

**REQUEST FOR PROPOSALS
AUCTIONEERING SERVICES
#27-12**



ISSUED BY

DIVISION OF PURCHASING

CITY OF
PEORIA, ILLINOIS

**Sealed Requests for Quotations will be received
at the office of**

The PURCHASING MANAGER
Room 108, City Hall,

419 Fulton Street, Peoria, Illinois until 2:00 P.M.

Thursday, May 24, 2012
**for furnishing the materials, or services
described herein.**

PLEASE RETURN ENTIRE

DOCUMENT AS YOUR RESPONSE.

SUBMITTED BY:

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INSTRUCTIONS TO PROPOSERS

Request for Proposal (RFP)
(02/23/09)

ACCEPTANCE OF PROPOSALS - The right is reserved, as the interest of the City may require, to reject any or all proposals and to waive any nonmaterial informality or irregularity in the responses received. All such responses will be in English. The City will select a Proposer as described below or reject all Proposals within one **hundred-twenty (120) calendar days** from the date the responses are opened.

ADDITIONAL COPIES OF RFP - Proposers may secure additional copies of the RFP documents from the City of Peoria's Finance Department.

RFP ENVELOPE IDENTIFICATION - Proposers shall submit their response in a sealed envelope which shall be clearly labeled with the organization/individual name and address. Proposers are requested to indicate in the LOWER LEFT HAND CORNER OF THEIR ENVELOPE THE ITEM BEING REQUESTED, REQUEST NUMBER, DATE AND TIME THE REQUEST IS DUE.

MAILING OF PROPOSALS - **One (1) original and Two (2) copies** of all responses are to be mailed or delivered to the City of Peoria Purchasing Department, Room 108, City Hall, 419 Fulton Street, Peoria, Illinois, 61602-1276. Proposals will not be accepted by FAX, e-mail, internet, telephone or telegraphic means. Information regarding the proposal can be obtained by calling the Purchasing Manager at (309) 494-8582.

CLOSING TIME - The Proposal closing time will be based upon Central Standard Time or Central Daylight Time, whichever is in effect on the date the proposal is due.

SELECTION - The proposal selected will be that which best meets the needs of the City of Peoria as expressed in the RFP. Said Selection will be made as per the guidelines created by the City of Peoria's Selection Committee. The content of the proposal, the experience of the firm/individuals and the result of any scheduled interview(s) may be considered in making the selection.

WITHDRAWAL OF PROPOSALS - Proposers may withdraw their proposals at any time prior to the RFP closing time by telephone, fax or written request. A telephone request must be confirmed in writing within 24 hours of the call and prior to closing time. No Propers shall withdraw its response for a period of sixty (60) calendar days from the RFQ opening date. Negligence on the part of the Proposer in preparing a response confers no right of withdrawal or modification of a proposal after it has been opened. No response will be opened which has been received after the closing time specified in the RFP document and it will be returned unopened to the Proposer.

ALTERNATE RESPONSES - The RFP describes the service and level of experience/expertise, which the City feels are necessary to meet the performance requirements of the City. Proposers desiring to submit a response on items which deviate from these specifications, but which they believe to be equivalent, are requested to submit alternate responses. However, **ALTERNATE TENDERS MUST BE CLEARLY INDICATED AS SUCH AND DEVIATIONS FROM THE APPLICABLE SPECIFICATIONS PLAINLY NOTED.** The response must be accompanied by complete specifications of the items offered.

COSTS - Unit costs must be clearly identified for each component requested by the RFP document or otherwise submitted by the Proposer. All costs shall be stated in U.S. dollars. In case of mistake in extension of cost, unit cost shall govern. All costing must be typewritten or written in ink. No erasures are permitted. Mistakes must be crossed out and corrections typewritten or written in ink adjacent thereto and initialed in ink by the party signing the proposal or his authorized representative.

SIGNATURES - Each proposal must be signed by the Proposer with its usual signature. Proposals by partnerships must be signed with the partnership name by one of the members of the partnership, or by an authorized representative, followed by the signature and title of the person signing. Proposals by corporations must be signed with the name of the corporation, followed by the signature and title of person authorized to bind it on the matter. All signatures must be in ink.

INVESTIGATION - Proposer shall make all investigations necessary to thoroughly inform itself regarding the supplies and/or service to be furnished in accordance with the RFP. No plea of ignorance by the Proposer, of conditions that exist or that may hereafter exist as a result of failure or omission on the part of the Proposer to make the necessary examinations and investigations, will be accepted as a basis for varying the requirements of the City or the compensation to the Proposer.

EQUAL EMPLOYMENT OPPORTUNITY – To be awarded a contract all Suppliers, Vendors, Contractors to the City of Peoria, County of Peoria and/or the Peoria Park District **must** be registered in the City of Peoria's Contract Compliance Program and have a current EEO Certification number. This program is unrelated to any State and Federal program. The number is secured by completing and submitting, under notary seal, an Employer Report Form CC-1 (with required sexual harassment policy attached) to the City's Equal Opportunity Office. *Please note that the Certificate of Compliance is valid for one year and must be annually renewed.* The form may be requested on-line from the City's website (www.ci.peoria.il.us). Click on Department Focus, Equal Opportunity Office, Forms, then select "Employer Report" or "Renewal". The forms can also be obtained by writing or calling:

**City of Peoria
Equal Opportunity Office
419 Fulton St.
Peoria, IL 61602
(309) 494-8530 Voice
(309) 494-8532 TTY**

In accordance with Chapter 17 of the Peoria Municipal Code, a fifty-dollar (\$50.00) processing fee will be charged with each original submission of the Employer Report Form Cc-1 that results in an approved certificate as well as the Annual Renewal Application. The only exception to payment of the processing fee is neighborhood associations.

Although all vendors are encouraged to obtain Equal Employment Opportunity Certification, vendors do not need an Equal Opportunity Certification to respond to a proposal. The EEO Certification Number is only required prior to the award of the contract.

SAMPLES - Samples of items, when required, must be submitted within the time specified and at no expense to the City; and if not destroyed in testing, they will be returned at the Respondent's request and expense. Samples, which are not requested for return within thirty (30) days, will become the property of the City.

RESPONSES – A response is requested of all Proposers even if it is a "no response".

CONTRACT TERMS

TAXES - The City is exempt, by law, from paying State and City Retailers Occupation Tax, State Service Occupation Tax, State Use Tax and Federal Excise Tax. The City will execute tax exemption certificates whenever required. The unit prices should be exclusive of all taxes. In the event the unit price includes taxes, the Proposer must show the amount of tax included in the unit price.

CITY'S AGENT- The City of Peoria's Finance Director shall represent and act for the City in all matters pertaining to the RFP and contract in conjunction thereto.

PATENTS - The successful Proposer agrees to protect, defend and save the City harmless against any demand for payment for the use of any patented material process, article or device that may enter into the manufacture, construction or form a part of the work covered by the contract.

HUMAN RIGHTS ACT - The contract will be subject to and governed by the rules and regulations of the Illinois Human Rights Act 775ILCS5/1-101 et seq. and as amended. And the provision of Chapter 775 of the Illinois Compiled Statutes 5/2-105 on Sexual Harassment policies.

NON-COLLUSION - With the executing of this RFP, the Proposer is certifying to non-collusion in the preparation and submittal. The response must be properly executed by the Proposer or the response will not be considered for selection.

DEFAULT - In case of default by the contractor, the City will procure the articles or services from other sources and hold the contractor responsible for any excess cost incurred.

CANCELLATION - The City reserves the right to cancel the whole or any part of the contract, if the contractor fails to perform any of the provisions in the contract or fails to make delivery within the time stated. The cancellation notice will be written and delivered by certified mail to contractors address on record. In the event the contract is canceled, the vendor may be declared an irresponsible vendor by the City manager...and as a result may be disqualified from doing business with the City for the period of one year in accordance with City Ordinance Section 10-102. The contractor will not be liable to perform if situations arise by reason of strikes, acts of God or the public enemy, acts of the City, fires or floods.

PRICES SPECIFIED – The successful vendor agrees to furnish the material or services according to the City's plans, specifications and conditions and at prices specified herein.

DELINQUENT PAYMENT - By the signing of this RFP, the Proposer is certifying that the company is not delinquent in the payment of any indebtedness, tax, fee, liens, and fines owed or accruing to the City of Peoria or in the payment of any tax administered by the Illinois Department of Revenue and is in compliance with the terms and conditions of Section 10-109 of the Peoria City Code; and Chapter 65 of the Illinois Compiled Statutes, Section 5/11-42.1-1.

PERMITS AND LICENSES - The successful Proposer shall obtain, at its own expense, all permits and licenses which may be required to complete the contract.

INSURANCE – The successful Proposer shall obtain, at its own expense, all necessary insurance with regard to its fiduciary responsibility to the City of Peoria. Said Proposer shall indemnify and hold harmless the City of Peoria, its officials, officers, directors, employees, heirs and assigns from any and all actions, claims, demands or suits at law or equity for damages, costs, loss or other injury as a result of the contract.

The City does not assume any liability for acts or omissions of contractor and such liability rests solely with contractor.

Contractor's Insurance – The contractor and all subcontractors shall secure and maintain such insurance policies as will protect the contractor or subcontractors from claims for bodily injuries, death or property damage which may arise from operations under this Contract whether such operations be by contractor or anyone employed by contractor directly or indirectly. The following insurance policies are **required**:

- Statutory Worker's Compensation
- Comprehensive General Liability
 - Combined Single Limit \$1,000,000.00
 - Property Damage \$1,000,000.00
- Automobile Public Liability and Property Damage
 - Combined Single Limit \$1,000,000.00
 - Property Damage \$1,000,000.00

Insurance Inclusions – The comprehensive general liability insurance shall include independent contractors' protective liability, products and completed operations broad form property damage coverage. The completed operations and products liability shall be maintained for two years after final payment.

Contractual Liability – The insurance required above shall include contractual liability insurance coverage for the contractor's obligations under the section below entitled, "Hold Harmless and Indemnification Agreement".

Certificates of Insurance – Certificates of insurance acceptable to the City indicating insurance required by the Contract is in force shall be filed with the City prior to contract approval by the City. These certificates shall contain a provision that coverage afforded under the policies will not be canceled until at least thirty (30) days prior written notice has been given to the City.

PRECEDENCE - Where special conditions are written in the specifications, these conditions shall take precedence over any conditions listed under the "Instructions to Proposers".

GOVERNING – This contract will be governed by the laws of the State of Illinois.

AFFIRMATIVE ACTION REQUIREMENTS - "The contractor/vendor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual harassment, ancestry, national origin, place of birth, age or a physical or mental handicap which would not interfere with the efficient performance of the job in question. The contractor/vendor will take affirmative action to comply with the provision of this division and will require any subcontractor to submit to the City written commitment to comply with this division. The contractor/vendor will distribute copies of this commitment to all persons who participate in recruitment, screening, referral and selection of job applicants, prospective job applicants, member or prospective subcontractors."

"The contractor/vendor agrees that the provision of Division 4 of Article III of Chapter 17 of the Code of the City of Peoria is hereby incorporated by reference, as if set out verbatim."

EMPLOYEE EMPLOYMENT RESTRICTIONS – THE CONTRACTOR

THE CONTRACTOR (hereinafter referred to as “SERVICE PROVIDER”) agrees, as a condition of accepting this contract with the City of Peoria, that, for a period of one (1) year following completion of this contract, it shall be prohibited from hiring, directly or indirectly, any City employee or official who was involved, directly or indirectly in: (1) the selection and/or recommendation to select the SERVICE PROVIDER for performance of this contract; (2) coordinating the efforts of the SERVICE PROVIDER in the consummation or completion of this contract; or (3) monitoring or determining the performance of the SERVICE PROVIDER. The SERVICE PROVIDER further acknowledges and agrees that, upon the City’s determination that a violation of this provision has occurred, the penalty imposed, at the sole discretion of the City, may include one or more of the following: (1) cancellation of any other contract(s) between the City of Peoria and the SERVICE PROVIDER; (2) disqualification of the SERVICE PROVIDER from bidding or being awarded future contracts with the City of Peoria for a period of two [2] years; and/or (3) payment of liquidated damages to the City of Peoria in the amount of TWENTY FIVE THOUSAND DOLLARS (\$25,000.00).

This does not apply to any City Employee involved in the 2011-12 reduction in force; nor does it apply to parties taking the Early Retirement Incentive offered by the City from November 1, 2011 through November 1, 2012.

REFERENCE - All of the contract terms shall be incorporated by reference into any written contract.

CITY/COUNTY OF PEORIA AUCTIONEERING SERVICES SPECIFICATIONS

1 SCOPE:

Auctioneering services and appropriate support for disposal of the City of Peoria and the County of Peoria surplus vehicles, equipment, furniture, radios, computers and bicycles, in accordance with Federal, State, County and City laws. Other Government units may dispose of items at the auction, but the City of Peoria or County of Peoria will always act as the facilitator of the auction.

2 APPLICATION:

The City of Peoria and the county of Peoria Purchasing Divisions hereafter referred to as Peoria City/County requires auctioneering services on an as needed basis.

3 BID DEPOSIT:

No bid deposit is required for this Invitation for Bids.

4 PRE BID:

Bidders shall make all investigations necessary to thoroughly inform themselves regarding the services to be furnished in accordance with the bid proposal. No plea of ignorance by the bidder, conditions that exist or that may hereafter exist as a result of failure or omission on the part of the bidder to make the necessary examinations and investigations, will be accepted as a basis for varying the requirements of the Peoria City/County or the compensation to the bidder.

5 BIDDER'S QUALIFICATIONS

5.1 No contract will be awarded except to responsible bidders capable of performing the class of work contemplated.

5.2 Only those persons or companies who are qualified to perform these services will be considered for award. The bidder must be a qualified auctioneer and licensed to do business in City/County of Peoria. The bidder must have a minimum of three (3) years experience as principal of his or her own company auctioneering various types of items. Such experience must have been obtained in the State of Illinois.

- 5.3 Before the award of contract, any bidder may be required to show that he/she has the necessary facilities, experience, ability, and financial resources to perform the work in a satisfactory manner and within the time stipulated.

6 CONTRACT PERIOD:

- 6.1 This is a requirements type contract for one (1) year commencing on June 1, 2012 and ending May 31, 2013. There will be the opportunity for four (4) additional years in one (1) year increments, exercisable at the sole discretion of the City/County. The maximum time between re-bid will be five (5) years.
- 6.2 In the event the City/County exercises its option to renew this contract beyond the initial one (1) year period, the prices for the renewal term shall be the price bid for the initial contract.
- 6.3 The contract will automatically renew for one-(1) year periods unless notified in writing thirty (30) days prior to the anniversary date of the Peoria City/County's intent not to renew the contract.

7 QUANTITIES

- 7.1 City/County is obligated during the period stipulated to purchase all of its normal requirements of the services specified from the vendor and the vendor is obligated to supply the quantities which City/County requires for its operation. The quantities stated herein are given as a general guide for bidding and are not guaranteed amounts. The City/County is not obligated to the auctioneer to give them on-line, electronics or sealed bid usage, etc.
- 7.2 It is estimated that the City/County will require auctioneering of sixty (60) to eighty (80) vehicles per year, which may include, but not be limited to, automobiles, motorcycles, vans, pick-up trucks, dump trucks and off road equipment, plus at least three-hundred (300) bicycles and other materials. Vintage of vehicles at least three (3) years. The annual auctions have grossed an average of \$100,000.00.

- 7.3 The City/County usually schedule two (2) auctions a year, one in the Spring and one in the Fall with a possible separate bicycle auction.

8 IDEMNITY

- 8.1 If a contract is awarded, the successful bidder will be required to indemnify and hold the City/County harmless from and against all liability and expenses, including attorney's fees, howsoever arising out of or attributable to the bidder's performance of the contract awarded.
- 8.2 Any property or work to be provided by the bidder under this contract will remain at the bidder's risk until written acceptance by the City/County; and the bidder will replace, at bidder's expense, all property or work damaged or destroyed by any cause whatsoever.

9 INSURANCE

- 9.1 The Contractor shall obtain and thereafter keep in force the following insurance coverage's provided by insurance companies acceptable to the City of Peoria and authorized to transact business under the laws of the State of Illinois. The insurance companies providing coverage shall be rated in Best's Key Rating Guide with a rating of not lower than B+ provided the financial size category is VII or larger. Companies rated A- or better shall have a financial size category of not less than VI. Coverage limits shall be written at not less than the minimum specified. The City does not warrant the adequacy of the types of the insurance coverage or the limits of liability specified.

Workers Compensation and Employers Liability:

Workers compensation shall be provided according to the provisions of the Illinois Worker's Compensation Act, as amended. Coverage may be provided by a group self-insurer authorized in Section 4(a) of the Act and approved pursuant to the rules of the Illinois Department of Insurance. Minimum Employers Liability shall be as follows:

- | | | |
|----|-----------------------|--------------|
| a. | Each Accident | \$500,000.00 |
| b. | Disease-policy limit | \$500,000.00 |
| c. | Disease-each employee | \$500,000.00 |

Commercial General Liability: Required liability insurance coverage shall be written in the occurrence form and shall provide coverage for operations of the Contractor;

operations of subcontractors; completed operations; broad form property damage and hazards of explosion, collapse and underground; and contractual liability. The general aggregate limit shall be endorsed on a per project basis.

- a. General Aggregate Limit \$2,000,000.00
- b. Products-Completed Operations Aggregate Limit \$2,000,000.00
- c. Each Occurrence Limit \$1,000,000.00

Commercial Automobile Liability: The policy shall cover owned, non-owned, and hired vehicles.

Bodily Injury & Property Damage Liability Limit Each Occurrence \$1,000,000.00

Umbrella Liability: Any policy shall provide excess limits over and above the other insurance limits stated in this specification. The Contractor may purchase insurance for the full limits required or by a combination of primary policies for lesser limits and remaining limits provided by the umbrella policy.

All insurance shall remain in force during the period covering occurrences happening on or after the effective date and remain in effect during performance of the work and at all times thereafter when the Contractor may be correcting, removing, or replacing defective work until notification of the date of final inspection. Termination or refusal to renew shall not be made without 30 days prior written notice to the City by the insurer and the policies shall be endorsed so as to remove any language restricting or limiting liability concerning this obligation.

All cost for insurance as specified herein will be considered as included in the cost of the contract. The Contractor shall, at his/her expense and risk of delay, cease operations if the insurance required is terminated or reduced below the required amounts of coverage. Coverage in the minimum amounts specified shall not be construed to relieve the Contractor from his/her obligation to indemnify in excess of the coverage according to the contract.

- 9.2 The bidder shall provide the City/County with Certificates of Insurance within ten (10) days of bid award notification, evidencing the coverage required above. Such certificates shall provide that the City/County be given at least 30 days prior written notice of any cancellation of, intention to not renew or material change in such coverage. Bidder must provide Certificates of Insurance before commencing work in connection with the contract.

9.3 The providing of any insurance required herein does not relieve the bidder of any of the responsibilities or obligations assumed by the bidder in contract awarded, or for which the bidder may be liable by law or otherwise.

9.4 Failure to provide and continue in force such insurance as required above shall be deemed a material breach of the contract and shall operate as an immediate termination thereof.

10 METHOD OF AWARD

Peoria City/County intends to make awards to the proposer that will give City/County the largest return on the merchandise sold. Bidders shall express their price as percentage of the sale price to be returned to auctioneer. (See Proposal – Page 8). One (1) percentage will cover all items and all auctions no matter what the size, even though some are small and some are larger.

11 PAYMENT TO THE CITY/COUNTY

11.1 Gross proceeds will be turned over to the City/County at the end of the auction, pre-counted/post-counted, depending on facilitator's desire.

11.2 Payment shall be accompanied by a detailed settlement listing:

11.2.1 Deposition of each vehicle consigned.

11.2.2 Unit sales prices and total receipts.

12 EXCEPTIONS:

The bidder shall furnish a statement on Company letterhead giving a complete description of all exceptions to the terms, conditions and specifications. Failure to furnish the statement will mean that the bidder agrees to meet all requirements of the terms, conditions and specifications.

13 TERMINATION:

13.1 Termination for Convenience: Peoria City/County may terminate a contract in whole or in part, whenever the City/County determines that such termination is in the best interest of the City/County, without showing cause, upon

giving written notice to the contractor. Peoria City/County shall pay all reasonable costs incurred by the contractor up to the date of termination. However, in no event shall the contractor be paid an amount, which exceeds the price quoted for the work performed. The contractor shall not be reimbursed for any profits which may have been anticipated but which have not been earned up to the date of termination.

- 13.2 Termination for Default: When the contractor has not performed or has unsatisfactorily performed the contract, the City/County may terminate the contract for default. Upon termination for default, payment may be withheld at the discretion of Peoria City/County. Failure on the part of a contractor to fulfill the contractual obligation shall be considered just cause for termination to the contract. The contractor will be paid for work satisfactorily performed prior to termination, less any excess costs incurred by the City/County in reprocurring and completing the work.

14 INTERPRETATION:

The laws of the State of Illinois shall govern the contract resulting from this Invitation for Bids.

15 INTEGRATION

These bid documents and subsequent purchase order(s) to the successful bidder contain the entire understanding between the parties and any additions or modifications hereto may only be made in writing executed by both parties.

16 NON-ASSIGNMENT OF CONTRACT:

The auctioneer shall not assign the contract, or any portion thereof, except upon the written approval of the City/County Purchasing Agents.

17 FEES:

- 17.1 The contract makes no provision for payment to the auctioneer of any extraneous fees or charges, which are not expressly shown on Proposal Page 8, Bid Document. The auctioneer will be responsible for all administrative or other costs.

18 SPECIFICATIONS

18.1 Scheduling: Coordination between the successful bidder and City Purchasing Division or County Purchasing Manager.

18.2 City/County Responsibilities:

18.2.1 Background: Peoria City/County agencies which are in control of vehicles, equipment and items which have been declared surplus will notify the Purchasing Division or County Purchasing Manager which has the authority to dispose of such items.

18.2.1.1 The Peoria Purchasing Division or County Purchasing Manager shall make all final decision involving the disposal of surplus items, including the method of disposal which is in the best interest of the City/County.

18.2.2 Suitability for Auction – The City/County reserves the right to determine the suitability for public auction of any given surplus vehicle or items. Factors to be considered will include, but not be limited to, operability, age, and overall cosmetic and mechanical condition.

18.2.2.1.1 The City/County reserves the right to withdraw any vehicle or item at any time prior to sale, on authorization of the Peoria City or County Purchasing Manager.

18.2.3 Expenses for an advertisement in a major general distribution newspaper, placed by the auctioneer the Sunday prior to the auction and advertisement in local weekly newspapers will be paid by City/County. This cost is not to be considered part of Percentage of Sales. Other advertisement is bidder's responsibility and included in Percentage of Sales. The City/County at the expense of the City/County may contract additional advertisement.

18.3 Auctioneer Responsibilities:

18.3.1 The Auctioneer shall cooperate with the City/County in establishment of dates and times of auction sales and provide auctioneering services as herein

described whenever and wherever the City/County's needs are best fulfilled.

18.3.2 All vehicles consigned to the contractor for auction shall be auctioned on an "as is" and "where is" basis.

18.3.3 The auctioneer will provide all support staff (registration clerks, cashiers, recording clerks, ringmen, ticket and key runners) and compensation will come out of the auctioneer's percentage. If the auctioneer fails to provide the sufficient support staff and the City/County have to provide staff, the auctioneer's rate will be reduced.

18.3.4 The auctioneer shall be responsible for any theft, vandalism or destruction of any property in his or her possession.

18.3.5 The auctioneer shall use his/her experience and knowledge to attract the maximum number of bonafide buyers and shall strive for the highest dollar return to the City/County. The contractor shall sell surplus vehicles for prices consistent with the official return received for used cars of the same condition and vintage sold during the same period elsewhere in the Peoria market.

18.3.6 Immediately prior to auction, the Auctioneer or Peoria/City County shall start each vehicle if possible. He/she shall provide time and day of auction for inspection by bidders prior to auction.

18.3.7 The auctioneer shall provide all prospective buyers a manifest or list of items to be auctioned. In most cases, the City/County will make up this list.

18.3.8 The auctioneer shall arrange for well organized, efficient procedures at auction sales and sell each vehicle and items to the highest responsible bidder.

18.3.9 The auctioneer shall perform accurately all clerical functions necessary to maintain complete and proper records and provide a clear audit trail. To be included at least will be a list of sales items, payment summarization and attendance list.

PEORIA CITY/COUNTY, ILLINOIS PROPOSAL

Title: Auctioneering Services

The selected auctioneer will be selected on combination of Part I, II, or III. Only one method of compensation will be selected. Part II or Part III and contract awarded. (See Matrix Below)

Section	Title	Points Available
Part 1	Auctioneer Background	50 Points
Part 2 (If used)	Pricing	50 Points
Part 3 (If Used)	Pricing	50 Points

We the undersigned, agree to furnish and deliver the above titled item in accordance with the specifications issued for same, and subject to all terms, conditions and requirements provided therein, and in the various bid documents, at the following price:

PART I Auctioneer Background and Information

- A. Do you have a computer system that is used during the auction and provides printed total? _____
- B. Number of auctions performed in last 12 months. _____
- C. Number of names on your advertising (pre-auction) mailing list _____
- D. City Auction License # _____
- E. Any alterations in figures on this form must be initialed in ink by persons signing the proposal.
- F. Peoria City/County is exempt from all local, State and Federal taxes, and prices stipulated by the Bidder are considered maximum and are not subject to any increase due to any taxes, or any other cause or concern.
- G. Do you have a permanent auction location?
Address: _____

- How often do you hold auctions at this location? _____

PART II Pricing

- A. Total Bid: _____ %
Percentage of sale price by the contractor for each item.
- B. A standard auction where the seller pays the commission to the auctioneer from auction proceeds.

PART III Alternate Pricing

Please provide other methods of the auctioneers collecting procedures and the rate that you will be willing to work under. This method will be compared with Part II and the best will be selected. You can propose more than one method:

CITY/COUNTY OF PEORIA PROPOSAL

The executing of this form certifies understanding and compliance with the total proposal package.

PROPOSAL SUBMITTED BY:

Company Number	#
	Peoria EEO Certificate of Compliance

Address

City Telephone #	State	Zip	Daytime
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After Hours Telephone #	Contact Person (Please print or type)
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Name of Authorized Agent or Officer	Title
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Signature of Authorized Agent or Officer _____ Date _____

MARK ENVELOPE: PROPOSAL 27-12