

May 6, 2019

The meeting of the Evaluation Committee ("Committee") for RFP ED 18 02 "Charter School Bus and Student Tracker" was called to order by Mark Gomes, Purchasing Director, at 4:15 P.M. on Monday, May 6, 2019, 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, Michael Castellano, Sean Chance, and Yaibelys Rodriguez. Member Peter Bayer was not present. Also Present: Mark Gomes, Purchasing Director; Gabriel Fernandez, Purchasing Manager; Assistant City Attorney Brian Sherman; Rich Passero, Transportation Authority; Telice Gillom, Purchasing; Eric Perjuste, Purchasing; and Board Secretary Katherine Borgstrom. There was an open phone line for vendors to listen to the meeting, also, but they were not allowed to speak.

Mark Gomes, Purchasing Director, 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. Mark Gomes also explained the new scoring sheets, including the notes section each member will be asked to fill out to give reasons for their scoring.

A motion by Member Castellano, seconded by Member Rodriguez, to elect Jonathan Bonilla to serve as Chairman, passed unanimously.

Chairman Bonilla called for questions. Members discussed that one vendor did not submit a bid, therefore they were deemed by staff to be non-responsive. The members discussed that one vendors had not provided some of the requested information. Artha Systems did not submit a list of their current on-going projects, which is part of one of the scoring sections; and they did not submit the W9 form, which is informational only about the company and is not a scoring criteria. By consensus, members choose to allow Artha Systems to continue through the process. There was also discussion that one company had chosen an allowable option concerning the Equal Benefits, which allowed them to continue in the bidding process.

Members asked if they could have subject matter individuals attend any demo presentation and the Assistant City Attorney stated it would have to be discussed and decided, but their request would be given consideration.

Members discussed having the vendors bring actual equipment for presentation and demonstration, including how the tracking actually works.

A motion by Member Chance, seconded by Member Castellano to have Purchasing schedule a demonstration presentation by the vendors as soon as possible, with actual demonstration of tracking and a question and answer period, passed unanimously.

By consensus the Members gave their expectations of the presentations to include: demonstration of products, video if available, in the presentation room, and that vendors clarify all components. Presentation time will be thirty minutes and question and answer time will be fifteen minutes.

A motion by Member Chance, seconded by Chairman Bonilla to adjourn at 4:39 P.M. passed unanimously.

Respectfully submitted,

*Katherine Borgstrom*

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Board Secretary