



THE SUNRISE CITY
FORT PIERCE
PURCHASING
DEPARTMENT

FORT PIERCE
Florida

TO: Audria Moore-Wells, Special Projects Coordinator

FROM: Georgia Montgomery, Purchasing Agent

SUBJECT: RFP No. 2022-023 ~ Means Center Mixed-Use Space

DATE: September 13, 2022

Attached is the tabulation sheet for the above referenced proposal. A copy of each submittal received will be sent via email. The file is available for review in the Purchasing Division.

The invitation was sent to 21 vendors. Three (3) vendors requested specifications with Two (2) responding (66.66 %) 0 “No Bid” (66.66 % 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, set timetables, assigns roles along with the Project Manager.
2. **Project Manager:** Person or representative responsible for leading the entire project through initiation, planning, execution, control, and completion; 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, backing 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 **November 14, 2022**. Commission approval must be completed by this date.



**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:	Means Court Mixed - Use Space
RFP NUMBER:	2022-023
DATE:	09/13/2022
RECOMMENDED AWARD:	Pending

RESPONSE
2 of 3= 66.66
0 "No Bids"
Total = 6.66 %

PROPOSER
Incubate Neighborhood Center Fort Pierce, FL
Lincoln Park Main Street 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.