

Request for Quotes for the Sale of Firearms in the Fall of 2015

The State of Maine, Department of Administrative and Financial Services, Central Services, Maine State Agency for Surplus Property, is seeking quotes from vendors to provide Auctioneer Services for a ONETIME FIREARMS ONLY auction to be conducted in the Fall of 2015 for the Maine State Agency for Surplus Property.

Quotes must be received by June 5, 2015 2:00 pm local time. The completed quote and necessary required documents need to be delivered to Maine State Agency for Surplus Property by mail at 95 SHS, Augusta ME 04333, fax to 287-3640, or dropped off at Surplus Property at 85 Leighton Rd., Augusta, Maine.

I. SCOPE

Maine State Agency for Surplus Property (MESASP) intends to contract for a one time only auctioneering service to be conducted within 35 miles of Augusta, Maine. Auction will be conducted for firearms in the possession of state agencies and will consist mainly of handguns, rifles and shotguns. The State currently has approximately 100 Firearms for this auction. The auction will be considered a consignment type auction.

II. MANDATORY REQUIREMENTS

Quotes will not be considered if mandatory requirements are not met:

- A. The auctioneer responsible for the auction and auction contract pursuant to 32 MRS Section 298 <http://www.mainelegislature.org/legis/statutes/32/title32ch5-B.pdf> shall hold a current Auctioneer License issued by the State of Maine Board of Licensing of Auctioneers, a copy of which must be submitted with the bid. The license must remain current throughout the term of the contract and the licensed auctioneer must comply with all provisions of 32 MRS Chapter 5-B <http://www.mainelegislature.org/legis/statutes/32/title32ch5-B.pdf>
- B. Possession of a Federal Firearms License issued by the Bureau of Alcohol, Tobacco and Firearms, a copy of which must be submitted with the bid. The license must remain current throughout the term of the contract.
- C. Compliance with all applicable Federal and State laws concerning the sale and transfer of firearms to include the Brady Handgun Violence Prevention Act (Brady Act) and the ability to perform purchaser checks, when required, through the National Instant Criminal Background Check System (NICS).
- D. A minimum of three (3) professional references.
- E. Evidence that the bidder possesses a minimum of two (2) years' experience auctioning Firearms.

III. SERVICES TO BE PROVIDED BY THE AWARDED CONTRACTORS

- A. Setting the date for the auction, to be approved by the Maine State Agency for Surplus Property.

- B. All advertising sufficient to provide statewide coverage, to be approved by the Maine State Agency for Surplus Property.
- C. Auctioning Facility within 35 miles of Augusta, Maine including all necessary items.
- D. Staff necessary to conduct an auction.
- E. Registration of all auction participating bidders.
- F. Inspection of Firearms and inventory verification prior to auction.
- G. Receive possession of Firearms prior to auction.
- H. Provide security measures necessary for loss prevention.
- I. Sale of all items by a continuous process with all State of Maine items listed and auctioned first if part of an auction with non-state items until the last item is sold.
- J. Proceeds minus auctioneer's fees from the auction sales must be submitted to MESASP within ten (10) business days of the auction date. A check must be issued to the Treasurer, State of Maine for the total proceeds of the sale. A report in Excel format must be submitted with payment which includes: Item number, origin agency, agency contact name, make, model, serial number, type (handgun, rifle, shotgun, etc.), purchaser's name, sold amount, percent amount returned.
- K. Conduct the auction in a timely manner while adhering to the rules promulgated by the Board of Licensing of Auctioneers.
- L. Evaluate Firearms for quality, safety and appropriate sale through the auction process.
- M. Tag each firearm with the following information: Item number, serial number, make, model and state agency of origin.

IV. STATE RESPONSIBILITIES

- A. Inventory all Firearms in advance of the auction date. Participating agencies and the successful bidder will verify the inventory of Firearms to be auctioned.
- B. Physically deliver Firearms prior to the auction allowing the awarded contractor sufficient time for preparation.

V. PROPOSAL PACKAGE

- A. Transmittal Letter: This letter is to be addressed to the attention of MESASP Brian Ladner and must provide the following:
 - 1. Name and address.
 - 2. Name, title and telephone number of the contact person for the quote.
 - 3. A statement that the proposal is in response to this quote.
 - 4. The typed name, title and signature of the individual who is authorized to submit the quote.
- B. Evidence of a current Auctioneer license issued by the State of Maine Board of Licensing for Auctioneers.
- C. Evidence of a current Federal Firearms License.
- D. Statement that the bidder is in compliance with all applicable Federal and State laws concerning the sale and transfer of firearms to include the Brady Handgun Violence Prevention Act (Brady Act) and the ability to perform purchaser checks, when required, through the National Instant Criminal Background Check System (NICS).
- E. Statement that the bidder is able to provide complete auctioneering services within 35 miles of Augusta, Maine.

- F. Statement that the bidder agrees to and meets all Mandatory Requirements and Services required of them.
- G. Evidence that the bidder possesses a minimum of two (2) years experience auctioning Firearms.
- H. A minimum of three (3) professional references.
- I. Cost, based on a percentage per auction. Please use the table on the following page and list all fees associated with the sale of a firearm, whether it be buyer, seller, transfer fee, or other.
- J. Statement describing how the bidder will prepare for, conduct and complete the auction process, this should include: Compliance requirements and procedures for all applicable Federal and State laws, ability to attract the general public and accepted methods of payments, etc.

VI. CRITERIA FOR APPROVING QUOTE

The award will be given to the auctioneer who meets the mandatory requirements and provides the lowest cost.

VII. AWARD NOTIFICATION

All bidders will be notified of the award decision in writing when it is made.

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Bidder's Name: _____

Buyer Fee: _____

Seller Fee: _____

Transfer Fee: _____

Other: _____