

MEMORANDUM

Purchasing #22-029
August 30, 2022

To: Gregory P. Harrison, City Manager

Through: Carla R. Byrd, General Services Director

From: Jeff English, Purchasing Agent

Subject: Approve Recommendation of Award for RLI E-19-22 Design Maintenance and Repair of Chemical Feed

Contract Need/Background

Request for Letter of Interest (RLI) E-19-22 was issued to establish an as-needed, open-end annual contract to provide maintenance, repair, design and new installation services at the City's Water Treatment and Reuse Water Treatment plants.

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

Number of companies/firms submitting proposals..... 1

Advertising

The RLI was advertised in the Sun Sentinel, and notices were sent to bid notice agencies throughout the nation. The RLI package was also posted on the City's eBid System for download by interested companies/firms and notice sent to all registered bidders by email.

Selection/Evaluation Committee

One (1) response was received to the solicitation. The Selection/Evaluation Committee met on June 22, 2022 (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, as well as approve and authorize the execution of an agreement with the sole proposer: Odyssey Manufacturing Company.

attachments
cc: file