

4.0 EVALUATION CRITERIA AND FACTORS

4.1 The award of the contract shall be made to the responsible offeror whose proposal is determined to be the lowest and best evaluated offer resulting taking into consideration the relative importance of price and other factors set forth in the Request For Proposals in accordance with Vernon's Texas Code Annotated, Local Government Code 262.

LEVEL 1 – CONFORMANCE WITH MANDATORY REQUIREMENTS

4.1.1 Conformance with RFP guidelines and submittal requirements. The following documents shall be submitted as part of the proposal. Failure to provide these documents shall deem vendor as non-responsive.

~~4.1.1.1 Provide evidence of State of Texas Auctioneer License~~

4.1.1.2 Response to Section 6.0

LEVEL 2 – DETAILED PROPOSAL ASSESSMENT

4.1.2 The Evaluation Committee will conduct a detailed assessment of all proposals elevated to this Level. Criteria evaluated in Level 2:

CRITERIA	VALUE
Firm Overview/Qualifications/Experience/References (Section 6.2, 6.3 & 6.4)	25
Services Offered (Section 6.5)	30
Bidder Base/Website Functionality (Section 6.6)	15
Costs/Fees (Section 6.7)	30
Total Value	100

5.0 SPECIAL CONDITIONS AND SPECIFICATIONS

5.1 Authorization: By order of the Commissioners' Court of Collin County, Texas sealed proposals will be received for RFP 2016-302, Online Auctioneering Services.

5.2 Intent of Request for Proposal: The purpose of this Request for Proposal is to provide offerors with sufficient information to prepare a proposal for Online Auctioneering Services for the sale of County surplus, salvage and seized equipment, property and vehicles.

5.3 Term: Provide for a term contract commencing on the date of award and continuing through and including September 30, 2017 with option for three (3) one (1) year renewals.

5.4 Funding: Funds for payment have been provided through the Collin County budget approved by the Commissioners' Court for this fiscal year only. State of Texas statutes prohibit the County from any obligation of public funds beyond the fiscal year for which a budget has been approved. Therefore, anticipated orders or other obligations that may arise past the end of the current Collin County fiscal year shall be subject to budget approval.

5.5 Price Reduction: If during the life of the contract, the vendor's net prices to its customers for the same product(s) and/or services shall be reduced below the contracted price, it is understood and agreed that the County shall receive such price reduction.

5.6 Price Redetermination: A price redetermination may be considered by Collin County only at the anniversary date of the contract. All requests for price redetermination shall be in written form, shall be submitted a minimum of ninety (90) days prior to renewal date and shall include documents supporting price redetermination such as Manufacturer's direct cost, postage rates, Railroad Commission rates, Federal/State minimum wage law, Federal/State unemployment taxes, F.I.C.A, Insurance Coverage Rates, etc. The offeror's past experience of honoring contracts at the proposed price will be an important consideration in the evaluation of the lowest and best proposal. Collin County reserves the right to accept or reject any/all of price redeterminations as it deems to be in the best interest of the County.

5.7 Descriptive Literature: Provide literature sufficient in detail to enable an intelligent comparison of the specification of the product(s) proposed. If submitting manually, it is requested that five (5) copies of descriptive literature be submitted.

5.8 Approximate Usage: Collin County holds approximately two to three online auctions per fiscal year. Future auctions will be held on an as-needed basis. The approximate value of revenues generated for past County auctions are as follows:

- Fiscal Year 2014: \$357,565
- Fiscal Year 2015: \$367,704
- Fiscal Year 2016 to Date: \$334,471

5.9 Subcontractors: Offeror shall state names of all subcontractors and the type of work they will be performing. If an offeror fails to specify a subcontractor, then he shall be deemed to have agreed that he is fully qualified to perform the contract himself, and that he will fully perform the contract himself.

No offeror whose proposal is accepted shall (a) substitute any subcontractor, or (b) permit a subcontract to be voluntarily assigned or transferred or allow it to be performed by anyone other than the original subcontractor listed in the original proposal without approval in writing from the Collin County Purchasing Department.

The successful offeror further agrees that Collin County and its agents, servants and employees shall not be liable for any loss or damage resulting from personal injury, physical loss, harassment of or discrimination against employee or other violations of the provisions of this contract occasioned by the acts or omissions of the successful offeror's sub-contractors, their agents or employees. The indemnification provisions of this contract shall apply to all sub-contractors.

5.10 Qualifications:

~~5.10.1—Successful offeror shall be licensed to act as an auctioneer in the State of Texas and maintain a valid license throughout the term of the contract.~~

~~5.10.2—Offeror shall provide with proposal, evidence of a State of Texas Department of Licensing and Regulation Auctioneer License. Offerors who do not provide this document shall be considered non-responsive.~~

5.10.3 Successful offer shall have a minimum five (5) years' experience conducting online auctions.

5.10.4 Successful offeror shall maintain an adequate number of employees to complete services required in a timely manner.

5.11 Requirements:

5.11.1 Offeror shall provide a web-based online auction system for the sale of surplus, salvage and seized equipment, property and vehicles. Connectivity shall be made through standard internet connections, web browsers and email.

5.11.2 Offeror shall coordinate with the designated County Purchasing Department staff member(s) for all aspects of the auction.

5.11.3 Offeror shall create the online listing.

5.11.4 There shall be no minimum dollar amount or number of lot requirements.

5.11.5 The County shall have authority to determine the amount of information provided for listed items.

5.11.6 Offeror shall allow the County the option to set opening bid prices.

5.11.7 Offeror shall allow the County to determine dates and times for onsite inspections and removal of items. Onsite inspections and removal will be staffed by County personnel.

5.11.8 Typically, the County will provide photographs of items for auction through electronic media. At the option of the County, offeror shall photograph items for auction.

5.11.9 Offeror shall collect payment and issue receipts to buyers.

5.11.10 Offeror shall issue electronic notification of payment to the County when payment is received from buyer.

5.11.11 Offeror shall collect sales tax and remit to the State.

5.11.12 Offeror shall provide a letter with a schedule listing each item sold and the sale prices.

5.11.13 Offeror shall provide a method for buyers to designate a representative who may pick up their purchased items.

5.11.14 Offeror shall remit auction proceeds to County within ten (10) business days of close of the auction.

5.11.15 The County shall have access to detail information of past auctions.

5.11.16 There shall be no charge to re-list items that do not receive bids.

5.11.17 Offeror shall provide marketing of the auction services to promote utilization by potential buyers.

6.0 PROPOSAL FORMAT

In accordance with the directions below, offeror shall provide a response for each item in Section 5.11 and Sections 6.2-6.7 in order and include item numbers in response. Answer all questions fully, clearly, and concisely, giving complete information. Do not skip items. Do not refer to other parts of your proposal for the answers. You may not modify either the order or language of the question. Responses shall include a statement of “agree”, “confirmed”, “will provide”, “not applicable”, or “exception taken” along with any additional information. If an item is “not applicable” or “exception taken”, offeror shall state that and refer to Section 7.0 Exceptions, with explanation.

Offeror shall adhere to the instructions in this request for proposals on preparing and submitting the proposal. If offeror does not follow instructions regarding proposal format, points will be deducted during the evaluation process.

6.1 PROPOSAL DOCUMENTS: To achieve a uniform review process and to obtain a maximum degree of comparability, the proposal shall, at a minimum include a Table of Contents detailing sections and corresponding page numbers.

6.1.1 Proposals may be submitted online via <http://collincountytx.ionwave.net> or submitted via CD-ROM or Flash Drive. Electronic submissions are preferred.

6.1.2 If submitting manually, proposal shall be submitted in a sealed envelope or box with RFP name, number, and name of firm printed on the outside of the envelope or box. Manual submittals shall be sent/delivered to the following address and shall be received prior to the date/time for opening:

Collin County Purchasing
2300 Bloomdale, Suite 3160
McKinney, TX 75071

Paper copies shall be printed on letter size (8 ½ x 11) paper and assembled using spiral type bindings, staples, or binder clips. Do not use metal-ring hard cover binders. Manual submittals shall include an electronic copy in a searchable format.

It shall be the responsibility of the offeror to insure that their proposal reaches Collin County Purchasing prior to the date/time for the opening no matter which submission method is used. Proposal shall include but not be limited to information on each of the following:

6.2 FIRM OVERVIEW

Offeror is requested to define the overall structure of the Firm to include the following:

6.2.1 A descriptive background of your company’s history.

6.2.2 State your principal business location and any other service locations.

6.2.3 What is your primary line of business?

6.2.4 State the number of years your company’s online auction program has been in place.

6.2.5 State how many and the locations where your services are in use.

~~6.2.6 Provide evidence of State of Texas Auctioneer license.~~

6.2.7 State the names of any subcontractors that will be utilized to perform services under this contract and the type of work they will be performing.

6.3 PROPOSED KEY PERSONNEL/STAFF QUALIFICATIONS, EXPERIENCE

6.3.1 Provide qualifications as well as experience information on offeror's key personnel and staff that will be assigned to this contract.

6.3.2 Describe your experience in providing online auction services in the governmental sector.

6.4 REFERENCES

6.4.1 Offeror is requested to include at least three (3) references (other than Collin County) for whom offeror has provided similar scope as described herein. Information shall include business name, a contact person, address, telephone number, e-mail address and description of services provided.

6.5 SERVICES OFFERED

6.5.1 Provide a response to all requirements stated in Section 5.11.

6.5.2 Describe proposed marketing and advertising methods to publicize and promote County auctions.

6.5.3 Describe procedures for customer service and maintaining good customer relations with bidders including information on contact methods and hours of availability of a customer help desk. Include information on payment methods accepted and problem resolution.

6.5.4 For different types of listings, describe what information is required to create a listing. Include sample forms, if available.

6.6 BIDDER BASE/WEBSITE FUNCTIONALITY

6.6.1 Provide information regarding bidder base including the number of bidders currently registered on your database and number of visitors to website.

6.6.2 Describe your website's security and privacy protection capabilities

6.6.3 Describe the method(s) you use to prevent fraud and shill bidding. Describe how problems are addressed.

6.7 COSTS/FEES

6.7.1 Offeror shall provide a detailed explanation of all costs and fees associated with services provided that will be charged to the buyer or the County (i.e. commission fees, buyer premium, per auction listing fee, etc.). If different types of auctions will have different fees or premiums, provide a detailed explanation. Costs or fees not included in offeror's proposal shall not be allowed.

7.0 EXCEPTIONS

Instructions for completing section:

The exception table should be completed for any exception from requirements identified in this RFP. Please complete the following worksheet listing any and all exceptions from the information requested in the Request for Proposal. Attach additional pages as needed. If no exceptions are listed in Section 7.0 it is understood that the offeror has agreed to all RFP requirements, the response will be considered as confirmed even if it is listed elsewhere as an exception.

Section Number/ Question Number	Required Service You are Unable to Perform	Steps Taken to Meet Requirement