

KAWAME COLEMAN, DISTRICT I

RICKY THOMPSON, DISTRICT II

JOHN MOORE, DISTRICT III

JIM SHERROD, DISTRICT IV

TIMMY OLIVER, DISTRICT V



EMANUEL COUNTY
• BOARD OF COMMISSIONERS •
— THE PLACE TO GROW —

L. GUY SINGLETARY, COUNTY ADMINISTRATOR

RICHARD MCNEELY, COUNTY ATTORNEY

HALEI LAMB, COUNTY CLERK

JUSTIN MORRIS, PUBLIC WORKS DIRECTOR

REQUEST FOR PROPOSALS (RFP) FOR AUCTIONEERING SERVICES

EMANUEL COUNTY BOARD OF COMMISSIONERS

I. INTRODUCTION The Emanuel County Board of Commissioners is seeking proposals from qualified auctioneering firms to provide professional services for the online auction of county-owned property known as the Mitchell Building, located at 101 S. Main Street, Swainsboro, Georgia 30401 (Parcel ID: S25 033). This building currently houses the Tax Commissioner, Board of Assessors, Board of Elections, and a private tenant. The selection of an auctioneer will be based on qualifications and the percentage of commission.

II. SCOPE OF SERVICES The selected auctioneer shall:

1. Conduct an online auction to sell the property at the highest price obtainable.
2. Provide marketing and promotional services to ensure the widest exposure to potential buyers.
3. Coordinate property inspections and respond to inquiries from prospective bidders.
4. Advise the County on reserve pricing, auction format, and related strategies.
5. Comply with all federal, state, and local laws, regulations, and licensing requirements.
6. Provide a detailed timeline for the auction process, including pre-auction marketing and post-auction closing procedures.
7. Assist with contract execution and provide all necessary documentation to the County.
8. Provide an analysis of past experience and successful sales of similar government or commercial properties.

III. MINIMUM QUALIFICATIONS Respondents must meet the following minimum qualifications:

1. Licensed and bonded to conduct real estate auctions in the State of Georgia.
2. A minimum of five (5) years of experience conducting online auctions for commercial or government-owned properties.
3. Demonstrated success in auctioning similar properties with verifiable references.
4. Ability to conduct an online auction utilizing a secure, well-established platform with proven results.
5. Sufficient marketing expertise to ensure competitive bidding and optimal exposure of the property.

IV. PROPOSAL SUBMISSION REQUIREMENTS Proposals shall include the following information:

1. **Firm Information** – Name, address, contact details, and general background.

2. **Qualifications & Experience** – Description of relevant experience, including examples of past auctions conducted for government or commercial properties.
3. **Proposed Approach** – Outline of the auction strategy, marketing plan, timeline, and any innovative approaches to maximize value.
4. **Commission & Fees** – Proposed commission percentage and a breakdown of any additional fees or costs.
5. **References** – At least three (3) references from previous clients for whom similar services have been provided.
6. **Legal & Compliance Information** – Proof of licensure, bonding, and compliance with Georgia laws governing real estate auctions.

V. SELECTION CRITERIA Proposals will be evaluated based on the following criteria:

- Experience and success in auctioning similar properties (30%)
- Quality and effectiveness of the proposed auction approach and marketing plan (30%)
- Commission percentage and cost-effectiveness (20%)
- References and reputation (10%)
- Compliance with legal and licensing requirements (10%)

VI. SUBMISSION DEADLINE & CONTACT INFORMATION Proposals must be submitted by **March 26, 2025 at 9:00 AM** either via mail or Delivery:

Emanuel County Board of Commissioners
Guy Singletary
124 N. Main Street
Swainsboro, GA 30401
478-237-3881
lgsingletary@emanuelco-ga.gov

Late submissions will not be considered. Emanuel County reserves the right to reject any or all proposals and to negotiate terms with the selected firm.

VII. ADDITIONAL INFORMATION Questions regarding this RFP must be submitted via email to the contact person listed above no later than **March 12, 2025** Responses will be provided to all interested parties in a timely manner.

VIII. DISCLAIMER This RFP does not constitute a contract or an offer of employment. The County reserves the right to accept or reject any proposal, waive any formalities, and modify or terminate the selection process at its discretion.

Issued by:

Emanuel County Board of Commissioners
Date: **February 26, 2025**