

**MINUTES  
SELECTION / EVALUATION COMMITTEE  
RFP #E-03-22  
UNLEADED GASOLINE & DIESEL FUEL FOR SOUTHEAST FLORIDA GOVERNMENTAL  
PURCHASING COOPERATIVE GROUP**

**City Commission Chambers  
9:00 a.m. 12/13/22**

The Selection/Evaluation Committee (Committee) consisted of:

Scott Barnett, Fleet Manager, Broward Sheriff's Office (Voting)  
Michelle Bryant-Wilcox, Purchasing Agent, Broward County School Board (Voting)  
Stephen Bush, Fleet Manger, Town of Davie (Voting)  
Forrest Hall, Fleet Operations Manager, City of Pompano Beach (Voting)  
Ross Meslin, Fleet Manager, Broward County (Voting)

Also in attendance:

Carla R. Byrd, General Services Director, City of Pompano Beach (Non-Voting)  
Jeff English, Purchasing Agent, City of Pompano Beach (Non-Voting)  
Neal Kutchera, Petroleum Specialist, Broward County Port Everglades (Non-Voting)  
Antonio Pucci: Contract Manager, City of Pompano Beach (Non-Voting)

The meeting was held to evaluate the proposals received in response to the City's Request for Proposals (RFP) E-03-22 to establish a contract for unleaded gasoline and diesel fuel on 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 of the General Services Department, and on the City's website. Six (6) firms submitted responses to the City's RFP. The meeting was called to order at 9:12 a.m.

Ross Meslin, the Broward County Fleet Manager, led the technical discussion. The Purchasing Division facilitated the meeting by explaining the evaluation procedures as detailed in the RFP and collected Conflict of Interest Statements from all voting members. Each Committee member reviewed all of the responses in advance of the meeting.

The Committee discussed each of the proposals, and scored the responses using voting forms containing the evaluation criteria published in the RFP, with the following results:

1)	Port Consolidated, Inc.....	428
2)	Palmdale Oil Co., Inc .....	395
3)	Pro Energy LLC .....	352
4)	Mansfield Oil Co. of Gainesville .....	274
5)	Colonial Oil Industries, Inc .....	236
6)	Global Montello Group Corp .....	192

The Committee reviewed the results, and decided oral presentations would not be required. A copy of the ranking analysis detail is attached.

The meeting adjourned at approximately 11:32 a.m.