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RFP ED 23-05
Charter School Uniforms

CITY OF PEMBROKE PINES, FL
EVALUATION COMMITTEE

October 11, 2023

The meeting of the Evaluation Committee (“Committee”) for RFP ED 23-05 “Charter School Uniforms” was called to order by Gabriel Fernandez, Purchasing Manager, at 10:23 AM, on October 11, 2023, in the Conference Room of the Engineering Division, Public Services, 8300 South Palm Drive, Pembroke Pines, Florida, 33025.

Present to wit: Evaluation Committee: Members Channale Augustin, Peter Bayer, Jonathan Bonilla, Sean Chance and Lisa Sporillo Also Present: Gabriel Fernandez, Purchasing Manager; Assistant City Attorney Paul Hernandez and Board Secretary Katherine Borgstrom.

Gabriel Fernandez, Purchasing Manager, presented the purpose of the meeting, which is for the Committee is to evaluate the qualifications of the firm(s) and to certify whether or not the firm(s) are qualified to provide the services based on the weighted category criteria. The Committee will score each of the proposals and then the total scores for all proposals will be tabulated and each proposal will be ranked accordingly. Each firm will be allotted 20 minutes in total; 5 minutes for presentation and 15 minutes for a question and answer session with the committee regarding their proposal.

In accordance with Florida Statute 286.0113, any portion of a meeting at which negotiation with a vendor is conducted, at which a vendor makes an oral presentation, or a vendor answers questions in response to a competitive

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solicitation, is temporarily exempt from the public meeting and record requirement.

A motion by Member Bonilla, seconded by Member Augustin, to nominate Member Bayer name to serve as Chairman, passed unanimously.

Gabriel Fernandez brought forward items for the Committee's consideration.

One – the Bid Package under 1.5 gave information that the scoring criteria would be 25 points for cost, 25 points for experience 25 points for understanding the scope of the work, 25 points for quality and durability and 20 points for previous experience and references, plus the local vendor preference score. This would give a total possible score of 125 points. Under section 1.7 it did not include the cost criteria for scoring. The Committee needs to make a motion to choose which scoring criteria they will use.

A motion by Member Bonilla, seconded by Member Augustin, to include the cost criteria on the scoring sheet passed unanimously.

Second – iUniforms did not completely fill out the non-collusive affidavit when the bid was submitted (several items were left unfilled). Purchasing reached out to them and the completed form was submitted but after the bid opening and it is in the member's materials.

A motion by Member Bonilla, seconded by Member Bayer, to accept the completed form for consideration of the vendor passed unanimously,

Third – I Uniforms does not have a brick and mortar location in the City, but they have stated that if they are awarded the contract, they will rent a

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temporary location for back to school time purchasing to have a store location in the City. By consensus, members decided to wait until after the presentations to have any further discussion on this point.

The meeting was closed to the public at 10:29 AM and vendors made their presentation and answered questions from the Committee. The meeting was opened to the public at 11:45 AM.

Members discussed the consideration of the contract being a revenue source for the City and a service to the parents, with Planet T being the more favorable pricing. Plus consideration of cost to parents of embroidery on the shorts. The offer of internships and scholarships to graduating seniors was a point to consider and the use of online technology to order could be a factor in scoring. The Committee stated they had covered the brick and mortar store situation with I Uniforms during their presentation and no further discussion was needed. There were no other questions so the Committee began scoring at 11:49 AM.

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

Company	Score	Rank
Planet T Uniforms	5	1
Uniform Pines East, Inc DBA All Uniform Wear	10	2
iUniforms, Inc	15	3

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A motion by Member Chance, seconded by Member Bonilla to recommend the City Commission award RFP ED 23-05 Charter School Uniforms to Planet T and instruct the City Manager to begin negotiations for the contract passed unanimously.

A motion by Member Bonilla, seconded by Member Augustin, to adjourn the meeting at 12:20 PM passed unanimously,

Respectfully submitted,

Katherine Borgstrom
Board Secretary