



# District School Board of Pasco County

20430 Gator Lane • Land O' Lakes, Florida 34638 • 813/ 794-2221

Heather Fiorentino, Superintendent

[www.pasco.k12.fl.us](http://www.pasco.k12.fl.us)

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## Department of Purchasing

Kendra Goodman, CPPO, CPPB, Purchasing Agent

813/ 794-2221 Fax: 813/ 794-2111

727/ 774-2221 TDD: 813/ 794-2484

352/ 524-2221 e-mail: [kgoodman@pasco.k12.fl.us](mailto:kgoodman@pasco.k12.fl.us)

July 24, 2012

## MEMORANDUM

TO: Honorable School Board Members

FROM: Kendra Goodman, CPPO, CPPB, Purchasing Agent 

RE: Auction-Internet Surplus Sales  
Permission to Tag-On to Pinellas County Board of County Commissioners  
RFP # 112-0025-P(NP) – Auction Services – Internet Surplus Sales  
GovDeals, Incorporated

Per DOE Rule 6A-1.012(6) the District is permitted to piggy back bids from other government entities, should it choose to do so. We are requesting permission to utilize Pinellas County Board of County Commissioners RFP #112-0025-P(NP) – Auction Services – Internet Surplus Sales from July 25, 2012 through July 1, 2013, for surplus items such as Food and Nutrition Smallwares, computers, copiers, vehicles, etc. The contract was reviewed and approved by Nancy Alfonso, School Board Attorney on June 28, 2012.

The GovDeals, Incorporated commission rate is seven and one-half percent (7.5%) of all winning bids up to \$100,000, five and one-half percent (5.5%) for all items in excess of \$100,000, and three and one-half percent (3.5%) for items in excess of \$500,000 up to \$1,000,000. GovDeals, Incorporated does not charge any listing fees or training fees. There is no cost to the District for items that do not sell.

Bob DeBardelaben, President, GovDeals, Incorporated has agreed to extend the terms and conditions of RFP # 112-0025-P(NP) – Auction Services – Internet Surplus Sales to our District - see attached.

Should you have any questions regarding this matter, or if I can be of further assistance, please feel free to contact me at your earliest convenience.

KDG/dr

Attachments

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District Wide Accreditation • Southern Association of Colleges and Schools

Date/Time: July 17, 2012 10:50:00



# District School Board of Pasco County

7227 Land O' Lakes Boulevard • Land O' Lakes, Florida 34638 • 813/ 794-2000

Heather Fiorentino, Superintendent

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## Department of Purchasing

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June 28, 2012

**REQUEST FOR PROPOSAL PIGGYBACK REQUEST  
PINELLAS COUNTY BOARD OF COUNTY COMMISSIONERS  
RFP # 112-0025-P(NP): AUCTION SERVICES – INTERNET SURPLUS SALES**

Yes, I agree to renew RFP# 112-0025-P(NP) under the same terms and conditions as the existing bid. For the term of July 2, 2012 through July 1, 2013

No, I do not agree to renew RFP #112-0025-P(NP)

Company Name: GovDeals, Inc.

Signature: Bob Debardelaben – PRESIDENT

Typed Name and Title: Bob Debardelaben, President

Telephone (w/area code): 407-462-5955

Fax Number (w/area code): 334-387-0519

Email: bdebardelaben@govdeals.com

DATE: 6/28/2012

The prospective bidder certifies, by submission and signature of this bid renewal form, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction per the provisions of Florida Statute 287.133(2)(a).

PLEASE RETURN TO:

DISTRICT SCHOOL BOARD OF PASCO COUNTY  
ATTN: DEBRA REAVES, BUYER ASSISTANT  
PURCHASING DEPARTMENT  
20430 GATOR LANE  
LAND O' LAKES, FL 34638  
(813) 794-2219 (PHONE)  
(813) 794-2111 (FAX)



Joe Lauro, CPPO/CPPB  
Director

**INTEROFFICE MEMO**

To: Joseph Lauro, Director of Purchasing  
From: Nancy Patula, Procurement Analyst  
Subject: Approval of Final Negotiated Contract- Auction Services - Internet Surplus Sales  
Contract No. 112-0025-P(NP)  
Date: June 6, 2012

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RECOMMENDATION: I RECOMMEND THE DIRECTOR OF PURCHASING APPROVE THE FINAL NEGOTIATED CONTRACT FOR AUCTION SERVICES - INTERNET SURPLUS SALES WITH GOVDEALS, INC., MONTGOMERY, ALABAMA.

IT IS FURTHER RECOMMENDED THAT THE DIRECTOR OF PURCHASING SIGN THE AGREEMENT AND MEMO OF UNDERSTANDING.

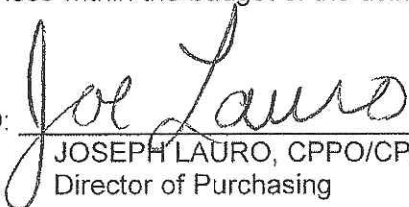
ESTIMATED ANNUAL REVENUE: \$50,000.00

ESTIMATED TWENTY-FOUR (24) MONTH REVENUE: \$100,000.00

DISCUSSION: On April 13, 2012 the Director of Purchasing approved the ranking of firms for Auction Services for Internet Surplus Sales and authorized staff to negotiate a final contact with the number one ranked firm, GovDeals, Inc. The final agreement presented includes negotiations that centered on any additional fees and collection of sales tax.

This contract is for an initial twenty-four (24) month period effective upon execution of the agreements. The contract may be extended for an additional twenty-four (24) month period if all terms and conditions remain the same and approval is granted by the Director of Purchasing

Section 2-176 of the Pinellas County Code delegates to the County Administrator to award negotiation contracts for purchases of goods or services of \$250,000 or less, and the Director of Purchasing \$100,000 or less within the budget of the using department

APPROVED:   
JOSEPH LAURO, CPPO/CPPB  
Director of Purchasing

Date of Approval: 6/6/12

Attachments: Agreements (2)

# GovDeals

## Online Auction Memo of Understanding

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This Online Auction Memo of Understanding (MOU) is between GovDeals, Inc. ("GovDeals"), a Delaware corporation having its principal place of business at 5907 Carmichael Place, Montgomery, Alabama, 36117 and Pinellas County ("County"), having its principal place of business at 400 South Fort Harrison Avenue, Clearwater, Florida 33756.

- 1.0 Description of Services:** GovDeals provides a means for Client to post assets for sale and for potential buyers to bid on these assets via an online auction system. Although GovDeals provides system access for Client to list assets, GovDeals is not a party to the actual sale and has no control over the listed information or the ability of the buyer and Client to complete the transaction.
- 2.0 GovDeals' Responsibilities:** In addition to maintaining and operating an online auction system, GovDeals will provide Client with the following services for the period agreed to in 5.0 below:
- 2.1** Access to a GovDeals online "Client Asset Server" (CAS), which will allow Client to load assets to the online auction system, maintain information about assets and view and run reports. The CAS will provide Client with the following capabilities:
- Accept descriptive information concerning an asset including unlimited photos
  - Allow different auction phases based upon dates and times
  - Allow Client to set minimum starting prices, bid increments and reserves
- 2.2** Training and support services to assist Client in implementing the GovDeals online auction system, which will include:
- Familiarization with the nature and operation of CAS
  - Guidance in the posting of assets and provide ongoing support
  - Procedures for taking and posting pictures of assets
  - Based on mutual agreement between GovDeals and Client, training and support services will be provided on-site or via telephone or Internet
- 2.3** Help Desk support available via telephone or email during normal business hours, except announced holidays.
- 2.4** Provide marketing of assets posted to the online auction site and promote use of the site to potential buyers.
- Work with Client to identify items that may benefit from marketing attention.
  - Provide documented proof of all marketing efforts made on behalf of Client.
  - Assist in determining values and starting prices for unique and high dollar assets.
- 3.0 Fees:** Please elect a Flexible Pricing Option (FPO) from Exhibit A and enter selection below signature block on MOU page two (2).
- 4.0 Payment:**
- 4.1** If Client elects to collect auction proceeds, GovDeals will invoice Client for fees on the first business day of the month following the month assets are sold. Client agrees to remit payment to GovDeals within forty-five (45) calendar days from receipt of invoice,

unless an applicable prompt payment act or similar legislation specifies a different time period.

- 4.2 Client shall promptly, but no more than fifteen (15) business days after the auction end date, notify GovDeals of any transaction that was not completed. The fees for said transaction shall be credited to Client during the next invoice period.
- 4.3 If Client elects GovDeals to collect auction proceeds electronically via PayPal, credit card or wire transfer please review and complete Exhibit B.
- 5.0 **Term of MOU:** This MOU shall commence on the date of execution of the agreement for a period of twenty-four (24) months and may be extended subject to written notice of agreement from the County and GovDeals, Inc. for an additional twenty-four (24) months period beyond the primary contract period.
- 6.0 **Terms and Conditions:** Please find Exhibit C attached as an example of suggested Client Terms and Conditions. At any time during the term of this MOU, Client may modify the Terms and Conditions. Any substitutions or modification must be submitted to GovDeals in writing before posting assets to the GovDeals auction site.
- 7.0 **Governance:** This MOU will be governed, interpreted, construed and enforced in accordance with the laws of the State of Florida.
- 8.0 **Non-Exclusive Engagement:** This MOU is not exclusive. Client may utilize other approaches, including traditional auctioneer services or sealed bids. However, it is understood and agreed that Client will not utilize other disposal approaches for an asset at the same time the asset is listed on the GovDeals online auction site or sell by some other means to a prior bidder any item currently or previously listed on the GovDeals site for the purpose of avoiding payment of the GovDeals fee. Client agrees to not manipulate or interfere with the bidding process on the GovDeals site.

This online auction memo of understanding is agreed to by:

GovDeals, Inc.

Signature:

*Robert L. DeBardelaben*

Print Name: Robert L. DeBardelaben

Title: President

Date: 6/4/12

Client: Pinellas County

Signature:

*Joe Lauro*

Print Name: JOE LAURO

Title: Purch Dir

Date: 6/6/12

Memo of Understanding Contact:

Attention: Sales Support  
5907 Carmichael Place  
Montgomery, AL 36117  
Telephone Number: 866.377.1494  
Fax Number: 334.387.0519  
Email: [salesupport@govdeals.com](mailto:salesupport@govdeals.com)

**APPROVED AS TO FORM  
OFFICE OF COUNTY ATTORNEY**

By *Michelle Wallace*  
Attorney

**Flexible Pricing Options (FPO)**

Select one from options described in GovDeals Memo of Understanding- Exhibit A:

Client Collects Proceeds

- Option A1 (7.5% Seller- 0% Buyer)
- Option A2 (0% Seller- 7.5% Buyer)

Client elects FSS (GovDeals collects Proceeds)

- Option B1 (7.5% Seller- 5% Buyer)
- Option B2 (5% Seller- 7.5% Buyer)
- Option B3 (2.5% Seller- 10% Buyer)
- Option B4 (0% Seller- 12.5% Buyer)

## EXHIBIT A - Online Auction Memo of Understanding

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### Flexible Pricing Options (FPO)

The Client has the option to choose from the following alternative plans:

#### A - Client Collects Proceeds

**Option A1:** The Client pays a 7.5%\* fee which will be reduced according to the Tiered Fee Reduction Schedule (described below). GovDeals will invoice the client each month for fees on items sold in the previous month. The client is allowed thirty (30) calendar days from date of invoice receipt to remit payment.

**Option A2:** The Client pays a 7.5%\* fee but is given the capability to easily pass the entire fee on to the winning bidder as an Administrative Fee. The client is only allowed to pass on to the winning bidder the amount charged to them based on the tiered pricing schedule above. The amount invoiced to the winning bidder will include the gross sale amount of the item, the administrative fee, any special fees and sales taxes, if any. By passing this fee on to the winning bidder, the client's effective fee is zero percent (0%). GovDeals will invoice the client each month for fees on items sold in the previous month. The client is allowed thirty (30) calendar days from date of invoice receipt to remit payment.

**B - Client Elects GovDeals Financial Settlement Services (FSS) allowing GovDeals to Collect Proceeds. Only one option below can be used and once this option is chosen, it cannot be changed for twelve (12) months.**

**Option B1:** The Client pays a 7.5%\* fee and the winning bidder pays a 5% Buyers Premium. \*\*

**Option B2:** The Client pays a 5%\* fee and the winning bidder pays a 7.5% Buyers Premium.

**Option B3:** The Client pays a 2.5%\* fee and the winning bidder pays a 10% Buyers Premium.

**Option B4:** The Client pays zero percent fees (0%) and the winning bidder pays a 12.50% Buyers Premium.

#### Tiered Fee Reduction Schedule

GovDeals' Tiered Fee Reduction Schedule below explains how the base auction fee of 7.5% is reduced for assets that sell in excess of \$100,000 on [www.govdeals.com](http://www.govdeals.com).

1. When an asset sells for up to \$100,000 in a winning bid, the GovDeals fee is seven and one-half percent (7.5%\*) of the winning bid, but not less than \$5.00.
2. Where an asset sells for more than \$100,000, and up to \$500,000 the GovDeals fee is seven and one-half percent (7.5%) of the winning bid up to \$100,000, plus five and one-half percent (5.5%) of the winning bid for auction proceeds in excess of \$100,000 up to \$500,000.
3. Where an asset sells for greater than \$500,000, and up to \$1,000,000 the GovDeals fee is seven and one-half percent (7.5%) of the first \$100,000 of the winning bid, plus a fee of five and one-half percent (5.5%) of the next \$400,000 of the winning bid, plus a fee of three and one-half percent (3.5%) of the bid amount in excess of \$500,000 up to \$1,000,000.
4. Where an asset sells for greater than \$1,000,000 the GovDeals fee is seven and one-half percent (7.5%) of the first \$100,000 of the winning bid, plus a fee of five and one-half percent (5.5%) of the next \$400,000 of the winning bid, plus a fee of three and one-half percent (3.5%) of the next \$500,000 of the winning bid, plus a fee of two and one-half percent (2.5%) of the bid amount in excess of \$1,000,000.

\*Subject to a minimum per asset/lot fee of \$5.00. \*\*If the Client chooses to pay the full 7.5% fee, they will have access to the Tiered Fee Reduction Schedule.

## EXHIBIT B - Online Auction Memo of Understanding

### Financial Settlement Services (FSS)

It is understood the Client elects GovDeals to collect all proceeds due the Client from the winning bidder and remit the proceeds to the Client less the GovDeals fee. Optionally, the Client may elect to not have GovDeals withhold the fee by electing the appropriate section on the following page of this exhibit.

GovDeals will charge the winning bidder a "Buyer's Premium", therefore, the Client is not allowed to charge the winning bidder an additional "Buyer's Premium".

GovDeals will collect all proceeds from the winning bidder, including the "Buyer's Premium" through PayPal, credit card or wire transfer. This is the only means of payment by the bidder.

The Client will not release an asset to the winning bidder until the Client has received verification from GovDeals that payment has been received from the winning bidder. Prior to an item being released to the winning bidder, the Client will ensure the winning bidder or his/her agent has signed a "Bill of Sale" containing the following notation: "Asset is sold as is, where is and without warranty. Once the asset is removed from the seller's premises there is no refund of monies previously paid". The Bill of Sale must be printed from the Client Asset Server (CAS). Any other "Bill of Sale" used by the Client must be submitted to GovDeals for approval.

No proceeds will be remitted to the Client for any asset sold without verification of payment from GovDeals and verification from the Client the item has been picked up by the winning bidder. Approved payment from the winning bidder through PayPal, credit card or wire transfer will be noted in CAS. It is the Client's responsibility to notify GovDeals when an item has been picked up, which is accomplished by the Client accessing CAS and selecting the "Picked Up" option from the "Paid, not picked up" report.

GovDeals will remit all proceeds collected, less the "Buyer's Premium" and the GovDeals fee to the Client on a weekly basis for all assets marked in CAS as 'Picked Up'. However, if you choose to be invoiced for the GovDeals' fee, GovDeals will remit all proceeds collected, less the "Buyer's Premium" only. All proceeds will be remitted electronically by Automatic Clearing House (ACH) unless elected on the following page of this exhibit to receive a paper check. Whether proceeds are remitted electronically via ACH or via paper check, a detailed backup will be submitted to the Client to support the amount remitted.

Under no circumstance will the Client collect any proceeds directly from the winning bidder and if requested to do so, the Client should refer the winning bidder directly to GovDeals for payment instructions.

GovDeals will absorb all costs of Charge Backs by PayPal or a credit card company where an item is released to the winning bidder after the Client receives proper payment notification from GovDeals, GovDeals receives proper pickup notification from the Client and the Client obtained and retained a signed "Bill of Sale" from the winning bidder.

GovDeals will refund proceeds collected to the winning bidder in those rare occasions where the winning bidder pays for an asset but never picks it up and subsequently convinces PayPal or the credit card company to withdraw the amount from GovDeals' bank account. It is the Client's responsibility to request a credit on the asset paid for but not picked up as soon as the allowable pick up time passes. By taking the credit, it insures GovDeals will not charge the Client a fee and will allow the Client to resell the asset. If the asset is mistakenly placed in 'picked up' status by the Client and GovDeals has remitted payment, the Client agrees to refund this amount back to GovDeals.

A GovDeals' Client Services Representative or a GovDeals Help Desk Representative will train the Client on how to effectively use the Financial Settlement Services feature and provide ongoing support as needed. There are no additional costs to the Client for training and support.

GovDeals is covered by a Crime Insurance Policy with a limit of \$5,000,000, which will protect the Client against any loss of funds.

**Financial Settlement Services (FSS) Election and Information**

Please complete payment instructions below:

Accounting Contact: Anne Lawler, Manager of Financial Accounting  
 (Person to receive checks and invoices) Name and Title

E-Mail Address: alawler@pinellascounty.org

Phone Number: (727) 464-8311

(Please choose only one option for payment)  
 If payment will be made by ACH, please provide the following information:

Name of Bank	Redacted	_____
County of Bank		_____
Name of Client: (Name on bank account)		_____
Bank Routing Number		_____
Bank Account Number		_____
Checking/Savings		_____

OR:

If payment will be made by paper check, please provide the following information:

Make check payable to: \_\_\_\_\_  
 Client's Legal Name

Mail check to: \_\_\_\_\_  
 Street Address / P.O. Box Number

\_\_\_\_\_  
 City, State and Zip Code

Please check here *only* if Client elects to  allow GovDeals to deduct the GovDeals fees from proceeds due the client.



## Pinellas County

Clearwater, Florida

### Online Sales - Terms and Conditions

All bidders and other participants of this service agree they have read and fully understand these terms and agree to be bound thereby.

**Guaranty Waiver.** All assets are offered for sale "AS IS, WHERE IS." Pinellas County (Seller) makes no warranty, guaranty or representation of any kind, expressed or implied, as to the merchantability or fitness for any purpose of the property offered for sale. The Buyer is not entitled to any payment for loss of profit or any other money damages – special, direct, indirect or consequential.

**Description Warranty.** Seller warrants to the Buyer the property offered for sale will conform to its description. Any claim for misdescription must be made prior to removal of the property. If Seller confirms the property does not conform to the description, Seller will keep the property and refund any money paid. The liability of the Seller shall not exceed the actual purchase price of the property. Please note upon removal of the property, **all sales are final.**

**Personal and property risk.** Persons attending during exhibition, sale or removal of goods assume all risks of damage of or loss to person and property and specifically release the seller and GovDeals from liability therefore.

**Inspection.** Most assets offered for sale are used and may contain defects not immediately detectable. Bidders may inspect the property prior to bidding. Bidders must adhere to the inspection dates and times indicated in the asset description. See special instructions on each asset page for inspection details.

**Consideration of Bid.** Seller reserves the right to reject any and all bids and to withdraw from sale any of the assets listed.

**Buyer's Certificate.** Successful bidders will receive a Buyer's Certificate by email from GovDeals.

**Buyers Premium.** If a Buyers Premium is shown on the auction page bidder box, then that amount (expressed as a percentage of the final selling price) will be added to the final selling price of all items in addition to any taxes imposed.

**Payment.** Payment in full is due not later than 5 business days from the time and date of the Buyers Certificate. Payment must be made electronically through the GovDeals Website.

Acceptable forms of payment are:

- PayPal
- Wire Transfer
- Visa
- MasterCard
- American Express
- Discover

PayPal and Credit Card purchases are limited to below \$5,000.00. If the winning bid plus applicable taxes, if any indicated, and the buyer's premium, equals more than \$4,999.99, PayPal and Credit Cards may not be used. If Wire Transfer is chosen, a Wire Transfer Transaction Summary page will provide payment and account information. The Wire Transfer must be completed within 5 days.

**Removal.** All assets must be removed within **ten (10) business days** from the time and date of issuance of the Buyer's Certificate. Purchases will be released only upon receipt of payment as specified. Successful bidders are responsible for loading and removal of any and all property awarded to them from the place where the property is located as indicated on the website and in the Buyer's Certificate. The Buyer will make all arrangements and perform all work necessary, including packing, loading and transportation of the property. Under no circumstances will Seller assume responsibility for packing, loading or shipping. See special instructions on each asset page for removal details. A daily storage fee of \$10.00 may be charged for any item not removed within the ten (10) business days allowed and stated on the Buyer's Certificate.

**Vehicle Titles.** Seller will issue a title or certificate upon receipt of payment. Titles may be subject to restrictions as indicated in the asset description on the website.

**Default.** Default shall include (1) failure to observe these terms and conditions; (2) failure to make good and timely payment; or (3) failure to remove all assets within the specified time. Default may result in termination of the contract and suspension from participation in all future sales until the default has been cured. If the Buyer fails in the performance of their obligations, Seller may exercise such rights and may pursue such remedies as are provided by law. Seller reserves the right to reclaim and resell all items not removed by the specified removal date.

**Acceptance of Terms and Conditions.** By submitting a bid, the bidder agrees they have read, fully understand and accept these Terms and Conditions, and agree to pay for and remove the property, by the dates and times specified. These Terms and Conditions are displayed at the top of each page of each asset listed on GovDeals. Special Instructions appearing on the asset page will override certain sections of the terms and conditions.

**State/Local Sales and/or Use Tax.** Buyers may be subject to payment of State and/or local sales and/or use tax. Buyers are responsible for contacting seller or the appropriate tax office, completing any forms and paying any taxes that may be imposed.