

Tow Committee Meeting
Minutes
November 6, 2018

Committee Members Present: Fred Pickard-Chair
Jim Pryde
Ken Davis

City Staff Present: Bette Wordelman-Finance Director
Major Mike Childs-Lee's Summit Police Department
Assistant Chief Brian Austerman-City of Lee's Summit Fire Department
DeeDee Tschirhart-Senior Procurement Officer

Introductions

Purpose: Discussion of the following agenda item: Tow Bid results, unofficial bid tab, cumulative score sheet and recommendation to PSAB.

Statement: Meeting is being recorded.

Chairman Pickard opened the meeting and took roll call.

First agenda item: Approval of Minutes. There were no minutes to approve. Chairman Pickard asked about the bid opening and which tow companies were present. DeeDee Tschirhart gave a briefing of the bid opening and read the sign-in sheet of the bid opening.

Second agenda item: Approval of Agenda. Committee member Ken Davis asked if Committee member Jim Pryde has received the agenda. Committee member Jim Pryde stated he hadn't. Finance Director Bette Wordelman stated that the Tow Committee was not loaded into the Legistar System until today. The agenda, however, was posted on the City's web site and the Police Department web site. Committee member Davis made the motion to approve the agenda. Committee member Pryde seconded the motion and was unanimously approved 3-0.

Third agenda item: Tow Service Bid 2019-016 Results. Review of the cumulative score sheet and unofficial bid. Committee member Davis asked if four (4) of the six (6) proposals were deemed non-responsive because he only received two (2) on the bid tab. DeeDee Tschirhart stated that the bid tab sheets had two (2) suppliers on each page for a total of three (3) sheets. Committee member Pickard stated the single major change to the bid was going from 25 to 35 on towing capacity. No questions from the Committee on the bid tab. Committee member Pryde did have a question on how scores occur. Major Childs went over the cumulative score sheet; and iterated that scorers submit independently. Essentially all tow companies met the criteria so slight scoring variances occurred within each submittal (i.e. a provider lot being 10 miles away versus 15 miles away). Cumulative score and overall pricing shows favorability to Ron's Tow. There were no further questions by the Committee. Committee member Davis made the motion to approve the award of Bid 2019-016 to Ron's Tow. Chairman Pickard seconded the motion and was unanimously approved 3-0.

Fourth agenda item: Discussion of the recommendation to the PSAB. A statement was made about the recommendation going to the City Council. Bette Wordelman stated that from the Tow Committee, a recommendation would go to the PSAB. From there a recommendation would go to Finance and Budget Committee and then on to full Council. Committee member Davis asked about the protocol(s) followed for the unsuccessful bidders. DeeDee Tschirhart stated that the unofficial bid tabulation was given to all bidders; the cumulative score sheet can be handed out if requested, but the individual scores will be destroyed and not shared. The scorers are to remain anonymous. If a bidder requests a de-briefing, the City would accommodate them. Committee member Davis made the motion to approve the award of Bid 2019-016 to Ron's Tow. Chairmen Pickard seconded the motion and was unanimously approved 3-0

Fifth agenda item: Other Business. Question was posed as to if there were any complaints that needed resolution. Chairman Pickard stated he could remember one (1). Major Childs stated the Police Department handles all complaints. Major Mansell handles day-to-day contract management.

Motion was made by Committee Member Davis to adjourn the meeting. Committee member Pryde seconded the motion and was unanimously approved 3-0.

Meeting was adjourned.