



Pasco Sheriff's Office

INTEROFFICE MEMORANDUM

Date: 1/18/2024

Subject: 4FY24-1 Vendor Selection

Reference: Pasco Sheriff's Office Deployable Emergency Operations L8024

From: Det. Scott Anderson #1986



Via Chain of Command

To: Sheriff Chris Nocco

On Wednesday, October 11th, 2023, the Pasco Sheriff's Office (PSO) posted a Request for Proposals (RFP) for a Deployable Kitchen Trailer utilizing the state appropriation funds for deployable assets via Demandstar and the PSO public website documented under RFP 4FY24. Proposals were due on Monday, Nov. 13th, 2023 at 1500 hours. There was no mandatory pre-proposal conference. Upon closing of the RFP, PSO received 4 proposals. The proposals were opened Tuesday, Nov. 14th 2023 at 1000 hours and the scoring committee met on Wednesday, Nov. 15th 2023 at 1300 hours. It was determined none of the proposals were responsive as they lacked sufficient information, requested documentation, or both.

On Monday, December 4th, 2023, the Pasco Sheriff's Office reposted the RFP for the afore listed Deployable Kitchen Trailer documented under RFP 4FY24-1. Proposals were due on Friday Dec. 22nd, at 1500 hours. Upon closing of the RFP, PSO received 4 proposals, 3 were deemed to be responsive.

On Wednesday, January 3rd, 2023 at 1500 hours, as advertised in the RFP, the proposals received pursuant to RFP 4FY24-1 were opened by Assistant Purchasing Manager, Jammie Crouch in the presence of Director Aaron Bryant, Detective Scott Anderson, Director Brian Brown, Administrator Mike Moore, and Strategic Planner/Grant Writer, Casey Stepp. Senior Assistant General Counsel Natalie Scruggs was also present to oversee the process. The 4 proposals submitted were opened, announced and recorded.

On Wednesday, January 10th, 2023, at 1500 hours, the selection committee reconvened to review and score the proposals.

Three of the 4 proposals were considered responsive. The 3 responsive proposals are as follows:

1. Renown Cargo Trailers \$69,500.00
2. R&R Unlimited \$66,005.50
3. United Food Truck \$78,665.27

The selection committee consisted of the following members:

Director Aaron Bryant, Civilian Joint Operations
Detective Scott Anderson, Law Enforcement
Director Brian Brown, Community/ Agency Resiliency
Cari Fortier, Grants Coordinator
Administrator Mike Moore, Community/ Agency Resiliency

Senior Assistant General Counsel Natalie Scruggs, Purchasing Manager Jasmin Ortiz-Olson, and Asst. Purchasing Manager Jammie Crouch were also present as non-scoring consulting members.

The selection committee evaluated the proposals against the predefined criteria which was outlined in the initial RFP. The criteria used included responsiveness of the submittal, qualifications of the proposer, project schedule, local vendor, and price.

The scores for each proposal are below:

Renown Cargo	62.9	40.9	52.9	67.9	50.0	Total: 275.5	Average: 55.1
R&R Unlimited Trailers	97.5	100.5	93.5	88.5	92.5	Total: 472.5	Average: 94.5
United Food Truck	65.1	42.1	50.1	59.1	42.1	Total: 258.5	Average: 51.7

The official selection and recommendation of the committee is R&R Unlimited Trailers, which is a local known vendor, for the purchase of the Deployable Kitchen Trailer.

☐ Approved ☐ Disapproved ☒ Acknowledged

Aaron Bryant

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George McDonald

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Natalie Scruggs

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1.22.2024

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Date

☒ Approved ☐ Disapproved ☐ Acknowledged

Colonel Jeffrey Harrington

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☒ Approved ☐ Disapproved ☐ Acknowledged

Sheriff Chris Nocco

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