

MEMORANDUM

Purchasing #21-033
September 30, 2021

To: Gregory P. Harrison, City Manager

Through: Carla R. Byrd, General Services Director

From: Jeffery English, Purchasing Agent

Subject: Background for E-24-21, Residential and Commercial Solid Waste Collection Services

Contract Need/Background

Request for Proposals (RFP) E-24-21 was issued to obtain responses from qualified companies/firms to provide exclusive franchised residential and commercial solid waste collection, and recycling services to the City of Pompano Beach, FL (City). The City requested pricing for three (3) different service options for residential collection services as outlined in the RFP. The Solid Waste Services Department provided the scope of services.

Mailing List

The mailing list for this project was created by using companies/firms suggested by the requesting department, companies/firms that have responded to prior bids, companies/firms that have requested their names be placed on the mailing list, and companies/firms from appropriate listings in other sources.

Number of companies/firms submitting proposals6

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 website for download by interested companies/firms.

Selection/Evaluation Committee

Six (6) responses were received to the solicitation. The Selection/Evaluation Committee (Committee) met on August 23, 2021 (in a public meeting) to review and evaluate the responses. There was a consensus that additional clarification of proposals was needed prior to scoring. The Committee collectively decided that it would delay scoring proposals until after presentations from each of the six (6) companies/firms.

Presentations were made to the Committee on September 7, 2021. Pursuant to Florida State Statute 286.0113 (2) (b), these meetings for the presentations were exempt from public meeting requirements. After the final presentation, the Committee convened in a public meeting to discuss each presentation and each company's/firm's overall response to the City's project. Committee members scored the company/firm they considered most qualified to provide the required services to the City.

The Committee convened again in a public meeting on September 30, 2021 to offer a recommendation. Prior to the September 30, 2021 meeting, a mathematical error was discovered. In an effort to be open and transparent, the September 30, 2021 Selection/Evaluation Committee meeting was held in which the Solid Waste Services Director provided clarity to address the mathematical error and allow the Committee members an opportunity to review and re-score their respective points allocated for Service Option A, Service Option B, and Service Option C of the Financial Proposal criteria. The original score sheets that were completed by each Committee member on the September 7, 2021 Selection/Evaluation Committee Meeting were returned to each respective Committee member for each respective Committee member to re-score. Copies of the minutes and voting matrix from each meeting and scoring sheets are attached.

Recommendation

The recommendation from the Selection/Evaluation Committee to the City Commission is to approve the ranking order, approve the Residential Collection Service Option B, and authorize City staff to negotiate a contract with the highest ranked company, Coastal Waste and Recycling, Inc., with additional authorization to negotiate with succeeding ranked companies/firms should an impasse occur in the negotiations with the recommended company/firm.

attachments

cc: file