

FIRST ADVISORY COMMITTEE MEETING MINUTES

RFP17-0186 PEER SECURITY AND GUEST SERVICES EXPERIENCE HOST AT CITY VENUES FACILITIES

May 19, 2017, 10:30 A.M.

3rd Floor, Amway Center, OIA Blue Conference Room
400 West Church Street
Orlando, FL 32801

1st Meeting of the Advisory Committee to review and evaluate responsive proposals submitted in response to RFP17-0186.

VOTING PROPOSAL ADVISORY COMMITTEE MEMBERS PRESENT:

Craig Borkon, Venues Assistant Director
Clyde Boutte, Venues Division Manager Business Services
Michelle Jenkinson, Orlando Magic
John Sparks, Venues Assistant Stadium Division Manager
Charles Leone, Venues Operations Division Manager

TECHNICAL ADVISORS TO THE PROPOSAL ADVISORY COMMITTEE PRESENT:

Shannon Clark, Florida Citrus Sports

PROCUREMENT REPRESENTATIVE:

Brian Ferrier, Senior Purchasing Agent (Facilitator)

OTHERS PRESENT:

Dawn Chen Shue,

FACILITATOR:

- 1) He introduced himself.
- 2) He called the meeting to order at 10:43 a.m.
- 3) He announced the meeting will be recorded.
- 4) He announced the date, time and purpose of the meeting.
- 5) Announced the meeting was publicly posted more than 48 hours in advance.
- 6) He provided the Committee with an overview of public input procedures (F.S. 286.0114).
- 7) He provided the Committee with an overview of Sunshine Law, Public Records Act and City Policy and Procedure, as related to the Advisory Committee Meetings.
- 8) He asked all attendees to sign the sign-in sheet.

CHAIR:

- 1) He introduces himself as chairperson for Proposal Advisory Committee.
- 2) He advised the Committee that a quorum is established.

- 3) He had all Committee members and others attendees introduce themselves.
- 4) He advised the Advisory Committee will follow Robert's Rules of Order.
- 5) He asked for Brief Discussion and to hold motions for now. Discussion ensued.
- 6) Turn meeting over to Procurement & Contracts Division representatives.

FACILITATOR:

- 1) He verified all attendees signed the sign-in sheet.
- 2) He briefly discussed City Policy & Procedure 121.1 – Organization & Policy / Meetings, City Policy & Procedure 133.1
- 3) He advised the committee Proposal copies are to be returned once the committee adjourns and any marks, comments, etc. on the proposal copies become public record.
- 4) He advised the committee must keep proposals confidential and protected for 30 days after opening.
- 5) He advised none of the proposal submittals included confidential information.
- 6) He advised the committee is to review each proposal for compliance with minimum mandatory qualifications and technical requirements.
- 7) He advised the committee is to evaluate proposals according to evaluation factors published in the solicitation. Each member must independently evaluate each proposal using the evaluation criteria in the solicitation.
- 8) He asked Dawn Chin Shue to give an overview of Minority / Woman Business Enterprise (M/WBE) as it relates to the Proposals.

Dawn Chin Shue:

- a. She advised the committee of the City's Policy and the M/WBE certification requirements.
- b. She turned the meeting over to the Facilitator.
- 9) He advised the committee of the City's Policy and Veteran Business Enterprise (VBE) certification requirements as it relates to the Proposals.
- 10) He announced the names of the two (2) Proposers.
 - a. Andy Frain Services, Inc.
 - b. Staff Pro, Inc.
- 11) He advised the committee of "no bid" letter received from Sentry Security
- 12) He then turned the meeting over to the Committee Chair.

CHAIR:

- 1) He asked the committee for discussion and motions. Discussion ensued.
- 2) A motion was made by Clyde Boutte and seconded by Craig Borkon to assign Procurement the duty of reference checks. Discussion ensued. The motion was unanimously carried by the committee.
- 3) A motion was made by Clyde Boutte and seconded by John Sparks to have D&B Reports ran by Procurement and assign Clyde Boutte the task of reviewing all financial data (found

- in proposals and D&B Reports) and preparing a report for the Committee. Discussion ensued. The motion was unanimously carried by the committee.
- 4) A motion was made by John Sparks and seconded by Michelle Jenkinson to schedule Proposer Presentations for Tuesday, May 30, 2017. Discussion ensued. The motion was unanimously carried by the committee.
 - 5) A motion was made by Clyde Boutte and seconded by Michelle Jenkinson to assign Charles Leone the duty of creating the Proposer Presentation Outline per committee discussion. Discussion ensued. The motion was unanimously carried by the committee.
 - 6) **The chairperson adjourned the meeting at 11:38 AM.**

These minutes are considered to be the official minutes of the RFP17-0186 Advisory Committee Meeting held on Friday, May 19, 2017, and no other notes, tapes, or other recordings taken by anyone takes precedence.

Submitted by:

Reviewed by:

Review and Accepted by:

Jennifer Rosario
Administrative Asst.
Procurement and Contracts

Brian Ferrier, CPPO
Senior Purchasing Agent
Facilitator

Craig Borkon
Venues Assistant Director
Chair