



RFP No. 15-1505200-01
SALE OF CITY- OWNED SURPLUS PROPERTY

FOLIO NUMBERS:

**08-2129-007-0081; 08-2121-007-1041;
08-2121-008-0010; 08-2121-008-0020;
08-2121-008-0030; 08-2122-004-0150;
08-2122-009-0220; 08-2122-009-0222;
08-2122-009-0210; 08-2122-003-1420;
08-2122-003-1430; 08-2122-003-2330;
08-2122-003-2340; 08-2122-003-2350;
08-2122-003-2360;**

**PROPERTIES ARE LOCATED THROUGHOUT THE
CITY OF OPA-LOCKA**

BIDS ARE DUE NO LATER THAN
May 15, 2015 at 2:00 PM (Local Time)

at

**OFFICE OF THE CITY CLERK
CITY OF OPA-LOCKA
3400 NW 135TH STREET, BUILDING B
OPA-LOCKA, FLORIDA 33054**

THE RESPONSIBILITY FOR SUBMITTING A BID AT THE OFFICE OF THE CITY CLERK ON OR BEFORE THE STATED TIME AND DATE WILL BE SOLELY AND STRICTLY THE RESPONSIBILITY OF THE BIDDER. THE CITY WILL IN NO WAY BE RESPONSIBLE FOR DELAYS CAUSED BY THE UNITED STATES MAIL DELIVERY OR CAUSED BY ANY OTHER OCCURRENCE.

CITY OF OPA-LOCKA IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE BASED ON AGE, GENDER, RACE OR DISABILITY.

COPIES OF ALL OFFICIAL CITY DOCUMENTS CAN BE OBTAINED AT THE CITY CLERKS OFFICE

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1.0 *DEFINITIONS:*

The following words and expressions used in this solicitation shall be construed as follows, except when it is clear from the context that another meaning is intended:

- a) The words “Buyer” or “Grantee” to mean the Bidder that receives any award of a bid from the City as a result of this Solicitation.
- b) The word “City” to mean City of Opa-locka, a political subdivision of the State of Florida.
- c) The words “Department” shall mean City of Opa-locka Procurement Services Department, a City Department.
- d) The words “Proposer”, “Submitter”, “Bidder” or “Respondent” to mean the person, firm, entity or organization submitting a response to this invitation for bids.
- e) The words “Solicitation” or “Bid Request” shall mean this Invitation to Bid (RFP), and all associated addenda and attachments.

BID NOTICE-2

**OPA-LOCKA, FLORIDA
RFP No. 15-1505200-01
SALE OF CITY OWNED SURPLUS REAL PROPERTY**

Sealed bids TO PURCHASE Surplus City-Owned real property will be received by the City Clerk, 3400 NW 135th Street, Building B, Opa-locka, Florida 33054, **until 2:00 p.m. May 15, 2015** and will be immediately transferred to the meeting room of Sherbondy Village, where they will be opened publicly and read aloud.

Property Description: Vacant Land

Legal Folio: 08-2121-007-1041

OPA LOCKA PLAT NO 3 PB 31-14 LOT 31 BLK 122 LOT SIZE 50.000 X 125 OR 17745-4455 0597 3

LOCATION: **Approx. 823 or 825 Superior Street, Opa-locka, FL 33054**

LOT SIZE: **6,250 Square Feet (.14 Acres) more or less**

NEIGHBORHOOD: **Opa-locka Central;**

ZONING: **Single Family – R-1**

MINIMUM BID AMOUNT: **\$8,500.00**

Questions About the Bid: Questions regarding this Bid may only be answered if submitted in writing to the Purchasing Agent, 3400 NW 135th Street, Opa-locka, FL 33054 or by E-mail to Rose McKay (purchasing@opalockafl.gov), until such time as this bid is awarded.

The Bid Package can be downloaded at no cost from the City of Opa-locka website (<http://www.opalockafl.gov>) (*click "RFQ /PROPOSALS" located on the right hand side of the screen and follow the instructions*). Bid packages may also be picked up from the City Clerk's Office, 3400 NW 135th Street, Building B, Opa-locka, from 8:00 a.m. to 5:00 p.m. Monday through Friday, excluding City holidays. Each bid shall be accepted only if submitted in accordance with the instructions and conditions contained within the bid package. The City of Opa-locka reserves the right to waive any informality in any bid and to reject any or all bids without cause.

Sale Conditions: The property is being sold **"AS IS."** The City of Opa-locka does not provide an abstract of title or survey of the property. Conveyance to the successful bidder shall be in the name as submitted in the bid proposal and by County Deed in the form prescribed by law, and the provisions included in Resolution No. 15-8954 adopted by the City Commission. Each bid must be accompanied by a deposit in the form of a cashier's check, treasurer's check or bank draft of any state or national bank, payable to the City of Opa-locka, Opa-locka, Florida, in the amount of Ten Percent (10%) of the bid amount. Closing on the property must be held within forty-five (45) days of Award of Bid or the deposit will be forfeited. Purchaser shall assume the full cost of the documentary stamps and surtax on the transfer of the property.

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Property Description: Vacant Land

Legal Folio: 08-2121-008-0010

21 52 41 .24 AC OPA LOCKA PLAT NO 4 PB 33-71 TRACT A LOT SIZE IRREGULAR OR 17450-2072 1196 2(3)

<u>LOCATION:</u>	Lot 1 of the Golf Course Blvd site, Opa-locka, FL 33054
<u>LOT SIZE:</u>	10,454.4 Square Feet (.24 Acres) more or less
<u>NEIGHBORHOOD:</u>	Opa-locka Central;
<u>ZONING:</u>	Moderate Density Multi-Family Residential District – R-3
<u>MINIMUM BID AMOUNT:</u>	\$6,198.50

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Property Description: Vacant Land

Legal Folio: 08-2121-008-0020

21 52 41 1.17AC OPA LOCKA PLAT NO 4 PB 33-71 TRACT B LOT SIZE 50965 SQUARE FEET OR 17450-2072 1196 2(3)

<u>LOCATION:</u>	Lot 2 of the Golf Course Blvd Site, Opa-locka, FL 33054
<u>LOT SIZE:</u>	50,965.2 Square Feet (1.17 Acres) more or less
<u>NEIGHBORHOOD:</u>	Opa-locka Central;
<u>ZONING:</u>	Moderate Density Multi-Family Residential District – R-3
<u>MINIMUM BID AMOUNT:</u>	\$32,675.50

Questions About the Bid: Questions regarding this Bid may only be answered if submitted in writing to the Purchasing Agent, 3400 NW 135th Street, Opa-locka, FL 33054 or by E-mail to Rose McKay (purchasing@opalockafl.gov), until such time as this bid is awarded

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Property Description: Vacant Land

Legal Folio: 08-2121-008-0030

OPA LOCKA PLAT NO 4 PB 33-71 LOT 5 BLK 88-B LOT SIZE IRREGULAR OR 17450-2072 1196 2 (3)

<u>LOCATION:</u>	Lot 3 of the Golf Course Blvd Site, Opa-locka, FL 33054
<u>LOT SIZE:</u>	XX, Square Feet (X.XX Acres) more or less
<u>NEIGHBORHOOD:</u>	Opa-locka Central;
<u>ZONING:</u>	Moderate Density Multi-Family Residential District – R-3
<u>MINIMUM BID AMOUNT:</u>	\$2,849.00

Questions About the Bid: Questions regarding this Bid may only be answered if submitted in writing to the Purchasing Agent, 3400 NW 135th Street, Opa-locka, FL 33054 or by E-mail to Rose McKay (purchasing@opalockafl.gov), until such time as this bid is awarded.

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Property Description: Vacant Land

Legal Folio: 08-2122-004-0150

MAGNOLIA SUB 2ND ADDN PB 46-89 LOT 16 LESS E 5 FT BLK 1 LOT SIZE 5625 SQUARE FEET OR 9793-1555

LOCATION: APPROX 2310 ALI BABA AVENUE, Opa-locka, FL 33054

LOT SIZE: **5625 Square Feet (.129 Acres) more or less**

NEIGHBORHOOD: Magnolia Sub

ZONING: Limited Industrial—I-1

MINIMUM BID AMOUNT: \$37,125.00

Questions About the Bid: Questions regarding this Bid may only be answered if submitted in writing to the Purchasing Agent, 3400 NW 135th Street, Opa-locka, FL 33054 or by E-mail to Rose McKay (purchasing@opalockafl.gov), until such time as this bid is awarded

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Property Description: Vacant Land

Legal Folio: 08-2122-009-0220

22 52 41 pb 49-70 MAGNOLIA GDNS CONSOLIDATED 2ND ADD LOTS 8 & 9 LESS R/W BLK 356 LOT SIZE 8500 SQ FT OR 17687-3181 0597 5

LOCATION: 14310 NW 22 Avenue, Opa-locka, FL 33054

LOT SIZE: 8,500 Square Feet (.19 Acres) more or less

NEIGHBORHOOD: Magnolia Gardens;

ZONING: Commercial Liberal Business District—B-2

MINIMUM BID AMOUNT: \$56,100.00

Questions About the Bid: Questions regarding this Bid may only be answered if submitted in writing to the Purchasing Agent, 3400 NW 135th Street, Opa-locka, FL 33054 or by E-mail to Rose McKay (purchasing@opalockafl.gov), until such time as this bid is awarded.

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Property Description: Vacant Land

Legal Folio: 08-2122-009-0222

22 52 41 PB 49-70 MAGNOLIA GDNS CONSOLIDATED 2ND ADDN LOTS 7 LESS E 15 FT FOR R/W BLK 356 LOT SIZE 4250 SQ FT F/A/U 08-2122-009-0220 OR 17687-3182 0597 3

LOCATION: **14330 NW 22 Avenue, Opa-locka, FL 33054**

LOT SIZE: **4,250 Square Feet (.097 Acres) more or less**

NEIGHBORHOOD: **Magnolia Gardens;**

ZONING: **Commercial Liberal Business District—B-2**

MINIMUM BID AMOUNT: **\$28,050.00**

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BID NOTICE-9

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Property Description: Vacant Land

Legal Folio: 08-2122-009-0210

22 52 41 PB 49-70 MAGNOLIA GDNS CONSOLIDATED 2ND ADD LOT 6 LESS R/W BLK 356 LOT SIZE 4250 SQ FT OR 17687-3182 0597 3

LOCATION: 14340 NW 22 Avenue, Opa-locka, FL 33054

LOT SIZE: 4,250 Square Feet (. 097 Acres) more or less

NEIGHBORHOOD: Magnolia Gardens;

ZONING: Commercial Liberal Business District--B-2

MINIMUM BID AMOUNT: \$ 28,050.00

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Property Description: Vacant Land

Legal Folio: 08-2122-003-1420

MAGNOLIA SUB PB 40-80 LOT 27 BLK 9 LOT SIZE 25 X 96 OR 17403-2613 1096 3

LOCATION: 2035 Ali baba Avenue, Opa-locka, FL 33054

LOT SIZE: 2,400 Square Feet (.055 Acres) more or less

NEIGHBORHOOD: Magnolia North;

ZONING: Two-Family (Duplex) Residential District—R-2

MINIMUM BID AMOUNT: \$3,374.80

Questions About the Bid: Questions regarding this Bid may only be answered if submitted in writing to the Purchasing Agent, 3400 NW 135th Street, Opa-locka, FL 33054 or by E-mail to Rose McKay (purchasing@opalockafl.gov), until such time as this bid is awarded.

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Property Description: Vacant Land

Legal Folio: 08-2122-003-1430

MAGNOLIA SUB PB 40-80 LOT 28 BLK 9 LOT SIZE 25 X 96 CLERKS #90-118 0790 OR 17403-2609 1096
3

LOCATION: Approx 2039 Ali baba Avenue, Opa-locka, FL 33054

LOT SIZE: **2400 Square Feet (.055 Acres) more or less**

NEIGHBORHOOD: Magnolia North;

ZONING: Two-Family (Duplex) Residential District—R-2

MINIMUM BID AMOUNT: \$2,500.30

Questions About the Bid: Questions regarding this Bid may only be answered if submitted in writing to the Purchasing Agent, 3400 NW 135th Street, Opa-locka, FL 33054 or by E-mail to Rose McKay (purchasing@opalockafl.gov), until such time as this bid is awarded.

The Bid Package can be downloaded at no cost from the City of Opa-locka website (<http://www.opalockafl.gov>) (*click "RFQ/PROPOSALS" located on the right hand side of the screen and follow the instructions*). Bid packages may also be picked up from the City Clerk's Office, 3400 NW 135th Street, Building B, Opa-locka, from 8:00 a.m. to 5:00 p.m. Monday through Friday, excluding City holidays. Each bid shall be accepted only if submitted in accordance with the instructions and conditions contained within the bid package. The City of Opa-locka reserves the right to waive any informality in any bid and to reject any or all bids without cause.

Sale Conditions: The property is being sold “AS IS.” The City of Opa-locka does not provide an abstract of title or survey of the property. Conveyance to the successful bidder shall be in the name as submitted in the bid proposal and by County Deed in the form prescribed by law, and the provisions included in Resolution No. 15-8954 adopted by the City Commission. Each bid must be accompanied by a deposit in the form of a cashier’s check, treasurer’s check or bank draft of any state or national bank, payable to the City of Opa-locka, Opa-locka, Florida, in the amount of Ten Percent (10%) of the bid amount. Closing on the property must be held within forty-five (45) days of Award of Bid or the deposit will be forfeited. Purchaser shall assume the full cost of the documentary stamps and surtax on the transfer of the property.

OPA-LOCKA, FLORIDA
RFP No. 15-1505200-01
SALE OF CITY OWNED SURPLUS REAL PROPERTY

Sealed bids TO PURCHASE Surplus City-Owned real property will be received by the City Clerk, 3400 NW 135th Street, Building B, Opa-locka, Florida 33054, **until 2:00 p.m. May 15, 2015** and will be immediately transferred to the meeting room of Sherbondy Village, where they will be opened publicly and read aloud.

Property Description: Vacant Land

Legal Folio: 08-2122-003-2330

22 52 41 MAGNOLIA SUB PB 40-80 LOTS 16 TO 18 INC BLK 13 LOT SIZE 75.000 X 125 OR 14706-1041 0990 4 OR 15437-213 0292 3

LOCATION: 1950 Ali baba Avenue, Opa-locka, FL 33054

LOT SIZE: 9,375 Square Feet (.215 Acres) more or less

NEIGHBORHOOD: Magnolia North;

ZONING: Business Office District--B-O

MINIMUM BID AMOUNT: \$72,187.50

Questions About the Bid: Questions regarding this Bid may only be answered if submitted in writing to the Purchasing Agent, 3400 NW 135th Street, Opa-locka, FL 33054 or by E-mail to Rose McKay (purchasing@opalockafl.gov), until such time as this bid is awarded.

The Bid Package can be downloaded at no cost from the City of Opa-locka website (<http://www.opalockafl.gov>) (click "RFQ /PROPOSALS" located on the right hand side of the screen and follow the instructions). Bid packages may also be picked up from the City Clerk's Office, 3400 NW 135th Street, Building B, Opa-locka, from 8:00 a.m. to 5:00 p.m. Monday through Friday, excluding City holidays. Each bid shall be accepted only if submitted in accordance with the instructions and conditions contained within the bid package. The City of Opa-locka reserves the right to waive any informality in any bid and to reject any or all bids without cause.

Sale Conditions: The property is being sold "AS IS." The City of Opa-locka does not provide an abstract of title or survey of the property. Conveyance to the successful bidder shall be in the name as submitted in the bid proposal and by County Deed in the form prescribed by law, and the provisions included in Resolution No. 15-8954 adopted by the City Commission. Each bid must be accompanied by a deposit in the form of a cashier's check, treasurer's check or bank draft of any state or national bank, payable to the City of Opa-locka, Opa-locka, Florida, in the amount of Ten Percent (10%) of the bid amount. Closing on the property must be held within forty-five (45) days of Award of Bid or the deposit will be forfeited. Purchaser shall assume the full cost of the documentary stamps and surtax on the transfer of the property.

BID NOTICE-13

**OPA-LOCKA, FLORIDA
RFP No. 15-1505200-01
SALE OF CITY OWNED SURPLUS REAL PROPERTY**

Sealed bids TO PURCHASE Surplus City-Owned real property will be received by the City Clerk, 3400 NW 135th Street, Building B, Opa-locka, Florida 33054, **until 2:00 p.m. May 15, 2015** and will be immediately transferred to the meeting room of Sherbondy Village, where they will be opened publicly and read aloud.

Property Description: Vacant Land

Legal Folio: 08-2122-003-2340

22 52 41 MAGNOLIA SUB PB 40-80 LOT 19 BLK 13 LOT SIZE 25.000 X 125 OR 17491-307 1296 3

LOCATION: **Approx 1910 Ali baba Avenue, Opa-locka, FL 33054**

LOT SIZE: **3,125 Square Feet (.07 Acres) more or less**

NEIGHBORHOOD: **Magnolia North;**

ZONING: **Business Office District--B-O**

MINIMUM BID AMOUNT: **\$24,062.50**

Questions About the Bid: Questions regarding this Bid may only be answered if submitted in writing to the Purchasing Agent, 3400 NW 135th Street, Opa-locka, FL 33054 or by E-mail to Rose McKay (purchasing@opalockafl.gov), until such time as this bid is awarded.

The Bid Package can be downloaded at no cost from the City of Opa-locka website (<http://www.opalockafl.gov>) (*click "RFQ /PROPOSALS" located on the right hand side of the screen and follow the instructions*). Bid packages may also be picked up from the City Clerk's Office, 3400 NW 135th Street, Building B, Opa-locka, from 8:00 a.m. to 5:00 p.m. Monday through Friday, excluding City holidays. Each bid shall be accepted only if submitted in accordance with the instructions and conditions contained within the bid package. The City of Opa-locka reserves the right to waive any informality in any bid and to reject any or all bids without cause.

Sale Conditions: The property is being sold **"AS IS."** The City of Opa-locka does not provide an abstract of title or survey of the property. Conveyance to the successful bidder shall be in the name as submitted in the bid proposal and by County Deed in the form prescribed by law, and the provisions included in Resolution No. 15-8954 adopted by the City Commission. Each bid must be accompanied by a deposit in the form of a cashier's check, treasurer's check or bank draft of any state or national bank, payable to the City of Opa-locka, Opa-locka, Florida, in the amount of Ten Percent (10%) of the bid amount. Closing on the property must be held within forty-five (45) days of Award of Bid or the deposit will be forfeited. Purchaser shall assume the full cost of the documentary stamps and surtax on the transfer of the property.

**OFFICIAL CITY OF OPA-LOCKA
SURPLUS PROPERTY BID FORM**

Each row must be completed with either a bid amount or a ✓ indicating no bid is placed for that property. Print and Sign name below. For each property in which a bid amount is extended, a Surplus Property Bid Narrative Statement must be completed.

BID NOTICE NO.	PROPERTY DESCRIPTION	LEGAL FOLIO NO.	BID AMOUNT (US \$)	NO BID (✓)
1	Vacant Land	08-2129-007-0081	\$	
2	Vacant Land	08-2121-007-1041	\$	
3	Vacant Land	08-2121-008-0010	\$	
4	Vacant Land	08-2121-008-0020	\$	
5	Vacant Land	08-2121-008-0030	\$	
6	Vacant Land	08-2122-004-0150	\$	
7	Vacant Land	08-2122-009-0220	\$	
8	Vacant Land	08-2122-009-0222	\$	
9	Vacant Land	08-2122-009-0210	\$	
10	Vacant Land	08-2122-003-1420	\$	
11	Vacant Land	08-2122-003-1430	\$	
12	Vacant Land	08-2122-003-2330	\$	
13	Vacant Land	08-2122-003-2340	\$	
14	Vacant Land	08-2122-003-2350	\$	
15	Vacant Land	08-2122-003-2360	\$	

_____ (Print Name) _____ (Sign Name)

**OFFICIAL CITY OF OPA-LOCKA
SURPLUS PROPERTY BID NARRATIVE STATEMENT**

Bid Notice # ____ **Parcel Folio #** ____ - ____ - ____ - ____ **Bid Price Amount \$** _____

Bidder’s Name and Address:

Signature

Daytime Phone

Narrative statement as to what you propose to do with the property and within what time frame:

Be sure to include a certified check, bank money order or postal money order in an amount 10% of the bid price to serve as the deposit on the quoted price. Failure to submit the narrative statement for each property bid or the deposit shall cause the bid to be automatically rejected.

CERTIFICATION

I have indicated by ✓ any property, in which I am not interested. I guarantee to pay for the above described parcel(s) within forty-five (45) days of award of bid and approval by the City Commission.

I understand that timely payment may be considered in award of bid, and that cancellation of bid award will be considered if the payment time is not met.

I declare that I have read and understand the provisions of the City of Opa-locka “Surplus Property Sale Invitation to Bid and Instructions to Bidders”

I declare that I have provided a narrative statement as to what I propose to do and within what time frame for each property I have provided a bid.

Signature

Date Signed

Print Name

Business Phone

Home Phone

Street Address

Mailing Address

(If this bid is successful, the information given in the Signature, Printed Name portion of this form will be used as grantee information in the preparation of any subsequent deed of conveyance).

Date: _____, 2015

Sworn to and subscribed before me
this ____ day of _____, 2015

Print Name of Affiant

Notary Public, State of Florida

Signature of Affiant

1.3 BID SOLICITATION AVAILABILITY:

Proposers desiring information for use in preparing proposals may obtain a set of such documents from the Clerk's Office, 3400 NW 135 STREET, BLDG B, Opa-locka, Florida 33054, Telephone (305) 953-2800 or copies of the RFP NO: **15-1505200-01** requirements may also be obtained by visiting the City's website at www.opalockafl.gov, (click "RFQ /PROPOSALS" located on the right hand side of the screen and follow the instructions).

1.4 BID SUBMISSION AND WITHDRAWAL:

The City must receive all proposals in a sealed envelope by 15-1505200-01, 2015 by 2:00 p.m. The proposals shall be submitted at the following address:

CITY OF OPA-LOCKA
Office of the City Clerk
3400 NW 135 STREET, BLDG B
Opa-locka, Florida 33054

To facilitate processing, please clearly mark the outside of the proposal package as follows: **RFP NO: 15-1505200-01**. This package shall also include the Proposer's return address. Proposers may withdraw their proposals by notifying the City in writing at any time prior to the deadline for proposal submittal. After the deadline, the proposal will constitute an irrevocable offer, for a period of 90 days. Once opened, proposals become a record of the CITY and will not be returned to the Proposer.

The City cautions proposers to assure actual delivery of mailed or hand-delivered proposals directly to the City Clerk's Office at 3400 NW 135 STREET, BLDG B, Opa-locka, Florida 33054 prior to the deadline set for receiving proposals. Telephone confirmation of timely receipt of the proposal may be made by calling (305) 953-2800 before proposal closing time. Any proposal received after the established deadline **will not** be considered and will be returned unopened to the Proposer(s).

Proposers shall submit an **original and five (5) copies total of six (6) copies** of the proposal in a sealed, opaque package marked as noted above. The Proposer will be responsible for timely delivery, whether by personal delivery, US Mail or any other delivery medium.

1.5 PRE-BID CONFERENCE:

There is no pre-bid meeting scheduled for this bid. Please send questions in writing to the City Representative.

1.6 INQUIRIES:

All inquiries related to this RFP should be directed in writing, via fax or e-mail to the person named below (the "**City Representative**"). Information obtained from any person or source other than the City Representative may not be relied upon.

RFP No. 15-1505200-01 – Surplus Property
Rose A. McKay
City of Opa-locka – Purchasing Division
purchasing@opalockafl.gov
305-953-2868 Ext. 1307
305-953-2900 Fax

Inquiries should be made no later than three (3) days before the closing time. The City reserves the right not to respond to inquiries made within three (3) days of the closing time. Inquiries and responses will be recorded and may be distributed to all proposers at the discretion of the City.

Proposers finding discrepancies or omissions in the contract or RFP, or having doubt as to the meaning or intent of any provision, should immediately contact the City Representative. If the City determines that an amendment is required to this RFP, the City Representative will issue an addendum in accordance with section 1.8. No oral conversation will affect or modify the terms of this RFP or may be relied upon by any proposer.

All inquiries related to the status of this RFP including whether or not a contract has been awarded, should be directed to the City Website and not to the City Representative.

1.7 EXAMINATION OF PROPERTIES:

Potential bidders may arrange for contractors, consultants, architects and others they deem necessary to inspect the properties they would like to submit bids for. Bidders are inspecting the properties at their own risk, and they are fully responsible and liable for their personnel, investors, inspectors, guests and invitees of all types while at the properties. Bidders agree to accept this liability at all times during any property inspection. Inspections are recommended but not mandatory. Property files are also available for inspection. An appointment to view property files must be made in writing to the city representative.

1.8 ADDITIONAL INFORMATION/ADDENDA:

The City may record its response to inquiries and any supplemental instructions in the form of written addenda. The CITY may mail written addenda up to five (5) calendar days before the date fixed for receiving the proposals. Proposers shall contact the City to ascertain whether any addenda have been issued. Failure to do so could result in an unresponsive proposal. Any oral explanation given before the RFP NO: **15-1505200-01** opening will not be binding.

All Proposers are expected to carefully examine the proposal documents. Any ambiguities or inconsistencies should be brought to the attention of the City's Purchasing Agent through written communication prior to the opening of the proposals.

1.9 BID GUARANTEE DEPOSIT:

Each bid shall be accompanied by a Deposit in the form of a Certified, Cashier's, Treasurer's check, or Bank Draft of any State or National Bank, payable to the City of Opa-locka, Opa-locka, Florida, in the amount of **Ten Percent (10%) of the bid amount**, as a guarantee that the successful Bidder will pay the balance of the purchase price to the City of Opa-locka. The Deposits will be held by the City until 10 days after the successful bidder has been selected. After which the Deposits of all the unsuccessful Bidders will be returned, except for any bidders that have filed bid protests. If the successful Bidder fails to complete its purchase by the closing date deadline, its Deposit will be forfeited to the City as liquidated damages to compensate the City for the delay and administrative services involved in obtaining the successful Bidder.

1.10 MODIFIED BIDS:

A Bidder may submit a modified bid to replace all or any portion of a previously submitted bid up until the Bid Due Date. Only the latest version of the bid will be considered.

1.11 WITHDRAWAL OF BIDS:

Proposers may withdraw their proposals by notifying the City in writing at any time prior to the deadline for proposal submittal. After the deadline, the proposal will constitute an irrevocable offer, for a period of 90 days. Once opened, proposals become a record of the CITY and will not be returned to the Proposer.

1.12 LATE BIDS, LATE MODIFICATIONS AND LATE WITHDRAWALS:

Proposals received after the Bid Due Date are late and will not be considered. Modifications received after the Bid Due Date are also late and will not be considered. Letters of withdrawal received either after the Bid Due Date or after contract award, whichever is applicable, are late and will not be considered.

1.13 BID POSTPONEMENT/CANCELLATION:

The City may, at its sole and absolute discretion, reject any bids that are not submitted in accordance with the terms in this Bid Solicitation. The City may re-advertise this Bid; postpone or cancel, at any time, this Bid process; or waive any irregularities in this Bid or in the proposals received as a result of this Bid.

1.14 COSTS INCURRED BY BIDDERS:

All expenses involved with the preparation and submission of bids to the City, or any work performed in connection therewith, shall be borne by the Bidder(s). No rights of ownership will be conferred until title of the property is transferred to the successful bidder. All fees for copying and reproduction services for items listed herein are nonrefundable.

1.15 BUSINESS ENTITY REGISTRATION:

It is the responsibility of the bidder to update information concerning any changes, such as new address, telephone number, etc.

1.16 ORAL PRESENTATIONS:

The City does not anticipate that oral presentations will be required of bidders.

1.17 LOBBYIST REGISTRATION AFFIDAVIT:

Bidders are advised that in accordance with Ordinance 91-12 of the Code of the City of Opa-locka, lobbyists must register with the City Clerk. Lobbyists specifically include all personnel except the principal or owner, as well as any agent, officer or employee of a principal, regardless of whether such lobbying activities fall within the normal scope of employment of such agent, officer or employee. Lobbying includes trying to influence any County employee or elected official in the performance of their job.

1.18 EXCEPTION TO THE BID:

Bidders may not take exceptions to any of the terms of this Bid. Should a Bidder take exception, the bid will be rejected as non-responsive.

1.19 PROPRIETARY/CONFIDENTIAL INFORMATION:

Bidders are hereby notified that all information submitted as part of bids will be available for public inspection after opening of bids, in compliance with Chapters 286 and 119, Florida Statutes, popularly known as the “Sunshine Law” and “Public Records Law.” All questions per Section 1.5 will become public records when submitted.

1.20 BID RANKING/AWARD:

The City shall award bids on the basis of the highest responsive bid received and surplus property narrative statement.

1.21 PROJECT PLANS AND OTHER PROPERTY RECORDS:

No survey is available for the property. Interested parties are able to review all available property records, by appointment.

1.22 RULES, REGULATIONS AND LICENSING REQUIREMENTS:

The Bidder shall comply with all laws, ordinances and regulations applicable, especially those applicable to conflict of interest and collusion. Proposers are presumed to be familiar with all Federal, State and local laws, ordinances, codes, rules and regulations that may in any way affect the bid, especially Executive Order No. 11246 entitled "Equal Employment Opportunity" and as amended by Executive Order No. 11375, as supplemented by the Department of Labor Regulations (41 CFR, Part 60), the Americans with Disabilities Act of 1990 and implementing regulations, the Rehabilitation Act of 1973, as amended, Chapter 553 of Florida Statutes and any and all other local, State and Federal directives, ordinances, rules, orders, and laws relating to people with disabilities.

1.23 REVIEW OF BIDS FOR RESPONSIVENESS:

The bid will be reviewed to determine if the bid is responsive to the submission requirements outlined in this Bid Solicitation. A responsive bid is one which follows the requirements of the Bid Solicitation, includes all documentation, is submitted in the format outlined in the Bid Solicitation, is of timely submission, and has the appropriate signatures as required. Failure to comply with these requirements may deem a bid non-responsive.

1.24 n/a

1.25 PUBLIC ENTITY CRIMES:

Award will not be made to any person or affiliate identified on the Department of Management Services' "Convicted Vendor List". This list is defined as consisting of persons and affiliates who are disqualified from public contracting and purchasing process because they have been found guilty of a public entity crime. No public entity shall award any contract to, or transact any business in excess of the threshold amount provided in Section 287.017 Florida Statutes for Category Two (currently \$35,000) with any person or affiliated on the "Convicted Vendor List" for a period of thirty-six (36) months from the date that person or affiliate was placed on the "Convicted Vendor List" unless that person or affiliate has been removed from the list. By signing and submitting the RFP NO: **15-1505200-01** proposal forms, Proposer attests that they have not been placed on the “Convicted Vendor List”.

1.26 ORDINANCES, RESOLUTIONS AND/OR ADMINISTRATIVE ORDERS:

To request a copy of any ordinance, resolution and/or administrative order cited in this Bid, the Bidder must contact the Office of the **City Clerk at (305) 688-4611**.

1.27 DISCLOSURE AFFIDAVIT:

The City of Opa-locka Disclosure Affidavit is included in Form A-2. It must be completed and attached to every bid.

1.28 CODE OF ETHICS:

If any Proposer violates or is a party to a violation of the code of ethics of the City of Opa-locka or the State of Florida with respect to this proposal, such Proposer may be disqualified from performing the work described in this proposal or from furnishing the goods or services for which the proposal is submitted and shall be further disqualified from submitting any future proposals for work, goods or services for the City of Opa-locka.

1.29 RECAP OF BID SUBMISSION REQUIREMENTS:

The following is a recap of the minimum bid submission requirements. Other items may be required, depending on circumstances, as explained in this solicitation.

- a. Compliance with Bid Submission requirements (Section 1.4)
- b. Completed Surplus Property Bid Form where each row is completed with either a bid amount or a ✓ indicating no bid is placed for that property.
- c. Surplus Property Bid Narrative Statement for each property for which a bid amount is made.
- d. Completed Certification Form
- e. Bid Deposit (Section 1.9)
- f. Disclosure Affidavit (Form A-2)
- g. A completed IRS W-9 form will be required from the successful bidder.

2.1 BID AMOUNTS:

The property will not be sold for less than the minimum bid amount referenced in section 1.1. The bids shall not be for portions of a property or individual lots. The County reserves the right to reject all bids and re-advertise for new bids.

2.2 BID TERMS:

- **Bids must be received in the form specified, and with the deposit specified.**
- **All sales are as-is, and no financing terms are offered.**
- **There will be no contract entered into.**
- **This bid solicitation, the accepted bid and bid award shall constitute the entire agreement, if any, between the parties.**
- **Bidders should investigate all matters prior to submitting bids, physical condition of the property, building code regulations and all other matters of concern to bidders.**

Conveyance to the successful bidder shall be in the name submitted in the bid. Bids may not be assigned. The purchaser shall pay all documentary and surtaxes, and all recording fees.

2.3 REAL ESTATE BROKERS:

It is City policy not to employ or compensate real estate brokers. Bidders may employ and compensate brokers. Brokers may be considered lobbyists, and should register per Section 1.17 if their activities try to influence City employees or elected officials.

2.4 TITLE:

A County Deed will be issued at closing. Pursuant to Florida Statute 125.411 all deeds of conveyance by the City or its City Commission shall convey only the interest of the City and such Board in the property covered thereby, and shall not be deemed to warrant the title or to represent any state of facts concerning the same. **Potential bidders are encouraged to conduct their own due diligence prior to submitting a bid.**

2.5 CLOSING:

Closing will be done by exchanging a County Deed for the balance of the purchase price. The closing shall take place in Miami-Dade County, at a location agreed to by the City and the successful bidder. If the bidder is obtaining mortgage financing, the City will cooperate with the intended mortgagee as to the timing and location of the closing. However, the sale is **not subject** to the successful bidder obtaining financing

2.6 EVALUATION AND AWARD OF BIDS:

Following the opening of the bid packages, the bids will be recorded and reviewed for compliance with the bid terms. Any minor deviation from the bid terms may be waived by the Purchasing Agent. The City shall award bids on the basis:

1. Highest responsive bid, where the bid meets or exceeds the minimum bid amount, received.
2. Surplus property narrative statement, including timeline.

Form A-2
DISCLOSURE AFFIDAVIT

I _____ being first duly sworn, state:

1. The full legal name, address * and ownership interest, however small or minimal, in the subject real property described in the attached Exhibit, of the person or entity contracting or transacting business with City of Opa-locka are:

2. If the contract or business transaction is with a corporation, the full legal name, business address*and ownership interest in the subject real property shall be provided for each officer and director and each stockholder who holds directly or indirectly any portion of the corporation's stock. If the contract or business transaction is with a partnership, the full legal name, business address* and ownership interest in the subject real property shall be provided for each partner. If the contract or business transaction is with a trust, the full legal name, address* and ownership interest in the subject real property shall be provided for each trustee and each beneficiary. All such names, addresses and ownership interest are:

3. The full legal name, address and ownership interest in the subject property of any other individual (other than subcontractors, materialmen, suppliers, laborers, or lenders) who have, or will have, any interest (legal, equitable beneficial or otherwise) in the contract or business transaction with the City of Opa-locka are:

Date: _____, 2015

Sworn to and subscribed before me
this _____ day of _____, 2015

Notary Public, State of Florida

Print Name of Affiant

Signature of Affiant

*Post Office Box address not acceptable.
Use separate attached pages if necessary.