

**MINUTES
SELECTION / EVALUATION COMMITTEE**

**RFP #E-09-18
Post Disaster Emergency Catering Services
City Manager's Small Conference Room
100 W. Atlantic Blvd. 4th Floor, Pompano Beach, FL
2:00 p.m. 06/04/2018**

The committee consisted of:

Andrew Jean-Pierre, Finance Director (Voting)
Cynthia Kitts, Recreation Manager (Voting)
Kaitlyn Kerr, Recreation Manager (Voting)
Kimberly Spill-Cristiano, Manager (Voting)
Also in attendance: Jeff English, Purchasing Agent

The meeting was held to evaluate the proposals received in response to the City's solicitation to establish primary and alternate contracts to provide post-disaster emergency catering services to the City. This meeting was posted as a "Public Meeting" both at City Hall and at the Purchasing Division office, and on the City's website. Two (2) firms submitted acceptable responses to the City's Request for Proposals (RFP).

Cynthia Kitts led the technical discussion. The Purchasing Agent reviewed evaluation procedures, and distributed Conflict of Interest Statements for completion by all voting members. Each Committee member had reviewed all of the responses in advance of the meeting.

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

(1)	DRC Emergency Services, LLC.	344
(2)	Piccadilly Holdings, LLC DBA Piccadilly.....	285

A copy of the voting matrix is attached. The Committee decided oral presentations would not be required as the scoring results showed sufficient distinction between the responding firms. An agenda item will be prepared to present the Committee's recommendation to the City Commission for their approval to negotiate a primary contract with DRC Emergency Services, LLC, and an alternate contract with Piccadilly Holdings, LLC DBA Piccadilly.

The Committee meeting adjourned at 2:46 p.m.