



INFORMAL REQUEST FOR QUOTES (RFQ)

RFQ 2026-001-FM

**Project Title: Surplus Asset Disposition Services (Auctioneer/Consignment) –
Warehouse Clean-Out**

Owner: Procurement, Manitoba Institute of Trades and Technology (MITT)

Issued Date: January 22, 2026

Question Deadline: January 29, 2026, At 3:00 P.M. (Central Time- Winnipeg, MB)

Submission Method: Email to Procurement@mitt.ca

Closing Date and Time: February 6, 2026, At 3:00 P.M. (Central Time- Winnipeg, MB)

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1. Overview / Invitation

- MITT invites written quotations from qualified auctioneers and/or consignment companies to provide surplus asset disposition services for an urgent warehouse clean-out.
- The intent of this RFQ is to select and award service(s) to the Respondent(s) offering the best overall value to MITT, and MITT may award to one vendor or split award by category if advantageous.
- MITT may also use information received through this RFQ to update its internal supplier contact list for future surplus disposition opportunities. Inclusion on any contact list does not constitute prequalification and does not guarantee future work.
- **Sample Inventory Summary List attached. Optional Walkthrough (by Request).**

2. Items and Service Models

- MITT has a warehouse inventory that includes (non-exhaustive): furniture, computers/IT equipment, machines/specialty items, artwork/collectibles, medical/specialty items, and miscellaneous assets.
- **Please confirm which model(s) you can provide:**
 - **Model A – Vendor Pickup/Yard:** Vendor picks up, transports, stores, sells, and manages buyer pickup from vendor site.
 - **Model B – As-Is-Where-Is (MITT Warehouse):** Items remain at MITT; vendor markets and runs the sale; buyers pick up from MITT during scheduled windows.
- **Preference:** MITT prefers vendors that **minimize MITT out-of-pocket costs before items are sold** (e.g., zero/capped upfront transport, storage, and admin fees); and recover costs primarily through commission after sale.

3. Category Acceptance

- Please confirm which categories you would cover (**Yes/NO**) and note any limitations. Identify any subcontracting and how fees/liability are handled.

4. Mandatory Pricing Disclosure (All-In Costs)

- Please provide a complete itemized fee schedule for any costs that could apply from engagement to final sale/disposition, including commission, buyer premium, pickup/transport (Model A), storage/yard fees, cataloguing/photography/lotting fees, marketing/featured listing fees, admin/settlement/payment processing fee, no-sale / pass / relist fees, any other fees or deductions.

- **Pricing rule:** Any fee not expressly disclosed in your response will be deemed included at no additional cost to MITT.

5. Unsold Items (Required)

- Respondents must describe their unsold items approach and confirm costs (if any), including relist fees, storage start dates/caps, return/recall process, and final disposition options requiring MITT approval (return, donation, recycle/scrap).

6. Facilities Role, Pickup and Loading Responsibilities (Required)

- Facilities' role is limited to coordinating site access and confirming release of items. MITT does not commit Facilities staff to load items unless explicitly agreed in writing for a specific pickup.
 - For Model A (Vendor Pickup/Yard), the Respondent must provide all labour, equipment, supervision, and safe work procedures required for loading, securing, and transporting items, and must coordinate pick up dates/times in advance and comply with MITT site safety and access restrictions.
 - For Model B(As-Is-Where-Is), the Respondent must describe how it will control and supervise buyer pickup at MITT, including scheduled pickup windows, proof of payment verification and keeping buyers within designated areas.

7. Damage to Good or Property/ Liability (Required)

- The Respondent must confirm responsibility for damage, loss, or theft arising from its operations and those of its personnel, subcontractors, agents, or buyers during pickup/sale-related activities.
 - Model A: Respondent is responsible for loss/ theft/ damage to MITT items while in Respondent's care, custody, or control (including pickup, transport, storage, and buyer pickup at vendor site).
 - Model B: Respondent is responsible for damage to MITT premises or third-party property, or injury to persons, caused by Respondent personnel, subcontractors, agents, or buyers during sale-related activities at MITT.
- Respondent must promptly report incidents and cooperate with MITT's incident/ claims process.

8. Risk, Custody, and Insurance (Required)

- Respondent must state the point at which risk transfers (damage/theft/loss) under each model and summarize insurance coverage applicable to the proposed services (e.g., CGL;

vehicle if hauling; property in care/custody/control if stored off-site). Certificates of insurance may be requested prior to award and/or prior to commencing services.

9. Execution Plan and Timeline (Required)

- Respondents must provide earliest start date, proposed sale format (online/live/ hybrid), estimated sale dates, estimated time to clear the warehouse, and any resources/equipment required from MITT.

10. Reporting and Remittance Control (Required)

- Respondent must confirm remittance timing for net proceeds to MITT and provide sample settlement statement (redacted is acceptable) showing item-level sale price, fees, and net proceeds, plus inventory status reporting (listed/sold/pending pickup/unsold/relisted).

11. Evidence of Performance

- Provide 2- 3 examples of similar sales (links to prior catalogues or a 1- page summary showing sell-through %, typical days to sell, and general outcomes).

12. Optional Warehouse Walkthrough (By Request)

- Respondents may request an optional warehouse walkthrough by appointment during the question period. Walkthrough requests must be emailed to procurement@mitt.ca no later than the Question Deadline and will be scheduled subject to site availability and safety requirements.

13. Response Format (Checklist)

- Respondent must submit a completed and signed Appendix A- Vendor Response Form by email to Procurement@mitt.ca
- If submitting your own template, it must follow the same headings and order as Appendix A at minimum.
- Email Subject Line: RFQ 2026-001-FM – Surplus Asset Disposition – [Vendor Name]

Note: Any fees not expressly disclosed in the submission will be deemed included at no additional cost to MITT.

14. MITT Selection Basis

- MITT intends to select the Respondent(s) offering the **best overall value**, including lowest total fee exposure / lowest upfront costs to MITT, strongest execution plan and timeline, clear

reporting/remittance controls, and evidence of sell-through/value realization. MITT may award to one Respondent or split award by category if advantageous.

15. General Conditions

- Questions must be submitted by the Question Deadline. Responses and any addenda will be posted on MERX and MITT's website. It is the respondent's responsibility to check for addenda.
- MITT may cancel, amend, or re-issue this RFQ at its discretion via addendum.
- MITT is not obligated to accept the lowest or any response.
- Pricing/fees must be complete; undisclosed fees will be deemed included at no additional cost to MITT.
- MITT shall not be responsible for any costs, expenses, losses, or damages incurred by respondents arising from participation in this RFQ (including addenda, extensions, or cancellation).
- MITT will use submissions for evaluation and award purposes. Submissions may be subject to disclosure in accordance with applicable access-to-information requirements. Respondent should clearly mark any proprietary/confidential content.
- MITT reserves the right to award this RFQ to one Respondent or to multiple Respondents by category, if deemed advantageous. MITT may also re-use the response structure and vendor information for future invitation RFQs; this does not constitute a standing offer arrangement or prequalification.