

**MINUTES
SELECTION / EVALUATION COMMITTEE**

**RFP #E-18-23
Canal Cleaning Boat
General Services Conference Room
2:00 p.m. 06/20/23**

The Selection/Evaluation Committee (Committee) consisted of:

Denise Davis, Environmental Services Operations Supervisor (Voting)
Brian Donovan, Assistant City Manager (Voting)
Natalie Holmes, Contract Administrator (Voting)
Russell Ketchem, Environmental Services 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, open-end annual contract for beach cleaning service. 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 RFP. The meeting was called to order at 2:00 p.m.

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

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

Elastec, Inc 384

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 contract with the sole proposer: Elastec, Inc.

The Committee meeting adjourned at 2:30 p.m.