



# CITY OF ORLANDO

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April 15, 2015

## MEMORANDUM

TO: David Billingsley, Chief Procurement Officer

FROM: Karen Elzy, Senior Purchasing Agent

SUBJECT: RFP15-0007, Computerized Parking Ticket Management System

Please review / approve the attached Meeting Minutes for the subject Advisory Committee Meeting of April 10, 2015.

Approved:

A handwritten signature in black ink, appearing to read "K. Elzy", 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](http://CityofOrlando.net) • [esupplier.cityoforlando.net](mailto:esupplier.cityoforlando.net)

**ADVISORY COMMITTEE MEETING MINUTES**  
**RFP15-0007**  
**for**  
**Computerized Parking Ticket Management System**  
**Friday, April 10, 2015**  
**4th Floor, Tarpon Conference Room**  
**2:30 PM**

2nd Meeting of the Advisory Committee to review and evaluate responsive proposals submitted in response to RFP15-0007.

**COMMITTEE MEMBERS PRESENT:**

Pam Corbin (Chair), Parking Division  
Rosa Akhtarkhavari, Technology Management Division  
David Barilla, DDB/CRA  
Ridzi Palomo, Parking Division  
Valerie Trammel, Parking Division

**COMMITTEE MEMBERS ABSENT:**

None

**OTHERS PRESENT (CITY STAFF):**

Karen Elzy, Senior Purchasing Agent, Procurement and Contracts Division  
Dawn Chin Shue, Minority/Women Business Enterprise

**Actions/Discussion/Motions:**

Karen Elzy, Purchasing Agent, called the meeting to order at 2:37 p.m. and took the following actions:

- A. Advised that the meeting was being recorded.
- B. 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.
- C. Advised the Committee that a quorum was established.
- D. There were no members of the public present throughout the meeting.

A motion was made by David Barilla, seconded by Pam Corbin, to accept the minutes of the 1st Committee Meeting on April 7, 2015 as presented. Discussion ensued. Motion carried unanimously.

Karen Elzy gave the Advisory Committee an update for scheduled Presentations and D & B reports. Discussion ensued.

The Advisory Committee discussed instructions, access to, topics and content of Presentations.

A motion was made by Rosa Akhtarhahari, seconded by David Barilla, for Karen Elzy to

document the script for Presentations, with the Chairperson's review and approval, and email the Proposers and copy the Advisory Committee members. Discussion ensued. Motion carried unanimously.

A motion was made by Pam Corbin, seconded by Ridzi Palomo, to adjourn the meeting. The Meeting ended at 3:44 p.m.

These minutes are considered to be the official minutes of the RFP15-0007 Committee Meeting held on April 10, 2015, and no other notes, tapes, or other recordings taken by anyone takes precedence.

Submitted by:

A handwritten signature in black ink, appearing to read 'Karen Elzy', written over a horizontal line.

Karen Elzy  
Procurement & Contracts Division  
Assigned Procurement Representative

Reviewed and Accepted by:

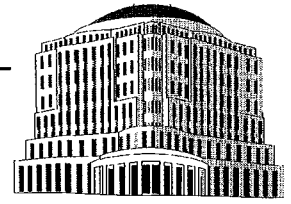
A handwritten signature in black ink, appearing to read 'Pamela Corbin', written over a horizontal line.

Pamela Corbin  
Parking Division  
Chair

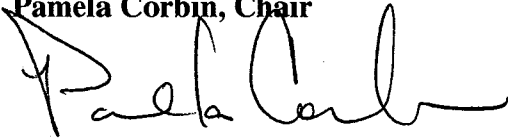



Attachment(s): Sign-in Sheets

# CITY OF ORLANDO

## Procurement & Contracts Division 2<sup>nd</sup> Committee Meeting Sign-In Sheet



Date: 4/10/15	Time: 2:30 p.m.	Bid Number: RFP15-0007	Location: City of Orlando, 400 S. Orange Avenue, Tarpon Conference, 4 <sup>th</sup> Floor, Orlando, FL 32802
Title: COMPUTERIZED PARKING TICKET MANAGEMENT SYSTEM			

COMPANY NAME & ADDRESS (DEPARTMENT/AREA)	COMPANY REPRESENTATIVE (PLEASE PRINT, PRINTABLE YOUR NAME & PROVIDE SIGNATURE)	EMAIL ADDRESS (IMPORTANT (DO NOT LEAVE IN BLANK))	TELEPHONE #	FAX #
Procurement & Contracts Div. 400 South Orange Avenue, 4 <sup>th</sup> 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 Administration	Pamela Corbin, Chair 			
MBE OFFICE CITY OF ORLANDO	DAWN CHIN SHEU 			
City of Orlando, Parking Division	Valerie Trammell 			
City of Orlando Parking Division	Ridzi Palomo 			

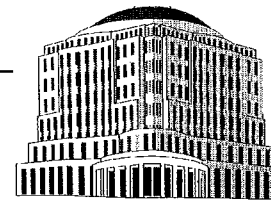
NOTE: DO NOT WRITE ON THE BACK OF THE FORM.

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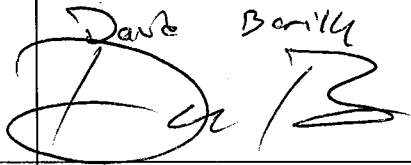
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Title: **COMPUTERIZED PARKING TICKET MANAGEMENT SYSTEM**

COMPANY NAME & ADDRESS DEPARTMENT/BUREAU	COMPANY REPRESENTATIVE (PLEASE PRINT LEGIBLE YOUR NAME & PROVIDE SIGNATURE)	EMAIL ADDRESS: <u>IMPORTANT</u> (DO NOT LEAVE IN BLANK)	TELEPHONE #	FAX #
David Barills DDB/CRA	David Barills 			
Rosa Akhtarhavan City of Orlando IT	Rosa Akhtarhavan	Rosa@cityoforlando.net	2124	

**NOTE: DO NOT WRITE ON THE BACK OF THE FORM.**

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