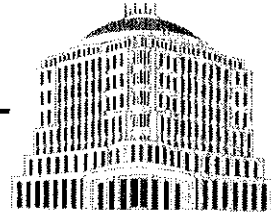




CITY OF ORLANDO



MEMORANDUM

DATE: January 18, 2017

TO: Jason Burton, Chief Planner
City Planning Division

FROM: Karen Elzy, C.P.M., A.P.P., Senior Purchasing Agent
Procurement and Contracts

SUBJECT: Quote Submittals and Award Recommendation

BID NUMBER/TITLE: RFQ17-0069, Mercy Drive Neighborhood Vision Plan (Service Authorization No. 1, RFP16-0128)

The bids for the subject solicitation were opened on December 12, 2016. Procurement and Contracts have reviewed the bid submittals for responsiveness. Please see the attached Bid submittals and Bid Tabulation Sheet. Pending final review by your office and MWBE, if applicable, the recommendation of award is as follows:

Line Item(s)	Recommended Award	Amount
1 – 7 and optional items 9 & 10	Canin Associates, Inc.	\$112,516.00

Once submittals have been fully evaluated by you and the Office of MWBE, please sign below to acknowledge your concurrence of this recommendation of award and return by January 30, 2017. In addition, forward a Fiscal Impact Statement* (in Word format) to the assigned Purchasing Agent.

Procurement will then prepare the Council Agenda for award approval and the timely development of the Contract(s).

*A Fiscal Impact Statement must be provided to the assigned Purchasing Agent cite funding source; original approval date and contract amount, Documentary Number, applicable recurring costs (e.g., operating & maintenance); allocation of any generated revenues; etc.

Bryde Bennett Director 1/30/17
 Authorized Signature Title Date
Economic Development
 Department