



**REQUEST FOR LETTERS OF INTEREST
SALE OF CITY OWNED PROPERTY
#21-010**

CONTACT PERSON:

**LISA OSHA,
PURCHASING AGENT
368 SOUTH COMMERCE AVENUE
SEBRING, FL 33870**

Email: purchasing@mysebring.com

The City of Sebring will receive letters of interest in the City Purchasing Department for:

**21-010 REQUEST FOR LETTERS OF INTEREST (RFLI) FOR
THE SALE OF CITY OWNED PROPERTY
Commodity Code
*97135, 97145, 95883, 99884, 97163***

The City of Sebring, Florida is requesting letters of interest from any party interested in purchasing real property located at 368 South Commerce Avenue, in Sebring, Florida or representing the City in selling that real property. Information regarding this RFLI may be obtained at **VendorRegistry.com**. Any questions regarding this RFLI should be submitted to **purchasing@mysebring.com**.

Responses to this RFLI should be delivered to the **City of Sebring Purchasing Office Attn: Lisa Osha, 368 S. Commerce Ave., Sebring, FL 33870** or emailed to **purchasing@mysebring.com** so as to reach the said office no later than **June 14th, 2021 at 3:00 p.m.** of the official time clock in the purchasing office. Submittals received later than the date and time specified will not be considered. The City will not be responsible for the late delivery of any submittals that are incorrectly addressed, delivered in person, by mail, by email, or any other type of delivery service.

Fair Housing / Equal Opportunity Employer

Lisa Osha, Purchasing Agent
Sebring, Florida

Official Publication: VendorRegistry.com
Dates: May 10, 2021 – June 14, 2021

SECTION 1 – INTRODUCTION

The City of Sebring ("City") is seeking letters of interest from any party interested in purchasing real property located at 368 South Commerce Avenue, in Sebring, Florida or representing the City in selling that real property.

SECTION 2 – BACKGROUND

Sebring, the City on the Circle, in the middle of the Sunshine State was founded in 1912. George E. Sebring created the city's center to serve as the focal point in a unique circular pattern, which is now the majority of the historic Community Redevelopment Agency (CRA) District. The City of Sebring is located in Highlands County, which is home to over 100 crystal clear lakes for residents and tourists to enjoy. The City of Sebring serves as the County seat for Highlands County.

In the 1920's Tusawilla Park was an open-air pavilion, built on land given by the Sebring family on South Commerce Avenue. This pavilion served as a multi-purpose community meeting place where high school plays, graduation exercises, piano recitals, basketball games, baseball games, political rallies and church services were held. It also served as a courtroom for the County from 1921 until 1926 when the courthouse was completed. In 1969, the City approved the construction of a new administration building by contractor Hollenberg & Wolf, Inc. This building has served as Sebring City Hall since completed in 1970.

SECTION 3 – PROPERTY INFORMATION

The City owned property located at 368 S. Commerce Avenue contains two structures, a tennis court, and three parking lots.

Legal Description: TOWN OF SEBRING TB PG 7 LOTS 1 TO 8 INC + 15 TO 22 INC BLK 72 -CITY HALL



Building 1: City Hall Building
9,944 total sq. ft.
Remodeled in 2011
A/C – chiller system replaced in 2020



Building 2: Sebring Bridge Club
Built in 1963
1,976 total sq. ft.



Tennis Courts:

125 ft. x 110 ft.



Parking Lots:

Three parking lots
34,200 total sq. ft.



SECTION 4 – LOCATION INFORMATION

This property is located southeast of the downtown circle in Sebring. Other buildings in this area include the following:

- 1) Highlands County Courthouse
- 2) Highlands County Government Center and Annex Building
- 3) Highlands County Sheriff's Office Administration Complex
- 4) Highlands County Sheriff's Office Detention Facility
- 5) State Attorney's Office
- 6) Churches (3)
- 7) Accounting firms (2)
- 8) Law firms (6)
- 9) Private businesses (10+)

SECTION 5 – LETTERS OF INTEREST SUBMITTALS

- 1) The City will consider letters of interest from the following:
 - A) Private individuals
 - B) Legally established companies or corporations
 - C) Government entities
 - D) Realtors/Brokers to list, advertise, market, and sell the property
- 2) Letters of interest for the purchase of the property should include:
 - A) Name and address of the individual/company/entity responding
 - B) Contact person and phone number
 - C) Statement of financial and legal ability to purchase the property
 - D) The intended/future use for the property
- 3) Letters of interest from realtors/brokers should include:
 - A) Name and address of the party responding
 - B) Contact person (if different) and phone number
 - C) Experience in providing real estate services for similar properties
 - D) List of services that will be provided to market and sell the property
- 4) The purpose of this RFLI is to gauge the market interest in the subject property. Interested parties are expressly requested not to submit proposals or offers at this time, rather expressions of interest only.

SECTION 6 – INFORMATION FOR RESPONDENTS

- 1) QUESTIONS: Questions must be submitted in writing to the Purchasing Agent during the publication period. All questions will be answered up five (5) days prior to the submission date. All

questions should be submitted to purchasing@mysebring.com. All answers will be posted as an addendum on VendorRegistry.com.

- 2) SUBMITTAL FORMAT: Responses should be in letter form and include the following:
 - A) Respondent Information. Information regarding the respondent, including but not limited to entity name, principals, headquarter and local office details, and the primary contact for any matters relating to the RFLI, including name, position and contact information.
 - B) Property Intended Use. Detailed description of intended use for property.
 - C) Expression of Interest. A statement of interest in the purchase or the listing and marketing by a realtor/broker. Statement of interest is not binding on either party.

- 3) SUBMITTAL DUE DATE AND REQUIREMENTS: The deadline for letters of interest is **June 14, 2021 at 3:00 p.m.** All submittals (one (1) original and seven (7) copies) shall be delivered to the City of Sebring, Purchasing Department, 368 S. Commerce Avenue, Sebring, Florida 33870 or emailed to purchasing@mysebring.com no later than the date and time listed herein.

- 4) RESULT OF RFLI: The City is not required to act upon any information obtained through this RFLI. The City may choose to solicit proposals in the future.