

MEMORANDUM

TO: Donna Barron, City Manager

THROUGH: Brenda Martin, Finance Director

FROM: Todd White, Purchasing Manager

DATE: October 15, 2018

SUBJECT: **Consideration of a Contract Award for Recyclable Materials Processing Services to FCC SA, Inc., Dallas, TX; and Authorization for the City Manager to Execute the Contract.**

BACKGROUND

A request for sealed proposals was created and posted on Bidsync.com June 15, 2018. Specifications were created in accordance with Texas Local Government Code Chapter 252.042, *Requests for Proposals for Certain Procurements*. Specifications under this chapter of the law state requests for proposals must specify the relative importance of price and other evaluation factors.

ANALYSIS

Proposals were due July 19, 2018 and two (2) were received. An evaluation team was created to review, analyze, and score the proposals in accordance with weighted factors that were listed in the specifications. The evaluation team consisted of Keith Marvin, Director of Public Services; Jordan Strickler, ECS Manager, D'Ann Tompkins, Budget Analysis, Mendie White, Sustainability Manager and Tracey Ogurek, Purchasing Agent. Each proposal was evaluated using the following criteria:

Proposed Approach	25%
Experience	15%
Financial Stability	10%
Financial Offering	50%
Interview	25%

At the conclusion of the evaluation, FCC SA, Inc. received the highest score.

RECOMMENDATION

It is City staff's recommendation that the City Council approve the award and authorize the City Manager to execute the contract as set forth in the caption above.