

**CITY OF PUNTA GORDA
NOTICE OF INTENDED DECISION
TO ENTER INTO A SOLE/SINGLE SOURCE CONTRACT**

This notice of intended decision to enter into a sole/single source contract is posted. Failure to file a written protest with the City's Procurement Manager within 72 hours (Excluding Saturday, Sunday, and City Holidays) from the date and time of posting this notice of intended decision shall constitute a waiver of the Vendor's right to protest.

DEPT/DIV: 1536/CHNEP REQUESTOR: Liz Donley

TITLE – (Short description of the commodity or service desired):

The CHNEP received funding for this subtask through an EPA headquarters supplemental allocation to develop a Climate Ready Estuaries Habitat Resiliency project. CHNEP submitted the conceptual scope of work with a specific subtask to develop a poster that depicts wildlife habitat resiliency.

CONTACT

Name: Marian H. Pace, CPPO, CPPB
Telephone: 941-575-3348
Email: mpace@pgorda.us

PROCUREMENT PROJECT #: **S2017101/SVC-GRAPHICS/1536**

DEPT PROJECT #/REQUISITION #: **57875**

Date posted: November 27, 2017

Time Posted: 10:00 am ET

Deadline for protest: November 30, 2017 at 10:00 am ET

Commodity or Service Required (commodity class and group, manufacturer, model, and description, as appropriate):
The CHNEP received funding for this subtask through an EPA headquarters supplemental allocation to develop a Climate Ready Estuaries Habitat Resiliency project. CHNEP submitted the conceptual scope of work with a specific subtask to develop a poster that depicts wildlife habitat resiliency. At the time of submittal after consultation with EPA, CHNEP staff intended for the poster to be developed by Ms. Witherington.

Performance and/or Design Requirements (intended use, function or application, compatibility etc. requirements; reference to policy, statute or other laws, etc., as appropriate):

As a federal designated "estuary of national significance" that receives Clean Water Act Section 320 funding, it is critical that CHNEP "outputs" meet the high scientific data communication standards required by EPA and partners. In addition, it is important that CHNEP maintain its "brand" across platforms with outreach materials, including informational posters. The posters are accessible on line and have been used throughout the US by partners and educators.

Intended source (vendor/contractor): Dawn Witherington

Price: \$4,500.00

Justification for single source acquisition (what is necessary and unique about the product, service or source; steps taken to confirm unavailability of competition, as appropriate)

The CHNEP has been directly contracting with Dawn Witherington since 2012 to produce unique informational posters that focus on a variety of environmental topics relevant to the CHNEP Study Area. In addition, over the years, CHNEP has been permitted to reprint publications developed by Ms. Witherington for other end users. All of these products have a distinctive, unique appearance that is consistent across topics and content. CHNEP believes it is critical to maintain the consistency of appearance, which is unique to Ms. Witherington's work product. She possesses the unique and singularly available capability to meet the requirements of the CHNEP for this procurement.

Award Approved By:

Procurement Manager _____ Date _____

City Manager _____ Date _____