

**Summary Meeting
Minutes
RECONVENE FINAL
EVALUATION MEETING**

**RFP No. BLD2121632P1
Janitorial Services-County Facilities**

Date: March 10, 2022

Time: 1:00 P.M.

Location: Virtual Meeting via TEAMS and in Room 430, Government Center East

Attendees:

Carolyn Messersmith, Purchasing Manager, Purchasing Division, Finance and Administrative Services Department (**Chair and Non-Voting Member**)

Evaluation Committee (EC) Members: (Voting Members)

- ***Craig Schuler, Business Manager, Facilities Management Division, Public Works Department***
- ***Jill Sears, Assistant Director, Libraries Division***
- ***Jonathan Allen, Enterprise Director of Business Operations, Water & Wastewater Services Division, Public Works Department***
- ***Arethia Douglas, Assistant General Manager, Capital Programs Division, Broward County Department of Transportation***

County Staff:

- **Angie Salinas, Project Manager, Facilities Management Division**
- **Candace Jensen, Facilities Management Division**
- **Marlyn Mahabeer, Purchasing Division**
- **Constance Mangan, Purchasing Division**

The meeting was called to order 1:03p.m. and announcements were made by the Chair.

The Chair made an announcement that this meeting is not open to physical attendance by Vendors, members of the public, the media, or general County staff. Only members of the Evaluation Committee and County employees required to attend this meeting at the direction of the Purchasing Division are physically present at this meeting. Vendors may participate through online meeting conference, which can be accessed by phone or computer. Members of the public, the media, and general County staff have public access to this meeting through the online meeting conference.

The Chair stated that attendance would be recorded for the Skype meeting in two ways:

1. if logging in by computer, send chat message of name, company, and title.

2. Attendance by phone only – send e-mail to the assigned Purchasing Agent (with subject:EC Meeting Attendance)

The Purchasing Division representative made some introductory comments and noted that the meeting had been publicly noticed.

The Chair stated that a quorum present and confirmed attendance of Committee members by a roll call vote.

The Chair stated the purpose of the Reconvene of the Final EC meeting.

The Chair stated that the Cone of Silence for this project has been in effect since April 12, 2021 for County Staff and upon the first meeting of the Evaluation Committee for County Commissioners and their staff; and all inquiries should be directed to the Project Manager, Angela Salinas, the Director of Purchasing or his designee.

The Chair stated that in accordance with Broward County Procurement Code all Committee Members shall be free of conflicts of interest.

The Chair reported that additional information had been received after the Final Evaluation Committee Meeting and reviewed the information contained in the Reconvened Evaluation Committee Meeting Regarding Responsiveness Memorandum, dated March 8, 2022.

The Chair gave the definition of responsiveness and asked for motions based on new information for each of the fourteen agreements. Separate motions were made for each agreement for responsiveness, and each motion passed unanimously.

The Chair recessed the meeting at 2:31pm to tabulate revised scores.

The Chair reconvened the meeting at 3:19pm and Purchasing stated the revised scoring and rankings of the firms for each agreement after re-tabulating points for pricing.

The Chair asked if there was any discussion from the Evaluation Committee. There was none.

The chair stated that based on the Reconvening of Evaluation Committee Memorandum that had been distributed to the Evaluation Committee members from the Director of Purchasing, and the attachment transmitted March 3, 2022, the Evaluation Committee is being requested to accept the re-ranking of the firms and have Purchasing submit the Proposed Recommendation of Ranking for Approval.

A motion was made by to accept the revised rankings of the firms and have Purchasing submit the Proposed Recommendation of Ranking for Approval. Motion was seconded. All were in favor. Motion passed unanimously.

The Chair stated Broward County estimates the final ranking would come to the Board for approval within 45 days from the final approval of the ranking.

The Chair asked if there was any other business to be discussed. There was none.

The Chair thanked the everyone for their understanding and attendance to the reconvened meeting.

Meeting was adjourned at 4:32 P.M.