Staff identifies property for redevelopment/Unsolicited Bid Request

Send survey form to all **Department heads** to determine if property is needed for City use, if not, it can be declared "surplus."

City Commission /FPRA declare Surplus via Resolution.

Purchasing Department creates bid document and solicit proposal for at least 30 days.

Staff evaluates and provides recommendation to **CRAAC/ Planning Board** for action.

City Commission/FPRA award to highest ranked respondent and authorizes staff to enter negotiations.

City Commission/FPRA approves Resolution for Disposal and Agreement with Construction Terms.

City Attorney/Outside Counsel prepare closing documents and communicate with buyer.