



CITY OF RIVIERA BEACH

P.O. DRAWER 10682
(561) 845-4180

RIVIERA BEACH, FLORIDA 33419
FAX (561) 842-5105

DIRECTOR OF PURCHASING

12 December 2016

RE: Purchasing Recommendation Bid 827-17-1, City Hall, City Library, Wells Gym and Tate Gym Restroom Renovations

Purchasing recommends the award of ITB 827-17-1 to One Call Property Services, Inc. of West Palm Beach Florida. Two bid submittals were received for this solicitation. Eight firms actually attended the mandatory site visit.

The process for the bid is as follows:

- Bid is issued stating that construction plans are available after paying the \$20 fee.
- Seven days after the initial issuance which provides interested firms time to review the plans, a mandatory site visit is required. This allows all vendors to ask the questions in an open forum and receive the same response in addition to viewing actual site conditions.
- Fourteen days after the site visit, bids are due to the Clerk's Office.
- Purchasing provides for questions with a due date for responses to allow potential vendors time to fully grasp the project that they are bidding on.
- This process is followed for all construction related projects in the City regardless of dollar threshold.
- The state requires the twenty-one (21) day turn around on estimated project values of over \$200,000 per F.S. 255.0525 (1). The City has taken this one step further for all dollar values.

This particular solicitation had been solicited once before on May 25, 2016. The ITB was 801-16. The City had received three (3) bids at that time. Council had directed that the bid be resolicited on September 21, 2016. The previous solicitation was item #19.

Sunbiz reflected no judgment liens or other reported issues. References provided reflected good-excellent rankings.

Should you have any questions, please do not hesitate to contact me.

Respectfully,

Dean Mealy, II

City Purchasing Director