

**ESCAMBIA COUNTY  
FLORIDA**

**REQUEST FOR QUOTATIONS**

**Publication of the Delinquent Tax List For 2016**

**SPECIFICATION NUMBER PD 15-16.085**

**QUOTATIONS WILL BE RECEIVED UNTIL: 11:30 A.M., CDT, Friday, August 19, 2016**

**Office of Purchasing, Room 11.101  
213 Palafox Place, Pensacola, FL 32502  
Matt Langley Bell III Building  
Post Office Box 1591  
Pensacola, FL 32591-1591**

**Board of County Commissioners**

**Grover C. Robinson, IV, Chairman  
Wilson B. Robertson, Vice Chairman  
Douglas Underhill  
Lumon J. May  
Steven L. Barry**

**Procurement Assistance:**

Lester L. Boyd  
Purchasing Specialist  
Office of Purchasing  
213 Palafox Place, 2<sup>nd</sup> Flr.  
Matt Langley Bell III, Bldg.  
Pensacola, FL 32502  
Tel: (850) 595-4944  
Fax: (850) 595-4805

**Technical Assistance:**

Richard Stone  
Chief Operations Officer  
Tax Collector Office  
213 Palafox Place  
Pensacola, FL 32502  
Tel: (850) 438-6500, ext: 3223  
Fax: (850) 432-3601

**SPECIAL ACCOMMODATIONS:**

**Any person requiring special accommodations to attend or participate, pursuant to the Americans with Disabilities Act, should call the Office of Purchasing, (850) 595-4980 at least five (5) working days prior to the solicitation opening.**

**NOTICE**

**It is the specific legislative intent of the Board of County Commissioners that NO CONTRACT under this solicitation shall be formed between Escambia County and the awarded vendor until such time as the contract is executed by the last party to the transaction.**

## NOTICE

**In accordance with Sec. 46-110(e) of the Escambia Code of Ordinances, all bid solicitation documents shall include the following notice to vendors of the local vendor preference policy:**

(Revised 10/31/2013)

### **Preference in purchase of commodities and services by means of competitive bid,**

Except where federal or state law, or any other funding source, mandates to the contrary, Escambia County may give preference to local businesses in the following manner:

**Competitive bid (local price match option).** Each formal competitive bid solicitation (i.e. sealed bids) shall clearly identify how the price order of the bids received will be evaluated and determined.

When a qualified and responsive, non-local business submits the lowest price bid amount between \$50,000 and \$249,999, and the bid submitted by one or more qualified and responsive local businesses is within **five percent (5%)** of the price submitted by the non-local business, then the local business with the apparent lowest bid offer (i.e.; the lowest local bidder) shall have the opportunity to submit an offer to match the price(s) offered by the overall lowest, qualified and responsive non-local bidder.

When a qualified and responsive, non-local business submits the lowest price bid amount between \$250,000 and \$999,999, and the bid submitted by one or more qualified and responsive local businesses is within **three percent (3%)** of the price submitted by the non-local business, then the local business with the apparent lowest bid offer (i.e.; the lowest local bidder) shall have the opportunity to submit an offer to match the price(s) offered by the overall lowest, qualified and responsive non-local bidder.

When a qualified and responsive, non-local business submits the lowest price bid amount in excess of \$1,000,000, and the bid submitted by one or more qualified and responsive local businesses is within **two percent (2%)** of the price submitted by the non-local business, then the local business with the apparent lowest bid offer (i.e.; the lowest local bidder) shall have the opportunity to submit an offer to match the price(s) offered by the overall lowest, qualified and responsive non-local bidder.

In such instances, staff shall first verify whether the lowest non-local bidder and the lowest local bidder are in fact qualified and responsive bidders. Next, the purchasing department shall invite the lowest local bidder in writing to submit a matching offer which shall be submitted in writing to the office of purchasing within five (5) business days thereafter.

If the lowest local bidder does not respond or otherwise submits a written offer that does not fully match the lowest bid from the lowest non-local bidder tendered previously then award shall be made to the lowest overall qualified and responsive non-local bidder.

In the event a local bidder is awarded a contract pursuant to this section, any requests for change orders increasing the cost of the project must be approved by the Board of County Commissioners.

Effective July 1, 2015, the County may not use a local preference “for a competitive solicitation for **construction services** in which **50 percent or more** of the cost will be paid from state appropriated funds which have been appropriated at the time of the competitive solicitation. For any such solicitation, the County must disclose in the bid package that “any applicable local ordinance or regulation does not include any local preference...” See §255.0991, Florida Statutes

## **Request for Quotations**

### **Specification No. PD 15-16.085**

The Board of County Commissioners, Escambia County, Florida, invites your company to submit a quotation on the item(s) as listed on the attached pages.

All terms and conditions below are a part of this request. The County reserves the right to waive informalities in any quotation; to reject any or all quotations, in whole or in part, and/or to accept the quotation(s) that in its judgment is from the lowest and most responsible and responsive offeror(s).

#### **Instructions to Offerors**

1. **General Information**

All quotations to be considered shall be in the possession of the Office of Purchasing prior to the time the quotations are due.

**Quotations WILL BE RECEIVED UNTIL: 11:30 A.M., CDT, Friday, August 19, 2016**

Quotations may be:

Mailed or delivered to the Office of Purchasing, 2<sup>nd</sup> Floor, Room 11.101, Matt Langley Bell III Bldg. 213 Palafox Place, Pensacola, Florida 32502 in an envelope clearly marked:

**Specification No: 15-16.085 Publication of Delinquent Tax List 2016  
(Name of Offeror) and with the time and date quotations are due.  
Note: If you are using a courier service; Federal Express, Airborne, UPS, etc.,  
you must mark air-bill and envelope or box with Specification Number and  
Project Name.**

Regardless of the method of delivery, each offeror shall be responsible for his quotation being delivered on time as the County assumes no responsibility for same. Quotations offered or received after the time set for receipt shall not be accepted.

2. **Procurement Questions**

Procurement questions may be directed to Lester L. Boyd, Purchasing Specialist, Telephone (850)-595-4944, Fax (850)-595-4805. Technical questions may be directed to Richard Stone, Chief Operations Officer, Telephone, (850) 438-6500, ext:3223, Fax, (850) 432-3601.

3. **Quotation Forms**

Unless otherwise specified in the solicitation, the quotation forms are furnished in duplicate. **All quotations should be submitted on the forms provided and acknowledged by manual signature in the proper spaces and submitted in accordance with Section 1.** Offerors shall retain the duplicate copy. Quotation responses on vendor quotation forms are Discouraged.

4. **Award**

The County reserves the right to accept or reject any and all quotes and to make award to the lowest most responsive and most responsible offeror whose quotation meets the requirements and criteria set forth in the request for quotations and whose award will, in the opinion of the County, be in the best interest of and most advantageous to the County. No modifications to Bid Terms, Dates and/or Circulation, or the scope of services will be accepted.

5. **Scope of Services**

This list of Delinquent Real Estate Accounts will be published weekly for three consecutive weeks during the month of May 2017, in accordance with Florida Statute 197.402, the advertising dates shall be May 11, 18, and 25, 2016. The list of Delinquent Tangible Accounts will be published on the first printing only.

This Legal Advertisement shall be charged and paid for on the basis of six-point type on six-point body, as prescribed by Florida Statutes. You must meet the criteria set by Florida Statutes in order to qualify to publish the delinquent tax list as follows:

1. The newspaper must be printed and published periodically once per week or more often;
2. The newspaper must contain at least twenty-five percent (25%) of its words in the English language;
3. The newspaper must be entered or qualified to be admitted and entered as second class matter at a post office in Escambia County;
4. The newspaper must be for sale to the public generally;
5. The newspaper must be available to the public generally for the publication of official or other notices;
6. The newspaper must customarily contain information of a public character of interest or of value to the residents or owners of property in Escambia County, or of interest to the general public;
7. The newspaper must, at the time of publication, have been in existence for one year, or must be a direct successor of a newspaper and, together, have been in existence for one year;
8. The newspaper must adhere to a May 1, 2017 deadline for additions and deletions.
9. The newspaper must have the capability to download and store the delinquent tax list from the Tax Collectors' web site.
10. Please provide a list of the target distribution and percentage of Rack Editions.

**Quotation Form**

**PD 15-16.085**

**Publication of the Delinquent Tax List For 2016**

Board of County Commissioners  
Escambia County, Florida  
Pensacola, Florida 32501

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

Commissioners:

In accordance with your, "Request for Quotations" and "Instructions to Offerors", for **Publication of the Delinquent Tax List for 2016** as described and listed in this Request for Quotations, and subject to all conditions thereof, I, the undersigned, hereby propose to provide at the following price:

Quantity	Description	Unit Price
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Price per line for the first insertion: \$ \_\_\_\_\_ at column width of \_\_\_\_\_ inches.

Price per line for each subsequent insertion: \$ \_\_\_\_\_ at column width of \_\_\_\_\_ inches.

Total price for the three (3) insertions: \$ \_\_\_\_\_ per line.

Name for Publication \_\_\_\_\_

I submit herewith, the following bid for publication of the Escambia County Delinquent Tax List for 2016, three (3) times as required by Florida Statutes:

(PLEASE TYPE THE INFORMATION BELOW)

**SEAL IF BID IS BY CORPORATION**

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

Title: \_\_\_\_\_

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

Person to contact concerning this quotation: \_\_\_\_\_

Phone/Toll Free/Fax No: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Home Page Address: \_\_\_\_\_