



**ADDENDUM No. 1
FEBRUARY 4, 2019**

Solicitation Title: Surplus Auction Services

Solicitation No.: RFP 23-18-19 Opening Date: **TUESDAY, FEBRUARY 19, 2019
BY NO LATER THAN 3:30 PM**

Attention all potential bidders:

- SHOULD Addendum:** Information included in this Addendum is for clarification purposes. This Addendum SHOULD be acknowledged by checking the box indicated on the City’s Contract Form A-5, Acknowledgement of Addendum(s), and submitted as part of your Proposal.

To all prospective bidders, please note the following changes and clarifications:

- The location of the Proposal Opening is changed to the following location:

Office of the City Clerk
776 NE 125 Street – First Floor
North Miami, FL 33161

Request for Information Questions/Clarification:

Q.1 “Can you provide a dollar amount of auctions over the past three years on an annual basis?”

A.1 Dollar amounts of auctions were as follows:

2016	\$109,125
2017	\$0 (no auctions were held this year)
2018	\$114,585

Q.2 “Can you provide a list of current items to be sold for the upcoming auction as an estimate of volume?”

A.2 The next auction is anticipated to include thirty (30) surplus vehicles/equipment and various forfeiture items.

Q.3 “You talk about live and online auctions, we charge different rates for each one since it involves different levels of work. Do you want them listed separately?”

A.3 Yes, Respondents should clearly identify all rates for different types of services provided as applicable.

Q.4 “Will your staff be taking the pictures along with item descriptions and posting them to our website for the online auctions? Or, is that something you want us to handle?”

A.4 The City is looking for a full service company. This should include photographing the items, creating the listing, staffing the pre-inspection, handling the sales transaction and managing the pick-up process.

Q.5 “Can online items be left onsite over moving them to another location?”

A.5 Vehicles, equipment, furniture and bicycles can be left on-site. Smaller items, such as forfeiture property, must be handled and stored by the auctioneer.

Q.6 “For items that must be removed offsite such as items that require a flatbed, lowboy, etc. Do you want that cost billed to you directly or deduct the cost prior to final payment? I.E. Sale minus transport cost equals amount due to the City”

A.6 If a charge applies, the fee should be deducted prior to final payment.

Q.7 “We provide services for the vehicle and equipment auctions, but do not provide auctions of furniture. Can that category be excluded from our reply via an exception?”

A.7 The City seeks a company that can address all of the City’s surplus needs. An exception will not be permitted.

Q.8 “What was the volume of vehicle assets for the past three years?”

A.8 Volume of vehicle assets auctioned for the past three (3) years were as follows:

2016	35 vehicles/equipment
2017	0 (no auctions were held this year)
2018	46 vehicles/equipment

Q.9 “What was the GMV generated in 2018 for vehicle assets?”

A.9 The 2018 Gross Merchandise for vehicle assets was \$67,000.

Q.10 “What was the GMV generated in 2017 for vehicle assets?”

A.10 No auctions were held in 2017.

Q.11 “What was the GMV generated in 2016 for vehicle assets?”

A.11 The 2016 Gross Merchandise for vehicle assets was \$102,060.

For any other questions, clarification can be found in the specifications.
All other terms, conditions and specifications remain unchanged for this solicitation.
End of Addendum