

# ***RFP\_2022\_004***

## **Request for Proposals**

for

**“Auctioneering Services”**

**Request for Proposals Number: 2022-0004**

**Response Date: June 23, 2022 2:00 p.m. (EST)**

Prepared For:

Levy County Board of County Commissioners  
Procurement Department  
PO Box 310  
310 School Street  
Bronson, FL 32621

Attention: Ali Tretheway

Prepared By  
Weeks Auction Company, Inc  
4851 West State Road 40  
Ocala Fl. 34482  
Phone 352-351-4951  
Facsimile 352-351-8455  
Auction Business License # 82

Point of Contact **Bill Catsulis 352-804-3981**  
General Manager Sales

**Tab 1 Introductory Letter**

**WEEKS AUCTION CO., LLC**  
4851 W. HWY 40  
OCALA, FL 34482



**Ph: (352)351-4951 Fax: (352)351-8455**

June 21, 2022

Levy County Board of County Commissioners  
Procurement Department  
P.O. Box 310  
310 School Street  
Bronson, FL 32621

Attention: Ali Tretheway

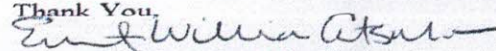
Dear Ms. Tretheway,

With over 30 continuous years of monthly Public Auction Sales at our 35-acre facility in Ocala Florida, Weeks Auction Company LLC, completely understands the entire proposed project of this RFP. We have the experience, name recognition, longevity, material handling equipment, trucks and employees to liquidate any surplus items including vehicles, heavy equipment, construction, farm, and specifically municipal surplus, or any other items as needed. We have conducted auctions ranging from one item to over four thousand items. Weeks Auction Company has conducted farm, industrial, and municipal auction sales for over 30 years from coast to coast throughout the United States with over \$390,000,000 in gross sales in the last 10 years alone.

Weeks Auction Company will conduct a professional well-advertised successful auction on your site, or at our Ocala facility. We have simultaneous live and online sales capability, and/or online internet based timed only, whichever is in the best interest of Levy County. We are the closest full-service auction company to Levy County with the most local name recognition in this geographic area. Our experience and location allow for Levy County taxpayers to have the best opportunity to participate and benefit from our proximity.

Weeks Auction Company LLC is currently in compliance with and in most cases, exceeds the Mandatory Minimum Qualifications and Requirements set forth in RFP No. 2022-0004 Auctioneering Services for the Levy County Board of County Commissioners as we are under contract with other government entities.

We are also willing to negotiate to mutually agreeable terms and meet any other needs for Levy County within or outside of the scope of this RFP if awarded this contract.

Thank You,  
  
Ernest William Catsulis Jr  
Municipal Sale Manager

## ***TAB 2: Project Understanding and Approach***

**1. Ability to Perform:** Since 1982 Weeks Auction Company, Inc. has conducted a consignment auction every month on the second Friday, rain or shine. The auction is held at our 33 acre facility located in at 4851 West Highway in Ocala, and consists of over 1500 items sold for 200+ consignors. Buyers come from the Eastern and Mid -Western United States Canada, Mexico and several Latin and South American countries. Throughout the year Weeks also conducts sales for others at their locations. The number of auctions vary from year to year, but on average we conduct 30 large auctions a year. With the inclusion of Internet Sales we now have a global audience.

Weeks Auction Company, Inc. has since 1982 years conducted many successful auctions. These auctions have included the purchase of The Jacksonville Shipyards fixed assets, and the auction of these items. This particular auction consisted of over 4000 items sold in 4 consecutive days. Personnel needed for this auction consisted of over 70 employees. The setup an auction was completed on schedule as was the removal of purchases by the buyers. The sheer number of items and the successful completion of the auction, should show our ability to conduct a very complex project.

Other auctions have included sales for Citrus County, Seminole Electric, City of Gainesville, Citrus County Sheriff, St Johns River Water Management District, SunTrust Bank, The City of Jacksonville Florida, JEA, Duval County School Board ,The City of Crystal River, US Sugar Corp. U.S. Dept. of Agriculture and many individual business and farms. These sales have been conducted in different areas of the southeastern United States.

Description of Services for incorporation into Weeks Auction Company's Monthly Sale:

1. Levy County and any other participating agencies will coordinate with Weeks Auction Company's point of contact (Bill Catsulis) to determine what will be sold at the auction and arrangements for transportation. As stated before, Weeks Auction conducts a monthly auction on the second Friday of every month, rain or shine. There will be no charge for storage of vehicles and equipment. Items can be picked up on a regular basis and sold monthly, thereby avoiding further depreciation, which would result in the items bringing more net revenue to the County. Weeks Auction will not charge transportation costs for items transported to our facility in Ocala for auction by our services.

2. Advertising: County equipment would be placed in Weeks Auction Advertising. Buyers from all parts of the Southeast United Sates attend an auction that is properly advertised. Direct mail brochures have proven to be the best way to reach potential buyers in this area. These brochures can be full color with pictures of equipment to be sold. (Samples Enclosed) A detailed list describing the items to be sold will be included in this brochure. Brochures will be mailed first class to prospective regional customers through Weeks Auction Company's in house mailing list. This list consists of approx. 30,000 buyers that have attended previous auctions and requested to be on our mailing list. Display ads will also be placed in The Florida and Georgia Heavy Equipment Trader and other publications if a special need arises for specialized equipment related to industries involved. Distribution of these publications will be regional and local. Weeks Auction will also list the Auction on our website; [www.weeksauction.com](http://www.weeksauction.com). Weeks Auction Company also utilizes [www.proxibid.com/weeks](http://www.proxibid.com/weeks) which is our online auction platform which allows to us to have live and internet bidding simultaneously and has proven to be very successful in increasing the dollar amount for the sale of these items. Weeks Auction Can also provide offsite auction service, timed online only sales

Continued next page

## ***TAB 2: Project Understanding and Approach Continued.***

3. Transportation: Upon receipt of proposed auction list, Weeks Auction will coordinate the pick-up and transportation of items to our location at our cost. In the event items are not economically available for transportation, The cost to Weeks or the County would be more than the unit may bring at auction or easier to load once as opposed to twice, (Landfill Compactors, Dumpsters, Salvage or damaged machines), we can sell these items "off-site" by pictures, or online with the buyer taking possession at the site of said equipment. (With the permission or under direction of the Levy County)

4. Upon Arrival at Auction Site: Equipment is tagged in on our consignment sheets (enclosed) for auction. Information will include description, serial number, mileage, agency "control" or "property" numbers and any other pertinent information will be put into sale lines. Information from the consignment sheet is then logged into the computer. This happens daily as equipment arrives. Vehicles will be test started to determine if they will run or have any problems that need to be addressed. (battery, oil, transmission). If the agency is aware of such problems, they can be written on the windshield of the vehicle.

INTERNET ONLY SALES or ITEMS SOLD TO ONLINE BIDDERS: during a live simultaneous auction, or sold at your location "online only" would be consigned in in the same manner with the same information and uploaded to our internet site by Weeks Auction Company, sold and then the proceeds collected by Weeks Auction and remitted as per the contract in the same manner as a "live" auction transaction.

5. Inspection: Weeks Auction is open for business (equipment is also available for inspection at this time as well) at our location in Ocala, Monday thru Friday, 8:00 a.m. to 5:00 p.m. and 8:00 a.m. to 12:00 p.m. on the Saturday after our monthly sale. Weeks Auction also extends hours late into the evening the night before Auction Day for our out of town customers to view equipment and to allow them to drop off equipment for sale.

6. Auction Day: Auction personnel will be on site at 7:00 a.m. to register buyers and make last minute adjustments to the sale lineup if needed

7. Sale Staff: At every monthly auction, Weeks Auction will have on staff at minimum company owners; Tim Weeks, the auction manager, Bill Catsulis, and a minimum of 6 Licensed FL Auctioneers, 6 Auction clerks, 5 cashiers/registration persons, 2 title clerks, 4 loader and equipment operator experienced in starting and loading vehicles and heavy equipment, and 3 Gate check out personnel.

LEVY COUNTY ONSITE AUCTION: Weeks would provide ample equipment, and staffing to facilitate a successful auction. We believe due to the volume of past sales the best option would be to transport equipment (at Weeks Auction Expense) to our Ocala Facility for sale as the need arises.

8. Sale Time: Promptly at 9:00 a.m. the auctioneer will make the pre-sale announcements and start the auction. The Ringmen will take bids from the buyers and encourage timid buyers to participate in the auction. Ringmen that have a good attitude and appearance will enhance the sale. Clerks will record on a clerking sheet the selling price, description, and the buyers number. One copy is given to the buyer to check for discrepancies and one copy goes to the office for input into the computer. The auction will continue at a fast pace until each item is sold. No breaks will be taken at any point during the sale. The buyer will pay for his purchases in the office at one of five cashiers (we are capable of checking out eight if the need arises) by cash, cashiers check, or personal or company check accompanied by a bank letter of guarantee and card payments are now accepted as well. Weeks Auction will be responsible for any and all bad checks. If an item is not paid for Weeks Auction will store and resell the item at the next monthly auction.

Following the auction after everyone has settled their accounts Marion County will be provided with a complete accounting of their consignments in the auction. This usually happens within 30 minutes.

## ***TAB 2: Project Understanding and Approach Continued.***

9. Post Sale Accounting: Weeks Auction Company will settle the auction and will pay and supply the specific agency with any required reports, (typically this is in Excel format by, but not limited to; Lot number, Agency number, Description, serial number, sale price, deductions for trucking or repairs, and commissions) within 10 working days or as required. Any approved repairs or expenses approved by the County will be deducted from the gross sales.

10. Weeks Auction Company LLC has no pending litigation of any type as a defendant or a plaintiff.

11. Weeks Auction Company LLC deals with many much larger municipal clients and consigners on a monthly basis and has for over 30 years. We understand completely what is required to service an account of this size.

## ***TAB 3: Project Team and Past Experience***

The staff at Weeks Auction Company LLC, has the experience and qualifications to deal with a wide variety of auction sales. Weeks Auction Company's full and part time staff consists of:

*\*Tim Weeks* - Owner, Office and Advertising Manager over 30 years experience conducting and the settlement of auction sales of various sizes.

*\*Bill Catsulis* - Account Manager for ALL municipal contracts. Including the last 20 years of Gainesville Auction, at the Fleet Facility, Ocala and Jacksonville. Completely familiar in all aspect of all municipal accounts. Auctioneer 30 years AU 769, CAGA Certified Appraiser, Experienced in the set up of auctions including, The Jacksonville Shipyards Auction, over 30 City of Jacksonville Surplus Auctions. Formerly employed by McDougall's Auction Company of Jacksonville, Florida.

*\*Jeremy Weeks*-10 years as Auctioneer, CDL Driver, Certified Appraiser, Internet Operator Online Sales, Involved in all aspects for Auction setup and removal.

*Donnie Weeks*- 34 Years as Auctioneer Sub Contractor Auction Day

*Robert Miller*- 30 Years as Auctioneer Sub Contractor Auction Day

*Bill Elrod*- 12 Years as Auctioneer /Clerk / ring man Sub Contractor Auction Day

*Ed Fussell*- Clerk / Ring Man 15 years Sub Contractor Auction Day

*\*Joetta Weeks* - Cashier 30 years, employed at Weeks Auction Company years, experienced in all aspects of the auction business.

*\*Pam Bruno*, Title Clerk 10 years, experienced in all aspects of auction sales specializing in title work.

*\*Marshall Goodman* - Yard /Shop Manager employed Weeks Auction Company 30 years. Experienced in setting up, repairing, displaying and the removal of machinery from auction sales. 30 years experience automotive and diesel repairs and maintenance.

*\*Randy Reddish* - Equipment Operator, Employed Weeks Auction Company 30 years.

*\*Mark Stillwell* - Equipment Operator, Employed Weeks Auction Company 12 years.

\* Directly involved with project

Most of our Clerks and ring men are licensed Auctioneers and work an average of 20 sales a year. Weeks Auction Company will have on staff all necessary qualified personnel Weeks auction employs Auction experienced cashiers, clerks, loader operators and gate personnel and has 5 additional licensed Auctioneers/Ringmen on auction day in addition to Jeremy Weeks and Bill Catsulis.

## ***TAB 3: Project Team and Past Experience continued***

**An explanation of the organizational structure of the project:** . **Ability to Perform:** Since 1982 Weeks Auction Company, Inc. has conducted a consignment auction every month on the second Friday, rain or shine. The auction is held at our 33 acre facility located in at 4851 West Highway in Ocala, and consists of over 1500 items sold for 200+ consignors. Buyers come from the Eastern and Mid -Western United States Canada, Mexico and several Latin and South American countries. Throughout the year Weeks also conducts sales for others at their locations. The number of auctions vary from year to year, but on average we conduct 30 large auctions a year. With the inclusion of Internet Sales we now have a global audience.

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**An explanation of the organizational structure of the project continued next page**



## ***TAB 3: Project Team and Past Experience continued***

### **An explanation of the organizational structure of the project continued:**

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## ***TAB 3: Project Team and Past Experience continued***

### A LIST OF WORK FOR THE PAST 3 YEARS

Weeks Auction can provide a list of 100s of customers who we have sold items for in the last three years if needed. Here are 4 current Municipal Contract Contacts and their information who have similar projects as Levy County.

City of Gainesville Fleet Department  
Jason B. Foster Fleet Director  
6317 NW 16th St, Gainesville, FL 32653  
Phone: 352-393-8258  
fosterjb@cityofgainesville.org

Over 20 years servicing this contract, auctions on their site, Weeks facility on Ocala and at the Jacksonville International Airport bi annually.

Marion County Board of County Commissioners  
Mark Williams Fleet Director  
Phone: 352-671-8570  
Mark.williams@marioncountyfl.org  
Over 20 years servicing this contract

Marion County Sherriff's Office  
Bobby Jagal Fleet Services Director  
PO Box 1987  
Ocala Florida 34478  
352-369-6733  
bjagal@marionso.com  
Over 10 years servicing this contract

City of Ocala  
John King Fleet Director  
1805 NE 30th Ave  
Ocala Florida 34470  
Phone: 352-351-6648  
Over 10 years servicing this contract.

Weeks Auction Company is also currently under contract for Auctioneering Services with the following governmental agencies:

Duval County School Board, Piggy Back with city of Gainesville Since 2000  
Jacksonville Airport Authority since 1998  
Citrus County Since 1998  
City of Gainesville, Florida Since 2003  
Marion County School Board  
Central Florida Community College

## **TAB 4 Location and Workload**

**Weeks Auction Company LLC is Located at 4851 West Hwy 40 Ocala Florida 34482 and is approximately 35 miles South East of Bronson**

**Weeks Auction Company currently conducts a monthly auction on the second Friday of each and every month rain or shine at 9:00 a.m. at the above address. We are open 8 a.m. to 5:00 p.m. Monday through Friday except for major holidays. We are also open the Saturday after each auction from 8:00 a.m. to 12:00 p.m.**

**Weeks Auction also conducts between 8 and 12 additional offsite (other locations) auctions of various sizes (from \$250,000.00 to over \$10,000,000.00) each year. There would be no conflict with Levy County if awarded this contract.**

## **Tab 5 Forms**



LEVY COUNTY BOARD OF COUNTY COMMISSIONERS  
 PROCUREMENT DEPARTMENT  
 P.O. BOX 310  
 310 SCHOOL STREET  
 BRONSON, FL 32621  
 PHONE: (352) 486-5218 EXT. 2  
 FAX: (352) 486-5167  
 EMAIL: [TRETHEWAY-AU@LEVYCOUNTY.ORG](mailto:TRETHEWAY-AU@LEVYCOUNTY.ORG)

COVER PAGE

RFP\_2022\_004 – AUCTIONEERING SERVICES

LAST DAY FOR QUESTIONS: 6/17/2022, 2:00 PM

DUE DATE: 6/23/2022, 2:00 P.M., EST

**SUMMARY OF SCOPE:** The County is seeking the services of a qualified auctioneer to conduct public auctions to offer sale to the highest bidder certain personal property (such as, but not limited to, motor vehicles, machinery, heavy equipment, parts, furniture and office equipment) that is no longer used or needed by the County (collectively "Surplus Property".)

**SUBMITTAL OF PROPOSAL:** Levy County only accepts electronic submittals through "E-Bidding" on the DemandStar platform, [www.DemandStar.com](http://www.DemandStar.com). In order to submit a proposal in response to this solicitation the bidder must be registered with DemandStar.

For questions relating to this bid, contact Ali Tretheway, Procurement Coordinator at [tretheway-ali@levycounty.org](mailto:tretheway-ali@levycounty.org).

**ITEMS THAT MUST BE INCLUDED WITH PROPOSAL:** Submitting an incomplete document may deem the proposal non-responsive, causing rejection. Please check each box for each item submitted with proposal. Prior to submitting my proposal, I have verified that all forms are attached and are considered as part of my proposal:

- COVER PAGE
- INTRODUCTORY LETTER
- PROJECT UNDERSTANDING AND APPROACH
- PROJECT TEAM AND PAST EXPERIENCE
- LOCATION AND WORKLOAD
- PROPOSAL SIGNATURE FORM
- STATEMENT OF PROPOSER'S FINANCIAL STABILITY
- SUMMARY OF LITIGATION
- CERTIFICATE OF INSURABILITY – AS NOTED IN PART III ARTICLE 13
- EVIDENCE THAT THE PROPOSER IS QUALIFIED TO TRANSACT BUSINESS IN THE STATE OF FLORIDA
- DRUG FREE WORKPLACE FORM
- NON-COLLUSION AFFIDAVIT
- CONFLICT OF INTEREST DISCLOSURE STATEMENT
- COPIES OF ANY APPLICABLE AND CURRENT LICENSES OR CERTIFICATIONS REQUIRED
- W9
- VENDOR INFORMATION FORM
- VENDORS ON SCRUTINIZED COMPANIES LIST
- COPY OF PERFORMANCE BOND N/A
- COST/FEE PROPOSAL

Company Name: Weeks Auction Company LLC  
 Name: ERNEST CATSULIS  
 Address: 4851 West Hwy 40 Ocala FL 34482  
 Mailing Address (if Different): \_\_\_\_\_  
 Email (Required): ErnestCatsulis7@aol.com  
 Telephone: 352-204-3781 FEIN: \_\_\_\_\_

By signing this form, I acknowledge I have read and understand, and my firm complies with all General Conditions and requirements set forth herein:

SIGNATURE OF AUTHORIZED REPRESENTATIVE: [Signature]  
 DATE SUBMITTED: 6/24/2022

THIS DOCUMENT MUST BE COMPLETED AND RETURNED WITH YOUR SUBMITTAL

PROPOSAL SIGNATURE FORM

The undersigned attests the authority to submit this proposal and to bind the proposer herein named to fully perform in accordance with the Request for Proposals (the "RFP"), if the proposer is awarded a contract by the County. The undersigned further certifies they have read the entire RFP package, and any other documentation relating to the RFP, and that this proposal is submitted with full knowledge and understanding of the requirements contained therein.

Proposer is an (please check one): INDIVIDUAL  PARTNERSHIP  CORPORATION  JOINT VENTURE  LLC

Name: Weeks Auction Company LLC

Primary Office Address: 4851 West Hwy 40

City, State, Zip: Ocala FL 34482

Address (Servicing Levy County if Different from Above):

Email Address: catsulis1@aol.com

Name/Title of Levy County Rep:

Telephone: 352-351-4951 Fax: 352-351-8455

Signature: EW. Atkinson Date: 6/22/2022

Is Proposer a small or minority business, women's business enterprise, or labor surplus area firm? Yes No (Check which is applicable)

Cost/Fee Proposal (attached) Yes No

Addenda are considered a binding part of the RFP and it is critical each proposer acknowledge receipt of same. Your proposal may be considered non-responsive if receipt of addendum is not acknowledged below.

Receipt of Addenda Acknowledged:

Addendum No. 1 Dated 6/3/22 Signature EW. Atkinson
Addendum No. 2 Dated 6/17/22 Signature EW. Atkinson
Addendum No. Dated Signature



Levy County Board of County Commissioners  
Procurement Department  
310 School Street  
P.O. Box 310  
Bronson, FL 32621  
Phone: 352-486-5218

**Addendum 1:** RFP\_2022\_004 – Auctioneering Services  
**Issued:** June 3, 2022  
**Pages:** 1

**Signature:** Ali Trothway

Proposers shall acknowledge receipt of this Addendum on their submittal.

**Questions/Clarifications/Answers:**

**Page 8, Tab 5 – Forms and other required information (total possible points 5):**

Delete Item 14. Copy of Performance Bond issued in the amount of \$20,000;



Levy County Board of County Commissioners  
Procurement Department  
310 School Street  
P.O. Box 310  
Bronson, FL 32621  
Phone: 352-486-5218

**Addendum 2:** RFP\_2022\_004 – Auctioneering Services  
**Issued:** June 17, 2022  
**Pages:** 1

**Signature:** Ali Trethaway

Proposers shall acknowledge receipt of this Addendum on their submittal.

**Questions/Clarifications/Answers:**

1. Can this bid be a dual award for live & online, just online or just live?
  - a. The County prefers live auctions, but an option for both will be acceptable.
2. Are auctions items to be held at the County's location when sold (live or online)?
  - a. All items are held in our storage area the Levy County Road Department. Typically, in the past Live Auctions have been held at the Levy County Road Department (660 N. Hathaway Ave, Bronson, FL 32621). The auctioneer would be responsible for checking out the buyers at the County location with the assistance of Levy County Staff.
3. Who currently sells for the County?
  - a. We do not have a current Auctioneer.
4. How often are Auctions held and what is the average sales amount and individual lot count for each Auction?
  - a. The last auction the County had was in 2016, we have no projected amount at this time. Total sales amount in 2016 was \$20,512.50.
5. It says that "All Auctions must be held open to the public and not restricted in any manner". Does that include a bid deposit?
  - a. No bid deposits.
6. When it comes to evaluation of all bids cost/fees charged by the Auctioneers: (a) Are buyers premiums taken into account? (b) Are transport fees taken into account? (c) Is a rebate taken into account (a 1% rebate is given back to the County is the same as 1% less commission)? (d) Are ALL fees to be listed as they impact the selling price (credit card transaction fees, online bidding fees, etc...)?
  - a. Proposers should provide a straightforward Cost/Fee Proposal that includes all costs for the Scope of Services, including any annual or periodic increases in its fees/rates in percentage value or fixed amount.
7. Is a notary required? Florida doesn't require titles to be notarized anymore.
  - a. See Part III, Article 2 subsection 2.2.5.



## **Statement of Financial Stability**

**Weeks Auction Company, Inc. is a Florida Sub-S LLC Corporation with its only business location at 4851 West Highway 40 Ocala, Florida 34482.**

**Manager - Tim Weeks Ocala Florida**

**Weeks Auction Company, Inc. has been conducting business in the State of Florida at the same location for over 40 years. The real estate on which the business is located is owned by Tim Weeks Owner.**

**Credit Rating and Bank Reference: SunTrust Bank, Ocala Fl. - Loren Thrasher Vice President Commercial Lending.**

**There has not been any Bankruptcy proceeding of any kind.**

**Weeks Auction Company, Inc. does not have any unique risks that would potentially threaten its continued existence.**

## Statement of Litigation

**Weeks Auction Company LLC is not involved in any litigation of any kind as a plaintiff or as a defendant.**



June 23, 2022

Levy County Board of County Commissioners  
Procurement Department  
PO BOX 310  
310 School Street  
Bronson, FL 32621

RE: Weeks Auction Company, LLC  
Insurance Requirements

To whom it may concern,

In the event Weeks Auction Company is awarded the bid, evidence of insurance will be provided which meet or exceed the requirements as requested (attached).

Feel free to call me at (352) 598-6462 if you have any questions.

Sincerely,

A handwritten signature in black ink that reads 'Mike McDonald'.

Mike McDonald, Vice President  
Mike.McDonald@acentria.com

# *State of Florida*

## *Department of State*

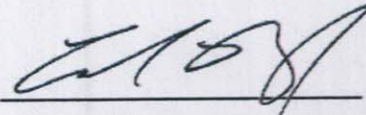
I certify from the records of this office that WEEKS AUCTION COMPANY, LLC is a limited liability company organized under the laws of the State of Florida, filed on December 19, 2013, effective December 18, 1987.

The document number of this limited liability company is L13000175478.

I further certify that said limited liability company has paid all fees due this office through December 31, 2022, that its most recent annual report was filed on April 12, 2022, and that its status is active.

*Given under my hand and the  
Great Seal of the State of Florida  
at Tallahassee, the Capital, this  
the Twenty-third day of June,  
2022*



  
Secretary of State

Tracking Number: 0864025285CU

To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.

<https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication>

## DRUG FREE WORKPLACE FORM

**DRUG-FREE WORKPLACE:** Levy County is a Drug-Free Workplace. It is strongly suggested that the attached Drug-Free Workplace Form be signed and returned to this office with the proposal.

The undersigned Proposer in accordance with Section 287.087, Florida Statutes, hereby certifies that the Proposer Weeks Auction Company LLC (name of firm or individual) does:

1. Publish a statement notifying employees that the unlawful manufacture, distributions, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
  2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintain a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
  3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
  4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
  5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
  6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.
- As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

NAME OF PROPOSER:  
Weeks Auction Co. LLC  
Signature: E.W. Atsura  
Title: GM Sales  
Date: 6/22/2022

NON-COLLUSION AFFIDAVIT

I, Ernest William Catsulis Jr of the County of Marion

According to law on my oath, and under penalty of perjury, depose and say that:

1. I am ERNEST WILLIAM CATSULIS JR. of the firm of Weeks Auction Co. LLC providing this proposal in response to the RFP for Auctioneering Services, and that I executed the said proposal with full authority to do so.
2. This response has been arrived at independently without collusion, consultation, communication or agreement for the purpose of restricting competition, as to any matter relating to qualifications or responses of any other responder or with any competitor; and no attempt has been made or will be made by the responder to induce any other person, partnership or corporation to submit, or not to submit, a response for the purpose of restricting competition;
3. The statements contained in this affidavit are true and correct, and made with full knowledge that Levy County relies upon the truth of the statements contained in this affidavit in awarding any contract for any services resulting from this RFP.

Ernest William Catsulis Jr

6/22/2022

Signature of Proposer Representative

Date

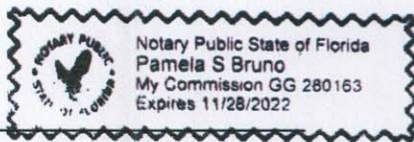
STATE OF: FLORIDA

COUNTY OF: Marion

Sworn to (or affirmed) and subscribed before me by means of  physical presence or  online notarization, this 23<sup>rd</sup> day of June, 2022, by Ernest W. Catsulis Jr (name), as Gm Sales (title) for Weeks Auction Co (name of proposer).  Personally known OR  Produced Identification (type of identification)

Pamela Bruno

NOTARY PUBLIC



My Commission Expires: \_\_\_\_\_

## CONFLICT OF INTEREST DISCLOSURE STATEMENT

The award hereunder is subject to the provisions of Chapter 112, Florida Statutes. All proposers must disclose with their proposals or bids the names of: (1) any officer, director, employee or agent of proposer is also an officer or an employee of the Levy County Board of County Commissioners; (2) any officer, partner, director or proprietor of the proposer is the spouse or child of one of the members of the Levy County Board of County Commissioners; (3) any County officer or employee who owns, directly or indirectly, an interest of five percent (5%) or more in the proposer or any of its branches or affiliates; (4) any employee, agent, lobbyist, previous employee of the Board, or other person, who has received or will receive compensation of any kind in connection with the response to this RFP.

All proposers are also required to include a disclosure statement of any potential conflict of interest that the proposer may have due to other clients, contracts, or interest associated with the performance of services under this RFP and any resulting agreement. Use additional sheets if necessary.

(1) Names of Officer, Director, Employee or Agent that is also an Employee of the Board:

N/A

(2) Names of Officer, Partner, Director or Proprietor who is spouse or child of Board Member:

N/A

(3) Names of County Officer or Employee that owns 5% or more in Proposers firm:

N/A

(4) Names of applicable person(s) who have received compensation:

N/A

Description of potential conflict(s) with other clients, contracts or interests:

N/A

Check here if none of the above are applicable:

Signature: Ernest William Catulis Printed Name: ERNEST William Catulis Jr

Proposer Name: Weeks Auction Company

Date: 6/22/2022



Ron DeSantis, Governor

Julie I. Brown, 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

**WEEKS AUCTION COMPANY INC**

GRADY WEEKS  
4851 W HWY 40  
OCALA FL 34482

**LICENSE NUMBER: AB82**

**EXPIRATION DATE: NOVEMBER 30, 2023**

Always verify licenses online at [MyFloridaLicense.com](http://MyFloridaLicense.com)

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.





# LICENSE CERTIFICATE

STATE OF FLORIDA  
DEPARTMENT OF HIGHWAY SAFETY AND  
MOTOR VEHICLES  
DIVISION OF MOTORIST SERVICES

WEEKS AUCTION COMPANY LLC  
4851 W HIGHWAY 40  
OCALA, FL 34482-4040

## License

FOR AN INDEPENDENT DEALER IN  
MOTOR VEHICLES

LICENSE NUMBER  
VI/1009482/1

PRIMARY LOT

EFFECTIVE DATE

04/12/2021

EXPIRATION DATE

04/30/2023

THIS CERTIFIES, THAT

WEEKS AUCTION COMPANY LLC

AT 4851 W HWY 40  
OCALA, FL 34482

IS HEREBY LICENSED UNDER THE PROVISIONS OF SECTION

320.27, FLORIDA STATUTES TO CONDUCT AND CARRY ON BUSINESS AS  
AN INDEPENDENT DEALER IN MOTOR VEHICLES AT THE ABOVE  
DESCRIBED LOCATION

GIVEN UNDER MY HAND AND SEAL THE ABOVE DATE WRITTEN.

*Ed Broyles*

BUREAU CHIEF



*Robert R. Kynoch*

DIRECTOR

HSMV 64103 (REV. 2/11)S

STATE OF FLORIDA

VOID  
IF  
ALTERED

VOID  
IF  
ALTERED

DEPARTMENT OF REVENUE  
CERTIFICATE OF REGISTRATION  
ISSUED PURSUANT TO CHAPTER 538 FLORIDA STATUTES

EFFECTIVE DATE  
10/01/93

EXPIRATION DATE  
09/30/94

CERTIFICATE NUMBER  
52-001684-1-94

Second-Hand Dealer  
 Secondary Metals Recycler

Mailing Address:

This Certifies That:

06100 10/21/12



**Certificate of Registration**

Issued Pursuant to Chapter 212, Florida Statutes

DR-11  
R. 10/12

52-8012226207-3      01/28/88

Certificate Number      Registration Effective Date

This certifies that

WEEKS AUCTION CO INC  
4851 W HIGHWAY 40  
OCALA FL 34482-4040

has met the sales and use tax registration requirements for the business location stated above and is authorized to collect and remit tax as required by Florida law. This certificate is non-transferable.

**POST THIS CERTIFICATE IN A CONSPICUOUS PLACE**  
REGISTRATION EXPIRES DATE

This certifies that

WEEKS AUCTION CO INC  
4851 W HIGHWAY 40  
OCALA FL 34482-4040

has met the sales and use tax registration requirements for the business location stated above and is authorized to collect and remit tax as required by Florida law. This certificate is non-transferable.

**POST THIS CERTIFICATE IN A CONSPICUOUS PLACE**

Ron DeSantis, Governor

Julie I. Brown, Secretary

**STATE OF FLORIDA  
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION  
FLORIDA BOARD OF AUCTIONEERS**

**LICENSE NUMBER: AU4513**

**EXPIRATION DATE: NOVEMBER 30, 2023**

**THE AUCTIONEER HEREIN IS LICENSED UNDER THE  
PROVISIONS OF CHAPTER 468, FLORIDA STATUTES**

**WEEKS, JEREMY WILLIS**

**4851 W HWY 40**

**OCALA FL 34482**

**ISSUED: 09/02/2021**

Always verify licenses online at [MyFloridaLicense.com](http://MyFloridaLicense.com)

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.



# Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

**WEEKS AUCTION COMPANY, LLC**

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

- Individual/sole proprietor or single-member LLC  
 C Corporation  
 S Corporation  
 Partnership  
 Trust/estate  
 Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ **S**  
Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.  
 Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) \_\_\_\_\_

Exemption from FATCA reporting code (if any) \_\_\_\_\_

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

**4851 W HWY 40**

6 City, state, and ZIP code

**OCALA, FL 34482**

7 List account number(s) here (optional)

Requester's name and address (optional)

Print or type. See Specific Instructions on page 3.

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number								
			-					
or								
Employer identification number								
5	9	-	2	8	6	1	7	7

## Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here

Signature of U.S. person ▶

Date ▶ **01/08/2021**

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
  - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
  - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
  - Form 1099-S (proceeds from real estate transactions)
  - Form 1099-K (merchant card and third party network transactions)
  - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
  - Form 1099-C (canceled debt)
  - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.

VENDOR INFORMATION SHEET

DATE: 6/22/2022

COMPANY NAME: Weeks Auction Company LLC

PHYSICAL ADDRESS: 4851 West Hwy 40 Ocala Fl. 34482

MAILING ADDRESS: Same as above

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TELEPHONE NUMBER: 352-351-4951

FAX NUMBER: 352-351-8455

TOLL FREE NUMBER: \_\_\_\_\_

EMAIL: Catsulis1@aol.com

FEID NUMBER: 59-2861771 OR SSN: \_\_\_\_\_

CONTACT PERSON: Bill Catsulis

TITLE: Sales Manager

CONTACT NUMBER: 352-804-3981

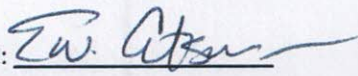
.....

The information requested above is necessary to update our files or to add your name to the County's vendor list. You are a vital part of the operation of Levy County and we want to thank you for your support. The information on this form will allow us to pay you for the goods and/or services we have received in a timely manner and give us the ability to contact the necessary person in case there is a problem or question in processing.

## VENDORS ON SCRUTINIZED COMPANIES LISTS

By executing this Certificate, the bid proposer, certifies that it is not: (1) listed on the Scrutinized Companies that Boycott Israel List, created pursuant to section 215.4725, Florida Statutes, (2) engaged in a boycott of Israel, (3) listed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to section 215.473, Florida Statutes, or (4) engaged in business operations in Cuba or Syria. Pursuant to section 287.135(5), Florida Statutes, the County may disqualify the bid proper immediately or immediately terminate any agreement entered into for cause if the bid proposer is found to have submitted a false certification as to the above or if the Contractor is placed on the Scrutinized Companies that Boycott Israel List, is engaged in a boycott of Israel, has been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or has been engaged in business operations in Cuba or Syria, during the term of the Agreement. If the County determines that the bid proposer has submitted a false certification, the County will provide written notice to the bid proposer. Unless the bid proposer demonstrates in writing, within 90 calendar days of receipt of the notice, that the County's determination of false certification was made in error, the County shall bring a civil action against the bid proposer. If the County's determination is upheld, a civil penalty shall apply, and the bid proposer will be ineligible to bid on any Agreement with a Florida agency or local governmental entity for three years after the date of County's determination of false certification by bid proposer.

As the person authorized to sign this statement, I certify that this firm complies fully with the above requirements.

DATE: 6/22/2022 SIGNATURE: 

COMPANY: Weeks Auction Co. LLC NAME: ERNEST WILLIAM CATSULIS JR  
(Typed or Printed)

ADDRESS: 4851 W. Hwy 40 TITLE: Gm Sales  
OCALA FL  
34482

PHONE NO.: 352-351-4951 E-MAIL: catsulis1@aol.com

## CONTRACT EXCEPTION FORM

Any proposer who requires/requests revision(s) to the Form of Contract (contained in Section III of this RFP) must submit this completed Contract Exception Form during the Question portion of the RFP process. The County is under no obligation to grant any exceptions and proposals that are contingent on exceptions to the Contract being granted will not be accepted. If an exception is rejected by the County and the proposer subsequently submits a proposal, the proposer is deemed to have waived their request for a Contract exception.

<b>Request for revision to Form of Contract</b>
<b>Identify the specific Contract provision(s) that Proposer takes exception to:</b>
N/A
<b>Explain the specific revision(s) that are being requested (such as, delete the provision or modify it to state. . . .)</b>
N/A

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Proposer Name: \_\_\_\_\_

Date: \_\_\_\_\_

## **Tab 6: Cost Fee Proposal**

**Weeks Auction Company LLC will conduct an auction according to the requirements in this RFP at the Levy County Facility at No Cost / 0% to Levy County**

### **Alternate Proposal W WEEKS AUCTION FACILITY**

**Weeks Auction Company LLC will transport Levy County Vehicles and Property to Weeks Auction Company Facility in Ocala for incorporation into our monthly auction for No Cost / 0% to County (this includes transportation)**

### **Alternate Proposal INTERNET ONLY**

**Weeks Auction Company LLC will sell Levy County Surplus located at Levy County Facility at timed Auction on internet according to the requirements in this RFP at the Levy County Facility at No Cost / 0% to Levy County**