




CITY OF ORLANDO

May 26, 2015

MEMORANDUM

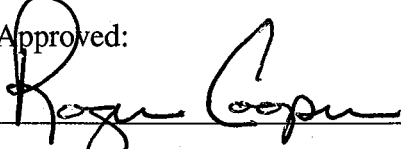
TO: David Billingsley, Chief Procurement Officer

FROM:  Karen Elzy, Senior Purchasing Agent

SUBJECT: RFP15-0193, General Banking Services

Please review / approve the attached Meeting Minutes for the subject Advisory Committee Meeting of May 13, 2015.

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

ADVISORY COMMITTEE MEETING MINUTES
RFP15-0193
for
General Banking Services
Wednesday, May 13, 2015
4th Floor, Marlin Conference Room
9:00 AM

1st Meeting of the Advisory Committee to review and evaluate responsive proposals submitted in response to RFP15-0193

Committee Members Present:

Michelle McCrimmon, Chair, Accounting Operations and Control
Chris McCullion, Office of Business and Financial Services
Imtiaz "Fazie" Khan, Accounting Operations and Control
Katrina Laudeman, Treasury Administration
Pam Corbin, Parking Division

Committee Members Absent:

None

Other City Personnel Present:

Karen Elzy, Senior Purchasing Agent, Procurement and Contracts Division (Facilitator)
Dawn Chin Shue, Minority/Women Business Enterprise
Laurie Nossair, Accounting Operations and Control

Actions/Discussion/Motions:

Karen Elzy, Purchasing Agent, called the meeting to order at 9:04 a.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) Asked if there were any questions regarding the Advisory Committee Rules sent to the Committee members in advance of the meeting.

Karen Elzy explained that State law section 286.0114 requires all local government boards and committees, such as this Procurement Advisory Committee, provide an opportunity for reasonable public input prior to taking official action on any item with the exception of administrative items such as approval of minutes. There were no members of the public present throughout the meeting.

Karen Elzy reviewed some of the rules and requirements of RFP Committee Meetings.

Karen Elzy indicated that there were 6 proposals submitted in response to this solicitation.

Those firms submitting proposals are as follows:

1. Wells Fargo Bank, N.A.
2. Bank United, NA
3. Bank of America/Merrill Lynch
4. J.P. Morgan Chase Bank, N.A.
5. SunTrust Bank, Inc.
6. BB&T

Karen Elzy indicated that it appeared that all Proposers met the Minimum Mandatory Requirements.

Karen Elzy asked the Committee if Procurement should run D&B reports (indicating that there is a cost of approximately \$100 each to the using agency.) She indicated that there is an evaluation factor pertaining to the sufficiency of financial resources – and the Committee needed something to base its scoring on this factor. All Committee Members agreed that D&B Reports are not needed.

Ms. Chin Shue, M/WBE representative, gave the committee a recap of M/WBE participation and to the Committee. Discussion ensued.

The Committee assigned Michelle McCrimmon the task of reviewing the price proposals in excel format, verify the calculations, and provide a summary to the Committee at the next committee meeting.

The Committee discussed conducting presentations.

General discussion ensued.

A motion was made by Michelle McCrimmon and seconded by Fazie Khan, if permissible, to designate Laurie Nossair to gather information about estimated internal costs for implementation as well as potential external costs for consulting time for implementation for the Committee to consider in their evaluation of their proposals. Discussion ensued. The motion passed unanimously.

A motion was made by Michelle McCrimmon and seconded by Fazie Khan to have one hour oral presentations including questions and answers from all six proposers to take place June 9th & 10th with content to be finalized at the next Committee meeting. Discussion ensued. The motion passed unanimously.

The Committee discussed questions to ask client references. A motion was made by Pam Corbin and seconded by Katrina Laudeman for procurement to contact references and bring back results to the Committee. Discussion ensued. The motion passed unanimously.

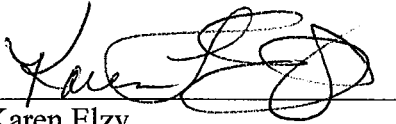
A motion was made by Michelle McCrimmon and seconded by Pam Corbin to request legal to review the provisions noted by the proposers of exceptions to identify any issues that the committee should be aware of in evaluating the proposals. Discussion ensued. The motion passed unanimously.

The committee assigned Katrina Laudeman to look at Proposer's credit ratings and stress tests results.

A motion was made by Michelle McCrimmon, seconded by Fazie Kahn to adjourn the meeting. The Meeting ended at 10:44 a.m.

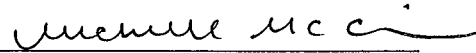
These minutes are considered to be the official minutes of the RFP15-0193 Committee Meeting held on May 13, 2015, and no other notes, tapes, or other recordings taken by anyone takes precedence.

Submitted by:



Karen Elzy
Procurement & Contracts Division
Assigned Procurement Representative

Reviewed and Accepted by:

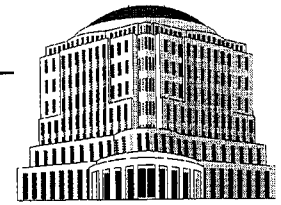


Michelle McCrimmon
Accounting Operations and Control
Chair

Attachment(s): Sign-in Sheets

CITY OF ORLANDO

Procurement & Contracts Division Committee Meeting Sign-In Sheet



Date: 5/13/15	Time: 9:00 a.m.	Bid Number: RFP15-0193	Location: City of Orlando, 400 S. Orange Avenue, Marlin Conference, 4 th Floor, Orlando, FL 32802
Title: COMPUTERIZED PARKING TICKET MANAGEMENT SYSTEM			

	NAME AND TITLE (PLEASE PRINT NAME & PROVIDE SIGNATURE)	EMAIL ADDRESS (DO NOT LEAVE IN BLANK)	TELEPHONE #	FAX #
Procurement & Contracts Div. 400 South Orange Avenue, 4 th Floor Orlando, Florida 32801	Karen Elzy, Senior Purchasing Agent	Karen.Elzy@cityoforlando.net	(407) 246-2368	(407) 246-2869
City of Orlando, Accounting and Control	Michelle McCrimmon, Chair <i>Michelle mci</i>	michelle.mccrimmon@ cityoforlando.net	407-246- 2142	
MBE OFFICE CITY OF ORLANDO	Dawn Chin Shue <i>Dawn Chin Shue</i>			
CITY OF ORLANDO OBFS	CHRIS MCCULLION <i>Chris McCullion</i>			
CITY OF ORLANDO OBFS	KATRINA LAUDEMAN <i>Katrina Laudeman</i>	Katrina.Laudeman@ cityoforlando.net	x-2685	

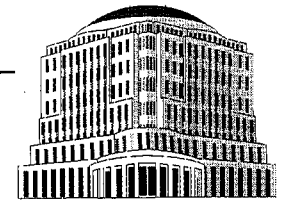
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COMPANY NAME (PRINT NAME)	COMPANY REPRESENTATIVE (PRINT NAME & SIGNATURE) (PRINT SIGNATURE)	EMAIL ADDRESS (IMPORTANT) (DO NOT LEAVE IN BLANK)	TELEPHONE #	FAX #
Procurement & Contracts Div. 400 South Orange Avenue, 4 th Floor Orlando, Florida 32801	Karen Elzy, Senior Purchasing Agent	<u>Karen.Elzy@cityoforlando.net</u>	(407) 246-2368	(407) 246-2869
CITY OF ORLANDO PARKING DIVISION	PAMELA Corbin <i>Pamela Corbin</i>	pamela.corbin@cityoforlando.net	407 246 3766	407 246 2887
City of Orlando Finance Department	LAURIE NOSSAIR <i>Laurie Nossair</i>	laurie.nossair@cityoforlando.net	407-246-2574	407-246-2705
City of Orlando - Finance Dept	Intiaz, Fazie Khan <i>Intiaz Khan</i>	Intiaz.Khan@cityoforlando.net	407 246 2562	407 246 2705

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