



CITY OF PUNTA GORDA, FLORIDA

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PROCUREMENT DIVISION
326 West Marion Avenue
Punta Gorda, Florida, 33950

December 1, 2017

RE: #R2016108/SVC-BANKING/1617

NOTICE OF INTENT

This notice is to inform all respondents for the above referenced solicitation of the Evaluation and Selection Committee's final ranking.

1. Centennial Bank
2. FL Community Bank
3. Bank United

The City will enter into negotiations with the top ranked bidder, Centennial Bank.

This notice is NOT a recommendation for award or a notice of intent to award.

The City would like to thank you for your time and effort to prepare and submit your submittal. Should you have any questions, please do not hesitate to contact me.

Sincerely
CITY OF PUNTA GORDA
-S-

Marian H. Pace, CPPO, CPPB
Procurement Manager

NOTICE

CONTACT PROHIBITION IS STILL IN EFFECT

All prospective Bidders are prohibited from indirectly or directly communicating with any member of the City of Punta Gorda, City Council, City Manager, or City of Punta Gorda staff member other than the Authorized City Contact Person identified in this Solicitation, or their designated Procurement staff member, regarding this solicitation package, or their submittal package, City's Intent to Award, or City's Intent to Reject (if applicable) at any time prior to the FORMAL AWARD for this project. FORMAL AWARD is defined as the issuance of a NOTICE OF AWARD document or the issuance of a PURCHASE ORDER to the awarded bidder. Any such contact prior to the formal award shall be cause for rejection of your submittal.



EVALUATION & SELECTION COMMITTEE
MEETING MINUTES
SOLICITATION #R2016108/SVC-BANKING/1617/2
December 1, 2017

MEMBERS PRESENT: Dave Drury (DD), Linda Fanstill (LF), Helen Meiler (HM)

OTHERS PRESENT: Marian Pace (MP)

Meeting began at 10:01 a.m.

Roll Call

MP advised the meeting was being recorded, no public input will be allowed and all member agreements were received.

MP asked the committee members if they have been contacted by an Offeror regarding this solicitation. All members responded they have not. MP advised all committee member agreements have been received.

Public Comment – MP advised public comment is allowed but may not have discussion with the committee members. MP asked for public comment 3 times.

HM nominated DD to chair the committee, LF seconded, DD accepted, all are in favor.

MP reviewed Procurement’s pre-qualification efforts:

- Discuss Procurement Pre-Qualification Efforts –
 - 2 submittal packages were rejected:
 - SunTrust – Did not meet the minimum qualification requirement for courier services for pickup of deposits
 - Wells Fargo – Did not complete the City’s proposal schedule R2016108E1 – They submitted in their own format. There were also other sections that were required but not submitted.
- Submittal Packages deemed responsive for evaluation: Bank United, Centennial and FL Community Bank

MP reviewed the evaluation process.

- All independently evaluated
- Based on member discussion – members may adjust their scoring
- Member may motion to accept the short list as presented or;
- Member has the right to request reranking either by applying ordinal scores or group consensus

Committee discussed each Offeror’s submittal package. MP requested any additional comments. MP asked if any member wants to change their independent scores based on discussion. LF requested to change a score. MP updated LF score to reflect the change.

MP read into the record the ordinal scores of the offerors for each member, the committee ordinals scores for each offeror and ranking of offerors.

	D Drury		L Fanstill		H Meiller	
	RAW	ORDINAL	RAW	ORDINAL	RAW	ORDINAL
Bank United	457.5	3	400.0	1	363.5	3
Centennial Bank	495.0	1	365.0	3	434.5	1
FL Community Bank	460.0	2	400.0	1	411.3	2

ORDINAL SCORE	
Bank United	7
Centennial Bank	5
FL Community Bank	5

SHORT LIST RANKING	SHORT LIST ORDER
3	1 Centennial Bank
1	FL Community Bank
1	3 Bank United

MP advised a tie breaker must be performed and distributed tie breaker forms to the committee and instructed them to rank the tied bidders #1 and #2. MP collected the tie breaker forms and read the rankings.

Tie Breaker for 1st and 2nd Rank	DDrury	LFanstill	HMeiller	Total
Centennial Bank	1	2	1	4
FL Community Bank	2	1	2	5

Revised Short List Order	Rank
Centennial	1
FL Community	2
Bank United	3

HM motioned to accept the short list as presented based on revised ranking, LF seconded, all are in favor.

HM nominated DD to negotiate with Procurement with the top ranked bidder Centennial Bank, LF seconded, DD accepted, all are in favor.

HM motioned to disband the committee with the right to reconvene if necessary at a later date and adjourn the meeting at 10:31 am, LF seconded, all are in favor.