

MINUTES
CITY OF HAINES CITY REQUEST FOR QUALIFICATIONS OR PROPOSALS
HAINES CITY, FLORIDA

July 24, 2018

1:00 PM

Commission Chambers

1. CALL TO ORDER

At 1:00 p.m. Information Technology Director Ross called the [RFQ 180618] lot clearing selection committee meeting to order.

Selection committee meeting members in attendance were: Code Compliance Supervisor Steve Shifley, Parks Superintendent Lamar Cliett, Police Officer Timothy Glover, and Code Compliance Officer David Jimenez.

Other staff members in attendance were: City Clerk Linda Bourgeois and Code Compliance Officer Trainee Malcolm Alls.

2. RFQ 180618 LOT CLEARING

Information Technology Director Ross stated the committee had two options: accept the one vendor [K&J Enterprises, Inc.] or reject the vendor and go through the purchasing process at a later date.

Code Compliance Supervisor Shifley said he was familiar with the vendor, and the City has been using them for more than five years. He continued and said they were qualified, and he recommended the committee accept them as a qualified vendor.

Parks Superintendent Cliett said he noticed there was not any scope of services provided for a specific project.

Information Technology Director Ross explained the differences between a request for qualifications, an invitation to bid, and a request for proposal.

A brief discussion ensued about an hourly rate of \$50.00, and the length of the contract not yet being determined.

Without any further discussion, Police Officer Glover moved to accept K. & J. Enterprises, Inc. as a qualified vendor for the City. Parks Superintendent Cliett seconded the motion. The motion passed by unanimous voice call vote.

3. ADJOURNMENT

At 1:04 p.m., the selection committee meeting for the lot clearing RFQ 180618 was adjourned.

APPROVED: _____

BY: _____

ATTEST:

Linda Bourgeois
City Clerk