

**BOARD OF COUNTY COMMISSIONERS
AGENDA MEMORANDUM**

COMMISSION DISTRICT:3

FILE NO.: CD20-0273

DATE: 7/21/2020

SUBJECT: Approve Award of Bid No. IFB-SN-20-122 – The Clontz Newkirk Real Estate Group, Inc. – Ongoing and As-Needed Appraisals for the Elfers Park Area – Multi-Year Award – \$50,000.00

THRU: Cathy Pearson, Assistant County Administrator (Public Services)

FROM: Marcy Esbjerg, Community Development Director

RECOMMENDED BOARD ACTION:

Approve the Award of Bid No. IFB-SN-20-122 to the sole bidder, The Clontz Newkirk Real Estate Group, Inc. (Clontz), for the ongoing and as-needed appraisals for the Elfers Park area, in the Not to Exceed (NTE) amount of \$50,000.00 for Fiscal Year (FY) 2020-2021, expiring November 25, 2021, unless canceled in accordance with the solicitation documents.

BACKGROUND SUMMARY/ALTERNATIVE ANALYSIS:

On March 26, 2020, at the request of the Community Development Department (CDD), the Purchasing Department solicited an Invitation For Bid (IFB) for the ongoing and as-needed appraisals for the Elfers Park area. The specifications were prepared by the CDD. All provisions of the Purchasing Ordinance have been met.

On April 21, 2020, all bids were received, publicly opened and read. The results are shown on the attached bid tabulation. Seventy-six vendors received automatic email notices, five of which were from Pasco County. Sixteen manually searched for and downloaded the solicitation, three of which were from Pasco County. One response was received and was not from Pasco County. A summary of the download history for this solicitation is attached.

The CDD, with concurrence from the Purchasing Department, requests award of Bid No. IFB-SN-20-122 to Clontz, for the NTE amount of \$50,000.00, expiring November 25, 2021. The Community Development Department will be working with Pasco County homeowners who reside in the Elfers Park area and qualify for the Voluntary Homeowner Occupied Buyout program. Due to this program, there is no true way of knowing how many homes that will require appraisals during Fiscal Years (FY).

FISCAL IMPACT/COST/REVENUE STATEMENT:

Funding in the amount of \$50,000.00 is currently budgeted and available for FY 2020-2021 in the Grants Fund, Community Development Department account.

DISTRIBUTION:

None.

ATTACHMENT(S):

1. IFB-SN-20-122 - Solicitation Documents
2. IFB-SN-20-122 - Bid Tabulation

3. Bid Form – The Clontz Newkirk Real Estate Group, Inc.
4. IFB-SN-20-122 - Download History
5. Division of Corporations – Sunbiz
6. Location Map

cc: Stacey Ziegler, Purchasing Director

CP/ME/hb/sn/lb/CD20-0273 Approve Award of Bid No. IFB-SN-20-122 – The Clontz Newkirk Real Estate Group, Inc. – Ongoing and As-Needed Appraisals for the Elfers Park Area – Multi-Year Award – \$50,000.00