

## **POLICY FOR DISPOSITION OF CITY OWNED REAL PROPERTY** -

Adopted by Council Action January 13, 2000. Revised November 21, 2002 & September 13, 2007;  
Amended by Resolution August 21, 2010 effective Noon, January 10, 2011

The following guidelines apply to the disposition (by sale or lease) of City-owned property other than at the airport or port.

### **Types of Disposal by Sale or Lease**

- A. Open Bid
- B. Request for Proposal (R-FP)
- C. Direct Negotiation
- D. Economic Development Option

### **Process**

1. The Mayor identifies City property as surplus or otherwise available for disposal, utilization or development and recommends to City Council through the appropriate committee a method of transaction (open bid, RFP, direct negotiation or economic development direct negotiation).
2. City Council confirms property availability and determines the transaction method as outlined below.
3. Open Bid Option:
  - Obtain appraisal.
  - Notify property owners within 300 foot radius
  - Prepare bid specifications.
  - Accept public sealed bids.
  - Council accepts or rejects bid.
4. RFP Option:
  - Obtain appraisal.
  - Notify property owners within 300 foot radius.
  - Identify development or utilization criteria based on comprehensive plan, master plans, economic or market conditions, impact on adjacent neighborhoods, neighborhood input, and physical characteristics of property.
  - Prepare RFP requirements and specifications.
  - Accept public sealed proposal(s).
  - Council accepts or rejects proposal(s).
5. Direct Negotiation Option:
  - Obtain appraisal (unless property is of little or no value).
  - Notify property owners within 300 foot radius.
  - Administration negotiates agreement.
  - Council accepts or rejects bid.

6. Economic Development Option:

- Obtain appraisal (unless property is of little or no value).
- Notify property owners within 300 foot radius.
- Minimum Qualifying Criteria:
  - Will result in the creation of new jobs in the City, and
    - Will substantially enhance the economic health of the City by creating jobs with an average salary of at least 130% of average annual Pensacola MSA Wages according to the Florida Agency for Workforce Innovation, and
  - The new jobs created are in a Qualified Targeted Industry (QTI) approved by the Florida Office of Trade, Tourism and Economic Development as prescribed in F.S. 288.106, and
  - The company that will benefit from the sale or lease of publicly-owned land must demonstrate that over 50 percent of its annual sales revenue is generated from outside of the Pensacola MSA.
  - Administration negotiates agreement.
  - Council accepts or rejects agreement/offer.