

**MINUTES
SELECTION / EVALUATION COMMITTEE**

RFP E-18-19

**Emergency Debris Management and Disaster Recovery Technical Assistance
Friday June 14, 2019
10:00 AM**

The committee consisted of:

Harold Beard, Assistant Public Works Director (Voting)
Brian Donovan, Assistant City Manager (Voting)
Russell Ketchem, Solid Waste Operations Manager (Voting)
Kimberly Spill-Cristiano, Emergency 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 provide emergency debris management and disaster recovery technical assistance to the City for the solid waste department. This meeting was posted as a "Public Meeting." Four (4) firms submitted responses to the City's Request for Proposals(RFP). The meeting was called to order at 10:00 AM.

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 RFP, with the following results:

(1)	CrowderGulf, Joint Venture Inc.....	.384
(2)	TFR Enterprises, Inc.....	.314
(3)	Eastern Waste Systems.....	.295
(4)	Custom Tree Care.....	.236

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 CrowderGulf, Joint Venture Inc. as the primary contractor, and TFR Enterprises, Inc., as the alternate contractor.

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 two highest ranked firm, CrowderGulf, Joint Venture Inc., and TFR Enterprises, Inc., 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 10:45 a.m.