

**Informal Request for Quotes  
Auction Services  
City of Naples Annual Auction  
To be held August 4, 2007**

The City of Naples Finance Department/Purchasing Division, desires to receive informal quotes for providing auction services for the City's Annual Auction scheduled for Saturday August 4, 2007. Please respond to this request no later than Thursday, July 12, 2007 at 2PM.

If you have questions, you may ask by e-mail to [aricardi@naplesgov.com](mailto:aricardi@naplesgov.com); expect a response in 24-48 hours. If you wish to receive the response to any questions, including those submitted by others, please submit an email address to [aricardi@naplesgov.com](mailto:aricardi@naplesgov.com) to be copied on all responses. .

We look forward to your participation in this process.

**NON RESPONSE**

If your firm is not responding to this request for quotes, please indicate the reason(s) by checking an appropriate item (s) listed below and return this form via fax to Ann Marie at (239)-213-1823.

We are not responding for the following reason(s):

- We do not perform this type of service
- We are not available for that date.
- Circle one - Specifications were:  
Not clearly understood, Not applicable, Too vague, Too rigid,
- Other reason(s): \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Phone (    ) \_\_\_\_\_ FAX (    ) \_\_\_\_\_

By: \_\_\_\_\_  
Signature of Representative

### **SCOPE OF SERVICES**

The City seeks a quote for an auction company to provide professional auction services specific to the City's on-site annual auction, tentatively scheduled for August 4, 2007 at the City's Vehicle Maintenance Facility, located at 370 Riverside Circle, Naples, FL.

**Desired Service:** We are expecting the auctioneer to advertise the auction, including notifying their own buyer list, register attendees; conduct auction; collect revenue from sales; handle license transfers, fees and taxes; and complete record keeping and reports to the City per requirements. We expect this sale to be valued between \$50,000 and \$125,000, but there is no guarantee of any value.

### **Type of Property to Be Sold**

The auction items will generally consist of items that have been used to provide municipal services such as:

- Automobiles
- Equipment, office
- Trucks
- Supplies
- Other Equipment
- Tools
- Lawn maintenance equipment
- Furniture
- Other miscellaneous items

### **Responsibility of Auction Firm**

1. Crowd control and parking assistance
2. Publicity -including, but not limited to advertisements, printing and mailing of brochures to perspective buyers, and website advertising. Note that the City will provide a legal ad in the Naples Daily News to comply with any and all city requirements. The City will also have a page on its website listing the sale and the property.
3. Communication devices - All methods of communication, including, but not limited to public address system(s), signs, etc., for the sale site.
4. Title Transfers - Vehicle titles must be transferred to buyers according to Florida Department of Motor Vehicles regulations. Any fees or services will be the sole responsibility of the Auctioneer, not the City.
5. Revenue Management - The Auctioneer must collect the proceeds of the sale and remit the net proceeds to the City within 5 days of the sale.
6. Final reports - Prepare and provide final reports of the property name, description, model/equipment numbers, any unique City asset/tracking number(s), approximate value of the property, and final sale price. Reports are requested to be provided in Microsoft Excel spreadsheets.
7. Portable Toilets - Auctioneer will be responsible for providing portable toilets during the auction for public use.
8. The Auctioneer shall sell all items "as is" without warranty to the highest bidder, regardless of price.
9. The Auctioneer shall be responsible for obtaining all necessary permits/licenses for each auction event (e.g., tent, signs, etc.) The Auctioneer is responsible for his own travel, lodging and meal expenses.

**City of Naples, Florida**  
**Request for Quotes – Auction Services**

10. The Auctioneer shall be responsible for ensuring that proper sales information (i.e. actual vehicle odometer readings) concerning each and every asset for sale is accurate and properly communicated to each bidder at time of sale.
11. Auctioneer is required to accept checks and cash, and is desirable, but not required to, accept credit cards.

**Responsibility of the City**

1. The City will provide a sale location for the auction. We will provide an employee with a forklift to move equipment if needed, and a representative from the Fleet Division to provide assistance with the vehicles as needed. City Finance Department will provide up to two accounting/clerical employees to assist with financial duties if needed.
2. The auction site will be available three (3) days in advance of the auction date to allow for adequate site preparation and item display.
3. The City shall provide the Auctioneer with titles and other necessary documentation for vehicles.
4. The City will provide a room for the Auctioneer’s administrative staff for the day of the auction.

**Qualifications**

It is the intent of the City to retain a highly qualified and experienced auction service capable of providing the highest net cash return to the City on all items sold. To this end, certain qualifications are hereby established which all must meet in order to be considered for the contract award:

- A. The Auctioneer must be licensed, insured, and bonded in the State of Florida
- B. The Auctioneer and the personnel and management must have a minimum of three (3) years experience in conducting public auction sales of vehicle fleets and equipment for governmental, institutional and/or similar customers.

**Buyer Premium/Special Terms**

No buyer’s premium allowed at this auction. Please note that the City does not desire a requirement for a bank letter of guarantee for all personal checks, but will consider it, if credit cards are accepted. The city does not allow the auctioneer to require a deposit to register.

**History**

The City has historically held one auction per year. The types of items included in past auctions are automobiles, trucks, construction equipment, tools, lawn equipment, building material, office furniture, office machines and various miscellaneous items. Sales history for the past year’s auction are as follows:

6/30/01	\$78,505
6/29/02	\$98,510
6/14/03	\$207,885
7/10/04	\$128,062
2/11/06	\$81,160

**Award of contract:** The city intends to award the contract to the best qualified responder with the lowest commission. *This is a one-time contract, planned to be good for this single event. The City shall have the option to renew this contract, if agreed to by both parties for one additional auction if conducted within one year.*

**City of Naples, Florida  
Request for Quotes – Auction Services**

**BIDDERS CHECK LIST**

**Please fax the following information to 239-213-1823 by Thursday July 12 at 2PM. Please note that this is an informal quote. Minor variances from these specifications will be considered if noted. If you need to deliver it, please deliver it to Ann Marie S. Ricardi, 735 8<sup>th</sup> Street South, Naples FL, 34102**

1. Signed Commission Page – see appendix A, including three references similar in size and scope to this assignment.
2. A one page summary of the firm and its history including, but not limited to: Firm name, business address, office location, Address of the office that is to perform the work, Federal Identification Tax Number, age of the firm, brief history, and number of clients to whom auction notices are mailed.
3. A one page summary of the **Experience and Qualifications** of the auctioneers that will work the auction
4. One sample of an ad, brochure, web page or mailer used on previous auctions that would be similar to what you would expect use to promote this auction. Note that the City will provide the detailed sales list in an excel spreadsheet by July 20.
5. A copy of your typical "Terms for Buying". Please note that the City does not desire a requirement for a bank letter of guarantee for all personal checks, but will consider it, if credit cards are accepted. City does not allow a deposit to register.

The selected vendor will be required to provide a copy of the required licenses, but these are not required as part of this submission. Selected vendor may be required to sign a standard city of Naples Professional Services Contract, depending on the final value of the contract.

**City of Naples, Florida**  
**Request for Quotes – Auction Services**

**Appendix A - Commission Page**

*Please fax this page and all required information to 239-213-1823  
by Thursday July 12 at 2PM.*

Name of Firm submitting quote: \_\_\_\_\_

Address of Firm: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone number of firm

\_\_\_\_\_

Fax Number of firm

\_\_\_\_\_

Email address

\_\_\_\_\_

Contact Name

\_\_\_\_\_

Authorized signature for submission: \_\_\_\_\_

Date \_\_\_\_\_

The Company proposes a commission of \_\_\_\_\_% for the items in the above sale. (Note any exceptions in the space below)

(note: Commission is the amount of the sale that the company keeps,  
with the balance remitted to the City)

The Company makes the following special requests or needs to ensure a successful sale:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Appendix A - Commission Page (continued)**

Name of Firm submitting quote: \_\_\_\_\_

**References similar in size and scope to this assignment.**

Name of Government/Agency: \_\_\_\_\_

Contact Name \_\_\_\_\_

Address: \_\_\_\_\_

Phone number of reference \_\_\_\_\_

Email address of reference \_\_\_\_\_

Name of Government/Agency: \_\_\_\_\_

Contact Name \_\_\_\_\_

Address: \_\_\_\_\_

Phone number of reference \_\_\_\_\_

Email address of reference \_\_\_\_\_

Name of Government/Agency: \_\_\_\_\_

Contact Name \_\_\_\_\_

Address: \_\_\_\_\_

Phone number of reference \_\_\_\_\_

Email address of reference \_\_\_\_\_