



ALACHUA COUNTY

Budget and Fiscal Services

Procurement


Larry M. Sapp, CPPB
Procurement Manager


Darryl R. Kight, CPPB
Procurement Supervisor

July 12, 2022

MEMORANDUM

To: Larry M. Sapp, Procurement Manager

Via: Darryl R. Kight, Procurement Supervisor 
Darryl Kight (Jul 12, 2022 19:11 EDT)

From: Mandy Mullins, Procurement Agent I 

Subject: **Intent to Award**
ITA RFP 23-62-MM Annual Staffing Services for Solid Waste and Resource Recovery Department

<u>Solicitation Opening Date:</u>	2:00 PM, Wednesday, May 18, 2022
<u>Solicitation Notifications View Count:</u>	191 Vendors
<u>Solicitations Downloaded by:</u>	16 Vendors
<u>Solicitations Submissions:</u>	2 Vendors

Firms:


JMI Resources
Lutz, FL 33549

Sunshine Enterprise USA LLC
Oviedo, FL 32765

RECOMMENDATION:

The recommendation of the Evaluation Committee is to approve the final ranking of RFP 23-62-MM Annual Staffing Services for Solid Waste and Resource Recovery Department and for staff to start contract negotiations with the top ranked firm **JMI Resources** and if negotiations with the top ranked firm should fail re-solicit the RFP.

The actual RFP award is subject to the appropriate signature authority identified in the Procurement Code.


Larry M. Sapp (Jul 13, 2022 09:14 EDT)

Jul 13, 2022

Approved
Larry M. Sapp, CPM, CPPB
Procurement Manager

Date

Disapproved
Larry M. Sapp, CPM, CPPB
Procurement Manager

MM

1.1 **Vendor Complaints or Grievances; Right to Protest**

Unless otherwise governed by state or Federal law, this Part shall govern the protest and appeal of Procurement decisions by the County. The term “Bidder” includes any Person that responds to any type of Solicitation issued by the County (e.g., ITB, RFP, ITN), and is not limited solely to a Person that submits a bid in response to an Invitation to Bid (ITB).

1.1.1 **Notice of Solicitations and Awards**

The County Shall provide notice of all Solicitations and Awards by Electronic posting in accordance with the Procedures, unless a different method is required by the Florida Statutes, in which case the County Shall provide notice in accordance with the requirement of the Florida Statutes.

1.1.2 **Solicitation Protest**

Any prospective Bidder may file a Solicitation Protest concerning a Solicitation.

1.1.2.1 Basis of the Solicitation Protest: The alleged basis for a Solicitation Protest shall be limited to the following:

1.1.2.1.1 The Solicitation is inconsistent with this Code or the requirements of applicable Florida Statutes;

1.1.2.1.2 The terms, conditions or Specifications of the Solicitation are in violation of, or are inconsistent with, applicable laws, Regulations, Procedures, policies or other legal authorities governing the Solicitation, including but not limited to the method of evaluating, ranking or awarding of the Solicitation, reserving rights of further negotiations, or modifying or amending any resulting Contract; and

1.1.2.1.3 The Solicitation instructions are unclear or contradictory.

1.1.3 **Timing and Content of the Solicitation Protest**

The Solicitation protest must be in writing and provide all content in accordance with the Alachua County Code, Chapter 22 “Procurement”, Article 9 “Legal and Contractual Remedies” and must be received by the Procurement Manager by no later than 3:00 PM on the fourth business day after the solicitation was posted by the County. Failure to timely file a solicitation protest shall constitute a total and complete waiver of the bidder’s right to protest or appeal any solicitation defects, and shall bar the bidder from subsequently raising such solicitation defects in any subsequent Award protest, if any, or any other administrative or legal proceeding.

1.1.4 **Award Protest**

Any Bidder who is not the intended awardee and who claims to be the rightful awardee may file an Award Protest. However, an Award Protest is not valid and shall be rejected for lack of standing if it does not demonstrate that the protesting party would be awarded the Solicitation if its protest is upheld.

1.1.5 **Basis of the Award Protest**

The alleged basis for an Award Protest shall be limited to the following:

1.1.5.1 The protesting party was incorrectly deemed non-responsive due to an incorrect assessment of fact or law;

1.1.5.2 The County failed to substantively follow the Procedures or requirements specified in the Solicitation documents, except for minor irregularities that were waived by the County in accordance with this Code, which resulted in a competitive disadvantage to the protesting party; and

1.1.5.3 The County made an identifiable mathematical or other errors in evaluating the responses to the Solicitation, resulting in an incorrect score and not protesting party not being selected for award.

1.1.6 **Timing and Content of the Award Protest**

The Award Protest must be in writing and provide all content in accordance with the Alachua County Code, Chapter 22 “Procurement”, Article 9 “Legal and Contractual Remedies” and must be received by the Procurement Manager at lsapp@alachuacounty.us no later than 3:00 PM on the fourth Business day after this Proposed Award Decision was posted by the County. Failure to timely file an Award Protest shall constitute a total and complete waiver of the Bidder’s right to protest or appeal the County’s proposed Award decision in any administrative or legal proceeding.

1.1.7 **Burden of Proof**

Unless otherwise provided by Florida law, the burden of proof shall rest with the protesting party.

1.1.8 **Stay of Procurement during Protests**

In the event of a timely protest, the County shall not proceed further with the Solicitation or with the award of the Contract until the County Manager, after consultation with the head of the Using Agency, makes a written determination that the award of the Solicitation without delay is:

1.1.8.1 necessary to avoid an immediate and serious danger to the public health, safety, or welfare;

1.1.8.2 necessary to avoid or substantial reduce significant damage to County property;

1.1.8.3 necessary to avoid or substantially reduce interruption of essential County Services; or;

1.1.8.4 otherwise in the best interest of the public.

Public Meeting Minutes

RFP 23-62-MM Annual Staffing Services for Solid Waste and Resource Recovery Department

Date: July 12, 2022, Start Time: 1:03 pm

Location: Transfer Station Conference Room, 5115 NE 63rd Ave, Gainesville, FL 32609

1. Call Meeting to Order (Recorded)

2. RFP Process Overview for Today's Meeting

- 2.1. Good morning, I am TJ White with Procurement, and I will be administrating this meeting as the Committee Chair (non-voting member), introduce committee, Charles Hobson (Leader), Allen Betz, Joshua Prouty, David Kennelley
- 2.2. Thank you, committee for taking the time out of your busy schedule to evaluate these proposals. Welcome to the citizen attending this Public Meeting; this meeting is open to the public and you will have an announced time (3 minutes; no response required) for public comments. Please review the Agenda that is on the screen.
- 2.3. The RFP team will be evaluating vendors' proposal, discussing their scores, and approving the Team's Ranking. This Team's final ranking will be submitted to the BoCC for their approval and authorization to negotiate a contract.

3. RFP Committee Members Process Instructions

- 3.1. **First**, in OPENGOV, all evaluators have certified that they have no Conflict of Interest, and I will show them on screen, discuss if necessary.
- 3.2. **Second**, due to the cone-of-silence imposed on the committee members, this is the first occasion members have been able to talk and work together as a committee.
- 3.3. *As committee members you have broad latitude in your discussions, deliberations and ranking provided you are not arbitrary and capricious.*
- 3.4. **Third**, provide procurement points to members for the Location - VOW - SBE
- 3.5. **Fourth**, we will record and discuss the preliminary scores on the screen. Call for validation of scores to ensure they are the scores the members entered in OPENGOV.

Vendor	Allen Betz	Charles Hobson	David Kennelley	Joshua Prouty	Total Score (Max Score 200)
JMI Resource	160	165	163	164	163
Sunshine Enterprise ...	97	81	137	147	115.5

- 3.6. 3.5. The team will discuss, evaluate, and rank all vendor submittals one by one. Starting the team leader allow each member to give feedback. (**Encourage dialog**)
 - 3.6.1. Discuss scores and make Changes if pertinent
 - 3.6.2. Discussion record and Update: **Evaluation Scores**
 - 3.6.2.1. Encourage discussion on the proposals, scoring and until all members are stratified
 - 3.6.2.2. NOTE: Agents will monitor the discussion, keep it on track; keep it on topic.
 - 3.6.3. Call for validation of RFP team Technical and Written Scores for the Team's Final Ranking.

4. Motion to Approve Ranking: Charles Hobson motion to recommend the rankings be approved with the top ranked firm JMI Resources and if negotiations with the top ranked firm should fail re-solicit the RFP, seconded by Allen Betz
Vote 4-0 in favor.

5. Public Comments (3 minutes)

6. Motion to Approve the Meeting Minutes: Allen Betz moved to approve the Minutes, David Kennelley seconded the motion.
Vote 4-0 in favor.
7. Meeting Adjourn at – 1:30 pm.









ITA RFP 23-62-MM Annual Staffing Services for Solid Waste and Resource Recovery Department

Final Audit Report

2022-07-13

Created:	2022-07-12
By:	Mandy Mullins (mmmullins@alachuacounty.us)
Status:	Signed
Transaction ID:	CBJCHBCAABAAyB38pT-uBu0g6vp4jHdozYX4MiOfUMmA

"ITA RFP 23-62-MM Annual Staffing Services for Solid Waste and Resource Recovery Department" History

-  Document created by Mandy Mullins (mmmullins@alachuacounty.us)
2022-07-12 - 9:16:59 PM GMT- IP address: 149.19.43.13
-  Document emailed to Darryl Kight (dkight@alachuacounty.us) for signature
2022-07-12 - 9:18:18 PM GMT
-  Email viewed by Darryl Kight (dkight@alachuacounty.us)
2022-07-12 - 11:09:37 PM GMT- IP address: 66.231.154.174
-  Document e-signed by Darryl Kight (dkight@alachuacounty.us)
Signature Date: 2022-07-12 - 11:11:49 PM GMT - Time Source: server- IP address: 66.231.154.174
-  Document emailed to lsapp@alachuacounty.us for signature
2022-07-12 - 11:11:51 PM GMT
-  Email viewed by lsapp@alachuacounty.us
2022-07-13 - 3:40:17 AM GMT- IP address: 104.28.39.153
-  Document e-signed by Larry M. Sapp (lsapp@alachuacounty.us)
Signature Date: 2022-07-13 - 1:14:48 PM GMT - Time Source: server- IP address: 163.120.80.11
-  Agreement completed.
2022-07-13 - 1:14:48 PM GMT