

School Properties Disposal Procedure

The Board shall authorize the disposal of property or software declared surplus which meets the definition of Section 274.02, Florida Statutes. Each property custodian shall recommend to Resource Recovery tangible personal property and/or software no longer needed as surplus property at his/her facility. Once declared surplus, all property and software shall be disposed of in accordance with Florida Statutes.

The disposal of property and/or software, declared surplus, which is less than the value defined in Section 274.02, Florida Statutes, will be disposed of in the most economical manner possible. Documentation of such dispositions will be maintained by the appropriate property custodian.

Authority: 230.22(2), F.S.

Law Implemented: 230.23(2), F.S.; Chapter 274, F.S.



District School Board of Pasco County

20430 Gator Lane • Land O' Lakes, Florida 34639 • 813/ 794-2221

John Long, Ph D , Superintendent

www.pasco.k12.fl.us

Department of Purchasing

Kendra Goodman, CPPB, Purchasing Agent

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813/ 794-2221 Fax: 813/ 794-2111

727/ 774-2221 TDD: 813/ 794-2484

352/ 524-2221

To All Interested Parties:

You are hereby invited by the District School Board of Pasco County to bid on the following: -
AUCTION SERVICES - TRANSPORTATION DEPARTMENT - BID #00-190

Bids will be received and publicly opened thereafter at the office of the Purchasing Agent, 20430 Gator Lane, Land O' Lakes, FL 34639-2803 until 2:30 p.m. on JUNE 27, 2000. Bids will be publicly opened at 2:30 p.m. on JUNE 27, 2000.

Bids received after the above specified time and date will not be considered.

Envelopes must be sealed and clearly marked on the outside "Sealed Bid." A cut-out label for this purpose is enclosed. **All bids must be submitted on the enclosed forms, signed by a legal officer of the company, with company name, date, etc., otherwise bid is subject to being discarded.**

The School Board reserves the right to waive minor formalities in any bid, to accept any bid which they consider to be in the best public interest, and to reject any part of, or any and all bids; alternate bids will be considered. However, awards will be made to the lowest and best bidder in the opinion and at the option of the Board. Their decision shall be final and conclusive.

All merchandise called for in these specifications shall be delivered in good order f.o.b. destination (freight prepaid), inside delivery, within the time specified, or will be subject to cancellation. A packing list must accompany all shipments. In addition, the District School Board of Pasco County reserves the option to extend the period and quantities of this bid, or any portion thereof, for an additional time not to exceed 365 days from date of award. This extension, including all terms and conditions of the original bid documents, shall be by mutual agreement in writing.

Notice of award of bid will be forwarded only to those bidders that enclose a stamped, self-addressed envelope at the time of bid opening, or DemandStar.com members may download this information from their web site. Otherwise, purchase orders will be forwarded to successful bidders as acknowledgement of bid award.

Failure to read or comply with the enclosed general information form in no way relieves the bidders from their liabilities arising hereunder, and no bid may be withdrawn prior to Board approval without written consent by the Purchasing Agent.

Respectfully,

/s/ Kendra Goodman

Kendra Goodman, CPPB
Purchasing Agent

KDG/r
Attachment

NOTE: The following instructions have been developed specifically for this bid and may or may not be the same as previous or future solicitations for this type of service or commodity. Therefore, all bidders are urged to review these instructions in detail before submitting their bids.

INSTRUCTIONS TO BIDDERS

1. **General Bid Instructions:** These are general instructions for bidding procedures only for the District School Board of Pasco County, Florida, and can be superseded by special instructions and addendum.

The school district shall not be responsible for oral interpretations given by a school district employee, representative, or others. The issuance of a written addendum is the only official method whereby interpretations, clarification or additional information can be given that would change the terms and conditions of the bid. If any addenda are issued to this bid, a good faith attempt will be made to deliver a copy of each to all prospective bidders who picked up forms or were mailed a request for bid. However, prior to submitting the bid, it shall be the sole responsibility of each proposer to contact the office of the Purchasing Agent, (813) 794-2221 to determine if addenda were issued and, if so, to obtain such addenda for attachment to the bid.

Should any questions arise concerning this bid, Please contact the Purchasing Agent's office, 20430 Gator Lane, (Between State Road 52 and 54 on Land O' Lakes Boulevard) in Land O' Lakes, FL 34639-2803. Telephone: (813)794-2221 Tampa, (727)774-2221 New Port Richey, and (352)524-2221 Dade City.

2. **Taxes:** No taxes shall be included in any bid price; the School Board is exempt from state and federal sales, use and excise taxes. Florida Sales Tax Exemption #61-00-026783-53C and Federal Excise Tax Exemption #59-6000-792 appear on the purchase order.
3. **Product Standards:** Where a definite product is specified, it is not the intention of the Board to discriminate against any "approved equal" product of another manufacturer, but is intended that a definite standard be established. The determination as to whether any alternate product or service is or is not equal shall be made by the School Board or its representative and such determination shall be final and binding on all bidders. Alternates will be considered.
4. **Deviations From Specifications:** Any deviations from the attached specifications must be explained in detail; otherwise, it will be understood that items offered are in strict compliance with the specifications, and the successful bidder will be held responsible therefore.
5. **Samples:** When requested, samples, specification sheets, brochures, etc., will be furnished at the bidder's expense, tagged and labeled with bidder's name, item number and bid number. (Bidders will be responsible for the removal of all samples furnished within 30 days after bid opening. All samples will be disposed of after 30 days.)
6. **Ink.** All quotations and proposals must be typewritten or completed in ink. Proposals having corrections must be initialed by the bidder in ink. Proposals submitted in pencil are not acceptable.
7. **SIGNATORY AUTHORITY: ALL QUOTATIONS AND PROPOSALS MUST BE SIGNED IN INK (SEE LAST PAGE OF THE BID DOCUMENTS) BY AN OFFICER OR EMPLOYEE HAVING THE AUTHORITY TO BIND THE COMPANY OR FIRM.**
8. **Erasures:** Erasures are not acceptable on bids. If changes are necessary, strike out or

draw a line through incorrect price and write the correct price above. Vendor must initial all changes.

9. Conditional Bids: The Board specifically reserves the right to reject any conditional bid and will normally reject those which make it impossible to determine the true amount and quality of the bid.
10. Purchase Order: The award of the bid shall not constitute an order. Before any shipments can be made, vendor must receive a Purchase Order. Shipments shall be made as specified on the order, conforming to the bid form, specifications, and general instructions.
11. Maintenance/Parts/Repair Availability: Maintenance, repair service and local parts availability are also essential; therefore, bidders on machinery, equipment and/or tools should furnish parts catalog and price list, as well as applicable repair manual. The Board reserves the right to delve into availability, efficiency, and quality of service before making final evaluation and decision.
12. Compliance With Safety Regulations: All furniture, machinery, equipment and/or tools must comply with O.S.H.A., U.L., all Safety Regulations and other standards for educational use in Public Schools as required by the U.S. Government, State of Florida, Pasco County and/or local municipality. This includes various safety accessories and it is the vendor's responsibility to meet the necessary requirements. All plastics, laminates, etc., must meet minimum N.E.M.A. specifications.
13. Product Guarantee: In all cases, bidder must submit on a bid form, a sample of actual factory written guarantee; unless otherwise specified or in the absence of sample guarantee the Board will assume product is guaranteed for a minimum period of one year from date of installation and/or delivery.
14. "Foreign" Specification: Products not manufactured in the U.S.A. must be noted as "foreign" and state the country of origin. Failure to do so may subject the bid to disqualification.
15. Quantity: Where indicated, quantities are estimated only; The Board reserves the right to purchase more or less provided orders are placed within the time limits specified.
16. Bid Opening Attendance: All bidders have the right to attend the bid opening, if desired.
17. Maintenance/Service Agreements After Warranty: Maintenance and/or service agreements that take effect upon the expiration of the warranty period and for which there will be separate charge, must be outlined in the bid and approved by The Board or its authorized agent in advance.
18. Products/Service/Availability: All products, equipment, merchandise and miscellaneous material bid and/or order must be the latest manufacturer's model and design. Immediate service and parts availability must be guaranteed for a minimum of 5 years.
19. Toxic Substances: All contractors are to notify the District Superintendent in writing at least three days prior to use of a toxic substance in the construction, repair, or maintenance of educational facilities. The notification is to contain the name of the substance, where and when the substance is to be used, and the material safety data sheet for the substance. (Ref. CSHB 802, Chapter 87, Toxic Substances Act)
20. Item Pricing: All prices, including total, must include any and all discounts. In the event of price discrepancy, the following provisions will prevail:

Item by item bids - unit prices
Lot or group bids - lot or group prices
All or none bids - total price

Prices stated must be in units as specified. In case of a discrepancy between the unit price and the extension, the unit price will be considered correct. Any requirement by the bidder that certain all or none groups, quantities, weights, or other criteria must be met, in order to qualify for bid prices, will result in disqualification of the bid. Likewise, expiration dates or other constraints, which are in conflict with bid requirements, will result in disqualification.

21. Alternate Items: Only one alternate per item number as close to specifications as possible will be allowed. If more than one alternate on an item is submitted, the bids for that entire item number will not be considered.
22. Payment for Merchandise: The School Board of Pasco County normally issues payment for merchandise within 30 days from receipt of invoices, provided the goods and/or services have been received in a satisfactory and proper manner. All discounts must be included in bid price and should be based on 30 day payment. Except by prior agreement, the Board will not consider special discounts on shorter time intervals, nor will they consider bids that impose penalties or service charges for periods beyond 30 days.
23. Bid Results: The District School Board of Pasco County holds regular meetings on the first and third Tuesday of each month. In accordance with the Administrative Procedures Act, all bid recommendations are posted in the Purchasing Department on the Wednesday preceding the Board meeting. Interested parties may obtain posting dates of bids from the Purchasing Department; however, individual bid recommendations will not be given over the telephone due to the length of time involved. Bidders are encouraged to review the bid tabulation/recommendation postings during normal School Board working hours in the Purchasing Department.
24. Posting of Bid Tabulations/Recommendations: In accordance with the Florida Administrative Procedures Act, bid tabulations/recommendations are posted for a minimum of 72 hours prior to the special or called School Board meeting on which official action will be taken. It shall be the interested party's responsibility to ascertain the actual date of posting and/or Board meeting for the specific bid of interest.
25. Conflict of Interest: Any award hereunder is subject to provisions of Chapter 112, F.S. All bidders must disclose - with their bid - the name of any officer, director, or agent who is also an employee of The District School Board of Pasco County, Florida. Further, all bidders must disclose the name of any Pasco County employee who owns, directly or indirectly, an interest of five percent (5%) or more in the bidder's firm or any of its branches.
26. Public Entity Crimes: A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for Category Two for a period of 36 months from the date of being placed on the convicted vendor list.

The prospective bidder certifies, by submission and signature of this bid, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction per the provisions of Florida Statute 287.133(2) (A).

Federal Debarment Certification

Certification regarding debarment suspension, ineligibility and voluntary exclusion. As required by Executive Order 12549, Debarment and Suspension, and implemented at 34 CFR, Part 85, as defined at the 34 CFR Part 85, Section 85.105 and 85.110-(ED80-0013).

- a) **The prospective lower tier (\$25,000) participant certifies, by submission and signature of this bid, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.**
- b) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this bid.

Fair Labor Standards Act - "Hot Goods"

Fair Labor Standards Act - "Hot Goods": "The bidder's signature on the bid certifies that these goods are or will be produced in compliance with all applicable requirements of Section 6, 7 and 12 of the Fair Labor Standards Act, as amended, and or regulations and orders of the United States Department of Labor issued under Section 14 thereof."

27. Drug-Free Workplace Certification: In accordance with Section 287.087 F.S., the bid preference shall be given to businesses with drug-free workplace programs, whenever two or more bids are equal with respect to price, quality, and service are received by the state or by any political subdivision for the procurement of commodities or contractual services. A bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program.

Action Required: Please include a statement in the bid as to whether or not your workplace has implemented a Drug Free Workplace Program. The absence of this statement in the bid document will be construed to mean that there is no such program in place.

28. Assignments: Any contract or purchase order issued pursuant to this bid invitation, and any monies which may become due hereunder, are not assignable except with the written consent of The District School Board of Pasco County or its agent. Any requests for assignment must be directed to the purchasing agent in writing, stating the reason for the request and any other particulars germane to the proposition.
29. Occupational Health and Safety (OSHA): In compliance with Chapter 442, Florida Statutes, any item delivered from a contract resulting from this bid must be accompanied by a Material Safety Data Sheet (MSDS). The MSDS will be maintained by the user agency and must include the following information.
 - a) The chemical name and the common name of the toxic substance.
 - b) The hazards or other risks in the use of the toxic substance, including:
 - 1) The potential for fire, explosion, corrosivity, and reactivity;
 - 2) The known acute and chronic health effects of risks from exposure, including the medical conditions which are generally recognized as being aggravated by exposure to the toxic substance; and

- 3) The primary routes of entry and symptoms of overexposure.
 - c) The proper precautions, handling practices, necessary personal protective equipment, and other safety precautions in the use of or exposure to the toxic substances, including appropriate emergency treatment in case of overexposure.
 - d) The emergency procedure for spills, fire, disposal, and first aid.
 - e) A description in lay terms of the known specific potential health risks posed by the toxic substance intended to alert any person reading this information.
 - f) The year and month, if available, that the information was compiled and the name, address, and emergency telephone number of the manufacturer responsible for preparing the information.
30. Claims Responsibilities: It shall be the responsibility of the vendor to file claims for damage or defective merchandise. In the event of receipt of merchandise with concealed damage, vendor will be immediately notified by phone with a follow-up letter within 24 hours of notification.
 31. Substitutions: Substitutions of other brands for items bid, awarded and ordered is prohibited except as may be approved by the Purchasing Agent.
 32. Package Identification: All cartons and/or cases delivered to School Central Warehouse shall be clearly identified as to the contents and name of bidder (not shipper). Any expenses incurred by the School Board for identifying shipments shall be deducted from bidder's invoice. All containers must have label attached identifying contents and instructions.
 33. Protests: All bidders are cautioned that strict guidelines and timetables must be followed in order to file an official protest on specifications or the award of bids. A copy of Board Policy DJG is posted in the office of the purchasing agent for review; copies may also be obtained upon request. Failure to adhere to Board Policy DJG, or, failure to file a protest within the time prescribed in Section 120.53(5), Florida Statutes; shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.
 34. Default: Should any bidder fail to enter into a contract with the school district on the basis of the submitted bid by said bidder, bidder acknowledges that bidder shall be liable to the school district for the difference between such bid price and the price the school district pays to secure the merchandise from another source. Failure to pay said amount to the school district upon demand will result in the company being removed from the bid list for a period of not less than three (3) years from date of infraction. Thereafter, the bidder may request to be reinstated to the bid list.
 35. Gratuities: In the event that any gratuities or "kickbacks" are offered or tendered to any school district employee or a subcontractor as an inducement for award of a bid, Request for Proposal (RFP), subcontract or order, the bidder's proposal shall be disqualified and shall not be reinstated.
 36. Indemnification/Hold Harmless: Indemnification as specified in Florida Statute, Section 725.06, the bidder agrees to indemnify and hold the school district harmless from all third party claims and all costs, including attorney's fees, incurred by the school district in defending same to the extent such claims are based on a defect in a product or part thereof, supplied of such a product or part thereof to conform.
 37. Open Records: All information submitted in response to this request shall be subject to compliance with Florida Statute Chapter 119.07 Public Records and 119.165 Trade Secrets. All information submitted as "Trade Secret" information should be submitted in a separate envelope and so indicated. If challenged, the proposer who submits the

"Trade Secret" information will bear all costs associated with defending their position.

38. Indemnification for Goods and Services: During the term of this bid the bidder shall indemnify, hold harmless, and defend the School District of Pasco County, Florida, its agents, servants, and employees from any and all costs and expenses, including but not limited to, attorney's fees, reasonable investigative and discovery costs, court costs and all other sums which the school district, its agents, servants and employees may pay or become obligated to pay on account of any actions founded thereon, arising or alleged to have arisen out of the products, goods, or services furnished by the bidder, his agents, servants or employees, or any of his equipment when such persons or equipment are on premises owned or controlled by the school district for the purpose of performing services.
39. Court Venue: Venue for any and all legal action regarding or arising out of the transaction covered herein shall be solely in the District Court in and for Pasco County, State of Florida. The laws of the State of Florida shall govern this transaction. The vendor or bidder agrees that any and all notices, pleadings and processes may be made by serving two copies of the same upon the Secretary of State, State Capitol, Tallahassee, Florida, and by mailing by return mail, an additional copy of the same to the vendor or bidder at the address shown herein; that said service shall be considered as valid personal service, and judgment may be taken if, within the time prescribed by Florida Law or Rules of Civil Procedure, appearance, pleading, an answer is not made.
40. Fiscal Nonfunding Clause: In the event sufficient budgeted funds are not available, Purchasing shall notify the vendor of such occurrence and the contract shall terminate without penalty or expense to the school district.

Rev. 6.14/99

SEALED BID LABEL -- CUT OUT

Cut along the outer border and affix this label to your sealed bid envelope to identify it as a "Sealed Bid".

SEALED BID - DO NOT OPEN

SEALED BID NO.: 00-190

BID TITLE: AUCTION SERVICES

BID TO BE OPENED ON JUNE 27, 2000 at 2:30 P.M.

Deliver To: PURCHASING AGENT
DISTRICT SCHOOL BOARD OF PASCO COUNTY
20430 Gator Lane
Land O' Lakes, FL 34639-2803

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**OFFICIAL BID FORM - DISTRICT SCHOOL BOARD OF PASCO COUNTY,
FLORIDA**

BID TITLE: AUCTION SERVICES - TRANSPORTATION DEPARTMENT
DATE DUE: JUNE 27, 2000 2:30 PM BID NO. 00-190

1.00 INTRODUCTION:

- 1.01 The District School Board of Pasco County (i.e. "the Board") is seeking a contractor(s) (i.e. "Auctioneer") who, on his permanent location, will, through a regularly-scheduled, public auction, offer for sale to the highest bidder (with right of reserve): vehicles, vehicle and equipment parts, machinery, heavy equipment, other equipment, and certain personal property owned by the Board. The bidders/proposers are cautioned that not all vehicles or equipment may be in running condition. The Board does not guarantee participation in every auction. Participation is subject to availability of surplus goods.

As per School Board Policy #GBCA, school board employees are prohibited from purchasing surplus school board items at auction.

- 1.02 Part A. A minimum of twelve (12) monthly auctions must be held for school buses, trucks, vans, and automobiles (titled vehicles) other powered equipment, tools and related supplies to qualify for this portion of the bid. Failure to include the monthly auction schedule (i.e. firm-fixed dates) will result in automatic disqualification of the bid. The Board does not guarantee participation in every auction. Participation is subject to availability of surplus goods.

Part B. A minimum of twelve (12) monthly auctions must be held for non-powered equipment, electronics, appliances, furniture, selected food service equipment, surplus parts, supplies, and other certain personal property owned by the Board (non-titled items) to qualify for this portion of the bid. Failure to include the monthly auction schedule (i.e. dates) will result in automatic disqualification of the bid. The Board does not guarantee participation in every auction. Participation is subject to availability of surplus goods.

If in the best interest of the Board, this contract may be awarded as a total "all or none", Part A and Part B to one vendor.

- 1.03 Bidders/proposers are also advised that, although the Board maintains the "right-of-reserve," most items are typically offered "absolute."
- 1.04 The Board will deliver to the successful bidder (i.e. the "Contractor"), at the Board's expense, personal property, necessary titles or other documentation and will provide a typed list describing said property. Items other than vehicles, heavy machinery and equipment shall be palletized upon auctioneers request at no cost to the auctioneer. Pallets will be furnished by the Board at no cost to the auctioneer.

Superintendent or his designee shall personally delivery titles to the awarded contract for mileage verification and signature.

Because the delivery cost is incurred by the Board, the distance of the auctioneer from Pasco County shall be a weighted factor in the award of this bid.

2.00 SCOPE OF SERVICES:

- 2.01 The Contractor shall hold a regularly scheduled monthly auction on his permanent site. Failure to hold such auction(s) shall result in bid disqualification.

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- 2.02 The Contractor shall receive and provide receipts for all personal property delivered to the Contractor.
- 2.03 The Contractor shall provide prior to the sale, a listing of consigned goods by lot number in the order in which they will be sold.
- 2.04 The Contractor will receive and keep safe, with reasonable protection, all property for a period of up to thirty (30) days prior to a designated public auction. The Contractor will replace or compensate the Board at present value for any property lost, stolen or destroyed while in the custody of the Contractor, or reimburse the Board for any incremental loss of value due to damage or other occurrence(s). Once received by the contractor, no board items may be removed from the premises prior to the sale. Items withdrawn from the sale will be removed by Board Personnel only.
- 2.05 The Contractor shall provide at his own expense all required legal advertising to comply with State Statutes regarding the sale of public property. The auction shall be open to the public and not restrictive in any manner.

Additionally, the Contractor **MUST** provide (and be able to substantiate) the following services:

- A. Maintenance of mailing list of prospective buyers including adding newly-registered, prospective buyers from each auction.
 - B. Advertisement in national publications targeting buyers for the type of merchandise herein.
 - C. Advertisement in specialized trade publications targeting buyers of specialized merchandise when the Board offers such items.
 - D. Personally contact those prospective buyers expected to have interest in the types of merchandise the Board is offering for sale.
- 2.06 All sales (and advertising thereof) shall be in conformance with Chapter 274, Florida Statutes: "Any sale of property, the value of which the Board estimates to be \$200.00 or more shall be sold only to the highest responsible bidder or by public auction, after publication of notice not less than one (1) week nor more than two (2) weeks prior to the sale in the newspaper having general circulation in Pasco County, and in additional newspapers if in the judgment of the Board the best interests of the Board will be served by the additional notices.
 - 2.07 Part A (titled vehicles, tools, and related parts or supplies, powered equipment): At the time of the award of this proposal, the Contractor (at the Contractor's expense) will provide the Board with an appropriate bond (e.g. performance bond, auctioneer bond) in the amount of \$100,000.00 as security for the faithful performance of all Contractor obligations. This bond shall be in such form and with such sureties as are acceptable to the District and shall be in force during the entire term of this contract. This bond shall be delivered to the Purchasing Agent, for the Board, 20430 Gator Lane, Land O' Lakes, FL 34639. See section 8.06 regarding performance bonds.

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Part B (miscellaneous surplus personal property, electronics, appliances, furniture, selected food service equipment): At the time of the award of this proposal, the Contractor (at the Contractor's expense) will provide the Board with an appropriate bond (e.g. performance bond, auctioneer bond) in the amount of \$25,000.00 as security for the faithful performance of all Contractor obligations. This bond shall be in such form and with such sureties as are acceptable to the District and shall be in force during the entire term of this contract. This bond shall be delivered to the Purchasing Agent, for the Board, 20430 Gator Lane, Land O' Lakes, FL 34639. See section 8.06 regarding performance bonds.

If a single bidder is awarded both Part A & Part B together, a \$125,000 bond is required.

- 2.08 The Contractor must provide adequate auction facilities. The facilities shall include adequate parking for their attendance size, security, sanitation (must include number of operable toilet facilities to satisfy Health Department (or other) requirements, signature registration of all bidders, adequate staff to manage the auction, and to collect all monies and taxes, etc.
- 2.09 The Contractor must make every reasonable and prudent effort to maximize the value of the property being sold, however, the Board shall not incur any related direct or indirect costs. The Contractor will stage Board equipment in an orderly fashion so as to enhance the marketability of the property and will consider only the best interest of the Board in conducting the sale. All lot assignments must be made prior to the sale. The Contractor shall not donate any personal property belonging to the Board. The Contractor shall not combine lots without Board permission.
- 2.10 The Contractor must provide a typewritten or computer generated report of the sale results which shall include the following minimum information: a brief item description, property control number, selling price, name of person buying item/s, commission amount, and net price due to the Board. The report shall have a signature attesting to the accuracy of the report and a date of attest. This report shall be due at the time of final payment.
- 2.11 Contractor shall have full responsibility for collection of all money received from sales; including the certification of payment of Florida State sales tax. Bad or dishonored checks or errors in computation of funds are at the auctioneer's risk. "No shows" may be deducted from the total sales, however the deposit paid by the no-shows shall be recorded as a sale.

The Contractor shall deliver the final report and an escrow check, less commission, for all sales conducted, not later than five (5) working days after the sale has concluded. The delivery of said report and proceeds shall be made to the attention of the Central Cashier, Budget Bookkeeping Department, 7227 U. S. Highway 41, Land O' Lakes, FL 34639 with a copy of the report to Recycling Coordinator, Resource Recovery, 7301 Land O'Lakes Boulevard, Land O'Lakes, FL 34639.

- 2.12 At the close of each auction, the Contractor shall, at the request of the Board, return all personal property (including titles and Power of Attorney) to the Recycling Coordinator. The request for this return of personal property shall be made in writing by the Recycling Coordinator or the Board's designee to the Contractor and shall be complied with within five (5) working days of the receipt of the request. Transportation costs to return the property shall be the responsibility of the Board.

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- 2.13 At the discretion of the Board the Contractor may be required to retain possession of the unsold property (including titles and Power of Attorney) until the next auction. The Contractor shall remain responsible for this property and provide all customary and reasonable care to safeguard Board assets.
- 2.14 The Contractor must safeguard the Board, from any and all claims of warranty and will defend and hold harmless the Board from any actions arising out of the removal or subsequent use of sold Board property. All items are to be sold AS IS and WHERE IS. There are no warranties, expressed or implied including, but not limited to warranty for fitness for a particular purpose or merchantability. Sales are to be F.O.B. Place of Sale (i.e. auction lot).
- 2.15 The Contractor shall indemnify and hold harmless the Board, its agents and employees from and against all liabilities, claims, losses and expenses including attorney's fees arising out of or resulting from the performance of work in accordance with the resulting contract.
- 2.16 The auctioneer/s shall, without additional costs, whenever requested by the Board, give the designated representative, a verbal opinion of the estimated value of each item or group submitted for sale.
- 2.17 The Board will not be responsible for any unloading, receiving, storage or handling, organizing, or preparing items for sale other than as may be defined elsewhere herein.
- 2.18 The Board will not be responsible for any fees/charges to purchasers for services provided by the auctioneer and these fees/charges shall not be used when computing revenue to the Board. A standard rate sheet listing the services provided by the auctioneer(s) to the purchaser, with the charge for each service, must be supplied to prospective purchasers at time of buyer registration or before start of sale, and/or they must be prominently displayed at each sale. (e.g. daily rate for vehicle storage, labor rates, rate for starting vehicles, loading charges, etc.).
- 2.19 The Board, at its sole option, reserves the right to select which items will be sold at auction. The Board further reserves the right to contract separately for alternative methods of disposal for such items. However, if the auction method is utilized, the successful bidder(s) under the respective parts A & B of this bid (i.e., titled vehicles, etc., and miscellaneous not-titled items, etc.) shall be used.

3.00 CONTRACTOR'S QUALIFICATIONS:

- 3.01 A minimum of five (5) years experience conducting auctions for government entities (Federal, State, County, City government or Public Utilities).
- 3.02 Experience shall include a minimum of five (5) auctions conducted per year for five (5) different government entities of comparable, or larger size than the District School Board of Pasco County, within the past five (5) years.
- 3.03 Part A (Titled vehicles, powered equipment, tools, and related parts or supplies): The contractor must have conducted a minimum of four different auctions for the disposal of school buses, and/or vehicles, in the last 12 months with a minimum combined sales total of \$1,000,000.00 Two of these auctions must have had sales-total in excess of \$300,000.00 per auction.

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Part B (Miscellaneous surplus property, electronics, appliances, furniture, and selected food service equipment): The contractor must have conducted a minimum of twelve different auctions for the disposal of school-related items, in the last 12 months with a minimum combined sales total of \$120,000.00. Two of these auctions must have had sales total in excess of \$20,000.00 per auction.

- 3.04 Auctioneer must have had prior experience in publicizing and advertising auctions on a national level.
- 3.05 Auctioneer shall employ and have present at each auction, IN ADDITION TO HIMSELF, a minimum of one (1) other licensed full-time auctioneer having a minimum of two (2) years substantive experience each in conducting government auctions. Failure to meet this requirement shall result in disqualification.
- 3.06 Auctioneer must employ sufficient support and clerical personnel to operate efficiently and to effectively accomplish tasks required herein.
- 3.07 Auctioneer must maintain an established schedule for hours of operation. This is the time when the facility is open to receive property, process paperwork, and allow for the inspection of sale items. The minimum acceptable hours of operation are from 8:00 a.m. to 4:00 p.m., three (3) days per week. Failure to include a copy of the hours of operation shall result in bid disqualification. This schedule must be included with the Bid document.

4.00 CONTRACT PERIOD:

- 4.01 This contract will be in effect from the date of the notice-to-proceed (issuance of purchase order) and extending for a one (1) year period. The commission charged to the Board shall remain firm during the term of the contract, including any optional renewal period, if exercised by the Board. This could be a three-year contract, based upon renewable annual mutual consent of both parties.
- 4.02 Upon thirty (30) days written notice to the Contractor, the Board may, without cause and without prejudice to any other right or remedy, elect to terminate the contract for failure to produce revenue consistent with current market prices for similar items. With respect to titled-vehicles-other-than-school-buses, NADA Publications (and others) may be used along with germane historic and current markets. For school buses, the Yellow School Bus Book, relative to current or historical value for Pasco County buses will be a benchmark of value; along with germane historic and current markets. The Board shall be the sole determiner of values but shall grant reasonable time for the submission of factors affecting titled-vehicle revenues.

5.00 BID PROCEDURES:

Proposers are required to submit the following (in sequence) as a part of their proposal (i.e. sealed bid). Failure to do so will result in non-consideration of the bid.

- 5.01 A written narrative which must include the following:
 - A) The experience and variety of services provided by your firm, including proof-of-experience in government auctions as required in these specifications.

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-
- B) A description of your facility including location, size, provisions for parking, security, capacity for vehicles and/or equipment, etc.
 - C) A description of operating procedures including personnel assignments prior to the start of sale.
 - D) A description of operating procedures including personnel assignments during the actual sale.
 - E) Standard advertising practices used by your firm; supported by evidence demonstrating past and current use of advertising. Include proof of advertising on a national level as required in these specifications. Also include a list of specialized and trade publications used regularly for advertising.
 - F) Provisions for fulfilling State of Florida requirements of required vehicle emissions control testing.
 - G) Documentation of the number of registered buyers at a minimum of five (5) previous public sales within the past year.
 - H) A description of maintenance and use of your firm's mailing list including a sample of mailing list, lot sheets and reports.
 - I) A description and sample of forms used by your firm for the preparation and conducting of similar auctions.
- 5.02 The name and background/qualifications of the key personnel who would be assigned to the Board account.
- 5.03 Current copies of the following:
- A. Automobile Dealer's License
 - B. Auctioneer's License (AU and AB Licenses)
 - C. County Occupational License
 - D. Current insurance certificate and proof of bondability
 - E. Name(s) of registered Notary(ies) available to notarize titles, etc. at the auction site. If the name(s) of a registered Notary is not available, the Proposer must submit a signed statement that a Notary will be available, on site, at the Contractor's expense during each auction.
 - F. Any other licenses and permits required under Chapter I 86-119, Florida Statutes, on subsequent applicable statutes, rules or regulations.
 - G. A signed statement that the auction is open to the general public. Include in the statement an explanation of whether the public is allowed to attend all auctions held by the contractor.

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- 5.04 A published schedule of public auction dates, for the Board's respective fiscal year, which runs from July 1 to June 30 of the following year.
- 5.05 List of at least five (5) governmental clients along with telephone numbers, addresses and names of persons the Board can contact for references.
- 5.06 Copies of sales records for at least five (5) sales of public property for School Board entities; to include description of items sold and sales prices. In the event these records are not available from the Proposer, a letter of agreement may be substituted which will authorize the Board to obtain this information directly from the School Board.
- 5.07 List of current bank references. This submission also grants permission for the Board to check references if so desired.
- 5.08 One (1) signed original and three (3) copies of the proposal shall be submitted. All documentation submitted with the proposal shall be included with each copy submitted.

6.00 SELECTION CRITERIA

The award of this bid will be made by an evaluation committee consisting of representatives from Transportation, Resource Recovery, and Food & Nutrition Services based upon the following weighted criteria.

TITLED VEHICLES (i.e. PART A):

- 6.01 EVALUATION OF WRITTEN NARRATIVE: - Maximum of 35 points:

NARRATIVE

- A. Experience
- B. Facility
- C. Operation Prior to Sale
- D. Sale Operation
- E. Advertising
- F. Emission
- G. Buyer Procedures
- H. Mailing List
- I. Form(s)

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- 6.02 REFERENCES - Maximum 5 points
- 6.03 LOCATION - Maximum 25 points
- 6.04 SITE VISITATION - Maximum 10 points
- 6.05 COMMISSION - Maximum 25 points

NON-TITLED ITEMS (i.e. PART B):

- 6.06 EVALUATION OF WRITTEN NARRATIVE: - Maximum of 35 points:

- A. Experience
- B. Facility
- C. Operation Prior to Sale
- D. Sale Operation
- E. Advertising
- F. Emission
- G. Buyer Procedures
- H. Mailing List
- I. Form(s)

- 6.07 REFERENCES - Maximum 5 points
- 6.08 LOCATION - Maximum 25 points
- 6.09 SITE VISITATION - Maximum 10 points
- 6.10 COMMISSION - Maximum 25 points

7.00 TERMS AND CONDITIONS:

- 7.01 FACILITIES INSPECTION:

The Board reserves the right, prior to award of any contract, to inspect the vendor's facility and place of business to determine that it has a regular, bona fide, established business that is presently a going concern and is likely to continue as such, and is capable of providing the services required under this contract.

- 7.02 INSPECTION OF RECORDS:

The Board reserves the right to audit the records of any auction pertaining to the sale of Board property.

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- 7.03 The Board reserves the right to reject any or all bids, to request clarification of information submitted in any bid, and to request additional information from any Bidder.
- 7.04 Any bid may be withdrawn prior to the date and time the bids are due. Any bid not withdrawn shall constitute an irrevocable offer, for a period of ninety (90) days, to provide the Board with the services specified in the bid under the terms and conditions set forth in this Invitation to Bid and bid response.
- 7.05 It is intended that the term of this contract will be one year, with renewal by mutual consent, for two subsequent one year periods.
- 7.06 The contractor shall have the option to terminate the contract upon written notice to the authorized representative of the Board. Such notice must be received at least ninety (90) days prior to the effective date of termination. The Board shall have the option to terminate the contract upon written notice to the authorized representative of the contractor. Such notice must be received at least thirty (30) days prior to the effective date of termination.
- Earlier termination dates may be established by mutual consent of both parties. Early termination of the contract by the contractor shall prohibit the contractor from submitting future bids to the Board for a period of three (3) years from the date of term of the bid.
- 7.07 There shall be no assignment of the contract or compensation to be derived there from by the contractor.
- 7.08 All services furnished must comply with all applicable Federal, State, and local laws, codes and regulations.
- 7.09 All costs directly or indirectly related to the preparation of a response to this invitation to Bid, or any oral presentation required to supplement and/or clarify a bid which may be required by the Board, shall be the sole responsibility of and be borne by the bidder.
- 7.10 The Board may perform quarterly evaluations of services and performance of the contractor using the following evaluation criteria used under the initial award of this bid. That is, the narrative portion will be reviewed and reevaluated; 2) the location (distance from School Board) will be reviewed with respect to delivery costs and its impact on revenue; and 3) the commission and revenues to the Board will be reviewed with respect to market conditions.

8.00 INSURANCE REQUIREMENTS:

8.01 MINIMUM LIMITS OF INSURANCE:

Contractor shall maintain limits no less than:

- A. General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.

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- B. Automobile Liability: \$500,000 combined single limit per accident for bodily injury and property damage.
- C. Workers' Compensation and Employers Liability: Workers' compensation limits as required by the Labor Code of the State of Florida and Employers Liability limits of \$500,000 per accident. \$100,000/\$500,000/\$100,000.

8.02 DEDUCTIBLES AND SELF-INSURED RETENTIONS:

Any deductibles or self-insured retentions must be declared to and approved by the Board. At the option of the Board, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the Board, its officers, officials, employees and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

8.03 OTHER INSURANCE PROVISIONS:

The policies are to contain, or be endorsed to contain, the following provisions:

A. General Liability and Automobile Liability Coverages:

1. The Board, its officers, officials, employees and volunteers are to be covered as insureds as respects: liability arising out of activities performed by or on behalf of the Contractor, including the insured's general supervision of the Contractor; products and completed operations of the Contractor; premises owned, occupied or used by the Contractor; or automobiles owned, leased, hired or borrowed by the Contractor. The coverage shall contain no special limitations on the scope of protection afforded to the District School Board of Pasco County, its officers, officials, employees or volunteers.
2. The Contractor's insurance coverage shall be primary insurance as respects the Board, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the District School Board of Pasco County, its officers, officials, employees or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.
3. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the Board, its officers, officials, employees or volunteers.
4. The Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

B. Worker's Compensation and Employers Liability Coverage:

The insurer shall agree to waive all rights of subrogation against the District School Board of Pasco County, its officers, officials, employees and volunteers for losses arising from work performed by the Contractor for the District School Board of Pasco County.

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C. All Coverages:

Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the District School Board of Pasco County.

8.04 ACCEPTABILITY OF INSURERS:

Insurance is to be placed with insurers with a Best's rating of no less than A:VII.

8.05 VERIFICATION OF COVERAGE:

Contractor shall furnish the Board with certificates of insurance and with original endorsements effecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by the insurer to bind coverage on its behalf. All certificates and endorsements are to be received and approved by the Board before work commences. The Board reserves the right to require complete, certified copies of all required insurance policies, at any time.

8.06 PERFORMANCE BOND:

A Performance Bond or Auctioneer Bond issued in the amount of \$100,000.00 by a surety company considered satisfactory by the Board, and otherwise authorized to transact business in the State of Florida, shall be required from the Successful Contractor for purposes of insuring the faithful performance of the obligations imposed by this contract. The Performance Bond must be properly executed by the surety company and Successful Contractor and submitted to the Board within ten (10) days after notification of award of the contract.

8.07 "HOLD HARMLESS" AGREEMENT:

The successful bidder agrees, by accepting the award of this bid to the following "Hold Harmless" Agreement:

During the term of this bid the vendor shall indemnify, hold harmless and defend the Board, its agents, servants and employees from any and all costs and exs, including but not limited to, attorneys fees, reasonable investigative and discovery costs, court costs and all other sums which the Board, its agents, servants and employees may pay or be obligated to pay on account of any, all and every claim or demand or assertion of liability, or any other action founded thereon, arising or alleged to have arisen out of the products, goods or services furnished by the vendor, his agents, servants or employees, or any of his equipment when persons or equipment are on premises owned or controlled by the Board for the purpose of services, delivering products or goods, installing equipment, or otherwise transacting business whether such claim or claims be for damages, injury to person or property, including the Board property, or death of any person, group or organization, whether employed by the vendor or the Board or otherwise.

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Notwithstanding the foregoing, vendors obligations under this "Hold Harmless Agreement" should be limited to claims, demands, and causes of action arising out of, or caused by the negligence of, or a violation of the terms of this agreement by the vendor, his agents, servants, or employees.

Any questions as to the intent or meaning of any part of the above required coverage should be directed to the Pasco County School Board Attorney, Joe McClain, 904/567-5643

9.00 COMPENSATION AND COMMISSION:

It is the intent to award this contract to the proposer demonstrating the ability to produce the most revenue (i.e. lowest commission and best revenue (paragraph 4.02) for the District in the public sale of property described on page 1, paragraph 1. The Contractor will charge the District a percentage commission (state below) on the sale of surplus District property. The Contractor will, upon the sale of any District property, pay to the District the total revenue from the sale, less the Contractor's commission which shall be the Contractor's total compensation. **The contractor may not charge a Buyers' Premium.**

OPTION 1: Awarded Individually

Part A. Titled Vehicles & Powered Equipment, Tools, and related parts and supplies
Total Compensation/Commission: _____%

Part B. Miscellaneous Surplus Equipment, Electronics, Appliances, Furniture,
Selected Food Service Equipment
Total Compensation/Commission: _____%

OPTION 2: Awarded total "All or None" (Part A) and (Part B) _____%

10.00 REQUIRED SUMMARY SHEET

This summary must be completed and submitted in addition to the standard narrative. Failure to submit this information shall result in bid disqualifications.

10.01 Monthly Auction Schedule Part A: _____

10.02 Monthly Auction Schedule Part B: _____

10.03 AUCTIONEER #1 NAME: _____
ADDRESS: _____
LICENSE: _____

10.04 AUCTIONEER #2 NAME: _____
ADDRESS: _____
LICENSE: _____

10.05 SCHEDULE OF OPERATION (LIST DAYS AND TIMES): _____

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**IT IS THE SOLE RESPONSIBILITY OF THE VENDOR TO COMPLY WITH PROVISIONS
OF THE IMMIGRATION REFORM AND CONTROL ACT OF 1986.**

The District School Board of Pasco County hereby stipulates and affirms its policy of offering Equal Employment and Educational Opportunities for all persons regardless of race, creed, color, sex, national origin, age or handicap. The failure of any contractor supplier to the Board to comply with the terms of this Equal Employment Opportunity Policy will subject any contract or purchase order to revocation.

FIRM NAME: _____
ADDRESS: _____ TELEPHONE: A/C _____
CITY, STATE, ZIP CODE: _____

The signing of this bid form certifies that I have read and agree to abide by the accompanying cover letter, general instruction, special instructions and specifications. NOTE: This sheet and the accompanying documents constitute a firm offer from the bidder; however, acceptance by The Board of any or all parts herein does not constitute a contract. Before commencing any work, the Superintendent or his authorized representative shall properly execute a Purchase Order (or contract), and it shall become the written agreement between the parties. All terms and conditions of this bid are included and become a part of the written agreement between the parties.

SIGNATURE: _____
(TYPED)

TITLED: _____

SIGNATURE: _____ FIRM DELIVERY DATE: _____
(Written) (Officer of Company of Corporation)



District School Board of Pasco County

20430 Gator Lane • Land O' Lakes, Florida 34639 • 813/ 794-2221

John Long, Ph.D., Superintendent

www.pasco.k12.fl.us

Department of Purchasing
Kendra Goodman, CPPB, Purchasing Agent
e-mail: kgoodman@pasco.k12.fl.us
813/ 794-2221 Fax: 813/ 794-2111
727/ 774-2221 TDD: 813/ 794-2484
352/ 524-2221

June 15, 2000

ADDENDUM #1

Bid #: 00-190 AUCTION SERVICES
Due: June 27, 2000, 2:30 P.M.

TO ALL INTERESTED PARTIES:

The opening date of the above referenced bid has been postponed indefinitely.

Respectfully,

/s/ Kendra Goodman

Kendra Goodman, CPPB
Purchasing Agent
KDG/r
Attachment



District School Board of Pasco County

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352/ 524-2221

September 1, 2000

ADDENDUM #2

Bid #: 00-190 AUCTION SERVICES
Due: September 7, 2000, 2:30 P.M.

TO ALL INTERESTED PARTIES:

The opening date of the above referenced bid has been postponed indefinitely.

Respectfully,

/s/ Kendra Goodman

Kendra Goodman, CPPB
Purchasing Agent
KDG/r
Attachment



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352/ 524-2221

December 14, 2000

ADDENDUM #3

Bid #: 00-190 AUCTION SERVICES
Due: June 27, 2000, 2:30 P.M.

TO ALL INTERESTED PARTIES:

The opening date of the above referenced bid has been changed to January 31, 2001 at 2: 30 p.m..

Attached please find, for clarification purposes, the evaluation sheet for Section 6.00 Selection Criteria.

Respectfully,

/s/ Kendra Goodman

Kendra Goodman, CPPB
Purchasing Agent
KDG/r
Attachment

AUCTION BID SELECTION CRITERIA

VENDOR _____ BID PART A, B (CIRCLE)

6.01 Narrative - Max 35 points/5 points per classification

- _____A. Experience 1-5 yrs/1 pt. 6-10 yrs./2 pts.
 11-15 yrs./3 pts. 16-20 yrs./4 pts.
 21 + yrs./5 pts.

- _____B. Operation prior to sale Ranking 5,4,3,2,1,0 (high to low)

- _____C. Sale Operation Ranking 5,4,3,2,1,0 (high to low)

- _____D. Advertising Regional publication/1 pt. Newspaper/1 pt.
 radio/1 pt. television/1 pt. internet/1 pt.

- _____E. Buyer Procedures Ranking 5,4,3,2,1,0 (high to low)

- _____F. Mailing List 0-100/1 pt. 101-250/2 pts. 251-500/3 pts.
 501-1000/4 pts. 1000+/5 pts.

- _____G. Forms Ranking 5,4,3,2,1,0 (high to low)

_____TOTAL POINTS EVALUATED BY: _____

6.02 References - Max 10 points/2 points each

- _____A. Ref. _____ Phone# _____
 Comments: _____

- _____B. Ref. _____ Phone# _____
 Comments: _____

- _____C. Ref. _____ Phone# _____
 Comments: _____

- _____D. Ref. _____ Phone# _____
 Comments: _____

- _____E. Ref. _____ Phone# _____
 Comments: _____

_____TOTAL POINTS EVALUATED BY: _____

NOTE: PART A (TITLED VEHICLES) & PART B (NON-TITLED ITEMS) OF BID WILL BE EVALUATED SEPARATELY.

6.03 Location (Distance from Pasco) - Max 10 points

- Zone 5/10 pts.
- Zone 4/8 pts.
- Zone 3/6 pts.
- Zone 2/4 pts.
- Zone 1/2 pts.
- Beyond Zone 1/0 pts.

_____TOTAL POINTS EVALUATED BY:_____

6.04 Site Visitation - Max 20 points/2 points each

- | | |
|--------------------------------|---------------------------|
| _____A. Parking | _____F. Restrooms |
| _____B. Accessibility | _____G. Concessions |
| _____C. Layout (of building) | _____H. Office |
| _____D. Terrain | _____I. Loading/Unloading |
| _____E. Organization (of sale) | _____J. PA System |

6.05 Commission - Max 25 points/1 point each

- | | | |
|--------------|---------------|---------------|
| 0% = 25 pts. | 9% = 16 pts. | 18% = 7 pts. |
| 1% = 24 pts. | 10% = 15 pts. | 19% = 6 pts. |
| 2% = 23 pts. | 11% = 14 pts. | 20% = 5 pts. |
| 3% = 22 pts. | 12% = 13 pts. | 21% = 4 pts. |
| 4% = 21 pts. | 13% = 12 pts. | 22% = 3 pts. |
| 5% = 20 pts. | 14% = 11 pts. | 23% = 2 pts. |
| 6% = 19 pts. | 15% = 10 pts. | 24% = 1 pt. |
| 7% = 18 pts. | 16% = 9 pts. | 25%+ = 0 pts. |
| 8% = 17 pts. | 17% = 8 pts. | |

_____TOTAL POINTS EVALUATED BY:_____

EVALUATION SUMMARY

6.01 Narrative	(35 possible)	_____
6.02 References	(10 possible)	_____
6.03 Location	(10 possible)	_____
6.04 Site Visitation	(20 possible)	_____
6.05 Commission	(25 possible)	_____
	100 possible	_____ TOTAL EARNED

TALLIED BY _____



District School Board of Pasco County

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352/ 524-2221

December 15, 2000

ADDENDUM #4

Bid #: 00-190 AUCTION SERVICES
Due: January 31, 2001, 2:30 P.M.

TO ALL INTERESTED PARTIES:

The opening date of the above referenced bid has been postponed indefinitely.

Respectfully,

/s/ Kendra Goodman

Kendra Goodman, CPPB
Purchasing Agent
KDG/r
Attachment



District School Board of Pasco County

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352/ 524-2221

February 7, 2001

ADDENDUM #5

Bid #: 00-190 AUCTION SERVICES
Due: January 31, 2001, 2:30 P.M.

TO ALL INTERESTED PARTIES:

The opening date of the above referenced bid has been changed to February 28, 2001.

Only those vendors who attended the pre-bid conference on August 22, 2000 will be allowed to bid.

Respectfully,

/s/ Kendra Goodman

Kendra Goodman, CPPB
Purchasing Agent
KDG/r
Attachment