



Department of Purchasing

100 N. Main Street, 2nd Floor
Suffolk, VA 23434
(757) 925-6762 Fax (757) 942-4333

May 5, 2025

To: Interested Parties

Re: RFP 1893-P, Auctioneering Services

Addendum I : Questions and Answers

1. How many vehicles and heavy equipment units were sold annually in 2024,2023,2022? What is the historical breakdown of surplus volume between heavy equipment/vehicles (titled assets) and misc. surplus (non-titled assets such as office equip., furniture, etc.)?

It can vary. We sold 9 buses and 3 other vehicles over the last two years. We have sold shop equipment and supplies, classroom furniture, copiers, kitchen equipment, etc.

2. Please provide compensation details for the incumbent or most recent vendor, including all fees charged to the School Board and all fees charged to Buyers (e.g., buyer's premium, removal fees, credit card fees).

We are currently charged a 25% commission on gross sales except vehicles that are sold at a 15% rate. Vehicles may be sold at a 0% rate if a buyer's premium is allowed.

3. Would the School Board consider revenue-sharing rebates, or volume discount programs in this contract? For example, revenue-sharing tied to volume or service alignment.

We can evaluate

4. Will vendors be required to provide storage, or will assets remain at Agency premises throughout the auction process?

No – Storage Yes – Assets remain at Agency throughout the auction process


5. Does the School Board require that live, in-person auctions are included in this contract, or is the School Board open to considering online-only auction providers?

We currently do on-line auctions, offering in person inspections by appointment

Addendum 1 Acknowledged:

_____ Date _____

Sent by:


Linda Bates, NIGP-CPP, VCO
Coordinator of Purchasing