



CITY OF PUNTA GORDA, FLORIDA

PHONE: (941) 575-3348
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PROCUREMENT DIVISION
326 West Marion Avenue
Punta Gorda, Florida, 33950

December 21, 2017

RE: NOTICE OF INTENT TO AWARD; SOLICITATION #R2017102/SVC-CAMERAS/HC

NOTICE OF INTENT

This notice is to inform all respondents to the above referenced solicitation of the City of Punta Gorda's intent to submit award recommendation of Doyle Electric Services Inc of Fort Myers, FL to the City Council for approval on January 3, 2018.

Please find attached a copy of the City's protest procedures.

Sincerely,
CITY OF PUNTA GORDA

-S-

Marian H. Pace, CPPO, CPPB
Procurement Manager

NOTICE

CONTACT PROHIBITION IS STILL IN EFFECT

All prospective Bidders are prohibited from indirectly or directly communicating with any member of the City of Punta Gorda, City Council, City Manager, or City of Punta Gorda staff member other than the Authorized City Contact Person identified in this Solicitation, or their designated Procurement staff member, regarding this solicitation package, or their submittal package, City's Intent to Award, or City's Intent to Reject (if applicable) at any time prior to the **FORMAL AWARD** for this project. **FORMAL AWARD** is defined as the issuance of a NOTICE OF AWARD document or the issuance of a PURCHASE ORDER to the awarded bidder. Any such contact prior to the formal award shall be cause for rejection of your submittal.



SOLICITATION PROTESTS

1. PROTEST POLICY

- 1.1. Any person whose bid or proposal is rejected, in whole or in part, or who submits a bid or proposal but is not awarded the contract may protest such decision, but only in strict compliance with this Section.

2. PROTEST PROCEDURE

- 2.1. WRITTEN NOTICE; TIME. Any person who wishes to file a protest hereunder must file a notice of intent to do so, in writing, with the City Manager within twenty-four (24) hours after receipt of the notice of rejection, for rejected bids or proposals, or, for contract awards, within twenty-four (24) hours after the City's declaration of its intention with regard to such award.
- 2.2. WRITTEN PROTEST; TIME; CONTENTS. Within ten (10) days after filing the written notice of intent to protest, a formal written protest must be filed with the City Manager, explaining in detail the nature of the protest and the grounds upon which it is based.
- 2.3. PROTEST BOND. Each written protest must be accompanied by a protest bond in the form of a certified check, cashier's check or money order made payable to the City of Punta Gorda, in an amount not less than five percent (5%) of the protester's bid/proposal, or (in the case of submission of a "no-bid" by the protestor) in the amount not less than five percent (5%) of the lowest responsible bid received by the City, or in the case of a request for proposals in the amount of not less than five percent (5%) of the contract awarded by the City for the accepted proposal.
- 2.4. FORFEIT OF BOND. The condition of the protest bond shall be that, should the protest be determined to be without merit and non-valid, the bond shall be forfeited to the City in its entirety.

3. PROTEST CONSIDERATION

- 3.1. PROTEST DECISION. Upon receipt of a formal written protest, the City Manager shall forward such written protest to the City Attorney, who shall act as the protest officer, and who shall be provided all applicable documents and files by the Procurement Manager. The City Attorney shall decide the protest, provided in writing, to the City Manager, with findings of fact and a conclusion as to the validity or non-validity of the protest, within fourteen (14) days after receipt by the City Attorney of the formal written protest.
- 3.2. NOTICE OF DECISION. Within twenty-four (24) hours after receipt of the City Attorney's decision on a protest, the City Manager shall mail a copy thereof to the protestor.

