

FIRE TRUCK EVALUATION COMMITTEE CHARGE

1. The committee will be composed of 6 members as follows: 2 selectboard members; 2 fire department members; and 2 members of the public. All scheduled meetings will be open to the public and the committee shall meet to:
 - (a) Review and organize the evaluation process;
 - (b) Discuss the various elements of each bid to be evaluated;
 - (c) Decide whether site visits to each bidder service or manufacturing facility is feasible; and
 - (d) Score each bid according to the attached scoring matrix.
2. Committee members will review each bid to determine the level of compliance with the requirements and specifications contained in the request for proposals.
3. At the completion of the evaluation process, the committee will submit the results of its evaluation which will be an aggregate score from each committee member's individual scoresheet.
4. The evaluation committee may contact bidders to seek additional information, as needed. . Committee members may review the proposals on their own, but may not communicate bidders outside of a committee meeting.