



REQUEST FOR PROPOSALS

SURPLUS AUCTION SERVICES RFP No. 29-24-25



BIDERASM

GOVERNMENT AUCTION SERVICES

ARMANDO PERERA, Auctioneer
Bidera Government Auction Services
2962 Trivium Circle, Suite 205
Fort Lauderdale, FL 33312
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F 305 822 5007
C 305 345 7490
AP@BIDERA.COM
FEIN 49-3100185



Appendix "A"

Cover Page & Contact Information Form



COVER PAGE & CONTACT INFORMATION

RFP No. 29-24-25
SURPLUS AUCTION SERVICES

This form should be included as the very first page of your Proposal. Please complete the form in its entirety and have it signed by an authorized officer and/or principal of the Respondent. The "Contact Person" listed below should be an authorized designee of the Respondent whom the City may contact for any questions and/or to forward any correspondence related to this Solicitation.

Legal Name of Proposer(s):
BIDERA LLC

Federal Employee
Identification (FEIN) Number:
46-310018

Mailing Address: **2962 Trivium Circle, Suite 205**

City, State, Zip Code: **Ft Lauderdale, Florida 33312**

Contact Person: **Armando Perera**

Title: **President**

Email Address: **Ap@bidera.com**

Telephone Number: **305-822-5000 ext. 2 / 305-345-7490**

Fax Number:
(if any)



I hereby certify that I am authorized to act on behalf of the Respondent, individual, partnership, corporation or association making this Proposal and that all statements made in this document are true and correct to the best of my knowledge.

By submitting a Proposal, the Respondent certifies that it has fully read and understands this Solicitation and that it has full knowledge of the scope, nature, and quality of Work to be performed.

The Respondent, individual, partnership, corporation or association responding to this Solicitation certifies that all statements made in this document are true and correct to the best of their knowledge. Moreover, the Respondent agrees to hold this offer open for a period of one hundred and eighty (180) days from the deadline for receipt of Response.

Respondent understands and agrees to be bound by the conditions contained in this Solicitation and shall conform to **all the requirements** outlined herein.

BIDERA LLC

Company Name

Armando Perera

ARMANDO Perera

Authorized Company Representative (Print Name)

A handwritten signature in black ink, appearing to read "Armando Perera", written over a horizontal line.

Authorized Company Representative (Signature)

April 19, 2025

Date

President

Title

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BUSINESS STRUCTURE

Corporations, Joint Ventures, or Partnerships - Submit a copy of State of Florida Department of State records indicating when corporation organized, corporation number, and date and status of most recent annual report. Provide copies of current City / County / State Occupational License(s) where applicable

Respondents submitting applications as joint ventures shall submit a copy of their joint venture agreement. Any firm(s) involved in a joint venture in its proposal will be evaluated individually, as each firm of the joint venture would have to stand on its own merits.

Give the location of the office, which will handle the City's account and the number of professional staff personnel at the office.

Ron DeSantis, Governor

Melanie S. Griffin, Secretary



STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

FLORIDA BOARD OF AUCTIONEERS

THE AUCTION BUSINESS HEREIN IS LICENSED UNDER THE
PROVISIONS OF CHAPTER 468, FLORIDA STATUTES



BIDERA LLC
2962 TRIVIUM CIRCLE
SUITE 205
DANIA FL 33312

LICENSE NUMBER: AB3392

EXPIRATION DATE: NOVEMBER 30, 2025
Always verify licenses online at MyFloridaLicense.com

ISSUED: 04/18/2025

Do not alter this document in any form.

This is your license. It is unlawful for anyone other than the licensee to use this document.



Bidera is located at:



2962 Trivium Circle, Suite 205
 Fort Lauderdale, FL 33312
 Tel: 305-822-5000

Our office is staffed with a dedicated auction clerk and a bookkeeper who are available to provide status updates, financial reports, and any required documentation promptly and upon request, always ensuring full transparency and support for the City.

BROWARD COUNTY LOCAL BUSINESS TAX RECEIPT
 115 S. Andrews Ave., Rm. A-100, Ft. Lauderdale, FL 33301-1895 – 954-357-4829
VALID OCTOBER 1, 2024 THROUGH SEPTEMBER 30, 2025

Business Name: BIDERA LLC
Owner Name: BIDERA LLC
Business Location: 2962 TRIVIUM CIR STE 205 DANIA BEACH
Business Phone: 3058225000

Receipt #: 377-326979
Business Type: OFFICE/SALES/BUSINESS/ADMIN (CLERICAL OFFICE)
Business Opened: 06/28/2022
State/County/Cert/Reg: N/A
Exemption Code:

Rooms	Seats	Employees	Machines	Professionals

Number of Machines:				Vending Type:		Total Paid
Tax Amount	Transfer Fee	NSF Fee	Penalty	Prior Years	Collection Cost	
45.00	0.00	0.00	0.00	0.00	0.00	45.00

Receipt Fee 45.00
 Packing/Processing/Canning Employees 0.00

THIS RECEIPT MUST BE POSTED CONSPICUOUSLY IN YOUR PLACE OF BUSINESS

THIS BECOMES A TAX RECEIPT WHEN VALIDATED

This tax is levied for the privilege of doing business within Broward County and is non-regulatory in nature. You must meet all County and/or Municipality planning and zoning requirements. This Business Tax Receipt must be transferred when the business is sold, business name has changed or you have moved the business location. This receipt does not indicate that the business is legal or that it is in compliance with State or local laws and regulations.

Mailing Address:
 BIDERA LLC
 2962 TRIVIUM CIR STE 205
 DANIA, FL 33312-4658

Receipt #10B-23-00003734
Paid 08/23/2024 45.00

2024 - 2025



[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Search by Entity Name](#) /

Detail by Entity Name

Florida Limited Liability Company
BIDERA LLC

Filing Information

Document Number	L13000090491
FEI/EIN Number	46-3100185
Date Filed	06/24/2013
Effective Date	06/24/2013
State	FL
Status	ACTIVE
Last Event	REINSTATEMENT
Event Date Filed	09/30/2015

Principal Address

2962 Trivium Circle
SUITE 205
Fort Lauderdale, FL 33312

Changed: 05/03/2022

Mailing Address

2962 Trivium Circle
SUITE 205
Fort Lauderdale, FL 33312

Changed: 05/03/2022

Registered Agent Name & Address

PERERA, ARMANDO
2962 Trivium Circle
205
Ft Lauderdale, FL 33312

Name Changed: 09/30/2015

Address Changed: 02/13/2025

Authorized Person(s) Detail

Name & Address

Title MGR

PERERA, ARMANDO
2962 Trivium Circle
SUITE 205
Fort Lauderdale, FL 33312

Annual Reports

Report Year	Filed Date
2023	01/27/2023
2024	01/28/2024
2025	02/13/2025

Document Images

02/13/2025 -- ANNUAL REPORT	View image in PDF format
01/28/2024 -- ANNUAL REPORT	View image in PDF format
01/27/2023 -- ANNUAL REPORT	View image in PDF format
03/14/2022 -- ANNUAL REPORT	View image in PDF format
01/27/2021 -- ANNUAL REPORT	View image in PDF format
01/21/2020 -- ANNUAL REPORT	View image in PDF format
02/05/2019 -- ANNUAL REPORT	View image in PDF format
03/14/2018 -- ANNUAL REPORT	View image in PDF format
04/10/2017 -- ANNUAL REPORT	View image in PDF format
04/28/2016 -- ANNUAL REPORT	View image in PDF format
09/30/2015 -- REINSTATEMENT	View image in PDF format
01/30/2014 -- ANNUAL REPORT	View image in PDF format
06/24/2013 -- Florida Limited Liability	View image in PDF format

EXPERIENCE AND QUALIFICATIONS

Indicate the firm's experience in providing auction services similar in scope to those described in this Solicitation. Provide information regarding past performance and a list of clients, particularly Florida public agencies.

Describe any other experiences related to the work or services described in the Scope of Services, and any other information that may be specific to the requirements.

Respondents must submit a Qualification Statement. Provide a list of personnel and managers to be used and their qualifications. Licenses, certifications and any other pertinent information shall be included for each team member. Provide any other documentation which demonstrates the Respondent's ability to satisfy all of the minimum qualification requirements. Licenses and any other pertinent information should meet the minimum qualification requirements described in the RFP.

Respondent must clearly reflect in its proposal any Subcontractors to be utilized. The City retains the right to accept or reject any Subcontractors proposed.



At Bidera, we specialize in fully managed surplus auctions for government agencies across Southeast Florida. Bidera has a complete and comprehensive understanding of the Scope of Work and all its requirements, this has been our stock and trade for over 18 years. We have met and exceeded all requirements with experience and deeply established management processes that have evolved to deliver results. Bidera has staged and managed over 2,700 successful auctions since our founding in 2007. We do all the work, stage, advertise, sell all assets (from electronics to a large piece of equipment) collect proceeds, transfer property, dispatch, make sure all surplus items are removed and deal directly with the buyer on your behalf. We are also licensed to auction Real Estate. Since its founding, the firm has focused exclusively on serving municipal and agency clients, which has allowed Bidera to develop deep expertise in public asset disposition, compliance with Florida statutes, and regional procurement procedures.

Headquarters in Fort Lauderdale and led by Armando Perera, our experienced team brings deep regional knowledge and a hands-on approach to every auction. Bidera has enjoyed organic growth as a business. Our reputation for integrity has spread by word of mouth from one city and department to another and today, we proudly serve the auction needs of over 40 government agencies across Southeast Florida. Among our longest-standing clients are the City of Coral Gables, the Broward County Sheriff's Office and Miami-Dade County Public Schools. Our 2018 awarded surplus auction contract with the **City of North Miami** paved the way for us to expand and support smaller municipalities across the region—demonstrating our ability to scale while staying local and responsive. Armando and his bilingual team have built strong, long-standing relationships with over 16,000 qualified buyers—not only throughout Southeast Florida but also across the United States, the Caribbean, Central, and South America. This broad network ensures maximum exposure and optimal returns for your surplus assets. We consistently achieved better than fair prices for motor vehicles, vessels, heavy equipment, personal property, restaurant equipment and scrap metals. We conduct thorough physical inspections, ensure accurate documentation, and manage all aspects of each sale—from legal advertising and buyer communication to title transfers and financial processing. Our staff

includes a dedicated office clerk and bookkeeper, ensuring that city officials always have access to up-to-date reporting and documentation.

Clients We Proudly Serve Across Southeast Florida



Company:
Description of work:
Auction events closed in 2024:
Dates covering the term of the contract:
Client contact person and phone number:
Detail Proposer's responsibilities and the results of the project:

MIAMI DADE COUNTY PUBLIC SCHOOLS
Surplus Auction Services, Prime Contractor

4 Auction Events
2017 to 2026

CARLOS LIMON, Director (305)234-3365.

Inventory inspection, tag, lot, video and photograph.
Schedule proposed marketing / advertising.
Upload MDCPS auction catalog and terms and conditions to www.bidera.com.
Advertise via major local newspaper, online advertising and email blast.
Motor vehicles titles prepared and dropped off at the local Auto Tag Agency.
Auction Day: Create post-auction sales report.
Check out Day: Final detailed sales auction report, and all funds accounted for.
Payment issued to the **MDCPS** within 10 business days.
Every project was completed on time.



Company:
Description of work:
Auction events closed in 2024:
Dates covering the term of the contract:
Client contact person and phone number:
Detail Proposer's responsibilities and the results of the project:

BROWARD SHERIFFS OFFICE FIRE DEPT
Surplus Auction Services, Prime Contractor

4 Auction Events
2019 to 2026

VICTOR GOIZUETA, Director (954)359-1602

Inventory inspection, tag, lot, video and photograph.
Schedule proposed marketing / advertising.
Upload the Agency's auction catalog and terms and conditions to www.bidera.com.
Advertise via major local newspaper, online advertising and email blast.
Motor vehicles titles prepared and dropped off at the local Auto Tag Agency.
Auction Day: Create post-auction sales report.
Check out Day: Final detailed sales auction report and all funds accounted for.
Payment issued to the **BSO** within 10 business days.
Every project was completed on time.



Company:
Description of work:
Auction events closed in 2024:
Dates covering the term of the contract:
Client contact person and phone number:
Detail Proposer's responsibilities and the results of the project:

THE CITY OF MIAMI BEACH
Surplus Auction Services, Prime Contractor
3 Auction Events

2022 to 2026

CARLOS BERRIZ, Director (305) 673-7641

Inventory inspection, tag, lot, video and photograph.
Schedule proposed marketing / advertising.
Upload City's auction catalog and terms and conditions to www.bidera.com.
Advertise via major local newspaper, online advertising and email blast.
Motor vehicles titles prepared and dropped off at the local Auto Tag Agency.
Auction Day: Create post-auction sales report.
Check out Day: Final detailed sales auction report and all funds accounted for.
Payment issued to **The City of North Miami** within 7 business days.
Every project was completed on time.



Company:
Description of work:
Auction events closed in 2024:
Dates covering the term of the contract:
Client contact person and email:
Detail Proposer's responsibilities and the results of the project:

CITY OF DEERFIELD BEACH
Surplus Auction Services, Prime Contractor
1 Auction Event

2015 to 2026

GERMAN CARDONA, Director
GCardona@deerfield-beach.com

Inventory inspection, tag, lot, video and photograph.
Schedule proposed marketing / advertising.
Upload City's auction catalog and terms and conditions to www.bidera.com.
Advertise via major local newspaper, online advertising and email blast.
Motor vehicles titles prepared and dropped off at the local Auto Tag Agency.
Auction Day: Create post-auction sales report.
Check out Day: Final detailed sales auction report and all funds accounted for.
Payment issued to the **City of Deerfield Beach** within 10 business days.
Every project was completed on time.



Company: **CITY OF SOUTH MIAMI**
Description of work: **Surplus Auction Services, Prime Contractor**
Auction events closed in 2024: **2 Auction Events**
Dates covering the term of the contract: **2014 to 2026**
Client contact person and phone number: **STEVE SKULICK, Chief Procurement Officer (305)633-6339**
Detail Proposer's responsibilities and the results of the project: Inventory inspection, tag, lot, video and photograph.
Schedule proposed marketing / advertising.
Upload City's auction catalog and terms and conditions to www.bidera.com.
Advertise via major local newspaper, online advertising and email blast.
Motor vehicles titles prepared and dropped off at the local Auto Tag Agency.
Auction Day: Create post-auction sales report.
Check out Day: Final detailed sales auction report and all funds accounted for.
Payment issued to the **City of South Miami** within 10 business days.
Every project was completed on time.



Company: **CITY OF NORTH LAUDERDALE**
Description of work: **Surplus Auction Services, Prime Contractor**
Events closed in 2024: **3 Auction Events**
Dates covering the term of the contract: **2015 to 2026**
Client contact person and email: **ANDREW ROZWADOWSKI, Purchasing Manager**
arozwadowski@nlauderdale.org
Detail Proposer's responsibilities and the results of the project: Inventory inspection, tag, lot, video and photograph.
Schedule proposed marketing / advertising.
Upload City's auction catalog and terms and conditions to www.bidera.com.
Advertise via major local newspaper, online advertising and email blast.
Motor vehicles titles prepared and dropped off at the local Auto Tag Agency.
Auction Day: Create post-auction sales report.
Check out Day: Final detailed sales auction report and all funds accounted for.
Payment issued to the **City of North Lauderdale** within 10 business days.
Every project was completed on time.



Company:
Description of work:
Auction events closed in 2024:
Dates covering the term of the contract:
Client contact person and email:
Detail Proposer's responsibilities and the results of the project:

CITY OF TAMARAC
Surplus Auction Services, Prime Contractor
1 Auction Event

2015 to 2026

ORLANDO TORRES, Procurement Officer
Orlando.Torres@tamarac.org

Inventory inspection, tag, lot, video and photograph.
Schedule proposed marketing / advertising.
Upload the City's auction catalog and terms and conditions to www.bidera.com.
Advertise via major local newspaper, online advertising and email blast.
Motor vehicles titles prepared and dropped off at the local Auto Tag Agency.
Auction Day: Create post-auction sales report.
Check out Day: Final detailed sales auction report, and all funds accounted for.
Payment is issued to the **City of Tamarac** within 10 business days.
Every project was completed on time.



Company:
Description of work:
Auction events closed in 2024:
Dates covering the term of the contract:
Client contact person and email:
Detail Proposer's responsibilities and the results of the project:

CITY OF HIALEAH
Surplus Auction Services, Prime Contractor
2 Auction Events

2010 to 2026

ANIBAL RIOSECO, Fleet Director
AMRIOSECO@hialeahfl.gov

Inventory inspection, tag, lot, video and photograph.
Schedule proposed marketing / advertising.
Upload the City's auction catalog and terms and conditions to www.bidera.com.
Advertise via major local newspaper, online advertising and email blast.
Motor vehicles titles prepared and dropped off at the local Auto Tag Agency.
Auction Day: Create post-auction sales report.
Check out Day: Final detailed sales auction report, and all funds accounted for.
Payment is issued to the **City of Hialeah** within 10 business days.
Every project was completed on time.



Company: **CITY OF MARGATE**
Description of work: **Surplus Auction Services, Prime Contractor**
Events closed in 2024: **2 Auction Events**
Dates covering the term of the contract: **2015 to 2026**
Client contact person and phone number: **MICHAEL LUHRS, Fleet Supervisor 954-994-8094**
Detail Proposer's responsibilities and the results of the project: Inventory inspection, tag, lot, video and photograph.
Schedule proposed marketing / advertising.
Upload the City's auction catalog and terms and conditions to www.bidera.com.
Advertise via major local newspaper, online advertising and email blast.
Motor vehicles titles prepared and dropped off at the local Auto Tag Agency.
Auction Day: Create post-auction sales report.
Check out Day: Final detailed sales auction report, and all funds accounted for.
Payment is issued to the **City of Margate** within 10 business days.
Every project was completed on time.



Company: **CITY OF CORAL GABLES**
Description of work: **Surplus Auction Services, Prime Contractor**
Auction events closed in 2024: **1 Auction Event**
Dates covering the term of the contract: **2015 to 2026**
Client contact person and phone number: **BAUDILIO ANTHONY CUSCO, Assistant Director for Fleet Management 305-460-5144**
Detail Proposer's responsibilities and the results of the project: Inventory inspection, tag, lot, video and photograph.
Schedule proposed marketing / advertising.
Upload the City's auction catalog and terms and conditions to www.bidera.com.
Advertise via major local newspaper, online advertising and email blast.
Motor vehicles titles prepared and dropped off at the local Auto Tag Agency.
Auction Day: Create post-auction sales report.
Check out Day: Final detailed sales auction report, and all funds accounted for.
Payment is issued to the **City of Coral Gables** within 10 business days.
Every project was completed on time.



Company:
Description of work:
Auction events closed in 2024:
Dates covering the term of the contract:
Client contact person and email:
Detail Proposer's responsibilities and the results of the project:

CITY OF HOMESTEAD
Surplus Auction Services, Prime Contractor
1 Auction Event

2014 to 2026

JHARA BAKER, Procurement Officer
jbaker@homesteadfl.gov

Inventory inspection, tag, lot, video and photograph.
Schedule proposed marketing / advertising.
Upload the City's auction catalog and terms and conditions to www.bidera.com.
Advertise via major local newspaper, online advertising and email blast.
Motor vehicles titles prepared and dropped off at the local Auto Tag Agency.
Auction Day: Create post-auction sales report.
Check out Day: Final detailed sales auction report, and all funds accounted for.
Payment is issued to the **City of Homestead** within 10 business days.
Every project was completed on time.



Company:
Description of work:
Events closed in 2024:
Dates covering the term of the contract:
Client contact person and email:
Detail Proposer's responsibilities and the results of the project:

CITY OF MIAMI GARDENS
Surplus Auction Services, Prime Contractor

2 Auction Events

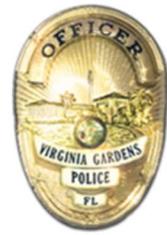
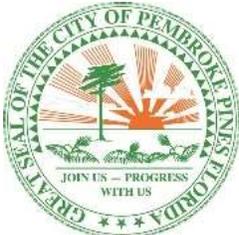
2015 to 2026

BERNARD BUXTON, Public Works Director **bbuxton-tetteh@miamigardens-fl.gov**

Inventory inspection, tag, lot, video and photograph.
Schedule proposed marketing / advertising.
Upload the City's auction catalog and terms and conditions to www.bidera.com.
Advertise via major local newspaper, online advertising and email blast.
Motor vehicles titles prepared and dropped off at the local Auto Tag Agency.
Auction Day: Create post-auction sales report.
Check out Day: Final detailed sales auction report, and all funds accounted for.
Payment issued to the **City of Miami Gardens** within 10 business days.
Every project was completed on time.



BAL HARBOUR
- VILLAGE -



We Market and Sell Everything

At Bidera, we emphasize our ability to successfully market and sell **every type of surplus item** from a parking meter to heavy equipment. No item is too small or too unique. Our experience spans a wide variety of assets including electronics, office furniture, tools, cafeteria equipment, vehicles, heavy equipment, vessels, and specialty government property. This flexibility ensures that all surplus assets regardless of size, category, or value are strategically cataloged, promoted, and sold to the highest bidder.

What Happens to Unsold Inventory?

This is one of the most common questions we receive from our clients. At Bidera, we have a practical and proactive approach to handling surplus items that do not sell in their initial auction. **We automatically re-list these items in our upcoming Multi-City Auction events**, giving them a second and in some cases, a third opportunity to be sold. This method ensures that unsold inventory is not forgotten or delayed until the next dedicated auction. Instead, we help cities **recover value efficiently**.

Knowledge of Export Laws

Because of our strategic location in Southeast Florida, a major hub for international trade, we work with buyers from across the Americas who regularly purchase vehicles and equipment for export. Many of these buyers are not familiar with the export procedures; however, our in-depth knowledge of U.S. and international export laws has been critical in properly guiding them through the process. This expertise reduces delays, we want the surplus removed from the city as soon as possible and provide buyers with the confidence that their purchases can be exported smoothly and lawfully.

Confidential Hold Prevention Process

Our goal is to prevent delays associated with confidential holds on unmarked police units. As part of our process, we work with the tag agencies to proactively run VIN numbers through the DMV system to identify any units still under confidential status. If a unit has not been officially released by the police department, we immediately notify the appropriate staff and assist in securing the release. This ensures that the vehicle is properly cleared and the new buyer can take possession without delay.

Multi-City Auctions

We have created this fully managed auction service option to combine assets from multiple agencies into a single auction event to assist municipalities and agencies that may not have enough surplus to justify a dedicated auction. This format combines surplus assets from **up to 10 different agencies** into a single, high-visibility auction event. Our goal is to provide smaller agencies access to the same marketing power and buyer reach as larger, dedicated auctions. These events are typically held **four times per year**, providing regular opportunities for smaller cities to efficiently liquidate their surplus without delay.

Participating Cities in Multi-City Auctions

- Miami Shores
- Bal Harbour
- North Bay Village
- City of West Miami
- City of Opa-Locka
- Indian Creek Police
- City of Medley
- Town of Surfside
- Town of Golden Beach
- Miami Springs
- North Bay Village
- Town of Hillsboro Beach
- Village of Biscayne Park
- City of South Miami
- City of Sweetwater
- Village of Key Biscayne
- Hialeah Gardens
- Village of Pinecrest
- City of Doral
- Broward County Housing Authority
- Virginia Gardens Police
- City of West Miami
- Southwest Ranches
- Hialeah Housing Authority

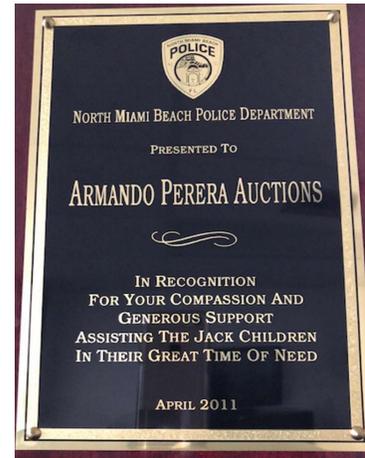
Due to the scale and logistics of this shared format, it is **not feasible for Bidera to assist with on-site checkout**. As a result, **each participating agency will be responsible for assisting buyers during the pickup process**. As always, Bidera will handle all communication, coordination, and scheduling between buyers and the agency to ensure a **smooth and organized transfer** of sold items.

Non-Managed Auction Option – Agencies and municipalities with surplus items that are not expected to generate significant value can still list and sell through our platform using a **non-managed service format**, where the event is handled directly by the City. This provides a flexible, low-cost alternative for smaller agencies or departments with a limited surplus, while still benefiting from Bidera’s extensive buyer network and platform visibility. This approach ensures the auction remains economically viable while allowing us to maintain the **high standard of service, marketing, and compliance** our clients have come to expect.

OUR TEAM

ARMANDO PERERA: *President, Owner and Auctioneer*

Bidera founder and President Armando Perera is an experienced auctioneer and personal property appraiser provides over 25 years' experience in the automotive and export industries. He has developed all-critical relationships with regional, national and international buyers. He understands their needs and the markets they serve and often personally invites selected buyers to the auctions. This is a key driver of pricing in the auction environment. Mr. Perera personally handles all aspects of the company's daily operations; legal advertising, sales, bid calling of auctions, asset redeployment, logistics and public service. Performs live auction Bid-Call in English & Spanish simultaneously and is a personal property appraiser with an extensive knowledge of automotive and heavy equipment market value.



Since its conception, Armando has been committed to transforming the surplus auction landscape. He has introduced professionalism, transparency, and innovation to the industry and has played a key role in connecting the Hispanic community in South Florida to public surplus auctions. His leadership has expanded Bidera's buyer network across Latin America and established the company as a trusted partner for over 40 municipal and agency clients. Armando has educated our auction followers to expect nothing less than our honest professional opinion, transparency and hard work. He built a company where trust is deliverable.

As part of his broader impact, Armando helped pass **Florida Statute 319.14**, which mandates that all vehicles bearing city logos, decals, or law enforcement markings be fully decommissioned prior to sale. This includes the removal of any identifiable insignia, emergency lighting, color schemes, or equipment, ensuring each vehicle is compliant and

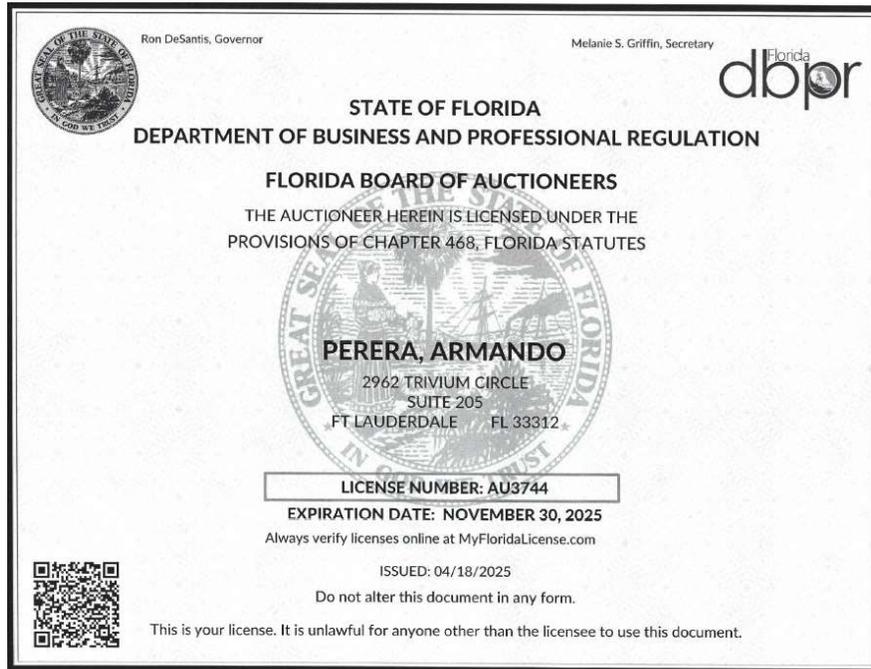
legally eligible for resale to a private party. He actively leads the company to understand the complexities of community-based initiatives and has received multiple recognitions for outstanding community work.

Licenses & Qualifications

- Licensed Auctioneer / Licensed Business Auctioneer (FL License #AU3744)
- Graduate Personal Property Appraiser
- Licensed Real Estate Broker
- Extensive knowledge of Florida Statutes, municipal compliance and procurement regulations
- Extensive experience in vehicle and equipment valuation
- Contributor to the drafting and passage of Florida Statute 319.14 regarding vehicle decommissioning standards

Professional Associations

- National Auctioneers Association
- Florida Auctioneers Association
- South Florida Board of Realtors



NANCY TAM: Senior Accountant

Mrs. Tam brings over 25 years of accounting expertise to Bidera, playing a critical role in managing the company's financial operations with precision and integrity. She is responsible for daily accounting tasks including bank and credit card reconciliations, tax oversight, and the coordination, creation, and review of financial reports. Her efforts ensure that all financial activities align with the best practices and provide a clear, transparent view of the company's fiscal health.

Her responsibilities include analyzing financial status through income statements and other key reports, preparing budgets, and communicating financial outcomes to management in a timely and actionable manner. Mrs. Tam is instrumental in improving accounting systems and procedures, identifying areas for efficiency, and initiating corrective actions when needed. Her ability to maintain compliance while enhancing internal controls strengthens Bidera's financial infrastructure.

Key Qualifications

- 25+ years of professional accounting experience
- Highly proficient in QuickBooks and other accounting platforms
- Advanced skills in Microsoft Office, particularly Excel
- Strong background in audit processes and international accounting standards

GRACE MONACO *Administrative Auction Clerk*

Grace Monaco plays a central role in the day-to-day operations at Bidera. She is responsible for implementing and maintaining office systems related to auction scheduling, closing procedures, and data management. Grace oversees the filing of auction records, administrative workflows, and provides frontline customer support. Her responsibilities also include assisting with accounts payable data entry and coordinating digital advertising campaigns. She actively monitors and updates Bidera's website and has been instrumental in developing new office protocols in response to evolving technologies and client needs.

Key Qualifications:

- Over 15 years of experience with auction management and software platforms
- Proven success running ad campaigns across multiple digital advertising mediums
- Certified in Google AdWords advertising
- Working knowledge of website and auction software development
- Strong skills in organization, problem-solving, project management and communication

LUIS ESCATINI: Field Auctioneer's Assistant

Mr. Escatini, works closely with the auctioneer in support of reporting and documenting motor vehicle specs & condition, starting vehicles for inspection as well as the preparation of all the items included in the sale. He is responsible for preparing all sale items for presentations, starting vehicles for the auctioneer inspection. Luis also manages check-out scheduling and handles the collection of signed documentation and proof of title transfer. He provides on-site assistance to buyers and transport companies, addressing any logistical concerns.

Key Qualifications:

- 10+ years of property management experience
- Strong knowledge of the automotive industry
- Excellent organizational, problem-solving, project management, and communication skills

SUBCONTRACTOR

BIDERA DOES NOT utilize sub-contractors.

APPROACH AND METHODOLOGY

Describe your firm's proposed methodology and approach to providing the services requested in this Solicitation including your firm's:

- a. Suitability of the methodologies and approaches used in achieving tasks
- b. Overall organization to providing the required services.
- c. Ability to meet desired timelines and deadlines.
- d. Describe promotion/marketing and provide sample materials of marketing services to include print ads, on-line ads, e-mails and trade publications currently utilized for clients.
- e. Describe a typical auction process including tasks to be completed by the auctioneer and the City.
- f. Provide information on employees, facilities (including a dry secure storage area for surplus items) and equipment to provide the auction services detailed herein and required for the City.

A. **Suitability of the methodologies and approaches used in achieving tasks**

Bidera's methodologies have been purposefully developed over 18 years to ensure the highest standards of efficiency, transparency, and client satisfaction. These methodologies are designed to meet the unique needs of each municipality.

- **Flexible, As-Needed Scheduling:** Auctions are scheduled on demand, ensuring timely liquidation without the need to wait for fixed timelines. This responsive model has allowed clients to maximize storage space and recoup value efficiently.
- **Multi-City Auction:** Our fully managed service developed to assist our cities with limited surplus.
- **Buyer Network Utilization:** With over 16,000 engaged buyers across the Americas, Bidera guarantees competitive bidding, higher returns, and faster asset turnover.
- **Regulatory Compliance:** All activities—especially advertising and title handling—are executed in full compliance with Florida statutes, minimizing legal risks and ensuring smooth post-sale transactions.
- **Technology-Driven Auction Platform:** Bidera's online platform provides a secure, intuitive interface for both cities and bidders, offering real-time auction tracking, comprehensive documentation, and streamlined communication.
- **End-to-End Management:** We are proud of our ability to **fully relieve the City from the workload typically associated with surplus disposal**. Our fully managed service model eliminates the administrative burden for city personnel, streamlining the entire auction lifecycle—from asset inspection through to final pickup and payment.

B. **Overall organization to providing the required services.**

Bidera has developed a proven, streamlined organizational structure to manage surplus auction services efficiently and effectively. Our model emphasizes coordination, accountability, and transparency at every stage. Key components include:

- **Dedicated Project Team:** Each auction is managed by a specialized project team led by the auctioneer. This ensures that tasks are executed consistently and within the established timelines.
- **Step-by-Step Timeline Management:** Once authorized, a full schedule is established, including milestones for inspection, listing, advertising, auction duration, and buyer pickup.
- **Centralized Oversight from Fort Lauderdale HQ:** Located strategically in Southeast Florida, our headquarters facilitate efficient logistical planning and rapid response across all client cities.
- **Digital Infrastructure:** The Bidera platform allows for real-time tracking, document management, and communication—keeping city officials informed at each phase. We are constantly developing ways to minimize administrative overhead for municipal partners. Our current and past auction results are clearly posted on our website at <https://www.bidera.com/?ViewFilter=Closed>
- **Compliance and Risk Management:** Our procedures are designed to meet Florida Statutes and municipal requirements, minimizing risk and administrative burden for the Cities.

Above all, Bidera’s internal procedures have been carefully developed to remain in full compliance with all applicable Florida Statutes and procurement regulations. This ensures that every auction is conducted legally, ethically, and with minimal risk to the City. Our well-organized and collaborative model is a key reason why over 40 government entities in Southeast Florida continue to rely on Bidera for their surplus auction needs.

C. **Ability to meet desired timelines and deadlines.**

The way we meet deadlines is built into our operational workflow. Once we receive approval to initiate the auction process, our system automatically generates a schedule with clear start and end dates. This ensures that every event is executed efficiently, on time, and in full compliance with client expectations.

It has been our experience that the *City of North Miami* typically benefits from the establishment of a dedicated auction tailored to its surplus volume and timing needs.

Our central office, located in Fort Lauderdale, serves as the operational hub for all Southeast Florida activities. From this location, our team coordinates field activities, liaises with DMV offices, and oversees all transportation and dispatch logistics. The headquarters' proximity to client cities ensures timely communication and rapid on-site deployment when needed.

- D. **Describe promotion/marketing and provide sample materials of marketing services to include print ads, on-line ads, emails and trade publications currently utilized for clients.**

At Bidera, marketing is a critical component of our fully managed auction services. Our approach combines traditional advertising with modern digital outreach to ensure each auction reaches the widest and most relevant audience possible. We understand that effective promotion directly impacts participation, competition, and ultimately, the return on surplus assets.

Our marketing strategy includes the following elements:

- **Legal Advertising:** We prepare and place compliant legal ads in major local newspapers such as the *Miami Herald* or *Sun Sentinel*, for one to two consecutive weeks in accordance with Chapter 274.06 of the Florida Statutes.
Any sale of property the value of which the governmental unit estimates to be \$5,000 or more shall be sold only to the highest responsible bidder, or by public auction, after publication of notice not less than 1 week nor more than 2 weeks prior to sale in a newspaper having a general circulation in the county or district in which is located the official office of the governmental unit.
- **Email Campaigns:** Each auction is promoted to our proprietary database of over 16,000 registered and engaged buyers across the U.S., Caribbean, Central and



South America. Email alerts are sent both at the launch and just prior to the auction's closing to maximize participation.

- **Personalized Phone Outreach.** Armando routinely gets on the phone to contact specific buyers directly when he knows their interests align with specialty surplus items featured in an upcoming auction. This hands-on approach ensures that high-value or unique items receive targeted attention.
- **Website Promotion:** Auctions are hosted on a dedicated and professionally branded page at www.bidera.com, where lots, timelines, and city logos are highlighted.
- **Visual Media:** Each item is professionally photographed and described in detail, and when applicable, video footage is included to enhance buyer confidence and engagement.

These coordinated marketing efforts result in broad exposure and consistently strong participation. Our long-standing reputation in the regional auction community means many buyers monitor our site regularly, anticipating listings from municipalities they trust.



Auction Support <support@bidera.com>

City of Miramar Surplus Auction "Bid-Online Today"

BidEra <ap-bidera.com@shared1.ccsend.com>
Reply-To: ap@bidera.com
To: support@bidera.com

Fri, Feb 14, 2025 at 3:47 PM



**City of Miramar
Online Surplus Auction**

- 2012-17 Dodge Charger Police
- 2015 Chevrolet Tahoe Police
- 2018 Ford Explorer Police
- 2013-15 Ford Taurus Police
- 2008-12 Ford Escape Hybrid
- 2016 Ford F250XL Super Duty
- 2010 Jeep Grand Cherokee
- 2012 Dodge Challenger R/T
- 2008 Ford F550 Utility Bed
- 2009 Ford E-250 Cargo Van
- 2006-12 Ford F150XL Pick Up
- 2011 Chevy Impala Police
- 2010 Ford Crown Victorias
- 2016 Weedoo TigerCat
- 2024 Explorer Rear Seats
- Office Equip,Computers & More

View Pic's & Bid Online Today!
www.BIDERA.com

Services SunSentinel.com/Services

Medical Services

Medical Services

OXYGEN THERAPY - ATTENTION OXYGEN THERAPY USERS! Discover Oxygen Therapy That Moves with you with Inogen Portable Oxygen Concentrators. FREE information kit. Call 866-472-8591.

Miscellaneous Services/Repairs

SEARCH FOR MISSING CHILDREN - DONATE YOUR CAR TO KIDS. Your donation helps fund the search for missing children. Accepting Cars, Trucks and Vans. Fast Free Pickup Running or Not - Tax Donation - Call 888- 815-4341

WORK FROM HOME - Get ahead financially. Work from home. Visit: www.cashcoach-paul.com

Merchandise SunSentinel.com/Classified

Antiques & Collectibles

ALWAYS BUYING - Are you moving or downsizing? We buy almost anything of value. Prompt, Friendly, Professional. Call anytime 24/7. 954-515-9014

ANTIQUES, ART & JEWELRY WANTED

Courteous Canadian Buyer seeks quality paintings, sculpture, glass, porcelain, silver, jewelry, Tiffany, Cartier, modern art, Picasso, Warhol, etc. chinese antiques. Buddhas, jade, bronze, etc. 561-801-0222

COURTEOUS ART BUYER - Masters to Modern, oils, prints etc. 561-801-0222

JEWELRY WANTED - Courteous Buyer seeks designer, antique, vintage & modern, Tiffany, Cartier, etc. 561-801-0222

Auctions



CITY OF SUNRISE SURPLUS AUCTION

- 2009-2012 Ford F250XL Pick Up
2009-2012 Ford F-150 Pick Ups
2010-2012 Ford Escape SUV
2012 GMC Savana 12 Pass. Van
2011 Ford F-350 Utility Toolbed Tk
2011 Freightliner Dump Trucks
2015 Ford Taurus Police
2012-14 Dodge Chargers HEMI
2014-16 Ford Explorers
ICX Skywatch Tower
Gorman Rupp Water Pumps
Gator UTVs & Golf Carts
Restaurant Equipment
Specialty Tools & More...
View Pictures & Bid Today!
www.BIDERA.com
April 29th @ 7pm EST

BIDERA GOV'T AUCTIONS
Bidera.com/Call 305-822-5000
Au3744/Ab3392/bp13cc-3c



4 ABSOLUTE AUCTIONS ONLINE ONLY VIRTUALCAST w/LIVE AUDIO

MON • 4/21 • 9AM
RV PARTS / SUPPLIES
TRAVEL TRAILERS • TRUCKS
BOAT • SHELIVING • MORE
Located in Lakeland FL

MON • 4/21 • 2PM
AIRCRAFT PARTS
AVIONICS • EQUIPMENT
1980 SABRELINER 65
Aircraft Sold Subject to Confirmation
Located in Fort Lauderdale FL

WED • 4/23 • 11AM
E-COMMERCE
EQUIPMENT & SUPPLIES
Located in Sunrise FL

WED • 4/30 • 10AM
40' BOAT SLIP
Located in Palmetto FL

BUYER'S PREMIUM
Complete Details Available Online
954.921.8888
www.stamplerauctions.com

Garage Sales/Flea Markets

FT LAUD - FLEA MARKET Sat 4/26 from 8AM-1PM Christ Lutheran Church 1955 EAST Oakland Park Blvd 33306

Legal Notices SunSentinel.com/Classified

Notice to Creditors

NOTICE TO CREDITORS - THE PASSING OF ISABELLA PIESTRZYNSKA
Claims should be sent to Marek Pavlovski
118 Naomi Rose Lane
Bozeman, MT 59718
Please include all relevant documentation and details pertaining to your claim. If you have any questions, you may contact Marek Pavlovski at 914-672-9046 or pavlovskimarek@gmail.com.

Notice to Creditors

Denise A. Gibbs, MMC
City Clerk
4/20/25 7801786

NOTICE OF THE SOUTH BROWARD HOSPITAL DISTRICT BOARD OF COMMISSIONERS CLOSED MEETING

Title: STRATEGIC PLANNING SESSION-CLOSED TO PUBLIC
MEETING NOTICES
CLOSED TO PUBLIC
STRATEGIC PLANNING SESSION
TUESDAY | APRIL 29, 2025 | 3:00 PM

Memorial Healthcare System
3111 Stirling Road
Executive Conference Room
Hollywood, FL 33312

Fictitious Name Notice

NOTICE IS HEREBY GIVEN that the undersigned, desiring to engage in business under the fictitious name of Lightning Bug Drift intends to register the said name with the Florida Department of State, Division of Corporations, Tallahassee, FL and/or Clerk of the Circuit Court of Palm Beach County, FL. Coastal Illumination, Inc. 3200 Summit Blvd, #15485 West Palm Beach, FL 33416 4/20/2025 7801031

Legal Notices

Fictitious Name Notice

NOTICE IS HEREBY GIVEN that the undersigned, desiring to engage in business under the fictitious name of Uncle Bread intends to register the said name with the Florida Department of State, Division of Corporations, Tallahassee, FL and/or Clerk of the Circuit Court of Palm Beach County, FL. Brad Bieber 7402 Lugano Dr Boynton Beach, FL 33437 4/20/2025 7801901

NOTICE IS HEREBY GIVEN that the undersigned, desiring to engage in business under the fictitious name of GOOD NIGHT JOHN BOY intends to register the said name with the Florida Department of State, Division of Corporations, Tallahassee, FL and/or Clerk of the Circuit Court of Palm Beach County, FL. GNB DELRAY, LLC. 33 SE 3RD AVE DELRAY BEACH, FL 33483 4/20/2025 7801978

NOTICE IS HEREBY GIVEN that the undersigned, desiring to engage in business under the fictitious name of Homebody Home intends to register the said name with the Florida Department of State, Division of Corporations, Tallahassee, FL and/or Clerk of the Circuit Court of Broward County, FL. Veronica London LLC 2313 NE 7th St Hallandale Beach, FL 33009 4/20/2025 7801994

NOTICE IS HEREBY GIVEN that the undersigned, desiring to engage in business under the fictitious name of Esther intends to register the said name with the Florida Department of State, Division of Corporations, Tallahassee, FL and/or Clerk of the Circuit Court of Miami-Dade County, FL. Esther Edition, LLC 1395 Brickell Avenue, Suite 800 Miami, FL 33131 4/20/2025 4/26/2025 7802003

NOTICE IS HEREBY GIVEN that the undersigned, desiring to engage in business under the fictitious name of Corner Mart & Deli intends to register the said name with the Florida Department of State, Division of Corporations, Tallahassee, FL and/or Clerk of the Circuit Court of Palm Beach County, FL. RSA TRADE LLC 1946 S CONGRESS AVE WEST PALM BEACH, FL 33406 4/20/2025 7802149

NOTICE IS HEREBY GIVEN that the undersigned, desiring to engage in business under the fictitious name of Studio E intends to register the said name with the Florida Department of State, Division of Corporations, Tallahassee, FL and/or Clerk of the Circuit Court of Broward County, FL. Say it Gracefully, LLC 1512 Whitehall Drive, Apt. 403 Davie, FL 33324 4/20/2025 7802154

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Public Hearing Notice

TOWN OF DAVIE NOTICE OF PUBLIC HEARING
Notice is hereby given that on May 7, 2025, at 6:30 p.m., or as soon thereafter as practicable, at the Pine Island Multipurpose Center (Cypress Room), 3801 S. Pine Island Road, the Town Council of the Town of Davie will hold a public hearing to consider the proposed ordinance listed below and at which time interested parties may appear and be heard with respect to the ordinances. Copies of the proposed ordinance may be inspected by the public at the Office of the Town Clerk during business hours of the Town of Davie.

AN ORDINANCE OF THE TOWN OF DAVIE, FLORIDA, AMENDING CHAPTER 15, NOISE, PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICT; AND PROVIDING FOR AN EFFECTIVE DATE.

TOWN COUNCIL HEARING DATE: * May 7, 2025
TIME: 6:30 p.m.
LOCATION: Pine Island Multipurpose Center (Cypress Room) 3801 South Pine Island Road Davie, Florida 33328

Pursuant to Florida Statute §286.0105, anyone wishing to appeal any decision made by the Town of Davie's Town Council with respect to any matter considered at such meeting or hearing will need a record of the proceedings and, for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. Agenda items may be viewed online at www.davie-fl.gov or at the Town Clerk's Office, Town of Davie, 8800 SW 36 Street Davie, FL, 33328, 954-797-1000.

By: Evelyn Roig, MMC Town Clerk

*NOTICE: Meetings are subject to change or cancellation. Contact the Town Clerk's Office for information at (954) 797-1000.

This meeting is open to the public. In accordance with the Americans with Disabilities Act of 1990, all persons who are disabled and who need special accommodations to participate in this meeting because of that disability should contact the Town Clerk's Office, 954-797-1000, not later than two days prior to such proceeding. If you are hearing or speech impaired, please contact the Florida Relay Service by using the following numbers: 1-800-955-8770 (voice) or 1-800-955-8771 (TDD).

4/20/2025 7801197

CITY OF LIGHTHOUSE POINT NOTICE OF PUBLIC HEARING
NOTICE IS HEREBY GIVEN to all parties that the Planning and Zoning Board of the City of Lighthouse Point in Broward County, Florida, will conduct a "Hybrid" meeting allowing both virtual and in-person attendance via the Zoom virtual meeting platform of a Public Hearing at the City Hall Complex, 2200 NE 38 Street, Lighthouse Point, Florida, on Tuesday, May 6, 2025 at 6:30 PM to consider the following item:

PUBLIC HEARING: Case #25-03 AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF LIGHTHOUSE POINT, FLORIDA, AMENDING CHAPTER 24, ENTITLED "ZONING DISTRICTS, USES AND LAND DEVELOPMENT REGULATIONS," BY AMENDING SECTION 24-180, ENTITLED "HEIGHT LIMITATIONS IN RESIDENTIAL ZONING DISTRICTS," TO REDUCE THE MAXIMUM BUILDING HEIGHT MEASURED AT SETBACKS AND AMENDING THE SLOPE REQUIREMENT FOR PORTIONS OF THE BUILDING ABOVE THE MAXIMUM HEIGHT LIMITATION; AND AMENDING CHAPTER 30, ENTITLED "SUPPLEMENTAL SITE REGULATIONS," BY AMENDING SECTION 30-13, ENTITLED "YARD ENCROACHMENTS," TO AMEND ALLOWANCES FOR PROJECTIONS; TO PROVIDE FOR CORNICES, TO PROVIDE FOR EAVES; AND AMENDING CHAPTER 30, ENTITLED "SUPPLEMENTAL SITE REGULATIONS," BY AMENDING SECTION 30-14, ENTITLED "BALCONIES AND BAY WINDOWS;" TO PROVIDE FOR CONDITIONAL USES AND CRITERIA FOR BALCONIES, BAY WINDOWS AND PROJECTIONS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; PROVIDING FOR AN EFFECTIVE DATE.

The aforesaid petitions may be inspected by the public at the Office of the City Clerk, located at 2200 NE 38 Street, Lighthouse Point, Florida 33064, 954-943 6500 Monday thru Friday from 8:00 a.m. to 4:00 p.m.

All interested persons may appear at the aforesaid public hearings and be heard with respect to the aforesaid petitions, which appearance may be in person, by counsel, or by letter. All interested parties please take due notice of the time and place of this hearing and govern yourself accordingly.

Any member of the public wishing to attend the virtual meeting may obtain the information for doing so on the City's website at https://www.lighthousepoint.com/129/Agendas-Minutes/ or contact the City Clerk's Office at ndavisson@lighthousepoint.com.

Instructions for members of the public desiring to provide email comments or to speak during the meeting can be obtained on the City's website at https://www.lighthousepoint.com/129/Agendas-Minutes

If a person decides to appeal any decision of the Planning and Zoning Board with respect to any matter considered at this meeting, the person will need a record of the proceedings and that, for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based (FS 286.0105).

City Hall is wheelchair accessible and accessible parking spaces are available. Anyone needing auxiliary services, please contact the City Clerk at least five (5) days prior to meeting (56 Fed. Reg. 35721, Sec. 35.160 (b)) at 954-943-6500.

Nicole Davison, City Clerk
City of Lighthouse Point
4/20/2025 7799681

Sale Notices

NOTICE OF PUBLIC SALE
Extra Space Storage will hold a public auction to sell personal property described below belonging to those individuals listed below at the location indicated: 2300 N Military Trail West Palm Beach, FL 33409 April 29th, 2025 @ 11:00AM KAT Physical Therapy Office equipment Kevin Singh Office equipment com/2025/03/19/the-roll-on-roll-off-company-llc/ (No onsite attendance) AB-1098 AU-3219, Eric Rubin 4/20/25, 4/27/25 7798649

Miscellaneous

LEGAL NOTICE
The following item was found in the City of Fort Lauderdale on March 8, 2025 if you can identify and prove ownership call the Fort Lauderdale Police Department, Evidence Unit at 954-828-5450. If unclaimed within 90 days of this notice it shall become property of the City

SCUBA EQUIPMENT-waterways 1300 BLK N. Ft. Lauderdale Beach Blvd 4/13, 4/20/2025 7795811

NOTICE
IN THE CIRCUIT COURT OF THE SEVENTEENTH JUDICIAL CIRCUIT, IN AND FOR BROWARD COUNTY, FLORIDA

Case No.: FMCE 16-8287 Division: 40
Javier Santana Petitioner and Dalin Espinal Respondent.

NOTICE OF ACTION FOR (Specify action) Supplemental Petition to Modify Parental Responsibility, Visitation To: (name of Respondent) Javier Santana (Respondent's last known address) 1300 Douglas Ave, #3 West Palm Beach, FL 33401 YOU ARE NOTIFIED that an action for (Identify the type of case) Supplemental Petition to Modify Parental Responsibility has been filed against you and that you are required to serve a copy of your written defenses, if any, to it on (name of Petitioner) Dalin Espinal is 5392 Glenda St., West Palm Beach, FL 33417 on or before (date) May 19, 2025 whose address and file the original with the clerk of this court at (clerk's address) OF BROWARD COUNTY COURT-HOUSE AT 201 SE 6TH STREET, FORT LAUDERDALE, FL 33301 before service on petitioner or immediately thereafter. If you fail to do so, a default may be entered against you for the relief demanded in the petition. (If applicable, insert the legal description of real property, a specific description of personal property, and the name of the county in Florida where the property is located) NONE Copies of all court documents in this case, including orders, are available at the Clerk of the Circuit Court's office. You may review these documents upon request. You must keep the Clerk of the Circuit Court's office notified of your current address. (You may file Designation of Current Mailing and E-Mail Address, Florida Supreme Court Approved Family Law Form 12.915.) Future papers in this lawsuit will be mailed or e-mailed to the addresses on record at the clerk's office.

Dated: April 02, 2025

BRENDA D. FORMAN CLERK OF THE CIRCUIT COURT By: Leslie Santiago (Deputy Clerk) 4/13, 4/20, 4/27 & 5/4/25 7797368

- E. **Describe a typical auction process including tasks to be completed by the auctioneer and the City.**

Our Comprehensive Auction Services Include:

Physical Inspection

On-site assessment of assets, including detailed descriptions and recording of city property unit numbers.

Visual Documentation

High-quality photographs and video descriptions of each item to enhance buyer confidence and engagement.

Auction Preparation

Full creation and setup of your online auction on the Bidera platform. Items are uploaded individually and strategically organized into lots by our experienced auctioneer to maximize interest and results.

Vehicle Preparation

Bidera is meticulous with the preparation of vehicles, checking all V.I.N. numbers, recording mileage, jump starting vehicles when needed, engaging transmission, reporting on engine apparent condition, applying brakes, checking A/C, steering wheel, tires, paint, body and interior condition, reporting missing parts and noting auctioneer's overall vehicle condition opinion. Similar preparation method is applied to each type of heavy equipment, vessel, and specialty equipment.

Legal Advertising

Preparation and publication of legal advertisements in major local newspapers—such as the *Miami Herald* or *Sun Sentinel*—in full compliance with Florida Statutes at no cost to the City.

Marketing & Promotion

Targeted email campaigns sent to our database of over **16,000 registered buyers**, timed at the start and near the close of each event to drive participation.

Title Transfers

Complete management of all title transfers, ensuring accuracy and smooth ownership transition. We work directly with DMV offices throughout Miami-Dade and Broward Counties and prioritize using local DMV agencies within your city.

Customer Service

Full handling of all phone and email inquiries from prospective buyers, providing timely, courteous, and knowledgeable support.

Reporting & Documentation

At the close of each auction, Bidera provides a full reporting package that includes unit and lot numbers, VINs, item descriptions, sale prices and copy of advertising ad. Reports can be customized to show breakdowns by city department, division, or agency, as directed. Our current and past auction results are clearly posted on our website at <https://www.bidera.com/?ViewFilter=Closed> This documentation ensures full transparency and supports the City's internal recordkeeping and auditing processes.

Financial Management

Secure collection and processing of all auction-related payments on behalf of our clients.

On-Site Dispatch

Supervised release and pickup of sold items directly from the auction site for 5 working days. We ensure that transactions are completed smoothly and that all pickups occur within the timeframes agreed upon for local bidders. We ensure that all buyers provide proof of payment and documentation of ownership transfer before they are permitted to retrieve their purchases.

Transportation Coordination

Assistance with coordinating transport services for buyers picking up their vehicles and items.

Payment is Issued Within 10 Days

A check will be issued and delivered to the City of North Miami within 10 business days following the auction closing date.

Tasks to Be Completed by the City:

Approval to Proceed

Provide formal authorization to initiate the auction process. All required legal documentation, and internal approvals must be completed prior to the start of the auction, as postponing auction events becomes extremely difficult once a date has been set.

Title Documentation

Supply original titles or applicable ownership documents for all vehicles or titled equipment. These documents must be signed and submitted the week before the auction closing date to ensure smooth processing and transfer of ownership.

Removal of Confidential Title Holds

To avoid delays in the process, the City's Police Department is responsible for ensuring that vehicle titles with confidential holds are properly released before the auction ends.

Police and City Vehicle Marking Removal

In accordance with Florida Statute 319.14, all vehicles bearing city logos, decals, or law enforcement markings must be fully decommissioned prior to sale. This includes the removal of any identifiable insignia, emergency lighting, color scheme or equipment, ensuring the vehicle is compliant for resale to a private party.

Post-Checkout Coordination

After the auction checkout period, the City of North Miami may need to assist with facilitating the pickup of remaining assets by out-of-state buyers, who are typically allowed up to 10 days for removal. Local buyers are expected to complete pickup within 3 days. Bidera maintains close communication with city staff throughout this process and coordinates the removal of any remaining lots. This collaborative approach has proven highly effective across all our municipal clients.

As Project Manager/Licensed Auctioneer for Bidera, Mr. Perera will be responsible for delivering all business reports. Bidera provides comprehensive reporting at the conclusion of each auction to ensure full transparency and ease of recordkeeping for the City. Reports will include all unit and lot numbers, vehicle VINs, and detailed descriptions

of each item. We can organize these reports by individual city department or division depending on the City's preference.

- F. **Provide information on employees, facilities (including a dry secure storage area for surplus items) and equipment to provide the auction services detailed herein and required for the City.**

Our Team & Organizational Capacity

We take pride in the fact that our core team members have been with Bidera for over **10 years**, bringing long-term experience, continuity, and deep operational knowledge to every project. Each team member has a clearly defined role, allowing us to manage every phase of an auction—from asset intake to final closeout—with precision and professionalism.

Our staff includes a licensed auctioneer, a certified personal property appraiser, administrative personnel, clerks, accounting professionals, and field support. This structure enables us to deliver consistent, high-quality service while ensuring compliance with municipal requirements. Bidera is fully equipped and staffed to handle all aspects of government surplus auctions, as required by the City, without burdening your internal resources.

Additionally, Bidera is equipped with the following tools and infrastructure to execute auction events efficiently:

- **Mobile inspection and documentation equipment:** tablets, high-resolution cameras, and barcode scanners
- **On-site tools and vehicle jump-start systems** for inspection readiness
- **Custom auction software platform (Bidera.com)** capable of managing auction setup, user registration, bidding, and real-time reporting
- **Surplus Storage & Transportation Policy.** Our Fort Lauderdale headquarters does **not** provide a storage area for surplus items. Bidera strongly advises against



relocating or storing city-owned property outside of the city itself. We believe that surplus items, especially vehicles, should remain on city property until the completion of the sale process. Transporting vehicles while they are still titled to the city presents a **potential liability risk**, which we work proactively to eliminate. To mitigate this liability, we require all **vehicle title transfers to be completed prior to buyer removal**. This ensures that once a vehicle leaves city premises, it is no longer under city ownership or responsibility—protecting the municipality from potential legal or financial exposure.

COST PROPOSAL

Respondents shall submit as part of their submittal a Cost Proposal detailing all commission percentages and buyer premiums to be retained by the vendor as well as any other fees and costs associated with the provision of the services described in this Solicitation.

The Cost Proposal must include, but not be limited to, the following:

- Vehicles and Heavy Equipment
- Police Forfeiture Items
- Office Furniture and Equipment



	BUYER'S PREMIUM
This fee is charged to the buyer.	13%
	A buyer's premium is clearly disclosed in the auction details on our online platform. This premium is automatically added to the bidder's total in real time, ensuring complete transparency so that buyers can see their full payment amount as they place bids. This practice helps build trust and reduces confusion at checkout.

OPTION 1	FULL-SERVICE AUCTION MANAGEMENT – DEDICATED
Sales Totaling Over \$75,000	2.95% of total revenue
Sales Totaling \$75,000 and under	4.95% of total revenue
Full-service details are provided in the Approach and Methodology section of this RFP	Physical Inspection Visual Documentation Vehicle Preparation Legal Advertising - Marketing & Promotion Upload the City's auction to www.bidera.com Title transfers Reporting & Documentation. Customer Service Financial Management On-Site Dispatch Transportation Coordination Payment issued to the City within 10 business days.

OPTION 2	MULTI-CITY AUCTION MANAGEMENT
Fee for this service	4.95%
Full-service details provided in the Approach and Methodology section of this RFP except for the On-Site Dispatch	Physical Inspection Visual Documentation Vehicle Preparation Legal Advertising - Marketing & Promotion Upload the City's auction to www.bidera.com . Title transfers Reporting & Documentation. Customer Service Financial Management No On-Site Dispatch. A designated City employee is needed for on-site dispatch and transportation coordination of sold items Payment issued to the City within 10 business days.

ADDITIONAL SERVICES	SELF-SERVICE ONLINE
Included at no additional cost.	0.0%
	Bidera offers a self-service website where any surplus item can be sold. i.e. Police property room items, misc. office equipment and furniture, etc.

OTHER COSTS	DUPLICATE VEHICLE TITLE
County Tax Collector Fee	The cost will be deducted from the auction proceeds and clearly itemized on the consignor report.

	A duplicate vehicle title will be ordered when not provided by the City to complete a transaction.
	DUPLICATE VEHICLE KEYS
Actual replacement cost	The cost will be deducted from the auction proceeds and clearly itemized on the consignor report.
	When not provided by the City, Bidera will arrange for duplicates to be made.

BIDERA LLC 2962 Trivium Circle, Suite 205 Fort Lauderdale, FL 33312 T. 305-822-5000 F. 305-822-5007
WWW.BIDERA.COM

CERTIFIED MINORITY BUSINESS ENTERPRISE

In accordance with Florida Statute 287.055, please indicate if your firm is a certified Minority Business Enterprise and, if so, provide a copy of that certification. To qualify, the Respondent must be certified by a public agency at the time of submittal of Proposal

NOT APPLICABLE

REFERENCES

Indicate at least three (3) clients with whom the City may speak with during the evaluation phase. **(Form A-14)**

The Respondent must provide references for at least three (3) clients for projects similar to the Solicitation. Past projects must have been completed within the last five (5) years from proposal submission. Respondents are expected to provide information on each project by including Form A-14 in their response. If these forms are not utilized, the respondent must provide identical information to the City for evaluation purposes.

NOTE: *Please be advised that it is the sole responsibility of each Respondent to provide accurate and up to date information regarding references. In the event that the City is unable to either verify the project information submitted or if the information is incorrect, the Respondent may be deemed NON-RESPONSIVE.*



Form A-14: References

Provide the information requested below for each reference. If available, such references should be from public agencies. It is the sole responsibility of each Respondent to provide accurate information regarding these references. In the event that the City is unable to verify the project information submitted or if the information provided is incorrect, the Respondent may be deemed **NON-RESPONSIVE**. Attach additional pages as necessary.

Client Name: Miami Dade Public Schools Contact Person (Name & Title): Carlos Limon

E-Mail: climon@dadeschools.net Phone Number: 305-234-3365

Address: 7001 SW 4 Street

City: Miami, State: FL Zip Code: 33144

Contract # (if available): ITB-20-017-VF Dates Services Were Provided: 2015-Date

Description of Services Provided and Cost: Government Surplus Auction Services 4.95% Commission

Client Name: City of Miami Beach Contact Person (Name & Title): Carlos Berriz

E-Mail: CarlosBerriz@miamibeachfl.gov Phone Number: 305-673-7641

Address: 140 MacArthur Causeway

City: Miami Beach State: FL Zip Code: 33139

Contract # (if available): _____ Dates Services Were Provided: 2022-Date

Description of Services Provided and Cost: Government Surplus Auction Services

Client Name: Broward Sheriff's Office Contact Person (Name & Title): Victor Goizueta

E-Mail: Victor_Goizueta@sheriff.org Phone Number: 954-359-1602

Address: 508 SW 34th Street

City: Lauderdale Lakes State: FL Zip Code: 33315

Contract # (if available): _____ Dates Services Were Provided: 2018- Date

Description of Services Provided and Cost: Government Surplus Auction Services

OFFICE LOCATION

Each Respondent shall state their location with respect to the City of North Miami and shall demonstrate their ability to respond to requests in a timely manner by providing examples of past performance in this area.



Our offices are located at:

2962 Trivium Circle, Suite 205

Fort Lauderdale, FL 33312

(Approximately 25 minutes from the City of North Miami)

As previously stated, **Southeast Florida is the only region we serve**. Our entire operation is built around providing auction services to local government agencies in this specific geographic area. **All of our current clients are located in Southeast Florida**, and no other company is more deeply embedded in the auction and surplus operations of this region. We are a **locally based firm** that specializes exclusively in government surplus auctions.

Because this is our sole area of service, we are uniquely positioned to provide immediate, hands-on support. Our proximity to the City of North Miami allows for same-day response in most situations, and we are routinely on-site as soon as we are needed.

Demonstrated Responsiveness

Bidera has a proven record of timely response and flexibility with cities across the region:

- **City of Hialeah** – One of our longest-standing clients, we have consistently conducted fully managed auctions for the City of Hialeah for over 15 years. Our team works hand-in-hand with city staff to coordinate site access, meet scheduling needs, and ensure each auction runs smoothly and efficiently.
- **Broward Sheriff's Office** – Given their limited storage capacity, we work closely with BSO to schedule auctions that relieve space constraints while maintaining high service standards. Our ability to adapt to their logistics makes us a reliable partner in managing their ongoing surplus needs.



- **City of Miami Beach** – Our staff demonstrated exceptional flexibility when location changes were required at short notice. Despite these last-minute adjustments, we delivered full auction services on schedule and without disruption.

Our **local presence, regional focus, and specialized experience** in surplus government auctions make Bidera the most capable and responsive partner for the City of North Miami.

Local Business Preference

This RFP is issued in accordance with the City of North Miami Code of Ordinances Sec. 7-151, which states that preference be given to local businesses, in the form of ten percent (10%) of the total evaluation points or ten percent (10%) of the total bid price. Respondents must submit Forms A-3 and A-3(a) (if applicable) with their submittal to receive local preference. **Failure to submit the required documentation may render the Respondent ineligible for local preference.**

NOT APPLICABLE

ADDITIONAL INFORMATION

Provide any additional and/or relevant information regarding the firms' capability in regards to similar projects.



We currently provide ongoing auction management services for **over 40 municipal and agency clients**, including the **City of Hialeah, City of Miami Beach, Broward County Housing Authority**, and **Miami-Dade County Public Schools**. Many of these projects involve coordinating across departments, managing tight timelines, and ensuring legal and procedural compliance across jurisdictions. These experiences have prepared us to deliver seamless service tailored to your specific needs.

Bidera has successfully conducted both **dedicated auctions for individual agencies** and **multi-city auctions** where the surplus from smaller departments is combined into a single, more cost-effective and highly visible event. This flexibility maximizes asset exposure and generates stronger returns, even for agencies with smaller quantities of surplus.

In all similar projects, Bidera has maintained a **100% compliance rate with Florida Statutes**, met all legal advertising requirements, and provided prompt, accurate reporting—down to the department level. Our platform also ensures all buyer transactions, title transfers, and post-sale support are handled transparently and efficiently.

We are proud of our ability to **fully relieve the City from the workload typically associated with surplus disposal**, allowing municipal staff to stay focused on their day-to-day responsibilities while we manage every phase of the auction process—from intake to payment reconciliation.

LITIGATION

Provide a listing of all lawsuits or proceedings involving the Respondent within the past ten (10) years, including case names and numbers, courts, nature of the actions and disposition or status of each case.

NOT APPLICABLE

Our firm has never been involved in any lawsuits.

INSURANCE REQUIREMENTS

All Respondents shall provide evidence of the ability to obtain appropriate insurance coverage. Respondents may fulfill this requirement by having their insurance agent either (1) complete and sign an insurance certificate which meets all requirements, or (2) issue a letter on the insurance agency's stationery stating that the respondent qualifies for the required insurance coverage levels and that an insurance certificate meeting the City's requirements will be submitted before final execution or issuance of the contract. **(Form A-7)**



Form "A-7"

General Insurance Requirements

Bidders must submit with their bid or proposal, proof of insurance meeting or exceeding the following requirements.

- Workers' Compensation Insurance – Statutory limits and Employer's Liability Insurance - \$1,000,000
- Fidelity / Dishonesty Coverage - \$500,000 per occurrence
- Professional Liability (Errors and Omissions) Insurance –
 1. \$1,000,000 per occurrence, \$2,000,000 aggregate on dedicated project limits with a deductible (if applicable) not to exceed \$25,000.00 per claim (audited financial statements required). The certificate of insurance shall reference any applicable deductible;
 2. Claims made policy must have an extended coverage reporting period of two years past the coverage completion date;
 3. For Deductible programs or Self Insured Retention Programs an Irrevocable Letter of Credit or performance Bond for amount of SIR/Deductible is required.
- Commercial General Liability Insurance – preferably written on an occurrence form with \$1,000,000 for each occurrence, to include contractual liability, personal & advertising injury, and products/completed operations.
- Automobile Liability Insurance – \$1,000,000 combined single limit bodily injury & property damage.

The successful Bidder(s) must submit, prior to signing of contract, a Certificate of Insurance including the City of North Miami as additional insured for Commercial General Liability and Auto Liability Insurance. Consultant shall guarantee all required insurance remain current and in effect throughout the term of contract.

Please note: The insurance requirements listed above are general in nature and should only be used as an indication of the most frequently required levels of coverage. Actual requirements may vary and will be fully documented within each individual IFB/RFP.



JIMMY PATRONIS
CHIEF FINANCIAL OFFICER

**STATE OF FLORIDA
DEPARTMENT OF FINANCIAL SERVICES
DIVISION OF WORKERS' COMPENSATION**

**** CERTIFICATE OF ELECTION TO BE EXEMPT FROM FLORIDA WORKERS' COMPENSATION LAW ****

NON-CONSTRUCTION INDUSTRY EXEMPTION

This certifies that the individual listed below has elected to be exempt from Florida Workers' Compensation law.

EFFECTIVE DATE: 3/15/2024

EXPIRATION DATE: 3/15/2026

PERSON: ARMANDO PERERA

EMAIL: AP@BIDERA.COM

FEIN: 463100185

BUSINESS NAME AND ADDRESS:

BIDERA LLC

2962 TRIVIUM CIRCLE SUITE 205

FORT LAUDERDALE, FL 33312

This certificate of election to be exempt is NOT a license issued by the Department of Business and Professional Regulation. To determine if the certificate holder is required to have a license to perform work or to verify the license of the certificate holder, go to www.myfloridalicense.com.

IMPORTANT: Pursuant to subsection 440.05(13), F.S., an officer of a corporation who elects exemption from this chapter by filing a certificate of election under this section may not recover benefits or compensation under this chapter. Pursuant to subsection 440.05(11), F.S., Certificates of election to be exempt issued under subsection (3) apply only to the corporate officer named on the notice of election to be exempt. Pursuant to subsection 440.05(12), F.S., notices of election to be exempt and certificates of election to be exempt shall be subject to revocation if, at any time after the filing of the notice or the issuance of the certificate, the person named on the notice or certificate no longer meets the requirements of this section for issuance of a certificate. The department shall revoke a certificate at any time for failure of the person named on the certificate to meet the requirements of this section.

DFS-F2-DWC-252 CERTIFICATE OF ELECTION TO BE EXEMPT
RULE 69L-6.012, F.A.C. REVISED 01/2023

E01887203

QUESTIONS? (850) 413-1609



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

05/15/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Fortun Insurance 365 Palermo Ave Coral Gables FL 33134		CONTACT NAME: Judith Grave de peralta PHONE (A/C, No, Ext): (305) 445-3535 E-MAIL ADDRESS: Judith.gravedeperalta@fortuninsurance.com FAX (A/C, No):	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A: Evanston Ins. Co.	
		INSURER B:	
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	
INSURED Bidera LLC and Export Miami Inc. 2962 Trivium Circle Ste #205 Ft. Lauderdale FL 33312			

COVERAGES

CERTIFICATE NUMBER: 25/26 Master

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY			3AA881578	04/02/2025	04/02/2026	EACH OCCURRENCE	\$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						MED EXP (Any one person)	\$ 5,000
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PERSONAL & ADV INJURY	\$ Excluded
	OTHER:						GENERAL AGGREGATE	\$ 2,000,000
	AUTOMOBILE LIABILITY						PRODUCTS - COMP/OP AGG	\$ Excluded
	<input type="checkbox"/> ANY AUTO							\$
	<input type="checkbox"/> OWNED AUTOS ONLY	<input type="checkbox"/> SCHEDULED AUTOS					COMBINED SINGLE LIMIT (Ea accident)	\$
	<input type="checkbox"/> HIRED AUTOS ONLY	<input type="checkbox"/> NON-OWNED AUTOS ONLY					BODILY INJURY (Per person)	\$
	<input type="checkbox"/> UMBRELLA LIAB	<input type="checkbox"/> OCCUR					BODILY INJURY (Per accident)	\$
	<input type="checkbox"/> EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE					PROPERTY DAMAGE (Per accident)	\$
	DED	RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE	OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y <input type="checkbox"/> N	N/A				E.L. EACH ACCIDENT	\$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Location#2962 Trivium circle Suite 205 Fort Lauderdale, FL 33312

CERTIFICATE HOLDER**CANCELLATION**

City of North Miami 776 NE 125 Street North Miami FL 33161	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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This Policy is issued by the stock insurance company listed above.

THIS POLICY IS A CLAIMS MADE AND REPORTED POLICY. EXCEPT AS OTHERWISE PROVIDED HEREIN, THIS POLICY COVERS ONLY CLAIMS FIRST MADE AGAINST THE INSUREDS AND REPORTED TO THE COMPANY DURING THE POLICY PERIOD. PLEASE READ THIS POLICY CAREFULLY.

THE LIMITS OF LIABILITY AVAILABLE TO PAY INSURED DAMAGES SHALL BE REDUCED BY AMOUNTS INCURRED FOR CLAIMS EXPENSES. FURTHER NOTE THAT AMOUNTS INCURRED FOR DAMAGES AND CLAIMS EXPENSES SHALL ALSO BE APPLIED AGAINST THE RETENTION AMOUNT.

TERMS THAT APPEAR IN BOLD FACE TYPE HAVE SPECIAL MEANING. PLEASE REFER TO SECTION II, DEFINITIONS.

Policy No. EONFLF156709762-006	
Item 1. Named Insured	
	Bidera LLC Principal Address: 2962 Trivium Cir, Suite. 205 Fort Lauderdale, FL 33312
Item 2. Policy Period:	
	From 04-11-2025. 12:01 a.m. To 04-11-2026 12:01 a.m. (Local time at the address shown in Item 1)
Item 3. Limit of Liability (including Claims Expenses)	
\$1,000,000	Each Claim
\$1,000,000	Aggregate Limit
\$ 5,000.00	Disciplinary Proceeding Claims Expenses Aggregate Limit (in addition to the Each Claim and Aggregate Limits set forth above)
Item 4. Retention	
\$1,000	Each Claim
Item 5. Premium:	\$977.00
Item 5. Premium:	\$977.00
Florida Insurance Guaranty Association (FIGA) 2023 Emergency Assessment:	\$9.77
Total Amount Due:	\$986.77
Taxes & Surcharges Amount:	\$9.77
Total Amount Due:	\$986.77

<p>Item 6. Retroactive Date (if applicable): 04/11/2014</p>																																	
<p>Item 7. Professional Services: See MPL Amendatory Endorsement-Definition of Professional Services</p>																																	
<p>Item 8. NOTICE TO INSURER:</p> <p>Phone:</p> <p>800-433-0385 (Business Hours) 800-523-9254 (After Hours)</p> <p><i>Please be advised that Financial Lines claims must be reported in writing and cannot be reported by phone. Please refer to your policy for proper reporting procedures.</i></p> <p>Mail: Chubb North America Claims PO Box 5122 Scranton, PA 18505-0554</p> <p>FIRST NOTICES FAX: 877-395-0131 (Toll Free)</p> <p>FIRST NOTICES EMAIL: ChubbClaimsFirstNotice@Chubb.com</p>																																	
<p>Item 9. Optional Extended Reporting Period:</p> <p>Additional Premium: 100% of last annual premium. Additional Period: 12 months</p>																																	
<p>Item 10. Endorsements:</p> <table border="0"> <tr> <td>PF18873</td> <td>(1105)</td> <td>ACE ADVANTAGE MISCELLANEOUS PROFESSIONAL LIABILITY POLICY DECLARATIONS</td> </tr> <tr> <td>Cc1k11k</td> <td>(0422)</td> <td>Signatures (All states except OH)</td> </tr> <tr> <td>PF18874</td> <td>(0206)</td> <td>ACE ADVANTAGE MISCELLANEOUS PROFESSIONAL LIABILITY POLICY</td> </tr> <tr> <td>PF19061</td> <td>(1005)</td> <td>SPOUSAL COVERAGE EXTENSION</td> </tr> <tr> <td>PF19236</td> <td>(1205)</td> <td>INSURED DEFINITION AMENDED-LEASED, PART TIME, SEASONAL EMPLOYEES</td> </tr> <tr> <td>PF19806</td> <td>(0206)</td> <td>ADDITIONAL INSURED (AUTOMATIC PURSUANT TO CONTRACT)</td> </tr> <tr> <td>PF19976</td> <td>(0306)</td> <td>AMENDATORY ENDORSEMENT - FLORIDA</td> </tr> <tr> <td>PF23296a</td> <td>(0708)</td> <td>CONTINGENT BODILY INJURY, PROPERTY DAMAGE ("FOR" PREAMBLE) WITH SUB-LIMIT OF LIABILITY</td> </tr> <tr> <td>PF38981</td> <td>(0113)</td> <td>FALSE CLAIMS ACT EXCLUSION</td> </tr> <tr> <td>ILP001</td> <td>(0104)</td> <td>U.S. TREASURY DEPARTMENTS' OFFICE OF FOREIGN ASSETS CONTROL ("OFAC") ADVISORY NOTICE TO POLICYHOLDERS</td> </tr> <tr> <td>PF46593</td> <td>(0815)</td> <td>TRADE OR ECONOMIC SANCTIONS ENDORSEMENT</td> </tr> </table>	PF18873	(1105)	ACE ADVANTAGE MISCELLANEOUS PROFESSIONAL LIABILITY POLICY DECLARATIONS	Cc1k11k	(0422)	Signatures (All states except OH)	PF18874	(0206)	ACE ADVANTAGE MISCELLANEOUS PROFESSIONAL LIABILITY POLICY	PF19061	(1005)	SPOUSAL COVERAGE EXTENSION	PF19236	(1205)	INSURED DEFINITION AMENDED-LEASED, PART TIME, SEASONAL EMPLOYEES	PF19806	(0206)	ADDITIONAL INSURED (AUTOMATIC PURSUANT TO CONTRACT)	PF19976	(0306)	AMENDATORY ENDORSEMENT - FLORIDA	PF23296a	(0708)	CONTINGENT BODILY INJURY, PROPERTY DAMAGE ("FOR" PREAMBLE) WITH SUB-LIMIT OF LIABILITY	PF38981	(0113)	FALSE CLAIMS ACT EXCLUSION	ILP001	(0104)	U.S. TREASURY DEPARTMENTS' OFFICE OF FOREIGN ASSETS CONTROL ("OFAC") ADVISORY NOTICE TO POLICYHOLDERS	PF46593	(0815)	TRADE OR ECONOMIC SANCTIONS ENDORSEMENT
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PF40583	(0414)	MPL ENHANCEMENT ENDORSEMENT
PF23101	(0706)	AUCTIONEER ENDORSEMENT
PF23293	(1207)	MPL AMENDATORY ENDORSEMENT DEFINITION OF PROFESSIONAL SERVICES AMENDED
PF23294c	(0310)	NETWORK SECURITY OR PRIVACY LIABILITY EXCLUSION
PF47760	(0516)	UNSOLICITED COMMUNICATIONS EXCLUSION
ALL20887	(1006)	ACE PRODUCER COMPENSATION PRACTICES & POLICIES
ACEPS	(0624)	PREMIUM SURCHARGES

Producer: HULL & COMPANY LLC DBA BRAISHFIELD ASSOCIATES
5750 MAJOR BLVD SUITE 200
ORLANDO, FL 32819
279327

IN WITNESS WHEREOF, the **Company** has caused this **Policy** to be countersigned by a duly authorized representative of the **Company**.

DATE: 02-11-2025



Authorized Representative

AUTHORIZED AGENT

Chubb. Insured.™

SIGNATURES

Named Insured Bidera LLC			Endorsement Number Cc1k11k0422
Policy Symbol EON	Policy Number EONFLF156709762-006	Policy Period 04-11-2025 to 04-11-2026	Effective Date of Endorsement 04-11-2025
Issued By (Name of Insurance Company) ACE Fire Underwriters Insurance Company			

THE ONLY COMPANY APPLICABLE TO THIS POLICY IS THE COMPANY NAMED ON THE FIRST PAGE OF THE DECLARATIONS.

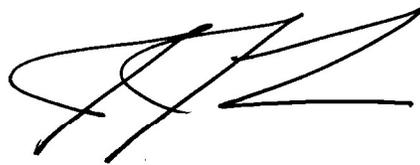
By signing and delivering the policy to you, we state that it is a valid contract.

- INDEMNITY INSURANCE COMPANY OF NORTH AMERICA** (A stock company)
- BANKERS STANDARD INSURANCE COMPANY** (A stock company)
- ACE AMERICAN INSURANCE COMPANY** (A stock company)
- ACE PROPERTY AND CASUALTY INSURANCE COMPANY** (A stock company)
- INSURANCE COMPANY OF NORTH AMERICA** (A stock company)
- PACIFIC EMPLOYERS INSURANCE COMPANY** (A stock company)
- ACE FIRE UNDERWRITERS INSURANCE COMPANY** (A stock company)
- WESTCHESTER FIRE INSURANCE COMPANY** (A stock company)

436 Walnut Street, P.O. Box 1000, Philadelphia, Pennsylvania 19106-3703



BRANDON PEENE, Secretary



JOHN J. LUPICA, President



Authorized Representative

DORAL INS CONSULTING
PO BOX 565956
MIAMI, FL 33256

Policy Number: 919618612

Underwritten by:
Progressive American Insurance Co
April 16, 2025
Policy Period: Feb 13, 2025 - Aug 13, 2025

Page 1 of 3

ARMANDO PERERA

2962 TRIVIUM CIR STE 205
FT LAUDERDALE, FL 33312

1-305-477-4865 DORAL INS

CONSULTING

Contact your agent for personalized

service. progressiveagent.com

Online Service

Make payments, check billing activity,
update policy information or check
status of a claim.

1-800-274-4499

To report a claim.

Auto Insurance Coverage Summary

This is a copy of your Declarations Page

Your coverage began on February 13, 2025 at 12:01 a.m. This policy expires on August 13, 2025 at 12:01 a.m.

This coverage summary replaces your prior one. Your insurance policy and any policy endorsements contain a full explanation of your coverage. The policy limits shown for a vehicle may not be combined with the limits for the same coverage on another vehicle, unless the policy contract or endorsements indicate otherwise. The policy contract is form 9611A FL (07/17) . The contract is modified by forms A340 (01/22), A261 FL (09/22), A379 FL (02/23), A264 (02/22), A331 (11/21) and A229 FL (07/23).

Drivers and household residents

ARMANDO PERERA

Additional information: Named insured

Outline of coverage

2005 GMC SIERRA C1500/K1500 CREW PICKUP

VIN: **2GTEC13TX51126595**

Garaging ZIP Code: 33414

Primary use of the vehicle: Business

Length of vehicle ownership when policy started or vehicle added: 5 years or more

	Premium	Limits	Deductible
Liability To Others			
Bodily Injury Liability	\$100,000 each person/\$300,000 each accident		\$265
		Property Damage Liability	
	\$100,000 each accident		73
Personal Injury Protection	\$10,000	\$1,000/person	61

Deductible applies to You and Dependent Relatives

Uninsured Motorist.....Rejected --
Total premium for 2005 GMC (business use) \$399

4

Continued

Policy Number: 919618612

ARMANDO PERERA

GRACE MONACO

Page 2 of 3

2017 GMC YUKON 4 DOOR WAGON

VIN: **1GKS1BKCOHR203796**

Garaging ZIP Code: 33414

Primary use of the vehicle: Pleasure/Personal

Annual miles: 8,000 - 9,999

Length of vehicle ownership when policy started or vehicle added: Less than 1 month

Limits	Deductible
	Premium	
Liability To Others		
Bodily Injury Liability	\$100,000 each person/\$300,000 each accident	\$375
.....Property Damage Liability		
	\$100,000 each accident	104
Personal Injury Protection	\$10,000	\$1,000/person 66
Deductible applies to You and Dependent Relatives		

Uninsured Motorist.....Rejected --
Total premium for 2017 GMC \$545

2012 CHEVROLET TAHOE C1500/K1500 4 DOOR WAGON

VIN: **1GNLC2E02CR321845**

Garaging ZIP Code: 33414

Primary use of the vehicle: Business

Annual miles: 12,000 - 13,999

Length of vehicle ownership when policy started or vehicle added: At least 1 year but less than 3 years

Limits	Deductible
	Premium	
Liability To Others		
Bodily Injury Liability	\$100,000 each person/\$300,000 each accident	\$369
.....Property Damage Liability		
	\$100,000 each accident	95
Personal Injury Protection	\$10,000	\$1,000/person 72
Deductible applies to You and Dependent Relatives		

Uninsured Motorist.....Rejected --
Total premium for 2012 CHEVROLET (business use) \$536

2023 CHEVROLET SILVERADO C1500K1500 CREW PICKUP

VIN: 3GCUJJE81PG333484

Garaging ZIP Code: 33414

Primary use of the vehicle: Commute

Annual miles: 8,000 - 9,999

Length of vehicle ownership when policy started or vehicle added: Less than 1 month

	Premium	Limits	Deductible
.....			
Liability To Others			
Bodily Injury Liability	\$100,000 each person/\$300,000 each accident		\$389
.....			
		Property Damage Liability	
	\$100,000 each accident		119
Personal Injury Protection	\$10,000	\$1,000/person	113
Deductible applies to You and Dependent Relatives			
.....			
Uninsured Motorist.....		Rejected -	
Comprehensive.....		Actual Cash Value	
\$1,000 50			
Collision.....		Actual Cash Value	
	\$1,000		147
Total premium for 2023 CHEVROLET			\$818
.....			
Total 6 month policy premium			\$2,298.00

Premium discounts

Policy

919618612

Multi-Policy, Five-Year Accident Free, Five-Year Claim Free, Home Owner, Multi-Car, Continuous Insurance: Diamond and Three-Year Safe Driving

4

Continued

Policy Number: 919618612

ARMANDO PERERA

Page 3 of 3

Vehicle

2005 GMC

Anti-Lock Brakes and Driver and Passenger-side Airbag

SIERRA C1500/K1500

2017 GMC

Anti-Lock Brakes and Driver and Passenger-side Airbag YUKON

2012 CHEVROLET

Anti-Lock Brakes and Driver and Passenger-side Airbag

TAHOE C1500/K1500

2023 CHEVROLET

Anti-Lock Brakes, Driver and Passenger-side Airbag and Passive Anti-theft Device

SILVERADO C1500K1500

Lienholder and additional interest information

Vehicle

Lienholder

Additional interest

BIDERA LLC

2GTEC13TX51126595

2005 GMC SIERRA C1500/K1500

FT LAUDERDALE, FL 33312

2012 CHEVROLET TAHOE C1500/K1500
1GNLC2E02CR321845

BIDERA LLC
FT LAUDERDALE, FL 33312

2023 CHEVROLET SILVERADO C1500K1500 Space Coast CU
3GCUDJE81PG333484 Carmel, IN 46082

Policyholder inquiries

You may call your agent at 1-305-477-4865 to present inquiries or obtain information about coverage, and to obtain assistance with any complaints.

Agent signature



Company officers



Secretary

RFP Forms

The following forms must be submitted in the following order:

- Form A-1 Public Entity Crimes Affidavit
- Form A-2 Non-Collusive Proposal Certificate
- Form A-3 Local Preference Affidavit (if applicable)
- Form A-3(a) Statement of Intent (if applicable)
- Form A-4 Questionnaire Instructions
- Form A-5 Acknowledgement of Addenda (if applicable)
- Form A-6 Disclosure of Subcontractors & Suppliers (if applicable)
- Form A-7 Insurance Requirements (Provide copies of the required Insurance or letter of intent to provide required insurance)
- Form A-14 References

All of our forms can be found on our website at:

<http://www.northmiamifl.gov/departments/purchasing/forms.aspx>

Please ensure to include all applicable forms with your Proposal documents signed and notarized as required.



Form A-1
Public Entity Crimes Affidavit



SWORN STATEMENT UNDER SECTION 287.133(3)(a), FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to BIDERA LLC [print name of public entity]

by BIDERA LLC [print individual's name and title]

for BIDERA LLC [print name of entity submitting sworn statement]

whose business address is 2962 TRIVIUM CIRCLE SUITE 205 FT LAUDERDALE, FL 33312

and (if applicable) its Federal Employer Identification Number (FEIN) is 46-3100185 (If the

entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: .)

- 2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in Paragraph 287.133 (1)(a), Florida Statutes, means:
1. A predecessor or successor of a person convicted of a public entity crime; or
2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.



6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. [indicate which statement applies.]

Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. [attach a copy of the final order]

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

[Handwritten Signature]

[signature]

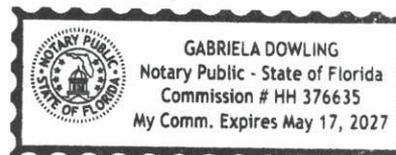
Sworn to and subscribed before me this 11th day of APRIL, 2025.

Personally known _____

OR Produced identification FL Driver License Notary Public - State of FLORIDA

FL Driver License # P660-000-68-2916-0 My commission expires May 17 2027
(Type of Identification)

(Printed typed or stamped Commissioned name of Notary Public)



Jurat Certificate

State of Florida

County of PALM BEACH

Sworn to (or affirmed) and subscribed before me this 11TH day of APRIL, 20 25, by means of physical presence or online notarization Armando Perera (name of person making statement).

Personally known to me _____

Produced Identification _____

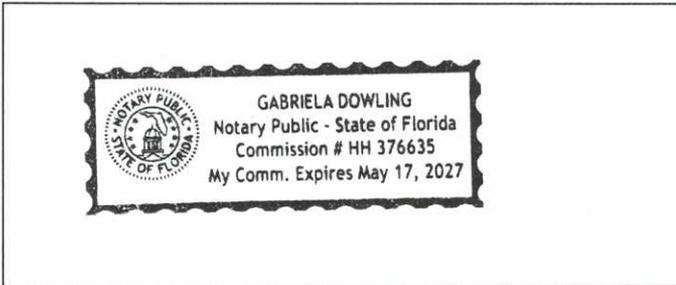
Type of Identification Produced FL DRIVER LICENSE

Notary Signature

Title NOTARY PUBLIC

My appointment expires May 17 2027

Place Seal Here



Description of Attached document

Type or Title of Document

Form A-1

Document Date

04/11/2025

Number of Pages

- 2 -

Signer(s) Other Than Named Above

none



Form A-2

Non-Collusive Proposal Certificate



FORM "A-2"
NON-COLLUSIVE BIDDER CERTIFICATE
STATE OF FLORIDA
COUNTY OF MIAMI-DADE

Before me, the undersigned authority, on this day personally appeared ARMANDO PERERA (Authorized Officer), who being by me duly sworn, deposes and says:

1. That he/she is the PRESIDENT of the corporation/partnership known and styles as BIDERA LLC, duly formed under the laws of the State of FLORIDA, on _____, 20____, is duly authorized to represent such corporation/partnership in the making of this Affidavit and certification.
2. That BIDERA LLC (corporation/partnership) has not, within 6 months next preceding the date of this affidavit, entered into any combination, contract, obligation, or agreement to create nor that may tend to create or to carry out any restriction on secret, competitive bidding on the procurement of RFP NO. 29-24-25, to fix, maintain, increase, or reduce the price set out in the Proposal (bid) on the Project; to fix or maintain any standard or figure whereby the price bid in the Proposal is or has been in any manner affected, controlled, or established; or in any other manner to prevent or lessen competition in the bidding for the Project.
3. That BIDERA LLC (corporation/partnership) has not, during such time, entered into, executed, or carried out any contract, obligation, or agreement with any person, corporation, or association of persons not to bid on this Project below a common standard or figure, to keep the price thereof at fixed or graded figures, to preclude a fair and unrestricted competition in the bidding of this Project, to regulate, fix or limit the bidding on the Project, or to abstain from engaging in the bidding on the Project, or any portion thereof.
4. That BIDERA LLC (corporation/partnership) has not within 6 months next preceding the date of this Affidavit, either directly or through the instrumentality of trustees or otherwise, acquired assets shares, bonds, franchise, or other rights in or physical properties of any other corporation or partnership for the purpose of preventing or lessening, or in a manner that tends to affect or lessen, competition in the bidding on this Project.
5. That BIDERA LLC (corporation/partnership) has not within such time entered into any agreement or understanding to refuse to buy from or sell to any other person, corporation, firm, or association of person who bids on the Project.



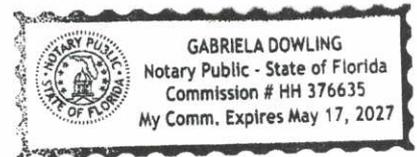
6. That no officer of BIDERA LLC has, within Affiant's knowledge, during such 6 months made on behalf of its or for its benefit any such contract or agreement as is specified in this Affidavit.

7. That these representations and warranties will be true at the time of the bid opening.

BIDERA LLC
By: Armando Perera
Its: President
Authority Warranted

SWORN TO and subscribed before me this 14th day of APRIL, 2025.

[Signature]
Notary Public
My Commission Expires:



Jurat Certificate

State of Florida

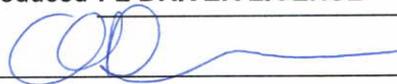
County of PALM BEACH

Sworn to (or affirmed) and subscribed before me this 11TH day of APRIL, 2025, by means of physical presence or online notarization Armando Perera (name of person making statement).

Personally known to me _____

Produced Identification _____

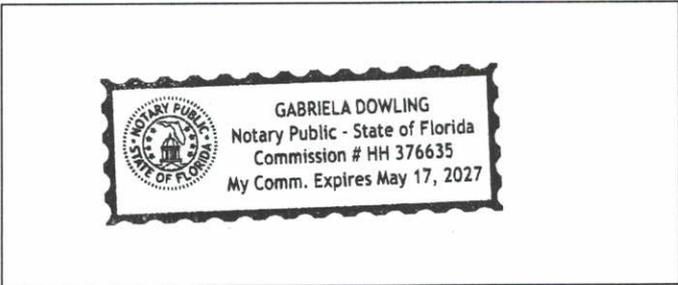
Type of Identification Produced FL DRIVER LICENSE

Notary Signature 

Title NOTARY PUBLIC

My appointment expires May 17 2027

Place Seal Here



Description of Attached document

Type or Title of Document

A-2

Document Date

04-11-2025

Number of Pages

- 2 -

Signer(s) Other Than Named Above

none



Form A-3

Local Preference Affidavit (if applicable)

Not Applicable

Form A-3(a)

Statement of Intent (if applicable)

Not Applicable

Form A-4
Questionnaire Instructions



FORM "A-4"

QUESTIONNAIRE INSTRUCTIONS

PROJECT: Surplus Auction Services RFP No, 29-24-25

OWNER: CITY OF NORTH MIAMI

BIDDER: BIDERA LLC

INSTRUCTIONS

- A. All questions are to be answered in full, without exception. If copies of other documents will answer the question completely, they may be attached and clearly labeled. If additional space is needed, additional pages may be attached and clearly labeled.
- B. The City of North Miami shall be entitled to contact each and every person/company listed in response to this questionnaire. The Bidder, by completing this questionnaire, expressly agrees that any information concerning the Bidder in possession of said entities may be made available to the City.
- C. Only complete and accurate information shall be provided by the Bidder. The Bidder hereby warrants that, to the best of its knowledge and belief, the responses contained herein are true, accurate, and complete. The Bidder also acknowledges that the City is relying on the truth and accuracy of the responses contained herein. If it is later discovered that any material information given in response to a questions was provided by the Bidder, knowing it was false, it shall constitute grounds for immediate disqualification, termination, or rescission by the City of any subsequent agreement between the City and the Bidder.
- D. If there are any questions concerning the completion of this form, the Bidder is encouraged to contact the Purchasing Department via email at purchasing@northmiamifl.gov or via phone: (305) 895-9886.


NORTH MIAMI
F L O R I D A
QUESTIONNAIRE

Bidder's Name: ARMANDO PERERA

Principal Office Address: 2962 TRIVIUM CIR SUITE 205 FT LAUDERDALE, FL 33312

Official Representative: ARMANDO PERERA

Individual

Partnership x (Circle One)

Corporation

If a Corporation, answer this:

When Incorporated:

06/24/2013

In what State: FLORIDA

If Foreign Corporation:

Date of Registration with
Florida Secretary of State:

Name of Resident Agent:

N/A

Address of Resident Agent:

President's Name: ARMANDO PERERA

Vice President's Name: n/a _____

Treasurer's Name: n/a _____

Members of Board of Directors:

If a Partnership:

Date of Organization: N/A _____



General or Limited Partnership*: _____ Name and Address of Each Partner:

<u>Name</u>	<u>Address</u>
1. _____	N/A
2. _____	N/A
3. _____	N/A

*Designate general partners in Limited Partnership

- Number of years of relevant experience in operating similar business: 17
- Have any similar agreements held by Bidder for a similar project to the proposed project ever been canceled?
Yes () No (X)

If yes, give details on a separate sheet.

- Has the Bidder or any principals of the applicant organization failed to qualify as a responsible Bidder, refused to enter into a contract after an award has been made, failed to complete a contract during the past five (5) years, or been declared to be in default in any contract in the last five (5) years?

NO. We have completed all auctions successfully.

If yes, please explain:

- Has the Bidder or any of its principals ever been declared bankrupt or reorganized under Chapter 11 or put into receivership?

NO. The bidder has not.

If yes, give date, court jurisdiction, action taken, and any other explanation deemed necessary.

- Person or persons interested in the proposal and Questionnaire Form _____ (have) X (have not) been convicted by a Federal, State, County or Municipal Court of any violation of law, other than traffic violations. To include stockholders over ten percent (10%). (Strike our inappropriate words).

Explain any convictions on a separate sheet.



6. Lawsuits (any) pending or completed involving the corporation, partnership or individuals with more than ten percent (10%) interest:

No Lawsuits.

A. List all pending lawsuits:

N/A

B. List all judgments from lawsuits in the last five years:

N/A

C. List any criminal violations and/or convictions of the Bidder and/or any of its principals:

N/A

7. Conflicts of Interest. The following relationships are the only potential, actual or perceived conflicts of interest in connection with this proposal: (If none, so state).

NONE. N/A

The Bidder understands that information contained in this Questionnaire will be relied upon by the City of North Miami in awarding the proposed Agreement and such information is warranted by the Bidder to be true. The undersigned Bidder agrees to furnish such additional information, prior to acceptance of any proposal relating to the qualifications of the Bidder, as may be required by the City Manager.

The Bidder further understands that the information contained in this questionnaire may be confirmed through a background investigation conducted by the City of North Miami Police Department. By submitting this questionnaire, the Bidder agrees to cooperate with this investigation, including but not necessarily limited to fingerprinting and providing information for credit check.

I certify that the information and responses provided on this Questionnaire are true, accurate and complete. The Owner of the Project or its representatives may contact any entity or reference listed in this Questionnaire. Each entity or reference may make any information concerning the Contractor available to the Owner.

Dated APRIL 11th, 2025



CONSULTANT:

Armando Perera

BIDERA LLC

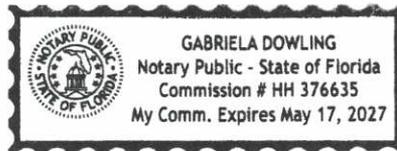
By [Signature]
Its President

Sworn to and subscribed before me this 11th day of APRIL, 2025

[Signature]
Notary Public

My Commission Expires:

May 17th 2027



Jurat Certificate

State of Florida

County of PALM BEACH

Sworn to (or affirmed) and subscribed before me this 11TH day of APRIL, 2025, by means of physical presence or online notarization Armando Perera (name of person making statement).

Personally known to me _____

Produced Identification _____

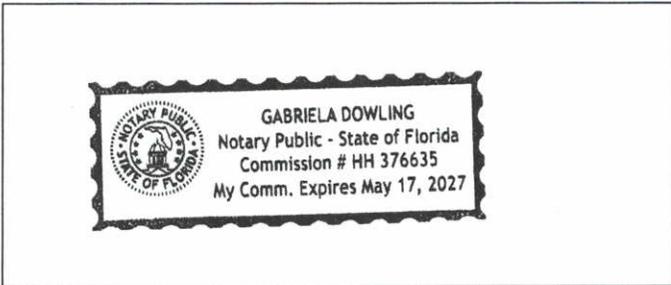
Type of Identification Produced FL DRIVER LICENSE

Notary Signature 

Title NOTARY PUBLIC

My appointment expires May 17, 2027

Place Seal Here



Description of Attached document

Type or Title of Document Form A-4

Document Date 04-11-2025 Number of Pages - 5 -

Signer(s) Other Than Named Above none

Form A-5

Acknowledgement of Addenda (if applicable)



FORM A-5

ADDENDUM TO BID DOCUMENTS

BID NUMBER: RFP No 29-24-25

BID OPENING DATE: 3-24-2025

To All Bidders:

It is the Bidder's responsibility to assure receipt of all addenda. The Bidder should verify with the designated Contracting Officer prior to submitting a proposal that all addenda have been received. Bidder's are required to acknowledge the number of addenda received as part of their proposals.

This form must be returned with your bid as acknowledgement of receipt of all addenda issued for this RFP,RFQ or IFB and must be signed in the space provided below. Bidder's failure to return this form will be deemed non-responsive and will not be considered for contract award.

Please initial to acknowledge receipt of addenda pertaining to this contract:

- Addendum No. 1 (initials)
Addendum No. 2 (initials)
Addendum No. 3
Addendum No. 4
Addendum No. 5
Addendum No. 6
Addendum No. 7
Addendum No. 8
Addendum No. 9
Addendum No. 10

Acknowledged by:

Name: Grace Monaco

Signature: [Handwritten Signature]

Date: 5-6-25

5-13-25

Form A-6

Disclosure of Subcontractors & Suppliers (if applicable)

Not Applicable

Form A-7

Insurance Requirements (Provide copies of the required
Insurance or letter of intent to provide required insurance)

See Insurance Requirements Section

Form A-14
References



Form A-14: References

Provide the information requested below for each reference. If available, such references should be from public agencies. It is the sole responsibility of each Respondent to provide accurate information regarding these references. In the event that the City is unable to verify the project information submitted or if the information provided is incorrect, the Respondent may be deemed **NON-RESPONSIVE**. Attach additional pages as necessary.

Client Name: Miami Dade Public Schools Contact Person (Name & Title): Carlos Limon
 E-Mail: climon@dadeschools.net Phone Number: 305-234-3365
 Address: 7001 SW 4 Street
 City: Miami, State: FL Zip Code: 33144
 Contract # (if available): ITB-20-017-VF Dates Services Were Provided: 2015-Date
 Description of Services Provided and Cost: Government Surplus Auction Services 4.95% Commission

Client Name: City of Miami Beach Contact Person (Name & Title): Carlos Berriz
 E-Mail: CarlosBerriz@miamibeachfl.gov Phone Number: 305-673-7641
 Address: 140 MacArthur Causeway
 City: Miami Beach State: FL Zip Code: 33139
 Contract # (if available): _____ Dates Services Were Provided: 2022-Date
 Description of Services Provided and Cost: Government Surplus Auction Services

Client Name: Broward Sheriff's Office Contact Person (Name & Title): Victor Goizueta
 E-Mail: Victor_Goizueta@sheriff.org Phone Number: 954-359-1602
 Address: 508 SW 34th Street
 City: Lauderdale Lakes State: FL Zip Code: 33315
 Contract # (if available): _____ Dates Services Were Provided: 2018- Date
 Description of Services Provided and Cost: Government Surplus Auction Services



Miami-Dade County Public Schools

giving our students the world

Superintendent of Schools
Dr. Jose L. Dotres

Miami-Dade County School Board

Mari Tere Rojas, Chair
Monica Colucci, Vice Chair
Roberto J. Alonso
Dr. Dorothy Bendross-Mindingall
Mary Blanco
Danny Espino
Dr. Steve Gallon III
Joseph S. Geller
Luisa Santos

To Whom It May Concern,

It is with great pleasure that I recommend BIDERA and its President and Owner, Armando Perera. Miami-Dade County Public Schools has had the distinct advantage of working with BIDERA for our auction needs since 2017, and their services have consistently exceeded our expectations.

From the outset of our partnership, Armando Perera has demonstrated an exceptional level of professionalism, expertise, and dedication. He has truly made the auction process significantly easier for our organization by managing every aspect from start to finish. This comprehensive approach has been invaluable, allowing us to efficiently and effectively handle the disposition of surplus assets.

One of the most commendable aspects of working with Armando and BIDERA is his unwavering availability. He is consistently responsive and readily addresses any questions or concerns we may have, ensuring a smooth and seamless process. This level of commitment and accessibility is a testament to his dedication to client satisfaction.

Furthermore, Armando's extensive experience in the auction industry is evident in every interaction. His knowledge and insights have proven to be a significant asset, guiding us through the intricacies of the auction process and maximizing returns for the school district.

In conclusion, BIDERA, under the leadership of Armando Perera, has been a reliable, efficient, and highly valuable partner for Miami-Dade County Public Schools. Their comprehensive service, consistent availability, wealth of experience, and detailed reporting have made the auction process significantly more manageable for our organization. I wholeheartedly recommend BIDERA to any entity seeking professional and dependable auction services.

Sincerely,

Carlos Limon
District Director, Vehicle Maintenance
Department of Transportation
Miami-Dade County Public School

*Department of Transportation • 15401 S.W. 117th Avenue • Miami, Florida 33177
305-234-3365 • www.dadeschools.net*



Sheriff Gregory Tony, Ph.D.

To Whom It May Concern,

Bidera has consistently demonstrated both honesty and an exceptional understanding of surplus asset disposition to the Broward Sheriff's Office. We have seen notably higher returns on our surplus assets through Bidera's auctions, which truly reflect Armando's dedication and expertise in this field.

Bidera has an incredible efficiency of their auction process. The entire procedure is seamless and demands very little effort from my team. We only need to supply the inventory details, and Bidera handles all the subsequent steps.

I highly recommend Bidera to any organization in search of professional and dependable auction services.

Sincerely,

A handwritten signature in blue ink, appearing to read "Victor Goizueta".

Victor Goizueta

Fire Rescue Fleet Coordinator Dept. of Fire Rescue and Emergency Services

Broward Sheriff's Office

Office: 954-359-1602

Cell: 954-864-9431



April 15, 2025

To Whom it May Concern,

The City of South Miami utilizes the services provided by Bidera LLC to organize and coordinate auctions for "AS-IS" sales transactions on behalf of the City of South Miami for equipment and materials designated as surplus. We find Bidera LLC and their staff cooperative, professional, and their equipment disposal process transparent and well organized and would recommend them for similar services.

If you have any questions, please call me at 305/663-6339.

Thank you,

A handwritten signature in blue ink, appearing to read "S. Kulick". The signature is fluid and cursive.

Steven Kulick
Chief Procurement Officer
6130 Sunset Drive
South Miami, FL 33143



Public Works Department

Automotive Division

2800 SW 72 AVENUE
MIAMI, FLORIDA 33155

April 23, 2025

To Whom It May Concern:

Bidera LLC has served the City of Coral Gables since 2015, managing, and coordinating sales transactions for surplus vehicles, equipment, and materials.

In our experience, Bidera LLC and its staff have consistently demonstrated a high level of professionalism and cooperation. Bidera's equipment disposal process is transparent and well-organized. Therefore, we highly recommend Bidera LLC for similar services.

Feel free to contact me if needed,



Baudilio Anthony Cusco

Assistant Director for Fleet Management

Public Works Department

2800 SW 72nd Av, Miami FL 33155 / 786-355-5729 / 305-460-5144

[Public Works | Coral Gables](#)

[facebook.com/cityofcoralgables](https://www.facebook.com/cityofcoralgables)



REQUEST FOR PROPOSALS

SURPLUS AUCTION SERVICES RFP No. 29-24-25

DATE OF ADVERTISEMENT
MONDAY, MARCH 24, 2025

ADDITIONAL INFORMATION & CLARIFICATION DEADLINE
WEDNESDAY, APRIL 9, 2025, BY NO LATER THAN 3:30 P.M. (LOCAL TIME)

PROPOSAL SUBMITTAL DEADLINE
MONDAY, MAY 12, 2025, BY NO LATER THAN 3:30 PM (LOCAL TIME)

**CITY OF NORTH MIAMI
OFFICE OF THE CITY CLERK
CITY HALL, FIRST FLOOR
776 NE 125TH STREET
NORTH MIAMI, FLORIDA 33161-4116**

The responsibility for submitting a Response to this Solicitation in a timely manner to the City Clerk's Office on or before the stipulated date and time rests solely with each Respondent. Failure to submit a Response in a timely manner will result in a rejection of the Bid Proposal.

Copies of this Solicitation may be obtained by contacting DemandStar at www.demandstar.com or calling 866-273-1863 and request Document No. 29-24-25 or by visiting our website at: <https://www.northmiamifl.gov/bids.aspx>

Contact Person: Ebony Daniels Graham, Assistant Purchasing Director
Email: purchasing@northmiamifl.gov - Telephone: (305) 895-9886



The City of North Miami (City) is hereby soliciting proposals from qualified and experienced firms to provide Surplus Auction Services for City-owned surplus vehicles, heavy equipment and machinery, office equipment and furniture, and forfeiture property seized by the North Miami Police Department.

Please submit one (1) original Proposal, two (2) copies of the original Proposal and one (1) digital copy on a USB Flash Drive either by mail or hand delivery in response to this Solicitation. Proposals are to be submitted in a sealed envelope bearing the name of the individual and/or company, and the address as well as the number and title of this Solicitation by no later than the Submittal deadline specified in the Solicitation Timetable below. **All Proposals received on a timely basis shall be opened and read immediately after the Submittal deadline has passed in the City of North Miami Council Chambers, located on the Second Floor of City Hall.** Proposals received after said date and time **will not** be considered and no time extensions will be permitted. Proposals must be addressed to the City of North Miami, Office of the City Clerk, 776 N E 125th Street, North Miami, Florida 33161.

“IMPORTANT - SOLICITATION ENCLOSED”
Surplus Auction Services
RFP No. 29-24-25

The Solicitation Timetable is as follows:

Event	Date	Time
Advertisement Date	MONDAY, MARCH 24, 2025	
Deadline for Questions or Request for Clarification	WEDNESDAY, APRIL 9, 2025	3:30 pm
Proposal Submittal Deadline	MONDAY, MAY 12, 2025	3:30 pm
Evaluation Committee Interviews	To Be Determined	
City Council Approval Date	To Be Determined	

The City of North Miami reserves the right to delay or modify scheduled dates and will post notice of any changes on the Purchasing Department website.

CONE OF SILENCE

Please be advised that this Solicitation is issued subject to Sections 7-192 and 7-193 of the City’s Code of Ordinances, otherwise referred to as the Cone of Silence Ordinance, prohibiting certain types of communications as further detailed in the General Conditions section of this Solicitation, while the Cone of Silence is in effect (see **Appendix “D”** for further information).

We look forward to your participation in this Solicitation.

Sincerely,

Alberto Destrade

Alberto Destrade,
Purchasing Director

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All of our contract forms are fill-in electronically and are accessible at the following link:

<https://www.northmiamifl.gov/217/ContractForms>

- A-1 Public Entity Crimes Affidavit
- A-2 Non-Collusive Certificate
- A-3 Local Preference Affidavit
- A-3(a) Statement of Intent
- A-4 Questionnaire Instructions
- A-5 Acknowledgement of Addenda
- A-6 Disclosure of Subcontractors and Suppliers
- A-7 General Insurance Requirements
- A-14 References

SECTION 1.0
INSTRUCTIONS TO PROPOSERS /
GENERAL TERMS AND CONDITIONS

1.1 DEFINITIONS

- a) "City" means the City of North Miami.
- b) "City Council" means the governing body of the City of North Miami comprised of the Mayor and City Council members.
- c) "City Manager" means the Chief Executive officer of the City or his designee.
- d) "Contract" or "Agreement" means a binding written agreement for the solicited Work and/or Services required by the City, including purchase orders, containing terms and obligations governing the relationship between the City and the Awarded Respondent.
- e) "Contractor" or "Awarded Vendor" means the Proposer or Respondent that is awarded a Contract pursuant to this Solicitation.
- f) "Department" means a department of the City, as may be designated herein.
- g) "Proposal" means any and all documents submitted by a Proposer in response to this Solicitation.
- h) "Proposer" or "Respondent." Any and all individuals, companies, joint ventures or other types of business organization submitting a response to this Solicitation.
- i) "Scope of Services" or "Scope of Work" means the work to be performed by the selected Respondent under this Contract.
- j) "Solicitation" means this Request for Proposals (RFP) document, and all associated addenda and attachments.
- k) "Subcontractors" or "Sub-consultant" shall mean any person, Respondent, entity or organization, other than the employees of the Awarded Vendor, who contracts with the Awarded vendor to furnish labor, or labor and material, in connection with the Services to the City, whether directly or indirectly, on behalf of the Awarded vendor.

l) "Work" or "Services" includes all labor, materials, equipment, supervision, expertise, maintenance, repair, and services to be provided by the Awarded Vendor to successfully perform the Services required under this Solicitation, as more specifically detailed under Section 3.0 herein.

1.2 CITY OVERVIEW

The City of North Miami, Florida (with a population of over 62,000 residents) is a diverse community, ideally located midway between Miami and Fort Lauderdale and encompasses approximately 9.5 square miles. As the sixth largest City in Miami-Dade County, North Miami is committed to growth in its business community, while also focusing on issues such as education, the arts, leisure activities and sustainability to provide a viable future for our residents and preserve the City's rich history since its incorporation in 1926.

The City currently has over 500 employees and provides a wide range of governmental services including public safety/police services, parks and recreation, public works, water and sewer, planning, building and zoning, code enforcement, and community development to its citizens.

The City is a very large consumer of goods and services and the purchasing decisions of our employees and awarded vendors can positively or negatively affect the environment. By including environmental considerations in our procurement decisions, along with our goal of identifying the most cost-effective and competitive pricing, we strive to remain fiscally responsible while promoting practices that improve public health and safety, reduce pollution, and conserve natural resources.

1.3 INVITATION

This invitation is extended to Respondents that can provide the requirement(s) specified herein.

The requirements presented in this Solicitation represent the City's anticipated needs.

1.4 PUBLIC ENTITY CRIMES AFFIDAVIT

The Public Entity Crime Affidavit, (**Contract Form "A-1"**) referenced in this Solicitation, includes documentation that shall be executed by an individual authorized to bind the Respondent. If the Public Entity Crime Affidavit is not submitted as part of the Respondent's Proposal package, or is altered in any manner or is not fully completed, the Respondent may be deemed non-responsive to the Solicitation requirements

1.5 PUBLIC ENTITY CRIME / DISCRIMINATORY RESPONDENT LIST

Any Respondent, or any of its suppliers, subcontractors/sub-consultants, vendors, or consultants who shall perform work, which is intended to benefit the City, shall not be a convicted Respondent or included on the discriminatory Respondent list. If the Respondent or any affiliate of the Respondent has been convicted of a public entity crime or has been placed on the discriminatory Respondent list, a period longer than 36 months must have passed since that person was placed on the convicted Respondent or discriminatory Respondent list. The Respondent further understands and accepts that any Contract issued as a result of this Solicitation shall be either voidable or subject to immediate termination by the City. The City in the event of such termination, shall not incur any liability to the Respondent for any work or materials furnished.

1.6. LOBBYING

All Respondents, their agents and subconsultants or sub-contractors, are hereby placed on notice that neither the City Council Members, any Evaluation Committee member, employees of the City or employees of any other sponsoring agency shall be lobbied either individually or collectively regarding this Solicitation. Respondents and their agents, sub-consultants or sub-contractors are hereby placed on notice that they are prohibited from contacting any of these individuals for any

purpose relating to this Solicitation. Any Proposal submitted by a Respondent, its agents, sub-consultants or sub-contractors who violate these guidelines will not be considered for review. The Purchasing Department shall be the only point of contact for questions and/or clarifications concerning this Solicitation, the selection process and the negotiation and award procedures.

1.7. SUSPENSION OF AWARDED VENDORS FOR MATERIAL BREACH OF CITY CONTRACTS

Pursuant to Sec 7-160 of the City's Procurement Code, the City may temporarily or permanently suspend an Awarded Vendor from doing business with the City whenever said vendor materially breaches its Contract with the City, upon recommendation by the Purchasing Director. Any Proposal submitted by a Respondent, its sub-contractors, sub-consultants or vendors who are included on the City's "Suspension List" shall not be considered for review.

In addition, the principals of any Respondent or its sub-contractors, sub-consultants or vendors who are included on the City's "Suspension List" shall not attempt to do business with the City under a different name or form a new legal entity in order to do business with the City while they remain on said list. In the event of any intentional misrepresentation, the Respondent further understands and accepts that any Contract issued as a result of this Solicitation shall be subject to immediate termination for default and suspension procedures by the City. The City, in the event of such termination, shall not incur any liability to the Respondent for any work or material furnished.

1.8. POINTS OF CONTACT TIMETABLE FOR INQUIRES

Interested firms may contact the City's Purchasing Department regarding any general questions. However, questions relating to technical inquiries and/or clarification of specific criteria must be submitted to the Purchasing Department in writing, preferably via e-mail, to the address indicated on the cover page.

Technical questions or inquiries regarding clarification of criteria will not be entertained beyond the cut-off date indicated on the Solicitation Timetable, in order for the City to be able to provide answers to submitted questions on a timely basis. The City shall provide answers in the form of a written addenda to be posted on the City's web site (www.northmiamifl.gov) and DemandStar at www.demandstar.com or by calling 866-273-1863 and requesting the corresponding document number.

1.9. VERBAL REPRESENTATION

No verbal representation made by the City staff shall be binding. The contents of this RFP and any subsequent addenda issued by the City shall govern all aspects of this Solicitation.

1.10. ADDENDA

If any revision to this Solicitation becomes necessary, the City will post written addenda on the City website at (<https://www.northmiamifl.gov/bids.aspx>) and on DemandStar at www.demandstar.com at least seven (7) calendar days before the date scheduled for opening the responses. However, please be advised that the City may revise the deadline for response submittal at any time prior to the date and time scheduled for opening the responses. **It is the responsibility of each Respondent to inquire and confirm whether any addenda has been issued by the City before the Solicitation deadline by either calling or checking the City's website (www.northmiamifl.gov) and DemandStar at www.demandstar.com or calling 866-273-1863 and requesting the corresponding document number, prior to submittal of their Proposal. All addenda placed on the DemandStar can be downloaded.**

1.11. CANCELLATION OF THE SOLICITATION

The City reserves the right to cancel this Solicitation and/or re-advertise and re-solicit the requirements at any time when determined to be in the best interest of the City.

1.12. PROTEST

If a potential Respondent protests any provisions of the Request for Proposal documents, a written protest must be filed with the City Clerk within five (5) business days prior to date set for opening of the Proposals. A written protest is considered filed when received by the City Clerk.

Any Proposer who files a formal written protest pursuant to Section 7-158, City Code, shall post with the City at the time of filing the formal written protest, a filing fee in an amount equal to one percent (1%) of the amount of the bid or proposed Contract, or one thousand dollars (\$1,000), whichever is less. Failure to file a notice of protest within the time prescribed in Section 7-158, City Code, or failure to post the filing fee within the time allowed, shall constitute a waiver of such Proposer's right to file a protest.

Notice of written protest along with the filing fee, shall be timely filed with the City Clerk of the City of North Miami at 776 NE 125th Street, 1st Floor North Miami, FL 33161. The City will not accept receipt of any formal written protests filed at any location other than the City's Clerk's Office

1.13. CONTRACT

The selected Respondent understands that this Solicitation or the response thereto shall not constitute a contract with the City. No contract is binding or official until responses are reviewed and accepted by appointed City staff, approved by the appropriate level of authority within the City and an official contract is duly executed by the parties. The selected Respondent shall be required to sign a Contract which the City determines to be fair, competitive and reasonable.

1.14. COSTS OF PROPOSAL

Neither the City nor its representatives shall be liable for any expenses incurred in connection with the preparation, submittal or presentation of a response to this Solicitation. All information in the response shall be provided at no cost to the City.

1.15. TAX EXEMPT STATUS

The City is exempt from Florida Sales and Federal Excise taxes on direct purchase of tangible property.

1.16. SUBMITTAL AND OPENING OF PROPOSALS

All responses shall be submitted in a sealed envelope by the deadline indicated on the cover page of this Solicitation. The response shall identify the Solicitation number and title specified on the cover page of this Solicitation. Reference information shall also be marked on the outside of the sealed envelope, including the Respondent’s return address. The City assumes no responsibility for responses that are not properly marked.

The City will not accept responses delivered after the established deadline. If the response is delivered after the established deadline, a Respondent shall be deemed non-responsive to the Solicitation requirements.

Receipts of a submittal issued by any City office, receptionist or personnel other than the Clerk’s Office will not constitute “delivery” as required by this Solicitation. The City will not accept or consider responses submitted via facsimile transmission. The public is welcome to attend the Solicitation opening.

1.17. ASSIGNMENT OF PROPOSAL(S)

A Respondent shall not transfer or assign its response to a third party following the submission of a Proposal to the City.

1.18. WITHDRAWAL OF PROPOSAL

Respondents shall withdraw their submitted Proposal by notifying the City either in writing or in person through an authorized representative at any time prior to the submittal deadline. Individuals making the withdrawal shall provide evidence of serving as an authorized representative of the Respondent. Once Proposals are submitted, they become the property of the City and will not be returned to Respondents even when they are withdrawn from consideration.

Proposals may not be withdrawn or modified once the City has opened them after the Submittal Deadline has passed, except for any request from the City for clarifying information or request for documents during Contract negotiations.

1.19. PUBLIC RECORDS AND EXEMPTIONS

Please be advised that Proposals received by the City become “public records” and shall be subject to public disclosure consistent with Chapter 119, Florida Statutes. Respondents must invoke the exemptions to public records disclosure provided by law, if any, by citing the specific statutory authority for the claimed exemption, identifying the data or other materials to be protected, and stating the reasons why such exclusion from public disclosure is necessary. All Proposals shall be available for public inspection once the City posts notice of an intended decision or thirty (30) days after the opening of Proposals, whichever is earlier.

1.20. REJECTION OF RESPONSES

Pursuant to Section 7-136, City Code, the City reserves the right to reject any and all Proposals for reasons including, but not limited to, the following:

- a) When such rejection is in the interests of the City;
- b) If such Proposal is deemed non-responsive;
- c) If the Respondent is deemed non-responsive; or
- d) If the Proposal contains any materials irregularities.

Minor irregularities contained in a Proposal may be waived by the City. A minor irregularity is a variation from the Solicitation that does not affect the price of the Contract, nor does it give a Respondent an advantage or benefit not enjoyed by other Respondents and does not adversely impact the City.

1.21. REVIEW OF PROPOSALS FOR RESPONSIVENESS

Each Proposal will be reviewed to determine if the Proposal is responsive to the submittal requirements stipulated in this Solicitation. A responsive Proposal is one which complies with the requirements of this Solicitation, includes all of the requisite documentation, is submitted in a timely manner and has the appropriate signature as required on each document. **Failure to comply with any of these requirements may result in a Proposal being deemed non-responsive.**

1.22. EVALUATION COMMITTEE

An Evaluation Committee shall be established in accordance with the City's Procurement Code. The Committee shall be convened for the purpose of reviewing and evaluating the Proposals submitted in response to this Solicitation in accordance with the criteria outlined under Section 5.0 of this Solicitation. The Committee may decide to interview one or more Respondents or instead may choose to recommend the highest ranked Respondents for award, based solely on their review and evaluation of Proposals, to the City Council without conducting interviews.

In the event that the Committee chooses to interview one or more of the Respondents, the final ranking shall be based on the Committee's final evaluation following their interview of the selected firms. The Committee's evaluation and final recommendation for award shall then be submitted to the City Manager by the Purchasing Department.

1.23. CITY MANAGER'S REVIEW

The Purchasing Department shall submit the results and recommendation of the Evaluation Committee to the City Manager for review. Upon receipt, the City Manager may proceed as follows:

- a) Approve the Committee's recommendation and submit to City Council for approval;
- b) Reject the Committee's recommendation and direct the Committee to re-evaluate and make further recommendation; or

- c) Reject all Proposals.

1.24 CITY COUNCIL REVIEW

Upon receipt of the City Manager's recommendation, the City Council may:

- a) Approve the City Manager's recommendation and authorize the contract or contract negotiations;
- b) Reject all Proposals; or
- c) Reject all Proposals and direct staff to re-issue a new Solicitation.

1.25 CONTRACT AWARD

Prior to Contract execution, the awarded Respondent(s) shall submit documentation reflecting any required insurance coverage. The Contract number shall be included on the insurance documentation submitted to the City at the time of award execution and for all subsequent updates to the insurance coverage throughout the Contract period. Failure to execute the Contract and/or to provide evidence of any required insurance coverage in a timely manner shall be just cause for termination of the award.

1.26 NON-RESPONSIVE PROPOSALS

Proposals deemed to be Non-Responsive by the City shall not be considered for this Solicitation. A Proposal may be deemed Non-Responsive for various reasons including, but not limited to, failure to comply with the requirements of this Solicitation, failure to submit or fully complete prescribed forms, conditional responses, incomplete responses, indefinite or ambiguous responses, failure to meet deadlines and improper and/or undated signatures.

Other conditions which may cause rejection of Proposals include evidence of collusion among Respondents, obvious lack of experience or expertise to perform the required Work, submittal of multiple Proposals from the same Respondent and/or its principals, failure to

perform or meet financial obligations on previous contracts, employment of unauthorized aliens in violation of Section 274A (e) of the Immigration and Nationalization Act, or in the event an individual, Respondent, partnership, or corporation is on the United States Comptroller General's List of Ineligible Design-Builder for Federally Financed or Assisted Projects.

Proposals will also be rejected if not delivered or received on or before the date and time specified as the submittal deadline.

1.27 CONE OF SILENCE

See Appendix "D" of this Solicitation.

1.28 RESPONDENTS' DISCLOSURE OF SUBCONTRACTORS AND/OR SUBCONSULTANTS

This RFP requires that the Respondent must list any and all sub-contractors and/or sub-consultants who will perform any part of the Contract work and all suppliers who will supply equipment and/or products to the Respondent under this Contract. **Failure to comply with this requirement may render the Proposal non-responsive.** Moreover, the selected Respondent shall not change or substitute sub-contractors, sub-consultants or suppliers from those listed in the Proposal without prior written approval of the City (See "Form A-6").

1.29 BUSINESS ENTITY / RESPONDENT REGISTRATION

The City of North Miami requires companies and individuals who wish to do business with the City to complete a vendor registration application before doing business with the City. Respondents need not register with the City in order to submit a Proposal; however, the selected Respondent(s) must register prior to award of a Contract. Failure to register may result in withdrawal of recommendation to award. To register, please contact the Purchasing Department at (305) 895-9886 or you may download the vendor registration form at our website at www.northmiamifl.gov.

It is the sole responsibility of the business entity to contact the City and update any changes to

their vendor registration profile such as new address, telephone number, commodities, etc. as soon as they occur.

1.30 EXCEPTION TO THE RFP

Respondents may take exceptions to any of the terms of this Solicitation unless it specifically states where exceptions may not be taken. If a Respondent takes exception where none is permitted, the Proposal will be rejected as non-responsive. All exceptions taken must indicate clearly what alternative is being offered to allow the City a meaningful opportunity to evaluate and rank Proposals, and the cost implications of the exception (if any). Where exceptions are taken, the City shall determine the acceptability of the proposed exceptions. After completing evaluations, the City may accept or reject the exceptions. When exceptions are rejected, the City may insist that the Respondent furnish the Services or goods described herein or negotiate an acceptable alternative. All exceptions shall be referenced by utilizing the corresponding section, paragraph and page number in this RFP. However, the City is under no obligation to accept any exceptions. If no exception is stated, the City will assume that the Respondent will accept all terms and conditions.

1.31 PROPRIETARY/ CONFIDENTIAL INFORMATION

[See Section 1.19 above]

1.32 LOCAL VENDOR PREFERENCE

The evaluation of competitive bids is subject to Section 7-151 of the City of North Miami Code of Ordinances which, except where contrary to federal and state law, or any other funding source requirements, provides that preference be given to local businesses.

This preference shall apply to submittals received from bidders in the purchase of supplies or services in which objective factors are used to evaluate the submittals received from offerors are assigned point totals, a preference of ten (10)

percent of the total evaluation points, or ten (10) percent of the total price, shall be given to a local business.

To satisfy this requirement, the business shall affirm in writing that it meets the following requirements:

Business must be located in the City of North Miami (City) with a current city business tax receipt and certificate of use issued at least twelve (12) months prior to the City's issuance of the Solicitation AND;

Business must have a physical business location/address located within the City's limits, in an area zoned for the conduct of such business, from which the vendor operates or performs business on a day-to-day basis, that is a substantial component of the goods or services being offered to the City AND;

Business must complete and submit **Contract Form A-3** to certify in writing and provide all required documentation supporting its compliance with the foregoing at the time of submitting its bid or proposal by signing and notarizing this form.

Alternatively, a business who subcontracts at least twenty (20) percent of the contractual amount of a City project with subcontractors who meet the above-listed criteria is deemed a Local Business for award of preference in accordance with Section 7-151 of the City of North Miami Code of Ordinances. In the event that the prime Bidder/Respondent utilizes sub-contractors to qualify for Local Business Preference, the prime Bidder/Respondent must also submit **Contract Form A-6** with their submittal, along with this form.

Business location means a permanent office or other site where the local business conducts, engages in, or carries on all or a portion of its business. A post office box or location at a postal service center shall not constitute a business location.

The offeror, supplier, or contractor seeking the local business preference has the burden to show that it qualifies for the preference, to the satisfaction of the City.

1.33 RULES, REGULATIONS AND LICENSING REQUIREMENTS

The Respondent shall comply with all laws; ordinances and regulations applicable to the

Services contemplated herein, especially those applicable to conflict of interest and collusion. Respondents are responsible for being familiar with all Federal, State and Local laws, ordinances, codes, rules and regulations that may in any way affect the goods or Services offered.

1.34 MODIFICATION OF PROPOSAL

No unsolicited modification to the submitted Proposal will be permitted after the deadline for submittal of Proposals has passed.

1.35 TRUTH IN NEGOTIATION STATEMENT

Not Applicable.

1.36 LATE SUBMITTALS

The City will not accept Proposals received after the bid submittal deadline has passed and encourages early submittal.

1.37 ATTORNEYS' FEES

In the event of any dispute arising under or related to this Solicitation and/or the Contract issued pursuant thereto, the prevailing party shall be entitled to recover all actual attorney fees, costs and expenses incurred by it in connection with that dispute and/or the enforcement of the Contract, including all such actual attorney fees, costs and expenses at all judicial levels, including appeal, until such dispute is resolved with finality.

1.38 CONFLICTS OF INTEREST

The City's Conflict of Interest guidelines, provided under Article XI, of the City Code, as amended, shall apply to this Solicitation and Contract. Respondents should be aware, that if awarded a Contract, no person under its employ who presently exercises any functions or responsibilities on behalf of the City in connection with this Solicitation has any personal financial

vendors or Respondents providing professional services on Work assigned to the selected Respondent.

All Respondents are hereby placed on notice that if awarded a Contract pursuant to this Solicitation, no person having such conflicting interest shall be employed by the Respondent.

1.39 CONSTRUCTION SERVICES

Not Applicable.

1.40 THE CITY OPTIONS

The City may, at its sole and absolute discretion, reject any or all responses, re-advertise this Solicitation, postpone or cancel this Solicitation process at any time, or waive any irregularities in this Solicitation or in the responses received as a result of this Solicitation. The determination of the criteria and process whereby responses are evaluated, the decision as to who shall receive a Contract award, or whether an award shall ever be made as a result of this Solicitation, shall be the sole and absolute discretion of the City.

In no event will any successful challenger of these determinations or decisions be automatically entitled to the award of this Solicitation.

The submittal of a Proposal will be considered by the City as constituting an offer by the Respondent to provide the Services described in this Solicitation.

1.41 USE OF CONTRACT BY OTHER GOVERNMENTAL AGENCIES

Subject to the mutual consent of the parties, the pricing, terms and conditions of this Solicitation and resulting contract, for the products or services specified herein, may be extended to other municipal, city or county government agencies, school boards, community or junior colleges, or state universities within the State of Florida.

END OF SECTION

SECTION 2.0 SPECIAL CONDITIONS

2.1 PURPOSE

The City of North Miami, Florida, hereinafter referred to as the “City”, is soliciting proposals from qualified and experienced firms to provide Surplus Auction Services for City-owned surplus vehicles, heavy equipment and machinery, office equipment and furniture, and forfeiture property seized by the North Miami Police Department.

2.2 TERM OF CONTRACT

The initial term of the Contract shall be for three (3) years. This Contract shall remain in effect for the entirety of the initial term, provided that the Services rendered by the Vendor(s) during the Contract period are satisfactory.

2.3 OPTION TO RENEW

The City Manager or duly authorized designee reserves the sole option to renew this Contract for up to two (2) additional two (2) year periods. Each renewal of this Contract is contingent upon approval by the City Manager or his/her authorized designee and continued satisfactory performance by the Firm in accordance with the Scope of Work stated herein.

2.4 METHOD OF AWARD

See **Section 5** for method of evaluation and award.

2.5 MINIMUM QUALIFICATIONS

To be eligible to respond to this Solicitation, the Respondent must demonstrate that they have sufficient capabilities, resources and experience to provide the Services under this Solicitation. Any Respondent that fails to meet all the following minimum qualification requirements may be noted as “NON-RESPONSIVE”. Those qualifications are as follows:

2.5.1 LICENSING REQUIREMENTS

In order to be considered a responsible and responsive vendor for the scope of work set forth in this RFP solicitation, the firm shall possess the following licenses and shall include a copy of each one in their Proposal:

Those qualifications are as follows:

- State of Florida Auction Business License
- State of Florida Auctioneer License

2.5.2 The successful firms must be properly registered with the Department of Business and Professional Regulation to conduct business in the State of Florida. Proposers shall submit a copy of their active State of Florida Division of Corporation records.

2.5.3 The successful firm must have a minimum of three (3) years business experience in providing auction services.

2.5.4 References: At a minimum, Respondent must provide at least three (3) references of business clients and/or governmental agencies for which it has

provided similar services within the last five (5) years. If available, such references should be representatives of Florida jurisdictions to which the Respondent is currently providing, or has provided, said Services within the last five (5) years. Only one reference may be used for services provided for the City of North Miami.

NOTE: Please be advised that it is the sole responsibility of each Respondent to provide accurate and up to date information regarding references. In the event that the City is unable to either verify the project information submitted or if the information is incorrect, the Respondent may be deemed NON-RESPONSIVE.

2.5.5 Joint Ventures

All proposers intending to submit a proposal as a joint venture are required to have filed proper documents with the Florida Department of Business and Professional regulation and any other state or local licensing agency prior to submitting their proposal (see Section 489.119, Florida Statutes). Respondents shall submit a fully executed copy of their joint venture must also and submit evidence of being licensed to do business in the State of Florida in order to be considered for this project.

2.6 INSURANCE AND INDEMNIFICATION

Respondents must submit with their responses, proof of insurance meeting or exceeding the following coverage or a letter of intent to provide the following requirements if awarded a Contract:

2.6.1 COMMERCIAL GENERAL LIABILITY

Minimum limit of **\$1 Million** per occurrence for bodily injury and property damage; this coverage shall also include personal, advertising injury and medical expenses.

2.6.2 COMMERCIAL AUTOMOBILE LIABILITY

Minimum limit of **\$1 Million**, covering any auto including owned, non-owned, hired or leased. In the event Vendor owns no automobiles, the Commercial Auto Liability requirement shall be amended allowing Vendor to maintain only Hired & Non-Owned Auto Liability. If vehicles are acquired throughout the term of the contract, Vendor agrees to purchase "Owned Auto" coverage as of the date of acquisition. This amended requirement may be satisfied by way of endorsement to the Commercial General Liability, or a separate Commercial Auto coverage form.

2.6.3 WORKER'S COMPENSATION

As required by the State of Florida and in accordance to F.S.440, with statutory limits, and Employer's Liability with a minimum limit of **\$1,000,000** per accident for bodily injury or disease.

Both Commercial General and Automobile Liability insurance policies shall name the City of North Miami as "additional insured". All insurance required herein shall be written as primary policies, not contributing to or in excess of any coverage that the City may carry.

Insurance policies required by Contract shall be maintained in full force and effect throughout the term period. The insurance carriers shall have a minimum of B+ rating based on the latest rating publication for Property and Casualty Insurers such as A.M.

Best Company (or its equivalent). All insurers must be lawfully admitted to conduct business within the State of Florida. Required insurance coverage must be approved by the City's Risk Manager prior to signing of Contract. Vendor may produce any insurance under a "blanket" or "umbrella" insurance policy, provided that such policy or a certificate of such policy specify the amount(s) of the total insurance allocated to this Contract. Coverage limits shall equal or exceed the amount(s) required by this agreement and shall not be reduced for claims made on other projects undertaken by Vendor.

Vendor must submit, prior to signing of Contract, Certificates of Insurance evidencing all coverage requested in this RFP. Additional insured designation in favor of the City shall be included on the Commercial General Liability and Auto Liability Insurance. Vendor shall guarantee all required insurances (including endorsements) remain current and in effect throughout the term of Contract. Failure to maintain the required insurance shall be considered default of the Contract. The requirements contained herein, as well as the City's review or acceptance of insurance maintained by the successful Vendor, are not intended to and shall not in any manner limit or qualify the liabilities and obligations assumed by the successful Vendor under the Contract.

Vendor shall indemnify and hold harmless the City of North Miami and its officers, employees, agents and instrumentalities from any and all liability, losses or damages, including attorneys' fees and costs of defense, which the City or its officers, employees, agents or instrumentalities may incur as a result of claims, demands, suits, causes of actions or proceedings of any kind or nature arising out of, relating to or resulting from the performance of an Agreement by the Vendor or its employees, agents, servants, partners principals or Sub-Consultant.

Vendor shall pay all claims and losses in connection therewith and shall investigate and defend all claims, suits or actions of any kind or nature in the name of the City, where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorney's fees which may ensue thereon.

Vendor expressly understands and agrees that any insurance protection required by this Agreement or otherwise provided by Vendor shall in no way limit the responsibility to indemnify, keep and save harmless and defend the City or its officers, employees, agents and instrumentalities as herein provided.

The Vendor must submit, no later than ten (10) days after award and prior to execution of Contract, a Certificate of Insurance evidencing all required coverage and naming the City of North Miami as additional insured where applicable.

2.7 FAILURE TO PERFORM

If in the opinion of the City's representative the Vendor refuses to execute contractual obligations as outlined in the Contract, produces an unsatisfactory performance, or neglects or refuses to address the deficit to provide a suitable resolution that meets the City's expectations, then City's representative may notify the Vendor that the City will terminate the contract.

If at any time the City shall be of the opinion that service delivery is unnecessarily delayed and will not be completed within the prescribed time, then City's representative may notify the Vendor to discontinue all Work under Contract. The Vendor shall immediately respect said notice and cease said Work and shall forfeit the Contract.

The City may there-upon look to the next responsive and responsible Respondent to complete the Work or re-advertise for Proposals and let a contract for the uncompleted Work in the same manner as was followed in the letting of the Contract and charge the cost thereof to the original Respondent under Contract. Any excess cost arising therefore over and above the original Contract Price shall be charged to the Respondent.

2.8 FEDERAL AND STATE REGULATIONS

The Vendor shall comply with all applicable federal, state and local rules and regulations regarding provision of Services.

2.9 ACCEPTANCE OF SERVICES BY THE CITY

The Services to be provided hereunder shall be in full compliance with the specifications and requirements set forth in the Contract Documents.

2.10 LABOR, MATERIALS AND EQUIPMENT SHALL BE SUPPLIED BY THE VENDOR

Unless otherwise provided by in this Solicitation, the Vendor shall furnish all labor, materials, equipment and coordination of services as necessary for successful Contract performance.

2.11 NO DAMAGES FOR DELAY

The Vendor shall not be entitled to an claim for damages including, but not limited to, loss of profits, commissions, home office overhead expenses, equipment rental and similar costs, on account of delays in the progress of the service from any cause whatsoever including an act or neglect of the City, adverse weather conditions, an act of God, strike, war or national disaster or emergency, unusual delay in deliveries, unusual delay in service delivery, unavoidable problems with turnaround, or other causes beyond the Vendor's control, or by delay authorized by the City, or by other causes which the Vendor determines may justify delay. The Vendor's sole recovery and sole remedy for any such delay shall be a reasonable extension of time and a revision to the Service Schedule as determined by the City. However, additional costs to the Vendor or delays in the Vendor's performance caused by improperly timed activities shall not be the basis for granting a time extension. If the Vendor wishes to make a claim for an increase in time of performance, written notice of such claim shall be made to the City within ten (10) working days after the occurrence of the event, or the first appearance of the condition giving rise to such claim. The City's representative shall determine whether or not the Vendor is entitled to a time extension for the delay. The failure of the Vendor to give such notice shall constitute a waiver of any claim under this section.

2.12 CITY COUNCIL MEETING

The Vendor must be available to attend City Council meetings when required. Vendor must be prepared to answer any questions and/or provide oral presentations (using presentation board, PowerPoint handouts) if requested by City Council and/or an authorized City representative.

2.13 SOLICITATION CLARIFICATIONS AND INQUIRIES

For any additional information concerning procedures for responding to this Solicitation, contact the Purchasing Department, at (305) 895-9886 or via email at purchasing@northmiamifl.gov. Such Contact is to be for procedural clarification purposes only. Any questions or requests for clarifications pertaining to the specifications or Scope of Work of this Request for Proposals must be submitted in writing by email. The Solicitation number and title must be included on all correspondence. All responses to questions or clarifications will be addressed by written addendum to the Solicitation. No questions will be received verbally or after said deadline.

2.14 ACCEPTANCE/REJECTION/MODIFICATION TO PROPOSALS

The City reserves the right to reject any and all proposals and to waive minor irregularities in the procedure.

2.15 CONDITIONS OF PROPOSALS

2.15.1 Late Proposals – Proposals received by the City Clerk after the time specified for receipt will not be considered. Proposers shall assume full responsibility for timely delivery at the location designated for receipt of Proposals.

2.15.2 Completeness – All information required by this RFP must be supplied to constitute an acceptable Proposal.

2.15.3 Public Opening – All Proposals will be publicly opened at the time and place specified.

2.15.4 Award – The Evaluation Committee will make recommendations based upon the most responsive and responsible Respondent(s) whose qualifications conform to the RFP and is most advantageous to the City. Several firms may be designated as approved qualified vendors for the delivery of goods and/or services from this contract through the effective period of the award. Successful qualified Vendors shall be notified in writing of award.

2.15.5 Contract - A Contract (the “Agreement”) will be awarded in accordance with City Council, and Florida Statutes, by the City Council. The City reserves the right to execute or not execute, as applicable, a contract with the Vendor(s) that is determined to be in the City’s best interests. The City reserves the right to award a contract to more than one Vendor as is in the City’s best interest.

END OF SECTION

SECTION 3.0 SCOPE OF SERVICES/ TECHNICAL SPECIFICATIONS

3.1 BACKGROUND INFORMATION

The City has issued this Solicitation seeking Proposals from qualified and experienced Respondents to provide auction services for City surplus items. The selected Respondent(s) shall provide auction services for items including, but not limited to vehicles, mechanical equipment, office equipment, furniture and police forfeiture items.

3.2 AUCTION REQUIREMENTS

The selected vendor shall conduct public auctions and comply with the following requirements:

- a) Auctions shall be open to the public and not restricted to any particular group of people.
- b) Auctions shall comply with all applicable local, state and federal laws and regulations.
- c) Sale of property shall be made only to the highest responsible bidder.
- d) Auctioneer shall collect all sales tax and make restitution to the State in accordance with all applicable requirements.
- e) The auctioneer shall maintain a mailing list of prospective buyers and shall mail information on a regular basis to the prospective buyers to ensure interest in the process and to ensure participation from a wide variety of persons.
- f) Maintain an active website and post auction information with a sales schedule on said website.
- g) Photograph and adequately describe all items to be auctioned.
- h) Auctioneer shall turn in any found articles that are found while preparing auction items within five business days to the City.
- i) Include the City of North Miami's items on the Auctioneer's website.
- j) Maintain records considered necessary by the City other than those provided by the auctioneer.
- k) Provide on-site supervision and security during all pre-bid inspection periods and auctions at its facility, if applicable.
- l) Ensure that all parties are notified that all items for both onsite and online auctions are being sold "as is".
- m) The auctioneer shall provide at their own expense all required legal advertising to comply with State Statutes regarding the sale of public property and shall at their promote the auctions.
- n) At the close of each auction, the company shall, at the request of the City, return all unsold City property (including titles and power of attorney) to the City. At the discretion of the City, the company may be required to retain possession of the unsold property until the next auction, but no more than sixty (60) days after the first auction date. The auctioneer shall remain responsible for this property and provide all customary and reasonable care to safeguard City assets.

3.3 SURPLUS PICKUP AND COORDINATION

- a) Services shall include, but are not limited to loading, uploading and transporting property to the auction site and if temporary storage is required, the Auctioneer shall ensure that Garage Keeper Insurance is obtained and maintained for the duration of the storage period.
- b) Auctioneers shall pick up and transport vehicles in a timely manner, working closely with the Public Works Fleet Division to ensure knowledge of the schedule, receipt of titles and removal of vehicles, as required. The designated representative shall contact the City's representative prior to the anticipated pickup to schedule dates, time, and route.
- c) Auctioneer shall be responsible for coordinating pickup of City surplus items and vehicles. A point of contact must be designated by the auctioneer for this contract.
- d) Auctioneer's point of contact shall be responsible for any planning, scheduling, site review, and identification of any special requirements or emergency surplus pickup during the contract term.
- e) The City reserves the right to request replacement of a designated representative if it finds that the individual is not responsive or compatible.
- f) The auctioneer shall receive and protect all City property delivered to the auctioneer for the purpose of sale at the public auction for a period of up to sixty (60) days prior to the designated public auction date. The auctioneer shall replace or compensate the City at present value for any property lost, stolen or destroyed while in the care, custody or control of the company.

3.4 AUCTION REPORTING

- a) Auctioneer shall maintain and keep all reports and records necessary to comply with all applicable federal, state, and local laws. Documentation must be maintained for a minimum of five years.
- b) Maintain an electronic back-up system for reports and records. A copy of records shall be made available to the City upon receipt of written request.
- c) A computer-generated report shall be generated with the check no later than the 10th day of the month following the auction. This report shall include the following:
 - i. Number of lots sold
 - ii. Buyer's name and contact information
 - iii. Sales price
 - iv. Commission charged and net proceeds
 - v. Expenses for transport of vehicles and miscellaneous expenses
 - vi. Lot description including City property numbers and tracking numbers from the report submitted by the City.
- d) When applicable, disposal records shall be itemized and the method of disposal stated, with specific details for any items deemed hazardous

END OF SECTION

SECTION 4.0 PROPOSAL FORMAT

I. PROPOSAL FORMAT

Respondents should carefully follow the format and instructions outlined throughout this section, observing format requirements where indicated. All materials are to be submitted on 8 1/2" X 11" papers, paginated and separated by tabs to identify each required section, neatly typed with normal margins and spacing. All documents and information must be fully completed and signed as required. In addition, when submitting your one (1) complete electronic copy on USB Flash Drive in Adobe format be sure to label it with your company's name, Solicitation number and title.

Please be concise in all responses. If any category is NOT APPLICABLE, so expressly state. Proposals which do not include the required documents may be deemed NON-RESPONSIVE and may not be considered for evaluation.

A. COPIES

Please submit an original Proposal and be sure to clearly mark it as "Original". In addition, two (2) copies of the original Proposal must also be submitted. If your proposal copies are incomplete your Proposal may be deemed non-responsive. One (1) USB (must be clearly labeled with Company Name, Solicitation No. & Title) containing a digital copy of your proposal is also requested with this Solicitation.

B. SUBMITTAL

Proposals are to be submitted in a sealed envelope/box bearing the name of the Respondent, company and the address as well as the title and number of the Solicitation by no later than the deadline specified in the Solicitation Timetable. Immediately after the deadline passes all Proposals received on a timely basis shall be opened and read in the City Council Chambers located on the Second Floor of City Hall.

PROPOSALS RECEIVED AFTER THIS TIME WILL NOT BE CONSIDERED AND NO TIME EXTENSIONS WILL BE PERMITTED. PROPOSALS RECEIVED AFTER THE TIME AND DATE FOR RECEIPT OF PROPOSALS WILL BE RETURNED UNOPENED. EACH RESPONDENT SHALL ASSUME FULL RESPONSIBILITY FOR TIMELY DELIVERY AT THE LOCATION DESIGNATED FOR RECEIPT OF QUALIFICATIONS.

Address your Proposal to:

City of North Miami
Office of the City Clerk
776 N E 125th Street
North Miami, Florida 33161.

Proposals shall be submitted in a sealed package and must be clearly marked on the *outside* of the package with a label as set forth below:

**“IMPORTANT - SOLICITATION ENCLOSED
SURPLUS AUCTION SERVICES
RFP No. 29-24-25
Respondent Name: _____”**

II. MANDATORY SUBMITTAL REQUIREMENTS

The Proposal shall be written in sufficient detail to permit the City to conduct a meaningful evaluation. The proposal must include the following information:

A. Cover Page (See Appendix “A” of this RFP)

Include this sheet as the very first sheet of your Proposal. Please complete the form in its entirety. The contact person indicated should be someone the City may contact for any questions or provide any correspondence related to this RFP.

B. Table of Contents

The Table of Contents should outline, in sequential order, the major areas of the proposal. All pages of the proposal, including the enclosures, must be clearly and consecutively numbered and correspond to the Table of Contents.

C. Business Structure

Corporations, Joint Ventures, or Partnerships - Submit a copy of State of Florida Department of State records indicating when corporation organized, corporation number, and date and status of most recent annual report. Provide copies of current City / County / State Occupational License(s) where applicable

Respondents submitting applications as joint ventures shall submit a copy of their joint venture agreement. Any firm(s) involved in a joint venture in its proposal will be evaluated individually, as each firm of the joint venture would have to stand on its own merits.

Give the location of the office, which will handle the City’s account and the number of professional staff personnel at the office.

D. Firm’s Related Experience and Qualifications (30 Points)

Indicate the firm’s experience in providing auction services similar in scope to those described in this Solicitation. Provide information regarding past performance and a list of clients, particularly Florida public agencies.

Describe any other experiences related to the work or services described in the Scope of Services, and any other information that may be specific to the requirements.

Respondents must submit a Qualification Statement. Provide a list of personnel and managers to be used and their qualifications. Licenses, certifications and any other pertinent information shall be included for each team member. Provide any other documentation which demonstrates the Respondent’s ability to satisfy all of the minimum qualification requirements. Licenses and any other pertinent information should meet the minimum qualification requirements described in the RFP

Respondent must clearly reflect in its proposal any Subcontractors to be utilized. The City retains the right to accept or reject any Subcontractors proposed.

E. Proposed Approach and Methodology (30 Points)

Describe your firm's proposed methodology and approach to providing the services requested in this Solicitation including your firm's:

- a. Suitability of the methodologies and approaches used in achieving tasks
- b. Overall organization to providing the required services.
- c. Ability to meet desired timelines and deadlines.
- d. Describe promotion/marketing and provide sample materials of marketing services to include print ads, on-line ads, e-mails and trade publications currently utilized for clients.
- e. Describe a typical auction process including tasks to be completed by the auctioneer and the City.
- f. Provide information on employees, facilities (including a dry secure storage area for surplus items) and equipment to provide the auction services detailed herein and required for the City.

F. Cost Proposal (20 Points)

Respondents shall submit as part of their submittal a Cost Proposal detailing all commission percentages and buyer premiums to be retained by the vendor as well as any other fees and costs associated with the provision of the services described in this Solicitation.

The Cost Proposal must include, but not be limited to, the following:

- Vehicles and Heavy Equipment
- Police Forfeiture Items
- Office Furniture and Equipment

G. Certified Minority Business Enterprise (5 Points)

In accordance with Florida Statute 287.055, please indicate if your firm is a certified Minority Business Enterprise and, if so, provide a copy of that certification. To qualify, the Respondent must be certified by a public agency at the time of submittal of Proposal

H. References (10 Points)

Indicate at least three (3) clients with whom the City may speak with during the evaluation phase. **(Form A-14)**

The Respondent must provide references for at least three (3) clients for projects similar to the Solicitation. Past projects must have been completed within the last five (5) years from proposal submission. Respondents are expected to provide information on each project by including Form A-14 in their response. If these forms are not utilized, the respondent must provide identical information to the City for evaluation purposes.

NOTE: Please be advised that it is the sole responsibility of each Respondent to provide accurate and up to date information regarding references. In the event that the City is unable to either verify the project information submitted or if the information is incorrect, the Respondent may be deemed NON-RESPONSIVE.

I. Office Location (5 Points)

Each Respondent shall state their location with respect to the City of North Miami and shall demonstrate their ability to respond to requests in a timely manner by providing examples of past performance in this area.

J. Local Business Preference

This RFP is issued in accordance with the City of North Miami Code of Ordinances Sec. 7-151, which states that preference be given to local businesses, in the form of ten percent (10%) of the total evaluation points or ten percent (10%) of the total bid price. Respondents must submit Forms A-3 and A-3(a) (if applicable) with their submittal to receive local preference. **Failure to submit the required documentation may render the Respondent ineligible for local preference.**

K. Additional Information

Provide any additional and/or relevant information regarding the firms' capability in regards to similar projects.

L. Litigation

Provide a listing of all lawsuits or proceedings involving the Respondent within the past ten (10) years, including case names and numbers, courts, nature of the actions and disposition or status of each case.

M. Insurance Requirements

All Respondents shall provide evidence of the ability to obtain appropriate insurance coverage. Respondents may fulfill this requirement by having their insurance agent either (1) complete and sign an insurance certificate which meets all requirements, or (2) issue a letter on the insurance agency's stationery stating that the respondent qualifies for the required insurance coverage levels and that an insurance certificate meeting the City's requirements will be submitted before final execution or issuance of the contract. **(Form A-7)**

N. RFP Forms

The following forms must be submitted in the following order:

- Form A-1 Public Entity Crimes Affidavit
- Form A-2 Non-Collusive Proposal Certificate
- Form A-3 Local Preference Affidavit *(if applicable)*
- Form A-3(a) Statement of Intent *(if applicable)*
- Form A-4 Questionnaire Instructions
- Form A-5 Acknowledgement of Addenda *(if applicable)*
- Form A-6 Disclosure of Subcontractors & Suppliers *(if applicable)*
- Form A-7 Insurance Requirements *(Provide copies of the required Insurance or letter of intent to provide required insurance)*
- Form A-14 References

All of our forms can be found on our website at:

<http://www.northmiamifl.gov/departments/purchasing/forms.aspx>

Please ensure to include all applicable forms with your Proposal documents signed and notarized as required.

In regards to "Form A-5 Acknowledgement of addenda", it is the sole responsibility of the Respondent to check the City's website for all applicable addenda issued at: http://www.northmiamifl.gov/departments/purchasing/current_bids_proposals.aspx

Completed responses shall include all the above information including all required forms included with this RFP or RFP submittal may be rejected.

FAILURE TO SUBMIT ALL OF THE ABOVE REQUIRED DOCUMENTATION AND DOCUMENTED PROPERLY MAY DISQUALIFY RESPONDENT.

END OF SECTION

SECTION 5.0

Evaluation Criteria/Selection Process

5.1 REVIEW OF PROPOSALS FOR RESPONSIVENESS

Each Proposal will be reviewed to determine if the Proposal is responsive to the submission requirements outlined in the Solicitation. A responsive Proposal is one which follows the requirements of this Solicitation that includes all documentation, is submitted in the format outlined in this Solicitation, is of timely submission, and has the appropriate signatures as required on each document. Failure to comply with these requirements may result in the Proposal being deemed non-responsive. The Contract(s) will be awarded to the most responsive proposer whose Proposal best serves the interest of and represents the best values to the City in conformity with Chapter 7, Article III of the City code.

By the submittal of a proposal, each firm acknowledges and agrees to all terms and conditions set forth in this RFP and agreement by the City of North Miami.

Each firm acknowledges and agrees that due care and diligence was exercised in the preparation of its proposal and all information contained therein is believed to be correct. The respondent acknowledges and accepts its responsibility for determining the full extent of the exposure to risk and verification by the City of all information in the proposal. Neither the City nor its representatives will be responsible for any error or omission in any proposal, or for the failure on the part of any respondent to determine the full extent of the exposure.

5.2 EVALUATION PROCESS

The City shall appoint an Evaluation Committee to review and evaluate the qualifications, prior experience, and proposed development of each Respondent.

Respondents who have met the responsiveness and responsibility conditions will be evaluated by the Committee in accordance with the criteria detailed under this Section. Evaluation Committee members will independently score the Proposals based on the merit of each Proposal, as determined by the Evaluation Committee members, to meet the requirements stated in this Solicitation. The total number of points scored by each Evaluation Committee member will be based on the maximum points available for each of the criteria described below.

Upon completion of the technical criteria evaluation, rating and ranking, the Committee may choose to conduct oral presentation(s) with the Respondent(s), which the Evaluation/Selection Committee deems to warrant further consideration based on the best-rated proposal providing the highest quality of service to the City; scores in clusters; significant breaks in scoring; and/or maintaining competition. Upon completion of the oral presentation(s), the Committee will re-evaluate, re-rate and re-rank the proposals remaining in consideration based upon the written documents combined with the oral presentation.

5.3 EVALUATION OF PROPOSALS

Criteria will be scored on a scale of “0” to “100” per evaluator with the maximum number of points available for each criterion as noted in this section. Scoring is based on a point total per evaluator and not a percentage. The final ranking will be based on the sum total of the Committee’s score for each Respondent, adjusted by the Local Business Preference factor.

The specific criteria that will be utilized are as follows:

	Criteria	Maximum Points
1	Firm's Related Experience and Qualifications	30
2	Proposed Approach and Methodology	30
3	Certified Minority Business Enterprise	5
4	Cost Proposal	20
5	References	10
6	Office Location	5
Total		100

5.3 COMMITTEE INTERVIEWS

Respondents may be invited by the committee to make a presentation as a part of the evaluation process for this Solicitation. The Committee will schedule interviews only with selected Respondents. Notice of assigned presentation times will be communicated in advance to the Respondent but may be given short notice of appearance. The purpose of the presentation will be for each Respondent to describe their experience and qualifications to the Committee and for the Committee members to have an opportunity to ask questions of each Respondent relative to their experience and qualifications. The presentation may clarify but may not modify the prior written submission. Any verbal communication between the presenter(s) and Evaluation Committee during presentations are intended only for purposes of providing clarification in response to questions from the Evaluation Committee. These discussions shall not be misconstrued as a "negotiation" of terms by either party. The City will not be liable for any costs incurred by the proposer in connection with such interviews/presentations (i.e. travel, accommodations, etc.).

5.4 LOCAL BUSINESS PREFERENCE

The evaluation of competitive solicitations is subject to Section 7-151 of the City's Purchasing Code which, except where contrary to federal and state law, or any other funding source requirements, provides that preference be given to local businesses. To satisfy this requirement, the Respondent shall submit in writing its compliance with any two of the following objective criteria (see Form A-3).

Pursuant to Section 7-151, a "Local Business" is defined as a business meeting **two** of the following:

- a) A business located in the City with a current City business tax receipt issued prior to the City's issuance of the solicitation for supplies or services; and/or
- b) A business that has at least ten (10) percent of its total workforce residing in the City prior to the City's issuance of the solicitation for supplies or services; and/or
- c) A business that subcontracts at least ten (10) percent of the contractual amount of a City project with Sub-Consultant who are physically located within the City (must submit Form A-3(a) as part of the Proposal).

The local business preference is used to assign a preference of ten (10) percent of the total evaluation point, or ten (10) percent of the total price to those Respondents who qualify for this preference.

Note: The Respondent seeking local business preference has the burden to show that it qualifies for the preference, to the satisfaction of the City, by submitting supporting documentation. Failure to do so may result in being considered ineligible for local business preference.

5.5 NEGOTIATION PROCESS

If the City and said Proposer(s) cannot reach an agreement on a Contract, the City reserves the right to terminate negotiations and may, at the City Manager's or designee's discretion, begin negotiations with the next qualified, responsible and responsive proposer. This process may continue until a Contract acceptable to the City has been executed or all Proposals are rejected. No Proposer shall have any rights against the City arising from such negotiations or termination thereof.

END OF SECTION



Appendix "A"

Cover Page & Contact Information Form



APPENDIX "B"

MINIMUM REQUIREMENTS & PROPOSAL SUBMITTAL CHECKLIST



MINIMUM REQUIREMENTS

**SURPLUS AUCTION SERVICES
RFP No. 29-24-25**

1.	<p>Firm must be properly registered and in compliance with the State of Florida in addition to being licensed and registered with the Department of Business and Professional Regulations to practice their profession in the State of Florida.</p> <p>Firms submitting proposals as joint ventures shall submit a fully executed copy of their joint venture agreement. The joint venture must also comply and submit evidence of being licensed to do business in the State of Florida in order to be considered for this project.</p>	<p>Attach Copy of Active Sunbiz.org Registration</p> <p><input checked="" type="checkbox"/></p>
2.	<p>Respondents must be properly registered to practice their profession and licensed to engage in contracting in the State of Florida at the time of Proposal submittal. The Respondent shall submit copies of the following:</p> <ul style="list-style-type: none"> • State of Florida Auction Business License • State of Florida Auctioneer License 	<p>Attach Copy of Active License(s)</p> <p><input checked="" type="checkbox"/> <input checked="" type="checkbox"/></p>
3.	<p>References: At a minimum, Respondent must provide at least three (3) references of business clients and/or governmental agencies for which it has provided similar services for within the last five (5) years. If available, such references should be representatives of Florida jurisdictions to which the Respondent is currently providing, or has provided, said Services within the last five (5) years. Only one reference may be used for projects completed for the City of North Miami.</p> <p>References must be submitted on contract Form A-14.</p>	<p>Attach Form A-14</p> <p><input checked="" type="checkbox"/></p>



**RESPONSE SUBMITTAL CHECKLIST
SURPLUS AUCTION SERVICES
RFP No. 29-24-25**

This checklist is provided for Proposer's convenience only and identifies the sections of this submittal document to be completed and submitted with each response. Any Proposal received without any one or more of these sections may be rejected as being non-responsive. Please be advised that this checklist may not necessarily complete include all of the requirements listed throughout this Solicitation. It sets guidelines for consideration, and may be added to as the need arises.

Company Name: **BIDERA LLC**

Tab/Page No.		Appendix Forms	OFFICE USE ONLY
		Cover Page/Information Sheet	
		Response Submittal Checklist	
Tab/Page No		Narrative	OFFICE USE ONLY
		Table of Contents	
		Business Structure	
		Firm's Related Project Experience and Qualifications	
		Proposed Approach and Methodology	
		Cost Proposal	
		Certified Minority Business Enterprise Information	
		Office Location	
		Additional Information	
		Litigation	
Tab/Page No.		City Contract Forms	OFFICE USE ONLY
		A-1 Public Entity Crimes Affidavit	
		A-2 Non- Collusive Bid Certificate	
		A-3 Local Preference Affidavit <i>(if applicable)</i>	
		A-3(a) Statement of Intent <i>(if applicable)</i>	
		A-4 Questionnaire Instructions	
		A-5 Acknowledgement of Addenda <i>(if applicable)</i>	
		A-6 Disclosure of Subcontractors & Suppliers <i>(if applicable)</i>	
		A-7 Insurance Requirements <i>(submit certificate of insurance or letter of intent)</i>	
		A-14 References	



Appendix “C”

Affidavits

Prohibition against contracting with Scrutinized Companies

[PURSUANT TO FLORIDA STATUTE S 287.135]

I, Armando Perera, on behalf of BIDERA LLC,
Print Name Company Name

certifies that BIDERA LLC does not:
Company Name

1. Participate in a boycott of Israel; and
2. Is not on the Scrutinized Companies that Boycott Israel list; and
3. Is not on the Scrutinized Companies with Activities in Sudan List; and
4. Is not on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List; and
5. Has not engaged in business operations in Cuba or Syria.



Signature

President

Title

IR 202

Date

4/21/2025

E-Verify Affidavit

Florida Statute 448.095 directs all public employers, including municipal governments, to verify the employment eligibility of all new public employees through the U.S. Department of Homeland Security's E-Verify System, and further provides that a public employer may not enter into a contract unless each party to the contract registers with and uses the E-Verify system.

Florida Statute 448.095 further provides that if a contractor enters into a contract with a subcontractor, the subcontractor must provide the contractor with an affidavit stating that the subcontractor does not employ, contract with, or subcontract with an unauthorized alien.

In accordance with Florida Statute 448.095, all contractors doing business with the City of North Miami are required to verify employee eligibility using the E-Verify system for all existing and new employees hired by the contractor during the contract term. Further, the contractor must also require and maintain the statutorily required affidavit of its subcontractors. It is the responsibility of the awarded vendor to ensure compliance with E-Verify requirements (as applicable). To enroll in E-Verify, employers should visit the E-Verify website (<https://www.e-verify.gov/employers/enrolling-in-e-verify>) and follow the instructions. The contractor must, as usual, retain the I-9 Forms for inspection.

By affixing your signature below you hereby affirm that you will comply with E-Verify requirements.

BIDERA LLC.
Company Name


Offeror Signature

April 25th 2025
Date

Armando Perera
Print Name

President
Title

46-3100185
Federal Employer Identification Number (FEIN)

Notary Public Information

Sworn to and subscribed before me on this this _____ day of _____, 2024.

By _____

- Is personally known to me
- Has produced identification (type of identification produced: _____)

Please See Attached
Signature of Notary Public

Print or Stamp of Notary Public

Expiration Date

Acknowledgement by Individual

State of Florida

County of Palm Beach

The foregoing instrument was acknowledged before me this 25 day of April, 2025, by means of physical presence or online notarization Armando Perera (name of person acknowledging).

Personally known to me

Produced Identification

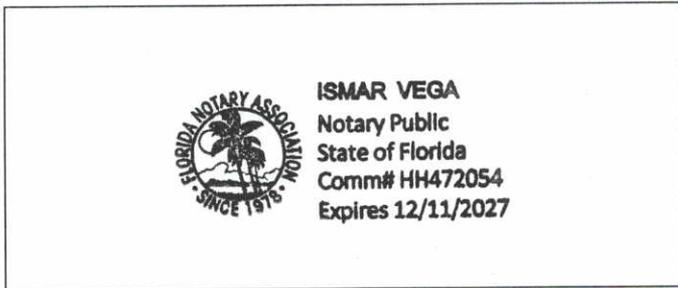
Type of Identification Produced FL DL

Notary Signature [Signature]

Notary name (typed or printed) Ismar Vega

Title (e.g., Notary Public) Notary Public

Place Seal Here



For Bank Purposes Only Description of Attached Document

Type or Title of Document E-Verify Affidavit

Document Date 4/25/25

Number of Pages 1

Signer(s) Other Than Named Above

Account Number (if applicable)



FO01-000DSG5350FL-01



KIDNAPPING, CUSTODY OFFENSES, HUMAN TRAFFICKING AND RELATED OFFENSES AFFIDAVIT

The Kidnapping, Custody Offenses, Human Trafficking and Related Offenses Affidavit is required by Section 787.06, Florida Statutes ("F.S."), as amended by HB 7063, which is deemed as being expressly incorporated into this Form. The Form must be completed by a person authorized to make this attestation on behalf of the Contractor (Nongovernmental Entity) for the purpose of executing, amending, or renewing a Contract with the County (Governmental Entity). The term Governmental Entity has the same meaning as in Section 287.138(1), F.S.

BIDERA LLC

_____ does not use coercion for labor or services as defined in Section 787.06, F.S.
Contractor's Legal Company Name

Pursuant to Section 92.525, F.S., under the penalties of perjury, I declare that I have read the foregoing statement and that the facts stated in it are true.

Print Name of Contractor's Authorized Representative: Armando Perera

Title of Contractor's Authorized Representative: President

Signature of Contractor's Authorized Representative: 

Date: 4-25-2025



Appendix "D"
Cone of Silence

Cone of Silence Notification

Surplus Auction Services RFP No. 29-24-25

DIVISION 8. CONE OF SILENCE

Sec. 7-192. Cone of Silence.

(a) Purpose and intent. The requirements of section 2-11.1, Cone of Silence Ordinances of the Code of Miami-Dade County, Florida, as amended, shall be applicable to the city. It is the intent of this code to prevent potential bidders, offerors or service providers from communicating with city department heads, their staff or selection and evaluation committee members during the period of time in which the cone of silence is imposed.

(b) Cone of silence is defined to mean a PROHIBITION on:

(1) Any communication regarding a particular RFP, RFQ or IFB between a potential offeror, service provider, bidder, lobbyist, or consultant and the city's professional staff including, but not limited to, the city manager and his or her staff;

(2) Any communication regarding a particular RFP, RFQ or IFB between the mayor, city council or their respective staffs and any member of the city's professional staff including, but not limited to, the city manager and his or her staff;

(3) Any communication regarding a particular RFP, RFQ or IFB between a potential offeror, service provider, bidder, lobbyist, or consultant and any member of the selection committee or evaluation committee;

(4) Any communication regarding a particular RFP, RFQ or IFB between the mayor, city council or their respective staffs and any member of the selection committee or evaluation committee; and

(5) Any communication regarding a particular RFP, RFQ or IFB between a potential offeror, service provider, bidder, lobbyist, or consultant and the mayor, City Council and their respective staffs.

(c) The city manager and the chairperson of the selection committee may communicate about a particular selection committee recommendation, but only after the committee has submitted an award recommendation to the city manager and provided that should any change occur in the committee recommendation, the content of the communication and of the corresponding change shall be described in writing and filed by the city manager.

(d) Notwithstanding the foregoing, the cone of silence shall not apply to:

(1) Competitive processes for the award of CDBG, HOME, and SHIP funds and community-based organization (CBO) competitive grant processes, administered by the city;

(2) Communications with the city attorney and his or her staff;

(3) Duly noticed site visits to determine the competency of bidders regarding a particular bid during the time period between the opening of bids and the time the city manager makes a written recommendation;

(4) Emergency procurements of goods or services pursuant to section 7-144;

(5) Communications regarding a particular RFP, RFQ or IFB between any person and the director of the purchasing department or designee, provided the communication is limited strictly to matters of process or procedure already contained in the corresponding solicitation document; and

(6) Communications regarding a particular proposal, quotation or bid between the director of the purchasing department or designee and a member of the selection committee or evaluation committee provided the communication is limited strictly to matters of process or procedure already contained in the corresponding solicitation document.

Sec. 7-193. Procedure.

(a) A cone of silence shall be imposed upon each RFP, RFQ and IFB after the advertisement of said RFP, RFQ or IFB. At the time of imposition of the cone of silence, the director of the purchasing department or designee shall provide for public notice of the cone of silence. The director of the purchasing department shall issue a written notice thereof to the affected departments, file a copy of such notice with the city clerk, with a copy thereof to each city council member, and shall include in any public solicitation for supplies or services a statement disclosing the requirements of this ordinance. Notwithstanding any other provision of this section, the imposition of a cone of silence on a particular RFP, RFQ or IFB shall not preclude procurement staff from obtaining industry comment or performing market research provided all communications related thereto with a potential offeror, service provider, bidder, lobbyist, or consultant are in writing or are made at a duly noticed public meeting.

(b) The cone of silence shall terminate at the time the city manager makes his or her written recommendation of award; provided, however, that if the city manager refers the recommendation back to the director of the purchasing department for further review, the cone of silence shall be re-imposed until such time as the city manager makes a subsequent written recommendation of award. If the city manager rejects all bids or proposals submitted in response to an RFP or IFB and concurrently requests the re-issuance of an RFP or IFB, the rejected bids or proposals shall remain under the cone of silence until such time the city manager issues a written recommendation of award or until the city manager withdraws the re-issued RFP or IFB.

(c) Exceptions. The provisions of this code shall not apply to oral communications at pre-bid conferences, oral presentations before selection committees or evaluation committees, contract negotiations during any duly noticed public meeting, public presentations made to the city council during any duly noticed public meeting or communications in writing at any time with any city employee, official or member of the city council unless specifically prohibited by the applicable RFP, RFQ or IFB documents. The offeror or bidder shall file a copy of any written communication with the city clerk. The cone of silence shall not apply to small purchases or emergency purchases, pursuant to this code.



Attachment "A"



SOUTHEAST FLORIDA GOVERNMENTAL PURCHASING COOPERATIVE GROUP

TO OUR PROSPECTIVE CONTRACTORS:

The attached Invitation for Bid or Request for Proposal represents a cooperative procurement for the Southeast Florida Governmental Purchasing Cooperative Group.

For the past several years, approximately forty-five (45) government entities have participated in Cooperative Purchasing in Southeast Florida. The Southeast Florida Governmental Purchasing Cooperative Group was formed in an effort to provide cost savings and cost avoidances to all entities by utilizing the buying power of combined requirements for common, basic items.

The Government Agencies participating in this particular procurement and their respective delivery locations are listed in the attached document.

Southeast Florida Governmental Purchasing Cooperative Group Procurement Operational Procedures:

- All questions concerning this procurement should be addressed to the issuing agency, hereinafter referred to as the "lead agency". All responses are to be returned in accordance with the instructions contained in the attached document. Any difficulty with participating agencies referenced in this award must be brought to the attention of the lead agency.
- Each participating governmental entity will be responsible for awarding the contract, issuing its own purchase orders, and for order placement. Each entity will require separate billings, be responsible for payment to the Contractor(s) awarded this contract, and issue its own tax exemption certificates as required by the Contractor.
- The Contract/purchase order terms of each entity will prevail for the individual participating entity. Invoicing instructions, delivery locations and insurance requirements will be in accordance with the respective agency requirements.
- Any reference in the documents to a single entity or location will, in fact, be understood as referring to all participating entities referenced in the documents and cover letter unless specifically noted otherwise.
- The awarded Contractor(s) shall be responsible for advising the lead agency of those participants who fail to place orders as a result of this award during the contract period.
- The Contractor(s) shall furnish the Lead Agency a detailed Summary of Sales semi-annually during the contract period. Sales Summary shall include contract number(s), contractor's name, the total of each commodity sold during the reporting period and the total dollar amount of purchases by commodity.
- Municipalities and other governmental entities which are not members of the Southeast Florida Governmental Purchasing Cooperative Group are strictly prohibited from utilizing any contract or purchase order resulting from this bid award. However, other Southeast Florida Governmental Purchasing Cooperative Group members may participate in this contract for new usage, during the contract term, or in any contract extension term, if approved by the lead agency. New Southeast Florida Governmental Purchasing Cooperative Group members may participate in any contract on acceptance and approval by the lead agency.
- None of the participating governmental entities shall be deemed or construed to be a party to any contract executed by and between any other governmental entity and the Contractor(s) as a result of this procurement action.

“WORKING TOGETHER TO REDUCE COSTS”