



CITY OF ORLANDO

2nd ADVISORY COMMITTEE MEETING MINUTES

RFP16-0205

Request for Proposals for

AMWAY BOWL & PRACTICE COURT LIGHTING RETROFIT

May 19, 2016 9:00 a.m.

Agenda and Veterans Conference Rooms, 2nd Floor,

City Hall, 400 S. Orange Avenue, Orlando, FL 32801

The Advisory Committee for the above project convened on May 19, 2016, at 9:06 a.m. at the City Hall in Orlando, Florida. The purpose of this meeting is to hear presentations from the two (2) respondents to the RFP and review, score, and rank each of those firms.

Committee Members Present:

Ian LaHiff, Energy Project Manager (Chair)

David Dunn, Division Manager, Fleet & Facilities Management Division

Ollie Rives, Venues Facility Manager

Robert Rayborn, Orlando Magic

Byron Raysor, Contract Compliance, Minority Business Enterprise Office

TECHNICAL ADVISOR:

Mark Hartley, Technical Advisor, TLC Engineering for Architecture

David Storm, Technical Advisor, Orlando Magic

PROCUREMENT REPRESENTATIVES:

Teddi McCorkle, Senior Contract Administrator (Facilitator)

Maureen S. Bowman, Purchasing Agent II

Silvia Coste, Purchasing Agent II

Actions/Discussion/Motions:

Teddi McCorkle, Facilitator, introduced herself and took the following actions:

1. Called the meeting to order at 9:06 a.m.
2. Reminded everyone that the meeting is being recorded.
3. Had all Committee members and others present introduce themselves.
4. Advised the Committee that a quorum was established.
5. Announced that the meeting was publicly posted for more than 48 hours in advance.
6. Asked all attendees to sign the sign-in sheet.
7. Reminded the Committee of the Public Input Procedures and indicated that no one was present from the public.

The Facilitator advised each presenter that they would be given sixty (60) minutes total; forty-five (45) minutes for introductions and presentation/clarifications, and fifteen (15) minutes for the question and answer period.

Presentation Schedule:

Introductions

<u>Scheduled Time</u>	<u>Company</u>	<u>Meeting Room</u>
9:00 a.m. –10:00 a.m.	Davco Electrical Contractors	Agenda Conference Room
10:05 a.m. - 11:05 a.m.	<u>Sylvania Lighting Solutions</u>	Veterans Conference Room

A five (5) minute break was taken between the two presentations.

After presentations, the Facilitator asked the Committee for approval of the first Meeting Minutes of May 5, 2016. These Minutes had been distributed by email to all Committee Members. A motion was made by David Dunn, and seconded by Byron Raysor, to accept those Minutes as written. The motion carried unanimously.

Actions/Discussion/Motions:

MWBE – Byron Raysor reported on MWBE participation from all the Proposers.

VBE – Teddi McCorkle reported on VBE participation from all Proposers.

References – Were previously transmitted to Committee members for their review and there was a general discussion regarding references received.

Following the presentations, the Committee discussed each Proposer. Committee members individually scored and ranked each proposal. The resulting Final Ranking is as follows:

1. Davco Electrical Contractors Corp.
2. Sylvania Lighting Solutions

A motion was made by Ian Lahiff and seconded by Ollie Rives to accept the ranking and evaluations of the proposals, and recommend to City Council that the Chief Procurement Officer negotiate and execute a contract with one (1) Proposer in the ranked order until successful. No one was present from the public. Discussion ensued. Motion carried unanimously.

Teddi McCorkle reminded the Committee that all the rules are still in place until a contract is signed and that all proposals and evaluation materials will be collected after the meeting is adjourned.

Ian LaHiff, Chair, adjourned the meeting at 12:08 p.m.

These minutes are considered to be the official minutes of the RFP16-0205 2nd Advisory Committee Meeting held on May 19, 2016, and no other notes, tapes, or other recordings taken by anyone takes precedence.

Submitted by:



Teddi McCorkle (Facilitator)
Senior Contract Administrator
Procurement & Contracts Division

Reviewed and Accepted by:



Ian Lahiff (Chair)
Energy Project Manager
Facilities Management

Attachments: Scoring Sheeting and Final Tabulation
Sign-in Sheets