



## MEMORANDUM

DATE: November 4, 2019

TO: Dr. Mary Ann Ranells, Superintendent  
Board of Trustees

FROM: Mike Carrithers, Purchasing Agent *Mike Carrithers*

RE: RFQ 929501: Facilities Commissioning Services

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A Request for Qualifications for Facilities Commissioning Services for the purpose of establishing a list of qualified vendors to perform a variety of projects for a period of two (2) years where the individual professional service fee is anticipated to be less than the total sum of twenty-five thousand dollars (\$25,000) was made available to the public. In response to the solicitation, written proposals were received from the following companies:

CBRE/Heery  
Sazan Group

The respondent's proposals were reviewed and scored by a committee of five (5) District employees based on the following criteria:

Company Profile	15 pts
Project Approach	40 pts
Past Performance	30 pts
Reviewer's Discretionary Rating	15 pts

Based on our review of the proposals of the candidates, it is the committee's recommendation that CBRE/Heery and Sazan Group comprise our list of qualified vendors to perform a Facilities Commissioning Services for a period of two (2) years, ending on October 1, 2021, where the individual professional service fee is anticipated to be less than the total sum of twenty-five thousand dollars (\$25,000).

Thank you.