

MEMORANDUM

Purchasing #17-114
July 13, 2017

To: Gregory P. Harrison, City Manager
Through: Otis J. Thomas, General Services Director
From: Jeff English, Purchasing Agent
Subject: Approve Ranking for E-35-17 Fixed Base Operations at the Pompano Beach Airpark Parcel Y [Rebid]

Contract Need/Background

The Request for Proposal E-35-17 was issued to select a qualified firm to provide fixed base operations at the Pompano Beach Airpark Parcel Y. Steve Rocco, Air Park Manager, provided the scope of services.

Bidders List

The notice list for this project was created by using companies suggested by the requesting department, companies that have requested their names be placed on the bid list, and companies from appropriate listings in other sources.

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 package was also posted in the City's eBid System for download by interested firms and an email notice was sent to all registered bidders.

Market Research

The General Services Department conducted outreach to twenty (20) Pompano Beach aviation service providers, airpark realtors and interior designers, and airport contractors, to notify them of this opportunity.

Selection/Evaluation Committee

Two (2) responses were received to the solicitation. The Selection/Evaluation Committee met on June 21, 2017 (in a public meeting) to review and evaluate the responses. All responses were scored, and the Committee reconvened on June 27 and decided that oral presentations would be required. Presentations were made to the Committee at the public meeting held on July 6. After the presentations the Committee ranked the two firms. Copies of the minutes and voting matrix from each meeting and scoring sheets, and the RFP document, are attached.

Recommendation

The recommendation from the Selection/Evaluation Committee to the City Commission is to approve the ranking order, and authorize the City staff to negotiate a contract with the highest ranked firm MTT Airpark Holdings, LLC.

enclosures
cc: file