

DEPARTMENT RECOMMENDATION OF BID (ITB, RFP, BEB, RFQ) INTENDED AWARD

To: Purchasing, Box 32

Attn: Melanie Sowers (Buyer)

Bid #: CCLK-210011-MS

Bid Due Date: January 6, 2021

Bid Title: Public Comment Services

NO AWARD – REJECT ALL BIDS

Justification for No Award:

- Bids over budget
Only one bid received
Other (provide detailed explanation: all bids did not meet necessary requirements.)

IMPORTANT: The blackout period is in effect until the contract is awarded including City Commission approval. Violation of this provision shall result in disqualification of the bidder/vendor.

RECOMMENDATION FOR INTENDED AWARD

If straight low bid (no evaluation – i.e. construction, materials):

Recommended Bidder:

Bid award amount: \$

Justification for the Recommendation:

OR

If BEB/RFP/RFQ (turn in evaluation notes, comments points, etc.). Recommended Ranking:

Table with 2 columns: Vendor, Ranking. Rows include Kearns & West, Inc. (Ranking 1) and CherryRoad Technologies, Inc. (Ranking 2).

Bid award amount: \$195,175.00

Justification for the Recommendation:

Highest rank based on oral presentation.

I hereby certify the recommended straight low bidder/vendor ranked No. 1 is the most responsive and responsible bidder meeting all requirements, certifications, forms, and/or minimum criteria/qualifications listed below (include qualifications/requirements directly from ITB, RFP, BEB, RFQ document):

- provide technology solution/zoom or phone line
demonstrate experience; provide link
provide toll-free number for public comment
provide resumes to demonstrate
provide experienced moderator
capacity to answer, screen and manage calls

Recommended by: Marie P. Kessler (Signature) Phone: 334-5015
SIGNATURE, Marie Kessler

Title: Deputy City Clerk Date: 2/23/2021

IMPORTANT: The Project Manager is responsible for initiating, completing and executing the contracts. Fully signed (including City Attorney and City Commission approval) contracts are forwarded to Purchasing for the issuance of a purchase order.

City Commission required: Yes City Commission meeting on 03/04/2021 (date confirmed of approved agenda item).
No City Commission approval is not required: (Indicate Policy exemption section (i.e. Sec 7.1(e)) Vendor is active in the Advantage Financial System – Department is responsible to obtain appropriate documentation to activate vendor.

