

SUMTER COUNTY BOARD OF COUNTY COMMISSIONERS
EXECUTIVE SUMMARY

SUBJECT: Enter into Contract Negotiations with Bryant Miller Olive for RFQ 022-0-2023/RS Sumter County Bond Counsel Services (Staff Recommends Approval).

REQUESTED ACTION: Staff Recommends Approval

Meeting Type: Regular Meeting

DATE OF MEETING: 6/13/2023

CONTRACT: N/A

Vendor/Entity: Bryant Miller Olive

Effective Date:

Termination Date:

Managing Division / Dept: Office of Management & Budget

BUDGET IMPACT: To be determined through contract negotiations

FUNDING SOURCE:

Type: Annual

EXPENDITURE ACCOUNT:

HISTORY/FACTS/ISSUES:

RFQ 022-0-2023/RS Sumter County Bond Counsel Services was broadcasted on 5/1/2023. Qualifications were due on 5/30/2023 at 1:30 p.m. and opened at 1:35 p.m. in the Training Room at 319 E. Anderson Avenue, Bushnell, FL 33513.

Two (2) qualification packages were received from the following firms:

- 1. Bryant Miller Olive
- 2. Nabors Giblin & Nickerson

The Selection Committee met on 5/31/2023 at 1:30 p.m. in the Training Room at 319 E. Anderson Avenue, Bushnell, FL to score the submittals. Scoring is listed below:

- | | |
|------------------------------|-------|
| 1. Bryant Miller Olive | 14.00 |
| 2. Nabors Giblin & Nickerson | 11.90 |

The Selection Committee agreed that vendor presentations were not necessary. The Selection Committee agreed to recommend to the Sumter County Board of County Commissioners to enter into contract negotiations with Bryant Miller Olive.

The following items are attached: legal advertisement, qualifications opening meeting minutes from 5/30/2023, and Selection Committee meeting minutes from 5/31/2023.

Prepared by: Becky Segrest

ProWritingAid Check

The Villages DAILY SUN

Published Daily
Lady Lake, Florida
State of Florida
County Of Lake

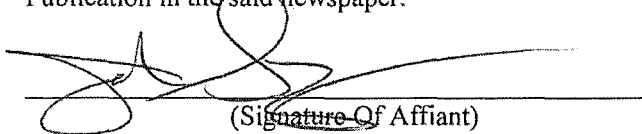
Before the undersigned authority personally appeared **Joseph Szabo**, who on oath says that he is Legal Ad Coordinator of the DAILY SUN, a daily newspaper published at Lady Lake in Lake County, Florida with circulation in Lake, Sumter and Marion Counties; that the attached copy of advertisement, being a Legal #1124930 in the matter of

REQUEST FOR QUALIFICATIONS (RFQ)

was published in said newspaper in the issues of

MAY 1, 2023

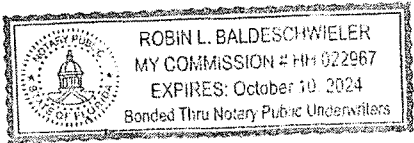
Affiant further says that the said Daily Sun is a newspaper published at Lady Lake in said Lake County, Florida, and that the said newspaper has heretofore been continuously published in said Lake County, Florida each week and has been entered as second class mail matter at the post office in Lady Lake, in said Lake County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisements; and affiant further says that he has neither paid nor promised any person, firm, or Corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for Publication in the said newspaper.


(Signature Of Affiant)

Sworn to and subscribed before me this 1
day of May 2023.


Robin L. Baldeschwieler, Notary

Personally Known X or
Production Identification _____
Type of Identification Produced _____



REQUEST FOR QUALIFICATIONS (RFQ)

Notice is hereby given that the Sumter County Board of County Commissioners (BOCC) will receive qualification packages for the following: "RFQ 022-0-2023/RS Sumter County Bond Counsel Services".

recommendation for contract negotiations will be presented to the BOCC on June 13, 2023.

SUMTER COUNTY
BOARD OF COUNTY
COMMISSIONERS
SUMTER COUNTY, FLORIDA
#1124930 May 1, 2023

RFQ information is available upon request by calling (352) 689-4400, by coming to Sumter County Purchasing Division, 319 E. Anderson Avenue, Bushnell, Florida 33513, or by contacting Demand Star at 1-800-711-1712 or www.DemandStar.com.

All inquiries and questions regarding this request for qualifications must be made only to the contact identified below and shall be made in writing by fax, e-mail, or mail:

Mrs. Becky Segrest
Purchasing Agent
Mailing Address:
319 E. Anderson Avenue
Bushnell, Florida 33513
E-mail: Purchasing@sumtercou
ntyfl.gov Fax: (352) 689-4401

The deadline for submission of questions relating to the RFQ shall be May 15, 2023 by 5:00 p.m. A copy of the RFQ must be obtained in order to view the items being requested by BOCC.

All RFQ packages are due by 1:30 p.m. on May 30, 2023 to the address listed above. Late submittals will not be opened. RFQ submittals must be clearly marked as: "RFQ 022-0-2023/RS Sumter County Bond Counsel Services".

Upon submission, all RFQ packages will become the property of the BOCC, who has the right to use any or all ideas presented in any packages submitted in response to this RFQ, whether or not the RFQ is accepted. Qualification packages will be opened at 1:35 p.m. on May 30, 2023 in the Public Works Training Room located at 319 E. Anderson Avenue, Bushnell, Florida 33513.

The Selection Committee shall meet on May 31, 2023 at 1:30 p.m. in the Public Works Training Room located at 319 E. Anderson Avenue, Bushnell, Florida 33513 to review and discuss the qualification packages.

If deemed necessary, Vendor Presentations will be conducted on June 5, 2023 at 9:00 a.m. in the Public Works Training Room located at 319 E. Anderson Avenue, Bushnell, Florida 33513.

The Selection Committee's

RFQ 022-0-2023/RS Sumter County Bond Counsel Services - RFQ Opening Meeting Minutes

The meeting was held on May 30, 2023 at 1:35 p.m. in the Training Room located at 319 E. Anderson Avenue, Bushnell, Florida 33513.

Jackie Valdez, Ella Roberts-White, Miranda McElhaney, and Tara Stevens were present on behalf of the Purchasing Division.

Jackie Valdez opened the meeting and read aloud the remaining RFQ dates as follows:

- Selection Committee meeting will be held on May 31, 2023 at 1:30 p.m. in the Training Room at 319 E. Anderson Avenue, Bushnell, FL.
- Vendor Presentations, if deemed necessary, will be held on June 5, 2023 at 9:00 a.m. in the Training at 319 E. Anderson Avenue, Bushnell, FL.
- Recommendations to award and enter into contract will go to the Sumter County Board of County Commissioners on June 13, 2023.

Jackie stated that all items on the Qualifications Document Checklist will be verified. If any items are omitted or found to be non-compliant then the Purchasing Agent will be notified and will determine if the RFQ is responsive or non-responsive.

Two (2) qualification packages were received on time and opened. The following RFQ requirements were verified as follows:

RFQ Requirements	Nabors Giblin & Nickerson	Bryant Miller Olive
One (1) original qualification package, clearly labeled "Original"	Included	Included
RFQ Cover Page	Included	Included
Certification/Addenda Acknowledgement Form	Included	Included
Statement of General Terms and Conditions	Included	Included
A sworn, notarized Statement of Experience and Personnel	Included	Included
A sworn, notarized Drug Free Work Place Certificate	Included	Included
A sworn, notarized Statement of Public Entity Crimes	Included	Included
Anti-Collusion Statement	Included	Included
Hold Harmless Agreement	Included	Included
Three (3) printed copies and one (1) electronic copy	Included	Included
E-Verify Certification Form	Included	Included
Electronic signature page from the DHS MOU	Included	Included
Qualification Document Checklist	Included	Included
W-9	Included	Included
Certificate of Insurability	Included	Included

The meeting adjourned at 1:42 p.m.

PART 3

QUALIFICATION DOCUMENTS CHECKLIST OF ITEMS REQUIRED TO BE SUBMITTED

The following documents and forms in the following arrangement must accompany each RFQ or alternate RFQ submitted:

Documents that are mandatory and MUST accompany the submittal of the qualification package in order for the submission to be considered:

- One (1) original qualification package, clearly labeled "Original"
- RFQ Cover Page. This is to be used as the first page of the RFQ. This form must be fully completed and signed by an authorized officer of the vendor.
- Proposer Certification / Addenda Acknowledgement Form
- Statement of General Terms and Conditions
- A sworn, notarized Statement of Contractor's Experience and Personnel
- A sworn, notarized Drug Free Work Place Certificate must accompany each qualification submittal or alternate submittal.
- A sworn, notarized Statement of Public Entity Crimes
- A separate sheet or sheets, clearly identified and numbered, of Exceptions or Deviations from the minimum specifications (if applicable).
- Anti-Collusion Statement
- Hold Harmless Agreement

Documents that are required as part of the submittal but will be considered minor discrepancies if turned in within 24 business hours (Monday – Friday 8:00 a.m. to 5:00 p.m.) after opening of the RFQ package and are found to be in compliance with the purchasing standards of Sumter County:

- Three (3) printed copies of the qualification package in its entirety; and one (1) electronic single PDF version not password protected of the original submitted qualification package in its entirety.
- E-Verify Certification Form
- Electronic signature page of the E-Verify Memorandum of Understanding from the Department of Homeland Security. This must be dated prior to the RFQ due date.
- Qualification Document Checklist of Items Required to be Submitted
- W-9
- A Certificate of Insurability, acceptable to the County, shall accompany each submittal or alternate submittal, in the amounts as prescribed by State and Sumter County BOCC .
 - o All insurance policies shall be written on companies authorized to do business in the State of Florida and satisfactory to the Sumter County BOCC. Prior to commencing services pursuant to

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RFQ 022-0-2023/RS Sumter County Bond Counsel Services – Selection Committee Meeting

The meeting was held on May 31, 2023 starting at 1:30 p.m. in the Public Works Training Room located at 319 E. Anderson Avenue, Bushnell, FL 33513.

Angela Rex, Budget Analyst, Cindy Marihugh, Budget Analyst, and Kristy Russell, Acting Economic Development Director, were present on behalf of the Selection Committee.

Becky Segrest, Purchasing Agent, Jackie Valdez, Purchasing Technician, Tara Stevens, Purchasing Technician, Miranda McElhaney, Purchasing Technician, and Ella Roberts-White, Purchasing Technician, were present on behalf of the Purchasing Division.

There was no public forum.

Becky announced that if deemed necessary, vendor presentations will be held June 5, 2023 starting at 9:00 a.m. in the Public Works Training Room. The final recommendation of the Selection Committee will go to the Sumter County Board of County Commissioners (BOCC) to enter into contract negotiations on June 13, 2023.

The Selection Committee submitted their scoring of the RFQ submittals as follows:

Committee Member	Bryant Miller Olive	Nabors Giblin & Nickerson
Angela Rex	4.70	4.00
Cindy Marihugh	5.00	4.50
Kristy Russell	4.30	3.40
TOTAL	14.00	11.90

The Selection Committee agreed that vendor presentations were not necessary and to recommend contract negotiations with Bryant Miller Olive.

The meeting adjourned at 1:53 p.m.

