

RFP 20-470, Utilities Computerized Maintenance Management System (CMMS)

2nd Selection Committee Meeting Minutes

JUNE 19, 2020

Selection Committee Members:

Chuck Nichols, Utilities
Mike Lang, Information Technology
Dale Edgar, Utilities
Sanjay Puranik, Utilities
Veronica Williams, Utilities

Staff: Michael Guerrero, Senior Procurement Analyst
Danielle Rose, Procurement Analyst
Sandra Howard, Assistant County Attorney

Others: Albair, Hannah, Utilities Consultant
(*video Conf*) Paul Thielen, Interloc Solutions
Zach Bartlett, Interloc Solutions
Craig Payne, Cardno Solutions

The committee convened at 2:00 p.m. All committee members were present. Selection Committee members scored each proposal in alphabetical order using the evaluation criteria and selection process, Elevation Level 2.

The scores are as follows:

Proposer	Score
Cardno	81
Data Transfer Solutions	71
Interloc Solutions	73
Starboard Consulting	78

In accordance with the RFP Selection Process Elevation Level 2, the Selection Committee collectively decided to elevate the 3 highest scored Proposers to Elevation Level 3, Proposer Demonstrations.

In accordance with Elevation Level 3 (Scripted Software Demonstrations), the Proposers who are elevated to Level 3 will be notified and scheduled for a three-day scripted demonstration of how their product works to accomplish the scripts. The Selection Committee will be in attendance to pose questions to the Proposers about any aspect of

the RFP, Proposers Proposal, and Scripted Software Demonstration. The scripted software demonstrations have been scheduled for the following dates and locations:

- Cardno - July 23-24, 8:30 a.m. - 5:00 p.m. each day at the Lake Myrtle Sports Complex Multi-Purpose Room located at 2701 Lake Myrtle Park Rd., Auburndale, FL 33823
- Interloc Solutions - July 27-28, 8:30 a.m. - 5:00 p.m. each day at the Polk County Waste & Recycling Division located at 10 Environmental Loop South, Winter Haven, FL 33880
- Starboard Consulting - July 29-30, 8:30 a.m. - 5:00 p.m. each day at the Polk County Waste & Recycling Division located at 10 Environmental Loop South, Winter Haven, FL 33880

In accordance with Florida Statute 286.0113, all interviews/scripted software demonstrations conducted will be exempt from attendance by anyone other than the selection committee. After all interviews/scripted software demonstrations have been completed, the selection committee will reconvene on August 13, 2020, 9:00 a.m-11:00 a.m. to rank the Proposers and collectively decide if they would like to elevate one or more of the Proposers to Elevation Level 4, Site Visits of Proposer Customers.

Meeting was adjourned at approximately 3:25 p.m.

Respectfully submitted,

Michael Guerrero
Chairperson / Senior Procurement Analyst