



MEMORANDUM
from the
PURCHASING DIVISION

TO: Peggy Arriaz, Code Compliance Manager

THROUGH: Johnna Morris, Director of Finance

FROM: Gelencia Carter, Purchasing Agent

SUBJECT: Bid No. 2020-004 ~ Lease and Full Operational Management for the Fort Pierce Animal Shelter

DATE: January 9, 2019

After my review of subject proposal submitted by **New Hope Humane Society, Port St. Lucie, FL**, the only respondent, I recommend rejecting the submission due to failure to adhere to scope of work as stated in the proposal document. The respondent was established in May 2019 and therefore has deficiencies in the following areas:

- They currently lack the **experience and qualifications** indicated in the scope of work
- Currently they do not employ the staff certifications/Florida licensed individuals as stated in the scope of work
- Not able to provide any references that can describe previous performance in management/operations and maintenance of facilities due to recently being organized.
- Not able to demonstrate use of modern shelter management practices. As stated in their submission, NHHS was organized solely for the purpose of bidding for animal services in SLC, and they have not had the opportunity to participate in outreach programs.
- NNHS is not able to provide proof of insurance to include general liability, workers compensation and automobile insurance with their submission as it is a startup and evolving organization with no current operations, see Section 7, Certificate of Insurance.

As stated in the Instructions to Proposers, Section IV, Instructions to Proposers, the City of Fort Pierce reserves the right to reject all proposals and solicit and re-advertise for new proposal or to abandon the project in its entirety. Therefore, I am recommending rejecting the submission and seek approval from the City Manager to rebid with revised specifications.

Feel free to contact me at extension 3749, should you require additional information.

cc: Nick Mimms, City Manager
Mike Reals, Director of Public Work