



CITY OF ORLANDO

September 8, 2014

MEMORANDUM

TO: David Billingsley, CPSM, C.P.M., Chief Procurement Officer
Procurement and Contracts Division

FROM: Tonja R. Voyles, C.P.M., A.P.P., Senior Purchasing Agent *TW*

SUBJECT: RFP14-0329, Event Parking Services

Please review / approve the attached Meeting Minutes for the subject Advisory Committee Meeting of September 2, 2014.

Approved:

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

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

REVISION DATE: 12/31/09

FIRST ADVISORY COMMITTEE MEETING MINUTES
RFP14-0329
EVENT PARKING SERVICES
TUESDAY, SEPTEMBER 2, 2014, 2:00 P.M.
AMWAY ARENA
400 W. CHURCH STREET, SUITE 200, ORLANDO, FL 32801

First Meeting of the Advisory Committee to review and evaluate responsive proposals submitted in response to RFP13-0329.

Tonja Voyles introduced herself and announced the meeting will be recorded.

Charles Leone called the meeting to order at 2:00 p.m. and:

1. Advised the Committee that a quorum is established.
2. Introduced himself. All Committee members and others introduce themselves.

Committee Members Present:

Charles Leone Jr., Venues Operations Division Manager (Chair)
Christopher Heller, Orlando Solar Bears
Phil Hastings, Orlando Magic
Edward Boyens, Venues Security Manager
Clyde Boutte, Venues Fiscal Manager

Other Staff Present:

Tonja Voyles, Purchasing Agent III
Brian Ferrier, Senior Purchasing Agent
Dawn Chin Shue, Contract Compliance Investigator III
Michael Thompson, Deputy Director
Greg Thompson, Orlando Venues

Others Present

None

Charles Leone took the following actions:

1. Advisory Committee will follow Robert's Rules of Order
2. Turned meeting over to Procurement & Contracts Division representatives.

Tonja Voyles took the following actions:

1. Provided the Committee with an overview of Sunshine Law, Public Records Act and City Policy and Procedure, as related to the Advisory Committee Meetings.
2. Announced that public visitors may listen, but are to observe only.
3. Verified all attendees signed the sign-in sheet.
4. Announced that the meeting was publicly posted more than 48 hours in advance
5. Briefly discussed City Policy & Procedure 121.1 – Organization & Policy / Meetings, City Policy & Procedure 133.1
6. Proposal copies are to be returned once the committee adjourns. Any marks, comments, etc. on the proposal copies become public record.
7. All discussion must be factual and information based on submittals.
8. Committee must keep proposals confidential and protected for 30 days after opening. One proposal submittal includes confidential information.
9. Committee is to review each proposal for compliance with minimum mandatory qualifications.
10. Evaluate proposals according to evaluation factors published in the solicitation. Each member must independently evaluate each proposal using the evaluation criteria in the solicitation. Will be discussed in further detail at a later meeting.

11. Financial information – Committee may request D&B Reports (Procurement will order, paid by Using Agency, cost ~\$100) and/or committee may assign a committee member to financial review and provide a financial report to the committee.
12. Presentations- Committee to decide if needed.
13. Announced the names of the Proposers.
14. Stated the M/WBE report will be presented by Dawn Chin Shue and turned the meeting over to her.

Dawn Chin Shue took the following actions:

- 1) Gave the committee a recap of M/WBE participation.
- 2) Indicated Proposals which included a MWBE Participation Plan. (Attached is the MWBE Participation Summary)
- 3) Turned the meeting over to Charles Leone.

Charles Leone asked the Committee for discussion / motions.

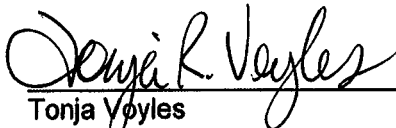
DISCUSSION AND MOTIONS:

There were no discussions or motions at this time.

A motion was made by Charles Leone, seconded by Ed Boyens to adjourn the meeting at 2:29 p.m. The motion carried unanimously. 2:29 TRV

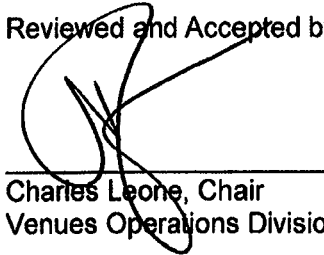
These minutes are considered to be the official minutes of the RFP13-0329 Advisory Committee Meeting held on Tuesday, September 2, 2014, and no other notes, tapes, or other recordings taken by anyone takes precedence.

Submitted by:



Tonja Voyles
Purchasing Agent III

Reviewed and Accepted by:



Charles Leone, Chair
Venues Operations Division Manager

Attachment(s):
MWBE Report
Sign-in Sheet

MINORITY BUSINESS ENTERPRISE

PROJECT: Event Parking Services
RFP 14-0329

MBE GOAL: 18% WBE GOAL: 6%

PURCHASING AGENT: Tonja Voyles
DATE: 9/2/2014

The following are the 3 firms that submitted RFP.

1) Lanier Parking Solutions

Subconsultants	MBE/WBE	%	Scope of Work
TOTAL MBE PARTICIPATION		0%	
Careers USA	WBE	6.5%	Careers USA will provide staffing services (temporary, temp to hire and direct hire)
TOTAL WBE PARTICIPATION		6.5%	

Remarks: M/WBE PARTICIPATION PLAN SUBMITTED
Did not list any mbe firms.

2) Republic Parking

Subconsultants	MBE/WBE	%	Scope of Work
H& S Services	MBE	2%	Uniforms
Alpha Office Supplies	MBE	3%	Office Supplies
TOTAL MBE PARTICIPATION		5%	
Rapid Staffing Inc.	WBE	51%	Staffing
TOTAL WBE PARTICIPATION		51%	

Remarks: M/WBE PARTICIPATION PLAN SUBMITTED

3) Seven One Seven (717)

Subconsultants	MBE/WBE	%	Scope of Work
TOTAL MBE PARTICIPATION		0%	
TOTAL WBE PARTICIPATION		%	

Remarks: M/WBE PARTICIPATION PLAN SUBMITTED – not counted

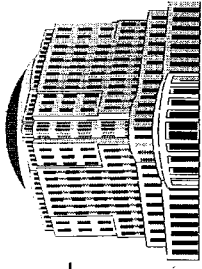
Did not list any mbe firms.

Listed JW Outfitters as a WBE , however, they are not certified with the City of Orlando

- * This is a summary of all the MWBE Participation Plans as was submitted in the proposal. This is not the confirmed MWBE Participation Plan.**

CITY OF ORLANDO

Procurement and Contracts Division First Committee Meeting Sign-In Sheet



Date: 09/02/14	Time: 2:00 p.m.	Bid Number: RFP14-0329	Location: Amway Arena, 400 W. Church Street, Suite 200, Lake Eola Conference Room, Orlando, FL 32801
Title: EVENT PARKING SERVICES			

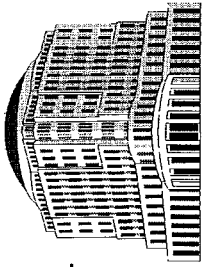
COMPANY NAME & ADDRESS DEPARTMENT/BUREAU	COMPANY REPRESENTATIVE (PLEASE PRINT LEGIBLE YOUR NAME & PROVIDE SIGNATURE)	EMAIL ADDRESS: IMPORTANT (DO NOT LEAVE IN BLANK)	TELEPHONE #	FAX #
Procurement & Contracts Div. 400 South Orange Avenue Orlando, Florida 32801	Tonja Voyles, Purchasing Agent III	<u>Tonia.Voyles@cityoforlando.net</u> <u>Brian.Ferrier@cityoforlando.net</u>	(407) 246-3874 (407) 246-3632	(407) 246-2869
ORLANDO SOLAR BEAMS 8701 MAITLAND SUMMIT BLVD ORLANDO FL 32810	Chris Heller CFO / CEO	Cheller @ orlando solar beams heller@cs.com	407-951-8200	321-972-1924
City of Orlando 400 S. Church St Suite 200 Orlando FL 32801 Venues	Clyde Bontje Clyde Bontje DAN CHIN SKUL Dawn Chin Shun	Clyde.Bontje@City oforlando.net	407-440-7051	407-440-7051
MBE DEPT CITY OF ORLANDO	Michael Thompson Michael Thompson	Michael.Thompson @cityoforlando.net	407-440-7007	407-440-7007
City of Orlando Venues	Greg Thompson Greg Thompson	gregory.thompson @cityoforlando.net	407 579 5696	407 440 5705

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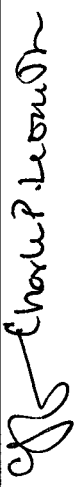

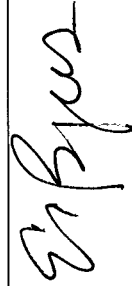


Location: Amway Arena, 400 W. Church Street, Suite 200,
Lake Eola Conference Room, Orlando, FL 32801

Bid Number: RFP14-0329

Date: 09/02/14
Time: 2:00 p.m.

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 Orlando, Florida 32801	Tonja Voyles, Purchasing Agent III	<u>Tonja.Voyles@cityoforlando.net</u> <u>Brian.Ferrier@cityoforlando.net</u>	(407) 246-3874 (407) 246-3632	(407) 246-2869
Charles P. Leone, Jr. Orlando Venues		Charles.leone@cityoforlando.net	407 440-7060	
Phillip Hastings ORLANDO MAGIC 400 W. CHURCH ST ORLANDO, FL 32801	 Phillip HASTINGS	phastings@orlandomagic.com	407-916-2684	
ED BOYENS ORLANDO VENUES 400 W. CHURCH ST ORLANDO, FL 32801		EDUNED.Boyens@ CITYOFORLANDO.NET	407-440-7012	

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