

## EXHIBIT A – SCOPE OF SERVICES

21-0543

AUCTION SERVICES

### 1. SCOPE OF SERVICES

AUCTIONEER (Contractor) shall:

- 1.1. Be licensed as an Auctioneer by the State of Florida,
- 1.2. Be a licensed dealer to sell titled vehicles in the State of Florida,
  - 1.2.1. Be responsible for title transfers and all requirements of the State of Florida,
  - 1.2.2. Possession of an Auctioneer Surety Bond or, License and Permit Bond,
- 1.3. Comply with all applicable local, state, and federal laws and regulations,
- 1.4. Sell property to the highest responsible bidder,
- 1.5. Dispose of unsold items,
  - 1.5.1. There shall be no cost to the County for any disposition,
- 1.6. Perform all tasks relating to auction services including but not limited to:
  - 1.6.1. Presale advertising/marketing,
  - 1.6.2. Consolidation and arrangement of items in the best sale order,
  - 1.6.3. Tag and assign lot numbers,
  - 1.6.4. Register bidders,
  - 1.6.5. Conduct and monitor auctions,
  - 1.6.6. Issue receipts for payments.
- 1.7. Maintain records and reports considered necessary by the County, other than those routinely provided by the Contractor;
  - 1.7.1. Reports shall provide information electronically on the sold items including a description of the item, sale price, related expenses, commission rate, and the total revenue to the County;
  - 1.7.2. Submit a sample report that supports this information;
- 1.8. Keep records of all financial matters pertaining to auctions in accordance with generally accepted accounting principles;
  - 1.8.1. Financial records shall be available to the County or any other governmental agency with jurisdiction for audit, as such reasonable times and places as the County shall designate.
- 1.9. Maintain a mailing list of prospective buyers and mail/e-mail information on a regular basis to the prospective buyers to ensure interest in the process and to ensure participation from a wide variety of persons;
- 1.10. Maintain an active website and post auction information or brochures with a sales schedule, if applicable, on said website;
- 1.11. Include County's items on Contractor's website;
- 1.12. Coordinate with the Fixed Assets/Surplus Specialists timely pick up/transport of surplus.

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21-0543

## AUCTION SERVICES

- 1.12.1. ALL surplus shall be removed from County property. No auctions on County property. No bidders/buyers on County property.
  - 1.12.2. Be responsible for items once removed from County location(s).
  - 1.12.3. Services shall include, but not be limited to, loading, unloading, transporting property to the auction site, and temporary storage.
  - 1.12.4. Require all staff have identification in the form of a company logo shirt, badge, or vest when on County property.
- 1.13. Provide training and instruction to County staff pertaining to the implementation of the auction process at no cost.

### 2. CONTRACTOR'S RESPONSIBILITIES.

- 2.1. Pick up surplus from County location(s).
  - 2.1.1. Primary locations:
    - 2.1.1.1. Facilities Warehouse: 32400 County Road 473, Leesburg 34788
    - 2.1.1.2. Fleet Facility: 20423 Independence Blvd., Groveland 34736
  - 2.1.2. Other County locations as in the best interest of the County.
  - 2.1.3. Surplus items shall be picked up from County locations within ten (10) business days.
- 2.2. Provide an auction site within an eighty (80) mile radius of the County's Facility Warehouse to ensure residents of the County attendance without undue travel.
  - 2.2.1 Depending on size, store all items under roof and in-doors and/or a secured area
- 2.3. Be open and available to the public per the County's policy for sale of surplus items with no admission fees, access charges or bid deposits.
- 2.4. Surplus items must be online and available for auction within thirty (30) days of receipt of surplus items.

### 3. COUNTY RESPONSIBILITIES.

- 3.1. Notify Auctioneer when surplus is ready
- 3.2. Identify location of surplus
- 3.3. Provide an inventory of surplus.

### 4. MISCELLANEOUS

- 4.1. Auctions conducted on behalf of the County shall charge no buyer's premium.
- 4.2. Commission rates shall be as a percentage of the gross sales.
- 4.3. Commissions shall include all costs associated with the auction activities including, but not limited to, printing and mailing/e-mailing of auction brochures, newspaper advertising, trade

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## AUCTION SERVICES

magazine advertisements, electronic advertisements, bidder registration forms, collection, transportation, storage, and conducting the auction.

### 4.4. Provide rates for the following categories:

4.4.1. All titled items.

4.4.2. All non-titled items, including, but not limited to, motorized items such as tractors, mowers, generators, welders.

4.4.3. All office furniture and equipment, small tools, electronic and miscellaneous equipment, and items.

4.4.4. All Heavy Equipment items.

4.4.4.1. Some heavy equipment may be taken to separate auctions as deemed in the best interest of the County.

4.4.5. All items sold at auction will be sold “AS IS, WHERE IS”. County will not warrant condition, merchantability or fitness of items sold at auction. This information shall be made a part of the auction advertisement, posted in sales areas, and made available to the general public upon request.

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