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RFP # TS-25-01
Network Gear Infrastructure AV Campus

CITY OF PEMBROKE PINES, FL
EVALUATION COMMITTEE

March 3, 2025

The meeting of the Evaluation Committee (“Committee”) for RFP # TS-25-01 “Network Gear Infrastructure AV Campus” was called to order by Mark Gomes, Procurement Director / Public Services Administrative Manager, at 10:04 AM, on Monday, March 3, 2025, in the Conference Room in the Public Services Building, 8300 South Palm Drive, Pembroke Pines, Florida, 33025.

Present to wit: Evaluation Committee: Chair Giselle Rodriguez, Members Ryan Depante, Matthew Kefford, Amanda Menezes and Nalini Sohit-Vazquez. Also present: Mark Gomes, Procurement Director / Public Services Administrative Manager, Byron Grand-Paez, Assistant Purchasing Manager, David Gamez, Procurement Specialist; Assistant City Attorney Paul Hernandez; and Board Secretary Katherine Borgstrom. Board Secretary called roll and declared quorum.

Mark Gomes presented the purpose of the meeting, which is for this evaluation committee to confirm and announce the ranking of the respondents.

Mark Gomes explained that upon reviewing the results from the first evaluation committee meeting, it was discovered that the new software, which replaced the traditional Excel scoring method, led to a miscalculation of the rankings, as it omitted pre-calculated administrative scores related to Project Cost and Veteran-Owned Small Business, which are objective measures based on the bid package criteria.

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Mark also clarified information to the Committee concerning outstanding standard documents, such as the Vendor Drug Free Workplace Certification Form, from the vendors that had not been submitted with their original bids, that do not impact the evaluation scores, and could be obtained by the Procurement Department post bid closure. Mark Gomes further explained that typically the determination to accept documents provided post bid closure falls under the responsibility of the Procurement Department, however since this process has an evaluation committee, the City Attorney's Office has advised that the responsibility to accept clarification documents falls under the responsibility of the evaluation committee. Mark Gomes detailed the results of the actions of procurement to obtain completed documents for the bids, should the committee decide to accept clarification documents obtained after bid closure.

Mark further provided information concerning the Service Provider Invoice Numbers (SPINs), as this had been discussed in the first evaluation. Mark reminded the Committee that the bid package did not require the E-Rate Certification Form at the time of bid, however the SPIN would be necessary for E-rate reimbursement. In addition, he detailed the verification process conducted by the Procurement Department to ensure that each vendor had an active SPIN listed on the USAC website and the vendors would need to have been assigned a SPIN or temporary SPIN before the submission of the FCC Form 471 by March 26, 2025 at 11:59 p.m. to comply with the E-rate grant requirements.

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[Secretary note: it was noticed that WebEx had been muted since the beginning of the meeting, so Mark Gomes went over the previously offered information for the WebEx attendees.]

Assistant City Attorney Paul Hernandez asked if the Committee would consider rescinding the scoring from the February 20, 2025, Evaluation Meeting and then to score the vendors again, utilizing the information provided by Mark Gomes, if they believed the information affected the scoring.

A motion by Member Menezes, seconded by Member Sohit-Vazquez, to rescind the scoring of the February 20, 2025, Evaluation Committee Meeting and to score the vendors again, passed unanimously.

The Committee members further inquired, if the chosen vendor does not have the SPIN, how the lack of the SPIN would affect the E-Rate application paperwork. Consultant Janie Griffith of Janie Griffith Consulting, LLC (on Webex) confirmed the Funding Request Form 471 requires the vendor to have a SPIN or temporary SPIN. She further clarified that the prices submitted in the Funding Request Form 471 could not be adjusted, even if the City needs to move on to the next highest ranked vendor in order to meet the E-rate paperwork deadlines to secure funding. Therefore, if Funding Request Form 471 is filed with a temporary SPIN and the final SPIN cannot be obtained in time, and the second vendor's price was higher than the first vendor's price, the City would have to pay the difference. The Federal Government would still only pay 60% of the original projected cost submitted.

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The committee discussed accepting the clarifications obtained by the Procurement Department for the previously mentioned forms requested from the RFP, reiterating that the items being clarified do not affect the scoring criteria, they are just for clarification.

A motion by Member Depante, seconded by Member Kefford to accept Procurement's clarification from the vendors for the Committee Members passed unanimously.

Mark Gomes further clarified that Emerging Technology Integrators had included a pricing addendum with their submission, stating shipping was not included on the RFP pricing sheet, and that shipping would be an additional \$4,030.19. The committee discussed the using the higher price for Emerging Technology Integrators when scoring.

A motion by Member Depante, seconded by Member Menezes, to use the higher pricing for Emerging Technology Integrators when scoring the vendors passed unanimously.

The Committee began scoring at 10:35 AM.

The Committee Members entered their scoring into the software which finalized the ranking. After verifying the rankings on the score sheet, Mark Gomes read the results of the scoring as:

Company	Score	Rank
DOF CREATIONS, LLC	86.8	1
Howard Technology Solutions	77.97	2
Emerging Technology Integrators	76.5	3

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Gerelcom Inc.	75.78	4
Verity Partners Inc	75.73	5
Axelliant LLC	68.34	6
MIAMI BUSINESS TELEPHONE CORP	67.79	7
Questivity	67.01	8
Pawol Tafya, LLC	62.8	9

A motion by Member Depante, seconded by Member Menezes to recommend that the City Commission award RFP # TS-25-01 “Network Gear Infrastructure AV Campus” to DOF Creations, LLC., passed unanimously.

A motion by Member Menezes, seconded by Member Depante, to approve the minutes of the February 20, 2025 meeting as received passed unanimously.

A motion by Member Kefford, seconded by Member Depante, to adjourn the meeting at 11:08 AM passed unanimously.

Respectfully submitted,

Katherine Borgstrom
Board Secretary