

MEMORANDUM

To: PROJECT FILE, MINUTES OF MEETING
From: Procurement Management
RE: RFP230441WCD – Custodial Services-Lee County Sports Parks & Stadiums
PROPOSAL EVALUATION MEETING

MEETING DATE: Monday, September 11, 2023, TIME: 1:30pm

ATTENDEES:

COMMITTEE MEMBERS: Josh Brooks
Keith Blasingim
Sergio Perez
Pablo Adorno
Tony Cirra

PROCUREMENT ANALYST: Willie Dennard
Brian Boehs
Cledwin Chin
Ana Reynoso
Kevin Walker

At 1:30p.m. the Proposal Evaluation Committee meeting was called to order by Willie Dennard, Procurement Management Representative. Introductions were put on the record by everyone in attendance.

Discussions were held by the committee members with respect to each submittal from all five firms.

Brief Committee Discussion Decision:

The discussion centered around each firm's ability to meet the following (number) (#) criteria.

1. Qualifications of Firm (25 Points)
2. Company Relevant Experience and Reference (25 Points)
3. Firm Plan of Approach (20 Points)
4. Personnel (30 Points)

Following the discussions, the consensus of the committee was to rank the firms as follows:

1. Lee County Sports Complex – Zaharaly Cleaners, Inc.
2. Jet Blue Park – Zaharaly Cleaners, Inc.
3. Player Development Complex – Jan Pro Development of SW Florida
4. Terry Park – Jan Pro Development of SW Florida

The chair entertained a motion to approve the ranking of the firms. The motion was made by Keith Blasingim and seconded by Josh Brooks, and then called and carried with no further questions.

The meeting was adjourned by the chair at 2:30p.m.

Attachment: Final Score Card and/or Ranking Sheet