



Kevin L. Keith, Interm Director

**ADDENDUM 001
REQUEST FOR PROPOSALS
ON-LINE SURPLUS AUCTION SERVICES
RFP NUMBER 6-100602FR**

Offerors should acknowledge receipt of Addendum 001 (ONE) by signing and including it with the original proposal. The due date for receipt of proposals remains unchanged by this Addendum. Accordingly, the attached **“Question and Answer Addendum”** is believed to be of general interest to all potential Offerors. All other terms and conditions remain unchanged and in full force.

<p>OFFEROR'S FIRM NAME:</p> <hr/> <hr/> <p>Name and Title of Signer (Print or type)</p>	<p>Name and Title of Department Authority:</p> <p>Frankie J. Ryan, MPA, CPPO, CPPB Senior Procurement Agent</p> <p>Missouri Department of Transportation</p>
<hr/> <p>(Signature of person authorized to sign)</p>	 <p>Frankie J. Ryan, MPA, CPPO, CPPB Senior Procurement Agent General Services Procurement Email: Frankie.Ryan@modot.mo.gov</p> <hr/> <p>(Authorizing Signature)</p>
<p>Date Signed:</p>	<p>Date Issued: May 18, 2010</p>

QUESTION AND ANSWER ADDENDUM

Question 1: It is our understanding that we must respond to all the requirements in Section (2), Scope of Work in the order they are listed in the RFP. Is this correct?

Answer 1: It is not the intent of the MHTC to declare a proposal as non-responsive if some of the information provided is out of sequence. Evaluation of the responses will be based upon the information provided by the respondent per the published evaluation criteria.

Question 2: It is our understanding that we must return Attachment 6, Technical Proposal & Evaluation Guide, Section A, B & C, pages 29 thru 33 with our proposal response and reference each requirement in this section to our proposal response page and section or in an Attachment fulfilling the requirement. Is this correct?

Answer 2: Correct.

Question 3: Under Scope of Work, Page 8, section 3.3 has a requirement of “the capacity to display a minimum of four (4) pictures or no picture at all if so desired by MoDOT”. In order that assets are not loaded without pictures, which are very important to obtaining optimal value, our system will not allow a user to send an asset to the live auction site without at least one (1) picture. If for some unique reason an item must be sold without a picture, the user can insert a picture with the caption “No Photo Available” to bypass this safety feature. Will this be sufficient to meet the requirement of no picture?

Answer 3: Yes, a picture with the caption “No Photo Available” would meet the requirement.

Question 4: Where there is not a specific response in another section of the RFP or in an attachment that satisfies a requirement in Attachment 6, A, B & C, is it permissible to respond to the requirement directly in Attachment 6? An example would be the requirement on page 32 of 38, Section C-4 (Provide a Statement regarding Bankruptcy or insolvency proceedings)

Answer 4: If the answer to any statement/question contained in Attachment 6 is either “yes” or “no”, with no other information or clarification being provided, the Offeror can so note on Attachment 6 in the box to the left of the statement/question. If the answer will be supported by any documentation then Offeror will need to follow the instructions on Attachment 6 for noting where the information can be located in his/her proposal.

Question 5: Reference: Page 4 Section 1.B: “MoDOT has an active on-line surplus property program that generated \$3,826,000+ in revenue from August 2006 through June 2009.” Can you provide an estimated number of items sold over that period?

Answer 5: Most of the lots contained multiple items and a “number of items sold” cannot be determined.

Question 6: Reference: Page 8 Section 2, 4.0: “Authorized Customer Site”. Is it the intention of this site to provide a method for interdepartmental transfer of posted items before they go to public auction? OR is it the intention of this site to provide MoDOT “authorized” parties, parties that are selected from the general public and not internal to MoDOT, a method of viewing, reserving and acquiring items before they go to public auction?

Answer 6: The “Authorized Customer Site” is intended to provide a method for interdepartmental transfer of posted items before they are released to the public auction site.

Question 7: Reference: Page 8 Section 2, 5.0 & Page 9 Section 2, 6.0 “...auction services shall be able to provide for a fixed auction end time to be determined by MoDOT.” Do you require the ability to specify exact calendar dates for auction end times or would creating an auction that will “end” in 7, 14, 30 or 60 days from creation date be sufficient?

Answer 7: The ability to determine the exact date is highly desired by MoDOT. However, MoDOT will review proposals that allow only auction end dates that are determined from a set number of days after the posting date.

Question 8: Reference: Page 11 Section 2, 9.0 “Contractor’s Commission Fees”. This section specifically outlines commissions and listing fees. Section 9.2 outlines the commission fees for “Restricted and Public” auctions but Section 9.4 indicates no commission fee is to be charged to MoDOT. Are you wanting this auction service to be paid for by Buyers Premiums?

Answer 8: The commission fee discussed in this section is the amount of the fee the Offeror charges MoDOT based on the sale price of the lot. For example, the lot sold for \$100 and the Provider charges 6% of this amount as his/her commission fee. This commission fee is withheld from the Provider’s payment to MoDOT after the items have been classified as “paid for/picked up.” No other fees are to be charged to MoDOT for posting and selling surplus through the Provider’s system. Paragraph 9.4 speaks to no commission fees being paid by MoDOT to the provider simply to post lots on the Providers site.

Question 9: Reference: Page 11 Section 9.2 “Contractor’s Commission Fees.” Section 9.2 outlines the commission fees for “Restricted and Public” auctions but not the Authorized Site postings. Since no commission or listing fees are to be charged to MoDOT (reference section 9.4 & 9.5, pg 11) should we charge the Authorized Customer a buyer premium based upon the posted fixed price?

Answer 9: Delete Section 9.4 and 9.5. Add the following 9.4.

9.4 – There shall not be any fees or commissions charged for items that are withdrawn or do not sell. MoDOT will not pay a posting fee.

Question 10: Reference: Page 12 Section 13.1.a “Contractor Payments: Terms and Conditions.” Section 13.1. states that all funds for a purchased item must be transferred to MoDOT within six (6) business days after notification that the surplus items have been picked up by the bidder. Will it be possible to transfer funds on a set periodic schedule such as a weekly, semimonthly or monthly schedule?

Answer 10: MoDOT will consider a payment schedule that is fixed as noted above.