

From: Cluess, April <April.Cluess@commerce.fl.gov>
Sent: Wednesday, February 28, 2024 9:09 AM
To: Melody Sauerhafer
Cc: Andy Mogle
Subject: RE: MT039 & I0122 - Grant Administration & ITB Guidance
Attachments: MT039 - QAQC Policy - Approved.pdf

Caution: This email was sent from outside the City of Avon Park's organization.

A correction: Your QAQC policies **do address Section 3 & Davis Bacon** (p7), which is great. They may need to be more detailed, but I would reach out to Tara Reifsnider to review them, just in case!

Best,

April Cluess

Grant Manager, Office of Long-Term Resiliency

FloridaCommerce
Office: 850-921-3184
www.FloridaJobs.org

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From: Cluess, April
Sent: Wednesday, February 28, 2024 8:51 AM
To: Melody Sauerhafer <msauerhafer@avonpark.city>
Cc: Andy Mogle <amogle@avonpark.city>
Subject: MT039 & I0122 - Grant Administration & ITB Guidance

Good morning,

As mentioned yesterday, today is my last day with FloridaCommerce. For your Grant Administration procurement, you will need to **submit**:

- Final, signed contract
- Sam.Gov check (Debarment & Suspension)

ITB – MT039.

I understand you only received one bid, which means you must re-advertise. ****Please make sure you are updating the wage determination, pulling it at *most* 10 days prior to re-advertisement.** Additionally, in an effort to ensure adequate competition, please review your documents. You will need to assess whether the specifications are clear enough & not restrictive in any way. You will also need to ensure that your advertising methods are adequate. For the RFP, you did not send out bid notifications as I had requested. This is an important requirement for construction procurements – especially to vendors on your MBEWBE list.

procedures for Davis Bacon & Section 3. Your selected Labor Standards Officer will ensure that these procedures are followed. See attached for resources to help develop these. You can also contact Tara Reifsnider (Tara.Reifsnider@commerce.fl.gov), our DBA/URA/Section 3 coordinator. She is a great source of related information and guidance. You will need to address activities such as frequency of site visit, weekly payroll review, compliance reviews, interviews, violation reporting, record keeping, etc.

Documentation can be provided to your interim grant manager, who should join the next bi-weekly call. If there are delays in communication, it is recommended to wait for a grant managers review & approval before signing any contracts and beginning construction.

Thank you!

April Cluess

Grant Manager, Office of Long-Term Resiliency

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