

**2015
CoR
AUCTION
RFP
PROPOSAL**



Auctioneers • Appraisers
Real Estate Broker

David A. Koeberle, Pres.

993 Canandaigua Road • Palmyra, New York 14522
315-597-8815 • Fax 315-597-5030
www.reynoldsauktion.com

December 4, 2015

Roslyn Phillips, CPPB, Purchaser
Bureau of Purchasing
City of Rochester
Room 105-A
30 Church Street
Rochester, New York 14614

Dear Ms. Phillips:

Enclosed is the **AUCTION SERVICES, Request for Proposal** (two bound copies and one working copy) submitted by the Reynolds Auction Co.

It remains my pleasure and privilege to have performed auction services, for the City, for several years. During this tenure we have worked very hard to render the highest level of service and performance that has ever been provided by an auction marketing firm. Our efforts will not cease!

The Reynolds Auction Co. continuously promotes the City asset auctions, and updates our personnel and facilities to maintain secure, reliable and exceptional service to the City of Rochester. Thank you for considering my proposals.

Always at your service,

David A. Koeberle, Pres
Auctioneer

DAK: kls

Encl.: professional service proposal

**City of Rochester
Professional Auction Services
Professional Service Proposal
December 4, 2015**

FEE SCHEDULE SUMMARY

- A. IMPOUND AUTO SALE 7.5 % OF GROSS**
- B. CITY VEHICLES (SPRING & FALL)**
- Surplus Vehicles and Small Equipment 07 % OF GROSS**
 - Light Tools and Small Equipment 07 % OF GROSS**
 - Surplus Furniture Fixtures & Equipment 07 % OF GROSS**
- C. CITY EQUIPMENT (SPRING & FALL)**
- Heavy Equipment, Small Equipment and
Light Tools Live Auctions 07 % OF GROSS**

 - Internet - using Proxy Bid Live 07 % OF GROSS &**
& Internet Auctions & 08 % Buyer's Premium for Internet Bids
- D. INTERNET AUCTIONS FOR VEHICLES & EQUIPMENT 07 % OF GROSS**
& Internet Auctions & 08 % Buyer's Premium for Internet Bids
- E. INTERNET AUCTIONS FOR PROPERTY CLERK ITEMS 20 % OF GROSS**
& Internet Auctions & 08 % Buyer's Premium for Internet Bids

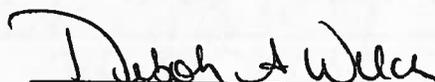
ADDITIONALLY: the cost of local Democrat & Chronicle print advertising, reflecting cost economies of the "contract" rate, will be paid by the City. The cost of Reynolds Auction Co., Auctionzip and social media WEB site maintenance will be at no cost to the city.

All direct mailing and other regional or national promotional costs will be assumed by the Reynolds Auction Co.


David A. Koeberle, Pres.

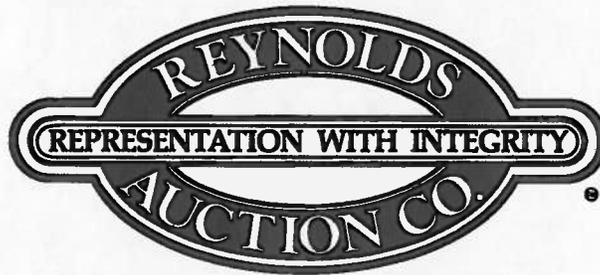
Reynolds Auction Co., Inc.
993 Canandaigua Road
Palmyra, New York 14522

Sworn to before me this 4th
day of December 2015.


Notary Public

DEBORAH A. WELCH
No. 01WE6009230
Notary Public, State of New York
Qualified in Wayne County
My Commission Expires June 22, 2018

**City of Rochester
Auctioneer Services
Professional Service Proposal
December 1, 2015**



**Reynolds Auction Co., Inc.
993 Canandaigua Road
Palmyra, New York 14522**

www.reynoldsauktion.com

**Tele.: 315-597-8815
FAX: 315-597-5030**

EXPERIENCE

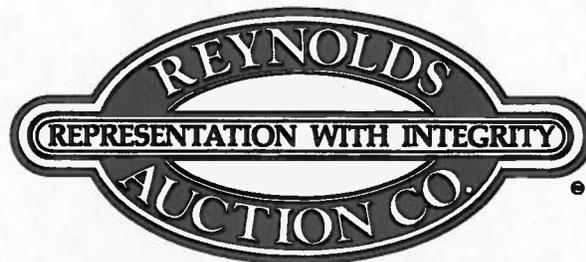
The **Reynolds Auction Co.** provides asset marketing, auction, liquidation and appraisal services. Although the firm is qualified in over twenty states, we conduct the bulk of our business in Central and Western New York. Thirty years ago, at the inception of the firm, the foundation of the business was estate and antique sales. We have since conducted specialized, antique auctions grossing hundreds of thousands of dollars; attracting crowds from through-out the United States. Today however, the largest segment of our business is the sale of commercial assets and trade fixtures. Our firm has conducted auctions for various federal and state courts and agencies, municipal and state governments, secured creditors, corporations and individual business owners. As a New York State licensed Real Estate Broker we have also conducted very successful real estate auctions.

Our business and service area grew beyond Rochester and the Finger Lakes region. Occasionally, our corporate customers require us to travel beyond New York State. We have conducted or participated in auctions and appraisals through-out the North East and the Eastern seaboard. The spectrum of our experience will serve you well. The targeted knowledge that we have of the immediate New York State and Northeast marketing area will benefit the sale of your assets. In addition, our ability to promote your assets on a national basis will prove very cost effective for you.

Our centrally located offices in Palmyra, New York allow us to provide state wide service. Additionally, we maintain cooperative working arrangements with auction companies through-out the United States. I am an active member of the New York State Auctioneers Association, the National Auctioneers Association and John is a qualified member of the Certified Auctioneers Institute.

Reynolds Auction Co., Inc.
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Palmyra, NY 14522

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Palmyra, New York 14522

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EDUCATION

David A. Koeberle, Pres. **A.A.S. Landscape Development**, awarded 1989 from the Suny Cobleskill College of Agriculture & Technology, Cobleskill, New York; **Certified Auctioneer** graduated, 1996 from the Missouri Auction Academy, Kansas City, Missouri; **Certified Nursery Professional - CPN**, awarded 1996. **Eagle Scout**, awarded in 1985. **Real Estate Broker.**

John T. Reynolds, CAI **Bachelor of Business Administration** awarded 1969 from the University of Toledo, State of Ohio University System; major areas of study including Marketing and Accounting; **Certified Auctioneer** graduated, 1983 from the Missouri Auction School, Kansas City, Missouri; **Certified Auctioneers Institute**, CAI designation awarded 1988 from Indiana University, Bloomington, Indiana. **Real Estate Broker.**

PROFESSIONAL AFFILIATIONS

National Auctioneers Association
New York State Auctioneers Association
Certified Auctioneers Institute
(retired service on the Board of Directors)

REYNOLDS AUCTION CO., Inc.

Auctioneer/Real Estate Broker: David A. Koeberle - January 1997 to present

Auctioneer/Real Estate Broker: John T. Reynolds - July 1983 to present (semi-retired)

Reynolds Auction Co. is a full service auction marketing organization providing on-site sales for business, industry, real estate and estates. The company employs ten to fifteen people on a seasonal basis. We have enjoyed continued growth, beginning as a local auction company, expanding to a regional and multi-state marketing area. Our promotional activities have been on a local, regional and national scale. The business activity includes prospecting clients; development, organizational and promotional sales activities. We have enjoyed selling a wide range of items, dealing with many types of people and properly handling large sums of money.

CONCLUSION

You could look nation wide for an organization to sell the things you acquire. I am certain that you will find many, very able Auctioneers. The Reynolds Auction Co. has the experience, background and knowledge to sell your assets. On that basis alone we are qualified. We offer you the bonus of being acquainted with the area, the purchasers and being able to **effectively** market your assets on a state wide, regional and national basis. I am **certain** that the Reynolds Auction Co. will meet your every expectation of need, service and performance.

Reynolds Auction Co. Company References

LEGAL

John P. Morell, Esq.
Converse & Morell, LLP
224 East Main Street
Palmyra, New York 14522
315-597-5337

TAX AND ACCOUNTING

Linda J. Wiener, CPA
Francis M. Celona, CPA, PC
1173 Pittsford Victor Rd, Suite 250-09
Pittsford, New York 14534
585-797-0438

FINANCIAL

Cheryl Ford, Branch Manager
Community Bank, N.A.
544 East Main Street
Palmyra, New York 14522
315-597-3835

Checking Account Escrow Account
Credit and Financial Information

SPECIFIC CLIENT REFERENCES

Sergeant Donald Feldman
Canandaigua City Police Department
21 Ontario Street
Canandaigua, New York 14424

Tele.: 585-396-5033

Jacob Berardi
Hank Parker Rental
540 Whitney Road
Fairport, New York 14450

Tele.: 585-370-5676

Raymond K. Smith
Lyons National Bank
35 William Street
Lyons, New York 14489

Tele.: 315-946-8248

Mary and Frank Roberts
Arcadia Transportation
6812 State Route 31 East
Newark, New York 14513

Tele.: 315-871-8102

John D. Pecora (Past City Auctions)
Department of Finance-Purchasing
City of Rochester
30 Church Street
Rochester, New York 14614

Reynolds Auction Co. Commercial References

- Kenneth W. Gordon, Esq., Trustee**
Gordon & Schaal, LLP
1039 Monroe Avenue
Rochester, New York 14618
Tele.: 585-244-1070
FAX: 585-244-1085
- Chamberlain, D'Amanda, et al**
Douglas J. Lustig, Esq.
1600 Crossroads Building
Rochester, New York 14614
Tele.: 585-232-3730
FAX: 585-232-3882
- Canandaigua National Bank & Trust Co.**
Richard Hawks, Senior VP
- Trust Administration Officer
72 Main Street
Canandaigua, New York 14424
Tele.: 585-394-4260
- McConville, Considine, Cooman & Morin, P.C.**
Lucien A. Morin, II, Esq.
25 East Main Street
Rochester, New York 14614-1874
Newark, New York 14513
Tele.: 585-546-2500
FAX: 585-546-7218

Estate References

- Douglas H. Ververs, Executive Director**
Cornell Cooperative Extension of Cayuga County
248 Grant Avenue, Suite One
Auburn, New York 13021-1495
Tele.: 315-255-1183
- Mary Jo S. Korona, Esq.**
Suite 300
150 State Street
Rochester, New York 14614
Tele.: 585-327-4100

Reynolds Auction Co. General Reference List

Summit Federal Credit Union

Lyons National Bank

Upstate Bank

Steuben Trust

Wayne County

Schuyler County

Tompkins County

Getinge

RGRTA

Expressions in Photography

Deep Discount Storage

McCredy Chevrolet

Whitcomb Ford

Climate Controlled Self Storage

Oakleaf Landscape

Mike Barnard Chevrolet

Edgewood Nursery

Franke's Nursery

Country Way Garden Center

R. J. Chevrolet, Inc.

Hank Parker Rental

County of Monroe

City Of Rochester

Iron Butterfly Health Club

Thomas H. Isaac, Liquidator

Canandaigua Police Department

United States Bankruptcy Court

Bishops Pro Home Center

Lake Country Auto Auctions, Inc.

Jam Shack Music

Village of Watkins Glen, New York

Scrantoms Book and Stationary, Inc.

Canandaigua National Bank and Trust

Casa Larga Vinyards

RDU Inc.

Rosey's Cafe

Vietnam Veterans of America

Wayne Finger Lakes Board of

Cooperative Educational Services

Chase Lincoln First Bank:

Trust and Financial Services

Corporation Real Estate

Branch Banking

Note: some clients require anonymity -
the above list is partial

Charities & Affiliations

WhiteTails Unlimited

Arbor Day Foundation

Red Cross

Strong Childrens Hospital

The Boy Scouts of America

Green Angels

St. Anne's Resource Center

Palmyra Fire Department

New York State Real Estate Broker

Farm Bureau of New York

Certified Auctioneers Institute

National Auctioneers Association

New York State Auctioneers Association

REYNOLDS AUCTION CO.

Standard Services

- ▶ Property inspection and auction site evaluation
- ▶ Complete pre-sale physical inventory
- ▶ Appropriate consignments accepted
- ▶ Advertising inventory
- ▶ Promotional development...
 - Advertising composition, development and print media placement
 - Fully maintained WEB site at www.reynoldsauktion.com & www.auctionzip.com with auction specific ad copy, photo gallery and company information.
 - E-mail "specific web cast" notifications
 - Brochure design and direct mailing list development
 - Trade Association notification
 - Media press releases (when applicable)
 - Social Media web posting of auction information
- ▶ Inventory organization, set-up and display
- ▶ Crowd management control
- ▶ Manage and conduct the auction or liquidation
- ▶ Receipt collection, sales and use tax accounting
- ▶ Auction pick up and clean up
- ▶ Complete cash and financial settlement according to AICPA standards

ADDITIONAL SERVICES

- ☞ Individual check guarantee
- ☞ Equipment cleaning, doll-up and repair
- ☞ Special occasion tenting
- ☞ Inside gallery facilities
- ☞ On-site food service
- ☞ Portable restroom facilities
- ☞ Uniformed and/or covert security
- ☞ Mailing list development
- ☞ Vacant property supervision and maintenance
- ☞ Chattel property appraisal
- ☞ Real estate appraisal
- ☞ Commercial and industrial business brokerage
- ☞ Foreclosure and residential real estate sales

The above listed services include those that seem to be common to each auction. The list is offered as a guide. Each circumstance offers unique challenges and client needs. The Reynolds Auction Co. takes great pride in cost effectively addressing the special needs of each new situation.

SALE OF SURPLUS - Considerations

The Reynolds Auction Co. offers distinct and unique sales advantages that will financially benefit the City of Rochester.

Our experience and procedures have proven to
NET MORE MONEY!

History

1. Thirty-one years of general market experience with all of the necessary and specialized support tools to assure optimum sales performance.
Our efforts will be to continually increase the City's revenues.
2. A proven track record of salesmanship!
3. **IMPECCABLE FINANCIAL ACCOUNTABILITY...and...BONDABILITY.**
4. A program of **Market Development** to fully expose the Sellers product; **minimizing** the cost of sale...**MAXIMIZING** the net financial return.
5. A fully trained and cross-trained staff of Auction Associates including multiple Auctioneers, set-up personnel, clerks and accounting support, in addition to an advertising department that can develop local, regional or national advertising efforts.
6. A well developed **WEB** site promoting the City of Rochester and its auction sales. Our site www.reynoldsauktion.com which enjoys more than 150,000 to 200,000 page views per month with more than 40,000 visitor sessions averaging eight (08) minutes per session; and the www.auctionzip.com WEB site which enjoys more than 6,000 views per auction average for the City of Rochester Impound auction and more than 20,000 views for the City of Rochester Surplus Vehicle auctions. A world wide WEB search of vehicle auctions in the Rochester Area, from www.google.com lists the Reynolds Auction Co. City of Rochester Impound Auction as one of the first successful non-paid searches because of the well established web site and our long term marketing efforts on behalf of the City of Rochester.
7. Regional and nation-wide **Bidder/Purchaser** email database. This allows the bidder access to auction information. We can "pre-sell" the bidder! Additionally, this minimizes the general questions and "information inconvenience" to city personnel.
8. On-site mobile **sales office**. Warm, dry, **secure**. This mobile office was custom designed to provide a discrete distance between the cashier(s), clerk(s) and customers. This is a prudent necessity when dealing with large sums of **money** and important **legal documents**.
9. The Reynolds Auction Co. initiated, and will continue, food service at the city auctions.
10. At complete risk to the Reynolds Auction Co., for bidders that meet specific credit and financial criteria we offer the convenience of check payment for the Surplus vehicle auction. This increases the city revenues.
11. The Reynolds Auction Co. is familiar with the City of Rochester policy, procedures and city personnel.

Reynolds Auction Co. Marketing Strategies

Impound Vehicles - Group A

1. The Reynolds Auction Co. will continue...
 - a. creative media advertising "Democrat & Chronicle"
 - b. **WEB site promotion and "always current" e-mail notices,**
 - c. fair treatment of all bidders and purchasers
 - d. our direct effort to increase the number of retail purchasers.
2. Continue to develop the **Retail Purchaser(s) market** and email database. This is a very difficult group to target because it can be volatile, ever changing, and we are often dealing with an emotional or impulse purchase. The single most effective way to encourage and increase retail purchaser attendance is to **continue web site promotion and expansion to social media promotion.**
4. Expand the **wholesale or dealer market.** The weekday auction schedule encourages regional salvage and retail auto dealers . . . professional purchasers . . . to attend this auction. The expansion of our WEB site has helped increase local and regional dealer attendance. Local and regional dealers are the core of our "Permanent Bidder" list. These professional bidders provide a consistent foundation of price support.

Our past involvement in wholesale dealer auto auctions prepares us to actively address this market and continually promote this City of Rochester auction.

Surplus Vehicles - Group B

1. Continue the local print media advertising, direct mailings and WEB detailed site information/promotion. The size of our metropolitan market and economic trading area represents these assets very well. There is ample demand for the City's source of **supply.**
2. The auction location is to your benefit. The central location and easy access allow the bidders to comfortably and conveniently attend the auction.
3. Assist in the display, order of sale and arrangement of vehicles. As necessary.
4. Start the vehicles. For the most part this will bring a higher price for each vehicle. There is the rare occasion that this will showcase engine noise or other difficulties, but for the most part it will represent the vehicle, and the City, well. Many of the vehicles will not or cannot start. For some vehicles the difficulty is evident.
5. Our past and present involvement in wholesale dealer auto auctions prepares us to actively address this market and continually promote this auction.

Heavy Equipment - Group C

1. Continue the local print media advertising in the Gannett Rochester

Newspapers. The City has an obligation to use this media to inform local taxpayers/citizens of this sale activity. However, the size of our metropolitan market and economic trading area represents these assets very well.

2. Expand the **REGIONAL** advertising effort. This can be done by advertising in other metropolitan newspapers. For example, the Syracuse Newspapers and the Buffalo Evening News would increase the gross exposure of the assets that are for sale.

However, a **more effective REGIONAL** advertising effort could be accomplished with targeted media. Publications such as Rock and Dirt, Country Folks and Hard Hat News reach the equipment dealers and end users of such equipment.

3. Expand the use of **DIRECT MAIL** on a regional or national basis, as the assets and market place require! We maintain extensive and exclusive data bases with detailed purchaser information. These First Class and E-mailing lists can be targeted to specific trades or generalized industries.
4. Continue the WEB site www.reynoldsauktion.com & www.auctionzip.com promotion and our exclusive "email" auction notifications. The old saying that, "Pictures are worth a thousand words" could never be more true. The color photographs at our WEB site are worth a "million words." Add social media promotion.
4. The **MOST IMPORTANT** requirement for the proper advertising and promotional development of such an auction is **adequate lead time!** Generally, we would like a minimum of four week lead time. If advertising deadlines are cooperative, proper promotion could be accomplished in three weeks.
5. Assist in the display, order of sale and arrangement of vehicles. As necessary, clean and organize vehicle interiors.

Internet Auctions Vehicles & Equipment - Group E

1. The Reynolds Auction Co. will create on line auctions using Auctionzip.com
2. Promote all on line auctions at www.reynoldsauktion.com and www.auctionzip.com.
3. Provide on line auction notification to local and regional dealers from our core database and our "Permanent Bidder" list.

Internet Auctions Property Clerk Items - Group E

1. The Reynolds Auction Co. will create on line auctions using Auctionzip.com for items deemed saleable and mutually agreed upon with the City.
2. Promote all on line auctions at www.reynoldsauktion.com and www.auctionzip.com.
3. Provide on line auction notification to local and regional bidders from our core database.

Notes:

Specific Proposal Questions

8. RESPONSIBILITIES OF AUCTIONEER

- 8.1 All auctions will be advertised the Sunday prior to the auction date in the Rochester Democrat & Chronicle auction section at net advertising cost.
- 8.2 Regional, direct mail and/or client email data base notifications as addressed through-out this proposal.
- 8.3 Any additional advertising requested by the City will be bill at net advertising cost.
- 8.4 As requested, the City will have the right to review and approve any legal newspaper and/or printed advertising regarding a City Auction.
- 8.5 All auctions dates will be mutually determined and approved by the City.
- 8.6 For the light equipment auction, we will make and post the Auction sign outside the auction lot, one month prior to the auction date.
- 8.7 Addressed through-out this proposal. All auctions are advertised at our site www.reynoldsauktion.com and the www.auctionzip.com WEB site and the via a social media web page.
- 8.8 Addressed through-out this proposal. Included as part of the commission rate is a well developed WEB site promoting the City of Rochester and its auction sales. Our site www.reynoldsauktion.com which enjoys more than 150,000 to 200,000 page views per month with more than 40,000 visitor sessions averaging eight (08) minutes per session; and the www.auctionzip.com WEB site which enjoys more than 5,000 views per auction average for the City of Rochester Impound auction and more than 20,000 views for the City of Rochester Surplus Vehicle auctions. A world wide WEB search of vehicle auctions in the Rochester Area, from www.google.com lists the

Reynolds Auction Co. City of Rochester Impound Auction as one of the first successful non-paid searches because of the well established web site and our long term marketing efforts on behalf of the City of Rochester. Our current E-mail database notification for surplus vehicle and equipment auctions is 5,800. The current E-mail database notification for all impound vehicle auctions is 3,056. We have implemented a new social media web page with a current following of 817 and growing rapidly.

9. CONDUCTING SALES - GENERAL

- 9.1** All auctions dates will be mutually determined and approved by the City. The Impound auctions will be scheduled for the entire year with additional auctions added as needed and on mutually determined dates.
- 9.2** All internet auction will be scheduled and run as mutually agreed by the City and the Auctioneer.
- 9.3** Auctions will be held in facilities and/or premises owned by the City, or otherwise approved by the City such as another municipal site or the Reynolds Auction Co., Inc. lot as part of a larger consolidated auction as mutually agreed.
- 9.4** For Internet auctions the items will be held at either the City location or the auction location and held for bidder pickup as mutually agreed upon by the City and the Auctioneer with a predefined pickup schedule. The terms of sale will clearly state the sale will be canceled and re-conducted, if the payment and removal terms are not met and agreed upon by the City. If removal is required, removal costs will be passed on to the buyer in the form a buyer's premium which will be reported to the City but held separate from auction proceeds. The fee will be determined by the cost of the removal and the cost of the internet sale and mutually agreed upon by the City and not to exceed 15%. The Auctioneer assumes responsibility for removing and storing assets. The Auctioneer will not remove items that require professional removal skills (such as disconnection of gas, electrical lines, etc.) or items requiring specialized equipment for removal (such as cranes, etc.). The Auctioneer will also not remove items deemed to be of unreasonable sale value as determined by years of experience with auction sales and appraisals.
- 9.5** For Property Clerk items (Group E), the items will be picked up at the

Public Safety building by the Reynolds Auction Co. on a monthly basis or as requested and mutually agreed upon. The Auctioneer will not remove items deemed to be of unreasonable sale value as determined by years of experience with auction sales and appraisals or items requiring specialized equipment for transportation.

9.6 The Reynolds Auction Co. will be using a well established on-line auction service (Proxibid) that will allow on-line bidders to participate in all heavy equipment auctions. We will charge a buyer's premium of three percent (3%) at the time of the auction and the City of Rochester will be notified of the fee.

9.7 Addressed through-out this proposal.

* **9.4** Addressed through-out this proposal. (* as numbered in RFP)

9.4.1 In the case of buyer default "skips" at the City Surplus Auctions, Reynolds Auction Company will re-sell the vehicle at the next auction or as approved by the City of Rochester, will relocate and resell the item at a similar convenient sale at no additional cost to the city. At the Impound Vehicle sales the Auctioneer or the Reynolds Auction Co. will assume responsibility for payment of and the responsibility of ownership for any vehicles that are "skips." Said assumed payment responsibility will be ONLY in the amount of One Hundred Dollars (\$ 100.00) per vehicle - NOT - in the amount of the high bid or Reynolds Auction Co. will re-sell the vehicle at the next sale!

9.5 Addressed through-out this proposal.

9.6 Addressed through-out this proposal.

9.7 As necessary, the auction company will provide supervised removal of specific items. However, in most instances we take the following position . . . "Upon winning the bid, ownership transfers. At that time it is your responsibility to attend to your purchases. If you leave your purchases unattended, you do so at your own risk! If you leave your purchases for future removal, you do so at your own risk! No allowances or adjustments will be made for loss!!!!"

9.8 The Reynolds Auction Co. uses a state of the art wireless computer clerking system. Bidders are registered and maintained in a permanent data base. This allows for tracking of historical purchases and notation of any bidder default or business related problems. When the bid is won, it is transmitted electronically, via radio transmission, from the

point of sale to the cashiers office. There is absolutely no delay from point-of-sale to immediate payment ability. We also use a 3-part bid acknowledgment for the surplus vehicle auctions with all numbered and coordinated with the City of Rochester vehicle code. All vehicle receipts include year, make, model and VIN as required by NYS DMV.

- 9.9** Internet auction settlements will be as detailed as live auction settlements with the winning bid information, proceeds of sale and expense of sale all outlined in a detailed settlement report. We will allow the City to view the live auction information, but will maintain strict security of our web site and auction modification and maintenance information and access.

10. RESPONSIBILITY FOR VEHICLES

- 10.1** The city will provide a list of vehicles or equipment to be sold, Reynolds Auction Company will lot the vehicles as required and provide bidder lot sheets as necessary. For City owned vehicles, the City will provide all titles and/or registrations properly signed for transfer.
- 10.2** As necessary and where practical, Reynolds Auction Company will set up the vehicles (and/or merchandise) in order for the best possible auction results. We provide personnel and equipment to start the vehicles and other many other services as outlined throughout this proposal.
- 10.3** Reynolds Auction Company has been effecting vehicle transfers on the City's behalf for several years for both the City Surplus Vehicle and Impound auctions. We also implemented and continue the practice of sending the paperwork for surplus auctions via certified mail.
- 10.4** Reynolds Auction Company takes full responsibility for paperwork received. Should there ever be an issue destroyed or lost paperwork while in our possession, we will cover the expense of replacing it.
- 10.5** Reynolds Auction Company is fully covered and insured and uses only covered employees and takes full responsibility for assets in our possession.

11. ADDITIONAL RESPONSIBILITY OF AUCTIONEER

- 11.1** Upon request, the Reynolds Auction Co. will provide professional appraisal services of equipment or miscellaneous property and verbal

estimated value of small equipment at no additional charge to the City of Rochester.

11.2 In the event that a live auction is held off of City property Reynolds Auction Co. will be responsible for trucking heavy equipment to the Auction site at no additional charge to the City of Rochester.

11.3 For Groups B and C, Reynolds Auction Co. will provide live auction services for at either a City or municipality location as well as other live regional venues for which the City can add assets.

11.4 The Auctioneer takes reasonable responsibility for the security of all sale items during the hours when the sale premises are open to the public for inspection or removal.

12. NO MISREPRESENTATION

12.1 The Auctioneer will not misrepresent the condition of any City property to a prospective buyer and clearly states in all auction terms and conditions that all assets are sold without warranty or guarantee of any type, including warranty of merchantability, and the purchaser by bidding on said item, accepts that item without any such warranty or guarantee and in an **AS IS** condition.

12.2 The Auctioneer and terms for the City Impound Vehicle auction will clearly state all vehicles are sold with a **SALVAGE CERTIFICATE**, DMV form MV-907A form and will be classified as **SALVAGE** or "junk".

13. NO COMMINGLING

The Auctioneer will **NOT** commingle funds or product without express written approval by the City prior to auction. Impound Vehicle, i.e. cash sales are settled, typically, within 24 hours. Surplus Vehicle, i.e. cash and negotiable instrument sales are settled within ten (10) business days following the auction. This allows for proper check clearance and settlement of any post-auction issues.

14. PAYMENTS AND RESULTS OF SALE

14.1 Reynolds Auction Co. will deliver a certified true statement of the results of the sale with payment in full of net auction proceeds within fourteen days of each sale.

14.2 At the Impound Vehicle sales the Auctioneer or the Reynolds

Auction Co. will assume responsibility for payment of and the responsibility of ownership for any vehicles that are "skips." Said assumed payment responsibility will be ONLY in the amount of One Hundred Dollars (\$ 100.00) per vehicle - NOT - in the amount of the high bid or we will resell the vehicle at the next sale.

The Reynolds Auction Co. will continue to maintain diligent and strict registration procedures and regulations in an effort to minimize and police this abhorrent "skip" behavior. It is our policy that a "skip" bidder be prohibited from any future attendance and bidding at a Reynolds conducted auction.

14.3 - 14.6

Each settlement package will include a list of all items sold, by lot/catalog number, bid number, final bid price, all cash, check receipts, deposit amounts, sale tax collected, net advertising fees and marketing fees charged and in the case of heavy equipment the internet buyer's premium charged, all advertising proofs and net settlement check payable to the City of Rochester. Reynolds Auction Co. certifies that all sales tax payments collected are paid directly to New York State Sales Tax and all records will be kept for not less than three (03) years and will be available to the City of Rochester for auditing purposes as needed.

- 14.7** For Internet auction, if a bidder defaults by failing to pick up item(s) at the times specified, the Auctioneer will remit the winning bid amount to the City and the bidder shall forfeit the amount bid, unless the bidder can prove to the satisfaction of the City that the bidder was unable to complete the pick at the agreed upon time. The City reserves the right to permit the bidder's offer to be canceled at no penalty and further reserves the right to re-auction the item at the standard internet auction terms.

15. PERFORMANCE BOND

The Auctioneer will maintain a Bonding in the amount of One Hundred Thousand and 00/100 Dollars (\$ 100,000.00) - see attached. Should City funds be in my possession exceed the face of the bond, within twenty four (24) hours, as requested, I will deposit with the City, the sum of the difference.

- 15.3** For Groups D and E, all assets will remain in the possession of the City or the Auctioneer until payment is received. Should the bidder default, the assets will be re-auctioned. Reynolds Auction Co., Inc. is compliant with all internet security protocols and is PCI complaint for all credit card sales.

15.5 Our Bond is currently in effect - see attached

16. INSURANCE

16.3.1 Workmans Compensation and Disability Insurance - currently in effect - see attached.

16.3.2 Disability Insurance - currently in effect - see attached.

16.3.3 Property and Casualty Insurance - combined single limit coverage in the amount of Two Million and 00/100 Dollars (\$ 2,000,00.00) - attached.

Motor Vehicle Insurance - combined single limit coverage in the amount of One Million and 00/100 Dollars (\$ 1,000,00.00) - attached.

17. MINIMUM QUALIFICATIONS

17.2 Reynolds Auction Co., Inc. has more than thirty years experience conducting live auctions and more than twenty years experience with internet auction posting and advertising. We have access to conduct on line auctions through many on-line auction service providers. However, we do not have five years experience conducting on-line auctions, as we have proven financial success and less bidder default with live auctions vs. internet auctions. We also occasionally sell assets privately, using internet services, we feel with our proven live auction experience the on-line auction experience of auctionzip.com we are fully qualified to list and sell assets on line for the City, but understand we do not meet your five year requirement. We also have a top of the line web presence and receive calls nationally for absentee bids which we have handled with ease.

17.3 The Reynolds Auction Co. provides ***Certified Appraisal Services*** for Secured Creditors, Banks, the Federal Bankruptcy Court and Estates. Categories for this activity include retail and manufacturing business fixtures and equipment, inventories, vehicles and agricultural and construction equipment. Opinions of value would be provided gratuitously, considered as part of the bid and work responsibilities.

The following is an example drawn from recent work. Although it does not pertain specifically to vehicles or heavy equipment, it exhibits the detail and scope of our capacities.

Bridgeport mill, 1 hp motor with step pulley, tool shank, multiple spindle speed 80 RPM to 2720 RPM, measures 36" x 9" table, serial # J-109649; good condition	2,800.00
Kurt vise, 5" capacity	240.00
Bridgeport mill with broaching attachment, 1 hp motor with step pulley, 70 to 420 strokes per minute, measures 42" x 9" table, serial # E6914, good condition	13,500.00
Bridgeport right angle head	175.00
Milwaukee horizontal mill, gear changing capacity, multiple spindle speeds, measures 49" x 10" table, older style Model "H", serial # 8-2950, good condition	1,500.00
Bridgeport mill with Boss # 5 digital control, series 1 CNC, model XA903-05-69-81903-57**, marked "Machine #3", good condition	12,000.00
multi-drawer file cabinet; contents to include but not limited to plane mill cutters, machine attachments, four tapping heads, circular mill saws, boring head, drill chuck, drill bits, end mills, key cutter, taps, reamers, V-block, work jigs, specialty cutters, specialty jigs and fixtures	all 2,000.00

17. MINIMUM QUALIFICATIONS (continued)

17.4 A City of Rochester auction license has been properly issued to the Reynolds Auction Co. The Company held one of the oldest City Auction Licenses . . . **license no. 003** under John T. Reynolds and now holds license no. 43 under David A. Koeberle.

17.5 Reynolds Auction Co., Inc.

- a. Incorporated in New York State in August 1975.
- b. This company is a privately held "S" corporation.
- c. The auction company employs fourteen (13) active personnel and an additional five (05) "on-call" people.
- d. The firm offers five (05) fully qualified, certified and/or licensed Auctioneers.
- e. Reynolds Auction Co. Office Auction Lot Address
993 Canandaigua Road 3579 Palmyra-Newark Road
Palmyra, New York 14522 Palmyra, New York 14522
- f. Reynolds Auction Co., Inc. is not a register NYS Motor Vehicle

Dealer.

- 17.6** **David A. Koeberle**, President, Owner - Primary Auctioneer, Appraiser, Marketing Consultant, Ringperson, Real Estate Broker
John T. Reynolds, CAI, Vice President - Auctioneer, Marketing Consultant, Ringperson, Appraisal, Real Estate Broker (semi-retired)
Kimberly L. Santelli - Administrative Assistant, Technical Assistant, Marketing Consultant, Head Cashier, Relief Clerk
Jeffrey S. Blazey - Auctioneer, Ringperson, Marketing Consultant
Dawn J. Deisering - Recording Clerk, Setup Assistant, Ringperson
Roger E. Deisering - Setup Supervisor, Lead Ringperson
Bonnie J. Yonker - Cashier, Recording Clerk, Setup Assistant
Dennis C. Freeman - Cashier, Recording Clerk, Setup 2nd Supervisor, Ringperson, Security (retired New York State Trooper)
William R. Moon - Recording Clerk, Setup 3rd Supervisor, Ringperson
Joseph L. Brown - Setup Assistant, Ringperson
Mark Clement - Setup Assistant, Ringperson
Kim Clement - Assistant Cashier, Relief Clerk, Ringperson
Paul Eckerson - Setup Assistant, Ringperson
Allan A. Tyo - Auctioneer, Ringperson, Marketing Consultant
Donald A. Patton, CAI - Auctioneer, Ringman, Marketing Consultant
Thomas J. Furfaro - Setup Assistant, Ringperson
Peter Good - Setup Assistant, Ringperson
Thomas L. Santelli - Setup Assistant, Ringperson
- 17.7** John T. Reynolds, Inc. d/b/a Reynolds Auction Co. and now Reynolds Auction Co., Inc.
- 17.8** This situation does not apply to the organization of the Reynolds Auction Co. and there are no branch offices.
- 17.9 Legal:**
John P. Morell, Esq. 315-597-5337
Converse & Morell, LLP
224 East Main Street
Palmyra, New York 14522
- TAX AND ACCOUNTING:**
Linda J. Wiener, CPA 585-797-0438
Francis M. Celona, CPA, PC
1173 Pittsford Victor Rd, Suite 250-09
Pittsford, New York 14534

FINANCIAL:

Cheryl Ford, Branch Manager
Community Bank, N.A.
544 East Main Street
Palmyra, New York 14522

315-597-3835

17.10 National Auctioneers Association, New York State Auctioneers Association, Real Estate Broker, Farm Bureau Member.

17.11 Authorization of Proposal

Contact: David A. Koeberle, Pres.
993 Canandaigua Road
Palmyra, New York 14522

Tele: 315-597-8815
Fax: 315-331-2054

The terms of this proposal expire at midnight, March 31, 2015.

17.12 I hereby certify that the Reynolds Auction Co. has NEVER been found guilty of violating any laws, rules or regulations relating to auctioning or auction services by a court or a Federal or State Agency. Additionally, the Reynolds Auction Co. has NEVER been involved in any litigation related to auctioning or auction services.

17.12.2 Reynolds Auction Co. responses to questions (a) through (o) are certified and affirmed to be all **NO** responses.

17.13 Partial Client List per specifications

- ▶ Ontario County **Contact:** Gary Curtis, Esq.
Ontario County Court House 585-396-4496
27 North Main Street
Canandaigua, New York 14424

- ▶ Tompkins County **Contact:** Richard C. Snyder,
Tompkins County Finance Director of Finance
125 East Court Street 607-274-5502
Ithaca, New York 14850

- ▶ U. S. Dept. of Justice **Contact:** Stephanie D. Randall
Federal Building 585-263-5829
100 State Street
Rochester, New York 14614

17.14 Reynolds Auction Co. has experience conducting live auctions in the past for property clerk items, we would document each item on a three part form for removal and sale. Reynolds Auction Co. will follow all requirements for removal and sale as outlined by the City.

Professional Auction Services

FEE SCHEDULE

- A. IMPOUND AUTO SALE 7.5 % OF GROSS**
- B. CITY VEHICLES (SPRING & FALL)**
 Surplus Vehicles and Small Equipment 07 % OF GROSS
 Light Tools and Small Equipment 07 % OF GROSS
 Surplus Furniture Fixtures & Equipment 07 % OF GROSS
- C. CITY EQUIPMENT (SPRING & FALL)**
 Heavy Equipment, Small Equipment and
 Light Tools Live Auctions 07 % OF GROSS
- Internet - using Proxy Bid Live 07 % OF GROSS &**
 & Internet Auctions & 08 % Buyer's Premium for Internet Bids
- D. INTERNET AUCTIONS FOR VEHICLES & EQUIPMENT 07 % OF GROSS**
 & Internet Auctions & 08 % Buyer's Premium for Internet Bids
- E. INTERNET AUCTIONS FOR PROPERTY CLERK ITEMS 20 % OF GROSS**
 & Internet Auctions & 08 % Buyer's Premium for Internet Bids

D. **ADDITIONALLY:** the cost of local Democrat & Chronicle print advertising, reflecting cost economies of the "contract" rate, will be paid by the City. The cost of Reynolds Auction Co., Auctionzip and social media WEB site maintenance will be at no cost to the city.

All direct mailing and other regional or national promotional costs will be assumed by the Reynolds Auction Co.

David A. Koeberle, Pres

David A. Koeberle, Pres.

Reynolds Auction Co., Inc.
993 Canandaigua Road
Palmyra, New York 14522

Sworn to before me this 4th
day of December 2015.

Deborah A. Welch

Notary Public

DEBORAH A. WELCH
No. 01WE6009230
Notary Public, State of New York
Qualified in Wayne County
My Commission Expires June 22, 2018

Reynolds Auction Co., Inc.
993 Canandaigua Road
Palmyra, New York 14522

Tele : 315-597-8815
FAX : 315-597-5030
Federal ID # 16-1048193

WINNING BID # _____

AUCTION LOT # _____

BID ACKNOWLEDGMENT

I have purchased on this date, _____, at public auction from the Reynolds Auction Co., the agent for City of Rochester, the below listed vehicle:

YEAR & MAKE: _____ City Code: _____

MODEL : _____ VIN: _____

Purchase Price Paid \$ _____

For the above vehicle and all other items which I have won the bid, including those items not listed above, I agree:

1. to absolutely guarantee payment, including if necessary, all collection, court and attorney fees;
2. to assume immediate and complete responsibility for this purchase,
3. to all auction terms and conditions whether stated orally or in writing, and
4. that the sale of any item is without warranty or guarantee of any type, including warranty of merchantability, and by in fact bidding on said item, accepts all items without any such warranty or guarantee and in an "AS IS" condition.

Signature Purchasers

Note that auction terms and conditions clearly state that if you pay by check the auction company will hold all paperwork on any vehicle(s) for 10 business days. If you pay by check and it clears, your title will be mailed to you, certified mail, on _____.

NO EXCEPTIONS.

All checks must be drawn on a New York State bank!

white - Original (file copy) yellow - City Copy pink - Bidder Copy

ATTACHMENTS

No. 43

License Fee \$210.00



Date Issued 12/04/2015

Expires 12/31/2015

**CITY OF ROCHESTER
AUCTIONEER LICENSE**

This is to certify that a license is hereby granted to:

Applicant Name: DAVID A KOEBERLE

Business Name: REYNOLDS AUCTION CO

Address:

to carry on the business of an Auctioneer in the City of Rochester.

This license is granted subject to the laws of the State of New York and all ordinances of the City of Rochester now and hereafter adopted.

In witness whereof, this license has been issued by the Chief of Police of the City of Rochester and countersigned by the City Clerk.


City Clerk


Chief of Police

No. 3

License Fee \$210.00

Date Issued 12/12/2011

Expires 12/31/2012



CITY OF ROCHESTER
AUCTIONEER LICENSE

This is to certify that a license is hereby granted to:

Applicant Name: John T Reynolds

Location: Reynolds Auction Co.

Address:

to carry on the business of an Auctioneer in the City of Rochester.

This license is granted subject to the laws of the State of New York and all ordinances of the City of Rochester now and hereafter adopted.

In witness whereof, this license has been issued by the Acting Chief of Police of the City of Rochester and countersigned by the City Clerk.

A handwritten signature in dark ink, appearing to read "Daniel B. King". The signature is written in a cursive style.

City Clerk

A handwritten signature in dark ink, appearing to read "James H. [unclear]". The signature is written in a cursive style.

Acting Chief of Police



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
12/4/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Eastern Shore Associates 3720 Main Street P.O. Box 408 Walworth NY 14568	CONTACT NAME: Bonnie Brazis PHONE (A/C No. Ext): (315) 986-7017 E-MAIL ADDRESS: bbrazis@esainsurance.com	FAX (A/C No.): (315) 986-1783
	INSURER(S) AFFORDING COVERAGE	
INSURED Reynolds Auction Co., Inc. David A Koeberle dba Reynolds Auction Co 993 Canaandigua Rd Palmyra NY 14522	INSURER A: Oswego County Mutual	NAIC# 0099
	INSURER B: Utica National Ins of Texas	NAIC# 43478
	INSURER C:	
	INSURER D:	
	INSURER E:	
INSURER F:		

COVERAGES **CERTIFICATE NUMBER:** 2014 Master **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY			121200026	12/9/2014	12/9/2015	EACH OCCURRENCE	\$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person)	\$ 5,000
	GEN'L AGGREGATE LIMIT APPLIES PER:							PERSONAL & ADV INJURY
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
B	AUTOMOBILE LIABILITY			4597323	12/9/2014	12/9/2015	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)	\$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident)	\$
	<input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident)	\$
							PIP-Basic	\$ 50,000
	UMBRELLA LIAB	<input type="checkbox"/>	<input type="checkbox"/> OCCUR				EACH OCCURRENCE	\$
	EXCESS LIAB	<input type="checkbox"/>	<input type="checkbox"/> CLAIMS-MADE				AGGREGATE	\$
	DED		RETENTION \$					\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATUTORY LIMITS	OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y/N	N/A				E.L. EACH ACCIDENT	\$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER City of Rochester City Hall 30 Church Street Rochester, NY 14614	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE Jackie Shaffer/BONNIE



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
12/4/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER James S Sullivan Agency Inc. 36 Canal Street PO Box 476 Lyons NY 14489	CONTACT NAME: Kathy Spink PHONE (A/C, No, Ext): (315) 946-6221 FAX (A/C, No): 315-946-9250 E-MAIL ADDRESS: kathleen.spink@jamessullivanagency.com
	INSURER(S) AFFORDING COVERAGE NAIC # INSURER A: Ohio Casualty Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES CERTIFICATE NUMBER: CL1512406771 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Auctioneer Bond			LSF036165	1/1/2015	1/1/2016	Bond Amount \$100,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
City of Rochester is the Obligee

CERTIFICATE HOLDER City of Rochester City Hall 30 Church Street Rochester, NY 14614	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE Jeffrey Wingate/KATHY



New York State Insurance Fund

Workers' Compensation & Disability Benefits Specialists Since 1914

100 CHESTNUT STREET - SUITE 1000, ROCHESTER, NEW YORK 14604
Phone: (585) 258-2068

CERTIFICATE OF WORKERS' COMPENSATION INSURANCE

***** 161048193
REYNOLDS AUCTION CO INC
993 CANANDAIGUA RD
PALMYRA NY 14522

POLICYHOLDER
REYNOLDS AUCTION CO INC
993 CANANDAIGUA RD
PALMYRA NY 14522

CERTIFICATE HOLDER
CITY OF ROCHESTER
CITY HALL
30 CHURCH STREET
ROCHESTER NY 14614-1281

POLICY NUMBER R1054 519-2	CERTIFICATE NUMBER 138157	PERIOD COVERED BY THIS CERTIFICATE 08/27/2015 TO 08/27/2016	DATE 12/4/2015
-------------------------------------	-------------------------------------	---	--------------------------

THIS IS TO CERTIFY THAT THE POLICYHOLDER NAMED ABOVE IS INSURED WITH THE NEW YORK STATE INSURANCE FUND UNDER POLICY NO. 1054 519-2 UNTIL 08/27/2016, COVERING THE ENTIRE OBLIGATION OF THIS POLICYHOLDER FOR WORKERS' COMPENSATION UNDER THE NEW YORK WORKERS' COMPENSATION LAW WITH RESPECT TO ALL OPERATIONS IN THE STATE OF NEW YORK, EXCEPT AS INDICATED BELOW, AND, WITH RESPECT TO OPERATIONS OUTSIDE OF NEW YORK, TO THE POLICYHOLDER'S REGULAR NEW YORK STATE EMPLOYEES ONLY.

IF SAID POLICY IS CANCELLED, OR CHANGED PRIOR TO 08/27/2016 IN SUCH MANNER AS TO AFFECT THIS CERTIFICATE, 10 DAYS WRITTEN NOTICE OF SUCH CANCELLATION WILL BE GIVEN TO THE CERTIFICATE HOLDER ABOVE. NOTICE BY REGULAR MAIL SO ADDRESSED SHALL BE SUFFICIENT COMPLIANCE WITH THIS PROVISION. THE NEW YORK STATE INSURANCE FUND DOES NOT ASSUME ANY LIABILITY IN THE EVENT OF FAILURE TO GIVE SUCH NOTICE.

THIS POLICY DOES NOT COVER CLAIMS OR SUITS THAT ARISE FROM BODILY INJURY SUFFERED BY THE OFFICERS OF THE INSURED CORPORATION.

PRESIDENT
DAVID A KOEBERLE
1 OF 1 EXECUTIVE OFFICER OF
REYNOLDS AUCTION CO INC

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS NOR INSURANCE COVERAGE UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICY.

NEW YORK STATE INSURANCE FUND

DIRECTOR, INSURANCE FUND UNDERWRITING

This certificate can be validated on our web site at <https://www.nysif.com/cert/certval.asp> or by calling (888) 875-5790
VALIDATION NUMBER: 822822283

STATE OF NEW YORK
WORKERS' COMPENSATION BOARD
CERTIFICATE OF INSURANCE COVERAGE UNDER THE NYS DISABILITY BENEFITS LAW

PART 1. To be completed by Disability Benefits Carrier or Licensed Insurance Agent of that Carrier

<p>1a. Legal Name and Address of Insured (Use street address only) REYNOLDS AUCTION CO INC 993 CANANDAIGUA RD PALMYRA, NY 14522</p>	<p>1b. Business Telephone Number of Insured (315) 597-8815</p> <p>1c. NYS Unemployment Insurance Employer Registration Number of Insured</p> <p>1d. Federal Employer Identification Number of Insured or Social Security Number 161-04-8193</p>
<p>2. Name and Address of the Entity Requesting Proof of Coverage (Entity Being Listed as the Certificate Holder) City of Rochester City Hall 30 Church Street Rochester, NY 14614-1281</p>	<p>3a. Name of Insurance Carrier NEW YORK STATE INSURANCE FUND</p> <p>3b. Policy Number of entity listed in box "1a": DBL 5340 07 - 1</p> <p>3c. Policy effective period: <u>07/18/2015</u> to <u>07/18/2016</u></p>

4. Policy covers:

- a. All of the employer's employees eligible under the New York Disability Benefits Law
- b. Only the following class or classes of the employer's employees:

Under penalty of perjury, I certify that I am an authorized representative or licensed agent of the insurance carrier referenced above and that the named insured has NYS Disability Benefits insurance coverage as described above.

Date Signed 12/4/2015 By *Joseph J. Masi* Joseph J. Masi
(Signature of insurance carrier's authorized representative or NYS Licensed Insurance Agent of that insurance carrier)

Telephone Number (866) 697-4332 Title Director of Disability Benefits Insurance

IMPORTANT: If box "4a" is checked, and this form is signed by the insurance carrier's authorized representative or NYS Licensed Insurance Agent of that carrier, this certificate is COMPLETE. Mail it directly to the certificate holder.
 If box "4b" is checked, this certificate is NOT COMPLETE for purposes of Section 220, Subd. 8 of the Disability Benefits Law. It must be mailed for completion to the Workers' Compensation Board, DB Plans Acceptance Unit, 20 Park Street, Albany, New York 12207.

PART 2. To be completed by NYS Workers' Compensation Board (Only if box "4b" of Part 1 has been checked)

State Of New York
Workers' Compensation Board

According to information maintained by the NYS Workers' Compensation Board, the above-named employer has complied with the NYS Disability Benefits Law with respect to all of his/her employees.

Date Signed _____ By _____
(Signature of NYS Workers' Compensation Board Employee)

Telephone Number _____ Title _____

Please Note: Only insurance carriers licensed to write NYS disability benefits insurance policies and NYS licensed insurance agents of those insurance carriers are authorized to issue Form DB-120.1. Insurance brokers are NOT authorized to issue this form.