



CITY OF ORLANDO

September 29, 2014

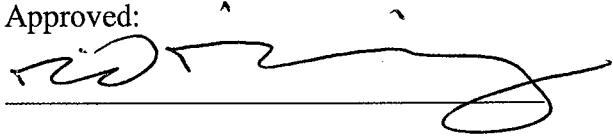
MEMORANDUM

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 24, 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

THIRD ADVISORY COMMITTEE MEETING MINUTES
RFP14-0329
EVENT PARKING SERVICES
TUESDAY, SEPTEMBER 23, 2014, 10:15 A.M.
AMWAY ARENA
400 W. CHURCH STREET, SUITE 200, ORLANDO, FL 32801

Third 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 and presentations 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 10:23 a.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:

Craig Borkon, Orlando Venues
Dawn Chin Shue, Contract Compliance Investigator III
Allen Johnson, Executive Director
Brett Lashbrook, Orlando City Soccer
Teddi McCorkle, Senior Contract Administrator
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. Provided the Committee with an overview of the rules for presentations.
 - a. Time of presentation – 30 minutes for presentation and 15 minute Q & A
 - b. Discussion to adhere to proposal submitted – includes services offered, logistical plan for different venues, employee training and selection
 - c. M/WBE partners and on-site management staff
2. Reminded committee that proposals are still to be held confidential, discussion of proposals outside of the posted committee meetings are prohibited pursuant to Florida Statute Section 286.011 Sunshine Law
3. D & B Reports, References and Pricing Scenarios to be discussed a future committee meeting.

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 Ed Boyens, seconded by Clyde Boutte, to accept the minutes of the second Committee meeting. No further discussion. Motion carried.

First presenter, 717 Seven One Seven Parking Enterprises, did not attend presentation.

Recessed at 11:12 a.m.

Reconvened at 12:41 p.m. Charles Leone announced that the first presenter did not receive the meeting invitation and requested discussion regarding rescheduling. Discussion ensued. Motion made by Ed Boyens, seconded by Phil Hastings to reschedule 717 Seven One Seven Parking Enterprises for presentation.

Committee moved into room with Lanier Parking Solutions for presentation.

Tonja Voyles introduced herself and:

- Announced that the meeting will be recorded.
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- Asked all attendees to introduce themselves and sign the sign-in sheet.

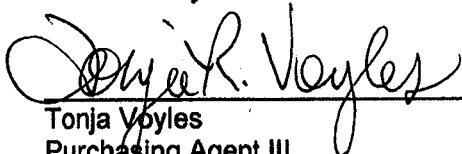
Presentation by Lanier Parking Solutions ended 1:40 p.m. An additional 5 minutes was granted for questions and answers and will be provided to all presenters.

Third presenter, Republic Parking System, did not attend presentation.

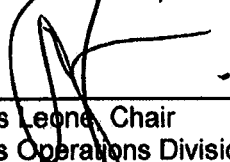
A motion was made by Ed Boyens, seconded by Phil Hastings to adjourn the meeting at 2:07 p.m. No further discussion. Motion carried.

These minutes are considered to be the official minutes of the RFP13-0329 Advisory Committee Meeting held on Tuesday, September 23, 2014, and no other notes, tapes, or other recordings taken by anyone takes precedence.

Submitted by:


Tonja Voyles
Purchasing Agent III

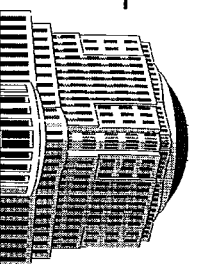
Reviewed and Accepted by:


Charles Leone, Chair
Venues Operations Division Manager

Attachment(s): Sign-in Sheet

CITY OF ORLANDO

Procurement and Contracts Division PRESENTATION # 2 - Lanier Parking Solutions



Date: 09/23/14	Time: 12:45 - 1:30pm	Bid Number: RFP14-0329	Location: Orlando Amway Arena, 400 W. Church Street, Suite 200, IOA Rooms, Orlando, FL 32801
Title: EVENT PARKING SERVICES			

COMPANY NAME & ADDRESS DEPARTMENT/BUREAU	COMPANY REPRESENTATIVE (PLEASE PRINT LEGIBLE YOUR NAME & PROVIDE SIGNATURE)	EMAIL ADDRESS: IMPORTANT (DO NOT LEAVE IN BLANK)	TELEPHONE #	FAX #
Procurement & Contracts Div. 400 South Orange Avenue, 4 th Floor, City Hall Orlando, Florida 32801	Tonia Voyles, Purchasing Agent III Angela Thomas, Purchasing Agent III Teddi McCorkle, Sr. Contract Administrator	Tonia.Voyles@cityoforlando.net Angela.Thomas@cityoforlando.net Teddi.McCorkle@cityoforlando.net	(407) 246-3874 (407) 246-2563 (407) 246-2332	(407) 246-2869
Lanier Parking	Tonia Voyles	Tonia.Voyles@cityoforlando.net	407-222-2211	
LANIER PARKING	GLENN KURTZ	gkurtz@lanierparking.com	401-877-7692	
Careers USA	Kendra Robeson	KRobeson@careersusa.com	407 875 8006	407 875 8020
Lane Parking	Justin Kinsey	jkinsey@lanierparking.com	407-256-4070	407-256-8070

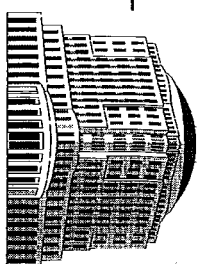
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Submitted
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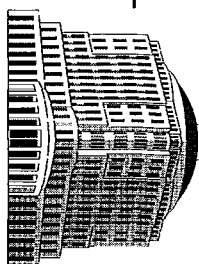
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Lanier Parking	Dave Hanson	Danson@lanierparking.com	407 2472 0875	

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Procurement and Contracts Division 3rd Committee Meeting Sign-In Sheet



Date: 09/23/14	Time: 10:00AM	Bid Number: RFP14-0329	Location: Orlando Amway Arena, 400 W. Church Street, Suite 200, IOA Rooms, Orlando, FL 32801
Title: EVENT PARKING SERVICES			

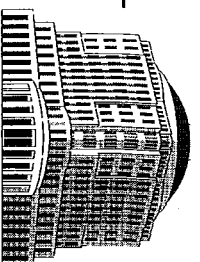
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ORLANDO CITY SC 615 E. SOUTH ST, #510 ORLANDO, FL 32801	BART LESTER <i>Bart Lester</i>	blashbrook@orlandocitysc.com	503-332-8798	—

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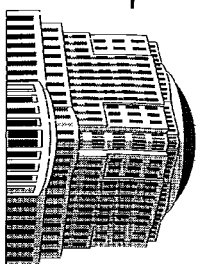


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Chris Heller ORLANDO SOLAR BEACHES 2701 MARITIME BLVD ORLANDO 32840	Chris Heller	Cheller@orlundsolarbeaches.com	407-851-8320	321-972-1924
Allen Johnson Orlando Venues	Doc Jrc	Allen.Johnson@orlando.net	407 4407070	407 440 7001
Craig Barker Orlando Venues	Craig Barker	Craig.Barker@cityoforlando.net	407-9496-7090	
Phillip Hastings Orlando Magic	PH	phastings@orlandomagic.com	407-916 2084	

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MBE OFFICE CITY OF ORLANDO	DAVID CARL STALL Nelson Devin Allen			
Orlando Venues	Lynde J. Boutte Lynde J. Boutte	Lynde.Boutte@cityoforlando.net	(407) 246-3874	(407) 246-2869
ORLANDO VENUES	ED BOYENS Ed Boyens	EDUARDO.BOYENS@CITYOFORLANDO.NET	407 440-7010	7001
Orlando Venues	GREG THOMPSON greg.thompson	gregory.thompson@cityoforlando.net	407-440-5703	407-440-5705

Orlando Venues Charles P. Leone Jr

Charles.P.Leone@cityoforlando.net

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