



STATE OF DELAWARE
EXECUTIVE DEPARTMENT
OFFICE OF MANAGEMENT AND BUDGET

February 13, 2020

TO: ALL OFFERORS

FROM: Ninna Vaughn
STATE CONTRACT PROCUREMENT OFFICER

SUBJECT: **ADDENDUM TO Request for Proposal
CONTRACT NO. GSS20030-AUCTIONEER
Auctioneer Services**

ADDENDUM #1

This Addendum is issued to answer vendor questions and provide greater contract detail regarding the referenced Request for Proposal.

Information regarding the current contract is available online at:
http://contracts.delaware.gov/contracts_detail.asp?i=2716

Q1. What is the current incumbent's contractual fee for sellers, buyers, credit card transactions, etc.? Who are the current vendors?

Information regarding the current contract is available online at:
http://contracts.delaware.gov/contracts_detail.asp?i=2716

Q2. Will the State require the Auction Vendor to supervise the removal of items by winning bidders for solely online auctions?

Delaware Surplus Services will supervise the removal.



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- Q3. What is the historic annual volume of sales and amount of assets sold for the State?
Is there a current backlog volume to auction prior to regular surplus volumes for this contract?
Is there a current backlog volume to auction before regular volume levels begin?
What is the average weekly, monthly, and annual volume runs through this program?**

There isn't a backlog. To review usage/volume, information can be found at the current contract link listed above, at <https://data.delaware.gov/>, and/or <https://www.usgovbid.com/past-auctions/>.

- Q4. What type of surplus property are you selling?
Please clarify the types of assets that will be included under this project.**

The types of property Delaware Surplus Services sells are heavy equipment (i.e. dump trucks, backhoes, large mowers, snowplows), vehicles (i.e. sedan, vans, pickup trucks, motorcycles), boats, trailers, kitchen equipment, etc.

- Q5. What is the anticipated annual volume for items to be sold through this RFP?**

There is no exact budget, but all State Agencies, School Districts, Political Subdivision, Municipality, Volunteer Fire Company or higher education entity are allowed to use this contract. Usage reports and other information about contract no. GSS15030 can be found at the following link: http://contracts.delaware.gov/contracts_detail.asp?i=2716 or at <https://data.delaware.gov/>. Request for service are on an as needed basis.

- Q6. Will the Delaware Surplus Services consider an online auction only format?**

No. The State's need is for both Online and In-person auctions.

- Q6A. If so, will the Delaware Surplus Services tag lots of the miscellaneous items (i.e. computers, desks, chairs, etc.)?**

Delaware Surplus Services tag and lots all property.

- Q6B. If so, does the potential vendor need to handle the offloading of purchased items including miscellaneous items and numeric surf fishing license plates?**

Delaware Surplus Services load all property located at Surplus. Fishing tags are handled by Department of Natural Resources and Environmental Control.

- Q6C. If so, will rolling stock (cars, trucks, trailers, etc.) remain on Delaware Surplus Service property?
Would the Delaware Surplus Services consider moving rolling stock to a vendor holding yard?**

All property will remain located in Delaware.

Q6D. If so, will there be an addendum to alter the verbiage regarding live type auctions? For example, but not limited to, the verbiage on Appendix A number 7: Auctioneer is responsible to coordinate the sales from the start to finish including but not limited to: a. On-site advertising b. Crowd control c. Uniformed armed security guard d. Monkey exchange e. Distribution of individual receipts f. Registration of complaints.

As the State's need is for both online and in-person auctions there will be no addendum to the solicitation to update the scope of work.

Q7. In regards to the auctioneering of surplus data items such as laptops, will the Delaware Surplus Services be responsible for removing all information from any hard drives?

Delaware Surplus Services will not be selling surplus data equipment.

Q8. How is the Delaware Surplus Services currently handling the removal of surplus items (live auction or online) and who is the current vendor?

Delaware Surplus Services supervises all removals and it is expected for sold surplus items to be removed within five (5) days. Delaware Surplus Services is not looking to store or move any assets from their facility.

Current vendor information can be found at the link listed above.

Q9. What is the ratio of vehicles to miscellaneous items? What was the number of vehicles, equipment and auction GMV generated in 2017, 2018, and 2019?

Past auction items that have been sold can be reviewed at <https://www.usgovbid.com/past-auctions/>.

Q10. Are all vehicle and equipment assets provided with a clean title? When items are auctioned, will they have a clean title?

Vehicles being auctioned all have clean titles.

Q11. What is the expectation for removal of rolling stock items and miscellaneous items in terms of days?

It is expected for rolling stock and miscellaneous items to be removed within five (5) days.

Q12. If allowed to do online auction format only would the potential vendor be allowed to handle the title work?

The State's need is for both Online and In-person auctions. The potential vendor(s) will not handle the title work for Delaware Surplus Services as the used car dealer for the State.

Q13. Do you anticipate extending the bid due date?

No.

Q14. What additional details are you willing to provide, if any beyond what is stated in bid documents concerning how you will identify the winning bid?

All information regarding how the winning bid will be identified can be found in Section I.5. Multiple Source Award and Section IV.D. Criteria and Scoring.

Q15. Was this bid posted to the nationwide free bid notification website at www.mygovwatch.com? Other than your own website, where was this bid posted?

The State of Delaware posts all bids centrally on bids.delaware.gov. Any advertising found on other mediums is completed by a third party, not at the request of the State.

Q16. Will the State consider an alternative solution to the Scope of Services and/or exceptions to some listed requirements in the Scope of Services?

Bidders may elect to take minor exception(s) to the terms and conditions of this RFP by completing Attachment 3. Exceptions must be submitted utilizing Attachment 3 to be considered. Acceptance of exceptions is not guaranteed.

Q16A. If we have exceptions or alternative solutions to the Scope of Work, will they be considered by the State or deemed non-responsive?

Bidders may elect to take minor exception(s) to the terms and conditions of this RFP by completing Attachment 3. Exceptions must be submitted utilizing Attachment 3 to be considered. Exceptions listed elsewhere in the Vendor's proposal will not be considered. Acceptance of exceptions is not guaranteed. Exceptions rejected by the State will be returned to the vendor for retraction of exception or bid; they will not automatically be deemed non-responsive.

Q17. Page 24, Insurance requirements – the typical standard requests is \$1, 000,000 per occurrence/\$2,000,000 aggregate. Can the combination of an Umbrella policy satisfy some of the larger requirements?

Bidders may elect to take minor exception(s) to the terms and conditions of this RFP by completing Attachment 3. Exceptions must be submitted utilizing Attachment 3 to be considered. Acceptance of exceptions is not guaranteed.

Q18. Page 59, #5 – online auctions are typically accompanied by email outreach along with other digital marketing campaigns. Is the mailer requirement negotiable?

No, this is not negotiable.

Q19. Page 59. #9 – with our online auctions we do not collect bid deposits from bidders. We have payment methods on file with our platform and they must be registered in order to bid. Is this requirement negotiable?

Bidders may elect to take minor exception(s) to the terms and conditions of this RFP by completing Attachment 3. Exceptions must be submitted utilizing Attachment 3 to be considered. Exceptions listed elsewhere in the Vendor's proposal will not be considered. Acceptance of exceptions is not guaranteed.

Q20. How is the State currently disposing of assets?

Information regarding Delaware Surplus Services is available online at <https://gss.omb.delaware.gov/surplus/index.shtml>.

Q21. Is the State looking for haul-away option where assets are stored at the vendor's facility and auctioned on the online platform?

Delaware Surplus Services is not looking to store or move any assets from their facility.

Q21A. Are there any assets that would be best left in place and auctioned on-line?

All assets are left in place.

Q22. If the State is looking for haul-away option, towing would need to be listed on the pricing form. Can towing and any additional charges be listed for review by the State?

Delaware Surplus Services is not looking to store or move any assets from their facility.

All other terms and conditions remain the same.