

**Minutes
Selection / Evaluation Committee
RFP #E-49-16
Beach Cleaning Service**

**Public Works Large Conference Room
10:00 a.m. 10/04/16**

The committee consisted of:

Harold Beard, Assistant Public Works Director (voting)
Michael Carter, Streets Superintendent (voting)
Russell Ketchem, Solid Waste Operations Manager (voting)
Also in attendance: Jeff English, Purchasing Agent (non-voting)

The meeting was held to evaluate the proposals received in response to the City's solicitation to establish a contract with a qualified firm to provide beach cleaning and debris removal services at the Public Beach and designated rights-of-way. This meeting was posted as a "Public Meeting" both at City Hall and at the Purchasing Division office, and in the City's eBid System. Three (3) firms submitted responses to the City's Request for Proposals.

Russell Ketchem led the technical discussion. The Purchasing Agent 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 in alphabetical order, and decided to delay scoring until receiving presentations by the three firms.

The Committee agreed each firm should be given identical issues to address in their presentation, with the discussion points to be confirmed via email to the Purchasing Agent. Up to fifteen minutes would be allowed for each presentation, with fifteen minutes scheduled for questions from the Committee. The meeting would be scheduled for a future date to be determined based upon availability of the Committee members.

The meeting adjourned at approximately 10:20 a.m.