



Board of County Commissioners
Office of Purchasing
Title: **Disposition of County Surplus Property
(Real) With an Option for Affordable
Housing Interests.**

Effective Date: 1/16/07 Supersedes Date: 12/7/06

Procedure No: PP-201

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I. Purpose

To provide for a procedure for the Disposition of County Surplus Real Property incorporating a discount purchase price option for affordable housing interest.

II. Authority

The Board of County Commissioners approved a policy and procedure regarding Disposition of County Surplus Property for Affordable Housing Development providing procedures for review distribution and award of surplus Escambia County Real Property at the July 20,2006 meeting.

http://www.escambia/departments/purchasing/documents/surplus.property.policy_000.pdf

III. Responsibilities

Associated with real estate parcels remaining after Open Bid Solicitation as described in PP-200 that are deemed suitable for housing development.

A. Neighborhood Enterprise Foundation Inc. (NEFI):

In accordance with BCC Policies and Procedures:

1. NEFI will certify to the Office of Purchasing all “pre-qualified” non-profit agencies meeting the “Pre-Qualified Agency Requirements”.

B. Office of Purchasing

In accordance with BCC Policies and Procedures:

1. The Office of Purchasing will disseminate to all certified “pre-qualified” non-profit agencies the request for award of County surplus property. No formal bidding is required.
2. The Office of Purchasing will provide a minimum ten (10) days for the non-profit parcel selection form to be returned to the Office of Purchasing.
3. The Office of Purchasing will award or conduct a lottery drawing for award if more than one certified “pre-qualified” non-profit agency requests the same parcel(s).



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C. NEFI

NEFI, after award of individual parcels to qualified housing agency(ies), based on response to Requests for Awards, completes the award and disposition according to the policy:

http://www.escambia/departments/purchasing/documents/surplus.property.policy_000.pdf

Note: the receiving agency shall be responsible for costs related to transferring the property to the agency.

V. Reports

- A. The Office of Purchasing will maintain a Surplus Property Solicitations Report (Form # OF0255) to track information related to this operational procedure as the information is developed for procurement purposes.