

MEMORANDUM

Purchasing #18-057
March 22, 2018

To: Gregory P. Harrison, City Manager

Through: Otis J. Thomas, General Services Director

From: Jeff English, Purchasing Agent

Subject: Approve ranking of RFP E-10-18 Inspection and Cleaning of Storm Water Systems and Utilities Jet-Vac On-Call Service

Contract Need/Background

Request for Proposals (RFP) #E-10-18 was issued to select one firm to provide to provide inspection, desilting, and dewatering of the City's storm water systems, and Jet-Vac on-call service for all utilities. Michael Taylor, Stormwater Supervisor, provided the project scope of services.

Notice List

The notice 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 notice list, and companies from appropriate listings in other sources.

Number of firms submitting proposals.....6

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 eBid System for download by interested firms and notice sent to all registered bidders by email.

Selection/Evaluation Committee

Six (6) responses were received to the solicitation. The Selection/Evaluation Committee met on March 16 (in a public meeting) to review and evaluate the responses. All responses were reviewed, and the Committee ranked the firms. Copies of the minutes of the meeting, and the voting matrix and scoring sheets, are attached.

Market Research

Four (4) local Pompano Beach underground water utility firms were invited to respond to the solicitation.

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 a contract with the highest-ranked firm: TeleVac South.

attachments

cc: file