



Solicitation Information

1 March 07

LOI # 7003273

TITLE: Auctioneer Services – MPA # 399

Submission Deadline: 28 March 07 @ 2:20 PM (EDT)

Questions concerning this solicitation may be e-mailed to the Division of Purchases at questions@purchasing.state.ri.us no later than **8 March 07 at 12:00 Noon (EST)**. 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

**Jerome D. Moynihan, C.P.M., CPPO
Administrator of Purchasing Systems**

Vendors must register on-line at the State Purchasing Website at www.purchasing.ri.gov

Note to Vendors:

Offers received without the entire completed three-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 Letters of Interest 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.

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, 1 April 07.

INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

Potential offerors are advised to review all sections of this solicitation carefully, and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.

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 Request will be rejected as being non-responsive.

The State reserves the right to award to one or more offerors.

All costs associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its content shall be borne by the offeror. The State assumes no responsibility for these costs.

Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.

All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.

Proposals misdirected to other State locations or which are otherwise not present in the Division of Purchases at the time of opening for any cause will be determined to be late and will not be considered.

It is intended that an award pursuant to this Request will be made to a prime contractor who will assume responsibility for all aspects of this work. Joint venture and cooperative proposals will not be considered, but subcontracts are permitted, provided that their use is clearly indicated in the offeror's proposal, and that the proposed subcontractor (s) is identified in the proposal.

In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the State until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). *This is a requirement only of the successful service provider (s)*

Bidders are advised that all materials submitted to the State of Rhode Island for consideration in response to this Request for proposals will be considered to be public records, as defined in Title 38 Chapter 2 of the Rhode Island General Laws, without exception, and will be released for inspection immediately upon request, once an award has been made.

The State of Rhode Island has a goal of 10% participation by Minority Business Enterprises in all State procurements. For further information, visit the web site at www.mbe.ri.gov. or call 401-574-8253.

NOTICE:

THERE MAY BE ADDITIONAL ADDENDA TO THIS LOI AT ANY TIME 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 RESPONSIBILITY TO **CHECK AND DOWNLOAD** ANY AND ALL ADDENDA.

AN ADDENDUM TO AN LOI IS LISTED AS THE BID NUMBER WITH AN "A" AND THE NUMBER OF THE ADDENDUM FOLLOWING. FOR EXAMPLE, 3025A1 INDICATES ADDENDUM #1 HAS BEEN ISSUED FOR BID #3025. 3025A2 INDICATES ADDENDUM #2 HAS BEEN ISSUED.

YOU MUST CLICK ON **ALL** OF THESE LISTINGS TO GET THE **COMPLETE PACKAGE**.

Equal Employment Opportunity (RIGL 28-5.1)

§ 28-5.1-1 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

**TOPIC AREAS FOR 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 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 buyer 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, cashier's or bank 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)
- 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.

Compensation terms:

- The auctioneer will charge a 1% buyers premium {1% of sales price} for services rendered to the State of Rhode Island.

Additional Information:

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 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 Providence Journal.

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 cash, certified check, or cashier's check and ensuring all checks are made payable to the State of Rhode Island. This includes the amount of the full deposit on the day of the auction, additional deposit, if required, and sales amount at settlement.

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 ~~Baltimore County~~ to be mutually agreed upon by the Auctioneer and the State.

Proposal Questions & Submission:

Questions concerning this solicitation may be e-mailed to the Division of Purchases at questions@purchasing.state.ri.us no later than the date & time indicated on page one of this solicitation. 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.

Proposals (an original plus 3 copies) should be mailed or hand-delivered in a sealed envelope marked "RFP # 7003273: Auctioneer Services" to:

RI Department of Administration
Division of Purchases, 2nd 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.
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.

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 a 1% 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 on page four, and repeated 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.

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