

DAVID GEE, SHERIFF
Hillsborough County
Tampa, Florida

INTER-OFFICE
MEMORANDUM

DATE: November 17, 2014
TO: Jose M. Docobo
Chief Deputy
FROM: Janice Wilde (jw)
Sr. Procurement Analyst
RE: Recommendation for Award – RFP 14-14 Prisoner Transport

MESSAGE:

Three bids were received in response to our Request for Proposal 14-14 Prisoner Transport Services. Evaluating the proposal responses were Major James Burton, Captain Frank Losat, Lieutenant Chris Baumann, Master Sergeant Ken Gil, Corporal Gary Denbigh, Corporal Jason Goff and Nicole Simon, Office Assistant II. In addition to the basic cost, proposers were asked to include financial statements, management resumes, history of law suits, insurance certificates, Policy and Procedure Manuals, number and type of vehicles and other equipment utilized, hiring and training process, personnel turnover, operational and customer service overview and reference contacts.




At the initial committee meeting evaluators signed Conflict of Interest and Confidentiality forms, were provided copies of each proposal, were briefed in the evaluation process and the evaluation criteria and agreed to use the following guide in scoring:

Above Average	16-20 points
Average	11-15 points
Below Average	6-10 points
Poor/Weak	0-5 points

Scores for cost were calculated by the Buyer using a formula that reveals the ratio between the lowest price and the successively higher prices. The results of the evaluations are shown on the attached tabulation. US Prisoner Transport received the most points ranking them number one though their cost is also the highest (\$.75/mile vs. \$.70/mile). Inmate Prisoner Services received the lowest scores due primarily to their relatively small organization size.

Warrants personnel expressed a need to avoid a repeat of the situation which led to the re-issue of this bid. When service from the previous and sole approved provider became inadequate for our needs we were left without a contracted vendor. For interim service during the bid process, a Request Not to Bid was approved for the use of both US Prisoner Transport and Prisoner Transport Services. This has eliminated some availability and scheduling issues and, as reported by Warrants personnel, good service is being received from both companies.

The final recommendation of the committee is to award to both US Prisoner Transport and Prisoner Transport Service. Transportation requests would continue to rotate between companies with final selection based on ability to meet scheduling needs, quoted price and other pertinent factors on a case by case basis. Vendors who accept must abide by all terms and conditions of the RFP.

APPROVED	DISAPPROVED	ACK	DATE	NAME	TITLE
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11-17-14	 Christina R. Porter	Comptroller
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11.24.14	 461 James R. Barton	Major
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12/1/14	 #3156 Donna Luszczynski	Colonel
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Jose M. Docobo	Chief Deputy