

**RESOLUTION 16-84**

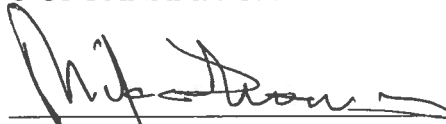
**A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA, APPROVING THE AGREEMENT WITH EVANS AUCTIONEERS, INC. TO CONDUCT AN AUCTION OF CITY SURPLUS PROPERTY ON JUNE 18, 2016 FOR A FEE OF FIVE PERCENT OF THE TOTAL PROCEEDS RECEIVED; AND PROVIDING AN EFFECTIVE DATE.**

**BE IT RESOLVED** by the City Council of the City of Panama City Beach that the appropriate officers of the City are authorized but not required to accept and deliver on behalf of the City that certain Agreement between the City and Evans Auctioneers, Inc., to conduct an auction of the City's Surplus Property, Vehicles and Equipment, on June 18, 2016, for a fee of Five Percent (5%) of the total proceeds received, in substantially the terms and conditions set forth in the quote attached and presented to the Council today, with such changes, insertions or omissions as may be approved by the City Manager and whose execution shall be conclusive evidence of such approval.

**THIS RESOLUTION** shall be effective immediately upon passage.

**PASSED** in special session this 9th day OF JUNE, 2016.

CITY OF PANAMA CITY BEACH

By:   
MIKE THOMAS, MAYOR

ATTEST

  
DIANE FOWLER, CITY CLERK

**EVANS AUCTIONEERS, INC.**  
**4618 HAMILTON ROAD • COLUMBUS, GA 31904**  
**P.O. BOX 4766 • COLUMBUS, GA 31914**  
**Toll Free: 1-800-282-8460 • Local: 706-653-9006 • Fax: 706-653-9096**

## **Proposal For 2016 RFP #053116: Auctioneer Services for the City Auction**

### **Company Description**

Evans Auctioneers, Inc. is a highly qualified auction company with many years experience in government auctions in several states.

#### **References Include:**

Columbus Water Works  
1420 54th Street  
Columbus, GA 31904  
Contact: Reginald Walton  
Phone: 706-358-8170

Forsyth County  
118 Castleberry Road, Suite 13  
Cumming, GA 30040  
Contact: Avery Gravitt  
Phone: 770-888-8872

U.S. Army MWR – Ft. Benning, GA  
2384 Prussman Rd.  
Ft. Benning, GA 31905  
Contact: Frances Harper  
Phone: 706-545-2348

#### ***Evans Auctioneers Will:***

- A. 1. Submit to auction marketing department a sufficient number of pictures with a list of items to be auctioned. A brochure will be designed and mailed from our mailing list; pictures/listing will be posted on our website (weaci.com) & also links to our various auction sites such as AuctionZip.com; Facebook.com; TheAuctionGuy.com; PublicAuctionFinder.com & More. Ads will be placed in various newspapers, and bulk emails will be sent out daily to previous customers on our mail list.
2. Assign a sufficient number of personnel to Panama City Police Department to arrange and inventory items. They will arrive on site to begin work on a date selected by Captain Wayne Maddox the week prior to auction. Auction items will be assigned a number and described in detail with the City's reference number. The information will be entered into computers using state of the art auction software. Each item will be described & entered by department/consignor.

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*Evans Auctioneers Will: (continued)*

3. Provide proper qualified staffing on preview day and Auction. Personnel to include auctioneers, ring-men, auctioneer clerk, experienced cashiers and computer clerks. Auctioneer will hold a Florida Auctioneers License. Evans Auctioneers, Inc. is an equal opportunity employer.
  4. Provide a 36 Ft. Pace Office Trailer for the safe collection of auction proceeds. It is properly equipped with computers and all equipment necessary for cashiers & staff.
  5. Provide an auction truck with auction topper equipped with amplification system & counters for clerks and auctioneers. The auction company will also provide tents, tables and chairs for registration.
  6. Register each prospective bidder requiring proper identification and proof of means to pay by cash, credit card or check. Checks are accepted with a bank letter of guarantee. Bidders are issued a buyers number to be recorded in the auction system.
  7. Enter sales price and bidders number into computer as items are sold to the highest bidder.
  8. Collect auction proceeds from customers by qualified cashiers. Invoices will be printed from computers using 3-part paper. Original copy belongs to the customer; and both The Panama City Beach Police Department and Evans Auctioneers, Inc. keep a copy for permanent record.
  9. Balance each cashier against invoice and computer totals. Reports will be printed showing each item sold, amount & sale total for each department. A final report with totals, less commission will be submitted to Captain Wayne Maddox and net proceeds will be submitted immediately after auction is balanced with all reports.
- B.** A 5% auction fee will be charged to the Panama City Beach Police Department and consignors. Auction Company will collect a 10% Buyer's Premium from buyers which will be retained by Auction Company.
- Pay for advertising, labor, supplies, and any other various auction related costs. Toilet Facilities will be provided by The Panama City Beach Police Department. The Auction Company will provide sodas and snacks to keep bidders from leaving the premises to find food until auction is over.
- C.** Auction Company would appreciate The Panama City Beach Police Department inviting other local government agencies to join in the auction with their vehicles & heavy equipment and miscellaneous items under the same conditions with all consignor items kept separate on reports. The larger the variety of items, the more enhancing the auction becomes.

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*Evans Auctioneers Will: (continued)*

- D. Evans Auctioneers will comply with Florida State Statutes Chapter 468, Miscellaneous Professions and Occupations, specifically Part VI – Auctioneers, (s.s. 468.381-468.399).

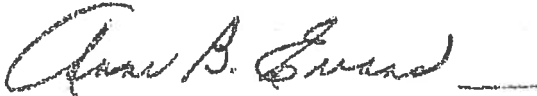
**Sub-Consultants**

Evans Auctioneers will not use any sub consultants.

Any and all parts of this proposal remain negotiable. The Panama City Beach Police Department may request any additional services needed for auction.

We greatly appreciate the opportunity to bid on your auction.

Sincerely,

A handwritten signature in cursive script, appearing to read "Anne B. Evans", followed by a horizontal line.

Anne B. Evans – Owner  
Evans Auctioneers, Inc.