

ADVISORY COMMITTEE MEETING MINUTES
RFP16-0037
for
Orlando Venues Janitorial Services
Wednesday, May 11, 2016
Lake Eola Conference Room, Amway Center
2:30 PM

1st Meeting of the Advisory Committee to review and evaluate responsive proposals submitted in response to RFP16-0037.

COMMITTEE MEMBERS PRESENT:

Charles Leone, Orlando Venues
Clyde Boutte, Orlando Venues
John Sparks, Orlando Venues
Craig Borkon, Orlando Venues
Michelle Jenkinson, Orlando Magic

TECHNICAL ADVISORS PRESENT:

Shannon Clark, Florida Citrus Sports
Allen Johnson, Orlando Venues

TECHNICAL ADVISORS ABSENT:

Eric Stauffer, Orlando Venues
Keri Byrum, Orlando Venues
Shannon Fitzgerald, Orlando Venues

OTHERS (CITY STAFF) PRESENT:

Karen Elzy, Senior Purchasing Agent, Procurement and Contracts Division
Cindy Jordan, Purchasing Agent III, Procurement and Contracts Division
Olabisi Slade Cox, Orlando Venues

OTHERS (CITY STAFF) ABSENT:

Dawn Chin Shue, Minority/Women Business Enterprise

PUBLIC PRESENT:

None

Actions/Discussion/Motions:

Cindy Jordan, Purchasing Agent, called the meeting to order at 2:38 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. Introduced herself and asked all in attendance to introduce themselves.

D. Advised the Committee that a quorum has been established.

Cindy Jordan explained that State law section 286.0114 requires all local government boards and Committees, such as this Procurement Advisory Committee, provide an opportunity for reasonable public input prior to taking official action on any item with the exception of administrative items such as approval of minutes. There were no members of the public present throughout the meeting.

The Public Input Procedures were handed out to the Committee members and it was explained that, though no public representatives were present, policy requires that public input be allowed prior to each vote on non-ministerial motions. A motion was made by Charles Leone, seconded by Clyde Boutte to accept the Public Input Procedures. The motion carried unanimously.

Cindy Jordan indicated that there were eleven proposals submitted in response to this solicitation. Two proposals from Premium Trash Services and 3H Service System, Inc. were deemed as Non-Responsive and will not receive further consideration. The remaining nine firms that submitted proposals and will receive consideration are as follows:

1. ABM Onsite Services, Inc.
2. American Maintenance
3. Incognitus, LLC d/b/a Cleanevent
4. Jani-King of Orlando
5. LSE Connect, LLC
6. Owens, Renz & Lee Co., Inc. d/b/a Owens Facility Services
7. Pritchard Sports & Entertainment Group, Inc.
8. Service Management System, Inc.
9. United Maintenance Co., Inc.

Cindy Jordan indicated that all nine proposers met the Minimum Mandatory Requirements.

Dawn Chin Shue, M/WBE representative could not make this meeting and will recap the M/WBE participation at the next Advisory Committee meeting.

Cindy Jordan reviewed the VBE participation in the proposals. The proposals from Incognitus, LLC d/b/a Cleanevent and Pritchard Sports & Entertainment Group, Inc. included a VBE Subcontractor in their proposal, of which was confirmed by Procurement that they are registered with the State of Florida and has an office in the Metropolitan Statistical Area.

Proposals were handed out to the Committee members and technical advisors. The proposal package included all nine proposals, copies of the original solicitation, any addenda(s), tabulation and the Advisory Rules. Discussion ensued. The facilitator reviewed the Advisor Rules with the Committee members.

Charles Leone brought up the possibility of short listing some of the candidates. Discussion ensued. The Committee members will take the time to review the proposals and be prepared to discuss the short listing at the next Advisory Committee meeting.

Cindy Jordan distributed a draft client reference letter and requested the Committee members to review and comment. Discussion ensued. The Committee decided that more time was needed to review this document.

Cindy Jordan asked the Committee members if Procurement should run D&B reports (indicating that there is a cost of approximately \$100 each to the using agency.) She indicated that there is an evaluation factor which includes financial stability. Discussion ensued. The Committee decided that this would be further discussed at the next Advisory Committee meeting.

There was a general discussion concerning presentations, but the Committee members decided to discuss this further at the next Advisory Committee meeting.

The Committee members had a general discussion concerning when to schedule the next Advisory Committee meeting. Discussion ensued. A motion was made by Charles Leone, seconded by Clyde Boutte of the next Advisory Committee meeting would be on May 18, 2016 at 2:00 p.m. The motion carried unanimously.

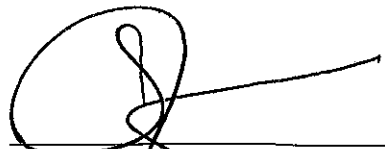
A motion was made by Charles Leone, seconded by Clyde Boutte to adjourn the meeting. The meeting ended at 3:55 p.m.

These minutes are considered to be the official minutes of the RFP16-0037 Advisory Committee Meeting held on May 11, 2016, and no other notes, tapes, or other recordings taken by anyone takes precedence.

Submitted by:


Cindy Jordan
Procurement & Contracts Division
Assigned Procurement Representative

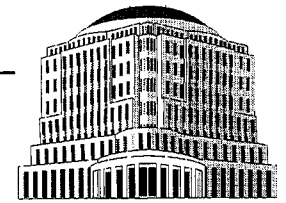
Reviewed and Accepted by:


Charles Leone
Orlando Venues
Chair

Attachment(s): Sign-in Sheets
Public Input Procedures
Client References

CITY OF ORLANDO

Procurement & Contracts Division 1st Committee Meeting Sign-In Sheet



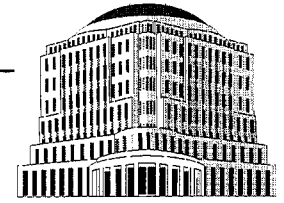
Date: 5/11/16	Time: 2:30 p.m.	Bid Number: RFP16-0037	Location: Amway Center, Lake Eola Conference Room, 400 W. Church St, Orlando, FL
Title: ORLANDO VENUES JANITORIAL SERVICES			

COMPANY NAME & ADDRESS (PLEASE PRINT FULLY)	COMPANY REPRESENTATIVE (PLEASE PRINT LEGIBLE YOUR NAME & PROVIDE SIGNATURE)	EMAIL ADDRESS (PLEASE PRINT) (DO NOT LEAVE IN BLANK)	TELEPHONE #	FAX #
Procurement & Contracts Div. 400 South Orange Avenue, 4 th Floor Orlando, Florida 32801	Cindy Jordan, Purchasing Agent III ✓ KAREN ELZY	Cynthia.Jordan@cityoforlando.net ✓ Karen.elzy@cityoforlando.net	✓(407) 246-2367 407-246-2368	(407) 246-2869 "
City of Orlando, Orlando Venues	Charles Leone, Chair Charles Leone	charles.leone@cityoforlando.net	407 440-7060	407 440-7002
	Olubisi Cox	Olubisi - Cox	407-246-2085	"
	Clyde Boutte	Clyde Boutte@CityofOrlando.net	407 440-7051	
	Michelle Jenkins	mjenkins@orlandomagic.com	407-916-2680	

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

CITY OF ORLANDO

Procurement & Contracts Division 1st Committee Meeting Sign-In Sheet



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Title: ORLANDO VENUES JANITORIAL SERVICES			

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 #
Procurement & Contracts Div. 400 South Orange Avenue, 4 th Floor Orlando, Florida 32801	Cindy Jordan, Purchasing Agent III	Cynthia.Jordan@cityoforlando.net	(407) 246-2367	(407) 246-2869
City of Orlando, Orlando Venues	Charles Leone, Chair			
Orlando Venues	Craig Borton	Craig.Borton@cityoforlando.net	407-990 7040	
ORLANDO VENUES	John Sparks	John.Sparks@cityoforlando.net	407.440. 5706	
Orlando Venues	Allen Johnson	Allen.Johnson@cityoforlando.net	407 440 7070	407 440 7061

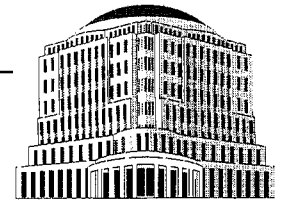
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PROCUREMENT AND CONTRACTS DIVISION

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Procurement & Contracts Div. 400 South Orange Avenue, 4 th Floor Orlando, Florida 32801	Cindy Jordan, Purchasing Agent III	Cynthia.Jordan@cityoforlando.net	(407) 246-2367	(407) 246-2869
City of Orlando, Orlando Venues	Charles Leone, Chair			
Florida Citrus Sports	Shannon Clark	SCLARK@FCSports.com	407.423. 2476	407.425. 8451

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



CITY OF ORLANDO

MEMORANDUM

DATE: September 30, 2013

TO: Procurement and Contracts Division Staff

FROM: David Billingsley, CPSM, C.P.M., Chief Procurement Officer

SUBJECT: Public Input

The Florida Legislature recently enacted a new state law, s. 286.1114, which requires that all local government boards and committees that are subject to the sunshine law provide an opportunity for reasonable public input prior to taking official action on any item (with the exception of administrative items such as approval of minutes and quasi-judicial proceedings). Such comment must be allowed at the meeting where the board or committee takes action on the item or at a meeting in reasonable proximity to that date. Boards and Committees may adopt rules or policies governing the public input.

Procurement Advisory Committees are affected by this statute since they are sunshine committees and are making an award recommendation to City Council. Procurement Advisory Committees must adopt procedures for all meetings after October 1, 2013.

The statute provides that each committee can provide for its own implementation rules. As such, Procurement Advisory Committees should make a motion at the first meeting to follow these rules. For a particular procurement, the committee may modify or amend the procedures applicable to that solicitation. For example, if the procurement has a large public interest, the committee could establish longer comment periods.

Attached are recommended procedures for public input during Procurement Advisory Committees meetings.

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Public Input Procedures For Procurement Advisory Committees

- A. After each motion (and a second) but before committee discussion on all non-ministerial motions, public comment will be permitted. Ministerial motions would be those that are not substantive actions, including most procedural motions, motions to approve minutes, and motions to adjourn.
- B. Each speaker is limited to 5 minutes. The Committee Chairperson may grant more time to a speaker, provided that if any other committee member objects to the granting of more time, the committee as a whole will vote on the extension.
- C. Public comment is limited to 30 minutes per motion.
- D. Groups are to be asked (not required) to appoint a spokesperson to avoid redundancy and stay within allotted time periods.
- E. If there are more speakers than would allow each to get their full 5 minutes, time periods will be reduced proportionally to not less than 1 minute per speaker unless the committee votes to extend the comment period. If there are more speakers than minutes in the comment period, by act of the Chairperson without objection from a member of the committee, or after a committee vote if there is an objection, the maximum comment period may be extended. As a practical matter, committees should try to extend the time where possible to allow everyone a chance to speak. If this is not possible due to time constraints or number of requests, comments should be taken in random order from all those requesting to speak until time expires.
- F. Each person addressing the committee should give their name and address for the record (minutes). Per the statute, a form asking to speak can be used (which may help with drafting the minutes and establishing priority to speak).
- G. Remarks should be addressed to the committee as a whole, not to individual members of the committee. This is not a question and answer period. The public may comment on the issues before the committee, but the committee is not required to respond to questions.
- H. Minutes should reflect that public comment was solicited even where no public comment was given, i.e. "The chairperson asked if there was anyone from the public who would like to speak, but no requests were received" or similar words should appear in the minutes.

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**CITY OF ORLANDO
PROCUREMENT AND CONTRACTS DIVISION
VENDOR REFERENCE FORM**

Date _____, 2016

{Reference Contact Name}

{Firm Name}

{Address}

{City} {State} {Zip Code}

Dear {Reference Name}

The City of Orlando has publicly solicited proposals regarding RFP16-0037, Orlando Venues Janitorial Services in which {Firm name} has provided you as a reference. We would greatly appreciate your input in completing this Reference Questionnaire.

The Procurement and Contracts Division requests return of the Questionnaire by {Date and Time}. Please fax or email your completed Questionnaire to the attention of: Cindy Jordan at cynthia.jordan@cityoforlando.net or by fax at (407) 246-2869.

Thank you for your time in assisting us with this feedback.

1. Briefly describe the nature of the services provided. _____

2. Contract Value? _____
3. Did the vendor provide the service according to the project schedule and within Budget?
☐ Yes or ☐ No
4. Is the project complete? ☐ Yes or ☐ No
5. How would you rate the overall Service Level provided by the firm? On a scale from 1-5 with 5 being the highest, how would you rate the quality and timeliness of service?
☐1 ☐2 ☐3 ☐4 ☐5
6. Were there any problems during the performance of the work? ☐ Yes or ☐ No
7. Did the firm resolve issues in a satisfactory manner? ☐ Yes or ☐ No
8. How well did firm's staff perform? ☐1 ☐2 ☐3 ☐4 ☐5
9. Did the firm meet your expectations? ☐ Yes or ☐ No
If not, please explain: _____
10. According to Contract requirements, scope, terms and conditions, please rate the overall performance of the firm. (Scale 1-5) ☐1 ☐2 ☐3 ☐4 ☐5
11. Overall, would you enter into Contract with this firm again? ☐ Yes or ☐ No
12. Is there anything else you would like to share about the project or the firm's capabilities?

Questionnaire completed by: _____ Date: _____
(Name and Title)

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