



**HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS**

***Purchasing Department***

600 S. Commerce Ave.

Sebring, FL 33870

(863) 402-6500 Purchasing Main Line

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**INVITATION TO BID (ITB) ITB-23-024-LKD**

**SALE OF PROPERTY, PLACID LAKES SPECIAL BENEFIT DISTRICT:**

315 Adams Rd NW, Lake Placid, FL

349 Parker St NE, Lake Placid, FL

x	<b>Pre-Solicitation Meeting:</b>	<b>None Scheduled for this solicitation</b>
	<b>Location:</b>	<b>N/A</b>
✓	<b>Request for Information Deadline:</b>	Wednesday, May 24, 2023, 5:00 PM
✓	<b>Submission Deadline:</b>	<b>Tuesday, June 6, 2023, prior to 3:30PM</b> Bid offers only accepted on Govdeals.com

Advertisement Date: May 13, 2023, May 20, 2023

**PROHIBITED SUBMISSION TO THIS SOLICITATION/PROPOSAL/QUOTE. Any party who is in active litigation with Highlands County on the due date for responses to this solicitation/proposal/quote or who has received notice from Highlands County that the party is in breach of a contractual obligation under a contract with Highlands County and where such breach has not been resolved to the satisfaction of Highlands County on the due date for responses to this solicitation/proposal/quote, shall not submit a response to this solicitation/proposal/quote. In the event of a submission by such a party as described hereinabove, the submission shall be considered non-responsible and shall be rejected.**

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## **INVITATION TO BID ("ITB") 23-024-LKD**

The Board of County Commissioners of Highlands County, Florida ("County") will receive on-line Bid Offers via [www.GovDeals.com](http://www.GovDeals.com) for:

### **ITB NO. 23-024-LKD SALE OF PROPERTY, Placid Lakes Special Benefit District**

SOLICITATION DOCUMENTS: Specifications may be obtained by downloading from the County's website: [www.highlandsfl.gov](http://www.highlandsfl.gov), via VendorRegistry.com. Information may be obtained from the Purchasing Designated Contact provided on the cover page of this solicitation.

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

BID OFFER SUBMISSIONS: will be conducted via a live auction utilizing [www.GovDeals.com](http://www.GovDeals.com). A bid deposit shall be required to submit a Bid Offer. The awarded bidder shall be responsible for the bid offer amount in addition to all fees associated with the purchase.

BID OFFER DEADLINE: Bid Offers will be accepted until **3:30 p.m. on Tuesday, June 6, 2023**, at which time highest bid offer will prevail. The County will not be responsible for late deliveries of Bid Offers due to internet or other delivery interruptions. All bids must be submitted via GovDeals.com live auction for each property. **Note:** The GovDeal.com fees are paid by the awarded bidder in addition to the Bid Offer amount.

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 ADA Coordinator at: 863-402-6809 (Voice), or via Florida Relay Service 711, or by e-mail: [hrmanager@highlandsfl.gov](mailto:hrmanager@highlandsfl.gov). Requests for CART or interpreter services should be made at least 24 hours in advance to permit coordination of the service.

Board of County Commissioners, Highlands County, FL at [www.highlandsfl.gov](http://www.highlandsfl.gov)

## **SECTION I. - GENERAL TERMS AND CONDITIONS**

- A. For purposes of this ITB, the following terms are defined as follows:  
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 Designated Purchasing Contact of this ITB for additional information and clarification.
- F. Due care and diligence have 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 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 property, each Bid must be conducted as a separate transaction.
- 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 accepted only if entered into the on-line auction and prior to the time specified on the ITB. Bids must be submitted via the designated on-line auction only. Late Bids or submission in any other format will not be accepted under any circumstances. In the event a Bid is 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.
- R. Any incomplete registration or blank spaces on the required Bid submission information may cause the Bid to be declared non-responsive.
- S. 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. It shall be the bidder's sole responsibility to verify information and bid information submitted.
- T. Any material submitted in response to this ITB will become public record pursuant to Section 119, Florida Statutes.
- U. In the event of legal proceedings to enforce the terms of a contract entered in connection with this ITB, the prevailing party will be entitled to legal fees. Venue is in Highlands County, Florida.
- V. Submission of a Bid in response to this ITB will be deemed acceptance of the terms of this ITB, including the required deposit 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**

- 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 [www.VendorRegistry.Com](http://www.VendorRegistry.Com). It is the sole responsibility of the Bidder to check the website for Addendums.
- 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**

- 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. PRE-SOLICITATION MEETING: A Pre-Solicitation Meeting will NOT be held for this ITB.
- C. BID DUE DATE AND LOCATION: is provided on the cover page of this solicitation or as revised via Addendum posted on VendorRegistry.com. **Bid Offer submissions will only be accepted via the on-line auction GovDeals.com.**
- 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 designated online website GovDeals.com.

- E. DEPOSIT: Each bid will be required to provide a deposit to submit a bid offer. The deposit amount shall be stated for each individual property. Deposits are refunded to non-successful bidders upon completion of the sale of the property. Should the highest bidder withdraw, their deposit is forfeited, the County will move forward with the next highest qualified bidder, meeting the minimum bid amount, until successful award can be made. The County reserves the right to withdraw the property from award if a qualified bidder may not be determined.
- F. FEE: The online auction fee is paid by the bidder in addition to the Bid Offer price.
- G. The Offer price and applicable Fees will be due and payable within five (5) business days of notification of the Board of County Commissioners approval of the Recommendation for Award. Closing of the sale must be completed within ninety (90) days of Notification of Award.
- H. 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.
- I. TIE BREAKER: (**Section removed for sales conducted via on-line auction. Bid Offers are accepted live via GovDeals.com**)

## SECTION VI. – FORMS/BID OFFER SUBMISSION

ITB 23-024-LKD Property Sales

1. Properties for sale:

Property Address	Parcel ID	Bid Offer Deposit*
315 Adams Rd NW, Lake Placid, FL	C-14-37-29-140-0940-00J0	\$1000.
349 Parker St NE, Lake Placid, FL	C-14-37-29-071-0760-0550	\$500.

\*A deposit, to GovDeals.com, shall be required to submit a Bid Offer for each property.

Property Address	Parcel ID	Minimum Bid Offer
315 Adams Rd NW, Lake Placid, FL	C-14-37-29-140-0940-00J0	\$121,000.
349 Parker St NE, Lake Placid, FL	C-14-37-29-071-0760-0550	\$15,700.

2. **Bid Offers MUST be submitted into GovDeals.Com.** The County will not directly accept any bid offers for this solicitation.

Submission of required information shall be entered into GovDeals.com for each property bid offer submission. By submission of a bid offer the following acknowledgements are made:

In submitting this Bid Offer, Bidder represents and acknowledges acceptance of information and conditions provided in this solicitation and as provided on [www.GovDeals.com](http://www.GovDeals.com). It is further acknowledged that bidders are aware it shall be the bidder's responsibility to examine and carefully study this ITB and the following Addenda, if posted, along with information provided on [www.GovDeals.com](http://www.GovDeals.com). The awarded bidder shall be responsible for the bid offer amount in addition to all fees, such as but not limited to, GovDeals.Com Administrative fee, documentary stamps, recording fees, associated with the purchase.

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.

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## **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**

<b>DATE</b>	<b>TIME</b>	<b>EVENT</b>
Saturday, May 13, 2023	NA	First Advertisement
Saturday, May 20, 2023	NA	Second Advertisement
Wednesday, May 24, 2023	5:00 p.m.	Deadline to submit questions (RFI's)
<b>Tuesday, June 6, 2023</b>	<b>3:30 p.m.</b>	<b>Final bid offer submission to GovDeals.com</b>
Thursday, June 8, 2023*		Notice of intent posted
Monday, July 3, 2023*	NA	Bid presented to BOCC for approval
Monday, July 10, 2023*		Payment of remaining balance of Bid Offer Price (5 business days after Board Approval)
Wednesday, September 6, 2023*	4:00 p.m.	Closing Completed (within 90 days of Notice)

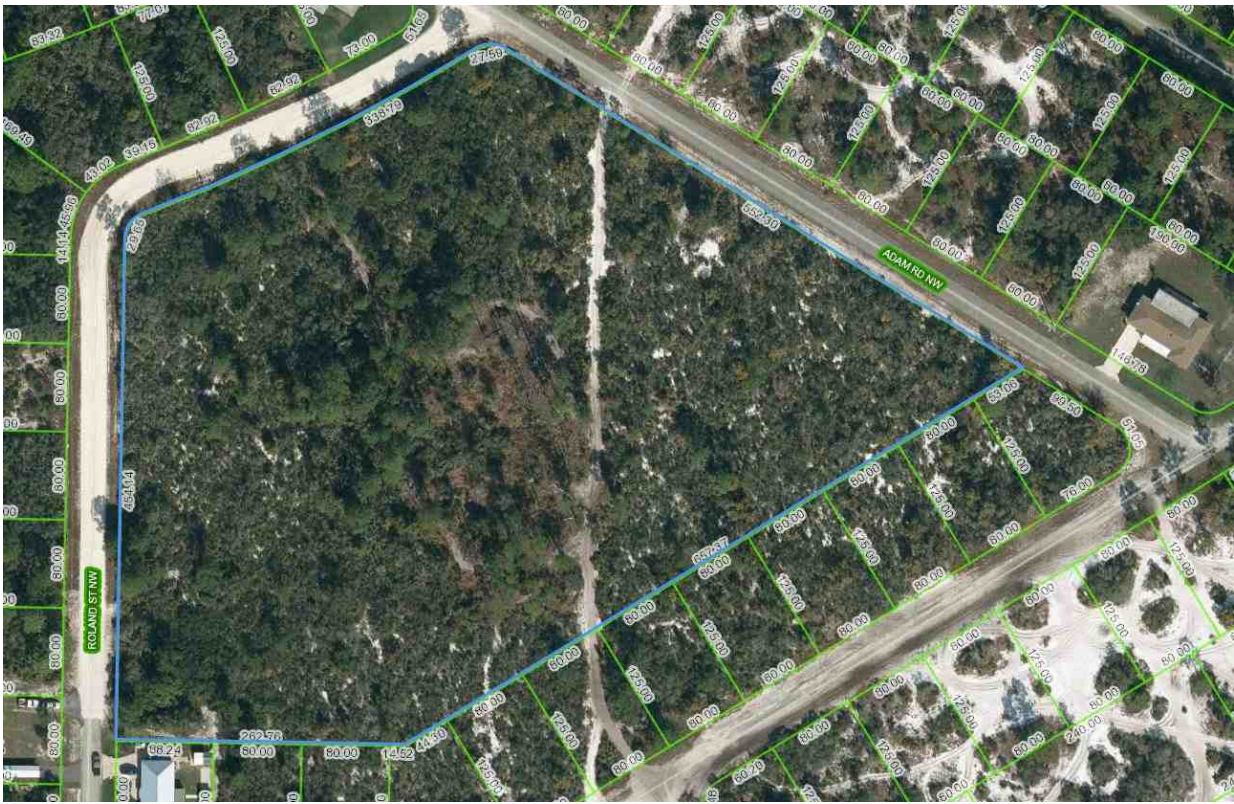
\*Dates may be subject to be revised.

## **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 the Purchasing Designated Contact noted on the cover page of this solicitation.

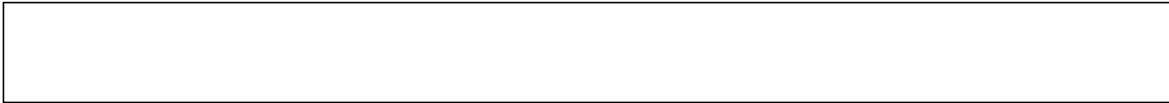
## **SECTION XI. – REQUEST FOR INFORMATION (RFI) CUT-OFF**

All questions regarding this ITB shall be submitted by Bidders in writing to the Purchasing Designated Contact no later than 5:00 P.M. EST on the date specified on the cover page of this solicitation.



**Photograph Addendum**

315 Adams Road NW



Client	Highlands County Board of County Commissioners						
Property Address	315 Adam Rd NW						
City	Lake Placid	County	Highlands	State	FL	Zip Code	33852
Appraiser	Alexander J. Boyd						



**NORTH CORNER FACING SOUTH**



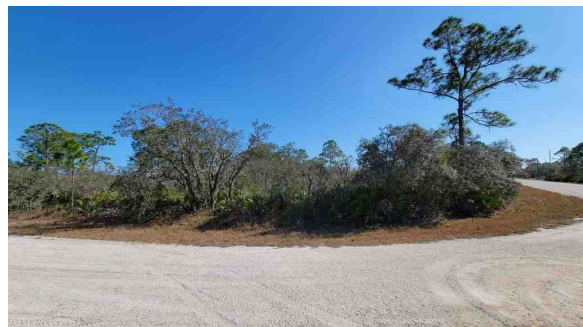
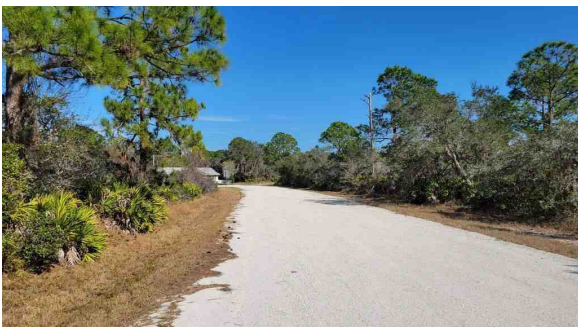
**ADAM RD NW FACING NORTHWEST**



**ADAM RD NW FACING SOUTHEAST**



**EAST CORNER FACING WEST**





**ROLAND ST NW FACING EAST**

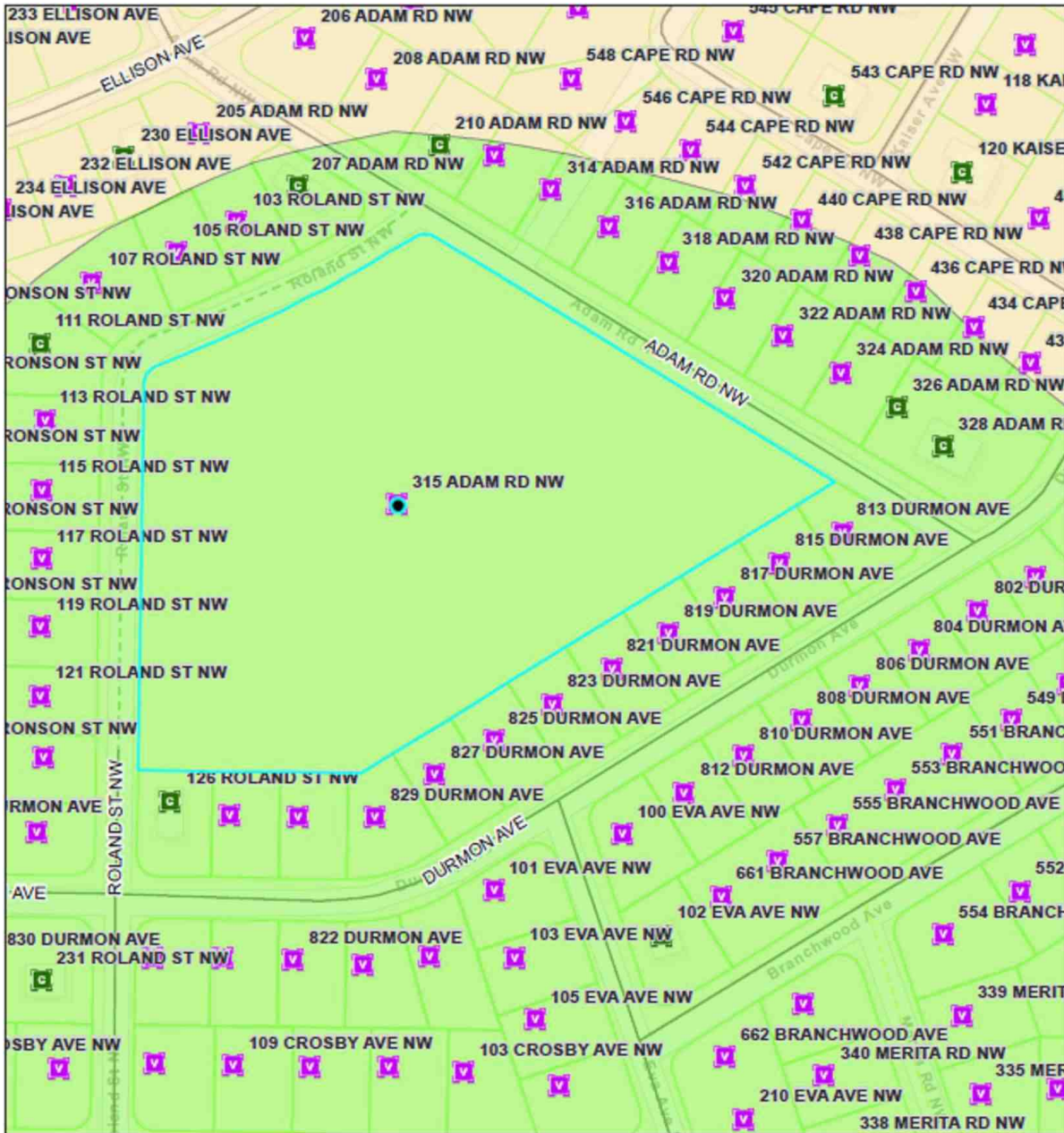
**NORTHWEST CORNER FACING SOUTH**

Client	Highlands County Board of County Commissioners						
Property Address	315 Adam Rd NW						
City	Lake Placid	County	Highlands	State	FL	Zip Code	33852
Appraiser	Alexander J. Boyd						



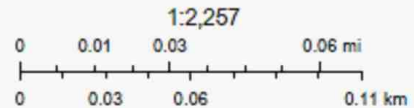
**ROLAND ST NW FACING SOUTH**

**WEST PORTION FACING EAST**



2/6/2023, 3:13:20 PM

- |                                      |                            |
|--------------------------------------|----------------------------|
| Site Addresses (Hosted REST Service) | Road (Maintenance)         |
| Current                              | COUNTY PAVED ROAD          |
| Vacant                               | COUNTY UNPAVED ROAD        |
| Selected Natural Resources           | PUBLIC RW NON-COUNTY PAVED |
| CUTTHROAT SEEP                       | Tax Parcels                |
| XERIC UPLAND                         | County Boundary            |



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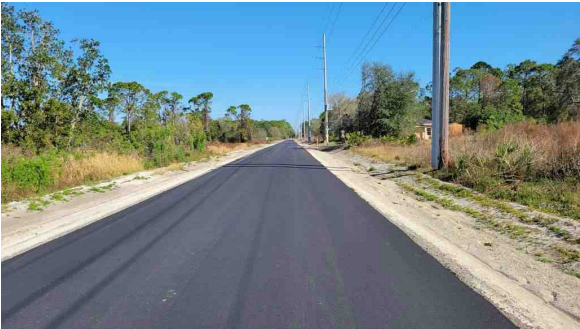
**Photograph Addendum**

349 Parker St NE

Client	Highlands County Board of County Commissioners						
Property Address	349 Parker St NE						
City	Lake Placid	County	Highlands	State	FL	Zip Code	33852
Appraiser	William K. Boyd, Cert Gen RZ338						



**SOUTH BOUNDARY FACING NORTH**



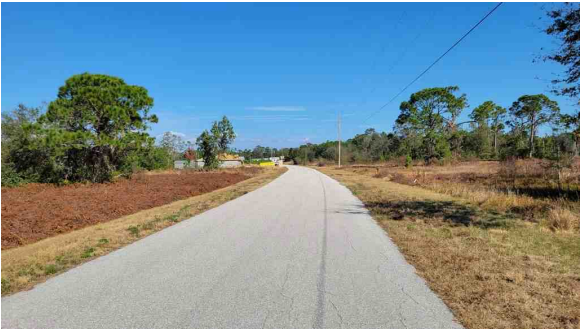
**LAKE GROVES RD NE FACING EAST**



**LAKE GROVES RD NE FACING WEST**



**NORTH BOUNDARY FACING SOUTH**



**PARKER ST NE FACING WEST**



**PARKER ST NE FACING EAST**