

RFP 24-217, Acquisition Services – Drainage Projects

1st Selection Committee Meeting Minutes

April 1, 2024

Selection Committee Members:

Wade Allen, Real Estate Services
Scott Lowery, Real Estate Services
Elizabeth Voss, County Attorney's Office
Connor Updike, Roads & Drainage
Darrell Johnson, Equal Opportunity

Staff:

Tabatha Shirah, Procurement Analyst
Michele Sims, Procurement Operations Manager
Shana Thompson, Procurement Analyst

The committee convened at 1:00 p.m. All committee members were present. Committee members received their committee paperwork and a copy of the Proposals received.

Tabatha Shirah gave an overview of the RFP Selection Process Procedures and answered questions from the committee members. Wade Allen and Scott Lowery gave an overview of the scope of services required.

The next meeting will be held Thursday, April 11, 2024, at 1:00 p.m. at the Polk County Administration Building, 330 West Church St., Conference Room 413 (4th Floor), Bartow, Florida 33830. The Selection Committee will score the proposals at this meeting as described in Elevation Level 2, Scoring. This is a public meeting so anyone who is interested in attending may attend.

Meeting was adjourned at approximately 1:20 p.m.

Respectfully submitted,

Tabatha Shirah
Procurement Analyst