

Carroll County Commissioners

119 S. Lisbon Street
Suite 201
Carrollton, Ohio 44615

PHONE: (330) 627-4869
FAX: (330) 627-6656
www.CarrollCountyOhio.us

COMMISSIONERS
Donald E. Leggett II * Christopher R. Modranski * Robert E. Wirkner

REQUEST FOR PROPOSALS ("RFP")
for **Auction Services**

SUBMISSION DEADLINE: WEDNESDAY, MAY 6, 2026, 2:00 PM LOCAL TIME

A. SCOPE

The Board of Commissioners of Carroll County, Ohio ("the Board") is the owner of properties that are not needed for public use. In accordance with Ohio Revised Code (ORC) 307.10, the Board is seeking auction services to sell the properties at public auction.

B. PROPOSAL FORMAT

The proposal must contain the following information:

1. Name and contact details for the appropriate contact person.
2. Brief history and experience of the company.
3. Copy of the general liability insurance certificate in the amount of $1,000,000.00.
   Note *- Auctioneer that is selected will need to provide the general liability certificate showing Carroll County as an additional insured.*
4. Copy of the company's auction license.
5. List of seller fees for auction services, including commission, minimum seller fee, marketing/advertising fees, unsold/withdrawal fees, and any other fees that should be considered.
6. A draft copy of the auctioneer's contract.
7. Non-Collusion Affidavit form found at the end of this package (Exhibit A).

C. SUBMISSION OF PROPOSAL

Please submit a copy of the proposal on or before May 6, 2026 at 2:00 PM. Proposals may be submitted via U.S. Mail, FedEx, UPS or other hard copy delivery method to the following address:

Board of Commissioners of Carroll County, Ohio
Auctioneer RFP
119 S. Lisbon St., Suite 201
Carrollton, Ohio 44615

Proposals may also be submitted via email to Commissioner Christopher R. Modranski at cmodranski@carrollcountyohio.us and Melissa N. Schaar, Clerk at mschaar@carrollcountyohio.us.

Emailed proposals should have "CARROLL COUNTY – AUCTIONEER RFP" written in the subject line.

In submitting a proposal, it is understood by the Bidder that Carroll County reserves the right to accept any proposal, to reject any and all proposals as non-responsive, and to waive any irregularities or informalities in proposals when to do so is in the best interest of Carroll County.

Any proposal may be withdrawn or modified by written request of the Bidder, provided such request is received by Carroll County at the designated email address prior to the date and time set for timely receipt of bids.

D. PROPOSAL EVALUATION PROCESS AND FACTORS

Carroll County will evaluate and review all proposals and select the best for further review. Carroll County may or may not contact Bidders for additional questions or clarification, so proposals should be as detailed as possible. The factors below will be used in ranking and selecting proposals for further review and/or award.

1. Responsiveness and Clarity of Proposal – 10 points
2. Contract Cost – 40 points
3. Background and Experience of Bidder – 30 points
4. Project Approach – 20 points

E. POST SUBMISSION OF RFP

When received, all proposals and supporting materials, as well as correspondence relating to the RFP, shall become the property of Carroll County. If a proposal includes any proprietary data or information, such data or information must be specifically identified as such on every page on which it is found. Data or information so identified will remain confidential to the extent allowed by Ohio Revised Code and will be used by Carroll County personnel solely for the purpose of evaluating proposals and conducting contract negotiations.

F. DOCUMENTED COMMUNICATIONS

After the RFP issue date, all communications between Carroll County and Bidders shall be in writing via email.

Any inquiries, requests for information, technical questions, clarifications, or additional information shall be directed to Commissioner Christopher R. Modranski at cmodranski@carrollcountyohio.us and Melissa N. Schaar, Clerk via email at mschaar@carrollcountyohio.us.

To request a list of the proposed properties to be sold, please email Melissa N. Schaar, Clerk at mschaar@carrollcountyohio.us.

G. CALENDAR OF EVENTS (All dates are tentative and subject to change)

Request for Proposal Issued: Friday, April 10, 2026
RFP advertised in the Free Press Standard: April 17, 2026 & April 24, 2026
Final Day for Comments/Questions: May 5, 2026 (Tuesday)
Due Date for Proposals: Friday, May 6, 2026 at 2:00 PM
Selection of auctioneer: by Friday, May 22, 2026 at 4:00 PM

EXHIBIT A

Non-Collusion Affidavit form

Carroll County requires each bidder to print, sign, and submit the signed copy of the Non-Collusion Affidavit with their proposal.

Non-Collusion Affidavit

STATE OF _____)

SS:

COUNTY OF _____)

_____, being first duly sworn, deposes

(NAME)

and says that he/she is _____ for

(POSITION)

_____ the party making the fore-

(COMPANY NAME)

going proposal or bid, that such proposal or bid is genuine and not collusive or sham; that said bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to fix the bid price of affiant or of any other bidder, or to fix any overhead, profit or cost element of said bid price, or of that of any other bidder, or to secure any advantage against the Board of Commissioners of Carroll County, Ohio or any person interested in the proposed contract; and that all statements in said proposal or bid are true.

_____

AFFIANT

Sworn to and subscribed before me, a Notary Public, on this _____ day of _____, _____.

_____

NOTARY PUBLIC

My commission expires _____, _____