



## **Evaluation Committee Meeting Minutes**

Town of Lake Park, Florida

Request for Proposals No. 108-2016

Sunset Celebration Beverage Service

Wednesday, December 14, 2016, 10:00 a.m.

Town Hall Commission Chamber, 535 Park Avenue

The Evaluation Committee Meeting was conducted on Wednesday, December 14, 2016 at 10:00 a.m. Present were Special Events Director Riunite Franks, Human Resources Director Bambi Mckibbon-Turner, Marina Director Salvatore Schiafone, Finance Director Blake Rane, Town Manager John O. D'Agostino and Deputy Town Clerk Shaquita Edwards

Deputy Town Clerk Edwards called the roll.

Special Events Director Franks called the meeting to order and introduced herself and staff as members of the Evaluation Committee for Request for Proposals No. 108-2016 Sunset Celebration Beverage Service. She explained that the Town of Lake Park received one bid submittal by Bonner Mobile Bar Service. She explained that she had reviewed the submittal and had given Bonner Mobile Bar Service a rating of 97%. She added that the vendors resume, qualifications and experience was not included. She explained that the vendor proposed a \$200 license fee and a 10% reimbursement fee for each Sunset Celebration Event for the year.

Human Resources Director Mckibbon-Turner explained that Bonner Mobile Bar Service included all of the required documents except for copies of their resume. She added that current licenses were provided for Palm beach County and the City of Riviera Beach but not for the Town of Lake Park. She explained that she was satisfied with their submittal and that she had rated Bonner Mobile Bar Service at 90%.

Marina Director Schiafone explained that he was pleased with the submittal of Bonner Mobile Bar Service and did not have an issue with their qualifications. He rated the submittal at 90%.

Town Manager D'Agostino explained that he agreed with the majority as it related to qualifications of the submittal. He explained that he was disappointed with the amount of the license fee proposal. He rated the submittal of Bonner Mobile Bar Service at 80%.

Finance Director Rane explained that there was no business tax receipt included for the Town of Lake Park and that the issue should be corrected prior to the award of the contract. Town Manager D'Agostino asked Finance Director Rane if he considered the omission of the Business Tax Receipt as a minor infringement. Finance Director Rane answered "yes".

Human Resources Director Mckibbon-Turner suggested that the vendor should provide copies of their resume prior to the award of the contract and that she considered the

omission of the resumes as a minor infringement because significant information about their qualifications was included in their submittal.

Marina Director Sciafone suggested that the Town research the prior insurance claims of Bonner Mobile Bar Service prior to the award of the contract.

Finance Director Rane explained that the average of their ratings totaled 89.25%.

**Motion: Human Resources Director Mckibbon-Turner moved to proceed with a recommendation to the Town Commission; Special Events Director Franks seconded the motion.**

Vote on Motion:

Committee Member	Aye	Nay	Other
Committee Member D'Agostino		X	
Committee Member Franks	X		
Committee Member Mckibbon-Turner	X		
Committee Member Schiafone	X		

Motioned passed 3-1

#### **ADJOURNMENT:**

There being no further business to come before the Evaluation Committee and after a motion to adjourn by Human Resources Director Mckibbon-Turner and seconded by Marina Director Schiafone, and by unanimous vote, the meeting adjourned at 10:15 a.m.

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Deputy Town Clerk Shaquita Edwards