

ORIGINAL

# Proposal

**Sealed Bid**

*Prepared For*

***City of Gainesville  
200 East University Avenue  
Room 339  
Gainesville, Florida 32601***

*Prepared By*

***Weeks Auction Company, LLC  
4851 West State Road 40  
Ocala Fl. 34482  
Auction Business License # 82  
Phone 352-351-4951***

*In Reference To*

***Sealed Bid  
Auction Services of Surplus Goods  
Bid # FATG-180073-AH  
April 16, 2018 3:00 PM***

## 1. Table of Contents

<b>Title Page</b>	<b>2</b>
<b>Table of Contents</b>	<b>3</b>
<b>Summary and Technical Proposal</b>	<b>4</b>
<b>Summary and Technical Proposal Continued</b>	<b>5</b>
<b>Summary and Technical Proposal Continued</b>	<b>6</b>
<b>Competence of Staff</b>	<b>7</b>
<b>Financial Responsibility</b>	<b>8</b>
<b>Auctioneer Requirements</b>	<b>9</b>
<b>Auctioneer Requirements continued</b>	<b>10</b>
<b>Price Proposal and Transportation fees</b>	<b>11</b>
<b>References</b>	<b>12</b>
<b>Appendix A</b>	<b>13</b>
<b>Auctioneer Licenses Automobile License</b>	
<b>Drug Free Workplace Sales Tax Certificate</b>	
<b>Appendix B</b>	<b>14</b>
<b>Required Forms</b>	
<b>Appendix C</b>	<b>15</b>
<b>Actual Advertising Brochures</b>	

## **Summary and Technical Proposal**

**Weeks Auction Company, LLC. holds a consignment auction every month. The auction is held at our 38 acre facility located in Ocala Fl. and consists of over 1500 items sold for 200+ consignors. Buyers come from the Eastern and Mid - Western United States, Canada, Mexico and several Latin and South American countries. Throughout the year Weeks also conducts sales for others at their locations. The number of auctions vary from year to year, but on average we conduct 20 large auctions a year.**

**Weeks Auction Company, LLC. has in the past 30 years conducted many successful auctions. These auctions have included the purchase of The Jacksonville Shipyards fixed assets (brochure enclosed) and the auction of these items. This particular auction consisted of over 4000 items sold in 4 consecutive days. Personnel needed for this auction consisted of over 70 employees. The setup and auction was completed on schedule as was the removal of purchases by the buyers. The sheer number of items and the successful completion of the auction, should show our ability to conduct a very complex project.**

**In the past 3 years Weeks Auction has sold over \$600,000.00 worth of equipment for the City of Gainesville at our auctions conducted in Jacksonville Florida, at the Jacksonville International Airport Economy Parking Lot No.3 which we rent from the Jacksonville Aviation Authority Parking Facilities. This lot is fenced and patrolled by JAA Police. We are under contract with the JAA to sell their surplus. The Duval County Scholl Board also sells their equipment making this a very large auction. The JEA ( Jacksonville Electric Authority) aslo adds equipment periodically. Other sales in the area included: Jefferson Smurfit, Citrus County, Seminole Electric, St Johns Water Management, Gainesville Regional Airport, Ford New Holland Credit, United States Sugar Corp., SunTrust Bank, U.S. Dept. of Agriculture and many area Banks, individual business' and farms. These sales have been conducted in different areas of the southeastern United States.**

**Weeks Auction Company, LLC. will conduct an auction to a professional standard that is unmatched in the Municipal, Industrial, Construction and Farm machinery industry. Contacts have been established in various locations through out the nation and a large following of sellers, and more importantly buyers, has been established through our commitment to honest treatment of buyers and sellers.**

**This recognition has been gained through our advertising programs, pre sale setup, auction, and settlement. But above all, our ability to consistently match buyer against buyer to achieve the highest possible dollar for your surplus inventory.**

**Continued next page**

## **Summary and Technical Proposal Continued Auction Procedure to be used.**

**1. The City of Gainesville contract manager would coordinate with Weeks Auction Company's point of contact ( Bill Catsulis) to determine what will be sold at Auction and which sale would be most beneficial and convenient for The City. As stated before, Weeks Auction Conducts a monthly Auction on the second Friday of every month, rain or shine and twice a year we conduct a large municipal auction at the Jacksonville International Airport in wit other consignors. The procedures would be the same at either locations.**

**2. City equipment would be placed in Weeks Auction Advertising.**

**Buyers from all parts of The Southeast United Sates attend an auction that is properly advertised. Direct mail brochures are the best way to reach potential buyers in this area. These brochures can be full color with pictures of equipment to be sold. (Samples Enclosed) A detailed list and pictures describing the items to be sold will be included in this brochure. Brochures will be mailed first class to prospective regional customers on Weeks Auction Companies in house mail list. This list consists of (approx. 35,000) buyers that have attended previous auctions and requested to be on our mailing list  
In addition to newspaper ads in the Gainesville Sun, Ocala Star Banner, Weeks Auction typically also advertises in the Florida Times Union and Miami Herald. Also display ads will be placed in magazine such as the Southern Equipment Exchange, and other publications if a special need arises for specialized equipment that are related to industries involved. Distribution of these publications will be regional and local. Weeks Auction will also list the Auction on our web-site [www.weeksauction.com](http://www.weeksauction.com). We aslo advertises the last Jacksonville Auction on Fox 51 in Gainesville which rean 90 30 second commercials.**

**3. Transportation: Upon receipt of proposed auction list, Weeks Auction will coordinate the pick-up and transportation of items to our location. In the event items are not economically available for transportation, (Landfill Compactors, Dumpsters, Salvage or damaged machines, scrap pile), we can sell these items "off-site" by pictures, with the buyer taking possession at the site of said equipment at the location.**

**4. Arrival at Auction Site: Equipment is tagged in on our consignment sheets for auction. Information will include description, serial number, mileage, Agency "control" or "property" number and any other pertinent information and put into sale line. Information is logged into computer from consignment sheet. This happens daily as equipment arrives. Vehicles will be test started to determine if they will run or have any problems that need to be addressed. (battery, oil, transmission). Prior to Auction vehicles and equipment will be washed and cleaned out. The City can write problem on windshield if known. Vehicle will then be moved to sale line or stored for next auction.**

**Items would also be included into our online advertising and Live internet bidding via Proxi-bid.com we have great success with online bidders bidding against onsite bidders and visa versa, sometime there are several bidders online against each other after the onsite bidders stop. There will be a small internet buyers premium charged only to the INTERNET BIDDER in addition to the onsite preimum. This fee is 2.5 % capped at \$750.00 of the gross sale of the item and is not profit but a direct charge by our internet vendor / subcontractor ProxiBid.com to use their software and to allow the bidder to bid online. Weeks Auction collects all sales proceeds and is responsible for this service. A full description is placed on our website in catalog form. All terms and conditions of the Live onsite auction apply to the internet sales. This adds additional global buyers to the bidding process .**

## **Summary and Technical Proposal Continued Auction Procedure to be used.**

**5. Inspection:** Weeks Auction is open for business (equipment is also available for inspection at this time as well) at our location in Ocala, Monday thru Friday 8:00 a.m. to 5:00 p.m. and 8:00 a.m. to 12:00 p.m. on the Saturday after our monthly sale to accept consignments or load out purchases. Weeks Auction is also open all night before Auction Day for our out of town customers to view equipment and to allow them to drop off equipment for sale. Our facility is guarded by a bonded security guard at this time.

**6. Auction Day:** Auction personnel will be on site at 7:00 a.m. to register buyers and make last minute adjustments to the sale lineup if needed

**7. Sale Staff:** At all Weeks Auction monthly Auctions, Weeks Auction will have on staff at minimum: Company owners Grady and Tim Weeks, Auction manager Bill Catsulis, a minimum of ; 6 Licensed FI Auctioneers, 6 Auction clerks, 5 cashiers/registration persons, 2 title clerks, 4 loader and equipment operator experienced in starting and loading vehicles and heavy equipment and 3 Gate check out personnel at any locations.

**8. Sale Time:** Promptly at 9:00 a.m. the auctioneer will make the pre-sale announcements and start the auction. The Ringmen will take bids from the buyers and encourage timid buyers to participate in the auction. Ringmen that have a good attitude and appearance will enhance the sale. Clerks will record on a clerking sheet the selling price, description, buyers number, one copy is given to buyer to check for discrepancies and one copy goes to the office for input into the computer. The auction will continue at a fast pace until each item is sold. There will be no breaks at all. The buyer will pay for his purchases in the office at one of four cashiers (we are capable of checking out six if the need arises) by cash, cashiers check, or personal or company check accompanied by a bank letter of guarantee. Weeks Auction will be responsible for all bad checks. If an item is not paid for Weeks Auction will store and resell the item at the next monthly auction. Following the auction after everyone has settled their accounts the Agency will be provided with a complete accounting of their consignments in the auction. This usually happens within 30minutes.

**9. Post Sale Accounting:** Weeks Auction Company will settle the auction and will pay and supply the specific Agency with any required reports, (typically this is in Excel format by, but not limited to; Lot number, Agency number, Description, serial number, sale price, deductions for trucking or approved repairs, and commissions) as required. Weeks Auction will deduct our commissions, transportation fees, and any approved repairs from gross sales. This report is then emailed to City contact for review. Upon review and reports concur the check is mailed.

**10. Reports:** Weeks Auction keeps records of all of our auctions for at least 5 years electronically and 10 years on paper. This includes a copy of every invoice, any title provided, and all consigner and buyer information. Weeks Auction can build a report to meet the needs of any agency using our service. All title work will be handled by our full time title clerks who would coordinate with the City contact to resolve any problems that arise.

## COMPETENCE of STAFF

The staff at Weeks Auction Company LLC, has the experience and qualifications to deal with a wide variety of auction sales. Weeks Auction Company's staff consists of:

*\*Tim Weeks* - Owner, Office and Advertising Manager 30 years experience conducting and the settlement of auction sales of various sizes.

*Grady Weeks*—Auctioneer 50 years, Principal auctioneer for a minimum of 25 auctions per year for the past 30 years specializing in farm and construction equipment. Florida Auctioneer License # 110 Member National Auctioneers Association, Fl. Auctioneers Association, Georgia Auctioneers Association

*\*Bill Catsulis* - Account Manager for ALL municipal contracts. Including the last 15 years of Gainesville Auction, at the Fleet Facility, Ocala and Jacksonville. Completely familiar in all aspect of the Gainesville Account. Auctioneer 30 years AU 769, CAGA Certified Appraiser, Experienced in the set up of auctions including, The Jacksonville Shipyards Auction, over 30 City of Jacksonville Surplus Auctions. Formerly employed by McDougall's Auction Company of Jacksonville, Florida.

*\*Jeremy Weeks*-6 years as Auctioneer, CDL Driver, Certified Appraiser, Internet Operator Online Sales, Involved in all aspects for Auction setup and removal.

*Donnie Weeks*— 34 Years as Auctioneer

*Robert Miller*— 30 Years as Auctioneer

*Bill Elrod*— 12 Years as Auctioneer /Clerk / ring man

*Ed Fussell*— Clerk / Ring Man 15 years

*\*Ron Johnson*— Clerk / Ring Man 15 Years

*\*Joetta Weeks* - Cashier 30 years, employed at Weeks Auction Company years, experienced in all aspects of the auction business.

*\*Pam Bruno*, Title Clerk 10 years, experienced in all aspects of auction sales specializing in title work.

*\*Marshall Goodman* - Yard /Shop Manager employed Weeks Auction Company 30 years. Experienced in setting up, repairing, displaying and the removal of machinery from auction sales. 30 years experience automotive and diesel repairs and maintenance.

*\*Randy Reddish* - Equipment Operator, Employed Weeks Auction Company 26 years.

*\*John Dallas* - Equipment Operator, Employed Weeks Auction Company 12 years.

\* Directly involved with project

Most of our Clerks and ring men are licensed Auctioneers and work an average of 20 sales a year. Weeks Auction Company will have on staff all necessary qualified personnel

## **Financial Responsibility**

**Weeks Auction Company, Inc. is a Florida Limited Liability Corporation with its only business location at 4851 West Highway 40 Ocala, Florida 34482.**

### **Officers and Directors**

**Owner - Timothy Willis Weeks, Ocala Florida**

**Weeks Auction Company, Inc. has been conducting business in the State of Florida at the same location for 37 years.**

**Dunn & Bradstreet Number: 10-7563926**

**Bonding: Weeks Auction Company, Inc. has the capability to bond the project or produce a \$250,000.00 Financial Guarantee in favor of the City of Gainesville.**

**Credit Rating and Bank Reference: SunTrust Bank, Ocala Fl. - Loren Thrasher Vice President Commercial Lending. Letter enclosed.**

**Workers Compensation. Liability and Automobile Insurance Policies i excess of City's requirements will be provided upon award of bid.**

**Weeks Auction Company, Inc. does not have any unique risks that would potentially threaten its continued existence.**

**ADDENDA The Bidder hereby acknowledges receipt of Addenda No.'s   1  ,   2  ,   3  , \_\_\_\_\_, \_\_\_\_\_ to these Specifications.**



Loren M. Thrasher  
Senior Vice President

SunTrust Bank  
Mail Code: FL-Ocala-2011  
203 E. Silver Springs Blvd.  
Ocala, Florida 34470  
Tel 352. 368.6323  
Fax 352. 368.2434  
[loren.thrasher@suntrust.com](mailto:loren.thrasher@suntrust.com)

April 11, 2018

RE: Weeks Auction Company

To: City of Gainesville

Weeks Auction Company has been an excellent SunTrust customer for over 25 years and has consistently handled all loan and deposit accounts as agreed. The client currently has a low 7 figure deposit balance and low 7 figure line of credit with SunTrust. We would gladly entertain future loan requests from Weeks Auction and they have an outstanding credit performance with SunTrust. If you have any questions regarding this fine customer, please do not hesitate to contact me at (352) 368 -6323. Thank you.

Sincerely,

A handwritten signature in cursive script, appearing to read "Loren M. Thrasher".

Loren M. Thrasher  
Senior Vice President, Commercial Banking  
203 E. Silver Springs Blvd. #103, Ocala, FL 34470  
[Loren.Thrasher@SunTrust.com](mailto:Loren.Thrasher@SunTrust.com)



# PointeNorth INSURANCE GROUP

Smarter Solutions for Insurance™

April 12, 2018

City of Gainesville  
200 E. University Ave.  
Gainesville, FL 32601

RE: Weeks Auction Company

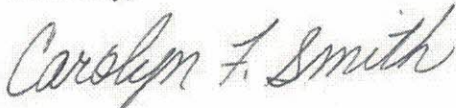
To Whom It May Concern:

Please be advised that Weeks Auction Company is bonded by the Great American Insurance Company. They are an account in very good standing.

We anticipate no problem in bonding any project they choose to undertake. However, approval of any particular bond would be subject to the surety's normal underwriting review at the time a formal request for bonding is made, including review of relevant contract documents and bond forms. Therefore, we assume no liability to any third party at this time.

Should you have any further questions, at this time or need additional information, please don't hesitate to let us know.

Sincerely,



Carolyn F. Smith  
Attorney-In-Fact

## **Auctioneer Requirements Scope of Work**

Weeks Auction Company will meet or in most cases exceed the requirements in the scope of this contract if awarded, as in the past.

Weeks Auction LLC, will provide auction site and be open to the public. Weeks Auction is open 8a.m. to 5 p.m. Monday through Friday, except holidays. The Saturday after each auction in Ocala, we are open from 8:00 a.m. to 12:00 p.m. The Auction Site in Jacksonville will be open to the public as well up to two weeks prior, and one week after the Auction.

The sale of property will be made only to the highest responsible bidder.

Weeks Auction Company LLC will collect all sales tax, and make restitution to the State in accordance with all requirements.

Weeks Auction Company LLC will advertise Auction, including, but not limited to information on bidders list, trade journals, publications, newspapers, fliers, brochures, Internet postings, available online services, real-time information of ongoing online auctions, and other promotional type services. Assume full responsibility for each item from the time the vendor takes custody until such time as the item has been removed by the buyer.

Weeks Auction Company LLC will make payment will be made in full less the fee no later than 10 business days after the sale, by cashier's check or wire transfer.

Weeks Auction Company LLC will be responsible for announcing in print and verbally that all included items are being sold "AS IS, WHERE IS" and "mileage, year, make, model, merchantability, or condition are not guaranteed", or other statements as deemed necessary.

Weeks Auction Company LLC will produce and print a buyer's invoice with buyer's number, name, address, telephone number, lot numbers, item purchased with description and selling price. Tax due and invoice total. Produce and print the following reports: List of buyers registered indexed both by name and buyer number with Summary of Sale (percentage rate and transportation cost)

Provide information on lot sheets, such as property number and other necessary accounting data required by the City

Provide required or requested reports within 24 hours of sale, with records reflecting the amount of gross sales on which the payment is based plus a summary of the sale minus the percentage rate and understands the Commissions shall include all costs associated with the auction activities but not limited to the following: Printing and mailing of auction brochures, newspaper, trade magazine advertisements, bidder registration forms, transportation, lotting of inventory and storage, reports, organizing and conduction auction and disposal fees as necessary.

Continued on next page

## **Auctioneer Requirements Scope of Work**

### **Scope of Work continued**

Weeks Auction Company LLC Unless otherwise directed by the City, will attempt to resell unsold vehicles and equipment at the next available time, at no additional cost to the City unless transporting equipment to another auction site to sell sooner.

Weeks Auction Company LLC, may also request items that do not sell to be deemed scrapped and shall submit an itemized list and the applicable documentation to the City for evaluation and determination before disposal.

Weeks Auction Company LLC will be responsible for coordinating pick up of City surplus and vehicles, including loading, unloading, and transportation of property to the auction site and temporary storage.

Weeks Auction Company LLC understands that the City reserves the option to request replacement of designated representative if it finds that the individual is not responsive or compatible.

Weeks Auction Company LLC's designated representative shall contact the City representative prior to the anticipated pickup to schedule dates, time and route, shall collect and maintain an inventory list from pick up site with a copy of the inventory list for each pick up shall be forwarded (faxed or emailed) to the City's representative within the following 24 hours.

Weeks Auction Company LLC, will generate reports to be transmitted electronically within 24 hours of the first business day following the auction. The electronic reports will include a complete description of all items as follows: • Number of lots sold • Buyer name and number • Sale price • Gross sale, Fixed Commission rate fee and Net sale • Expenses for transport of vehicles and miscellaneous expenses approved will be deducted from the Gross sales and submitted as required. Disposal records when applicable shall be itemized and state the method of disposal, with specific details for any items deemed hazardous.

**IMPORTANT!****REFERENCE FORM****IMPORTANT!**

**COMPLETE AND RETURN WITH BID PROPOSAL. BID MAY NOT BE CONSIDERED FOR EVALUATION AND POSSIBLE AWARD WITHOUT COMPLETED FORM.**

Number of years your company has been doing this type of work. 30 years

List at least three (3) references of similar Auction Services of Surplus Goods with Commercial and/or Municipal clients performed over the past five years.

- 1) Job Location: JACKSONVILLE/OCALA Date work performed: BI-ANNUALLY  
Business Name: CITY OF GAINESVILLE SURPLUS AUCTION  
Contact Name: LYNN THIGPEN  
Phone Number: 352-393-8733 Fax Number: \_\_\_\_\_
  
- 2) Job Location: WEEKS AUCTION CO LLC: OCALA Date work performed: MONTHLY/BI-MONTHLY  
Business Name: CITY OF OCALA  
Contact Name: JOHN KING  
Phone Number: 352-351-6753 Fax Number: \_\_\_\_\_
  
- 3) Job Location: WEEKS AUCTION CO LLC: OCALA Date work performed: MONTHLY/BI-MONTHLY  
Business Name: MARION COUNTY BOARD OF COUNTY COMMISSIONERS  
Contact Name: CARRIE HYDE  
Phone Number: 352-208-6825 Fax Number: \_\_\_\_\_
  
- 4) Job Location: JACKSONVILLE Date work performed: BI-ANNUALLY  
Business Name: DUVAL COUNTY SCHOOL BOARD  
Contact Name: VICTOR MORRIS  
Phone Number: 904-858-1481 Fax Number: \_\_\_\_\_
  
- 5) Job Location: JACKSONVILLE Date work performed: BI-ANNUALLY  
Business Name: JACKSONVILLE AVIATION AUTHORITY  
Contact Name: DAVEY JONES  
Phone Number: 904-741-2073 Fax Number: \_\_\_\_\_

**THIS FORM MUST BE COMPLETED AND RETURNED WITH BID PROPOSAL. BID WILL NOT BE CONSIDERED FOR EVALUATION AND POSSIBLE AWARD WITHOUT COMPLETED FORM.**

**BID PRICES**

The undersigned hereby proposes and agrees, if this bid is accepted, to perform the work in accordance with the specifications. Price is to be based on commission percentage and transportation fees. Provide a proposed fee in below matrix.

Additional room is provided below for *Transportation Charges* not defined herein.

**Commission Charge:** \_\_\_\_\_ 5% % of the gross sales

**Transportation Charges:**

Automobiles, Pickups, Vans	\$ 65.00 EA JACKSONVILLE OR OCALA
Heavy Equipment, 48' Tractor and Trailer, Landall or Detachable Lowboy	\$ 250.00 JACKSONVILLE OR OCALA
Over Dimensional Load	\$ 350.00
Dry Van Delivery to Gainesville	\$
Pick Up of Dry Van	\$
	\$
<hr/>	
JACKSONVILLE AUCTION 10% BUYER'S PREMIUM CAPPED @ \$500.00 PER ITEM	\$
<hr/>	
OCALA AUCTION 10% BUYER'S PREMIUM CAPPED @ \$350.00 PER ITEM	\$
<hr/>	
ONLINE BUYERS PAY 2.5% CAPPED @ 750.00 PER ITEM (COST OF SERVICE)	\$
<hr/>	
	\$
<hr/>	
	\$
<hr/>	
	\$
<hr/>	
	\$
<hr/>	

If the Living Wage Ordinance applies, please indicate costs within the bid price associated with compliance with the Living Wage Ordinance:

\_\_\_\_\_ N/A \_\_\_\_\_ Dollars (\$ \_\_\_\_\_ N/A \_\_\_\_\_)

NOTE: THE PRICES SET FORTH ABOVE SHALL BE CONSIDERED FIRM BIDS NOT SUBJECT TO PRICE ADJUSTMENT UNLESS BIDDER'S PROVISIONS FOR PRICE ESCALATION ARE STATED ON A SEPARATE SHEET ATTACHED TO THE BID.

NOTE: THE CITY RESERVES THE RIGHT TO ADD OR DELETE LOCATIONS, SERVICES, ITEMS, MATERIALS OR ANY OTHER ASPECTS OF CONSIDERATION FROM THIS CONTRACT SHOULD IT BE IN THE BEST INTEREST OF THE CITY THE. CONTRACT PRICE WILL BE ADJUSTED ACCORDINGLY UPON MUTUAL NEGOTIATION AND AGREEMENT OF THE CONTRACTOR AND THE CITY'S REPRESENTATIVE

**LOCAL PREFERENCE**

Check one

Local preference requested:

YES

NO

A copy of your Business Tax Receipt and Zoning Compliance Permit should be submitted with bid if local preference is requested.

**Appendix A**  
**Qualifications / Licenses / Forms**

**Florida Auction Business License AB82**

**Florida Automobile Dealers License**

**Sales Tax Certificate**

RICK SCOTT, GOVERNOR

KEN LAWSON, SECRETARY

STATE OF FLORIDA  
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION  
FLORIDA BOARD OF AUCTIONEERS

LICENSE NUMBER

AB82

The AUCTION BUSINESS

Named below IS LICENSED

Under the provisions of Chapter 468 FS.

Expiration date: NOV 30, 2017

WEEKS AUCTION COMPANY INC

GRADY WEEKS

4851 W HWY 40

OCALA

FL 34482



SEQ # L1509080001979

DISPLAY AS REQUIRED BY LAW

ISSUED: 09/08/2015



**STATE OF FLORIDA  
DEPARTMENT OF BUSINESS AND  
PROFESSIONAL REGULATION**

**AU769**

**ISSUED: 09/17/2017**

**AUCTIONEER  
CATSULIS, ERNEST W JR**



**IS LICENSED under the provisions of Ch. 468 FS.**

**Expiration date : NOV 30, 2019**

**L1709170002187**



# LICENSE CERTIFICATE

STATE OF FLORIDA  
DEPARTMENT OF HIGHWAY SAFETY AND  
MOTOR VEHICLES  
DIVISION OF MOTORIST SERVICES

WEEKS AUCTION COMPANY LLC  
4851 W HIGHWAY 40  
OCALA, FL 34482-4040

## License

FOR AN INDEPENDENT DEALER IN  
MOTOR VEHICLES

LICENSE NUMBER  
VI/1009482/1  
PRIMARY LOT

EXPIRATION DATE  
04/30/2019

EFFECTIVE DATE  
03/22/2017

THIS CERTIFIES, THAT

WEEKS AUCTION COMPANY LLC

AT 4851 W HWY 40  
OCALA, FL 34482

IS HEREBY LICENSED UNDER THE PROVISIONS OF SECTION

320.27, FLORIDA STATUTES TO CONDUCT AND CARRY ON BUSINESS AS  
AN INDEPENDENT DEALER IN MOTOR VEHICLES AT THE ABOVE  
DESCRIBED LOCATION

GIVEN UNDER MY HAND AND SEAL THE ABOVE DATE WRITTEN.

*Tulio W. Gentry*

BUREAU CHIEF



*Robert R. Kynoch*

DIRECTOR

BSMV 84103 (REV. 2/11)S

STATE OF FLORIDA

VOID  
IF  
ALTERED

VOID  
IF  
ALTERED



## 2018 Florida Annual Resale Certificate for Sales Tax

DR-13  
R. 10/17

THIS CERTIFICATE EXPIRES ON DECEMBER 31, 2018

Business Name and Location Address

Certificate Number

52-8012226207-3

WEEKS AUCTION CO INC.  
4851 W HIGHWAY 40  
OCALA, FL 34482-4040

By extending this certificate or the certificate number to a selling dealer to make eligible purchases of taxable property or services exempt from sales tax and discretionary sales surtax, the person or business named above certifies that the taxable property or services purchased or rented will be resold or re-rented for one or more of the following purposes:

- Resale as tangible personal property.
- Re-rental as tangible personal property.
- Resale of services.
- Re-rental as commercial real property.
- Incorporation into tangible personal property being repaired.
- Re-rental as transient rental property.
- Incorporation as a material, ingredient, or component part of tangible personal property that is being produced for sale by manufacturing, compounding, or processing.

Your *Florida Annual Resale Certificate for Sales Tax* (Annual Resale Certificate) allows you or your representatives to buy or rent property or services tax exempt when the property or service is resold or re-rented. You **may not** use your Annual Resale Certificate to make tax-exempt purchases or rentals of property or services that will be used by your business or for personal purposes. Florida law provides for criminal and civil penalties for fraudulent use of an Annual Resale Certificate.

**As a seller**, you must document each tax-exempt sale for resale using one of three methods. You can use a different method each time you make a tax-exempt sale for resale.

1. Obtain a copy (paper or electronic) of your customer's current Annual Resale Certificate.
2. For each sale, obtain a transaction authorization number using your customer's Annual Resale Certificate number.
3. Each calendar year, obtain annual vendor authorization numbers for your regular customers using their Annual Resale Certificate numbers.

**Phone:** 877-357-3725 and enter your customer's Annual Resale Certificate number

**Online:** Visit [www.floridarevenue.com](http://www.floridarevenue.com), select "Businesses and Employers" and then "Verify Resale and Exemption Certificates"

**Mobile App:** Available for iPhone, iPad, Android devices, and Windows phones

CITY OF GAINESVILLE

DRUG FREE WORKPLACE FORM

The undersigned vendor in accordance with Florida Statute 287.087 hereby certifies that

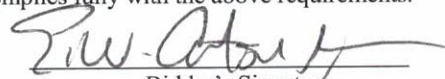
WEEKS AUCTION COMPANY, LLC

does:

(Name of Business)

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty of nolo contendere to, any violation of Chapter 893, Florida Statutes, or of any controlled substance law of the United State or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

  
Bidder's Signature

  
Date

**Appendix B**  
**Required Forms**

CITY OF GAINESVILLE

AFFIDAVIT OF NON-COLLUSION

I hereby swear (or affirm) under the penalty of perjury:

- (1) That I am the bidder (if the bidder is an individual), a partner of the bidder (if the bidder is a partnership), or an officer or employee of the bidding corporation with authority to sign on its behalf (if the bidder is a corporation);
- (2) That the attached bid or bids have been arrived at by the bidder independently, and have been submitted without collusion with, and without any agreement, understanding, or planned common course of action with any other vendor of materials, supplies, equipment, or services described in the invitation to bid, designed to limit independent bidding or competition.
- (3) That the contents of the bid or bids have not been communicated by the bidder or its employees or agents to any person not an employee or agent of the bidder or its surety on any bond furnished with the bid or bids; and
- (4) That I have fully informed myself regarding the accuracy of the statements made in this affidavit.

Signed: *E.W. Antzack*

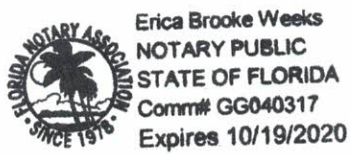
Firm Name: WEEKS AUCTION COMPANY, LLC

Subscribed and sworn to before me this 12<sup>th</sup> day of April 2018

*Erica Brooke Weeks*  
Notary Public

My Commission expires October 19, 2020, 20    .

Proposer's E.I. Number: \_\_\_\_\_  
(Number used on Employer's Quarterly Federal tax return)



## CERTIFICATION REGARDING LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

E.W. Catson Jr. Signature of Contractor's Authorized Official

G.M. Outside Sales Name and Title of Contractor's Authorized Official

4/12/2018 Date

**QUALIFIED LOCAL SMALL BUSINESS STATUS**

**Check one**

Is your business qualified as a local small business in accordance with the City of Gainesville's Small Business Procurement Program? (Refer to Definitions)  YES  NO

**LIVING WAGE COMPLIANCE**

See Living Wage Decision Tree hereto **check one**

- Living Wage Ordinance does not apply (check all that apply)
  - Not a covered service
  - Contract does not exceed \$100,000
  - Not a for-profit individual, business entity, corporation, partnership, limited liability company, joint venture, or similar business, who or which employees 50 or more persons, but not including employees of any subsidiaries, affiliates or parent businesses.
  - Located within the City of Gainesville enterprise zone.
- Living Wage Ordinance applies and the completed Certification of Compliance with Living Wage is included with this bid.

NOTE: If Contractor has stated Living Wage Ordinance does not apply and it is later determined Living Wage Ordinance does apply; Contractor will be required to comply with the provision of the City of Gainesville's living wage requirements, as applicable, without any adjustment to the bid price.

**SIGNATURE ACKNOWLEDGES THAT: (Check)**

- Bid is in full compliance with the Specifications.
- Bid is in full compliance with the Specifications except as specifically stated and attached hereto.

Signature also acknowledges that Bidder has read the current City of Gainesville Debarment/Suspension/Termination Procedures and agrees that the provisions thereof shall apply to this bid.

CORPORATE SEAL (If corp.)

ATTEST/WITNESS:

BIDDER:

\_\_\_\_\_  
Signature

By \_\_\_\_\_

Title: \_\_\_\_\_

\_\_\_\_\_  
Signature

By \_\_\_\_\_

Title: \_\_\_\_\_

EXHIBIT B

**QUALIFIED LOCAL SMALL BUSINESS UNAVAILABILITY FORM**

This form will assist you in meeting your Good Faith Efforts requirements. Please TYPE or PRINT legibly. Use additional sheets as necessary.

**\*Note:** Keep all relevant documentation that verifies opportunities were provided to Qualified Local Small Businesses. If it is not evident that your firm made Good Faith Efforts to maximize the Qualified Local Small Businesses, you will be asked to submit documentation.

**BUSINESS RESPONSES:** **1** -Did not bid in response to the invitation; **2** -Submitted a bid which was not the low responsible bid; **3** - Please specify other.

Qualified Local Small Business Name	Business Phone Number	Description of Work/Material Sought	Response of Business (1, 2 or 3)	Notes:
N/A				

The undersigned representative of the prime contractor confirms that the above Qualified Local Small Businesses were invited to participate as subcontractors and/or materials suppliers in the prime contractor's the bid/proposal for the City of Gainesville.

Bidding/Proposing Company: \_\_\_\_\_ Form Completed By: \_\_\_\_\_

Title: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_



CITY OF GAINESVILLE

CERTIFICATION OF PRIMARY PARTICIPANT REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

The Primary Participant (potential contractor for a major third-party contract), TIMOTHY WEEKS certifies to the best of its knowledge and belief that it and its principals:

- 1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
2. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission or any of the offenses enumerated in paragraph (2) of this certification; and
4. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

(If the primary participant (potentially third-party contractor) is unable to certify to any of the statements in this certification, the participant shall attach an explanation to this certification).

THE PRIMARY PARTICIPANT (POTENTIAL CONTRACTOR FOR A MAJOR THIRD-PARTY CONTRACT), TIMOTHY WEEKS, CERTIFIES OR AFFIRMS THE TRUTHFULNESS AND ACCURACY OF THE CONTENTS OF THE STATEMENTS SUBMITTED ON OR WITH THIS CERTIFICATION AND UNDERSTANDS THAT THE PROVISIONS OF 31 U.S.C. SECTION 3801 ET. SEQ. ARE APPLICABLE THERETO.

[Handwritten Signature]
Signature and Title of Authorized Official

**CITY OF GAINESVILLE**

**CERTIFICATION OF COMPLIANCE WITH LIVING WAGE**

**The undersigned** hereby agrees to comply with the terms of the Living Wage Ordinance and to pay all covered employees, as defined by City of Gainesville Ordinance 020663 as amended at 030168 (Living Wage Ordinance), during the time they are directly involved in providing covered services under the contract with the City of Gainesville for Auction Services of Surplus Goods a living wage of \$12.0673 per hour to covered employees who receive Health Benefits from the undersigned employer and \$13.3173 per hour to covered employees not offered health care benefits by the undersigned employer.

Name of Service Contractor/Subcontractor: <u>  N/A  </u>
Address: _____
Phone Number: _____
Name of Local Contact Person _____
Address: _____
Phone Number: _____
\$ _____
(Amount of Contract)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

**Appendix C**  
**Actual Advertising Brochures**

**QUALIFIED LOCAL SMALL BUSINESS STATUS**

**Check one**

Is your business qualified as a local small business in accordance with the City of Gainesville's Small Business Procurement Program? (Refer to Definitions)  YES  NO

**LIVING WAGE COMPLIANCE**

See Living Wage Decision Tree hereto **check one**

- Living Wage Ordinance does not apply (check all that apply)
  - Not a covered service
  - Contract does not exceed \$100,000
  - Not a for-profit individual, business entity, corporation, partnership, limited liability company, joint venture, or similar business, who or which employees 50 or more persons, but not including employees of any subsidiaries, affiliates or parent businesses.
  - Located within the City of Gainesville enterprise zone.
- Living Wage Ordinance applies and the completed Certification of Compliance with Living Wage is included with this bid.

NOTE: If Contractor has stated Living Wage Ordinance does not apply and it is later determined Living Wage Ordinance does apply; Contractor will be required to comply with the provision of the City of Gainesville's living wage requirements, as applicable, without any adjustment to the bid price.

SIGNATURE ACKNOWLEDGES THAT: (Check)

- Bid is in full compliance with the Specifications.
- Bid is in full compliance with the Specifications except as specifically stated and attached hereto.

Signature also acknowledges that Bidder has read the current City of Gainesville Debarment/Suspension/Termination Procedures and agrees that the provisions thereof shall apply to this bid.

CORPORATE SEAL (If corp.)

ATTEST/WITNESS:

BIDDER:

Pamela Bueno  
Signature

E.W. Catsulis  
Signature

By Pamela Bruno

By E.W. CATSULIS JR

Title: Bookkeeper

Title: GM Sales