

**THE PORT AUTHORITY OF NY & NJ**

**PROCUREMENT DEPARTMENT  
4 WORLD TRADE CENTER  
150 GREENWICH STREET 21ST FLOOR  
NEW YORK, NEW YORK 10007  
REQUEST FOR INFORMATION**

**TITLE: AUCTIONING OF RUNWAY AND SNOW PLOW SWEEPER VEHICLES AND  
OTHER SPECIALIZED HEAVY DUTY VEHICLES**

**NUMBER: 52881**

**SUBMIT RESPONSE BEFORE THE DUE DATE AND TIME TO THE ABOVE ADDRESS**

**RESPONSE DUE DATE: MAY 10, 2018                      TIME: 2:00 PM**

**QUESTIONS SUBMITTED BY: MAY 5, 2018              TIME: 4:00 PM**

**BUYER NAME: SHANTA NELSON**

**4 WORLD TRADE CENTER  
150 GREENWICH STREET, 21<sup>ST</sup> FLOOR,  
NEW YORK, NY 10007  
TELEPHONE: 212-435-4661  
FAX: 212-435-4697**

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## **I. GENERAL INVITATION**

The Port Authority of New York and New Jersey (“Port Authority”, “the Authority” or “PANYNJ”) seeks responses to this Request for Information (RFI) from firms that specialize in auctioning of runway and snow plow sweeper vehicles or other specialized heavy duty vehicles. The Authority is seeking information to determine a strategy to sell the vehicles to gain the maximum amount of revenue. The findings from this RFI will potentially be used in guiding the design of a future Bid Specification or Request for Proposal (RFP) or other procurement solutions. However, by issuing this RFI the Authority is not committing to any particular course of action.

## **II. ABOUT THE PORT AUTHORITY**

The Port Authority of New York and New Jersey (the “Port Authority” or the “Authority”) is an agency of the States of New York and New Jersey, created and existing by virtue of the Compact of April 30, 1921, made by and between the two States, and thereafter consented to by the Congress of the United States. It is charged with providing transportation, terminals and other facilities of trade and commerce within the Port District. The Port District comprises an area of about 1,500 square miles in both States, centering about New York Harbor. The Port District includes the Cities of New York and Yonkers in the State of New York, and the cities of Newark, Jersey City, Bayonne, Hoboken and Elizabeth in the State of New Jersey, and over 200 other municipalities, including all or part of seventeen (17) counties, in the two States. For background with respect to The Port Authority of New York and New Jersey (the “Authority”), see [www.panynj.gov](http://www.panynj.gov). Additionally, an electronic version of the Authority’s most recent Annual Report is available at <http://www.panynj.gov/corporate-information/annual-reports.html>.

## **III. PORT AUTHORITY GOALS AND OBJECTIVES**

The purpose of this RFI is to learn about what options and methodologies are available for the auction sale and removal or removal and auction sale of specialized heavy duty vehicles and/or equipment. This knowledge will allow the Port Authority to determine what best option and methodologies to utilize in the sale and removal or removal and sale of specialized heavy duty vehicles and/or equipment.

The Port Authority is seeking responses in this RFI from auction houses and firms. In order to maximize the ability for Port Authority to obtain input from as many interested parties as possible, firms are encouraged to combine efforts in preparing their response. (e.g., a potential proposer team may combine and submit a single response instead of having team members submit separate responses).

The knowledge from this RFI will potentially be used in determining how the vehicles will be sold and removed from Port Authority property.

## 1. CURRENT OPERATIONS

The Port Authority currently sells its vehicles and/or equipment through the following different methods:

### i. Online Auction House

In an online auction house auction, vehicles and/or equipment are decommissioned by the Central Automotive Department. The radios, decals, and any specialized equipment are removed from the vehicles and/or equipment. Once the items are removed, the online auction house is notified that the vehicles and/or equipment are ready for pick up from a designated location. The online auction house makes the necessary arrangements for the vehicles and/or equipment to be towed away to their auction site. At the online auction house site, they take pictures of the vehicle and create the advertising for it to be sold. The online auction house then auctions the vehicle to the highest bidder. Once sold, the online auction house receives and handles all monetary transactions and handle all necessary paperwork, as well as handle all customer issues. At the end of the month, they send the check, after subtracting their commission, to the Investment Recovery Specialist.

### ii. Live Auction House

In a live auction house auction, all personal belongings of the previous owner are removed from the abandoned/impounded vehicles and/or equipment and are sold with a lien free title. The abandoned/impounded vehicles and/or equipment do not leave the site where they are parked and are auctioned off from the site. The abandoned/impounded vehicles/equipment are advertised for fourteen (14) calendar days in both the newspaper and on the Port Authority website before the start of the live auction. The live auction house vendor also advertises, at their own expense. On auction day, the live auction house brings all necessary equipment to the site where the vehicles are parked to conduct a successful auction. The live auction house registers all prospective bidders and provides them with a bidder number. The prospective bidders are given one (1) hour before the live auction begins, usually from 9:00 a.m. to 10:00 a.m. to inspect the vehicles and/or equipment. After the live auction is completed, the live auction house handles all monetary transactions and all customer issues. Port Authority Police Department (PAPD) will provide all motor vehicle paperwork and release the vehicles and/or equipment. The live auction house then submits the check along with an invoice for the live auction house commission.

### iii. Competitive Sealed Bid

The third method is vehicles and/or equipment following a competitive sealed bid on the Port Authority website. The vehicles and equipment must be sold free of liens. The Investment Recovery Specialist prepares the Website Auction Announcement and Terms Conditions. This consists of pictures, minimum bids (if necessary), additional insurance requirements, when the vehicles and/or equipment can be inspected, and a due date. A ten percent (10%) deposit is required for all bids that are submitted. The Investment Recovery Specialist then reviews the bids and notifies the successful bidder(s) that they won the bid via certified mail. They would have fourteen (14) calendar days to submit the final payment. Once the final payment is cleared, the successful bidder will have ten

(10) calendar days to pick up the vehicle and/or equipment. They also notify those that did not win and return their ten (10%) deposit check that was submitted.

All methods are sold “As-Is” and “Where-Is”. For all methods, the Investment Recovery Specialist prepares the website auction announcement and terms and conditions for each sale published on the Port Authority website. This consists of pictures, minimum bids (if necessary), additional insurance requirements, and when the vehicles and/or equipment can be inspected.

#### **IV. VEHICLE INFORMATION**

The specialized heavy duty vehicles are the 2001 and 2006 Overaasen RS 400 (approximately 56 vehicles) and 2001 Vammass PSB 4500 and PSB 5500 (approximately nine (9) vehicles). These specialized heavy duty vehicles are advanced high speed runway and snow removal equipment. They are used to clear snow and debris from John F Kennedy International Airport (JFK), LaGuardia Airport (LGA), Newark Liberty International Airport (EWR), and Teterboro Airport (TEB).

#### **V. RFI RESPONSE CONTENT**

In response to this RFI, the respondent is requested to answer the following questions:

1. Does the respondent have the ability to remove heavy duty vehicles and/or equipment from EWR, JFK, and LGA? If so:
  - a. Does the respondent use a third-party vendor? Please provide the name of the company and location.
  - b. What types of equipment are utilized to remove the specialized heavy duty vehicles and/or equipment from the facility?
    - i. What is the make and model of the equipment?
2. Does the respondent own a storage lot where heavy duty vehicles and/or equipment being auctioned can be held prior to it being sold? If so:
  - a. Provide full address of the storage facility location.
  - b. If the storage lot is secured, how it is secured? Please give details.
  - c. What are the hours of operation of the storage lot?
3. How would the respondent prepare the vehicle to be sold?
4. What type of advertising does the respondent currently utilize? What would be the advertising plan to sell the equipment? Please give explicit details.
5. Provide samples of similar types of vehicles that the respondent has sold?
6. Provide the type of insurance coverage that the respondent carries.
7. Based on the type of sale that the respondent is recommending; live auction, online auction, or both please provide the following:
  - a. If a live auction:
    - ii. Location of the live auction site.
    - iii. Samples of vehicle auction catalog.
    - iv. List of equipment being utilized by the auctioneer to facilitate the auction.

- v. List of auctioneer provided equipment or additional services.
  - vi. Number of the staff members participating in an auction?
  - vii. Sample of bidder registration form.
  - viii. Acceptable forms of payment.
  - ix. Payment terms.
  - x. Does the successful bidder have a period of time in which they must submit payment?
  - xi. List any applicable premiums or fees added to the auction sales price or passed to the successful bidder.
  - xii. Describe the title transfer process.
  - xiii. How does the auctioneer handle the following:
    - 1. No payment is received by the successful bidder.
    - 2. Reserves not met.
    - 3. Successful bidder does not pick up the heavy duty vehicle and/or equipment.
    - 4. Unsold vehicle following an auction day.
- b. If an online auction:
- i. Name of the auctioneer's website.
  - ii. Samples of previous auctions posted on the auctioneer's website.
  - iii. How do people register to bid? Do they need to involve a third party in order to bid on the vehicles? If so, are there additional fees?
  - iv. How are bids tracked on the auctioneer's website?
  - v. How long are vehicles advertised for before the auction starts?
  - vi. How long do the auction stays open on the website?
  - vii. What are the payment terms?
  - viii. Would the successful bidder have a set period of time to pay the amount they bid on? What is it?
  - ix. List of any applicable premiums or fees added to the auction sales price or passed to the successful bidder.
  - x. Describe the title transfer process.
  - xi. How does the auctioneer handle the following:
    - 1. No payment is received by the successful bidder.
    - 2. Reserves not met.
    - 3. Successful bidder does not pick up the heavy duty vehicle and/or equipment.
    - 4. Unsold vehicle following an auction day
8. Provide list of all applicable fees that would be incurred by the Port Authority. (i.e. storage fee, tow fee).

## **VI. RFI RESPONSE FORMAT**

The respondent is requested to organize the response as follows:

- a. Cover page, including respondent's name and RFI number/title
- b. Letter of Transmittal containing:

- i. Name, address, company website URL
- ii. Contact information (name, title, email, telephone and fax numbers) of the individual who shall act as the Respondent's contact with the Port Authority for further information requests and future solicitations. In addition, at any time after the opening of the RFI submittals, the Port Authority may request additional information relating to the Respondent's qualifications and will use this individual as the point of contact for these queries.
- c. Executive Summary
- d. Response to all items listed in Section 6, RFI Response Content, above.
- e. Any additional services and benefits that the respondent can offer that are above and beyond those specified in this RFI.
- f. Attachments, including any work samples, product cut sheets, and/or other relevant information that the respondent believes to be beneficial to include as part of the RFI response.

## **VII. EXECUTIVE SUMMARY**

The Respondent shall submit a summary presenting the major features of its proposed solution or product(s) and how the response satisfies the requirements contained in this RFI, as well as the special competencies and expertise of the Respondent to meet the requirements of this RFI.

## **VIII. AGREEMENT ON TERMS OF DISCUSSION**

The Respondent shall submit a copy of the "Agreement on Terms of Discussion," (Attachment A) signed by an authorized representative of the Respondent. The Agreement on Terms of Discussion format is included as Attachment A and shall be submitted by the Respondent without any alterations or deviations. Any Respondent who fails to sign the Port Authority's Agreement on Terms of Discussion will not have its response reviewed. If the Respondent is a joint venture, an authorized representative of each party must sign the Agreement on Terms of Discussion.

## **IX. SUBMISSION OF INFORMATION**

Each respondent shall submit eight (8) hard copies and eight (8) Compact Disc (CD) copies of its response to this RFI. The response must be submitted to Shanta Nelson, Operations Manager, Procurement Department, 4 World Trade Center, 150 Greenwich Street, 21<sup>st</sup> Floor, New York, NY 10007, no later than 2:00 p.m. on May 10, 2018.

## **X. QUESTIONS AND COMMUNICATIONS REGARDING THIS RFI**

All communications concerning this RFI should be directed, to the Buyer listed on the cover page. All questions regarding this RFI should be submitted by email to the Buyer at the email address listed on, and by the due date and time set forth on, the cover page.

The Buyer is authorized only to direct the attention of prospective Respondents to various portions of this RFI so that they may read and interpret such portions themselves.

Neither the Principal Buyer nor any other employee of the Port Authority is authorized to interpret the provisions of this RFI or give additional information as to its requirements. If

interpretation or other information is required, it will be communicated to Respondent by written addenda and such writing shall form a part of this RFI.

## **XI. PRESENTATION**

At any time after the receipt of responses, Respondents may be asked to attend an informal discussion with staff of the Port Authority regarding further clarification of the response and/or for additional information. Any such informal discussion will last for (2) two hours and consist of one (1) hour for a presentation and/or demonstration by the respondent and one (1) hour for questions/answers. Selection of such firms, if any, will be at the sole discretion of the Port Authority based on review of submitted material and other information gathering. To facilitate the free flow and exchange of ideas and information, the Port Authority intends to meet with Respondents separately. The Port Authority will communicate the date, time, place and objectives of such conference in due course.

## **XII. GENERAL**

The Port Authority reserves the right to conduct interviews, issue a solicitation for a proposal or bids, or to perform none of the above.

The Port Authority reserves the unqualified right in its sole and absolute discretion to choose to accept or reject any and all firms responding to this RFI on the basis of an evaluation of the responses to the RFI. The Port Authority also reserves the unqualified right to request further information from any Respondent.

Neither the expression of your organization's interest, nor the submission of your response to the RFI and any documents or other information supplied by you, nor any correspondence, discussions, meetings or other communications between your organization and the Port Authority, shall impose any obligation on the Port Authority. The Port Authority shall have no obligation to any Respondent. Costs of participation or information preparation are not compensable or reimbursable by the Port Authority.



**XIII. ATTACHMENT A -AGREEMENT ON TERMS OF DISCUSSION**

The Port Authority’s receipt or discussion of any information (including information contained in any proposal, vendor qualification(s), ideas, models, drawings, or other material communicated or exhibited by us or on our behalf) shall not impose any obligations whatsoever on the Port Authority or entitle us to any compensation therefor (except to the extent specifically provided in such written agreement, if any, as may be entered into between the Port Authority and us). Any such information given to the Port Authority before, with or after this Agreement on Terms of Discussion (“Agreement”), either orally or in writing, is not given in confidence. Such information may be used, or disclosed to others, for any purpose at any time without obligation or compensation and without liability of any kind whatsoever. Any statement which is inconsistent with this Agreement, whether made as part of or in connection with this Agreement, shall be void and of no effect. This Agreement is not intended, however, to grant to the Port Authority rights to any matter, which is the subject of valid existing or potential letters patent.

Any information (including information contained in any proposal, vendor qualification(s), ideas, models, drawings, or other material communicated or exhibited by us or on our behalf) provided in connection with this procurement is subject to the provisions of the Port Authority Public Records Access Policy adopted by the Port Authority’s Board of Commissioners, which may be found on the Port Authority website at: <http://corpinfo.panynj.gov/documents/Access-to-Port-Authority-Public-Records/>. The foregoing applies to any information, whether or not given at the invitation of the Authority.

\_\_\_\_\_  
**(Company)**

\_\_\_\_\_  
**(Signature)**

\_\_\_\_\_  
**(Title)**

\_\_\_\_\_  
**(Date)**

**ORIGINAL AND PHOTOCOPIES OF THIS PAGE ONLY.**

**DO NOT RETYPE.**