

MEMORANDUM

Purchasing #22-019
April 21, 2022

To: Gregory P. Harrison, City Manager

Through: Carla R. Byrd, General Services Director

From: Tammy Thompkins, Purchasing Agent

Subject: Approve Ranking for RFP T-01-22 Repairs and Calibration of Flow Meters and Related Devices

Contract Need/Background

Request for Proposals (RFP) T-01-22 was issued to establish a contract to provide repairs and calibration of flow meters and related devices to the City on a as-needed basis. Phil Hyer, Utilities Treatment Plant Superintendent, provided the project scope of services.

Notice List

The mailing list for this project was created by using companies/firms suggested by the requesting department, companies/firms that have responded to prior solicitations, companies/firms that have registered in the eBid system, and companies/firms from appropriate listings in other sources.

Number of companies submitting proposals - 3

Advertising

The RFP was advertised in the Sun Sentinel, and notices were sent to bid notice agencies throughout the nation. The RFP package was also posted on the City's webpage for download by interested companies/firms.

Selection/Evaluation Committee

Three (3) responses were received to the solicitation. The Selection/Evaluation Committee (Committee) met on April 13, 2022 (in a public meeting) to review and evaluate the responses. All responses were reviewed, and the Committee ranked the companies. Minutes of the meeting, voting matrix and scoring sheets are attached.

Market Research

The General Services Department notified five (5) locally registered Pompano Beach companies/firms were invited to respond to the solicitation.

Recommendation

The recommendation from the Selection/Evaluation Committee to the City Commission is to approve the ranking order, and authorize City staff to enter into a contract with the highest-ranked company, PC Controls, Inc. a local Pompano Beach business. The Committee also requests additional authorization to enter into a contract with the succeeding company, if an impasse in negotiation occurs between the City and the highest-ranked company.

Attachments
cc: file