

ADVISORY COMMITTEE MEETING MINUTES

RFP14-0312

Single-Space Parking Meter, Mechanisms with Credit Card Acceptance, Web-Based Management and Vehicle Detection System

August 7, 2014, 9:00 a.m.

**City Hall, Tarpon Conference Room, 4th Floor
400 S. Orange Avenue, Orlando, FL 32801**

First Meeting of the Advisory Committee to review and evaluate responsive proposals submitted in response to RFP14-0312.

Committee Members Present:

Thomas Papsodero, Maintenance Manager
David Barilla, Assistant Director, Downtown Development Board
Cade Braud, Signal System Engineer
Roberto Lopez, Computer Operations Manager
Benjamin Astacio, Accounting Supervisor

Other Staff Present:

Diane Wetherington, Purchasing Agent III, Procurement & Contracts Division

Others Present

None

Discussion and Motions:

Diane Wetherington advised the committee the meeting will be recorded.

Thomas Papsodero, Chairperson, called the meeting to order at 9:07 a.m.

Diane Wetherington took the following actions:

- 1) Introduced herself. All Committee members and others introduced themselves.
- 2) Advised the Committee that a quorum is established.
- 3) Announced that the meeting was publicly posted more than 48 hours in advance.
- 4) Asked all attendees to sign the sign-in sheet.
- 5) Announced that all Ethics Forms were received and approved, and the Committee member list was approved.

Diane Wetherington explained the rules and requirements of the RFP Committee.

Diane Wetherington indicated that there were three (3) sealed proposals submitted in response to the solicitation. Those firms submitting proposals are as follows:

- IPS Group, Inc.
- Duncan Parking Technologies, Inc.
- Mackay Meters, Inc.

Diane Wetherington (in Dawn Chin Shue's absence) gave the committee a recap of M/WBE participation. Attached is the MWBE Participation Summary.

DISCUSSION AND MOTIONS:

Discussion ensued regarding the proposals.

Procurement performed reference checks and gave these out to the Committee.


Discussions were held on financial information and presentations. The committee agreed to get D&B Reports and have someone from Finance Dept. review and give a report. Presentations will be held on August 14. Diane Wetherington will schedule the presentations as well as the 2nd Advisory Committee Meeting right after the presentations. The Committee would like to have 20 min. for presentation, 15 minutes for questions and answers, and a 2 min. recap. They would also like to encourage the vendors to bring some of their subcontractors to the meeting. Diane Wetherington will notify the City Clerk's Office to post the meetings on the official City calendar.

Tom Papsodero adjourned the meeting at 10:40 a.m.

These minutes are considered to be the official minutes of the RFP14-0312 Advisory Committee Meeting held on Thursday, August 7, 2014, and no other notes, tapes, or other recordings taken by anyone takes precedence.

Submitted by:

Reviewed and Accepted by:



Diane Wetherington, CPPB, FCCM
Purchasing Agent III



Thomas Papsodero, Chair
Maintenance Manager, Parking Division

Attachment(s):
M/WBE Report