

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

To: **Purchasing, Box 32**Attn: Gayle Dykeman (Buyer)Bid #: CMGR-200030-GDBid Due Date: July 10, 2020Bid Title: Real Estate Brokerage Services☐ **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>Colliers International Florida, LLC</u> | <u>1</u> |
| <u>Bosshardt Realty Services</u> | <u>2</u> |
| _____ | <u>3</u> |
| _____ | <u>4</u> |
| _____ | <u>5</u> |
| _____ | <u>6</u> |
| _____ | <u>7</u> |

Bid award amount: This is a cost neutral project. However, if consulting services are needed, the recommended vendor will perform these duties at \$150/hour. The City estimated in the bid that it would potentially use up to 250 hours/year.

Justification for the Recommendation:

Two vendors responded to the solicitation. Both vendors were evaluated. The evaluation team consistently ranked Colliers International Florida, LLC as the company to put forward for recommendation of award based upon the substance of the proposal, the breadth of local government institutional experience and the proposed fee structure.

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):

- | | |
|--------------------------------|--------------------------------|
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |

Recommended by: _____

Phone: 352 393 8614 _____

SIGNATURE

Erik Bredfeldt

PRINTED NAME

Title: Economic Development and Innovation Director

Date: _____

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 NOT active in the Advantage Financial System – Department is responsible to obtain appropriate documentation to activate vendor.

Award recommendation – 9/2007;4/2008;11/2008;10/2011; 3/2012; 4/2012;6/4/2012;4/1/2013;4/29/13; 10/01/2013; 12/17/2014