

March 15, 2018

The meeting of the Evaluation Committee ("Committee") for RFP PD 17 07 "Citywide Towing Services" was called to order by Gabriel Fernandez at 10:03 A.M. on Thursday, March 15, 2018, in the Conference Room of the Engineering Division, Public Services, 8300 South Palm Drive, Pembroke Pines, Florida, 33025.

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

Gabriel Fernandez, Assistant Purchasing Manager, presented the purpose of the meeting, which is for the Committee to publicly review and rank proposals. The committee will be asked to consider each vendor according to the criteria provided in their package and score the proposals according to the percentage allotment afforded to each criteria. The committee will finalize their 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 nominate Member Bermudez to serve as Chairman, passed unanimously.

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 determination today and did not require a presentation from the vendors. By consensus the members began scoring the vendors at 10:07 A.M.

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

Company	Score	Rank
A & B Towing Service	4	1
WestWay Towing, Inc.	5	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.

Chairman Bermudez and Member Buckland stated their reasons for their scoring of the vendors.

Chairman Bermudez adjourned the meeting at 10:17 A.M.

Respectfully submitted,

Katherine Borgstrom
Board Secretary