



CITY OF ORLANDO

4th ADVISORY COMMITTEE MEETING MINUTES

RFP14-0329

Request for Proposals for Event Parking Services

October 3, 2014, 1:00 PM

Orlando - Amway Center, IOA Rooms

400 W. Church Street, Orlando, Florida 32801

The Advisory Committee for the above project convened on October 3, 2014, at 1:04 p.m. at the Amway Center in Orlando, Florida. The purpose of this meeting is to hear presentations and review, score, and rank each of the proposals.

Committee Members Present:

1. Charles Leone, Jr., Orlando Venues (Chair)
2. Christopher Heller, Orlando Solar Bears
3. Phil Hastings, Orlando Magic
4. Edward Boyens, Orlando Venues
5. Clyde Boutte, Orlando Venues

Others Present:

Teddi McCorkle, Senior Contract Administrator (Facilitator)
Brian Ferrier, Sr. Purchasing Agent
Dawn Chin Shue, Orlando MBE
Allen Johnson, Orlando Venues
Gregory Thompson, Orlando Venues
Brett Lashbrook, Orlando City Soccer
Shannon Clark, Florida Citrus Sports

Actions/Discussion/Motions:

Ms. McCorkle called the meeting to order at 1:04 p.m. and took the following actions:

- 1) Advised that the meeting was being recorded.
- 2) Indicated the date, time and purpose of the meeting and that it was posted by the City Clerk more than forty-eight (48) hours in advance.
- 3) Introduced herself and asked all in attendance to introduce themselves.
- 4) Advised the Committee that a quorum was established.
- 5) Indicated that no other members of the public, other than the presenters, would be present during presentations.
- 6) Review and Approval of the 3rd Committee meeting:
A motion was made by Mr. Leone, seconded by Mr. Heller, to accept the minutes of the 3rd Committee Meeting on September 23, 2014. Discussion ensued. Motion carried unanimously.
- 7) The Committee moved to the adjacent room for a presentation.

Presentations: Ms. McCorkle advised the Committee that two (2) proposers were scheduled to present today; Republic Parking System, Inc. and Seven One Seven Parking Enterprises. Republic Parking System, Inc. notified the City that would not be able to present but still wanted their proposal to be considered, scored and ranked.

Mr. McCorkle explained to the presenter that they would be given fifty (50) minutes total, thirty (30) minutes for a presentation followed by a twenty (20) minute question and answer period.

Actions/Discussion/Motions:

Mr. Boutte presented the results of the D&B Reports – General Discussion.

Mr. Hastings, presented the results of the reference checks – General Discussion.

Ms. McCorkle indicated that at this time the Committee may have general discussions about each of the Proposers – strengths and weaknesses of each Proposer.

Committee members individually scored and ranked the three (3) Proposers. The resulting Final Ranking is as follows:

1. Lanier Parking Solutions
2. Republic Parking System, Inc.
3. Seven One Seven Parking Enterprises

A motion was made by Mr. Leone and seconded by Mr. Boutte, to accept the rankings and evaluations of the Proposals and recommend to City Council to authorize the Chief Procurement Officer to negotiate a contract with the Proposers in ranked order until successful. No public were present. Discussion ensued. Motion carried unanimously.

Mr. McCorkle reminded everyone that all the rules are still in place until a contract is executed. All questions and inquiries should come to Procurement.

A motion was made by Mr. Leone. Meeting adjourned at 3:06 p.m.

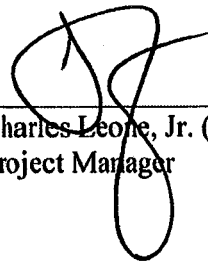
These minutes are considered to be the official minutes of the RFP14-0329 4th Advisory Committee Meeting held on October 3, 2014, and no other notes, tapes, or other recordings taken by anyone takes precedence.

Submitted by:



Teddi McCorkle (Facilitator)
Sr. Contract Administrator

Reviewed and Accepted by:



Charles Leone, Jr. (Chair)
Project Manager

COMMITTEE MEMBERS:

Charles Leone, Jr.	Christopher Heller	Phil Hastings	Edward Boyens	Clyde Boutte
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CONSOLIDATED RANKING:

	Charles Leone, Jr.	Christopher Heller	Phil Hastings	Edward Boyens	Clyde Boutte	Total	Ranking
Lanier Parking Solutions	1	1	1	1	1	5	1
Republic Parking System, Inc.	2	2	2	3	2	11	2
Seven One Seven Parking Enterprises	3	3	3	2	3	14	3

INDIVIDUAL SCORING AND RANKING:

NO.	POSSIBLE POINTS	Lanier Parking Solutions	Republic Parking System, Inc.	Seven One Seven Parking Enterprises
A	35	30	25	25
B	20	18	16	10
C	10	5	4	0
D	2	0	0	0
E	33	28	25	30
F	0	0	0	0
TOTAL POINT VALUE	100	81	70	65
Charles Leone, Jr.		1	2	3
Ranking				

NO.	POSSIBLE POINTS	Lanier Parking Solutions	Republic Parking System, Inc.	Seven One Seven Parking Enterprises
A	35	30	30	20
B	20	18	10	10
C	10	4	7	0
D	2	0	0	0
E	33	30	20	33
F	0	0	0	0
TOTAL POINT VALUE	100	82	67	63
Christopher Heller		1	2	3
Ranking				

RFP14-0329 Event Parking Services

NO.	POSSIBLE POINTS	Lanier Parking Solutions	Republic Parking System, Inc.	Seven One Seven Parking Enterprises
A	35	35	35	20
B	20	20	10	3
C	10	5	5	0
D	2	0	0	0
E	33	25	20	10
F	0	0	0	0
TOTAL POINT VALUE	100	85	70	33
Phil Hastings		1	2	3
Ranking				

NO.	POSSIBLE POINTS	Lanier Parking Solutions	Republic Parking System, Inc.	Seven One Seven Parking Enterprises
A	35	34	18	33
B	20	20	12	18
C	10	6.5	5	0
D	2	0	0	0
E	33	31	32	30
F	0	0	0	0
TOTAL POINT VALUE	100	91.5	67	81
Edward Boyens		1	3	2
Ranking				

NO.	POSSIBLE POINTS	Lanier Parking Solutions	Republic Parking System, Inc.	Seven One Seven Parking Enterprises
A	35	30	20	15
B	20	15	10	5
C	10	7	8	0
D	2	0	0	0
E	33	30	20	33
F	0			
TOTAL POINT VALUE	100	82	58	53
Clyde Boutte		1	2	3
Ranking				

TOTALS

PROPOSAL EVALUATION FORM

NO.	FACTOR	POSSIBLE POINTS	Lanier Parking Solutions	Republic Parking System	Seven One Seven (717) Parking Enterprises
1	Experience of Proposer	35	30	25	25
2	Management Plan	20	18	16	10
3	Minority and Women Owned Business Enterprise – the degree of participation by City certified or recognized M/WBE in subcontracts	10	5	4	0
4	Veteran Business Enterprise participation in subcontracts	2	0	0	0
5	Price Proposal	33	28	25	30
TOTAL POINT VALUE		100	81	70	65
RANKING BASED ON ABOVE POINTS * (#1 reflects the highest point value; #2 is the next highest point value; etc.)			1	2	3

DATE: 10-03-14 EVALUATOR: Charles Leone, Jr. OF City of Orlando
 (print name) (print name of organization)

SIGNATURE: _____

* Each Advisory Committee member's top-ranked firm will be assigned one (1) point, second-ranked firm two (2) points and so on. After accumulating the members' scores, the Proposer with the lowest score shall be ranked first, the next lowest score shall be ranked second, and so on. In the event of a tie, the tied Proposers' total scores from each member will be added and compared. The Proposer with the highest point total will be ranked highest of the tied Proposers.

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1	Experience of Proposer	35	30	30	20
2	Management Plan	20	18	10	10
3	Minority and Women Owned Business Enterprise – the degree of participation by City certified or recognized M/WBE in subcontracts	10	4	7	0
4	Veteran Business Enterprise participation in subcontracts	2	0	0	0
5	Price Proposal	33	30	20	33
TOTAL POINT VALUE		100	82	67	63
RANKING BASED ON ABOVE POINTS * (#1 reflects the highest point value; #2 is the next highest point value; etc.)			1	2	3

DATE: 10-03-14 EVALUATOR: Christopher Heller OF Orlando Solar Bears
(print name) (print name of organization)

SIGNATURE: 

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1	Experience of Proposer	35	35	35	20
2	Management Plan	20	20	10	3
3	Minority and Women Owned Business Enterprise – the degree of participation by City certified or recognized M/WBE in subcontracts	10	5	5	0
4	Veteran Business Enterprise participation in subcontracts	2	0	0	0
5	Price Proposal	33	25	20	10
TOTAL POINT VALUE		100	85	70	33
RANKING BASED ON ABOVE POINTS * (#1 reflects the highest point value; #2 is the next highest point value; etc.)			1	2	3

DATE: 10-03-14 EVALUATOR: Phil Hastings OF Orlando Magic
 (print name) (print name of organization)

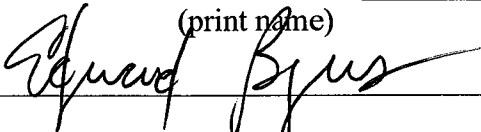
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DATE: 10-03-14 EVALUATOR: Edward Boyens OF City of Orlando
 (print name) (print name of organization)

SIGNATURE: 

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1	Experience of Proposer	35	30	20	15
2	Management Plan	20	15	10	5
3	Minority and Women Owned Business Enterprise – the degree of participation by City certified or recognized M/WBE in subcontracts	10	7	8	8
4	Veteran Business Enterprise participation in subcontracts	2	0	0	0
5	Price Proposal	33	30	20	33
TOTAL POINT VALUE		100	82	58	53
RANKING BASED ON ABOVE POINTS * (#1 reflects the highest point value; #2 is the next highest point value; etc.)			1	2	3

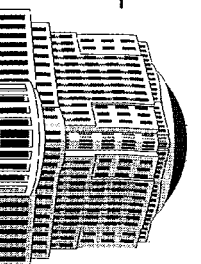
DATE: 10-03-14 EVALUATOR: Clyde Boutte OF City of Orlando
 (print name) (print name of organization)

SIGNATURE: _____

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CITY OF ORLANDO

Procurement and Contracts Division 4TH COMMITTEE MEETING SIGN-IN SHEET



Date: 10/03/14	Time: 1:00PM	Bid Number: RFP14-0329	Location: Orlando Amway Arena, 400 W. Church Street, Suite 200, 10A Rooms, Orlando, FL 32801
Title: EVENT PARKING SERVICES			

Procurement & Contracts Div. 400 South Orange Avenue, 4 th Floor, City Hall Orlando, Florida 32801		TELEPHONE #		FAX #	
City of Orlando, Venues	Charles Leone Jr. 	Charles.leone@cityoforlando.net	407-440-7060		
Orlando Solar Bears	Christopher Heher 	cheller@orlandosolarbearslockey.com	407-951-8300	321-472-1424	
Orlando Magic	Phil Hastings 	phastings@orlandomagic.com	407-916-2684		
Orlando Venues Security Manager	Edward Boyens 	Edward.boyens@cityoforlando.net	407-440-7010	407-440-7001	
Orlando Venues Fiscal Manager	Clyde Boute 	Clyde.boute@cityoforlando.net	407-440-7051	407-440-7001	

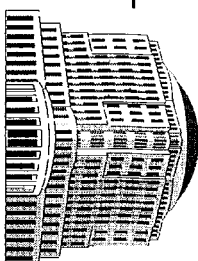
PROCUREMENT AND CONTRACTS DIVISION

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

CITY OF ORLANDO

Procurement and Contracts Division

4TH COMMITTEE MEETING SIGN-IN SHEET



Date: 10/02/14	Time: 1:00PM	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 #
SEVEN ONE SEVEN PARKING SERVICES, INC	MATT GONZALEZ <i>[Signature]</i>	MGONZALEZ@ 717PARKING.COM	(813) 228-7722	(813) 228-0702
SEVEN ONE SEVEN PARKING SERVICES, INC	Steve Dolevitski <i>[Signature]</i>	steved@717parking.com	(813) 228 7722	813 228-0702
SEVEN ONE SEVEN PARKING SERVICES, INC	JASON ACCARDI <i>[Signature]</i>	JASON.ACCARDI@717PARKING.COM	(813) 228 7722	813 228-0702
MBE DEPT CITY OF ORLANDO	JASON CHAN SHUE <i>[Signature]</i>			

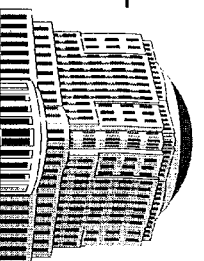
PROCUREMENT AND CONTRACTS DIVISION

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CITY OF ORLANDO

Procurement and Contracts Division

4th COMMITTEE MEETING SIGN-IN SHEET



Date: 10/03/14	Time: 1:00PM	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	Teddi McCorkle, Sr. Contract Administrator	<u>Teddi.McCorkle@cityoforlando.net</u>	(407) 246-2332	(407) 246-2869
After Orlando Lion CEO	Alex Schorr	alex.johnson@cityoforlando.net	407 446 7076	407 446 7001
Orlando Lion Citrus Bowl Normal	Greg Thayer	gregory.thayer@cityoforlando.net	407- 440- 5703	407 440- 5703
ORLANDO CITY SC 615 E. SOUTH ST., #510 ORLANDO, FL 32801	Beetle BRETT LASTBROOK	blashbrook@orlando.citysc.com	503. 382- 8728	—
Florida Citrus Sports ONE Citrus Sports Place Orlando, FL 32805	Shannon Clark Shannon Clark	selark@flsports.com	407.423. 2476	