

RFP 2023-RFP-017 Selection Committee Meeting April 26, 2023 Minutes

Selection Committee for the above-mentioned RFP held a selection committee strategy meeting on Wednesday, April 26, 2023 commencing at 3:32 p.m. in the City Commission Conference Room, 3rd floor, 228 S. Massachusetts Avenue, Lakeland, Florida.

Committee Members Present: Scott Benton, Intern; Emily Colon, Deputy City Manager; Morgan Cumbo, Management Analyst; Mike Marotz, Superintendent of Recreation; Kathe Sandoval, HR Specialist; Shannon Turbeville, LFD Driver – Engineer; Brian Wallace, Police Lieutenant; Wendi Wilcox, Engineering Tech II.

Other Attendees: Tara Walls, Senior Purchasing Agent.

Discussion: Emily gave a brief introduction to the committee about the process, then Tara explained the purpose of the strategy meeting was to go over the new OpenGov system and the process for scoring that will be used for this RFP.

Everyone was able to get logged in to OpenGov and see the scoring criteria and the process for scoring. The next meeting is scheduled for Tuesday, May 9th and all committee members will have their scoring completed by that time. There being no further business to come before the Committee, the meeting was adjourned at 4:13 p.m. These minutes are the official minutes of the Selection Committee meeting held on Wednesday, April 26, 2023.

Submitted by: **Tara T. Walls, CPPB, Senior Purchasing Agent**

RFP 2023-RFP-017 Selection Committee Meeting May 9, 2023 Minutes

Selection Committee for the above-mentioned RFP held a selection committee meeting on Tuesday, May 9, 2023 commencing at 3:39 p.m. in the City Commission Conference Room, 3rd floor, 228 S. Massachusetts Avenue, Lakeland, Florida.

Committee Members Present: Scott Benton, Intern; Emily Colon, Deputy City Manager; Kevin Cook, Communications Director; Morgan Cumbo, Management Analyst; Mike Marotz, Superintendent of Recreation; Kathe Sandoval, HR Specialist; Shannon Turbeville, LFD Driver – Engineer; Brian Wallace, Police Lieutenant; Wendi Wilcox, Engineering Tech II.

Other Attendees: Tara Walls, Senior Purchasing Agent.

Discussion: Tara explained the purpose of today's meeting was to discuss the submittals received, tally scoring/ranking and determine if presentations are desired. There was discussion by most committee members regarding the submittals and the pricing that was received. After discussion, the committee decided not to proceed with the scoring/ranking, as the pricing was beyond our budget. The intent of the committee is to cancel the RFP and re-issue it at a later date. There being no further business to come before the Committee, the meeting was adjourned at 4:48 p.m. These minutes are the official minutes of the Selection Committee meeting held on Tuesday, May 9, 2023.

Submitted by: **Tara T. Walls, CPPB, Senior Purchasing Agent**