INVITATION TO BID (ITB)

Sale of Surplus Property to the General Public

ITB Number:	13-0019	**Contracting Officer:**	Susan Dugan, CPPB
Bid Due Date & Time:	**January 30, 2013, 3:00 p.m**	**ITB Issue Date**	January 10, 2013

The below named bidder makes the attached offer to purchase real estate property(s) listed pursuant to all requirements, specifications, terms and conditions contained in this solicitation document and further agrees that the language of this document shall govern in the event of a conflict with a bid. My signature certifies that this offer/bid is made without prior understanding agreement, or connection with any corporation, firm, business entity, or person submitting a response for the services, and is in all respects fair and without collusion or fraud.

NO-RESPONSE REPLY

If any vendor does not want to respond to this solicitation at this time, or, would like to be removed from Lake County's Vendor List, please mark the appropriate space, complete name below and return this page only.

☐ Not interested at this time; keep me on Lake County's List for future solicitations.
☐ Please remove me from Lake County's List for Sale of Property.

BIDDER IDENTIFICATION

Name: _____ **Phone Number:** _____

E-mail Address: _____ **Contact Person:** _____

Section 1.1: Purpose

The Lake County Board of County Commissioners (County) is offering for sale and will accept competitive sealed bids, from the General Public, for the County property located at 4148 Picciola Road, Fruitland Park, Florida. The property consists of 2 Alternate Keys: 2537108 and 1585147

Section 1.2 Designated Procurement Representative

Susan Dugan, CPPB, Senior Contracting Officer
Lake County BCC
Office of Procurement Services
315 W. Main Street, Room 416
PO BOX 7800
Tavares, FL 32778-7800
Phone : 352.343.9839
Fax : 352.343.9473
E-mail: sdugan@lakecountyfl.gov

Section 1.3 No Warranty or Research

1.3.1 The property is sold "AS-IS". The County makes no Representation or Warranty of marketable title.
1.3.2 The County staff will NOT provide any research information, other than that which is included with this Invitation to Bid.
1.3.3 The County makes no representations or warranties that the property is free of any taxes, liens or assessments. It is solely the bidder's responsibility to check with the appropriate agencies to determine if there are any taxes, liens or assessments against the property.
1.3.4 It is recommended that the bidder contract with the appropriate professionals to conduct any research needed and/or obtain a title search on the property. The bidder, shall bear any cost associated with such research services.
1.3.5 It will be the bidder's sole responsibility, as the buyer, to pay any taxes, liens or assessments. The price you pay to the County is solely to purchase the County's interest in the property.

Section 1.4 Completion Requirements for Invitation to Bid

1.4.1 Bidders shall complete Page 1 and Page 6 of this ITB (those two (2) pages only must be submitted as your bid response). One (1) signed original bid (Page numbers 1 and 6) and one (1) copy of the bid (Page numbers 1 and 6) shall be submitted in a sealed envelope and delivered to the Office of Procurement Services no later than the official bid due date and time. Any bid received after this time will <u>not</u> be considered and will be returned unopened to the submitter. The County is not liable or responsible for any costs incurred by any Bidder in responding to this ITB.
1.4.2 When you submit your bid, you are making a binding offer to the County and are agreeing to all of the terms and conditions in this Invitation to Bid. Use only the form(s) provided in this document. If you make any change to the content or format of any form, the County may disqualify your offer. All information shall be legible and either written in ink or typewritten/printed. If you make a correction or change on any document, the person signing the bid proposal must initial the change. The bid shall be manually signed in **BLUE INK** by an official <u>authorized</u> to legally bind the Bidder to its provisions.
1.4.3 Type/print the ITB Number and Sale of Surplus Real Estate, on the front of the bid envelope. Ensure that your bid is securely sealed in an opaque envelope to provide confidentiality of the bid

information prior to the bid opening.

Section 1.5 Delivery of Solicitation Response

Unless a package is delivered in person, all incoming mail from the U.S. Postal Service and any package delivered by a third party delivery organization (FedEx, UPS, DHL, private courier, etc.) will be opened for security and contamination inspection by the Lake County Clerk of the Circuit Court Mail Receiving Center in an off-site secure controlled facility prior to delivery to any Lake County Government facility, which includes the Lake County Office of Procurement Services.

To be considered for award, a bid or proposal must be received and accepted in the Procurement Services Office prior to the date and time established within the solicitation. Allow sufficient time for transportation and inspection.

Each package shall be clearly marked with the applicable solicitation number, title, and company name. Ensure that your bid or proposal is securely sealed in an opaque envelope/package to provide confidentiality of the bid or proposal prior to the due date stated in the solicitation.

If you plan on submitting your bid or proposal **IN PERSON**, please bring it to:

LAKE COUNTY PROCUREMENT SERVICES
315 W. MAIN STREET, 4TH FLOOR, ROOM 441
TAVARES, FLORIDA 32776

If you submit your bid or proposal by the **UNITED STATES POSTAL SERVICE (USPS)** please mail it to:

LAKE COUNTY PROCUREMENT SERVICES
PO BOX 7800, TAVARES, FL 32778-7800

If you submit your bid or proposal by a **THIRD PARTY CARRIER** such as FedEx, UPS, or a private courier, please send it to:

LAKE COUNTY PROCUREMENT SERVICES
MAIL RECEIVING CENTER
416 W. MAIN STREET, TAVARES, FL 32778

Facsimile (fax) or electronic submissions (e-mail) will not be accepted. Verbal/oral bids will not be considered.

Section 1.6 Bidder's Responsibility and addenda

If the County revises (amends) this bid, the Lake County Procurement Office will send such addendum certified mail, same as the original bidding document.

Section 1.7 Withdrawal of Bid

You may withdraw your bid or modify it at any time prior to the official bid closing date and time. You shall be required to produce photo identification that satisfies the County prior to withdrawal or modification of your bid. Negligence upon your part in preparing your bid confers no right of withdrawal after the time fixed for the submission of bids.

Section 1.8 Bid Acceptance / Rejection

1.8.1 The County reserves the right to accept or reject any or all bids received as a result of this ITB. The County reserves the right to waive any informalities, defects, or irregularities in any bid, or to accept that bid in the judgment of the proper officials, is in the best interest of the County and the citizens of Lake County.

1.8.2 The County has the sole discretion and reserves the right to cancel this ITB, and to reject any and all bids, to waive any and all informalities and/or irregularities.

1.8.3 In the event there is a discrepancy between the Arabic numbers and the amount written out in words, the amount written in words will prevail and shall be considered the bid price.

Section 1.9 Method of Award and Settlement:

The bid of the highest bidder complying with the terms and conditions set forth herein shall be accepted, unless the Board of County Commissioners rejects all bids because they are too low.

1.9.1 The Contracting Officer will notify the highest bidder of the award recommendation within ten (10) calendar days after the bid closing date. The initial notification will be via telephone with a certified letter being mailed the same day.

1.9.2 The bidder shall have five (5) business days after the notification date to deliver two certified cashiers checks to the Procurement Services Contracting Officer. One check shall be made payable to the Lake County Board of County Commissioners for the purchase price of the property(s) and the second check shall be made payable to the County Clerk of the Court to cover the cost of the recording fees and documentary stamps.

1.9.3 If the notified recommended bidder fails to deliver the checks within the five (5) business days, the County reserves the right to cancel the recommendation and recommend to the next highest bidder using the same steps.

Section 1.10 Recording Fees and Documentary Stamps

The Recording Fees are $10.00 for the first page of the deed, and $8.50 each additional page. Documentary Stamps are .70 cents per $100.00 of purchase price or part thereof.

Section 1.11 Governing Laws

The interpretation, effect, and validity of any contract(s) resulting from this ITB shall be governed by the laws and regulations of the State of Florida, and Lake County, Florida. Venue of any court action shall be in Lake County, Florida. In the event that a suit is brought for the enforcement of any term of the contract, or any right arising there from, the parties expressly waive their respective rights to have such action tried by jury trial and hereby consent to the use of non-jury trial for the adjudication of such suit.

Section 1.12 Force Majeure

The parties will exercise every reasonable effort to meet their respective obligations hereunder, but shall not be liable for delays resulting from force majeure or other causes beyond their reasonable control, including, but not limited to, compliance with any Government law or regulation, acts of nature, acts or omissions of the other party, Government acts or omissions, fires, strikes, national disasters, wars, riots, transportation problems and/or any other cause whatsoever beyond the reasonable control of the parties. Any such cause will extend the performance of the delayed obligation to the extent of the delay so incurred.

Pursuant to Florida Statute 125.35, the Lake County Board of County Commissioners has declared the following list of real estate surplus to its needs:

1. Property location: 4148 Picciola Road,
   Fruitland Park, Florida

   Alternate Key: 2537108 and 1585147

See attached map.

Date:_____

BID FORM

TO: Lake County Board of County Commissioners
Office of Procurement Services

The undersigned hereby declare that (bidder name)_____ have carefully examined the specifications and make the following offer(s) to buy the subject Real Property from the County:

1. Property location: 4148 Picciola Road,
Fruitland Park, Florida

Alternate Key: 2537108 and 1585147

(write numbers) $_____

(spell out price in words)_____

_____

This bid is a binding offer made by the below named (bidder) and shall remain valid for not less than ninety (90) calendar days from the bid closing date.

By Signing this Bid the Bidder Attests and Certifies that:

- It satisfies all legal requirements (as an entity) to do business with the County.
- The bidder hereby certifies that it understands all requirements of this solicitation, and that the undersigned individual is duly authorized to execute this bid document and any contract(s) and/or other transactions required by award of this solicitation.

General Bidder Information and Proposal Signature:			
Bidder Name:	_____		
Street Address**:**	_____		
Mailing Address (if different)	_____		
Telephone No.	_____	E-mail:	_____
Signature:	_____	Date:	_____
Print Name:	_____	Title:	_____

ATTACHMENT – MAP OF PROPERTY

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