

# DRAFT

RFP PD 17 07  
Citywide Towing Services

CITY OF PEMBROKE PINES, FL  
EVALUATION COMMITTEE

April 23, 2018

The meeting of the Evaluation Committee ("Committee") for RFP PD 17 07 "Citywide Towing Services" was called to order by Chairman Bermudez at 3:04 P.M. on Monday, April 23, 2018, in the Conference Room of the Engineering Division, Public Services, 8300 South Palm Drive, Pembroke Pines, Florida, 33025.

Present to wit: Evaluation Committee: Chairman Carlos Bermudez, Members Steven Buckland, and Lisa Chong. Also Present: Gabriel Fernandez, Assistant Purchasing Manager; Assistant City Attorney Brian Sherman; and Board Secretary Katherine Borgstrom.

Assistant City Attorney Sherman stated the Committee could at this time vote to either reevaluate the proposals after the on-site visits the City Commission requested the Committee to make or not to reevaluate the proposals. If a motion to reevaluate doesn't pass, then the rankings remain as they are and the prior recommendation of the Committee will be presented to the City Commission again. If a motion to reevaluate passes, the Committee can reevaluate only based on the new information that the on-site inspections provided. If the on-site visits did not have an effect on a particular portion of the ranking, the Committee member should not change the scoring for that category of the scoring. The Committee is asked to score the proposals according to the percentage allotment afforded to each criteria. The Committee will finalize their

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scores. The City Clerk will tally each evaluator's score card and rank the score cards according to the total scores. The end result will be a final ranking by each member of all vendors listed and no ties on the individual evaluators score cards. The rankings will be read aloud and the Evaluation Committee will then be asked to recommend to the City Commission award the contract to the highest ranked vendor.

A motion by Member Buckland, seconded by Member Chong, to proceed with the reevaluation as requested by Commission after the on-site visits, passed unanimously.

Member Buckland expressed his view point, indicating that he had made the on-site visits, found the facilities of A & B Towing qualified for all the qualifications and capabilities for servicing asked for in the RFP. He stated he also visited the WestWay Towing, Inc. facility and was impressed; it may go above and beyond this contract in some form, but that is not what is required by the RFP.

Member Chong stated she did visit both sites and was impress by both and that she had no issues with either company.

Assistant City Attorney Sherman did interrupt Member Chong and stated that the Members did not have to make comments, if they chose not to do so. It was entirely their choice whether to make a comment or not.

Chairman Bermudez did not have any comments.

The Secretary entered the scoring and finalized the ranking. Gabriel Fernandez read the results of the scoring as:

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Company	Score	Rank
A & B Towing Service	3	1
WestWay Towing, Inc.	6	2

A motion by Member Buckland, seconded by Member Chong to approve the scoring as read and to recommend to the Commission the award of contract to A & B Towing Service, passed unanimously.

Members were given copies of the Draft minutes of the March 15, 2018 meeting and Member Chong requested amending the minutes as follows:

On page 2, second paragraph, she requested that two sentences be included. Please see entire paragraph and note amendment to minutes.

Chairman Bermudez called for questions or discussion. Chairman Bermudez inquired on the length of time A & B Towing Service had worked with the City and the proposal stated the length of time to be over twenty years. Member Chong asked the attorney if the members could speak to the vendors present to ask a question, or could they request a second meeting to have presentations, **only for clarification as to the City's process only. Ms. Chong did not have a specific question for the vendors or request presentations.** Assistant City Attorney Sherman stated that the members could not speak to the vendors today, that if the Committee desired to have interaction with vendors, a second meeting would have to be scheduled for presentations from the vendors and questions to vendors from the Committee and then the scoring would take place. Chairman Bermudez and Member Buckland stated they were ready to make a

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determination today and did not require a presentation from the vendors.

By consensus the members began scoring the vendors at 10:07 A.M.

A motion by Member Chong, seconded by Member Buckland to amend the Draft minutes of the March 15, 2018 meeting as listed above and to approve the March 15, 2018 minutes as amended, passed unanimously.

Chairman Bermudez adjourned the meeting at 3:29 A.M.

Respectfully submitted,

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Katherine Borgstrom  
Board Secretary

# Summary of All Scores

PD-17-07

"Citywide Towing Services"

Evaluation Committee Score Sheet

Monday, April 23, 2018

Evaluator/Vendor		Carlos Bermudez	Steve Buckland	Lisa Chong	Total	Rank
1	A & B Towing Service	1	1	1	3	1
2	WestWay Towing, Inc.	2	2	2	6	2

Certifier of Score

Katherine Bongstrom

Please Print Name

Kathu Bongstrom

Signature

4/23/2018

Date

**PD-17-07**  
**"Citywide Towing Services"**

ATTACHMENT A

Evaluator Score Sheet  
 April 23, 2018

**Instructions:**

Each Evaluator is provided with the following information to assist with evaluating the proposals

- 1) RFP # PD-17-07 " Citywide Towing Services"
- 2) Bid Tabulation/Listing Sheet
- 3) Proposals from each firm

Each Evaluator is asked to evaluate each firm using the information provided and the following weighted criteria which is also provided in detail in the RFP.

- 1) Qualifications and Capability to Provide Services 35%
- 2) Previous Experience 10%
- 3) Proposed Franchise Fee 50%
- 4) Local Vendor Preference/ Veteran Owned Small Business Preference 5%

The Evaluation Committee will have an opportunity to discuss the firm's proposal. Once the Committee has completed the discussion on the individual the firm, the committee will be asked to take into consideration the criteria listed above and score the proposal according to the percentage allotment afforded to each criteria. See example below. This step will take place for each of the firms. Once all firms have been reviewed, the committee will be given time to finalize their scores for each of the firms. Once the score cards are complete, the City Clerk will tally each evaluator's score card. For each evaluator's score card, the total scores will then be ranked 1-2 with the highest score receiving a 1 and the lowest score receiving a 2. In the event of a tie. The Evaluator will be asked to break the tie and rank the tied vendors according to his interpretation of the information provided to him. The end result will be a separate ranking by each evaluator for all firms listed; no ties on the individual evaluator score cards. Once the scores have been read, an evaluating member of the committee must make a motion, which must be approved by majority vote of the committee.

**Evaluation Criteria**

	Vendor Name	Qualifications and Capability to Provide Services	Previous Experience	Proposed Franchise Fee	Local Vendor Preference/ Veteran Owned Small Business Preference	Total	Rank	Comments
		Maximum 35%	Maximum 10%	Maximum 50%	Maximum 5%	Maximum 100%		
	<b>Sample</b>	30%	5%	40%	5%	80%	(1-2)	
1	A & B Towing Service	35%	10%	50%	2.5%	97.5%	1	
2	WestWay Towing, Inc.	35%	10%	45%	2.5%	92.5%	2	

Certifier of Score

*STEVEN P. BURKLAND* *4-23-18*

Please Print Name

Date

Signature

## "Citywide Towing Services"

Evaluator Score Sheet  
April 23, 2018

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## Evaluation Criteria

Vendor Name	Qualifications and Capability to Provide Services	Previous Experience	Proposed Franchise Fee	Local Vendor Preference/ Veteran Owned Small Business Preference	Total	Rank	Comments
Sample	Maximum 35% 30%	Maximum 10% 5%	Maximum 50% 40%	Maximum 5% 5%	Maximum 100% 80%	(1-2)	
1 A & B Towing Service	34%	7%	50%	2.5%	93.5%	1	
2 WestWay Towing, Inc.	33%	8%	48%	2.5%	91.5%	2	

Certifier of Score

LISA CHONG

Please Print Name

Date

4/23/18

*Lisa Chong*

Signature

## "Citywide Towing Services"

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	Maximum 35%	Maximum 10%	Maximum 50%	Maximum 5%	Maximum 100%	(1-2)	
<b>Sample</b>	30%	5%	40%	5%	80%		
1 A & B Towing Service	35%	10%	50%	2.5%	97.5%	1	
2 WestWay Towing, Inc.	35%	10%	40%	2.5%	87.5%	2	

Certifier of Score

*Chris Benvenuti*  
Please Print Name  
04/23/18  
Date

*[Signature]*  
Signature