



THE SUNRISE CITY  
**FORT PIERCE**  
PURCHASING  
DEPARTMENT

*Florida*

**TO:** Peggy Arraiz, Director of Community Response

**FROM:** Madison White, Purchasing Agent - Temp *Madison White*

**THROUGH:** Gelencia Carter, Purchasing Manager **GC**

**SUBJECT:** RFP No. 2024-028 – Code Enforcement Special Magistrate

**DATE:** June 20, 2024

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On October 18, 2023, the Purchasing Division received specifications to go out for bid on the above subject bid. The bid was advertised on April 19 and 26, 2024, with a scheduled opening at 3:00 PM on June 18, 2024. 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 225 vendors. Three (3) vendors requested specifications with three (3) responding (100.00%) 0 “No Bid” (100.00% total response).**

Staff evaluated the submittals. Attached is a **Proposer’s Checklist** which indicates the submittal requirements and item(s) missing information from each of the respondents’ submittals.

The next step in this process is the Evaluation Phase. The purpose of this phase is to determine whether the proposals received are responsive to RFP requirements, ranked, and determine a recommendation to award. This phase consists of identifying an Evaluation Committee, meetings, and ranking of the proposals.

On **June 13, 2024**, the members of the Evaluation Committee were identified via email as well as scheduling of the initial meeting. During this phase you will be acting as team leader and a representative from the Purchasing Division will serve as the Committee Liaison and **must** be present for any meetings.

During the initial meeting, the following roles are suggested to be assigned, if applicable to the project scope of work and necessary to determine an awardee:

1. **Team Leader:** Sets up team, coordinates strategies, sets 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, background checks, local preference, etc.
5. **Committee Member:** Evaluates the solicitation and will cast a vote.

Copies of the proposals and supporting documentation will be emailed to you and those carbon copied on this memo. Once the Evaluation Committee members have been established, they will be provided copies of each submittal.

A recommendation to award form (see attached) will need to be completed and attached to the appropriate approving authority’s document (City Manager’s - Requisition or City Commission – Agenda Item).

The entire process including approval of Commission must be complete by **August 18, 2024**, which is the expiration date of the proposal and responses.

/mw

**Attachments:**            **Bid Tabulation  
Proposers Checklist**

cc:     Johnna Morris, Director of Finance



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**CITY OF FORT PIERCE  
 TABULATION OF BIDS**

<b>BID ON:</b>	<b>CODE ENFORCEMENT SPECIAL MAGISTRATE</b>
<b>RFP NUMBER:</b>	<b>2024-028</b>
<b>DATE:</b>	<b>6/18/2024</b>
<b>RECOMMENDED AWARD:</b>	<b>Pending</b>

<b>RESPONSE</b>
3 of 3 = 100.00%
0 "No Bids"
Total = 100.00 %

**"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>PROPOSERS</b>
<b>Robert C. Arnold</b> <i>West Palm Beach, FL</i>
<b>Jamy Barreau</b> <i>Port St. Lucie, FL</i>
<b>Jennifer D. Peshke, Esq.</b> <i>Vero Beach, FL</i>

**PLEASE NOTE: COMMISSION MEETINGS ARE HELD THE FIRST AND THIRD MONDAY OF EVERY MONTH. CHECK THE CITY'S WEBSITE, [https://www.cityoffortpierce.com/223/Agendas- Minutes](https://www.cityoffortpierce.com/223/Agendas-Minutes) or CALL THE PURCHASING DIVISION, (772) 467-3102, WEDNESDAY PRIOR TO THE MEETINGS FOR RECOMMENDATION OF AWARD.**