



City of Sanford Florida – Purchasing Division

300 N. Park Avenue (P.O. Box 1788) Sanford, Florida 32771
Phone: 407.688.5028 FAX: 407.688.5021 email: purchasing@sanfordfl.gov

REQUEST FOR PROPOSALS (RFP) Date Issued: 05-18-2015

SOLICITATION TITLE		REQUEST FOR PROPOSALS TO PURCHASE HISTORIC REAL ESTATE LOCATED AT 113 S. PALMETTO AVE., SANFORD, FLORIDA	
SOLICITATION NUMBER RFP 14/15-12		RESPONSE DUE: OPENING DATE & TIME 07-30-2015 at 2:00 P.M.	
Deliver Responses to 300 N Park Avenue (City Hall) Room- 236 (second floor)		Response Opening Location 300 N Park Avenue (City Hall) Room 117 (City Commission Chambers)	
THERE WILL BE A NON-MANDATORY PRE-PROPOSAL CONFERENCE		DATE and TIME OF CONFERENCE June 11, 2015 at 10:00 a.m. AT: 113 S Palmetto Avenue, Sanford, Florida	
Note: The indicated pre-proposal conference being non-mandatory enables the submission of a proposal without having attended the pre-proposal conference. It is noted that the City will not conduct another such meeting either with a group or an individual relative to the solicitation identified herein.			
INSTRUCTIONS, SUBMISSION DOCUMENTS, ADDENDA AS IT OCCURS, ETC. MAY BE OBTAINED AT: WWW.MYVENDORLINK.COM		GENERAL INFORMATION ABOUT CITY OF SANFORD PURCHASING: WWW.SANFORDFL.GOV/INDEX.ASPX?PAGE=881	
Blackout Period/Cone of Silence applies: 05-01-15 thru 08-25-15	ADA Assistance Call: 407.688.5025 48 hours in advance	RFI's and/or Questions must be directed to: purchasing@sanfordfl.gov 407.688.5030 Fax: 407.688.5021	

The City hereby requests proposals from interested parties to purchase the identified historical property located on Palmetto Avenue, Sanford, Florida who will actively pursue rehabilitation of the property within the framework of objectives, requirements and compliances identified by the City to meet desired historical restoration requirements relevant to the property.

www.myvendorlink.com is the official solicitation posting site for the City. Information, applicable forms, documents, specifications, instructions, etc. are available at no cost to all interested parties for review, downloading and printing at this site. Also, information regarding addenda, responses to RFI's, plan-holder lists, evaluation results, etc. are posted on this site. Electronic notification is provided to registered plan-holders as related to each specific solicitation.

A Cone of Silence/Black-out-period applies to this solicitation: Attempts to contact City Commission members, members of the Evaluation and Selection Committee or any other City official and/or employee other than through the City of Sanford Purchasing Manager during this procurement process shall not be allowed. Any attempts to contact, fraternize, or influence personnel indicated above may result in disqualification of the offending party or firm.

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GENERAL CONDITIONS AND INSTRUCTIONS

1. The City reserves the following rights:

A. RESERVED

B. To reject any and all bids/proposals either in part or in their entirety, to waive informalities, to enter into negotiations with respondents in the order of ranking if the requested submissions are proposals or statements of qualifications and to effect an award or to make no award as deemed to be in the best interests of the City.

C. RESERVED

D. RESERVED

E. To declare any Offeror ineligible at any time during the solicitation process where developments arise which adversely affect the Offeror's responsibility.

F. To conduct any investigation and consider any evidence relevant to the qualifications and capabilities of the Offeror to perform the work contemplated.

G. This solicitation shall be included and incorporated, by this reference, in the final contract or purchase order. The order of precedence will be the contract including the signatures of the parties and/or the purchase order, this proposal document and the response

2. PREPARATION OF RESPONSE(S)

A. Proposers are expected to examine this Solicitation form, attached drawings, specifications, if any and all instructions. Failure to examine all documents provided with this document or at the pre-submission conference will be at the Proposer's risk. Proposers are responsible to make all necessary investigations to inform themselves thoroughly as to all difficulties involved in the completion of all work required pursuant to the mandates and requirements of this solicitation package. No plea of ignorance or difficulties that may hereafter exist, or of conditions or difficulties that may be encountered in the execution of the work pursuant to this solicitation package. Any exceptions or deviations to the solicitation documents shall be resolved against the Offeror and may result in negating the associated Proposal.

B. All submissions must be signed with the firm name and by a responsible officer or employee. Obligations assumed by such signature must be fulfilled. Responses shall be enclosed in sealed envelopes, with the Submission Transmittal Form and other required forms, addressed to the office specified in the Invitation with the name and address of the Proposer/Bidder, the date and hour of opening, and the Invitation Number on the face of the envelope. Responses received after the stated time and date will be returned to the sender unopened. Facsimile or Telegraphic Responses will not be accepted.

C. Each Proposer shall furnish the information required on the Submission Form and each accompanying sheet thereof on which he makes an entry. **Proposals must be submitted using the form provided or as instructed and shall include all attachments indicated. Failure to include the required forms, correctly completed, may disqualify your submission.**

D. All costs associated with preparation and submission of the proposal(s) and any other information shall be borne entirely by the Proposer/Offeror.

E. Questions: Any Offeror who is in doubt as to the true meaning of any part of the Solicitation Documents, or finds a discrepancy or omission therein, is to contact F. William Smith, Purchasing Manager using the RFI process for an interpretation or correction which shall be provided to all plan-holders as an addendum to the request. **Only interpretation, instructions or correction(s) given, in writing, by the Purchasing Manager will be recognized by the City and binding.**

(1). To enable timely issuance of addenda, questions, requests for clarification or correction must be submitted no less than seven (7) days prior to the indicated opening date.

(2). **NOTE: To ensure that your submission is responsive, you are urged to request clarification or guidance on any issues involving this solicitation prior to its submission. Please note that failure to provide the requested information on the forms using the format requested may render your proposal/proposal non-responsive.**

F. The accuracy and reliability of all data, analysis, information, statements and opinions associated with this solicitation are the responsibility of and must be verified by the Proposer. The Proposer is hereby instructed to base any offer on his or her own investigation and conclusions regarding the property and associated condition, analysis, projections, off site issues which affect the property, restoration requirements, etc.

3. ANTI-DISCRIMINATION STATEMENT

The City of Sanford is committed to assuring equal opportunity in the award of contracts and, therefore, complies with all Federal, State, and Local Laws prohibiting discrimination on the basis of race, color, religion, national origin, handicap, age and gender.

4. CHANGES AND ADDENDA

Plan holders who registered and downloaded the solicitation Documents from the City's internet posting site for solicitations will be notified regarding all Addenda. Receipt of each Addendum shall be acknowledged in the Submission Form; failure to do so may subject the Proposer to disqualification. It shall be the Proposer's responsibility to ensure that they have received all Addenda prior to the opening date.

5. CERTIFICATE OF INDEPENDENT PRICE SUBMITTED

By submission of this response, the Offeror certifies, and in the case of a Joint Proposal, each party thereto certifies as to its own organization, that in connection with this procurement:

A. The offer presented by this Submission was:

- (1). arrived at independently,
- (2). has not been knowingly disclosed directly or indirectly to any other Competitor
- (3). no attempt has been made or will be made by the Proposer to induce any other person or firm to submit a Proposal purpose of restricting competition.

6. TESTING AND INSPECTION

The City of Sanford reserves the right to conduct any test/inspection it may deem advisable to assure goods and services conform to the specifications.

7. WITHDRAWAL OF RESPONSE(S)

Responses cannot be altered or withdrawn after the stipulated opening date and time and prior to the end of the stipulated consideration time frame without placing the Offeror in default.

8. ANTITRUST

By entering into a contract, the contractor conveys, sells, assigns, and transfers to The City all rights, title and interest in and to all causes of action it may now have or hereafter acquire under the antitrust laws of the United States and the State of Florida, relating to the particular goods or services purchased or acquired by the City under said contract.

9. RESERVED

10. ASSIGNMENT OF CONTRACT

A contract shall not be assignable by the contractor in whole or in part without the written consent of the City of Sanford.

11. DEFAULT

As a result of Submissions received under this Invitation, the award of the Contract may be based, in whole or in part, on delivery/completion and/or specific another specification factor when so indicated. Accordingly, should the Offeror not meet the indicated factor set forth in the specifications or should the Proposer fail to perform any of the other provisions of the specifications and/or related contract(s), the City may declare the Offeror in default and terminate the whole or any part of the Contract.

A. Upon declaring the Proposer/Bidder in default and terminating the Contract in whole or in part, the City may procure and/or cause to be delivered the equipment, supplies, performance or materials specified, or any substitutions thereof, and the Proposer shall be liable to the City for any excess costs resulting there from.

B. In the event the Proposer has been declared in default of a portion of the Contract, the Proposer shall continue the Contract to the extent not terminated under the provisions of this paragraph.

C. Where the Proposer fails to comply with any of the specifications, the City may, at its discretion, provide the Proposer with written notification of its intention to terminate for default unless prescribed deficiencies are corrected within a specified period of time. Such notification shall not constitute a waiver of any of the City's rights and remedies hereunder.

12. FAILURE TO ENFORCE

On the part of the City shall in no way be construed or interpreted as a waiver of any of the City's rights and remedies.

13. CITY'S RIGHT COMPLETE OR TERMINATE CONTRACT

If the Contractor shall neglect to prosecute the work properly, or fail to perform any provision of this Contract, the City, after seven (7) days written notice to the Contractor, may without prejudice to any other remedy he may have, make good such deficiencies and may deduct the cost thereof from the payment then or thereafter due to the Contractor; provided, however, that the recognized Authority of the City shall approve both such action and the amount charged to the Contractor.

14. TAXES

The City is exempt from state and local sales tax. The City, has the following tax exemption certificates assigned:

A. Certificate of Registry #59-6000425 under Chapter 32 for tax-free transactions, Internal Revenue Codes.

B. Florida Sales & Use Tax Exemption Certificate #85-8012621681C-8

15. PERFORMANCE TIME IS OF THE ESSENCE

A. In the delivery of response to this solicitation and any other required information or documentation.

B. In the performance of the contract, and failure to perform in accordance with the delivery deadline(s) set forth in the specifications.

16. USE OF TRADE NAMES

Specifications used are intended to be open and non-restrictive. Except where indicated, "NO SUBSTITUTES," any reference to brand name or number shall not be construed as restricting to that manufacturer, but is used as a minimum standard of quality. However, any deviation between brand offered and brand specified shall be clearly identified and defined.

17. PATENT INDEMNIFICATION

Except as otherwise provided, the successful Proposer agrees to indemnify the City and its officers, agents and employees against liability, including costs and expenses for infringement upon any letters of patent of the United States arising out of the performance of any contract resulting from this solicitation.

18. WARRANTY

The contractor agrees that the goods or services furnished under any award resulting from this solicitation shall be covered by the most favorable commercial warranties the contractor gives any customer for such goods or services and that the rights and remedies provided therein are in addition to and do not limit those available to the City by any other clause of this solicitation. A copy of this warranty and all applicable manufacturer's warranties shall be furnished with the response.

19. BONDS AND INSURANCE

All Bonds and insurance required to be provided and maintained by the Contractor shall be obtained from surety or insurance companies that are duly licensed or authorized in the State of Florida. to issue Bonds or insurance policies for the limits and coverage so required.

A. The Bonding and insurance required must be "in-place" before commencement of work.

B. Indemnification: To the fullest extent permitted by law, the Contractor will indemnify and hold harmless the City of Sanford from and against all claims, damages, losses, and expenses, including reasonable attorney's fees, arising out of or resulting from the performance of their operations under this contract.

20. HOURS THE CITY WILL ACCEPT DELIVERIES

Monday through Thursday, except for holidays, 8:00 a.m. to 4:00 p.m.

21. ADDITIONAL DELIVERY INFORMATION

The City of Sanford will assume responsibility only for items actually ordered by a City of Sanford purchase order with that number identified on the outside of the package(s) being delivered.

22. EXTENSION

Any contract resulting from this solicitation may be renewed in increments of one (1) year upon agreement of both the City and the Contractor. Providing that the pricing, terms and conditions remain unchanged unless a provision of the award

document provided a basis and formula for any changes. Also, any changes which extend the duration of the contract beyond a total of 36 months must be approved by the Sanford City Commission.

23. NEW-UNUSED CONDITION

The Bidder/Proposer represents that the article(s) to be furnished under this Invitation is (are) new and unused (unless specifically so stated) and that the quality has not deteriorated so as to impair its usefulness.

24. RESERVED

25. FREIGHT AND SHIPPING CHARGES

Freight or any charges associated with the delivery of Proposed or bid product or service shall be included in the submitted prices and not listed as a separate item. All items shall be shipped F.O.B. Sanford, point of delivery to be designated at the time the actual order is placed.

26. OPERATION OF EXISTING FACILITIES

It is the responsibility of the contractor to coordinate with the City's representative with regard to continuous operation of the facility(s) affected by the work.

27. CONTRACTOR QUALIFICATIONS

A. Must be knowledgeable and experienced with this type of project.

B. Must possess the required licensing and insurance.

C. All work must be performed under the direction of a qualified Supervisor, and in accordance with accepted industrial practices relevant to the work to be performed.

D. Must comply with all Federal, State & Local Ordinances & Codes.

E. Must have the ability to perform all work in a professional manner using skilled tradesmen and carried out in such a way as to minimize any inconvenience to the City or its citizens.

28. CONTRACTOR RESPONSIBILITIES

The Contractor shall provide all necessary and qualified manpower, materials, tools and equipment needed to complete this project.

29. GOVERNING LAW AND VENUE

This solicitation and any resultant contract(s), including purchase orders, shall be governed by the Laws of the State of Florida and the Purchasing Policy of the City. In the event of any litigation, the venue shall be of the Eighteenth Judicial Circuit in and for Seminole County, Florida.

30. APPLICABLE INTERNET BASED DOCUMENTS

By this reference the items listed below are hereby understood to be incorporated into the solicitation documents as if physically attached and fully set forth therein verbatim. A sample of the standard contract used by the City and terms and conditions applicable to City issued purchase orders. This information is available at:

A. PO Terms and Conditions:

<http://www.sanfordfl.gov/index.aspx?page=879>

B. Contract and terms and conditions:

<http://www.sanfordfl.gov/index.aspx?page=883>

C. Applicable Insurance Requirements:

<http://www.sanfordfl.gov/index.aspx?page=877>

D. Solicitation documents, Tabulations, addenda, notices applicable to submissions will be posted in the section from which the solicitation was downloaded:

<http://www.myvedorlink.com>

E. Applicable forms by number are listed on the response submission sheet:

<http://www.sanfordfl.gov/index.aspx?page=877>

31. AGENT, REPRESENTATIVE OR FACILITATOR FOR THE CITY OF SANFORD

Any offer for the purchase and sale of the real property identified herein tendered by any real estate broker, real estate agent, attorney or any other person shall not be deemed to be an agent, representative, or facilitator acting on behalf of the City of Sanford. Neither will the City be responsible for any commission or fees for representation unless specifically and expressly previously agreed upon by the City. The City may elect to enter such an agreement, but shall not be bound to do so. This provision shall not be interpreted as prohibiting real estate broker, real estate agent, attorney or any other person from obtaining compensation from the purchaser or developer with regard to the transaction with the City.

INTRODUCTION:

The City, Sanford, Florida, hereby requests proposals from Developer(s) to purchase and redevelop the historical site and building, a 19th century “jail” building, located at 113 S. Palmetto Avenue, Sanford, Florida. The site is strategically located in the Downtown Commercial Historic District. It is noted that ground floor use of the restored building must be for retail operations.

NOTE: A minimum proposal amount is in the amount of \$53,000.— has been established. It is noted that the City will consider development proposals that provide other substantial economic benefits to the City.

BACKGROUND:

Sanford is the county seat of Seminole County and is strategically located along the 1-4 corridor just minutes from Orlando, the Orlando International Airport and the Orlando-Sanford International Airport. Major access roads, in addition to 1-4 include the Seminole County Greenway (FL 417), U.S. 17/92 and CR 46.

Downtown Sanford's economic health is evidenced by the over \$145 million in public and private development projects completed or now under construction, including 1ST Street Streetscape, The RiverWalk Phase I & II, North Shore Marina Improvements, Public Boat Slips, Ft. Mellon Park, Sanford Avenue Streetscape and major infrastructure improvements.

113 S. Palmetto Avenue is located in Sanford's Downtown Commercial Historic District, listed on the National Register of Historic Places. The downtown is within walking distance of Lake Monroe and the St. John's River, which has a rich turn-of-the century history as a major tourist destination for travelers from the north. It was Henry Sanford's vision that the City would be "The Gate City of South Florida." Sanford's early economic base was its citrus groves. After back-to-back freezes in the 1890s Sanford was saved from financial ruin when it was discovered that celery thrived as a cash crop. By the early 20th century Sanford became the Celery Capital of the nation was also a major agriculture region of the Southeast.

Today the area, including the historic downtown, serves as an entertainment, arts, and shopping district. The historic buildings give the area a marketing tool that no other area in the City can offer and few in the State can match. Sanford is the southern terminus for Amtrak's Auto Train, which brings passengers from the Northeast. The Orlando-Sanford International Airport, built on a former naval air station property, handles almost one million tourists annually with a high percentage from Great Britain and all of Europe.

Site

The development site is strategically located in the Downtown Commercial Historic District. It is within walking distance to the RiverWalk, Marina Island, Ft. Mellon Park, Sanford Civic Center, Sanford Museum, and the Seminole County Public Library. The site is easily accessed from 1-4, FL 417, and U.S. 17/92. The buildings contained within the site are labeled on the attached exhibit as “A1, A2, and A3”. The description of each is as follows:

The building located at 113 S. Palmetto Avenue (A1) was constructed circa 1890 by William J. Hill, the first building supply operator in Sanford. The structure is part of the City's original downtown commercial district which developed between 1886-1924. The building originally housed a blacksmith and wagon shop. From 1904 through 1913 the building was home to the

hire (Exhibit B)

Seminole County was created on April 25, 1913 by the Florida Legislature, and was named for the Seminole people who historically lived throughout the area. The county was created out of the northern region of Orange County. In 1913 the newly created county acquired the building for use as a jail. The Seminole County Jail functioned at the location until 1959. The original prison cell door and prison ledger book are on display at the Museum of Seminole County History (Exhibit C).

The building became home to the Seminole County Health Department when the jail was relocated to a different site. The building was last used as part of Sanford Dry Cleaners and has been vacant for decades (Exhibit D).

The building is brick with a decorative cornice which is not visible at this time. The brickwork had been covered with metal lath and stucco in the past (date unknown). Selective, investigative demolition conducted in 2009 revealed that removal of the stucco will likely not harm the original brick.

The building contains historical architectural details, including brick archways over windows and doors, wood double hung windows on the west façade, original entry door and transom on the west façade, and original jail bars in window openings on the exterior south wall. These architectural details are all intact and in suitable condition for restoration. Additionally, a painted advertising mural exists on the north wall. This mural is also in suitable condition for restoration. Due to the historical significance of "A2", its suitability for restoration, and unique features, building A2 must be retained and restored. It is encouraged (but not required) that the advertising mural be retained.

A2

The area delineated by "A2" on Exhibit A consists of a wall on the west side of the property and a wall on the east side of the property. A2 technically does not contain north and south walls, though it does support a roof structure. The west and east walls were constructed to remove access from an alley that ran through the site, and therefore relies on the exterior walls of the buildings to the north (A1), and to the south (121 S. Palmetto Avenue). The east and west walls are constructed of concrete block, covered with stucco on the west wall, and exposed on the east wall.

A3

The structure delineated by "A3" on Exhibit A is located adjacent to the alley and contains an entry and windows on the west wall, and an overhead garage door on the south wall. The walls are constructed of concrete block and the roof is metal.

City Vision and Desired Goals for Redevelopment of the Site

The City envisions redevelopment on this site to capitalize upon the unique history of the late 19th century "jail" building, attracting visitors and tourists to learn more about Sanford's rich history. The site will be conveyed in "as-is" condition, and is zoned SC-3, Special Commercial. The site is located on Palmetto Avenue, one block south of 1st Street. This section of Palmetto Avenue requires that ground floor use must be retail, which includes uses such as restaurants, shops, and entertainment venues. This type of use will promote exposure of the building and will

Avenue requires that ground floor use must be retail, which includes uses such as restaurants, shops, and entertainment venues. This type of use will promote exposure of the building and will contribute to the City's developing heritage tourism economy. It is important the planned use(s) and restoration of "A1" and rehabilitation/new construction at locations "A2 and A3" convey a dynamic and active atmosphere that enhances the existing historic character and urban fabric of the City's downtown and heritage.

To address this vision the proposal must, at a minimum, discuss and address the following goals and design objectives:

- Stimulate economic activity in the downtown.
- Secure a use that is compatible with existing and planned downtown uses.
- Builds and strengthens the Downtown Commercial Historic District as a pedestrian/retail/entertainment setting.
- Restore original brick façade of "A2" per Exhibit E, by removing the existing stucco wall and canopy.
- Re-installation of building plaque with historical narrative on "A2", once the original brick façade is restored.
- Rehabilitation, and/or removal of "A2" and "A3", with review/approval by the City's Historic Preservation Board, including alterations and/or new construction, if proposed.
- Integrates into the existing historic and urban character of the setting through the use of building massing, scale, detailing and materials through rehabilitation and/or new construction in areas labeled "A2" and "A3".
- Be ready for occupancy by the end of 2017
- The City will work closely and cooperatively with the successful proposer to achieve these goals and objectives.

Evaluation of Proposals

The Evaluation Committee will evaluate all responses received by the City on the basis of the criteria below and as provided herein. A determination of ranking of the proposals will be made by the Evaluation Committee based on the evaluation criteria contained herein before and after. The City shall be the sole judge of its own best interests, the submissions, discussions, presentations, and the resulting agreement. The City's decisions shall be final.

- A. Other Assessments. The City reserves the right to evaluate, prior to making an award, current financial statements and data from the Respondents, the ability to comply with required schedule, past record of integrity and past record of performance. The Evaluation Committee will evaluate each submittal against the requirements of the solicitation.
- B. The City will enter into negotiations with Respondent ranked number one in an effort to establish a contract for the identified services. If a "meetings of the minds" occurs, the process is complete. If agreement cannot be reached with the Respondent ranked number one, negotiations will be broken off and entered into with the Respondent ranked number two and so on until an agreement is reached. It is noted that once negotiations are broken off with a firm, they may not be reopened with that firm.

Evaluation: RFP 14/15-12 Property – Old Jail, 113 S Palmetto Avenue

Proposer's Name: _____

Responsiveness of Proposal		
Comprehensive, relevant and organized response to RFP, Overall thoroughness, completeness and quality of proposal.	5	
Scope and Goals		
Scope and quality of plan to achieve City of Sanford goals and objectives listed for this project Proposer's understanding of the needs and goals of the City of Sanford	20	
Compatibility With Goals and Objectives of the City		
Proposal captures and addresses urban renewal plan goals to provide a varied experience for shopping, retail, cultural, entertainment, residential and work uses. Enhances and makes the best possible use of cultural and other public facilities, resources and investments	15	
Qualifications and Ability of Proposer		
Previous projects of similar size and nature completed by proposer Credentials, qualifications, successes, accomplishments and years of experience of the Proposer and his/her staff and key personnel as presented by resumes, education, and training.	20	
Financial Resources of Proposer		
Sufficiency of the financial resources and ability of the Proposer to complete the Project	15	
Expectations		
The degree of certainty the project can be expected to proceed in accordance with the proposed schedule.	15	
References		
Character, integrity, reputation, judgment, and reputation of the firm.	10	
TOTAL POINTS	100	

Note: The City reserves the right to evaluate, prior to making an award, current financial statements and data from the applicants, the ability to comply with required schedule, past record of integrity and record of performance.

Scorer: _____

Signature: _____

Date: _____

Comments: (Add Sheet(s) if additional space is needed)

RESPONSE TRANSMITTAL FORM

PART 1 GENERAL

1.01 Description

The following Solicitation for (1) Sale of Property – Old Jail, 113 S Palmetto Avenue, RFP 14/15-12 is hereby made to (2) City of Sanford, This Response is submitted by (3)

(1) Title of Project as shown in the Invitatio/Request

(2) City of Sanford, Florida may be referred to as "City" or "Owner"

(3) Name, address, email and telephone number of Respondent (is the individual signing this submission is other than an Officer of the Company indicated above, documentation indicating the vested authority to commit the Company must be attached to this transmittal form.

1.02 The Undersigned:

A. Acknowledges receipt of:

1. Project Manual and Drawings identified within the Project Manual or specifications and submission documents as provided by the City.

2. Addenda: Number _____ Dated _____
 Number _____ Dated _____
 Number _____ Dated _____

B. Has examined requirements and details germane to the solicitation site and all related Documents and understands that in submitting his/her response, the respondent hereby waives all right to plead any misunderstanding regarding the same.

C. Agrees:

1. To hold this Response open for 90 calendar days after the opening date.

2. The undersigned, acknowledges that the City of Sanford has reserved the right to reject any submissions which are non-responsive or were submitted by a non-responsible entity.

3. The undersigned agrees to negotiate in good faith and upon agreement to enter into and execute a contract with the City.

4. To accomplish the work, deliveries or other required performance in accordance with the Contract Documents.

1.03 Bid, Pricing, Proposal shall be attached to this form.

1.04 Miscellaneous Requirements and Affirmations

A. Response must be on the Form(s) provided or as directed by the City.

Submission Response package shall include one complete set of original documents and one thumb drive or disc which contains the entire response in pdf format.

B. I have attached the following fully executed forms to this Bid as required:

1. Non Collusion Affidavit
2. Respondents Business Information Affidavit

1.05 SUBMITTED, signed and sealed this _____ day of _____, _____.

Respondent

By (Signature) Date

Printed Name and Title

Business Address

City State Zip Code

(CORPORATE SEAL)

Telephone No. Facsimile No.

ATTEST:

By (Signature) Date

Printed Name and Title

MARK THE EXTERIOR OF ENVELOPE CONTAINING YOUR BID RESPONSE:

YOUR COMPANY NAME & ADDRESS AS THE RETURN ADDRESS

ADDRESS OR DELIVER TO:

William Smith, Purchasing Manager

Physical Delivery Address: 300 N. Park Ave., Room 236, Sanford, FL 32771

Mailing Address: P.O. Box 1788, Sanford, FL 32772

IN LOWER LEFT CORNER OF ENVELOPE, PROVIDE THE FOLLOWING:

Solicitation Number and Title: RFP 14/15-12 Old Jail, 113 S Palmetto

Opening Date: January 22, 2015 Open Time: 2:00 pm

NON COLLUSION AFFIDAVIT

The undersigned, by signing this document hereby certifies that the company named below hereby is or does:

1. States that the entity named below and the individual signing this document has submitted the attached bid or proposal:
2. He is fully informed respecting the preparation and contents of the attached proposal and of all pertinent circumstances respecting such proposal;
3. Said bid or proposal is genuine and is not a collusive or sham bid or proposal;
4. Neither the said bidder or proposer nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other bidder, proposer, firm or person to submit a collusive or sham bid or proposal in connection with the Contract for which the attached bid or proposal has been submitted or to refrain from bidding or proposing in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communications or conference with any other bidder, proposer, firm or person to fix the price or prices in the attached bid or proposal or of any other bidder or proposer, or to fix any overhead, profit or cost element of the bid or proposal price or the bid or proposal price of any other bidder or proposer, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the City of Sanford or any person interested in the proposed Contract.
5. The price or prices quoted in the attached bid or proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the bidder or proposer or any of its agents, representatives, owners, employees, or parties in interest, including the individual signing this document.

Bidder

Signature of Authorized Representative (Affiant) Date

Printed or Typed Name and Title of Authorized Representative (Affiant)

COUNTY OF _____ STATE OF FLORIDA

On this _____ day of _____, 20 _____, before me, the undersigned Notary Public of the State of Florida, personally appeared _____ whose name(s) is/are subscribed to the within instrument, and he/she/they acknowledge that he/she/they executed it. WITNESS my hand and official seal. He/She is personally known to me or has produced _____, as identification.

(Notary Public in and for the County and State Aforementioned)
SEAL My commission expires: _____

END OF SECTION

Respondents Business Information Affidavit

1. State the true, exact, correct and complete name of the company, __sole proprietorship, __partnership, __corporation, __trade or fictitious name under which you do business and the address of the principal place of business:

The correct name of the Company is: _____

- a. FEI/EIN Number: _____
- b. Trade Mark Name: _____

2. If Offeror is a corporation, answer the following:

- a. Date of Incorporation: _____
- b. State of Incorporation: _____
- c. President's Name: _____
- d. Vice President's Name: _____
- e. Secretary's Name: _____
- f. Treasurer's Name: _____
- g. Name and address of Resident (Florida) Agent: _____

3. If Offeror is an individual proprietorship or a partnership, answer the following:

- a. Date of Organization: _____
- b. Name, Address and Ownership Units of all Partners: _____

- c. State whether general or limited partnership: _____

4. If Offeror is other than a sole proprietorship, corporation or partnership, describe the organization and give the name and address of principals: _____

5. If Offeror or company is an operation under a fictitious name, submit evidence of compliance with the Florida Fictitious Name Statute.
6. How many years has your organization been in business under its present business name? _____
7. Indicate registration, license number or certificate numbers for the businesses or professions which are the subject of the Proposal/Bid. Please attach certificate of competency and state registration.

9. State the names, telephone numbers and last known addresses of three (3) owners, individuals or representative of owners with the most knowledge of work which you have performed or goods you have provided, and to which you refer (government owners are preferred as references).

(name)	(address)	(phone number)
(name)	(address)	(phone number)
(name)	(address)	(phone number)

THE OFFEROR ACKNOWLEDGES AND UNDERSTANDS THAT THE INFORMATION CONTAINED IN RESPONSE TO THIS QUALIFICATIONS STATEMENT SHALL BE RELIED UPON BY THE CITY IN AWARDING THE CONTRACT AND SUCH INFORMATION IS WARRANTED BY OFFEROR TO BE TRUE. THE DISCOVERY OF ANY OMISSION OR MISSTATEMENT THAT MATERIALLY AFFECTS THE OFFEROR'S QUALIFICATIONS TO PERFORM UNDER THE CONTRACT SHALL CAUSE THE CITY TO REJECT THE BID OR PROPOSAL, AND IF AFTER THE AWARD TO CANCEL AND TERMINATE THE AWARD AND/OR CONTRACT.

Signature of Affiant	Date
Typed or Printed Name of Affiant	Title

State of Florida, County of _____, On this _____ day of _____, _____, before me, the undersigned Notary Public of the State of Florida, personally appeared

_____ and _____
(Name(s) of individuals who appeared before notary)

whose name(s) is/are Subscribed to the within instrument, and he/she/they acknowledge that he/she/they executed it.

WITNESS my hand

and official seal.

NOTARY PUBLIC, STATE OF FLORIDA

NOTARY PUBLIC
SEAL OF OFFICE:

(Name of Notary Public: Print, Stamp, or Type as Commissioned.)

Personally known to me, or Produced identification: _____
(Type of Identification Produced)

DID take an oath, or DID NOT take an oath.

END OF SECTION

**REQUEST FOR INFORMATION (RFI)
City of Sanford, Florida**

There will be no response to RFI's submitted 7 days or less from opening date. Response to an RFI may be provided via addendum or directly in the Q and A section on the VendorLink Site as relevant to this specific solicitation. It is noted, that the preferred process to submit questions is www.myvendorlink.com RFI's submitted directly shall be emailed to : purchasing@sanfordfl.gov

Date:

RFI No:

Solicitation Name and Number: RFP 14/15-12 Sale of S. Palmetto Ave.

Name of Firm Submitting RFI:

Address:

Name of Individual Submitting RFI:

Phone and Email Information

Question or issue (please be specific):