

EXPLANATION OF CONSENT AGENDA ITEM E.2.c.(20) – March 23, 2016

ITEM:

Consideration of approving the Selection Committee's recommendation of Imperial Towing for the Roadside Emergency and Towing Services contract (PUR-RFP-16-1) and further authorize staff to negotiate and execute a contract.

EXPLANATION:

Background: Commission authorized the request to bid for this contract in January 2015. Due to an extremely heavy construction-related solicitation workload, the Purchasing Department delayed the solicitation. The solicitation process was started in February 2016 and resulted in two proposals; one from Imperial Towing (Melbourne) and one from Tron's Auto & Towing (Cocoa). After review of the written proposals submitted, the selection committee is recommending Imperial Towing for the contract.

This contract will provide an extremely competitive pricing schedule for emergency roadside services (i.e. dead battery, keys locked in vehicle, flat tire, etc) and towing services for use by CPA vehicles and cruise passenger vehicles in the terminal parking areas. This contract will also be used to tow cars illegally parked, at the direction of CPA. The Brevard County Sheriff's Office will continue to utilize their towing vendor rotation system for all crime and accident-related tows.

Staff is recommending a contract term of one (1) year with a renewal clause for up to two (2) additional one (1) year periods.

Funding Review by Finance (Pat Poston): The final impact of this item to CPA will only relate to CPA vehicles when needed, which is estimated to be less than \$5,000 per year. It is an operational cost and is included in the FY16 Operating Budget.

Staff Recommends Approval
Prepared by Jim Reynolds

**CANAVERAL PORT AUTHORITY
SELECTION COMMITTEE EVALUATION & RANKING/SELECTIONS**

PROJECT: PUR-RFP-16-1
Roadside Emergency & Towing
Services

Selection Committee Meeting Date & Time: March 14, 2016
2:00 PM

COMPANY	RANKING/SELECTIONS
Imperial Towing - Melbourne, FL	1
Tron's Auto & Towing – Cocoa, FL	2

THE SELECTION COMMITTEE UNANIMOUSLY AGREED TO WAIVE PRESENTATIONS AND PROCEED DIRECTLY TO AWARD.

THIS RANKING WILL BE PRESENTED TO THE CANAVERAL PORT AUTHORITY BOARD OF COMMISSIONERS FOR APPROVAL AT THEIR REGULARLY SCHEDULED MEETING ON MARCH 23, 2016.

POSTED: DATE March 15, 2016 TIME 1:30 PM BY Karen Pappas, Director Purchasing & Policies

 APPROVED BY THE CANAVERAL PORT AUTHORITY
 POSTED: DATE _____ TIME _____ BY _____

**Canaveral Port Authority
 PUR-RFP-16-1 Roadside Emergency & Towing Services
 Step 1 Scoring Summary**

Alphabetical Order	Proposing Firms	
	Imperial Towing Melbourne, FL	Tron's Auto & Towing Cocoa, FL
Selection Criteria		
Evaluator #1	87	80
Evaluator #2	91	78
Evaluator #3	74	67
Total	252	225
Ave	84.00	75.00
Rank	1	2

Rank Order	Proposing Firms	
	Imperial Towing Melbourne, FL	Tron's Auto & Towing Cocoa, FL
Selection Criteria		
Evaluator #1	87	80
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Canaveral Port Authority
 PUR-RFP-16-1 Roadside Emergency & Towing Services
 Step 1 Scoring Detail

Evaluator #1	Proposing Firm		
	Maximum Points	Imperial Towing Melbourne, FL	Tron's Auto & Towing Cocoa, FL
Selection Criteria			
Tab 1 - Proposer Qualifications, Experience & References	20	18	18
Tab 2 - Approach to Project	20	18	16
Tab 3 - Pricing	20	18	10
Tab 4 - Condition and Age of Proposer Fleet	20	18	18
Tab 5 - Location of Office, Impound Lot, Security & Hours of Operation	20	15	18
Tab 6 - Insurance	0-Required	0	0
Tab 7 - Non-Collusion Affidavit	0-Required	0	0
Tab 8 - Public Entity Crimes	0-Required	0	0
Tab 9 - Conflict of Interest Disclosure Form	0-Required	0	0
Tab 10 - Certificate Regarding Debarment	0-Required	0	0
TOTAL POINTS	100	87	80

Evaluator #2	Proposing Firm		
	Maximum Points	Imperial Towing Melbourne, FL	Tron's Auto & Towing Cocoa, FL
Selection Criteria			
Tab 1 - Proposer Qualifications, Experience & References	20	18	14
Tab 2 - Approach to Project	20	18	14
Tab 3 - Pricing	20	19	15
Tab 4 - Condition and Age of Proposer Fleet	20	18	17
Tab 5 - Location of Office, Impound Lot, Security & Hours of Operation	20	18	18
Tab 6 - Insurance	0-Required	0	0
Tab 7 - Non-Collusion Affidavit	0-Required	0	0
Tab 8 - Public Entity Crimes	0-Required	0	0
Tab 9 - Conflict of Interest Disclosure Form	0-Required	0	0
Tab 10 - Certificate Regarding Debarment	0-Required	0	0
TOTAL POINTS	100	91	78

Evaluator #3	Proposing Firm		
	Maximum Points	Imperial Towing Melbourne, FL	Tron's Auto & Towing Cocoa, FL
Selection Criteria			
Tab 1 - Proposer Qualifications, Experience & References	20	15	15
Tab 2 - Approach to Project	20	15	15
Tab 3 - Pricing	20	20	10
Tab 4 - Condition and Age of Proposer Fleet	20	12	12
Tab 5 - Location of Office, Impound Lot, Security & Hours of Operation	20	12	15
Tab 6 - Insurance	0-Required	0	0
Tab 7 - Non-Collusion Affidavit	0-Required	0	0
Tab 8 - Public Entity Crimes	0-Required	0	0
Tab 9 - Conflict of Interest Disclosure Form	0-Required	0	0
Tab 10 - Certificate Regarding Debarment	0-Required	0	0
TOTAL POINTS	100	74	67

**CANVERAL PORT AUTHORITY
SOLICITATION SUMMARY**

Solicitation Number & Name:

PUR-RFP-16-1
Roadside Emergency and Towing Services

Advertising:

February 12th, 19th and 26th, 2016 in Florida Today Newspaper

Posted to Website (<http://www.portcanaveral.com/Business-With-Us/Current-Solicitations>):

February 12, 2016

PublicPurchase.com Details (bid notification service - vendors self register):

Posted February 12, 2016
Vendors Notified - 4
Notified Vendors Who Accessed Solicitation Documents - 2

Bidder Registration Form Details:

Forms Received - 3

How Vendors Heard of Solicitation (question asked on bidder registration form):

CPA Website: 1
Newspaper:
Word of Mouth: 1
Coffee Chat:
Bid Services:
 PublicPurchase:
 Onvia/Demandstar:
 Bid Bank:
 FL Bid Network:
 Dodge Reports:
 Find RFP:
 Construction Journal:
 IMS:
 Govdirections:
 CDC News:
 FL Weekly:
 Bid Ocean:
 Cbids:
 CMD Insight:
 Builders Exchange:
Not Specified: 1

Bids/Proposals Received:

2 Proposals Received