

**MINUTES
SELECTION / EVALUATION COMMITTEE**

RFP E-22-19

**HVAC Maintenance and Repair
Thursday, June 27, 2019
1:30 PM**

The committee consisted of:

Harold Beard, Assistance Public Works Director (Voting)
George Buenaventura, Building Maintenance Operations Manager (Voting)
Robert McCaughan, Public Works Director (Voting)

Also in attendance: Jeffrey English (Non-Voting)

The meeting was held to evaluate the proposals received in response to the City's solicitation to establish a contract to provide HVAC Maintenance and Repair. This meeting was posted as a "Public Meeting." Three (3) firms submitted responses to the City's Request for Proposal. The meeting was called to order at 1:42 PM.

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 RFQ, with the following results:

(1)	A-Excellent Service, Inc.....	295.05
(2)	Hyvac Mechanical Services	202
(3)	DebonAir Mechancial	143

The consensus of the Committee was that the highest ranked firm would be recommended for moving forward. Pursuant to City Ordinance 2018-46 establishing a Local Business Program, A-Excellent Service, Inc. was awarded an additional 5% for compliance with Tier 1 requirements.

The Committee decided oral presentations would not be required as the scoring results showed sufficient distinction between the responding firms. 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 negotiate with A-Excellent Service Inc. The committee also agreed to request additional authorization to enter into a contract with the succeeding firms, if an impasse in negotiations occur between the City and the top ranked firm. The Committee meeting adjourned at 2:01 PM.