

**Columbus Consolidated Government
Council Meeting Agenda Item**

TO:	Mayor and Councilors
AGENDA SUBJECT:	Auctioneer Services (Annual Contract) – RFP No. 22-0006
INITIATED BY:	Finance Department

It is requested that Council authorize the execution of an annual contract with Evans Auctioneers, Inc. (Columbus, GA) to perform Auctioneer Services for various City Departments.

Evans Auctioneers, Inc., will provide all labor and equipment to provide the following services, but not limited to:

- A. Set up and perform auction
- B. Photograph and inventory auction items
- C. Post advertisements on internet, create brochures, and place advertisements in local newspaper
- D. In the case of heavy equipment, heavy trucks, autos, etc., will give consideration for TV commercials
- E. Provide uniformed security at auction site

The initial term of the contract shall be for two (2) years, with the option to renew for three (3) additional twelve-month periods. The contract renewal will be contingent upon the mutual agreement of the City and the Contractor.

Annual Contract History:

The previous 5-year contract was awarded to Evans Auctioneers, Inc. on October 25, 2016, per Resolution No. 367-16.

RFP Advertisement and Receipt of Proposals:

RFP specifications were posted on the web page of the Purchasing Division, the Georgia Procurement Registry and DemandStar on December 7, 2021. One (1) proposal was received on the due date of January 7, 2022. A ‘Statement of ‘No Proposal’ form was received from WJB Remarketing Solutions. GovDeals.com, via email, stated they are “unable to be responsive to this solicitation.” The sole responding vendor was:

Evans Auctioneers, Inc. (Columbus, GA)

In accordance with Section 3-108, Item H of the Procurement Ordinance, the Purchasing Division performed due diligence by conducting a survey of non-responsive firms to determine if it was necessary to revise the specifications to encourage more competition. The following three (3) additional vendors were surveyed:

1. Auction Management Corporation.: Vendor does not have a Georgia Vehicle Dealer license nor a facility to move vehicles to, as well as being two hours away from Columbus.
2. The Auction Way: No response.
3. Royal Auction Group: No response.

This RFP has been advertised, opened, and evaluated.

The following events took place after receipt of the proposal.

RFP MEETINGS/EVENTS		
Description	Date	Agenda/Action
Proposal forwarded to Committee	03/04/22	The sole proposal was forwarded to the Evaluation Committee after the Purchasing Division received signed affidavits from all committee members.
Combined Pre/1 st Evaluation Meeting	03/10/22	The Purchasing Manager advised Evaluation Committee members of the RFP rules and process, and the using department representative provided an overview. The committee reviewed the sole proposal and determined clarifications were required.
Clarification Requested	04/05/22	Clarification was requested from the vendor.
Clarification Received	04/20/22	The clarification response was received from the vendor and reviewed by the Purchasing Manager. Prior to forwarding the information to the Committee, an additional clarification was requested from the vendor.
2 nd Clarification Requested	05/09/22	The additional clarification was requested of the vendor.
Clarification Received	05/10/22	The vendor provided a response to the second clarification request. All clarification items were forwarded to the Committee for review. No further clarifications were requested.
Evaluation Ballots	05/19/22	Evaluation ballots were forwarded to the voting committee members. The voting committee members unanimously recommended award to the sole vendor, Evans Auctioneers, Inc.

Evaluation Committee:

The proposals were reviewed by voting members of the Evaluation Committee, which consisted of one voting member from Public Works, one voting member from METRA and one voting member from the Columbus Police Department.

A representative from Public Works and representative from Engineering served as alternate voters.

A representative from Public Works and two representatives from Finance served as non-voting advisors.

Award Recommendation:

Based on the evaluation ballots results, the voting committee members unanimously recommended award to the sole vendor, Evans Auctioneers, Inc.

Vendor Qualifications/Experience:

- Evans Auctioneers has over thirty-six (36) years of experience in the Auctioneer business.
- The vendor currently employs three (3) Licensed Auctioneers.
- Evans Auctioneers retains employees with knowledge of the requirements of the Georgia Department of Revenue Motor Vehicle Unit regarding transferring and titling.
- Evans Auctioneers employees are qualified and trained to perform the tasks of: clerking, cashiering, bookkeeping, totaling, settlement and formulation of reports suitable for government audits.
- Below are the last three clients for which the firm has provided same or similar services:

<u>Columbus Consolidated Government</u> Average Gross Auction Proceeds: \$ 445,131.00	November 13, 2021
<u>Columbus Consolidated Government</u> Average Gross Auction Proceeds: \$ 399,054.00	December 5, 2020
<u>Columbus Water Works</u> Average Gross Auction Proceeds: \$ 52,725.00	February 5, 2020

The City’s Procurement Ordinance, Article 3-110 (Competitive Sealed Proposals (Negotiations), governs the RFP Process. During the RFP process, there is no formal opening due to the possibility of negotiated components of the proposal. In the event City Council does not approve the recommended offeror, no proposal responses or any negotiated components are made public until after the award of the contract. Therefore, the evaluation results and cost information has been submitted to the City Manager in a separate memo for informational purposes.

Revenue from the auctions will be deposited as follows: General Fund – Sale of Surplus Equipment; 0101-0999-1999-REVN-4907.

A RESOLUTION

NO. _____

A RESOLUTION AUTHORIZING THE EXECUTION OF A CONTRACT WITH EVANS AUCTIONEERS, INC. (COLUMBUS, GA), TO PROVIDE AUCTIONEER SERVICES ON AN “AS NEEDED” BASIS.

WHEREAS, an RFP was administered (RFP No. 22-0006) and one (1) proposal was received; and,

WHEREAS, the proposal submitted by Evans Auctioneers, Inc., met all proposal requirements and was evaluated responsive to the RFP; and,

WHEREAS, the term of this contract shall be for two (2) years, with the option to renew for three (3) consecutive twelve-month periods. Contract renewal will be based upon the vendor’s service during the previous contract term and will be contingent upon the mutual agreement of the City and the Contractor.

NOW, THEREFORE, THE COUNCIL OF COLUMBUS, GEORGIA, HEREBY RESOLVES AS FOLLOWS:

That the City Manager is hereby authorized to enter into a contract with Evans Auctioneers, Inc., to provide auctioneer services. Revenue from the auction(s) will be deposited in the General Fund – Sale of Surplus Equipment; 0101-099-1999-REVN-4907.

Introduced at a regular meeting of the Council of Columbus, Georgia, held the _____ day of _____, 2022 and adopted at said meeting by the affirmative vote of _____ members of said Council.

- Councilor Allen voting _____.
- Councilor Barnes voting _____.
- Councilor Crabb voting _____.
- Councilor Davis voting _____.
- Councilor Garrett voting _____.
- Councilor House voting _____.
- Councilor Huff voting _____.
- Councilor Thomas voting _____.
- Councilor Tucker voting _____.
- Councilor Woodson voting _____.

Sandra T. Davis, Clerk of Council

B.H. “Skip” Henderson III, Mayor