



# CITY OF ORLANDO

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December 11, 2015

## MEMORANDUM

TO: David Billingsley, Chief Procurement Officer

FROM: Brian Ferrier, Senior Purchasing Agent

SUBJECT: RFP16-0039, Dubsdread Golf Management and Operations Services

Please review / approve the attached Meeting Minutes for the subject Advisory Committee Meeting of December 9, 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

### PROCUREMENT AND CONTRACTS DIVISION

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## **ADVISORY COMMITTEE MEETING MINUTES**

**RFP16-0039**

**For**

### **DUBSDREAD GOLF CLUB MANAGEMENT AND OPERATION SERVICES**

Wednesday, December 9, 2016

Orlando City Hall, Fourth Floor – Tarpon Conference Room

2:00 P.M.

First meeting of the Advisory Committee to distribute responsive proposals submitted in response to RFP16-0039 and review Advisory Committee rules and procedures.

#### **COMMITTEE MEMBERS PRESENT:**

Brendan Gibson, Financial System Administrator (Chair)  
Rodney Williams, Recreation Division Manager  
Lindsay Gordon, Facilities Project Manager  
Martin Carmody, Budget Division Manager  
Laurie Botts, Real Estate Division, Real Estate Division Manager

#### **COMMITTEE MEMBERS ABSENT:**

None

#### **PROCUREMENT REPRESENTATIVE:**

Brian Ferrier, Senior Purchasing Agent

#### **OTHERS PRESENT (CITY STAFF):**

Dawn Chin Shue, MWBE Office - Contract Compliance Investigator III

The Purchasing Agent introduced himself and took the following actions:

- A) Called the meeting to order at 2:18 P.M.
- B) Announced the meeting and future meetings would be recorded
- C) Asked if anyone from the public is present. There was not anyone from the public present. He covered public input at RFP Committee Meeting procedures.
- D) Had all Committee Members, and other Staff to introduce there selves.
- E) Asked all attendees to sign the sign-in sheet.
- F) Indicated that all Ethics Forms had been completed and received, that there was

a Quorum with five out of five Committee Members present, and that this meeting had been duly posted at least 48 hours in advance.

The Purchasing Agent reviewed the rules and requirements of RFP Committee Meetings.

The Purchasing Agent asked the Committee if Procurement should run D&B reports (indicating that there is a cost of approximately \$100 each to the using agency.) He indicated that there is an evaluation factor pertaining to the sufficiency of financial resources – and the Committee needed something to base its scoring on this factor.

All Committee Members agreed that D&B Reports would be discussed at the next Committee meeting.

The Purchasing Agent asked if the Committee wanted to assign a Committee Member the task of reviewing all financial data and give a report to the Committee in a subsequent meeting.

All Committee Members agreed the task of individual Committee Members would be discussed at the next Committee meeting.

The Purchasing Agent asked if the Committee wanted to add any questions to sample Proposer Client references – since a score must be applied to a Client reference evaluation factor.

The Committee agreed the reference questions would be discussed at the next Committee meeting.

The Purchasing Agent turned the meeting over to Dawn Chin Shue.

Dawn Chin Shue pointed out that the M/WBE form on pages 56-57 of the solicitation calls for the name to the proposer, the City of Orlando Certification Number, and the Expiration Date. The Purchasing Agent further indicated that if the firm is not certified with the City, this page should be blank, because we did not ask for any additional information.

She indicated she would review the Proposal for MWBE participation and would report MWBE participation of each Proposer at the next meeting.

She indicated that VBE participation would be reviewed by the Purchasing Agent and He would report VBE participation of each Proposer at the next meeting.

She turned the meeting over to the Purchasing Agent.

The Purchasing Agent indicated that there were four (4) proposals submitted in response to this solicitation. Those firms submitting proposals are as follows:

1. Billy Casper Golf, LLC
2. Cypress Golf Management, LLC
3. Hampton Golf, Inc.
4. Integrity Golf Company, LLC

The Purchasing Agent turned the meeting over to the Committee Chair.

The Committee Chair asked the Committee to begin general discussion and motions.

### **DISCUSSION AND MOTIONS:**

General discussion took place.

The motion to adjourn was made by Rodney Williams.

The motion to adjourn was seconded by Martin Carmody.

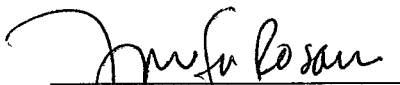
The motion carried.

The Purchasing Agent indicated that the next meeting of this Committee will be scheduled. The Purchasing Agent indicated that he will send out invitations to determine which day would be best.

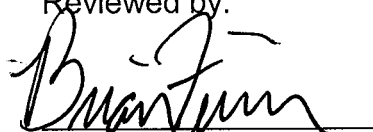
The Meeting ended at 2:39 P.M.

These minutes are considered to be the official minutes of the RFP16-0039 Committee Meeting held on Wednesday, December 9, 2016, and no other notes, tapes, or other recordings taken by anyone takes precedence.

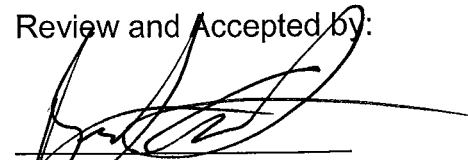
Submitted by:

  
Jennifer Rosario  
Administrative Assistant

Reviewed by:

  
Brian Ferrier  
Senior Purchasing Agent  
Assigned Purchasing Agent

Review and Accepted by:

  
Brendon Gibson  
Financial System  
Administrator  
Chair