



Finance Department

Purchasing &

Contracts Division

65 Stone Street | Cocoa, FL 32922

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

BID SUMMARY

To: City of Cocoa – City Manager

From: Heath Hancher, Purchasing & Contracts Manager

Date: 11/13/20

Re: RFP #P-21-02-COC; 114 First Street Lease

Bids for the subject offering were opened on November 13 at 3:00 p.m. Purchasing published one hundred sixty-seven (**167**) invitations and notifications to bid, one (**1**) supplemental supplier and received one (**1**) response from seven (**7**) plan holders for this bid. Of the one (**1**) **respondent** the following were found to be:

THE APPARENT LOW BIDDER IS:

1. Family Promise of Brevard, Inc.

I have enclosed copies of all bids for your review and recommendation. Any correspondence related to this subject, should be forwarded to my attention for retention in the purchasing files.

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

- ➔ Review proposals and select recommendation for award.
- ➔ Verify Insurance Requirements can be met.
- ➔ Obtain copies of all necessary licenses.
- ➔ Execute Form of Agreement
- ➔ Prepare agenda item and prepare contract if necessary, for Council Approval.
- ➔ Prepare requisition and attach the following items:
 - Copy of Approved City Clerk's Journal and Agenda
 - Bid Tabulation Sheet (not applicable)
 - Form of agreement
 - All specifications for the awarded proposal
 - Copy of General Liability Insurance, with the City of Cocoa named as an additional insured on the policy.

Please complete the attached Notice of Award and return to Purchasing & Contracts Division