PROCUREMENT DIVISION

Jacksonville
Where Florida Begins.

MEMORANDUM

Date: November 23, 2016

To: Gregory Pease, Chairman
Professional Services Evaluation Committee

From: Barbara Gubbin, Director
Jacksonville Public Libraries

Aubrey Winship, Assistant Director Facilities Management & Planning
Jacksonville Public Libraries

Subject: **Review of RFP Submittals for P-44-16 Architectural Design Services for Charles Webb and Highlands Libraries**

The Jacksonville Public Libraries received only one (1) proposal for the solicitation for the Architectural Design Services for Charles Webb and Highlands Libraries RFP (P-44-16).

Per Section 126.302(f) of the Procurement Code if:

"If PSEC receives responses from less than three proposers, it shall resolicit proposals from proposers previously solicited and from additional persons, unless it determines, in writing that no advantage would be obtained by resoliciting. Notwithstanding the number of responses received, PSEC may proceed to consider those proposers responding to the resolicitation or to the initial solicitation if it determines, in writing, that no advantage would be obtained by resoliciting."

Considering the foregoing information and that we already rebid the request previously, we request the process of evaluation of the one bid received be followed in order to ensure the continued services.