

**MINUTES
SELECTION / EVALUATION COMMITTEE**

**RFP #E-23-18
LOT MOWING SERVICES
Development Services Conference Room
100 W. Atlantic Blvd., Pompano Beach, FL
2:00 p.m. 06/13/2018**

The committee consisted of:

Harold Beard, Assistant Public Works Director (Voting)
Brian Donovan, Assistant City Manager (Voting)
Russell Ketchem, Solid Waste Operations Manager (Voting)
Anthony Orlando, Grounds Maintenance Supervisor (Voting)
Also in attendance: Jeff English: Purchasing Agent, Jill Press: Purchasing Consultant, and Otis Thomas: General Services Director

The meeting was held to evaluate the proposals received in response to the City's solicitation to establish contracts to provide lot mowing 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. Seven (7) firms submitted responses to the City's Request for Proposals (RFP).

Russell Ketchem 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)	Cutting Edge Industries.....	319
(2)	BCB Landscapers Corp.	288
(3)	Seginus Solutions LLC DBA Marquis Lawn Care Pros.....	267
(4)	R&R Honest Man Lawn Service.....	265
(5)	SKKV Property Maintenance LLC.	224
(6)	Exclusive Lawns Commercial Property & Maint. LLC.....	200
(7)	C Square Management DBA C Square Development Co....	173

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 contract with the highest-ranked firm: Cutting Edge Industries

The Committee meeting adjourned at 2:39 p.m.