

COUNTY OF BOONE - MISSOURI



REQUEST FOR PROPOSAL FOR AUCTION SERVICES FOR REAL PROPERTY

RFP #01-12JAN17
Release Date: December 2, 2016

Submittal Deadline:
January 12, 2017
not later than 1:00 p.m. Central Time

Boone County Purchasing
613 E. Ash Street, Room 110
Columbia, Missouri 65201

Melinda Bobbitt, CPPO, CPPB, Director
Phone: (573) 886-4391 Fax: (573) 886-4390
E-mail: mbobbitt@boonecountymo.org

1. Overview

Boone County, Missouri (the County) is seeking proposals from local individuals/firms to auction property owned by the County (the Parcel). The County intends by this RFP to have the successful individual/firm (the Contractor) enter a Professional Services Contract with the County to provide auctioneering services as outlined herein.

Location of the Parcel: 4221 East Highway 124
Hallsville, Missouri
(Commonly know as Boone County Public Works 124 Shed)
Boone County Assessor Parcel # 07-500-16-04-001.00 01

1.1 PROPERTY DESCRIPTION

a. The Parcel consists of the following (with the legal description on the title insurance commitment to be obtained by the County to control):

County Property

4221 East Highway 124, Hallsville, Missouri. The Parcel is located at the corner of Barnes School Road and Hwy 124, and is more particularly described as follows:

A tract of land located in Legal Description SW COR SW NE, section 16, township 50 north, range 12, Boone County, Missouri, being part of the tract described by the warranty deed recorded in book 3749, page 0090 and being more particularly described as follows:

From the NE corner of the SE ¼ of the NE ¼ of Section 16, Township 50 North, Range 12 West; thence S 28° 43' W, a distance of 1467.7 feet; thence N 86° 36' W, a distance of 1425 feet; thence N 86° 50' W, a distance of 651 feet; thence N 3° 10' E, a distance of 30 feet to a point on the north right of way line of State Highway 124 opposite Station 169+24, said point also being on the east right of way line of a county road; thence in a northerly direction along the east right of way line of said county road, a distance of northerly direction along the east right of way line of said county road, a distance of 626.13 feet; thence in an easterly direction parallel to the north right of way line of said Route 124, a distance of 208.71 feet; thence in a southerly direction parallel to the east right of way line of said county road, a distance of 626.13 feet to a point on the north right of way line of said Route 124 opposite Station 171+32.71; thence in a westerly direction along the north right of way line of said Route 124, a distance of 208.71 feet to the point of beginning, containing 3 acres.

Also:

From the NE corner of the SE ¼ of the NE ¼ of Section 16, Township 50 North, Range 12 West; thence S 28° 43' W, a distance of 1467.7 feet; thence N 86° 36' W, a distance of 1425 feet; thence N 86° 50' W, a distance of 651 feet; thence N 3° 10' E, a distance of 30 feet to a point on the north right of way line of State Highway Route B (124) opposite Station 169+24, said point also being on the east right of way line of a county road; thence N 3° 10' E, a distance of 626.13 feet to the beginning point of this description; thence N 4° 44' E, a distance of 678 feet; thence S 86° 25' E, a distance of 208.71 feet; thence S 4° 44' W, a distance of 676.35 feet; thence N 86° 50' W, a distance of 208.71 feet to the point of beginning, containing 3.24 acres.

The County has declared this Parcel surplus.

- b. The Parcel is depicted on the attached map.
- c. A subdivision plat regarding the Parcel is recorded at Plat Book 50, Page 56 of the Boone County records. A copy is attached.
- d. A final development plan showing the approved uses of the property is available at the Boone County Resource Management Department. A list of approved uses is attached.

2. Scope of Work and County Requirements

The Contractor shall contract with the County to provide the following services:

- a. Establishing the auction site and times.
- b. Developing and implementing strategies for promoting the Parcel's auction.
- c. Conducting the auction in accordance with all laws, rules, and regulations.
- d. Consulting on all auction-related issues such as: the proper starting price, whether the sale is absolute, whether a deposit will be required of the successful bidder at the auction and that deposit's terms, if a bidder's premium should be charged, if bank guarantees or letters of credit are appropriate, bidder qualifications, terms of sale, disclosure of issues unique to the Parcel, and the nature and extent of title company involvement.
- e. Coordinating transactions and handling customary activities and services associated with auctions. For example, the Contractor shall prepare and process all notices including but not limited to agency disclosure and bidder certification forms.
- f. The Contractor shall assist the County before and after the auction with any auction-related problems related to pre-auction offers and buyer defaults.
- g. The Contractor shall advise the County regarding current market conditions and valuation of property as the County requests.
- h. The Contractor shall consult with County staff and County Commissioners, and shall prepare and provide presentations at public meetings, as the County requires.
- i. Boone-Central Title Company will conduct the closing of the Parcel sale within 60 days of the auction and will supply the closing documents and transfer documents, and the County will pay one-half of closing fee payable to Boone-Central Title Company. The successful bidder will pay all expenses associated with recording all necessary documents, title insurance, surveys, and inspections, if required or desired.
- j. The County will provide Contractor with a minimum bid prior to auction.

- k. The County will provide the successful bidder with owner's title insurance insuring that the County can convey the property by Special Warranty Deed, and will convey the Parcel by a Special Warranty Deed in recordable form, executed by the Boone County Commission, subject to encumbrances and impediments to title present on the day of closing unless otherwise agreed by the parties.
- l. The County will not be obligated to remove any existing impediments or encumbrances to title unless otherwise agreed prior to closing. The property will be conveyed "As Is", with no representations or warranties concerning title, zoning, tax consequences, physical or environmental conditions, availability of access, ingress or egress, property value, operating history, governmental approvals, or governmental regulations.

3. Qualifications

Offerors to this RFP shall have the following qualifications:

- a. Must be licensed as an auctioneer and be in good standing with the State of Missouri.
- b. Must have an excellent reputation in the auction community.
- c. Must know and have experience with the auction market and small and large real estate auctions.
- d. Must understand the use of all auction-related records and technologies.

4. Fee Schedule

The proposed fee schedule shall be completed on the Response Form, section 8 of this RFP, including:

- Offeror's commission rate for auctions, including any costs or fees,
- Offeror's proposed method of compensation for any other services,
- any other costs the County might anticipate arising from this auction.

Payments to the successful offeror will be based on services the County actually receives.

5. RFP Submittal Requirements

The following information must accompany offeror's proposal response:

- a. Describe experience and expertise
 - List years in business, previous names of the individual/firm, if any.
 - Offeror's description including size of firm, location, number, and nature of the professional staff.

- A current list of key employees who would be assigned to the performance and management of County contract obligations and their qualifications, including the lead person(s) who will be directly responsible for oversight of Offeror's performance.
 - Describe experience (minimum three years' previous experience with proven effectiveness) Offeror has in the auction business.
 - Experience in assisting similar size entities, including all services for government agencies.
 - List of at least three references where and when Offeror provided similar services. Please provide names and telephone numbers of contact persons for each reference.
 - Additional services offered through your firm.
 - A statement of professional and licensing qualifications of the Offeror.
- b. List any current litigation involving Offeror and any outstanding judgements, or liens against Offeror.
- c. Indicate whether the Offeror, the parent corporation, subsidiary or affiliated corporation, or any of the officers or principal members or other interested parties, have been adjudged bankrupt, either voluntarily or involuntarily, within the past ten (10) years.
- d. Indicate whether the Offeror or anyone referred to above has been indicted for or has been convicted of any felony within the past ten (10) years.
- e. Describe how Offeror will market and advertise County property to ensure a broad interest from the public and maximize the number of bidders. Provide as much detail as possible of the method(s) by which the Offeror publicizes its auctions and markets real property including Offeror's use of print and other media, internet, and television.
- f. Describe how Offeror will organize and conduct the auction. For example, describe the preparation of bid packets, set-up and tear-down of the auctions, provision of staff to register bidders, recording and processing of successful bids (clerking), provision of professional auctioneers, recording transcripts of the auction proceedings, and coordinating closing and transaction documentation with Boone-Central Title Company.
- g. Describe platforms used for auctions. For example, onsite auction including the capability to conduct simultaneous online-internet and television live-bidding from remote bidders.

6. Instructions

- a. Delivery of Proposals:** Sealed proposals will be received at the Boone County Purchasing office until the proposal closing date and time indicated herein for furnishing the County with services as detailed in the Request for Proposal. No FAX or electronically stored or transmitted proposals will be accepted.

- b. **Proposal Closing:** All proposals shall be **delivered before 1:00 p.m., Central Time, on Thursday, January 12, 2017** to:

Boone County Purchasing Department
Melinda Bobbitt, Director of Purchasing
613 E. Ash Street, Room 110
Columbia, Missouri 65201

- a) The County will not accept any proposals received after **1:00 p.m.** and will return such late proposals to the Offeror.
- b) **Proposal Opening:** Proposals will be opened at 1:00 p.m. sharp on **January 12, 2017** in the Purchasing Department, 613 E. Ash Street, Room 110, Columbia, Missouri 65201.
- c) Offerors must submit **one (1) original, and four (4) copies** of the proposal (total of five). Proposals will be opened publicly, but only names of Offerors will be read aloud at that opening. All proposal responses will be considered public information, and following contract execution or the rejection of all proposal responses, all responses will become public records subject to release to any person who so requests.
- d) Proposals must be submitted in a sealed envelope identified with the RFP number and date of proposal closing. List the proposal number on the outside of the box or envelope and note "Response to Request for Proposal enclosed."
- e) If you do not care to submit a proposal, please return the *No Bid Response Page* and note your reason. No fax or electronic transmitted proposals will be accepted.
- f) If you have obtained this RFP from our Web Page or from a source other than the Boone County Purchasing Department, then please check with our office prior to submitting your proposal to ensure that you have a complete package. The Purchasing Department cannot provide Offerors with addenda unless the Offeror is on the County's vendor list for this RFP. You may check our web site for addenda at www.showmeboone.com, then select "Purchasing", then "Current Bid Opportunities".
- g) **Guidelines for Written Questions**
All questions regarding this Request for Proposal should be submitted in writing no later than **1:00 p.m., January 5, 2017**. All questions must be mailed, faxed or e-mailed to the attention of Melinda Bobbitt, Director of Purchasing. All such questions will be answered in writing, and such answers will be provided to all parties having obtained a Request for Proposal packet by the County by posting the addendum on the County Web site at www.showmeboone.com (Select Purchasing, then Current Bid Opportunities). Submit questions to:

Melinda Bobbitt, CPPO, CPPB
Director of Purchasing
613 E. Ash Street, Room 110
Columbia, Missouri 65201
Phone: (573) 886-4391
Fax: (573) 886-4390
E-mail: mbobbitt@boonecountymo.org

In the event that it becomes necessary to revise any part of this RFP, written addenda will be issued. Any addendum to this RFP is valid only if in writing and issued by the Boone County Purchasing Department. Conversations or verbal agreements with any officer, agent, or employee of the County which modify any terms or obligations of this RFP are invalid.

h) Proposal Submission Information

To facilitate the evaluation process, the Offeror is encouraged to organize their proposal as described below:

- a. Each distinctive section should be titled with paragraph number and all material related to that category should be included therein.
- b. The signed response page from the original RFP and all signed amendments should be placed at the beginning of the proposal response.
- c. The Proposal must, at a minimum, address all mandatory and desired services. Responses shall fully describe how the service will be performed and what hardware/software (if any) is required at the County to access the service.

The Offeror is cautioned that it is the Offeror's sole responsibility to submit information related to the evaluation categories, and that the County is under no obligation to solicit such information if it is not included with the proposal. The Offeror's failure to submit such information may cause an adverse impact on the evaluation of the proposal. Any Offeror whose responses deviate from the outlined specifications may automatically be disqualified.

Offeror's Contacts: Offerors and their agents (including subcontractors, employees, consultants, or anyone else acting on their behalf) must direct all of their questions or comments regarding the RFP, the evaluation, etc. to the buyer of record indicated on the first page of this RFP. Offerors and their agents may not contact any County employee other than the buyer of record regarding any of these matters during the solicitation and evaluation process. Inappropriate contacts are grounds for suspension and/or exclusion from specific procurements. Offerors and their agents who have questions regarding this matter should contact the buyer of record.

7. Selection

- a. **Competitive Negotiation of Proposals:** The Offeror is advised that the County reserves the right to either negotiate proposals received or to award a contract without such negotiations. If such negotiations are conducted, the following conditions shall apply:

The County may negotiate in person, in writing, or by telephone.

The County will negotiate only potentially acceptable proposals. The County reserves the right to limit negotiations to those proposals which received the highest rankings during the initial evaluation phase.

Any features of the proposals, including but not limited to services, conditions, prices, methodology, or other may be subject to negotiation and revision. As part of the negotiations, the Offeror may be required to submit supporting financial, pricing and other data in order to allow a detailed evaluation of the feasibility, reasonableness, and acceptability of the proposal.

This Request for Proposal's mandatory requirements are not negotiable and shall remain unchanged unless the County determines that a change in such requirements is in the best interest of the parties.

b. Evaluation and Award Process:

Boone County will select an evaluation team to review responses and to make a formal recommendation for award to the County Commission. After determining a responsible Offeror and a responsive proposal through the determination that the proposal satisfies the mandatory requirements stated in the Request for Proposal, the evaluation team will use both objective analysis and subjective judgment in conducting a comparative assessment of the proposal in accordance with the evaluation criteria stated below:

- a. **Method of Performance**
- b. **Experience/Expertise of Offeror**
- c. **Fee Schedule**

After an initial evaluation process the County may choose to interview the Offeror or Offeror's designated representative. Offeror may be asked to make an oral presentation of their proposal to the evaluation team at a location designated by the County. Attendance cost shall be at the Offeror's expense. The County will coordinate all arrangements and scheduling.

8. Response/Pricing Page

In compliance with this Request for Proposal and subject to all the conditions thereof, the Offeror agrees to furnish the services/equipment/supplies requested and proposed and certifies he/she has read, understands, and agrees to all terms, conditions, and requirements of this proposal and is authorized to contract on behalf of the Offeror named below. (Note: This form must be signed. All signatures must be original).

Company Name: _____

Address: _____

Telephone: _____ Fax: _____

Federal Tax ID (or Social Security #): _____

Print Name: _____ Title: _____

Signature: _____ Date: _____

E-Mail Address: _____

8.1. Present a Fee Schedule for auction service:

_____ % Commission of total gross sale price for Auction Service of property described herein

Or

\$_____ Dollar Commission for Auction Service of property described herein

8.2. All costs must be included on this form. State any other costs the County might anticipate relating to this auction or the services to be provided:

8.3. List any deviations from the original specifications:

8.4. **Provide a contact person** who will be responsible for coordinating the efforts and personnel of all parties involved in the response, to include, but not be limited to, oral presentations, demonstrations, site visits and responses to request for clarification, if any. Provide the following:

Name:
Organization:
Address:

E-mail:
Phone Number:
Fax:

9. Indemnity Agreement: To the fullest extent permitted by law, Contractor shall indemnify, hold harmless and defend the County, its directors, officers, agents, and employees from and against all claims, damages, losses and expenses (including but not limited to attorney's fees) arising by reason of any act or failure to act, negligent or otherwise, of Contractor, of any subcontractor (meaning anyone, including but not limited to consultants having a contract with contractor or a subcontract for part of the services), of anyone directly or indirectly employed by contractor or by any subcontractor, or of anyone for whose acts the contractor or its subcontractor may be liable, in connection with providing these services. This provision does not, however, require contractor to indemnify, hold harmless, or defend the County of Boone from its own negligence.



0750016040010001
5.9 ac

N Barnes School Rd

N Caldwell Rd

124



**4221 E HIGHWAY 124
HALLSVILLE, MO**

- 4221 E Highway 124 Hallsville, MO
- Parcel

N

1 inch = 167 feet

Date: 10/4/2016

Assessor Dataset Disclaimer:
 These maps were prepared for the inventory of real property based on the utilization of deeds, plans, and/or supportive data. In addition, map files are frequently changed to reflect changes in boundaries, lot lines and other geographic features resulting from changes in ownership, development, and other causes. The existence, dimension, and location of features, as well as other information, should not be relied upon for any purpose without actual field verification. The County of Boone makes no warranty of any kind concerning the completeness or accuracy of information contained on these maps and assumes no liability or responsibility for the use or reuse of these maps by persons not affiliated with Boone County. Use of these maps by any person not affiliated with Boone County constitutes agreement by the user to assume full liability and responsibility for the verification of the accuracy of information shown on these maps.

The following map sources were utilized from the Boone County Assessor's Office, GIS Department & City of Columbia: Parcel boundaries, ownership, roads, and various reference layers.

LIST OF APPROVED USES

1. Agricultural activity.
2. Automobile repair shop.
3. Farm implements, sales & repair.
4. Farm store or feed store with bulk feed and/or bulk fertilizer storage and mixing facilities.
5. Wholesale establishment or warehouse (including self-storage mini-warehouses) in a completely enclosed building.
6. Manufacture or assembly of wood products, such as boxes, furniture, cabinets, baskets, and other wood products of similar nature.
7. Photographic processing or blueprinting.
8. Printing and publishing.
9. Recycling center for metal containers having a capacity of less than five gallons, and for glass, paper, plastic, and aluminum.
10. Wholesale merchandising or storage warehouses and fenced outdoor storage areas.
11. Contractor's buildings and storage yards.
12. Bus barns or lots.
13. Monument or marble works.

INSTRUCTIONS FOR COMPLIANCE WITH HOUSE BILL 1549

House Bill 1549 addresses the Department of Homeland Security's and the Social Security Administration's E-Verify Program (Employment Eligibility Verification Program) that requires the County to verify "lawful presence" of individuals when we contract for work/service; verify that contractor has programs to verify lawful presence of their employees when contracts exceed \$5,000; and a requirement for OSHA safety training for public works projects.

The County is required to obtain certification that the bidder awarded the attached contract participates in a federal work authorization program. To obtain additional information on the Department of Homeland Security's E-Verify program, go to:

<http://www.uscis.gov/portal/site/uscis/menuitem.eb1d4c2a3e5b9ac89243c6a7543f6d1a/?vgnextoid=75bce2e261405110VgnVCM1000004718190aRCRD&vgnnextchannel=75bce2e261405110VgnVCM1000004718190aRCRD>

Please complete and return form *Work Authorization Certification Pursuant to 285.530 RSMo* if your contract amount is in excess of \$5,000. **Attach to this form the first and last page of the *E-Verify Memorandum of Understanding* that you completed when enrolling for proof of enrollment.**

If you are an Individual/Proprietorship, then you must return the attached *Certification of Individual Bidder*. On that form, you may do one of the three options listed. Be sure to attach any required information for those options as detailed on the *Certification of Individual Bidder*. If you choose option number two, then you will also need to complete and return the attached form *Affidavit*.

AFFIDAVIT

(Only Required for Individual Bidder Certification Option #2)

State of Missouri)
)SS.
County of _____)

I, the undersigned, being at least eighteen years of age, swear upon my oath that I am either a United States citizen or am classified by the United States government as being lawfully admitted for permanent residence.

Date

Signature

Social Security Number
or Other Federal I.D. Number

Printed Name

On the date above written _____ appeared before me and swore that the facts contained in the foregoing affidavit are true according to his/her best knowledge, information and belief.

Notary Public

My Commission Expires:

CERTIFICATION OF INDIVIDUAL BIDDER

Pursuant to Section 208.009 RSMo, any person applying for or receiving any grant, contract, loan, retirement, welfare, health benefit, post secondary education, scholarship, disability benefit, housing benefit or food assistance who is over 18 must verify their lawful presence in the United States. Please indicate compliance below. Note: A parent or guardian applying for a public benefit on behalf of a child who is citizen or permanent resident need not comply.

- ____ 1. I have provided a copy of documents showing citizenship or lawful presence in the United States. (Such proof may be a Missouri driver's license, U.S. passport, birth certificate, or immigration documents). Note: If the applicant is an alien, verification of lawful presence must occur prior to receiving a public benefit.

- ____ 2. I do not have the above documents, but provide an affidavit (copy attached) which may allow for temporary 90 day qualification.

- ____ 3. I have provided a completed application for a birth certificate pending in the State of _____. Qualification shall terminate upon receipt of the birth certificate or determination that a birth certificate does not exist because I am not a United States citizen.

Applicant

Date

Printed Name

(Please complete and return with Proposal Response)

Certification Regarding
Debarment, Suspension, Ineligibility and Voluntary Exclusion
Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98 Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160-19211).

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS FOR CERTIFICATION)

- (1) The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name and Title of Authorized Representative

Signature

Date



“No Bid” Response Form

Boone County Purchasing
613 E. Ash Street, Room 110
Columbia, MO 65201

Melinda Bobbitt, CPPO, CPPB
Director of Purchasing
(573) 886-4391 – Fax: (573) 886-4390

“NO BID RESPONSE FORM”

NOTE: COMPLETE AND RETURN THIS FORM ONLY IF YOU DO NOT WANT TO SUBMIT A PROPOSAL RESPONSE

If you do not wish to respond to this RFP request, but would like to remain on the Boone County vendor list **for this service/commodity**, please remove form and return to the Purchasing Department by mail or fax.

If you would like to FAX this “No Bid” Response Form to our office, the FAX number is (573) 886-4390.

RFP: 01-12JAN17 – Auction Services for Real Property

Business Name: _____

Address: _____

Telephone: _____

Contact: _____

Date: _____

Reason(s) for Not Submitting Proposal Response :

