

**MINUTES
SELECTION / EVALUATION COMMITTEE**

**RFQ #H-23-23
Landscape Maintenance Services
General Services Conference Room
3:00 p.m. 06/27/23**

The Selection/Evaluation Committee (Committee) consisted of:

- Harold Beard, Assistant Public Works Director (Voting)
- Arthur Cantero, Engineering Project Manager III (Voting)
- Wade Collum, Urban Forrester (Voting)
- Brian Donovan, Assistant City Manager (Voting)
- Tammy Good, Capital Improvement Projects Manager (Voting)
- Robert McCaughan, Public Works Director (Voting)

Also in attendance:

- Jeff English, Purchasing Agent (Non-Voting)

The meeting was held to evaluate the proposal received in response to the City's solicitation to establish an as-needed contract for comprehensive landscape installation and maintenance services. 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. One (1) company responded to the City's Request for Qualifications (RFQ). The meeting was called to order at 3:02 p.m.

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

The Committee discussed the proposal, and scored the response using voting forms containing the evaluation criteria published in the RFQ, with the following result:

Cutting Edge Industries, Inc.520

The Committee decided oral presentations would not be required. The consensus of the Committee was that the sole responsive and responsible proposer would be recommended for a contract. 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 a contract with the sole proposer: Cutting Edge Industries, Inc.

The Committee meeting adjourned at 3:28 p.m.