

**INVITATION FOR BID
FOR
APPRAISAL SERVICES
FOR
PENNSYLVANIA TREASURY DEPARTMENT**

ISSUING OFFICE:

**PA Treasury Department
Bureau of Support Services
3T-A Finance Building
Harrisburg, Pennsylvania 17120**

IFB #2011-01

RELEASE DATE: June 13, 2011

PA TREASURY DEPARTMENT
APPRAISAL SERVICES
FOR
PENNSYLVANIA TREASURY DEPARTMENT

Contract Requirements and Qualifications

The contractor is responsible for appraising tangible property in the Vault of the Finance Building located on Commonwealth Avenue and North Street, Harrisburg, Pennsylvania on mutually scheduled dates during regular Vault business hours of 7:30 a.m. – 4:00 p.m., Monday through Friday, excluding state holidays.

On average between 10-15 hours per week may be necessary dependent upon property types and volume; however, appraisal services of the contractor may be required more frequently during “peak” auction markets such as the fourth quarter of the calendar year.

Using spreadsheets supplied by Treasury, the contractor must provide, in writing (electronically), expedient and accurate appraisals which include a detailed description of the tangible property item(s) and a fair market value. Tangible property includes, but is not limited to collectible coins, collectible bills, bullion, scripophily, foreign currency, ingots, medals, fine jewelry, costume jewelry, gemstones, silverware, stamps, sports memorabilia, historical items, art and other collectibles. In circumstances where further clarification or determination is necessary regarding item(s), the contractor shall make recommendations to Treasury management for additional appraisals/certification/grading.

The contractor must be available to provide assistance, in person or by telephone, after completion of the appraisal for a reasonable amount of time to assist with questions directed to Treasury at any time during the auction process.

The contractor will be required to sign an agreement prohibiting the contractor, the contractor’s immediate family, the contractor’s employees and their immediate families from bidding on any unclaimed property offered for sale at auction by the Pennsylvania Treasury Department.

The contractor must perform all required work as an independent contractor and not as an agent of Treasury. Furthermore, the contractor must not assign or subcontract any work without prior written approval by Treasury.

The contractor must supply his or her own equipment and transport it to Treasury’s vault to perform appraisals. Adequate storage, in a secure location, will be supplied to the contractor by Treasury to store any equipment or resources needed to perform appraisals.

The contractor must possess adequate insurance necessary to protect Treasury from theft, loss, or damage of the unclaimed property that is in the contractor’s control, possession and/or in the general vicinity where the contractor is performing his appraisals. All appraisals shall be performed in Treasury’s Vault. Contractor must provide a copy of the current certificate(s) of the insurance. Contractor is also responsible for any theft, loss or damage caused by an employee of the contractor.

The contractor must submit any licenses or certifications to verify experience.

The contractor must have experience with estate appraisals and auctions as well as the fair market value appraisals for on-line and/or public auctions.

Coin appraisals must be performed by individuals with a minimum of five years experience appraising coins.

Jewelry appraisals must be performed by a graduate gemologist with a minimum of five years experience.

Term of Contract

The contract is a one-year contract beginning approximately July 1, 2011 and ending June 30, 2012, with an option to renew for **two** one-year periods.

Any questions regarding the bid should be directed to Andrea Quigley at amquigley@patreasury.org. (Please use "IFB #2011-01" in the Subject line.)

Payment Terms

The contractor will be paid at the hourly rate bid for actual work performed.

Payment will be on a reimbursement basis for actual services performed. Invoices must be submitted monthly or may be submitted bi-weekly. Contractor will not be reimbursed for any travel, parking, lodging, meals or other related expenses.

IFB #2011-01
APPRAISAL SERVICES
FOR
PENNSYLVANIA'S TREASURY DEPARTMENT
COST PROPOSAL

Hourly Rate \$ _____/hour

Company Name _____

Contact Person _____ Phone Number () _____

Address _____

County Located _____ Federal ID# _____ Zip Code _____

Contractor's Signature _____

(Contractor agrees that this cost proposal will remain valid for at least 120 days from date of bid opening.)

PLEASE NOTE THAT THE COMMONWEALTH IS EXEMPT FROM STATE TAX.

Please complete this bid form. This bid form and all required submissions must be received no later than 2:00 p.m. on Monday, June 27, 2011. Late bids will not be considered regardless of the reason. Please return your bids to:

Andrea Quigley
Assistant Director
Bureau of Support Services
Pennsylvania State Treasury Department
3T Finance Building
Harrisburg, Pennsylvania 17120