

MINUTES
SELECTION / EVALUATION COMMITTEE
RFP #E-01-24
Inspection and Cleaning of Stormwater Systems and Jet-Vac On-Call Services
Purchasing Conference Room, January 11, 2024, 4:00 p.m.

The Selection/Evaluation Committee (Committee) consisted of:

Brian Donovan, Assistant City Manager (Voting)
Michael Taylor, Stormwater Supervisor (Voting)
Lawrence Teich, Utilities Compliance and Efficiency Manager (Voting)
Nathaniel Watson, Utilities Field Superintendent (Voting)

Also in attendance:

Jeff English, Purchasing Agent and Shelmine Moore, Purchasing Assistant (Non-Voting)

The meeting was held to evaluate proposals received in response to the City's solicitation to establish an as-needed contract to provide inspection, desilting, dewatering of the City's storm water systems. Primary and alternate contracts would also be needed for Jet-Vac on-call service for all utilities. This meeting was posted as a "Public Meeting" both at City Hall and at the Purchasing Division of the General Services Department, and on the City's website. Seven (7) companies responded to the City's Request for Proposals (RFP). Submittals from Clear Grounds, Inc., and PCI Stormwater Solutions were deemed non-responsive for failure to include required information on the companies' experience, resources, and references. The meeting was called to order at 4:01 p.m.

The Purchasing Division of the General Services Department facilitated the meeting by explaining the evaluation procedures as detailed in the RFP and collected Conflict of Interest Statements from all voting members. Michael Taylor led the technical discussion. Each Committee member reviewed the response in advance of the meeting.

The Committee discussed the proposals, and scored the responses using voting forms containing the evaluation criteria published in the RFP, with the following result:

Televac South, Incorporated.....	374
Envirowaste Services Group, Inc.....	285
Shenandoah General Construction, LLC.....	227
Man-Con Incorporated.....	218
National Water Main Cleaning Co... ..	160

The Committee decided oral presentations would not be required. The consensus of the Committee was that the two (2) highest ranked responsive and responsible proposers would be recommended for contracts. A copy of the ranking analysis detail is attached. An agenda item will be prepared to present the Committee's recommendation to the City Commission for its approval to negotiate primary and alternate contracts with Televac South, Incorporated, and Envirowaste Services Group, Inc.

The Committee meeting adjourned at 5:02 p.m.