



**COUNTY OF LOS ANGELES
TREASURER AND TAX COLLECTOR**

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ELIZABETH BUENROSTRO GINSBERG
TREASURER AND TAX COLLECTOR

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March 7, 2025

SENT VIA EMAIL

Dear Interested Party:

**REQUEST FOR PROPOSALS FOR THE PROVISION OF
PERSONAL PROPERTY AUCTION SERVICES
ADDENDUM ONE**

This Addendum One (Addendum) to the Personal Property Auction Services Request for Proposals (RFP) provides responses to questions relating to the RFP and the Statement of Work. Please note the following:

1. Questions and responses to questions received from Proposers by March 5, 2025, are included in Attachment 1, Responses to Proposer's Questions.

Please attach this Addendum to your RFP.

Should you have any questions, you may contact Maria Vadai, Administrative Services Manager II, of my staff at (213) 974-7360 or contracts@ttc.lacounty.gov.

Very truly yours,

ELIZABETH BUENROSTRO GINSBERG
Treasurer and Tax Collector

David Sandoval
Administrative Services Manager III

DS:MV:lac

Attachments

**COUNTY OF LOS ANGELES
DEPARTMENT OF TREASURER AND TAX COLLECTOR
PERSONAL PROPERTY AUCTION SERVICES
RESPONSES TO PROPOSERS' QUESTIONS**

Addendum One
Attachment 1

| No. | Origin of Question | Page # | Paragraph | Language | Question | Response |
|-----|-------------------------|----------------|-----------------------|--|--|--|
| 1. | RFP | 30-31 (PDF) | 8.5.4 and 8.5.5 | "Business Proposal Requirements and Evaluation Criteria (70%)" | Can you please confirm that section D of the RFP requirements has been intentionally omitted. | Yes, Section D was intentionally omitted. |
| 2. | RFP | 29 (PDF) | 8.5.3 Number 4 | "Proposer must provide copies of the company's most current and prior two Fiscal Years (2023, 2022, and 2021) financial statements." | Given that it is early in the year, will financial statements for 2022, 2023, and 2024 be sufficient? | Per Request for Proposals (RFP) Subparagraph 8.5.3.4, Proposers are only required to provide financial statements for 2021, 2022 and 2023 (since it is still early to submit 2024). Financial statements for 2024 are not required to be provided with the proposal. |
| 3. | Statement of Work (SOW) | 105 (PDF) | 2.0 | "The Contractor will have access to the Personal Property items available for sale at least 30 Calendar Days prior to the auction date." | Given the approximate 30 days prior to auction date to initially view items, and there is an average of 12 auctions per calendar year (<i>Attachment A, Personal Property Sales Data pg. 121</i>), is it accurate that the initial review of property, auction set-up, marketing, auction preview, live or online auction event, in-person release and/or shipping of property will take place during a 30 day time frame? | The language refers to having access to the items at least 30 days before the auction. It sets the minimum number of days the contractor will have access to the items, not the maximum number of days. Also, the 30 days only refers to the minimum timeframe before the auction the contractor will have access to the items. It does not address any specifics of the auctions (e.g., in-person release and/or shipping of property). In addition, the language does not set parameters for any of the processes overlapping (e.g., in-person release and/or shipping of the items from the current auction occurring at the same time the contractor having access to the items for the next auction). |

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| 4. | SOW | 105 (PDF) | 2.1.1 | "The Contractor must inspect <i>all Personal Property items</i> for sale at the location where the items are stored prior to the auction." | For an average auction, how many different estates with personal property might be included? | Varies. It depends on how many items each estate has and how many items are going to be included in the auction. Those factors will determine how many different estates will be included in the auction. |
| 5. | SOW | 105 (PDF) | 2.1.1 | "The Contractor must inspect <i>all Personal Property items</i> for sale at the location where the items are stored prior to the auction." | It is our understanding that the estate's personal property to be initially "reviewed" (<i>inspected</i>) 30 days out from auction by Contractor is stored in large crates, with most of the items wrapped and in boxes. Can this be confirmed? | Most household items (e.g., furniture, appliances, clothing, bric-a-brac) are stored in crates, while other personal property items (e.g., jewelry, collectible coins, etc.) are not. |
| 6. | SOW | 105 (PDF) | 2.1.1 | "The Contractor must inspect <i>all Personal Property items</i> for sale at the location where the items are stored prior to the auction." | If the property is stored in crates and wrapped in boxes at the beginning of the initial inspection process, who carries out the task of unloading the crates, unboxing, and unwrapping property, so that it may be initially inspected? | The Public Administrator (PA) staff will provide the contractor with access to the personal property items. The contractor will be responsible for moving, relocating and/or repositioning the items in preparation of the auction. |
| 7. | SOW | 105 (PDF) | 2.1.1 | "The Contractor must inspect <i>all Personal Property items</i> for sale at the location where the items are stored prior to the auction." | Approximately how many crates of personal property would an "average" auction include? | An average auction may include anywhere from approximately 25 to 55 crates. |

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| 8. | SOW | 106 (PDF) | 2.1.5 | "Fifteen Business Days prior to a scheduled auction, the Contractor will determine the appropriate Lotting of the Personal Property items for sale and provide the information to the PA." | For a regular estate auction, is it accurate that it might contain between 500 and 1000 lots of property? | It would depend on the lotting of the items; however, it is common to have 500 or more items for a regular estate auction. |
| 9. | SOW | 108 (PDF) | 2.3.1 | "The Contractor will be responsible for the release of all Personal Property items sold at the auction..." | Is shipping of auction lots currently part of releasing property for the PPAS auctions, and if so, is it a contract requirement and thereby carried out by the Contractor? | The receiving of items by the buyer is the responsibility of the contractor, which may include releasing the items in person or shipping them to the buyer. |
| 10. | N/A | N/A | N/A | N/A | Would the Requestor consider a solution where assets are hauled away to the vendor's location, stored, cataloged, imaged, and then <u>auctioned solely online</u> via the vendor's online platform? | No. |
| 11. | N/A | N/A | N/A | N/A | Would the Requestor consider a hybrid approach solution where the Requestor takes photos/provides basic information on the assets, the vendor creates/auctions the listings on the vendor's online platform, and the Requestor & vendor coordinate for the winning bidder to pick up the asset? | No. |