

**The Philadelphia Parking Authority
Mellon Independence Center
701 Market Street, Suite 5400
Philadelphia, PA 19106**

**Bid No. 17-30
On-Site Automobile Auctioneer
Addendum One**

To: All qualified bidders

From: Mary Wheeler
Manager of Contract Administration

Date: December 27, 2017

No Pages: 3

This addendum is issued on December 27, 2017 prior to the bid due date to add, delete, modify, clarify and/or to respond to questions submitted by prospective bidders regarding the work included in the above referenced solicitation.

CLARIFICATIONS, CHANGES AND ADDITIONS TO THE BID DOCUMENTS

1. Any vehicles and/or equipment that has not been inspected by the Authority must be brought for inspection on Friday, January 5, 2018 at 2:00 PM. Inspections will take place either prior to the bid opening or immediately after the bid opening.

QUESTIONS

1. **Question:** Can financial reports come from an outside CPA firm that handles company taxes?
Response: Yes.
2. **Question:** Can you provide the total number of vehicles sold in the last 12 months and the total gross dollar amount of the auctions in the same time period?
Response: We sold 11,726 vehicles in the past 12 months with a Gross Revenue of \$6,841,975.00.
3. **Question:** Is a vehicle other than a pick-up truck acceptable for an auction?
Response: The vehicle does not have to be a pickup truck. However, the Auctioneer must be able to stand up above the crowd. Also the sound system should be up high so everyone in the crowd can hear.
4. **Question:** Can you provide the number of bidders that attend larger Philadelphia Parking Authority auctions?
Response: Approximately 300.

5. **Question:** The primary contact person versus the auctioneer on the ground do not necessarily need to always be the same person, is that correct?

Response: The primary contact is for questions regarding the bids. When bids come in, we want to know who is responsible for submitting the bid and who we can contact if we have questions.

6. **Question:** Regarding the bidder information, is it the Authority who gathers that (the bidder information) and we do the clerking to report back, or we're gathering bidder information?

Response: The Parking Authority gathers all the bidder information.

7. **Question:** How is it supplied to us (bidder information)?

Response: It is not supplied to the vendors.

8. **Question:** You'll just have paddles, is that right?

Response: The potential buyer is given a bidder card with a unique number, when they register for each auction.

9. **Question:** The two employees that you want us to provide, one is the auctioneer and the other one is a clerk, basically?

Response: No, not necessarily a clerk. One person is the auctioneer and the other drives the auctioneer's vehicle and places a cone on each car as it is auctioned.

10. **Question:** You do all the paperwork and all the clerking?

Response: Yes.

11. **Question:** We are just responsible for an auctioneer to chant and a ring person?

Response: Yes.

12. **Question:** Once the sale is done and all the vehicles are sold, or unsold, once a decision is made, then is our job done for the day?

Response: Yes.

13. **Question:** So you guys have men to handle the deliveries of the vehicles?

Response: The PPA does not deliver the auctioned vehicles. Each buyer is responsible to hire a private tow truck company to pick up the vehicle from our Impoundment Lot. The vehicle must be towed off of our property by 8pm on the day of auction. The vehicle must be towed to a private lot or driveway. The buyer will receive a MV-1, not a registration or title. Therefore, the vehicle should not be left on a City street. The title is mailed to the buyer.

14. **Question:** And then they are usually taken out by 8pm that day?

Response: Vehicles purchased by private citizens and dealers need to be off the lot by 8pm. Vehicles purchased in bulk by Salvage companies are given 2 days to pick up their vehicles.

15. **Question:** Private ones are also the ones that sold for \$300?

Response: Three Hundred or more.

16. **Question:** What are the average gross sales, per sale?

Response: The average price per vehicle is about \$578. And that does fluctuate from year to year and month to month. It really does depend on the price of metal.

17. **Question:** And your average total vehicles per sale?

Response: A small auction might be a little over 35. A larger auction is about 200 with 250 being the maximum.

18. **Question:** Any stats on how many cars were sold last year and the year prior, total?

Response: In Fiscal, 2016 (Apr-Mar) we sold 8,264 vehicles. In Fiscal, 2017 (Apr-Mar) we sold 10,739 vehicles.

19. **Question:** 11-4 states that there is an electronic version of the Bid Form that can be provided upon request. Is this a form we can fill out and print and then submit or is this the PDF file on the website that is the IFB?

Response: The word file has been posted to the website.

20. **Question:** In regards to II-7 Financial Statements, are 2016, 2015, and 2014 acceptable since 2017 has not been completed?

Response: Yes.

21. **Question:** Is a "compilation" of the financial statements by a CPA who is not an employee of the vendor acceptable?

Response: We will allow a compilation of the financial statements for this solicitation.

22. **Question:** Can a Auction Company hire a licensed Contract Auctioneer to sell for them if they cannot be at the auction on a day? If they follow all your guidelines and procedures.

Response: Please refer to Section I-14, page 5 of the bid document.

23. **Question:** With regard to automobile liability, is it sufficient to show coverage in our General Liability Policy where it is stated that Hired/non-owned vehicles are covered to your limit requirement?

Response: As long as the offer does not own any vehicles, if the hired/non-owned coverage is on the General Liability that is acceptable.

END OF ADDENDUM ONE