

Purchasing Department

Kathryn Kasper
Purchasing Agent



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Honorable Mayor John Dickert and the
Members of the Common Council
730 Washington Avenue
Racine, WI 53403

September 30, 2014

Ladies and Gentlemen:

Official Notice #8, Request for Proposals for the Management, Operations and Maintenance of Racine Cemeteries, was opened in the office of the Purchasing Agent at 2:00 P.M. on July 29, 2014. The Request for Proposals technique is frequently used by the City when bidding for services as opposed to bidding for goods or when price is not the major determining factor in a purchase.

We sent six (6) bid packages out and received two (2) responses. The responses were read and evaluated according to the criteria outlined in the RFP by the selection committee consisting of Thomas Friedel, City Administrator, David Brown, Finance Director, Tom Molbeck, Director of PRCs and Sharon Baldukas, Cemetery Commission Member.

The evaluation criteria for this RFP and their respective weights were; program and system concept solution, 35%, demonstrated applicable experience and personnel qualifications, 25%, pricing 30%, financial viability, 10%.

After evaluation, the committee felt that both proposals that were submitted lacked key elements that were requested in the RFP. Further information from both proposers was requested and received by the Purchasing Agent and disseminated to the evaluation committee. Upon further evaluation, the evaluation committee still felt that both proposals were not in the best interest of the City.

Recommendation: The Evaluation Committee is recommending that the City reject all proposals and bid out the maintenance of the Cemeteries as a separate item.

Respectfully Submitted,

A handwritten signature in black ink that reads "Kathryn Kasper".

Kathryn Kasper
Purchasing Agent

Cc: Tom Molbeck
Thomas Friedel
David Brown
Sharon Baldukas