



RFP – Auctioneer Services

Elizabeth Black, Purchasing Agent

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Bid #2025-0101

**BID INVITATION INSTRUCTIONS
(READ CAREFULLY)**

(1) ALTERATIONS- Any alterations, additions or omissions of required information, changes of the specifications or BID schedule, are at the risk of the vendor and may result in the rejection of the bid, unless the approver authorizes such changes.

(2) BIDS - All bids must be typed or written legibly in ink. **Vendors, verify bids before submission. No bid may be withdrawn or changed after the official opening.** Any mention of a specific make, model or brand is strictly for the purpose of comparison of character and quality of product being sought. All alternates will be reviewed and considered in comparison to request. This bid may be awarded in whole or in part to one or more bidders.

(3) DELIVERIES- Montgomery County Government assumes no liability for merchandise or other materials delivered without written order of the purchasing director.

(4) RESPONSIBLE VENDORS- Failure of a vendor to execute a purchase order awarded to him or to comply with any of the terms and conditions therein may disqualify him from receiving future business.

(5) PROPOSING FIRM- The agent of the proposing firm hereby certifies to the best of his knowledge and belief that this bid/proposal submitted to Montgomery County has not been prepared in collusion with any other seller of similar products. The prices, terms and conditions of said bid/proposal have not been communicated by the undersigned nor by any employee or agent of the proposing firm to any other seller of similar products and will not be communicated to any such seller prior to the official opening of said proposal. The affiant further states that no official or employee of Montgomery County Government has promised any personal financial or other beneficial interest, either directly or indirectly in order to influence award of this bid.

(6) IMPORTANT- To be acceptable, all bid/proposals must be on the correct form, and each such bid/proposal must be addressed and delivered to the Purchasing Director, Montgomery County, Tennessee, **350 Pageant Lane, Suite 101-E, Clarksville, TN 37040**, prior to the Bid/Proposal opening. Bid/Proposal envelopes must be **sealed** and **clearly** indicate the words, "BID – (name of item or service)". Such bids/proposals delivered to other persons, locations, or on another form will not be acceptable. ***Electronic is an acceptable submission method via Bonfire or mocobids@mcgtn.net***

All vendors awarded contracts agree to the terms and conditions herein set forth.

The Purchasing Director reserves the right to reject any or all bids.

Elizabeth L. Black
Purchasing Director
Telephone: (931) 648-5720
elblack@mcgtn.net

REQUEST FOR BID
Auctioneer Services
Montgomery County Government

1. PURPOSE:

The Clarksville-Montgomery County Government is looking for an auctioneer to provide various services, as needed.

2. TIMELINE:

Release of RFP – January 22, 2025

Deadline for Questions – Tuesday, January 29, 2025 at 2 p.m. CST. All questions must be submitted in writing to Elizabeth Black, Purchasing Director at mocobids@mcgtn.net.

Answers Provided – Monday, February 3, 2025

RFP Deadline – Wednesday, February 5, 2025 at 1 p.m. CST

Bids submitted after the deadline will not be opened. Bids must be sealed and may be mailed, or hand delivered to the Montgomery County Purchasing Department, 350 Pageant Lane, Suite 101-E, Clarksville, TN 37040. All bids should include all necessary documents and have the name of the proposer and the words “Bid – Auctioneer Services” on the outside of the envelope. Proposals may also be submitted by email and can be sent to mocobids@mcgtn.net. If submitting by email, allow plenty of time for delivery as proposals must be received by the deadline. Make sure to put “Bid – Auctioneer Services” in the subject of the email.

Vendors must guarantee that all information included in the bid will remain valid for a period of at least 90 days from the date of the bid/proposal opening to allow for evaluation of all bids. Bids/proposals may be withdrawn at any time up until the time of opening. A withdrawn bid/proposal may be resubmitted up to the time designated for the receipt of bid/proposals provided it fully conforms to the same general terms and requirements.

Montgomery County is not responsible for any costs incurred by any vendor pursuant to the bid/RFP process. The vendor shall be responsible for all costs incurred in connection with the preparation and submission of its bid/proposal. Montgomery County does reserve the right to reject any and all bids.

3. SCOPE:

It is the intent of Montgomery County that the selected vendor shall furnish auctioneer services, covered by a contract following acceptance of a proposal response, which the County may require during the period of time specified. The County reserves the right to order services that may be required during the said period, and it also reserves the right not to order services bid upon by the vendor, if it is found that such services are not required by the County during the period covered by this contract.

4. TERM:

The term of this contract is for one year, with three one-year options to renew. Renewal will be based on the same terms and upon mutual agreement by both parties.

5. SPECIFICATIONS:

- A. Upon request for auction services, the auctioneer will be expected to hold said auction within 90 days, unless a special agreement with the County is made changing this timeframe.
- B. The auctioneer/auction company will be required to handle all advertising and costs for auction and will provide documentation of advertising to Montgomery County Purchasing for recording purposes.
- C. All items will be sold at public auction. No direct sales will take place.
- D. If available, and to the best of our ability, Montgomery County will furnish all right-of-way plats, surveys, building plans, engineering data, appraisals, operating reports, and title certificates, required to enable the Auctioneer to complete his/her services. Any additional information requested may be furnished if available.
- E. The Auctioneer will be expected to provide complete documentation for each auction, along with copies of advertisements, brochures and other documentation relating to the sale of said property when requested.
- F. The Auctioneer is responsible for registering all bidders, ensuring bidders are qualified to bid, and collecting and holding any deposit monies until completion of the auction.
- G. Immediately following the auction, the Auctioneer will be required to submit a detailed Settlement Auction notice that includes the auction date and number, the purchaser's name and address and any other information needed by the County, along with a check for the proceeds of the auction.
- H. Auctioneer must hold all necessary and current licensing needed and provide a valid business license for the State of Tennessee.

6. PROPOSAL MUST INCLUDE:

- A. Name of the auctioneer/auction company, company address, and if a corporation, when and where incorporated.
- B. Number of years in business and list of counties in which you operate.
- C. Copies of all licensing and insurance.
- D. Detailed Marketing Plan: details of auction marketing methods to include advertising methods used, advertising samples, brochures, and other marketing documentation.
- E. List three (3) references for which you have held auctions of vehicles and real estate.
- F. If you offer consignment sales, onsite auction services or offsite auction services. Please detail how these would be handled for the County and if there is any price differentiation.
- G. Pricing – quote commissions on a percentage basis, based on the dollar thresholds listed on attached page. Bidders have the option of quoting a fee with Buyer's Premium, without Buyer's Premium, or both.

7. EVALUATION:

Proposals will be evaluated on the following criteria:

- A. Experience/Qualification 40 Points
- B. Capabilities, Resources and Marketing Plan 30 Points
- C. Costs/Pricing 30 Points

Cost/Pricing

Finalized Price Per Auction	Fee Percentage with Buyer's Premium	Fee Percentage without Buyer's Premium
\$0 - \$25,000		
\$25,001 - \$50,000		
\$50,001 - \$100,000		
\$100,001 - \$250,000		
\$250,001 - \$500,000		
\$500,001 - \$1,000,000		
\$1,000,001+		

Detail any special pricing below, if applicable:

Real Estate Auction - Fee Per Property

Consignment Auction Fees

Online Auction Fees



Montgomery County Government

Purchasing

350 Pageant Lane
Suite 101-E
Clarksville, Tennessee 37041

Elizabeth L Black
Purchasing Director

Phone: (931) 648-5720
elblack@mcgtn.net

IRAN DIVESTMENT ACT Certification of Non-inclusion

NOTICE: Pursuant to Divestment Act, Tenn. Code Ann. 12-12-106 requires the State of Tennessee Chief Procurement Officer to publish, using creditable information freely available to the public, a list of persons it determines engage in investment activities in Iran, as described in 12-12-105. Inclusion on this list makes a person ineligible to contract with the State of Tennessee; if a person ceases its engagement in investment activities in Iran, it may be removed from the list. A list of entities ineligible to contract in the State of Tennessee Department of General Services or any political subdivision of the State may be found here:

[https://www.tn.gov/assets/entities/generalservices/cpo/attachments/List of persons pursuant to Tenn. Code Ann. 12-12-106, Iran Divestment Act-July.pdf](https://www.tn.gov/assets/entities/generalservices/cpo/attachments/List%20of%20persons%20pursuant%20to%20Tenn.%20Code%20Ann.%2012-12-106,%20Iran%20Divestment%20Act-July.pdf)

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to T.C.A. 12-12-106.

Vendor Name (Printed)	Address
By (Authorized Signature)	Date Executed
<i>Printed Name and Title of Person Signing</i>	



Montgomery County Government

Purchasing

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**Non-Boycott of Israel Act
TCA 12-4-1**

Concerning the Non-Boycott of Israel Act (TCA 12-4-1 et seq.), by submission of this bid/quote/proposal, it is certified by each supplier and each person signing on behalf of any supplier. In the case of a joint bid/quote/proposal, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each supplier is not boycotting Israel pursuant to § 12-4-1 and will not during the term of any award. **Note: Applicable only to contracts of \$250,000 or more and to suppliers with 10 or more employees.**

The undersigned hereby acknowledges receipt of these affidavits and certifies that submittal in response to this solicitation is in full compliance with the listed requirements. Failure to give proper acknowledge to issues concerning the above is grounds for bid rejection and may subject the signer to penalties as directed by the appropriate laws.

Organization Representative/Designee

Date

Organization Name

Address

Phone



Montgomery County Government

Purchasing

350 Pageant Lane
Suite 101-E
Clarksville, Tennessee 37041

Elizabeth L. Black
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Contract Number

TITLE VI CONTRACT ASSURANCE

It is the policy of Montgomery County Government not to discriminate on the basis of race, color, national origin, age, sex, or disability in its hiring and employment practices; or in admission to, access to, or operation of its programs, services, and activities. With regard to all aspects of this contract, Contractor certifies and warrants it will comply with this policy.

Please Print:

Contractor's Name

Street Address

City

State

Zip Code

Contractor's Phone Number

I, _____, hereby agree to

abide by the Title VI Regulations.

Signature

Date

For Title VI compliance, we ask for voluntary disclosure of the following information:

Ownership Type (please check all that apply):

- ___ African American Owned Business
- ___ Women Minority Owned Business
- ___ Female Owned Business
- ___ Native American Owned Business
- ___ Hispanic Owned Business
- ___ Asian Owned Business
- ___ Disabled Owned Business
- ___ All Others