



CITY OF ORLANDO

December 31, 2015

MEMORANDUM

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

FROM: Karen Elzy, C.P.M., Sr. Purchasing Agent III

SUBJECT: RFP15-0330, Procurement / Travel Card Services

Please review / approve the attached Meeting Minutes for the subject 3rd Advisory Committee Meeting of December 15, 2015.

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

PURCHASING AND MATERIALS MANAGEMENT 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



CITY OF ORLANDO

3rd ADVISORY COMMITTEE MEETING MINUTES

RFP15-0330 Procurement/Travel Card Services

December 15, 2015, 8:30 AM

City Hall – 4th Floor, TARPON/DOLPHIN CONFERENCE ROOMS

The Advisory Committee (Committee) for the above project convened on December 15, 2015, at 8:30 am in the Tarpon Conference Room, City Hall. The purpose of this meeting was to hear presentations from three (3) respondents for RFP15-0330.

Committee Members Present:

Michelle McCrimmon, Chair, Accounting and Control
Laurie Nossair, Accounting and Control
Sonia Johnson, Accounting and Control
Maria Neff Caulder, Orlando Police Department
Tysha Resnick, Orlando Fire Department

Committee Members Absent:

None

Other City Personnel Present:

Karen Elzy, Senior Purchasing Agent, Procurement and Contracts Division (Facilitator)
Dawn Chin Shue, Minority/Women Business Enterprise
Imtiaz "Fazie" Khan, Accounting and Control
Cynthia De Oliveira, Accounting and Control
David Gancarz, Technology Management

Actions/Discussion/Motions:

Karen Elzy, Purchasing Agent, called the meeting to order at 8:32 a.m. and took the following actions:

1. Advised that the meeting was being recorded.
2. 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.
3. Advised the Committee that a quorum was established.
4. There were no members of the public present throughout the meeting.

Karen Elzy advised each presenter that they would be given sixty (60) minutes total, forty-five (45) minutes for a presentation followed by a fifteen (15) minute question and answer period.

Presentation Schedule of Firms:

<u>Time</u>	<u>Company</u>	<u>Meeting Room</u>
8:33 – 9:33 a.m.	Bank of America, N.A.	Tarpon Conference Room
9:49 – 10:49 a.m.	Elan Financial Services/Florida Community Bank	Dolphin Conference Room

11:04 a.m. – 12:04 p.m. BB&T Corporation

Tarpon Conference Room

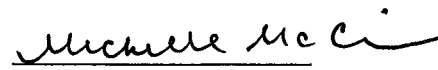
The Meeting was adjourned at 12:04 p.m.

These minutes are considered to be the official minutes of the RFP15-0330 Committee Meeting held on December 15, 2015, and no other notes, tapes, or other recordings taken by anyone takes precedence.

Submitted by:

Review and Accepted by:


Karen Elzy
Senior Purchasing Agent
(Facilitator)

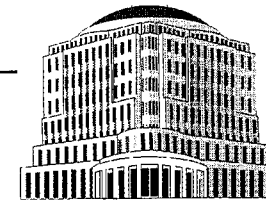

Michelle McCrimmon
Controller
(Chair)

Attachments: Sign-in Sheets

CITY OF ORLANDO

Procurement and Contracts Division

Presentation Sign-In Sheet – Bank of America, N.A.



Date: 12/15/15	Time: 8:30 a.m.	Bid Number: RFP15-0330	Location: City Hall at One City Commons, 400 South Orange Avenue, Tarpon Conference Room -4 th Floor, Orlando, Florida
Title: PROCUREMENT / TRAVEL CARD SERVICES			

	COMPANY REPRESENTATIVE (PLEASE PRINT & SIGN YOUR NAME & PROVIDE SIGNATURE)	EMAIL ADDRESS: IMPORTANT (DO NOT LEAVE IN BLANK)	TELEPHONE #	FAX #
Procurement & Contracts Div. 400 South Orange Avenue, 4 th Floor Orlando, Florida 32801	Karen Elzy, Senior Purchasing Agent	Karen.Elzy@cityoforlando.net	(407) 246-2368	(407) 246-2869
City of Orlando, Business & Financial Services	Michelle McCrimmon, Chair <i>Michelle McCrimmon</i>	michelle.mccrimmon @ cityoforlando.net	407-246- 2142	
BANK OF AMERICA 3907. ORANGE ORLANDO	KATHY SIKES	Kathryn. Sikes @ bamf.com	407- 421- 4227	
Bank of America 315 S. Calhoun St. Tallahassee, FL 32301	Jeri Winklerblack	jeri.winklerblack @ bamf.com	850- 445- 8128	
Bank of America 101 N. Tryon St. Charlotte, NC 28255	Larry Andress	lawrence.r.andress-jr @ bamf.com	980- 386-2889	

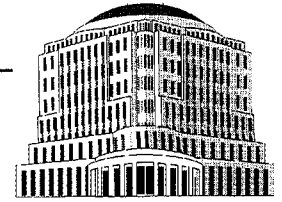
PROCUREMENT AND CONTRACTS DIVISION

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COMPANY NAME	COMPANY REPRESENTATIVE (PLEASE PRINT NAME & PROVIDE SIGNATURE)	EMAIL ADDRESS IMPORTANT (DO NOT LEAVE IN BLANK)	TELEPHONE #	FAX #
Bank of America 5290 Shoreline Sanford, FL	Michael J. Kavanaugh 	Michael.J.Kavanaugh@bam1.com	615 829 3972	—
Bank of America 101 E. Kennedy Blvd. Tampa, FL 33602	Glenna Thompson 	glenna.thompson@bam1.com	813.991. 7006	404. 532. 3484
City of Orlando	LAURIE NOSSAIE 	laurie.nossair@cityoforlando.net	407- 246-3588	
CITY OF ORLANDO	MARIA REFF CAULDER 	maria.reff@cityoforlando.net	407- 246-3100	
City of Orlando	Sonia Johnson 	Sonia.Johnson@cityoforlando.net	407 246-3247	
City of Orlando	Tyshe Resnick 	Tyshe.Resnick@cityoforlando.net	407 246 3131	

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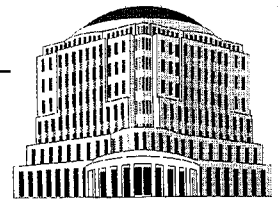
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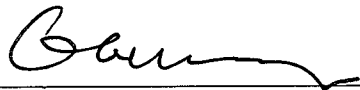
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COMPANY NAME & ADDRESS DEPARTMENT/BUREAU	COMPANY REPRESENTATIVE (PLEASE PRINT LEGIBLE YOUR NAME & PROVIDE SIGNATURE)	EMAIL ADDRESS: IMPORTANT (DO NOT LEAVE IN BLANK)	TELEPHONE #	FAX #
City of Orlando Technology Support	David Bancarz 	David.Bancarz@cityoforlando.net	407 246 3062	
MBE OFFICE CITY OF ORLANDO	DAWN CHIN SHUE 			
CITY OF ORLANDO ACCOUNTING & CONTROL	CYNTHIA DE OLIVEIRA 	CYNTHIA.DEOLIVEIRA@CITYOFORLANDO.NET	407-246-2576	
✓	Fazie Khan 	luciaz.khan@cityoforlando.net	x2562	

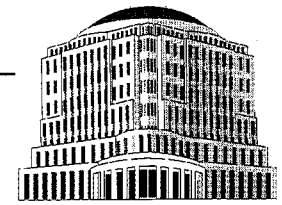
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Procurement and Contracts Division

Presentation Sign-In Sheet – Elan Financial Srvs/FL Community Bank



Date: 12/15/15	Time: 9:45 a.m.	Bid Number: RFP15-0330	Location: City Hall at One City Commons, 400 South Orange Avenue, Dolphin Conference Room -4 th Floor, Orlando, Florida
Title: PROCUREMENT / TRAVEL CARD SERVICES			

COMPANY NAME	CONTACT PERSON'S NAME (PLEASE PRINT FULL NAME AND TITLE)	EMAIL ADDRESS (PLEASE PRINT FULL NAME)	TELEPHONE #	FAX #
Procurement & Contracts Div. 400 South Orange Avenue, 4 th Floor Orlando, Florida 32801	Karen Elzy, Senior Purchasing Agent	<u>Karen.Elzy@cityoforlando.net</u>	(407) 246-2368	(407) 246-2869
City of Orlando, Business & Financial Services	Michelle McCrimmon, Chair <i>Michelle McCrimmon</i>	michelle.mccrimmon @cityoforlando.net	407-246- 2142	
Florida Community Bank Naples FL Institutional Banking	Lee Ann Kirwin, VP Institutional Banking	lkirwine@fcbl923.com	239-552- 1879	239-552- 1821
FLORIDA COMMUNITY BANK ORLANDO, FL COMMERCIAL BANKING	BILL MANG SVP	bmang@fcbl923.com	407-539-7722	
CITY OF ORLANDO ACCOUNTING & CONTROL	CYNTHIA DE OLIVEIRA <i>Cynthia de Oliveira</i>	CYNTHIA.DEOLIVEIRA@ CITYOFORLANDO.NET	407-246-2576	

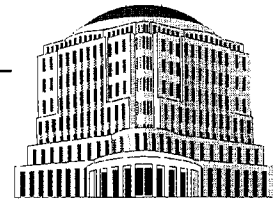
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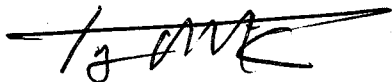
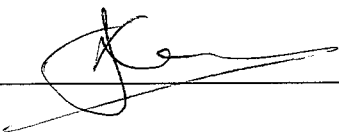
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Procurement and Contracts Division

Presentation Sign-In Sheet – Elan Financial Svcs/FL Community Bank



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City of Orlando Fire	Tysha Resnick 	tysha.resnick@ cityoforlando.net	407 246 3131	
OPD City of Orlando	MARIA NEGRAND Maria Negrand	maria.negrand@cityof orlando.net	407 246-3100	
OBFS - Finance	Fazie Khan 		2562.	

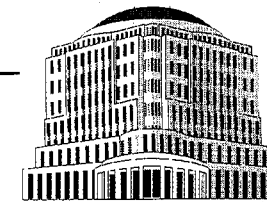
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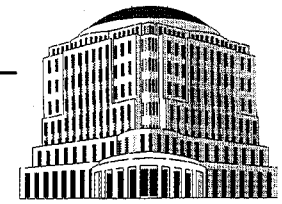
COMPANY NAME & ADDRESS (PLEASE PRINT CLEARLY)	COMPANY REPRESENTATIVE (PLEASE PRINT LEGIBLE YOUR NAME & PROVIDE SIGNATURE)	EMAIL ADDRESS IMPORTANT (DO NOT LEAVE IN BLANK)	TELEPHONE #	FAX #
City of Orlando	Laure Nossair Jaime E. Honor	laure.nossair@cityoforlando.net	407-246-3538	
Same	David Gancore Denny			
City of Orlando	Sonia Johnson Lee Johnson	Sonia.Johnson@cityoforlando.net	407-246-3247	
MBE OFC CITY OF ORLANDO	DAWN CHAIWATHE Dawn Chaiwath			

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Procurement and Contracts Division Presentation Sign-In Sheet – Suntrust



Date: 12/15/15	Time: 11:00 a.m.	Bid Number: RFP15-0330	Location: City Hall at One City Commons, 400 South Orange Avenue, Tarpon Conference Room -4 th Floor, Orlando, Florida
Title: PROCUREMENT / TRAVEL CARD SERVICES			

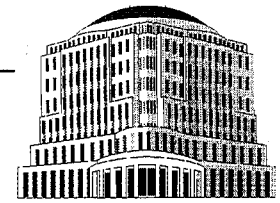
			TELEPHONE	FAX
Procurement & Contracts Div. 400 South Orange Avenue, 4 th Floor Orlando, Florida 32801	Karen Elzy, Senior Purchasing Agent	<u>Karen.Elzy@cityoforlando.net</u>	(407) 246-2368	(407) 246-2869
City of Orlando, Business & Financial Services	Michelle McCrimmon, Chair <i>Michelle mcr</i>	<i>michelle.mccrimmon @cityoforlando.net</i>	X2142	
SunTrust Bank 200 S Orange Ave Orlando, FL 32801	STERLING HARRELL	<i>sterling.harrell@suntrust.com</i>	407.237.4065	407.237.6030
City of Orlando	David Gancarz <i>Gancarz</i>			
CITY OF ORLANDO ACCOUNTING & CONTROL	CYNTHIA DE OLIVEIRA <i>CD</i>	CYNTHIA.DEOLIVEIRA@ CITYOFORLANDO.NET	407-246-2576	

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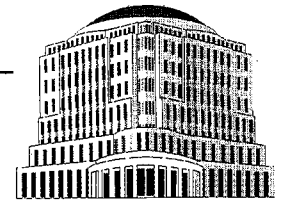
COMPANY NAME	NAME OF CONTACT PERSON	EMAIL ADDRESS (DO NOT LEAVE IN BLANK)	TELEPHONE #	FAX #
City of Orlando OFD	Tyska Resnick <i>[Signature]</i>	tyska.resnick@cityoforlando.net	407 246 3131	
city of orlando OPD	Senita Johnson <i>[Signature]</i>	Senita.Johnson@cityoforlando.net	407 246-8247	
city of Orlando OPD	MARIA NEFF CAULDER <i>[Signature]</i>	maria.neff@cityoforlando.net	407- 246- 3100	
City of Orlando	LAURIE NOSSAIR Laurie Enosari	laurie.nossair@cityoforlando.net	407-246- 3538	
City SunTrust	Brian Gomes <i>[Signature]</i>	brian.j.gomes@suntrust.com	407-237- 4055	

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SUNTRUST BANK DALLAS, TX, COMMERCIAL CARD	JOE TOOT 	JOE-TOOT@ SUNTRUST.COM	214 999 1713	N/A
SUNTRUST BANK OFF. FC COMMERCIAL CARD	RICARDO LOPEZ 	Ricardo.Lopez @SUNTRUST.004	321 407-430 2954	N/A
Suntrust Bank Commercial Card	Michael Stewart 	Michael.Stewart@ Suntrust.com	407-237 1738	N/A
Suntrust	Carrie Evans 	Carrie.evans @suntrust.com	407231 6962	N/A
OBFS	Fazee Rhee 		2562	

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