

**DEPARTMENT RECOMMENDATION OF
BID (ITB, RFP, BEB, RFQ) INTENDED AWARD**

To: **Purchasing, Box 32**

Attn: Gayle Dykeman (Buyer)

Bid #: HOUS-210039-GD

Bid Due Date: May 24, 2021

Bid Title: Legal Assistance for Eviction Prevention

- NO AWARD – REJECT ALL BIDS**
Justification for No Award:
 Bids over budget
 Only one bid received
 Other (provide detailed explanation: _____)

IMPORTANT: The blackout period is in effect until the contract is awarded including City Commission approval. Violation of this provision shall result in disqualification of the bidder/vendor.

RECOMMENDATION FOR INTENDED AWARD

If straight low bid (no evaluation – i.e. construction, materials):

Recommended Bidder: _____

Bid award amount: \$ _____

Justification for the Recommendation:

OR

If BEB/RFP/RFQ (turn in evaluation notes, comments points, etc.). Recommended Ranking:

| <u>Vendor</u> | <u>Ranking</u> |
|--|----------------|
| <u>Three Rivers Legal Services, Inc.</u> | 1 |
| _____ | 2 |
| _____ | 3 |

Bid award amount: \$1,000 for marketing and an hourly rate of \$100.00 for legal services

Justification for the Recommendation:

Three Rivers was the only submittal for this solicitation. Their response was very strong and ranked very highly by the evaluators. They met all minimum requirements. A post-bid opening survey was conducted by Procurement the results indicated that plan holders had not read the solicitation, not taken advantage of the pre-bid meeting or the opportunity to ask questions via email.

I hereby certify the recommended straight low bidder/vendor ranked No. 1 is the most responsive and responsible bidder meeting all requirements, certifications, forms, and/or minimum criteria/qualifications listed below (include qualifications/requirements directly from ITB, RFP, BEB, RFQ document):

- _____ _____
 _____ _____

Recommended by: Phimetto Lewis Phone: 352-260-1406
Phimetto Lewis SIGNATURE
PRINTED NAME

Title: _____ Date: 6/8/2021 3:12 PM EDT

IMPORTANT: The Project Manager is responsible for initiating, completing and executing the contracts. Fully signed (including City Attorney and City Commission approval) contracts are forwarded to Purchasing for the issuance of a purchase order.

- City Commission required: Yes City Commission meeting on _____ (date confirmed of approved agenda item).
 No City Commission approval is not required: _____ (Indicate Policy exemption section (i.e. Sec 7.1(c))
Vendor is active in the Advantage Financial System – **Department is responsible to obtain appropriate documentation to activate vendor.**