

MEMORANDUM

Purchasing #21-010
November 25, 2020

To: Gregory P. Harrison, City Manager
Through: Steve Stewart, General Services Director
From: Tammy Thompkins, Purchasing Agent
Subject: Emergency Rental of Tents and Canopies

Contract Need/Background

Request for Proposal (RFP) T-43-20 was issued to establish a contract to provide emergency rental of tents and canopies services to the City on a as-needed basis. Kate Belcher, Recreation Manager, provided the project scope of services.

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 registered in the eBid System, and companies from appropriate listings in other source books.

Number of firms submitting proposals - 2

Advertising

The RFP was advertised in the Sun Sentinel, and notices were sent to bid notice agencies throughout the nation. The RFP was also posted on the City's eBid System for download by interested firms and sent to all registered bidders by email.

Selection/Evaluation Committee

Two (2) responsive proposals were received for the solicitation. The Selection-Evaluation Committee met on November 11, 2020 to review and evaluate the responses. This meeting was posted as a "Public Meeting." The two (2) responsive submittals were reviewed and scored, and the Committee determined that the highest ranked firm, Elite Tent Company would be recommended for the contract negotiation phase of the solicitation process. Copies of the minutes, voting matrix and scoring sheets, are attached.

Market Research

The General Services Department notified four (4) local Pompano Beach firms of this solicitation.

Recommendation

The recommendation from the Selection/Evaluation Committee to the City Commission is to approve the ranking order, and authorize City staff to enter into a contract with the highest-ranked firm, Elite Tent Company. The committee also requests additional

Page 2

authorization to enter into a contract with the succeeding firm, if an impasse in negotiation occurs between the City and the top ranked firm.

Attachments

cc: file