

March 21, 2011

TO:

ALL INTERESTED PROPOSERS

REFERENCE: REQUEST FOR PROPOSAL #11-1072-DW

**Professional Auctioneering Services of Surplus Property** 

### ADDENDUM No. 1

Proposers are hereby notified that this Addendum shall be acknowledged by them within their proposal and shall be made a part of the above named Proposal and Contract Documents.

The following items are issued to add to, modify, and clarify the Proposal and/or Contract Documents. These items shall have the same force and effect as the original Proposal and /or Contract Documents. Proposals are to be submitted on the specified date and shall conform to the additions and revisions listed herein.

- Proposers are hereby notified that all Addendums shall be acknowledged within their Proposal and made a part the above named proposal documents. Proposals submitted without Acknowledgement of any and all Addendums will be considered incomplete.
- 2. The following attachments were inadvertently not included in the original Request For Proposal and are added here by this Addendum and include:

(i) Attachment "A" Public Contracting/Environmental Crimes Certification

(ii) Attachment "B" Drug Free Workplace Certification (iii) Attachment "C" Sample Surplus Inventory Listing.

All other terms and conditions of the original Request For Proposal remain unchanged.

If you have submitted a proposal prior to receiving this addendum, you may request in writing that your original, sealed proposal be returned to your firm. All sealed Proposals received will be opened on the date stated.

Sincerely.

MANATEE COUNTY

Dennis W. Wallace Contract Negotiator

Enclosures

Financial Management – Purchasing Division Suite 803 - 1112 Manatee Avenue West, Bradenton, FL 34205 PHONE: 941.749.3014 \* FAX: 941.749.3034 www.mymanatee.org

LARRY BUSTLE \* MICHAEL GALLEN \* JOHN R. CHAPPIE \* ROBIN DISABATINO \* DONNA G. HAYES \* CAROL WHITMORE \* JOE MCCLASH District 1 District 3

District 2

District 4

District 5

District 6

District 7

### ATTACHMENT "A"

### PUBLIC CONTRACTING AND ENVIRONMENTAL CRIMES CERTIFICATION

### SWORN STATEMENT PURSUANT TO ARTICLE 6, MANATEE COUNTY PURCHASING CODE

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

This sw	vorn statement is submitted to the Manatee County Board of County Commissioners by
	[print individual's name and title]
	for
	for [print name of entity submitting sworn statement]
whose	business address is:
and (if	applicable) its Federal Employer Identification Number (FEIN) is If the entity has no FEIN, include
	ial Security Number of the individual signing this sworn statement:
services	stand that no person or entity shall be awarded or receive a county contract for public improvements, procurement of goods or so (including professional services) or a county lease, franchise, concession or management agreement, or shall receive a grant sty monies unless such person or entity has submitted a written certification to the County that it has not:
	(1) been convicted of bribery or attempting to bribe a public officer or employee of Manatee County, the State of Florida, or any other public entity, including, but not limited to the Government of the United States, any state, or any local government authority in the United States, in that officer's or employee's official capacity; or
	(2) been convicted of an agreement or collusion among bidders or prospective bidders in restraint of freedom of competition, by agreement to bid a fixed price, or otherwise; or
	(3) been convicted of a violation of an environmental law that, in the sole opinion of the County's Purchasing Director, reflects negatively upon the ability of the person or entity to conduct business in a responsible manner; or
	(4) made an admission of guilt of such conduct described in items (1), (2) or (3) above, which is a matter of record, but has not been prosecuted for such conduct, or has made an admission of guilt of such conduct, which is a matter of record, pursuant to formal prosecution. An admission of guilt shall be construed to include a plea of nolo contendere; or
	(5) where an officer, official, agent or employee of a business entity has been convicted of or has admitted guilt to any of the crimes set forth above on behalf of such and entity and pursuant to the direction or authorization of an official thereof (including the person committing the offense, if he is an official of the business entity), the business shall be chargeable with the conduct herein above set forth. A business entity shall be chargeable with the conduct of an affiliated entity, whether wholly owned, partially owned, or one which has common ownership or a common Board of Directors. For purposes of this Form, business entities are affiliated if, directly or indirectly, one business entity controls or has the power to control another business entity, or if an individual or group of individuals controls or has the power to control both entities. Indicia of control shall include, without limitation, interlocking management or ownership, identity of interests among family members, shared organization of a business entity following the ineligibility of a business entity under this Article, or using substantially the same management, ownership or principles as the ineligible entity.

### Attachment "A" - continued

Any person or entity who claims that this Article is inapplicable to him/her/it because a conviction or judgment has been reversed by a court of competent jurisdiction, shall prove the same with documentation satisfactory to the County's Purchasing Director. Upon presentation of such satisfactory proof, the person or entity shall be allowed to contract with the County.

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR MANATEE COUNTY IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT ANY CONTRACT OR BUSINESS TRANSACTION SHALL PROVIDE FOR SUSPENSION OF PAYMENTS, OR TERMINATION, OR BOTH, IF THE CONTRACTING OFFICER OR THE COUNTY ADMINISTRATOR DETERMINES THAT SUCH PERSON OR ENTITY HAS MADE FALSE CERTIFICATION.

	[Signature]
STATE OF FLORIDA COUNTY OF	
Sworn to and subscribed before me this day of	, 20 by
Personally known OR Produc	[Type of identification]
	My commission expires
Notary Public Signature	
Print, type or stamp Commissioned name of Notary Pul	

**Signatory Requirement -** In the case of a business entity other than a partnership or a corporation, this affidavit shall be executed by an authorized agent of the entity. In the case of a partnership, this affidavit shall be executed by the general partner(s). In the case of a corporation, this affidavit shall be executed by the corporate president.

### ATTACHMENT "B"

### **Drug Free Work Place Certification**

SWORN STATEMENT PURSUANT TO RESOLUTION R-01-36 SECTION 4, E (1) (a) MANATEE COUNTY PURCHASING POLICIES, ON DRUG FREE WORK PLACES

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

This	sworn statement is submitted to the Manatee County Board of County Commissioners by
WAY COMPANY TO THE PARTY OF THE	[print individual's name and title]
	[print name of entity submitting sworn statement]
and (i	e business address is:  f applicable) its Federal Employer Identification Number (FEIN) is
	I understand that no person or entity shall be awarded or receive a county contract for public improvements, procurement of goods or services (including professional services) or a county lease, franchise, concession or management agreement, or shall receive a grant of county monies unless such person or entity has submitted a written certification to the County that it will provide a drug free work place by:
	(1) providing a written statement to each employee notifying such employee that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance as defined by §893.02(4), Florida Statutes, as the same may be amended from time to time, in the person's or entity's work place is prohibited specifying the actions that will be taken against employees for violation of such prohibition. Such written statement shall inform employees about:
	(i) the dangers of drug abuse in the work place;
	(ii) the person's or entity's policy of maintaining a drug free environment at all its work places, including but not limited to all locations where employees perform any task relating to any portion of such contract, business transaction or grant;
	(iii) any available drug counseling, rehabilitation, and employee assistance programs; and
	(iv) the penalties that may be imposed upon employees for drug abuse violations.
	(2) Requiring the employee to sign a copy of such written statement to acknowledge his or her receipt of same and advice as to the specifics of such policy. Such person or entity shall retain the statements signed by its employees. Such person or entity shall also post in a prominent place at all of its work places a written statement of its policy containing the foregoing elements (i) through (iv).
	(3) Notifying the employee in the statement required by subsection (1) that as a condition of employment the employee will:
	(i) abide by the terms of the statement; and
	(ii) notify the employer of any criminal drug statute conviction for a violation occurring

in the work place no later than five (5) days after such a conviction.

### Attachment "B" - continued

- (4) Notifying the County within ten (10) days after receiving notice under subsection (3) from an employee or otherwise receiving actual notice of such conviction.
- (5) Imposing appropriate personnel action against such employee up to and including termination; or requiring such employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.
- (6) Making a good faith effort to continue to maintain a drug free work place through implementation of sections (1) through (5) stated above.

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR MANATEE COUNTY IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT ANY CONTRACT OR BUSINESS TRANSACTION SHALL PROVIDE FOR SUSPENSION OF PAYMENTS, OR TERMINATION, OR BOTH, IF THE CONTRACTING OFFICER OR THE COUNTY ADMINISTRATOR DETERMINES THAT:

- (1) Such person or entity has made false certification.
- Such person or entity violates such certification by failing to carry out the requirements of sections (1), (2), (3), (4), (5), or (6) or Resolution R-01-36 Section 4, E (1) (a) or
- (3) Such a number of employees of such person or entity have been convicted of violations occurring in the work place as to indicate that such person or entity has failed to make a good faith effort to provide a drug free work place as required by Resolution R-01-36 Section 4, E (1) (a).

		[Signatu	re]	TO A STATE OF THE
STATE OF FLORIDA COUNTY OF	-			
Sworn to and subscribed before me this	day of	, 200_	by	·
Personally known [Type of identification]	OR Produced identif	ication		·
***************************************	My		commission	expires
	Notary Publi	ic Signature		
[Print, type or stamp Commissioned name	of Notary Public1			

### SHIPPING MEMO AGENDA February 22, 2011 Auction Date: March 12, 2011

FROM: Manatee County Gov., Public Works Distribution Center, 941-708-7524
2908 12TH Street Court East, Bradenton, Fl 34208 (Between 26 Ave. E. and 30th Ave. F.)

Asset	Title	Description
		LOCATED @ 26TH AVE. EAST, BRADENTON
39965	n/a	Compressor, Ingersoll-Rand
45756	n/a	Paint Striper Machine
19753	n/a	Miller Welder "40" (Pull Behind)
A-9832	n/a	Signal Cabinets (Qty 27)
41142	n/a	Signal Cabinet
42623	n/a	Signal Cabinet
46208	n/a	Signal Cabinet
46866	n/a	Signal Cabinet
46868	n/a	Signal Cabinet
35626		1997 Ford F-350 Flat Dump Truck
38823		1999 Ford F-150 E.C. 4x4 Truck
39433	·	2000 Sterling Flat Dump Truck
42725		2001 Gillig Transit <b>Bus</b>
43247		2002 Hoffman Airboat
43319		2002 Chevrolet Silverado 3500 Utility Crane Truck
43323		2002 Chevrolet Silverado 3500 Utility Crane Truck
43352		2002 Hoffman Light Trailer w/ 43217 Airboat
44743		2003 Yamaha Big Bear ATV
45756		2003 EZ Liner 2000 AL-120 Paint Striper
46335		2004 Chevrolet Kodiak 4500 Utility Crane Truck
46607		2004 Polaris Sportsman 500 ATV
48835		2006 Freightliner <b>Trolley</b>
		LOCATED @ FLEET 66TH STREET WEST, BRADENTON
41771		Ez-Go Golf Cart
43322		2002 Chevrolet Silverado 3500 Utility Crane Truck

### **DRIVER SIGNATURE**

For Agenda Dated: February 22, 2011

\*Note: Depreciated value provided by the Clerk of the Circuit Court Fixed Asset records. The amount is generally based on a ten year life span for most equipment with the exception of computers that are based on a five year life span.

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						07/24/92	AUTO EXPOSURE CNTRL UNIT/CT	30254
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						02/08/85	KODAK IMT 250 MICROIMAGE/EKTAM	21354
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						09/02/83	EXTEK 3100 SILVER FILM DUPLCAT	19037
							KODAK MICROFILE CAMERA MRD 2/3	15097
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					1		SAMSUNG MONITOR NON ASSET	A9763
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		\$ (F)			agent of the common	07/19/02	CABINET, SUN EXPANSION 72"-7TH	43972
Remarks	Status/Condition		Estimated Value	Depreciated Value*	Acquire Cost	Acquire Date	Description	Asset**
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\*\*Note: Asset numbers beginning with an "A" (Axxxx) indicate a

non-asset item and have no depreciated value available.

For Agenda Dated: February 22, 2011

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<sup>\*\*</sup>Note: Asset numbers beginning with an "A" (Axxxx) indicate a non-asset item and have no depreciated value available.

For Agenda Dated: February 22, 2011

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45047	Asset**	Department:	52384	52383	52382	51539	50208	50207	50206	50194	50193	47226	47157	46282	45969	45406	45404	45402	45401	45393	45184	45183	45179	44458	44146	41087	Asset**		Department:
MONITOR, VIEWSONIC VG181B 18"	Description	nt: Environmental Management	DVD PLAYER, CONFIDENCE MONTRING	DVD PLAYER, CONFIDENCE MONTRING	DVD PLAYER, CONFIDENCE MONTRING	LAPTOP, DELL LATITUDE D830	DVD PLAYER, PIONEER INDUSTRIAL	DVD PLAYER, PIONEER INDUSTRIAL	DVD PLAYER, PIONEER INDUSTRIAL	DVD PLAYER, PIONEER V7400	SERVER, ADTEC SOLOIST 2	RECORDER, JVC KORG 12 TRACK DI	CAMERA HEAD, PANASONIC CONVERT	PC, DELL DIMENSION 8300 SERIES	SERVSWITCH, BLACKBOX MATRIX 2X	PC, DELL OPTIPLEX GX260D P4 DE	MIXER, AUDIO-VIDEO DIGITAL, VID	RESOURCE CONTROL PROCESSOR (CO	PAN AND TILT HEAD CAMERA CONTR	PRINTER, HP LASERJET 4550 COLO	VCR, JVC HDD SVHS/MDL HM-HDS1U	HUB, SUPERSTACK II 24 PORT/DUA	Description		nt: Community Services				
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<sup>\*\*</sup>Note: Asset numbers beginning with an "A" (Axxxx) indicate a non-asset irem and have no depreciated value available.

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48993	46946	46944	46942	46941	45958	45957	44007	43724	43721	43164	42868	42867	42854	42822	41977	41976	41975	41618	41615	41614	41612	41610	41609	40342	40320	40319	37664	36463	A9693	Asset**	Department:
PRINTER, HP LASERJET 4350TN	ROUTING SWITCH MODULE, NORTEL	RACK, COMPAQ 9142 (42U) STANDA	RACK, COMPAQ 9142 (42U) STANDA	SWITCH, BAYSTACK 450-12F,12 10	VG171 17	MONITOR, VIEWSONIC VG171 17 IN	CABINET, COMPUTER SUN 72" FOR	SWITCH, BAYSTACK 450-12F 12 10	SWITCH, BAYSTACK 450-12T 12 10	RACK, COMPAQ-NOVELL CABINET-OP	RACK, COMPAQ CABINET MODEL 914	MODULE, PASSPORT 8690SF ENTERPR	MODULE, PASSPORT 8648TX ENTERPR	MODULE, PASSPORT 8648TX ENTERP	POWER SUPPLY, PASSPORT 8001PS	MODULE, PASSPORT 450-ISX 1 POR	BASEBOARD MODULE, PASSPORT/ACC	CHASSIS, PASSPORT/ACCELAR 8010	POWER SUPPLY, PASSPORT 8001PS	SWITCH MODULE, PASSPORT 8624FX	SERVER, GATEWAY CUSTOM ALR 720	SERVER, GATEWAY CUSTOM ALR 720	SERVER, GATEWAY CUSTOM ALR 720	POWER SUPPLY, BAY NETWORK RPSU	POWER SUPPLY, REDUNDANT	APC UPS NON ASSET	Description	Information Services			
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<sup>\*\*</sup>Note: Asset numbers beginning with an "A" (Axxxx) indicate a non-asset item and have no depreciated value available.

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exception of computers that are based on a five year life span. \*Note: Depreciated value provided by the Clerk of the Circuit Court Fixed Asset records. The amount is generally based on a ten year life span for most equipment with the

Department:	42575 PR	A9694 FILE	Asset**	Department:	A9690 (12)	A9689 (2)	Asset**	Department:	А9761 ЦЕЗ	А9760 ЦЕ	A9759 PR	A9758 PR	A9757 DEI	A9756 DELL	A9754 DELL	A9753 DELL	A9752 DELL	А9751 НР	A9750 UPC	A9749 DELL	A9748 DELL	A9747 DELL	Asset**	Department:
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<sup>\*\*</sup>Note: Asset numbers beginning with an "A" (Axxxx) indicate a non-asset item and have no depreciated value available.

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<sup>\*\*</sup>Note: Asset numbers beginning with an "A" (Axxxx) indicate a non-asset item and have no depreciated value available.

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Departme	Department: Sheriff					
Asset**	Description	Acquire Date	Acquire Cost	Depreciated Value*	Current Estimated Value	Status/Condition
50646	16 CHANNEL DVMR	02/08/07				Tanana.
***************************************	4					
Asset**	Description	Acquire				
37266	MONITOR, 4 GAS W/INT, SAMPL, P	06/03/98				
39222	MONITOR, DIMAX NS MAX 4 GAS PU	05/26/99				
39965	COMPRESSOR, INGERSOLL-RAND POR	02/22/00				
Particular Contraction and State of the Contraction	DETWINED UD INCEDTEM AGEOM	11/17/00				

-3