

# Presentation Prepared For Professional Auctioneer Services For Real Estate



## Homer Central School District

*PRESENTED BY:*

# *Brzostek's*

REAL ESTATE AUCTION CO., INC.  
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PHOENIX, NY 13135  
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Complete Description of the Firm & 3

Relevant Auction Experience During the Past Five Years 3

Qualifications and Expertise of Brzostek's Real Estate Auction Co., Inc. 4

License to Auction Real Property in New York State 4

Key Employees of Brzostek's Real Estate Auction Co., Inc. 4

Specific services to be provided by Brzostek's Real Estate Auction Co., Inc. 5

References 6

Scope of Services 7

Cost Summary 7

Organization and Affiliations 8

Officers of Brzostek's Real Estate Auction Co., Inc. 8

Insurance Requirements 9

Auction Firm Acknowledgements and Agreements 9

Bernard J. Brzostek Broker License 10

Credentials of Bernard J. Brzostek 11

Resume of Amiee Bush 12

## COMPLETE DESCRIPTION OF THE FIRM

### COMPLETE DESCRIPTION OF THE FIRM INCLUDING RELEVANT AUCTION EXPERIENCE

Brzostek's Real Estate Auction Co., Inc. has experienced substantial growth, both internally and with respect to the number and types of real estate auctions conducted. Brzostek's has increased the part-time staff by approximately 40 people. Our part-time employees assist at auction sites, trade shows and open houses. It is not unusual for Brzostek's to need 25 open house representatives during any given weekend.

Brzostek's user-friendly, cutting edge web site provides visitors with the ability to search multiple properties, upcoming auctions, use multiple contact methods, report property monitoring statistics and sign-up for email alerts for upcoming auctions. Brzostek's commits to providing their customers with easy access to properties. Once the visitor has found the desired property, they can click on the property for more details such as property photos, township, lot size, school district, class code, assessment, equalization rate, full assessment, tax map and tax map number, owner, and additional remarks to the property. Brzostek's web site has a web page monitoring system, informing us of the number of visits each property has received.

### RELEVANT AUCTION EXPERIENCE

Brzostek's Real Estate Auction Co., Inc. has sold parcels of real estate, resulting in a 99% closure rate. Included in these sales were parcels of real estate for the former Penn Central Railroad, the County of Onondaga Finance Department, the City of Syracuse Finance Department, the Warren County Finance Dept., the County of Jefferson Finance Department, Agway in conjunction with Pyramid Brokerage, the U.S. Bankruptcy Court, Fleet Bank, Power Federal Credit Union, Upstate Federal Credit Union, Onondaga County Savings Bank, Chase Manhattan, Child & Family Services of Syracuse and Victory Markets, LLC. More recent auctions have been conducted for Countryside Federal Credit Union and Congress Financial.

In addition, Brzostek's has been contracted to sell many high-end homes throughout the northeast. In the side pocket of this proposal includes a flyer reflecting various auction results for past years.

Brzostek's sold 7200 Schuyler Road, Cicero, NY (Trucking Terminal). This property was assessed for \$989,000. The County was hoping to get \$350,000-\$400,000 for it at the auction – **It sold for \$1,771,000.** (including the buyer's premium!)



## **QUALIFICATIONS AND EXPERTISE OF BRZOSTEK'S REAL ESTATE AUCTION CO., INC.**

Brzostek's knows that you expect knowledgeable advice and timely, courteous service. The goal is to help you identify your particular selling need and then satisfy that need by getting results – a sale when you want it at the price you want! By utilizing the unreserved auction method of marketing, Brzostek's Real Estate Auction Co., Inc. has grown to be a multi-faceted, award-winning, nationally-recognized real estate auction company with extensive experience in the sale of real property throughout the northeast. At Brzostek's we believe a well-trained educated staff, proper marketing and professionalism are essentials for a successful auction. Bernard J. Brzostek and the late John T. Papworth founded Brzostek's Real Estate Auction Co., Inc. in 1986.

### **LICENSE TO AUCTION REAL PROPERTY IN NEW YORK STATE**

Bernard J. Brzostek has been a Licensed Real Estate Broker since 1986. A copy of his Broker's License is attached.

## **KEY STAFF OF BRZOSTEK'S REAL ESTATE AUCTION CO., INC.**

**Timothy F. McMahon**, Attorney at Law

Attorney McMahon is main council for Brzostek's Real Estate Auction Co., Inc. His phone number is (315) 635-6845 and fax number is (315) 638-8843.

**Amiee Bush**, Real Estate Manager, Licensed Real Estate Salesperson

Amiee is a Licensed Real Estate Salesperson with 25 years experience in Real Estate Asset and foreclosure Management, Marketing and Sales. Amiee would be responsible for the overall organization and supervision of your auction. Amiee has organized over 2300 individual real estate auctions and organized the 2000-2002 City of Syracuse Tax Auction Sale, the 2000-2009, 2013 Onondaga County Tax Delinquent Sales, as well as the 1999 - 2013 County of Jefferson Tax Auction Sales. Amiee's prior experience consists of extensive training by foreclosure specialists for United States Department of Housing and Urban Development. As these contracts were renewed, Amiee was hired to maintain her position throughout three contracts. A copy of her resume is attached.

**Mary L. House**, Art Director

Mrs. House is a graduate of Cazenovia College with 29 years experience in art design and layout. Mrs. House would assist in the layout and design of advertising materials for the Homer Central School District auction.

**Theresa Milea** - Ms. Milea has superior customer service skills and would be assisting in customer inquiries and bid packet production.

## SCOPE OF SERVICES

**ADVERTISING.** Advertising is the most important part of the auction process. Without advertising, no one would know about the auction! Our State of the Art web site generates an average of 15,000 hits per day. Brzostek's would advertise and market auction properties to include newspaper ads, professional publications, mailing lists, and our web site. Ads would be placed prior to the auction in local publications including but not limited to: The Cortland Standard, Consumer News, Syracuse Newspapers, Freeville Shopper, Cortland Area Tribune, Binghamton Press & Sun, Ithaca Journal. All ads are placed at discretion of Brzostek's with the Districts' approval. Optional ads can be placed in the NY Times, USA Today and the Wall Street Journal for an additional fee. All advertising, signs and flyers will be approved by the District prior to printing/publication.

**Brzostek's would propose spending \$2,495.00 to cover all advertising costs associated with the marketing of the Harnett Elementary. Advertising costs are the responsibility of the seller.**

Brzostek's will pay a 25% co-broke fee to any NYS Licensed Realtor that introduces the buyer to the sale and upon successful closing.

The following services are provided by Brzostek's Real Estate Auction Co, Inc.:

- Assign one individual to work in conjunction with the District to ensure a successful auction.
- Design, layout and installation of signs
- Take multiple photos of the property
- Preparation of bid packages for the property utilizing maps (provided by Brzostek's) and legal descriptions as provided by the District
- Preparation, design and layout of flyers
- Answer all bidder inquiries
- Online technical and customer service support
- Supply bid packets to all interested parties as hard copies and online as PDF files
- Provide all forms needed for registration, bidding and clerking
- Attend and conduct the auction
- Prepare final accounting
- Videotaping of the auction

## COST SUMMARY SELECTION

The use of a buyer's premium was first introduced in the New York State area approximately 20 years ago. Many sellers are apprehensive that if a buyer's premium is charged, buyers will not come to an auction or will bid lower than if there were not a buyer's premium. This, however, is not true. Although we continually remind bidders about the buyer's premium throughout the course of the bidding, a buyer's premium actually helps a seller realize more net profit.

**10% BUYER'S PREMIUM:** Brzostek's would collect a 10% Buyer's Premium (commission) from the buyer computed on the high bid. Brzostek's will rebate 5% back to Homer Central School District upon a successful closing.

## ORGANIZATIONS AND AFFILIATIONS

Following is a list of organizations and affiliations of Brzostek's Real Estate Auction Co., Inc. and/or its officer(s):

- ❑ The New England Appraisers Association
- ❑ The New York State Auctioneer's Association
- ❑ The New Hampshire Auctioneer's Association
- ❑ The National Auctioneer's Association
- ❑ The Pennsylvania Auctioneer's Association
- ❑ The Syracuse Chamber of Commerce
- ❑ The Phoenix Chamber of Commerce
- ❑ The Baldwinsville Chamber of Commerce
- ❑ The Greater Syracuse Association of Realtors

In addition, Bernard J. Brzostek was named 1990 New York State Champion Auctioneer and Auctioneer of the Year and recently held the position of Secretary/Treasurer of the New York State Auctioneer's Association for a five-year term. Past positions held include: 1992-93 President of the New York State Auctioneer's Association and 1990-1993 Board of Directors member of the National Auctioneer's Association. A copy of Mr. Brzostek's credentials is attached.

Brzostek's Real Estate Auction Co., Inc. was the award winner in the 1990 National Auctioneer's Association "Best of Show" Advertising Contest and in 1988 received first place advertising in the Magazine, Newspaper and Color Brochure category.

Mr. Brzostek is licensed to conduct auctions in New York, Pennsylvania and 22 other states.

## OFFICERS OF BRZOSTEK'S REAL ESTATE AUCTION CO., INC.

**Bernard J. Brzostek**, President of Brzostek's Real Estate Auction Co., Inc. is a licensed Real Estate Broker and a Licensed Professional Auctioneer. Mr. Brzostek began his career in 1967 and graduated from the Reisch World Wide College of Auctioneering in 1973 and obtained his Associates Degree in Business Administration from Washington Community College in the same year. In addition, Mr. Brzostek graduated from the Certified Auctioneer's Institute (CAI) in 1988, which is a three-year program at Indiana University. Currently there are 900+ CAI members. Mr. Brzostek continues to reside in Baldwinsville, New York. He has personally conducted more than 5,000 auctions.

## **INSURANCE REQUIREMENTS**

Brzostek's Insurance will be primary to any coverage held by the District. A Certificate of Liability Insurance/Property Damage will be provided with a \$2,000,000 combined single limit policy naming the Homer Central District and its agents as additionally insured. Brzostek's will also provide to the District Errors and Omissions Insurance for \$1,000,000 and an Automobile Liability binder for \$1,000,000.

## **AUCTION FIRM ACKNOWLEDGEMENTS AND AGREEMENTS**

- a. Brzostek's Real Estate Auction Co., Inc. acknowledges and agrees that the services to be provided pursuant to the terms of this agreement are provided as an independent contractor and not as an agent or as employees of the Homer Central School District. Accordingly, Brzostek's Real Estate Auction Co., Inc. agrees to indemnify and hold harmless the Homer Central School District, its agents, officers and employees, from and against any and all claims or causes of action, including reasonable attorney fees and expenses incurred by the District in connection with a defense of any such claims or causes of actions, which may arise as a consequence of any act or omission on the part of us, our agents, or employees which occurs during the performance of the services to be provided hereunder. Brzostek's Real Estate Auction Co., Inc. further agrees to maintain during the term of this agreement such Workers' Compensation and Disability insurance coverage as may be satisfactory to the District, and to provide to the District proof of such insurance coverage at the time of the execution an agreement.
- b. Brzostek's Real Estate Auction Co., Inc. agrees to exercise professionalism and integrity in conducting the Homer Central School District auction upholding the good faith normally associated with the District.
- c. Brzostek's Real Estate Auction Co., Inc. shall provide a standard certificate of insurance form. The Homer Central School District shall be listed as additional insured for general liability with minimum limits of one million dollars (\$1,000,000.00).

***We at Brzostek's strive to be the best and we look forward to serving you in the future!***

State of New York  
Department of State

DIVISION OF LICENSING SERVICES

FOR OFFICE USE ONLY

Control No. **1140832**

15009-15

UNIQUE ID NUMBER

**31BR0721464**

Be it known that, pursuant to the provisions of  
Article 12A of the Real Property Law

**BRZOSTEK'S REAL ESTATE AUCTION  
CO INC  
2052 LAMSON RD  
PHOENIX NY 13135**

EFFECTIVE DATE

MO. | DAY | YR.

**04 | 07 | 2015**

EXPIRATION DATE

MO. | DAY | YR.

**04 | 06 | 2017**

**HAS BEEN DULY LICENSED TO TRANSACT  
BUSINESS AS A REAL ESTATE BROKER  
AND TO BE REPRESENTED BY  
BRZOSTEK BERNARD J**

In Witness Whereof, The Department of State has caused  
its official seal to be hereunto affixed.

**CESAR A. PERALES  
SECRETARY OF STATE**

DOS-104 (Rev. 4/03)



## CREDENTIALS OF BERNARD J. BRZOSTEK

- Vice President and co-owner of Brzostek's Auction Service, Inc. (Incorporated 1978)
- President of Brzostek's Real Estate Auction Co., Inc. (Incorporated 1988)
- Co-owner and operator of the *Second Time Around Shoppe*, 1967-1977
- Licensed Real Estate Broker
- Graduate of Reisch World Wide College of Auctioneers, 1973
- Two-Year Business Administration Degree, Onondaga Community College, 1973
- Graduate of CAI (Certified Auctioneers Institute) Three-year program at Indiana University, 1988 (one of only 814 CAI members)
- Member New England Appraisers Association
- Second Lifetime Member New York State Auctioneers Association, Past Executive Secretary/Treasurer and Past President
- Member New Hampshire Auctioneers Association
  - Member National Auctioneers Association
  - Member Pennsylvania Auctioneers Association

### Attended National Auctioneers Conventions:

- 2003 San Antonio, Texas
- 1999 Grand Rapids, Michigan
- 1997 Nashville, Tennessee
- 1995 Niagara Falls, New York
- 1994 Indianapolis, Indiana
  - 1993 Omaha, Nebraska
  - 1992 Lexington, Kentucky
  - 1991 Omaha, Nebraska
  - 1990 Baltimore, Maryland
  - 1989 Cincinnati, Ohio
  - 1988 Kansas City, Missouri
  - 1987 Hollywood, Florida
- 1985 Philadelphia, Pennsylvania

Member of Syracuse, Phoenix and Baldwinsville Chambers of Commerce

### Awards:

- Best of Show Award Winner of NAA's Advertising Contest
- First Place for effective advertising in a magazine, newspaper and color brochure
- National Auctioneers Association Advertising Contest 1988 and 1995

1990 New York State Champion Auctioneer and "Auctioneer of the Year"

**Experience**

2000–Present                      Brzostek's Real Estate Auction                      Phoenix, NY

**Office Manager**

- Responsibilities include sales and marketing, executive decision making including but not limited to employee staffing, delegating employee responsibility, leads management, financial management, web site management, and general office duties.

1999–2000                      First Preston                      Liverpool, NY

**Real Estate Asset Manager for the Dept. of HUD**

- Responsibilities included managing and directing a staff of 50-75 general independent contractors, delegating contractor responsibility, ensuring property preservation, ensuring cost efficiency in regards to contracting expenses, contractor billing and invoicing and sharing general office responsibilities

1997-1999                      Cityside Management                      E. Syracuse, NY

**Housing / Foreclosure Specialist for the Dept. of HUD**

- Responsibilities included reviewing occupancy requests and determining outcome, assisting and corresponding with nonprofit agencies and law enforcement regarding discount programs, indicating eviction proceedings, monitoring property asset managers, appraisal review of performance and accuracy, property disposition approval, review and approval of title evidence, determining marketing strategy, determining listing price for HUD properties in 16 counties, review, rank and announce sales bids, review closing documents.

1996-1997                      Prose Inc.                      Camillus, NY

**Office Manager**

- Responsible for all executive decisions in absence of the Regional Property Manager. Duties also included managing accounts and accounts payable, contractor payroll, directing a staff of 60-80 general independent contractors, initial and routine property inspections, and sharing general office responsibilities.

**Education**

- Completed Realtor Licensing Course- Syracuse Real Estate School
- Completed Certification in Fair Housing & Lead Paint Awareness
- 1991 Graduate of C.W. Baker High, Baldwinsville

**References**

Mark Surdi, Housing Director,  
*US Dept. HUD, Buffalo, NY*                      716-551-5755

Bonnie Losurdo, Manager  
*First Preston, Nashville TN*                      315-345-3217

Chris Dolloff, Owner  
*Cityside Management, Marrimack, NH*                      603-423-0313

**Summary**

I have gained the knowledge to operate multiple operating systems and software packages including Microsoft Word, Microsoft Excel, Microsoft Access, Word Perfect, Power Point, ACT, Peachtree 4.0, Adobe Presentation and Data Ease for both DOS and Windows (Designer and User), and the SAMS Federal Database for HUD and Paint Shop Pro. I have excellent verbal, communication, phone and organizational skills. I have received extensive training in serving the customer.

**EXHIBIT B**

**Terms and Conditions.**

All terms, conditions and requirements as set forth in this Request for Proposals are acceptable as specified therein. **Yes** \_\_\_ **No** \_\_\_

If **"NO"**, please provide a detailed description and/or explanation of any deviation in your proposal from the specifications detailed in the Request for Proposal with your proposal response. By submission of this proposal, each respondent and each person signing on behalf of any respondent, and in the case of a joint proposal, each party thereto as to its own organization, under penalty of perjury, certified to the best of its knowledge and belief:

- A. The prices in this proposal have been arrived at independently without collusion, consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other respondent of any competitor; and
- B. Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the respondent prior to the opening, directly or indirectly, to any other respondent or to any competitor; and
- C. No attempt has been made or will be made by the respondent to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

The respondent certifies that this proposal is made without any connection with any other person making a proposal for the same purpose, and is in all respects fair and without collusion or fraud, and that no elected official or other officer or employee or person whose salary is payable in whole or in part from the Homer Central School District treasury is directly or indirectly interested therein, or in any portion of the profits thereof.

**As an authorized representative of the identified company, I accept all the terms and conditions identified in Request for Proposal Specification # HT 1416, except as identified.**

**Company Name and Address** \_\_\_\_\_

**Name and Title (please print or type) Phone Number Email**

**Signature** Bernard J. Bryant **Date** 3/18/15

## **SPECIFIC AUCTION SERVICES TO BE PROVIDED BY BRZOSTEK'S REAL ESTATE AUCTION CO., INC.**

**SIGN POSTING, PHOTOGRAPHY & PROPERTY VIEWING.** Digital photos would be uploaded to our web site. Brzostek's would have a custom sign installed at the property, as set forth by Homer Central School District. The sign would state the date and time of the Auction, the location of the Auction, and the telephone number of our offices for further information.

**PREPARATION OF BID PACKAGES.** Included in the bid packages would be photos along with property information provided by Homer Central School District to include school district, classification, lot size, etc. The public would be able to download copies of bid packet from the Brzostek's web site. In addition, a color flyer containing auction information would be prepared and handed out at each of our auctions.

**SETTING UP FOR THE AUCTION.** On auction day, we would arrive early at the auction site. Registration would be set up close to the entrance. Bid packages would be set out at the registration tables, along with other pertinent paperwork and any other information the District would wish to distribute to potential bidders.

- a.** The auctioneer would set up a public announcement system for his use. Video cameras and other pertinent equipment for videotaping of the auction would also be used.
- b.** Brzostek's has chairs for 300+ people, which would be available for the auction if needed.

**PROVIDING A PROFESSIONAL AUCTIONEER TO AUCTION PROPERTIES:** Bernard J. Brzostek, a Professional Auctioneer with 37 years experience will conduct the auction sale.

## REFERENCES

***David Paulsen, Esq.***  
***County Attorney***  
County Attorney's Office  
County of Jefferson  
175 Arsenal Street  
Watertown, NY 13601  
Telephone: (315) 785-3088

***Mali Tarala, Asst. Director***  
***Onondaga County Finance***  
John H. Mulroy Civic Center  
421 Montgomery Street/15<sup>th</sup> Floor  
Syracuse, NY 13202  
Telephone: (315) 435-2864

***Rev. Monsignor Robert Yeazel***  
***Holy Cross***  
4112 East Genesee St.  
Dewitt, NY 13214  
Phone: (315) 446-0473  
Email: [info@holycrossdewitt.org](mailto:info@holycrossdewitt.org)