

Staff Summary Report

Council Meeting Date: 10-16-2008

Agenda Item Number: _____

SUBJECT: Request to award a three-year contract with two, one-year renewal options to Sierra Auction Management, Inc. for auction services to dispose of City surplus property including vehicles, equipment and police confiscated property.

DOCUMENT NAME: 20081016fsta10 **PURCHASES (1004-01)**

SUPPORTING DOCS: Yes

COMMENTS: (RFP 09-030) Total value of this contract is estimated at \$200,000 that will be paid from sales commissions.

PREPARED BY: Tony Allen, Procurement Officer, 480-350-8548

REVIEWED BY: Michael Greene, CPM, Central Services Administrator, 480-350-8516
Minerva Lozano, Reprographics Supervisor, 480-350-8555
Steve Greenlee, Reprographics Operator, 480-350-8144
Glenn Kephart, Public Works Manager, 480-350-8205
Jay Taylor, Fleet Director, 480-350-8344
Tim Love, Fleet Analyst, 480-350-8088
Dave Boczar, Equipment Control Coordinator, 480-350-8183
Tom Ryff, Police Chief, 480-350-8214
Brenda Buren, Assistant Police Chief, 480-350-8991
Kerby Rapp, Detention Administrator, 480-350-8660
Rebecca Willis-Zaremba, Property Supervisor, 480-858-2052

**LEGAL REVIEW AS
TO CONTRACT FORM**

ONLY: N/A

FISCAL NOTE: Auction services provider will be paid out of sales commissions thus representing no direct expenditure of funds by the City.

RECOMMENDATION: Award the contract.

ADDITIONAL INFO: The City of Tempe issued a Request for Proposal to establish a contract for an auctioneer service to dispose of City surplus property including vehicles, equipment and police confiscated property. Three responses were received. A committee comprised of Financial Services, Police and Fleet Services met and reviewed the submitted proposals. It is the recommendation of the committee to award a contract to Sierra Auction Management, Inc., the overall high scorer.

Vendor's Proposal Offer

It is REQUIRED that Proposal Offeror COMPLETE, SIGN and SUBMIT the original of this form to the City Procurement Office with the proposal response offer. An unsigned "Vendor's Proposal Offer", late proposal response and/or a materially incomplete response will be considered non-responsive and rejected.

Proposal offeror is to type or legibly write in ink all information required below.

Proposal Offeror's Company Name	SIERRA AUCTION MANAGEMENT, INC.		
Company Mailing Address	3570 GRAND AVENUE, PHOENIX, AZ 85019		
Company Street Address	3570 GRAND AVENUE, PHOENIX, AZ 85019		
Proposal Offeror Contact	BRETT HIGGINS	Title	GENERAL MANAGER
Contact's Phone No.	602.242.7121	E-mail Address	Brett@SierraAuction.com
<u>Proposal Offeror's Company Tax Information:</u>			
Arizona Transaction Privilege (Sales) Tax No.	07-330146-A	or	
Arizona Use Tax No.	_____		
Federal I.D. No.	86-0561187	_____	
City & State Where Sales Tax is Paid	PHOENIX, ARIZONA	_____	

THIS PROPOSAL IS OFFERED BY

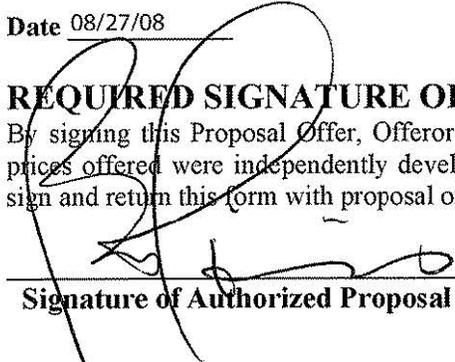
Authorized Proposal Offeror (Type or Print in ink) BRETT HIGGINS

Proposal Offeror's Title (Type of Print in ink) GENERAL MANAGER

Date 08/27/08

REQUIRED SIGNATURE OF AUTHORIZED PROPOSAL OFFEROR (Must Sign in Ink)

By signing this Proposal Offer, Offeror acknowledges acceptance of all terms and conditions contained herein and that prices offered were independently developed without consultation with any other offeror or potential offeror. Failure to sign and return this form with proposal offer will result in a non-responsive proposal.



Signature of Authorized Proposal Offeror

08/27/08
Date

Form 201-B (RFP)
(H./RFP 3-2002)

Company Name: Sierra Auction Mgmt., Inc.

PRICE SHEET

The City will only reimburse the contracted auctioneering service as to Percentage (%) of Gross Sale and costs specifically proposed on this price page, or as included in an attachment provided in proposer's proposal response. Auctioneering firm shall not be reimbursed for insurance or fidelity bonding costs. Such costs are to be calculated into the percentage of gross sales as bid below.

		Commission
Description		% of gross sale
1.	Motor Vehicle – standard vehicles, up to and including 1 ton	4.4%
2.	Motor Vehicle – Heavy duty, over 1 ton	4.4%
3.	Motor Vehicle – specialty vehicles (mowers, forklifts, loaders, backhoes, etc.)	4.4%
4.	Misc Property	4.4%
		Cost Per Unit
5.	Standard towing – standard vehicles, up to and including 1 ton	Actual Cost
6.	Heavy duty towing – heavy duty vehicles, over one ton	Actual Cost
7.	Lowboy trailer service – heavy duty, tractors, loaders, backhoes, etc.	Actual Cost
		Cost Per Hour
8.	Loading of property (per person)	\$65 hour driver/\$25 hour added man
		Cost Per Trip
9.	Provide vehicle - Stake Body	Actual Cost (#8 price for 25' Box Truck)
10.	Provide vehicle - Tractor Trailer (approximately 45' trailer)	Actual Cost (#8 price for 25' Box Truck)
Miscellaneous Services		Cost
11.	Detail Service (Motor Vehicles) – includes washing, cleaning seats, floors, dash, etc.	No Charge
12.	Detail Service (Heavy Equipment) – includes washing, cleaning seats, floors, dash, etc.	No Charge
13.	Vehicle battery replacement	\$39.95 (Std.) / Oversize Upon Approval
14.	Appraisal Services (indicate type below)	Cost
	Jewelry, Collectables, Antiques, Furniture, Memorabilia, or similar	Actual Cost
	Motor Vehicles, Heavy Equipment	\$65
	Other Miscellaneous Assets (including Industrial Surplus Assets)	\$150 hour
15.	Miscellaneous Offered Services (indicate services below)	Cost
	See Services Page	Please See Page #_
Other Fees to City or Buyers		
16.	Other Charges assessed by auctioneer (indicate below)	Cost or %
	N/A	N/A

* Applicable Tax 8.3 %

*** State correct jurisdiction to receive sales tax on the Vendor's Bid Offer, form CS-P201 (B) included in this Invitation for Bid document.**

Less prompt payments discount terms of % days/ or Net 30 days. (To apply after receipt and acceptance of an itemized monthly statement.) For bid evaluation purposes, the City cannot utilize pricing discounts based upon payments being made in less than 30 days from receipt of statement.

