

MEMORANDUM

Purchasing #18-076
June 25, 2018

To: Gregory P. Harrison, City Manager
Through: Otis J. Thomas, General Services Director
From: Jeff English, Purchasing Agent
Subject: Award RFP E-23-18 Lot Mowing Services

Contract Need/Background

Request for Proposals (RFP) #E-23-18 was issued to select a qualified firm to provide lot mowing services to the City.

The notice list for this project was created by using companies suggested by the requesting department, companies that have responded to prior solicitations, companies that have requested their names be placed on the notice list, and companies from appropriate listings in other sources.

Number of firms submitting proposals.....7

Advertising

The RFP was advertised in the Sun Sentinel, and notices were sent to bid notice agencies throughout the nation. The RFP package was also posted on the City's eBid System for download by interested firms and notice sent to all registered bidders by email.

Selection/Evaluation Committee

Seven (7) acceptable responses were received to the solicitation. The Selection-Evaluation Committee met on June 13 (in a public meeting) to review and evaluate the responses. All responses were reviewed, and the Committee ranked the firms. Copies of the minutes of the meeting, and the voting matrix and scoring sheets, are attached.

Market Research

Thirty-eight (38) local Pompano Beach landscaping firms were invited to respond to the solicitation.

Recommendation

The recommendation from the Selection/Evaluation Committee to the City Commission is to approve the ranking order, and authorize the City staff to negotiate a contract with Cutting Edge Industries. The recommended firm is a local Pompano Beach Business.

attachments
cc: file