



**CITY OF PITTSBURGH
REQUEST FOR PROPOSALS**

For:

A comprehensive full service approach to online auctioning of surplus city vehicles and miscellaneous city equipment

Deadline for Submission: 3 PM, Wednesday June 11th, 2014

All questions due: 3 PM, Thursday May 29th, 2014

I. OBJECTIVES OF THIS REQUEST FOR PROPOSAL (“RFP”)

The City of Pittsburgh (the “City”) is requesting a proposal for a comprehensive full service approach to online auctioning of surplus city vehicles and miscellaneous City equipment. The selected Respondent shall develop and execute a plan, to the satisfaction of the City, that will maximize the yield of the auction by identifying potential buyers nationally, and getting those buyers to bid. The selected Respondent must have the knowledge and ability to do an online auction, have an already created online infrastructure for marketing and auctioning surplus items, and be able to show a large number of potential bidders are engaged with this online site. The selected Respondent must also be willing to aid the City in the creation and ongoing maintenance of its online auctions for surplus inventory.

II. SCOPE OF WORK

In order to be considered, Respondent must be able to provide the following project requirements and address them in a Scope of Work:

- a. The Respondent shall provide, host and maintain the software utilized that includes inventory control and all aspects of asset disposal pertaining to the on-line auction process.
- b. The Respondent shall be experienced at auctioning via the internet; have considerable knowledge of the advertising media in prospective markets and must possess the capability to demonstrate adequate municipal and governmental experience. Respondents must clearly specify their experience, pertaining to this service, in their proposal response.
- c. The Respondent shall provide a description of the functionality provided by the proposed solution. The City is interested in solutions that provide flexibility in how the auction can be conducted. The following functionality is preferred:
 - i. Ability to have multiple line items per lot (ex: computers);
 - ii. Ability to have one asset per listing (ex: vehicles);
 - iii. Ability to have multiple lots per auction (ex: 10 line items for equipment and 5 line items for vehicles);
 - iv. Ability to add sales tax to applicable winning bids;
 - v. Ability to structure an auction for various scenarios such as:
 1. Ability to list specific times for public viewing and different times for pick-up of the equipment;
 2. Ability to list multiple locations and complete descriptions including terms of sale;

3. Ability for multiple starting and ending times;
4. Provide auction detail and summary data;
5. Detailed reporting and records in electronic format.

d. Provide information about the technical and non-technical support features of your proposed solution. Where applicable, please include information, including potential cost, about such issues as:

- i. Training
- ii. Consulting
- iii. Technical Support
- iv. Help Desk
- v. Maintenance
- vi. Implementation & migration services
- vii. Account Representatives
- viii. Ability to assist with initial large quantities of surplus.

e. The successful Respondent must provide the City with complete records of all transactions to include identification of each item sold, the name of the successful bidder, including the complete address, phone number, e-mail address, & sale amount of the item (s) won. The successful Respondent must separately provide the City with a certificate of sale (seller's certificate) and the successful buyer with a buyer's certificate. Vendors shall list any capabilities to track sales by division or department within the software.

f. The successful Respondent must maintain an inventory of all items listed for sale and provide the City with a monthly report to include the number of bids received and the winning bid amount. In addition, the successful Respondent must have a back-up system to cover emergencies.

g. Provide training and instruction to the City pertaining to implementation of the auction process and to any potential buyers on how to bid using the online auction system at no additional cost to the City or the potential buyers.

h. Provide real-time monitoring of the auction(s) in progress.

i. The successful Respondent must be able to accept online payment from buyers via both credit/debit cards as well as other forms of payment for those who may not have a credit/debit card (wire transfer, PayPal, etc.), handle those transactions securely and be able to remit payment to the City for sold items within an expeditious amount of time.

III. PROPOSAL REQUIREMENTS

In order to be considered, Respondent's Proposals shall include the following information:

- Cover letter.
- Executive Summary of entire Proposal (maximum 3 pages).
- A written narrative describing the method or manner in which the Respondent proposes to satisfy the Objectives of the RFP as well as the Scope of Work listed above.
- A description of the Respondent's experience in providing the same or similar services as outlined in the RFP. This description should include the names of the person(s) who will provide the services, their qualifications, and the years of experience in performing this type of work. Also, include the reference information requested in this RFP.
- The complete fee and cost to the City for all services outlined in this RFP. This section shall include all related costs and fees, including but not limited to training, set up, commission, etc. Fees not listed in this section shall not be charged to or paid by the City of Pittsburgh.
- A brief history of the company, including organizational structure, ownership interest, present status and projected corporate direction
- Active customers (including cities, counties, states).
- The firm's overall qualifications to provide the services requested.
- The qualifications of the firm's employees who will work on this contract, including resumes.
- Number of years in operation under present name or previous name(s) and the number of years of business for each providing services required by this RFP.
- Include copies of previous and recent (within the past year) newspapers, publications, radio/television, internet, and mail advertising for surplus items which other cities have auctioned utilizing Respondent's system.
- Include a section outlining a timeline for training and implementation of the online auction system, beginning with award.
- Complete either the MBE/WBE/Veteran Owned Solicitation and Commitment Form or the MBE/WBE/Veteran Owned Solicitation and Commitment Form–Waiver Request, copies of which are provided.

IV. ECONOMY OF PROPOSALS

Proposals should be prepared simply and economically and give a straightforward and concise description of the Respondent's capabilities to satisfy the requirements of the Scope of Work. Special bindings, colored displays, etc. may be used when they will aid in clarity, but are not otherwise necessary. Emphasis should be placed on the completeness and clarity of content.

Proposal should be no more than fifteen (15) pages; single sided, standard, readable, print on standard 8.5x11 papers. Respondents shall also submit a three (3) page (maximum) executive summary.

The following items will not count toward the page limitations: cover sheet, cover

letter, 3-page executive summary, resumes (resumes shall be no more than 1 page per person), and forms provided by the City for completion.

V. REQUESTS FOR INFORMATION

Any requests for clarification or additional information regarding this RFP must be received electronically by **3:00 pm, Eastern Daylight Time, Thursday, May 29th 2014**, and should be sent to:

brandon.forbes@pittsburghpa.gov

Answers to the questions will be posted on the City's website.

Any Respondent believing that there is any ambiguity, inconsistency, or error in this RFP shall notify the City of Pittsburgh in writing or electronically by the above-mentioned deadline. Failure to notify the City will constitute a waiver of claim of ambiguity, inconsistency, or error.

Only interpretations or corrections to the RFP made in writing by the City's Department of Innovation & Performance will be binding.

VI. PROPOSAL SUBMISSION

Three (3) hard copies and one (1) electronic copy of the proposal must be received no later than **3pm Eastern Daylight Time, Wednesday June 11th, 2014**. All hard copy submissions should be mailed or hand delivered to:

Brandon Forbes
Room 541
5th Floor, City-County Building
414 Grant Street
Pittsburgh, PA 15219

The City of Pittsburgh is not responsible for late delivery caused by the postal service, private carriers, traffic, weather conditions, or any other reason.

Electronic copies should be sent to: **brandon.forbes@pittsburghpa.gov**.

Any proposals received after the deadline will be rejected.

All materials submitted in response to this RFP will become property of the City of Pittsburgh. Respondents shall not retain any rights, including, but not limited to intellectual property rights, to the information and/or ideas contained within or accompanying their Proposals.

The content of all proposals will be maintained as confidential until the Final Respondent selection is publically announced, but may be subject to disclosure pursuant to applicable law thereafter.

Submission of a Response indicates acceptance by the Respondent of the terms and conditions of this RFP unless clearly and specifically noted otherwise in the Response.

VII. CONDITIONS

1. No Collusion or Conflict of Interest. By responding to this RFP, the Respondent shall be deemed to have represented and warranted that its submission was not made in connection with any competing Respondent submitting a separate response to this RFP, is in all respects fair, and was without collusion or fraud.

2. Fees Disclosure. Pursuant to Section 161.36 of the City of Pittsburgh Code, the Respondent must include a disclosure of any finder's fees, fee splitting, firm affiliation or relationship with any broker-dealer, payments to consultants, lobbyists, or commissioned representatives or other contractual arrangements that could present a real or perceived conflict of interest.

3. Fair Trade Certification. By responding to this RFP, the Respondent certifies that no attempt has been made, or will be made, by the Respondent to induce any other person or firm to submit or not to submit a submission for the purpose of restricting competition.

4. Debarment. This RFP is also subject to Section 161.22 of the City of Pittsburgh Code related to debarment from bidding on and participating in City contracts.

5. Professional Services Agreement. Respondent must confirm its willingness to enter into a Professional Services agreement with the City and to comply with the terms agreed to by the parties' therein. The City's Professional Services agreement terms include, but are not limited to, insurance (liability and workers compensation) and indemnification requirements. Respondent acknowledges that the City's final selection of a Respondent, if any, is contingent upon prior authorization by Pittsburgh City Council to enter into a Professional Services agreement for these services after the selection process set forth in Section VIII herein is completed.

6. Proposed Term of Professional Services Agreement. Services performed pursuant to this agreement shall commence upon execution of this agreement and continue for a period of TWO (2) years, unless canceled or terminated within thirty (30) days written notice by either party. This agreement may be automatically renewed for up to TWO (2) additional years at the mutual

agreement of the parties after the initial contract period. This option shall be exercised only if all discounts, prices, terms and conditions remain the same.

VIII. SELECTION PROCESS

The criteria used to evaluate the proposals will include:

- The completeness of the proposal, including the proposal's conformance to the standards and objectives set forth in this RFP;
- The quality of the proposal;
- The Respondent's experience in performing similar projects;
- The Respondent's skills, resources, and capacities to execute the Project successfully in a timely manner;
- MBE/WBE/Veteran participation; and
- Best overall value for the City, in terms of cost, market exposure, number of potential bidders, and Respondent's proven success in cities of similar size.

Upon receipt of the proposals, the City will select the proposal that best meets its needs. The proposal with the lowest price will not necessarily be accepted, nor will any reason for the rejection of any proposal be indicated. The selection is also subject to approval by City Council.

The City reserves the right to reject any or all proposals, to waive any procedural informalities, to cancel this RFP (with or without the substitution of another RFP), or reissue the RFP at any time prior to the execution of a final contract if, in the City's opinion, it is in the best interest of the City for any reason whatsoever. The City also reserves the right to supplement, amend, substitute, or otherwise modify this RFP at any time prior to selection of one or more Respondent.

The City reserves and may exercise the following rights and options with respect to this selection process:

- (1) To accept or reject any or all of the items in any proposal and award the contract in whole or in part if it is deemed in the City's best interest to do so.
- (2) To reject as informal or non-responsive, any proposal which, in the City's sole judgment, is incomplete, is not in conformity with applicable law, is conditional in any way, or deviates from the mandated requirements of the RFP.

(3) To waive any informality, defect, non-responsiveness and/or deviation from this RFP that is not, in the City's sole judgment, material to the proposal.

(4) To permit or reject, at the City's sole discretion, amendments (including information inadvertently omitted), modifications, alterations and/or corrections to proposals on a fair and consistent basis.

(5) The City also reserves the right to request that some or all Respondents modify their proposals, submit additional information, or attend interviews at City offices at no cost to the City.

IX. MBE / WBE / VETERAN-OWNED SOLICITATION AND COMMITMENT

The City of Pittsburgh is committed to the ideal of providing all citizens an equal opportunity to participate in City and its Authorities Contracting opportunities. It is therefore the City's goal to encourage increased participation of women and minority groups in all City contracts.

The City requires that all bidders demonstrate good faith efforts to obtain the participation of Minority-Owned Business Enterprises ("MBEs") and Women-Owned Business Enterprises ("WBEs") in work to be performed under City contracts. The levels of MBE and WBE participation will be monitored by the City of Pittsburgh's Equal Opportunity Review Commission ("EORC").

In order to ensure that there are opportunities for historically disadvantaged minority groups and women to participate on Covered Contracts, and consistent with the City's current equal employment opportunity practice and goals, the EORC will review contracts to include an evaluation of a developer/contractor's employment of minority groups and women, encouraging goals of twenty-five (25) percent and ten (10) percent, respectively.

It is also the City's goal to encourage participation by veteran-owned small businesses in all contracts. The City of Pittsburgh shall have an annual goal of not less than five (5) percent participation by veteran-owned small businesses in all contracts. The participation goal shall apply to the overall dollar amount expended with respect to the contracts.

The City requires that all bidders demonstrate good faith efforts to obtain the participation of veteran-owned small businesses in work to be performed under City contracts. The levels of veteran-owned participation will be monitored by the City of Pittsburgh's Department of Finance.

In order to demonstrate good faith commitment to these goals, all bidders are required to complete and submit with their bids either: the attached MBE / WBE / Veteran Owned Solicitation and Commitment Form (which details the efforts made by the bidder to obtain such participation), or the attached

MBE/WBE/Veteran Owned Solicitation and Commitment Form–Waiver Request, which details why no MBE/WBE/Veteran-Owned business participation could be obtained. Failure to submit either of these forms will result in rejection of the bid. Copies of these forms are provided.

For further information, including definitions and additional requirements, please see Chapter 177A (Sections 177A.01 *et. seq.*) of the Pittsburgh City Code and Section 161.40 of the Pittsburgh City Code.

X. RESPONDENT'S RESPONSIBILITY

1. All materials and work products prepared, developed or obtained through any Professional Services Agreement or other contract with the City of Pittsburgh shall be promptly delivered to and become the property of the City of Pittsburgh and there shall be no limitation on the subsequent use of same by the City of Pittsburgh. Failure to comply with this provision shall, at the City of Pittsburgh's election, absolve the City of Pittsburgh for payment of any compensation to the Respondent in connection with such agreement or contract.
2. The Respondent's work shall be subject to monitoring and review by the City of Pittsburgh. Where the Respondent's work is determined to be unsatisfactory, it shall be corrected by the Respondent at the direction of the City and at no additional cost to the City.
3. The Respondent shall adhere to the proposed project timeline by completing and furnishing all work products and/or deliverables within the allotted time frame. Any changes to the schedule proposed by the Respondent must be requested and approved by the City in writing.
4. Respondents are responsible for all costs associated with responses to this RFP, including any interviews or meetings, if required. In no event shall the City be responsible for any costs related or incidental to the preparation of a response to this RFP.
5. It is the responsibility of all interested Respondents to carefully read the entire RFP which contains all provisions applicable to successful completion and submission of a Response.

XI. MINOR SCOPE OF WORK CHANGES

Throughout the course of this project, minor changes in the Scope of Work may occur for which documentation is required. The selected Respondent is required to submit to the City of Pittsburgh for approval a procedure that will track any such minor changes to the Scope of Work. The procedure, at a minimum, must

show the nature of the minor change, estimated person-hours with costs, any proposed trade-offs for the person-hours, and a place for City of Pittsburgh approval and sign-off by an authorized City representative.

It is not the intent of the City of Pittsburgh to supplement the Respondent's contract for minor deviations in scope changes. Major changes in the scope of work will require a supplemental agreement to the Professional Services Agreement.

The City of Pittsburgh reserves the right to decide when a supplemental agreement for the contract will be necessary, according to applicable law and procedures.

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| CITY OF PITTSBURGH MBE / WBE / VETERAN OWNED SOLICITATION AND COMMITMENT FORM | |
| SPECIFICATION NO. | DATE: |
| IS YOUR OWN BUSINESS ANY OF THE FOLLOWING? | MINORITY OWNED WOMAN OWNED VETERAN OWNED OWNED . . . (CHECK ALL THAT APPLY) |
| COMPANY NAME: | |
| ADDRESS: | |
| CITY, STATE AND ZIP CODE: | |
| FAX NUMBER AND E-MAIL ADDRESS: | |
| FOR ASSISTANCE REGARDING MBE / WBE BUSINESSES, CALL THE EQUAL OPPORTUNITY REVIEW COMMISSION AT 412-255-8804. FOR ASSISTANCE REGARDING VETERAN OWNED BUSINESSES, CALL THE BUREAU OF PROCUREMENT, FLEET AND ASSET SERVICES AT 412-255-2485 | |
| FAILURE TO COMPLETE FORM MAY BE SUFFICIENT CAUSE FOR BID REJECTION | |

PLEASE LIST ALL MBE / WBE VETERAN OWNED BUSINESSES SOLICITED FOR PARTICIPATION

| SOLICITATED COMPANY'S NAME AND ADDRESS | PHONE | FAX NO | E-MAIL | MBE OR WBE OR VETERAN (CHECK ALL THAT APPLY) |
|--|-------|--------|--------|--|
| 1. | | | | EST \$ EST \$ |
| 2. | | | | EST \$ EST \$ |
| 3. | | | | EST \$ EST \$ |
| 4. | | | | EST \$ EST \$ |

| MBE / WBE / VETERAN HISTORY | CONTRACT NO. | DESCRIPTION | MBE USED | WBE USED | VETERAN OWNED USED |
|-----------------------------|--------------|-------------|----------|----------|--------------------|
| | | | | | |
| | | | | | |
| | | | | | |

CITY OF PITTSBURGH MBE / WBE / VETERAN OWNED SOLICITATION AND COMMITMENT FORM - WAIVER REQUEST

| | |
|--|--|
| COMPANY NAME: | |
| ADDRESS: | |
| CITY AND STATE: | |
| TELEPHONE, FAX NUMBER, E-MAIL ADDRESS: | |

PLEASE EXPLAIN IN DETAIL WHY A WAIVER IS REQUESTED:

| CITY OF PITTSBURGH MBE / WBE / VETERAN SOLICITATION AND COMMITMENT FORMS - TRADES | | | | | |
|---|-------|-----|---------------------------------------|---|--|
| NAME AND ADDRESS | PHONE | FAX | CIRCLE: MM MF NMF VETERAN | WORK PERFORMED: EST. PAYMENT: PAYMENT % OF CONTRACT: DATE STARTED: | |
| NAME AND ADDRESS | PHONE | FAX | CIRCLE: MM MF NMF VETERAN | WORK PERFORMED: EST. PAYMENT: PAYMENT % OF CONTRACT: DATE STARTED: | |
| NAME AND ADDRESS | PHONE | FAX | CIRCLE: MM MF NMF VETERAN | WORK PERFORMED: EST. PAYMENT: PAYMENT % OF CONTRACT: DATE STARTED: | |
| NAME AND ADDRESS | PHONE | FAX | CIRCLE: MM MF NMF VETERAN | WORK PERFORMED: EST. PAYMENT: PAYMENT % OF CONTRACT: DATE STARTED: | |

I HEREBY ATTEST THAT ALL THE ABOVE FORMS HAVE BEEN FILLED OUT TO THE BEST OF MY KNOWLEDGE AND I ACKNOWLEDGE THAT THE DOCUMENTS SUBMITTED ARE THE MBE / WBE / VETERAN PARTICIPATION PLAN AS REQUIRED BY THE CITY OF PITTSBURGH.
(TYPE NAME AND SS NO.):

SIGNED: _____ DATE: _____