

**MINUTES
SELECTION / EVALUATION COMMITTEE**

**RLI #E-19-22
Design Maintenance and Repair of Chemical Feed Systems
City Commission Chambers
10:15 a.m. 06/22/22**

The Selection/Evaluation Committee (Committee) consisted of:

Earl Bosworth, Assistant City Manager (Voting)
Phil Hyer, Utilities Treatment Plant Operations Superintendent (Voting)
Richard Johnson, Utilities Treatment Plant Operations Manager (Voting)
Randy Rennekamp, Utilities Treatment Plant Instrumentation Technician (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 an as-needed, open-end annual contract to provide maintenance, repair, design and new installation services at the City's Water Treatment and Reuse Water Treatment plants. 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 Request for Letters of Interest (RLI). The meeting was called to order at 10:30 a.m.

The Purchasing Division of the General Services Department facilitated the meeting by explaining the evaluation procedures as detailed in the RLI 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 the proposal, and scored the response using voting forms containing the evaluation criteria published in the RLI, with the following results:

Odyssey Manufacturing Company. 336

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 authorize the execution of a contract with the sole proposer: Odyssey Manufacturing Company.

The Committee meeting adjourned at 10:42 a.m.