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## THE CITY OF KEY WEST

Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3700

- Michael Davila, Key West Fire Department
- Alan Averette, Key West Fire Department
- Michael Brockner, CARE Ambulance

Copies of the nine proposals are attached.

### Public Deliberation:

On October 28, 2014 the Evaluation Committee deliberated in public session to rank the nine proposals. Observing the meeting was Intermedix Representative John Mulligan as well as Assistant City Manager Sarah H. Spurlock. Division Chief Edward Perez facilitated the meeting.

DC E. Perez opened the meeting by reviewing the rules and asking all present to introduce themselves. Prior to the selection committee meeting, each member was instructed to score each proposal by the five specific criteria and values listed below:

- Up to 25 points Business Plan
- Up to 25 points Cost of Services to the City
- Up to 25 points Experience and Capacity of Firm
- Up to 15 points References
- Up to 10 points Specialized Expertise of Team members

A summary of the ranking and rating profile for all proposers is provided as Attachment 3. Meeting minutes were recorded (Attachment 2).

### Recommendation:

The purpose of this resolution is to request approval by the City Commission of the following:

- After staff reviewed all proposals to ensure RFP compliance, only three firms were found to be responsive. Therefore, staff recommends that Commission reject the other six proposals.
- Staff's recommendation is that Life Quest is unresponsive as some of their required information was submitted on a password protected CD we could not access. However, if the Commission makes a determination that they are responsive, as a cautionary measure, staff calculated their score as if they were responsive and they ranked below the top three responsive firms, and therefore fall off the list to be considered.
- Authorizing the City Manager or his designee to negotiate a contract with the highest ranked responsive proposer, AMB. In the event the City Manager or his designee is unsuccessful in negotiating a contract with the highest ranked proposer, authorizing the City Manager or his designee to negotiate a contract with the second highest ranked proposer, Intermedix. In the event the City Manager or his designee is unsuccessful in negotiating a contract with the second

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highest ranked proposer, authorizing the City Manager or his designee to negotiate a contract with the third highest ranked responsive proposer, McKesson.

- If the City Manager or his designee is unsuccessful in negotiating an acceptable contract with any of the top three responsive proposers the City Manager or his designee will cease discussions with all proposers and report back to the City Commission.
- Authorizing the City Manager to negotiate and execute a contract with the proposer which results out of the aforementioned negotiations.

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