

# DRAFT

RFP RE-18-12 Vending Machine Services

CITY OF PEMBROKE PINES, FL  
EVALUATION COMMITTEE

November 5, 2018

The meeting of the Evaluation Committee (“Committee”) for RE-18-12 “Vending Machine Services” was called to order by Gabriel Fernandez at 10:03 A.M. on Monday, November 5, 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 Jonathan Bonilla, Oniel Garcia, and Thomas Joyce. Also Present: Gabriel Fernandez, Purchasing Manager; Assistant City Attorney Jacob Horowitz, and Board Secretary Katherine Borgstrom.

Gabriel Fernandez, Purchasing Manager, presented the purpose of the meeting, which is for the Committee to publicly review and rank proposal. The committee will be asked to consider each vendor according to the criteria provided in their package; then 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 the first ranked vendor for award and negation of contract.

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A motion by Member Joyce, seconded by Member Garcia, to nominate Member Bonilla to serve as Chairman, passed unanimously.

Chairman Bonilla called for questions. Chairman pointed out two areas of consideration. First – several vendors did not include response to most of or all of Tab 3 in the RFP format. Committee has option to either deem non-responsive, score all vendors with consideration of missing information, or to refuse all proposals and have RFP re-bid.

Second is several vendors listed one part of RFP on the share of gross sales to the City as one price, then on an addendum gave share of gross sales as a different price, thus offering conflicting pricing information.

Members discussed both considerations.

A motion by Member Joyce, seconded by Member Garcia, to deem Global Vending Service and Right Choice Vending as non-responsive due to not including requested information on Tab 3, passed unanimously.

Gabriel Fernandez re-calculated the financial revenue sharing scoring percentage on the score sheets for the remaining three vendors and gave member new score sheets.

On the question of conflicting prices on revenues, the committee discussed having presentations by the remaining three vendors in order to clarify their prices on sharing of gross sales.

A motion by Member Garcia, seconded by Member Joyce, to have the remaining three vendors, InstaHealthy, Double R Vending and Bettoll Trading Corp., appear for a meeting to present pricing clarification, passed unanimously.

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Gabriel Fernandez will finalize a date for next meeting and contact the vendors and the Committee members.

A motion by Member Joyce seconded by Member Garcia to adjourn the meeting at 10:33 A.M., passed unanimously.

Respectfully submitted,

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Katherine Borgstrom  
Board Secretary