



## PROFESSIONAL SERVICES CONTRACT FOR ONLINE AUCTIONEERING SERVICES

Rene' Bates Auctioneers, Inc. (hereinafter referred to as RBAI) proposes to conduct Online Auctions for Polk County, Texas on an as needed basis under the following terms and conditions:

## Rene' Bates Auctioneers, Inc.'s Responsibilities:

- 1. Conduct online auctions for Polk County, Texas at their request.
- 2. Work with Polk County, Texas to set starting prices for each online auction item. Both parties should agree on the starting prices.
- 3. Complete and send to Polk County, Texas Federal AS IS/WHERE IS forms for each auction vehicle.
- 4. Post all online auction information on www.renebates.com and display auction items for one month to two weeks prior to the closing date of each online auction conducted.
- 5. E-mail each of our online auction customers when a new Polk County, Texas auction is added to the site.
- 6. Collect all auction proceeds and applicable sales tax and generate e-Invoices for both Polk County, Texas and the buyers for each auction item sold.
- 7. Remit all monies, less commission and sales tax, to Polk County, Texas.
- 8. Remit all sales tax collected to the State of Texas.

## Polk County, Texas's Responsibilities:

- 1. Provide list of all items to be sold and gather all information on fleet and miscellaneous auction items.
- 2. Take digital photographs of each auction item and send to RBAI.
- 3. Have Fleet Manager or designee complete Vehicle Information Sheet on all vehicles and heavy equipment and forward to RBAI.
- 4. Attach Federal AS IS / WHERE IS forms on each auction vehicles.
- 5. Conduct onsite viewing of all auction items before the closing of each online auction for bidders to come and physically inspect all auction items.

- 6. Contact local news media for PSA informing bidders of upcoming online auction and handle all legal advertising as required by Polk County, Texas.
- 7. Transfer all titles to successful buyers after Polk County, Texas has received a "PAID" e-Invoice from Rene' Bates Auctioneers, Inc.
- 8. Oversee removal and checkout of all paid auction items.

Rene' Bates Auctioneers, Inc. proposes to conduct Online Auctions for Polk County, Texas for 5% of all fleet vehicles and heavy equipment and 5% of all miscellaneous items. These auctions will be conducted on an as needed basis for Polk County, Texas.

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Date: 9-21-07

Date: 10/9/07