City of Jacksonville, Florida

ONE CITY. ONE JACKSONVILLE.

Lenny Curry, Mayor

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

MEMORANDUM

January 8, 2018

TO: Gregory Pease, Chairman
Professional Services Evaluation Committee

FROM: Ed Randolph, Director of Business Development
Office of Economic Development

Michael Thomas, Real Estate Manager MRT
Office of Economic Development

Subject: **Certification Letter for RFP for P-09-18 Contracts Management and Maintenance/Caretaker Support Cecil Commerce Center/Alliance Florida**

Please take appropriate action to issue a Request for Proposal (RFP) for the referenced professional services.

The following information is furnished in accordance with chapter 126.302 of the City Ordinance Code.

1. The general purpose of the service or study:

   See attached RFP

2. The Objective of the study or services is to make available professional services as stated in the RFP.

3. The estimated period of time needed for the service or study is three years, plus two, one-year options for extension, for a maximum possible of five years

4. The estimated cost of the service or study is approximately $1,840,000 per year.

5. These services will not duplicate prior or existing work.

6. List of current contracts or prior services or studies which are related to the proposed study or service: VT Griffin Services, Inc. Contract (No. 7846-02)

7. Neither the Office of Economic Development nor the Department of Public Works have the in-house capabilities to provide these services.

8. The **names** and **telephone numbers** of **two** representatives from the using agency designated to serve on the evaluation committee as subcommittee members

   Michael Thomas, Real Estate Manager
   Office of Economic Development
   (904) 630-3650

   Ed Randolph, Director of Business Development
   Office of Economic Development
   (904) 630-1185

9. Funding will be identified at the time purchase orders are issued for these services

10. All firms who have expressed an interest in furnishing services as detailed in the RFP should be mailed a notice of this RFP

11. A signed statement to the effect the individuals responsible for developing the scope and Certification letter and the two individuals named herein to serve as subcommittee Members, have read and understand the Procurement Manual and Procurement Committee Guidelines dated March, 2017

Real Estate Manager, OED
TITLE

Dir of Business Development
TITLE