

MEMORANDUM

Purchasing #16-096
July 14, 2016

To: Dennis W. Beach, City Manager

Through: Otis J. Thomas, General Services Director

From: Jeffrey English, Purchasing Agent

Subject: Award RFP E-22-16 Chemical Building Elevator Modernization

Contract Need/Background

RFP E-22-16 was issued to establish a contract to modernize the elevator in the chemical building at the Pompano Beach Water Treatment Plant. The scope of work includes replacing all needed infrastructure such as pumps, motors, valves, controllers, etc., as needed to modernize the lime elevator to industry standards.

Mailing List

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

Number of received proposals2

Advertising

The RFP was advertised in the Sun Sentinel, and notices were sent to bid notice agencies throughout the nation. The RFP package was also posted on the City's web page for download by interested firms.

Selection/Evaluation Committee

Two responses were received to the solicitation. The Selection/Evaluation Committee met on June 13 (in a public meeting) to review and evaluate the responses. Before responses were scored, the Committee decided that oral presentations would be required from the responding firms. The Committee met again on June 30 (in a public meeting) to rank the two firms after presentations. Copies of the minutes, voting matrix, and scoring sheets are attached.

Market Research

The General Services Department performed outreach to local elevator installation and service companies to inform them about this project. A total of three (3) local companies were notified.

Recommendation

The recommendation from the Selection/Evaluation Committee to the City Commission is to approve the ranking order, and authorize the City staff to negotiate and enter into a contract with the highest-ranked firm, Maverick United Elevator, Inc. Additional authorization is requested to continue negotiations with the succeeding ranked firm to complete a contract in case of an impasse in negotiations with the recommended firm.

attachments
cc: file