

FIRE STATIONS 34 & 44 WIND RETROFIT - HMGP

RFP #19-11-386

EVALUATION COMMITTEE MEETING MINUTES February 19, 2020

An Evaluation Committee meeting was scheduled for on February 19, 2020 at 10:00 a.m.

City Staff Attending:

Neil Buckeridge, Utilities Superintendent

Kenya Olivier, Project Manager

Oscar Martinez, Project Manager

Danielle Keira-Cancel, Accounting & Purchasing Coordinator

Patricia Vancheri, City Clerk

Discussion:

Danielle Keira-Cancel, Purchasing Coordinator, opened the meeting at 10:15 am, indicating that the purpose of this meeting is to rank the responses for RFP #19-11-386 for Fire Stations 34 & 44 Wind Retrofit. The Committee members submitted their signed Policy & Procedures and Conflict of Interest Disclosure forms.

Only one bidder submitted a proposal. The proposal was ranked for Firm Qualifications/Price/Minority Business respectively and Evaluation Committee scores were computed as follows:

1. Eco Building Solutions

- Buckeridge – Firm Qualifications – 45; Price – 40; Minority Business – 0
- Olivier – Firm Qualifications – 30; Price – 25; Minority Business – 0
- Martinez – Firm Qualifications – 35; Price – 35; Minority Business – 0
- Total Average Score – 70%

Since this was the only bid submitted, the Evaluation Committee recommended rejecting the bid. It is anticipated that the recommendation for rejection of the bid will go to City Commission at their March 10, 2020 meeting.

The meeting concluded at 10:20 am.

Respectfully submitted,
Patricia Vancheri, City Clerk

