

## **ADVISORY COMMITTEE MEETING MINUTES**

**RFP14-0312**

**Single-Space Parking Meter Mechanisms**

**August 14, 2014, 2:00 pm**

**City Hall, Veteran Conference Room, 2<sup>nd</sup> Floor**

**400 S. Orange Avenue, Orlando, FL 32801**

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

### **Committee Members Present:**

Thomas Papsodero, Maintenance Manager (Chair)  
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, CPPB, FCCM  
Dawn Chin Shue, Contract Compliance Investigator III, OCAO

The Chair called the meeting to order at 2:00 p.m. and a quorum was established. Diane Wetherington advised the committee that Duncan Parking Technologies, Inc. withdrew their proposal.

### **DISCUSSION AND MOTIONS:**

A motion was made by David Barilla, seconded by Cade Braud, to accept the minutes of the 1<sup>st</sup> Committee Meeting on August 7, 2014 as presented. There was no discussion and motion passed.

Diane Wetherington distributed the Financial review from Doug Horner.

After review and discussion, Diane Wetherington distributed the scoring sheet to each voting member to individually score and rank each proposer. Results were tabulated on a ranking form by Diane Wetherington. The ranking is as follows (ranking tally and scoring sheets are attached):

<u>Rank</u>	<u>Firm</u>
1	IPS Group, Inc.
2	MacKay Meters, Inc.

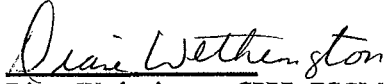
A motion was made by Roberto Lopez and seconded by David Barilla to accept the ranking and evaluations of the proposals, and recommend to City Council that the Chief Procurement Officer negotiate a contract with one (1) Proposer in the ranked order until successful. Discussion ensued. Motion passed.

Diane Wetherington reminded the Committee that all the rules are still in place until contracts are signed and that all proposal and evaluation materials will be collected after the meeting is adjourned

The meeting was adjourned at 3:00 p.m.

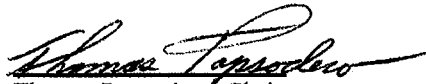
These minutes are considered to be the official minutes of the RFP14-0312 Advisory Committee Meeting held on Thursday, August 14, 2014, and no other notes, tapes, or other recordings taken by anyone takes precedence.

Submitted by:



Diane Wetherington, CPPB, FCCM, Facilitator  
Purchasing Agent III

Reviewed and Accepted by:



Thomas Papsodero, Chair  
Maintenance Manager, Parking Division

Attachments:

Scoring Sheets

Scoring Tallies

# RFP14-0312 Single Space Parking Meter Mechanisms With Credit Card Acceptance, web based management and vehicle Detection System

## Ranking Tally

	Committee Member	Papsodero	Barilla	Braud	Lopez	Astacio	Total	Ranking
Proposer								
IPS Group, Inc.		91	88	90	88	87	444	1
Mackay Meters, Inc.		71	76	78	65	68	358	2

# RFP14-0312 Single Space Parking Meter Mechanisms With Credit Card Acceptance, web based management and vehicle Detection System

## Ranking Tally

	Committee Member	Papsodero	Barilla	Braud	Lopez	Astacio	Total	Ranking
Proposer								
IPS Group, Inc.		91	88	90	88	87	444	1
Mackay Meters, Inc.		71	76	78	65	68	358	2

# EVALUATION OF PROPOSALS FOR RFP14-0312

FACTOR	POSSIBLE POINTS	IPS Group, Inc.	Mackay Meters, Inc.
Experience	18	15	13
Project Organization and Technical Qualifications of the Persons Assigned to the Project	20	18	15
Project Approach and Methodology	30	25	20
References	5	5	3
Minority and Woman Owned Business Enterprise	5	4	1
Veteran Business Enterprise	2	2	1
Price Proposal	20	18	15
TOTAL POINT VALUE	100	87	68
RANKING BASED ON ABOVE POINTS (#1 ranked reflects the highest point value; #2 is the next highest point value; etc.)			

DATE: 8/14/14

EVALUATOR: Benjamin Astacio OF City of Orlando / Parking Division  
(print name) (print name of organization or department/division)

SIGNATURE: 

EVALUATION OF PROPOSALS FOR RFPI4-0312

FACTOR	POSSIBLE POINTS	IPS Group, Inc.	Mackay Meters, Inc.
Experience	18	17	15
Project Organization and Technical Qualifications of the Persons Assigned to the Project	20	18	15
Project Approach and Methodology	30	28	20
References	5	5	5
Minority and Woman Owned Business Enterprise	5	3	0
Veteran Business Enterprise	2	0	0
Price Proposal	20	20	16
TOTAL POINT VALUE	100	91	71
<b>RANKING BASED ON ABOVE POINTS</b> (#1 ranked reflects the highest point value; #2 is the next highest point value; etc.)			

DATE: 8/14/14

EVALUATOR: THOMAS APPSOCKHO OF PUBLIC WORKS - PARKING

SIGNATURE: Thomas Appsockho

(print name of organization or department/division)

EVALUATION OF PROPOSALS FOR RFP14-0312

FACTOR	POSSIBLE POINTS	IPS Group, Inc.	Mackay Meters, Inc.
Experience	18	18	18
Project Organization and Technical Qualifications of the Persons Assigned to the Project	20	17	12
Project Approach and Methodology	30	26	18
References	5	5	3
Minority and Woman Owned Business Enterprise	5	5	0
Veteran Business Enterprise	2	0	0
Price Proposal	20	17	14
TOTAL POINT VALUE	100	88	65
RANKING BASED ON ABOVE POINTS (#1 ranked reflects the highest point value; #2 is the next highest point value; etc.)			
		1	2

DATE: 8/14/14

EVALUATOR: Robert D. Larrick (print name) OF Tech Met (print name of organization or department/division)

SIGNATURE: [Signature] (print name)

EVALUATION OF PROPOSALS FOR RFP14-0312

FACTOR	POSSIBLE POINTS	IPS Group, Inc.	Mackay Meters, Inc.
Experience	18	18	18
Project Organization and Technical Qualifications of the Persons Assigned to the Project	20	20	20
Project Approach and Methodology	30	25	20
References	5	5	5
Minority and Woman Owned Business Enterprise	5	2.0	0
Veteran Business Enterprise	2	0	0
Price Proposal	20	20	15
TOTAL POINT VALUE	100	90	78
<b>RANKING BASED ON ABOVE POINTS</b> (#1 ranked reflects the highest point value; #2 is the next highest point value; etc.)			
		1	2

DATE: 8/14/14

EVALUATOR: DAE BRAUB (print name) OF City of Orlando/Transportation ENR,  
(print name of organization or department/division)

SIGNATURE: [Signature]



EVALUATION OF PROPOSALS FOR RFP14-0312

FACTOR	POSSIBLE POINTS	IPS Group, Inc.	Mackay Meters, Inc.
Experience	18	18	18
Project Organization and Technical Qualifications of the Persons Assigned to the Project	20	20	20
Project Approach and Methodology	30	25	20
References	5	4	3
Minority and Woman Owned Business Enterprise	5	3	0
Veteran Business Enterprise	2	0	0
Price Proposal	20	18	15
TOTAL POINT VALUE	100	88	76
RANKING BASED ON ABOVE POINTS (#1 ranked reflects the highest point value; #2 is the next highest point value; etc.)			
		1	2

DATE: 8/14/14

EVALUATOR: David Bacill's (print name) OF DD3/CRA (print name of organization or department/division)  
SIGNATURE: [Signature]