

BOARD OF COUNTY COMMISSIONERS
ESCAMBIA COUNTY, FLORIDA

OFFICE OF PURCHASING

213 PALAFOX PLACE, 2nd Floor
P.O. BOX 1591

PENSACOLA, FL 32591-1591

TELEPHONE (850)595-4980

(SUNCOM) 695-4980

TELEFAX (850)595-4805

<http://www.myescambia.com/business/solicitations>



CLAUDIA SIMMONS
Purchasing Manager

November 19, 2015

To: All Known Prospective Proposers

ADDENDUM NUMBER 1:

Re: Real Estate Brokerage Services
Specification Number: PD 15-16.008

Proposers:

We recently sent you an Invitation to Bid on the above mentioned specification.

This Addendum #1 provides for revised form:

Proposer's Checklist

Request for Proposal Uniform Contract Format Page 3

(two page attachment)

This Addendum Number 1 is furnished to all known prospective proposers. Please sign and return one copy of this Addendum, with original signature, with your proposal as an acknowledgement of your having received same. You may photo copy for your record.

Sincerely,

A handwritten signature in dark ink, appearing to read "Paul Nobles", is written over a horizontal line.

Paul Nobles, CPPO, CPPB, FCCM, FCN
Purchasing Coordinator

SIGNED: _____

COMPANY: _____

PRN:abh

**ESCAMBIA COUNTY FLORIDA
REQUEST FOR PROPOSALS
PROPOSER'S CHECKLIST
Real Estate Brokerage Services
SPECIFICATION PD 15-16.008**

HOW TO SUBMIT YOUR PROPOSAL:

- Please Review This Document Carefully. Offers That Are Accepted By The County Are Binding Contracts. **INCOMPLETE PROPOSALS ARE NOT ACCEPTABLE.** All Documents And Submittals Shall Be Received By The Office Of Purchasing On Or Before Date And Hour For Specified For Receipt. Late Proposals Will Be Returned Unopened.

** Documents submitted with Proposal are to be on the forms provided in the Request for Proposals and photocopies of other required documents*

THE FOLLOWING DOCUMENTS SHALL BE RETURNED WITH PROPOSAL:

- **One (1) bound original and One (1) CD or flash drive containing the entire proposal.** The following documents shall be included with the proposal:
 - Proposal Form
 - Tab 1 Title Page
 - Tab 2 Table of Contents
 - Tab 3 Letter of Transmittal
 - Tab 4 Company History
 - Tab 5 Qualification
 - Tab 6 Scope Response
 - Tab 7 Approach to Project
 - Tab 8 References and Past History
 - Tab 9 Statement of Litigation
 - Tab 10 Cost Proposal
 - Tab 11 Sample Agreement
 - Tab 12 Standard Documents
 - ~~Solicitation, Offer and Award Form~~ **Not Required**
 - Sworn Statement Pursuant To Section 287.133 (3)(A), Florida Statutes, On Entity Crimes
 - Drug-Free Workplace Form
 - Information Sheet For Transactions And Conveyances Corporate Identification
 - Certificate Of Authority To Do Business From The State Of Florida

BEFORE YOU SUBMIT YOUR PROPOSAL, HAVE YOU:

- Placed Your Proposal With All Required Submittal Items In A Sealed Envelope Clearly Marked For Specification Number, Project Name, Name Of Proposer, And Due Date And Time Of Proposal Receipt?

HOW TO SUBMIT A NO PROPOSAL:

- If You Do Not Wish To Propose At This Time, Please Remove The ~~Solicitation, Offer And Award Form~~ From The Proposal Solicitation Package And Enter No Proposal In The "Reason For No Proposal" Block, Your Company's Name, Address, Signature, And Return The ~~Solicitation, Offer And Award Form~~ In A Sealed Envelope. This Will Ensure Your Company's Active Status In Our Bidder's List.

This Form Is For Your Convenience To Assist In Filling Out Your Proposal Only. Do Not Return With Your Proposal.

REQUEST FOR PROPOSAL UNIFORM CONTRACT FORMAT

Summary

- Part I General Information
- 1-1 Purpose
 - 1-2 Objective
 - 1-3 Issuing Officer
 - 1-4 Contract Consideration
 - 1-5 Rejection
 - 1-6 Inquiries
 - 1-7 Addenda
 - 1-8 Schedule
 - 1-9 Proposal Content and Signature
 - 1-10 Negotiations
 - 1-11 Recommended Proposal Preparation Guidelines
 - 1-12 Disclosures
 - 1-13 Delays
 - 1-14 Work Plan Control
 - 1-15 Method of Payment
- Part II Information Required from Real Estate Broker
Proposal Form
- Tab 1 Title Page
 - Tab 2 Table of Contents
 - Tab 3 Letter of Transmittal
 - Tab 4 Company History
 - Tab 5 Qualification
 - Tab 6 Scope Response
 - Tab 7 Approach to Project
 - Tab 8 References and Past History
 - Tab 9 Statement of Litigation
 - Tab 10 Cost Proposal
 - Tab 11 Sample Agreement
 - Tab 12 Standard Documents
 - ~~Solicitation, Offer and Award Form~~ **Not Required**
 - Sworn Statement Pursuant To Section 287.133 (3)(A), Florida Statutes, On Entity Crimes
 - Drug-Free Workplace Form
 - Information Sheet For Transactions And Conveyances Corporate Identification
 - Certificate Of Authority To Do Business From The State Of Florida
- Part III Criteria for Selection
- Part IV Scope of Work