

**MINUTES
SELECTION / EVALUATION COMMITTEE**

**RFP #T-14-23
Management and Operation of Beach Kiosk
City Commission Chambers
12:30 p.m. 03/28/23**

The Selection/Evaluation Committee (Committee) consisted of:

Mark Beaudreau, - Recreation Programs Administrator (Voting)
Kate Belcher, Recreation Manager (Voting)
Brian Donovan, Assistant City Manager (Voting)
Nguyen Tran, Community Redevelopment Agency Director (Voting)

Also in attendance:

Jeff English, Purchasing Agent (Non-Voting)

The meeting was held to evaluate the proposals received in response to the City's solicitation to establish a contract for the operation of the Beach Kiosk Concession. 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. Four (4) companies responded to the City's Request for Proposals (RFP). The meeting was called to order at 12:34 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. Mark Beaudreau led the technical discussion. Each Committee member reviewed all of the responses in advance of the meeting.

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

PB Pier, LLC.....	381
Republic Food, LLC.....	292
Sandbar Snacks, Inc.	246
Spanx World, LLC.	233

The Committee decided oral presentations would not be required. The consensus of the Committee was that the highest ranked responsive and responsible proposer would be recommended for a 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 contract with the highest ranked proposer: PB Pier, LLC.

The Committee meeting adjourned at 1:24 p.m.