SUBJECT: APPRAISAL GAP FINANCING

BID #: ESC-0412-19 **OPEN DATE:** 6/26/19

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: Service Contract – Eighteen (18) months from contract execution

AGENCY: Neighborhoods

BASIS OF AWARD: Highest Scoring Bidder Based on Evaluation Criteria

NUMBER OF BIDS INVITED: 7 **NUMBER RECEIVED:** 1 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to reject the sole bidder, Grace and Truth Community Development Corporation, for failure to meet the minimum program requirement pertaining to Form 4, GAP Financing Affidavit. Housing and Community Development plans to revise the specifications and rebid the project at a later date.

Attachments: Recommendation Memo, Tabulation and Rejection Letter

ANALYST: _____ **RESPECTFULLY SUBMITTED** _____
Annette Burney GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: Thomas J. Daly, II, Chief, Housing & Community Development Division

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(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF CSPEC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING _____ MEMBERS DISAPPROVING _____ DATE: _____

_____ _____ OTHER: _____

_____ _____

_____ _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE _____

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

City of Jacksonville, Florida

Lenny Curry, Mayor

Neighborhoods Department
Housing and Community Development Division
214 N. Hogan St. 7th FL
Jacksonville, FL 32202
(904) 255-8200

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MEMORANDUM

July 29, 2019

TO: Greg Pease, Chief of Procurement
Finance and Administration Department

THRU: Thomas J. Daly, II, Esq. 07/29/19 16:53:51
Chief, Housing & Community Development Division
Procurement Division

FROM: Robert Ownby, Housing Property Administrator
Neighborhoods Department

SUBJECT: **CSPEC - Appraisal GAP Financing RFP ESC-0412-19**

The Housing and Community Development Division has reviewed the 3 submitted projects by Grace and Truth Community Development Corporation and has found this applicant did not meet the minimum program requirements. Upon review it was discovered this applicant owed back taxes and liens to the City of Jacksonville and therefore misrepresented the information within the executed GAP Financing Affidavit (Form 4). This applicant has been notified of the denial via a letter dated and sent July 11, 2019.

The Housing and Community Development Division respectfully requests to re-bid the Appraisal GAP Financing RFP with minor changes to the document. We are also requesting permission to utilize the Competitive Sealed proposal Evaluation Committee (CSPEC) once again for the procurement of affordable housing developers for the use of Appraisal GAP Financing.

We feel that the CSPEC process is the most appropriate for this procurement of services because we intend to award multiple applicants through this RFP. Additionally, the scoring used for evaluation is not solely dependent upon lowest cost but overall quality of the proposal. Within the scoring matrix attached in the RFP we will be scoring each applicant based upon 6 categories. One of those six categories is the requested GAP amount of the project. The proposals will be scored by myself, Shaun Rycroft, and Travis Jeffrey, with an alternate scorer being Michael Chao.

The funding for this award will be from Index Code ERCD1N1FR, Subobject 08301.

Please do not hesitate to contact me at 255-8283 or rownby@coj.net if you have any questions.

Authority:
[2017-0764]
[2017-0861]
[2019-022]

Attached: Grace and Truth GAP Denial Letter
CC: Annette L. Burney, Purchase Analyst – Procurement Division

City of Jacksonville, Florida

Lenny Curry, Mayor

Neighborhoods Department
Ed Ball Building
214 N. Hogan Street, 7th Floor
Jacksonville, FL 32202

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July 11, 2019

Bishop E.M. Johnson, Chief Executive Officer
Grace and Truth Community Development Corporation
932 North Shore Drive
Jacksonville, FL 32208

RE: ESC-0412-19 Appraisal GAP Financing

Dear Bishop Johnson,

Thank you for submitting your proposals for the Appraisal GAP Financing Program. The Housing and Community Development Division recognizes the extent of your efforts in completing and submitting the proposals for the program. Unfortunately, at this time, Grace and Truth Community Development Corporation is out of compliance due to back taxes and liens owed to the City of Jacksonville and we therefore cannot proceed with your proposals for funding through the Appraisal GAP Financing Program.

Once full compliance is met you may resubmit your proposal when the Appraisal GAP Financing Program opens back up again.

Sincerely,

Thomas J. Daly, II, Esq.
Chief, Housing & Community Development Division

TITLE: APPRAISAL GAP FINANCING **BID NO.: ESC-0412-19** **OPEN DATE: June 26, 2019 @ 2 P.M.** **ANALYST: Annette Burney** **No. Invited: (7) No. Received (1) No Bids: (0)** **Recorded By: John Hernandez Announcer: Sokkar Muon**		**Grace and Truth Community Development Corporation**								
NOTES:										
Projects Submitted		961 Ardoon St.	1017 Kenmore St.	1027 N. Shore Dr.						
TOTAL GAP:		$ 50,000.00	$ 50,000.00	$ 49,308.00						
COMPETENCE	**20**									
FINANCIAL RESPONSIBILITY	**20**									
PROJECT PLANS AND SPECIFICATIONS	**25**									
PROJECT TIMELINE	**10**									
PROJECT MARKETING PLAN	**5**									
COST GAP	**20**									
TOTAL POINTS	**100**									
MINIMUM REQUIREMENTS		Y								
501 (c) (3) Non-profit Corporation		✓								
Applicable Business License		✓								
Completion of two (2) Affordable Housing Projects		✓								
Execute GAP Financing Affadavit (Form 4)		✓								
CONFLICT OF INTEREST		Y								
INSURANCE AGENT ACKNOWLEDGEMENT		Y								
ADDENDUM (2)		Y								

identified in Section 1.4 of this RFP. Please see Section 4 for a full description of the services and deliverables required under this RFP.

1.3 **Term of Agreement.**
The initial term of agreement will commence upon execution of the Contract and will continue for an Eighteen (18) month period. The Contract is subject to early termination as set forth elsewhere in this RFP.

1.4 **Minimum Requirements for Contractors.**
Contractors must satisfy the following mandatory minimum requirements in order to have their Responses evaluated. By submitting a Response, Contractor warrants and represents that it satisfies these requirements. Failure to meet these requirements at the time of bid opening will result in the Response not being evaluated and being rejected as non-responsive:

1. Contractor must be a registered Florida corporation (For-Profit or Non-Profit) and must have been in existence for two (2) years. The corporation must be in good standing with the State of Florida as evidenced by a current Good Standing Certificate issued from the Florida Division of Corporations.

2. Contractor must be properly licensed in the State of Florida to perform the scope of services prescribed in this RFP and obtain a Business Tax Receipt for Duval County, if applicable.

3. Contractor must have completed at least two (2) affordable housing or other real estate development construction and/or rehabilitation projects within the past five (5) years. The Contractor must provide copies of a certificate of occupancy or certificate of completion issued by the appropriate jurisdiction within the State of Florida for each project. If projects were completed outside of the state of Florida please provide certificate of completion documentation along with an explanation as to the project's significance.

4. Contractor must execute the **GAP Financing Affidavit (Form 4)**.

1.5 **Equal Business Opportunity Program**
It is an official policy of the City of Jacksonville to encourage the maximum participation of Jacksonville Small and Emerging Businesses (JSEBs) in its contract awards based upon availability. To participate as a JSEB on Buyer projects, a company must be certified as a JSEB with the City's Equal Business Opportunity Office.

This RFP and the resulting Contract are subject to requirements of the "Encouragement Plan," which is fully described on **Attachment D** to this RFP.

Contractors may contact Buyer's Equal Business Opportunity Office at 904-255-8840 or find the JSEB directory on Buyer's website. Please contact the Contact Person identified in Section 1.12 if you are uncertain of Buyer's website address or if you experience problems accessing it.

1.6 **Documents Available for Inspection**
There are no documents available for inspection.

1.7 **Federal Funds.**
Federal funds will not be used as part of this solicitation.

1.8 **Pre-Bid Meeting.**
There is a pre-bid meeting scheduled for this RFP on **Wednesday, May 22, 2019 at 2:00 p.m. , in the Procurement Division Conference Room 853, Ed Ball Building, 214 N. Hogan Street, Jacksonville, Florida, 32202.**

ONE CITY. ONE JACKSONVILLE.

City of Jacksonville, Florida

Lenny Curry, Mayor

Procurement Division
Ed Ball Building
214 N. Hogan Street, Suite 800
Jacksonville, Florida 32202

August 5, 2019

932 North Shore Dr.
Jacksonville, FL 32208

NOTIFICATION OF FORMAL BID REJECTION

BIDDER'S NAME: Grace and Truth Community Development Corporation

CONTACT NAME: Bishop E.M. Johnson

BID NUMBER: ESC-0412-19

NAME OF BID: Appraisal GAP Financing

DATE OPENED: 6/26/19

REASON FOR REJECTION:
Agency recommends rejecting bidder for failure to meet the minimum program requirements pertaining to Form 4, GAP Financing Affidavit. The agency plans to revise the specifications and rebid the project at a later date.

IF YOU WISH TO PROTEST THE RECOMMENDED REJECTION OF THIS BID, PLEASE RESPOND IN ACCORDANCE WITH THE CITY OF JACKSONVILLE BID PROTEST PROCEDURES. DIRECT ALL PROTEST TO THE RESPECTIVE ANALYST/BUYER, FACSIMILE NUMBER (904) 255-8837.

BUYER'S SIGNATURE: _____
Annette L. Burney

Leslie-Burney, Annette

From: Leslie-Burney, Annette
Sent: Monday, August 05, 2019 4:20 PM
To: E.M. Johnson
Cc: Laidler, Marilyn; Pease, Gregory
Subject: Rejection Notice: ESC-0412-19 Appraisal GAP Financing
Attachments: GRACE.pdf

Bishop Johnson:
Please find the attached rejection notice for the above RFP.

Thank you,

Annette L. Burney
Purchasing Analyst
Procurement Division
Finance and Administration Department
214 N. Hogan Street, Suite 800
Jacksonville, FL 32202
Ph.: 904-255-8810
Fax: 904-360-8527
Email: aburney@coj.net

*** Privacy Act: This communication may contain privileged or other official city information. If you are not the intended recipient or believe that you have received this communication in error, please reply to the sender indicating that fact and delete the copy you received. It is a violation of Federal Law to print, copy, retransmit, disseminate, or otherwise use this information.

-----Original Message-----
From: P0697@coj.net [mailto:P0697@coj.net]
Sent: Monday, August 05, 2019 4:16 PM
To: Leslie-Burney, Annette
Subject: GRACE

Please open the attached document. It was scanned and sent to you using a Xerox Multifunction Printer.

Attachment File Type: pdf, Multi-Page

Multifunction Printer Location: Ed Ball 8th Floor
Device Name: P0697