



Todd Stoughton
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Manager

THE CITY OF KEY WEST

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May 25, 2021

Michael Turner, Deputy Director Community Services
Laura Estevez, Acting Risk Manager
Amanda Brady, Licensing Official
Matt Willman, Utilities and GIS Administrator

Re: ASSIGNMENT TO FARMERS MARKET EVALUATION COMMITTEE

Dear Committee Members:

You have been selected to serve on the Evaluation Committee for the Request for Proposals for the Truman Waterfront Farmers Market solicitation, which will convene on July 8th, 2021, in the City Manager’s Conference Room. Please review the schedule to make sure you are available for the highlighted dates. The RFP schedule is as follows:

Event	Date
Broadcast Date	June 2, 2021
Mandatory Pre-Bid	June 9, 2021
Deadline for Questions	June 16, 2021
Answers Submittal Deadline	June 23, 2021
Opening of Proposals	June 30, 2021
Evaluation Committee Meets	July 8, 2021
Date of City Commission	July 20, 2021

The role of the Evaluation Team is to ensure thorough consideration and evaluation of proposals received. The Evaluation Team remains actively engaged in various stages of the RFP process until an award is made or the RFP is cancelled. You will be one of the evaluators on the Evaluation Team. Your duty is to apply judgment in awarding points to the proposals considering only the evaluation criteria published in the RFP. You must be

Key to the Caribbean – Average yearly temperature 77° F.

able to meet the time requirements to evaluate proposals and be in attendance when the proposal recommendation is made to the City Commission on July 20th, 2021. You do not need to attend any other events listed in the table above but are welcome to be present at any of the events. Once the RFP has been issued via City website and Demand Star, I will forward you a copy of the Request for Proposals. Immediately following the opening of proposals, I will send you electronic copies of all proposals and scoresheets which will give you one week to review the proposals. You are encouraged to score the proposals in advance, but scoring can be changed during the evaluation process prior to finalizing scores when the evaluation committee meets on July 8th. Florida's Sunshine Law prohibits discussion of the RFP outside of the public view. Evaluation Team members are prohibited from discussing the RFP with each other prior to the public meeting of the Evaluation Team on July 8th, 2021. The Florida Statute can be found here: http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&URL=0200-0299/0287/Sections/0287.057.html

After you receive the proposals please ensure that you do not have a conflict of interest. An example of this would be a family member or close friend that submits or is in business with the submitter. Disclose any possible conflicts of interest at the earliest point in time possible to me. If a conflict of interest exists, you will be replaced by an alternate evaluator.

Thank you for volunteering to be an Evaluation Team Committee Member. If you have any questions on the process, please contact me.

Sincerely,



Todd Stoughton