BOARD OF COUNTY COMMISSIONERS OF BRADFORD COUNTY, FLORIDA

REQUEST FOR BIDS – AUCTIONEERING SERVICES

THE BOARD OF COUNTY COMMISSIONERS OF BRADFORD COUNTY, FLORIDA IS REQUESTING COMPETITIVE BIDS FROM QUALIFIED, LICENSED VENDORS FOR THE PROVISION OF AUCTIONEERING SERVICES.

INSTRUCTIONS AND BID FORMS CAN BE PICKED-UP AT THE BRADFORD COUNTY CLERK'S OFFICE, BRADFORD COUNTY COURTHOUSE, 945 N. TEMPLE AVENUE, STARKE, FLORIDA 32091 OR FROM THE COUNTY WEBSITE AT www.bradfordcountyfl.gov.

ALL VENDORS WILL BE REQUIRED TO CONTACT AND POSSIBLY TO MEET WITH REPRESENTATIVES OF BRADFORD COUNTY TO OBTAIN SPECIFIC INFORMATION CONCERNING THE PARAMETERS OF SERVICES REQUIRED.

BIDS MUST BE RETURNED IN SEALED ENVELOPES TO THE AFOREMENTIONED ADDRESS AND WILL BE ACCEPTED UNTIL 10:00 A.M. ON THURSDAY, MARCH 27, 2014.

BIDS WILL BE READ ALOUD IN THE BRADFORD COUNTY COMMISSION ROOM, LOCATED IN THE NORTH WING OF THE BRADFORD COUNTY COURTHOUSE ON THE AFOREMENTIONED DATE AND TIME.

THE BOARD OF COUNTY COMMISSIONERS OF BRADFORD COUNTY, FLORIDA RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL BIDS, AWARD ALL OR PART OF THE BID, WAIVE ANY TECHNICALITY WITH REGARD TO THE BIDS, EXERCISE ITS LOCAL PREFERENCE ORDINANCE (2013-10/Sec. 2-156) AND TO INTERPRET THE BID SPECIFICATIONS IN THE BEST INTEREST OF BRADFORD COUNTY.

FOR FURTHER INQUIRES PLEASE CONTACT THE BRADFORD COUNTY CLERK'S OFFICE AT (904) 966-6280.

BOARD OF COUNTY COMMISSIONERS OF BRADFORD COUNTY, FLORIDA

REQUEST FOR BIDS – AUCTIONEERING SERVICES

The Board of County Commissioners of Bradford County, Florida, is seeking bids from auctioneers, properly licensed by the State of Florida, who are interested in providing related services under a contract with Bradford County.

Section 1. Description of Services.

The services sought by Bradford County may include, but are not limited to, performing any or all of the following tasks related to the provision of auctioneering services:

- Management and operation of surplus property auctions;
- Preparation for and conduct of surplus property auctions;
- Supervision of surplus property coordination and management; and
- Provision of advice and other, auction-related services.

Section 2. Instructions to Respondents.

A. Responses to this *Request for Bids* must be delivered to the Office of the Clerk of Court, Bradford County Courthouse, 945 North Temple Avenue, Starke, Florida, according to the schedule set forth herein.

B. Late responses will not be accepted and will not be considered for award recommendation.

C. The complete original proposal, and two (2) copies, must be submitted in a sealed package marked "Response to Request for Bids – Auctioneering Services".

D. Inquiries and questions should be directed to Deputy Clerk Marlene Stafford by telephone at (904) 966-6280 or by electronic mail at marlene_stafford@bradfordcountyfl.gov.

E. Respondents will be notified by Bradford County in writing via electronic mail of any clarification or changes in or to this *Request for Bids*.

F. No other verbal, written or other communication shall be binding upon Bradford County.

G. Prior to the final selection, Respondents may be required to submit additional information which Bradford County deems necessary to further evaluate the Respondent's bids.

H. Award recommendation will be made to the Board of County Commissioners of Bradford County, Florida according to the schedule set forth herein. Said recommendation shall be made at the regularly-scheduled Board of County Commissioners meeting on Monday, April 7, 2014 at 9:30 A.M.

Section 4. Requirements for Submittals.

A. Any response to this *Request for Bids* must be made in accordance with the requirements set forth in this section. Failure to adhere to these requirements may be cause for rejection of the response.

B. All responses shall:

i. Contain a letter of interest;

ii. Provide the name of each auctioneer proposed to provide services to Bradford County and the name of the lead auctioneer who will have the main contact with Bradford County. This individual is expected to remain the responsible auctioneer throughout the engagement. The lead auctioneer must be properly licensed by the State of Florida, and must have at least five (5) years experience practicing as an auctioneer;

iii. Provide information about the Respondent's experience in providing auctioneering services to Florida local governments;

iv. Provide at least two references from these organizations including names, contact persons, and phone numbers;

v. Provide a list of all other local governments currently being represented by the Respondent;

vi. Provide information about the Respondent's capacity and capability to perform on short notice and in a timely manner, and the Respondent's proposed approach to communicating with Bradford County;

vii. Describe any conflicts of interest or ethical considerations related to representation or affiliation with any boards, organizations, committees, or clients, including, but not limited

to, other municipalities, governmental, and/or quasi-governmental entities.

viii. Provide a list and explanation of any ethics complaints filed against the Respondent(s), and a list of any other, similar claims against the Respondent(s), in the last five (5) years;

ix. The location of staffing and firm resources expected to be made available to serve Bradford County;

x. The amount of compensation to be paid for each service rendered to Bradford County, including how the amount of said compensation will be determined and the method by which payment for services rendered is to be made.

Section 5. Selection Process.

A. The County Manager or his designee(s) may create a list of Respondents who may be invited to make presentations and/or be interviewed.

B. These "short-listed" Respondents will be ranked based upon the evaluation criteria set forth herein.

C. The top-ranked Respondent will be requested to negotiate a contract price with the Board of County Commissioners or their designee(s).

i. Following this negotiation, a draft of the agreement will be presented to the Board of County Commissioners for final approval.

D. If a contract cannot be successfully negotiated between Bradford County and the highest-ranked Respondent at any time throughout this process, then negotiations will be formally terminated with that Respondent.

E. The Board of County Commissioners or their designee(s) may then begin to negotiate with the second-ranked Respondent and proceed in like manner to negotiate a contract. This process may continue until a contract is acceptable to Bradford County, or Bradford County may reject all bids and re-advertise.

F. No financial compensation will be paid to any Respondent during the qualification proceedings of the selection process.

G. Bradford County reserves the right to reject any and all responses or to waive any informality in such submissions.

H. Bradford County may determine in its sole discretion, that it is not in the public interest to continue solicitation and/or its review of the submissions. In the event of rejection of a submission, Bradford County shall not be liable for any costs incurred in connection with the preparation and submittal of the statement.

Section 6. Other General Provisions.

A. Challenge of Intent to Award Contract.

If a Respondent intends to protest Bradford County's intent to award a contract, the notice of intent to protest must be filed in writing within seventy-two (72) hours after the decision of the Board of County Commissioners approving a contract, and the

Respondent shall file a formal written protest within ten (10) days after filing of notice of intent to protest. Failure to file a notice of intent to protest or failure to file a formal written protest within the time prescribed shall constitute a waiver of rights to protest the award.

B. Application of *Americans with Disabilities Act.*

Bradford County does not discriminate upon the basis of any individual's disability status. This policy involves every aspect of Bradford County's functions including access to participation, employment, or treatment in its programs or activities. Anyone requiring reasonable accommodation as provided for in the *Americans with Disabilities Act* should make the request to the contact person set forth herein.

C. Prohibition against Discrimination.

Bradford County recognizes fair and open competition as a basic tenet of public procurement. Respondents doing business with Bradford County are prohibited from discriminating on the basis of race, color, creed, national origin, handicap, age, marital status, or sex.

D. Promotion of Local Vendors.

Bradford County is desirous of allowing as many vendors as possible the opportunity to participate in county-funded projects. If the Respondent is not a local vendor, efforts to contract with vendors who do fall into these categories are appreciated.

E. Application of Drug Free Workplace Act.

All Respondents shall represent that they have established drug free workplaces.

F. Public Entity Crime.

Section 287.133(2)(a), *Florida Statutes*, states "A person or affiliate who has been placed on the convicted vendor list, following a conviction for a public entity crime, may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount, provided in s.287.017 for CATEGORY TWO, for a period of 36 months following the date of being placed on the convicted vendor list."

G. Costs for Submittals.

The Board of County Commissioners will not reimburse for any costs associated with the preparation and submittal of any proposal, for any travel and/or per diem costs.

H. Ownership of Submittals.

All materials submitted regarding this proposal becomes the property of the Board of County Commissioners of Bradford County, Florida. Responses may be reviewed by any person after the public opening. Proposers should take special note of this as it relates to any proprietary information that might be included in their offer. Any resulting contract may be reviewed by any person after the contract has been executed by Bradford County. Bradford County has the right to use any or all information or material submitted in response to this bid and/or any resulting contract from same. Disqualification of a proposer does not eliminate this right.

I. Rejection of Responses.

Bradford County reserves the right to reject any and all bids submitted in response to this Request for Bids, and the right to waive any technical irregularities or immaterial defects in bid proposal that do not affect the fairness of the bid competition.