

# INVITATION TO BID

State of Ohio  
Department of Administrative Services  
General Services Division  
Office of Procurement Services

The Original Signed Bid must be submitted to the Office of Procurement Services to receive consideration for award.		BIDDER NAME	
BID NUMBER <u>OT903915</u>	OPENING DATE (1:00 p.m.) <u>11/24/14</u>	STREET ADDRESS <input type="checkbox"/> Check if remit address is different and list on separate sheet	
General Services Division Office of Procurement Services 4200 Surface Road Columbus, OH 43228-1395 Attn: Bid Desk		CITY STATE ZIP	
		COUNTY	MBE/EDGE CERTIFICATE NUMBER
		TELEPHONE NO. ( )	TOLL FREE NO. 1 - ( )
		CONTACT PERSON	FAX NO. ( )
REQ./INDEX NO. DAS007	BID NOTICE DATE 10/22/14	CONTRACTOR'S E-MAIL ADDRESS	
SELECT YOUR PREFERRED METHOD OF RECEIVING PURCHASE ORDERS AND ENTER THE E-MAIL OR FAX NUMBER INFORMATION (ONLY SELECT ONE METHOD)			
<input type="checkbox"/> E-Mail <input type="checkbox"/> Fax			
In addition to the standard terms for payment, the payment terms for state agency(ies) will be 2%, 10 Days, Net 30 Days unless otherwise stated in the following space. If no discount is offered, bidder should circle "Net 30 Days": _____%, _____Days, Net 30 Days			
<u>PARTICIPATING AGENCY(IES):</u> DEPARTMENT OF ADMINISTRATIVE SERVICES, STATE AND FEDERAL SURPLUS SERVICES, 4200 SURFACE ROAD, COLUMBUS, OH 43228-1395			
<b>ADDENDUM FOR CHANGE</b> <b>ADDENDUM NO.: 1</b> <b>REVISION DATE: 10/30/14</b>			
<u>THE DEPARTMENT OF ADMINISTRATIVE SERVICES, OFFICE OF PROCUREMENT SERVICES IS SOLICITING BIDS FOR:</u> <b>AUCTIONEER SERVICES FOR SURPLUS VEHICLES AND MISCELLANEOUS SURPLUS, SIMULTANEOUS LIVE AND INTERNET</b>			
Attached are pages 1, 5 and 6 to this Invitation to Bid. Remove the corresponding pages from the existing bid and replace with the attached.			
As indicated herein this addendum is issued to notify bidders of an opportunity to observe a state auction and make a change in collection of monies and to extend the opening date to November 24, 2014.			

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In addition to the standard terms for payment, the payment terms for state agency(ies) will be 2%, 10 Days, Net 30 Days unless otherwise stated in the following space. If no discount is offered, bidder should circle "Net 30 Days". _____%, _____ Days, Net 30 Days			
PARTICIPATING AGENCY(IES): DEPARTMENT OF ADMINISTRATIVE SERVICES, STATE AND FEDERAL SURPLUS SERVICES, 4200 SURFACE ROAD, COLUMBUS, OH 43228-1395			
<p><u>THE DEPARTMENT OF ADMINISTRATIVE SERVICES, OFFICE OF PROCUREMENT SERVICES, IS SOLICITING BIDS FOR:</u></p> <p><b>AUCTIONEER SERVICES FOR SURPLUS VEHICLES AND MISCELLANEOUS SURPLUS, SIMULTANEOUS LIVE AND INTERNET</b></p> <p><u>TERM OF CONTRACT:</u> This Invitation to Bid is to establish a requirements contract to procure the described supplies or services on behalf of the above participating agency(ies). The agency(ies) may place orders against the Contract beginning 01/01/15 or upon the date when DAS signs the Contract, whichever is later in time. The Contract will expire 12/31/17 unless DAS terminates the Contract based upon reasons set forth in Article I-C of the Standard Contract Terms and Conditions. No agencies may place purchase orders against the Contract beyond the expiration date unless DAS renews the Contract by amendment. The Contractor may begin performance under the Contract only upon receipt of a valid order from a participating state agency.</p> <p><u>INSTRUCTIONS TO BIDDERS AND CONTRACT TERMS AND CONDITIONS,</u> Revised 10/2013, are a part of this Invitation to Bid. Copies may be downloaded by clicking on this link: <a href="#">Instructions: Terms and Conditions for Bidding, Standard Contract Terms and Conditions, and Supplemental Contract Terms and Conditions</a>. All prior versions of Instructions to Bidders, Contract Terms and Conditions are null and void.</p> <p>By submitting this Invitation to Bid, the Contractor certifies that Contractor has truthfully disclosed the location(s) where all services are to be performed; the location(s) where all applicable State contract data is to be maintained or made available; and the principal location of business for the Contractor and all subcontractors. The Contractor further certifies and acknowledges that Contractor will not change the country of the location(s) where services are performed and will not change the country of the location(s) where data is maintained or made available without prior written consent of the State.</p> <p>Any questions or clarifications regarding this Invitation to Bid should be directed to the Office of Procurement Services through the Internet at <a href="http://www.procure.ohio.gov/">www.procure.ohio.gov/</a>. All questions should be submitted a minimum of five (5) working days prior to the bid opening date.</p>			
PRINTED/TYPED SIGNATURE	AUTHORIZED SIGNATURE (ORIGINAL SIGNATURE ONLY) (Please sign in blue ink)	DATE	

The ORIGINAL signed Bid must be submitted to the Office of Procurement Services by 1:00 o'clock p.m., on the above listed opening date to receive consideration for award. It is requested that the Bidder NOT sign their bid in BLACK ink. BIDDER CERTIFIES, by signature affixed to its bid, that the information provided by it in its bid including the certified statements, is accurate and complete. Bidder declares to have read and understood and agrees to be bound by all of the instructions, terms, conditions and specifications of this Invitation to Bid and agrees to fulfill the requirements of any awarded contract at the prices bid.

\*Indicates revised opening date.

## SPECIFICATIONS

### I. SCOPE:

The purpose of this Invitation to Bid (ITB) is to secure the services of a qualified auctioneer for the Department of Administrative Services, State and Federal Surplus Services regarding the sale of miscellaneous state and federal surplus property throughout the state and the sale of surplus vehicles as described herein. The term of any contract issued pursuant to this ITB shall be two (2) years, from January 1, 2015 through December 31, 2017.

### II. BACKGROUND:

**Miscellaneous Surplus Property:** The State estimates that between six (6) to eight (8) auctions of miscellaneous state property may occur during the calendar year, with approximately six (6) auctions to be held in the State and Federal Surplus Services warehouse located at 4200 Surface Road, Columbus, Ohio 43228 and approximately two (2) auctions being held at unknown locations within the State. It is estimated that the average proceeds from each of the auctions will be approximately one hundred thousand (\$100,000.00) dollars. However, the state of Ohio makes no guarantee as to the number of auctions, the amount of property to be sold and/or proceeds from each auction.

**Surplus Vehicles:** The State estimates that there will be six (6) vehicle auctions each year from the surplus vehicle lot located at 4200 Surface Road, Columbus, OH 43228. Approximately one hundred and fifty (150) vehicles may be sold at each auction with proceeds typically averaging three hundred thousand (\$300,000.00) per auction event. However, the state of Ohio makes no guarantee as to the number of auctions, the number of vehicles to be sold and/or the proceeds from each auction.

\*Potential bidders will have an opportunity to observe a State Auction on November 15, 2014 at 4200 Surface Rd, Columbus, OH 43228. Potential bidders are not allowed to solicit information from any state employees or auction service contractors during the auction. All inquiries must be posted to procurement Services website. See the following link for more information about the auction. <http://das.ohio.gov/Divisions/GeneralServices/Surplus.aspx>

### III. APPLICABLE DOCUMENTS:

Ohio Administrative Code (OAC, Chapter 901:8-2 – Auctioneers, Apprentice Auctioneers and Auction Companies  
<http://codes.ohio.gov/oac/901%3A8-2>

### IV. GENERAL REQUIREMENTS:

#### A. General Requirements for Both Miscellaneous and Vehicle Auctions:

1. The auctioneer shall be notified by the Administrator of State and Federal Surplus Services a minimum of forty-five (45) days in advance of each vehicle auction and 30 days' notice for miscellaneous state property auctions. Auctions shall be held on Saturdays. Unavailability of, cancellation by or failure to perform a scheduled auction date by the contractor may result in the termination of the contract and the assessment of liquidated damages against the contractor.
2. The items to be auctioned shall be offered "as is, where is". The State shall make no guarantee as to the condition of items being auctioned. All sales shall be final.
3. The auctioneer shall visit the sale location prior to the day of sale to become familiar with the items to be sold.
4. The auctioneer must provide a public address system, which can be clearly heard within a radius of one hundred (100') feet from the auctioneer.
5. The auctioneer must also provide contractor registration materials, buyer tickets, receipts and all other supplies and equipment required for a professional auction.
6. The auctioneer shall be responsible for the collection of all monies.
7. The auctioneer must count all cash receipts within one hour after completion of the auction and turn this cash over to the Administrator of State and Federal Surplus Services.
8. The auctioneer will provide a backup computer with sale information pre-loaded as an emergency backup.
9. Each bid response should include a profile of the bidder's capability, capacity and relevant experience working on projects similar to the work outlined in this ITB. The profile should also include the bidder's legal name, address, telephone number, fax number and email address; home office location; date established; ownership (such as public firm, partnership or subsidiary); firm leadership (such as corporate officers or partners); number of employees; number of employees engaged in tasks directly related to the work; and any other background information that will help the state gauge the ability of the bidder to fulfill the obligations of the contract.
10. The bidder should include a minimum of one (1) reference for whom the bidder has successfully provided auctioneer services fulfilling the requirements specified herein. The reference must relate to work that was completed within the past two (2) years. The reference(s) should be willing to discuss the bidder's performance with the DAS, Office of Procurement Services during the bid evaluation.

\*Indicates opportunity to observe a state auction.

SPECIFICATIONS (Cont'd.)

B. General Requirements for Miscellaneous state property:

1. The State shall provide a general listing of the items to be sold at the auction to the auctioneer.
2. Prior to the day of the auction, the auctioneer shall pre-load their computer with the lot numbers and corresponding descriptions of each lot number being offered.
3. The auctioneer shall provide to each successful bidder immediately after payment a typed receipt indicating the date, bidder's name and address, bidder number, a brief description of the property purchased and the sale price. Additionally, the auctioneer must mark the bidder number of the successful bidder on the property as it is sold.
4. The auctioneer shall notify bidders that pick up of property must be made by 6:00 p.m. the day of the auction or by 3:00 p.m. on the Monday, Tuesday or Wednesday following the auction. Failure to pick up property by 3:00 p.m. on the Wednesday following the auction shall result in the property being considered abandoned and the State may dispose of it in any manner it chooses.
5. The auctioneer shall be responsible for the collection of all monies. Acceptable forms of payment shall be cash, debit card and credit card payments. Any debit/credit card transaction fees charged to the auctioneer by the debit/credit card company shall be borne by the Bidder at a rate of 3%. All sign-up or bidder participation fees are prohibited. The auctioneer shall collect only the amount of the high bid for each item of property sold, and shall not add any additional surcharge or fee of any kind, other than as addressed herein. Acceptable forms of payment must be clearly posted in the bidder registration area and must be publicly announced periodically during the auction event.

C. General Requirements for Vehicle Auctions

1. The State shall provide a listing of the lot number, year, make, model, and VIN number of all vehicles to be sold to the auctioneer at least three (3) days prior to the sale. The auctioneer must be capable of receiving the vehicle inventory generated as either a Microsoft Access file or as a Microsoft Excel file, as directed by the Administrator of State and Federal Surplus Services.
2. The auctioneer shall record a list of bidders with their name, address, zip code, telephone number and bidder number and shall provide this hardcopy list to the state the day of the sale. This data must be computerized, with the ability to be exported as either a Microsoft Access file or as a Microsoft Excel file, as directed by the Administrator of State and Federal Surplus Services. The auctioneer must provide this data in an electronic spreadsheet by the Monday following the auction with the following data fields: Inventory Number, Date Sold, Type of Sale, Sale Price, Bid Number, Business Office Reference Number, Buyer Name, Buyer Address, Buyer City, Buyer State, and Buyer Zip Code.
3. After each sale of ten (10) vehicles (i.e. each sale sheet), the sales information shall be given to the staff accepting payments to enable customers to pay for their vehicles as soon as possible.
- \*4. Purchasers will be required to pay the entire amount due on the date of the sale. Vehicle titles will not be transferred to purchaser until full payment is received. The auctioneer will be financially responsible to the State for the price of any vehicle released or title transferred before full payment is received. The auctioneer shall be responsible for the collection of all monies. The auctioneer shall collect only the amount of the high bid for each vehicle sold, and shall not add any additional surcharge or fee of any kind. Acceptable forms of payment shall be cash, cashier's check and debit/credit card. The State no longer accepts business or personal checks. Any debit/credit card transaction fees charged by the debit/credit card company shall be borne by the Bidder at a rate of 3%. All sign-up, or bidder participation fees are prohibited. Acceptable forms of payment must be clearly posted in the bidder registration area and must be publicly announced periodically during the auction event.
5. The auctioneer shall provide at least one (1) person, who is qualified as a Notary Public, to be present at the vehicle lot for the entire day of the auction.
6. Immediately upon receiving full payment for a vehicle, the auctioneer shall fully complete the title transfer information, properly notarize the title, and present the title to the buyer.
7. Immediately after payment, the auctioneer shall provide to each successful bidder, a receipt indicating the bidder's name, address, telephone number, bidder number, the year, make, model, VIN number, odometer reading, lot number of the vehicle and the sale price. Each receipt must be computer generated. Sales totals must be provided to the State as both a computer file and in hard copy format and must include the same information as the bidder receipt. The sales report shall have a total at the end.

\*Indicates change in collection of monies.