

CITY OF TUCSON

DEPARTMENT OF PROCUREMENT

REQUEST FOR PROPOSALS NO.161468

Online Auction Services

AMENDMENT NO. One (1)

DATE ISSUED: Monday, March 07, 2016

The referenced document has been modified as per the attached Amend No. One (1)

Please sign this Amendment where designated and return the executed copy with your PROPOSAL. This amendment is hereby made part of the referenced solicitation as though fully set forth therein. Any questions regarding this amendment should be addressed to Lloyd B. Windle, II, Principal Contract Officer at (520) 837-4105. Lloyd.Windle@tucsonaz.gov

DEPARTMENT OF PROCUREMENT
ADMINISTRATION • DESIGN, CONSTRUCTION & SERVICES CONTRACTING
MAIL SERVICES • PURCHASING • STORES
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REQUEST FOR PROPOSALS AMENDMENT

CITY OF TUCSON DEPARTMENT OF PROCUREMENT
255 W. ALAMEDA, 6TH FLOOR, TUCSON, AZ 85701
P.O. BOX 27210, TUCSON, AZ 85726
Phone: (520) 837-4105/Fax: (520) 791-4735
ISSUE DATE: March 07, 2016
Lloyd.Windle@tucsonaz.gov

RFQ NO.: 161468
RFP AMENDMENT NO.: One (1)
PAGE 1 of 2
DUE DATE: Thursday, March 17, 2016 @ 4:00 P.M., Local AZ Time
PRINCIPAL CONTRACT OFFICER: Lloyd B. Windle, II, C.P.M., CPPB

A SIGNED COPY OF THIS AMENDMENT MUST BE SUBMITTED WITH YOUR PROPOSAL.
THIS RFQ IS AMENDED AS FOLLOWS:

1. The due date for submitting proposals will **REMAIN** unchanged for March 17, 2016, at 4:00 pm Local AZ Time.
2. Part A, Instructions to Offerors, Page A-6, Paragraph 2.1.A - Preparation of Proposal:
Submit one original and **6 copies** instead of 5 for a total of 7. Submit **2 electronic copies** instead of one.
3. Part A, Special Terms and Conditions, Pages A-17 through A-19, Paragraph 3.1.8 Living Wage Requirement:
This requirement is **REMOVED** in its entirety from the solicitation as it is not applicable to this solicitation.
4. Part B, Page B-8, 3.2 Functional and Technical Requirements:
 - a. Rename "Attachment B.." to "Attachment C – Online Auction Services Functional and Technical Requirements".
 - b. In the comments field, explain how your solution will meet the "ability to or provision for" requirement.
5. Part B, Page B-8, 3.2.3 Infrastructure:
Add Item 5. Virtual Desktop Implementation:
Please describe if, and how, your solution will work on virtual desktop machines.
6. Part B, Page B-9, 3.2.4 Database:
Replace item 2.6. in its entirety with the following. Provision for reliable and secure method for user authentication.
Describe the standard or methodology used.
7. Part B, Page B-11, 3.2.8 Interfaces:
Add the following language.
iCashiering/CORE: Describe your ability and experience with creating an interface to the iPayment online portal for accepting and processing credit card payments. The file needs to be a pipe-delimited file with a .txt or .csv file-name-extension and contain a unique lot identifier for each record. Payments are transferred to the City's commercial bank account at Wells Fargo by the iPayment software. See the attached table layout template in Attachment D.
8. Part B, Page B-14, 4.6 Deliverables and Acceptance:
 - a. Installation – Delete the words "City or".
 - c. System Documentation – Delete the words "(City Hosted)".
9. S.A.M.M. Division: In April 2016, S.A.M.M. will be staffed with 5 full time equivalent employees of whom 2 will operate the surplus and auction program. The warehouse stores non-rolling stock in the 30,000 square feet facility. Rolling stock is held in a separate 1 acre lot.
10. Firearms: Shotguns and sporting rifles are the only firearms processed through the auctions. Bidders must be pre-qualified as an FFL to participate.
11. Vehicles: All public service vehicles are processed for the auction by the City of Tucson's Fleet Division. All public safety equipment is removed prior to auction. Auctions are tracked by the unique vehicle identification number.
12. Credit Cards: S.A.M.M. does not currently accept credit card payments but anticipates doing so during the contract that results from this RFP.
13. Auction Volume: S.A.M.M. processes approximately 25 to 30 lots per week for posting to the auction website. Approximately 200 lots are ready for pickup monthly.

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THIS RFQ IS AMENDED AS FOLLOWS:

14. Jewelry and Other Valuables: The City has been unable to locate a source to authenticate valuable items. The City fully discloses all information known for these items including posting photos. The City is interested in evaluating value added services such as authentication services that are offered in a proposal.
15. Training: The City is interested in evaluating options for onsite and online training as well as training provided for new employees who might be hired during any term of the contract.
16. Services: The City is interested in evaluating various solutions that might range from a minimal approach, such as a listing service, to a more robust offering, such as full service. Offerors may provide more than one solution for the City to consider. Explain the advantages and disadvantages for each solution, and explain how each will meet the specified requirements.
17. Surplus and Internal Reallocation Process: The City currently processes non-rolling stock for private viewing by City employees, who may claim an item by submitting a zero dollar bid. These items are built into a lot so that they can be easily moved to a live auction if not claimed. Property transfer forms are processed manually to reallocate these items.
18. National IPA – Attachment A to RFP: Offerors shall respond to Exhibit A and B and include any redline, exception and proposed language with their proposal. Exhibit E is a sample template that Offeror may use to report sales. Offeror may submit an alternate Exhibit E template in their proposal.

***** **END OF AMENDMENT** *****

ALL OTHER PROVISIONS OF THE REQUEST FOR QUALIFICATIONS SHALL REMAIN IN THEIR ENTIRETY.
VENDOR HEREBY ACKNOWLEDGES RECEIPT AND UNDERSTANDING OF THE ABOVE AMENDMENT.

Signature Date

Print Name and Title

Company Name

Address

City State Zip

ATTACHMENT C - RFP #161468 - Online Auction Services Software			
Functional and Technical Requirements			
Complete per instructions in Part B., Paragraph 3. Application Requirements			
Item Number	Functionality/Feature	Paragraph 3. Application Requirements (Y, N, M, F, T)	Comments
1	Ability to configure the dashboard display and layout by end users		
2	Ability for agency to manage all aspects of the bidding process online, including, but not limited to, creating, posting, modifying and marketing auctions.		
3	Ability to upload various media types to auctions/surplus in video, photos, excel, pdf, word, etc.		
4	Ability for agency to stop auctions, create addendums, move to next highest bidder, retract offer, etc.		
5	Ability to upload post award documentation to closed auctions for audit purposes.		
6	Ability to mark auctions as picked up by bidder		
7	Ability to create a bill of sale with customized language		
8	Ability to flag auctions according to their funding source. (i.e. General Fund, Environmental Services Department, Tucson Water Department, Federal Funding source, etc.)		
9	Ability to post "Dutch" auctions		
10	Provision for standard and agency customized templates/forms		
11	Ability to customize auctions		
12	Ability to view/modify current auctions		
13	Ability to automatically extend auctions for additional time when a bid occurs within 10 minutes of auction ending.		
14	Ability to accept and process electronic payments via online payment portal.		
15	Ability to access bidder profile information in order to call, fax or email bidder.		
16	Ability to block bidders from City auctions at the City's sole discretion.		
17	Ability to automatically notify City and winning Bidder of awarded auctions		
18	Ability to upload items as surplus to allow agency departments to claim items for internal reallocation at no cost.		
19	Ability to notify agency employees of items available for surplus and relocate at no cost to agency.		
20	Ability to override/change status of items in surplus to auction.		
21	Ability to sell surplus property online 24 hours a day, 7 days per week.		
22	Ability for system to store historical data for retrieval for a minimum of 3 years.		

23	Ability to track, record, and report on the auction process.		
24	Ability to provide permission based access to limit a departments ability to access their own auctions.		
25	Ability to seamlessly link from the City's auction domain name (citysurplus.org) to the software website with minimal clicks by bidders		
26	Ability for a parent/child relationship to allow an agency to run auctions for other agencies.		
27	Ability to accept the transfer of current auctions from the current provider.		
28	Ability to notify potential bidders for specific auctions.		
29	Ability to notify bidders of time extensions, status of their bid, etc.		
30	Ability for bidders to login by creating an account		
31	Ability for bidders to view auctions without logging in		
32	Provision to easily access and prompt responsive customer service and technical support. Contractor will endeavor to respond within one-hour, but not later than within one business day, to all inquiries from the City, its cooperative partners and buyers. In addition, technical issues identified by the Contractor, which have the potential to disrupt business, must be communicated to the City and to all Cooperative Agencies within one business day of issue identification.		
33	Ability for agency to view a detailed bid history of its auctions at any time during the auction or after it closes.		
34	Ability to provide ad hoc reporting in formats such as excel, pdf, html, etc.		
35	Ability to create custom reports by department, category, etc. and store them on the auction site.		
36	Ability to track and report on buyer history including all associated documents such as tax exempt documentation.		
37	Ability to incorporate agency logo onto the agency home page		
38	Ability for agency to modify home page.		
39	Ability for agency to modify terms and conditions		
40	Provision to notify agency and bidders of maintenance downtime and duration		
41	Provision for ongoing training opportunities and documentation for agencis and Bidders.		
42	Provision for as needed training for newly added functionality.		
43	Ability to use mobile devices to process sold auctions		

44	Ability for system to work with mobile devices, desktop computers, wifi, cellular, routers, etc.		

TableLayout

COMMENTS	COLUMN_NAME	TYPE_NAME	NULL - ABLE	COLUMN _SIZE	DECIMAL _DIGITS	ORDINAL_ POSITION
ALL alpha characters in ALL fields, must be capitalized.						
	SysID	CHAR	NO	10	n/a	1
should be expanded; Alpha characters possible.	Cust_Acct_No	CHAR	NO	12		2
should be expanded; Alpha characters possible.	Cust_Acct_No2	CHAR	NO	12		3
	Bal_Due_Amt	NUMBER	YES	11	2	4
New position; Alpha characters probable.	Other_Desc	VARCHAR2	YES	50		5
New position; should be expanded; Alpha characters probable.	CUST_Name	VARCHAR2	YES	50		6
should be expanded (for other systems); Alpha characters possible/probable.	Actn_Pend_Type	CHAR	YES	10		7
	Date_Of	DATE	YES	7		8
Will be a "Y"/"N"	Cash_Only_Flg	CHAR	YES	1		9
	LAST_UPDT_TS	DATE	YES	7		10