

**Municipality:** \_\_\_\_\_  
**OFFICE OF THE** \_\_\_\_\_  
**DEPARTMENT:** \_\_\_\_\_

## REQUEST FOR PROPOSAL

### PROFESSIONAL AUCTIONEER FOR MARKETING AND CONDUCTING OF PUBLIC AUCTION TO ASSIST MONTGOMERY COUNTY

#### PROPERTY AUCTION

Montgomery County is seeking a professional auctioneer for marketing and conducting public auctions for Montgomery County for a five year term.

The proposer shall have the experience and capability to market the County's tax foreclosed properties and conduct a public auction. The proposer should also be able to conduct auctions of the County's surplus personal property or vehicles as well. The overall purpose of this request is to hire an experienced company that has previously marketed and sold foreclosed properties for governmental agencies.

The proposer shall have experience in marketing and selling foreclosed property for government agencies. The County shall provide a list of foreclosed properties to the auction company. All sales will be subject to approval by the Montgomery County Legislature.

#### **Minimum Proposal Requirements:**

The submitted proposal should include a marketing plan. The plan should include a description of what information about the properties will be made available to the targeted audience, what is the targeted audience and through what media the information will be made available. **The proposal must include a price quote per parcel or a detailed explanation of how proposer expects to be compensated. The proposal for the auction work shall include supplying the following personnel and equipment:**

- Auction Company must provide documentation of experience conducting a minimum of (3) Municipal Tax Foreclosure Auctions within New York State within the past 24 months.
- Provide three or more people to register bidders at the auction and Pre-Registration Informational Meeting.
- One (1) public address system
- Must be capable of generating computerized Clerking, Purchase Contracts, Lead Based Paint Disclosure, Agency Relationship Disclosure, TP-584 Forms and Fully Completed Deeds Post Auction.
- Own and maintain ArcView GIS. Shape files shall be provided by the County to the Auction Company.

- Capability of preparing and supplying County with fully completed deeds post auction to transfer properties in Word Format.
- Capability of conducting post auction online auction services to sell left over properties.
- Capability of preparing and presenting a PowerPoint presentation of all properties at the auction and pre-auction informational meeting.
- Must prepare and market all properties locally and statewide.
- Must prepare and print auction brochure which shall include a photo, tax map, and brief property description as well as all Terms and Conditions of auction.
- Provide pre-auction analysis of properties and consulting services.
- Provide a location to conduct auction within Montgomery County
- Have the ability to conduct online auctions
- Provide the County with the following insurance coverages:
  1. 1,000,000.00 Liability Coverage
  - 2,000,000.00 Agregate
  - 1,000,000.00 Automobile Coverage
  - 1,000,000.00 Errors and Omissions Coverage

**The auctioneer shall:**

- Market listed properties, locally and statewide
- Post signs on available properties where practical
- Use best efforts to obtain highest bid but will not be held responsible for refusal of bidder to complete written offer or for failure to perform agreement to purchase.
- Be responsible for all other expenses related to promoting and running an auction. The County, however, agrees to pay only the cost of advertising as per County Charter requirements. (Legal Notices).
- Must provide the County of Montgomery with list of all registered bidders who attended auction.
- Collect 10% of the purchase price as a down payment on behalf of the County in cash or guaranteed funds. Credit Cards will not be accepted.
- Use prescribed forms for finalizing bids as provided and agreed to by the County and Auction Company.

**Required Information**

The proposal shall contain the following information:

- Completed Montgomery County Bid Proposal Certification
- Company description and history
- List of government clients and contact information
- Summaries of similar undertakings
- Qualifications and position with firm of those individuals who will be assigned to the project
- Details of the proposed fee structure. The County shall not pay any commission or fees to the Auction Company. Compensation must be in the form of a buyer's premium plus any proposed additional advertising or administrative fee being charged to the buyer
- Sample marketing materials of previous municipal projects completed within the last 24 months
- Proposed Contract
- Concluding statement as to why the company is best qualified to meet the needs of the County of

Montgomery and should be selected.

In order to be considered for contract award **all** items listed must be included in the proposal. Any submission that **does not** include all identified items, or an explanation of why the item was omitted, **will not** be considered for award.

## **Proposals**

Solicitation, inquiry and submission schedule:

Solicitation issued	November 3, 2023
Bidder inquiry period	November 3, 2023 through November 17, 2023
Submission deadline	November 17, 2023, 2:00 p.m.

Each submission must contain one signed original and three (3) copies. Submissions by email or facsimile will not be accepted.

**Proposal must also contain an original signature, business address, phone number, fax number and Federal ID number on Form W-9.**

**The decision of the County shall be final in all matters related to this request.**

## **Submission**

An original and three (3) copies of both the proposal and a proposed contract for the professional services to be provided to the County should be sent to:

Jaelyn Hernigle  
Montgomery County Buyer  
Montgomery County Purchasing Department  
PO Box 1500  
20 Park St.  
Fonda, NY 12068  
Phone: (518) 853-3351  
Fax: (518) 853-8222

Submissions by email or facsimile will not be accepted.

## **Selection Process**

Responses meeting the submission requirements will be reviewed promptly. The County, at its sole discretion, may reject any or all proposals or choose not to award a contract(s) as a result of this solicitation.