



INTEROFFICE MEMORANDUM
FROM THE OFFICE OF THE
CITY MANAGER

TO : Community Redevelopment Agency Advisory Committee

FROM : Nick Mimms, P.E., Deputy City Manager *NM by ALW*

RE : **RFP No. 2015-046, Sale or Lease of Surplus Property -
505 North 7th Street**

DATE : October 2, 2015

The bid issued for the Sale or Lease of Surplus Property pertaining to 505 North 7th Street, RFP No. 2015-046, closed at 3:00 p.m. on August 20, 2015. The Salvation Army of St. Lucie County submitted a bid for this property which was received after the stated deadline at 3:02 p.m. and therefore too late for consideration. In accordance with regulations, it was returned unopened with a letter of explanation to Mr. Clyde Allen Preston.

General Conditions, Instructions and Information for Proposers are included in the documentation for each bid issued by the City of Fort Pierce which clearly state:

The proposal time must be and shall be scrupulously observed. Under no circumstances shall proposals delivered after the time specified be considered; such proposals will be returned unopened. The City will not be responsible for late deliveries or delayed mail. The time/date stamp clock located in the Purchasing Department shall serve as the official authority to determine lateness of any proposal. It is the Proposers sole responsibility to assure that his/her proposal is complete and delivered at the proper time and place of the proposal opening. Proposals, which for any reason are not so delivered, will not be considered.

Included with this memorandum are copies of: Section 1 – General Conditions, Instructions and Information for Proposers with the pertinent sections highlighted; the date and time stamp which was issued upon receipt of the bid; and a copy of the letter issued stating that the bid was received too late for consideration.

NM:aw

Attachments: Section 1 – General Conditions, Instructions and Information for Proposers
Time/date stamp from Purchasing Department for Salvation Army of SLC bid
Letter dated 8/26/15 from Purchasing Department to Clyde Allen Preston

C: Tony Barnes, Administrative Services Director
Gelencia Carter, Purchasing Manager
Georgia Montgomery, Purchasing Specialist

<p>DELIVER TO: City of Fort Pierce 100 North U.S. #1 Fort Pierce, FL 34950</p> <p>MAIL TO: City of Fort Pierce Procurement Dept. P.O. Box 1480 Fort Pierce, FL 34954-1480</p>	<p>REQUEST FOR PROPOSALS</p> <p>and</p> <p>PROPOSER ACKNOWLEDGMENT</p>
<p>Contact: Gelencia Carter, 772-467-3748</p>	<p>RFP No: 2015-046</p>
<p>Mandatory Pre-Bid Conference Date: N/A</p>	<p>RFP Title: SALE OR LEASE OF SURPLUS PROPERTY – 505 NORTH 7TH STREET</p>
<p>Mandatory Pre-Bid Location: N/A</p>	<p>RFP Opening Location: City of Ft. Pierce Procurement Dept. 100 North U.S. #1, 1st Floor Ft. Pierce, Florida 34950</p>
<p>RFP Due Date & Time: 3:00 PM, THURSDAY, AUGUST 20, 2015</p>	<p>If you need any reasonable accommodation for any type of disability in order to participate in this procurement, please contact this department as soon as possible.</p>
<p>Proposer Name: ----- Mailing Address: ----- ----- -----</p>	<p><i>I hereby certify that this proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid for the same materials, supplies or equipment, and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this bid and certify that I am authorized to sign this proposal for the proposer.</i></p> <p style="text-align: center;">X _____ Authorized Signature (Manual)</p>
<p>City, State, Zip Code:</p>	<p>Typed or Printed Name:</p>
<p>Type of Entity (Circle One): Corporation Partnership Proprietorship</p>	<p>Title:</p>
<p>Incorporated in the State of: Year:</p>	<p>Delivery in _____ days, ARO</p>
<p>Phone Number:</p>	<p>Payment Terms: Net 30 Days</p>
<p>Fax Number:</p>	<p>FEIN or SS Number:</p>
<p>E-Mail Address:</p>	<p>Local Business: __Y __N MWBE: __Y __N</p>
<p>Bid Security is attached, when required, in the amount of \$ _____ F.O.B. DESTINATION</p>	<p>If returning as a "No Bid" state reason:</p>
<p>THIS PAGE MUST BE COMPLETED AND RETURNED WITH YOUR BID</p>	

SECTION I

GENERAL CONDITIONS, INSTRUCTIONS AND INFORMATION FOR PROPOSERS

1. GENERAL INFORMATION

These documents constitute the complete set of specification requirements and proposal forms. All proposal sheets and attachments must be executed and submitted in a sealed envelope. **DO NOT INCLUDE MORE THAN ONE PROPOSAL PER ENVELOPE (CLEARLY MARK PROPOSAL AS “ORIGINAL” AND REQUESTED NUMBER OF COPIES AS “COPY” ON EACH SET ENCLOSED).** The face to the envelope shall contain Proposer’s name, return address, the date and time of proposal opening, the proposal number and title. Proposals not submitted on the enclosed Proposal Form shall be rejected. **By submitting a Proposal, the Proposer agrees to be subject to all terms and conditions specified herein. No exceptions to the terms and conditions shall be allowed.** Proposers shall submit three (3) complete sets (one [1] original and two [2] copies) of their proposal complete with all supporting documentation. **SUBMITTAL OF A PROPOSAL IN RESPONSE TO REQUEST FOR PROPOSAL CONSTITUTES AN OFFER BY THE PROPOSER.** Proposals, which do not comply with the requirements, may be rejected at the option of the City.

2. DELAYS

The City, at its sole discretion, may delay the scheduled due dates indicated above if it is to the advantage of the City to do so. The City will notify proposers of all changes in scheduled due dates by written addendum.

3. EXECUTION OF PROPOSAL

Proposal must contain a manual signature, in ink, of an authorized representative who has the legal ability to bind the Proposer in contractual obligations in the space provided on Page 1 of Proposer/Proposal Acknowledgment and on the Proposal Response Form. **FAILURE TO PROPERLY SIGN THE PROPOSAL SHALL INVALIDATE SAME, AND IT SHALL NOT BE CONSIDERED FOR AN AWARD.** Proposals must be typed or legibly printed in ink. All corrections made by Proposer to any part of the proposal document must be initialed in ink. The original proposal conditions and specifications cannot be changed or altered in any way. Altered proposals will not be considered. Clarification of proposals submitted shall be in letter form, signed by proposers and attached to the proposal.

4. NO BID

If not submitting a proposal, respond by returning only the Proposer acknowledgment form, marking it “No Bid,” and give the reason in the space provided.

5. PROPOSAL OPENING

Shall be public, at the address, date, and time specified on the proposer Acknowledgment form. The proposal time must be and shall be scrupulously observed. Under no circumstances shall proposals delivered after the time specified be considered; such

proposals will be returned unopened. The City will not be responsible for late deliveries or delayed mail. The time/date stamp clock located in the Purchasing Department shall serve as the official authority to determine lateness of any proposal. It is the Proposers sole responsibility to assure that his/her proposal is complete and delivered at the proper time and place of the proposal opening. Proposals, which for any reason are not so delivered, will not be considered. Offers by facsimile, telegram, or telephone are not acceptable. A proposal may NOT be altered by the Proposer after opening of the proposals. Proposal tabulations will be furnished on the web site: <http://www.purchasing.ci.fort-pierce.fl.us>.

6. **TAXES**

The City is exempt from Federal Excise and State Sales Taxes on direct purchases of tangible personal property. The City exemption number is on the face of the Purchase Order. If requested, the Director of Administrative Services will provide an exemption certificate to the awarded Proposer. Vendors or contractors doing business with the City shall not be exempt from paying sales tax to their suppliers for materials to fulfill contractual obligations with the City Tax Exemption Number in securing such materials. This exemption does not apply to purchases of tangible personal property in the performance of contracts for the City.

7. **DISCOUNTS**

Cash discounts for prompt payment shall not be considered in determining the lowest net cost for proposal evaluation purposes.

8. **MISTAKES**

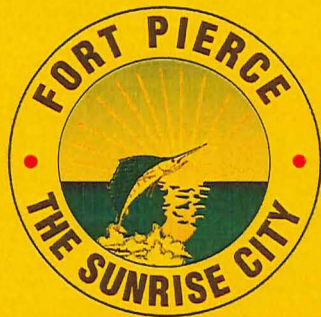
- a. Proposers are expected to examine the specifications, delivery schedule, proposal prices, extensions and all instructions pertaining to supplies and services. **FAILURE TO DO SO WILL BE AT PROPOSER'S RISK.** In the event of extension error(s), the unit price will prevail and the Proposer's total offer will be corrected accordingly.
- b. Written amounts shall take precedence over numerical amounts. In the event of addition error(s), the unit price and extension thereof will prevail and the Proposer's total offer will be corrected accordingly. Proposals having erasures or corrections must be initialed in ink by the Proposer.

9. **INVOICING AND PAYMENT**

Payment for any and all invoice(s) that may arise as a result of a contract or purchase order issued pursuant to this proposal specification shall minimally meet the following conditions to be considered as a valid payment request:

- a. A timely submission of a properly certified invoice(s), in strict accordance with the price(s) and delivery elements as stipulated in the contract or purchase order document, and to be submitted to the Engineering Department at the address as stipulated on the Purchase Order.
- b. All invoices submitted shall consist of an original and one (1) copy; clearly reference the subject contract or purchase order number; provide a sufficient

**CITY OF FORT PIERCE
PROCUREMENT DEPARTMENT**



2015 AUG 20 PM 3:02

RECEIVED

SOLICITATION #: _____

VENDOR NAME: _____

VENDOR SIGNATURE: _____

CITY OF FORT PIERCE *Florida*



PURCHASING DEPARTMENT
CITY HALL, 100 NORTH U.S. 1
P.O. BOX 1480
FORT PIERCE, FLORIDA 34954-1480

TEL.: (772) 467-3000
FAX: (772) 467-3848
www.cityoffortpierce.com

August 26, 2015

The Salvation Army of Saint Lucie County
3629 S. U.S Highway 1
Fort Pierce, FL 34948
Attention: Clyde Allen Preston

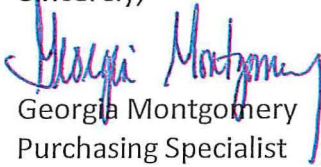
RE: RFP 2015-046 August 20, 2015 @ 3:00 PM)
Sale or Lease of Surplus Property~ 505 North 7th Street

Dear Mr. Preston:

We are returning subject bid unopened, which was received in our office on 08/20/15 at 3:02 PM, which was too late to be considered.

Thanks you for your interest.

Sincerely,


Georgia Montgomery
Purchasing Specialist

City of Fort Pierce
100 N US Hwy1
Fort Pierce, FL 34954

Enclosure