

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

To: **Purchasing, Box 32**

Attn: Gayle Dykeman (Buyer)

Bid #: CRA-210034-GD

Bid Due Date: April 23, 2021

Bid Title: Probate Legal Services for Heirs Property Program

☐ **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>
*Three Rivers Legal Services, Inc.	1
**Lippes Mathias Wexler Friedman LLP	2
Weidner Law	3
_____	4
_____	5
* Primary provider	6
** Back-up vendor	7

Bid award amount: \$100.00/hour Primary vendor - \$325/hour for back up vendor

Justification for the Recommendation:

Procurement solicitation process, including oral presentations, ranked the #1 vendor highly. The backup vendor is intended to be used in situations where the #1 vendor may have a conflict of interest in a particular case.

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"/> _____

Recommended by: Chelsea Bakaitis

Phone: 352-393-8201

Chelsea Bakaitis

SIGNATURE

Chelsea Bakaitis

PRINTED NAME

Title: GCRA Project Manager II

Date: Jun 15, 2021

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.**

210034-Department Award Recommendation

Final Audit Report

2021-06-15

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"210034-Department Award Recommendation" History



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