

MINUTES
SUN CITY CENTER COMMUNITY ASSOCIATION, INC.
SPECIAL BOARD OF DIRECTORS MEETING
Friday, June 3, 2022 – 1:30 p.m.
Rollins Theater

APPROVED

DIRECTORS PRESENT

Bob Sullivan, President
Kim Roush, Vice President
Ron Matelski, Corp. Secretary

Gary Bratt
Ron Clark*
Jim Collins

Jeff Parsons
Eric Porr
Roger Zieg

*Via telephone conference call

OFFICERS ABSENT

Dave Birkett, Treasurer

OTHERS PRESENT

Carol Donner, Recording Secretary
50 Members

I. CALL TO ORDER

President Sullivan called the special meeting to order at 1:30 p.m. A quorum was established with 8 Board Members present.

II. NEW BUSINESS

Approval of a management company to manage the affairs of the Sun City Center Community Association effective January 1, 2023.

Director Bratt **MOVED** that the Board approve the recommendation of the Ad Hoc Committee on Management Contract re-compete on the selection of FirstService Residential as our management company effective January 1, 2023. **SECOND:** Director Parsons. Mr. Ed Barnes, representing the committee, read their report on the selection of the management company (attached).

Director Collins **MOVED** that the Board postpone the main motion to vote on the RFP till June 8, 2022. **SECOND:** Director Zieg. **VOTE:** 3 – 5. In favor: Directors Clark, Collins and Zieg. Opposed: Directors Bratt, Matelski, Parsons, Porr and Roush. Motion failed.

VOTE ON MAIN MOTION: 5 – 2 – 1. IN FAVOR: Directors Bratt, Matelski, Parsons, Porr and Roush. Opposed: Directors Clark and Zieg. Abstained: Director Collins. Motion passed.

III. ADJOURNMENT

Secretary Matelski **MOVED** the meeting be adjourned. **SECOND:** Director Bratt. **VOTE:** Unanimous in favor by voice vote. The meeting was adjourned at 2:15 p.m.



Ron Matelski
Corporate Secretary

RM:cd
Attachment

REPORT OF THE AD HOC COMMITTEE
ON
MANAGEMENT CONTRACT RE-COMPETE

May 31, 2022

The Sun City Center Community Association AD Hoc Committee on Management Contract Re-Compete was appointed by President Sullivan on February 16, 2022, with the approval of the Board of Directors. Members of the Committee include Bob Sullivan, Chairmen, Ed Barnes, Lead Analyst, Guy Matthews, Gezil Andrews, Kim Roush, and Ron Matelski. The Committee was supported by Dave Birkett and Paul Wheat. The current five-year contract with FirstService Residential (“First Services”), is set to expire on December 31, 2022. The Committee was charged with the responsibility of conducting an open bidding process to seek out the best qualified management company to perform necessary services for the next six (6) years.

Using procedures successfully developed and implemented in the last two bidding processes for the SCCCA Management Contract, the Committee established a process to solicit bids, provide prospective bidders with the necessary facts to allow them to bid, and an objective procedure to evaluate bid responses. The committee then proceeded to refine and finalize a Request for Proposals (RFP) to be sent to potential bidders. A copy of that RFP is attached to this report.

On March 4, 2022, an Invitation to Bid was sent to 17 (seventeen) potential bidders that included the RFP and an invitation to attend an Industry Day briefing on March 21, 2022.

On March 21, 2022, Industry Day was held at the CA facilities. Six (6) of the contacted bidders and the full Management Selection Committee attended. A briefing on our facilities, staff, and responsibilities was delivered and the group then toured all the facilities. A Question-and-Answer session was included in the Industry Briefing. The attendees were invited to submit any additional questions in writing and were advised that any responses would be forwarded to everyone. They were reminded that bid proposals were due April 22, 2022. Eight emails with minor questions were received and answered via email.

On April 22, 2022, the Committee met at the CA offices at 5:00 p.m. to look at the copies of the submitted bids. Three (3) responses were received; from FirstServices, Vesta Property Services, and Castle Group. The remaining companies responded that they were not bidding at this time but to keep them in mind for the future.

On April 23, 2022, the Committee met to discuss the proposals and how to proceed. Because there were only three proposals to evaluate the process was simplified. An evaluation process sheet for each bidder was utilized and scored by each member. Two Proposals (FirstService and CASTLE Group) were for six years and one proposal (VESTA) was for 4 years. Vesta submitted a revised proposal on May 16, 2022, which was for pricing over a six-year period.

To mitigate the cost of transitioning from the current Property Manager to a new Property Manager as well as other key personnel a Transition cost was formulated.

On May 2, 2022, 4 members of the Committee visited the offices of Vesta in Brandon, FL, and Castle Group in Lakewood Ranch, FL. We also met with Maureen Connolly, Vice President, of FirstService and members of senior management staff. We discussed several areas where improvement of backup capability at the corporate level would better serve the CA’s needs. Ms. Connolly indicated her awareness of the issue and assures

us there is a strong commitment on First Service part to meet our needs. We also discussed other services provided by First Services that may be of use in the future.

On May 13, 2122, the committee met with the senior management staff of each of the bidders in the CA conference room to engage each company to ensure there were no loose ends or open questions.

On May 13, 2022, CASTLE Group submitted a Best and Final offer for more than \$1.0M higher than their initial offer. This resulted in CASTLE being outside of the competitive range.

All of the Committee members felt that certain aspects of Vesta's proposal were unacceptable. Specifically, Vesta over time would require the CA to use Vesta's software programs. The RFP clearly stated that only two people (property manager and accountant) would be employees of the management company and that the CA has its own software system that we will continue to use. In addition, the Vesta Pricing Proposal was for 4 years (2023 to 2026) with a base contract of two years and one two -year option period. The RFP requirement was a base contract of two years and two two-year options The Vesta representative offered a verbal amendment of the pricing proposal which essentially added 4% to the cost of the first two-year option as the cost of the second two-year option at the May 13, 2022, meeting. Verbal commitments are not acceptable. A Best and Final written pricing proposal was not received from Vesta by the deadline of May 13, 2022.

After considerable discussion and evaluation of the competing proposals, the Committee agreed unanimously that is in the best interest of the CA to proceed with FirstService because: a) The in-depth analysis performed by this committee shows that FirstService was the overall best value in services offered, future growth and competitive pricing (1) and b) They provide continuity of service at a level that has met our expectations for the past eleven years.

In addition to the continuity provided by retaining FirstService there are also financial benefits. FirstService has committed to a serious expansion of its ability to service our accounting needs in the event of personnel changes at the CA level. That will provide better security against unforeseen events.

For the reasons stated the Committee unanimously recommends that the Board accept FirstService, Residential as our management company.

Respectfully submitted,



Edmund L. Barnes, Lead Analyst
Special Committee on Management Contract Re-Compete

(1) The report was modified to correct a Scribner Error – 2022-06-01