



CITY OF ORLANDO

February 5, 2016

MEMORANDUM

TO: David Billingsley, Chief Procurement Officer

FROM: Lee Donate, Purchasing Agent

SUBJECT: RFP15-0235, Parking Access and Revenue Control System (PARCS)

Please review / approve the attached Meeting Minutes for the subject Advisory Committee Meeting of February 2, 2016.

Approved:

A handwritten signature in black ink, appearing to read "Lee Donate", 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 • esupplier.cityoforlando.net

ADVISORY COMMITTEE MEETING MINUTES
RFP15-0235
for
Parking Access and Revenue Control System (PARCS)
Tuesday, February 2, 2016
4th Floor, Marlin Conference Room
10:00 AM

1st Meeting of the Advisory Committee to review and evaluate responsive proposals submitted in response to RFP15-0235

Committee Members Present:

Charles Ramdatt, (Chair), Transportation Engineering
Todd Berube, Technology Management
Ridzi Palomo, Parking
Pamela Corbin, Parking
Cade Braud, Transportation Engineering

Committee Members Absent:

None

Other City Personnel Present:

Lee Donate, Procurement and Contracts Division (Facilitator)
Cynthia Jordan, Procurement and Contracts Division
Dawn Chin Shue, Minority/Women Business Enterprise
Thomas Papsodero, Parking (Technical Advisor)

Actions/Discussion/Motions:

Charles Ramdatt, called the meeting to order at 10:05 a.m. and took the following actions:

- 1) Advised that the meeting is 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) Introduced himself and introduced those in attendance, with title and Division.
- 4) Advised the Committee that a quorum has been established.
- 5) Asked if there were any questions regarding the Advisory Committee Rules sent to the Committee members in advance of the meeting.

Lee Donate reviewed some of the rules and requirements of RFP Committee Meetings.

Lee Donate 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.

A motion was made by Pamela Corbin and seconded by Ridzi Palomo to accept the Public Input Procedures. Discussion ensued. The motion passed unanimously.

Charles Ramdatt indicated that there were 3 proposals submitted in response to this solicitation. Those firms submitting proposals are as follows:

1. Amano McGann, Inc.
2. CAME Americas Automation, LLC
3. LocoMobi, Inc – Determined to be non-responsive per City Code

Lee Donate indicated that it appeared that all Proposers met the Minimum Mandatory Requirements.

Dawn Chin Shue, M/WBE representative, gave the committee a recap of M/WBE participation to the Committee. Discussion ensued.

Lee Donate indicated that VBE participation was not asserted by the responsive Proposers.

Charles Ramdatt asked if the Committee wished to have Procurement 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. Discussion ensued.

A motion was made by Todd Berube and seconded by Cade Braud that Procurement should run D&B reports and provide the reports to the Committee. The motion passed unanimously.

Charles Ramdatt asked if the Committee wished to have Procurement send out Vendor Reference Forms and asked if the Committee wished to modify the standard form. Discussion ensued.

A motion was made by Cade Braud and seconded by Pamela Corbin that Procurement should send out Vendor Reference Forms without modification. The motion passed unanimously.

Charles Ramdatt asked if the Committee wished to discuss requesting Presentations from the Proposers. Discussion ensued.

General discussion ensued.

The Committee discussed questions and clarifications to ask Proposers to answer during Presentations. The Committee decided to provide Procurement with clarifications to be collated and provided to the Committee for discussion at the next meeting and once approved by the Committee, to be sent to the Proposers in advance of their Presentation.

A motion was made by Ridzi Palomo and seconded by Pamela Corbin to request Presentations from the Proposers with one hour for Presentations and a half hour for Committee questions and Proposer answers. The motion passed unanimously.

Charles Ramdatt asked the Committee for any further discussion. Discussion ensued.

A motion was made by Pamela Corbin, seconded by Todd Berube to adjourn the meeting. The Meeting ended at 10:35 a.m.

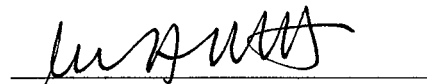
These minutes are considered to be the official minutes of the RFP15-0235 Committee Meeting held on January 2, 2016, and no other notes, tapes, or other recordings taken by anyone takes precedence.

Submitted by:

Reviewed and Accepted by:



Lee Donate
Procurement & Contracts Division
Assigned Procurement Representative

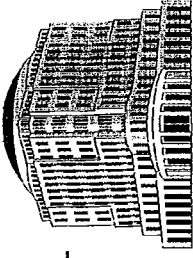


Charles Ramdatt
Transportation Engineering
Chair

Attachment(s): Sign-in Sheets
Public Input Memo
Vendor Reference Form

CITY OF ORLANDO

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



Date: 2/2/16 Time: 10:00 a.m. Bid Number: RFP15-0235 Location: City of Orlando, 400 S. Orange Avenue
Marlin Conference, 4th Floor, Orlando, FL 32802

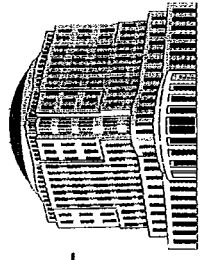
Title: PARKING ACCESS AND REVENUE CONTROL SYSTEM (PARCS)

Procurement & Contracts Div. 400 South Orange Avenue, 4 th Floor Orlando, Florida 32801	Lee Donate, Purchasing Agent II	Lee.Donate@cityoforlando.net	(407) 246-2329	(407) 246-2861
City of Orlando, Transportation Engineering Division	Charles Ramdatt, Chair			
CITY OF ORLANDO PARKING DIV.	THOMAS PAPASOANO <i>Thomas Papasano</i>	thomas.papasano@cityof orlando.net	407-246-3769	407-246-2887
City of Orlando Parking Division	Ridzi Palomo TRY	Ridzi.Palomo@cityof-orlando. net	407-246- 3135	. 2887
CITY OF ORLANDO Transp. ENG.	Cade Brand <i>Cade Brand</i>	cade.brand@cityoforlando. net	321 235 5350	

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

CITY OF ORLANDO

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



Date: 2/2/16 Time: 10:00 a.m. Bid Number: RFP15-0235 Location: City of Orlando, 400 S. Orange Avenue
Marlin Conference, 4th Floor, Orlando, FL 32802

Title: PARKING ACCESS AND REVENUE CONTROL SYSTEM (PARCS)

city of orlando	Todd Beube City of Orlando Manager Architecture	Todd.Beube@cityoforlando	407-246-2864
City of Orlando	Cindy Jordan Procurement	Cynthia.Jordan@cityoforlando.net	x2367
MBE OFFICE	DARON CHIN SHUE		
CITY OF ORLANDO	Dawn Chi Shue		
CITY OF ORLANDO PARKING	PAMELA CORBIN Paola Corbin	pamela.corbin@cityoforlando.net	x3766
City of Orlando PWC/TRG	Charles Ramdatt CWRAM	charles.ramdatt@cityoforlando.net	x3186

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 {Enter Title of Project} 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:

_____.

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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