

SELECTION / EVALUATION MEETING MINUTES

RFP T-43-20

Emergency Rental of Tents and Canopies

Wednesday, November 11, 2020

2:02 PM

The committee consisted of:

Chelsea Anderson, Interim Recreation Supervisor (Voting)

Kate Belcher, Recreation Manager (Voting)

Scott Moore, Recreation Manager (Voting)

Also, in attendance: Tammy Thompkins, Purchasing Agent (Non-Voting) and Jeffery English, Purchasing Agent (Non-Voting)

The meeting was held to evaluate the proposals received in response to the City's solicitation to select firms to provide emergency rental of tents and canopies services to the City on as-needed basis. This meeting was posted as a "Public Meeting" both at City Hall and at the Purchasing Division office, and on the City's website. Two (2) firms submitted responses to the City's Request for Proposal (RFP).

Kate Belcher led the technical discussion. The Purchasing Department reviewed evaluation procedures and distributed Conflict of Interest Statements for completion by all voting members. Each Committee member had reviewed all of the responses in advance of the meeting.

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

- (1) Elite Tent Company...270
- (2) National Structures Events and Services.205

The Committee decided oral presentations would not be required as the scoring results showed sufficient distinction between the responding firms. The consensus of the Committee was that the highest ranked firm would be recommended for moving forward. A copy of the voting matrix is attached.

An agenda item will be prepared to present the Committee's recommendation to the City Commission for their approval to enter into a contract with the highest ranked firm Elite Tent Company, as detailed above. Further authorization will be requested to enter into a contract with the succeeding firm, if an impasse in negotiation occurs between the City and a top ranked firm. The Committee meeting adjourned at approximately 2:23 PM.