



MEMORANDUM
from the
PROCUREMENT DEPARTMENT

RECEIVED
TIME _____
FEB - 9 2016
CITY OF FORT PIERCE
CITY MANAGER'S OFFICE

TO: Rebecca Grohall, Planning Manager

THROUGH: Tony Barnes, Director of Administrative Services

FROM: Georgia Montgomery, Purchasing Specialist *Georgia Montgomery*

SUBJECT: RFP No. 2016-013 ~ Sale or Lease of Surplus Property 505 North 7th Street

DATE: January 20, 2016

Attached is the tabulation sheet for the above referenced proposal, one copy of the proposal submitted have been given to you. The file is available for review in the Procurement Department.

The invitation was sent to 169 vendors. Three (3) vendors requested specifications with one (1) responding (33.33 %) and 0 "No Bid" (33.33 % total response).

The next step in this process is to assign roles to the Evaluation Committee for ranking of the proposals. Please send names of the committee members to my attention on or before January 25, 2016. 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 notify and coordinate with the Procurement Department for recommendation of award.

Expiration date is March 20, 2016. Commission approval must be completed by this date.

/gm

Attachment

cc: Nicholas Mimms, P.E., City Manager (copy of submittal)

**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 7 th Street
RFP NUMBER:	2016-013
DATE:	01/19/16
RECOMMENDED AWARD:	Pending

RESPONSE
1 of 3 = 33.33 %
0 "No Bids"
Total =33.33 %

PROPOSER
Joshua Generation School of the Arts 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.