



THE SUNRISE CITY  
**FORT PIERCE**  
PURCHASING  
DEPARTMENT

**FORT PIERCE**  
*Florida*

TO: Rebecca Grohall, Planning Director

THROUGH: Gelencia Carter, Purchasing Manager

FROM: Georgia Montgomery, Purchasing Specialist *Georgia Montgomery*

SUBJECT: RFP No. 2018-049 ~ Sale or Lease of Surplus Property-505 N. 7<sup>th</sup> Street

DATE: August 27, 2018

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 Purchasing Division.

**The invitation was sent to 424 vendors. Three (3) vendor requested specifications with two (2) responding (66.67 %) 0 "No Bid" (66.67 % total response).**

The next step in this process is to meet with the Purchasing Manager to determine members of the Evaluation Committee, assign roles, and issue copies of all 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 Purchasing Department for recommendation of award.

Expiration date is October 22, 2018. Commission approval must be completed by this date.

/gm

Attachment

cc: Johnna Morris, Director of Finance  
File



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**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."

<b>RFP ON:</b>	Sale or Lease of Surplus Property- 505 N. 7 <sup>th</sup> Street
<b>RFP NUMBER:</b>	2018-049
<b>DATE:</b>	08/23/18
<b>RECOMMENDED AWARD:</b>	Pending

<b>RESPONSE</b>
2 of 3 = 66.67 %
0 "No Bids"
Total = 66.67 %

<b>PROPOSER</b>
Gwendolyn Mcleod Fort Pierce, FL
Maloma Peterkin 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.**