

REQUEST FOR PROPOSALS (RFP)

Auction Services for Surplus Property Disposal

Des Moines Municipal Schools

COVER PAGE

RFP Title:

Auction Services for Surplus Property Disposal

Issuing Agency:

Des Moines Municipal Schools
Des Moines, New Mexico

RFP Issue Date:

2/13/2026

Proposal Due Date and Time:

2/25/2026 @ 1:00 PM

Submission Method:

Email to ksumpter@dmsk12.org or to 500 Des Moines Ave, Des Moines NM 88418

Contact for Questions:

Kodi Sumpter
Des Moines Municipal Schools
575-278-2611
ksumpter@dmsk12.org

1. INTRODUCTION AND PURPOSE

Des Moines Municipal Schools (the "District") is requesting proposals from qualified auction companies to provide professional auction services for the disposal of surplus District property. All property included in this auction has been approved for disposition by the New Mexico State Auditor's Office and is identified on the attached approved disposition list. We encourage you to come and view the items prior to the response to the proposal.

The intent of this RFP is to select an auction company that will ensure a lawful, transparent, well-documented, and efficient disposal process that maximizes return to the District while maintaining full compliance with state law and audit requirements.

2. GENERAL CONDITIONS

- All property shall be sold **AS IS, WHERE IS**, with **no guarantees or warranties**, expressed or implied, by Des Moines Municipal Schools.
 - The District makes no representations regarding the condition, usability, or fitness of any item for any purpose.
 - The District reserves the right to reject any or all proposals, waive minor irregularities, and accept the proposal deemed to be in the best interest of the District.
 - The timeline will be from March 9, 2026- March 22, 2026. This is subject to change.
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3. SCOPE OF WORK

3.1 Coordination and Scheduling

The Contractor shall coordinate with District staff to establish auction timelines, locations, and auction format (on-site, online, or hybrid), subject to District approval.

3.2 Inventory, Documentation, and Lot Preparation

- Review the attached State Auditor–approved list of surplus property.
- Document all items included in the auction, including photographs, descriptions, and assigned lot numbers.
- The Contractor shall have **up to five (5) calendar days** to label, stage, and prepare all auction lots.
- The Contractor shall document all activities and maintain records sufficient to meet audit requirements.

3.3 Auction Marketing and Administration

- Advertise and promote the auction using industry-standard methods.
- Provide all personnel necessary to conduct the auction.
- Conduct the auction in a fair, open, and competitive manner.

3.4 Custody and Responsibility

- The Contractor shall be **fully responsible for all items under its control for seven (7) calendar days following the conclusion of the auction**, including security and coordination of item removal.
- The District assumes no liability for loss, theft, or damage during this period.

3.5 Payment, Accounting, and Remittance

- Collect all payments from successful bidders.
- Provide a complete itemized accounting of auction results.
- Remit net proceeds to the District within the timeframe specified in the proposal.

3.6 Item Removal and Site Restoration

- Coordinate purchaser pickup and enforce removal deadlines.
 - Leave auction areas clean and free of debris.
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4. PROPOSAL SUBMISSION REQUIREMENTS

Proposals must include the following:

4.1 Company Information

- Legal business name and contact information
- Years of experience, particularly with public entities

4.2 Approach and Methodology

- Proposed auction format
- Timeline for preparation, auction, and post-auction removal
- Documentation and reporting process

4.3 Fee and Commission Structure

- Commission rates and/or fees
- Disclosure of any additional costs

4.4 Insurance and Liability

- Proof of **Commercial General Liability Insurance** with minimum limits of
 - \$1,000,000 per occurrence
 - \$2,000,000 aggregate
- Des Moines Municipal Schools must be named as **Additional Insured**

- Contractor assumes full responsibility for all property under its custody

4.5 Licensing and Compliance

Proof of Tax ID and or FEIN

Applicable sales tax must be applied for the Village of Des Moines

4.6 References

- Minimum of one reference from public agencies or comparable entities

5. PROPOSAL EVALUATION AND SCORING RUBRIC

Proposals will be evaluated using the following criteria:

Evaluation Criteria	Description	Points
Experience and Qualifications	Demonstrated experience with public-sector or school district auctions	25
Approach and Methodology	Clarity, feasibility, documentation process, and compliance with requirements	25
Fee / Commission Structure	Competitiveness, transparency, and value to the District	20
Compliance and Insurance	Completeness of tax id, insurance, and liability coverage	15
References and Past Performance	Quality and relevance of references	15
Total Possible Points		100

6. AWARD OF CONTRACT

The District anticipates awarding a contract to the responsible proposer whose proposal is determined to be most advantageous to Des Moines Municipal Schools, based on evaluation results and overall value.

7. COMPLIANCE WITH NEW MEXICO PROCUREMENT CODE

This Request for Proposals is issued in accordance with the **New Mexico Procurement Code (NMSA 1978, Sections 13-1-28 through 13-1-199)** and applicable rules promulgated by the State Purchasing Division.

Des Moines Municipal Schools is a local public body and this procurement shall be conducted in compliance with all applicable provisions of the New Mexico Procurement Code, including but not limited to competitive sealed proposals, evaluation criteria, and award procedures.

Procurement Process

- This RFP is being issued as a **competitive sealed proposal** pursuant to **NMSA 1978, Section 13-1-111**.
- Award, if made, shall be to the **responsible offeror whose proposal is determined to be most advantageous to the District**, taking into consideration price and the evaluation factors set forth in this RFP.
- The District reserves the right to:
 - Reject any or all proposals
 - Waive minor irregularities
 - Cancel this RFP at any time if determined to be in the best interest of the District

Conflict of Interest

Offerors shall comply with the **Ethics in Government Act** and certify that no officer, employee, or Board member of Des Moines Municipal Schools has a financial interest in the resulting contract.

Protest Procedure

Any protest related to this procurement shall be submitted in writing and shall be governed by **NMSA 1978, Section 13-1-172 through 13-1-174** and applicable administrative rules.

8. CONTRACT AWARD AND BOARD APPROVAL

Any contract resulting from this RFP shall be contingent upon **formal approval by the Des Moines Municipal Schools Board of Education** at a public meeting conducted in accordance with the **New Mexico Open Meetings Act**.

No services shall commence, and no obligations shall be incurred, until the contract has been approved by the Board of Education and fully executed by authorized representatives of both parties.

9. BOARD OF EDUCATION APPROVAL – SIGNATURE PAGE

Des Moines Municipal Schools

Auction Services for Surplus Property Disposal

This Request for Proposals and any resulting contract are hereby approved by the Des Moines Municipal Schools Board of Education.

Board President

Signature

Date:

Board Vice President

Signature

Date:

Superintendent

Signature

Date:

10. OFFEROR ACKNOWLEDGMENT AND SIGNATURE

The undersigned certifies that they have read, understand, and agree to comply with all requirements contained in this Request for Proposals and that the information submitted is true and accurate.

**Legal Name of Auction
Company**

—

Authorized Representative

—

Title

—

Signature

—

Date

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11. FINAL PROPOSAL SUBMISSION CHECKLIST

Offerors must complete and submit this checklist with their proposal. Failure to include required items may result in disqualification.

Administrative Requirements

- ☐ Proposal submitted by the stated deadline
- ☐ Proposal signed by an authorized representative
- ☐ Offeror Acknowledgment and Signature Page completed
- ☐ Acceptance of **AS IS, WHERE IS** terms with no guarantees or warranties

Company Qualifications

- ☐ Company information and contact details provided
- ☐ Description of experience with auctions for public entities or school districts
- ☐ Minimum of one reference provided

Technical Approach

- ☐ Description of proposed auction format (on-site, online, or hybrid)
- ☐ Proposed timeline including:
 - ☐ Up to five (5) days for labeling and lot preparation
 - ☐ Auction date(s)

- ☐ Post-auction removal period
- ☐ Description of inventory documentation and reporting process

Financial Proposal

- ☐ Fee and/or commission structure clearly stated
- ☐ Disclosure of any additional costs to the District or bidders

Insurance and Liability

- ☐ Certificate of Commercial General Liability Insurance provided
- ☐ Coverage limits meet or exceed:
 - ☐ \$1,000,000 per occurrence
 - ☐ \$2,000,000 aggregate
- ☐ Des Moines Municipal Schools listed as **Additional Insured**
- ☐ Acknowledgment of responsibility for all items during custody and for seven (7) days following the auction

Licensing and Legal Compliance

- ☐ Proof of Tax ID
- ☐ Certification of compliance with the **New Mexico Procurement Code**
- ☐ Certification of compliance with **Ethics in Government Act**
- ☐ Disclosure of any conflicts of interest

Documentation and Audit Compliance

- ☐ Agreement to document all auction items, transactions, and purchaser information
- ☐ Agreement to provide complete itemized sales reports

District Use Only

Item	Completed
Proposal Received on Time	☐
Insurance Verified	☐
Licenses Verified	☐

Evaluation Completed ☐

Board Approval Granted ☐
