

MEMORANDUM

Purchasing #23-024
June 27, 2023

To: Gregory P. Harrison, City Manager
Through: Carla R. Byrd, General Services Director
From: Jeff English, Purchasing Agent
Subject: Approve Recommendation of Award to Sole Proposer for RFP E-18-23 Canal Cleaning Boat

Contract Need/Background

Request for Proposals (RFP) E-18-23 was issued to establish a contract for canal cleaning boat.

The notice list for this project was created for companies suggested by the requesting department, companies that have responded to prior solicitations, companies that have requested their names be placed on the notice list, and companies from appropriate listings in other sources.

Number of companies/firms submitting a proposal.....1

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 eBid System for download by interested companies/firms and notice sent to all registered bidders/proposers by email.

Selection/Evaluation Committee

One (1) proposal was received for the RFP. The Selection/Evaluation Committee met on June 20, 2023 (in a public meeting) to review, evaluate, and score the response. Copies of the minutes of the meeting, and the voting matrix and scoring sheets, are attached.

Recommendation

The recommendation from the Selection/Evaluation Committee to the City Commission is to approve the evaluation and ranking, and authorize the City staff to negotiate and enter into a contract with the sole proposer: Elastec, Inc.

attachments
cc: file