COUNTY OF SAN LUIS OBISPO
DEPARTMENT OF GENERAL SERVICES
COUNTY GOVERNMENT CENTER•SAN LUIS OBISPO, CALIFORNIA 93408•(805) 781-5200
DUANE P LEIB, DIRECTOR

REQUEST FOR PROPOSAL PS-978
OFF SITE AUCTIONEER SERVICES

November 19, 2007

The County of San Luis Obispo is currently soliciting proposals for professional services for Off Site Auctioneer Services.

Each proposal shall specify each and every item as set forth in the attached specifications. Any and all exceptions must be clearly stated in the proposal. Failure to set forth any item in the specifications without taking exception may be grounds for rejection. The County of San Luis Obispo reserves the right to reject all proposals and to waive any informality.

If your firm is interested and qualified, please submit four (4) copies of your proposal by close of business on December 18, 2007 to:

County of San Luis Obispo
Phill Haley, Central Services
1087 Santa Rosa Street
San Luis Obispo, CA 93408

If you have any questions about the proposal process, please contact me.

PHILL HALEY
Buyer - Central Services Division
phaley@co.slo.ca.us

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TO: ALL PROSPECTIVE PROPOSERS
SUBJECT: LOCAL PROPOSERS PREFERENCE

The County of San Luis Obispo has established a local vendor preference. All informal and formal Request for Proposals for contracts will be evaluated with a 5% preference for local vendors. Note the following exceptions:

1. Those contracts which State Law or, other law or regulation precludes this local preference.
2. Public works construction projects.

A "local" vendor will be approved as such when, 1) It conducts business in an office with a physical location within the County of San Luis Obispo; 2) It holds a valid business license issued by the County or a city within the County; and 3) Business has been conducted in such a manner for not less than six (6) months prior to being able to receive the preference.

As of March 3, 1994 individual County Buyers evaluate RFP's (Request For Proposals) considering the local vendor preference described above. The burden of proof will lie with proposers relative to verification of "local" vendor preference. Should any questions arise, please contact a buyer at (805) 781-5200. All prospective proposers are encouraged to quote the lowest prices at which you can furnish the items or services listed in County proposals.

	YES	NO
Do you claim local vendor preference?		
Do you conduct business in an office with a physical location within the County of San Luis Obispo?		
Business Address: _____ _____		
Years at this Address: _____		
Does your business hold a valid business license issued by the County or a City within the County?		
Name of Local Agency which issued license: _____		

Business Name:_____

Authorized Individual:_____ Title:_____

Signature:_____ Dated: _____

PROPOSAL SUBMITTAL AND SELECTION

1. All proposals, consisting of four (4) copies must be received by mail, recognized carrier, or hand delivered no later than 5:00 p.m. on December 18, 2007. Late proposals will not be considered.

2. All correspondence should be directed to:

   San Luis Obispo County
   Department of General Services
   1087 Santa Rosa Street
   San Luis Obispo, CA 93408
   ATTENTION: Phill Haley
   Telephone: (805) 781-5904

3. Costs of preparation of proposals will be borne by the proposer.

4. It is preferred that all proposals be submitted on recycled paper, printed on two sides.

5. Selection of qualified proposers will be by an approved County procedure for awarding professional contracts.

6. This request does not constitute an offer of employment or to contract for services.

7. The County reserves the option to reject any or all proposals, wholly or in part, received by reason of this request.

8. The County reserves the option to retain all proposals, whether selected or rejected.

9. All proposals shall remain firm for sixty (60) days following closing date for receipt of proposals.

10. The County reserves the right to award the contract to the firm who presents the proposal which in the judgment of the County, best accomplishes the desired results, and shall include, but not be limited to a consideration of the professional service fee. Several contracts may be awarded from this Request for Proposal.

11. Selection will be made on the basis of the proposals as submitted. The Selection Committee may deem it necessary to interview applicants. The County retains the right to interview applicants as part of the selection process.

12. The proceedings of the Selection Committee are confidential. Members of the Selection Committee are not to be contacted by the proposers. All communication between proposer and the County shall be through Phill Haley.

PROPOSAL FORMAT

A qualifying proposal must address all of the following points:

1. Project Title

2. Applicant or Firm Name

3. Firm Qualifications

   a. Type of organization, size, professional registration and affiliations.

   b. Names and qualifications of personnel to be assigned to this project.

   c. Outline of recent projects completed that are directly related to this project. Consultant is required to demonstrate specific design and project expertise relating to the requirements of the Project Scope.

   d. Qualifications of consultants, subcontractors, or joint venture firm, if appropriate.

   e. Provide 3 Client references from recent related projects, including name, address and phone number of individual to contact for referral.

4. Understanding of and Approach to the Project

   a. Summary of approach to be taken.

   b. Description of the organization and staffing to be used for the project.

   c. Indication of information and participation the proposer will require from County staff.

   d. Indication of time frame necessary to complete the plan review once a Notice to Proceed is issued.

5. Fees and Insurance

   a. Propose total fixed fees to complete project as described under Project Scope.

   b. The selected Consultant will be required to provide insurance coverage in the amount of $1,000,000.00 General Liability Insurance and $1,000,000.00 of Professional Liability Insurance. This amount of insurance coverage shall be reflected in your estimated professional fee.

   c. The Consultant shall provide within five (5) days after the Notice of Award is issued a certificate of liability insurance naming the County of San Luis Obispo and its employees and officers as additionally named insured. This shall be maintained in full force and effect for the duration of the contract and must be in an amount and format satisfactory to the County.

PROJECT SCOPE

Project Background

The auction may consist of only vehicles and heavy equipment or may be a combination of vehicles, heavy equipment and occasionally few miscellaneous items from the surplus warehouse.

It is the intent of the County to issue, as a result of this proposal, an agreement for services for a period of one (1) year with an option to renew for four (4) additional one (1) year terms.

Auctioneer to provide all services necessary to prepare, conduct, and complete an auction of the County's surplus vehicles, cars and trucks, light and heavy duty equipment, including construction equipment and other surplus property to include; small hand tools, chain saws, and equipment attachments, some by the pallet.

Auctioneer will be responsible for supplying all personnel, equipment and supplies necessary to conduct the auction.

The County will provide Pink Slips, Bills of Sale, Release of Liability Forms and Daily Operating Permits for all vehicles or on-road equipment.

The Auctioneer selected will be responsible for the following duties:

1. Provide security for and protect County surplus property between the time the material is moved to the sale location and the completion of the auction.

2. Arrange for all statewide advertising of upcoming auctions to include vehicle descriptions and photos and mailing of fliers.

3. Assign a lot number for each item to be sold. This lot number must correspond with a specific vehicle.

4. Verify all items to be sold against the list supplied. Verify VIN numbers on all vehicles to be sure they correspond.

5. Pick up and transport all vehicles, heavy equipment and any other items to the sale site. Equipment or vehicles will be picked up within two weeks of request from county and a specific pick up time will be given.

6. Minor repairs, (such as a flat tire or dead battery), may be made to vehicles to make them more sale worthy but no major repairs may be made without authorization by the county.

7. Establish and man viewing times before the sale. These times are to be shown in the auction flier.

8. Conduct the auction, receive all money and record the sale price of each item by lot number. No goods are to be released unless payment has been received. Complete Pink Slips, Bills of sale and Release of Liability Forms. File Release of Liability Forms with DMV on behalf of the County San Luis Obispo.

9. Within **ten (10) working days** from the auction date, full payment is to be made to the County of San Luis Obispo. Accompanying this check should be:

   a. A manifest that shows each lot number, description of item sold, Buyer number, and the amount the item sold for.

   b. A copy of the complete Release of Liability Form listing the buyer.

   c. Ability to accept pickup requests electronically.
   County can review and verify auction status and/or sale price electronically.

   d. A summary of the Final Settlement showing gross sales, auctioneers' commission, cost of advertising and net proceeds to the County of San Luis Obispo.

   e. All lists, reports, methods of accounting, etc., shall be in a format as approved by the County in advance. Microsoft Excel software is compatible with the County computer hardware and software.

   Vendor to provide sales reports to allow County staff to track accounts electronically by departments (Public Works and General Services-Garage) within the County

10. In order to propose, the Auctioneer must carry a fidelity bond on his/her employees and posses all permits and other licenses as applicable.