

**January 24, 2020**



**CITY OF FORT PIERCE**

**REDEVELOPMENT OF 1100 BLOCK OF AVENUE D**

**RFP NO. 2020-013**

**ADDENDUM NO. 1**

The purpose of this addendum is to advise vendors that minor changes were inadvertently overlooked in preparation of the proposal documents. Please disregard the original document and use the **REVISED** proposal document, attached for preparing your submission.

All other conditions of this bid remain the same.

Please acknowledge receipt of this addendum and include it with your submittal.

Signature: \_\_\_\_\_  
Manual

Signature: \_\_\_\_\_  
Typed or Printed

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

/lh

<p><b>DELIVER TO:</b>  City of Fort Pierce, Purchasing Division,  Room 101  100 North U.S. #1  Fort Pierce, FL 34950</p> <p><b>MAIL TO:</b>  City of Fort Pierce Purchasing Division,  Room 101  P.O. Box 1480  Fort Pierce, FL 34954-1480</p>	<p><b>REVISED</b>  <b>REQUEST FOR PROPOSALS</b>  and  <b>PROPOSAL</b>  <b>ACKNOWLEDGMENT</b></p>
<p>Contact: Latonya Hubbard, (772) 467-3102</p>	<p>RFP No: 2020-013</p>
<p>Mandatory Pre- Bid Conference Date:  N/A</p>	<p>RFP Title:  REDEVELOPMENT OF 1100 BLOCK OF  AVENUE D</p>
<p>Mandatory Pre-Bid Conference Location:  N/A</p>	<p>Bid Opening Location:  Purchasing Division, Room 101  100 North U.S. #1  Ft. Pierce, Florida 34950</p>
<p>Bid Due Date &amp; Time:  3:00 PM, TUESDAY, FEBRUARY 11, 2020</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>Bidder 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>X _____  Authorized Signature (Manual)</p>
<p>City, State, Zip Code:</p>	<p>Typed or Printed Name:</p>
<p>Type of Entity (Place a check or X):  ___ 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><b>THIS PAGE MUST BE COMPLETED AND RETURNED WITH YOUR BID</b></p>	

# Table of Contents

<b>SECTION I – GENERAL CONDITIONS, INSTRUCTIONS AND INFORMATION FOR PROPOSERS .....</b>	<b>1</b>
1 GENERAL INFORMATION.....	1
2 DELAYS .....	1
3 EXECUTION OF PROPOSAL .....	1
4 NO BID.....	1
5 PROPOSAL OPENING .....	1
6 TAXES .....	2
7 DISCOUNTS .....	2
8 MISTAKES .....	2
9 INVOICING AND PAYMENT .....	2
10 DELIVERY .....	3
11 ADDITIONAL TERMS AND CONDITIONS .....	3
12 INTERPRETATION .....	3
13 ADDENDUM.....	4
14 DISPUTES .....	4
15 CONFLICT OF INTEREST .....	4
16 LEGAL REQUIREMENTS .....	4
17 DRUG FREE WORK PLACE .....	4
18 MINORITY/WOMEN OWNED BUSINESS ENTERPRISE .....	5
19 PUBLIC ENTITY CRIMES .....	5
20 AWARD.....	5
21 EEO STATEMENT .....	5
22 CONTRACTUAL AGREEMENT .....	5
23 GOVERNMENTAL RESTRICTION.....	5
24 PATENTS AND ROYALTIES.....	6
25 ADVERTISING .....	6
26 ASSIGNMENT.....	6
27 COMPLIANCE WITH OCCUPATIONAL SAFETY AND HEALTH.....	6
28 FACILITIES .....	6
29 REPRESENTATION.....	6
30 DISQUALIFICATION OF PROPOSER.....	7
31 ADJUSTMENTS/CHANGES/DEVIATIONS .....	7
32 INSURANCE .....	7
33 PUBLIC RECORDS.....	7
34 PROPOSAL PREPARATION COSTS .....	7
35 COOPERATIVE PURCHASING .....	7
35 CANCELLATION.....	8
<b>SECTION II – INSTRUCTIONS TO PROPOSERS .....</b>	<b>9</b>
1 PROPOSAL OPENING .....	9
2 INQUIRIES/QUESTIONS .....	9
3 MINORITY PARTICIPATION PROGRAM.....	10
4 PURCHASING CARD PROGRAM.....	10
<b>SECTION III- STATEMENT OF WORK .....</b>	<b>11</b>
1 PURPOSE.....	11
2 LEASE OF PROPERTY.....	11

3 PROPERTY LEGAL DESCRIPTIONS .....11  
4 AWARD.....11  
5 PROPOSAL TO LEASE.....11  
6 SUBMITTAL REQUIREMENTS .....12  
7 PROPOSAL RESPONSE FORM .....13  
8 CHECKLIST .....15

## 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 cover page Request for Proposal and Proposal Acknowledgment and on the Proposal Response Form, if provided.** **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 salient description to identify goods or service for which payment is requested; contain date of delivery; proposal number, original or legible copy of signed delivery receipt including both a manual signature and printed name of a designated City employee or authorized agent; be clearly marked as “partial”, “complete”, or “final” invoice. The City will accept partial deliveries unless otherwise specified into contract or purchase order document.

- c. The invoice shall contain the Proposer’s Federal Employer Identification Number (F.E.I.N.).

**10. DELIVERY**

Unless actual date is specified (or if specified delivery cannot be met), show number of days required to make delivery after receipt of purchase order or contract in space provided. Delivery time may be a basis for making of award. Delivery shall be during the normal working hours of the user department, Monday through Friday, unless otherwise specified and incorporated into contract or purchase order document. Delivery shall be to the location specified in the proposal specifications.

**11. ADDITIONAL TERMS AND CONDITIONS**

No additional terms and conditions included with the proposal response shall be evaluated or considered. Any and all such additional terms and conditions shall have no force and effect, and are inapplicable to this proposal if submitted either purposely through intent or design, or inadvertently appearing separately in transmittal letters, specifications, literature, price lists or warranties. It is understood and agreed that the general and/or any special conditions in these Proposal Documents are the only conditions applicable to this proposal and the Proposer’s authorized signature on the Proposal Form attests to this.

**12. INTERPRETATION**

All Proposers shall carefully examine the Proposal Documents. Any ambiguities or inconsistencies shall be brought to the attention of the City in writing prior to the opening of Proposals; failure to do so, on the part of the proposer, will constitute an acceptance by the Proposer of any subsequent decision. Any questions concerning the intent, meaning, and interpretation of the Proposal Documents shall be requested in writing, and received by the City at least seven (7) days prior to the Proposal Opening. Inquiries shall be addressed to the attention of the Contact person as indicated on Page 11. No person is authorized to give oral interpretations of, or make oral changes to, the proposal. Therefore, oral statements given before the proposal opening will not be binding. Any interpretation of or changes to the proposal will be made in the form of a written Addendum to the proposal and will be furnished to all Proposers. Receipt of all addenda shall be acknowledged by the Proposers by signing and enclosing said addenda with their proposal.

The City will record its responses to inquiries and any supplemental instructions in the form of a written addendum. The City will send a written addendum to all Proposers who requested a proposal directly from the City Purchasing Department. All proposers should contact the City at least seven (7) calendar days before the proposal opening date to ascertain whether any addendums have been issued. Failure to do so could result in rejection of the proposal as

unresponsive. The City shall not be responsible for providing said addendum to proposers who receive proposal packages from other sources.

**13. ADDENDUM**

Should revisions to the Proposal Documents become necessary, the City will provide a written addendum to all proposers who received a proposal package from the City's Purchasing Department. Proposers who obtain Proposal Documents from other sources must officially register with the City's Purchasing Department in order to be placed on the mailing list for any forthcoming addendum or their official communications. Failure to register as a prospective Proposer may cause your proposal to be rejected as non-responsive if you have failed to submit a proposal without an addendum acknowledgment for the most current addendum.

Previous addenda are deemed received when a subsequent addendum is acknowledged. It is the Proposer's responsibility to contact the City in the event that a previous addendum is not received. Latest addendum shall be signed and returned with the proposal as acknowledgment of addendum.

**14. DISPUTES**

Any Proposer who disputes the proposal selection or contract award recommendation shall file such dispute according to the proposal protest procedures. These procedures are available upon request from the City.

**15. CONFLICT OF INTEREST**

All proposers must disclose with their proposal the name of any officer, director, or agent who is also an employee of the City. All Proposers must disclose the name of any City employee who owns, directly or indirectly, an interest of five percent (5%) or more in the Proposer's firm or any of its branches.

**16. LEGAL REQUIREMENTS**

Proposers are required to comply with all provisions of Federal, State, County and local laws and ordinances, rules and regulations, that are applicable to the items being proposal. Lack of knowledge by the proposer shall in no way be a cause for relief from responsibility, or constitute a cognizable defense against the legal effect thereof.

**17. DRUG-FREE WORKPLACE (DFW)**

Preference shall be given to businesses with Drug-Free Workplace (DFW) Programs. Whenever two or more proposals which are equal with respect to price, quality, and service are received by the City for the procurement of commodities or contractual services, a proposal received from a business that completes the attached DFW form certifying that it is a DFW shall be given preference in the award process.



**18. MINORITY/WOMEN OWNED BUSINESS ENTERPRISE (MWBE)**

Minority/Women Owned Business Enterprise (MWBE) indicates a business entity which is owned and operated by a minority. In this instance, minority group members are citizens of the United States or lawfully admitted permanent residents who are Black, Hispanics, Women, Native Americans, Asian-Pacific, Asian-Indian, and eligible others. An MWBE wishing to participate in the City procurement process may contact the Purchasing Department for information and assistance.

**19. PUBLIC ENTITY CRIMES**

No award will be executed with any person or affiliate identified on the Department of Management Services “convicted vendor” list. This list is defined as consisting of persons and affiliates who are disqualified from public contracting and purchasing process because they have been found guilty of a public entity crime. No public entity shall award any contract to, or transact any business in excess of the threshold amount provided in Section 287.017, Florida Statutes for Category Two (currently \$10,000.00) with any person or affiliate on the “convicted vendor” list for a period of thirty-six (36) months from the date that person or affiliate was placed on the “convicted vendor” list unless that person or affiliate has been removed from the list pursuant to Section 287.133(3)(f) Florida Statutes.

**20. AWARD**

As the best interest of the City may require, the right is reserved to make award(s) by individual item, group of items, “All or None”, or a combination thereof; with one or more suppliers; to reject any or all proposals, or waive any minor irregularity or technicality in proposals received, and may, at its sole discretion, request a rebid. Proposers are cautioned to make no assumption until the City has entered into a contract or issued a purchase order.

**21. EEO STATEMENT**

The City is committed to assuring equal opportunity in the award of contracts, and therefore complies with all laws prohibiting discrimination on the basis of race, color, religion, national origin, age or sex.

**22. CONTRACTUAL AGREEMENT**

The terms, conditions, and provisions in this Request for Proposal shall be included and incorporated in any final contract or purchase order. The order of precedence will be Proposal Document and response, purchase order or contract, and general law. Any and all legal action necessary to enforce a contract or purchase order will be interpreted according to the laws of Florida. The venue shall be Fort Pierce, Florida.

**23. GOVERNMENTAL RESTRICTION**

In the event that any governmental restrictions are imposed which would necessitate alteration of the material quality, workmanship or performance of the items offered on this proposal prior to their delivery, it shall be the responsibility of the Proposer to notify the Purchasing Department at once, indicating in his/her letter the specific regulation which required an alteration, including any price adjustments occasioned thereby. The City reserves the right to accept such alteration or to cancel the contract or purchase order at no further expense to the City.

**24. PATENTS AND ROYALTIES**

The Proposer, without exemption, shall indemnify and save harmless, the City, its employees and/or any of its Commission/Board from liability of any nature or kind, including cost and expenses for or on account of any copyrighted, patented, or unpatented invention, process, or item manufactured by the Proposer. Further, if such claim is made, or is pending, the Proposer may, at its option and expense, procure for the City the right to use, replace or modify the item to render it non-infringing. If none of the alternatives are reasonably available, the City agrees to return the article on request to the Proposer and receive reimbursement. If the Proposer used any design, device, or materials covered by letters, patent or copyright, it is mutually agreed and understood, without exception, that the proposal prices shall include all royalties or cost arising from the use of such design, device, or materials in any way involved in the work.

**25. ADVERTISING**

In submitting a proposal, Proposer agrees not to use the results therefrom as a part of any commercial advertising, without the express written approval, by the appropriate level of authority within the City.

**26. ASSIGNMENT**

Any purchase order or contract issued pursuant to this Request for Proposal and the monies which may become due hereunder are not assignable except with the prior written approval of the City, through the Purchasing Division.

**27. COMPLIANCE WITH OCCUPATIONAL SAFETY AND HEALTH**

Proposer certifies that all material, equipment, etc., contained in his/her proposal meets all applicable O.S.H.A. requirements. Proposer further certifies that, if he/she is the successful Proposer, and the material, equipment, etc., delivered is subsequently found to be defective in applicable O.S.H.A. requirement in effect on the date of delivery, all costs necessary to comply with the requirements shall be born by the Proposer.

**28. FACILITIES**

The City reserves the right to inspect the Proposer's facilities at any reasonable time, during normal working hours, with prior notice to determine that Proposer has a bona fide place of business, and is a responsible Proposer.

**29. REPRESENTATION**

A Proposer must have at the time of proposal opening, a manufacturing plant in operation, or be a fully authorized agent or representative of the product proposal, and capable of producing or providing the items proposal, and so certify upon request.

**30. DISQUALIFICATION OF PROPOSER**

More than one proposal from an individual, firm, partnership, corporation, or association under the same or different names will not be considered. Reasonable grounds for believing that a Proposer is involved in more than one proposal submittal will be cause for rejection of all proposals in which such Proposers are believed to be involved. Any or all proposals will be rejected if there is reason to believe that collusion exists between Proposer's Proposals in which the prices obviously are unbalanced will be subject to rejection.

**31. ADJUSTMENTS/CHANGES/DEVIATIONS**

No adjustments, changes or deviations shall be accepted on any item unless conditions or specifications of a proposal expressly so provide. Any other adjustments, changes or deviations shall require prior written approval, and shall be binding ONLY if issued by the City's Purchasing Department. The Proposer shall bear sole responsibility for any and all costs of claims arising from any adjustments, changes or deviations not properly executed as required herein.

**32. INSURANCE**

The awarded Proposer(s) shall maintain insurance coverage reflecting the minimum amounts and conditions specified in the attached specifications or the Special Terms and Conditions. In the event the proposer is a governmental entity or a self-insured organization, different requirements may apply. Misrepresentation of any material fact, whether intentional or not, regarding the Proposer's insurance coverage, policies or capabilities may be grounds for rejection of the proposal and rescission of any ensuing contract.

**33. PUBLIC RECORDS**

Sealed bids, proposals, or replies received by an agency pursuant to a competitive solicitation are exempt from § 119.07(1) and s. 24(a), Art. I of the State Constitution until such time as the agency provides notice of an intended decision or until 30 days after opening the bids, proposals, or final replies, whichever is earlier.

**34. PROPOSAL PREPARATION COSTS**

Neither the City nor its representatives shall be liable for any expenses incurred in connection with preparation of a response to this Invitation to Proposal. Proposers should prepare their proposals simply and economically, providing all information and prices as required.

**35. COOPERATIVE PURCHASING**

Any governmental purchasing authority may participate in this purchase for services and commodities from this successful award.

**36. CANCELLATION**

This request may be cancelled and any response, bid or proposal may be rejected in whole or in part at any time for good cause when in the best interest of the City and/or the Fort Pierce Redevelopment Agency. Section 2-63(a)(7) of the City Code.

**ANY AND ALL SPECIAL TERMS AND CONDITIONS, TECHNICAL REQUIREMENTS, SCOPE OF WORK OR SPECIFICATIONS ATTACHED HERETO WHICH VARY FROM THESE GENERAL CONDITIONS SHALL HAVE PRECEDENCE.**

## SECTION II

### INSTRUCTIONS TO PROPOSERS

#### 1. **PROPOSAL OPENING**

- 1.1 Proposals are due on or before **3:00 PM, Tuesday, February 11, 2020**. Three (3) copies (one original and two copies) and one electronic copy (PDF) on a USB Flash Drive of sealed proposals. **DO NOT USE RINGED BINDERS OF ANY KIND**. All copies will be on 8 ½" x 11" plain, white paper, typed or printed, and signed by the Proposer's contractually binding authority and shall be mailed or delivered to:

**Delivery Address**

City of Fort Pierce  
Purchasing Division, Room 101  
100 North U.S. Hwy.1  
Fort Pierce, FL 34950

**Mailing Address**

City of Fort Pierce  
Purchasing Division, Room 101  
100 North U.S. Hwy. 1  
Fort Pierce, FL 34950

Copies of the bid documents are available electronically from the Purchasing Division by e-mail request to [lhubbard@cityoffortpierce.com](mailto:lhubbard@cityoffortpierce.com) or on the web site of Demandstar.com ([www.demandstar.com](http://www.demandstar.com)) and the web site of the City of Fort Pierce (<http://www.cityoffortpierce.com/187/Purchasing>).

**Any proposals received after the designated time and date listed above will be returned unopened.**

- 1.2 All proposals and qualifications will be publicly opened at the time and place specified. In accordance with Section 2-63(2)d of the City of Fort Pierce Code, no proposals shall be handled so as to permit disclosure of the identity of any offeror or the contents of any proposal to competing offerors during the process of negotiation. A register of proposals shall be prepared containing the name of each offeror, the number of modifications received, if any, and a description sufficient to identify the item offered. **The register of proposals shall be open for public [viewing] only after contract award."**

#### 2. **INQUIRIES/QUESTIONS**

- 2.1 All inquiries will be in a written format and addressed to City of Fort Pierce City Manager with a copy to the Purchasing Agent:

**TO**

**Nicholas C. Mimms**  
City Manager  
100 North U.S. Hwy. 1  
Fort Pierce, FL 34954-1480  
Fax: 772-460-6847  
Email: [nmimms@cityoffortpierce.com](mailto:nmimms@cityoffortpierce.com)

**COPY**

**Latonya Hubbard**  
Purchasing Agent  
100 North U.S. Hwy. 1  
Fort Pierce, FL 34950  
Fax: 772-467-3848  
Email: [lhubbard@cityoffortpierce.com](mailto:lhubbard@cityoffortpierce.com)

2.2 No inquiries will be received no later than, **5:00PM, February 3, 2020.**

2.3 The City prohibits communications initiated by a Proposer to **any** City Official or employee **(including but not limited to the Mayor and other members of City Commission)**, prior to the time an award decision has been made.

3. **MINORITY PARTICIPATION AND OUTREACH PROGRAM**

Describe your firm's program and/or policies in regard to minority and non-discrimination, including the firm's history of Minority and Women Owned Business Enterprise (M/WBE) participation. Include a strategy for promoting minority participation in this project and a realistic goal for participation. List references of Owners, M/WBE firms or Vendors who can speak to your firm's utilization of M/WBE on previous projects.

4. **PURCHASING CARD PROGRAM**

4.1 The City has implemented a **Purchasing Card Program**. The selected Proposers(s) can take advantage of this program and in consideration receive payment within several days, instead of the City's policy of Net 30 Days After Receipt of Invoice (ARI). **Any percentage off the Proposal**

4.2 **Price for the acceptance of Visa will be considered in the Proposal award.** If no such percentage is given, the City shall assume 0% discount applies.

4.3 Proposers are requested to state on the Proposal Response Form if they will honor the VISA Purchasing Card. In the event of failure on the part of the Proposer to make this statement, the City shall assume the Net 30 ARI (after receipt of invoice) shall govern the purchase or Contract price.

## SECTION III

### STATEMENT OF WORK

#### 1. **PURPOSE**

The City of Fort Pierce and Redevelopment Agency is seeking proposals for the redevelopment of 1134 and 1138 Avenue D. These parcels are a combined 0.24 acres along Avenue D. in the Lincoln Park District of Fort Pierce. The FPRA is in search of a proposal that meets the current CRA Plan and utilizes the land to promote economic development, generate activity, and provide a stimulus to an area targeted for redevelopment.

#### 2. **LEASE OF PROPERTY**

The City anticipates entering into a lease with the proposer who submits the proposal judged by the Evaluation Committee to be most advantageous. Selection of the proposal will be based on the financial standing of the proposer, lease rate proposed, ability to construct in a timely manner (if required), and investment in upkeep and appearance of the facilities on-site or any to be constructed.

The proposer understands that this RFP does not constitute an agreement or a lease with the proposer. An official lease or agreement is not binding until proposals are reviewed and accepted by the City Commission and a written agreement or lease is approved by both the City and the successful proposer.

Insurance requirements will be determined based on the type of use proposed.

#### 3. **PROPERTY LEGAL DESCRIPTION**

##### **1134 Avenue D**

Parcel ID#2409-501-0305-000-7

**LINCOLN PARK NO 2 BLK 12 LOT 3 (OR 3043-1024) (MAP 24/09 N)**

#### 4. **AWARD**

Award will be subject to the highest ranked acceptable proposal that adds value to the community, adds jobs to the current market and is determined to be in the best interests of the City. The City reserves the right to reject any or all offers.

#### 5. **PROPOSAL TO LEASE**

If you are interested in leasing, please provide the following information:

- ❖ Proposed use of the available space for lease
- ❖ Proposed property improvements
- ❖ Target date for occupation of space
- ❖ Business Plan
- ❖ References – List individuals or firms with knowledge of the proponent’s ability to operate a business. State the following: Name, Firm, Title, Address, Telephone and Nature of Association
- ❖ Information regarding past experience

## 6. **SUBMITTAL REQUIREMENTS**

In order to assist the City’s review process, qualifications shall be prepared utilizing a tabbed format. Each of the required sections shall begin a new page and be separately tabbed or identified as listed above (i.e. **Tab A**- Propose Use of Property, **Tab B** –Proposed Property Improvements, **Section A** – Target Date for Occupation of Space, **Tab C**. Business Plan, **Tab D** – References, **Tab E**- Past Experience





**ATTACHMENT A  
PROPERTY NARRATIVE**

**PROPOSAL RESPONSE FORM**

**1100 Block Avenue D**

Property Address

Print or Type Name of Buyer(s)

Address (Street / City, State and Zip Code)

Area Code and Telephone Number

**Proposed Use of Property:**

(Use additional sheets, if necessary)

**Proposed Property Improvements:**

(Use additional sheets, if necessary)

**Timetable for Making Improvements:**

(Use additional sheets, if necessary)

**ATTACHMENT A  
PROPERTY NARRATIVE**

page 2



**PROPOSAL RESPONSE FORM**

**1100 Block Avenue D**

Property Address

**Proposed Job Creation:**

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(Use additional sheets, if necessary)

**Business Plan (attachment):**

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(Use additional sheets, if necessary)

**Financial Plan (attachment):**

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(Use additional sheets, if necessary)

**Exceptions to Request for Proposal (attachment):**

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(Use additional sheets, if necessary)

Signature of Buyer(s)

Date

# CITY OF FORT PIERCE PROPOSER'S CHECKLIST



This checklist is provided to assist each Proposer in the preparation of their proposal response. Included in this checklist are important requirements, which is the responsibility of each Proposer to submit with their response in order to make their response fully compliant. This checklist is only a guideline~ it is the responsibility of each Proposer to read and comply with the Request for Proposal in its entirety.

**Check “Yes” or “No” to each of the following:**

**YES                      NO**

Is Request for Proposal cover page (page 1) completed, signed and attached? \_\_\_\_\_

All prices have been reviewed for mathematical accuracy, all price corrections initialed, and all price extensions and totals thoroughly checked. \_\_\_\_\_

Include proof of proper licensing as stated in proposal documents. **(NOT APPLICABLE).** \_\_\_\_\_

Include proof of proper insurance and if we are selected, agree to meet the City’s insurance requirements, as stated in proposal documents **(NOT APPLICABLE).** \_\_\_\_\_

Proposal envelope is marked accordingly. \_\_\_\_\_

Are three (3) complete proposal packages included (one original and two copies) and one electronic copy (PDF) on a USB Flash Drive of sealed proposals? \_\_\_\_\_

Is each Addendum (when issued) signed and included? \_\_\_\_\_

**PLEASE SIGN AND RETURN WITH PROPOSAL**\_\_\_\_\_