

MEMORANDUM

Purchasing #17-012
November 4, 2016

To: Dennis W. Beach, City Manager

Through: Otis J. Thomas, General Services Director

From: Jeffrey English, Purchasing Agent

Subject: Award RFP E-49-16 Beach Cleaning Service

Contract Need/Background

RFP E-49-16 was issued to establish a contract with a qualified firm to provide beach cleaning and debris removal services at the Public Beach and designated rights-of-way.

Notice List

The notice list for this project was created by using 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 proposals received3

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 in the City's eBid system for download by interested firms.

Selection/Evaluation Committee

Three responses were received to the solicitation. The Selection/Evaluation Committee met on October 4 (in a public meeting) to review and evaluate the responses. Before responses were scored, the Committee decided that oral presentations would be required from the responding firms. The Committee met again on October 28 (in a public meeting) to rank the three firms after presentations. Copies of the minutes, voting matrix, and scoring sheets are attached.

Market Research

The General Services Department performed outreach to local litter removal service companies to inform them about this project. A total of nine (9) local companies were notified.

Recommendation

The recommendation from the Selection/Evaluation Committee to the City Commission is to approve the ranking order, and authorize the City staff to negotiate and enter into a contract with the highest-ranked firm, W.D. Thompson, Inc., d/b/a Beach Raker.

Additional authorization is requested to continue negotiations with the succeeding ranked firms to complete a contract in case of an impasse in negotiations with the recommended firm. The recommended firm is a local Pompano Beach Business.

attachments

cc: file