

**MINUTES SPECIAL
BID COMMITTEE MEETING
JANUARY 20, 2022**

1. CALL TO ORDER:

Bid Committee Chairman Jeffery Cozadd called the meeting to order on Tuesday, January 20, 2022 at 2:00 PM in the City of Destin Annex Chambers.

2. ROLL CALL:

Bid Committee Members Present:

Grants/Proj. Mgr. Jeffery Cozadd
Michael Burgess Public Services Dir.
Lisa Firth Parks & Rec. Director
J.T. Hart, Deputy Public Services Dir.

Other Staff Members Present:

Deputy City Clerk Kim Montgomery
Louis Zunguze, Community Dev. Director
Krystal Strickland, Finance Director

3. NEW BUSINESS:

A. 21-11-PS, Facilities Condition & Needs Assessment

According to Mr. Burgess, four bids were received for this RFP.

- Universal Engineering Sciences
- Tetra Tech, Inc.
- Matrix Design Group, Inc.
- NOVA

Mr. Cozadd mentioned that all of the references he called came back positive with no concerns.

Each individual member spoke of and agreed that all of the bid submittals were adequate and capable of delivering the needs for the bid however Matrix Design Group, Inc. seemed to be the chosen bidder.

There was a discussion regarding the software to be used and how it should be able to be used by all departments and be cloud based to store the information.

Each member provided their total scores for each bidder:

Universal Engineering Sciences: 345

Louis – 90
Lisa – 90
JT – 90
Jeff – 75

NOVA: 344

Louis – 91
Lisa – 85

JT – 85
Jeff – 83

TETRA TECH: 354.5

Louis – 92
Lisa – 90
JT – 92.5
Jeff – 80

MATRIX: 375

Louis – 95
Lisa – 95
JT – 95
Jeff – 90

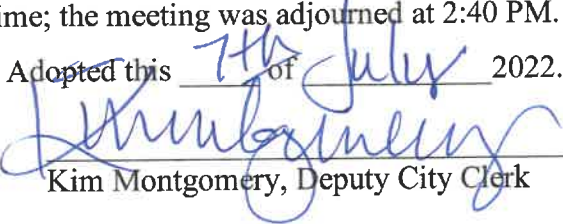
Motion by Committee member Firth to recommend City Council direct the City Manager to negotiate the contract with Matrix with Committee member Zunguze providing the second. The motion passed

There being no further discussion at this time; the meeting was adjourned at 2:40 PM.

Adopted this 7th of July 2022.



Jeffery Cozadd, Chairman



Kim Montgomery, Deputy City Clerk