

**EXHIBIT A**  
**SERVICES/REQUIREMENTS**

**HIDALGO COUNTY**  
**REQUEST FOR PROPOSALS**

**"AUCTIONEER & STORAGE SERVICES"**  
**RFP NO: 2018-043C-00-00-SGS**

DRAFT

## **OVERVIEW**

The County of Hidalgo is requesting proposals from interested vendors to provide and furnish Auctioneer & Storage Services" for Hidalgo County Departments and Law Enforcement Agencies (as specified herein). Proposals will be accepted until 9:30 A.M., Wednesday, Month 00, 2018. ANY RFP RECEIVED AFTER THAT DATE AND TIME WILL NOT BE ACCEPTED AND WILL BE RETURNED UNOPENED.

## **RFP SUBMISSION:**

A total of one (1) original (pages one-sided, clearly marked original) and three (3) copies of the RFP and one (1) CD/USB in PDF format shall be submitted.

Deliver Submittal to:

### **RFP NO: 2018-043C-00-00-SGS**

#### **US Postal Mail Address:**

Martha L. Salazar, CPPB, Purchasing Agent  
Hidalgo County Purchasing Department  
New Administration Building  
2812 So. Business Hwy 281  
Edinburg, Texas 78539

#### **Physical Address:**

Martha L. Salazar, CPPB, Purchasing Agent  
Hidalgo County Purchasing Department  
New Administration Building  
2802 So. Business Hwy 281  
Edinburg, Texas 78539

**The Submittal Envelope Must Show the RFP Number, Name and Acceptance Date.**

The following outlines the Request for Proposals:

## **SECTION I GENERAL TERMS AND CONDITIONS**

**ADDITIONAL INFORMATION:** Hidalgo County is requesting that sealed proposals be routed to Martha L. Salazar, CPPB, Purchasing Agent, with a Physical location of 2802 So. Business Hwy 281, (Southeast Corner of Canton & Business Highway 281) Hidalgo County Administration Building, Edinburg, Texas, 78539.

WRITTEN QUESTIONS WILL BE ACCEPTED VIA FACSIMILE at (956) 292-7612 OR BY EMAIL TO [sandy.suarez@co.hidalgo.tx.us](mailto:sandy.suarez@co.hidalgo.tx.us) no later than Wednesday, Month 00, 2018, at 5:00 P.M. Responses will be sent to all applicants via facsimile or email by Friday, Month 00, 2018. TELEPHONE INQUIRIES WILL NOT BE ACCEPTED.

## **PROPOSER'S AFFIDAVIT:**

Prior to the award of Contract, respondents to this RFP must submit a signed Proposer's Affidavit (attached herein in Exhibit H) certifying that the submission is (1) not the result of Collusion as described in the Proposer's Affidavit, (2) that the Respondent does not have a Conflict of Interest as described in the Proposer's, affidavit or that the Respondent has not and will not attempt to lobby directly or indirectly as described in the Proposer's Affidavit.

**NON-COLLUSION:**

Submitters, by submitting a signed submission, certify that the accompanying submission is not the result of, or affected by, any unlawful act of collusion with any other person or company engaged in the same line of business or commerce, or any other fraudulent act punishable under Texas or United States law.

**NON-DISCRIMINATION:**

Submitters, during the performance of this contract, will not discriminate against any employee or applicant for employment because of race, religion, sex, national origin or disability except where religion, sex, national origin or disability is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor.

**PROCESSING TIME FOR PAYMENT:**

Submitters are advised that a minimum of thirty (30) days is required to process invoices for payment.

**ELECTRONIC TRANSMISSION OF PROPOSALS:**

Hidalgo County's Purchasing Department will not accept telegraphic or electronically transmitted submissions.

**PROOF OF FINANCIAL AND BUSINESS CAPABILITY:**

Submitters must, upon request, furnish satisfactory evidence of their ability to furnish products or services in accordance with the terms and conditions of these requirements. Hidalgo County will make the final determination as to the submitter's ability.

**SUBMITTER DEFAULT:**

Hidalgo County reserves the right, in the case of submitter default, to procure the articles or services from other sources and hold the defaulting submitter responsible for any excess costs occasioned thereby.

**RESTRICTIVE OR AMBIGUOUS REQUIREMENTS:**

It is the responsibility of the submitter to review the Request for Proposal (RFP) packet and to notify the Purchasing Department if the requirements are formulated in a manner that would unnecessarily restrict competition. Any such protest or question regarding the requirements procedures must be received in the Purchasing Department not less than seventy-two hours prior to the time set for the opening. These criteria also apply to requirements that are ambiguous.

**RFP DELIVERY:** Hidalgo County requires submitters, when hand delivering proposals, to make sure that proposal is stamped with the date and time by the County Purchasing Department staff.

**SIGNING OF RFP:**

In order to be considered all submittals must be signed. Please sign the original in **blue** ink.

**WAIVING OF INFORMALITIES:**

Hidalgo County reserves the right to waive minor informalities or technicalities when it is in the best interest of Hidalgo County.

**SUBCONTRACTING:**

The successful submitter may not subcontract the award without the written consent of the Commissioners' Court of Hidalgo County.

**TERM OF CONTRACT:**

It is intended that the term of the contract will commence upon approval of Commissioner's Court for a period of one (1) year term with the County's option to renew for two (2) - one (1) year terms under the same rates, terms, and conditions. The award of contract does not constitute a representation or guarantee by Hidalgo County that any or all public or private auction sales will be conducted by it during the contract term.

Hidalgo County reserves the right to continue this agreement for an additional sixty (60) day grace period at the end of the agreement terms for the unforeseen delay in award of the new request for proposals.

All costs and expenses associated with the preparation and submission of (bids, proposal, qualifications and/or quotes) shall be the responsibility of the participant and no reimbursement for such charges or expenses shall be passed onto Hidalgo County.

**DAVIS BACON ACT: (IF APPLICABLE)**

All selected and awarded firms are required to include the Davis-Bacon Act when advertising and developing specifications.

**SECTION II RFP SCOPE OF SERVICES/REQUIREMENTS**

**Request for Proposal:**

The required contents and limitations for the preparation of the RFP are described in this section. Failure to provide the requested information or adhere to any County limitations will result in disqualification of the submitted RFP.

**Contents:**

The required contents for the RFP are presented below in the order they should be incorporated into the submitted document.

**Understanding of the Project:**

This section should demonstrate the submitter's understanding of the project needs, the work required, and any local issues or concerns. This description should be concise, candid, and limited to 3 pages in length.

**PROJECT OVERVIEW:**

Hidalgo County is requesting proposals from a qualified vendors to conduct all public auction sales of County Surplus vehicles and for all other general merchandise (i.e. furniture, misc. equipment etc.) and personal property called by the Hidalgo County

Commissioners Court which require the services of a Licensed Auctioneer, including storage. As determined by the Court in its sole discretion on an "AS NEEDED BASIS". Auctioneer shall conduct the public auction sales of Hidalgo County including, but not limited to the following:

- 1.) All Hidalgo County departments under general and road and bridge fund;
- 2.) State and/or Federal funded programs, i.e. Department of Community Supervision and Corrections, Headstart, WIC, CSA (Community Service Agency) and Urban County.
- 3.) Law Enforcement Agencies, or Cooperative Agencies of which Hidalgo County is party, i.e. Hidalgo County HIDTA Task Force, District Attorney, Sheriff's Department, Constable Offices, and DPS.

Note: Agencies shall obtain prior written approval from State and Federal agencies and submit to the Purchasing Department before the sale or disposition of any equipment purchased with funds from State and Federal regardless of cost.

### **SCOPE OF SERVICES / REQUIREMENTS:**

The proposed Auctioneer will provide auctioneering services to Hidalgo County Departments and all Law Enforcement Agencies. The contract will encompass all services and responsibilities to the County of Hidalgo including, but not limited to, the following:

### **PART- 1- VEHICLES**

1. Auctioneer shall be licensed by TDLR (Texas Department of Licensing and Regulations), to perform public and private auctions within the state of Texas in accordance with all applicable Texas laws and regulations.

Provide a copy of proposer's current- Auctioneer License, Vehicle Storage Facility License, Tow Truck Driver's TDLR License and Tow Truck permits, must be submitted along with proposal.

2. The determining factor for the award of contract will be based on the lowest percentage of gross sale proceeds to be retained. Hidalgo County will require documentation (vendor invoice & customer receipt copies) on additional charges to buyers (at buyer's option) for batteries, locksmith services, etc.
3. Auctioneer will make all vehicles and equipment presentable, so as to receive the best possible bid in addition the auctioneer should also start all vehicles that are in working condition during auction.
4. Auctioneer will provide all labor (i.e. loading and unloading of trailers, detail car washing, re-keying etc.), machinery and equipment (including rental of machinery & equipment), tools and materials (i.e. pallets, plastic, tape etc.) required in rendering services, at no additional expense to Hidalgo County and all mentioned parties.
5. Auctioneer will maintain throughout the contract term, all insurances and its limits

for Automobile, General, Workers Compensation Insurance and all licenses held. (Refer to Exhibit "C").

6. Vendor must have the proposed facility insured for losses resulting in theft, fire, employee negligence or hazardous weather condition (Garbage Keeper's Insurance) and must be maintained throughout the contract term. Proposer will provide a copy of their policy, upon request.
7. Auctioneer will have twenty-four hour security monitoring service (i.e. surveillance cameras and or security guards) at Auctioneer's premises/storage facility or wherever auctioneer stores property including but not limited to the following;
  - a.) All Hidalgo County departments under general and road and bridge fund;
  - b.) State and/or Federal funded programs, i.e. Department of Community Supervision and Corrections, Headstart, WIC, CSA (Community Service Agency) and Urban County;
  - c.) Law Enforcement Agencies or Cooperative Agencies of which Hidalgo County is party, i.e. Hidalgo County HIDTA Task Force, District Attorney, Sheriff's Department, Constable Offices, and DPS.
8. Auctioneer must possess and submit a copy of their Vehicle Storage Facility License, if vehicles are to be stored at auctioneer's premise/storage facility. Pursuant to Chapter 85.200 of the Texas Department of Licensing and Regulation's Administration code.
9. Auction sales will be conducted at either option A, B or C sites with prior notice given to the Auctioneer:
  - Option A). Auctioneer's premises/storage facility
  - Option B). County-owned sites
  - Option C). On-line auctions whether thru the auctioneers or at the County's designated website
10. In the event auction sales are conducted on other than County-owned or controlled premises, Auctioneer shall indemnify Hidalgo County harmless from any claims or damages arising out of the conduct of the sale.
11. Statutory Notification:

The County will publish at its own expense, pursuant to Chapter 263.153. Of the Texas Local Government Code:

  - (a) The Commissioners' Court shall publish notice of a sale of surplus or salvage property in at least one newspaper of general circulation in the County.
  - (b) The notice must be published on or after the 30<sup>th</sup> day but before the 10<sup>th</sup> day before the date of sale.
12. Promotion of Sale through Auction:
  - a). It will be the Auctioneers responsibility to circulate notices promoting the Auction/Sale at the Auctioneer's expense, in English and Spanish (i.e. publication in newspapers).
  - b). Auctioneer shall provide proof of such promotion to the Hidalgo County

Purchasing Department's Fixed Asset Division as part of the documentation submitted with proceeds.

13. Services to be provided by the Auctioneer and staff at no additional expense to Hidalgo County and mentioned parties; shall include, but not limited to, the following:
- a). Re-keying, detail carwash (to include removal of debris; so as to look presentable) and gas, one week prior to auction with contact's approval;
  - b). Auctioneer will check in all items submitted by Hidalgo County and all mentioned parties upon receiving any and all equipment and will submit an Inventory status report to the Hidalgo County Purchasing Department's-Fixed Assets Division on a monthly term. Inventory reports can be sent by via-e-mail to: [aguada.garcia@co.hidalgo.tx.us](mailto:aguada.garcia@co.hidalgo.tx.us) or by facsimile to 956-318-2629.
  - c). A Vehicle Check in List will be prepared by Auctioneer, Forms FA12-002 & FA12-003 (see *attached Exhibit A-1*). All County vehicles and all confiscated, seized, forfeited, etc., vehicles taken to Auctioneer's premises/storage facility by HIDTA, District Attorney's Office, Sheriff's Department and DPS, are to be physically inspected by Auctioneer. All Vehicle Check in List forms prepared by the Auctioneer shall be submitted to Hidalgo County Purchasing Department – Fixed Asset Division, no later than 48 hours after the vehicle arrives at the Auctioneer's premises and 72 hours, if on a weekend.  
Vehicles should remain at one location at the Auctioneer's premises and not moved until the vehicles are released for auction or if the vehicle(s) need to be relocated. Unnecessary mechanical repairs and the removal of any parts should not be done to any vehicle. Any item(s) removed from any vehicle will be listed as part of the inventory (i.e. car seats, factory stereos, batteries, tires and any personal effects etc.).
  - d). Upon arrival of equipment and/or vehicles etc., to Auctioneer's premise/storage, Form FA12-001 (See attached Exhibit A-2), to be filled out by Departments, will be given to the Auctioneer and/or authorized recipient. All Incoming inventory must be reviewed and verification made that all items are accounted for. The form *must be signed*, acknowledging the receipt of items listed. The signed form will then be given back to the County personnel making the delivery.
  - e). Auctioneer will label & set-up groups or lots of equipment and individually identify, palletize and mark on the inventory list with a group or lot number. the set up of groups or lots should be made so as to get the most out of the items being sold. Lots should be prepared with the approval of County contact.
  - f). Auctioneer will remove all emblems and logos (as where it is no longer visible or recognized), also all license plates from vehicles prior to the auction. All plates will be forwarded to the Hidalgo County's Purchasing

Department- Fixed Asset Division, located at: 2802 S. Bus. Hwy. 281, Edinburg, TX. 78539.

- g) The Auction Report: Each receipt forming part of the Auction Report should include the Lot number and the itemized description, including the County's Identification numbers (asset numbers) as indicated in the inventory list approved by Commissioner's Court. All copies of any ads, buyer's lists, receipts and clearing of all auction proceeds must be forwarded to Hidalgo County Purchasing Department's Fixed Asset Division no later than fifteen (15) working days from the date of the auction.
- h). Auctioneer will handle any disputes that may arise during and at the end of auction & may ask for assistance from the Purchasing Department's Fixed Asset Division if required for resolution.
- i). Auctioneer will provide towing service on an "AS NEEDED BASIS" to the County, at no additional expense. All tow truck drivers must possess a TDLR License and all tow trucks will have permits and be in compliance with all TDRL rules and regulations. All required licenses must be kept current with copies sent to Hidalgo County yearly, for the term of contract.
- j). Auctioneer must provide a secure fenced area (preferably no less than 5 (five) acres) and an enclosed warehouse (preferably a minimum of 5,000 sq. ft.), for storage of vehicles and equipment seized/confiscated by law enforcement agencies of Hidalgo County, or any Cooperative agency of which Hidalgo County is a party of, including, but not limited to, the Hidalgo County HIDTA Task Force, DPS, Sheriff's Department, Constable Offices, and the Hidalgo County District Attorney's Office, and other items which Hidalgo County or all mentioned parties wishes to store for auction or storage from all other department(s) or entities. Storage area must be open at least eight (8) hours a day Monday-Friday and must be available for emergencies on nights and weekends.
- k). Auctioneer shall announce at each auction prior to starting, that all vehicles must be registered within twenty (20) working days and that a vehicle to be exported shall be exported within seventy two (72) hours from date of auction sale.
- l). Auctioneer shall announce that all items are sold "As Is" and with "No Warranty", prior to an export vehicle is to be auctioned, the Auctioneer must state that vehicle is for "Export Only" Vehicles that will be exported after the auction should be clearly marked on the vehicle's windshield.
- m). Auctioneer shall video tape or record all auctions and submit copies to the County.
- n). Auctioneer will be responsible for completing the Application for Texas Certificate of Title (Form 130U). Also to submit the Texas Motor Vehicle Transfer Notification (Form VTR0346) electronically. Auctioneer will also stamp all titles and label all vehicles that are to be exported, "Export Only"

on the front or back of the title and vehicle windshields for all County vehicles to be auctioned and submit all copies to the Purchasing Department.

- o). Auctioneer is responsible for retaining records for a period of three years from the date of sale. The records should be made available to the County upon request.
14. No storage fees will be assessed to the County during and at the end of the contract term for: Trailer/Semi-Trailers, Independent Motorcycles/All-Terrain Vehicles; Travel Trailers and Small Vehicles (i.e. cars, pick-ups, sport utility vehicles etc.), if the County wishes to use items after it has been awarded to the extent permitted by the Court(s) in any forfeiture or seizing proceeding. No storage fees will be assessed to defendant(s), if stated by the Court(s), on item(s) returned to the defendant.
15. Auctioneer may elect to charge its usual and customary storage, wrecker or impoundment fees; (fees must be in compliance with TDLR), consistent with the fee schedules to the owners of seized property held by the Auctioneer, which is awarded to such owner upon final adjudication of the forfeiture or seizure proceeding by any Court.(as indicated by final judgment)
16. No storage fees will be assessed to Hidalgo County for any remaining vehicles upon expiration of the contract term.
17. In the event that the Auctioneer cannot respond adequately to the needs of the County by reason of meeting the County's auction schedule or any other reason, the Auctioneer shall advise the Hidalgo County Purchasing Department in writing within 24 hours of said inability. The County shall have the right to deduct the cost incurred in having to provide said services from the payment to be made to the Auctioneer under the contract and the existing contract will be canceled.
18. Hidalgo County reserves the right to audit the records of the auctioneer related to the sale(s) of all County property at the auction site.
19. County items shall be first priority in all sales, to include State and Federal funded departments / programs as identified in project overview. Hidalgo County reserves the right to add/delete items from the list up to the day of the auction. Hidalgo County reserves the right to video tape or record any and all auction sales.
20. Hidalgo County reserves the right to view the proposed premises prior to award of contract.
21. Auctioneer, his employees or agents, or any of his associates, shall not have any personal financial interest, directly or indirectly in the auction, by bidding or causing someone to bid, soliciting or influencing anyone to bid other than through advertising.
22. No fee for Auctioneer Services are payable for items which do not receive the minimum bid or on which County rejects the price offered at auction.

**SCOPE OF SERVICES / REQUIREMENTS:**

"AUCTIONEER & STORAGE SERVICES" for Hidalgo County Departments, including all Law Enforcement Agencies. The proposal will encompass all services to the County of Hidalgo including, but not limited to, the following:

**PART II – GENERAL MERCHANDISE**

1. Auctioneer shall be licensed by TDLR (Texas Department of Licensing and Regulations), to perform public and private auctions within the state of Texas in accordance with all applicable Texas laws and regulations. A copy of proposer's current- Auctioneer License, must be included in proposal.
2. The determining factor for the award of contract will be based on the lowest percentage of gross sale proceeds to be retained. Hidalgo County will require documentation (vendor invoice & customer receipt copies) on additional charges to buyers (at buyer's option).
3. Auctioneer will make equipment presentable, so as to receive the best possible bid
4. Auctioneer will provide all labor (i.e. loading and unloading of trailers, washing, etc.), machinery and equipment (including rental of machinery & equipment), tools and materials (i.e. pallets, plastic, tape etc.) required in rendering services, at no additional expense to Hidalgo County and all mentioned parties.
5. Auctioneer will maintain throughout the contract term, all insurances and its limits for Automobile, General, Workers Compensation Insurance and all licenses held. (Refer to Exhibit "C").
6. Vendor must have the proposed facility insured for losses resulting in theft, fire, employee negligence or hazardous weather condition (Garbage Keeper's Insurance) and must be maintained throughout the contract term. Proposer will provide a copy of their policy, upon request.
7. Auctioneer will have twenty-four hour security monitoring service (i.e. surveillance cameras and or security guards) at Auctioneer's premises/storage facility or wherever auctioneer stores property including but not limited to the following;
  - a.) All Hidalgo County departments under general and road and bridge fund;
  - b.) State and/or Federal funded programs, i.e. Department of Community Supervision and Corrections, Headstart, WIC, CSA (Community Service Agency) and Urban County;
  - c.) Law Enforcement Agencies or Cooperative Agencies of which Hidalgo County is party, i.e. Hidalgo County HIDTA Task Force, District Attorney, Sheriff's Department, Constable Offices, and DPS.
8. Auction sales will be conducted at either option A, B or C sites with prior notice

given to the Auctioneer:

Option A) Auctioneer's premises/storage facility

Option B) County-owned sites

Option C) On-line auctions whether thru the auctioneers or at the County's designated website

9. In the event auction sales are conducted on other than County-owned or controlled premises, Auctioneer shall indemnify Hidalgo County harmless from any claims or damages arising out of the conduct of the sale.
10. Statutory Notification:  
The County will publish at its own expense, pursuant to Chapter 263.153, Of the Texas Local Government Code: (a) The Commissioners' Court shall publish notice of a sale of surplus or salvage property in at least one newspaper of general circulation in the County. (b) The notice must be published on or after the 30<sup>th</sup> day but before the 10<sup>th</sup> day before the date of sale.
11. Promotion of Sale through Auction:
  - a). It will be the Auctioneers responsibility to circulate notices promoting the Auction/Sale at the Auctioneer's expense, in English and Spanish (i.e. publication in newspapers).
  - b). Auctioneer shall provide proof of such promotion to the Hidalgo County Purchasing Department's Fixed Asset Division as part of the documentation submitted with proceeds.
12. Services to be provided by the Auctioneer and staff at no additional expense to Hidalgo County and mentioned parties; shall include, but not limited to, the following:
  - a). Make all merchandise/equipment (removal of debris; so as to look presentable) one week prior to auction;
  - b) Auctioneer will check in all items submitted by Hidalgo County and all mentioned parties upon receiving any and all equipment and will submit an Inventory status report to the Hidalgo County Purchasing Department's-Fixed Assets Division on a monthly term. Inventory reports can be sent by via-e-mail to: [aguada.garcia@co.hidalgo.tx.us](mailto:aguada.garcia@co.hidalgo.tx.us). or by facsimile to 956-318-2629.
  - c) Upon arrival of equipment etc., to Auctioneer's premise/storage, Form FA12-001 (See attached Exhibit A-2), to be filled out by Departments, will be given to the Auctioneer and/or authorized recipient. All Incoming inventory must be reviewed and verification made that all items are accounted for. The form *must be signed*, acknowledging the receipt of items listed. The signed form will then be given back to the County personnel making the delivery.
  - d) Auctioneer will label & set-up groups or lots of equipment and individually identify, palletize and mark on the inventory list with a group or lot number.

the set-up of groups or lots should be made so as to get the most out of the items being sold. Lots should be prepared with the approval of County contact.

- e) Auctioneer will remove all emblems and logos (as where it is no longer visible or recognized),
  - f) The Auction Report: Each receipt forming part of the Auction Report should include the Lot number and the itemized description, including the County's Identification numbers (asset numbers, if applicable) as indicated in the inventory list approved by Commissioner's Court. All copies of any ads, buyer's lists, receipts and clearing of all auction proceeds must be forwarded to Hidalgo County Purchasing Department's Fixed Asset Division no later than fifteen (15) working days from the date of the auction.
  - g). Auctioneer will handle any disputes that may arise during and at the end of auction & may ask for assistance from the Purchasing Department's Fixed Asset Division if required for resolution.
  - h). Auctioneer must provide a secure fenced area (preferably no less than 5 (five) acres) and an enclosed warehouse (preferably a minimum of 5,000 sq. ft.), for equipment seized/confiscated by law enforcement agencies of Hidalgo County, or any Cooperative agency of which Hidalgo County is a party of, including, but not limited to, the Hidalgo County HIDTA Task Force, DPS, Sheriff's Department, Constable Offices, and the Hidalgo County District Attorney's Office, and other items which Hidalgo County or all mentioned parties wishes to store for auction or storage from all other department(s) or entities. Storage area must be open at least eight (8) hours a day Monday-Friday and must be available for emergencies on nights and weekends.
  - i). Auctioneer shall announce that all items are sold "As Is" and with "No Warranty."
  - j). Auctioneer shall video tape or record all auctions and submit copies to the County.
  - k). Auctioneer is responsible for retaining records for a period of three years from the date of sale. The records should be made available to the County upon request.
13. In the event that the Auctioneer cannot respond adequately to the needs of the County by reason of meeting the County's auction schedule or any other reason, the Auctioneer shall advise the Hidalgo County Purchasing Department in writing within 24 hours of said inability. The County shall have the right to deduct the cost incurred in having to provide said services from the payment to be made to the Auctioneer under the contract and the existing contract will be canceled.
14. Hidalgo County reserves the right to audit the records of the auctioneer related to the sale(s) of all County property at the auction site.

15. County items shall be first priority in all sales, to include State and Federal funded departments / programs as identified in project overview. Hidalgo County reserves the right to add/delete items from the list up to the day of the auction. Hidalgo County reserves the right to video tape or record any and all auction sales.
16. Hidalgo County reserves the right to view the proposed premises prior to award of contract.
17. Auctioneer, his employees or agents, or any of his associates, shall not have any personal financial interest, directly or indirectly in the auction, by bidding or causing someone to bid, soliciting or influencing anyone to bid other than through advertising.
18. No fee for Auctioneer Services are payable for items which do not receive the minimum bid or on which County rejects the price offered at auction.

**PARTICIPANTS ARE NOT TO PROVIDE A FEE SCHEDULE AT THIS TIME WITH THIS SUBMITTAL:** The fee will be negotiated based on the scope of work.

## **SECTION III-SELECTION AND SCHEDULES**

### **SELECTION PROCEDURES/EVALUATION SYSTEM:**

The evaluation consists of a 100-point scoring system. However, after the 100-point evaluation, Hidalgo County Commissioner's Court may elect to narrow the participating firms and request a presentation from a representative from firms.

- A. Hidalgo County Commissioner's Court and/or an Evaluation Committee (selected and/or designated by Commissioner's Court) will review, score and evaluate the proposals received in response to this Hidalgo County request for proposals.
- B. After the RFP's have been reviewed, scored and evaluated, a grid will be presented to Commissioner's Court for the purposes of ranking.
- C. Categories are further detailed in the Selection Criteria (Exhibit B) section of the RFP.

**NEGOTIATION PROCESS:** The number one ranked firm will be contacted to submit a letter of engagement/contract for negotiations. If negotiations prove unsuccessful, Commissioner's Court will terminate negotiations with the firm and will contact the next highest ranked firm to open negotiations. The County of Hidalgo reserves the right to reject any and all RFP's.

**TERMINATION OF SERVICES:** Any contract awarded to a qualified firm will be in effect until (a) the contract expires or (b) performance of all services are completed, or (c) terminated by County with or without cause, with thirty (30) days written notice prior to cancellation.