

# DRAFT

RFP RE-18-12 Vending Machine Services

CITY OF PEMBROKE PINES, FL  
EVALUATION COMMITTEE

November 14, 2018

The meeting of the Evaluation Committee ("Committee") for RE-18-12 "Vending Machine Services" was called to order by Gabriel Fernandez at 9:07 A.M. on Wednesday, November 14, 2018, in the Conference Room of the Engineering Division, Public Services, 8300 South Palm Drive, Pembroke Pines, Florida, 33025.

Present to wit: Evaluation Committee: Chairman Jonathan Bonilla, Members Oniel Garcia and Thomas Joyce. Also Present: Gabriel Fernandez, Purchasing Manager; Assistant City Attorney Ian Singer, 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 proposals and presentations from the vendors. 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 of contract.

# DRAFT

Chairman Bonilla called for questions. There were no questions, by consensus the meeting was closed to the public at 9:09 AM. The three vendors made brief presentations and answered questions from the Committee members. At 9:48 AM the meeting was opened to the public and Committee members began scoring. Gabriel Fernandez was asked to clarify the local vendor preference for Bettoli Trading Corp, to which he replied that they did not qualify for the local vendor points due to their local business tax license was from Miami-Dade County and the procurement guidelines stipulate the vendor must have a physical space in the City and a City business tax license to qualify for the vendor preference points.

At 10:05 AM Gabriel Fernandez announced the ranking of the Committee

Vendor	Score	Rank
Bettoli Trading Corp (Bettoli Vending)	4	1
Double R Vending	5	2
InstaHealthy	9	3

A motion by Member Garcia seconded by Member Joyce to recommend to the City Commission Bettoli Trading Corp (Bettoli Vending) for award of RFP RE 18 12 Vending Machine Services, passed unanimously.

Chairman Bonilla adjourned the meeting at 10:07 by consensus.

Respectfully submitted,

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Katherine Borgstrom  
Board Secretary

# Summary of All Scores

RE-18-12

"Vending Machine Services"

Evaluation Committee Score Sheet

Wednesday, November 14, 2018

Evaluator/Vendor		Oniel Garcia	Thomas Joyce	Jonathan Bonilla	Total	Rank
3	Bettoli Trading Corp (Bettoli Vending)	1	1	2	4	1
2	Double R Vending	2	2	1	5	2
1	InstaHealthy	3	3	3	9	3
4	GLobal Vending Service	0	0	0	0	NQ
5	Right Choice Vending-Coffee	0	0	0	0	NQ

Certifier of Score

*Katherine Borgstrom*

Please Print Name

*Kathu Borgstrom*

Signature

*11/14/2018*

Date

**RE-18-12**  
**"Vending Machine Services"**

Evaluator Score Sheet  
 November 14, 2018

**Instructions:**

Each Evaluator is provided with the following information to assist with evaluating the proposals

- 1) RFP # RE-18-12 "Vending Machine Services"
- 2) Bid Tabulation/Listing Sheet
- 3) Proposals from each firm

Each Evaluator is asked to evaluate each firm using the information provided and the following weighted criteria which is also provided in detail in the RFP.

- 1) Resale Pricing & Approach 40%
- 2) References, Experience and Ability 10%
- 3) Revenue Proposal 45%
- 4) Local Vendor Preference/ Veteran Owned Small Business Preference 5%

The Evaluation Committee will have an opportunity to discuss the firm's proposal. Once the Committee has completed the discussion on the individual the firm, the committee will be asked to take into consideration the criteria listed above and score the proposal according to the percentage allotment afforded to each criteria. See example below. This step will take place for each of the firms. Once all firms have been reviewed, the committee will be given time to finalize their scores for each of the firms. Once the score cards are complete, the City Clerk will tally each evaluator's score card. For each evaluator's score card, the total scores will then be ranked 1 - 5 with the highest score receiving a 1 and the lowest score receiving a 5. Once the scores have been read, an evaluating member of the committee must make a motion, which must be approved by majority vote of the committee.

**Evaluation Criteria**

	Vendor Name	Resale Pricing & Approach	References, Experience and Ability	Revenue Proposal	Local Vendor Preference/ Veteran Owned Small Business Preference	Total	Rank	Comments
		Maximum 40%	Maximum 10%	Maximum 45%	Maximum 5%	Maximum 100%	(1-5)	
	Sample	30%	10%	35%	5%	80%		
1	InstaHealthy	30.00%	7.00%	6.13%	0.00%	43.13%	3.00	
2	Double R Vending	35.00%	8.00%	45.00%	0.00%	88.00%	1.00	
3	Bettoli Trading Corp (Bettoli Vending)	40.00%	10.00%	30.00%	0.00%	80.00%	2.00	
4	Global Vending Service							
5	Right Choice Vending-Coffee							

Certifier of Score

*Jonathan Benitez*  
 Please Print Name

Date

*11/14/18*

Signature

**RE-18-12**  
**"Vending Machine Services"**

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 November 14, 2018

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	Sample	30%	10%	35%	5%	80%		
1	InstaHealthy	25.00%	3.00%	6.13%	0.00%	34.13%	3.00	
2	Double R Vending	25.00%	5.00%	45.00%	0.00%	75.00%	2.00	
3	Bettoli Trading Corp (Bettoli Vending)	38.00%	10.00%	30.00%	0.00%	78.00%	1.00	
4	Global Vending Service							
5	Right Choice Vending-Coffee							

Certifier of Score

Please Print Name Thomas P. Joyce Date 11/14/18  
 Signature [Signature]

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**"Vending Machine Services"**

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		Maximum 40%	Maximum 10%	Maximum 45%	Maximum 5%	Maximum 100%	(1-5)	
	Sample	30%	10%	35%	5%	80%		
1	InstaHealthy	25.00%	5.00%	6.13%	0.00%	36.13%	3.00	
2	Double R Vending	30.00%	2.50%	45.00%	0.00%	77.50%	2.00	
3	Bettoli Trading Corp (Bettoli Vending)	40.00%	10.00%	30.00%	0.00%	80.00%	1.00	
4	Global Vending Service							
5	Right Choice Vending-Coffee							

Certifier of Score

*Daniel Garcia* 11/14/2018  
 Please Print Name Date  
*[Signature]*  
 Signature