



2200 West Euclid Ave, Arlington Heights, IL 60005

REQUEST FOR PROPOSALS: AUCTION SERVICES

PROPOSAL Due Date: February 28, 2022 at 3:00 PM

Proposals will be received by ARLINGTON PARK RACECOURSE, LLC until the time specified above.

All proposals should be submitted by email to robert.kanabay@arlingtonpark.com no later the due date and time.

No proposals will be accepted after the due date. Proposals must be submitted via email at the time of the due date and it is the sole responsibility of each proposing bidder to ensure that the proposal arrives on time.

Request for Proposals

1.0 Purpose

Arlington Park Racecourse, LLC, the "CLIENT" is seeking competitive proposals from qualified companies, each a "Company" and collectively, the "Companies", to provide the CLIENT with auction services for its surplus personal property.

2.0 Competition Intended

The process of responding to this Request for Proposal (RFP) should involve interested Companies reviewing and analyzing the information provided herein and responding in writing to any and all items where a response is requested.

3.0 Discrepancies and Questions

Should any proposing Company have questions, find discrepancies in the plans and/or specifications, or be in doubt as to the meaning or intent of any part thereof, the Company shall request clarification from the CLIENT in writing, not later than five (5) working days prior to the bid opening. These requests should be emailed to robert.kanabay@arlingtonpark.com

All questions will be answered and any changes will be communicated through a written addendum. Failure to request such clarification is a waiver of any claim by the proposing Company for additional expenses because its interpretation was different from the CLIENT's.

4.0 Company's Minimum Qualification

A qualified Company is defined for this purpose as one who meets, or by the date of bid acceptance can meet, all requirements for licensing, insurance, and service contained within this RFP. Each Bidding Company must hold and maintain a valid auctioneer's license in the State of Illinois and maintain its license throughout the life of the contract. Please submit a copy of license with proposal.

5.0 Instructions to Companies

5.1 Proposal Preparation:

5.1.1 All proposal responses shall be prepared, signed and submitted electronically in PDF format and including forms enclosed herein, unless otherwise prescribed.

5.1.2 Each proposal constitutes an offer and may not be withdrawn except as provided herein. Financial terms are to remain firm for the period stated by the Company in the proposal.

5.1.3 Each proposal shall include the name, address, telephone number, and e-mail address of at least three (3) current customers for whom the Company has provided similar products. These references may be contacted, and if so, their responses will constitute a significant part of the proposal evaluation process.

5.1.4 Arlington Park Racecourse, LLC assumes no responsibility for costs incurred in responding to this RFP.

5.2 Proposal Submission:

5.2.1 Each proposal shall contain the following information written on first page (cover page):

- The name, corporate address and contact person for the Company, and the email address and phone number of the individual representing the proposing Company;
- Date of submission of the proposal.

5.2.2 Each proposal shall be delivered to the email address shown in this RFP for receipt by Arlington by the stated deadline.

5.2.3 Proposals not received by the time and date specified herein will not be considered, unless the delay is a result of the CLIENT.

5.2.4 All proposals must be marked in the subject line of the email "Auction Services";

5.2.5 No proposal may be withdrawn for a period of sixty (60) calendar days after the due date, unless approved in writing by Robert Kanabay

5.2.6 If the CLIENT fails to reach an agreement with any Company, it may reject all bids and resubmit for new bids or make any other decisions it deems to be in its own best interest.

5.3 Failure to Propose: Any Company which does not desire to offer a proposal should

submit to the CLIENT a letter stating a reason for not proposing and whether it desires to be retained or removed from the Company's list for future auction solicitations.

5.4 Award Criteria: The award shall be made to a Company who submits the highest yielding proposal in the interest of the CLIENT, taking into consideration revenue to be produced to the CLIENT, the length of time to dissolve the CLIENT's assets, quality, past performance, and compliance with the stated terms, conditions, and specifications.

5.5 Notwithstanding the foregoing, the CLIENT reserves the right to reject any or all proposals, to accept any proposal submitted, to waive any informality and to negotiate with the highest scoring Company or Companies on any changes which the CLIENT considers necessary or desirable for its own interests. The CLIENT alone shall make such determination. In addition, the CLIENT's purchasing policies and vendor qualifications are hereby incorporated by this reference and shall be applicable to this Request for Proposal and the CLIENT reserves all alternatives, terms and conditions as set forth therein.

5.6 Compliance with laws: The successful Company shall obtain and maintain all licenses, permits, liability insurance, worker's compensation insurance, and comply with all other standards or regulations required by federal, state, county, or City statute, ordinances, and rules during the performance of any contract between the Company and the CLIENT. Any such requirement specifically set forth in any contract between the Company and the CLIENT shall be supplementary to this section and not in substitution thereof.

5.7 Suspension and Debarment: The Proposing Bidder certifies, by submission of their proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal, state, or local agency. Where the Proposing Bidder is unable to certify to any of the statements in this certification, such Offer or shall attach an explanation to this proposal.

5.8 Subcontractors: The awarded Company agrees that they shall not delegate, subcontract, or assign all or any portion of the project to any third party without the express written consent of the CLIENT.

5.9 Local Providers: Companies submitting proposals should keep in mind the CLIENT's goal of supporting local businesses and supply houses for materials and labor whenever practicable, so long as pricing and other contract conditions are not adversely affected.

6.0 Scope of Services

CLIENT is seeking competitive bid proposals from qualified companies to provide CLIENT with auction services, as described below.

6.1 Auctioneer should plan to manage the CLIENT's auction and liquidation of assets approved by the CLIENT.

6.1.1 The CLIENT may require the winning bidder to conduct more than one auction during the term period to sell off the majority of its assets.

6.1.2 The CLIENT anticipates that it will bring in approximately \$2,500,000 in revenue from the auction of CLIENT's surplus assets, goods, vehicles, and equipment. This amount may vary with the final inventory of CLIENT'S assets to be auctioned off by the COMPANY.

6.2 Auction preparation

6.2.1 The Company will prepare a complete inventory and catalog of all items to be placed into the auction. CLIENT will assist the Company to identify and photograph auction items.

6.2.2 Prior to the auction, Company will promote and advertise the auction. A detailed plan for advertising and promoting the auction should be included in the Company bidding documents. Minimum advertisements should include an electronic email notice to previous customers and an advertisement on the auctioneer's website. The CLIENT will provide a list of planned items to sell and work in conjunction with the winning bidder to provide photographs of those items.

6.2.3 The selected Company (or Companies) will manage and staff any and all "preview days" or "viewing days" and "tours" in the days prior to the auction when the potential buyers can visit the auction site and inspect items to be auctioned. Such days will be approved by the CLIENT.

6.2.4 The Company will provide security for all auction items leading up to the event commencing on a date agreed upon by the CLIENT.

6.3 Auction event

6.3.1 The CLIENT will provide a location for the auction.

6.3.2 The CLIENT will provide staff to drive equipment and vehicles. The winning bidder/auctioneer's staff will not be allowed to drive any of the CLIENT's equipment.

6.3.3 The CLIENT will transfer all titles for equipment and vehicles.

6.3.4 The CLIENT will provide restrooms for the event.

6.3.5 The winning bidding Company will provide six police or private security officers on site for security.

6.3.6 The winning bidding Company should provide a public address system and a mobile, raised platform from which they can conduct the auction. The auction should also provide any other required equipment or materials needed to conduct and manage an auction. All equipment should be in working order.

6.3.7 The Company should provide a system to register customers and collect funds after purchases as well as staff to manage these services.

6.3.8 Buyers must pay for their purchases on the day of the auction.

6.3.9 Following the completion of the auction, Company shall pay the CLIENT all

revenue from the auction less any fees due and payable to the Company pursuant to an agreed upon contract, within 7 days of the event. The COMPANY shall provide the CLIENT with a full auditable reconciliation of the assets sold and a breakdown of the revenue derived from the sale of the CLIENT's assets.

6.3.10 Any sold goods (non-vehicular or equipment) must be removed by the buyer from the auction site by the day following the auction. Any items left at the auction site will not be secured and will not be the responsibility of the CLIENT.

6.3.11 Any sold vehicles or equipment must be removed by the buyer from the auction site by the following day. The CLIENT will provide staffing for the following day and no staffing will be required from the COMPANY.

6.4 Auction staff

6.4.1 The Company shall employ only such workers as are skilled in the tasks to which they are assigned. The CLIENT reserves the right to require the Company to remove and/or not to assign any employee the CLIENT deems incompetent, careless, insubordinate, or otherwise objectionable to working on the CLIENT's property.

6.4.2 All personnel shall be equipped with required Personal Protective Equipment as required by safety standards, provided by the Company. Personnel shall have all tools as required to perform the duties of the each held position.

6.4.3 All work should be conducted according to OSHA and any other applicable standards and regulations.

6.4.4 Company should provide an adequate number of staff members for various functions to operate the event in a professional, safe and secure manner.

6.5 Additional information

6.5.1 Company should have the capability to conduct online auctions, should those be agreed upon with the CLIENT or should it be required due to an in-person auction not being allowed or feasible.

6.5.2 The CLIENT reserves the right to invite and allow other affiliated companies to submit vehicles or equipment in the auction.

6.5.3 The CLIENT reserves the right to set a minimum selling price on certain items.

6.5.4 The Company will be responsible for repairing any property damage caused by their work or negligence. If auctioneer fails to take corrective actions, the CLIENT reserves the right to withhold any payments due to the Company until damages are corrected, or to correct damage and invoice auctioneer for cost incurred.

6.5.5 Throughout the term, the CLIENT may exercise the option to auction/sell off certain items through its own means or a similar auction. The selected auctioneer

will have no responsibility for these sales.

7.0 Proposal Format

To facilitate review of your proposal by the CLIENT, it is requested that your submission conform to the following format. The proposal shall not exceed sixteen (16) pages, including the cover, back page, letters of introduction and table of contents. The proposal shall be in an electronic PDF format.

7.1 Coversheet: List the name of your Company, corporate address and contact person, and the email address and phone number of the individual representing the proposing company and the date of submission of proposal.

7.2 Qualifications & Experience of the Company:

Brief history and organization of the Company, legal entity that will enter into the contract, location of the office where the work will be performed, and the name and title of the person that is authorized to enter into a master contract agreement (must be an officer, partner or member of the Company).

List any sub-contractors that will support your Company, if any. Provide a narrative of your Company's prior experience and qualifications as it pertains to the Scope of Services and provide a list of projects with similar scopes.

7.3 Project Management, Approach to the Project & Quality Control: Demonstrate project management approach to the project and quality control methods that will be employed by your Company. Please also explain and demonstrate the ability to conduct online auctions and plans to advertise and promote CLIENT's auction.

7.4 Capacity and Response Capability: Provide a statement of your Company's current workload and capacity to meet the CLIENT's auction schedule.

7.5 References: Provide the name, address and telephone number of at least three (3) references familiar with the quality of work done by your company of similar nature described above. By submission of the references, you are authorizing CLIENT to contact these references.

7.6 Legal, Safety, Insurance, and Financial: The Company's submittal shall provide documentation of any history of litigation associated with project performance or professional/general liability during the past five years. A short statement of any safety problems that your other clients may have encountered in projects designed or inspected. A statement or other information to describe the Company's general financial standing and current insurance coverage. Must hold a current general liability policy of \$5,000,000 and meet the CLIENT's other minimum insurance requirements.

7.7 Other Supporting Data: Include any other information you feel to be relevant to the selection of your Company.

8.0 Evaluation

8.1 All responses are subject to a determination of "responsive" and "responsible" prior

to award. The CLIENT is the sole judge as to the proposer's "responsiveness" and "responsibility." The Company reserves the right to request additional information.

8.2 The CLIENT will review all proposals and reserves the right to request necessary modifications, waive minor technicalities, reject all proposals, reject any proposal that does not meet mandatory requirement(s) or cancel this RFP, according to the CLIENT's best interests.

8.3 The CLIENT may elect to interview one or more proposing bidders before making an award. The CLIENT shall not reimburse any Company for the costs associated with the bid and interview process. The CLIENT assumes no responsibility for costs incurred in responding to this RFP.

8.4 The CLIENT will rank proposals.

8.5 The CLIENT will evaluate responses based on the categories below:

- Experience, Past Projects, References
- Approach to Project, Capacity
- The feasibility of achieving the projected revenue or revenue guarantees to be realized by the CLIENT.

9.0 Terms & Conditions

9.1 Agreement: The selected Company (or Companies) will be required to use the CLIENT's standard services agreement, which is attached hereto as Exhibit A. The term for this agreement will be for 6 months, beginning on June 1, 2022.

9.2 City Business License: The successful bidding Company, prior to execution of the contract, must possess or obtain a business license from the Village of Arlington Heights. Such license must be maintained throughout the duration of the agreement.

9.3 Vendor Due Diligence: The selected Company (or Companies) will be required to complete CLIENT's standard vendor due diligence forms, which are attached hereto as Exhibit B.

A Company does not have to possess a business license to submit a bid.

9.4 Excluded Companies: Proposals from Companies may be excluded for any of the following reasons:

- Reason to believe collusion exists among the Companies.
- The Company is involved in any litigation against the CLIENT.
- The bidding Company is in arrears on any existing contract or has defaulted on a previous.
- Lack of financial stability.
- Failure to perform under previous or present contracts,
- Is currently debarred by the State of Illinois from conducting business in any form.

9.5 COMPANY(ies) receiving award must supply CLIENT with a list of their employees working on the project which include the city/town in which they reside along

with a list of all equipment, material, suppliers and subcontractors and their addresses (This list will be used in the evaluation process).

THE PREVIOUS PAGES DO NOT NEED TO BE RETURNED

THIS PAGE SHOULD BE RETURNED AS PART OF YOUR PROPOSAL

10.0 Bid Sheet

We, the undersigned, do hereby affirm that we have read and understand the enclosed bid requirements and specifications; and do submit this bid for the items listed below:
Submitters should include the following:

- Qualifications, including previous experience
- A minimum of three recent references
- Project approach
- Revenue to be derived

Company (legal name): _____

Name: _____ Title: _____

Signature: _____ Date: _____

Telephone Number: _____

Address: _____

Email: _____

11.0 Customer Service

Please remember, although you are a contracted company service provider, you each represent Arlington Park Racecourse, LLC during all work performed, face-to-face as well as telephone conversations. These guidelines are to give all contract employees a solid feeling for what Arlington Park Racecourse, LLC expects from any services provided.

Overview:

- Be friendly, courteous, and helpful
- Auction Company uniforms must be worn at all times
- Staff members must look and act professional at all times.

COMPANY CONTRACTORS and EMPLOYEES:

Before the Company can enter the property, it shall investigate and determine that its employees working on the Arlington's Property have no pending or past charges of any felony or misdemeanor theft or burglary.

Arlington Park Racecourse, LLC also reserves the right to cancel any contracts, agreements, purchasing or distribution, etc., if they feel the project, purchasing, vehicle(s), and or property(s) may be in jeopardy due to the auction contractor's employee(s) having a criminal history which may lead to ethical issues while dealing with Arlington's business operations or activities.

COMPANY: _____

PRINT NAME AND TITLE: _____

SIGNATURE: _____ DATE: _____

EXHIBIT A
CLIENT STANDARD SERVICES AGREEMENT FORM

Attached.

EXHIBIT B
CLIENT STANDARD VENDOR DUE DILIGENCE FORMS

Attached.