119, Florida Statutes, the Florida Constitution or other authority, Respondent must mark the document as "Confidential" and simultaneously provide the Department with a separate redacted copy of its proposal and briefly describe in writing the grounds for claiming exemption from the public records law, including the specific statutory citation for such exemption. This redacted copy shall contain the Department's solicitation name, number, and the name of the Respondent on the cover, and shall be clearly titled "Redacted Copy." The Redacted Copy should only redact those portions of material that the Contractor claims is confidential, proprietary, trade secret or otherwise not subject to disclosure.

In the event of a request for public records pursuant to chapter 119, Florida Statutes, the Florida Constitution or other authority, to which documents that are marked as confidential are responsive, the Department will provide the Redacted Copy to the requestor. If a requestor asserts a right to the Confidential Information, the Department will notify the Respondent such an assertion has been made. It is the Respondent's responsibility to assert that the information in question is exempt from disclosure under chapter 119 or other applicable law. If the Department becomes subject to a demand for discovery or disclosure of the Confidential Information of the Respondent in a legal proceeding, the Department shall give the Respondent prompt notice of the demand prior to releasing the information (unless otherwise prohibited by applicable law). The Respondent shall be responsible for defending its determination that the redacted portions of its proposal are confidential, proprietary, trade secret, or otherwise not subject to disclosure.

By submitting a Proposal, the Respondent agrees to protect, defend, and indemnify the Department for any and all claims arising from or relating to the Respondent's determination that the redacted portions of its proposal are confidential, proprietary, trade secret, or otherwise not subject to disclosure. If Respondent fails to submit a redacted copy of information it claims is confidential, the Department is authorized to produce the entire documents, data, or records submitted to the Department in answer to a public records request for these records.

3.9 Additional Information

By submitting a Proposal, Respondent certifies that it agrees to and satisfies all criteria specified in the RFP. The Department may request, and Respondent shall provide, supporting information or documentation. Failure to supply supporting information or documentation as required and requested will result in disqualification of the proposal.

THE REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK

SECTION 4 SELECTION METHODOLOGY

4.1 Mandatory Criteria

All timely proposals will be reviewed to ensure they meet the mandatory criteria outlined in the Section 3.5/**FORM 1**.

4.2 Evaluation Criteria

The Evaluators will review and evaluate the responsive proposals using the criteria below. Each evaluator will evaluate the proposals independently.

4.2.1 Tab 4 Proposal Evaluation (300 total points)

A. Experience and Ability (0 – 40 points)

Evaluation of the Respondent's experience and ability to provide service will be based upon information contained in the entire proposal, but primarily on the information contained in **Tab 4** and **FORM 7** of the proposal. Evaluators will consider the following questions:

- 1) Has the Respondent demonstrated via the proposal that it has experience in performing contracts of similar size and scope for the services sought?
- 2) Does the Respondent have a minimum of at least five years of experience within the last six years providing the services described in this RFP?
- 3) How well did the Respondent convey the ability to provide these services?
- 4) Does the Respondent possess the proper license and certificates to deliver the services? Are the license and certificates valid and active?
- 5) Does the Respondent have the appropriate team (staffing) to deliver the services? Are the team members' license/certificates valid and active?
- 6) Are there any issues or concerns identified regarding the Respondent's experience and ability to provide the services?
- 7) How well do the references demonstrate the Respondent's experience in performing contracts of similar size and scope for the services sought?
- 8) How well do the references demonstrate the Respondent's ability to provide the requested services?
- 9) Are there any issues or concerns identified by the references?

B. Proposed Solution (0 – 160 points)

Evaluation of the Respondent's proposed solution will be based upon information contained in the entire Proposal, but primarily on the information contained in **Tab 4** of the proposal. The total possible points will be assessed as follows:

Sub Category	Possible Points
Auction Staff	0 – 20
Media and Advertising	0 – 20
Auction Site Location	0 – 30
Pre and Post Auction	0 – 40
Auction Day Activities	0 – 40
Reporting Requirements	0 – 10
Total Possible Points	160

The Evaluators will consider the following questions:

- 1) How well does the summary of the solution, and the explanation of why it is the best solution for the state, address and meets the goals, needs, and expectations of the State?
- 2) How well does the Respondent understand the goals to be achieved via this solicitation?
- 3) How well qualified are the personnel proposed to provide the required services?
- 4) How well does the Respondent's proposed property and facilities meet the site requirements?
- 5) How well does the Respondent's proposed media and advertising strategy reflect an understanding and meets the needs of the State?
- 6) How well does the Respondent's description and its understanding of live auction operations align with the requirements of this solicitation?
- 7) How well does the Respondent's hours of operations and description of buyer's experience meets the needs of the State?
- 8) How well does the Respondent's description and understanding of documentation and reporting requirements?

C. Recent Sales Results (0 – 100 points)

The points for recent sales results will be assessed as two categories; 50 possible points for volume of lots sold and 50 possible points for price per lot. The awarded points will be assessed based on the Respondent's response provided as outlined in Section 3.7, H, Recent Sales Results (**FORM 10**). Each additional Respondent will be awarded a percentage of the possible points relative to the highest volume of lots sold and highest gross sales. **Attachment D** – Evaluation of Recent Sales Results will be used to calculate the total possible points for this subsection.

4.2.2 Tab 5 Pricing (0 – 40 points)

The Procurement Officer will be responsible for calculating and awarding points for price as follows:

The Respondent with the lowest Total of All Charges (first three year average commission and any additional buyer or seller fees, surcharges, etc.) indicated in the Respondent's **Attachment C** - Price Sheet (included in Tab 5) as calculated in the chart below will receive 40 points. Each additional Respondent will be awarded a percentage of the 40 points relative to the Respondent with the lowest Total of All Charges (Lowest Total of All Charges / Respondent's Price x 40 points = Points Awarded).

THE REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK

Prices will be calculated by applying the information from the Respondent's Price Sheet to the following representative sample of sales:

Number of Lots	Gross Price Per Lot	Total Commission Charges (using first three year average from Price Sheet)	Total Additional Charges	Total All Charges
58	\$1,300			
34	\$3,100			
6	\$6,600			
2	\$19,900			
Totals				

4.3 Identical Evaluations of Proposals

In the event that the Department's evaluation results in identical evaluations of proposals, the Department will select a Respondent based on the criteria identified in rule 60A-1.011, Florida Administrative Code.

THE REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK

SECTION 5 AWARD

5.1 Basis of Award

A contract(s) will be awarded to the responsible and responsive Respondent(s) whose proposal is deemed the most advantageous offer to the State in consideration of price and selection criteria in this RFP based on points awarded. The Department reserves the right to award regional contracts, for all or for part of the work contemplated by this solicitation.

The Department reserves the right to accept or reject any and all offers, or separable portions, and to waive any minor irregularity, technicality, or omission if the Department determines that doing so will serve the best interest of the state. The Department has the right to use any or all ideas or adaptations of the ideas presented in any Proposal. Selection or rejection of a Proposal will not affect this right.

Proposals that do not meet all requirements, specifications, terms, and conditions of the solicitation or fail to provide all required information, documents, or materials may be rejected as not responsive. Respondents whose proposals, past performance, or current status do not reflect the capability, integrity, or reliability to fully and in good faith perform the requirements of a contract may be rejected. The Department may request additional information pertaining to the Respondent's ability and qualifications to accomplish all services described in this RFP as deemed necessary during the RFP or after contract award.

5.2 Department's Reserved Rights for Award

The Department reserves the right to select one vendor for the services encompassed by this solicitation, any addendum thereto.

5.3 Department's Recommendation of Award

The Department will develop a recommendation as to the award that will result in a contract that is most advantageous to the State.

5.4 Secretary's Approval

The Secretary or his designee will make the final decision as to which vendor(s) should be awarded the contract based on the Recommendation of Award memorandum.

5.5 Posting of Decision

The Department will post a Notice of Intent to Award Contract, stating its intent to enter into one contract with a vendor identified therein, on the VBS website (http://vbs.dms.state.fl.us/vbs/main_menu). If the Department decides to reject all replies, it will post its notice at the same VBS website.

5.6 Protests

5.6.1 Time Limits for Filing Protests

All notice of protest must be filed within **72 hours** of the posting of the agency decision or solicitation. Any formal protest must be filed within 10 days of the notice of protest. A formal written protest is "filed" when **actually received** by the Department's Agency Clerk.

5.6.2 Bond Must Accompany Protest

When protesting a decision or intended decision (including a protest of the terms, conditions, and specifications of the solicitation), the protestor must post a bond with the formal protest that is equal to one percent (1%) of the Department's estimated contract amount.

FAILURE TO POST AN ORIGINAL BOND FOR THE REQUISITE AMOUNT AT THE TIME OF FILING THE FORMAL WRITTEN PROTEST WILL RESULT IN A REJECTION OF THE PROTEST.

THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK

FORM 1 – QUALIFYING QUESTIONS

RFP SECTION REFERENCE	QUALIFYING QUESTION	RESPONDENT'S RESPONSE YES/NO
3.5.1	Does Respondent certify that the person submitting the proposal is authorized to respond to this RFP on Respondent's behalf?	
3.5.2	Does Respondent certify that it is not a Discriminatory Vendor or Convicted Vendor as defined in Sections 7 and 8 of the PUR 1001?	
3.5.3	Does Respondent certify compliance with Section 9 of the PUR 1001?	
3.5.4	Does Respondent certify that it is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List?	
3.5.5	Does Respondent certify it has a minimum of at least five years of experience within the last six years providing the services described in this RFP?	
3.5.6	Does Respondent certify it has the necessary valid and active license and certifications to deliver the services are required under this solicitation?	
3.5.7	Does the Respondent certify that it conducts <u>monthly</u> live public auctions at the same location within Florida from which it proposes conducting the services described in this RFP?"	
3.5.8	Does Respondent certify that its monthly live public auctions is located within one of the following central Florida Counties: Brevard, Citrus, DeSoto, Hardee, Hernando, Highlands, Hillsborough, Indian River, Lake, Levy, Manatee, Marion, Martin, Okeechobee, Orange, Osceola, Pasco, Pinellas, Polk, Sarasota, Seminole, St. Lucie, Sumter, or Volusia?	

Name of Respondent's Organization

Signature of Organization's Authorized Representative

Date

FORM 2 – RESPONDENT’S CONTACT INFORMATION

The Respondent shall identify the contact information as described below.

For solicitation purposes, the Respondent’s contact person shall be:

For contractual purposes, should the Respondent be awarded, the contact person shall be:

Name _____

Title _____

Address _____

Telephone _____

Fax _____

E-mail _____

FORM 3 - CERTIFICATION OF DRUG-FREE WORKPLACE PROGRAM

287.087 Preference to businesses with drug-free workplace programs.--Whenever two or more bids, proposals, or replies that are equal with respect to price, quality and service are received by the state or by any political subdivision for the procurement of commodities or contractual services, a bid, proposal or reply received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. In order to have a drug-free workplace program, a business shall:

- (1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- (2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- (3) Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
- (4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than 5 days after such conviction.
- (5) Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, any employee who is so convicted.
- (6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements. False statements are punishable at law.

Respondent's Name: _____

By: _____
Authorized Signature Print Name and Title

FORM 4 - NOTICE OF CONFLICT OF INTEREST

Company or Entity Name _____

For the purpose of participating in the solicitation process and complying with the provisions of Chapter 112, of the Florida Statutes, the undersigned corporate officer states as follows:

The persons listed below are corporate officers, directors or agents and are currently employees of the State of Florida or one of its agencies:

_____	_____
_____	_____
_____	_____

The persons listed below are current State employees who own an interest of ten percent (10%) or more in the company/entity named above:

_____	_____
_____	_____
_____	_____

Name of Respondent's Organization

Signature of Authorized Representative and Date

Print Name

FORM 5 - NON-COLLUSION AFFIDAVIT

STATE OF _____
COUNTY OF _____

I state that I _____ of _____,
(Name and Title) (Name of Firm)

am authorized to make this affidavit on behalf of my firm and its owner, directors and officers. I am the person responsible in my firm for the price(s) and amount(s) of this Response, and the preparation of the Response. I state that:

1. The price(s) and amount(s) of this Response have been arrived at independently and without consultation, communication or agreement with any other Provider, potential provider, Proposal, or potential Proposal.
2. Neither the price(s) nor the amount(s) of this Response, and neither the approximate price(s) nor approximate amount(s) of this Response, have been disclosed to any other firm or person who is a Provider, potential Provider, Proposal, or potential Proposal, and they will not be disclosed before Proposal opening.
3. No attempt has been made or will be made to induce any firm or persons to refrain from submitting a Response for this contract, or to submit a price(s) higher than the prices in this Response, or to submit any intentionally high or noncompetitive price(s) or other form of complementary Response.
4. The Response of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive Response.
5. _____, its affiliates, subsidiaries, officers, director, and employees
(Name of Firm)
are not currently under investigation, by any governmental agency and have not in the last three years been convicted or found liable for any act prohibited by state or federal law in any jurisdiction, involving conspiracy or collusion with respect to Proposal, on any public contract, except as follows:

I state that I and the named firm understand and acknowledge that the above representations are material and important, and will be relied on by the State of Florida for which this Response is submitted. I understand and my firm understands that any misstatement in this affidavit is, and shall be treated as, fraudulent concealment from the State of Florida of the true facts relating to the submission of responses for this contract.

Dated this _____ day of _____ 2014.

Name of Organization: _____

Signed by: _____

Print Name _____

being duly sworn deposes and says that the information herein is true and sufficiently complete so as not to be misleading.

Subscribed and sworn before me this _____ day of _____ 2014.

Notary Public: _____

My Commission Expires: _____

FORM 6 - STATEMENT OF NO INVOLVEMENT

I, _____, as an authorized representative of the aforementioned company, certify that no member of this firm nor any person having any interest in this firm has been involved with the Department of Management Services to assist it in:

- 1. Developing this solicitation; or,
- 2. Performing a feasibility study concerning the scope of work contained in this if applicable.

Name of Respondent's Organization

Signature of Authorized Representative and Date

Print Name

FORM 7 – BUSINESS/CORPORATE REFERENCE

This form must be completed by the person giving the reference on the Respondent. For purposes of this form, the Respondent is the business entity that currently or has previously provided services to your organization, and is submitting a response to a solicitation. Upon completion of this form, please return original to Respondent.

This business reference is for (Respondent's Name): _____

Name of the person providing the reference: _____

Title of person providing the reference: _____

Organization name of person providing the reference: _____

Telephone number of the person providing the reference: _____

Please identify your relationship with the Respondent (e.g., subcontractor, customer, etc.).

How many years have you done business with the Respondent? _____

Please provide dates: _____

If a customer, please describe the primary service the Respondent provides your organization.

Did the Respondent act as a primary provider or as a subcontractor? _____

Do you have a business, profession, or interest in the Respondent's organization? If yes, what is that interest?

Have you experienced any contract performance problems with the Respondent's organization?

Would you conduct business with the Respondent's organization again? _____

Are there any additional comments you would like to make regarding the Respondent's organization?

Dated this _____ day of _____ 2014.

Name of Organization: _____

Signed by: _____

Print Name _____

Being duly sworn deposes and says that the information herein is true and sufficiently complete so as not to be misleading.

Subscribed and sworn before me this _____ day of _____ 2014.

Notary Public: _____

My Commission Expires: _____

FORM 8 – ADDENDUM ACKNOWLEDGEMENT FORM

This acknowledgment form serves to confirm that the Respondent has reviewed, complied with and/or accepted all Addendum(s) to the solicitation posted on the Vendor Bid System (VBS).

Please list all Addendum(s) below.

Name of Respondent’s Organization

Signature of Authorized Representative and Date

Print Name

FORM 9 – SUBCONTRACTING

The Respondent shall complete the information below on all subcontractors that shall provide services to the Respondent to meet the requirements of the resultant contract, should the Respondent be awarded. Submission of this form does not indicate the Department's approval (**see Section 6 of Attachment A, Scope of Work**), but provides the Department with information on proposed subcontractors for review.

Please complete a separate sheet for each subcontractor.

Service: _____

Company Name: _____

Contact: _____

Address: _____

Telephone: _____

Fax: _____

Current Registered as Certified Minority Business Enterprise (CMBE) or Women-Owned Business (WBE)? Yes _____ No _____

Occupational License No: _____

Acknowledgement from Respondent that this subcontractor has successfully complied with the "Subcontractor Acceptance Process": Yes _____ No _____

W-9 verification: Yes _____ No _____

In a job description format, describe below the responsibilities and duties of the subcontractor based on the technical specifications or scope of services outlined in this solicitation.

ATTACHMENT C – PRICE SHEET

Pursuant to Sections 3.7, the Respondent shall complete this form (and include in **Tab 5**) by entering its response for the Contractor’s Percentage of Sales in the spaces provided below. The value entered for each year shall be either the straight-line percentage of the gross sale amount for each lot sold, **OR**, for the tiered/sliding percentage of the gross sale amount for each lot sold, including sales to state entities and political subdivisions made prior to Auction Day, that the Respondent will charge the Department to conduct Auctioneer Services in full compliance with the Contract, if awarded. If the Respondent uses the “Tiered / Sliding Sales Commission Reduction Schedule”, price ranges (i.e., “From” amounts and “To” amounts) must be specified by the Respondent.

Instructions: Complete either the Straight-Line OR the Tiered/Sliding Sales Commission Schedule below.

Straight-Line Sales Commission Schedule:

	Price Range	Year 1	Year 2	Year 3	Renewal Year 1	Renewal Year 2	Renewal Year 3
Contractor’s Percentage Of Sales	ANY AMOUNT						
Total Average for First Three Years	ANY AMOUNT						

Tiered / Sliding Sales Commission Reduction Schedule:

	Price Range	Year 1	Year 2	Year 3	Renewal Year 1	Renewal Year 2	Renewal Year 3
Contractor’s Percentage Of Sales	Price Range I From: \$ To: \$						
Contractor’s Percentage Of Sales	Price Range II From: \$ To: \$						
Total Average for First Three Years	Price Range I						
Total Average for First Three Years	Price Range II						

Are there any other mandatory charges, other than the sales commission detailed above, assessed to the seller resulting from the sale of a lot? If yes, provide details below:

Attachment C – Price Sheet

Page 2

List below any charges that may be assessed to the seller for optional or as required services (e.g., decal removal, locksmith services due to missing keys, missing title fees, repositioning non-operational equipment from drop-off location, etc.):

Respondent Name: _____

Respondent Title: _____

Signature: _____ Date: _____

THE REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK

ATTACHMENT D – EVALUATION OF RECENT SALES RESULTS

This form will be used by Department of Management Services' personnel to calculate points pursuant to Section 4.2.1, C.

Vehicle Type	Model Year Range	Total Number Sold in Model Year Range	Points for Number Sold	Average Sales Price of Model Year Range	Points for Average Price
<p><u>Standard Domestic Automobiles</u> - Chevrolet, Ford, Buick, Dodge, Chrysler, Mercury, Oldsmobile, Pontiac and Saturn. - Taurus, Cavalier, Impala, Century, Lumina, Malibu, Escort, Intrepid, etc. - No luxury cars and no police cars.</p>	1998-2006	Vendor A = Vendor B = Vendor C = Vendor D = Etc.	Vendor A = Vendor B = Vendor C = Vendor D = Etc.	Vendor A = \$ Vendor B = \$ Vendor C = \$ Vendor D = \$ Etc.	Vendor A = Vendor B = Vendor C = Vendor D = Etc.
<p><u>Ford Crown Victoria Police Interceptor</u></p>	2004-2008	Vendor A = Vendor B = Vendor C = Vendor D = Etc.	Vendor A = Vendor B = Vendor C = Vendor D = Etc.	Vendor A = \$ Vendor B = \$ Vendor C = \$ Vendor D = \$ Etc.	Vendor A = Vendor B = Vendor C = Vendor D = Etc.
<p><u>Half-ton Domestic Pickup Trucks and Vans</u> - Ford, Dodge, Chevrolet, and GMC. - 150 and 1500 models (e.g., F150, E150, C1500, etc.)</p>	1997-2006	Vendor A = Vendor B = Vendor C = Vendor D = Etc.	Vendor A = Vendor B = Vendor C = Vendor D = Etc.	Vendor A = \$ Vendor B = \$ Vendor C = \$ Vendor D = \$ Etc.	Vendor A = Vendor B = Vendor C = Vendor D = Etc.
<p><u>3/4 and 1-Ton Domestic Trucks and Vans</u> - Dodge, Ford, Chevrolet, and GMC only - 250/350 and 2500/3500 models (e.g., F250, F350, E250, C2500, etc.)</p>	1995-2005	Vendor A = Vendor B = Vendor C = Vendor D = Etc.	Vendor A = Vendor B = Vendor C = Vendor D = Etc.	Vendor A = \$ Vendor B = \$ Vendor C = \$ Vendor D = \$ Etc.	Vendor A = Vendor B = Vendor C = Vendor D = Etc.

<p>Miscellaneous Domestic Light Trucks, Vans, and SUVs - Chevrolet, GMC, Ford, Dodge, and Jeep. - Sonoma, S10, Astro, Blazer, Explorer, Expedition, Ranger, Caravan, Cherokee, Jimmy, Tahoe, etc.</p>	1997-2006	Vendor A = Vendor B = Vendor C = Vendor D = Etc.	Vendor A = Vendor B = Vendor C = Vendor D = Etc.	Vendor A = \$ Vendor B = \$ Vendor C = \$ Vendor D = \$ Etc.	Vendor A = Vendor B = Vendor C = Vendor D = Etc.
Sub-Total of Points for Number Sold and Average Price:		Vendor A = Vendor B = Vendor C = Vendor D = Etc.		Vendor A = Vendor B = Vendor C = Vendor D = Etc.	
Total Combined Points:			Vendor A = Vendor B = Vendor C = Vendor D = Etc.		
Point Calculation: (100 Total Possible Points)					
Total Number Sold in Model Year Range: The Respondent with the largest Total Number Sold for each Vehicle Type will receive 10 points. Each additional Respondent will be awarded a percentage of the 10 points relative to the Respondent with the largest Total Number Sold (Respondent's Total Number Sold / Largest Total Number Sold x 10 points = Points Awarded).					
Average Sales Price of Model Year Range: The Respondent with the largest Average Sales Price for each Vehicle Type will receive 10 points. Each additional Respondent will be awarded a percentage of the 10 points relative to the Respondent with the largest Average Sales Price (Respondent's Average Sales Price / Largest Average Sales Price x 10 points = Points Awarded).					