INVITATION TO BID
No. ISD-16-03
SALE OF COUNTY- OWNED SURPLUS PROPERTY
FOLIO NUMBER:
10-7917-001-0580
SW 157AVENUE AND SW 323 STREET
HOMESTEAD, FL

ISSUING DEPARTMENT:
INTERNAL SERVICES DEPARTMENT

BIDS ARE DUE NO LATER THAN
June 24 2016 at 2:00 PM (Local Time)
at
CLERK OF THE BOARD
STEPHEN P. CLARK CENTER
111 NW 1st STREET, 17TH FLOOR, SUITE 202
MIAMI, FLORIDA 33128-1983

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

MIAMI-DADE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE BASED ON AGE, GENDER, RACE OR DISABILITY.

COPIES OF ALL OFFICIAL COUNTY DOCUMENTS CAN BE OBTAINED AT THE OFFICE OF THE CLERK OF THE BOARD

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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 County as a result of this Solicitation.

b) The word “County” to mean Miami-Dade County, a political subdivision of the State of Florida.

c) The words “Department” or “ISD” shall mean Miami-Dade County Internal Services Department, a County 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 (ITB), and all associated addenda and attachments.

REQUEST FOR BIDS OVERVIEW AND BID PROCEDURES

1.1 INTRODUCTION / PROPERTY DESCRIPTION:

The Internal Services Department is requesting bids via sealed bid auction from one or more individual(s), group(s), company(ies) or any other entity(ies) legally capable of holding title to real estate, hereinafter referred to as the Bidder(s), to purchase, **as-is,** the following property:

LEGAL DESCRIPTION:

10-7917-001-0580
Lot 28 in Block 4 of MIAMI LAND AND DEVELOPMENT COMPANY'S SUBDIVISION, in Section 17, Township 57 South, Range 39 East, Miami-Dade County, Florida, according to the plat thereof recorded in Plat Book 5 at Page 10 of the Public Records of Miami-Dade County, Florida LESS that portion of said lot 28 lying within the east 40 feet of the SE ¼ of said Section 17.

LOCATION: **SW 157 AVE. & SW 323 ST., HOMESTEAD**

PROPERTY SIZE: **10 Acres**

COMMISSION DISTRICT: **8**

ZONING: **G (General)**

IMPROVEMENTS: **None**

MINIMUM BID AMOUNT: **$550,000.00**

The property information in this Bid Solicitation is believed to be correct, but is not warranted in any manner. **Bidders should verify factual items they deem relevant prior to bidding.**

1.2 BID TIMETABLE:

The anticipated schedule for this Bid is as follows:

Bid Request available for distribution:	**Thursday, May 27, 2016**
Pre-Bid Conference:	**Friday, June 3, 2016**
Deadline for receipt of questions:	**Wednesday, June 8, 2016**
Deadline for receipt of bids:	**Friday, June 24, 2016 at 2:00 PM** ("Bid Due Date") (Local Time) at Clerk of the Board Stephen P. Clark Center 111 NW 1st Street, 17th Floor, Suite 202 Miami, FL 33128-1983
Bid Opening Date:	Immediately after deadline for receipt of bids.
Closing Date:	Within forty-five (45) calendar days of the Bid opening date.

1.3 BID SOLICITATION AVAILABILITY:

Copies of this solicitation package can be obtained from the Real Estate Section of Internal Services Department, 111 NW 1st Street, Suite 2460, Miami, FL 33128-1989 or may be downloaded from the County's web site (http://www.miamidade.gov/realestate/properties-for-sale.asp) at no cost. To request the bid package through the United States Postal Service, mail your request with the following information: the bid No., the name of the prospective bidder, complete address to be mailed to, and telephone and fax numbers. Bidders who obtain copies of this Solicitation from sources other than as explained above risk the potential of not receiving addenda; since their names will not be included on the list of firms participating in the process for this particular Bid. Such Bidders are solely responsible for those risks **(see Section 1.8)**

1.4 BID SUBMISSION:

All bids must be submitted, in duplicate, on the attached Bid Form A-1. The bid must identify the bidder, state the bid price, and identify the parcel which is being sold. No "subject to" contingencies may be added to any bid. Each bid must state the number of addenda received, or state that the bidder waives the requirement that their bid could be rejected due to the lack of such statement. The bid for the property must be in a sealed envelope, which should also contain the bid deposit, state on the outside the Bidder's name, address, telephone number, the property folio numbers, and Bid Due Date. Please deliver the sealed envelope to:

Clerk of the Board
Stephen P. Clark Center
111 NW 1st Street, 17th Floor, Suite 202
Miami, FL 33128-1983

Hand-carried bids may be delivered to the above address **ONLY** between the hours of 8:30 a.m. and 4:30 p.m., Mondays through Fridays, excluding holidays observed by the County. Bidders are responsible for informing any commercial delivery service, if used, of all delivery requirements and for ensuring that the required address information appears on the outer wrapper or envelope used by such service. The bid must be signed by the Bidder, or a party who is legally authorized to submit the bid, and must have attached the completed forms as specified herein. The submittal of a bid by a Bidder will be considered by the County as constituting an offer by the Bidder to purchase the property specified at the stated price.

1.5 PRE-BID CONFERENCE:

A pre-bid conference has been scheduled from 2:00-3:00 PM on June 3, 2016. The conference will take place at Stephen P. Clark Center 111 NW 1 Street, Suite 2460. Attendance is recommended but not mandatory. Bidders are requested to inform the contact person listed in section 1.6 of the number of persons expected to attend, no later than 24 hours before the scheduled date. Bidder is encouraged to submit any questions in writing to the Bid contact person (see Section 1.6) in advance of the pre-bid conference.

1.6 CONE OF SILENCE/CONTACT PERSON:

Proposers are hereby advised that this Bid is subject to the "Cone of Silence," in accordance with Ordinance 98-106. From the time of advertising until the County Manager issues a recommendation, there is a prohibition on communication with the county's professional staff. The ordinance does not apply to oral communications at pre-proposal conferences, public presentations made to the Board of County Commissioners during any duly noticed public meeting, or communications in writing at any time with any county employee, official, or member of the Board of County Commissioners unless specifically prohibited herein. A copy of all written communications must be filed with the Clerk of the Board, at the address as listed in Section 1.4 herein. Among other penalties, violation of these provisions by any particular bidder shall render any Bid award to said bidder voidable.

The contact person for this Bid is Carmen O. Gomez, Real Estate Officer with the Internal Services Department Real Estate Section. Explanations desired by Bidder(s) regarding the meaning or interpretation of this Bid must be requested in writing, by mail, fax (305) 375-1125 or e-mail (cogomez@miamidade.gov), with a copy to the Clerk of the Board. The Clerk copies may be mailed, hand delivered or faxed to (305) 375-2484, and must include a reference to the bid number, the folio number and the address of the property that the inquiry pertains to. Replies will be in writing, and sent via mail, fax or e-mail (as specified in the request by a bidder). Replies to all questions will be sent to all parties that have requested a copy of this Bid Solicitation, per Section 1.3 herein.

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 contact person.

1.8 ADDITIONAL INFORMATION/ADDENDA:

Questions or clarifications must be made in writing and received as specified in Section 1.5 no later than the deadline for receipt of questions specified in the Bid Timetable **(see Section 1.2)**. The request must contain the Bid number, Bidder's name, address, phone number, e-mail and/or facsimile number, plus the desired method of reply.

The County will issue responses to inquiries and any other corrections or amendments it deems necessary in written addenda issued prior to the Bid Due Date. Bidders should not rely on any representations, statements or explanations other than those made in this Bid or in any written addendum to this Bid. Where there appears to be a conflict between the Bid and any addenda issued, the last addendum issued shall prevail.

It is the Bidder's responsibility to assure receipt of all addenda. The Bidder should verify with the designated contact person prior to submitting a bid that all addenda have been received. Bidders are required to acknowledge the number of addenda received as part of their bid, or waive this requirement as part of their bid.

Proposers who obtain copies of this Bid Solicitation from sources other than the County's ISD Real Estate Management Section, <u>risk the potential of not receiving addenda</u>, since their names will not be included on the Bidder List for that particular Bid. Such bidders are solely responsible for those risks.

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 Board of County Commissioners, Miami-Dade County, 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 Miami-Dade County. The Deposits will be held by the County 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 County as liquidated damages to compensate the County 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:

Bids shall be irrevocable until the bid is awarded, unless the bid is withdrawn. A bid may be withdrawn in writing only, if addressed to and received by the County contact person **(see Section 1.5)** for this bid, prior to the bid Due Date. Any request to withdraw a bid must be mailed "CERTIFIED MAIL". After the Bid Opening, bids may be withdrawn only if closing has not occurred within 180 days of Bid Opening, bidder is not in default, and bidder has not filed a bid protest, except as noted in Section 2.6.

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 County may, at its sole and absolute discretion, reject any bids that are not submitted in accordance with the terms in this Bid Solicitation. The County 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 County, 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 County does not anticipate that oral presentations will be required of bidders.

1.17 LOBBYIST REGISTRATION AFFIDAVIT:

Bidders are advised that in accordance with Section 2-11.1(s) of the Code of Miami-Dade County, lobbyists must register with the Clerk of the Board. 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 Chapter 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 County shall award bids on the basis of the highest responsive bid received.

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 CRIMINAL CONVICTION:

Pursuant to Miami-Dade County Ordinance No. 94-34, any individual who has been convicted of a felony during the past ten years and any corporation, partnership, joint venture or other legal entity having an officer, director, or executive who has been convicted of a felony during the past ten years shall disclose this information prior to entering into a contract with the County.

☐ Place a check here only if bidder has such conviction to disclose to comply with this requirement.

1.25 PUBLIC ENTITY CRIMES:

Pursuant to Paragraph 2(a) of Section 287.133, Florida Statutes, a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid and may not be awarded a bid in excess of the threshold amount provided in Section 287.017 for CATEGORY TWO ($10,000) for a period of thirty-six (36) months from the date of being 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 **Clerk of the Board at (305) 375-5126.**

1.27 MIAMI-DADE COUNTY DISCLOSURE AFFIDAVIT:

The Miami-Dade County Disclosure Affidavit is included in Form A-2. It must be completed and attached to every bid.

1.28 CONFLICT OF INTEREST AND CODE OF ETHICS:

No person included in the terms defined in 2-11.1(b)(1) through (6) and (9) of the Code of Miami-Dade County shall enter into any contract or transact any business in which he or a member of his immediate family has a financial interest, direct or indirect, with Miami Dade County. Any such contract, agreement or business engagement entered in violation of the Conflict of Interest and Code of Ethics Ordinance shall render the transaction voidable. Willful violation of this subsection shall constitute malfeasance in office and shall effect forfeiture of office or position.

County Ordinance No. 00-1, amending Section 2.11 (c) of the Code of Miami Dade County, provides a limited exclusion from the foregoing prohibition on transacting business with the County for employees and their immediate family. If you which to participate in this bid, please read this Ordinance thoroughly to determine your status.

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. Bid Submission Envelope (Section 1.4)
b. Bid Form A-1
c. Bid Deposit (Sections 1.4 and 1.9)
d. Disclosure Affidavit (Form A-2)
e. W-9 form

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 County 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 County employees or elected officials.

2.4 TITLE:

A County Deed will be issued at closing. Pursuant to Florida Statute 154.411 all deeds of conveyance by the County or its Board of County Commissioners shall convey only the interest of the County 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 County and the successful bidder. If the bidder is obtaining mortgage financing, the County 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 ISD Director or designee. The highest responsive bid for each property, where the bid meets or exceeds the minimum bid amount, will be recommended for the bid award.

Form A-1

Invitation to Bid

ISD-16-03

LEGAL DESCRIPTION:

10-7917-001-0580

Lot 28 in Block 4 of MIAMI LAND AND DEVELOPMENT COMPANY'S SUBDIVISION, in Section 17, Township 57 South, Range 39 East, Miami-Dade County, Florida, according to the plat thereof recorded in Plat Book 5 at Page 10 of the Public Records of Miami-Dade County, Florida LESS that portion of said lot 28 lying within the east 40 feet of the SE ¼ of said Section 17.

LOCATION: **SW 157 AVE. & SW 323 ST., HOMESTEAD**

PROPERTY SIZE: **10 Acres**

COMMISSION DISTRICT: **8**

ZONING: **G (General)**

IMPROVEMENTS: **None**

MINIMUM BID AMOUNT: **$550,000.00**

Bidder (fill in exact name for deed): _____

Does Bidder have annual gross revenues in excess of $5,000,000.00 No_____ Yes_____
(If yes, please complete the Affirmative Action Plan/Procurement Policy Affidavit and attach a copy to this Bid in accordance with County Ordinance No. 98-30)

Address of Bidder (for mail) _____
(Street address or PO Box)
_____
(City, State, Zip code)

BID AMOUNT: **$**_____
(must be $550,000 or more)
DEPOSIT WITH BID: $_____

Deposits: 10% of bid amount in the form of **Cashier's check or certified check**, payable to Miami-Dade County. Attach to this form.

SIGNATURE OF BIDDER (required)_____
Print name and title of person signing above_____

Deed will be in the exact name as submitted, if this bid is accepted. The balance of the bid amount (bid amount less deposits) will be paid at closing. **Bidder acknowledges acceptance of all terms and conditions stated in Invitation to Bid No. ISD-15-06**
Sealed Bid envelopes, containing bid and deposit, have to be delivered by the bidding deadline to:

Miami-Dade County
Office of the Clerk of the Board
Room 17-202 (17th Floor)
111 NW 1st St
Miami, FL 33128-1983

Bids may be mailed in, or personally delivered. Attached to the Bid must be a Miami-Dade County Disclosure Affidavit.

Form A-2
MIAMI-DADE COUNTY DISCLOSURE AFFIDAVIT

(Required pursuant to Chapter 286.23 F.S. and/or Miami-Dade County Ordinance 00-4)

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 Miami-Dade County 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 Miami-Dade County are:

   _____

   _____

Date: _____, 2016

Sworn to and subscribed before me
this _____day of _____, 2016

_____
Print Name of Affiant

_____

Notary Public, State of Florida

_____

Signature of Affiant

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