



CITY OF ORLANDO

December 23, 2015

MEMORANDUM

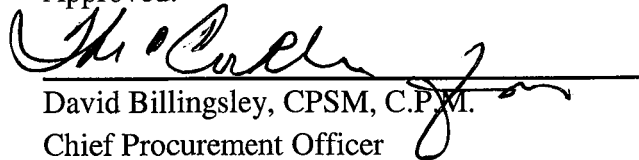
TO: David Billingsley, Chief Procurement Officer

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 22, 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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CITY OF ORLANDO

ADVISORY COMMITTEE MEETING MINUTES

RFP16-0039

For

DUBSDREAD GOLF CLUB MANAGEMENT AND OPERATION SERVICES

Tuesday, December 22, 2015

Orlando City Hall, Fourth Floor – Tarpon Conference Room

2:00 P.M.

Second meeting of the Advisory Committee to review and evaluate responsive proposals submitted in response to RFP16-0039.

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

PUBLIC PRESENT:

None

The Purchasing Agent introduced himself and took the following actions:

- A) Called the meeting to order at 2:04 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.

D) Asked all attendees to sign the sign-in sheet.

E) Indicated 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.

Brian Ferrier asked Dawn Chin Shue to report on MWBE participation. Discussion ensued. Final MWBE report will be available for the next Committee Meeting.

Brian Ferrier reported on VBE participation. He reported the VBE participation was verified on the Florida Department of Management Services Office of Supplier Diversification.

Brian Ferrier asked the Committee if they had additional questions to add to the Proposer Client reference questions. The Committee discussed reference questions and decided to revisit the reference questions after discussing proposals.

Brian Ferrier asked the Committee if Procurement should run D&B reports. The Committee discussed D&B reports. A motion was made by Martin Carmody and seconded by Laurie Botts not to run D&B Reports. The motion was unanimously carried by the Committee.

Brian Ferrier asked if the Committee wanted to discuss the need for Presentations or questions for clarification on any specific proposals. Several points were discussed by the Committee on the individual proposals. A motion was made by Martin Carmody not to schedule presentations at this time and was seconded by Rodney Williams. The motion was unanimously carried by the Committee.

Brian Ferrier asked if the Committee wanted to discuss the need for Proposer clarification questions. The Committee discussed and a motion was made by Brendan Gibson and seconded by Laurie Botts not to ask Proposer clarification questions. The motion was unanimously carried by the Committee.

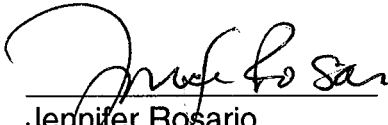
Brian Ferrier asked if the Committee wanted to revisit the Proposer Client reference questions. The Committee discussed and added questions to the Proposer Client reference questions. A motion was made by Martin Carmody and seconded by Laurie Botts to have Brian Ferrier amend the reference form, conduct reference checks and report results to the Committee at the next meeting. The motion was unanimously carried by the Committee.

The Purchasing Agent turned the meeting over to the Committee Chair Brendan Gibson. Brendan Gibson discussed possible dates for the next meeting. A motion was made by Lindsay Gordon and seconded by Brendan Gibson to adjourn the meeting. The motion was unanimously carried by the Committee.

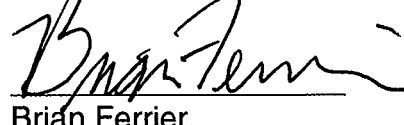
The meeting closed at 3:40 p.m.

These minutes are considered to be the official minutes of the RFP16-0039 Committee Meeting held on Tuesday, December 22, 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:


Brendan Gibson,
Financial System
Administrator -
Committee Chair