

SECTION II

**SURPLUS PROPERTY**  
**EAST PARK AVENUE LANE PIN: 2-0054-01-007**  
**CITY OF SAVANNAH, GEORGIA**

**EVENT # 5735**

- 2.0 The City of Savannah is offering for sale to the public a residential vacant lot located on East Park Avenue Lane within the Eastside district of Savannah, Georgia. The site contains approximately 3,240 square feet; or +/- 0.07 acre.

Electronic responses will not be accepted.

General Location Map





(Source: Google Earth)

Georgia Code OCGA 36-37-6 governs the process by which municipalities of the State of Georgia dispose of surplus real property. The property was declared surplus and available for sale to the public by the Mayor and Aldermen during a regularly scheduled City Council

meeting on August 31, 2017. Surplus real property is offered for sale to the public, either by sealed bid or auction, after due notice has been provided. If the property is offered for sale by sealed bid, the notice shall contain a detailed invitation for proposals and a description of any relevant conditions associated with the sale. Due notice is provided in accordance with State law to allow sufficient time for the property to be exposed on the market and generate responses from the public.

All questions submitted by interested parties in response to this request are assembled by the City's Purchasing Department and posted, along with answers/responses, for the public to review. This public process ensures transparency and equity, and avoids potential conflicts of interest.



Tax Parcel Map

## 2.1 PROPERTY DESCRIPTION

### 2.1.1 General

The property is a rectangular parcel located along East Park Avenue Lane, just east of Broad Street. The lot has dimensions of approximately 40' x 81' and contains a reported 3,240 square feet or 0.07 acre; subject to survey.

### 2.1.2 Flood Zone

According to Flood Emergency Management Agency maps, the property is located in flood zone X, which is outside the 100 and 500 year flood hazard areas and offers the lowest risk of potential flooding. An excerpt of the flood map as provided by the Savannah Area Geographic Information System (SAGIS) follows:



Source: SAGIS

### 2.1.3 Zoning

The property is zoned P-R-4. An excerpt of the zoning map follows:



A complete description of allowable uses, setbacks, lot coverage, and other zoning information can be found at the City Website via the following link:

<http://www.savannahga.gov/index.aspx?NID=1128>

## 2.2 Proposals are to include the following information:

A proposal form is included as part of this RFP, known as Section III for the information requested in this section.

**2.2.1 Offer/Purchase Price for Property:** The price willingly offered for the property. The price should be a firm price in U.S. dollars. No ranges or contingencies will be accepted. The final purchase price will be the accepted bid plus advertising, title, and closing fees, if any.

**2.2.2 Evidence of Financial Capacity:** Provide evidence of financial resources, such as a financing commitment letter from an approved lender, cash per bank statement or financial statement, etc.

**2.2.3 Proposed Scope of Work:** Provide a complete description of the proposed use of the property including a statement on the acceptability of that use under current zoning ordinances.

**2.2.4** The successful proposer may be asked for, and must be able to provide, a cashier's check for ten percent (10%) of the approved amount within ten (10) working days after the proposal is accepted. The closing will occur within 60 days after acceptance of proposal and approval by City Council unless otherwise stipulated and agreed to by the City of Savannah.

**2.2.5 Timeline for Project Completion:** Identify the proposed schedule for implementing the project, including estimated time for completion.

**2.3 Address of Proposer:** Provide the complete physical address and mailing address for the entity proposing to acquire the property. Please also include other contact information such as e-mail address and phone number.

**2.4 Basis of Award:** Proposals will be evaluated based upon all information submitted in response to this RFP. The City reserves the right to request clarification of information submitted and to request additional information from one or more respondents. The City may, at its option, request any or all proposers to participate in interviews or presentations.

Purchase price	50 points
Evidence of Financial Capacity	15 points
Proposed Scope of Work	20 points
Timeline/Schedule	15 points
<b>Total Points</b>	<b>100 points</b>

**2.5 Authority and Discretion**

The City of Savannah reserves the right to reject any and all proposals in its sole discretion, or to negotiate with the highest and most responsive proposer.

**2.6** Seller is offering the property **AS IS with no warranties**. Property shall be conveyed by Quit Claim Deed.

**2.7 Delivery**

Proposals, including all required documentation must be submitted manually in hard copy to the address listed in the bid document to ensure receipt by the Purchasing Department on or before 1:30 P.M. (EST) on the date specified in the web page listing for this event. Proposals must be in a sealed envelope and clearly marked with the event number and property description. Electronic submittals will not be accepted.

**2.8 Copies:** One (1) unbound, printed, and signed original and three (3) identical, printed copies of the proposal and supporting documents must be submitted in response to the RFP. All responses must relate to the specifications as outlined.

**2.9 Contacts:** Proposers must submit proposals in accordance with the instructions contained in this RFP. All requested information must be submitted with the proposal. Instructions for preparation and submission of proposals are contained in this package. All questions regarding this request for proposal should be submitted in writing and emailed to the person listed on the summary event page.

**2.10 Inspections:** The property will be available for inspection. Further information may be obtained by calling Lynette Allen, Property Coordinator, at 912-651-6524.

**SECTION III**

**PURCHASE PRICE PROPOSAL**

Purchase price proposals and other requested information shall be submitted in a sealed envelope clearly marked Purchase Price Proposal for Selling of Property – East Park Avenue, RFP Event # 5735, and include the name of the proposer.

**ADDENDA ACKNOWLEDGEMENT**

My signature below confirms my receipt of all addenda issued for this proposal.

\_\_\_\_\_  
Signature

**\*This acknowledgement is separate from my signature on the fee proposal form. My signature on the fee proposal form will not be deemed as an acknowledgement of addenda.**

**ALL PROPOSERS MUST BE REGISTERED SUPPLIERS ON THE CITY'S WEBSITE TO BE AWARDED AN EVENT. PLEASE REGISTER AT [WWW.SAVANNAHGA.GOV](http://WWW.SAVANNAHGA.GOV). ELECTRONIC SUBMISSIONS WILL NOT BE ACCEPTED.**

East Park Avenue

Proposed Price \$ \_\_\_\_\_

Evidence of Financial Ability to Perform (attach)

Proposed Scope of Work:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Timeline/Schedule:

\_\_\_\_\_  
\_\_\_\_\_

**SUBMITTED BY:** \_\_\_\_\_

**PROPOSER:** \_\_\_\_\_

**SIGNED:** \_\_\_\_\_

**NAME (PRINT):** \_\_\_\_\_

**PHYSICAL ADDRESS:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_

**CITY/STATE:** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**TELEPHONE:** (\_\_\_\_\_) \_\_\_\_\_  
**Area Code**

**FAX:** (\_\_\_\_\_) \_\_\_\_\_  
**Area Code**

**EMAIL:** \_\_\_\_\_

**INDICATE MINORITY OWNERSHIP STATUS OF BIDDER (FOR STATISTICAL PURPOSES ONLY):**

**CHECK ONE:**

\_\_\_\_\_ **NON-MINORITY OWNED**

\_\_\_\_\_ **ASIAN AMERICAN**

\_\_\_\_\_ **AFRICAN AMERICAN**

\_\_\_\_\_ **AMERICAN INDIAN**

\_\_\_\_\_ **HISPANIC**

\_\_\_\_\_ **OTHER MINORITY**

\_\_\_\_\_ **WOMAN** (non-minority)

**Describe** \_\_\_\_\_



## NON-DISCRIMINATION STATEMENT

The proposer certifies that:

- (1) No person shall be excluded from participation in, denied the benefit of, or otherwise discriminated against on the basis of race, color, national origin, or gender in connection with any bid submitted to the City of Savannah or the performance of any contract resulting therefrom;
- (2) That it is and shall be the policy of this Company to provide equal opportunity to all business persons seeking to contract or otherwise interested in contracting with this Company, including those companies owned and controlled by racial minorities, cultural minorities, and women;
- (3) In connection herewith, We acknowledge and warrant that this Company has been made aware of, understands and agrees to take affirmative action to provide such companies with the maximum practicable opportunities to do business with this Company;
- (4) That this promise of non-discrimination as made and set forth herein shall be continuing in nature and shall remain in full force and effect without interruption;
- (5) That the promises of non-discrimination as made and set forth herein shall be and are hereby deemed to be made as part of and incorporated by reference into any contract or portion thereof which this Company may hereafter obtain and;
- (6) That the failure of this Company to satisfactorily discharge any of the promises of non-discrimination as made and set forth herein shall constitute a material breach of contract entitling the City of Savannah to declare the contract in default and to exercise any and all applicable rights and remedies including but not limited to cancellation of the contract, termination of the contract, suspension and debarment from future contracting opportunities, and withholding and or forfeiture of compensation due and owing on a contract.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

**PROPOSED SCHEDULE OF M/WBE PARTICIPATION**

Any M/WBE listed in this completed form must be certified by the City of Savannah and/or other certifying agency such as USDOT, GDOT, SBA 8(a) or GMSDC prior to the due date of this bid. Proof of M/WBE certification such as a certificate or letter from the certifying agency is required to accompany the bid. A firm that has submitted an application for M/WBE certification or an application for M/WBE certification under review but has not been certified is not qualified as a certified M/WBE and will not be recognized as such during the City's evaluation process.

Name of Proposer: \_\_\_\_\_

Event No. \_\_\_\_\_

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

**NOTE: Unless certified through the City of Savannah's MWBE Program, proof of MWBE certification must be attached to this completed form for all firms listed in the table below.**

Name of M/WBE Participant	Name of Majority Owner	Telephone	Address (City, State)	Type of Work Sub-Contracted	Estimated Sub-contract Value	MBE or WBE	City Certified Y or N
					%		
					%		
					%		
					%		
					%		
					%		

MBE Participation Value: \_\_\_\_\_ %

Women Participation Value: \_\_\_\_\_ %

The undersigned will enter into a formal agreement with the M/WBE Subcontractors/Proposers identified herein for work listed in this schedule conditioned upon executing of a contract with the Mayor and Aldermen of the City of Savannah. The Prime's subcontractors' subcontractors must enter into a formal agreement with the tier subcontractor identified herein for work listed in this schedule. It is the responsibility of the Prime contractor to ensure compliance by all subcontractors.

**Joint Venture Disclosure**

If the prime bidder is a joint venture, please describe below the nature of the joint venture and level of work and financial participation to be provided by the Minority/Female joint venture firm.

Joint Venture Firms	Level of Work	Financial Participation

Printed name (company officer or representative): \_\_\_\_\_

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

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

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

*NOTE: The Minority/Women Owned Business Office is available to assist with identifying certified M/WBEs. Please contact the M/WBE Office at (912) 652-3582. The City of Savannah's certified M/WBE registry is posted on its website @ [www.savannahga.gov](http://www.savannahga.gov).*

## Developing a Strong M/WBE Participation Plan

### *Key facts every bidder/proposer needs to know prior to developing their M/WBE Participation Plan:*

1. All bidders/proposers must submit a “Proposed Schedule of M/WBE Participation” which identifies the minority and/or woman-owned companies that have agreed to participate in the project if awarded. All companies listed on the form must be certified as either minority-owned and controlled or woman-owned and controlled. The City does not accept a company’s “self-identification” as minority or woman-owned.
2. **Proof** of M/WBE certification from the certifying agency is required to accompany the bid; and certification must have been completed by the City of Savannah, a federally-recognized or a state-level certifying agency (USDOT, State DOT, SBA 8(a) or GMSDC) utilizing certification standards comparable to the City of Savannah.
3. The certification must have been approved **prior** to the due date of this bid. A firm that has submitted an application for certification but has not been certified will not be counted toward the M/WBE goal.
4. The M/WBE Office **will be contacting all M/WBE firms** included in the bidder’s M/WBE Plan to confirm each: a) was contacted by the bidder/proposer; b) performs the type of work listed; and c) agreed to participate.
5. To expedite the verification process, bidders/proposers need to: provide accurate phone numbers for all M/WBEs listed; ensure M/WBEs know to expect to be contacted by phone and email; request M/WBEs be accessible during the critical period before bid-opening; and advise M/WBEs that City staff **must** receive the M/WBE’s confirmation that the firm agreed to participate in the bid/proposal in order for the prime contractor to receive credit toward their proposed M/WBE participation goals.
6. If a proposed M/WBE cannot be confirmed as certified, performing the type of work described or agreeing to participate, the bidder/proposer will be notified and given a pre-determined period to submit a correction. If an M/WBE still cannot be confirmed or replaced, the proposed percentage of participation associated with the unverified M/WBE firm will **not be counted** and **will be deducted** from the overall proposed M/WBE goal.
7. Any tier of M/WBE subcontractors or suppliers that will be utilized in the contract work may count toward the MBE and WBE goal **as long as the tier subcontractors/suppliers are certified M/WBEs**. Work that an M/WBE subcontracts to a non-M/WBE firm does not count toward the M/WBE goal.
8. M/WBEs must perform a “**commercially useful function**” which is the provision of **real and actual work or products**, or performing a distinct element of work for which the business has the skills, qualifications and expertise, and the responsibility for the actual management and supervision of the work contracted.
9. Per the *Proposed Schedule of M/WBE Participation* “the undersigned (bidder/proposer) will enter into a formal agreement with the M/WBE Subcontractors/Proposers identified herein for work listed in this schedule, conditioned upon executing a contract with the Mayor and Aldermen of the City of Savannah.” **This signed commitment is taken seriously by the City**, so do not list M/WBEs you do not plan to utilize. Any proposed changes must be pre-approved by the M/WBE Office, be based on legitimate business-related reasons, and still meet the M/WBE participation goals per the City’s contract.
10. A bidder who is a certified M/WBE may count toward the goal the portion of work or services on a City contract that is actually performed by the M/WBE, including: the cost of supplies/materials purchased or equipment leased for contract work, fees for bona fide services such as professional or technical services, or for providing bonds or insurance specifically required for the performance of a City contract.
11. If awarded the contract, the M/WBE Office **will be reviewing your company’s subcontracts, invoices and payment records** to substantiate the completion of work and payment of M/WBEs. If the prime contractor is an M/WBE that is being included in its M/WBE goal, the prime contractor must maintain records **that will be inspected** to prove the portion of work performed, cost of work, and payments to the prime company.
12. Most bids for goods and materials do not have specific M/WBE goals established for the contract. If no goals are included in the scope of work or General Specifications, you are not required to submit M/WBE participation but encouraged to do so when the opportunity is available. The City maintains this information for statistical purposes only and it is not reflected in the award decision.