



FINANCE DEPARTMENT

DATE: September 27, 2019

TO: Aaron Aguirre – Public Works Manager
Public Works Department, Park Maintenance

FROM: Melissa Perales, Purchasing Manager^{MP}
Purchasing Unit

SUBJECT: REQUEST FOR PROPOSALS FOR HIGHWAY LITTER CONTROL
PROPOSAL NO. 9507

Proposals for the above project were opened and recorded on September 10, 2019, should now be evaluated by your Department as part of the selection committee. Attached is an Evaluation of Proposals form which you are requested to complete and return to the Purchasing Division once the Selection Committee Report is finalized.

As background for your evaluation, we are enclosing a copy of canvas of proposal and copies of proposals of all proposals received. Please review the attached proposal and determine whether or not the sole proposer is responsible and is responsive to the intent of the specifications. Where applicable, note asterisk references on the attached Evaluation. If there are any questions, contact Purchasing Division immediately. DO NOT CONTACT ANY OF THE PROPOSERS.

Then complete the Evaluation of Proposals form following this checklist:

- Background section. Describe the reason for the project and include pertinent facts that would be informative to the City Council.
- Recommendation Section. Complete after the selection committee has determined the proposer that can provide best value in meeting the interest of the City and the objectives of the project.
- Signature of Department Head or Assistant Department Head.

The completed Evaluation of Proposals form should be returned to the Purchasing Division as soon as the committee report has been finalized, so we can obtain the City Manager's approval of your determination and post that determination no less than twenty-three (23) working days in advance of the date your department presents your staff report to the City Council.

MP/dr
Attachments



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Please add the following information to your Agenda Item:

Advertisement date of the project in Business Journal	<u>8/21/19</u>
Number of Building Exchanges received Fax Notice Inviting Proposals	<u>8</u>
Number of specs distributed to prospective proposers	<u>15</u>
Date of public proposal opening	<u>9/10/19</u>
Proposals will expire within 120 days of proposal opening, i.e., as of:	<u>1/8/20</u>
Number of proposals received	<u>4</u>

Also, any issues will be noted below such as local preference, award issues, etc.

Reminder: Please email your draft Agenda Item to your buyer and the Purchasing Manager in Purchasing for review