



JOHN C. SHOOP, MAYOR

COUNCIL:
TOM DETTMAN, PRESIDENT
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KATHY HALEY, CMC
CITY CLERK/TREASURER

SCOTT NOETHLICH
CITY ADMINISTRATOR

PENNY ROBINSON, CGFO
FINANCE DIRECTOR

NOTICE OF AWARD

DATE: APRIL 3, 2019

BID: RFP 19-001

BID NAME: CDBG GRANT ADMINISTRATOR

CONTRACTOR: FRED FOX ENTERPRISES

This award was approved by the City Council on April 2, 2019 (see attached).

If not already provided, please 1) submit your certificate of insurance with coverage amounts described in the solicitation, endorsement listing the City of Sebring as additional insured for all coverages except worker's compensation, 2) complete the vendor application online at vendorregistry.com within the next (10) ten days or prior to beginning work, whichever comes first, and 3) submit the signed contract within the next twenty (20) days.

Lisa Osha
City of Sebring, Purchasing Agent
368 South Commerce Avenue; Sebring, Florida 33870

Phone: 863.471.5110

CITY OF SEBRING
AGENDA ITEM SUMMARY

MEETING DATE: April 2, 2019

PRESENTER: Osha

AGENDA ITEM#: 10 D - CDBG Grant Administrator

BACKGROUND

The City has been awarded CDBG grant #19DB-ON-07-38-02—N 16 in the amount of \$750,000.00 for the FFY 2017 funding cycle. The Purchasing Department solicited proposals from qualified individuals and/or firms to provide grant administration services for a Florida Small Cities Community Development Block Grant (CDBG) in the Neighborhood Revitalization category. On March 21, 2019, the submittals were publicly opened from the following firms:

Fred Fox Enterprises
First Choice Management Services

The evaluation committee, consisting of Ken Fields, Bob Hoffman, and Penny Robinson, were forwarded the submittals for independent evaluation and scoring. See attached scoring sheets and scoring totals.

STAFF RECOMMENDATION:

Staff recommends awarding the contract in the amount of \$55,000.00 to Fred Fox Enterprises.

REQUESTED MOTION:

Approve as recommended and move forward with the execution of the contract.

COUNCIL ACTION:

APPROVED
 DENIED
 TABLED TO: _____
 OTHER

Moved by: CARLISLE; Seconded by: STEWART
Lowrance y Ivy y Stewart y Dettman y Carlisle y



RFP 19-001 CDBG GRANT ADMINISTRATOR
SCORING TOTALS

VENDOR	EVALUATORS SCORES		TOTAL	RANK
	KEN FIELDS	BOB HOFFMAN		
FRED FOX ENTERPRISES	90	70	254	1
FIRST CHOICE MANAGEMENT SERVICES	31	46	128	2

Committee recommends awarding the CDBG Grant Administrator contract to the highest ranked vendor, Fred Fox Enterprises. Results must be approved by the Sebring City Council before becoming official.



 Lisa Osha, Purchasing Agent



CDBG Grant Administrator
RFP #19-001

Name of Respondent/Proposer: FEED FOX ENTERPRISES

Evaluator may assign any value for a given criteria from zero (0) to the maximum number of points. A zero value typically constitutes no response or an inability of the respondent to meet the criterion. In contrast, the maximum value should constitute a high standard of meeting the criterion.

EVALUATION CRITERIA	Points Minimum - Maximum	Total Points Awarded
The staff's qualifications and number of years of experience with administering projects through the State of Florida Small Cities Community Development Block Grant (CDBG) program.	0 - 20	20
Proposed approach to administration of the grant requires an outline of the proposed tasks to be performed).	0 - 50	40
The quality of the response from the client references provided from other communities.	0 - 25	25
Fee and proposed fee basis.	0 - 5	5
Total Points Possible - 100	TOTAL SCORE:	90

Evaluator Name: Kenneth Falls

Date: 3/21/19



CDBG Grant Administrator
RFP #19-001

Name of Respondent/Proposer: FRED FOX ENTERPRISES

Evaluator may assign any value for a given criteria from zero (0) to the maximum number of points. A zero value typically constitutes no response or an inability of the respondent to meet the criterion. In contrast, the maximum value should constitute a high standard of meeting the criterion.

EVALUATION CRITERIA	Points Minimum - Maximum	Total Points Awarded
The staff's qualifications and number of years of experience with administering projects through the State of Florida Small Cities Community Development Block Grant (CDBG) program.	0 - 20	15
Proposed approach to administration of the grant requires an outline of the proposed tasks to be performed).	0 - 50	30
The quality of the response from the client references provided from other communities.	0 - 25	20
Fee and proposed fee basis.	0 - 5	5
Total Points Possible - 100	TOTAL SCORE:	70

Evaluator Name: [Signature]

Date: 3/21/19



CDBG Grant Administrator
RFP #19-001

Name of Respondent/Proposer: FREN FOX ENTERPRISES

Evaluator may assign any value for a given criteria from zero (0) to the maximum number of points. A zero value typically constitutes no response or an inability of the respondent to meet the criterion. In contrast, the maximum value should constitute a high standard of meeting the criterion.

EVALUATION CRITERIA	Points Minimum - Maximum	Total Points Awarded
The staff's qualifications and number of years of experience with administering projects through the State of Florida Small Cities Community Development Block Grant (CDBG) program.	0 - 20	20
Proposed approach to administration of the grant requires an outline of the proposed tasks to be performed).	0 - 50	45
The quality of the response from the client references provided from other communities.	0 - 25	25
Fee and proposed fee basis.	0 - 5	4
Total Points Possible - 100	TOTAL SCORE:	94

Evaluator Name: Penny Robinson Penny Robinson

Date: 3/25/19



CDBG Grant Administrator
RFP #19-001

Name of Respondent/Proposer: FIRST CHOICE MANAGEMENT SERVICES

Evaluator may assign any value for a given criteria from zero (0) to the maximum number of points. A zero value typically constitutes no response or an inability of the respondent to meet the criterion. In contrast, the maximum value should constitute a high standard of meeting the criterion.

EVALUATION CRITERIA	Points Minimum - Maximum	Total Points Awarded
The staff's qualifications and number of years of experience with administering projects through the State of Florida Small Cities Community Development Block Grant (CDBG) program.	0 - 20	5
Proposed approach to administration of the grant requires an outline of the proposed tasks to be performed).	0 - 50	25
The quality of the response from the client references provided from other communities.	0 - 25	0
Fee and proposed fee basis.	0 - 5	1
Total Points Possible - 100	TOTAL SCORE:	31

Evaluator Name: Kenneth Fields

Date: 3/21/19



CDBG Grant Administrator
RFP #19-001

Name of Respondent/Proposer: FIRST CHOICE MANAGEMENT SERVICES

Evaluator may assign any value for a given criteria from zero (0) to the maximum number of points. A zero value typically constitutes no response or an inability of the respondent to meet the criterion. In contrast, the maximum value should constitute a high standard of meeting the criterion.

EVALUATION CRITERIA	Points Minimum - Maximum	Total Points Awarded
The staff's qualifications and number of years of experience with administering projects through the State of Florida Small Cities Community Development Block Grant (CDBG) program.	0 - 20	10
Proposed approach to administration of the grant requires an outline of the proposed tasks to be performed).	0 - 50	25
The quality of the response from the client references provided from other communities.	0 - 25	10
Fee and proposed fee basis.	0 - 5	1
Total Points Possible - 100	TOTAL SCORE:	46

Evaluator Name: [Signature]

Date: 3/21/19



CDBG Grant Administrator
RFP #19-001

Name of Respondent/Proposer: FIRST CHOICE MANAGEMENT SERVICES

Evaluator may assign any value for a given criteria from zero (0) to the maximum number of points. A zero value typically constitutes no response or an inability of the respondent to meet the criterion. In contrast, the maximum value should constitute a high standard of meeting the criterion.

EVALUATION CRITERIA	Points Minimum - Maximum	Total Points Awarded
The staff's qualifications and number of years of experience with administering projects through the State of Florida Small Cities Community Development Block Grant (CDBG) program.	0 - 20	5
Proposed approach to administration of the grant requires an outline of the proposed tasks to be performed).	0 - 50	40
The quality of the response from the client references provided from other communities.	0 - 25	5
Fee and proposed fee basis.	0 - 5	1
Total Points Possible - 100	TOTAL SCORE:	51

Evaluator Name: Penny Robinson Penny Robinson

Date: 3/25/19