

## City of Bethel Action Memorandum

Action memorandum No.	20-55		
Date action introduced:	11/24/2020	Introduced by:	Pete Williams, Interim City Manager
Date action taken:	11/24/2020	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Denied
Confirmed by:	KM		

**Action Title:** Action Memorandum Authorizing the City Manager to Negotiate and Execute a Contract with Company A to Implement a Hauled Utilities Digitization Solution for the City of Bethel.

**Attachment(s):** 1) Draft Contract for Company A

Department/Individual:	Initials:	Remarks:
Pete Williams, Interim City Manager	PW	
Bo Foley, Interim Purchasing Agent	BF	

Amount of fiscal impact:		Account information:
	No fiscal impact at this time.	
\$50,000	Funds in City Budget.	51-81-69x/51-85-69x \$25,000 in each line item for this project
	Funds not in City Budget.	

### Summary Statement

On September 17, 2020, a Request for Proposals (RFP) document was sent out and posted to the City website soliciting qualified firms to provide a solution to digitize the Hauled Utilities operation for the City of Bethel. This solution would help the department more efficiently produce and modify route sheets, provide timely updates to utility customers, and allow the hauled utilities foreman to monitor and track the utility vehicle fleet's daily progress.

This RFP closed on October 19, 2020 with two (2) responsive proposals received.

Upon closing, a scoring team was put together and given an appropriate amount of time to review and score proposals. Individual scores were submitted to the purchasing agent who determined the group averages and factored in the proposed price from each company.

The winner was selected based on a price-per-point scoring formula. The formula takes a company's proposed price for the study (unknown to the scoring team) and divides it by the group's average score for each company. The lower a price-per-point total, the better the company ranks. Based off the scores, there was a clear winner for this RFP.

The City wishes to negotiate and execute a professional services agreement with Company A and begin implementing the hauled utilities digitization solution as soon as possible.