**MINUTES**

July 6, 2012

10:30 AM

BID EVALUATION MEETING

RFP #12-013 – INSTALLATION AND MAINTENANCE OF BUS BENCHES, SHELTERS OR BOTH

PRESENT:

Ronnie Navarro, City Engineer

Tania Stevens, Purchasing Contract Coordinator

Kristin Dion, City Planner

Dominic Orlando, Public Works Director

The meeting commenced at 10:30 a.m. in the NW conference room at City Hall. Ronnie Navarro explained that there were only two bids and one of which, Creative Outdoor Advertising, was non-responsive. The bid package did not include the price of the proposal. Dominic Orlando asked if the company reached out to follow up, and asked if that is even permitted to do. Tania Stevens stated that they did not follow up and all agreed that the bidder was non-responsive.

Ronnie went on to discuss the second bidder, Martin Outdoor, who did submit a complete package. The bid package included all required elements and statement of guaranteed annual revenue to the City. Tania inquired as to whether or not the City Manager is aware that there were only two bids, and only one was responsive. Dominic stated that he was only able to receive confirmation from the City Attorney that the one eligible bid was okay with the City. An email was received from Mark Bates, Finance Director, questioning if we should rebid project since only one bidder was responsive. Email from City Attorney suggesting City can proceed with award was forwarded to Mark. All present agreed to award the bid to Martin Outdoor, pending no objection from the City Manager’s Office.

The meeting was adjourned at 10:39 a.m.