

ESCAMBIA COUNTY FLORIDA

REQUEST FOR INFORMATION

**Continuous Property Search for COB (County Office Building) Replacement- Lease Only
Solicitation Number PD 14-15.060**

Request for Information Will Be Received on a **Continuous Basis Until:**

**Office of Purchasing, Room 11.101
213 Palafox Place, Pensacola, FL 32502
Matt Langley Bell III Building
Post Office Box 1591
Pensacola, FL 32597-1591**

Board of County Commissioners

Chairman

Steven L. Barry, Chairman

Grover C. Robinson IV, Vice Chairman

Wilson B. Robertson

Lumon J. May

Douglas Underhill

From:

Claudia Simmons

Purchasing Manager

Assistance:

Paul R. Nobles, CPPO, CPPB, FCN, FCPM, FCCM

Purchasing Coordinator

Office of Purchasing

Matt Langley Bell III Building

213 Palafox Place

2nd Floor, Room 11.101

Pensacola, FL 32502

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I. INFORMATION PACKAGE

Scope:

The effects of the damages to the County Building for Corrections Administration located at 2251 North Palafox Street, Pensacola, Florida 32501 have left the building uninhabitable for the current use as administrative offices for Corrections Administration. The County is seeking information for the replacement of the space by **lease of an existing facility** to provide adequate office spaces for 31 employees and that meets the following requirements.

Commercial building with 12000 to 14500 square feet with enclosed office spaces sufficient for the group of 31 administrative employees, as well as some open space for public access. Meeting all applicable building codes for size and use. The building must be centrally located within the area of Escambia County, Florida and include the following requisites.

- Parking available for 80 to 100 spaces
- Security system
- Fire suppression system
- Cable ready and Information technology compatible
- Ready for occupation within 60 days

Property should be in an area that has no history of flooding

NOTE: Escambia County is **not** soliciting pricing.

II. INSTRUCTIONS TO SUBMITTERS

Owners, Agents or Developers desiring to submit land for consideration shall submit one (1) original of the requested information. The information is being received on a **Continuous basis until suitable property is found.**

NOTICE TO Submitters to PD13-14.075 Property Search #1 & PD 14-15.042, Property Search #2

- The provided information regarding a lease option previously submitted for PD13-14.075 Property Search #1 & PD 14-15.042, Property Search #2 will remain in consideration.
- Any information on the properties submitted in Property PD13-14.075 Property Search #1 & PD 14-15.042, Property Search #2 not containing lease information should be resubmitted with a lease option for this solicitation if the property owner has a lease option to be considered
- Any information provided in Property Search #1 may be replaced with information submitted in this solicitation if the property owner elects to do so.

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III. SUBMITTAL FORMAT

The following **must** be returned to the Office of Purchasing, Room 11.101, 213 Palafox Place, 2nd Floor, Pensacola, FL 32502, Matt Langley Bell III Building, and Post Office Box 1591, Pensacola, FL 32597-1591:

1. A letter providing owner, agent or developer contact information expressing an interest in submitting land for property search for COB (County Office Building) replacement to include the information requested above.

Please provide

- a. Legal description of property
- b. Building specifications and description
- c. List of amenities available
- d. Description of parking

2. Additional materials **may** be submitted.

This solicitation is for information gathering only.

Escambia County Code of Ordinance Section 46, Finance

Sec. 46-139. Acquisition of real property by the county.

- (1) Prior to the acquisition of real property by the county by purchase, **lease**, donation, or exchange, the county administrator or designee shall:
 - (a) Determine if the property is within the scope of the county's future space plan, and determine the impact on the future space plan.
 - (b) Determine the costs to the county of acquiring the property, as well as the costs related to maintaining the property, more specifically as described in this section.
- (2) Procedures for acquisition of property are as follows:
 - (a) If the value of the property is less than \$250,000.00, the county administrator or designee shall obtain at least one appraisal from a real estate appraiser licensed by the State of Florida. If the value of the property is \$250,000.00 or more, the county administrator or designee shall obtain at least two appraisals. However, after obtaining the first appraisal, the board may waive the requirement for a second appraisal and instead accept an appraisal review from a real estate appraiser that confirms the accuracy of the initial appraisal. Any appraisal or appraisal review required by this section shall be purchased by the county, at its sole expense, from an appraiser retained by the county. Appraisals are not required for

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- donations or acquisitions where the value of the consideration paid by the county is less than \$20,000.00.
- (b) An environmental site assessment, Phase I, and Phase II if indicated by the Phase I environmental site assessment, shall be obtained by the county, provided however, the county administrator may waive this requirement with the written concurrence of the neighborhood and environmental services division for reasons specifically stated.
 - (c) A physical inspection of the property must be completed by the facilities management department and risk management department with the utilities turned on, with a written report to the county administrator or designee on the HVAC, electrical, plumbing, fire suppression systems, available utilities and communications systems, roof, general condition of the interior and exterior of any buildings, drainage, grounds maintenance, security, building code compliance, compliance with the American with Disabilities Act, and any other inspections deemed appropriate by the county administrator or designee.
 - (d) A survey or boundary map, as determined by the county administrator or designee, must be obtained and reviewed by the county engineering department.
 - (e) The office of management and budget shall provide verification of the funding source for the purchase or lease.
 - (f) The county administrator or designee shall evaluate the above reports and negotiate a purchase or lease price with the prospective seller. The county administrator may enter into an option contract to purchase or lease the property, subject to approval of a contract for sale and purchase or a lease by the board of county commissioners. The board of county commissioners will be under no obligation to exercise the option.
 - (g) If the negotiated purchase price of the property exceeds the average of the appraisal(s), the board of county commissioners is required to approve the purchase by an extraordinary vote (4/5).
 - (h) The county attorney's office shall prepare or review legal documents necessary to the negotiation and purchase or lease of the property. Title insurance is required for all purchases of \$20,000.00 or more, unless the board of county commissioners determines otherwise. Title insurance may be obtained for purchases less than \$20,000.00.
- (3) Notwithstanding the provisions of this section, if the county is acquiring property by purchase or donation, and if the property is valued at less than

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\$20,000.00, then the county administrator or designee shall negotiate the purchase price and terms, and may waive compliance with all or some of the procedures described in subsection (2), with the negotiated purchase or donation to be approved by the board of county commissioners.

- (4) If the board of county commissioners determines that it is in the best interest of the county to negotiate for the purchase of a parcel of property confidentially, the county administrator or designee shall negotiate the proposed purchase pursuant to the terms of F.S. § 125.35(5); provided however, the requirements of subsections (1) and (2) of this section must be followed.

(Ord. No. 2002-31, § 1, 7-18-2002; Ord. No. 2004-37, § 1, 7-22-2004; Ord. No. 2006-74, § 1, 9-21-2006; Ord. No. 2010-21, § 1, 7-8-2010)