

MEMORANDUM

To: PROJECT FILE, MINUTES OF MEETING
From: Procurement Management
RE: **DB240380DWJ – Lift Station Replacement – Phase 1**
PROPOSAL EVALUATION MEETING

MEETING DATE: 8/7/2024

TIME: 11:00 AM

ATTENDEES:

COMMITTEE MEMBERS: Brad Daigle, Dewayne Tagg, Brial Gilman, Joshua Hudson, Pakorn, Sutitamnont.

INVITED MEMBERS: NA

PROCUREMENT ANALYST: David Jones

At 11:00 am the Proposal Evaluation Committee meeting was called to order by David Jones, Procurement Management Representative. Introductions were put on the record by everyone in attendance.

Discussions were held by the committee members with respect to each submittal from the two (2) proposing firms.

Brief Committee Discussion Decision:

The discussion centered around each firm's ability to meet the following (number) (#) criteria.

1. Qualifications of Team – 25 pts.
2. Company Relevant Experience & Reference – 25 pts.
3. Plan of Approach – 30 pts.
4. Personnel – 10 pts.
5. Price – 10 pts.

Following the discussions, the consensus of the committee was to rank the firms as follows:

- Rank 1: MG Electrical Developers, Inc.
- Rank 2: Andrew Sitework, LLC

The chair entertained a motion to approve the two (2) firms for an interview/presentation. The motion was made by Brad Daigle and seconded by Dewayne Tagg, and then called and carried with no further questions.

The meeting was adjourned by the chair at (TIME).

Attachment: Final Ranking Sheet

Buyers Name

David Jones

Brad Daigle

		1	2
Max Pts	Category	Andrew Sitework, LLC	MG Electrical Developers, Inc.
25	Qualifications of Team	25	25
25	Company Relevant Experience & Reference	25	25
30	Plan of Approach	20	28
10	Personnel	8	9
10	Price	5.22	10
100	Total Score	83.22	97
	Ranking	2	1

DeWayne Tagg

		1	2
Max Pts	Category	Andrew Sitework, LLC	MG Electrical Developers, Inc.
25	Qualifications of Team	23	23
25	Company Relevant Experience & Reference	22	23
30	Plan of Approach	23	27
10	Personnel	10	10
10	Price	5.22	10
100	Total Score	83.22	93
	Ranking	2	1

Brian Gilman

		1	2
Max Pts	Category	Andrew Sitework, LLC	MG Electrical Developers, Inc.
25	Qualifications of Team	23	23
25	Company Relevant Experience & Reference	23	23
30	Plan of Approach	26	28
10	Personnel	10	10
10	Price	5.22	10
100	Total Score	87.22	94
	Ranking	2	1

Joshua Hudson

		1	2
Max Pts	Category	Andrew Sitework, LLC	MG Electrical Developers, Inc.
25	Qualifications of Team	12.5	15
25	Company Relevant Experience & Reference	20	25
30	Plan of Approach	18	27.5
10	Personnel	6	4
10	Price	5.22	10
100	Total Score	61.72	81.5
	Ranking	2	1

Pakorn Sutitarnnontr

		1	2
Max Pts	Category	Andrew Sitework, LLC	MG Electrical Developers, Inc.
25	Qualifications of Team	25	25
25	Company Relevant Experience & Reference	25	25
30	Plan of Approach	15	25
10	Personnel	10	10
10	Price	5.22	10
100	Total Score	80.22	95
	Ranking	2	1

Final Summary of Ranking

		1	2
Category		Andrew Sitework, LLC	MG Electrical Developers, Inc.
Brad Daigle		2	1
DeWayne Tagg		2	1
Brian Gilman		2	1
Joshua Hudson		2	1
Pakorn Sutitarnnontr		2	1
Total Score		10	5
Ranking	Evaluation Rank and Score - DB240380DWJ	2	1

Scores Entered by:

David Jones

8/7/24

Sign

Scores Verified by:

verbal verification by evaluation committee

Sign