

MEMORANDUM

To: PROJECT FILE, MINUTES OF MEETING
From: Procurement Management
RE: RFP230341JJB: Glass Recovery Cyclone Retrofit
PROPOSAL EVALUATION MEETING 1

MEETING DATE: July 6, 2023. TIME: 10:30 AM

ATTENDEES:

COMMITTEE MEMBERS: Tim Lamontagne, Caleb Gonzalez, William Burdick,
Leah Chin, Marc Washburn

PROCUREMENT ANALYST: Jake Bond

At 10:30 AM, the Proposal Evaluation Committee meeting was called to order by Jake Bond, Procurement Management Representative. Introductions were put on the record by everyone in attendance.

Discussions were held by the committee members with respect to each submittal from all two (2) firms.

Proposer #1	Strategic Materials, Inc.
Proposer #2	Van Dyk Baler Corp. dba VAN DYK Recycling Solutions

The discussion centered around each firm's ability to meet the following # criteria.

QUALIFICATIONS OF COMPANY	25
COMPANY RELEVANT EXPERIENCE & REFERENCE	20
PLAN OF APPROACH	25
PERSONNEL	10
PRICE SCORING	15
LOCAL VENDOR PREFERENCE	5
Total Points Scored	100

The committee discussed all the pros and cons the two (2) firms.

Following the discussions, the consensus of the committee was to invite the two (2) firms for an interview/presentation. The firms were as follows:

- Strategic Materials, Inc.
- Van Dyk Baler Corp. dba VAN DYK Recycling Solutions

The chair entertained a motion to approve the two (2) firms for an interview/presentation. The motion was made by Leah Chin and seconded by Marc Washburn, and then called and carried with no further questions.

The meeting was adjourned by the chair at 11:00 AM.