



MEMORANDUM
from the
PROCUREMENT DEPARTMENT

RECEIVED

TIME _____

SEP 14 2015

CITY OF FT. PIERCE
CITY MANAGER'S OFFICE

TO: Nick Mimms, Deputy City Manager

THRU: Tony Barnes, Director of Administrative Services

FROM: Georgia Montgomery, Purchasing Specialist

SUBJECT: RFP No. 2015-051~Realtor Services

DATE: September 10, 2015

Attached is the tabulation sheet for the above referenced proposal along with copies of all proposals submitted. The file is available for review in the Procurement Department.

The invitation was sent to 366 vendors. Eight (8) vendors requested specifications with three (3) responding (37.5 %) plus 0 "No Bid" (37.5 % total response).

The next step in this process is to assign roles to the Evaluation Committee for ranking of the proposals. The following are roles that need to be assigned, if applicable to the project scope of work:

1. **Team Leader:** Sets up team, coordinates strategies, sets timetables, assigns roles.
2. **Project Manager:** Person or representative from department involved in service.
3. **Financial Analyst:** Price and Cost Analyst to compare proposals and check financial data.
4. **Technical Advisor(s):** References, licensing, background checks, local preference, etc.
5. **Committee Member:** Evaluates the solicitation and will cast a vote

As the end user department for this proposal, you would assume or assign the role as Team Leader. A representative from Purchasing, will serve as the *Committee Liaison*, and should be present for the meetings, including the initial start-up meeting.

Please respond to the Procurement Department for recommendation of award.

Expiration date is November 9, 2015. Commission approval must be completed by this date.

/gm

Attachment



**CITY OF FORT PIERCE
TABULATION OF BIDS**

"Offers from the vendors listed herein are the only offers received timely as of the above opening date and time. All other offers submitted in response to this solicitation, if any, are hereby rejected as late."

RFP ON:	REALTOR SERVICES
RFP NUMBER:	2015-051
DATE:	09/10/15
RECOMMENDED AWARD:	Pending

RESPONSE
3 of 8 = 37.5 %
0 "No Bids"
Total = 37.5 %

VENDORS
Coldwell Banker Paradise (Hoyt Murray Realtors) Fort Pierce, FL
Kenneth A. Durham Realty, LLC. Fort Pierce, FL
Safe Harbor Realty of Port St. Lucie, LLC. dba Keller Williams Realty Port St. Lucie, FL

PLEASE NOTE: COMMISSION MEETINGS ARE HELD THE FIRST AND THIRD MONDAY OF EVERY MONTH. CALL THE PURCHASING DEPARTMENT WEDNESDAY PRIOR TO THE MEETINGS FOR RECOMMENDATION OF AWARD.