



CITY OF ORLANDO

22
September 8, 2014

MEMORANDUM

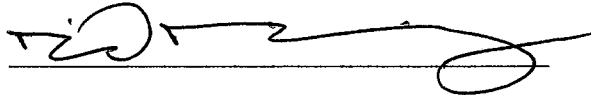
TO: David Billingsley, CPSM, C.P.M., Chief Procurement Officer
Procurement and Contracts Division

FROM: Tonja R. Voyles, C.P.M., A.P.P., Senior Purchasing Agent 

SUBJECT: RFP14-0329, Event Parking Services

Please review / approve the attached Meeting Minutes for the subject Advisory Committee Meeting of September 8, 2014.

Approved:



PROCUREMENT AND CONTRACTS DIVISION

CITY HALL • 400 SOUTH ORANGE AVENUE • P.O. BOX 4990 • ORLANDO, FLORIDA 32802-4990

PHONE 407.246.2291 • FAX 407.246.2869 • CityofOrlando.net • esupplier.cityoforlando.net

REVISION DATE: 12/31/09

SECOND ADVISORY COMMITTEE MEETING MINUTES
RFP14-0329
EVENT PARKING SERVICES
MONDAY, SEPTEMBER 8, 2014, 1:30 P.M.
AMWAY ARENA
400 W. CHURCH STREET, SUITE 200, ORLANDO, FL 32801

Second Meeting of the Advisory Committee to review and evaluate responsive proposals submitted in response to RFP13-0329.

Tonja Voyles introduced herself and:

- Announced the meeting will be recorded;
- Announced the meeting was publicly posted more than 48 hours in advance;
- Asked all attendees to sign the sign-in sheet.

Charles Leone called the meeting to order at 1:33 p.m. and:

- Introduced himself.
- Advised the Committee that a quorum was established
- Ask Committee members and other staff to introduce themselves:

Committee members:

Charles Leone Jr., Venues Operations Division Manager (Chair)
Clyde Boutte, Venues Fiscal Manager
Edward Boyens, Venues Security Manager
Phil Hastings, Orlando Magic
Christopher Heller, Orlando Solar Bears

Also in attendance:

David Billingsley, Chief Procurement Officer
Craig Borkon, Orlando Venues
Dawn Chin Shue, Contract Compliance Investigator III
Brett Lashbrook, Orlando City Soccer
Allen Johnson, Executive Director
Angela Thomas, Purchasing Agent III
Greg Thompson, Orlando Venues

Charles Leone turned meeting over to Procurement & Contracts Division representatives.

Tonja Voyles took the following actions:

1. Reviewed Public Input Procedures. No discussion. A motion was made by Charles Leone, seconded by Ed Boyens to accept the procedures. Motion carried unanimously.
2. Provided the Committee with an overview of the rules of Committee.
3. Reminded all present about Public Records Act, discussion of proposals, etc.
4. Reminded all present about Robert's Rules of Order .
5. Asked for further discussion. No discussion.
6. Inquired about proposal copies. Approval was given to provide Committee Adviser Greg Thompson a copy of the submittals. Gave copy to him.
7. Brett Lashbrook provided an Ethics Form and requested to be added as an Adviser to the committee. Written request to be provided by Allen Johnson.
8. Provided corrected price forms/ scenarios.
9. Turned meeting over to Dawn Chin Shue.

Dawn Chin Shue took the following actions:

- 1) Gave the committee a recap of M/WBE participation clarifying the scoring.
- 2) Indicated Proposals which included a MWBE Participation Plan.
- 3) Turned the meeting over to Charles Leone.

Charles Leone asked the Committee for discussion / motions.

DISCUSSION AND MOTIONS:

Charles Leone requested all committee members to review the minutes from the last meeting. No discussion. A motion was made by Charles Leone, seconded by Clyde Boutte, to accept the minutes of the first Committee meeting. No further discussion. Motion carried.

Reference Check Forms were distributed by Procurement. Discussion ensued. Motion was made by Charles Leone, seconded by Phil Hastings, to change one question. No further discussion. Motion carried.

Motion was made by Charles Leone, seconded by Christopher Heller to approve Phil Hastings to represent the Committee and report on the references. No further discussion. Motion carried.

Charles Leone asked for discussion regarding the pricing forms/scenarios. Tonja Voyles discussed the forms. No further discussion.

Charles Leone asked for discussion regarding vendor presentation meetings. Discussion ensued regarding content of the meetings, dates and times.

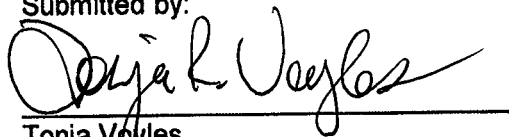
Charles Leone asked for discussion regarding D & B Reports. Discussion ensued. A motion was made by Charles Leone, seconded by Clyde Boutte, to obtain D&B Reports and for Clyde Boutte to review and provide a report to the committee. No further discussion. Motion carried.

Charles Leone reminded all present of the confidentiality of the proposals and that there should be no discussion outside of the committee meetings.

A motion was made by Charles Leone, seconded by Phil Hastings to adjourn the meeting at 2:40 p.m. No further discussion. Motion carried.

These minutes are considered to be the official minutes of the RFP13-0329 Advisory Committee Meeting held on Monday, September 8, 2014, and no other notes, tapes, or other recordings taken by anyone takes precedence.

Submitted by:



Tonja Voyles
Purchasing Agent III

Reviewed and Accepted by:

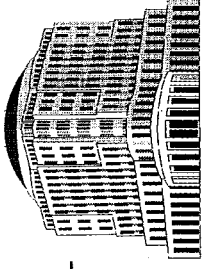


Charles Leone, Chair
Venues Operations Division Manager

Attachment(s): Sign-in Sheet

CITY OF ORLANDO

Procurement and Contracts Division 2nd Committee Meeting Sign-In Sheet



Location: Orlando Amway Arena, 400 W. Church Street,
Suite 200, Lake Eola Conference Room, Orlando, FL 32801

Date: 09/08/14 Time: 1:30 p.m. Bid Number: RFP14-0329

Title: EVENT PARKING SERVICES

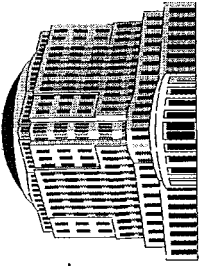
COMPANY NAME ADDRESS DEPARTMENT/BOEAS	COMPANY REPRESENTATIVE (PLEASE PRINT, FILL IN YOUR NAME & PROVIDE SIGNATURE)	EMAIL ADDRESS (DO NOT LEAVE THIS BLANK)	TELEPHONE #	FAX #
Procurement & Contracts Div. 400 South Orange Avenue, 4th Floor, City Hall Orlando, Florida 32801	Tonia Voyles, Purchasing Agent III Angela Thomas, Purchasing Agent III DAVID BILLINGSLEY, C.P.D.	Tonia.Voyles@cityoforlando.net Angela.Thomas@cityoforlando.net	(407) 246-3874 (407) 246-2563 407.246.2897	(407) 246-2869
MBE OFFICE CITY OF ORLANDO	DAWN CATH SHUT Dawn Cath Shut			
Orlando Magic	Phil Hastings	phastings@orlandomagic.com	407-916-6684	
ORLANDO VENUES	ED BOYLES EJB	EDWARD.BOYLES@CITYOFORLANDO.NET	407 440-7012	

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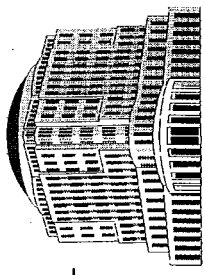


Date: 09/08/14	Time: 1:30 p.m.	Bid Number: RFP14-0329	Location: Orlando Amway Arena, 400 W. Church Street, Suite 200, Lake Eola Conference Room, Orlando, FL 32801
Title: EVENT PARKING SERVICES			

COMPANY NAME & ADDRESS (PLEASE PRINT LEGIBLY)	COMPANY REPRESENTATIVE (PLEASE PRINT LEGIBLY, LAST NAME & FIRST NAME) (PLEASE SIGNATURE)	EMAIL ADDRESS (PLEASE PRINT LEGIBLY)	TELEPHONE #	FAX #
Procurement & Contracts Div. 400 South Orange Avenue, 4th Floor, City Hall Orlando, Florida 32801	Tonja Voyles, Purchasing Agent III Angela Thomas, Purchasing Agent III DAVID BILKINGSLEY, C.P.D.	Tonja.Voyles@cityoforlando.net Angela.Thomas@cityoforlando.net	(407) 246-3874 (407) 246-2563 407-246-2897	(407) 246-2869
ORLANDO CITY SC 615 E. SOUTH ST, #510 ORLANDO, FL 32801	BRETT LASTBROOK C.O.O. <i>Brett Lastbrook</i>	blashbrook@orlandocity sc.com	503-332- 8782	—
City of Orlando Orlando Venues	Craig Barker	Craig.barker@cityoforlando.net	407-446-7040	

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Procurement and Contracts Division 2nd Committee Meeting Sign-In Sheet



Date: 09/08/14	Time: 1:30 p.m.	Bid Number: RFP14-0329	Location: Orlando Amway Arena, 400 W. Church Street, Suite 200, Lake Eola Conference Room, Orlando, FL 32801
Title: EVENT PARKING SERVICES			

COMPANY NAME & ADDRESS (PLEASE PRINT CLEARLY)	COMPANY REPRESENTATIVE (PLEASE PRINT LEGIBLE YOUR NAME & PROVIDE SIGNATURE)	EMAIL ADDRESS (DO NOT LEAVE IN BLANK)	TELEPHONE #	FAX #
Procurement & Contracts Div. 400 South Orange Avenue, 4th Floor, City Hall Orlando, Florida 32801	Tonja Voyles, Purchasing Agent III Angela Thomas, Purchasing Agent III DAVID BILLINGSLEY, C.P.D.	Tonja.Voyles@cityoforlando.net Angela.Thomas@cityoforlando.net	(407) 246-3874 (407) 246-2563 407-246-2897	(407) 246-2869
Charles P. Leone Jr.	Charles P. Leone Jr.	Charles.Leone@cityoforlando.net	407-440-7060	
Clyde Boutte	Clyde J Boutte	Clyde.Boutte@CityofOrlando.net	407-440-7051	
Greg Thompson	greg.thompson	gregory.thompson a city of orlando.net	407-440-5703	407-3405-
Chris Heller ORLANDO SOLAR BEARS	Christopher Heller 	ChellerC@orlando.solarbears.com	407-951-9200	321-977-1979

Allen John
Orlando Venues
Allen Johnson

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