

RFP 24-ES-13
Computerized Asset Management System (CAMS)-
Computerized Maintenance Management System (CMMS)
Evaluation Committee Meeting Notes
10/16/2024 – 10:00am

Request for Proposal Notice:	August 21, 2024	
Last Date for Receipt of Written Questions:	September 4, 2024	2:00 pm
Addendum Due:	September 18, 2024	4:30 pm
Proposal Close Date:	October 2, 2024	2:00 pm
Evaluation/Notice of Recommendation to Shortlist:	October 16, 2024	10:00 am
Shortlisted Firm Presentations/Recommendation:	October 30, 2024	8:30 am – 12:30 pm
Notice of Recommendation	October 31, 2024	
City Council Hearing Date:	December 2, 2024	6:00pm

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EVALULATION COMMITTEE MEETING DATE/ START TIME: 4/3/2024 – 10:00 am

IN ATTENDANCE: Sean Maroney – Project Manager - Interim Deputy Director – Environmental Service, Jack Sterba – IT Administrator, Jim Daly – Finance Accountant, Pat Drosten – Purchasing Specialist.

The Evaluation Committee determined all submittals were responsible and responsive. Committee members discussed the submittals in regard to stated criteria and submitted their evaluation forms in the E-Procurement platform. The ranking is as follows (Aggregate Score Sheet attached):

| <b>Rank</b> | <b>Firm</b>                      | <b>Aggregate Score</b> |
|-------------|----------------------------------|------------------------|
| 1           | zLink, Inc                       | 93                     |
| 2           | Central Square Technologies      | 92                     |
| 3           | Hydro-Comp Enterprises USA LLC   | 88.67                  |
| 4           | Jones Edmunds & Associates, Inc. | 88.33                  |
| 5           | Univerus                         | 87.33                  |
| 6           | OpenGov, Inc.                    | 85.33                  |
| 7           | Data Transfer Solutions, LLC     | 81.33                  |

The Committee discussed the issue of pricing proposals as all submittals came in above the currently budgeted amount. The committee determined that the Project Manager will explore options to ascertain if there is a possibility of funding that can be made available prior to moving forward with presentations/demonstrations. The Evaluation Committee will reconvene on Friday, October 18<sup>th</sup> at 1:00pm to determine the next steps. Should presentations be requested, the top two ranked firms will be invited to make presentations/demonstrations on October 30, 2024. Presenting firms will be sent links to the meetings as well as a list of focus items.

Respectfully submitted,

*Pat Drosten*  
*Purchasing Specialist*  
*City of Edgewater*