



Lee County Procurement Management
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John E. Manning
District One

DATE: June 30, 2017
SOLICITATION NO.: B170296TJM

Cecil L. Pendergrass
District Two

SUBJECT: ADDENDUM NUMBER 3

Larry Kiker
District Three

REFERENCE: Auction Services

Brian Hamman
District Four

The following changes shall become a part of the Bid Documents and shall be binding as if contained therein:

Frank Mann
District Five

Roger Desjarlais
County Manager

The following represents clarification, additions, deletions, and/or modifications to the above referenced bid. This addendum shall hereafter be regarded as part of the Bid. Items not referenced herein remain unchanged, including the response date. **Words, phrases or sentences with a strikethrough represent deletions to the original solicitation. Underlined words and bolded phrases or sentences represent additions to the original solicitation.**

Richard Wm. Wesch
County Attorney

Donna Marie Collins
Hearing Examiner

See Addendum 3-Form 1a Bid/Proposal Form

NOTE: FAILURE TO USE AN ADDENDUM BID/PROPOSAL FORM SHALL DEEM THE BIDDER NON-RESPONSIVE.

ATTACHMENT: Addendum 3-Form 1a-Bid/Proposal Form.

1.	In the Scope of Work and Specifications of B170296TJM, in Section 9 item A, it states, "All auctions conducted on behalf of County shall not charge a Buyer's Premium". Will the County reconsider this restriction since it will effectively eliminate the ability of the majority of the most qualified bidders to participate in this bid?
Answer	Yes, see Addendum 3-Form 1a-Bid/Proposal Form and revised Scope of Work Sections 9 and 10.

2.	In in the Scope of Work and Specifications, of B170296TJM, in Section 2 paragraph 1, it states, "Bidders must be able to provide off-site auction and/or on-site auction services." Will the County consider adding a separate Bid/Proposal Form for on-site auction services since that type of auction would be conducted in an entirely different manner?
Answer	Yes, the County will consider on-site auctions as a separate line item. Please see Addendum 3-Form 1a-Bid/Proposal Form.

3.	Regarding the Bid/Proposal Form for B170296TJM, would it be possible to amend the transportation section of the form to break it up by the types of vehicles or equipment being transported?
Answer	Yes, the transportation fee has been broken into two separate lines for different sizes of vehicles. Please see Addendum 3-Form 1a-Bid/Proposal Form.

4.	On page 19 in section 9A of the bid package documents for B170296TJM, what does the County mean by “All auctions conducted on behalf of the County shall not charge a Buyer’s Premium”?
Answer	Section 9A of the scope has been revised below to allow for a Buyer’s Premium to be charged by the awarded vendor or vendors and the Buyer’s Premium has also been added to the Bid/Proposal Form. Please see Addendum 3-Form 1a-Bid/Proposal Form.
5.	Lee County will need a letter added to the sealed bid documents regarding the acknowledgement of the addendums; is that correct?
Answer	No. Please provide the acknowledgement of all addendums pertaining to this bid on the Solicitation Response Form (Form 1).
6.	Would the County consider a “flat fee” for the Buyer’s Premium and the County Fee, instead of a percentage?
Answer	No.
7.	If the County provides the awarded vendor or vendors a reserve and also opts to collect the funds regarding titled vehicles, then County also accepting responsibility of a Florida dealer and collecting sales tax as well as providing all paperwork to the buyer at the DMV within the state of Florida?
Answer	No. See Scope of Work and Specification Section 4: C, F and, I.
8.	If the awarded Auction company deems it in the best interest to sell these County assets at no cost for marketing, selling and transporting de-identification and detailing/vehicle auction prep, administrative and title paperwork, are they willing to waive the no buyer’s premium clause in hopes to retain more value to the Lee County Fleet assets as a whole?
Answer	See answer to questions 4 and 6 and see Scope of Work Section 4G.
9.	As a true public auction company both on site and online, if items are deemed to be sold online only (as some specialty items may be required to be sold online only) is the awarded auction company required to use a service that allows all public bidders not just exclusive to vehicle dealers?
Answer	Yes. See Scope of Work and Specifications Section 4A.

Scope of Work and Specifications, Sections 9 & 10 revised as follows:

2. Scope of Services:

The County is requesting bids from qualified suppliers for Auction Services including: collecting, transporting, **storage** and selling to dispose of the County’s surplus property including but not limited to: office furniture, computers and related items, office equipment/machines/supplies, vehicles, heavy equipment, small to medium road maintenance motorized equipment and miscellaneous items. Bidders must be able to provide off-site auctions and/or on-site auction services. Auction Services may be online.

4. Auctioneer Requirements:

M. Auctioneer shall bear all responsibility for any damages once materials, vehicles, equipment, etc. are picked up for auction.

5. Fee and Commission

- A. All auctions conducted on behalf of County ~~shall~~ **may include not charge** a Buyer’s Premium, **as stated on the Addendum 3-Form 1a Bid/Proposal Form.**
- B. The fees should include commission rates as a percentage of the gross sales. See **Addendum 3- Form 1a-Bid/Proposal Form.**

- C. Proposed **Addendum 3- Form 1a** Bid/Proposal Form percentage shall include, but not be limited to, all costs associate with the auction activities and the following: printing and mailing of auction brochures, newspaper advertising, trade magazine advertisements, bidder registration forms, storage, and conducting the auction. Additional fees above the commission rates are prohibited.

Compensation shall be bid specifying the percentage rate for the following categories:

- All titled items, including heavy equipment – This will include Auction sales commission, advertising and storage.
- All non-titled items – Motorized items such as tractors, mowers, generators, welders and similar items – this will include Auction sales commission, advertising and storage.
- All office furniture and equipment, small tools, electronic and miscellaneous equipment and items - this will include Auction sales commission, advertising and storage.

Compensation for transportation shall be a flat rate round trip include pickup and delivery from one County site within the County to another County site. **Pick up and transportation of minor surplus under \$5,000 (i.e. furniture, misc. materials, shop equipment, tools, etc.) are to be included in the Auctioneer's percentage for profit. There shall be no additional charges for transportation.**

Transportation of vehicles up to and including 1-ton and vehicles over 1-ton, as well as heavy equipment, will be charged as identified on the Bid/Proposal Form.

6. Surplus Pickup and Coordination:

B. Services shall include but are not limited to loading, unloading, **and** transporting property to the auction site and temporary storage.

10. ~~Term~~ **Basis** of Award

The County intends to award to a pool of responsive and responsible bidders, ~~with the highest total bid price (auction fee to the County), and best transportation rate combination in the best interest of the County and at the sole discretion of the County.~~ **Award shall be based off County Fee, Buyer's Premium, On-site Auctions, Buyer's Premium for On-site Auction Only, Transportation Fee, or ANY combination thereof found to be in the best interest of the County and at the sole discretion of the County.** The County intends to award a fixed commission percentage amount for each item stated on the **Addendum 3- Form 1a** Bid/Proposal form for the duration of the contract. The commission percentage amounts shall remain firm unless upon renewal a greater commission percentage amount to be paid to the County can be agreed upon by both parties.

BIDDER IS ADVISED, YOU ARE REQUIRED TO ACKNOWLEDGE RECEIPT OF THIS ADDENDUM WHEN SUBMITTING A BID. FAILURE TO COMPLY WITH THIS REQUIREMENT MAY RESULT IN THE BIDDER BEING CONSIDERED NON-RESPONSIVE.

ALL OTHER TERMS AND CONDITIONS OF THE BIDDING DOCUMENTS ARE AND SHALL REMAIN THE SAME.

Tara McMahon

Tara McMahon, Procurement Analyst, CPPB, MBA
Lee County Procurement Management