

## ***REQUEST FOR PROPOSALS*** ***AUCTIONEER SERVICES***

### BACKGROUND AND PURPOSE

The Henderson Water Utility (HWU) is requesting Proposals from qualified firms licensed in the Commonwealth of Kentucky to provide auctioneering services and conduct a public auction of certain real estate owned by HWU and the City of Henderson, namely the house and lot at 123 Fifth Street, and the adjacent vacant lot at 125 Fifth Street, Henderson, KY (PVA ID # 1-8-2-10 and 1-8-2-9).

Companies or individuals submitting a proposal should provide the following:

- A brief overview of the services provided by your company.
- Licenses and certificates held by you and/or your company relative to auction services.
- Advertising options and suggested marketing strategies. Specify if costs of advertising and marketing are included in proposed fee or are to be paid separately.
- Provide recommendations on whether to sell the tracts together or separately. Provide a minimum of three examples where the preferred strategy has been used.
- Fee Structure — Based on the presentations, the fee structure agreed to by the City will be subject to negotiation. Also indicate the timeframe for compensating your company. Indicate compensation arrangement if the sale of the properties is not consummated.
- Discuss and recommend the form(s) of payment to be accepted from buyers on day of the auction.
- Indicate your preference for the actual location where auction is to be conducted and recommend three suitable dates.
- Specify the name and contact information for the primary point of contact for prospective bidders.
- Turn-around time for auction results available to seller.

Response should be both thorough and concise, detailing experience, personnel, and references relevant to auctioneering services. Firms that have not provided ongoing auctioneering services for a period of at least five years need not apply.

Respondents are responsible for all costs associated with creating and submitting a response.



The personnel of your company must be available for at least two preview dates or open houses. Dates and times to be mutually agreeable between your personnel and HWU.

All responses become the property of the City. Electronic Proposals will not be accepted. The proposal opening will not be public.

#### SELECTION PROCESS

The selection process will include an evaluation by staff of the Henderson Water Utility, who will make a recommendation to the Henderson Water and Sewer Commission.

Interested firms should submit one copy of their Proposal to:

Tom Williams, P.E.  
General Manager  
Henderson Water Utility  
111 Fifth Street  
Henderson KY 42420

***Proposals must be received no later than 1:30 p.m. (CDT), 15 March 2018.***

Questions related to this Request for Proposals should be directed to Tom Williams, P.E., 270.826.2421, or at [williamst@hkywater.org](mailto:williamst@hkywater.org).

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RFP's, Clarifications and Addenda may be obtained from:

HWU website: <http://tinyurl.com/hwu-bids>

HWU Administration Building: 111 Fifth Street, Henderson, KY 42420

The Water and Sewer Commission reserves the right to accept or reject any or all proposals in whole or in part and to waive informalities and/or technicalities. Conflicts of interest, gratuities and kickbacks as defined and provided for in KRS 45A.455 are absolutely prohibited.

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