



## Department of Purchasing

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

April 17, 2020

To All Interested Parties:

**Subject: Addendum #2,  
Auctioneering Services**

**Question:** We would like to know if we could obtain a copy agreement used from the last award for auctioneer services for the Suffolk Public Schools.

**Answer:** Please see attached.

**All questions received to date have been answered. The deadline for questions is Monday April 20, 2020 by 12:00 PM so an addendum may be issued.**

Please email Anthony Hinds at [anthonyhinds@spsk12.net](mailto:anthonyhinds@spsk12.net) if you have any additional questions and sign below to acknowledge receipt of the addendum and include with your proposal.

Addendum 1 Acknowledged:

\_\_\_\_\_

Date \_\_\_\_\_

Sent by:

Anthony W. Hinds  
Purchasing Manager



## Department of Purchasing

100 N. Main Street, 2<sup>nd</sup> Floor  
Suffolk, VA 23434  
(757) 925-6762 Fax (757) 925-6763

Posted

April 15, 2015

APR 15 '15 4:21:20

Mr. Scott Freeman  
700 Tidewater Drive  
Norfolk, VA 23504

Dear Mr. Freeman:

**Subject: Notice of Award for RFP-1524-P  
Auctioneering Services**

This notice of award is to Scott Freeman to provide auctioneering services for Suffolk Public Schools. Performance of all services and pricing related to this award shall be in accordance with RFP-1524-P, your proposal dated March 3, 2015 and subsequent negotiations all made a part of this award by reference. Contact me if you have questions or need additional information.

Please return an acknowledged copy of this Notice of Award to the above address within ten (10) calendar days. Thank you and we look forward to working with you.

Sincerely,

Susan M. Redmon  
Purchasing Manager

Please sign below to acknowledge receipt of the Notice of Award and to agree to the terms of RFP-1524-P, your proposal dated March 3, 2015 and subsequent negotiations.

Acknowledged this the \_\_\_\_\_ day of \_\_\_\_\_ 2015

By \_\_\_\_\_ Title \_\_\_\_\_

Copies: Deran R. Whitney, Superintendent  
Bid file

**RFP-1524-P**  
**Auctioneering Services**  
**April 15, 2015**

**Terms of Agreement:**

The initial term of this agreement shall begin on the day of award and continue through June 30, 2016 after which this agreement may be extended for four (4) additional one year periods, beginning July 1<sup>st</sup> and ending June 30<sup>th</sup> of each year, unless otherwise terminated by either party by giving written notice by May 1<sup>st</sup> of any given year. The School Board may approve a price increase for each subsequent year. The request shall be presented in writing by April 1<sup>st</sup> of each year and the cost increases shall not exceed the Consumer Price Index (CPI) as developed by the Bureau of Labor Statistics, U. S. Department of Labor, for all Urban Consumers (CPI-U) south, for the preceding calendar year. Suffolk Public Schools reserves the right to purchase of additional services as needed and to negotiate for additional years in order to provide for the continuation of services.

**Additional terms:**

Fee will be a flat rate of 25% of gross sales except for vehicles.

Fee for clean up and set up will be \$25.00 per hour, not to exceed amount to be determined for each auction prior to any work being done.

Vehicles will be auctioned at no charge if buyer premium is allowed; otherwise, rates for the sale of five (5) or more vehicles will be 10%; less than five (5) will be 15%.

Fee for use of 24 ft truck and driver will be \$75.00 per hour if needed; must be approved by SPS prior to use.

Newspaper ads will be billed at cost; receipt to be provided.

Social media advertising costs will not exceed \$100 per auction; documentation will be provided to SPS.

Auctioneer database advertising will not exceed \$400 and must be approved by SPS prior to each auction.

Auctioneer will send titles to buyers based on the following:

Credit card purchase, two (2) weeks

Bank Check, one (1) week

Cash, 72 hours (business days)

All titles will be sent with certified return receipts at \$7.50 per vehicle.

All monies will be held in a dedicated escrow account until being submitted to SPS no more than thirty (30) days after any auction or sale.

SPS will confirm sale price within 24 hours upon request unless preset reserve is met.

Initials \_\_\_\_\_

Date \_\_\_\_\_