



WINSTON SALEM/FORSTH COUNTY SCHOOLS

REQUEST FOR PROPOSAL

RFP 260-03252024-801416

AUCTIONEER SERVICES PROPOSAL

Purpose:

The Winston Salem/Forsyth County School District is formally requesting proposals from qualified auctioneer services to assist with the sale of surplus assets and equipment across various schools within WS/FCS. We are interested in partnering with experienced and reputable auctioneers who can facilitate efficient and transparent auctions while maximizing returns for the school district.

Background information:

Winston-Salem/Forsyth County Schools serve more than 53,000 students in Pre-K through Grade 12 with the goal of providing a quality education for each child. The school system has 42 elementary schools, 15 middle schools, and 16 high schools. Eight specialty schools bring the system-wide total to 81.

Scope of Work:

1. Auction Management:

Conduct live or online auctions for surplus assets and equipment, including but not limited to furniture, electronics, vehicles, and miscellaneous items.

Coordinate all aspects of the auction process, including cataloging, photography, advertising, and bidder registration.

Ensure compliance with applicable laws, regulations, and school district policies governing surplus asset disposition.

2. Marketing and Promotion:

Develop marketing strategies to reach potential bidders and maximize participation in auctions.

Utilize various channels such as online platforms, print media, email campaigns, and social media to promote auction events.

Create engaging auction listings with detailed descriptions and high-quality images to attract prospective buyers.

3. Auction Event Management:



Manage pre-auction inspections to allow prospective bidders to assess the condition of items.

Conduct auction events with professionalism, transparency, and adherence to established auction protocols.

Facilitate bidding processes, handle bidder inquiries, and maintain accurate records of auction proceedings.

4. Settlement and Reporting:

Coordinate payment collection from winning bidders and ensure timely settlement with the school district.

Provide detailed reports summarizing auction results, including sales proceeds, bidder activity, and any outstanding transactions.

Assist with post-auction logistics, including item pickup, delivery, and disposal as necessary.

Qualifications:

- a. Demonstrated experience in conducting successful auctions, preferably in the public sector or educational institutions. (Points 1-5)
- b. Knowledge of relevant laws, regulations, and best practices governing auctioneering and surplus asset disposition. (Points 1-5)
- c. Proven track record of maximizing returns for clients through effective marketing, bidder engagement, and auction management. (Points 1-5)
- d. Strong communication, negotiation, and customer service skills. (Points 1-5)
- e. Ability to adapt to diverse auction environments and handle a wide range of asset types. (Points 1-5)

Submission Requirements:

Interested parties are invited to submit their qualifications, including:

- a. Company profile and overview of relevant experience.
- b. Description of past auction projects, including scope of services, client references, and outcomes achieved.
- c. Proposed approach for conducting auctions and maximizing returns for the school district.
- d. Any additional information or credentials that demonstrate suitability for this project.

Contract Award:



WSFCS reserves the right to accept or reject any or all proposals received, to negotiate modifications to any proposal, and to award the contract to the bidder whose proposal is deemed most advantageous to the School District.

Please submit your qualifications electronically to John Mann, Director of Procurement Services, via email at jwmann@wsfcs.k12.nc.us no later than April 16, 2024, at 10:00 am.

Thank you for your interest in partnering with Winston Salem/ Forsyth County Schools. We look forward to reviewing your qualifications and potentially collaborating on this important initiative.



THIS PAGE IS TO BE RETURNED WITH PROPOSAL

ATTACHMENT: SUPPLEMENTAL VENDOR INFORMATION HISTORICALLY UNDERUTILIZED BUSINESSES

Historically Underutilized Businesses (HUBs) consist of minority, women and disabled business firms that are at least fifty-one percent owned and operated by an individual(s) of the categories. Also included in this category are disabled business enterprises and non-profit work centers for the blind and severely disabled. Pursuant to G.S. 143B-1361(a), 143-48 and 143-128.4, THE STATE invites and encourages participation in this procurement process by businesses owned by minorities, women, disabled, disabled business enterprises and nonprofit work centers for the blind and severely disabled. This includes utilizing subcontractors to perform the required functions in this RFP.

Any questions concerning NC HUB certification, contact the North Carolina Office of Historically Underutilized Businesses at (919) 807-2330. The Vendor shall respond to question #1 and #2 below. a) Is Vendor a Historically Underutilized Business? ☐ Yes ☐ No b) Is Vendor Certified with North Carolina as a Historically Underutilized Business? ☐ Yes ☐ No If so, state HUB CLASSIFICATION.
