

City of Portland, Tennessee

REQUEST FOR PROPOSALS

Sealed proposals for **AUCTION SERVICES** for the City of Portland, Tennessee will be received by the Purchasing Office at Portland City Hall, 100 South Russell Street, Portland, Tennessee, 37148 **UNTIL 2 PM, January 23, 2019.**

Any questions regarding this Request for Proposal should be directed to Mayor Mike Callis, at 615/325-6776 or emailed to: mikecallis@cityofportlandtn.gov.

All interested firms are invited to submit a proposal in accordance with the terms and conditions stated in this Request for Proposal.

Mayor Mike Callis

Submittal Signature for:

AUCTION SERVICES

The firm submitting this proposal is required to submit those items listed in this RFP in full as a part of the proposal package.

Failure to submit any of the documents listed below with your proposal, or failure to acknowledge any addendum, or submitting your proposal with any limitation, condition or provision not requested, may be cause for rejection of your proposal.

By signing the form below, the authorized representative affirms that the information contained in this document is true and accurate, and that the firm indicated below is capable of providing services as described in their response to this RFP.

COMPANY	TELEPHONE NUMBER
AUTHORIZED REPRESENTATIVE (PRINT)	TITLE
AUTHORIZED SIGNATURE	DATE

**GENERAL SPECIFICATIONS
FOR
AUCTION SERVICES**

The City of Portland is seeking proposals from local firms to sell real surplus property and/or items owned by the City at a public auction. It is the intent of this RFP to have the successful firm enter into a Professional Services Contract with the City to supply the services as outlined herein.

A. SCOPE OF SERVICES

The successful firm shall agree to contract with the City to provide the following:

- Services required that involve marketing the auction sale(s), and
- Handling all customary activities and services associated with holding and performing public auctions.

Services may include consultation with City staff and City Council members relating to the sale of surplus property and/or items. Presentations at public meetings may be required.

B. QUALIFICATIONS

Respondents to this RFP shall have the following qualifications:

- Must be licensed and in good standing with the State of Tennessee.
- Must have an excellent reputation in the auction business.
- Must be knowledgeable of the local real estate market. (If real property is involved)
- Must be knowledgeable in the use of all public real estate records, if applicable.
- Must be knowledgeable in the auctioning of residential, commercial, and industrial lots; and their associated buildings.
- Must be knowledgeable in the auctioning of commercial equipment and vehicles.

C. INSURANCE REQUIREMENTS

For proposal purposes, proposers must submit copies of certificates of insurance for general liability and workers compensation. The successful contractor must provide original certificates to the City of Portland along with the executed agreement and prior to commencing services.

D. FEE SCHEDULE

The proposed fee schedule shall include the following stated items:

- Commission rates for the auctioning of items and/or real estate.
- Any other costs the City may anticipate related to the auction services to be provided.

Payments to the successful contractor will be based on actual services received.

E. TERM OF CONTRACT

The contract period for the successful broker/firm for auction services will be from date of award through December 31, 2019. The contract may be renewed for additional terms upon satisfactory performance by the broker/firm, and at a negotiated rate agreed to in writing by both the broker/firm and the City of Portland.

F. EVALUATION AND AWARD PROCESS

Issuance of this RFP and receipt of proposals does not commit the City to award a contract. The City reserves the right to postpone receipt date, accepting or rejecting any or all proposals received in response to this RFP, or to negotiate with any of the brokers/firms submitting an RFP, or to cancel all or part of this RFP.

G. ORAL PRESENTATION/INTERVIEWS

Firms submitting a proposal in response to this RFP may be required to give an oral presentation of their proposal. Additional technical and/or cost information may be requested for clarification purposes, but in no way will change the original proposal submitted. Interviews are optional and may or may not be conducted.

H. SELECTION CRITERIA

Selection of a firm will be made based on the following criteria:

1. Ability of the firm to meet or exceed the requirements defined in the RFP,
2. Experience, qualifications and references,
3. Knowledge of the services required,
4. Local reputation,
5. Fees, and
6. Completeness of response to RFP as outlined in this solicitation.

I. RFP SUBMITTAL REQUIREMENTS

By submitting a proposal, you represent that you have (1) thoroughly examined and become familiar with the scope of services outlined in this RFP and (2) are capable of performing quality work to achieve the City's objectives.

The following information must accompany your proposal:

1. List number of years in business and previous names of the firm, if any.
2. Description of your firm including location, number and nature of the professional staff to be assigned to the City, staff experience and training, including a brief resume for each key person listed.
3. Describe experience in assisting similar size entities, including any and all services for government agencies within the last 5 years.

4. List of at least three references where and when your firm provided similar services. Please provide names and telephone numbers of contact persons for each reference.
5. Additional services offered through your firm.
6. Listing of current litigation, outstanding judgments and liens, if any.
7. Fee schedule:
 - State your commission rate for auction services, and
 - State any other costs the City may anticipate relating to the services to be provided.
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