

**TOWN OF SCITUATE, MA  
SOLICITATION OF QUOTES  
AUCTIONEER SERVICES**

Scope of Services

The Town of Scituate, Massachusetts seeks quotes from qualified auctioneer services in connection with the auction of approximately one tax possession properties in the Town of Scituate.

The auction will be held in December, 2014, the exact date to be determined.

Minimum Qualifications

- Minimum of ten (10) years experience in the auction of real estate
- Minimum of 200 (two hundred) municipal properties sold
- Must have conducted at least twenty five (25) different auctions for Massachusetts cities and towns

Submittal Requirements:

**All quotes must be provided using the included “Quote Submittal Form” included in this solicitation.**

Background and Experience

Please submit a description of firm’s experience and direct background in providing the services sought in this solicitation.

References

Please provide a minimum of five (5) references from Massachusetts cities and/or towns where the firm has conducted auctions including contact person name, title, address and telephone number.

Certificate of Non-Collusion

All respondents are required to submit the completed Certificate of Non-Collusion included as part of this solicitation

Certificate of Tax Compliance

All respondents are required to submit the completed Certificate of Tax Compliance included as part of this solicitation

Other Requirements and Notices

Quotes must be received in writing (no emails or faxes) by 1:00 p.m. on **Monday, November 3rd, 2014** to:

Pamela Avitabile, Treasurer/Collector  
Town of Scituate  
600 Chief Justice Cushing Highway  
Scituate, MA 02066

All inquiries regarding this solicitation of quotes should be directed to Pamela Avitabile at [pavitabile@town.scituatema.gov](mailto:pavitabile@town.scituatema.gov) or 1-781-545-8720.

It is the responsibility of each bidder to insure that his/her solicitation is received by the responsible official listed above.

The Town of Scituate is not responsible for solicitation delay by mail and/or delivery service, or delivered to an office other than the Office of the Treasurer/Collector as specified in this solicitation.

The Town of Scituate reserves the right to reject any and all quotes, or waive minor informalities or omissions if it is deemed in the best interest of the Town to do so.

**QUOTE SUBMITTAL FORM**

**Compensation Paid to Auctioneer**

Auctioneer's Commission (percentage of sales/buyer's premium)

Please provide in numeric and written form. Written form will prevail in the event of a discrepancy.

Numeric Amount: \_\_\_\_\_

Written Amount: \_\_\_\_\_

Name of Auctioneer \_\_\_\_\_

Address \_\_\_\_\_

City/Town \_\_\_\_\_

Telephone

Business: \_\_\_\_\_

Cell: \_\_\_\_\_

Email Address \_\_\_\_\_

**CERTIFICATIONS**

**CERTIFICATE OF NON-COLLUSION**

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word “person” shall mean natural person, business, partnership, corporation, committee, union, club or other organization, entity, or group of individuals.

Signature \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
Print Name & Title

\_\_\_\_\_  
Company Name

**CERTIFICATE OF TAX COMPLIANCE**

Pursuant to Chapter 62C of the Massachusetts General Laws, Section 49A (b), I

\_\_\_\_\_, authorized signatory for \_\_\_\_\_

*Name of individual*

*Name of contractor*

do hereby certify under the pains and penalties of perjury that said contractor has complied with all laws of the Commonwealth of Massachusetts, and the Town of Scituate, relating to taxes, permit or other fees, reporting of employees and contractors, and withholding and remitting child support.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date