

MEMORANDUM

Purchasing #21-006
November 10, 2020

To: Gregory P. Harrison, City Manager
Through: Steve Stewart, General Services Director
From: Jill Klaskin Press, Purchasing Supervisor
Subject: Approve ranking for RFP P-29-20, Micro-Transit Transportation Services

Contract Need/Background

RFP P-29-20 was issued to establish a three (3) year contract to provide Micro-transit Transportation Services to the City. This service is for beach area workers (i.e. restaurants, hotels etc.), residents and visitors along the proposed route, days and times.

Evaluation Committee has voted to recommend award to **Circuit Transit**. Attached you will find copies of the minutes, voting matrix and solicitation document.

Notice List

The notice list 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 Bid List, and companies from appropriate listings in other sources.

Number of received proposals 9

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 on the City’s web page for download by interested firms.

Selection/Evaluation Committee

Nine (9) responses were received to the solicitation. The Selection/Evaluation Committee met on October 7, 2020 (in a virtual public meeting) to review and evaluate the responses. The Committee determined that the top three (3) firms, Circuit, Beefree, LLC. and Slidr, LLC would be asked to make presentations to the Committee. Each short-listed firm made a closed presentation to the Committee on November 2, 2020.

Immediately after the presentations, the Committee ranked the short-listed firms at a posted public virtual meeting. Copies of the minutes, the voting matrix, scoring sheets, and the RFP document, are attached.

Market Research

The General Services Department performed outreach to Pompano firms to inform them about this project. A total of two (2) local companies were notified.

Award Recommendation

The recommendation from the Selection/Evaluation Committee to the City Commission is to approve the ranking order, and authorize the City staff to enter into a contract with the highest-ranked firm, Circuit Transit. Further authorization is requested to continue with the succeeding ranked firms should an impasse occur in the negotiations with the recommended firm. This solicitation was assigned a 10% Local Business participation goal. The firm being recommended has made good faith efforts to meeting that goal.

attachments

cc: file