

MEMORANDUM

Purchasing #23-017
March 28, 2023

To: Gregory P. Harrison, City Manager
Through: Carla R. Byrd, General Services Director
From: Jeff English, Purchasing Agent
Subject: Approve Ranking for RFP T-14-23 Management and Operation of Beach Kiosk

Contract Need/Background

Request for Proposals (RFP) T-14-23 was issued to establish a contract for the operation of the Beach Kiosk Concession.

The notice list for this project was created for 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 companies/firms submitting a proposal.....4

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 companies/firms and notice sent to all registered bidders/proposers by email.

Selection/Evaluation Committee

Four (4) proposals were received for the RFP. The Selection/Evaluation Committee (Committee) met on March 28, 2023 (in a public meeting) to review, evaluate, and score the response. Copies of the minutes of the meeting, and the voting matrix and scoring sheets, are attached.

Recommendation

The recommendation from the Committee to the City Commission is to approve the evaluation and ranking, and authorize the City staff to negotiate and enter into a contract with the highest ranked: PB Pier, LLC. The Committee also requests additional authorization to enter into a contract with the succeeding ranked company, if an impasse in negotiation occurs between the City and the highest-ranked company.

attachments
cc: file