



ATTACHMENT 3

Proposal Evaluation Committee Meeting Minutes

February 8, 2024

RFP 24-07: HVAC Maintenance and Repair Services

The Evaluation Committee meeting was held on Thursday, February 8, 2024, at City Hall located at 400 Alexandria Blvd, Oviedo, FL. The meeting started at 10:00 a.m.

City of Oviedo Representatives:

- Jacqueta Scott, Procurement Manager (non-voting)
- Abel Velasco, Procurement Coordinator (non-voting)

Committee Members:

- Jack Whittaker, Assistant Recreation and Parks Director
- Troy Wainwright, Facilities Maintenance
- Steve Santiago, Utilities Manager
- Paul Yeargain, Assistant City Engineer
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Procurement welcomed the Evaluation Committee and advised that the meeting was recorded.

The Committee openly discussed the individual scoring sections/criteria for each of the firms.

Upon completion of the discussions, the Committee finalized and submitted their scores. Procurement calculated scores. Firms were ranked according to scores.

Climate Control Mechanical Services, Inc., Gembecki Mechanical Services, Inc., and HHC Services LLC were all deemed non-responsive due to failure to submit required documentation.

Firm	Final Scores	Rank
Air Mechanical & Service Corp	352	1
Total Comfort Solutions, Inc.	331	2
TWC Services Inc.	291	3
Hill York Service Co.	265	4
HSB Solutions USA, LLC	217	5
McCloskey Mechanical	182	6

The top (2) two firms shall be recommended for award of the contract at a future City Council Meeting. The meeting was adjourned at 10:20 a.m.

Jacqueta Scott,
Procurement Manager