

Tanya Cannady CPA, CDM, General Manager
Michael Hurley, Facilities & Security Director
Tenille Smith, Community Services Director
Omar DeJesus CPA, Finance Director



Board of Supervisors:
Mark Camp, President
Joseph Branson, Vice-President
Michael Gilpin, Supervisor
William D. Stegall, Supervisor
Raymond Brooks, Supervisor

INVITATION TO BID #18-01

Sun 'n Lake of Sebring Improvement District will receive sealed bids for:

SALE OF SURPLUS PROPERTY

- 1 – 40' x 40' Carport
- 1 – 40' x 40' Carport with one end enclosed

INSTRUCTIONS, TERMS AND CONDITIONS:

Sun 'n Lake of Sebring Improvement District (DISTRICT) has determined and identified surplus property that is in excess to their needs and will consider offers from potential buyers for the sale of the indicated property.

- a. DISTRICT reserves their right to reject any or all offers to buy the surplus property and to provide preference to a governmental agency or a not-for-profit that is supporting the needs of the DISTRICT. The DISTRICT further reserves the right, if minimum reserve is not met, to dispose of the property as they see fit. The right is reserved to reject any and all bids, if at the discretion of the DISTRICT, they are found not to be in the best interest of the DISTRICT.
- b. All questions regarding this bid and the surplus inventory involved shall be directed to:

Allison Lee, Administrative Services Coordinator
Sun 'n Lake of Sebring Improvement District
5306 Sun 'n Lake Blvd
Sebring, FL 33872
P: 863-382-2196 Email: alee@snldistrict.org

- c. The District shall have no liability to any Bidder for any costs or expenses incurred in connection with the preparation and submittal of a response to this solicitation.

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- d. Bidders shall refrain from contacting or soliciting any District Official and that contact may be made ONLY with the individual listed in this document for additional information.
- e. Responses must be signed by an individual who is legally authorized to commit the purchase contemplated by this document.
- f. Public Records: Any material submitted in response to this solicitation will become Public Records pursuant to Section 119, Florida Statutes.
- g. The surplus property is being sold "As Is – Where Is" condition without any representation or warranty whatsoever by the District, express or implied, including but not limited to any warranty as to fitness for a particular purpose or merchantability.
- h. All information relating to the property is provided to the best knowledge and belief of the District, however, it is the responsibility of the buyer to verify all information provided.
- i. In the event the District receives two (2) or more high bids which offer an identical purchase price and which are conforming and acceptable in every other respect, the District will request a second bid proposal on the surplus property from said highest Bidders for the purpose of breaking the tie. No other bids will be accepted at this time.
- j. In the event the District accepts the bid price submitted and the Bidder fails to close the sale for any reason, the deposit paid herewith shall be retained by the District as consideration for its acceptance of the bid.
- k. In the event that the an Awarded Bidder fails to pay the money within the forty eight (48) hour deadline then the property will be offered to the next highest bidder.
- l. A security deposit of \$250 per unit will be required to provide for maintenance, repair, and/or clean-up of the affected area after the disassembly and removal of units. If two different bidders are awarded the individual units, they shall each be responsible for a \$250 security deposit and any deductions resulting from maintenance, repair, and/or clean-up of the affected area after the disassembly and removal of the units shall be made in equal amounts from each bidder's deposit.

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BIDDER REQUIREMENT

- a. All bidders submitting a bid will need to submit "Official Bid Form" in a sealed package. The left front of the package shall read:

ITB #18-01

District Surplus Property

Due Date: 3/7/18 @ 2:00 p.m.

Name and Address

Documents will need to be mailed or hand delivered to:

Tanya Cannady, General Manager

Sun 'n Lake of Sebring Improvement District

5306 Sun 'n Lake Blvd

Sebring, FL 33872

All documents will need to be delivered, or received in the mail by the due date and time. Any document submitted or received after this date and time shall not be considered and will be returned to the sender unopened. The District takes no responsibility for late mail or late delivery service.

- b. All offers must be submitted on the "OFFICIAL BID FORMS" included as part of this ITB
- c. The winning bidder will be required to provide a non-refundable payment equal to their offering price to the District within forty eight (48) hours of their Notification of Award to buy the surplus property.
- d. Payments must be made at the District Office at 5306 Sun 'n Lake Blvd, Sebring, FL 33872 in the form of cash, cashier's check or money order in the name of Sun 'n Lake of Sebring Improvement District.
- e. It shall be the responsibility of the Buyer to pay for all costs associated with taking down and removing the structures from District property within thirty (30) days of the time that the bid is awarded. Upon completion, all garbage and debris associated with the removal of the surplus property must be removed.
- f. The Awarded Bidder(s) must sign and execute a General Release of Liability Form.

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OFFICIAL BID FORM

SALE OF SURPLUS DISTRICT PROPERTY

COMPLETE THE FOLLOWING

BID SUBMITTED BY:

BIDDERS NAME

SIGNATURE

ADDRESS CITY STATE ZIP CODE

TELEPHONE #

EMAIL ADDRESS

DATE BID SUBMITTED

Property Description	Bid Amount
40' x 40' x 10' Carport	
40' x 40' x 10' Carport with One End Enclosed	

THIS OFFICIAL BID FORM MUST BE USED TO SUBMIT A BID

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**ITEM #10/#11 CARPORT
STRUCTURE (THERE ARE TWO
TOTAL)**