

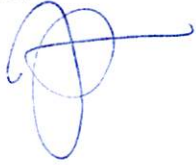


THE CITY OF DAYTONA BEACH
OFFICE OF THE PURCHASING AGENT

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TO: James V. Chisholm, City Manager

FROM: Joanne Flick, Purchasing Agent 

DATE: September 13, 2019

SUBJECT: **Selection Committee
HVAC Maintenance and Controls Term Contract
RFP 19561**

COPY: Michael Stallworth, Business Enterprise Manager
Patricia Bliss, CFO
Christine Aiken, Financial Business Analyst
Joe Paul, Facilities Manager
Frank VanPelt, Technical Services Project Director
Ryan Carver, HVAC Technician
Kira Honse, Assistant City Attorney

The City's Selection Committee convened on September 13, 2019, to review the Proposals received in response to the referenced Request for Proposals, and to score those proposals in accordance with the evaluation criteria published in the RFP. The Selection Committee recommends award of **2 continuing term contracts** and that contract negotiations be conducted with the two top ranked firm as indicated on the short list below:

- 1. Mechanical Services of Central Florida, Inc., Orlando, FL**
- 2. Thermaserve Mechanical Systems Services, Port Orange, FL**

The final negotiated contracts will be presented to the City Commission for approval.

If you agree with the Committee's recommendations, please sign below and return a copy of this memo to my attention. If you wish to discuss the matter further, please call me at extension 8082. Thank you.

Approved: _____ Date: _____

