



Walter M. Gardner, Jr. – Mayor
Robert Davie – Town Administrator

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Minutes of Review Committee Bid Opening for Administrative Services of the DDBG
Neighborhood Housing Grant

Town Hall – Town Administrator’s Office

August 18, 2020

11:30 a.m.

Members present: Walter Gardner, Mayor
 Mary Hunter, Commissioner of Finance
 Robert Davie, Town Administrator

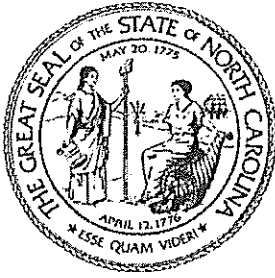
The committee was asked to re-advertise for RFP’s for the CDBG Neighborhood Housing Grant Administrative Services due to the first advertisement only yielding a single bid. The Request for Proposal was re-advertised in the Warren Record and the Henderson Daily Dispatch, with no other bids received. A sole source letter from N.C. Department of Commerce, Rural Economic Development Division was requested and received by the town granting authority to proceed with the single bid.

The bid from PRO, Inc. was opened and (3) copies were distributed to attendees, who then individually scored same.

The committee will recommend approval of the bid received to the full Board of Commissioners awarding CDBG Neighborhood Housing Grant Administration Services to PRO, Inc.

Respectfully submitted,


Tracy R. Stevenson



ROY COOPER
Governor

ANTHONY M. COPELAND
Secretary

KENNY FLOWERS
Assistant Secretary

August 12, 2020

The Honorable Walter Gardner, Mayor
Town of Warrenton
113 South Bragg Street
P.O. Box 281
Warrenton, North Carolina 27589

Subject: Sole Source Procurement Request for Grant Administration Services
CDBG Number: **18-C-3079 (NR)**

Dear Mayor Gardner:

The North Carolina Department of Commerce is in receipt of the town's request dated July 15, 2020 to use Sole Source (Non-Competitive Negotiation) for grant administration services. Based on the submitted information, the town properly procured and received one response. Effective August 12, 2020, the town may accept the single bid from PRO, Inc.

For future monitoring visit(s), please ensure your grant's administration procurement file documentation is in complete form.

Should you have any questions, please contact Dennis Branch, Grants Management Representative at (919) 814-4680 or dennis.branch@nccommerce.com.

Sincerely,

Valerie D. Moore
CDBG Section Chief

VDM/DB

Cc: Mr. Robert Davie, Town Administrator
Mr. Dennis Branch, Commerce