

## ADDENDUM TWO QUESTIONS and ANSWERS

Date: October 28, 2019

To: All Bidders

From: Dianna Gilliland/Annette Walton, Buyers  
AS Materiel State Purchasing Bureau

RE: Addendum for Request for Proposal Number RFP Number 6154 Z1 to be opened November 8, 2019, at 2:00 P.M. Central Time.

### Questions and Answers

Following are the questions submitted and answers provided for the above mentioned Request for Proposal. The questions and answers are to be considered as part of the Request for Proposal. It is the Bidder's responsibility to check the State Purchasing Bureau website for all addenda or amendments.

<u>Question Number</u>	<u>RFP Section Reference</u>	<u>RFP Page Number</u>	<u>Question</u>	<u>State Response</u>
1			We would like to request the most recent accepted contract and proposal for this project. How can we acquire these documents?	The current contract is available on State Purchasing's website: <a href="http://www.nebraska.gov/das/materiel/purchasing/contract_search/index.php">http://www.nebraska.gov/das/materiel/purchasing/contract_search/index.php</a>  Contract # 65142
2			Will you consider online only auction for this RFP?	No, the State will not consider online only auctions at this time
3			Do you have historical data for the number of Electronic lots, Furniture lots and Vehicle lots that were sold in the past two years and the dollar amounts for each asset type?	Refer to the attached 2017 – 2019 Sales Charts.
4			Would you consider one auction company for furniture and electronic lots and one for vehicle/heavy equipment?	Yes, per Section I.Z., multiple contracts can be awarded if this in the State's best interest.
5			We understand that you are willing to make multiple awards and/or to award a contract by individual categories, multiple categories or aggregate award. Will we receive a lower overall score if we only bid on the categories	The scoring is reflective of the RFP requirements with the intent for a single award. However, per Section I.Z. multiple contracts can be awarded if this in the State's best interest.

			we want to participate in?	
6			<p>What is the average number of units and dollars sold at auction/year for:</p> <p>a. Light Duty – up to and including vehicles classified as 1 ton.</p> <p>b. Heavy Equipment.</p>	Refer to the attached 2017 – 2019 Sales Charts.
7			Will seizure property by the county be included in this RFP?	No. County property isn't included.
8			Will the State of Nebraska allow the successful bidder/offeror to sell solely in an online format?	Refer to the answer for Question #2.
9			If the successful bidder/offeror is allowed to utilize online format only sell up to two times a month in an online format?	Refer to the answer for Question #2.
10			If the successful bidder/offeror is allowed to utilize online format only does State of Nebraska have preference of selling at our holding yard or off Lancaster County property?	Refer to the answer for Question #2.  All State Property is to be sold at Surplus Property unless approved by the Surplus Property Manager.
11			Is there a cooperative agreement to this contract?	Yes, there is a cooperative contract set up with GovDeals, Inc.  <a href="http://www.nebraska.gov/das/materiel/purchasing/contract_search/index.php">http://www.nebraska.gov/das/materiel/purchasing/contract_search/index.php</a>  Contract #: 83314
12			We understand that there can be not graduated charges (commission) charged by the auctioneer to the state. Can we charge a fee to the buyer's for credit card use, and/or services fees from internet providers?	No, an additional fee can't be charged to the buyer's for credit card use and/or services fees from internet providers.
13			<p>Please clarify the security guard requirements,</p> <p>Does it have to be a contracted employee of a security company?</p>	<p>RFP Section V.I.4. is hereby superseded and replaced with the following:</p> <p>"The Contractor will provide competent security personnel in order to protect the vehicles and equipment from theft or vandalism from 8:00am to 4:30PM on</p>

			<p>DO they have to be armed?</p> <p>What auctions require security and for how many hours?</p>	<p>Thursday and Friday prior to the auction, and from 7:30 AM until the gates to AS Surplus Property are closed after the auction is completed on Saturday. The Security Guard will need to be an employee of a Security Company or be an Off Duty Police Officer. The Security Company Employee must be in a Uniform identifying them as a Security Guard. The Off Duty Police Officer must also be in uniform. The security guards don't need to be armed. However, if they are armed, they will need to provide certificates of training and the appropriated licenses/permits."</p> <p>The Security is only for the specified time periods indicated for the Auto and Equipment Auctions. There is no security requirement for the electronics and furniture Auctions.</p>
14			<p>Is there a reason to have a minimum bid on anything? Selling an item for \$1.00 is better than paying expense to throw in dumpster.</p>	<p>Yes, AS Surplus needs to cover the associated costs of the item.</p>
15			<p>Can there be a strict cut-off time for all items to be guaranteed to be on the Auction? If done, it will eliminate many issues/problems w/Public Attending the Auctions.</p>	<p>Yes, there is a cutoff date established for State Agencies and Political Sub-Division for sales. Currently, AS Surplus has an established two week deadline prior to the Auction. However, AS Surplus can adjust timelines as needed.</p>
16			<p>If you have minimum bids- and an item or 2 of like kind do not sell – is there an option to bundle the items to sell at a lower price than the minimum. This is a typical auction solution for "No Sales".</p>	<p>No, the minimum is the lowest price. Lots cannot be combined due to accountability and accounting reasons.</p>
17			<p>Could the State consider a cutoff date for removing items from the published catalog – 6 week posting – cutoff removal from the auction for another state or county entity to 3 weeks prior to the auction event?</p>	<p>See answer for question 15.</p>
18			<p>Would the State purchasing department consider a credit card cost to the buyer of 2.8% at no cost to state?</p>	<p>Refer to answer for Question 12.</p>

19			<p>Each item receives a number upon arrival at your facility – do you list on an Excel spreadsheet or some type of spreadsheet that could be utilized by the Auction Company?</p>	<p>Assets are listed on an Excel spreadsheet when submitted from the Agencies. However, the item descriptions are normally not very detailed and sometimes vague. AS Surplus can provide a copy of the list as they become available.</p>
20	Section V.B.		<p>The RFP, under "BUSINESS REQUIREMENTS" B.1.a. states "The bidder must provide a photocopy of their Nebraska Auctioneers License;" and b. states "The bidder must provide a photocopy of their Nebraska Vehicle Auction dealer's license;". We do not currently have a Nebraska Auctioneers License or a Nebraska Automotive Dealers License due to us not having an "established place of business" in Nebraska as defined in the Motor Vehicle Industry Regulation Act § 60-1401.15. We conduct all auctions online and the asset being sold remains at the seller's location until it is sold and picked up by the buyer.</p> <p>If we are not able to obtain a "Nebraska Auctioneers License" or a Nebraska Automotive Dealers License, are these requirements able to be waived?</p> <p>If the requirements are not able to waived what do we need to do to meet these requirements?</p>	<p>Section V.B.1.a. is hereby deleted in its entirety.</p> <p>However, Section V.B.1.a. is required to be met per Neb. Rev, Stat. Section 60-1401.02</p>
21			<p>The cost proposal specifies there should be no percentages listed, only actual dollar amounts. If the amount to the seller is 0% (ie \$0), but the amount to the buyer is a % based on the auction price of the asset, is that acceptable? % to buyer is listed in our terms and conditions, which buyers must agree to in order to bid.</p>	<p>No, percentage based additional fees can't be passed to the buyer.</p>
22			<p>For online auctions can smaller items be combined into one larger lot as long</p>	<p>If the lots are for the same agency then they can be combined. Lots from different agencies can't be combined.</p>

			as it is agreed to by the DAS Surplus Employee?	
23			Line Item #7 Indicates Bid Opening is 11-8 at 2:00PM. What is the deadline for bid submission?	Per Section I.C.7., submitted bids are required to be checked in and date/time stamped by State Purchasing Bureau's front desk by the Proposal Opening.
24			On page 23 under insurance requirements, please confirm if all states insurance coverages are required, or if this is a general list. If it is a general list for all contractors, please state the exact requirements for the auction company.	The insurance coverage the awarded contractor is required to maintain for the life of the contract is specifically listed in Section III.G.
25			Would it be possible to either email me or post the powerpoint presentation that Cody went through last week at the pre-proposal meeting?	Attached is a copy of the PowerPoint presentation.

This addendum will become part of the proposal and should be acknowledged with the Request for Proposal response.



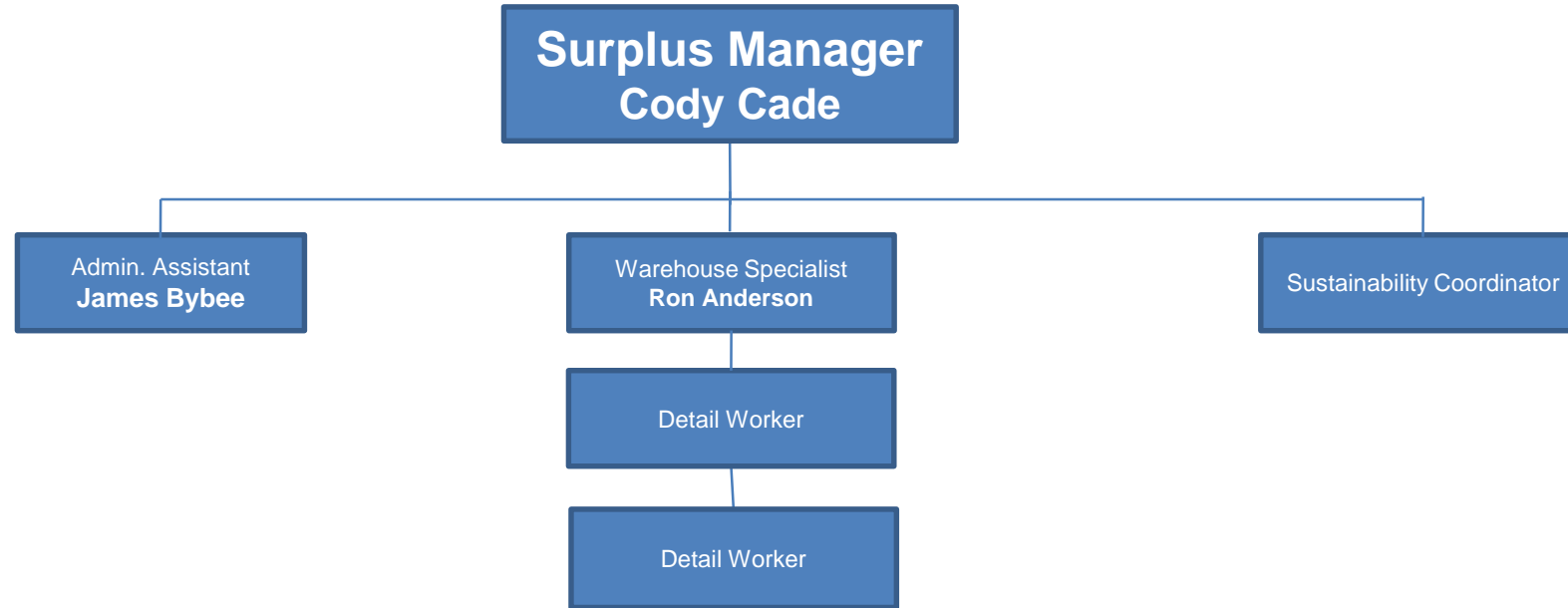
# STATE OF NEBRASKA AUCTIONEER RFP CONFERENCE



# AGENDA

- Overview of Surplus Property
- Historical data on Auctions
- Goals and expectations
- Questions and Answers
- Tour of facility

# SURPLUS PROPERTY STAFF





# SURPLUS MANAGER

- Oversee day to day operations of Surplus Property
- Manage Surplus Workflow
- Coordinate with Agencies and Political Subdivisions on the Purchase and disposal of Assets
- Approve all Surplus functions in Onbase
- Manage asset listing on GovDeals website
- Coordinate with contracted Auction service
- Coordinate with recycling vendors



# ADMIN ASSISTANT

- Process Online reports of sale
- Process Live Auction reports of sale
- Coordinate with Agencies on delivery schedule
- Assist Agencies with surplus documents
- Provide training to coordinators as necessary
- SME for OnBase and Enterprise One
- Process all bills and invoices



# WARHOUSE SPECIALIST

- Coordinate with Agencies on Pickup of surplus
- Oversee Detail Workers
- Manage warehouse space
- Verify and reconcile documents
- Oversee building maintenance needs
- Deliver Assets purchased by Agencies from Surplus



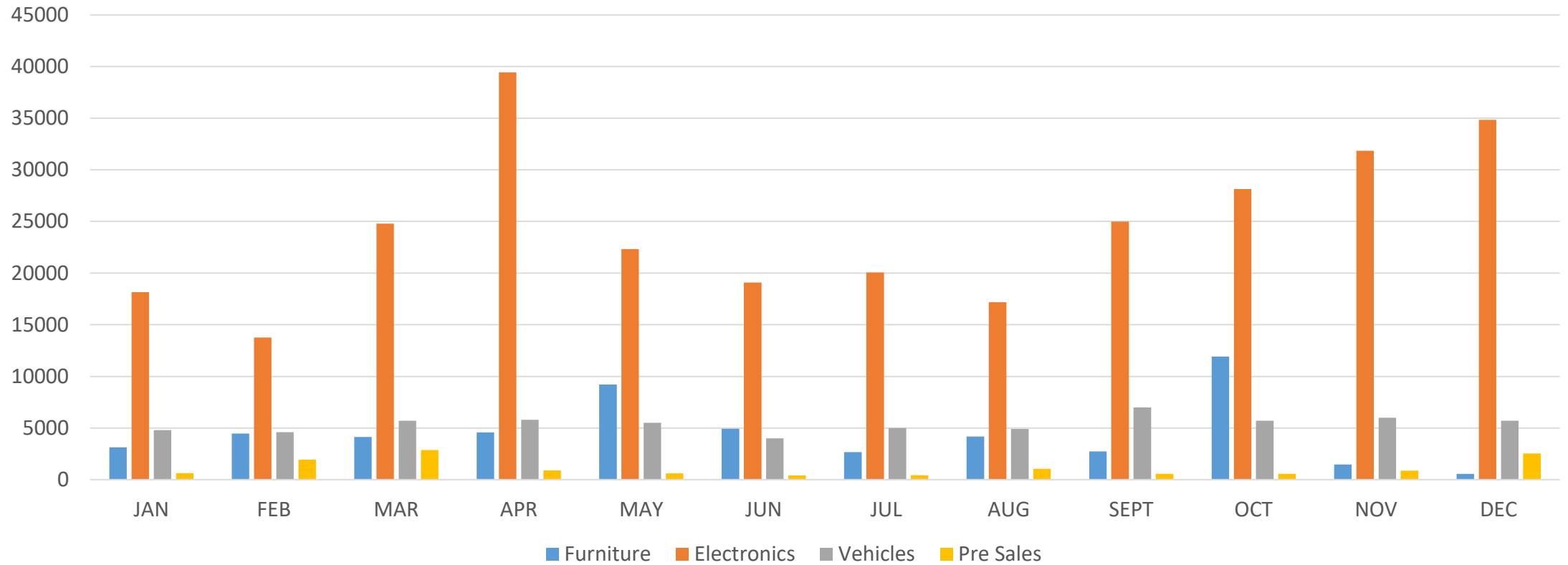
# SUSTANABILITY COORDINATOR

- Process all recycling reports of sale
- Coordinate with Agencies on recycling pick ups
- Coordinate with Agencies on recycling needs
- Coordinate with recycling vendors to reconcile weight tickets
- Assist with warehouse functions
- Assist with pick ups and deliveries of assets



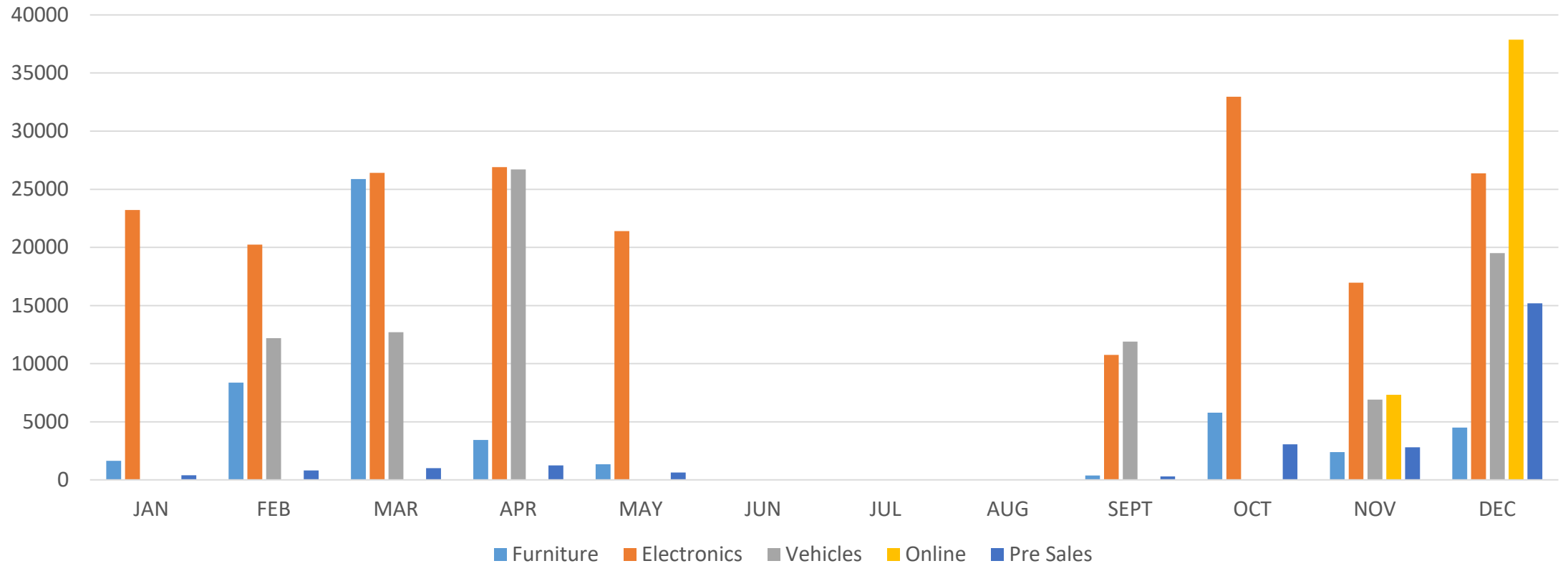
# 2017 Sales

Chart Title



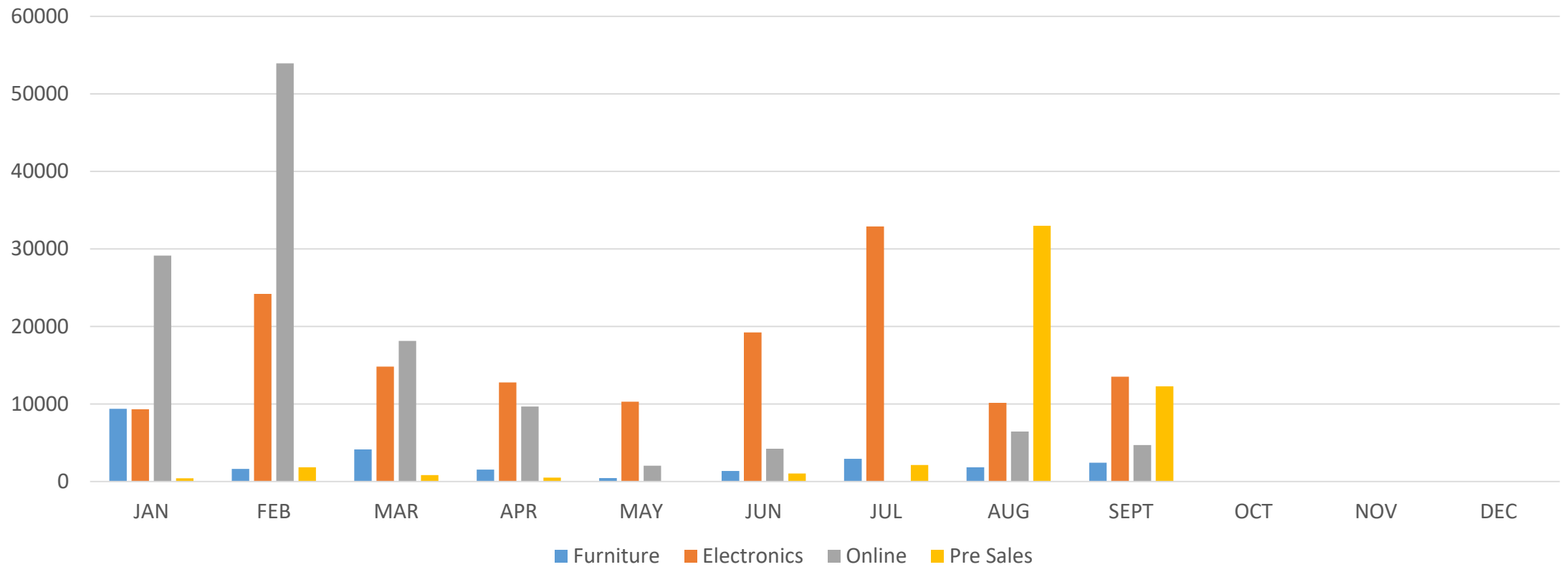
# 2018 Sales

Chart Title



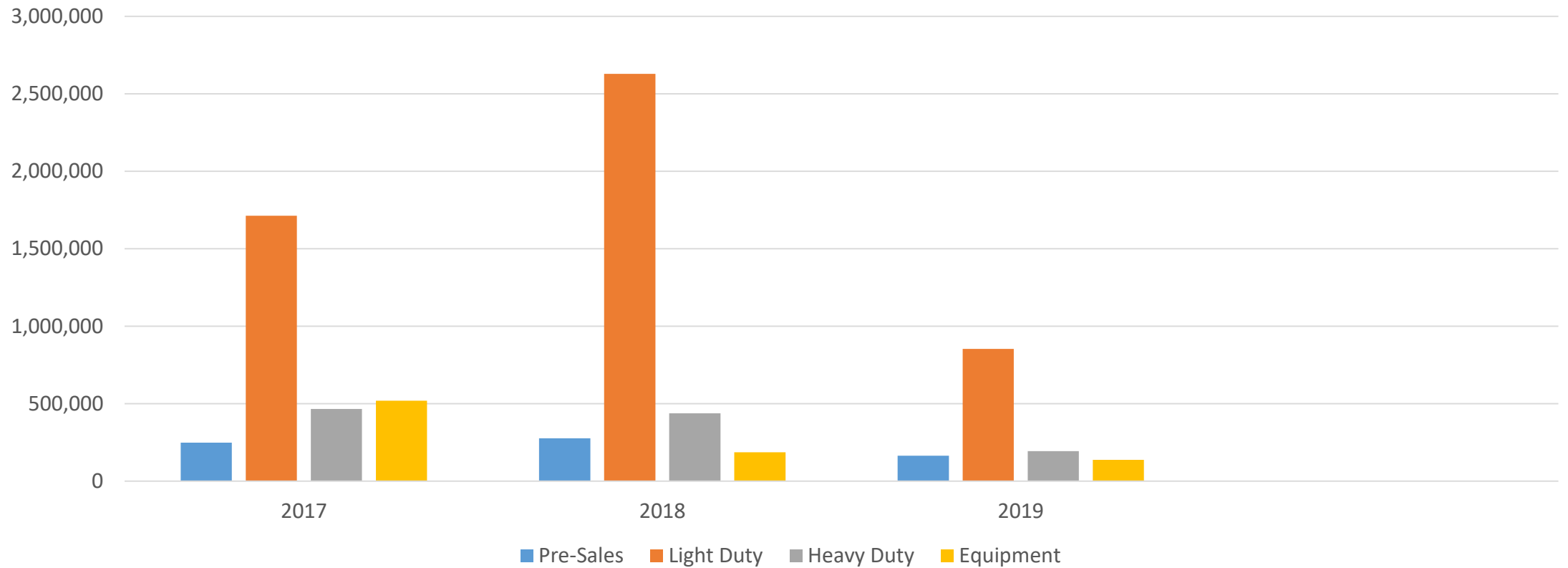
# 2019 Sales

Chart Title



# Vehicle Sales

Chart Title





# GOALS OF SURPLUS

- Efficiently dispose of surplus items
- Get the best return for the taxpayers
- Competitive bid process
- Modernize to set the standard





Questions?