

**SUMTER COUNTY BOARD OF COMMISSIONERS
EXECUTIVE SUMMARY**

SUBJECT: Award and enter into contract with RTD Group for RFP 175-0-2010/AT On Call Appraisal Services - Disposal of Surplus Properties (Staff recommends approval).

REQUESTED ACTION: Award and enter into contract with RTD Group

Work Session (Report Only) **DATE OF MEETING:** 12/14/2010
 Regular Meeting Special Meeting

CONTRACT: N/A Vendor/Entity: RTD Group
Effective Date: 12/14/2010 Termination Date: 12/14/2011
Managing Division / Dept: County Administration / Financial Services
Department

BUDGET IMPACT: Varies based on commission

Annual **FUNDING SOURCE:** Various
 Capital **EXPENDITURE ACCOUNT:** Various
 N/A

HISTORY/FACTS/ISSUES:

RFP 175-0-2010/AT On Call Appraisal Services - Disposal of Surplus Properties was broadcast on 10-27-2010. Proposals were due on 11-30-2010 at 11:00am. Proposals were opened at 11:05am on 11-30-2010 on the second floor of The Villages Sumter County Service Center, 7375 Powell Road, Wildwood, FL 34785.

Two companies submitted proposals as follows: RTD Group and Florida Realty Analysts, Inc.

The Selection Committee met on 12-6-2010 at 4:00pm in Room 1052 at The Villages Sumter County Service Center. Each Selection member scored the two firms. Scores are as follows: RTD Group - 7.8 and Florida Realty Analysts, Inc. - 7.1. The Committee stated scores were close; however, the RTD Group scores were higher because their prices were fixed and the other company did not list fixed prices only sample prices. Because only sample prices were listed the Committee was uncertain of what actual prices might be charged for these services. This is reflected on the score sheets completed by each Selection member. The Committee agreed to recommend RTD Group to the Sumter County Board of County Commissioners on 12-14-2010 to award and enter into contract.

Attached are the following items: legal ad proof, bid opening meeting minutes, selection meeting minutes, selection committee score sheets, RTD Group proposal packet, the contract, the Notice to Proceed, and the Notice of Award.

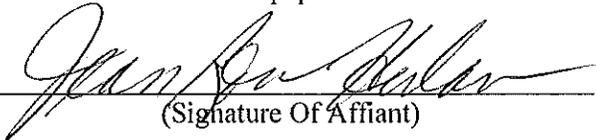
The Villages
DAILY SUN

Published Daily
Lady Lake, Florida
State of Florida
County Of Lake

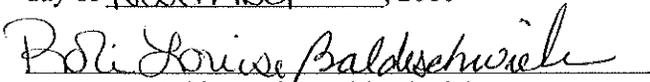
Before the undersigned authority personally appeared Jean Ross Harlan, who on oath says that she is Legal Ad Coordinator of the DAILY SUN, a daily newspaper published at Lady Lake in Lake County, Florida with circulation in Lake, Sumter and Marion Counties; that the attached copy of advertisement, being a Legal Ad # 265832 in the matter of October 27, 2010

in the _____ court, was published in said newspaper in the issues of _____

Affiant further says that the said Daily Sun is a newspaper published at Lady Lake in said Lake County, Florida, and that the said newspaper has heretofore been continuously published in said Lake County, Florida each week and has been entered as second class mail matter at the post office in Lake Lake, in said Lake County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisements; and affiant further says that he has neither paid nor promised any person, firm, or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.

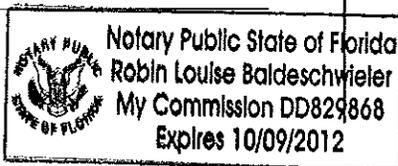

(Signature Of Affiant)

Sworn to and subscribed before me this 5 day of November, 2010


Robin Louise Baldeschwieler, Notary

Personally Known X or
Production Identification _____
Type of Identification Produced _____

Attach Notice Here



REQUEST FOR PROPOSALS
Notice is hereby given that the Board of County Commissioners of Sumter County, Florida, will be receiving proposals for the following:

"SUMTER COUNTY ON CALL APPRAISAL SERVICES - DISPOSAL OF SURPLUS PROPERTIES"

This Request for Proposals is being distributed in order to ensure Sumter County's compliance with Section 125.35, Florida Statutes, and Section 2-183, Sumter County Code.

Detailed proposals are available upon request by calling (352) 689-4435, or by coming to the Sumter County Board of County Commissioners Office, Financial Services Department, 7375 Powell Road, Wildwood, Florida, 34785 or by contacting Demand Star at 1-800-711-1712 or www.DemandStar.com.

All inquiries and questions regarding this RFP must be made only to the contact identified below and shall be made in writing by fax, e-mail, or mail:
Amanda Taylor, Procurement Coordinator
Mailing Address: 7375 Powell Road

Wildwood, FL 34785
E-mail: Amanda.Taylor@sumtercountyfl.gov
Fax: (352) 689-4401

The deadline for submission of questions relating to the RFP shall be November 22, 2010 at 5:00 PM. Proposals must be received by the County no later than 11:00am, November 30, 2010. Proposals will be opened at 11:05am on November 30, 2010 in Room 208 at The Villages Sumter County Service Center, 7375 Powell Road, Wildwood, FL 34785. Late submittals will be rejected and returned unopened to the Proposer. Proposals must be firmly sealed in packaging that is clearly marked on the outside: "Board of Sumter County Commissioners On Call Appraisal Services - Disposal of Surplus Properties RFP 175-0-2010/AT". Sealed Proposals must be mailed or delivered to Mrs. Amanda Taylor at the above listed address.

Upon submission, all Proposals become the property of the County, who has the right to use any or all ideas presented in any Proposal submitted in response to this RFP, whether or not the Proposal is accepted. Proposals will be opened immediately following the due date and time.

BOARD OF COUNTY COMMISSIONERS
SUMTER COUNTY, FLORIDA
#265832 October 27, 2010

RFP 175-0-2010/AT "On Call Appraisal Services Disposal of Surplus Properties" bids were opened on 11-30-2010 at 11:05am in the County Administration office located at 7375 Powell Road, Wildwood, FL 34785.

Bradley Arnold, Brad Cornelius, Tina Chavez, and Amanda Taylor were present to represent county staff.

Two (2) bids were received on time and were opened in no particular order as follows:

1. RTDGroup, located in St. Petersburg, FL; all copies were included; no exceptions or deviations were listed; insurance certificates included; all reports would be a Summary Appraisal Report and would be delivered with 30 days of notice to proceed. Their fee schedule is as follows: single family improved / vacant on a lot - \$900.00; vacant acreage-rural / residential - \$2,500.00; vacant commercial / industrial - \$3,500.00; commercial / industrial improved - \$4,500.00 to \$9,500.00.
2. Florida Realty Analysts, Inc., located in Altamonte Springs, FL; all copies were included; no exceptions or deviations were listed; insurance certificates were included; hourly rate fee schedule are all out-of-pocket costs associated with the assignment; Principal and "key personnel" principal - \$100.00/hour and key personnel - \$75.00/hour; qualified associates - \$55.0/hour; research associates - \$35.00/hour. The following shows their price of some typical assignments: land valuation - \$2,800 to \$3,800; house appraisal (form report) - \$450 to \$600. They also noted that the prices listed above are for non complex properties.

The meeting adjourned at 11:19am.

RFP 175-0-2010/AT On Call Appraisal Services – Disposal of Surplus Properties Selection Committee meeting held on 12-6-2010 at 4:00pm in Room 1052 at The Villages Sumter County Service Center, 7375 Powell Road, Wildwood, FL 34785.

Tina Chavez, Art Bisner and Brad Cornelius were present and acting as the Selection Committee. Amanda Taylor was present to represent county staff.

Amanda stated following this meeting the Selection Committee's recommendation would be taken to the Sumter County Board of County Commissioners on 12-14-2010.

The meeting was turned over to the Selection Committee for discussion.

Art stated based on Florida Realty's mistakes within the proposal and the fact sample prices were given and fixed prices were not he scored RTD higher overall. Tina and Brad agreed. Tina stated she was not overly impressed with either proposal submission. Brad stated he was tied with his scores for both firms.

The Selection Committee scored as follows:

Selection Committee Member	RTD Group	Florida Realty Analysts, Inc.
Tina Chavez	1.70	2.0
Brad Cornelius	3.4	3.4
Art Bisner	2.7	1.7
TOTALS	7.8	7.1

The Selection Committee agreed on recommending RTD Group to the Board on 12-14-2010 for award and to enter into contract.

The meeting adjourned at 4:27pm.

Score sheets will be posted on Demand Star.

Sumter County Board of County Commissioners
ON CALL APPRAISAL SERVICES – DISPOSAL OF SURPLUS PROPERTIES

RTD

Tina Chavez
12/6/10

**PART 2
EVALUATION AND AWARD**

PROPOSALS EVALUATION

This Request for Proposals includes following all the procedures in this document and sending the sealed Proposals information to the Sumter County BOCC by the due date and time. Once Proposals are received, the Selection Committee members will independently review each submittal and score each Proposal based on the evaluation criteria. All Proposals received in accordance with this Request for Proposals will be evaluated using the following criteria.

	Score	X	Weight	=	Rating
1. Contractor's / Team Members Experience Appraisal Services in Sumter County, Florida	<u>0</u>		<u>.10</u>		<u>0</u>
2. Completeness of Proposals	<u>1</u>		<u>.10</u>		<u>.10</u>
3. Contractor's/Team Members approach in conducting the Appraisal services	<u>2</u>		<u>.40</u>		<u>.80</u>
4. Cost	<u>2</u>		<u>.40</u>		<u>.80</u>
SCORE:					1.70
0 = Non-Responsive					
1 = Poor					
2 = Fair					
3 = Average (Included only minimum of what was asked for on subject criteria)					
4 = Good					
5 = Excellent					

Do not attempt to contact any Selection Committee Member, staff member or person other than Mrs. Amanda Taylor for questions relating to this project. Anyone attempting to lobby Sumter County BOCC representatives may be disqualified. The Selection Committee Members shall be: Art Bisner, Financial Services Director, Tina Chavez, Impact Fees & Assessments Coordinator, and Brad Cornelius, Planning & Development Director.

Recommendation of award will be provided on Demand Star once award is made at www.demandstar.com. The award will be based on the Proposal that is most advantageous to Sumter County. All Selection Committee recommendations are subject to Board approval.

The Selection Committee will meet to evaluate Proposals on Monday, December 6, 2010 at 4:00 pm at The Villages Sumter County Service Center located at 7375 Powell Road, Wildwood, Florida 34785, Room 1052.

PROPOSALS AWARD

Submitters and vendors registered through www.demandstar.com will have access to award documents via the website. All others wishing to receive an official tabulation of the results of the opening of this Proposal are to submit a self-addressed, stamped business size (No. 10) envelope. Proposal results may also be requested by telephone, fax or electronic media.

Florida Realty
 Analysts Inc.

Tina Chavez
 12/6/10

**PART 2
 EVALUATION AND AWARD**

PROPOSALS EVALUATION

This Request for Proposals includes following all the procedures in this document and sending the sealed Proposals information to the Sumter County BOCC by the due date and time. Once Proposals are received, the Selection Committee members will independently review each submittal and score each Proposal based on the evaluation criteria. All Proposals received in accordance with this Request for Proposals will be evaluated using the following criteria.

	Score	X	Weight	=	Rating
1. Contractor's / Team Members Experience Appraisal Services in Sumter County, Florida	<u>2</u>		<u>.10</u>		<u>.20</u>
2. Completeness of Proposals	<u>2</u>		<u>.10</u>		<u>.20</u>
3. Contractor's/Team Members approach in conducting the Appraisal services	<u>1</u>		<u>.40</u>		<u>.40</u>
4. Cost	<u>3</u>		<u>.40</u>		<u>1.20</u>
SCORE:					<u>2.0</u>
0 = Non-Responsive					
1 = Poor					
2 = Fair					
3 = Average (Included only minimum of what was asked for on subject criteria)					
4 = Good					
5 = Excellent					

Do not attempt to contact any Selection Committee Member, staff member or person other than Mrs. Amanda Taylor for questions relating to this project. Anyone attempting to lobby Sumter County BOCC representatives may be disqualified. The Selection Committee Members shall be: Art Bisner, Financial Services Director, Tina Chavez, Impact Fees & Assessments Coordinator, and Brad Corneliüs, Planning & Development Director.

Recommendation of award will be provided on Demand Star once award is made at www.demandstar.com. The award will be based on the Proposal that is most advantageous to Sumter County. All Selection Committee recommendations are subject to Board approval.

The Selection Committee will meet to evaluate Proposals on Monday, December 6, 2010 at 4:00 pm at The Villages Sumter County Service Center located at 7375 Powell Road, Wildwood, Florida 34785, Room 1052.

PROPOSALS AWARD

Submitters and vendors registered through www.demandstar.com will have access to award documents via the website. All others wishing to receive an official tabulation of the results of the opening of this Proposal are to submit a self-addressed, stamped business size (No. 10) envelope. Proposal results may also be requested by telephone, fax or electronic media.

Art B
12/6/10

Florida Realty Analysts

Sumter County Board of County Commissioners
ON CALL APPRAISAL SERVICES – DISPOSAL OF SURPLUS PROPERTIES

PART 2
EVALUATION AND AWARD

PROPOSALS EVALUATION

This Request for Proposals includes following all the procedures in this document and sending the sealed Proposals information to the Sumter County BOCC by the due date and time. Once Proposals are received, the Selection Committee members will independently review each submittal and score each Proposal based on the evaluation criteria. All Proposals received in accordance with this Request for Proposals will be evaluated using the following criteria.

	Score	X	Weight	=	Rating	
1. Contractor's / Team Members Experience Appraisal Services in Sumter County, Florida	<u>3</u>		<u>.10</u>		<u>.3</u>	*1. Spec. Fied city of Orlando and Key Personnel Section S/B Sumter County
2. Completeness of Proposals	<u>2</u>		<u>.10</u>		<u>.2</u> *	
3. Contractor's/Team Members approach in conducting the Appraisal services	<u>1</u>		<u>.40</u>		<u>.4</u>	2. Double Cost pages not meticulous
4. Cost	<u>2</u>		<u>.40</u>		<u>.8</u>	hourly - too much room for cost manipulation
SCORE:					<u>1.7</u>	
0 = Non-Responsive						
1 = Poor						
2 = Fair						
3 = Average (Included only minimum of what was asked for on subject criteria)						
4 = Good						
5 = Excellent						

Do not attempt to contact any Selection Committee Member, staff member or person other than Mrs. Amanda Taylor for questions relating to this project. Anyone attempting to lobby Sumter County BOCC representatives may be disqualified. The Selection Committee Members shall be: Art Bisner, Financial Services Director, Tina Chavez, Impact Fees & Assessments Coordinator, and Brad Cornelius, Planning & Development Director.

Recommendation of award will be provided on Demand Star once award is made at www.demandstar.com. The award will be based on the Proposal that is most advantageous to Sumter County. All Selection Committee recommendations are subject to Board approval.

The Selection Committee will meet to evaluate Proposals on Monday, December 6, 2010 at 4:00 pm at The Villages Sumter County Service Center located at 7375 Powell Road, Wildwood, Florida 34785, Room 1052.

PROPOSALS AWARD

Submitters and vendors registered through www.demandstar.com will have access to award documents via the website. All others wishing to receive an official tabulation of the results of the opening of this Proposal are to submit a self-addressed, stamped business size (No. 10) envelope. Proposal results may also be requested by telephone, fax or electronic media.

ART B
12/6/10

RTD Group

Sumter County Board of County Commissioners
ON CALL APPRAISAL SERVICES – DISPOSAL OF SURPLUS PROPERTIES

**PART 2
EVALUATION AND AWARD**

PROPOSALS EVALUATION

This Request for Proposals includes following all the procedures in this document and sending the sealed Proposals information to the Sumter County BOCC by the due date and time. Once Proposals are received, the Selection Committee members will independently review each submittal and score each Proposal based on the evaluation criteria. All Proposals received in accordance with this Request for Proposals will be evaluated using the following criteria.

	Score	X	Weight	=	Rating
1. Contractor's / Team Members Experience Appraisal Services in Sumter County, Florida	<u>4</u>		<u>.10</u>		<u>.4</u> Local Firm (12 mi)
2. Completeness of Proposals	<u>3</u>		<u>.10</u>		<u>.3</u>
3. Contractor's/Team Members approach in conducting the Appraisal services	<u>2</u>		<u>.40</u>		<u>.8</u> 1x Did NOT Expand, but talked about Timeline and VSPAP.
4. Cost	<u>3</u>		<u>.40</u>		<u>1.2</u> 2x
SCORE:					<u>2.7</u> 2x fixed price per Type
0 = Non-Responsive					
1 = Poor					
2 = Fair					
3 = Average (Included only minimum of what was asked for on subject criteria)					
4 = Good					
5 = Excellent					

Do not attempt to contact any Selection Committee Member, staff member or person other than Mrs. Amanda Taylor for questions relating to this project. Anyone attempting to lobby Sumter County BOCC representatives may be disqualified. The Selection Committee Members shall be: Art Bisner, Financial Services Director, Tina Chavez, Impact Fees & Assessments Coordinator, and Brad Cornelius, Planning & Development Director.

Recommendation of award will be provided on Demand Star once award is made at www.demandstar.com. The award will be based on the Proposal that is most advantageous to Sumter County. All Selection Committee recommendations are subject to Board approval.

The Selection Committee will meet to evaluate Proposals on Monday, December 6, 2010 at 4:00 pm at The Villages Sumter County Service Center located at 7375 Powell Road, Wildwood, Florida 34785, Room 1052.

PROPOSALS AWARD

Submitters and vendors registered through www.demandstar.com will have access to award documents via the website. All others wishing to receive an official tabulation of the results of the opening of this Proposal are to submit a self-addressed, stamped business size (No. 10) envelope. Proposal results may also be requested by telephone, fax or electronic media.

PART 2 EVALUATION AND AWARD

PROPOSALS EVALUATION

This Request for Proposals includes following all the procedures in this document and sending the sealed Proposals information to the Sumter County BOCC by the due date and time. Once Proposals are received, the Selection Committee members will independently review each submittal and score each Proposal based on the evaluation criteria. All Proposals received in accordance with this Request for Proposals will be evaluated using the following criteria.

	Score	X	Weight	=	Rating
1. Contractor's / Team Members Experience Appraisal Services in Sumter County, Florida	<u>3</u>		<u>.10</u>		<u>.3</u>
2. Completeness of Proposals	<u>3</u>		<u>.10</u>		<u>.3</u>
3. Contractor's/Team Members approach in conducting the Appraisal services	<u>4</u>		<u>.40</u>		<u>1.6</u>
4. Cost	<u>3</u>		<u>.40</u>		<u>1.2</u>
SCORE:					3.4
0 = Non-Responsive					
1 = Poor					
2 = Fair					
3 = Average (Included only minimum of what was asked for on subject criteria)					
4 = Good					
5 = Excellent					

Do not attempt to contact any Selection Committee Member, staff member or person other than Mrs. Amanda Taylor for questions relating to this project. Anyone attempting to lobby Sumter County BOCC representatives may be disqualified. The Selection Committee Members shall be: Art Bisner, Financial Services Director, Tina Chavez, Impact Fees & Assessments Coordinator, and Brad Cornelius, Planning & Development Director.

Recommendation of award will be provided on Demand Star once award is made at www.demandstar.com. The award will be based on the Proposal that is most advantageous to Sumter County. All Selection Committee recommendations are subject to Board approval.

The Selection Committee will meet to evaluate Proposals on Monday, December 6, 2010 at 4:00 pm at The Villages Sumter County Service Center located at 7375 Powell Road, Wildwood, Florida 34785, Room 1052.

PROPOSALS AWARD

Submitters and vendors registered through www.demandstar.com will have access to award documents via the website. All others wishing to receive an official tabulation of the results of the opening of this Proposal are to submit a self-addressed, stamped business size (No. 10) envelope. Proposal results may also be requested by telephone, fax or electronic media.

PART 2 EVALUATION AND AWARD

PROPOSALS EVALUATION

This Request for Proposals includes following all the procedures in this document and sending the sealed Proposals information to the Sumter County BOCC by the due date and time. Once Proposals are received, the Selection Committee members will independently review each submittal and score each Proposal based on the evaluation criteria. All Proposals received in accordance with this Request for Proposals will be evaluated using the following criteria.

	Score	X	Weight	=	Rating
1. Contractor's / Team Members Experience Appraisal Services in Sumter County, Florida	<u>4</u>		<u>.10</u>		<u>.4</u>
2. Completeness of Proposals	<u>2</u>		<u>.10</u>		<u>.2</u>
3. Contractor's/Team Members approach in conducting the Appraisal services	<u>3</u>		<u>.40</u>		<u>1.2</u>
4. Cost	<u>4</u>		<u>.40</u>		<u>1.6</u>
SCORE:					<u>3.4</u>
0 = Non-Responsive					
1 = Poor					
2 = Fair					
3 = Average (Included only minimum of what was asked for on subject criteria)					
4 = Good					
5 = Excellent					

Do not attempt to contact any Selection Committee Member, staff member or person other than Mrs. Amanda Taylor for questions relating to this project. Anyone attempting to lobby Sumter County BOCC representatives may be disqualified. The Selection Committee Members shall be: Art Bisner, Financial Services Director, Tina Chavez, Impact Fees & Assessments Coordinator, and Brad Cornelius, Planning & Development Director.

Recommendation of award will be provided on Demand Star once award is made at www.demandstar.com. The award will be based on the Proposal that is most advantageous to Sumter County. All Selection Committee recommendations are subject to Board approval.

The Selection Committee will meet to evaluate Proposals on Monday, December 6, 2010 at 4:00 pm at The Villages Sumter County Service Center located at 7375 Powell Road, Wildwood, Florida 34785, Room 1052.

PROPOSALS AWARD

Submitters and vendors registered through www.demandstar.com will have access to award documents via the website. All others wishing to receive an official tabulation of the results of the opening of this Proposal are to submit a self-addressed, stamped business size (No. 10) envelope. Proposal results may also be requested by telephone, fax or electronic media.

RTDGroup

1957 Arrowhead Dr. N.E., Suite 200
St. Petersburg, FL 33703

ORIGINAL

November 26, 2010

Board of Sumter County Commissioners
Financial Services Depart
Att: Amanda Taylor, Procurement Coordinator
7375 Powell Road
Wildwood, Fl 34785

RE: On Call Appraisal Services – Disposal of Surplus Properties
RFP # 175-0-2010/AT

Dear Ms. Taylor and Selection Committee:

Thank you for the request for services. The RTD Group will prepare Summary Appraisal Reports within 30 days of notice to proceed for the referenced parcels in accord with the Uniform Standards of Professional Appraisal Practices. The lead appraiser will be Stephen J. Cross, SR/WA, State Certified General Real Estate Appraiser (also, a real estate broker and an acquisition agent). Until recently, I was working at Florida's Turnpike Enterprise (FTE). As you are aware, the Turnpike traverses Sumter County. My office in Astatula is cost- effectively 12 miles from Sumter County.

The RTD Group serves both public and private clients in the areas of appraisal services, transportation and engineering services, right-of-way acquisition and, eminent domain and expert witness testimony. In particular, the RTD Group real estate staff provides continuing services to FTE which has property in Sumter County. The RTD Group is a Licensed Real Estate and Engineering Corporation which provides a cost effective combination of key disciplines in one firm. The staff at RTD Group has many years of experience working for local governments, Florida DOT, and private entities. RTD Group employees work from offices in St. Petersburg, Tampa, Orlando and Astatula. RTD Group has been approved by Florida Department of Transportation in Highway Design - Roadway, Land Planning and Engineering, Appraisal Services, Acquisition – Negotiation, Relocation Assistance, Closing, Order of Taking and Right-of-Way Clearing and Leasing. Stephen Cross is on the approved appraiser list for Florida Department of Environmental Protection, Hillsborough County and is currently working on a project for the City of Tampa.

rdoyle@rtdgroup.us
727-430-3552
727-521-3822-fax
www.rtdgroup.us

RTDGroup

1957 Arrowhead Dr. N.E., Suite 200
St. Petersburg, FL 33703

The company's CEO, Richard T. Doyle, Real Estate Broker, AICP, PE has 38 years of experience specializing in land planning and traffic engineering. He is considered an expert in issues relating to eminent domain, right-of-way acquisition, and traffic design. He has prepared more than 2000 cost-to-cures and participated in dozens of successful mediations.

Stephen J. Cross, SR/WA has 30 years of experience in real estate in the areas of appraisals, sales, right-of-way and easement acquisitions for local governments and eminent domain appraisal services. Mr. Cross's relevant experiences are as the Assistant Project Manager, Right-of-Way for the Hillsborough County Transportation Task Force, Senior Appraiser with Florida's Turnpike Enterprise and Orange County Real Estate Management Division as a Review Appraiser.

All reports would be a Summary Appraisal Report and would be delivered with 30 days of notice to proceed.

Single Family improved/vacant on a lot	\$900
Vacant acreage-rural/residential	\$2,500
Vacant Commercial/Industrial	\$3,500
Commercial/Industrial improved	\$4,500-\$9,500

The RTD Group looks forward to being of service to Sumter County.

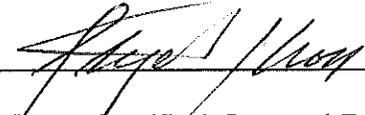
Sincerely,



Stephen J. Cross, SR/WA
State-Certified General Appraiser RZ2405

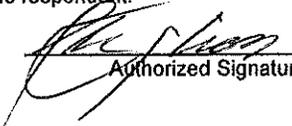
rdoyle@rtdgroup.us
727-430-3552
727-521-3822-fax
www.rtdgroup.us

PART 4
PROPOSALS DOCUMENTS
PROPOSALS COVER PAGE

Name of Firm, Entity or Organization: <u>RTD Group</u>	
Federal Employer Identification Number (FEIN): <u>37-1528121</u>	
State of Florida License Number (If Applicable): <u>RZ2405</u>	
Name of Contact Person: <u>Stephen J. Cross, SR/WA</u>	
Title: <u>State-Certified General Real Estate Appraiser</u>	
E-Mail Address: <u>scross@rtdgroup.us</u>	
Mailing Address: <u>12703 Georgia Ave</u>	
Street Address (if different):	
City, State, Zip: <u>Astatula, FL 34705</u>	
Telephone: <u>407-883-6288</u>	Fax: <u>727-521-3822</u>
Organizational Structure – Please Check One:	
Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Proprietorship <input type="checkbox"/> Joint Venture <input type="checkbox"/> Other <input checked="" type="checkbox"/> <u>Florida Limited Liability Company on 9/8/2006</u>	
If Corporation:	
Date of Incorporation:	State of Incorporation:
States Registered in as Foreign Corporation:	
Authorized Signature:	
Print Name: <u>Stephen J. Cross, SR/WA</u>	
Signature:	
Title:	<u>State-Certified General Real Estate Appraiser</u>
Phone:	<u>407-883-6288</u>
<i>This document must be completed and returned with your Submittal.</i>	

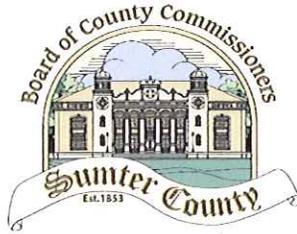
**Sumter County Board of County Commissioners
ON CALL APPRAISAL SERVICES – DISPOSAL OF SURPLUS PROPERTIES**

PROPOSER'S CERTIFICATION

Submit To: Sumter County Board of County Commissioners 7375 Powell Road Wildwood, Florida, 34785 Phone 352-689-4400 Fax 352-689-4401		SUMTER COUNTY BOARD OF COUNTY COMMISSIONERS REQUEST FOR PROPOSALS (RFP) CERTIFICATION AND ADDENDA ACKNOWLEDGMENT		
DUE DATE: November 30, 2010	DUE TIME: 11:00 am	RFP # 175-0-2010/AT		
TITLE: RFP # 175-0-2010/AT ON CALL APPRAISAL SERVICES – SURPLUS PROPERTIES				
VENDOR NAME: RTD Group		PHONE NUMBER: 407-883-6288		
VENDOR MAILING ADDRESS: 12703 Georgia Ave		FAX NUMBER: 727-521-3822		
CITY/STATE/ZIP: Astatula, Fl 34705		E-MAIL ADDRESS: scross@rtdgroup.us		
<p>"I, the undersigned, certify that I have reviewed the addenda listed below (list all addenda received to date). I understand that timely commencement will be considered in award of this RFP and that cancellation of award will be considered if commencement time is not met, and that untimely commencement may be cause for termination of contract. I further certify that the services will meet or exceed the RFP requirements. I, the undersigned, declare that I have carefully examined the RFP, specifications, terms and conditions as applicable for this Request, and that I am thoroughly familiar with all provisions and the quality and type of coverage and services specified. I further declare that I have not divulged, discussed, or compared this RFP with any other Offeror and have not colluded with any Offerors or parties to an RFP whatsoever for any fraudulent purpose."</p>				
_____	_____	_____	_____	_____
Addendum #	Addendum #	Addendum #	Addendum #	Addendum #
<p>"I certify that this quote is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting an RFP for the same material, supplies, equipment or services and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this RFP and certify that I am authorized to sign this response and that the offer is in compliance with all requirements of the RFP, including but not limited to certification requirements. In conducting offers with an agency for Sumter County Board of County Commissioners (BOCC), respondent agrees that if this Proposals is accepted, the respondent will convey, sell, assign, or transfer to the Sumter County BOCC all rights, title and interest in and to all causes of action it may now or hereafter acquire under the anti-trust laws of the United States for price fixing relating to the particular commodities or services purchased or acquired by the COUNTY. At the Sumter County BOCC discretion, such assignment shall be made and become effective at the time the purchasing agency renders final payment to the respondent."</p>				
_____ Stephen J. Cross, SR/WA, St.Cert.Gen.REA Authorized Agent Name, Title (Print)		_____  Authorized Signature		_____ 11/26/10 Date
<i>This form must be completed and returned with your Submittal</i>				

Sumter County Board of County Commissioners
ON CALL APPRAISAL SERVICES – DISPOSAL OF SURPLUS PROPERTIES

**PROPOSALS FORM FOR
BOARD OF SUMTER COUNTY COMMISSIONERS**



Name of Firm Submitting Qualifications RTD Group

Name of Person Submitting Qualifications Stephen J. Cross, SR/WA

PROPOSER ACKNOWLEDGMENT

"The undersigned hereby declares that he/she has informed himself/herself fully in regard to all conditions to the work to be done, and that he/she has examined the RFP and Specifications for the work and comments hereto attached. The Vendor proposes and agrees, if this submission is accepted, to contract with the Board of Sumter County Commissioners, to furnish all necessary materials, equipment, labor and services necessary to complete the work covered by the RFP and Contract Documents for this Project. The Vendor agrees to accept in full compensation for each item the prices named in the schedules incorporated herein."

CONSULTANT'S FEE SCHEDULE MUST BE ATTACHED TO THIS PROPOSAL


Signature

11/26/2010
Date

[] Check if exception(s) or deviation(s) to Specifications. Attach separate sheet(s) detailing reason and type for the exception or deviation.

This document must be completed and returned with your Submittal

Sumter County Board of County Commissioners
ON CALL APPRAISAL SERVICES – DISPOSAL OF SURPLUS PROPERTIES

STATEMENT OF TERMS AND CONDITIONS

PUBLIC ENTITY CRIME: A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a Proposals/Bid on a contract to provide any goods or services to a public entity, for the construction or repair of a public building or public work, may not submit Proposals/Bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

INDEMNIFICATION: The Contractor agrees to indemnify and hold harmless Board of Sumter County Commissioners, and their elected officials, employees and volunteers from and against all claims, losses and expenses, including legal costs, arising out of or resulting from, the performance of this contract, provided that any such claims, damage, loss of expenses is attributed to bodily injury, sickness, disease, personal injury or death, or to injury to or destruction of tangible property including the loss or loss of use resulting there from and is caused in whole or in part by any negligent act or omission of the tenant.

PROHIBITION OF LOBBYING: During the black out period which is, the period between the time the submittals for Invitation to Bid or the Request for Proposals, or Qualifications, or information, as applicable, are received at Contracts / Purchasing and the time the Board awards the contract, no proposer, no lobbyist, principal, or other person may lobby, on behalf of a competing party in a particular procurement matter, any member of the Board, or any Board employee other than the Budget & Purchasing Manager. Violation of this provision may result in disqualification of violating party. All questions regarding this Request for Proposals (RFP) or Invitation to Bid (IBID) must be submitted in writing to the Board's Budget & Purchasing Manager.

ANTI TRUST LAWS: By submission of a signed RFP or BID, the successful Vendor acknowledges compliance with all antitrust laws of the United States and the State of Florida, in order to protect the public from restraint of trade, which illegally increases prices.

CONFLICT OF INTEREST: The award of the contract hereunder is subject to the provisions of Chapter 112 of the Florida Statutes. Vendors shall disclose the name of any Officer, Director, Partner, Associate, or Agent who is also an Officer, Appointee, or Employee of any of the Boards at the time of the RFP or BID, or at the time of occurrence of the Conflict of Interest thereafter.

INTERPRETATION, CLARIFICATIONS AND ADDENDA: No oral interpretations will be made to any vendor as to the meaning of the RFP/BID Contract Documents. Any inquiry or request for interpretation received by the Budget & Purchasing Manager before the date listed herein will be given consideration. All such changes or interpretations will be made in writing in the form of an addendum and, if issued, will be distributed at or after the Pre-Proposals/Pre-Bid Conference, mailed or sent by available or electronic means to all attending prospective Submitters prior to the established RFP/BID opening date. Each Vendor shall acknowledge receipt of such addenda in the space provided. In case any Proposer/Bidder fails to acknowledge receipt of such addenda or addendum, his offer will nevertheless be construed as though it had been received and acknowledged and the submission of his bid will constitute acknowledgment of the receipt of same. All addenda are a part of the RFP/BID FORMS and each Proposer/Bidder will be bound by such addenda, whether or not received by him. It is the responsibility of each proposer/bidder to verify that he has received all addenda issued before RFP's/BID's are opened. In the case of unit price items, the quantities of work to be done and materials to be furnished under this RFP/BID Contract are to be considered as approximate only and are to be used solely for the comparison of RFP's/BID's received. The Board and/or his CONSULTANT do not expressly or by implication represent that the actual quantities involved will correspond exactly therewith; nor shall the Vendor plead misunderstanding or deception because of such estimate or quantities of work performed or material furnished in accordance with the Specifications and/or Drawings and other Proposals/Bid Documents, and it is understood that the quantities may be increased or diminished as provided herein without in any way invalidating any of the unit or lump sum prices bid.

GOVERNING LAWS AND REGULATIONS: The vendor is required to be familiar with and shall be responsible for complying with all federal, state and local laws, ordinances, rules and regulations that in any manner affect the work.

PROPRIETARY/CONFIDENTIAL INFORMATION: Vendors are hereby notified that all information submitted as part of, or in support of RFP's/BID's, will be available for public inspection ten days after opening of the RFP's/BID's or until a short list is recommended whichever comes first, in compliance with Chapter 119, and 287 of the Florida Statutes. Any person wishing to view the RFP's/BID's must make an appointment by calling the Budget & Purchasing Manager at (352) 793-0200. All RFP's/BID's submitted in response to this solicitation become the property of the Board. Unless information submitted is proprietary, copy written, trademarked, or patented, the Board reserves the right to utilize any or all information, ideas, conceptions, or portions of any RFP/BID, in its best interest.

TAXES: The Board of Sumter County Commissioners is exempt from any taxes imposed by the State and/or Federal Government. Exemption certificates will be provided upon request.

NON-COLLUSION DECLARATION: By signing this RFP/BID, all Vendors shall affirm that they shall not collude, conspire, connive or agree, directly or indirectly, with any other Proposer, firm, or person to submit a collusive or sham Proposals in connection with the work for which their RFP/BID has been submitted, or to refrain from Bidding in connection with such work; or have in any manner, directly or indirectly, sought by person to fix the price or prices in the RFP/BID or of any other Bidder, or to fix any overhead, profit, or cost elements of the RFP/BID price or the RFP/BID price of any other Bidder, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against any other Bidder, or any person interested in the proposed work.

PROPOSER RESPONSIBILITY: Invitation by the Boards to vendors is based on the recipient's specific request and application to DemandStar by Onvia at www.DemandStar.com [(800) 711-1712] or as the result of response by the public to the legal advertisements required by State law. Firms or individuals submit their responses on a voluntary basis, and therefore are not entitled to compensation of any kind.

OWNERSHIP OF SUBMITTALS: All responses, inquiries or correspondence relating to or in reference to this RFP/BID, and all other reports, charts, displays, schedules, exhibits and other documentation submitted by the vendors will become the property of the Board. Reference to literature submitted with a previous RFP/BID will not relieve the Bidder from including any required documents with this RFP/BID.

EXAMINATION OF BID DOCUMENTS: Each Bidder shall carefully examine the RFP/BID Document to ensure all pages have been received, all drawings and/or Specifications and other applicable documents are included, and shall inform himself thoroughly regarding any and all conditions and requirements that may in any manner affect cost, progress or performance of the work to be performed under the Contract. Ignorance on the part of the CONTRACTOR will in no way relieve him of the obligations and responsibilities assumed under the Contract.

VENDOR RESPONSIBILITY: Vendors are fully and completely responsible for the labeling, identification and delivery of their submittals. The Budget & Purchasing Manager will not be responsible for any mislabeled or misdirected submissions, nor those handled by delivery persons, couriers, or the US Postal Service.

DRUG FREE WORKPLACE: All Proposers/Bidders shall submit the enclosed, duly signed and notarized form entitled "Drug Free Workplace Certificate". The Drug Free Workplace Vendor shall have the burden of demonstrating that his program complies with Section 287.087 of the Florida Statutes, and any other applicable state law.

BOARD OF SUMTER COUNTY COMMISSIONERS, are political subdivisions of the State of Florida, and reserve the right to reject any and/or all submittals, reserve the right to waive any informalities or irregularities in the examination process, and reserve the right to award contracts and/or in the best interest of the Boards. Submittals not meeting stated minimum terms and qualifications may be rejected by the Boards as non-responsive. The Boards reserve the right to reject any or all submittals without cause. The Boards reserves the right to reject the submission of any Vendor in arrears or in default upon any debt or contract to the Boards, or who has failed to perform faithfully any previous contract with the Boards or with other governmental agencies.

PUBLIC RECORDS LAW: Correspondence, materials and documents received pursuant to this RFP/BID become public records subject to the provisions of Chapter 119, Florida Statutes.

VERIFICATION OF TIME: Nextel time is hereby established as the Official Time of the Boards.

PREPARATION OF PROPOSALS/BIDS:

Signature of the Bidder: The Bidder must sign the RFP/BID FORMS in the space provided for the signature. If the Proposer/Bidder is an individual, the words "doing business as _____" must appear beneath such signature. In the case of a partnership, the signature of at least one of the partners must follow the firm name and the words, "Member of the Firm" should be written beneath such signature. If the Proposer/Bidder is a corporation, the title of the officer signing the RFP/BID on behalf of the corporation must be stated and evidence of his authority to sign the RFP/BID must be submitted. The Proposer/Bidder shall state in the RFP/BID FORMS the name and address of each person interested therein.

Basis for Bidding: The price proposed for each item shall be on a lump sum or unit price basis according to specifications on the RFP/BID FORM. The proposed prices shall remain unchanged for the duration of the Contract and no claims for cost escalation during the progress of the work will be considered, unless otherwise provided herein. **Total Proposed Price/Total Contract Sum Proposed:** If applicable, the total price bid for the work shall be the aggregate of the lump sum prices proposed and/or unit prices multiplied by the appropriate estimated quantities for the individual items and shall be stated in figures in the appropriate place on the RFP/BID FORM. In the event that there is a discrepancy on the RFP/BID FORM due to unit price extensions or additions, the corrected extensions and additions shall be used to determine the project bid amount.

TABULATION: Those wishing to receive an official tabulation of the results of the opening of this RFP/BID are to submit a self-addressed, stamped business size (No. 10) envelope, prominently marked on the front lower left side, with the RFP identification. Tabulation requested by telephone, fax or electronic media will not be accepted.

OBLIGATION OF WINNING BIDDER: The contents of the RFP/BID of the successful proposer/bidder will become contractual obligations if acquisition action ensues. Failure of the successful Proposer/Bidder to accept these obligations in a contract may result in cancellation of the award and such vendor may be removed from future participation.

AWARD OF BID: It is the Boards' intent to select a vendor within sixty (60) calendar days of the deadline for receipt of Proposals/Bids. However, Proposals/Bids must be firm and valid for award for at least ninety (90) calendar days after the deadline for receipt of the RFP/BID.

ADDITIONAL REQUIREMENTS: The firms shall furnish such additional information as the Boards may reasonably require. This includes information which indicates financial resources as well as ability to provide the services. The Boards reserve the right to make investigations of the qualifications of the firm as it deems appropriate.

PREPARATION COSTS: The Boards shall not be obligated or be liable for any costs incurred by Proposers/Bidders prior to issuance of a contract. All costs to prepare and submit a response to this RFP/BID shall be borne by the Proposer/Bidder.

TIMELINESS: All work will commence upon authorization from the Boards' representative (Budget & Purchasing Manager). All work will proceed in a timely manner without delays. The Contractor shall commence the work UPON RECEIPT OF NOTICE TO PROCEED and/or ORDER PLACED (PURCHASE ORDER PRESENTED), and shall deliver in accordance to the terms and conditions outlined and agreed upon herein.

DELIVERY: All prices shall be FOB Destination, Sumter County, Florida, inside delivery unless otherwise specified. **ADDITIONAL SERVICES/PURCHASES BY OTHER PUBLIC AGENCIES ("PIGGY-BACK"):**

The Vendor by submitting a Bid acknowledges that other Public Agencies may seek to "Piggy-Back" under the same terms and conditions, during the effective period of any resulting contract – services and/or purchases being offered in this Bid, for the same prices and/or terms proposed. Vendor has the option to agree or disagree to allow contract Piggy-Backs on a case-by-case basis. Before a Public Agency is allowed to Piggy-Back any contract, the Agency must first obtain the vendor's approval – without the vendor's approval, the seeking Agency cannot Piggy-Back.

PLANS, FORMS & SPECIFICATIONS: Bid Packages are available from the Budget & Purchasing Manager. These packages are available for pickup or by mail. If requested to mail, the Proposer/Bidder must supply a courier account number (UPS, FedEx, etc). Proposers/Bidders are required to use the official RFP/BID FORMS, and all attachments itemized herein, are to be submitted as a single document. Any variation from the minimum specifications must be clearly stated on the RFP/BID FORM and/or Exceptions/Deviations Sheet(s). Only one set of plans, forms, and specifications will be furnished each company or corporation interested in submitting a Proposals/bid. RFP/BID FORM documents for this project are free of charge and are available on-line and are downloadable (vendor must pay any DemandStar fees or any shipping).

MANUFACTURER'S NAME AND APPROVED EQUIVALENTS: Any manufacturer's names, trade names, brand names, information and/or catalog numbers listed in a specification are for information and not intended to limit competition unless otherwise indicated. The Proposer/Bidder may offer any brand for which he is an authorized representative, which meets or exceeds the RFP/BID specification for any item(s). If RFP's/BID's are based on equivalent products, indicate on the RFP/BID FORM the manufacturer's product name and literature, and/or complete specifications. Reference to literature submitted with a previous RFP/BID will not satisfy this provision. The Proposer/Bidder shall explain in detail the reason(s) why the proposed equivalent will meet the specifications and not be considered an exception thereto. RFP's/BID's which do not comply with these requirements are subject to rejection. RFP's/BID's lacking any written indication of intent to quote an alternate brand will be received and considered in complete compliance with the specifications as listed on the RFP/BID FORM. The Budget & Purchasing Manager is to be notified, in writing, of any proposed changes in materials used, manufacturing process, or construction. However, changes shall not be binding upon the Boards unless evidenced by a Change Notice issued and signed by the Budget & Purchasing Manager, or designated representative.

QUANTITIES: The quantities as specified in this RFP/BID are estimates only and are not to be construed as guaranteed minimums.

SAMPLES: Samples of items, when called for, shall be furnished free of expense, and if not destroyed may, upon request, be returned at the Proposer's/Bidder's expense. Each sample shall be labeled with the Proposer's/Bidder's name, manufacturer brand name and number, RFP/BID number and item reference. Samples of successful Proposer's/Bidder's items may remain on file for the term of the contract. Request for return of samples shall be accompanied by instructions which include shipping authorization and must be received at time of opening. Samples not returned may be disposed of by the Boards within a reasonable time as deemed appropriate.

DOCUMENT RE-CREATION: Vendor may choose to re-create any document(s) required for this solicitation, but must do so at his own risk. All required information in the original Board format must be included in any re-created document. Submittals may be deemed non-responsive if required information is not included in any re-created document.

ACKNOWLEDGED:


(Signature and Date)

This document must be completed and returned with your Submittal

**Sumter County Board of County Commissioners
ON CALL APPRAISAL SERVICES – DISPOSAL OF SURPLUS PROPERTIES**

REFERENCE & SIMILAR PROJECTS EXPERIENCE FORM

Owner / Business Name: Orange County, Real Estate Management Division		
Project Location / Address: Orange County, Florida		
City: Orlando	State: Florida	Zip Code: 32801
Point of Contact: William K. Hurt, Jr.		Dates of Work: 1986-2008
Phone Number: 407-836-7087		Fax Number:
E-mail Address: William.Hurt@ocfl.net		
Project Name: Orange County Surplus properties		
Brief Description of Project: As the Review Appraiser for Orange County my duties included appraising surplus properties. Properties varied from vacant residential to improved office buildings in downtown Orlando. Provided estimates of value for Code Enforcement in foreclosure of liens.		

Owner / Business Name: Florida's Turnpike Enterprise		
Project Location / Address: Palm Beach County, Hillsborough County, Dade County & Hernando County		
City:	State: Florida	Zip Code:
Point of Contact: Jerry Alexandrowicz		Dates of Work: 2008
Phone Number: 407-264-3032		Fax Number:
E-mail Address: Jerry.Alexandrowicz@dot.state.fl.us		
Project Name: Surplus Properties		
Brief Description of Project: Palm Beach County, Belvedere Road. Hillsborough County, Van Dyke Road. Dade County, HEFT. Hernando County, Veterans Expressway		

Owner / Business Name: Plant City, Public Works Department		
Project Location / Address: Park Road, Plant City, Florida		
City: Plant City	State: Florida	Zip Code: 33563
Point of Contact: G.D. "Willie" Nabong, P.E.		Dates of Work: March 2009
Phone Number: 813-757-9288		Fax Number: 813-757-9049
E-mail Address: wabong@plantcitygov.com		
Project Name: Park Road Retention Pond		
Brief Description of Project: Appraisal of proposed pond site to accommodate the widening of Park Road north of I-4		

Sumter County Board of County Commissioners
ON CALL APPRAISAL SERVICES – DISPOSAL OF SURPLUS PROPERTIES

This document must be completed and returned with your Submittal

CONTRACTOR'S AFFIDAVIT

State of Florida
County of Lake

Before me personally appeared Stephen Cross, SRWA who is (title) St.Cert.Gen.REA
of (the company described herein) RTD Group being duly sworn, deposes and says that the foregoing
statements are a true and accurate statement of the position of said organization as of the date thereof, and, that the statements
and answers to the foregoing experience questionnaire are correct and true as of the date of this affidavit; and, that he/she
understands that intentional inclusion of false, deceptive, or fraudulent statements of this application constitutes fraud; and, agrees
to furnish any pertinent information requested by The Sumter County Board of County Commissioner deemed necessary to verify
the statements made in this application or regarding the ability, standing and general reputation of the applicant.

Personally Known or Produced Identification _____

Sworn to and subscribed before me this 22nd day of November
Mary K. Cooper MARY K. COOPER
NOTARY PUBLIC - STATE OF FLORIDA (Print Name of Notary Public)
(Signature of Notary Public)

(seal)



Sumter County Board of County Commissioners
ON CALL APPRAISAL SERVICES – DISPOSAL OF SURPLUS PROPERTIES

This document must be completed and returned with your Submittal

DRUG FREE WORKPLACE CERTIFICATE

I, the undersigned, in accordance with Florida Statute 287.087, hereby certify that,

RTD Group
(print or type name of firm)

- Publishes a written statement notifying that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace named above, and specifying actions that will be taken against violations of such prohibition.
- Informs employees about the dangers of drug abuse in the work place, the firm's policy of maintaining a drug free working environment, and available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug use violations.
- Gives each employee engaged in providing commodities or contractual services that are under Proposals or bid, a copy of the statement specified above.
- Notifies the employees that as a condition of working on the commodities or contractual services that are under Proposals or bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, please or guilty or nolo contendere to, any violation of Chapter 1893, or of any controlled substance law of the State of Florida or the United States, for a violation occurring in the work place, no later than five (5) days after such conviction, and requires employees to sign copies of such written (*) statement to acknowledge their receipt.
- Imposes a sanction on, or requires the satisfactory participation in, a drug abuse assistance or rehabilitation program, if such is available in the employee's community, by any employee who is so convicted.
- Makes a good faith effort to continue to maintain a drug free work place through the implementation of the drug free workplace program.
- "As a person authorized to sign this statement, I certify that the above named business, firm or corporation complies fully with the requirements set forth herein".

[Signature]
Authorized Signature
11/22/2010
Date Signed

State of: Lake
County of: Florida

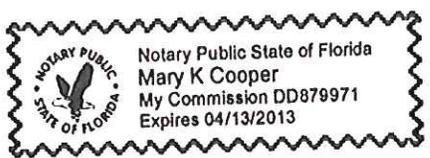
Sworn to and subscribed before me this 22nd day of November, 2010

Personally known or Produced Identification _____
(Specify Type of Identification)

Mary K. Cooper
Signature of Notary

My Commission Expires 4/13/2010

(seal)





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
7/27/2010

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Commercial Lines - (813) 639-3000 Wells Fargo Insurance Services USA, Inc. 2502 N. Rocky Point Drive, Suite 400 Tampa, FL 33607	CONTACT NAME: Certificate Department PHONE (A/C, No, Ext): 813-639-3000 E-MAIL ADDRESS: clw_certrequest@wellsfargo.com PRODUCER CUSTOMER ID #: 15842	FAX (A/G, No): 813-639-7180
	INSURER(S) AFFORDING COVERAGE	
INSURED RTD Group LLC 1957 Arrowhead Dr. NE St. Petersburg FL 33703	INSURER A: National Casualty Company	NAIC # 11991
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** 1631774 **REVISION NUMBER:** See below

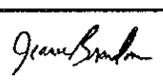
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	GENERAL LIABILITY						EACH OCCURRENCE	\$
	<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$
	<input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR						MED EXP (Any one person)	\$
							PERSONAL & ADV INJURY	\$
							GENERAL AGGREGATE	\$
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG	\$
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC							\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	\$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)	\$
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per accident)	\$
	<input type="checkbox"/> SCHEDULED AUTOS						PROPERTY DAMAGE (Per accident)	\$
	<input type="checkbox"/> HIRED AUTOS							\$
	<input type="checkbox"/> NON-OWNED AUTOS							\$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR						EACH OCCURRENCE	\$
	<input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE						AGGREGATE	\$
	<input type="checkbox"/> DEDUCTIBLE							\$
	<input type="checkbox"/> RETENTION \$							\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						<input type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)		<input type="checkbox"/> Y/N	N/A			E.L. EACH ACCIDENT	\$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	\$
A	Professional Liability			ARO003724	5/05/2010	5/05/2011	E.L. DISEASE - POLICY LIMIT	\$
							\$1,000,000 Each Occurrence \$1,000,000 Aggregate \$5,000 SIR	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Proof of Coverage

CERTIFICATE HOLDER**CANCELLATION** Ten Day Notice for Non-Payment

For Informational Purposes Only	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

© 1988-2009 ACORD CORPORATION. All rights reserved.

STEPHEN J. CROSS, SR/WA
STATE-CERTIFIED GENERAL REAL ESTATE APPRAISER, RZ2405
REAL ESTATE BROKER

Employment Service

RTD Group

Project Manager, June 2009 to Present
Senior Appraiser, Florida's Turnpike Enterprise, Right of Way
Department May 2008 to June 2009

Orange County Real Estate Management Division

Review Appraiser, March 1992 to May 2008
Staff Appraiser, March 1990 to August 1992
Acquisition Agent, July 1986 to March 1990

Phyllis B. Cross Realtor

Sales Associate, September 1979 to August 1986

U.S. Army

Military Intelligence Aerial Image Interpreter, August 1975 to
August 1979

Stephen Cross provides directly-relevant experience in real estate appraisals and right-of way acquisition services. He has over 30 years of experience in appraisals, real estate sales and right-of-way acquisition. His current experience is with RTD Group as Project Manager in the areas of appraisals, cost estimates, appraisal reviews, real estate specialty matter expert and land planning. Mr. Cross has the highest possible designation from the International Right of Way Association –Senior Right of Way Agent (SR/WA). This prestigious designation requires years of course work, work experience, testing and subsequent continuing education. With Orange County government for 22 years, Mr. Cross spent four years as an acquisition agent, two years as a staff appraiser and the remainder as a review appraiser. He has experience in managing acquisition and appraisal projects, cost estimates, appraisals of whole properties and partial takes for right-of-way and utility easements. In addition, he has assisted in mediations, court hearings and litigation support.

Relevant project experience includes the following:

Hillsborough County Transportation Task Force: Specialty Matter Expert for all right of way issues in the transportation bond projects for the Hillsborough County Transportation Task Force. He reviews and verifies title work, right of way maps, construction

STEPHEN J. CROSS, SR/WA
STATE-CERTIFIED GENERAL
APPRAISER, RZ2405
REAL ESTATE BROKER

Education

B.S. Finance
University of Central Florida

Professional Registrations

Senior Right of Way Professional
State Certified General Real Estate
Appraiser, RZ2405
Florida Real Estate Broker

Professional Affiliations

International Right of Way Association

Years of Experience

30

plans and appraisals. He field reviewed properties for business and real estate issues.

Florida's Turnpike Enterprise: Senior Appraiser providing cost estimates of projects for the work plan, appraisal review for acquisition and litigation and appraisals for acquisition of right-of-way and sale of surplus properties. Projects included Veterans Expressway in Hillsborough County, Suncoast Parkway II in Citrus County, mainline widening at Lake Worth in Palm Beach County and appraisals for surplus properties in Dade, Palm Beach and Hernando Counties.

Orange County Real Estate Management Division: Mr. Cross has been directly involved with appraising surplus properties. Properties varied from vacant residential to improved office buildings in downtown Orlando. He provided estimates of value for Code Enforcement in foreclosure of liens. As a review appraiser he has worked on road projects such as Winter Garden Vineland Road; Clarcona Ocoee Road; Hiawassee Road; East-West Road; Pine Hills Road; Kennedy Boulevard; Tanner Road; Old Winter Garden Road; Orange Avenue; Conroy Windermere Road; Landstreet Road; Lakeville Road and Apopka Vineland Road.

CONTRACT

PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT is made this 14th day of December, 2010, by and between **Board of Sumter County Commissioners** (hereafter referred to as "Board"), whose address is 7375 Powell Road, Wildwood, Florida 34785, and **RTD Group** (hereafter referred to as "Consultant"), whose address is 12703 Georgia Avenue, Astatula, FL 34705.

RECITALS

WHEREAS, the Board has need of professional services for ON CALL APPRAISAL SERVICES – DISPOSAL OF SURPLUS PROPERTIES; and

WHEREAS, the parties desire to enter into a written agreement outlining the duties and responsibilities and compensation of on the Consultant's response to RFP # 175-0-2010/AT – Request for Proposals for ON CALL APPRAISAL SERVICES – DISPOSAL OF SURPLUS PROPERTIES;

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein, it is agreed as follows:

1. The relationship of the Consultant to the Board will be that of a professional consultant and the Consultant will provide the professional and technical services required under this agreement in accordance with acceptable professional practices and ethical standards applicable to Consultant's profession, and will endeavor to provide to the Board prompt and efficient consulting services to the best of its ability.
2. Consultant is hereby retained and employed as the ON CALL APPRAISAL SERVICES – DISPOSAL OF SURPLUS PROPERTIES consultant to work with the Board to provide said services in accordance with the scope of work outlined in RFP # 175-0-2010/AT.
3. Consultant agrees to prepare and complete the deliverables to the Board. Consultant may be asked to present the deliverables in person for review by staff or for discussion at a scheduled Board meeting.
4. The term of this Agreement shall commence on the day and year as shown above and continue in force through December 14, 2011. This Agreement may be renewed on an annual basis if agreed to in writing by both parties. The term of this Agreement does not relieve the Consultant of any future responsibility as described in paragraph eight (8) of this Agreement.
5. This Agreement may be terminated by either party upon thirty (30) days prior written notice. If this agreement is terminated, Consultant shall be paid for all work performed up to the date of termination.
6. With regard to compensation paid to Consultant, Consultant shall furnish to the Board on a monthly basis an itemized invoice of the hours, services, products and other services utilized during the preceding month. Invoice shall be itemized per the attached Fee Schedule (Exhibit "A"). Consultant shall compute the total amount due for the preceding month and all amounts

ON CALL APPRAISAL SERVICES -- DISPOSAL OF SURPLUS PROPERTIES

due Consultant shall be paid on a monthly basis pursuant to the provisions of the Local Government Prompt Payment Act, F.S. 218. Consultant acknowledges that and agrees that the rates set forth in the Fee Schedule shall remain fixed throughout the duration of the Agreement and thereafter shall only be adjusted by mutual written agreement of both parties.

7. General Considerations.

- a. All reports, drawings, designs, specifications, notebooks, computations, details, calculations documents prepared by Consultant and presented to the Board pursuant to this Agreement are and remain the property of the Board as instruments of service.
- b. All analyses, data, documents, models, modeling, reports and tests performed or utilized by Consultant shall be made available to the Board upon request and shall be considered public records.
- c. Consultant shall keep all books, records, files, drawings, plans and other documentation, including all electronically stored items, which concern or relate to the services required hereunder, for a minimum of three (3) years from the date of expiration or termination of this Agreement, or as otherwise required by any applicable law, whichever date is later. The Board shall have the right to order, inspect and copy all such Records as often as it deems necessary during any such period of time. This right to audit, inspect and copy records shall include all of the records of the sub-consultants (if any).
- d. Consultant shall, at all times, comply with the Florida Public Records Law, the Florida Open Meeting Law and all other applicable laws, rules and regulations of the State of Florida.
- e. Consultant shall, at all times, carry Professional Liability, General Liability, Automobile and Worker's Compensation Insurance pursuant to the insurance requirements in RFP # 175-0-2010/AT.
- f. Upon Consultant's written request, the Board will furnish, or cause to be furnished, such reports, studies, instruments, documents, and other information as Consultant and Board mutually deem necessary, and Consultant may rely upon same in performing the services required under this agreement.
- g. The Board and Consultant each binds itself and its successors, legal representatives and assigns to the other party to this agreement and to the partners, successors, legal representatives and assigns of such other party to this agreement, in respect to all covenants of this agreement; and neither the Board nor Consultant shall assign or transfer their interest in this agreement without the prior written consent of the other party.

8. Should any other professional services be called for by the Board, the charges shall be agreed upon in advance by the parties hereto. The Consultant may be required to provide additional services to the Board on challenges, public protests, administrative hearings or similar matters. The consultant shall be available to represent the Board, serve as an expert witness and provide supporting documentation as necessary.

9. The Contract Documents, which comprise the entire Contract between Board and Consultant and which are made part hereof by this reference, consist of the following:

- a. Request for Proposals (RFP)
- b. Instructions, Terms, and Conditions
- c. RFP Forms
- d. Vendor's Certification

ON CALL APPRAISAL SERVICES – DISPOSAL OF SURPLUS PROPERTIES

- e. General Terms and Conditions
- f. Drug Free Workplace Certificate
- g. References
- h. Scope of Work / Specifications
- i. Agreement for Services
- j. Permits / Licenses
- k. All Proposals Addenda Issued Prior to RFP Opening Date
- l. All Modifications and Change Orders Issued
- m. Notice of Award / Notice to Proceed

10. Consultant does hereby specifically promise and agree to "hold harmless", defend and indemnify the Board and the agents, servants, employees, officers, and officials thereof from and against any and all liability or responsibility for damage to property or person that may arise in connection with the services to be provided hereunder, including reasonable attorney fees and expenses.

11. Consultant, its agents, servants or employees shall, in no manner, whatsoever be construed as the employees, agents, servants or representatives of the Board and shall have not expressed or implied power or authority to act in any manner whatsoever for or on behalf of the Board, except as provided in the scope of services called for herein. Consultant is hereby designated as an independent contractor to the Board and none of the employees, agents or servants of the Consultant shall have any of the fringe benefits applicable to employees of the Board.

12. In the event of default by either party hereto, the defaulting party shall be liable for all costs and expenses, including reasonable attorney's fees, incurred by the other party and enforcing it rights hereunder, whether litigation be instituted or not, and at the trial court and appellate court level.

13. Consultant does hereby waive "venue privilege" and or "diversity of citizenship privileges" and agrees specifically that any action for the enforcement, construction or interpretation of this agreement shall be maintained in the County or Circuit Court for Sumter County, Florida and Consultant hereby specifically waives its right to institute any action of any kind or nature whatsoever against the Board in any other State or Federal Court or administrative tribunal.

14. This Agreement represents the entire and integrated agreement between the parties and supersedes all prior negotiations, representations or agreements, either written or verbal. If any provision of the Agreement is declared invalid or unenforceable, the remainder shall continue in full force and effect.

15. This Agreement cannot be changed or modified, unless by written agreement signed by all parties hereto.

16. In performing services hereunder, Consultant shall comply with all federal, state and local laws and regulations. Consultant shall be responsible for identifying and obtaining all permits necessary to complete the scope of services. Consultant shall be responsible for obtaining, at its sole cost and expense, all necessary licenses and other governmental approvals required in order for Consultant to provide the type of services required hereunder.

17. Consultant shall notify Board in writing of any commitments during the term of this

Sumter County Board of County Commissioners

ON CALL APPRAISAL SERVICES – DISPOSAL OF SURPLUS PROPERTIES

Agreement which may constitute a potential or actual conflict of interest with respect to the scope of services to be performed for the Board.

IN WITNESS WHEREOF, the parties have signed this agreement the day and year first above written.

ATTEST:

SUMTER COUNTY
BOARD OF COUNTY COMMISSIONERS

By: _____

By: _____, Chairman

Date Signed: _____

ATTEST:

Consultant

By: _____

By:

Date Signed: _____

NOTICE OF AWARD

TO: RTD Group

12703 Georgia Avenue

Astatula, FL 34705

Project Description: **On Call Appraisal Services – Disposal of Surplus Properties**

The OWNER has considered the RFP submitted by you for the above described work in response to its Request for Proposals dated 11-30-2010.

You are hereby notified that your RFP has been accepted for the unit prices for the listed items in the BID PROPOSAL.

You are required by the Instruction for Bidders to execute the Agreement and furnish the required certificates of insurance within ten (10) calendar days from the date of this Notice to you.

If you fail to execute said Agreement and to furnish said insurance within ten (10) days from the date of this Notice, said OWNER will be entitled to consider all your rights arising out of the OWNER'S acceptance of your BID as abandoned. The OWNER will be entitled to such other rights as may be granted by law.

Please acknowledge the NOTICE OF AWARD and return to:

Mr. Don Burgess
Sumter County Board of County Commissioners
7375 Powell Road, Suite 200
Wildwood, FL 34785

Dated this 12-14-2010

By: _____

Title: Chairman

ACCEPTANCE OF NOTICE _____

Receipt of the above NOTICE OF AWARD is hereby acknowledged by
_____ this _____ day of _____, 20__

By: _____ Title: _____

NOTICE TO PROCEED

To: RTD Group

Date: December 14, 2010

12703 Georgia Avenue

Astatula, FL 34705

Project: **On Call Appraisal Services – Disposal of Surplus Properties**

You are hereby notified to commence WORK in accordance with the Agreement dated December 14, 2010, on or before December 14, 2010, and you are to complete the WORK within 365 consecutive calendar days thereafter. The date of completion of all WORK is therefore December 14, 2011.

Please acknowledge the NOTICE TO PROCEED and return to:

Mr. Don Burgess
Sumter County Board of County Commissioners
7375 Powell Road, Suite 200
Wildwood, FL 34785

Dated this 14th day of December 2010

By: _____

Title: Chairman

ACCEPTANCE OF NOTICE

Receipt of the above NOTICE TO PROCEED is hereby acknowledged by _____, this _____ day of _____, 20__

By: _____ Title: _____