



***Solicitation Information***

**Date: August 15, 2014**

**RFP# 7548952**

**TITLE: Auctioneer Services – MPA # 399**

**Submission Deadline: Wednesday September 10, 2014 @ 11:00 AM (Local Time)**

Questions concerning this solicitation may be e-mailed to the Division of Purchases at [questions@purchasing.ri.gov](mailto:questions@purchasing.ri.gov) no later than **8/29/2014 at 4:00 pm (LT)**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP / LOI # on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

**SURETY REQUIRED: No**

**BOND REQUIRED: No**

**Thomas Bovis  
Interdepartmental Project Manager**

**Vendors must register on-line at the State Purchasing Website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov)**

Note to Vendors:

Offers received without the entire completed four-page RIVP Generated Bidder Certification Form attached may result in disqualification.

**THIS PAGE IS NOT A BIDDER CERTIFICATION FORM**

The Rhode Island Department of Administration, Division of Purchases is requesting proposals from qualified firms / individuals to provide Auctioneer Services, in accordance with the terms of this notification and the State's General Conditions of Purchase which is available on the Internet at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).

The purpose of this solicitation is to establish a Master Price Agreement for Auctioneer services. The proposed contract term will be for three years, starting on, or about, October 1, 2014

#### **INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:**

- a) Potential Respondents are advised to review all sections of this RFP carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
- b) In order to submit a proposal, Respondents must properly register with the State of Rhode Island. For information of registering, please see the Division's website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov) and under the heading "Vendor Registration Information".
- c) All proposals shall include the Respondent's FEIN or Tax Identification number as evidenced by a W9, downloadable from the Division's website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).
- d) Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this RFP will be rejected as being non-responsive.
- e) All costs associated with developing or submitting a proposal in response to this RFP, or to provide oral or written clarification of its content shall be borne by the offeror. The State assumes no responsibility for these costs.
- f) Proposals submitted in response to this solicitation shall be considered to be irrevocable for a period of not less than ninety (90) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
- g) All pricing submitted by Respondents in response to this solicitation shall be considered to be firm and fixed unless otherwise indicated herein.
- h) Proposals misdirected to other than the Division of Purchases, or which are otherwise not submitted to the Division of Purchases prior to the time of

opening for any cause shall be determined to be late and shall not be accepted, opened, or considered. The official time clock is located in the reception area of the Division of Purchases, 2<sup>nd</sup> floor, One Capitol Hill, Providence, RI.

- i) In accordance with R. I. Gen. Laws § 7-1.2-1401 no foreign corporation has the right to transact business in Rhode Island until it has procured a certificate of authority so to do from the Secretary of State (401/222-3040) [www.sos.ri.gov](http://www.sos.ri.gov). However, this is a requirement only for successful bidder (s).
- j) Respondents are advised that all documents and materials submitted to the Division of Purchases for consideration in response to this solicitation shall be considered to be public records, as defined in Title 38 Chapter 2 of the Rhode Island General Laws.
- k) Respondents should be aware of all applicable MBE requirements, as set forth in R. I. Gen. Law § 37-14.1-1, *et seq.* The State's goal is for a minimum ten per cent (10%) participation by MBE's in all State procurements. For further information, contact the State MBE Administrator at (401) 574-8253 or [charles.newton@doa.ri.gov](mailto:charles.newton@doa.ri.gov), Visit the website <http://www.mbe.ri.gov/>
- l) Interested parties are instructed to peruse the Division of Purchases web site on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP.
- m) Equal Employment Opportunity-R. I. Gen. Laws § 28-5.1 Declaration of Policy. – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies in all areas where the state dollar is spent, in employment, public service, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Employment Opportunity Office, at 222-3090 or via e-mail [raymondl@gw.doa.state.ri.us](mailto:raymondl@gw.doa.state.ri.us)
- n) Subcontractors are permitted for this project, provided that the identity of the proposed subcontractor(s) and scope of the subcontractor's services are clearly stated in the Respondent's proposal.
- o) Questions concerning this solicitation may be e-mailed to the Division of Purchases in accordance with the terms and conditions expressed on the cover page of this solicitation. All questions received by the Division of Purchases shall be posted on the Division of Purchases' website as an addendum to this solicitation. It is the responsibility of all interested parties to monitor the Division of Purchases' website for updated solicitation information and

addenda.

- p) The Division of Purchases reserves the right to accept or reject any or all proposals submitted in response to this solicitation, to waive minor irregularities, or to negotiate with any Respondents, as necessary, to serve the best interests of the State.

**NOTICE:**

THERE MAY BE ADDITIONAL ADDENDA TO THIS RFP AT ANY TIME NO LESS THAN FIVE BUSINESS DAYS BEFORE THE OPENING DATE AND TIME.

THE DIVISION OF PURCHASES WILL **NOT** BE NOTIFYING BY MAIL OF ANY SUCH ADDENDA.

IT IS THE VENDOR'S RESONSIBILITY TO ***CHECK AND DOWNLOAD*** ANY AND ALL ADDENDA.

**SERVICES COVERED BY THIS REQUEST INCLUDE,  
SPECIFICATIONS FOR AUCTIONEER SERVICES  
MASTER PRICE AGREEMENT**

**Qualifications:**

- Auctioneer must be approved by the following organizations;
  - F.D.I.C.
  - United State Small Business Administration
  - United States Bankruptcy Court
  - United States Internal Revenue Service
- Auctioneer must be fully insured and bonded in the State of Rhode Island
- Auctioneer must provide five (5) references in the proposal submitted to the Rhode Island Division of Purchases.
- Auctioneer must be licensed by the Rhode Island Department of Business Regulation

**Auctioneer services and responsibilities:**

- The auctioneer must maintain an internet web site and post the following on its company web site for any State real property being offered for sale;

- A photograph of the property as well as a complete property description. (The State agency having custody and control of the property will provide this information.)
- The scheduled date of public auction.
- The minimum bid, if applicable
- The auctioneer must make a diligent effort to contact all possible interested parties based on review of company's updated database.
- The auctioneer must place a sign on the property advertising the date of the upcoming public auction.
- The auctioneer must register bidders and
  - Collect a 5% deposit (based on set minimum bid amount) from bidders at the time and place of sale. This must be in the form of a certified check made payable to the Rhode Island General Treasurer.
  - Secure the appropriate affidavits and disclosures from all potential bidders. (Affidavit of Non-Collusion, Affidavit of Non-Conviction, Certificate of Authority, & Disclosure of Corporation or Partnership) These forms will be provided by the Department of Administration.
- The State of Rhode Island and the auctioneer must arrange inspections of the property by potential bidders.
- The auctioneer will answer any and all questions related to the property and the actual auction process. (Representatives from the respective State agency will assist the auctioneer in responding to all questions.)

**Compensation terms:**

- The auctioneer must identify the maximum buyer's premium that he/she will charge for services rendered to the State of Rhode Island regarding the sale of the following types of properties;
- Residential Improved
- Commercial Improved
- Vacant Land

The State is in need of an auctioneer to auction certain State-owned properties on an "on-call" as required basis. These sites may range from small undeveloped parcels to large improved commercial sites

All auction services will be considered strictly confidential between the Auctioneer and the State. The Auctioneer will not discuss any auction information or documents with third parties unless authorized by the State.

If available, and to the best of our ability, the State will furnish all right-of-way plats, surveys, building plans, engineering data, appraisals, operating expenses, and other pertinent data, including deed references, environmental reports, and title certificates, required to enable the Auctioneer to complete his/her services. Any additional information requested may be furnished if available.

A representative from State will attend the auction to collect the deposit and all applicable documents

Once the State has ordered services from the Auctioneer, the Auctioneer will be entitled to the withdrawal fee in the event that the sale of the auctioned property is not consummated through no fault of the auctioneer.

The Auctioneer will collect all data in accordance with the Professional Standards of the National Auctioneers Association in order to provide the best services and best final price for the State.

The Auctioneer will be expected to provide complete documentation for each auction, along with pre-sale estimates, copies of advertisements, brochures, and other documentation relating to the sale of said property when requested.

The Auctioneer will be expected to work cooperatively with State personnel in preparing an auction, including, but not limited to, pre-auction site visits to show property, amount of reserve bid, scope of advertisement, best method to optimize turnout and price realized, amount of required deposit from buyer, length of time between auction and settlement, and proposed auction date.

Auctioneer is responsible for preparing and distributing the due diligence package. Auctioneer must also maintain a list of recipients in order to ensure all recipients receive any additions, deletions, or revisions to the package.

The Auctioneer will transmit all documents, including invoices, directly to the State.

The State of Rhode Island shall be responsible for placing advertisements for the auction in the necessary publications inside and outside of Rhode Island.

No advertisement will be placed without the prior approval of the State.

Length and content of advertisement(s) shall be mutually agreeable.

The Auctioneer is responsible for registering all bidders, ensuring bidders are qualified to bid, and collecting and holding deposit monies until completion of the auction. The Auctioneer is also responsible for ensuring deposit monies are received in the form of a certified check and ensuring all checks are made payable to The State of Rhode Island General Treasurer. This includes the amount of the full deposit on the day of the auction and an additional deposit, if required.

Immediately following the auction, the Auctioneer will be required to submit a detailed Settlement Auction notice that includes the auction date and number, the purchaser's name and address, and any other information needed by the State of Rhode Island to be mutually agreed upon by the Auctioneer and the State.

Proposal Submission:

Proposals (original plus 3 copies) should be mailed or hand-delivered in a sealed envelope marked "**RFP # 7548952: Auctioneer Services – MPA 399**" to:

RI Department of Administration  
Division of Purchases, 2<sup>nd</sup> Floor  
One Capitol Hill  
Providence, RI 02908-5855

NOTE: Proposals received after the due date and time listed on the cover sheet of this solicitation may not be considered. Proposals misdirected to other State locations or which are otherwise not present in the Division of Purchases by the scheduled due date and time will be determined to be late and may not be considered. Proposals faxed or e-mailed to the Division of Purchases will not be considered. The official time clock is located in the reception area of the Division of Purchases.

Proposals should include the following:

1. A completed and signed three-page RIVIP Bidder Certification Cover Form, available at [www.purchasing.state.ri.us](http://www.purchasing.state.ri.us).
2. A Technical Proposal describing the qualifications, experience, and background of the applicant and experience with similar programs.
3. A completed and signed W-9 (taxpayer identification number and certification). Form is downloadable at [www.purchasing.state.ri.us](http://www.purchasing.state.ri.us).

**CONTRACTOR QUALIFICATIONS**

The technical proposal must include the following information:

1. Name of the auctioneer/auction company, company address, if a corporation, and when and where incorporated.

2. Number of years in business.
3. A copy of Auctioneer's license, bond, and insurance.
4. Resumes of Auctioneer who will conduct the sale and all personnel involved in the sale.
- 5 A minimum of five (5) references of properties auctioned, preferably, within the past two (2) years, including the name of a contact person and telephone number.
6. A list of properties you have auctioned in the past five (5) years.
- 7 A detailed marketing plan which includes:
  - Demonstration of auctioneer's ability to market multi-million-dollar commercial properties, as well as properties of potentially low value.
  - Demonstration of auctioneer's knowledge of the local real estate market.
  - Samples of advertisements, brochures, or other marketing documentation.
  - What auctioneer would do to maximize the sale price.
  - Where and how often properties should be advertised.
  - How long of a marketing period is appropriate to maximize the sale prices.

### **3. PRICE PROPOSAL**

Bidder(s) must agree to a fee consisting of the identified Buyer's Premium as sole compensation for services.

Bidder(s) must quote a fixed rate for subsequent court testimony per appearances, if required.

Bidder(s) must quote amount of proposed withdrawal fee in the event the sale of the auctioned property is not consummated.

### **Evaluation and Selection:**

All Auctioneers meeting the qualifications category listed below, will be placed on the approved Auctioneer list. Selection and Auctioneer assignments will be matched, in part,

to demonstrated levels of expertise relating to the type of property being sold, proposed marketing plan, and Auctioneer availability.

**Qualifications:**

- Auctioneer must be approved by the following organizations;
  - F.D.I.C.
  - United State Small Business Administration
  - United States Bankruptcy Court
  - United States Internal Revenue Service
  
- Auctioneer must be fully insured and bonded in the State of Rhode Island
- Auctioneer must provide five (5) references in the proposal submitted to the Rhode Island Division of Purchases.
- Auctioneer must be licensed by the Rhode Island Department of Business Regulation

Notwithstanding the above, the State reserves the right to accept or reject any, or all, options, bids, and proposals, and to act in its best interest.