



Helping Businesses Grow & Succeed

Florida SBDC Network Headquarters

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DATE: December 13, 2019

TO: Dr. George Ellenberg, Provost ^{DS} *GE* 12/13/2019

VIA: Angie Jones, Director, Procurement and Contracts ^{DS} *AJ* 12/13/2019

VIA: Michael Myhre, Florida SBDC Network (CEO/State Director) ^{DS} *MM* 12/13/2019

FROM: David Weeks, Florida SBDC Network (Evaluation Team Chair) ^{DS} *DW* 12/13/2019

SUBJECT: 18ITN-08EE Mobile Assistance Center

The University of West Florida/Florida Small Business Development Center (SBDC) Network has been awarded a grant by the U.S. Department of Commerce, Economic Development Administration (EDA) to fund the purchase of a Mobile Assistance Center (MAC). On September 16, 2019, the University of West Florida issued the referenced solicitation that solicited proposals from vendors on behalf of the Florida SBDC Network to design and build a customized Mobile Assistance Center (MAC).

The evaluation committee was composed of Mike Myhre (Florida SBDC Network, CEO), James Gray (Florida SBDC Network), Richard McLeod (Florida SBDC Network), Sharon Ward (Florida SBDC Network), and David Weeks (Florida SBDC Network) who served as Chair. Eric Engelmeyer (Senior Buyer, UWF Procurement and Contracts) and Bob Pacenta (Assistant Director, UWF Procurement and Contracts) facilitated the evaluation process and supported the team.

The evaluation committee Distribution Meeting was held on October 10, 2019. Two firms submitted detailed project portfolios, Farber Specialty Vehicles and Summit Bodyworks Specialty Vehicles. The responses were carefully reviewed and analyzed by the individual evaluation committee members during meetings on October 10, 2019 and October 17, 2019. The following factors were of primary concern to the evaluation committee: design elements, design and production lead-time, experience/service response, and cost proposal. Experience, strength of project team, and quality of project timeline were also factors.

The evaluation committee reached a consensus and unanimously chose Farber Specialty Vehicles for further negotiations and asked Eric Engelmeyer to negotiate on their behalf. Eric Engelmeyer and committee members Mike Myhre and Rick McLeod visited Farber Specialty Vehicles on November 22, 2019 as part of the negotiation process. The best and final offer (BAFO) from Farber Specialty Vehicles was received on December 11, 2019 and accepted.

The evaluation committee unanimously recommends that the University of West Florida enter into an agreement with Farber Specialty Vehicles to provide the service outlined and described in the ITN. Upon approval, we will post the Notice of Intent to Award for 72 hours and begin the contract process.

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