





MEMORANDUM
from the
PROCUREMENT DEPARTMENT

TO: Nick Mimms, Deputy City Manager

THROUGH: Tony Barnes, Director of Administrative Services 

FROM: Georgia Montgomery, Purchasing Specialist 

SUBJECT: RFP No. 2015-046~Sale or Lease of Surplus Property 505 N. 7th Street

DATE: August 25, 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 163 vendors. Two (2) vendors requested specifications with two (1) responding (50 %) plus 0 "No Bid" (50 % 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 October 19, 2015. Commission approval must be completed by this date.

/gm

Attachment

**REVISED
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:	Sale or Lease of Surplus Property – 505 North 7th Street
RFP NUMBER:	2015-046
DATE:	08/20/15
RECOMMENDED AWARD:	Pending

RESPONSE
1 of 2 = 50 %
0 "No Bids"
Total = 50 %

VENDOR
Zion's Daughters of Distinction Fort Pierce, 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.