

**Minutes  
Presentation / Evaluation Committee  
RFP #E-49-16  
Beach Cleaning Service**

**Public Works Large Conference Room  
9:30 a.m. 10/28/16**

The committee consisted of:

Harold Beard, Assistant Public Works Director (voting)  
Michael Carter, Streets Superintendent (voting)  
Russell Ketchum, Solid Waste Operations Manager (voting)  
Also in attendance: Jeff English, Purchasing Agent (non-voting)

This meeting was held for presentations from the three (3) firms whose proposals had been reviewed by the Committee at the meeting held on October 4. This meeting was posted as a "Public Meeting" both at City Hall and at the Purchasing Division office, and on the City's website.

The meeting times for presentations were as follows:

9:35 a.m.      Image Janitorial Services, Inc.  
10:10 a.m.      Universal Beach Services Corp.  
10:45 a.m.      W.D. Thompson Inc., d/b/a Beach Raker

Each firm was given fifteen minutes for their presentation, with a fifteen-minute question-and-answer period immediately following. During their presentations, the firms discussed their capabilities, experience, and approach to the project. The Committee had specific follow-up questions for each firm.

After the final presentation the Committee discussed their perception of each presentation and each firm's overall response to the City's project. Committee members scored the responses using voting forms containing the evaluation criteria published in the RFP, with the following results:

1)	W.D. Thompson Inc., d/b/a Beach Raker .....	230
2)	Universal Beach Services Corp.....	223
3)	Image Janitorial Services, Inc .....	085

Copies of the voting matrix and scoring sheets are attached to these minutes.

An agenda item will be prepared to present the final ranking to the City Commission for their approval to negotiate and enter into a contract with W.D. Thompson Inc., d/b/a Beach Raker, the highest-ranked firm; with an additional authorization to negotiate with the succeeding ranked firms should an impasse occur in the negotiations with the recommended firm.

The meeting adjourned at approximately 11:44 a.m.