



**Finance Department**

**Purchasing &**

**Contracts Division**

65 Stone Street | Cocoa, FL 32922

Phone: (321) 433-8833 Fax: (321) 433-8860

## **BID / PROPOSAL SUMMARY**

**To:** Utilities Director

**From:** Heath Hancher, Purchasing & Contracts Manager

**Date:** 3/11/2020

**Re:** **RFQ Q-20-11-COC: Security Project – Dyal Water Treatment Plant**

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Bids for the subject offering were opened on March 11, 2020 at 3:00 p.m. Purchasing broadcasted three-hundred, thirty-seven (337) invitations and notifications to bid, zero (0) supplemental suppliers and received one (1) responses from nineteen (19) plan holders for this bid.

RESPONDENTS FOR THIS RFQ ARE: Integrated Fire and Security Solutions – Fort Myers, FL

This proposal was received on-time and consisted of five (5) copies, one (1) original proposal. Note, the vendor omitted the required USB Drive from their proposal.

After reviewing the enclosed proposals please follow the guidelines shown below to initiate the purchasing process:

- ➔ Review proposals and select recommendation for award.
- ➔ Determine if RFQ should be re-broadcasted for additional participants (If necessary)
- ➔ Verify Insurance Requirements can be met.
- ➔ Obtain quotes for services.
- ➔ Prepare agenda item and contract as necessary for Council Approval.
- ➔ Prepare requisition and attach the following items:
  - Copy of Approved City Clerk's Journal and Agenda
  - Memo identifying the Review Committee
  - Bid Tabulation Sheet
  - Evaluation Worksheet
  - Form of agreement (Contract)
  - All specifications for the awarded proposal
  - Copy of General Liability Insurance, with the City of Cocoa named as an additional insured on the policy.

Heath Hancher, PmP, CPPM  
Purchasing & Contracts Division Manager