

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

To: **Purchasing, Box 32**Attn: Gayle Dykeman (Buyer)Bid #: GCRA-230050Bid Due Date: June 16, 2023Bid Title: **Historic Consulting Services for the Fifth Avenue/Pleasant Street Historic Heritage Trail**
☐ **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>
Community Planning Collaborative, LLC	1
Dix Holdings, LLC dba Archival and Historical Research Associates	2
_____	3
_____	4
_____	5
_____	6
_____	7

Bid award amount: \$151,380

Justification for the Recommendation:

On May15, 2023, an ITN was posted to Demandstar. The City received 2 respondents. The written and technical evaluations were completed and oral presentations and evaluations were conducted. The number 1 ranked firm was ranked 2x higher than the number 2 ranked firm in all areas.

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:  Phone: 352-393-8200

SIGNATURE

David Roque

PRINTED NAME

Title: GCRA Project ManagerDate: 07/17/2023

**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 Sept 7, 2023 (date confirmed of approved agenda item).  
☐ No City Commission approval is not required: \_\_\_\_\_ (Indicate Policy exemption section (i.e. Sec 7.1(c))

**Department is responsible to obtain appropriate documentation to activate Supplier in Workday.**