



CITY OF PUNTA GORDA, FLORIDA

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PROCUREMENT DIVISION
326 West Marion Avenue
Punta Gorda, Florida, 33950

December 13, 2017

RE: #R2017101/SVC-CAMERAS/HC

NOTICE OF INTENT

This notice is to inform all respondents for the above referenced solicitation of the Evaluation and Selection Committee's final ranking.

1. Doyle Electric
2. Pro Audio

The City will enter into negotiations with the top ranked bidder, Doyle Electric.

This notice is NOT a recommendation for award or a notice of intent to award.

The City would like to thank you for your time and effort to prepare and submit your submittal. Should you have any questions, please do not hesitate to contact me.

Sincerely
CITY OF PUNTA GORDA
-S-

Marian H. Pace, CPPO, CPPB
Procurement Manager

NOTICE

CONTACT PROHIBITION IS STILL IN EFFECT

All prospective Bidders are prohibited from indirectly or directly communicating with any member of the City of Punta Gorda, City Council, City Manager, or City of Punta Gorda staff member other than the Authorized City Contact Person identified in this Solicitation, or their designated Procurement staff member, regarding this solicitation package, or their submittal package, City's Intent to Award, or City's Intent to Reject (if applicable) at any time prior to the FORMAL AWARD for this project. FORMAL AWARD is defined as the issuance of a NOTICE OF AWARD document or the issuance of a PURCHASE ORDER to the awarded bidder. Any such contact prior to the formal award shall be cause for rejection of your submittal.



EVALUATION & SELECTION COMMITTEE
MEETING MINUTES
SOLICITATION #R2017101/SVC-CAMERAS/HC
December 8, 2017

MEMBERS PRESENT: Art Brewster (AB); Marty Meddaugh (MM); Brad Schuette (BS)

OTHERS PRESENT: Marian Pace (MP)

Meeting began at 11:11 a.m.

Roll Call

MP advised the meeting was being recorded, no public input will be allowed and all member agreements were received.

MP asked the committee members if they have been contacted by an Offeror regarding this solicitation. All members responded they have not.

AB nominated BS to chair the committee, MM seconded, BS accepted, all are in favor.

MP reviewed Procurement's pre-qualification efforts and reported all Offerors were responsive, met minimum qualification requirements and were qualified for evaluation. MP reviewed the evaluation process.

Committee discussed each Offeror's submittal package. MP requested any additional comments. MP asked if any member wants to change their independent scores based on discussion.

MP read into the record the ordinal scores of the offerors for each member, the committee ordinal scores for each offeror and ranking of offerors.

	A Brewster		M Meddaugh		B Schuette	
	RAW	ORDINAL	RAW	ORDINAL	RAW	ORDINAL
Doyle Electric	440.0	2	395.0	1	450.0	1
Pro Audio	456.8	1	346.8	2	411.8	2

ORDINAL SCORE	
Doyle Electric	4
Pro Audio	5

SHORT LIST RANKING	SHORT LIST ORDER
1	1 Doyle
2	2 Pro Audio

BS motioned to accept the short list as presented based on ordinal scores, MM seconded, all are in favor.

AB nominated BS to negotiate with Procurement, MM seconded, BS accepted, all are in favor.

Member comments for including in negotiations:

- Clarify Timeline
- Fully detailed warranty, maintenance and support

AB motioned to disband the committee with the right to reconvene if necessary at a later date and adjourn the meeting at 11:19 am, BS seconded, all are in favor.