

HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS
Purchasing Division

INVITATION TO BID

19-050

SALE OF COUNTY OWNED PROPERTY

C-10-34-28-010-0000-3050
3608 Valerie Blvd., Sebring
(Former EMS Station)

July 2019



TABLE OF CONTENTS

INVITATION.....3

SECTION I. GENERAL TERMS AND CONDITIONS4

SECTION II. THE COUNTY’S RESERVATION OF RIGHTS.....6

SECTION III. ADDITIONAL TERMS AND CONDITIONS FOR ITB 19-050.....6

SECTION IV. GENERAL SPECIFICATIONS FOR ITB 19-050.....7

SECTION V. PROPERTY LOCATION.....8

SECTION VI. FORMS.....9

SECTION VII. SELECTION PROCESS 11

SECTION VIII. CONTINGENT FEES PROHIBITED 11

SECTION IX. TENTATIVE SCHEDULE..... 11

SECTION X. ITB CONTACT INFORMATION..... ERROR! BOOKMARK NOT DEFINED.

SECTION XI. REQUEST FOR INFORMATION (RFI) CUT-OFF.....ERROR! BOOKMARK NOT DEFINED.

SAMPLE CONTRACT



**HIGHLANDS COUNTY BOARD OF
COUNTY COMMISSIONERS**
Purchasing Division

INVITATION TO BID ("ITB")

The Board of County Commissioners of Highlands County, Florida ("County") will receive sealed annual Bids in the Highlands County Purchasing Division ("Purchasing Division") for:

ITB NO. 19-050

SALE OF COUNTY OWNED PROPERTY

LOCATED AT

C-10-34-28-010-0000-3050	3608 Valerie Blvd., Sebring (Former EMS Station)
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Specifications may be obtained by downloading from our website: www.hcbcc.net, or by contacting: Jamee Soto, Purchasing Agent; 600 S. Commerce Ave, Sebring, Florida 33870-3809, Phone: 863-402-6826; Fax: 863-402-6526; or E Mail: jasoto@hcbcc.org.

A PRE-BID meeting will not be held for this solicitation.

Each submittal shall include one (1) original and one (1) exact copy of the BID submission packet.

BIDS MUST BE DELIVERED to the Purchasing Division, 600 S. Commerce Ave, Sebring, Florida 33870-3809 so as to reach said office no later than **3:00 P.M., Tuesday, August 20, 2019**, at which time they will be opened. The Public is invited to attend this meeting. Bid envelopes must be sealed and marked with the Bid number and name so as to identify the enclosed Bid. Bids received later than the date and time as specified will be rejected. The County will not be responsible for the late deliveries of Bids that are incorrectly addressed, delivered in person, by mail or any other type of delivery service.

One or more County Commissioners may be in attendance at the Bid opening.

The Board's Local Preference Policy ("Local Preference Policy") and Women/Minority Business Enterprise Preference Policy (W/MBE) will NOT apply to the award of this ITB.

The County reserves the right to accept or reject any or all Bids or any parts thereof, and the determination of this award, if an award is made, will be based on the ranking of each Bid. The County reserves the right to waive irregularities in the Bid.

The Board, does not discriminate upon the basis of any individual's disability status. This non-discrimination policy involves every aspect of the Board's functions, including one's access to, participation, employment or treatment in its programs or activities. Anyone requiring reasonable accommodation as provided for in the Americans with Disabilities Act or Section 286.26, Florida Statutes, should contact Ms. Pamela Rogers, ADA Coordinator at: 863-402-6509 (Voice), or via Florida Relay Service 711, or by e-mail: progers@hcbcc.org. Requests for CART or interpreter services should be made at least 24 hours in advance to permit coordination of the service.

SECTION I. GENERAL TERMS AND CONDITIONS

- A. For purposes of this ITB, the following terms are defined as follows:
 - 1. Bidder means the person or entity submitting a Bid in response to this ITB.
- B. All Bids shall become the property of the County.
- C. Bids are due and must be received in accordance with the instructions given in the announcement page.
- D. The County will not reimburse Bidders for any costs associated or expenses incurred in connection with the preparation and submittal of any Bid.
- E. Bidders, their agents and associates shall not solicit any County Official and shall not contact any County Official other than the individual listed in Section X. of this ITB for additional information and clarification.
- F. Due care and diligence has been exercised in the preparation of this ITB and all information contained herein is believed to be substantially correct. Neither the County nor its representatives shall be responsible for any error or omission in the Bids submitted, nor for the failure on the part of the Bidders to determine the full extent of the exposures.
- G. All timely Bids meeting the specifications set forth in this ITB will be considered. However, Bidders are cautioned to clearly indicate any deviations from these specifications. The terms and conditions contained herein are those desired by the County and preference will be given to those Bids in full or substantially full compliance with them.
- H. Each Bidder is responsible for full and complete compliance with all laws, rules, and regulations including those of the Federal Government, the State of Florida and the County of Highlands. Failure or inability on the part of the Bidder to have complete knowledge and intent to comply with such laws, rules, and regulations shall not relieve any Bidder from its obligation to honor its Bid and to perform completely in accordance with its Bid.
- I. The County, at its discretion, reserves the right to waive minor informalities or irregularities in any Bids, to reject any and all Bids in whole or in part, with or without cause, and to accept that Bid, if any, which in its judgment will be in its best interest.
- J. Award will be made to the Bidder whose Bid is determined to be the most advantageous to the County, taking into consideration those Bids in compliance with the requirements as set forth in this ITB. The County reserves the right to reject any and all Bids for any reason or make no award whatsoever or request clarification of information from the Bidders.
- K. Any interpretation, clarification, correction or change to this ITB will be made by written addendum issued by the Purchasing Division. Any oral or other type of communication concerning this ITB shall not be binding.

- L. Bids must be signed by an individual of the Bidder's organization legally authorized to commit the Bidder to the performance of services contemplated by this ITB.
- M. All pages included in or attached by reference to this ITB shall be called and constitute the Invitation to Bid as stated on the front page of this ITB.
- N. If submitting a Bid for more than one ITB, each Bid must be in a separate envelope and correctly marked. Only one Bid per ITB shall be accepted from any person, corporation or firm. Modifications will not be accepted or acknowledged.
- O. Board policy prohibits any County employee or members of their family from receiving any gift, benefit, and/or profit resulting from any contract or purchase. Board policy also prohibits acceptance of gifts of any kind other than advertising novelties valued less than \$10.00
- P. Bids are only accepted if delivered to the location and prior to the time specified on the ITB. Bids must be delivered in sealed envelope or box. Late Bids will not be accepted under any circumstances. If Bids received after the scheduled time of the Bid Opening Meeting, the Bidder will be contacted for disposition. The Purchasing Division, at the Bidder's expense, can return the unopened envelope, or, at the Bidder's request in writing, can destroy it.
- Q. Emailed and faxed Bids will not be accepted. Any blank spaces on the required Bid form or the absence of required submittals or signatures may cause the Bid to be declared non-responsive.
- R. The County is not responsible for correcting any errors or typos made on the Bid. Incorrect calculations or errors may cause the Bid to be declared non-responsive.
- S. Any material submitted in response to this ITB will become public record pursuant to Section 119, Florida Statutes.
- T. In the event of legal proceedings to enforce the terms of a contract entered into in connection with this ITB, the prevailing party will be entitled to legal fees. Venue is in Highlands County, Florida.
- U. Attached to this ITB is a County Sale and Purchase Agreement, the terms of which are incorporated herein by reference and are therefore included as part of general terms and conditions of this ITB.
- V. Submission of a Bid in response to this ITB will be deemed acceptance of the terms of this ITB, including the provisions of the County Sale and Purchase Agreement and agreement to submit the required deposit and a fully executed County Sale and Purchase Agreement within the time period stated in this ITB.

SECTION II. THE COUNTY'S RESERVATION OF RIGHTS

This ITB constitutes only as an invitation to submit a Bid to the County. The County reserves, holds and may in its own discretion, exercise any or all of the following rights and options with respect to this ITB:

- A. To supplement, amend or otherwise modify this ITB, and to cancel this ITB with or without the substitution of another Invitation to Bid (ITB) or Request for Proposals (RFP).
- B. To issue additional subsequent ITBs or RFPs.
- C. To reject all incomplete / non-responsive Bids, or Bids with errors.
- D. The County reserves the right to determine, in its sole discretion, whether any aspect of the submitted Bids is satisfactory to meet the criteria established in this ITB, the right to seek clarification and/or additional information from any submitting Bidder.
- E. The County shall have no liability to any Bidder for any costs or expenses incurred in connection with the preparation and submittal of a Bid in response to this ITB.
- F. If the County believes that collusion exists among Bidders, all Bids will be rejected.

SECTION III. ADDITIONAL TERMS AND CONDITIONS FOR ITB 19-050

- A. **ADDENDUMS:** In this ITB the County has attempted to address most situations that may occur. However, should situations arise that are not addressed, they will be dealt with on a case by case basis, at the discretion of the County. If deemed necessary, the Purchasing Division will supplement this ITB document with Addendums. These Addendums will be posted on vendorregistry.com. It is the sole responsibility of the Bidder to check the website for Addendums. Bidders must acknowledge receipt of Addendums by completing the respective section on the Bid Submittal Form.
- B. **AFFIRMATION:** By submitting a Bid, the Bidder affirms that the Bid is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; that the Bidder has not directly or indirectly induced or solicited any other person to submit a false or sham Bid; that the Bidder has not solicited or induced any person, firm or corporation to refrain from submitting a Bid; and that the Bidder has not sought by collusion to obtain for him/herself/itself any advantage over other persons or over the County.
- C. **COUNTY EMPLOYEES / CONFLICT OF INTEREST:** All Bidders must disclose the name of any officer, director or agent of the Bidder or the Bidder's organization, who is also an employee of the Board. All Bidders must disclose the name of any Board employee who owns, directly or indirectly, any interest in the Bidder's business or any of its branches.

- D. MISUNDERSTANDINGS: The failure or omission of the Bidder to receive or examine any instruction or document, or any part of the specifications, or to visit the site and acquaint themselves as to the nature and location of the work (where applicable), the general and local conditions, and all matters which may in any way affect performance shall not relieve the Bidder of any obligation to perform as specified herein. The Bidder understands the intent and purpose thereof and their obligations and will not make any claim for, or have any right to damages resulting from any misunderstanding or misinterpretation of this ITB, or because of any lack of information.

SECTION IV. GENERAL SPECIFICATIONS FOR ITB 19-050

- A. PURPOSE: The Board hereby gives notice that the identified property is in excess of the County's needs and Offers will be considered from potential buyers for the sales of the identified property.

This ITB is not seeking an agent to represent the County in the offering for sale of this property and no agent shall receive payment, fees, etc., from the accepted prices to be paid for the parcel(s).

- B. MANDATORY PRE-BID MEETING: A Mandatory Pre-Bid Meeting will not be held for this ITB.
- C. BID DUE DATE AND LOCATION: **3:00 P.M., Tuesday, August 20, 2019**, at the Highlands County BOCC Purchasing Division located at 600 S. Commerce Ave, Sebring, FL 33870-3809.
- D. OFFER: A minimum selling price has been established for the sale of this property. The Award, if an Award is made, will be to the highest bidder whose Offer exceeds the minimum selling price. All Offers must be submitted on the Bid Submittal Form, included as part of this ITB.
- E. DEPOSIT: The Awarded bidder will be required to provide, to the County, a non-refundable deposit equal to ten percent (10%) of the Offer price and a fully executed County Sale and Purchase Agreement within five (5) business days of notification of being Awarded the Bid. Closing of the sale must be completed within ninety (90) days of Notification of Award.
- F. WARRANTY: The property is being sold "As Is – Where Is". The County will convey its interest, if any, in property by County Deed pursuant to Section 125.11, Florida Statutes.

SECTION V. PROPERTY LOCATION

Property Location: 3608 Valorie Blvd., Sebring (Former EMS Station)

Generator Information: Guardian 16KW GT 990 Generator with 200 AMP Transfer Switch



** Property may be viewed upon request. Appointments can be scheduled by calling 863-402-6834.

SECTION VI. FORMS

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**HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS
BID SUBMITTAL FORM**

ITB IDENTIFICATION: ITB 19-050 – SALE OF COUNTY OWNED PROPERTY

PROPERTY LOCATION: 3608 Valerie Blvd., Sebring (C-10-34-28-010-0000-3050)
Former EMS Station

Generator is optional (submit offer with or without inclusion generator)

With Generator	Minimum Bid	NET TO COUNTY	\$
	\$65,258.00	NET TO COUNTY (in words)	
Without Generator	Minimum Bid	NET TO COUNTY	\$
	\$63,258.00	NET TO COUNTY (in words)	

BID SUBMITTED BY:

Bidders Name (Print) _____

Bidder's Address 1 _____

Bidder's Address 2 _____

Bidders E-mail Address _____

Bidders Phone Number _____

In submitting this Bid, Bidder represents that:

- Bidder has examined and carefully studied this ITB and the following Addenda (receipt of all which is hereby acknowledged):

Date	Number	Date	Number	Date	Number	Date	Number

- This Bid is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation. Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid. Bidder has not solicited or induced any person, firm or corporation to refrain from submitting a Bid. Bidder has not sought by collusion to obtain for itself any advantage over any other Bidder or over the County.

SUBMITTED ON: _____, 20____.

SIGNATURE: _____ (seal)

Bidder's Authorized Representative

PRINTED NAME: _____

SECTION VII. SELECTION PROCESS

The selection process shall be open to the public and records shall be maintained in accordance with the State of Florida's records retention requirements. It is the County's intent to award all responsive and responsible Bidders. If Bidder does not deliver the deposit or close in the time specified, the County may offer the sale to the next highest Bidder, whose Offer exceeds the minimum selling price, and so on.

SECTION VIII. CONTINGENT FEES PROHIBITED

Each Bidder must warrant that it has not employed or retained a company or person, other than a bona fide employee, working in its employ, to solicit or secure a contract with the County and that it has not paid or agreed to pay any person, company, corporation, individual or firm other than a bona fide employee working in its employ any fee, commission, percentage, gift or other consideration contingent upon or resulting from the award or making of a contract with the County.

SECTION IX. TENTATIVE SCHEDULE

DATE	TIME	EVENT
Sunday, July 14, 2019		First Advertisement
Sunday, July 21, 2019		Second Advertisement
Friday, July 26, 2019	5:00 P.M.	Deadline to submit questions (RFI's)
Tuesday, August 20, 2019	3:00 P.M.	Bid due date and opening
Tuesday, August 20, 2019		Notice of Intent posted
Tuesday, August 27, 2019	5:00 P.M.	Deposit Due (within 5 business days of Notice)
Tuesday, September 3, 2019		Bid presented to BOCC for approval (no less than 14 days after Notice)
Monday, November 18, 2019		Closing Completed (within 90 days of Notice)

SECTION X. ITB CONTACT INFORMATION

All questions during the ITB process regarding this ITB and the details of the services to be performed shall be submitted by Bidders in writing to:

*Ms. Tasha Morgan, Assistant County Administrator
600 S. Commerce Ave., Sebring, FL . 33870-3809
Phone: (863) 402-6834; Email: tmorgan@hcbcc.org*

SECTION XI. REQUEST FOR INFORMATION (RFI) CUT-OFF

All questions regarding this ITB shall be submitted by Bidders in writing by 5:00 P.M. EST on Friday, July 26, 2019 to the person identified in Section X of this ITB. The County shall release responses by 5:00 P.M. EST on Monday, July 29, 2019.