

**Request for Qualifications**

**For**

**Auctioneer Services**

**For**

**The City of Jasper, GA**

**January 30, 2025**

## TABLE OF CONTENTS

<u>SECTION</u>	<u>PAGE</u>
I. GENERAL BACKGROUND AND OBJECTIVES .....	1
II. EQUIPMENT OWNED BY THE CITY .....	1
III. SUBMITTAL FORMAT AND CONTENT.....	1
IV. SCHEDULE OF EVENTS .....	3
V. SCORING OF SUBMITTALS .....	3
VI. NEGOTIATIONS WITH HIGHEST SCORING RESPONDENT.....	6

## **I. GENERAL BACKGROUND AND OBJECTIVES**

The City of Jasper, GA is soliciting Requests for Qualifications (RFQ) from respondents capable of entering a partnership to provide auctioneer services for the consulting with the City and the selling and disposition of city equipment. The City is interested in maximizing benefits for its citizens from this effort and views the intended relationship as a partnering venture in which the city is the recipient of a favorable outcome relative to the identification of equipment that is of no longer viable use and has exhausted its public purpose. The City and the successful respondent may enter into an agreement addressing the topics contained in this document. The City also reserves the right to expand the scope of services to include additional responsibilities.

The City of Jasper expects to select the highest scoring respondent based on a structured point scoring evaluation. The scoring evaluation will consider each respondent's ability to perform the required services, experience and technical expertise and resources that will support on-site staff assistance, and the respondent's ability to provide innovative approaches through consultation with the City for the selling and disposition of equipment to maximize the financial benefit to the City. The City will begin negotiations with the highest scoring respondent. Should the negotiations fail to result in an executed agreement, the City may elect to terminate negotiations with the first-ranked respondent and begin negotiations with the second-ranked respondent, and so on, or cancel the entire RFQ process.

The purpose of this partnership is to ensure that the City secures a qualified auctioneer to assist in the professional aspect of consulting with the City along with the most favorable and financially beneficial selling and disposition of City owned equipment.

## **II. EQUIPMENT OWNED BY THE CITY**

All equipment that has been identified and selected for potential selling and disposition, may be reviewed in person or through pictures that will be provided at the respondent's request.

The City's expectations will be to consult with the qualified and selected respondent to verify that the identified equipment has a value that is of interest for an existing market that the auctioneer through their qualifications knows and understands to exist. Furthermore the City is desirable of a partnership that will involve the best method of maximizing the financial benefit of the equipment through creative methods of selling or otherwise, the equipment.

## **III. SUBMITTAL FORMAT AND CONTENT**

The RFQs must contain at least the following:

- Transmittal Letter
- Required Standards
- Company Information and Experience
- Project Delivery Experience and Proposed Plan

After selection of the highest scoring respondent, the scope of work shall be clarified, any changes shall be negotiated along with the Agreement, beginning with the draft agreement submitted in the RFQ. **Do not submit any fees with RFQ.**

Following are further discussions relative to the content of each of the suggested chapters of the RFQ.

**Transmittal Letter:** Convey at a minimum, a commitment by respondent, if selected, to enter into good faith negotiations. Letter must be signed by an officer of the respondent firm.

**Required Standards:** This section establishes standards of experience and financial stability that the City requires for a respondent to be considered qualified. The City, in its sole discretion, will decide if a respondent meets the standards.

Respondent must:

1. Have been in the business of providing auctioneer services for at least 5 years and have specific experience in providing auctioneer services for governmental entities.
4. Furnish liability and property damage insurance of not less than \$1,000,000 combined single limits for bodily and/or property damage. Proof of coverage must be provided.

**Company Information and Experience:** Each respondent must respond to each of the following requests/questions in a clear and comprehensive manner.

1. Provide the full name, tax identification number, and corporate office address of the responding entity (hereinafter referred to as the "respondent") which would ultimately enter into an agreement with the City, if selected.
2. Describe the insurance policies held by the respondent (General Liability, etc.).

**Project Delivery Experience and Proposed Plan:** This section should address the experience of the respondent's experience and proposed plan.

1. Provide a synopsis of how the project will be managed.
2. Summarize the experience, location, and any relevant entities wherein a similar approach was performed for the selling and disposition of equipment through auctioning, etc.
3. Preference will be given to entities that are local.

#### **IV. SCHEDULE OF EVENTS**

Each respondent must submit ten (3) copies of the RFQ no later than 2:00 P.M. on Thursday, February 20, 2025, addressed to Lorrie Waters, City Clerk, City of Jasper, 200 Burnt Mountain Road, Jasper, Georgia 30143. The outside of the shipping carton must be clearly marked "STATEMENT OF QUALIFICATIONS FOR AUCTIONEER SERVICES FOR THE CITY OF JASPER, GEORGIA."

##### Schedule

<u>Item</u>	<u>Date</u>
Advertisement for RFQ	January 30, 2025
Last day to submit questions regarding RFQ	February 6, 2025
City's response to questions regarding RFQ	February 13, 2025
RFQ submittal due date	February 20, 2025
Selection of highest rated respondent	February 27, 2025
Agreement execution	March 3, 2025
Commencement of services	March 4, 2025

#### **V. SCORING OF SUBMITTALS**

The evaluation of the RFQ and of the respondents presenting them will be carried out by an Evaluation Committee ("Committee") created for this purpose. The Committee will make its decision based on information gathered during the procurement process and evaluation criteria outlined in this section. Failure to provide relevant, required and/or requested information will result in penalties being assessed on the evaluation score.

Respondents will be evaluated as follows:

1. Committee members will individually evaluate each RFQ on the points system identified in Table 1.
2. The Committee will meet to discuss the RFQs and evaluate scores. Consensus will be reached with the Committee agreeing to scores representative of the Committee's overall evaluations. If consensus cannot be reached, the scores will be averaged and these scores will represent the Committee's overall evaluation to that point.
3. Respondents may be further evaluated based on an oral interview with the Committee members. The purpose of this interview would be to clarify the qualifications of the respondents and allow the Committee to verify its evaluation. The City reserves the right to re-score any respondents after interviews are conducted. The City also reserves the right not to conduct oral interviews and begin negotiations with the highest ranked respondent.

4. The respondents will be notified of the ranking after recommendation for selection has been made to the Mayor and City Council.

The RFQ evaluation matrix outlined in Table 1 will be used to address the following criteria:

**Table 1**

**EVALUATION MATRIX - - REQUEST FOR QUALIFICATIONS**

<u>Criteria</u>	<u>Maximum Points</u>	<u>Points Scored</u>
1. Company Information and Experience	35	
2. Implementation Plan	40	
3. Innovative Approaches	25	
TOTAL	100	

## **VI. NEGOTIATIONS WITH HIGHEST SCORING RESPONDENT**

The City regards the submission of the RFQ as the most important factor in selection of a respondent to provide auctioneer services for the consultation with the City along with the selling and disposition of equipment. The City reserves the right to reject any and all RFQ's and is under no obligation to award a partnership. The City intends to negotiate an agreement with the respondent with the highest score, as determined by the Committee. However, should the negotiation with the highest scoring respondent not produce an acceptable partnership arrangement, the City will request the respondent placing second in the evaluation process to begin negotiations, and so on, or cancel the entire process. The responsibility for the final selection and partnership negotiation rests solely with the City. The City shall not be liable to any respondent for costs associated with responding to the RFQ or the respondent's participation in any oral interview, or for any costs associated with negotiations.