

MEMORANDUM

Purchasing #20-014
April 13, 2020

To: Gregory P. Harrison, City Manager

Through: Steve Stewart, General Services Director

From: Jeffrey English, Purchasing Agent

Subject: Background for RFP E-06-20, Pompano Beach Community Shuttle Services

Contract Need/Background

Request for proposals (RFP), E-06-20 Pompano Beach Community Shuttle Services, was issued to select a firm to provide Community Shuttle Services to the City. Erjeta Diamanti, Budget Director, provided the scope of services.

Notice List

The Notice List was created from companies suggested by the requesting department, which included companies that have responded to prior solicitations, companies that have registered in the eBid System, and companies from appropriate listings in other source books.

Number of firms submitting proposals.....6
Number of firms submitting responsive proposals.....5

Advertising

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

Selection/Evaluation Committee

Six (6) firms submitted responses to the City’s Request for Proposals, but only five (5) submittals were responsive, as DPV Transportation failed to include required financial information. The Selection/Evaluation Committee met on March 9, 2020 to review and evaluate the responses. This meeting was posted as a “Public Meeting.” The five (5) responsive submittals were reviewed and scored, and the Committee determined that the highest ranked firm, Limousines of South Florida, Inc. would be recommended for the contract negotiation phase of the solicitation process. Copies of the minutes, voting matrix and scoring sheets, are attached.

Market Research

The General Services Department conducted outreach to four (4) local Pompano Beach firms to inform them of the solicitation.

Recommendation

The recommendation from the Selection/Evaluation Committee to the Commission is to approve the ranking order, and authorize City staff to enter into a contract with the highest-ranked firm, Limousines of South Florida, Inc., the incumbent firm. The committee also requests additional authorization to enter into a contract with the succeeding firm, if an impasse in negotiation occurs between the City and the top ranked firm.

Attachments

cc: file