

TOWN OF PALM BEACH

Information for Town Council Meeting on: April 10, 2018

To: Mayor and Town Council

Via: Kirk Blouin, Town Manager

From: Beth Zickar, Director of Recreation

Re: Approval of the Selection Committee's Recommendation for RFP No. 2018-17 Wi-Fi Services for the Town Docks to BEACON Digital Media Marina Wifi - MarinaCams Networking

Date: March 26, 2018

STAFF RECOMMENDATION

Staff recommends the Town Council (1) approve the recommendation of the selection committee's ranking of firms providing proposals for Wifi Services for the Town Docks with BEACON Digital Media Marina Wifi – MarinaCams Networking, being the highest ranked proposer, and (2) authorize staff negotiation with the highest ranked firm by the Selection Committee.

GENERAL INFORMATION

The fiscal year 2018 budget contains funding for the upgrade of the Wifi system at the Town Docks. The specifications for this project included information regarding the potential for a redesign of the docks. Vendors were instructed that the equipment and installation being proposed must be adaptable to the final construction plans, when developed. Staff prepared the RFP and advertised the same on January 28, 2018 and February 4, 2018. The submittal deadline was March 2, 2018. A Selection Committee was created consisting of Patricia Strayer, P.E., Town Engineer, Mike Horn, Dock Master, Charles Kapachinski, IT Manager and Amy Wood, Assistant Director of Finance. Advisors and Facilitators, which were non-voting members, of this committee included Duke Basha, Assistant Purchasing Manager, Beth Zickar, Director of Recreation and John Cmar, Purchasing Coordinator. The Selection Committee met on March 23, 2018, to review the submittals and conduct rankings.

The Selection Committee's evaluations of all proposals and interviews are attached. The Selection Committee ranked the firm BEACON Digital Media Marina WiFi – MarinaCams Networking, as the highest based on their submittal, in response to the RFP. The specific areas that were evaluated included experience of firm and past performance, qualification and detailed technical proposal, capacity to accomplish work, cost consideration and financial health of business. Negotiations with this firm will include, but will not be limited to, monthly services to

be included and cost associated with services. Should these negotiations be unsuccessful, staff will proceed to the second ranked firm.

We plan to complete these negotiations during April and May. A resolution, requesting Town Council's consideration to award this contract, will be placed on the agenda for Town Council no later than June 12, 2018.

FUNDING/FISCAL IMPACT

Funding for this project is contained within the 2018 fiscal year budget. Monthly fees, moving forward, will be contained within the budget for Other Contracted Services. Dock patrons absorb the cost of this service through the Utility Fee each vessel is assessed with their dockage charges.

PURCHASING REVIEW

This procurement has been reviewed and approved by the Purchasing Division of the Finance Department and contract negotiations are hereby recommended with BEACON Digital Media Marina WiFi – MarinaCams Networking, as recommended by the Selection Committee.

Purchasing had originally published the solicitation in the Palm Beach Post, online with Demand Star and Public Purchase. Within Demand Star, 426 vendors were notified of which 17 pulled the plan holder and within Public Purchase, 1,187 vendors were notified of which 56 pulled the plan holder.

cc: Dean Mealy, Purchasing Manager
Selection Committee Members