

**WWTP MANAGEMENT**  
**RFQ 24-04-16**  
**BID EVALUATION COMMITTEE**  
**MINUTES**  
**May 7, 2024**  
**2:00 P.M.**  
**COUNCIL CHAMBERS**

Accountant, Heather Sutton, opened the meeting at 2:00 p.m.

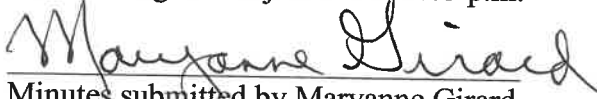
The committee members on the evaluation team: Project Manager Jayce Vanderford, CDS Planning Administrator Nicholas Schwendt, PS Sewer Foreman Brandon Bolton, Financial Management Analyst Wendy Tarpley. Accountant Heather Sutton and Finance Director Gina Toussaint were also present.

Ms. Sutton went over the requirements of the committee saying the RFP needed to be reviewed to understand the scope of work to ensure the company is meeting the requirements. She explained there is a cone of silence, so questions should be directed to her.

Ms. Sutton mentioned the next meeting is on the 21<sup>st</sup>. The choices for the presentation will be decided on the 21<sup>st</sup> and the committee will determine whether presentations are necessary. She added that June 5<sup>th</sup> is reserved for the presentation date, if the committee determines it is needed.

Ms. Sutton said she will contact the references and report to the committee and Gina will check the financials.

The meeting was adjourned at 2:03 p.m.



Minutes submitted by Maryanne Girard  
City Clerk

Proper notice having been duly given