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December 5, 2019

Mayor and City Commissioners
City of Panama City
501 Harrison Avenue
Panama City, Florida

Re: Request to approve the construction of four SHIP model homes

Dear Mayor and Commissioners:

Please find attached a memorandum from Michael Johnson, Director CDBG/SHIP, requesting approval for the construction of four model homes from State SHIP Grant proceeds. The purpose of the model homes is to provide homes for \$175,000 or less to qualified buyers. The homes would provide the opportunity to the qualified buyers to “kick-the-tires” of the different models. Three homes would be purchased from Out of the Box Building Systems LLC and one from New Community Homes of Florida LLC.

Further, in the memorandum Mr. Johnson has provided a “sole source” justification for these purchases without bidding them out. Mr. Johnson states that:

- *only one qualified source for both building systems are reasonably available
- *a search for other alternative sources has been made
- *these building systems fit the needs of the SHIP experimental model home program because they can be constructed quickly within current building codes and at an affordable price.

The recommendation is for the Commission to find that a sole source purchase is justified based on the information that has been provided to you and to authorize the Mayor to sign the contracts for the four model homes.

Sincerely yours,

Nevin J. Zimmerman

cc: Darlene Hachmeister, City Clerk-Treasurer
Mark McQueen, City Manager