

2.7.1 Table of Requirements:

LN	ITEM	Acceptance INITIAL HERE
1	► General Auction Services	
2	1 Auctions shall be open to the public.	
3	2 The HCSO shall have the right to set a minimum and reserve, as deemed necessary. Bidding intervals, minimum opening, and reserve bid pricing shall be set by the HCSO for no additional fee.	
4	3 The Supplier will be responsible for receiving, storing, and preparing items for auction. Items will typically be sent or towed to the Supplier's location by HCSO. However, at HCSO's discretion, the Supplier may be requested to pick up items for auction at no additional cost to HCSO.	
5	4 The Supplier shall take and upload high-quality pictures of items to the auction listing.	
6	5 The supplier shall provide comprehensive descriptions for all auctioned items.	
7	6 Handle all bidder inquiries and correspondence.	
8	7 Post all items, including descriptions and pictures, to the auction platform.	
9	8 The Supplier shall maintain a database of all auctions and make available to the HCSO, upon request. Database information available upon request, may include but not be limited to, auction records including the ability to itemize sales reports by department and funding code, bid history, number of bidders, number of views, an itemized record of sales including sale price and applicable fees. Sample Reports: • Paid for/Picked up • Sold Assets • Invoicing • Current Bid • Asset Status	
10	► Auction Reports	Acceptance INITIAL HERE
11	9 A computer-generated report shall be submitted by the Supplier within seven (7) business days with the check no later than ten (10) calendar days following the auction. The check must be received by the HCSO within the same month that the auction took place. The electronic report shall include a completed description of all items as follows: A Sample Report • Number of lots sold • Sale price • Commission charged and net proceeds • Lot description including the HCSO serial/asset numbers (as applicable) and tracking numbers from the report submitted by the HCSO • Itemized report by Department if requested • The Supplier shall provide a reporting feature that allows the HCSO to select the common/primary fields to generate auction reports	
12	► Sales	Acceptance INITIAL HERE
13	10 Sale of property shall be to the highest bidder and a second chance offer to the next highest bidder should be available, at the HCSO's discretion, should the highest bidder default. If the next highest bidder should default the auction item shall be scheduled to be sold at the next available auction, at no additional cost to the HCSO.	

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14	11	The Supplier shall collect and guarantee payments when an item has been auctioned.	
15	12	The Supplier shall be licensed to perform public auctions in the State of Florida and be capable of submitting proof of such license.	
16	13	The Supplier shall be responsible for obtaining any permits required to conduct auctions in the State of Florida, if applicable.	
17	14	Items to be auctioned shall be sold in their entirety, "as is" "where is" and no warranties expressed or implied, with removal being the responsibility of the bidder.	
18	15	The Supplier shall collect all sales tax and make restitution to the State in accordance with all requirements.	
19	16	The Supplier shall have a system in place to vet qualified bidders, verify their information, and identify and remove bidders that fail to complete a transaction or demonstrate false bidding practices.	
B	17	The HCSO reserves the right, at its sole discretion and when deemed in the best interest of the HCSO to dispose of surplus property by means other than awarded Supplier.	
21	►	Marketing and Advertising	Acceptance INITIAL HERE
22	18	Unless otherwise requested or approved by the HCSO, the Supplier shall advertise the HCSO's auctions, Pursuant to Florida Statute 274.06 Tangible Personal Property Owned by Local Governments, an advertisement shall be published not less than one (1) week no more than two (2) weeks prior to the sale in a newspaper having a general circulation in Hillsborough County.	
23	19	The Supplier shall provide the HCSO a copy of the affidavit of the published advertisement.	
24	20	The Supplier shall market the HCSO auctions on its websites, any partnering online auction sites and partnering websites. The Supplier, as applicable, shall market/advertise nationally. The Supplier shall provide additional specialized marketing services for unusual, specialty, or items that are generally difficult to sell.	
25	►	<u>Online Auction Responsibilities</u>	Acceptance INITIAL HERE
26	21	The Supplier shall provide a comprehensive web-based auction system that is capable of conducting online auctions 24 hours a day, seven (7) days a week.	
27	22	The dates and times of the auctions shall be approved the HCSO.	
28	23	The system shall allow the HCSO to conduct auctions as often as the HCSO requires. The Supplier shall have processing centers in place to handle the HCSO's auctions.	
29	24	Bids shall be accepted and received online for the entire timeframe from the posting date until closing.	
30	25	Bidder inquiries and responses shall be managed entirely by the auction company and made accessible online for public viewing. The HCSO shall not engage directly with bidders or buyers regarding inquiries or responses.	
31	26	Auction site must allow for pictures, videos, documents or other media to be attached to the items auction page. The number or type of media shall not be restricted without prior approval from the HCSO.	
32	27	The HCSO auction items submitted for auction shall be ready to upload to the Supplier's site immediately unless approval of additional time is granted by the HCSO due to special circumstances.	

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33	28	Auction shall include an "on hold" status for items to allow auction items to be prepositioned for an upcoming auction and be easily moved to the "at auction" status.
34	29	The system shall be capable of including the HCSO defined disclaimers related to the sale, collection, viewing, and condition of all items, e.g., item description, AS IS WHERE IS, payment terms, etc.
35	30	The system must allow for templates to be created related to core auction information or disclaimers that are likely to be included in all or most auctions, e.g., County information, terms for payment, pick-up instructions, etc. These templates should be easily populated into each auction, as needed.
36	31	The system shall have the ability, if chosen by the HCSO, to auto extend an auction if bids are made within the final three (3) minutes of the auction and continue until no bids are received within three (3) minutes of the auction.
37	32	Auction bid histories and the number of viewers that have visited the item's page shall be provided in real-time for each auction and be included as fields in the reporting feature.
38	33	The total current bid price, including any bidder fees or any other applicable fees shall be listed on the auction item page and be clearly defined.
39	34	Item auction page shall include the full description of the item, all attached media, the terms for inspection, payment, removal, HCSO's special instructions, and other disclaimers provided by the Supplier.
40	35	Auctions shall be able to be withdrawn at any time prior to the final sale without additional costs to the HCSO.
41	36	Changes to auctions shall be allowed at any time prior to receiving a bid on that item.
42	► After Auction Coordination and Property Pick Up	
		Acceptance INITIAL HERE
43	37	The Supplier shall notify the winning bidder and provide them with verification of their winning bid immediately after the auction closes (electronically).
44	35	The Supplier will handle the creation and distribution of the bill of sale, certificate of origin, or signed title, depending on the item type. HCSO will provide the Certificate of Ownership and other necessary documents for motor vehicles, trailers, and equipment to the Supplier at the time of item drop off or pickup.
45	36	The Supplier shall resolve disputes involving bidding processes or payments. HCSO will not interact directly with bidders under any circumstances
46	► <u>Live Auction Services</u>	
		Acceptance INITIAL HERE
47	37	The Supplier shall maintain an active website and post auction brochures with sales schedules on said website and handout materials.
48	38	The Supplier shall answer all inquiries made in regard to items from potential bidders.
49	39	The Supplier shall bear all responsibility for any damages once materials, vehicles, equipment, etc. are picked up.
50	40	The HCSO reserves the right to have the Supplier pickup and store auction items until said items are successfully auctioned off.
51	41	The Supplier shall be licensed in the State of Florida as an auto dealer and shall be responsible for all vehicle title transfer at the time of sale.

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52	42	The Supplier shall be responsible for coordination of all auction activities with the HCSO. The primary HCSO contact shall be with the HCSO's Project Manager pertaining to the Department supplying the surplus auction items.
53	43	The Supplier shall offer suggestions, on a timely basis, for maximizing sale value of items.
54	44	The HCSO reserves the right to add/delete items from the list.
55	45	The Supplier shall handle any disputes that arise during the auction and shall ask for the assistance of the HCSO's Project Manager for the requesting Department, if required for resolution.
56	46	The HCSO may provide an inventory of items to be auctioned with basic (make, model, year, serial number, condition of item) information.
57	47	The HCSO may provide a site coordinator for each pickup site and for the transportation of the vehicles with the Supplier.
58	48	The HCSO will provide the Certificate of Ownership and all other documents necessary to transfer the title for motor vehicles, trailers and equipment.
59	49	Upon mutual agreement between the HCSO and the Supplier vehicles may not be offered at auction unless the Certificate of Ownership or the Florida Division of Motor Vehicles document requirements and all other documents necessary to facilitate a transfer of title for motor vehicles, trailers and equipment are submitted prior to sale.
60	►	Disposal After Sale Acceptance INITIAL HERE
61	50	Unless otherwise directed by the HCSO, vehicles that have been sold by the Supplier and unclaimed by buyers shall be scheduled to be sold at the next available auction, at no additional cost to the HCSO. Disposal of all other items that do not sell the Supplier shall coordinate with the HCSO for pickup of such items.
62	51	For any unsold item, the Supplier may be given the opportunity to re-auction the item at a later time, if mutually agreed upon between the HCSO and the Supplier.
63	►	Payment Acceptance INITIAL HERE
64	52	The HCSO payment must be received by HCSO in the month in which the auction was held.
53		The Auction Report of all auctioned products must match the total sum of the payment provided and must be received by HCSO at assets@hcsotampa.fl.us no later than the date of payment within the same month as the auction was held. Sample Reports: • (see item 8 Auction Reports)