

February 23, 2017

The meeting of the Evaluation Committee ("Committee") for RFP AD 16 05 "Fleet Maintenance", was called to order by Gabriel Fernandez at 10:00 A.M. on Thursday, February 23, 2017, 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, Lisa Chong, Riley Smith and Andrew Teixeira. Also Present: Gabriel Fernandez, Assistant Purchasing Manager; Assistant City Attorney David Tolces; 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 a list of vendors to be approved for Fleet Maintenance.

A motion by Member Chong, seconded by Member Buckland, to nominate Member Smith to serve as Chairman, passed unanimously.

Chairman Smith called for questions or discussion. Members discussed deeming vendors unresponsive based on non-inclusion of a bid bond and why one vendor was not given local vendor preference points on the score sheet, to which Mr. Fernandez responded they did not include their Pembroke Pines local business tax receipt. Members discussed past performance of vendors who had submitted proposals and experience of vendors with fleet maintenance.

A motion by Member Buckland, seconded by Member Bermudez, to deem Adventure Tires LLC and Pines Ford Lincoln (Malo Automotive Group) as non-responsive due to non-inclusion of a bid bond failed. Vote was Member Buckland yea and Members Bermudez, Chong, Smith, and Teixeira nay.

There being no further questions, the Committee begin scoring the remaining vendors.

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

Company	Score	Rank
Vera-Williamson Investments, Inc. (Vera Cadillac-Buick-GMC)	6	1
AN Motors of Pembroke Pines dba Autonation Chevrolet of Pembroke Pines	10	2
Pines Ford Lincoln (Malo Automotive Group)	14	3
Adventure Tires LLC	20	4

A motion by Member Buckland, seconded by Member Teixeira, to accept the results of the scoring, passed unanimously.

A motion by Member Teixeira to short list the top three vendors for presentations at a second meeting, giving 30 minutes for presentation and questions for RFP AD 16 05 Fleet Maintenance, being the following: Vera-Williamson Investments, Inc. (Vera Cadillac-Buick-GMC), AN Motors of Pembroke Pines dba Autonation Chevrolet of Pembroke Pines, and Pines Ford Lincoln (Malo Automotive Group), passed unanimously.

Members discussed scheduling of next meeting and agreed by consensus to meet Wednesday, March 1, 2017 at 2:00 P.M. in the Conference Room of the Engineering Division, Public Services, 8300 South Palm Drive, Pembroke Pines, Florida, 33025.

Chairman Smith adjourned the meeting at 10:50 A.M.

Respectfully submitted,



Katherine Borgstrom
Board Secretary

Adjourned: 10:50 A.M.
Approved: 3/1/2017

Summary of All Scores

RFP # AD-16-05
Fleet Maintenance

Evaluation Committee Score Sheet

Thursday, February 23, 2017

Evaluator/Vendor		Steve Buckland	Riley Smith	Lisa Chong	Carlos Bermudez	Andrew Teixeira	Total	Rank
3	Vera-Williamson Investments, Inc. (Vera Cadillac-Buick-GMC)	1	1	1	1	2	6	1
2	AN Motors of Pebroke Pines dba Autonation Chevrolet of Pembroke Pines	2	2	2	3	1	10	2
4	Pines Ford Lincoln (Malo Automotive Group)	3	3	3	2	3	14	3
1	Adventure Tires LLC	4	4	4	4	4	20	4

Certifier of Score

Katherine Bergstrom

Please Print Name

Kathleen Bergstrom

Signature

2/23/2017

Date