

TAB 9



City of Palmetto Agenda Item

Meeting Date

3/7/11

Presenter: Jim Freeman

Department: City Hall

Title:

Selection of Grant Administrator for EECBG grant

Approximately 3 months ago, the City was awarded a \$250,000 EECBG grant for various energy efficiency improvements throughout the City. Specific projects include various upgrades to the WWTP, new IT hardware, lighting upgrades City-Wide, and an Energy study which is being conducted by ESG. The City sent out a request for quote on February 18th and responses are due on March 4th. The total fee for grant administration is anticipated not to exceed 10% of the grant or approximately \$28,000. Any services below \$50,000 require that 3 quotes be obtained per the purchasing policy. This is why we issued a request for quote. Money has been budgeted in the grant to pay for the grand administration services. The reporting requirements for this grant are quite extensive, that is why staff is seeking an "expert" to help with the grant administration. At time of agenda distribution I do not have a recommendation at this time as the cutoff for quotes is Friday, March 4th. However, I anticipate staff will have a recommendation by next Monday, March 7th. Due to the time sensitive nature of spending the grants dollars, I wanted to go ahead and bring this forward. The recommendation on Monday will be subject to attorney review of applicable contract documents.

Budgeted Amount: Up to \$28,000

Budget Page No(s): NA

Available Amount: \$28,000

Expenditure Amount: Up to 10% of the grant award

Additional Budgetary Information:

The costs for grant administration services cannot exceed 10% of the grant or approximately \$28,000. Monies have been budget as part of the grant award to pay for these services.

Funding Source(s): EECBG grant

Sufficient Funds Available: Yes No

Budget Amendment Required: Yes No

Source:

City Attorney Reviewed: Yes No N/A

Advisory Board Recommendation: For Against N/A

Consistent With: Yes No N/A

Potential Motion/ Direction Requested:

Motion to approve staff to enter into an agreement with the grant administration company(to be determined) to assist with administering the EECBG grant.

Staff Contact: Jim Freeman

Attachments: