

**MINUTES
SELECTION / EVALUATION COMMITTEE**

**RFP #E-02-17
CANAL CLEANING BOAT
Public Works Large Conference Room
1201 NE 5th Avenue, Pompano Beach, 33060
1:30 p.m. 06/05/2017**

The committee consisted of:

Harold Beard: Assistant Public Works Director (Voting)
Forrest Hall: Fleet Operations Manager (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 to provide a canal cleaning boat with trailer for the City's Solid Waste Department. The meeting was posted as a "Public Meeting" both at City Hall and at the Purchasing Division office, and on the City's website. Four firms submitted responses to the City's Request for Proposals.

Russell Ketchem, Solid Waste Operations Manager, 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 scored the responses using voting forms containing the evaluation criteria published in the RFP, with the following results:

(1)	Elastec, Inc.	276
(2)	Armstrong Marine, Inc.....	188
(3)	Weedoo Greenboat, Inc.	090
(4)	Doll Marine Metal Fabrication.....	060

The Committee decided oral presentations would not be required as the scoring results showed sufficient distinction between the responding firms. An agenda item will be prepared to present the ranking to the City Commission for their approval.

The meeting adjourned at approximately 2:50 p.m.