

**RFP 25-06-11-PMO**  
**RC Track Cover and ADA Compliance Improvements**  
**Bid Evaluation Committee Minutes**  
**June 18, 2025**  
**1:00 p.m.**  
**Council Chambers**

Procurement Manager, Heather Sutton, opened the meeting at 1:04 p.m.

The committee members on the evaluation team were present: Donald Faulkner, Parks and Recreation Crew Leader; Nicholas Schwendt, CDS Planning Administrator; Natasha Peacock, Deputy City Clerk; and Stephanie Raybon, FD Executive Assistant. Also present: Procurement Manager Heather Sutton. Charles Parker, PS Construction Inspector, was absent.

Procurement Manager H. Sutton went over the requirements and processes for the committee to review.

Procurement Manager H. Sutton stated that the purpose of the committee is to review the bids received and ensure that the vendor meets the bid requirements. She explained the cone of silence, adding that questions should be directed to her. She asked the committee to advise her if there are any conflicts of interest. She also went over the Code of Conduct criteria.

Procurement Manager H. Sutton suggested each member contact the references provided by the vendor.


Ms. Sutton mentioned that she will go over the ranking system at the next meeting. She asked if the committee had any technical questions, but no one responded.

Project Manager Jayce Vanderford mentioned that one of the two submitted bids is disqualified due to Barcis did not meet the minimum requirements. He explained that the responsive bidder's company is required to have five years' experience, but the company was established in 2024.

Ms. Sutton went on to explain that the next meeting is reserved to go over the lone bid submittal to determine whether the sole bidder meets the qualifications.

Stephanie Raybon, FD Executive Assistant, asked about the ADA portion, and Project Manager Jayce Vanderford explained it is an alternate bid that the city would have to approve.

The meeting was adjourned at 1:12 p.m.

  
Minutes submitted by City Clerk  
Maryanne Girard  
*Proper notice having been duly given*