

**MINUTES**  
**PRESENTATION / EVALUATION COMMITTEE**  
**RFP E-24-23 Janitorial Services**  
**General Services Conference Room**  
**2:00 p.m. September 5, 2023**

The following members of the Selection/Evaluation (Committee) were present:

George Buenaventura - Facilities Maintenance Services Director (Voting)  
Russell Ketchem - Environmental Services Director (Voting)  
George Buenaventura - Facilities Maintenance Services Supervisor (Voting)

Also in attendance: Jeff English - Purchasing Agent (Non-Voting) and Shelmine Moore - Purchasing Assistant (Non-Voting)

This meeting was held to evaluate presentations from the three (3) companies that had been scored highest by the Committee in a previous meeting held on August 28, 2023. The recommendation resulting from this meeting would be for the recommendation for award of group 2.

The schedule of presentations was:

2:00 p.m. SFM Services, Inc  
2:20 p.m. Janitorial 5-Star, Inc  
2:40 p.m. National Facility Services, Inc.

Having submitted written responses to committee questions, each company was given ten (10) minutes for its presentation with a five (5) minute question and answer period immediately following. During its presentation, each company discussed its capabilities and experience. The Committee had the same specific follow-up questions for each company.

After the final presentation, the Committee members discussed their perception of each presentation, answers to the questions, and each company's overall response to the solicitation. Committee members scored the company they considered most qualified to provide the required services to the City with "1" and the next-most-qualified "2", etc. The company with the fewest total points was ranked #1. The members scored the short-listed companies with the following results for the recommendation of award of group 2:

1	Janitorial 5 Star Services LLC. ....	3 points
2	SFM Services, Inc.....	6 points
3	National Facilities Services, a Kleen-Tech Company...9	points

A copy of the voting matrix is attached.

An agenda item will be prepared to present the final ranking to the City Commission for its approval to negotiate a contract, with Janitorial 5-Star, Inc., the company with the highest rank for group 2. Further authorization is requested to continue with the succeeding ranked companies should an impasse occur in the negotiations with the recommended company. This solicitation was assigned a 10% Local Business participation goal. Janitorial 5 Star Services LLC., the company being recommended, is a local Pompano Beach business, which has committed to meeting that goal.

The meeting adjourned at 3:25 p.m.