RFP 017-0-2012/AT Sumter County Health Department Generator– Selection Committee Meeting minutes

The Selection Committee met on 8-3-2012 at 11:00 a.m. in Room 110 of The Villages Sumter County Service Center, Wildwood, FL 34785.

Scott Cottrell, Chris Wert, and Richard Cobb were present to represent the Selection Committee. Chris Morrison was present to represent the Financial Services Department.

Chris reviewed the dates as listed in the RFP and turned the meeting over to the Selection Committee.

Four (4) bids were received at the Bid Opening on 7-30-2012. The committee discussed the variance of pricing and completeness of proposals.

The scores are as follows:

Selection Committee Members	**Atlantic Tower Services**	**Mid State Electric of Ocala**	**Chinchor Electric Inc.**	**Shine & Company Inc.**
Scott Cottrell	3.6250	4.9000	4.8875	3.9375
Chris Wert	3.0500	5.000	4.4250	3.6250
Richard Cobb	1.2250	4.7500	4.5375	1.8000
Totals	**7.9000**	**14.650**	**13.850**	**9.3625**

The Selection Committee agreed to recommend to the Sumter County Board of County Commissioners to award and enter into contract with Mid State Electric of Ocala, Inc. If for some reason contract can not be obtained, the second choice will be Chinchor Electric Inc.

The meeting adjourned at 11:15 a.m.

RFQ 017-0-2012/AT for Sumter County Health Department Generator

Score Sheet

Seclection Committee Members	Atlantic Tower Services	Mid State Electirc of Ocala	Chinchor Electric Inc.	Shine & Company Inc.
Scott Cottrell	~~4.900~~ 4.625	4.90	4.8875	3.9375
Chris Wert	3.050	5.00	4.425	3.625
Richard Cobb	1.225	4.75	4.5375	1.800
Totals	7.9	14.65	~~13.85~~	9.3625

(1) 13.85

(2)

Verified By Chris Morrison.

MID STATE

R. Cobb

PART 2

EVALUATION AND AWARD

PROPOSAL EVALUATION

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	Score	X	Weight	=	Rating
1. Contractor's Experience and Personnel	4		.20		.8
2. Completeness	4		.05		.2
3. Total Price	5		.75		3.75
					4.75

SCORE:
0 = Non-Responsive
1 = Poor
2 = Fair
3 = Average (Included only minimum of what was asked for on subject criteria)
4 = Good
5 = Excellent

CLARIFICATION OF SCORING CRITERIA

Item # 1 Contractor's Experience and Personnel shall be scored based on conformance with the RFP and the Contract Documents.

Item # 2 Completeness – If you fail to submit all of the required documentation, you will fail to gain a positive score for these criteria items. For example, if you fail to submit a construction schedule or schedule is lacking in sufficient information to demonstrate your knowledge of the proper sequence of events, your company will not achieve all of the points associated. The same statement would be true for the product data submittals. Sumter County wants your company to demonstrate through this pre-submittal process that you have accounted for all the materials and equipment necessary to facilitate a proper installation.

Item # 3 Total Price – Price shall be scored based on Exhibit B – Proposal Form.

Do not attempt to contact any Selection Committee Member, staff member or person other than Ms. Chris Morrison for questions relating to this project. **Anyone attempting to contact Sumter County BOCC representatives will be disqualified.** The Selection Committee shall be: Scott Cottrell, Public Works Director; Chris Wert, Assistant Public Works Director of Engineering; and Richard Cobb, Facilities Maintenance Supervisor.

Recommendation of award will be sent to all submitting vendors. The award will be based on

Chincor

R. Cobb

PART 2

EVALUATION AND AWARD

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	Score	X	Weight	=	Rating
1. Contractor's Experience and Personnel	4.75		.20		.95
2. Completeness	4.25		.05		.2125
3. Total Price	4.5		.75		3.375
					4.5375

SCORE:
0 = Non-Responsive
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Atlantic Tower

R. Cobb

PART 2

EVALUATION AND AWARD

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	Score	X	Weight	=	Rating
1. Contractor's Experience and Personnel	2		.20		.4
2. Completeness	1.5		.05		.075
3. Total Price	1		.75		.75
					1.225

SCORE:
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4 = Good
5 = Excellent

CLARIFICATION OF SCORING CRITERIA

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Recommendation of award will be sent to all submitting vendors. The award will be based on

SHINE

R-1066

PART 2

EVALUATION AND AWARD

PROPOSAL EVALUATION

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	Score	X	Weight	=	Rating
1. Contractor's Experience and Personnel	3		.20		.6
2. Completeness	1.5		.05		.075
3. Total Price	1.5		.75		1.125
					1.8

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1 = Poor
2 = Fair
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Recommendation of award will be sent to all submitting vendors. The award will be based on

Mid State

PART 2

EVALUATION AND AWARD

PROPOSAL EVALUATION

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	Score	X	Weight	=	Rating
1. Contractor's Experience and Personnel	5		.20		1.0
2. Completeness	5		.05		.25
3. Total Price	5		.75		3.75
					5

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Chinchor Electric

PART 2

EVALUATION AND AWARD

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	Score	X	Weight	=	Rating
1. Contractor's Experience and Personnel	4		.20		.8
2. Completeness	5		.05		.25
3. Total Price	4.5		.75		3.375

4.425

SCORE:
0 = Non-Responsive
1 = Poor
2 = Fair
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4 = Good
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9-3-12

CLARIFICATION OF SCORING CRITERIA

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Shine & Co

PART 2

EVALUATION AND AWARD

PROPOSAL EVALUATION

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	Score	X	Weight	=	Rating
1. Contractor's Experience and Personnel	4		.20		.8
2. Completeness	4		.05		.2
3. Total Price	3.5		.75		2.625

3.625

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2 = Fair
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4 = Good
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5-3-12

CLARIFICATION OF SCORING CRITERIA

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Atlantic Towers/Services Inc

PART 2

EVALUATION AND AWARD

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	Score	X	Weight	=	Rating
1. Contractor's Experience and Personnel	3		.20		.6
2. Completeness	4		.05		.2
3. Total Price	3		.75		2.25

3.05

SCORE:
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4-3-12

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Midstate

PART 2

EVALUATION AND AWARD

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	Score	X	Weight	=	Rating
1. Contractor's Experience and Personnel	4.5		.20		.9
2. Completeness	5		.05		.25
3. Total Price	5		.75		3.75
SCORE:					4.90

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Scott A. Cottrell 3 Aug 12

Chinchor

PART 2

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	Score	X	Weight	=	Rating	
1. Contractor's Experience and Personnel	5		.20		1.00	
2. Completeness	5		.05		.25	
3. Total Price	4.85		.75		3.64	3.6375 /cm
					4.89	4.8875/cm

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Scott K Cottrell 3 Aug 12

Shine

PART 2

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	Score	X	Weight	=	Rating
1. Contractor's Experience and Personnel	4		.20		.8
2. Completeness	5		.05		.25
3. Total Price	3.85		.75		2.89
					3.94

2.8875 (a)

3.9375

SCORE:
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Scott E Cottrell 3 Aug 12

Atlantic Tower

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	Score	X	Weight	=	Rating
1. Contractor's Experience and Personnel	3		.20		.6
2. Completeness	5		.05		.25
3. Total Price	3.7		.75		2.78

2.775 (or)

3.63

3.625

SCORE:
0 = Non-Responsive
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Scott D. Cottrell 3 Aug 12

SIGN – IN SHEET

DATE: 8-3-12

TIME: 11:00 AM

BID NAME: RFP 017-0-2012/AT Health Dept. Generator

- ○ **Pre-Bid Meeting**
- ○ **Bid Opening**
- ⊗ **Selection Committee Meeting**
- ○ **Vendor Presentations / Selection Committee Meeting**

Please list all the companies you are representing beside your name.

NAME	COMPANY
Chris Morrison	BOCC / FSD
Scott Colwell	Public Works
Chris Lort	Public Works
Richard Cobb	BOCC MAINT