



INVITATION FOR BID

FOR

Surplus Auction Management Services for Macon-Bibb
County

BID NUMBER: 23-037-LH

99809
99836
99829
99846

MACON-BIBB COUNTY, GEORGIA

ISSUED: 4/3/2023

BIDS DUE NO LATER THAN 12:00 NOON ON THURSDAY, APRIL 27, 2023

Macon-Bibb County Procurement Department
700 Poplar Street
Suite 308
Macon-Bibb County City Hall

Macon, Georgia 31201

I. GENERAL

A. Invitation

1. Notice is hereby given that Macon-Bibb County will receive sealed bids in the Macon-Bibb County Procurement Department, 700 Poplar Street, Suite 308, Macon, Georgia 31201, until **12:00 noon** at the time legally prevailing in Macon, Georgia on **Thursday, April 27, 2023, for Onsite Surplus Auction Management Services** for Macon-Bibb County Government.

NO BIDS WILL BE ACCEPTED AFTER THE ABOVE TIME.

2. Bids will be publicly opened and read in the Procurement Department Conference Room on **Thursday, April 27, 2023**, starting at 2:00 p.m.
3. Minority, Women Owned and other Disadvantaged Business Enterprises are encouraged to participate in the solicitation process. Additionally, respondents are encouraged to use M/W/DBE subcontractors where possible. Small and other disadvantaged businesses requiring assistance with the competitive process can contact Charise Stephens, Small Business Affairs at (478) 300-2297 or cstephens@maconbibb.us.

B. Bid Documents

1. Bid documents will be made available at the Macon-Bibb County Procurement Department, 700 Poplar Street, Suite 308 Macon, GA 31201, (478) 803-0550 or www.maconbibb.us/purchasing/ under active solicitations.

C. Pre-Bid

A pre-bid conference is scheduled for Wednesday, April 12, 2023, 10:00 am at the Procurement Conference Room, Suite 306, 700 Poplar, Street Macon, Georgia. This pre-bid conference is Mandatory. Contractors must be present to submit a bid response. **Deadline for submitting questions is Friday, April 14, 2023, by 3:00 pm standard eastern time. All questions are to be submitted via email only to Lhardwick@maconbibb.us**

2. Sealed Bids

SEALED Bids shall be delivered or mailed to:

Macon-Bibb County Procurement Department
Attn; Laura Hardwick
700 Poplar Street
Suite 308
Macon, GA 31201
478-803-0550
lhardwick@maconbibb.us

C. Forms

1. The enclosed Macon-Bibb County bid form shall be used. Use of other bid documents may deem the bid to be non-responsive.

D. Validity

1. No bid may be withdrawn for a period of sixty (60) days after time has been called on date of bid opening.
2. All prices shall be Delivered prices, FOB Destination, after deducting all non-applicable taxes, delivered to each requesting department or office. Vehicles shall be ready to use.

E. Forms

1. The enclosed Macon-Bibb County bid form shall be used; use of other documents may deem the bid non-responsive. Additionally, all submission documents must be completed and included with the bid; failure to include completed, signed, and notarized forms (as applicable) may deem the bid non-responsive.

F. Local Preference

1. Macon-Bibb County reserves the right to award bids to County businesses and merchants whose bid is within 5% (five percent) of the lowest responsive and responsible bid which conforms to the Invitation to Bid. **INSTRUCTIONS TO BIDDERS**

- i. No consideration will be given any claim based on lack of knowledge of existing conditions, except where the Contract Documents make definite provisions for adjustment of cost or extension of time due to existing conditions that cannot be readily ascertained.

b. Document Discrepancies

- i. Should the bidder find discrepancies in, or omissions from the documents, he shall at once notify the Macon-Bibb County Procurement Department.
- ii. Requests for Interpretations of Drawings and Specifications shall be made in writing to the Macon-Bibb County Procurement Department not later than seven (7) days prior to receipt of bids, email preferred to lhardwick@maconbibb.us
- iii. Any subsequent instructions to bidders will be issued in the form of addenda to the specifications and sent to the bidder. All addenda shall be enumerated in the Bid Form.
- iv. All definitions set forth in the specifications are applicable to this Instruction to Bidders, the Bid Form and the proposed Contract Documents including, but not limited to, drawings, project manual, and any addenda issued prior to receipt of bids.

1. Addenda are written or graphic instruments issued prior to the execution of the Contract that may modify or interpret the bidding

documents by deletion, additions, clarifications, or corrections.

2. Addenda will become part of the Contract Documents when the Contract is executed.

c. Submittals

- i. In order for bids to be considered, the complete bid document package shall be submitted including each of the following completed documents.

1. Bid Form
2. Bidder's Qualification Form
3. List of Sub-Contractors
4. Minority Participation Goal
5. Financial & Legal Stability Statement
6. Bid Bond in amount of 5% of the total base bid
7. E-Verify Affidavit

II. INSTRUCTIONS FOR BIDDERS

a. Definitions

- i. Wherever the term "Owner", "County", or "Macon-Bibb County" occur in these specifications, it shall mean Macon-Bibb County, a political subdivision of the State of Georgia acting through the Macon-Bibb County Board of Commissioners.
- ii. Wherever the term "work" occurs in these specifications, it shall mean the work as defined herein, including, all labor, materials, equipment, transportation, and supervision necessary to complete the contract.

b. Related Documents

- i. Specifications (Attachment "A")
- ii. Bid Form
- iii. Bidder's Qualification Form
- iv. Bidder MBE Plan Form
- v. List of Sub-contractors
- vi. Financial & Legal Stability Statement
- vii. Bond Forms
- viii. E-Verify Affidavit

c. Bidder's Representation

- i. Each bidder, by making his bid, represents that he has:
 1. Read and understands the bidding documents; and,
 2. Visited the site and became familiar with the local conditions under

which the work is to be performed.

3. Bidders shall examine the areas wherein work of this project is to be carried out and shall take into consideration all conditions that might affect his work.
4. The failure of the bidder to inspect firsthand the areas affected by work in this project shall not relieve him of the obligation to comply fully with the scope of the work as defined herein.

G. Reservations

1. Macon-Bibb County reserves full freedom (in addition to the right to reject any and all bids) in awarding bids to consider all available factors including, but not limited to, price, the provision of needed and unneeded features, usefulness to the using department and prior Macon-Bibb County experience. Hence, Macon-Bibb County may award bids to other than the lowest bidder if in the judgment of the Board of Commissioners the interest of the County will be best served by award to another. Any required information not submitted with bids shall deem bid nonresponsive.
2. Unless otherwise specified, manufacturer's names, trade names, brand names, information and/or catalog numbers listed herein are intended only to identify the quality level desired. They are not intended to limit competition. The bidder may offer any equivalent product that meets or exceeds the specification. If bids are based on equivalent products, the bidder shall indicate on the bid form the alternate manufacturer's name and catalog number and shall indicate on the bid form the alternate manufacturer's name and catalog number and shall include complete descriptive literature and/or specifications along with proof that the proposed equivalent either meets or exceeds this specification. The County reserves the right to be the sole judge of what is equal and acceptable. If bidder fails to name a substitute, he shall furnish goods identical to the bid specification.

II SCOPE OF WORK

Macon-Bibb County is seeking a qualified contractor to manage the entire auction process from the preparation and setting up to the completion of the auction. This means that the Contractor will manage the process completely from the moment when the inventory list is received from Macon-Bibb County and/or the Contractor may be required to make a list of inventories from County's identified surplus property. The Contractor will perform all services related to the auctioning of various surplus items to include, but not limited to, miscellaneous surplus i.e., office equipment, office furniture, technology equipment, heavy equipment, and vehicles. Macon-Bibb County cannot guarantee volume of sales. However, the contractor shall be prepared for a high volume of surplus of supplies dispersed from different locations.

- The Contractor will be responsible for the entire management of property sales during the auctioning of surplus. This includes arranging site inspections, reviewing the physical set-up of the auction, inventory staging, event scheduling, breakdown requirements for bidder inspection, and event staffing throughout the process. Contractor shall arrive onsite prior to the auction event to organize the inventory, take pictures/video of inventory, perform lot organization and all other tasks associated with managing the entire auction process.
- The Contractor will arrive to Macon-Bibb County sites to begin work on a date selected by the designated staff for the County at least three weeks prior to the auction. Upon arrival the Contractor will organize items into lots that will aid in bringing the highest revenue. To build interest for sales, the contractor shall begin the advertising of auction of surplus property within two (2) calendar weeks before the actual day the auction takes place.
- The Contractor will be responsible for the development of marketing and advertising campaign that optimizes images, videos and other supporting advertisements such as mailing and other marketing materials detailing the property surplus to be sold. Updates are to be performed for advertisements coupled with maintaining advertising schedules. The Contractor will be required to track metrics and provide regular reports to management.
- The Contractor will provide live auction and internet auction services for the disposal of surplus and salvage property on an as needed basis. If surplus/salvage is posted on-line, the property shall be posted for a minimum of fourteen (14) calendar days.
- The Contractor will be responsible for generating and delivering all business reports in an electronic Excel document. All records will be maintained by the Contractor in a secure environment throughout the term of the contract and for a period of no less than three (3) years after termination. The reports will include the following:
 - The registered buyer profile information lists bidder number, name, address, email, phone number and dealer/tax status.
 - The entry of each lot sold by number, the buyer's number and price paid.
 - The Buyer's invoice with buyer number (s), all contact information, lot numbers purchase. Provide descriptions and selling price (s), taxes paid if applicable and the invoice total.
 - Provide an overall summary of the auction event including sales taxes by agency.
 - Reporting requirements and payment shall be submitted to Macon-Bibb County within five business days.
- Winning bidders must remove all property from designated locations within five business days of auction close or make arrangements with the Contractor for delivery. Shipping is the responsibility of the successful bidder. Macon-Bibb County shall not be responsible for shipping arrangements.

BID PROPOSAL FORM

Surplus Auction Management Services

COMPENSATION AND FEES

Surplus / Salvage Property	Live Auction Services = Fixed Percentage_____ % of winning bid	Internet Based Auction Sales = Fixed Percentage_____ % of Winning Bid
Office Equipment/Furnishings		
Technology Equipment		
Vehicles		

Respondent shall state their fixed fees for performing services as a percentage of sales of winning bids. The fees shall include all costs associated with the management of conducting the auction, prepping the inventory for sale, and the sales of surplus/property listed for auction. Respondent to this solicitation shall also describe the allocation of fees between the winning bidder and the County.

ADDENDUM ACKNOWLEDGEMENT

Macon-Bibb County Board of Commissioners
Laura Hardwick, Director of Procurement
Macon-Bibb County, Procurement Dept.
700 Poplar Street
Suite 308
Macon, Georgia 31201

DATE: _____

Re: Auctioning of Surplus Property for Macon-Bibb County
Macon-Bibb County
Bibb County, Georgia

Dear Laura Hardwick:

1. We have examined the Specifications, related documents, and the site of the proposed Work, and are familiar with all the conditions surrounding this project, including the availability of materials and labor, and hereby bid to furnish all materials and labor, and to complete the project in accordance with the Contract Documents, within the time set forth herein, and at the prices stated below. These prices are to cover all expenses incurred in performing the Work required under these Specifications, of which this bid is part.

2. ADDENDUM RECEIPT:
 - a. We acknowledge our responsibility to ensure that all addenda have been received prior to the submission of a bid.

 - b. Bidder acknowledges receipt of the following addenda:

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

3. We agree to commence actual physical work on site, with an adequate force and equipment within the timeframe presented in the specifications and to complete fully all work within the stated timeframe following notice to proceed.

4. We agree that this bid may not be revoked or withdrawn after the time set for the opening of bids and shall remain open for acceptance for a period of sixty (60) days following such time.

5. In case of written notification by mail, telegraph, or delivery of the acceptance of this bid within sixty (60) days after the time set for the opening of bids, the undersigned agrees to execute within ten (10) days a Contract for the Work for the below stated compensation and at the same time to furnish and deliver to the Owner a Performance Bond and a Payment Bond, both in an amount equal to one-hundred-percent (100%) of the Contract Sum.

6. Enclosed herewith is a Bid Bond in the amount of five percent (5%) of the total base bid. We agree that the above stated amount is the proper measure of liquidated damages that the Owner will sustain by the failure of the undersigned to execute the Contract and to furnish the Performance Bond and the Payment Bond.

7. If this bid is accepted within sixty (60) days after the date set for the opening of bids and we fail to execute the Contract within ten (10) days after written notice of such acceptance or if we fail to furnish both a Performance Bond and a Payment Bond, the obligation of the bond will remain in full force and affect and the money payable thereon shall be paid into the funds of the Owner as liquidated damages for such failure; otherwise, the obligation of the bond will be null and void.

8. We hereby certify that we have not, nor has any member of the firm(s) or corporation(s), either directly or indirectly, entered into any agreement, participated in any collusion, nor otherwise taken any action in restraint of free competitive bidding in connection with this submitted bid.

9. We understand the total bid price listed below to be inclusive of all materials, labor, equipment, and other provisions necessary to provide the services in accordance with the associated specification.

Respectfully Submitted,

Authorized Signature: _____

Dated: _____

Name: _____

Title: _____

Bid Price Form

For

(Title of Bid)

Total Bid Price: \$ _____

I certify that my bid meets these minimum specifications. This bid shall be valid and may not be withdrawn for a period of ninety (90) calendar days after the scheduled closing time for receiving bids.

Printed Name: _____

Signature: _____

Date: _____