



**Evaluation Committee Meeting Minutes  
Request for Proposals Number 103-2019  
Lake Park Harbor Marina  
Security Services (Unarmed)**

**Friday, May 24, 2019, 2:00 p.m.  
Commission Chamber, Town Hall, 535 Park Avenue  
Town of Lake Park, Florida**

The Evaluation Committee Meeting for Request for Proposals No. 103-2019 Marina Security Services (Unarmed) was conducted on May 24, 2019, 2:00 p.m. Present were Dock Master Bruce Butcher, Grants Writer Merrell Angstreich, Finance Director Lourdes Cariseo, Public Works Director Richard Scherle, Assistant Town Manager/Human Resources Bambi McKibbon-Turner, and Town Clerk Vivian Mendez.

Finance Director Cariseo called the meeting to order at 2:00 p.m. and introduced staff. She explained that each staff member would provide their evaluation of the submittal and provide their total score (see Exhibit "A").

Assistant Town Manager/Human Resources Director McKibbon-Turner reviewed her evaluation of the submittal; she awarded the submittal 73.3/100 points. She explained that the certificates of insurance and status were not included in the submittal.

Public Works Director Scherle reviewed his evaluation of the submittal; he awarded the submittal 32/100 points. He explained discrepancies regarding financial information, limited personnel, start/end dates, licensing, and business tax receipt.

Grants Writer Angstreich reviewed her evaluation of the submittal; she awarded the submittal 70/100 points. She explained that worker's compensation information was not included, and that the criteria for section one was inconclusive.

Dock Master Butcher reviewed his evaluation of the submittal; he awarded the submittal 81/100 points. He explained concerns with the worker's compensation rating, unclear civil litigation example, and verifiable documentation.

Assistant Town Manager/Human Resources Director McKibbon-Turner explained that the offeror's information was listed as United K-9 Special Patrol, Inc., per certifications. She explained that the offeror's financial information listed the company as United Special Patrol. She explained that the Florida Department of State Website did not have a record of United K-9 Special Patrol, and that United K-9 Security, Inc. was administratively dissolved. She expressed concerns regarding the offeror's ability to conduct business with the Town of Lake Park.

**ADJOURNMENT:**

There being no other business to come before the Evaluation Committee, the meeting adjourned at 2:18 p.m.

Deputy Town Clerk, Shaquita Edwards

Exhibit "A"

### PROPOSAL EVALUATION FORM

TOWN OF LAKE PARK

EVALUATION CRITERIA FOR

REQUEST FOR PROPOSALS NO. 103-2019

FOR SECURITY SERVICE CONTRACT (UNARMED)

FOR THE LAKE PARK HARBOR MARINA

Name of Offeror: United K-9 Animal Patrol, Inc.  
Address: 535 Royal Palm Beach Blvd.  
City/State/Zip Code: Royal Palm Beach, FL 33411

Criteria	Points Awarded
(1) Financial, material, equipment, facility, and personnel resources, experience, knowledge and use of best practices, and expertise necessary to indicate its capability to meet all contractual. Offeror's most recent Workers' Compensation experience rating (i.e., Mod factor) must also be submitted and will be considered (40 points maximum)	30. No mod factor provided. Experience with similar project dates back to 2009 per the Experience sheets provided. Employee well trained based on the proposal. Good use of technology (i.e. RFD & GPS) back & front end & download of data. <i>into data base</i>
(2) A satisfactory record of performance on similar projects as set forth by the OFFEROR's submitted Proposal documents and as verified by the TOWN (20 points maximum);	13.3 as I have been able to obtain verification from 2 of the other previous project listed
(3) A record of integrity that is satisfactory to the TOWN (20 points maximum)	20
(4) Verifiable documentation that the OFFEROR is legally established to conduct business and to contract with the TOWN (10 points maximum)	10 → T B O (?) This piece not included.
(5) A Proposal that conforms to the requirements of this RFP concerning pricing, surety, insurance, specifications of the commodities or services requested, inclusion of	

required documents and signed forms and any other matter unequivocally stated in the RFP (10 points maximum)	10
Total Points Awarded	73.3

Bob McArthur-Lewis  
Name of Evaluator

5/24/2019  
Date

# PROPOSAL EVALUATION FORM

TOWN OF LAKE PARK

EVALUATION CRITERIA FOR

REQUEST FOR PROPOSALS NO. 103-2019

FOR SECURITY SERVICE CONTRACT (UNARMED)

FOR THE LAKE PARK HARBOR MARINA

Name of Offeror: United k-9 Special Patrol

Address: \_\_\_\_\_

City/State/Zip Code: Royal Palm Beach, FL 33411

Criteria	Points Awarded
<p>(1) Financial, material, equipment, facility, and personnel resources, experience, knowledge and use of best practices, and expertise necessary to indicate its capability to meet all contractual. Offeror's most recent Workers' Compensation experience rating (i.e., Mod factor) must also be submitted and will be considered (40 points maximum)</p>	<p>10</p> <ul style="list-style-type: none"> <li>- Financials didn't seem to make sense (i.e. income &amp; profit cannot be the same - using non-GAAP procedures)</li> <li>- no workers MOD</li> <li>- limited visibility into personnel resources</li> <li>- spoke to equipment (points awarded)</li> </ul>
<p>(2) A satisfactory record of performance on similar projects as set forth by the OFFEROR's submitted Proposal documents and as verified by the TOWN (20 points maximum);</p>	<p>10</p> <ul style="list-style-type: none"> <li>PS-42 discrepancies with start &amp; end dates compared w/ references</li> </ul>
<p>(3) A record of integrity that is satisfactory to the TOWN (20 points maximum)</p>	<p>5</p> <ul style="list-style-type: none"> <li>- Legal page inconclusive - unable to be determined</li> <li>- points awarded based on longevity of referenced contracts</li> </ul>
<p>(4) Verifiable documentation that the OFFEROR is legally established to conduct business and to contract with the TOWN (10 points maximum)</p>	<p>2</p> <ul style="list-style-type: none"> <li>- points for apt. of ag certificate</li> <li>- no BTR? no proof of registration w/ Town</li> </ul>
<p>(5) A Proposal that conforms to the requirements of this RFP concerning pricing, surety, insurance, specifications of the commodities or services requested, inclusion of</p>	

required documents and signed forms and any other matter unequivocally stated in the RFP (10 points maximum)	civil litigation - <sup>no description provided</sup> S
Total Points Awarded	82/100 *

Richard Scherle  
Name of Evaluator

5/24/19  
Date

\* would not recommend for award.

10 5/24/19

# PROPOSAL EVALUATION FORM

TOWN OF LAKE PARK

EVALUATION CRITERIA FOR

REQUEST FOR PROPOSALS NO. 103-2019

FOR SECURITY SERVICE CONTRACT (UNARMED)

FOR THE LAKE PARK HARBOR MARINA

Name of Offeror: United Special Patrol, Inc. dba United K-9 Special Patrol  
 Address: 535 Royal Palm Beach Boulevard  
 City/State/Zip Code: Royal Palm Beach, FL 33411

Criteria	Points Awarded
(1) Financial, material, equipment, facility, and personnel resources, experience, knowledge and use of best practices, and expertise necessary to indicate its capability to meet all contractual. Offeror's most recent Workers' Compensation experience rating (i.e., Mod factor) must also be submitted and will be considered (40 points maximum)	<b>20</b> - *Workers' Compensation info not included. *Robert Wummer's experience ends in 2014 - same year as lawsuit - info re lawsuit not provided - lists his address as 110 Shore Drive, says "I live on site" but
(2) A satisfactory record of performance on similar projects as set forth by the OFFEROR's submitted Proposal documents and as verified by the TOWN (20 points maximum);	<b>20</b> - Renewals of contracts indicate satisfactory performance on similar projects company has a different address.
(3) A record of integrity that is satisfactory to the TOWN (20 points maximum)	<b>15</b> - See comments in Section 1.
(4) Verifiable documentation that the OFFEROR is legally established to conduct business and to contract with the TOWN (10 points maximum)	<b>10</b> - Proposal fully conforms to requirements
(5) A Proposal that conforms to the requirements of this RFP concerning pricing, surety, insurance, specifications of the commodities or services requested, inclusion of	<b>5</b> - Proposal is missing workers' compensation experience rating and does



required documents and signed forms and any other matter unequivocally stated in the RFP (10 points maximum)	not provide requested details regarding civil litigation lawsuit
Total Points Awarded	70

Merrell Angstreich  
Name of Evaluator

May 21, 2019  
Date

## PROPOSAL EVALUATION FORM

TOWN OF LAKE PARK

EVALUATION CRITERIA FOR

REQUEST FOR PROPOSALS NO. 103-2019

FOR SECURITY SERVICE CONTRACT (UNARMED)

FOR THE LAKE PARK HARBOR MARINA

Name of Offeror: UNITED K-9 SPECIAL PATROL, INC.  
 Address: 535 ROYAL PALM BEACH BLVD.  
 City/State/Zip Code: ROYAL PALM BEACH, FL. 33411

Criteria	Points Awarded
(1) Financial, material, equipment, facility, and personnel resources, experience, knowledge and use of best practices, and expertise necessary to indicate its capability to meet all contractual. Offeror's most recent Workers' Compensation experience rating (i.e., Mod factor) must also be submitted and will be considered (40 points maximum)	<p>WORKERS' COMP RATING -4</p> <p>36</p>
(2) A satisfactory record of performance on similar projects as set forth by the OFFEROR's submitted Proposal documents and as verified by the TOWN (20 points maximum);	<p>20</p>
(3) A record of integrity that is satisfactory to the TOWN (20 points maximum)	<p>CIVIL LITIGATION EXAMPLE IS UNCLEAR.</p> <p>-10</p>
(4) Verifiable documentation that the OFFEROR is legally established to conduct business and to contract with the TOWN (10 points maximum)	<p>10</p> <p>STATE OK, TOWN ???</p> <p>-5</p>
(5) A Proposal that conforms to the requirements of this RFP concerning pricing, surety, insurance, specifications of the commodities or services requested, inclusion of	<p>5</p>



required documents and signed forms and any other matter unequivocally stated in the RFP (10 points maximum)	10
Total Points Awarded	81 TOTAL



Name of Evaluator

BRUCE BUTCHER

3-24-19

Date

5/24/19

## PROPOSAL EVALUATION FORM

**TOWN OF LAKE PARK**

**EVALUATION CRITERIA FOR**

**REQUEST FOR PROPOSALS NO. 103-2019**

**FOR SECURITY SERVICE CONTRACT (UNARMED)**

**FOR THE LAKE PARK HARBOR MARINA**

Name of Offeror: United K-9 Security, Inc.

Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Criteria	Points Awarded		
	Richard	Bambi	Bruce
(1) Financial, material, equipment, facility, and personnel resources, experience, knowledge and use of best practices, and expertise necessary to indicate its capability to meet all contractual. Offeror's most recent Workers' Compensation experience rating (i.e., Mod factor) must also be submitted and will be considered (40 points maximum)	10	30	36
(2) A satisfactory record of performance on similar projects as set forth by the OFFEROR's submitted Proposal documents and as verified by the TOWN (20 points maximum);	10	13.3	20
(3) A record of integrity that is satisfactory to the TOWN (20 points maximum)	5	20	10
(4) Verifiable documentation that the OFFEROR is legally established to conduct business and to contract with the TOWN (10 points maximum)	2	0	5
(5) A Proposal that conforms to the requirements of this RFP concerning pricing, surety, insurance, specifications of the commodities or services requested, inclusion of	5	10	10

Merrell  
20

20

15

10

5

required documents and signed forms and any other matter unequivocally stated in the RFP (10 points maximum)	Richard	Bambi	Bruce	
Total Points Awarded				

Metrell

TOTAL POINTS

32      73.3      81      70

Laurdos Caireso  
 Name of Evaluator Chairperson

Date

Laurdos Caireso  
 Finance Director