



**INVITATION TO BID  
No. ISD-16-0612200**

**SALE OF CITY- OWNED SURPLUS PROPERTY  
FOLIO NUMBERS:**

**08-2122-009-0210; 08-2122-009-0220;  
08-2122-009-0222; (Must be Sold together);**

**08-2128-004-0440;**

**08-2122-003-1670; 08-2122-003-1680  
(Must be Sold together)**

**08-2121-007-1041;**

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

**ISSUING DEPARTMENT:  
PROCUREMENT SERVICES DEPARTMENT**

**BIDS ARE DUE NO LATER THAN  
December 6, 2016 at 2:00 PM (Eastern Standard Time)**

**at  
OFFICE OF THE CITY CLERK  
CITY OF OPA-LOCKA  
780 FISHERMAN STREET, FOURTH FLOOR  
OPA-LOCKA, FLORIDA 33054**

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**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.**

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

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

## TABLE OF CONTENTS

1.0	DEFINITIONS	2
1.1	INTRODUCTION / PROPERTY DESCRIPTION	3-16
1.2	BID SUBMISSION FORM	17
1.21	BID NARRATIVE STATEMENT FORM	18
1.2	BID TIMETABLE	19
1.3	BID SOLICITATION AVAILABILITY	20
1.4	BID SUBMISSION	20
1.5	PRE-BID CONFERENCE	20
1.6	CONE OF SILENCE / CONTACT PERSON	20
1.7	EXAMINATION OF PROPERTIES	21
1.8	ADDITIONAL INFORMATION / ADDENDA	21
1.9	BID GUARANTEE DEPOSIT	21
1.10	MODIFIED BIDS	22
1.11	WITHDRAWAL OF BIDS	22
1.12	LATE BIDS, LATE MODIFICATIONS AND LATE WITHDRAWALS	22
1.13	BID POSTPONEMENT / CANCELLATION	22
1.14	COSTS INCURRED BY BIDDERS	22
1.15	BUSINESS ENTITY REGISTRATION	22
1.16	ORAL PRESENTATIONS	22
1.17	LOBBYIST REGISTRATION AFFIDAVIT	23
1.18	EXCEPTION TO THE BID	23
1.19	PROPRIETARY / CONFIDENTIAL INFORMATION	23
1.20	BID RANKING / AWARD	23
1.21	PROJECT PLANS AND OTHER PROPERTY RECORDS	23
1.22	RULES, REGULATIONS AND LICENSING REQUIREMENTS	23
1.23	REVIEW OF BIDS FOR RESPONSIVENESS	23
1.24	CRIMINAL CONVICTION	24
1.25	PUBLIC ENTITY CRIMES	24
1.26	ORDINANCES, RESOLUTIONS AND / OR ADMINISTRATIVE ORDERS	24
1.27	MIAMI-DADE COUNTY DISCLOSURE AFFIDAVIT	24
1.28	CONFLICT OF INTEREST AND CODE OF ETHICS	24
1.29	RECAP OF BID SUBMISSION REQUIREMENTS	24
2.1	BID AMOUNTS	25
2.2	BID TERMS	25
2.3	REAL ESTATE BROKERS	25
2.4	TITLE	25
2.5	CLOSING	25
2.6	EVALUATION AND AWARD OF BIDS	25
	<b>ATTACHMENTS:</b>	
A-1	BID FORM	18
A-1A	BID NARRATIVE STATEMENT FORM	19
A-2	MIAMI-DADE COUNTY DISCLOSURE AFFIDAVIT	27
A-3	W-9-(NEEDED)	28

**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 (ITB), and all associated addenda and attachments.



**BID NOTICE-2**

**OPA-LOCKA, FLORIDA  
Invitation To Bid No. ISD-16-0612200  
SALE OF CITY OWNED SURPLUS REAL PROPERTY**

Sealed bids TO PURCHASE Surplus City-Owned real property will be received by the City Clerk, 780 Fisherman Street, 4th Floor, Opa-locka, Florida 33054, **until 2:00 p.m. December 6, 2016** and will be immediately transferred to the meeting room Office of the City Clerk, 780 Fisherman Street, Fourth Floor, where they will be opened publicly and read aloud.

**Property Description: Vacant Land**

<b>Legal Folio: 08-2122-009-0220</b>	
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	
<b><u>LOCATION:</u></b>	<b>14310 NW 22 Avenue, Opa-locka, FL 33054</b>
<b><u>LOT SIZE:</u></b>	<b>8,500 Square Feet (.19 Acres) more or less</b>
<b><u>NEIGHBORHOOD:</u></b>	<b>Magnolia Gardens;</b>
<b><u>ZONING:</u></b>	<b>Commercial Liberal Business District—B-2 and Corridor Mixed Use Overlay District</b>
<b><u>MINIMUM BID AMOUNT:</u></b>	<b>\$150,000.00 Total Property will be sold as a three parcel set, and identified by Folios: 08-2122-009-0220; 08-2122-009-0222; 08-2122-009-0210;</b>

**Questions About the Bid:** In accordance with Section 2-11.1 of the Code of Opa-locka, questions regarding this Bid may only be answered if submitted in writing to the Purchasing Agent, 780 Fisherman Street, Opa-locka, FL 33054 or by E-mail to Yvette Harrell ([yharrell@opalockafl.gov](mailto:yharrell@opalockafl.gov)), until such time as this bid is awarded. In order to provide an opportunity for participants to ask questions verbally, a **pre-bid conference** has been scheduled for November 22, 2016 from 2:00-3:00 p.m. at City Hall, 780 Fisherman Street, Fourth Floor, Opa-locka, FL. Attendance is recommended but not mandatory.

**The Bid Package** can be downloaded at no cost from the City of Opa-locka website (<http://www.opalockafl.gov/purchasing/properties-for-sale-asp>). Bid packages may also be picked up from the City Clerk's Office, 780 Fisherman Street, 4th Floor, 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-3**

**OPA-LOCKA, FLORIDA**  
**Invitation To Bid No. ISD-16-0612200**  
**SALE OF CITY OWNED SURPLUS REAL PROPERTY**

Sealed bids TO PURCHASE Surplus City-Owned real property will be received by the City Clerk, 780 Fisherman Street, 4th Floor, Opa-locka, Florida 33054, **until 2:00 p.m. December 6, 2016** and will be immediately transferred to the meeting room Office of the City Clerk, 780 Fisherman Street, Fourth Floor, where they will be opened publicly and read aloud.

**Property Description: Vacant Land**

**Legal Folio: 08-2122-009-0222**

22 52 41 PB 49-70 LOT 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 and Corridor Mixed Use Overlay District

**MINIMUM BID AMOUNT:** \$150,000.00 Total Property will be sold as a three parcel set, and identified by Folios: 08-2122-009-0220; 08-2122-009-0222; 08-2122-009-0210;

**Questions About the Bid:** In accordance with Section 2-11.1 of the Code of Opa-locka, questions regarding this Bid may only be answered if submitted in writing to the Purchasing Agent, 780 Fisherman Street, Opa-locka, FL 33054 or by E-mail to Yvette Harrell ([yharrell@opalockafl.gov](mailto:yharrell@opalockafl.gov)), until such time as this bid is awarded. In order to provide an opportunity for participants to ask questions verbally, a **pre-bid conference** has been scheduled for November 22, 2016 from 2:00-3:00 p.m. at City Hall, 780 Fisherman Street, Fourth Floor, Opa-locka, FL. Attendance is recommended but not mandatory.

**The Bid Package** can be downloaded at no cost from the City of Opa-locka website (<http://www.opalockafl.gov/purchasing/properties-for-sale-asp>). Bid packages may also be picked up from the City Clerk's Office, 780 Fisherman Street, 4th Floor, 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-4**

**OPA-LOCKA, FLORIDA**  
**Invitation To Bid No. ISD-16-0612200**  
**SALE OF CITY OWNED SURPLUS REAL PROPERTY**

Sealed bids TO PURCHASE Surplus City-Owned real property will be received by the City Clerk, 780 Fisherman Street, 4th Floor, Opa-locka, Florida 33054, **until 2:00 p.m. December 6, 2016** and will be immediately transferred to the meeting room Office of the City Clerk, 780 Fisherman Street, Fourth Floor, where they will be opened publicly and read aloud.

**Property Description: Vacant Land**

**Legal Folio: 08-2128-004-0440**

28-29 52 41 .40 AC NILE GARDENS SEC B PB 31-42 E108FT OF W533FT OF S160FT OF TR 27  
OR 14592-2489 0490 3

**LOCATION:** 3128 NW 132nd Terr., Opa-locka, FL 33054

**LOT SIZE:** 17,280 Square Feet (.40 Acres) more or less

**NEIGHBORHOOD:** Nile Gardens Section

**ZONING:** Single Family / R-1

**MINIMUM BID AMOUNT:** \$34,500

**SPECIAL REQUIRED ACTION:** The new property owner must dedicate approximately (1,280) square feet, more or less, of this property for the right-of-way (ROW) of 132 Terrance, which borders the property's North frontage. The amount of the dedication is also the amount of the lot size reduction, the modified lot size is 16,000 square feet or .367 acres.

**Questions About the Bid:** In accordance with Section 2-11.1 of the Code of Opa-locka, questions regarding this Bid may only be answered if submitted in writing to the Purchasing Agent, 780 Fisherman Street, Opa-locka, FL 33054 or by E-mail to Yvette Harrell ([yharrell@opalockafl.gov](mailto:yharrell@opalockafl.gov)), until such time as this bid is awarded. In order to provide an opportunity for participants to ask questions verbally, a **pre-bid conference** has been scheduled for November 22, 2016 from 2:00-3:00 p.m. at City Hall, 780 Fisherman Street, Fourth Floor, Opa-locka, FL. Attendance is recommended but not mandatory.

**The Bid Package** can be downloaded at no cost from the City of Opa-locka website (<http://www.opalockafl.gov/purchasing/properties-for-sale-asp>). Bid packages may also be picked up from the City Clerk's Office, 780 Fisherman Street, 4th Floor, 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-5**

**OPA-LOCKA, FLORIDA  
Invitation To Bid No. ISD-16-0612200  
SALE OF CITY OWNED SURPLUS REAL PROPERTY**

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**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:** VACANT LOT on the North Side of Superior Street between Perviz Avenue and Aladdin Street

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

**NEIGHBORHOOD:** Opa Locka Plat No 3;

**ZONING:** Single Family District--R-1

**MINIMUM BID AMOUNT:** \$12,500.

**Questions About the Bid:** In accordance with Section 2-11.1 of the Code of Opa-locka, questions regarding this Bid may only be answered if submitted in writing to the Purchasing Agent, 780 Fisherman Street, Fourth Floor Opa-locka, FL 33054 or by E-mail to Yvette Harrell ([yharrell@opalockafl.gov](mailto:yharrell@opalockafl.gov)), until such time as this bid is awarded. In order to provide an opportunity for participants to ask questions verbally, a **pre-bid conference** has been scheduled for November 22, 2016 from 2:00-3:00 p.m. at City Hall, 780 Fisherman Street, Fourth Floor, Opa-locka, FL. Attendance is recommended but not mandatory.

**The Bid Package** can be downloaded at no cost from the City of Opa-locka website (<http://www.opalockafl.gov/purchasing/properties-for-sale-asp>). Bid packages may also be picked up from the City Clerk's Office, 780 Fisherman Street, 4th Floor, 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**

**INSERT SELECTED PROPERTY FOLIO NUMBER FROM EXHIBIT A AND INSERT  
YOUR BID DOLLAR AMOUNT BELOW & SUBMIT BID NARRATIVE STATEMENT:**

**Please consider this as my official bid offer for the purchase of the following City-Owned  
property(s):**

**Parcel Folio No.** \_\_\_\_\_ **Bid \$** \_\_\_\_\_ **No Bid**\_\_

**Parcel Folio No.** \_\_\_\_\_ **Bid \$** \_\_\_\_\_ **No Bid**\_\_

**Parcel Folio No.** \_\_\_\_\_ **Bid \$** \_\_\_\_\_ **No Bid**\_\_

**Parcel Folio No.** \_\_\_\_\_ **Bid \$** \_\_\_\_\_ **No Bid**\_\_

**Parcel Folio No.** \_\_\_\_\_ **Bid \$** \_\_\_\_\_ **No Bid**\_\_

**Parcel Folio No.** \_\_\_\_\_ **Bid \$** \_\_\_\_\_ **No Bid**\_\_

**Parcel Folio No.** \_\_\_\_\_ **Bid \$** \_\_\_\_\_ **No Bid**\_\_

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

**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\*:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*\*The proposed use for these parcels must have a development agreement between the City and the Developer/Purchaser; the development agreement must contain a timeline for permitting through certificate of occupancy; the developer/purchaser will forfeit any deposits and/ or related expenditures should the project not be built or developed as agreed; and the development agreement must contain a reverter clause requiring the property to revert to the City's ownership should the properties not be developed as agreed.*

*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 and 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).

### 1.3 BID SOLICITATION AVAILABILITY:

Copies of this solicitation package can be obtained from the City Clerk's Office, 780 Fisherman Street, 4th Floor, Opa-locka, FL 33054 or may be downloaded from the City of Opa-locka's website (<http://www.opalockafl.gov/purchasing/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:

**Office of the City Clerk  
City of Opa-locka  
780 FISHERMAN STREET, FOURTH FLOOR  
Opa-locka, FL 33054**

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 City. 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 City as constituting an offer by the Bidder to purchase the property specified at the stated price.

### 1.5 PRE-BID CONFERENCE:

NO Pre-Bid Conference is scheduled to answer questions concerning this city property sale package. **Questions About the Bid:** In accordance with Section 2-11.1 of the Code of Opa-locka, questions regarding this Bid may only be answered if submitted in writing to the Purchasing Agent, 780 Fisherman Street, Opa-locka, FL 33054 or by E-mail to Yvette Harrell ([yharrell@opalockafl.gov](mailto:yharrell@opalockafl.gov)), until such time as this bid is awarded.

### 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 City Manager issues a recommendation, there is a prohibition on communication with the City's professional staff. The ordinance does not apply to oral communications at pre-proposal conferences, public presentations made to the City Commissioners during any duly noticed public meeting, or communications in writing at any time with

any city employee, official, or member of the City Commissioners unless specifically prohibited herein. A copy of all written communications must be filed with the City Clerk, 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 Yvette Harrell, Planning & Community Development Department Director. Explanations desired by Bidder(s) regarding the meaning or interpretation of this Bid must be requested in writing, by mail, fax (305) 953-2870 or e-mail ([yharrell@opalockafl.gov](mailto:yharrell@opalockafl.gov)), with a copy to the City Clerk. The Clerk copies may be mailed, hand delivered or faxed to (305) 953-2834, and must include a reference to the bid number, the folio number and the address of the property of which the inquiry pertains. 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 City 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 City's Purchasing Department, or the City Clerk, risk the potential of not receiving addenda, 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 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:**

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 City of Opa-locka 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 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.

**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 Office of the **City Clerk at (305) 688-4611**.

**1.27 MIAMI-DADE COUNTY 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 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 wish 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 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 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-2**  
**CITY OF OPA-LOCKA 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.



**INVITATION TO BID  
No. ISD-16-0612200**

**SALE OF CITY- OWNED SURPLUS PROPERTY  
FOLIO NUMBERS:**

**08-2122-009-0210; 08-2122-009-0220;  
08-2122-009-0222; (Must be Sold together);**

**08-2128-004-0440;**

**08-2122-003-1670; 08-2122-003-1680  
(Must be Sold together)**

**08-2121-007-1041;**

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

**ISSUING DEPARTMENT:  
PROCUREMENT SERVICES DEPARTMENT**

**BIDS ARE DUE NO LATER THAN  
December 6, 2016 at 2:00 PM (Eastern Standard Time)**

**at  
OFFICE OF THE CITY CLERK  
CITY OF OPA-LOCKA  
780 FISHERMAN STREET, FOURTH FLOOR  
OPA-LOCKA, FLORIDA 33054**

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**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.**

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

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

## TABLE OF CONTENTS

1.0	DEFINITIONS	2
1.1	INTRODUCTION / PROPERTY DESCRIPTION	3-16
1.2	BID SUBMISSION FORM	17
1.21	BID NARRATIVE STATEMENT FORM	18
1.2	BID TIMETABLE	19
1.3	BID SOLICITATION AVAILABILITY	20
1.4	BID SUBMISSION	20
1.5	PRE-BID CONFERENCE	20
1.6	CONE OF SILENCE / CONTACT PERSON	20
1.7	EXAMINATION OF PROPERTIES	21
1.8	ADDITIONAL INFORMATION / ADDENDA	21
1.9	BID GUARANTEE DEPOSIT	21
1.10	MODIFIED BIDS	22
1.11	WITHDRAWAL OF BIDS	22
1.12	LATE BIDS, LATE MODIFICATIONS AND LATE WITHDRAWALS	22
1.13	BID POSTPONEMENT / CANCELLATION	22
1.14	COSTS INCURRED BY BIDDERS	22
1.15	BUSINESS ENTITY REGISTRATION	22
1.16	ORAL PRESENTATIONS	22
1.17	LOBBYIST REGISTRATION AFFIDAVIT	23
1.18	EXCEPTION TO THE BID	23
1.19	PROPRIETARY / CONFIDENTIAL INFORMATION	23
1.20	BID RANKING / AWARD	23
1.21	PROJECT PLANS AND OTHER PROPERTY RECORDS	23
1.22	RULES, REGULATIONS AND LICENSING REQUIREMENTS	23
1.23	REVIEW OF BIDS FOR RESPONSIVENESS	23
1.24	CRIMINAL CONVICTION	24
1.25	PUBLIC ENTITY CRIMES	24
1.26	ORDINANCES, RESOLUTIONS AND / OR ADMINISTRATIVE ORDERS	24
1.27	MIAMI-DADE COUNTY DISCLOSURE AFFIDAVIT	24
1.28	CONFLICT OF INTEREST AND CODE OF ETHICS	24
1.29	RECAP OF BID SUBMISSION REQUIREMENTS	24
2.1	BID AMOUNTS	25
2.2	BID TERMS	25
2.3	REAL ESTATE BROKERS	25
2.4	TITLE	25
2.5	CLOSING	25
2.6	EVALUATION AND AWARD OF BIDS	25
	<b>ATTACHMENTS:</b>	
A-1	BID FORM	18
A-1A	BID NARRATIVE STATEMENT FORM	19
A-2	MIAMI-DADE COUNTY DISCLOSURE AFFIDAVIT	27
A-3	W-9-(NEEDED)	28

**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 (ITB), and all associated addenda and attachments.



**BID NOTICE-2**

**OPA-LOCKA, FLORIDA  
Invitation To Bid No. ISD-16-0612200  
SALE OF CITY OWNED SURPLUS REAL PROPERTY**

Sealed bids TO PURCHASE Surplus City-Owned real property will be received by the City Clerk, 780 Fisherman Street, 4th Floor, Opa-locka, Florida 33054, **until 2:00 p.m. December 6, 2016** and will be immediately transferred to the meeting room Office of the City Clerk, 780 Fisherman Street, Fourth Floor, where they will be opened publicly and read aloud.

**Property Description: Vacant Land**

<b>Legal Folio: 08-2122-009-0220</b>	
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	
<b><u>LOCATION:</u></b>	<b>14310 NW 22 Avenue, Opa-locka, FL 33054</b>
<b><u>LOT SIZE:</u></b>	<b>8,500 Square Feet (.19 Acres) more or less</b>
<b><u>NEIGHBORHOOD:</u></b>	<b>Magnolia Gardens;</b>
<b><u>ZONING:</u></b>	<b>Commercial Liberal Business District—B-2 and Corridor Mixed Use Overlay District</b>
<b><u>MINIMUM BID AMOUNT:</u></b>	<b>\$150,000.00 Total Property will be sold as a three parcel set, and identified by Folios: 08-2122-009-0220; 08-2122-009-0222; 08-2122-009-0210;</b>

**Questions About the Bid:** In accordance with Section 2-11.1 of the Code of Opa-locka, questions regarding this Bid may only be answered if submitted in writing to the Purchasing Agent, 780 Fisherman Street, Opa-locka, FL 33054 or by E-mail to Yvette Harrell ([yharrell@opalockafl.gov](mailto:yharrell@opalockafl.gov)), until such time as this bid is awarded. In order to provide an opportunity for participants to ask questions verbally, a **pre-bid conference** has been scheduled for November 22, 2016 from 2:00-3:00 p.m. at City Hall, 780 Fisherman Street, Fourth Floor, Opa-locka, FL. Attendance is recommended but not mandatory.

**The Bid Package** can be downloaded at no cost from the City of Opa-locka website (<http://www.opalockafl.gov/purchasing/properties-for-sale-asp>). Bid packages may also be picked up from the City Clerk's Office, 780 Fisherman Street, 4th Floor, 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-3**

**OPA-LOCKA, FLORIDA**  
**Invitation To Bid No. ISD-16-0612200**  
**SALE OF CITY OWNED SURPLUS REAL PROPERTY**

Sealed bids TO PURCHASE Surplus City-Owned real property will be received by the City Clerk, 780 Fisherman Street, 4th Floor, Opa-locka, Florida 33054, **until 2:00 p.m. December 6, 2016** and will be immediately transferred to the meeting room Office of the City Clerk, 780 Fisherman Street, Fourth Floor, where they will be opened publicly and read aloud.

**Property Description: Vacant Land**

**Legal Folio: 08-2122-009-0222**

22 52 41 PB 49-70 LOT 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 and Corridor Mixed Use Overlay District

**MINIMUM BID AMOUNT:** \$150,000.00 Total Property will be sold as a three parcel set, and identified by Folios: 08-2122-009-0220; 08-2122-009-0222; 08-2122-009-0210;

**Questions About the Bid:** In accordance with Section 2-11.1 of the Code of Opa-locka, questions regarding this Bid may only be answered if submitted in writing to the Purchasing Agent, 780 Fisherman Street, Opa-locka, FL 33054 or by E-mail to Yvette Harrell ([yharrell@opalockafl.gov](mailto:yharrell@opalockafl.gov)), until such time as this bid is awarded. In order to provide an opportunity for participants to ask questions verbally, a **pre-bid conference** has been scheduled for November 22, 2016 from 2:00-3:00 p.m. at City Hall, 780 Fisherman Street, Fourth Floor, Opa-locka, FL. Attendance is recommended but not mandatory.

**The Bid Package** can be downloaded at no cost from the City of Opa-locka website (<http://www.opalockafl.gov/purchasing/properties-for-sale-asp>). Bid packages may also be picked up from the City Clerk's Office, 780 Fisherman Street, 4th Floor, 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-4**

**OPA-LOCKA, FLORIDA**  
**Invitation To Bid No. ISD-16-0612200**  
**SALE OF CITY OWNED SURPLUS REAL PROPERTY**

Sealed bids TO PURCHASE Surplus City-Owned real property will be received by the City Clerk, 780 Fisherman Street, 4th Floor, Opa-locka, Florida 33054, **until 2:00 p.m. December 6, 2016** and will be immediately transferred to the meeting room Office of the City Clerk, 780 Fisherman Street, Fourth Floor, where they will be opened publicly and read aloud.

**Property Description: Vacant Land**

**Legal Folio: 08-2128-004-0440**

28-29 52 41 .40 AC NILE GARDENS SEC B PB 31-42 E108FT OF W533FT OF S160FT OF TR 27  
OR 14592-2489 0490 3

**LOCATION:** 3128 NW 132nd Terr., Opa-locka, FL 33054

**LOT SIZE:** 17,280 Square Feet (.40 Acres) more or less

**NEIGHBORHOOD:** Nile Gardens Section

**ZONING:** Single Family / R-1

**MINIMUM BID AMOUNT:** \$34,500

**SPECIAL REQUIRED ACTION:** The new property owner must dedicate approximately (1,280) square feet, more or less, of this property for the right-of-way (ROW) of 132 Terrance, which borders the property's North frontage. The amount of the dedication is also the amount of the lot size reduction, the modified lot size is 16,000 square feet or .367 acres.

**Questions About the Bid:** In accordance with Section 2-11.1 of the Code of Opa-locka, questions regarding this Bid may only be answered if submitted in writing to the Purchasing Agent, 780 Fisherman Street, Opa-locka, FL 33054 or by E-mail to Yvette Harrell ([yharrell@opalockafl.gov](mailto:yharrell@opalockafl.gov)), until such time as this bid is awarded. In order to provide an opportunity for participants to ask questions verbally, a **pre-bid conference** has been scheduled for November 22, 2016 from 2:00-3:00 p.m. at City Hall, 780 Fisherman Street, Fourth Floor, Opa-locka, FL. Attendance is recommended but not mandatory.

**The Bid Package** can be downloaded at no cost from the City of Opa-locka website (<http://www.opalockafl.gov/purchasing/properties-for-sale-asp>). Bid packages may also be picked up from the City Clerk's Office, 780 Fisherman Street, 4th Floor, 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-5**

**OPA-LOCKA, FLORIDA  
Invitation To Bid No. ISD-16-0612200  
SALE OF CITY OWNED SURPLUS REAL PROPERTY**

Sealed bids TO PURCHASE Surplus City-Owned real property will be received by the City Clerk, 780 Fisherman Street, 4th Floor, Opa-locka, Florida 33054, **until 2:00 p.m. December 6, 2016** 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:** VACANT LOT on the North Side of Superior Street between Perviz Avenue and Aladdin Street

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

**NEIGHBORHOOD:** Opa Locka Plat No 3;

**ZONING:** Single Family District--R-1

**MINIMUM BID AMOUNT:** \$12,500.

**Questions About the Bid:** In accordance with Section 2-11.1 of the Code of Opa-locka, questions regarding this Bid may only be answered if submitted in writing to the Purchasing Agent, 780 Fisherman Street, Fourth Floor Opa-locka, FL 33054 or by E-mail to Yvette Harrell ([yharrell@opalockafl.gov](mailto:yharrell@opalockafl.gov)), until such time as this bid is awarded. In order to provide an opportunity for participants to ask questions verbally, a **pre-bid conference** has been scheduled for November 22, 2016 from 2:00-3:00 p.m. at City Hall, 780 Fisherman Street, Fourth Floor, Opa-locka, FL. Attendance is recommended but not mandatory.

**The Bid Package** can be downloaded at no cost from the City of Opa-locka website (<http://www.opalockafl.gov/purchasing/properties-for-sale-asp>). Bid packages may also be picked up from the City Clerk's Office, 780 Fisherman Street, 4th Floor, 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**

**INSERT SELECTED PROPERTY FOLIO NUMBER FROM EXHIBIT A AND INSERT  
YOUR BID DOLLAR AMOUNT BELOW & SUBMIT BID NARRATIVE STATEMENT:**

**Please consider this as my official bid offer for the purchase of the following City-Owned  
property(s):**

**Parcel Folio No.** \_\_\_\_\_ **Bid \$** \_\_\_\_\_ **No Bid**\_\_

**Parcel Folio No.** \_\_\_\_\_ **Bid \$** \_\_\_\_\_ **No Bid**\_\_

**Parcel Folio No.** \_\_\_\_\_ **Bid \$** \_\_\_\_\_ **No Bid**\_\_

**Parcel Folio No.** \_\_\_\_\_ **Bid \$** \_\_\_\_\_ **No Bid**\_\_

**Parcel Folio No.** \_\_\_\_\_ **Bid \$** \_\_\_\_\_ **No Bid**\_\_

**Parcel Folio No.** \_\_\_\_\_ **Bid \$** \_\_\_\_\_ **No Bid**\_\_

**Parcel Folio No.** \_\_\_\_\_ **Bid \$** \_\_\_\_\_ **No Bid**\_\_

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

**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\*:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*\*The proposed use for these parcels must have a development agreement between the City and the Developer/Purchaser; the development agreement must contain a timeline for permitting through certificate of occupancy; the developer/purchaser will forfeit any deposits and/ or related expenditures should the project not be built or developed as agreed; and the development agreement must contain a reverter clause requiring the property to revert to the City's ownership should the properties not be developed as agreed.*

*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 and 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).

### 1.3 BID SOLICITATION AVAILABILITY:

Copies of this solicitation package can be obtained from the City Clerk's Office, 780 Fisherman Street, 4th Floor, Opa-locka, FL 33054 or may be downloaded from the City of Opa-locka's website (<http://www.opalockafl.gov/purchasing/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:

**Office of the City Clerk  
City of Opa-locka  
780 FISHERMAN STREET, FOURTH FLOOR  
Opa-locka, FL 33054**

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 City. 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 City as constituting an offer by the Bidder to purchase the property specified at the stated price.

### 1.5 PRE-BID CONFERENCE:

NO Pre-Bid Conference is scheduled to answer questions concerning this city property sale package. **Questions About the Bid:** In accordance with Section 2-11.1 of the Code of Opa-locka, questions regarding this Bid may only be answered if submitted in writing to the Purchasing Agent, 780 Fisherman Street, Opa-locka, FL 33054 or by E-mail to Yvette Harrell ([yharrell@opalockafl.gov](mailto:yharrell@opalockafl.gov)), until such time as this bid is awarded.

### 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 City Manager issues a recommendation, there is a prohibition on communication with the City's professional staff. The ordinance does not apply to oral communications at pre-proposal conferences, public presentations made to the City Commissioners during any duly noticed public meeting, or communications in writing at any time with

any city employee, official, or member of the City Commissioners unless specifically prohibited herein. A copy of all written communications must be filed with the City Clerk, 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 Yvette Harrell, Planning & Community Development Department Director. Explanations desired by Bidder(s) regarding the meaning or interpretation of this Bid must be requested in writing, by mail, fax (305) 953-2870 or e-mail ([yharrell@opalockafl.gov](mailto:yharrell@opalockafl.gov)), with a copy to the City Clerk. The Clerk copies may be mailed, hand delivered or faxed to (305) 953-2834, and must include a reference to the bid number, the folio number and the address of the property of which the inquiry pertains. 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 City 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 City's Purchasing Department, or the City Clerk, risk the potential of not receiving addenda, 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 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:**

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 City of Opa-locka 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 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.

**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 Office of the **City Clerk at (305) 688-4611**.

**1.27 MIAMI-DADE COUNTY 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 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 wish 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 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 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-2**  
**CITY OF OPA-LOCKA 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.