

MEMORANDUM

Purchasing #16-098
July 12, 2016

To: Dennis W. Beach, City Manager
Through: Otis J. Thomas, General Services Director
From: Cassandra LeMasurier, Purchasing Supervisor
Subject: Background L-51-16, Repairs and Calibration of Flow Meters and Related Devices

Contract Need/Background

The Request for Proposal L-51-16 was issued to select a firm to provide professional services to the City for the repair and calibration of flow meters and related devices for the Utilities Department. Phil Hyer, Water Treatment Superintendent, provided the scope of services.

Bidders List

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

Number of firms submitting proposals.....2

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 (2) responses were received to the solicitation. The Selection/Evaluation Committee met on July 12 (in a public meeting) to review and evaluate the responses. All responses were scored, and the Committee decided that oral presentations would not be required as the scoring results showed sufficient distinction between the responding firms. Copies of the minutes, voting matrix, and scoring sheets are attached.

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 P.C. Controls, Inc.

enclosures
cc: file