



THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA  
 SCHOOL BOARD ADMINISTRATION BUILDING  
 Procurement Management Services  
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 Miami, Fl. 33132

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**BID/RFP ADDENDUM**

Date: 5/12/2021

Addendum No. 1

BID/RFP# ITB-20-017-VF BID/RFP TITLE: Auction Services

**This addendum modifies the conditions of the above referenced BID/RFP as follows:**

The addendum provides answers to questions received regarding this ITB.

A revised Attachment 13 is also being provided herewith.

All other terms and conditions of the ITB will remain the same.

*All information, specifications terms, and conditions for the above referenced BID/RFP, is included on the document posted on the Procurement Management website at <http://procurement.dadeschools.net>*

*The attached pages containing clarifications, additional information and requirements constitutes an integral part of the referenced bid.*

1. If your bid/proposal has not been submitted, substitute the pages marked REVISED and mail your entire bid/proposal package. **REMEMBER TO SIGN THE BIDDER QUALIFICATION FORM.**

OR

2. If your bid/proposal has been submitted, sign and return this addendum form with the revised pages by the time and date indicated on the Bidder Qualification Form. BY SIGNING THIS ADDENDUM, THE VENDOR AGREES TO THE TERMS AND CONDITIONS CONTAINED IN THE BIDDER QUALIFICATION FORM AND ALL RELATED BID DOCUMENTS.

**I acknowledge receipt of Addendum Number 1**

PLEASE NOTE: If your firm has forwarded a copy of this bid/proposal to another vendor, it is your responsibility to forward them a copy of this addendum.

**(PLEASE TYPE OR PRINT BELOW)**

LEGAL NAME OF BIDDER: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY, STATE ZIP CODE: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_ E-MAIL I.D. \_\_\_\_\_ FAX # \_\_\_\_\_

BY: SIGNATURE (Manual): \_\_\_\_\_  
 OF AUTHORIZED REPRESENTATIVE

NAME (Typed): \_\_\_\_\_ TITLE: \_\_\_\_\_  
 OF AUTHORIZED REPRESENTATIVE

**Request for Proposals  
ITB-20-017-VF  
Auction Services**

**ADDENDUM NO. 1  
Questions and Answers**

The following changes, additions, clarifications, and/or deletions amend the ITB document of the above captioned solicitation and shall become an integral part of the Contract Documents.

**QUESTIONS AND ANSWERS:**

**Q1: Does M-DCPS require that the vendor is on-site during asset removal by winning bidders?**

A1: For anything that is auctioned outside of the surplus warehouse (vehicles, trailers, containers), yes.

**Q2: 6.6 Item 3 states: District staff shall provide the Certificate(s) of Ownership and all other documents necessary to effect transfer of title for motor vehicles and/or vehicle equipment. Bidder will make sure transfer of title is made. Is M-DCPS amenable to a plan wherein M-DCPS hands the title to the winning bidder at time of asset pickup, and the vendor uses online tools to ensure the title is transferred out of M-DCPS's responsibility?**

A2: M-DCPS will hand over all titles to the vendor. The vendor will be responsible to hand over the title to the winning bidder and make sure it is transferred.

**Q3: Attachment 13, Item h states the proposer must: h. Provide a current and up to date list of registered buyers. Our company currently has over 1 million registered buyers. This list is not feasible to provide in a proposal. Is there an alternative way that M-DCPS would like vendors to showcase the strength of their buyer audience?**

A3: Please refer to Revised Attachment 13 published with this addendum.

**Q4: Will the assets be sold onsite, or will they be hauled away to the vendors location?**

A4: Sold on site.

**Q5: Can the assets be mixed into the vendors regular online sale or will Miami-Dade need a separate standalone sale?**

A5: Separate standalone sale.

**Q6: What day of the week is the current sale?**

A6: There is not a set day of the week an auction takes place.

**Q7: Can you provide sales volume and details for 2019 and 2020?**

A7: Seven auctions in 2019 for \$335,340.80; One auction in 2020 for \$126,573.13.

**Q8: Will the assets need to be offered to the public or can it be dealer only?**

A8: The assets must be offered to the public.

**Q9: Are out of the country buyers eligible to bid?**

A9: M-DCPS does not have any restrictions on the buyers. This is the vendor's responsibility.

**Q10: Will the vendors “buy fee” schedule need to be modified for Miami-Dade buyers?**

A10: No.

**Q11: Will Miami-Dade have anyone onsite to assist buyers or is it up to the vendor to staff the location before and during the sale?**

A11: It is up to the vendor to staff the location during preview day and when handing out purchased assets.

**Q12: Is the vendor responsible for staffing security on preview and sale days?**

A12: This must be coordinated with M-DCPS Police depending on the anticipated number of people.

## REVISED ATTACHMENT 13 - SUBMITTED BID DOCUMENT VERIFICATION FORM

All bidders are required to submit the following information to be considered for award. Failure to submit any of the required documents with the bid will cause the bidder to be considered nonresponsive and ineligible for further consideration. Each bidder must include the following information within their submittal:

REQUIREMENT	YES	NO
a. Provide a Local Business Tax Receipt. Any person, firm, corporation or joint venture, with a business location in Miami-Dade County, Florida, which is submitting a bid, shall meet the County's Local Business Tax Receipt requirements in accordance with Miami-Dade County, Florida, code. Bidders with a location outside Miami-Dade County shall meet their local Occupational Tax requirements. A copy of the license must be submitted. Noncompliance with this condition may cause the bidder not to be considered for award.		
b. Copy of current registration with the Florida Dept. of State, Division of Corporations to conduct business in the State of Florida or applicable home state.		
c. Three (3) references from organizations of comparable size and complexity to M-DCPS. <b>This must be documented on Attachment 12, Bidder Experience form, whereby each bidder uses one form per reference.</b>		
d. Submission of all documentation/information stated in this ITB, including, without limitation, the documentation, information and/or plans stated in Sections 5, 6, and 7 of this ITB, as well as the required forms and attachments, as stated in Section 8 of this ITB.		
e. Provide a plan to cover all aspects of Auction Services, as noted in Section 6. A copy of the plan is required.		
f. Demonstrate no less than five (5) years of auction services for both on-site and internet. A sample auction record for services rendered to a public entity must be submitted.		
g. Provide a copy of current and active auctioneer license with the State of Florida and/or the auctioneer's applicable state.		
h. <span style="color: red;">Provide a summary of the number of registered bidders by category. The information provided should give an indication of participation.</span>		
i. Provide a copy of the buyer registration form with the bid response.		
j. Provide a description of internet auction services, if applicable.		

Please sign below confirming all items noted above are included in your submission.

Name of Bidder: \_\_\_\_\_

\_\_\_\_\_  
*Printed Name*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Signature of Bidder's Authorized Representative*

\_\_\_\_\_  
*Date*

*For Internal Use Only:*

\_\_\_\_\_  
*Signature of Originating Department (as applicable)*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Printed Name*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Procurement Staff Name/Signature*

\_\_\_\_\_  
*Date*