

## REQUEST FOR PROPOSALS

### FOR AUCTION SERVICES FOR PERSONAL PROPERTY WITHIN BRIDAL HOUSE LOCATED AT 2315 STATE HIGHWAY 25 WEST, COTTONTOWN, TENNESSEE

#### SUMNER COUNTY GOVERNMENT SUMNER COUNTY, TENNESSEE

Sumner County ("County") requests proposals from qualified firms to provide live and online auction services for and on behalf of the County. It is the intent of the County to enter into a Professional Services Contract with a firm to supply auction services as outlined herein. Each firm that submits a "Proposal" in response to this RFP will be considered an "Applicant" to this RFP. Proposals must be received by **12:00 p.m. CST** on **April 19, 2017**. Late Proposals will be neither considered nor returned.

**Deliver Proposals to:**

Lauren Walker, Staff Attorney  
Sumner County Administration Building, Room 303  
355 North Belvedere Drive  
Gallatin TN 37066

The envelope exterior must show the company name, address, and closing date.  
No faxed or e-mailed Proposals will be accepted.

#### **A. BACKGROUND**

The County is seeking bids for auction services to auction approximately 1,500 personal property items from the historic Bridal House in Cottontown, Tennessee. Some of the items to be auctioned are of a historical nature. All proceeds from this auction will help to fund Sumner County projects. As such, the County is willing to provide a letter acknowledging any donation benefit received from a firm that will supply auction services at a discounted rate.

## **B. SCOPE OF SERVICES**

Requirements in this document are generalized and do not represent a comprehensive list. Applicants are encouraged to provide creative solutions and identify additional functionality and capabilities to assist the County in accomplishing its objectives. Proposals should be comprehensive and address live and online auction programs, implementation, and all relevant areas which may pertain to establishing and maintaining this type of auction. The applicant must have a large and varied market presence and bidder base.

Applicants must have the following capabilities:

- Ability to sell all types of items, including but not limited to items of a historic nature, furniture, guns and weapons, tools, equipment, appliances, vehicles, and outdoor buildings;
- Ability to inventory, organize, appraise, clean, and stage all items to be auctioned;
- Ease of program administration, including but not limited to posting of auctions, marketing of auctions, receiving payment, blocking bidders, invoicing, etc.;
- Online auction listing features that include the ability to: upload images and auction-related documents, add or customize auction data elements such as fields to track inventory/vehicle numbers and storage location, upload forms and documents to closed auctions for transparency and audit purposes, etc.;
- Ease of use by the bidding community, including auction notification, award notification, “dutch” auctions, proxy bidding, etc.;
- Coordinate and be solely responsible for all auction-related transactions;
- Conduct auctions in accordance with any laws, rules, or regulations established by the County or the State of Tennessee.

Services may include consultation with County employees, Elected Officials, and/or Commissioners relating to the sale of items listed above. Presentations at public meetings may be required. The County will not be responsible for any expenses in the preparation and/or presentation of the Proposals and oral interviews, if any.

### **C. QUALIFICATIONS**

Responders to this RFP must have the following qualifications:

- Must be licensed and in good standing with the State of Tennessee.
- Must have an excellent reputation in the auction community.
- Must be knowledgeable in the auction market and have experience with large and historic auctions.
- Must be knowledgeable in the sale of guns and weapons.
- Must be knowledgeable in the use of all auction-related records and technologies.

### **D. RFP SUBMITTAL REQUIREMENTS**

By submitting a proposal, the applicant represents that they have (1) thoroughly examined and become familiar with the scope of services outlined in this RFP and (2) are capable of performing quality work to achieve the County's objectives. The following information must accompany each proposal:

1. List years in business, including previous names of the individual/firm, if any.
2. Description of your firm including size of firm, location, number and nature of the professional staff, and staff experience, including a brief resume for each key person listed.
3. Describe experience (with a minimum of three years previous experience with proven effectiveness) your firm or individual has in the auction business.
4. Experience in assisting similar size entities, including any and all services for government agencies.
5. List of at least three references, where and when your firm provided similar services. Please provide names and telephone numbers of contact persons for each reference.
6. Additional services offered through your firm.
7. Listing of current litigation, outstanding judgments, and liens.
8. Fee schedule:
  - a. State your commission rate for auctions, including any and all fees therein.
  - b. State your proposed method of compensation for any other services such as promotion of auctions, etc.

- c. State any other costs the County may anticipate relating to the auction services to be provided.
  - d. Creative features for bids that could assist the County's objectives.
9. The Proposal must include the legal name of the vendor and must be signed by a person or persons legally authorized to bind the vendor to a contract.
10. Sumner County requires that proposals be submitted as one (1) marked original and one (1) exact copy.

Proposals must be received by **12:00 p.m. CST on April 19, 2017**. Late Proposals will be neither considered nor returned. A withdrawn proposal may be resubmitted up to the time designated for the receipt of proposals provided that it fully conforms to the same general terms and requirements. No faxed or e-mailed Proposals will be accepted.

The following documentation must also be provided: evidence of or ability to obtain a valid State of Tennessee Business License and/or Sumner County Business License; and evidence of compliance with the Sumner County Government's Insurance Requirements, and, a completed Internal Revenue Service Form W-9.

#### **E. EVALUATION**

Sumner County reserves the right to use all pertinent information (including that learned from sources other than disclosed in the RFP process) that might affect the County's judgment as to the appropriateness of a qualified applicant. This information may be appended to the evaluation process results. Sumner County reserves the right to conduct written and/or oral discussions/interviews after the submittals have been reviewed. The purpose of such discussions/interviews is to provide clarification and/or additional information, which is in the best interest of Sumner County.

Sumner County will evaluate the submitted proposals and make a determination of the successful firm.

#### **F. ACCEPTANCE**

Respondents shall hold their submittal firm and subject to acceptance by Sumner County for a period of ninety (90) business days from the date of the Proposal closing.

#### **G. INSURANCE OR BOND**

Each applicant who may have employees, contractors, or agents working on Sumner County properties shall provide copies of current certificates for general insurance or workers' compensation for injury to their employees or participants related to the activities outlined in this RFP of a minimum of \$1,000,000.00. Successful applicants must post a \$1,000,000.00 bond, letter of credit, or insurance policy covering the proceeds of the auction naming Sumner County.

#### **H. RESERVATION OF RIGHTS**

The County reserves the right to request additional information if necessary, or to request an interview with firm(s), or to reject any and all Proposals with or without cause, and, in its sole discretion, waive any irregularities or informalities, such as minor elements of non-compliance with regard to the requirements of this RFP, in the Proposals submitted. The County further reserves the right to make such investigations as it deems necessary as to the qualifications of any and all firms submitting Proposals. In the event that all Proposals are rejected, the County reserves the right to re-solicit Proposals. Every effort shall be afforded to assure fair and equal treatment with respect to the opportunity for discussion and/or revision of their respective proposals. Revisions may be permitted after the submission and prior to the award for the purpose of obtaining the best offers.

#### **I. OPEN RECORDS ACT**

After Proposals are accepted, all Proposals will be subject to the Tennessee Open Records Act, and the Proposals will be available to the public upon written request. Summary information on Proposals submitted will be posted on the Sumner County Government website at <http://www.sumnertn.org/> under the "Bids" link.

#### **J. TITLE VI OF THE 1964 CIVIL RIGHTS ACT**

Sumner County does not discriminate towards any individual or business on the

basis of race, sex, color, age, religion, national origin, disability, or veteran status. The successful firm agrees that they shall comply with all local, state, and federal law, statutes, and regulations including, but not limited to, the Rehabilitation Act of 1973 and the Americans with Disabilities Act.

#### **K. FORUM SELECTION**

Any contract will be interpreted under the laws and statutes of the state of Tennessee. Sumner County does not enter into contracts which provide for mediation or arbitration. Any action arising from any contract made from this Proposal shall be brought in the state courts in Sumner County, Tennessee or in the United States Federal District Court for the Middle District of Tennessee.

#### **L. INDEMNIFICATION**

In the event that any claims should arise with regards to any contract related to this RFP for a violation of any such local, state, or federal law, statutes, rules, or regulations, the provider will indemnify and hold Sumner County harmless for any damages, including court costs or attorney fees, which might be incurred.

#### **M. NULLIFICATION**

Sumner County may, at any time, nullify the agreement if, in the judgment of Sumner County, the firm has failed to comply with the terms of the agreement. In the event of nullification, any payment due in arrears will be made to the firm, but no further sums shall be owed to the firm.

#### **N. ADDITIONAL INFORMATION**

Requests for additional information related to this RFP can be e-mailed to [lauren@sumnercountylaw.com](mailto:lauren@sumnercountylaw.com). Questions must be received a minimum of five days before the listed deadline. All responses to inquiries will be posted on the Sumner County website (<http://www.sumnertn.org/>) under the "Bids" link. Any inquiries received will not be answered individually, but posted for all interested applicants.