

**MINUTES
SELECTION / EVALUATION COMMITTEE
RFP T-01-22
REPAIRS AND CALIBRATION OF FLOW METERS AND RELATED DEVICES**

**City Commission Chambers
3:00 p.m. 04/13/22**

The Selection/Evaluation Committee (Committee) consisted of:

Phil Hyer, Water Treatment Plant Superintendent (Voting)
Richard Johnson, Utilities Treatment Plant Operations Manager (Voting)
Randy Rennekamp, Instrumentation Technician (Voting)

Also in attendance:

Jeff English, Purchasing Agent (Non-Voting)
Tammy Thompkins, Purchasing Agent (Non-Voting)

The meeting was held to evaluate the proposals received in response to the City's solicitation to establish contracts. 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. Three (3) companies/firms submitted responses to the City's Request for Proposal (RFP). The meeting was called to order at 3:00 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. Phil Hyer led the technical discussion. Each Committee member 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 RFP, with the following results:

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| 1) | PC Controls, Inc..... | 281 |
| 2) | Tri Nova, Inc | 243 |
| 3) | Universal Controls Instrument Service, Inc... | 239 |

The Committee decided oral presentations would not be required. The consensus of the Committee was that the highest-ranked company would be recommended for the 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 highest-ranked company, PC Controls, Inc., a local Pompano Beach business.

The meeting adjourned at approximately 3:27 p.m.