

**MINUTES
SELECTION / EVALUATION COMMITTEE**

RFP E-13-19

**Furnishing, Operation, and Maintenance of Ice Vending Machine in Alsdorf Park
Wednesday June 12, 2019
3:30 PM**

The committee consisted of:

Kate Belcher, Recreation Manager (Voting)
Brian Donovan, Assistant City Manager (Voting)
Tammy Good, Capital Improvement Projects Manager (Voting)
Scott Moore, Recreation 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 furnish, operate, and maintain an ice vending machine in Alsdorf Park. This meeting was posted as a "Public Meeting." Two (2) firms submitted responses to the City's Request for Proposals. The meeting was called to order at 3:30 PM.

The Purchasing Department 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, and scored the responses using voting forms containing the evaluation criteria published in the RFQ, with the following results:

(1)	Kool Water & Ice PB, LLC.....	.364
(2)	Southern Cross Ice and Water LLC.....	.327

The Committee decided oral presentations would not be required. An agenda item will be prepared to present the final ranking to the City Commission for their approval to enter into a contract, with Kool Water & Ice PB, LLC, the highest ranked firm.

A copy of the voting matrix is attached. An agenda item will be prepared to present the Committee's recommendation to the City Commission for their approval to negotiate with the highest ranked firm, Kool Water & Ice PB, LLC, as detailed above. The committee also agreed to request additional authorization to enter into a contract with the succeeding firm, if an impasse in negotiation occurs between the City and the top ranked firm. The Committee meeting adjourned at approximately 4:05 p.m.