



ADDENDUM #01
RFP-FY27-800-01 – AUCTIONEER SERVICES
Questions & Answers

This acknowledgement of receipt for Addendum #01 must be signed and included in your proposal response submission in eVA. The signature on this addendum does not substitute for your signature on the original proposal document. The original proposal document **must** be signed.

Satoria Jennings
Procurement Specialist, VCA

Signature

Name, Title

Company Name

Clarification Questions

1. How often does the Airport anticipate requiring live auction events?

Typically, twice a year.

2. How often does the Airport anticipate requiring online auction events?

Typically, twice a year.

3. Please describe to what extent hybrid auctions have been conducted for the Authority in recent years.

The auction opens online and is in-person on the date of the auction.

5. Does the Airport Authority prefer the auctioneer's compensation structure to include buyer's premium, seller's fees, a combination of the two, or no preference?

No Buyers Premium, commission, or service fee shall be added to the sale price, except for convenience fee for payment by credit card.

6. Are there any aspects of the auction services or asset marketing that the Authority would like to see improved upon or done differently under the new contract?

No.

7. What compensation structures are acceptable under this RFP? May Offerors propose a buyer's premium, seller commission, fixed fee, or combination thereof?

No Buyers Premium, commission, or service fee shall be added to the sale price, except for convenience fee for payment by credit card.

8. Can the Authority provide historical or estimated annual auction volume, including number of auctions, approximate lot count, and gross sales?

Gross sales average between \$40,000.00 and \$50,000.00 per auction. Auctions are typically held twice a year

9. What level of on-site staffing is anticipated for cataloging, previews, and purchaser pickup/removal?

Typically, two (2) NAA employees will be available for cataloging, and previews, but not to assist with loading of purchased items.

10. Approximately what portion of the work is expected to occur in secure airport areas requiring SIDA credentials or security badges?

Very little will be conducted in secure areas. Escorting by staff is a possible option, if needed.

11. Can the Authority provide historical sales information for the past three years, including the number of auctions conducted, number of assets sold, gross sales proceeds, and major asset categories sold? We understand any information provided would be historical in nature and not binding.

Two auctions per year, gross sales between \$40,000.00 - \$50,000.00 per auction.

12. The RFP indicates that auction services may include surplus property, abandoned property, vehicles, equipment, lost and found items, and confiscated property. Can the Authority provide an estimated annual volume for each asset category anticipated under this contract?

We do not break down the information in this format. Typically, we have 3-8 vehicles that will be auctioned off. The rest falls into the above categories.

13. Will vehicles be included in the "abandoned property." If so, what kind of sales documents will the assets have? Will they have clean titles?

The Authority will be responsible for assignment of vehicle titles or, in the case of abandoned vehicles, the required documents for Virginia vehicle titling to buyers. The Authority will provide copies of titles and/or required vehicle titling documents of Authority owned abandoned and surplus vehicles to the auctioneer as requested.

14. The RFP requires contractor representatives during auction previews, sale dates, and pickup events. Can the Authority clarify whether on-site attendance is required for all auctions and pickup events, or whether virtual management is acceptable for online-only auctions?

Yes, on-site attendance is required.

15. The RFP requires the contractor to be capable of conducting live, online, or hybrid auctions if requested. Does the Authority anticipate utilizing primarily online auctions during the contract term, or are live and hybrid auction formats expected to be regularly utilized?

Hybrid auctions would be the anticipated format.

16. The RFP references the tracking of buyer's premiums "if applicable." Will the successful contractor be permitted to charge and retain a buyer's premium? If so, does the Authority have a maximum allowable amount or preferred structure?

No Buyers Premium, commission, or service fee shall be added to the sale price, except for convenience fee for payment by credit card.

17. Will Authority personnel provide loading assistance and equipment during purchaser pickup periods, or is the contractor expected to provide personnel and equipment necessary to facilitate asset removal?

The Authority does not provide any type of assistance with loading or pickup.

18. The RFP states that the contractor is solely responsible for any shipping services offered to purchasers. Would the Authority permit purchasers to arrange and coordinate their own transportation and shipping services directly?

No. Items are to be paid for and picked up directly by the purchaser.

19. The RFP states that the Authority anticipates awarding contracts to one or more qualified offerors. Does the Authority intend to make multiple awards for different asset categories or service requirements, or is the intent to award a single contractor for all auctioneer services?

The intent is for a single award.

20. Can the Authority further clarify the desired compensation structure and how the Cost/Compensation Structure evaluation criterion will be scored, particularly with regard to seller commissions, buyer's premiums, or alternative pricing models?

The Authority will entertain various cost/compensation structures, and each will be evaluated independently as to cost to the Authority.

21. Could the Authority please provide a list of all items sold at auction over the past three (3) years, including the sale price realized for each item?

We do not have this information, but the items include ear buds, electronics, jewelry, furniture, vehicles, and various other lost/found type items.