

PORT OF KENNEWICK
REQUEST FOR PROPOSALS
AUCTION SERVICES FOR PORT OWNED PROPERTY

NOTICE

The Port of Kennewick (Port) is requesting proposals (RFP) from vendors for auction services that include the marketing and sale of land owned by the Port. The Port desires a vendor having proven experience implementing successful real estate auctions.

For the purposes of this Request for Proposals (RFP) the properties to be sold consist of those properties listed in Exhibit A. The term of the contemplated contract shall be for the period necessary to complete the planning, marketing and auction process not to exceed one (1) year period.

SUBMISSION OF PROPOSAL

To receive consideration, responses must be submitted in accordance with the following instructions:

1. All response submittals shall be sealed and delivered to the:

Port of Kennewick – Attention Director of Real Estate

350 Clover Island Drive Suite 200

Kennewick, WA 99336;
2. Submit three (3) copies of the response by 5:00 p.m., Wednesday, July 31, 2019.
3. The envelope must be clearly marked “PORT OF KENNEWICK - AUCTION SERVICES”;
4. Modifications to submissions may be submitted prior to the date and time specified for receipt of submissions; and
5. The Port reserves the right to reject any and all responses, and has the right, at its sole discretion, to accept the submittal it considers most favorable to the Port’s interest and the right to waive minor irregularities in procedures.

PORT OF KENNEWICK

AUCTION SERVICES

INSTRUCTIONS TO SUBMITTERS

I. INTRODUCTION AND BACKGROUND

The Port of Kennewick is soliciting proposals (RFP) from qualified vendors for auction services that include the marketing and subsequent auction sale of land as listed in Exhibit A.

The Port desires a vendor having proven experience and resources to support the project. The Port will be the sole judge as to which proposal best suits the Port's requirements. The Port reserves the right to accept or reject in part or in entirety any or all proposals received as a result of this request. Any decision by the Port shall be final and conclusive. Vendors will not be reimbursed for any costs that they incur in preparing their RFP responses.

II. SCOPE OF SERVICES

A. Services – Generally

This RFP is for auction services for a Buyer's Premium Auction. Proposals for other types of auction services will NOT be considered. Additionally, only proposals that provide for auction bidders to have the ability to bid on individual parcels, parcel combinations or the property as a whole will be considered. The successful vendor will be required to:

1. Meet with representatives of the Port to discuss objectives of sale;
2. Develop plan to broadly advertise and market the subject property to inform and contact the highest potential pool of qualified bidders;
3. Advertise for the auction in local newspapers and such periodicals as the proposer and/or Port deems advantageous to maximizing exposure of the sale;
4. Inspect the subject properties prior to auction;
5. Post each parcel to be sold approximately thirty (30) days prior to the auction;
6. Recommend to the Port sequencing of parcel disposition;

7. Vendor shall not have earned any right to payment or reimbursement from Port until and unless the relevant auction sale is actually closed and the Port has received full payment from the purchaser on that sale.
8. Ensure all payments from purchasers at the auction are deposited in escrow accounts in the name of Port of Kennewick. These payments include the buyer's premium.
9. Supply the Port with a list of all registered bidders as well as a list of all second highest bidders for each parcel; and
10. Utilize a Port approved purchase and sale agreement.
11. Coordinate sale with Port approved escrow and title company for close of sale.

III. PROPOSAL REQUIREMENTS

Each proposal should include the following:

A. Cover Letter

All proposals must include a cover letter on vendor letterhead addressed to the attention of Amber Hanchette, Director of Real Estate, signed by a person legally authorized to bind the vendor to its proposal. The letter shall include a brief overview of how the vendor proposes to undertake providing the services.

B. Relevant and Past Experiences

All proposals should provide a description of the vendor's experience and expertise providing similar or related services to other public agencies.

The vendor should provide a list of its team's memberships in professional organizations, special training, licenses, and experience. The vendor team must include a professional auctioneer and a real estate broker (these may be the same team member or separate team members). The vendor team member who will provide auctioneer services must be a licensed auctioneer.

C. Project Team

Describe the proposed project team. Specify who will be the key contacts and leaders of the team and discuss who will interact with the Port. Please provide resumes of all key personnel who will conduct any work on the auction.

D. References

The vendor must provide a professional profile including a list of at least three references from firms and/or municipalities that the vendor has provided similar auction services.

E. Project Schedule

Timing is a critical component to this project. Vendor shall provide an overview of the vendor's typical auction timeline. A specific timeline for this project shall be provided to the Port once an auction date has been established.

IV. EVALUTION PROCESS

A. General

Evaluations will be performed to determine vendor's understanding of the work to be performed, vendor's overall approach to the project, vendor's ability to complete the work as specified in the Scope of Services, and the reasonableness of vendor's fees and costs. Award will be made to the vendor whose conformance to the RFP is considered most advantageous to the Port, considering the Evaluation Criteria in this section, and in the Port's sole determination as to which proposal best suits the Port's requirements.

B. Personnel Proposals, Project Organization and Experience

Proposals will be evaluated considering the vendor's qualifications and experience, organization and quality of the proposal, and the vendor team proposed to work on the auction process.

C. Relevant Past and Present Performance Criteria

Assessment of the vendor's past and present performance will be evaluated relative to the capability to meet the requirements contained herein. Additionally, quality of service, customer satisfaction, cost control and timeliness of past and present sales will be evaluated.

V. GENERAL INFORMATION

A. Selection Process

Additional information, interviews and or presentations may be required at the option of the Port. In no event shall the Port or its Board of Commissioners, Officers or employees be liable for any costs incurred for the preparation of and participation in the submission of responses to this request or subsequent interviews of persons or companies.

B. Compliance with Rules

Vendors responding to this RFP must follow its procedures and requirements. Failure to comply with any portion of this RFP may result with the rejection of the Proposal.

The selected vendor will be invited to enter into contract negotiations with the Port. Should the Port and selected vendor not reach a mutual agreement, the Port will terminate negotiations and, at the Port's option, the Port may move to the next highest ranked vendor and proceed with negotiations, undertake another RFP process, or end the RFP process.

C. Proposal Withdrawal

Any proposal may be withdrawn at any time before the "Proposal Due" date and time by providing written request for the withdrawal to the Port. A duly authorized representative of the submitting vendor shall make the request. Withdrawal of a Proposal will not preclude the vendor from filing a new proposal as long as it is submitted prior to the submittal deadline.

D. Appeals

Proposers who wish to appeal a disqualification of their proposal or the vendor selection may submit the appeal in writing to the Port within five (5) working days of the postmarked notice of disqualification or notice of vendor selection. Disagreement with the process, e.g., scoring by evaluators, or otherwise, is not subject to appeal.

E. Ownership of Documents

Any material submitted by a vendor shall become the property of the Port. Materials submitted after a contract is signed will be subject to the ownership provision of the executed contract.

F. Public Record

The Port is a public agency and as such is subject to the Public Records Act. Any information provided in response to this RFP may be subject to public disclosure if requested through a written public disclosure request.

G. Confidentiality of Information

All information and data furnished to the vendor by the Port and all other documents to which the vendor's employees have access during the preparation and submittal shall be treated as confidential to the Port. Any oral or written disclosure to unauthorized individuals is prohibited.

EXHIBIT A

3600 Southridge Blvd, Kennewick, WA 99336 (PTN#: 1-1689-301-3167-001)

3700 Southridge Blvd, Kennewick, WA 99336 (PTN#: 1-1689-301-3167-002)

5810 Ridgeline Drive, Kennewick, WA 99336 (PTN#: 1-1689-301-3167-003)

6706 Ridgeline Drive, Kennewick, WA 99336 (PTN#: 1-1689-301-3167-004)