

**MINUTES
SELECTION / EVALUATION COMMITTEE**

**RFP T-02-22
BEACH EQUIPMENT CONCESSION**

**City Commission Chambers
2:01 p.m. 04/18/22**

The Selection/Evaluation Committee (Committee) consisted of:

Kate Belcher, Recreation Manager (Voting)
Scott Moore, Recreation Manager (Voting)
Nguyen Tran, Community Development Agency Director (CRA) (Voting)
Jo Wagenhals, Ocean Rescue Captain (Voting)

Also in attendance:

Jeff English, Purchasing Agent (Non-Voting)
Tammy Thompkins, Purchasing Agent (Non-Voting)

The meeting was held to evaluate the proposals received in response to the City's solicitation to establish contracts. 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. Two (2) companies submitted responses to the City's Request for Proposals (RFP). The meeting was called to order at 2:01 p.m.

The Purchasing Division of the General Services Department facilitated the meeting by explaining the evaluation procedures as detailed in the RFP and collected Conflict of Interest Statements from all voting members. Scott Moore led the technical discussion. 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:

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|----|--------------------------------------|-----|
| 1) | Boucher Brothers Management Inc..... | 344 |
| 2) | On The Beach Inc..... | 246 |

The Committee decided oral presentations would not be required. The consensus of the Committee was that the highest-ranked company would be recommended for the contract. A copy of the ranking analysis detail is attached.

An agenda item will be prepared to present the Committee's recommendation to the City Commission for its approval to negotiate contracts with the highest-ranked company, Boucher Brothers Management Inc.

The meeting adjourned at approximately 2:31 p.m.