



# CITY OF ORLANDO

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June 23, 2015

## MEMORANDUM

TO: David Billingsley, Chief Procurement Officer  
FROM: Angela L. Thomas, Purchasing Agent III  
SUBJECT: RFP14-0205, 911 Call Center Furniture

Please review / approve the attached Meeting Minutes for the subject Advisory Committee Meeting of June 16, 2017.

Approved:

A handwritten signature in black ink, appearing to read "David Billingsley", written over a horizontal line.

David Billingsley, CPSM, C.P.M.  
Chief Procurement Officer

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### 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](http://CityofOrlando.net) • [esupplier.cityoforlando.net](http://esupplier.cityoforlando.net)

**6<sup>th</sup> ADVISORY COMMITTEE MEETING MINUTES**  
**RFP14-0205 - 911 Call Center Furniture**  
**June 16, 2015 @ 4:00 pm**  
**OOC-EOC 110 George DeSalvia Way, Orlando FL.**

**COMMITTEE MEMBERS PRESENT:**

1. Norman Poe, Communications Manager (Technical Chair)
2. Debra Weber, Assistant Communications Manager
3. Danette Jameson, Emergency Communications Specialist III
4. Lindsay Gordon, Facilities Project Manager
5. Roberta Doyle, Emergency Communications Specialist III
6. Karolyn Delvaux, Training Supervisor

**COMMITTEE MEMBERS ABSENT:**

- 1 Priscilla Mallory, Communications Manager

**PROCUREMENT REPRESENTATIVE:**

- 1 Angela Thomas, Purchasing Agent III (Facilitator)

**OTHERS PRESENT (CITY STAFF):**

- 1 Paul Riordan, Asst. Communications Manager

Norman Poe, Technical Chair, calls the meeting to order at 4:06 pm

A motion to approve the minutes from the 5<sup>th</sup> Committee meeting held May 27, 2015. Motion made by Roberta Doyle, Emergency Communications Specialist III and seconded by Debra Weber, Assistant Communications Manager, all in favor and motion passed.

The rankings have been finalized and the committee members have copies of the final rankings. The final ranking is:

1. Xybix System, Inc.
2. Watson Furniture, Inc.
3. Bramic Creative Business Products, Ltd.
4. Evans Consoles, Inc.
5. Florida Business Interiors, Inc. (Smart Pods)

Do we have a motion to accept ranking and evaluations of the Proposals and the Best and Final (BAFO) and to recommend to City Council to authorize the Chief Procurement Officer to negotiate a contract with the Proposers in the ranked order until successful.

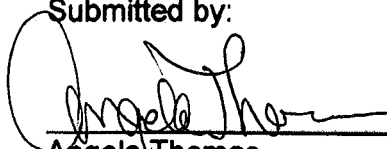
**6<sup>th</sup> ADVISORY COMMITTEE MEETING MINUTES**  
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Motion made by Debra Weber, Assistant Communications Manager and seconded by Karolyn Delvaux, Training Supervisor, all in favor and motion passed.

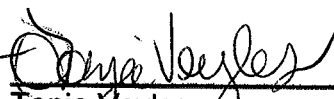
Motion to adjourn at 4:10 p.m.

These minutes are considered to be the official minutes of the RFP14 - 0205 Committee Meeting held on June 16, 2015, and no other notes, tapes, or other recordings taken by anyone takes precedence.


Submitted by:

  
Angela Thomas  
Purchasing Agent III  
Facilitator

Reviewed by:

  
Tonja Voyles  
Purchasing Agent III

Review and Accepted by:

  
Norman Poe  
Communications Manager  
(Technical Chair)

**5<sup>th</sup> ADVISORY COMMITTEE MEETING MINUTES**  
**RFP14-0205 - 911 Call Center Furniture**  
**May 27, 2015 @ 3:00 pm**  
**OOO-EOC 110 George DeSalvia Way, Orlando FL.**

**COMMITTEE MEMBERS PRESENT:**

1. Norman Poe, Communications Manager (Technical Chair)
2. Debra Weber, Assistant Communications Manager
3. Danette Jameson, Emergency Communications Specialist III
4. Lindsay Gordon, Facilities Project Manager
5. Roberta Doyle, Emergency Communications Specialist III
6. Karolyn Delvaux, Training Supervisor

**COMMITTEE MEMBERS ABSENT:**

- 1 Priscilla Mallory, Communications Manager

**PROCUREMENT REPRESENTATIVE:**

- 1 Angela Thomas, Purchasing Agent III (Facilitator)

**OTHERS PRESENT (CITY STAFF):**

- 1 Becky Gregory, Radio Systems Administrator

**Call to Order at 3:05 pm:**

**Norm Poe: Discussion of Minutes from Meeting # 4.**

**MOTION: To approve minutes from 4<sup>th</sup> meeting:**

1<sup>st</sup> Karolyn Delvaux 2<sup>nd</sup> Danette Jameson Yes: All No: None

**Angela Thomas, Facilitator:**

BAFO's (Best and Final Offers) were received by the original five (5) proposers.

**DISCUSSION AND MOTIONS:**

**DISCUSSION:**

Discussion of each individual BAFO from all five (5) proposers was discussed for design concept.

**Norm Poe: Anymore Discussions:**

5<sup>th</sup> ADVISORY COMMITTEE MEETING MINUTES  
RFP14-0205 - 911 Call Center Furniture  
May 27, 2015 @ 3:00 pm  
OOC-EOC 110 George DeSalvia Way, Orlando FL.

**MOTION: To proceed with evaluation and rankings**

1<sup>st</sup> Debra Weber

2<sup>nd</sup> Roberta Doyle

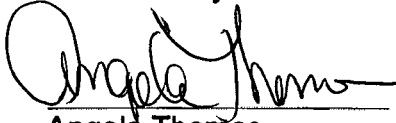
Yes: All No: None

Angela Thomas thanked all members for their time and service to this committee we are now permanently adjured.

The Meeting adjourned at 4:17 pm.

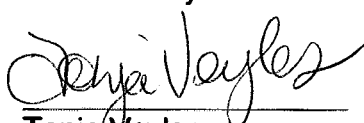
These minutes are considered to be the official minutes of the RFP14 - 0205 Committee Meeting held on May 27, 2015, and no other notes, tapes, or other recordings taken by anyone takes precedence.

Submitted by:



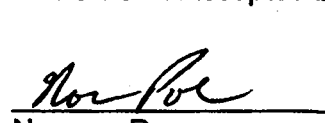
Angela Thomas  
Purchasing Agent III  
Facilitator

Reviewed by:



Tonja Voyles  
Purchasing Agent III

Review and Accepted by:



Norman Poe  
Communications Manager  
(Technical Chair)

**4<sup>th</sup> ADVISORY COMMITTEE MEETING MINUTES**  
**RFP14-0205 - 911 Call Center Furniture**  
**March 3, 2015 @ 3:00 pm**  
**OOC-EOC 100 George DeSalvia Way, Orlando FL.**

**COMMITTEE MEMBERS PRESENT:**

1. Taunya Harris, Communications Manager (Technical Chair)
2. Debra Weber, Assistant Communications Manager
3. Danette Jameson, Emergency Communications Specialist III
4. Lindsay Gordon, Facilities Project Manager
5. Roberta Doyle, Emergency Communications Specialist III
6. Karolyn Delvaux, Training Supervisor

**COMMITTEE MEMBERS ABSENT:**

1. Priscilla Mallory, Communications Manager

**PROCUREMENT REPRESENTATIVE:**

1. Angela Thomas, Purchasing Agent III (Facilitator)
2. Tonja Voyles, Purchasing Agent III

**OTHERS PRESENT (CITY STAFF):**

1. Holly Hrandich, Fire Emergency Communication Specialist III
2. Norm Poe, Radio Systems Administrator
3. Paul Riordan, Asst. Communications Manager
4. David Dunn, Fleet and Facilities Division Manager
5. Marcus Messura, Motorola Solutions
6. Clark McCall, Motorola Solutions
7. Djoanna Ancheta, Department Interface II, Technology Management
8. David Holt, Wireless Technology Equipment Company
9. Becky Gregory, Wireless Technology Equipment Company

**Call to Order at 3:06 pm:**

Taunya Harris: Discussion of Minutes from Meeting # 3.

**MOTION: To approve minutes from 3<sup>rd</sup> meeting:**

**1<sup>st</sup> Debra Weber 2<sup>nd</sup> Karolyn Delvaux Yes: All No: None**

**Angela Thomas, Facilitator:**

After discussion with the CPO, David Billingsley, Priscilla Mallory was excused from this meeting because no major votes or decisions were being made. This meeting was called to discuss logistics and clarifying questions only.

**4<sup>th</sup> ADVISORY COMMITTEE MEETING MINUTES**  
**RFP14-0205 - 911 Call Center Furniture**  
**March 3, 2015 @ 3:00 pm**  
**OOC-EOC 100 George DeSalvia Way, Orlando FL.**

**DISCUSSION AND MOTIONS:**

**DISCUSSION:** The Angela Thomas asked the Committee for discussion / motions.

Logistics – need from Committee Meeting #3

1. The position and size of the offices needed to be placed on a floor plan
2. Make a decision on whether to do a live install or an empty install.
3. Designate where teletype machines and size need to be and place on the floor plan.
4. Design how the stations are to be placed for both OPD and OFD sides.

Discussions about whether Live or Empty Install. City partners from Motorola, Wireless Technology along with City facilities Division Manager all recommend an empty install because of time and cost will be greater if having to work through a live install. Committee Members, Facilities personnel and Procurement Division re-examined the area to include two (2) office areas to be included on the North and South side of the area.

Committee Members clarifications for Best and Final are:

1. New Submission with plans with dimensioned clear space between desks and a 60" diameter turning radius where appropriate to demonstrate A.D.A. compliance?
2. New price Breakdown
3. New drawings of proposed area with City's requirements

**MOTION: To submit this question with approved diagram to all proposers for clarification and Best and Final Offer.**

1<sup>st</sup> Debra Weber

2<sup>nd</sup> Roberta Doyle

Yes: All No: None

Angela Thomas indicated that the next meeting of this Committee will be scheduled the After the Best and Finals are submitted.


The Meeting adjourned at 4:07 pm.

**4<sup>th</sup> ADVISORY COMMITTEE MEETING MINUTES**  
**RFP14-0205 - 911 Call Center Furniture**  
**March 3, 2015 @ 3:00 pm**  
**OOC-EOC 100 George DeSalvia Way, Orlando FL.**

After adjournment- Facilities personnel and Procurement Division re-examined the area to include two (2) office areas to be included on the North and South side of the area.

These minutes are considered to be the official minutes of the RFP14 - 0205 Committee Meeting held on March 3, 2015, and no other notes, tapes, or other recordings taken by anyone takes precedence.


Submitted by:

  
Angela Thomas  
Purchasing Agent III  
Facilitator

Reviewed by:

  
Tonja Voyles  
Purchasing Agent III

Review and Accepted by:

  
Norman Poe  
Communications Manager  
(Technical Chair)



**3rd ADVISORY COMMITTEE MEETING MINUTES**  
**RFP14-0205 - 911 Call Center Furniture**  
**January 21, 2015**  
**City Hall - 4th Floor Blowfish Conference Room**  
**1:00 PM**

**COMMITTEE MEMBERS PRESENT:**

1. Taunya Harris, Communications Manager (Technical Chair)
2. Debra Weber, Assistant Communications Manager
3. Danette Jameson, Emergency Communications Specialist III
4. Lindsay Gordon, Facilities Project Manager
5. Roberta Doyle, Emergency Communications Specialist III
6. Karolyn Delvaux, Training Supervisor

**COMMITTEE MEMBERS ABSENT:**

1. Priscilla Mallory, Communications Manager

**PROCUREMENT REPRESENTATIVE:**

1. Angela Thomas, Purchasing Agent III (Facilitator)
2. Lee Donate, Purchasing Agent II

**OTHERS PRESENT (CITY STAFF):**

1. Charleen Oliver, Communication Supervisor
2. Norm Poe, Radio Systems Administrator.
3. Paul Riordan, Asst. Communications Manager

**Call to Order at 1:12 pm:**

Taunya Harris: Discussion of Minutes from Meeting # 2.

**MOTION: To approve minutes from 2<sup>nd</sup> meeting:**

**1<sup>st</sup> Roberta Doyle    2<sup>nd</sup> Debra Weber    Yes: All    No: None**

**Angela Thomas, Facilitator:**

After discussion with the CPO, David Billingsley, Priscilla Mallory was excused from this meeting because no major votes or decisions were being made. This meeting was called to discuss logistics and clarifying questions only.

Committee Members questions are:

1. OPD and OFD are separate entities and many of the drawings have the consoles group together. Can the layout be reconfigured?

**3rd ADVISORY COMMITTEE MEETING MINUTES**  
**RFP14-0205 - 911 Call Center Furniture**  
**January 21, 2015**  
**City Hall - 4th Floor Blowfish Conference Room**  
**1:00 PM**

2. Is there an additional cost for the reconfiguration?
3. Is it possible to discuss the layout with the design teams?
4. New Submission with plans with dimensioned clear space between desks and a 60" diameter turning radius where appropriate to demonstrate A.D.A. compliance?
5. The OFD Supervisor should not be on an elevated platform with OPD. We actually want our Supervisor more integrated with our personnel which may result in them moving further away from OPD Supervisor which is okay.
6. OFD prefer a design where our personnel could face each other?
7. We do not want someone to walk into the communication center and right into one of our pods...several were way to close to the entry door?
8. Teletype was supposed to be against the back wall and OFD slightly separated from OPD, none of the designs addressed this?

The above clarifying questions were discussed on question #7 it was determined that exact measurements must be taken to include during clarification.

Committee Members asked for additional clarifying questions:

9. OFD supervisor Office moved to the North side of the room? (City must have dimensions of the room and placed on plans to show the proposers what location in the room will have to be accommodated).
10. What is the difference in the time frame for full installation of a live and empty installation?
11. Is there a price difference from a live and empty installation?
12. What is the warranty Process? If Needed.

**MOTION:** To submit these questions to all proposers for clarification and Best and Final Offer.

1<sup>st</sup> Debra Weber

2<sup>nd</sup> Roberta Doyle

Yes: All No: None

**3rd ADVISORY COMMITTEE MEETING MINUTES**  
**RFP14-0205 - 911 Call Center Furniture**  
**January 21, 2015**  
**City Hall - 4th Floor Blowfish Conference Room**  
**1:00 PM**

**Presentations:**

**MOTION:** Tabled until the clarifying questions are answered to determine need.

1<sup>st</sup> Karolyn Delvaux    2<sup>nd</sup> Debra Weber    Yes: All No: None

**DISCUSSION:** The Angela Thomas asked the Committee for discussion / motions.

Logistics – The departments must make a decision and to provide Angela Thomas prior to the next meeting being set:

1. The position and size of the offices needed to be placed on a floor plan
2. Make a decision on whether to do a live install or an empty install.
3. Designate where teletype machines and size need to be and place on the floor plan.
4. Design how the stations are to be placed for both OPD and OFD sides.


The logistics is outside the scope of this RFP and those decisions can be made outside of Committee Meetings for the purchase of the 911 Call Center Furniture Request for Proposal.

Angela Thomas indicated that the next meeting of this Committee will be scheduled after the logistics questions are decided upon by the Departments.

The Meeting adjourned at 2:08 pm.

These minutes are considered to be the official minutes of the RFP14 - 0205 Committee Meeting held on January 21, 2015, and no other notes, tapes, or other recordings taken by anyone takes precedence.

Submitted by:




Angela Thomas  
Purchasing Agent III  
Facilitator

Reviewed by:



Lee Donate  
Purchasing Agent II

Review and Accepted by:



Taunya Harris  
Communications Manager  
Technical Chair

**2<sup>nd</sup> ADVISORY COMMITTEE MEETING MINUTES**  
**RFP14-0205 - 911 Call Center Furniture**  
**January 7, 2015**  
**City Hall - 4th Floor Tarpon Conference Room**  
**1:00 PM**

**COMMITTEE MEMBERS PRESENT:**

1. Taunya Harris, Communications Manager (Technical Chair)
2. Priscilla Mallory, Communications Manager
3. Debra Weber, Assistant Communications Manager
4. Danette Jameson, Emergency Communications Specialist III
5. Lindsay Gordon, Facilities Project Manager
6. Roberta Doyle, Emergency Communications Specialist III
7. Karolyn Delvaux, Training Supervisor

**PROCUREMENT REPRESENTATIVE:**

1. Angela Thomas, Purchasing Agent III (Facilitator)
2. Tonja Voyles, Purchasing Agent III
3. Lee Donate, Purchasing Agent II

**OTHERS PRESENT (CITY STAFF):**

1. Dawn Chin Shue, MBE Office
2. Norm Poe, Radio Systems Administrator
3. Terri Falbo, SEIU Florida Public Services Union
4. Holly Hrindich, Fire Emergency Comm Spec III
5. Latricia Newby, Emergency Comm Spec II

**Call to Order at 1:07 pm:** Tonja Voyles for Angela Thomas due to laryngitis.

Taunya Harris: Discussion of Minutes from Meeting # 1.

**MOTION: To approve minutes from 1<sup>st</sup> meeting: Minutes were accepted with correction of Karolyn Delvaux being misspelled.**

1<sup>st</sup> Debra Weber    2<sup>nd</sup> Lee Donate    **Yes: All**    No: None

**Dawn Chin Shue - M/WBE** – After review Evans Consoles, Inc. is the only proposal that have referenced using an M/WBE firm as a subcontractor. Since it is a subcontractor the maximum points that can award is **4 points only.**

**2<sup>nd</sup> ADVISORY COMMITTEE MEETING MINUTES**  
**RFP14-0205 - 911 Call Center Furniture**  
**January 7, 2015**  
**City Hall - 4th Floor Tarpon Conference Room**  
**1:00 PM**

**Dun and Bradstreet Report:**

**MOTION:** Not requested but reserve the right to call for them at a future date.  
1<sup>st</sup> Priscilla Mallory    2<sup>nd</sup> Roberta Doyle    **Yes: All No: None**

The Purchasing Agent asked the Committee for discussion / motions.

**DISCUSSION AND MOTIONS:**

References were sent out to the proposer contacts by Angela Thomas and the references shall be sent to Danette Jameson, Emergency Communications Specialist III for a report.

Angela Thomas will consolidate the questions for clarification from the members to bring for discussion at the next meeting.

Angela Thomas indicated that the next meeting of this Committee will be scheduled for January 21, 2015 @ 1 pm at City Hall, 4<sup>th</sup> Floor Blowfish Conference Room. The Purchasing Agent indicated that she will send out invitations.

The Meeting adjourned at 1:51 pm

Call to Back Order at 1:53 pm for a question about if the committee member can miss a meeting or via a phone conference. Tonja Voyles tabled the discussion to discuss with David Billingsley, CPO for a decision, his decision was that if there are no major votes or decisions being made then a voting member with request may miss a meeting without removing them from the Committee.

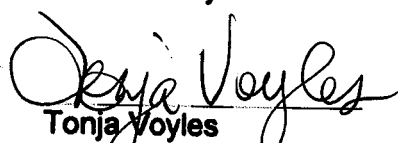
The Meeting re-adjourned at 1:59 pm

These minutes are considered to be the official minutes of the RFP14 - 0205 Committee Meeting held on January 7, 2015, and no other notes, tapes, or other recordings taken by anyone takes precedence.

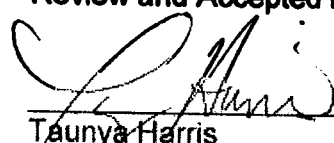
Submitted by:

  
Angela Thomas

Reviewed by:

  
Tonja Voyles

Review and Accepted by

  
Taunya Harris

**2<sup>nd</sup> ADVISORY COMMITTEE MEETING MINUTES**  
**RFP14-0205 - 911 Call Center Furniture**  
**January 7, 2015**  
**City Hall - 4th Floor Tarpon Conference Room**  
**1:00 PM**

Purchasing Agent III  
Facilitator

Purchasing Agent III

Communications Manager  
Technical Chair

**1<sup>st</sup> ADVISORY COMMITTEE MEETING MINUTES**  
**RFP14-0205 - 911 Call Center Furniture**  
**December 11, 2014**  
**City Hall - 4th Floor Dolphin Conference Room**  
**10:30 AM**

1<sup>st</sup> Meeting of the Advisory Committee to review and evaluate responsive proposals submitted in response to **RFP14-0205 - 911 Call Center Furniture.**

**COMMITTEE MEMBERS PRESENT:**

1. Taunya Harris, Communications Manager (Technical Chair)
2. Priscilla Mallory, Communications Manager
3. Debra Weber, Assistant Communications Manager
4. Danette Jameson, Emergency Communications Specialist III
5. Lindsay Gordon, Facilities Project Manager
6. Roberta Doyle, Emergency Communications Specialist III

**COMMITTEE MEMBERS ABSENT:**

1. Charleen Oliver, Communications Supervisor

**PROCUREMENT REPRESENTATIVE:**

1. Angela Thomas, Purchasing Agent III (Facilitator)
2. Tonja Voyles, Purchasing Agent III
3. Lee Donate, Purchasing Agent II

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**OTHERS PRESENT (CITY STAFF):**

1. Karolyn Delvaux, Training Supervisor
2. Dawn Chin Shue, MBE Office
3. Norm Poe, Radio Systems Administrator
4. Kyle Reynolds, Emergency Communications Specialist III

Call to Order at 10:37 am

The Purchasing Agent introduced herself (himself) and took the following actions:

- A) Had all Committee Members, and other Staff to introduce themselves.
- B) Asked all attendees to sign the sign-in sheet.
- C) Indicated that all Ethics Forms had been completed and received, that there was a Quorum with 6 out of 7 Committee Members present, and that this meeting had

been duly posted at least 48 hours in advance..

The Purchasing Agent reviewed some of the rules and requirements of RFP Committee Meetings.

Discussion of New Public Input Procedures Motioned by Tonja Voyles and Second by Danette Jameson to accept. No further discussion. All Committee Members in favor.

The Purchasing Agent asked the Committee if Purchasing should run D&B reports (indicating that there is a cost of approximately \$100 each to the using agency.) He / 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 at this time but reserve the right to request them at a later meeting. Taunya Harris Made a motion to table Second by Debra Weber. No further discussion. All Committee Members in favor.

The Purchasing Agent asked if the Committee wanted to assign a Committee Member the task of reviewing all financial data and give a report to the Committee in a subsequent meeting.

All Committee Members agreed to table until next meeting January 7, 2014. Debra Weber Motioned and Taunya Harris Second. No further discussion. All Committee Members in favor.

The Purchasing Agent asked if the Committee wanted to assign a Committee Member to conduct Client references – since a score must be applied to a Client reference evaluation factor. The Committee assigned this task to Angela Thomas to update Reference Form adding Questions. Motion made to change reference form adding the following questions Roberta Doyle second Debra Weber. No further discussion. All Committee Members in favor.

1. Were there any warranty issues after the installation? If so, How where they handled?

2. Did the installation occur as a live installation or with an empty area?

The Purchasing Agent indicated that there were Five (5) proposals submitted in response to this solicitation. Those firms submitting proposals are as follows:

1. Bramic Creative Business Products, Ltd
2. Evans Consoles, Inc.
3. Florida Business Interiors, Inc.
4. Watson Furniture, Inc.
5. Zybox System, Inc



M/WBE – Discussion tabled till next meeting if needed.

The Purchasing Agent asked the Committee for discussion / motions.

**DISCUSSION AND MOTIONS:**

The discussion on if Presentations will be requested was tabled for discussion until another meeting after the proposals have been viewed by the Committee Members to see the proposed solutions.

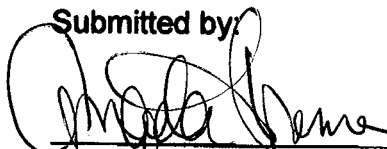
Taunya Harris requested Charleen Oliver to be removed from the existing Committee Member and put as a Technical Advisor and to allow Karolyn DelVeaux that is a Technical Advisor be changed to a Committee Member. Please note that Karolyn Delvaux's ethic form was already received and approved by the Chief Procurement Officer. Taunya Harris will send a revised Advisory Committee Member Memo for the CPO's approval.

The Purchasing Agent indicated that the next meeting of this Committee will be scheduled for January 7, 2015 @ 1 pm at City Hall, 4<sup>th</sup> Floor Tarpon Conference Room. The Purchasing Agent indicated that she will send out invitations to determine which day would be best.

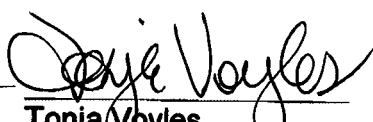
The Meeting ended at 11:28 am

These minutes are considered to be the official minutes of the RFP14 - 0205 Committee Meeting held on December 11, 2014, and no other notes, tapes, or other recordings taken by anyone takes precedence.

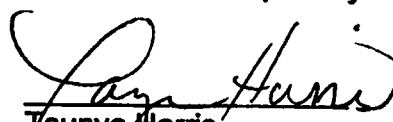
Submitted by:

  
Angela Thomas  
Purchasing Agent III  
Facilitator

Reviewed by:

  
Tonja Voyles  
Purchasing Agent III

Review and Accepted by:

  
Taunya Harris  
Communications Manager  
Technical Chair