

**Minutes
Selection / Evaluation Committee
RFP #E-22-16
Chemical Building Elevator Modernization**

**Engineering Conference Room
11:00 a.m. 06/30/16**

The committee consisted of:

Alessandra Delfico, Civil Engineer III (voting)
Donovan Evans, Utilities Maintenance Supervisor (voting)
Phil Hyer, Utilities Treatment Plant Superintendent (voting)
Also in attendance: Jeff English, Purchasing Agent (non-voting)

This meeting was held for presentations from the two firms whose proposal had been reviewed by the Committee at the meeting held on June 13. This meeting was posted as a “Public Meeting” both at City Hall and at the Purchasing Division office, and on the City’s website.

The schedule of presentations was:

11:05 a.m. Maverick United Elevator
11:45 a.m. Mowrey Elevator Company of Florida

Each firm was given fifteen minutes for their presentation, with a fifteen-minute question-and-answer period immediately following. During their presentations, the firms discussed their capabilities, experience, and approach to the project. The Committee had specific follow-up questions for each firm.

After the final presentation the Committee discussed their perception of each presentation and each firm’s overall response to the City’s project. Committee members scored the responses using voting forms containing the evaluation criteria published in the RFP, with the following results:

1)	Maverick United Elevator	276
2)	Mowrey Elevator Co. of FL.....	228

Copies of the voting matrix and scoring sheets are attached to these minutes.

An agenda item will be prepared to present the final ranking to the City Commission for their approval to negotiate and enter into a contract with Maverick United Elevator, the highest-ranked firm, with an additional authorization to negotiate with the succeeding ranked firm should an impasse occur in the negotiations with the recommended firm.

The meeting adjourned at approximately 12:48 p.m.