



CITY OF ORLANDO

1st ADVISORY COMMITTEE MEETING MINUTES

RFP16-0175

DEBRIS MANAGEMENT AND REMOVAL SERVICES, PROJECT NO. SWM0001_C

August 12, 2016

City Hall – Marlin Conference Room 9:00 a.m.

The Advisory Committee (Committee) for the above project convened on August 12, 2016, at 9:04 a.m. in the Marlin Conference Room, City Hall. The purpose of this meeting was to review the responsive proposals and to have general discussions on the upcoming meeting.

COMMITTEE MEMBERS PRESENT:

Mike Carroll (Technical Chair)-SW Division Manager-Solid Waste
Jesus Roman, Accountant III-Business & Financial Services
Jonathan Ford, BFS- Fleet & Facilities
Frank Nunez, Lieutenant-Police Department
Howard Elkin, Asst. Division Manager-Public Works

PROCUREMENT & OTHER CITY REPRESENTATIVES:

Silvia Coste, Purchasing Agent II (Facilitator)
Teddi McCorkle, Senior Contract Administrator
Dawn Chin Shue, Contract Compliance, Minority Business Enterprise Office

Actions/Discussion/Motions:

Silvia Coste, Facilitator, introduced herself and took the following actions:

1. Called the meeting to order at 9:04 a.m.
2. Reminded everyone that the meeting is being recorded.
3. Had all Committee members and others present introduce themselves.
4. Advised that the Committee was approved and ethics forms were received.
5. Advised the Committee that a quorum was established.
6. Announced that the meeting was publicly posted for more than 48 hours in advance.
7. Asked all attendees to sign the sign-in sheet.
8. Facilitator reviewed Advisory Committee Rules.
9. Reviewed Public Input Procedures - 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 Mike Carroll, and seconded by Howard Elkin, to accept the Public Input Procedures. The motion carried unanimously.

Silvia Coste indicated that a copy of the solicitation and addenda were emailed to the Committee.

Silvia Coste indicated that Five (5) proposals were submitted in response to this solicitation, however, one (1) proposer was deemed non-responsive. The responsive and responsible proposals are as follows:

- AshBritt, Inc.
- Crowdergulf Joint Venture, Inc.
- DRC Emergency Services, LLC
- Phillips and Jordan, Incorporated

DISCUSSION AND MOTIONS:

Mike Carroll described the project to the Committee.

A general discussion about potentially short-listing and/or presentations ensued. The Committee decided to further discuss at the 2nd Committee Meeting.

A motion was made by Mike Carroll and Seconded by Jesus Roman to request D & B Financial Reports for all responsive Responders.

Dawn Chin Shue briefly discussed the MBE/WBE requirements. There is no Goal for this project but the companies listed by the Responders need to be City Certify.

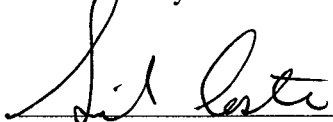
A general discussion ensued about questions to be requested from the Proposers references. Questions were established. Silva Coste will distribute references to the Committee as she receives the responses.

The 2nd Committee Meeting is scheduled for August 19, 2016, beginning at 8:00 a.m., in the Marlin Conference Room (4th Floor).

Mike Carroll adjourned the meeting at 10:21 a.m.

These minutes are considered to be the official minutes of the RFP16-0175 Advisory Committee Meeting held on August 12, 2016, and no other notes, tapes, or other recordings taken by anyone takes precedence.

Submitted by:



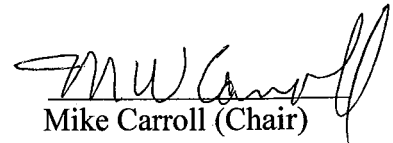
Silvia Coste (Facilitator)
Purchasing Agent II
Procurement & Contracts Div

Reviewed by:



Teddi McCorkle, CPPB, C.P.M.
Sr. Contract Administrator
Procurement & Contracts Div

Reviewed and Accepted by:

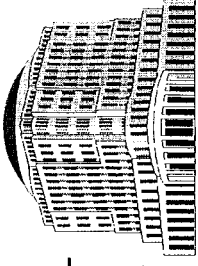


Mike Carroll (Chair)
SW Division Manager
Solid Waste Division

Attachment: Sign-in Sheet
Public Input Procedures





CITY OF ORLANDO

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



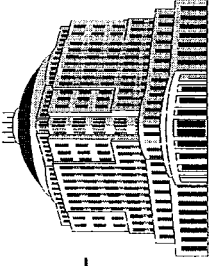
Date: 8/12/16 Time: 9:00 a.m. Bid Number: RFP16-0175 Location: City Hall at One City Commons, 400 South Orange Avenue, Marlin Conference Room, 4th Floor, Orlando, Florida

Title: Debris Management and Removal Services, Project No. SWM0001_C

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, City Hall Orlando, Florida 32801	Teddi McCorkle, Sr. Contract Admin. Silvia Coste, Purchasing Agent II 	teddi.mccorkle@cityoforlando.net silvia.coste@cityoforlando.net	(407) 246-2332 (407) 246-2216	(407) 246-2869
City of Orlando Orlando-Minority Business Enterprise Office	Dawn Chin Shue Contractor Compliance 	Dawn.chinshue@cityoforlando.net	407-246-2408	
City of Orlando	Mike Carroll SW Division Manager 	Mike.carroll@cityoforlando.net	3050	2808
City of Orlando	Frank Nunez Lieutenant	Frank.nunez@cityoforlando.net Nunez	321 303 0733	
City Of Orlando	Howard Elkin Asst. Division Manager 	Howard.elkin@cityoforlando.net	407 246-2289	

CITY OF ORLANDO

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



Date: 8/12/16 Time: 9:00 a.m. Bid Number: RFP16-0175 Location: City Hall at One City Commons, 400 South Orange Avenue, Marlin Conference Room 4th Floor, Orlando, Florida

Title: Debris Management and Removal 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 #
City of Orlando	Jonathan Ford Fleet Superintendent <i>Ford</i>	<u>Jonathan.ford@cityoforlando.net</u>	407-246-3863	
City Of Orlando	Jesus Roman Accountant III <i>[Signature]</i>	<u>Jesus.roman@cityoforlando.net</u>	407-246-4228	
City of Orlando <i>[Signature]</i>	MAureen S. Bowman <i>[Signature]</i>	MAureen. Bowman @ City of Orlando.net	407-246-2363	

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



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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