



MEMORANDUM

TO: Nathan Daou, CPPB, C.P.M., A.P.P.
Contract Administrator

DATE: October 11, 2017

FROM: Jeffrey Whiting
Senior Contract Officer

Subject: Executive Summary - Request for Proposal No.171717
Refuse and Recycling Container Solutions and Related Products, Equipment and Services

Dept./Div.: Environmental Services
Pre-Proposal Date: July 06, 2017
Due Date: July 24, 2017
Negotiated Value: See Below

Date Issued: June 23, 2017
No. of Individuals Attending: 11
No. of Proposals Received: 2
pCard Accepted: Yes

BACKGROUND

The City of Tucson issued the above referenced Request for Proposal for the purchase of refuse and recycling container solutions and related products, equipment and services. It is the City's intent that once awarded; this agreement is to be cooperatively marketed by the City's partner National IPA. The solicitation was publicly posted on the City's website and notices were emailed to all registered vendors who have indicated that email is their preferred delivery method.

EVALUATION

A committee was formed to evaluate the proposals based upon the selection criteria set forth in the original RFP. The committee was comprised of the following members and signed Committee Member Statements were received from all:

Voting Committee Members

Ramon Polanco, Environmental Services Department
Paul Rosenboom, Department of Transportation
Darrell Cress, Fleet Services

Non-Voting Advisory Committee Members

Lisa Rotello, Environmental Services Department
Andy Vera, Environmental Services Department
Al Piper, National IPA
Michael Lasley, National IPA
Sarah Vavra, National IPA

The City received proposals from the following firms:

IPL

Toter

Prior to releasing the proposals to the committee, I conducted an initial review of the proposals to ensure that all requested information had been submitted. As a result, all proposals were deemed eligible for the committee's review. The committee is charged with the final determination of acceptability.

On August 1, 2017, I met with the evaluation committee and discussed the role of the committee and the evaluation process. Each committee member received a copy of the City's Guidelines for Evaluation, the evaluation criteria and copies of the proposals.

On August 08, 2017, the committee reconvened to discuss the relative strengths and weaknesses of the proposals with regard to the evaluation criteria set forth in the solicitation. As a result, it was decided that some clarifications were needed from Toter. As such, requests for clarification were sent to each Vendor, and responses were received by their due dates.

On August 23, 2017, the committee reconvened, and after discussing all of the proposals, the committee members individually scored and ranked the proposals. The committee members' rankings were totaled to arrive at an overall ranking. As a result, the committee recommended entering into exclusive negotiations with the top-ranked offeror with the intent of proceeding to contract award upon successful completion of negotiations:

Toter

On October 09, 2017, after negotiating for several weeks, a signed Summary of Negotiated Items, related to the Price Adjustment Clause, was received from Toter.

NEGOTIATED VALUE

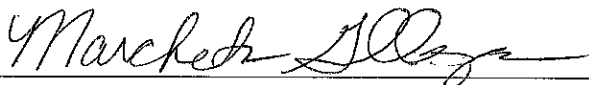
Through negotiations with Toter the City was able to successfully negotiated several key terms and conditions, including 1% replacement parts, full replacement of warrantied carts, and Price Adjustment clause.

CONTRACT OFFICER RECOMMENDATION:

I attest that the evaluation process was conducted in accordance with the Tucson Procurement Code and all applicable rules and regulations. Based upon the evaluation committee's recommendation, it is recommended that this contract shall be awarded to:

Toter

Concurrence:


Nathan Daou, CPPB, C.P.M., A.P.P.
Contract Administrator

10/16/17
Date