



District School Board of Pasco County

20430 Gator Lane • Land O' Lakes, Florida 34638 • 813/ 794-2221

Heather Fiorentino, Superintendent


www.pasco.k12.fl.us

Department of Purchasing
Kendra Goodman, CPPO, CPPB, Purchasing Agent
813/ 794-2221 Fax: 813/ 794-2111
727/ 774-2221 TDD: 813/ 794-2484
352/ 524-2221 e-mail: kgoodman@pasco.k12.fl.us

October 4, 2011

MEMORANDUM

TO: Honorable School Board Members

FROM: Kendra Goodman, CPPO, CPPB, Purchasing Agent 

RE: RFP 09-014-AZ, Real Estate Appraisal Services – Planning Department
One-Year Extension of Three-Year Agreement: Colliers Arnold, Florida Acquisition & Appraisal, Herr Valuation Advisors

On October 20, 2009, official action was taken to award RFP 09-014-AZ to the above-referenced vendors. This RFP is a three-year contract, renewable annually based upon the mutual consent of the parties. The third year of the agreement will expire on November 21, 2011.

The Planning Department is requesting a one (1)-year extension to this agreement, in order to preserve continuity of services. The terms of the RFP allow for this extension. The Planning Department has confirmed that services from all three (3) firms have been satisfactory during the past contract year. All companies have agreed in writing (attached) to this extension, under existing terms and conditions, for the period November 22, 2011- November 21, 2012.

At this time, it is my recommendation to enter into this one-year contract extension with the firms noted above. Mr. Chris Williams, the Director of Planning, anticipates that approximately \$16,000, paid out of general funds, will be spent on these services during the contract term. Should you have any questions or concerns, please feel free to contact Chris or me at your earliest convenience.

KDG/mw
Attachments



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7227 Land O' Lakes Boulevard • Land O' Lakes, Florida 34638 • 813/ 794-2000

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Department of Planning
Chris Williams, Director
11815 Tree Breeze Dr.
New Port Richey, FL 34654
813/ 794-7970 Fax: 727/ 774-7993
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352/ 524-7970 e-mail: cwilliam@pasco.k12.fl.us

MEMORANDUM
PL-005-11/12

DATE: September 13, 2011

TO: Kendra Goodman, Purchasing Agent

FROM: Chris Williams, Director of Planning *CW*

SUBJECT: Appraisal Services Renewal

It is my understanding that RFP 09-014-AZ, for real estate appraisals, is up for renewal. It is also my understanding that this RFP may be extended for one more year provided that we, the School District, find each of the firm's performance acceptable and each of the firms agree to continue the RFP.

The Planning Department finds the performance for each firm acceptable and requests Purchasing to renew the RFP for one more year. I would also request that prior to the end of the renewal year that we work together to rebid this RFP for real estate appraisal services for future years.

Thank you for your assistance and please let me know if you have any questions or need any additional information from me.



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RFP 09-014- AZ Real Estate Appraisals

X

Yes, I agree to extend the above-referenced RFP, under existing terms and conditions, with the District School Board of Pasco County. The contract term will be November 22, 2011 – November 21, 2012.

No, I do not agree to renew the above-referenced RFP with the District School Board of Pasco County.

COMPANY NAME: HERR VALUATION SERVICES

SIGNATURE: Woodman S. Herr DATE: 9-9-11

PRINTED NAME/TITLE: Woodman S. Herr MAI E-MAIL: woody.herr@herrva.com

TELEPHONE W/AREA CODE: 813-269-5777 FAX W/AREA CODE: 813-269-5888

By agreeing to extend, vendor acknowledges and agrees to be in compliance with the "Jessica Lunsford Act." Vendors conducting business with the District School Board of Pasco County (DSBPC) who will (1) be at the school when students are present, or (2) have direct contact with students, or (3) have access to or control of school funds, **must** be Level 2 fingerprinted by DSBPC Human Resources. If any of the above criteria apply to this contract, you **must** have those individuals Level 2 fingerprinted and screened by the DSBPC Human Resources Department **prior** to commencement of services or work, and must provide a list of employees with renewal. Please contact (813) 794-2521 to arrange for a fingerprinting appointment. Costs associated with this background screening are to borne by the vendor. You may access information regarding this law, which became effective September 1, 2005, by reviewing Sections 1012.32 and 1012.465, Florida Statutes.

The contracting company certifies, by submission and signature of this form, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction per the provisions of Florida Statute 287.133(2)(a).

Vendor shall comply with all applicable laws, ordinances, codes and statutes of any and all local, state, or national governing bodies included within this section. Vendor shall comply with the regulations of the Civil Rights Act of 1964, in which no person in the United States shall on the grounds of race, creed, color, or national origin be excluded from participation in or be denied the proceeds of, or be subject to discrimination in the performance of this contract.

PLEASE RETURN TO:

DISTRICT SCHOOL BOARD OF PASCO COUNTY

ATTENTION: Michael Woodall, Buying Manager

PURCHASING DEPARTMENT

20430 GATOR LANE, LAND O' LAKES, FL 34638

(813) 794-2504 (PHONE)

(813) 794-2111 (FAX)

mwoodall@pasco.k12.fl.us



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RFP 09-014- AZ Real Estate Appraisals

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COMPANY NAME: FLORIDA ACQUISITION & APPRAISAL

SIGNATURE:  **DATE:** September 6, 2011

PRINTED NAME/TITLE: Jack Curatelli, SR/WA, President **E-MAIL:** jcuratelli@flaa.com

TELEPHONE W/AREA CODE: (813) 241-6354 **FAX W/AREA CODE:** (813) 864-0099

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COMPANY NAME: COLLIERS INTERNATIONAL

SIGNATURE:  DATE: 9-3-2011

PRINTED NAME/TITLE: Jerry Gisclair, MAI MRICS E-MAIL: jerry.gisclair@colliers.com

TELEPHONE W/AREA CODE: 813-871-8531 FAX W/AREA CODE:

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Bid Recommendation

RFP Title	Real Estate Appraisals		Number of Proposers Notified	119
RFP Number	09-014-AZ		Number of Proposals Distributed	7
Date Solicited	July 23, 2008		Number of Vendors Proposing	5
Date Opened	September 5, 2008		Number of Formal "No Bid" Responses	1
Date Board Presentation	October 7, 2008		Funding Source	General
Total Savings	\$ 9772 1 st year		Grand Total of Proposal	Approx. \$25,000

Recommendation: Recommend acceptance of RFP per the attached tabulation as having the highest average scores and best RFPs meeting written specifications.

Term of Contract: The RFP covers a three (3)-year term, renewable annually at the mutual agreement of the parties. The first term will be 11/22/08 – 11/21/09.

Notations and Exceptions: The RFP evaluated providers of real estate appraisals for the Department of Planning on an as-needed basis. It establishes firm, fixed pricing for the numerous types of appraisals required by the District. The services of the three (3) highest-ranked firms, Colliers Arnold, Florida Acquisition & Appraisal, and Herr Valuation Advisors, will be used in rotational order. There is a great deal of market volatility for the provision of these services. Should any of the recommended firms be removed from the rotational order, per the terms of the RFP, we are asking permission to utilize the services of the 4th and/or 5th-ranked firms if it is deemed in the best interest of the District to do so.

Savings were calculated as the difference between the average appraisal cost for the top 3 firms, and the average cost for the highest-priced firm, based on 4 proposals being performed during the first year.

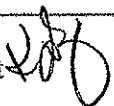
Proposals Evaluated By:

John Letvin, Supervisor of Planning
Richard Tonello, Supervisor of Planning
Michael Williams, Staff Accountant

Proposal Prepared By:

Arlene Zimney, CPPB, C.P.M., Buyer

Reviewed and Authorized By:

Kendra Goodman, CPPB, Purchasing Agent 

District School Board
of Pasco County

OCT 07 2008

Board Approved