

**MINUTES  
SELECTION / EVALUATION COMMITTEE  
RFP #E-13-17  
UNLEADED GASOLINE & DIESEL FUEL FOR SOUTHEAST FLORIDA GOVERNMENTAL  
PURCHASING COOPERATIVE GROUP**

**Engineering Large Conference Room  
10:00 a.m. 01/30/17**

The following voting members of the committee were present:

Stephen Bush: Fleet Manger, Town of Davie  
Forrest Hall: Fleet Operations Manager, City of Pompano Beach  
Ross Meslin: Fleet Manager, Broward County  
Angelo Salomone: Puchasing Administator, City of Coral Springs  
Paul Strauss: Director of Environmental & Conservation Services, School District of Palm Beach County

Also in attendance: Michelle Wilcox: Purchasing Agent for Broward County School Board, Jeff English: Purchasing Agent, Antonio Pucci: Contract Manager, and Otis Thomas: General Services Director

The meeting was held to evaluate the proposals received in response to the City's solicitation to establish a contract for unleaded gasoline and diesel fuel in behalf of the Southeast Florida Governmental Purchasing Cooperative Group. This meeting was posted as a "Public Meeting" both at City Hall and at the Purchasing Division office, and on the City's website. Six firms submitted responses to the City's Request for Proposals.

Angelo Salomone led the technical discussion. The Purchasing Agent reviewed evaluation procedures and distributed Conflict of Interest Statements for completion by all voting members.

Each Committee member had reviewed all of the responses in advance of the meeting. The Committee discussed each of the proposals in alphabetical order, and scored the responses using voting forms containing the evaluation criteria published in the RFP, with the following results:

1)	Port Consolidated, Inc.....	393
2)	Macmillan Oil Co. LLC .....	381
3)	Mansfield Oil Co. of Gainesville .....	273
4)	Indigo Energy Partners LLC .....	249
5)	Pro Energy LLC .....	223
6)	RKA Petroleum, Inc .....	214

A copy of the voting matrix is attached.

The Committee reviewed the results, and decided to request presentations of the top three firms. The Committee agreed each firm should be given identical issues to address in their presentation, with the discussion points to be confirmed via email to the Purchasing Agent. Up to fifteen minutes will be allowed for each presentation, with fifteen minutes scheduled for questions from the Committee. The meeting will be scheduled for a future date to be determined based upon availability of the Committee members.

The meeting adjourned at approximately 12:04 a.m.