

**EVALUATION COMMITTEE MEETING  
RFP-4503-16-RD  
RECYCLING INCENTIVE PROGRAM  
APRIL 27, 2016**

**Attendees:** Karen Arndt – Public Works  
Charles Lassiter – Public Works  
Joann Hussey – Office of Public Affairs & Marketing

**Proposers:** RecycleRewards Inc. d/b/a RecycleBank  
Recycling Perks  
Rewards for Recycling, LLC

The meeting convened at 10:30 A.M. and adjourned at 12:00 noon.

The Evaluation Committee consisting of the three (3) City of Hollywood, Florida employees met to review, discuss and evaluate the three (3) proposals received for a vendor to provide and administer an incentive based recycling rewards program to increase public awareness, education and participation in the City's curbside residential recycling program as well as the commercial and multi-family recycling programs.

The initial contract term shall be for 2 years, 7 months and 14 days. Service becomes effective 7:00 am on June 17, 2016 and ends 7:00 pm on 1/31/2019. At that time, the City reserves the right to extend the contract on a month to month or renew the Agreement for two (2) additional two (2) year periods under the same terms, conditions and specifications, providing both parties agree to the renewal, contractor performed satisfactorily and such renewal is approved by the City.

The vendors were asked to propose a turn-key solution or solutions that included various factors and criteria.

Proposals will be evaluated using the criteria listed below to ascertain which Proposal best meets the requirements of the City. The Items to be considered during the evaluation and the associated point values are as follows:

- |    |                               |               |
|----|-------------------------------|---------------|
| 1. | Qualifications                | 0 -15 points  |
| 2. | Project Approach and Plan     | 0 - 25 points |
| 3. | Implementation Plan           | 0 - 5 points  |
| 4. | Communications/Marketing plan | 0 - 10 points |

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5.	Customer Service/Reporting Plan	0 – 10 points
6.	Price	0 – 35 points
	<b>MAXIMUM TECHNICAL POINTS</b>	<b>100</b>
7.	Local Preference	5 points
	<b>MAXIMUM TOTAL POINTS</b>	<b>105</b>

**SELECTION PROCESS**

Evaluation of the Proposals will be performed by a committee selected by the City. The committee will evaluate the firms according to their Proposal. The initial scores will be tallied and maybe short listed if necessary to develop a list consisting of the firms receiving the highest point ratings. The committee may conduct discussions with proposer on the short list for the purpose of clarification to assure full understanding of, and responsiveness to, the solicitation requirements. In conducting discussions, there shall be no disclosure of any information derived from Proposals submitted by competing proposers. These firms may be invited to an oral interview before the committee. A short list of finalists will be determined and presented to either the City Manager or his designee or to the City Commission, in accordance with the applicable City of Hollywood Code of Ordinance, and will make the final ranking for the purposes of negotiating a contract with the top ranked firm.

After review and discussion the Evaluation Committee unanimously recommended the following:

Agreed to consider the proposals received from all three (3) proposers, RecycleRewards Inc. d/b/a RecycleBank, Recycling Perks and Rewards for Recycling, LLC as responsive and responsible.

To not consider the Self Reporting Program option offered by Rewards for Recycling, LLC.

The evaluation committee scored and ranked the proposals received with highest score ranked as number one and so on.

1.	Recycling Perks	271
2.	RecycleRewards Inc. d/b/a RecycleBank	250
3.	Rewards for Recycling, LLC	232

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After final evaluation and ranking the Evaluation Committee unanimously agreed that no additional proposer information or presentations were required.

The evaluation committee unanimously agreed and directed Procurement Services to move forward in the award process with the proposers ranking by requesting the City Attorney's office to prepare an agreement document based upon the RFP and to prepare the required resolution to the City Commission recommending award to the highest ranked firm.

Procurement Services will notify the proposers of the final evaluation and also the date and time of the City Commission agenda for this RFP award.

Submitted by: Ralph Dierks, Procurement Services