

CITY OF FORT PIERCE *Florida*



PURCHASING DEPARTMENT
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October 7, 2015

Zion's Daughter of Distinction Ministries, Inc.
P.O. Box 1567
Fort Pierce, FL 34954
Attn: Teresa Farnell, Chief Executive Officer

Certified Mail/Return Receipt
7002 2030 0003 2447 1328

RE: Sale or Lease of Surplus Property – 505 North 7th Street ~ RFP No. 2015-046

Dear Mrs. Farnell:

The Community Redevelopment Agency Advisory Committee will conduct Presentation Interviews during their regular meeting on **Wednesday, October 21, 2015**, at 2:00 PM, Fort Pierce Yacht Club, 700 N. Indian River Drive in Fort Pierce. Your firm/organization presentations and interviews will be from 3:10 PM – 3:25 PM, immediately following presentations/interviews for RFP No. 2015-051, Realtor Services.

Please prepare to share with the committee your vision for the project listed in your proposal.

The rules for presentations are as follows:

1. Maximum ten (10) minute time limit for presentation.
2. Five (5) minute time limit for question/answer period.
3. You are to provide **ALL** technology needed for your presentation.
4. Committee reserves the right to record all presentations.
5. All presentations are open to the public.

Please sign in the space provided below, and return to us, as this will constitute your acknowledgement that a representative from your firm/organization will attend the schedule presentations/interviews.

Respectfully,



Gelencia Carter, Purchasing Manager

ACKNOWLEDGED BY:

Teresa Farnell, CEO

/gm

Date

cc: Nick Mimms, P.E., Deputy City Manager
Tony Barnes, CPPB, Director of Procurement
Angela Wilkinson, Executive Assistant