



CITY OF ORLANDO

3rd ADVISORY COMMITTEE MEETING MINUTES

RFP18-0050

Request for Proposals for

CITY HALL AUDIO/VISUAL EQUIPMENT

January 10, 2018, 8:00 a.m.

**Agenda & Veterans Conference Rooms, 2nd Floor
City Hall, 400 S. Orange Avenue, Orlando, FL 32801**

The Advisory Committee for the above project convened on January 10, 2018, at 8:00 a.m. at the Veterans Conference Room located at City Hall, Orlando, Florida. The purpose of this meeting was to hear presentations from the three (3) respondents to the RFP and review, score, and rank each of those firms.

COMMITTEE MEMBERS PRESENT:

Ian LaHiff, Energy Project Manager – Facilities Management Division (Chair)

Denise Aldridge, City Clerk-Executive Offices

Timothy H Davis, Deputy Chief Information Officer-Information Technology

Ed Richer, Broadcast Operations Manager-Communications and Neighborhood Relations

Stephen M. Rhodes, Deputy Director-Economic Development

PROCUREMENT REPRESENTATIVES:

Teddi McCorkle, Senior Contract Administrator (Facilitator)

Fabio Henao, Purchasing Agent II

OTHER CITY PERSONNEL:

Dawn Chin-Shue, Contract Compliance Investigator III

Phillip Cybulskit, Audio Visual Producer

Stephanie Herdocia, City Clerk Aide

Andrew Phillips, Project Coordinator

OTHERS PRESENT:

Cliff Kwitowski, TLC Engineering

Frank Garioner, TLC Engineering

Actions/Discussion/Motions:

Teddi McCorkle, Facilitator, introduced herself and took the following actions:

1. Called the meeting to order at 8:10 a.m.
2. Reminded everyone that the meeting was being recorded.
3. Had all Committee members and others present introduce themselves.
4. Advised the Committee that a quorum was established.
5. Announced that the meeting was publicly posted for more than 48 hours in advance.
6. Asked all attendees to sign the sign-in sheet.
7. Reminded the Committee of the Public Input Procedures and indicated that no one was present from the public.

Teddi McCorkle indicated for the record that 4 proposers were deemed non-responsive and that the three (3) presenters for today were as follows:

- Audio Fidelity Communications dba Whitlock
- Teer Engineering, LLC.
- The Integration Factory, Inc.

The Facilitator asked the Committee for approval of the Second Committee Meeting Minutes of December 21, 2017. These Minutes had been distributed by email to all Committee Members. A motion was made by Ian Lahiff, and seconded by Stephen Rhodes, to accept those Minutes as written. Discussion ensued. The motion carried unanimously.

The Facilitator advised each presenter that they would be given a total of one hour; 5 minutes for Introductions, 45 minutes for Presentation/Responses to Committee, and 10 minutes for Q & A. A five (5) minute break was taken between presentations.

Presentation Schedule:

The following table represents the presentation schedule:

<u>Time</u>	<u>Date</u>	<u>Company Name</u>	<u>Meeting Room</u>
8: 15 am - 9:15 am	1/10/18	Audio Fidelity Communications dba/Whitlock	Agenda Conference Room
9:20 am - 10:20 am	1/10/18	Teer Engineering, LLC	Veterans Conference Room
10:25 am - 11:25 am	1/10/18	The Integration Factory, Inc.	Agenda Conference Room

After presentations, the Facilitator turned the meeting over to the Chair for general discussions.

Actions/Discussion/Motions:

General discussion ensued for the three (3) Proposers.

Dawn Chin-Shue discussed the MWBE participation from all the Proposers.

The Facilitator discussed the VBE participation from all the Proposers.

Following discussions, the Committee members individually scored. The resulting final ranking is as follows:

1. The Integration Factory, Inc.
2. Teer Engineering, LLC.
3. Audio Fidelity Communications Corporation, dba Whitlock

A motion was made by Ian Lahiff and seconded by Stephen Rhodes to accept the ranking and evaluations of the proposals, and recommend to City Council that the Chief Procurement Officer negotiate and execute a contract with the top ranked proposer, The Integration Factory, Inc. No one was present from the public. Discussion ensued. Motion carried unanimously.

Teddi McCorkle reminded the Committee that all the rules are still in place until a contract is signed and that all proposals and evaluation materials will be collected after the meeting is adjourned.

Ian Lahiff, Chair, adjourned the meeting at 1:04 p.m.

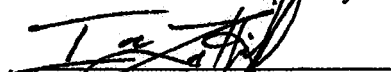
These minutes are considered to be the official minutes of the RFP18-0050 3rd Advisory Committee Meeting held on January 10, 2018, and no other notes, tapes, or other recordings taken by anyone takes precedence.

Submitted by:



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

Reviewed and Accepted by:

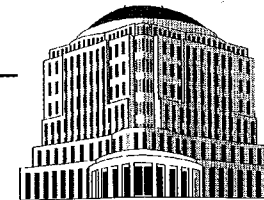


Ian LaHiff (Chair)
Energy Project Manager
Facilities Division

Attachments: Scoring Sheets
MWBE
Final Tabulation
Sign-in Sheets

CITY OF ORLANDO

Procurement and Contracts Division 3rd Committee Meeting Sign-In Sheet



Date: 1/10/18	Time: 8:00 A.M.	Bid Number: RFP18-0050	Location: City Hall at One City Commons, 400 South Orange Avenue, Agenda & Veterans Conference Rooms, 4th Floor, Orlando, Florida
Title: CITY HALL AUDIO/VISUAL SYSTEM			

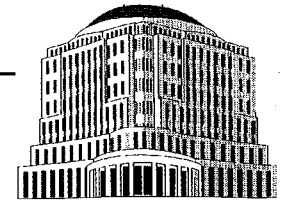
			PHONE	FAX
Procurement & Contracts Div. 400 South Orange Avenue, 4 th Floor, City Hall Orlando, Florida 32801	Teddi McCorkle, Sr. Contract Admin. <i>Teddi McCorkle</i> Silvia Coste , Purchasing Agent II <i>Fabio Venuo</i> <i>FLA</i>	teddi.mccorkle@cityoforlando.net silvia.coste@cityoforlando.net	(407) 246-2332 (407) 246-2216	(407) 246-2869
City of Orlando, Facilities Management	Ian LaHiff Energy Project Manager <i>IL</i>	Ian.lahiff@cityoforlando.net	(407) 246-3853	
City of Orlando	Dawn Chin-Shue Contract Compliance Investigator III <i>Dawn Chin Shue</i>	dawn.chin-shue@cityoforlando.net	407-246-2408	
City of Orlando	Denise Aldridge City Clerk <i>Denise Aldridge</i>	Denise.aldridge@cityoforlando.net	407.246.7300	
City of Orlando	Timothy H Davis Deputy Chief Information Officer <i>Timothy H Davis</i>	Tim.davis@cityoforlando.net	407-246-3049	

PROCUREMENT AND CONTRACTS DIVISION

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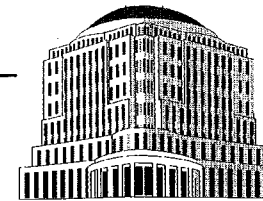
COMPANY NAME	COMPANY REPRESENTATIVE (PRINT NAME & SIGNATURE)	EMAIL ADDRESS (DO NOT LEAVE IN BLANK)	TELEPHONE #	FAX #
City of Orlando	Ed Richer Broadcast Operations Manager	<u>Edward.Richter@cityoforlando.net</u>	2115	
City of Orlando	Stephen M. Rhodes Deputy Director	<u>Mike.rhodes@cityoforlando.net</u>	3331	
City of Orlando	Phillip Cybulski	<u>Phillip.Cybulski@cityoforlando.net</u>	407-246-3457	
City of Orlando	Stephanie Herdoux City Clerk Aide	<u>Stephanie.Herdoux@cityoforlando.net</u>	407-246-2009	

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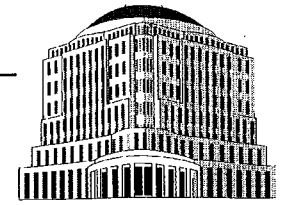
COMPANY NAME (PLEASE PRINT CLEARLY)	COMPANY REPRESENTATIVE (PLEASE PRINT LEGIBLE YOUR NAME & PROVIDE SIGNATURE)	EMAIL ADDRESS (DO NOT LEAVE IN BLANK)	TELEPHONE #	FAX #
Teer Engineering	Jason Harlow	jharlow@teerengineering.com	407-619-7083	
Whitlock	Jeremy Delacruz	delacruzj@whitlock.com	704-612-2122	
The Integration Factory	Mike Ferry	mikef@tifav.com	321.704.8252	321.704.8251
The Integration Factory	Carlos Gonzalez	Carlos.g@tifav.com	321.704.8252	321.704.8251
Orange TV	Ken Goldberg	Ken.Goldberg@ocfl.net	407-685-9088	

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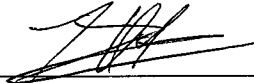


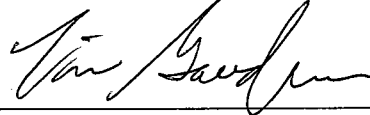
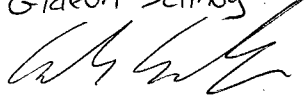
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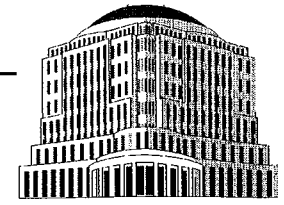
COMPANY NAME (PLEASE PRINT)	COMPANY REPRESENTATIVE (PLEASE PRINT LEGIBLE YOUR NAME & PROVIDE SIGNATURE)	EMAIL ADDRESS (DO NOT LEAVE IN BLANK)	TELEPHONE #	FAX #
Whitlock	Alejandro Ortiz 	Ortizaj@whitlock.com	313-515-9492	
Whitlock	Sara Cooper 	COOPERS@WHITLOCK.COM	727-389-9022	813-902-2010
Whitlock	Chad Presnell 	PresnellC@whitlock.com	407-274-6689	
Whitlock	Tim Goodman 	goodmant@whitlock.com	407-488-0585	
Whitlock	Gideon Schnog 	schnogg@whitlock.com	305.773.6586	

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Title: CITY HALL AUDIO/VISUAL SYSTEM

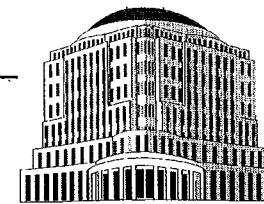
	NAME (PRINT NAME & SIGNATURE)	EMAIL ADDRESS (DO NOT LEAVE IN BLANK)	TELEPHONE #	FAX #
Whitlock	Andrew Menendez	menendez@whitlock.com	786-294-1835	
Teer Engineering	John Teer	jteer@teerengineering.com	407 222 4500	
Teer Engineering	Tony Dominguez	tonydominguez@teerengineering.com	407 613-0856	
Teer Engineering	RANDALL FAY	RANDY@teerengineering.com	321-960- 9755	
TEER ENGINEERING	JAVIER EVEQUOZ	JAVIER@TEERENGINEERING.COM	(786) 547- 6736	

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Title: CITY HALL AUDIO/VISUAL SYSTEM

COMPANY NAME (PLEASE PRINT)	COMPANY REPRESENTATIVE (PLEASE PRINT FULL NAME & PROVIDE SIGNATURE)	EMAIL ADDRESS (DO NOT LEAVE IN BLANK)	TELEPHONE #	FAX #
Cliff				
Cliff Kwitowski TLC Engineering	Cliff Kwitowski	Cliff.kwitowski@tlc-eng.com	407-843 9727	
Andrew Phillips City of Orlando Facilities	Andrew Phillips	andrew.phillips@cityoforlando.net	321 817 2396	
FRANK TLC ENGINEERING 255 S ORANGE AVE SUITE 1600	FRANK GARDNER	Frank.Gardner@tlc-eng.com	407-841-9050	

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MINORITY BUSINESS ENTERPRISE

PROJECT: City Hall Audio/Visual System
RFP18-0050

MBE GOAL: 18% WBE GOAL: 6%
PURCHASING AGENT: Teddi McCorkle
DATE: 12/21/17

The following are **3** the firms that submitted RFP.

1) Audio Fidelity Communications dba Whitlock

Subconsultants	MBE/WBE	%	Scope of Work
ACCI (Advanced Cable Connection Inc.)	MBE	18% 4%	Decommission Existing Equipment, Wire Pulls/Rough Infrastructure, Physical System Installation
TOTAL MBE PARTICIPATION		4%	
TOTAL WBE PARTICIPATION		0%	

Remarks: M/WBE PARTICIPATION PLAN SUBMITTED

Note: MBE and WBE GOAL NOT MET

Stated: Due to the fact that the bulk of cost is equipment, they will not be able to meet 18% of project dollars only 18% of labor cost.

Labor cost =\$108,011

$108,011 * 18\% = 19,441.98 = 4\%$ of total project dollars

2) Teer Engineering, LLC

Subconsultants	MBE/WBE	%	Scope of Work
TOTAL MBE PARTICIPATION		0%	
TOTAL WBE PARTICIPATION		0%	

Remarks: M/WBE PARTICIPATION PLAN NOT SUBMITTED

3) The Integrated Factory, Inc.

Subconsultants	MBE/WBE	%	Scope of Work
ATW Communications	MBE	18%	Low voltage cabling installation and termination; filed device installation
TOTAL MBE PARTICIPATION		18%	
TOTAL WBE PARTICIPATION		0%	

Remarks: M/WBE PARTICIPATION PLAN SUBMITTED

Note: **WBE GOAL NOT MET**

*** This is a summary of all the MWBE Participation Plans as was submitted in the proposal. This is not the confirmed MWBE Participation Plan.**

Request for Proposals for
RFP18-0050 City Hall Audio Visual System
Final Scoring

COMMITTEE MEMBERS:

Ian LaHiff	Denise Aldridge	Timothy Davis	Ed Richter	Stephen Rhodes
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CONSOLIDATED RANKING:

	Ian LaHiff	Denise Aldridge	Timothy Davis	Ed Richter	Stephen Rhodes	Total	Ranking
Audio Fidelity Communications dba Whitlock	3	3	2	3	2	13	3
Teer Engineering, LLC	2	2	3	2	3	12	2
The Integration Factory, Inc.	1	1	1	1	1	5	1

INDIVIDUAL SCORING / RANKING:

NO.	POSSIBLE POINTS	Audio Fidelity Communications dba Whitlock	Teer Engineering, LLC	The Integration Factory, Inc.	
A	27	25	27	26	
B	26	21	22	24	
C	5	1	0	3	
D	2	0	0	2	
E	40	38.3	39.6	40	
TOTAL POINT VALUE	100	85.3	88.6	95	
Ian LaHiff		3	2	1	
Ranking					

Audio Fidelity Communications dba Whitlock Teer Engineering, LLC

Ian LaHiff 85.3 88.6

NO.	POSSIBLE POINTS	Audio Fidelity Communications dba Whitlock	Teer Engineering, LLC	The Integration Factory, Inc.	
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A	27	25	24	25	
B	26	22	26	26	
C	5	4	0	4	
D	2	0	0	2	
E	40	38.3	39.6	40	
TOTAL POINT VALUE	100	89.3	89.6	97	
Denise Aldridge		3	2	1	
Ranking					

Denise
Aldridge

89.3

89.6

NO.	POSSIBLE POINTS	Audio Fidelity Communications dba Whitlock	Teer Engineering, LLC	The Integration Factory, Inc.	
A	27	27	25	27	
B	26	23	26	22	
C	5	3	0	4	
D	2	0	0	2	
E	40	38.3	39.6	40	
TOTAL POINT VALUE	100	91.3	90.6	95	
Timothy Davis		2	3	1	
Ranking					

Timothy
Davis

91.3

90.6

NO.	POSSIBLE POINTS	Audio Fidelity Communications dba Whitlock	Teer Engineering, LLC	The Integration Factory, Inc.	
A	27	20	24	26	
B	26	26	26	26	
C	5	1	0	3	
D	2	0	0	2	
E	40	38.3	39.6	40	

Request for Proposals for
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TOTAL POINT VALUE	100	85.3	89.6	97	
Ed Richter					
Ranking		3	2	1	

Ed Richter 85.3 89.6

NO.	POSSIBLE POINTS	Audio Fidelity Communications dba Whitlock	Teer Engineering, LLC	The Integration Factory, Inc.	
A	27	25	22	24	
B	26	20	22	25	
C	5	2	0	3	
D	2	0	0	2	
E	40	38.3	39.6	40	
TOTAL POINT VALUE	100	85.3	83.6	94	
Stephen Rhodes					
Ranking		2	3	1	

Stephen
Rhodes 85.3 83.6

TOTAL
SCORES 436.5 442

Audio Fidelity
Communications
dba Whitlock Teer
Engineering, LLC

Request for Proposals for
RFP18-0050 City Hall Audio Visual System
Final Scoring

The
Integration
Factory, Inc.

Request for Proposals for
RFP18-0050 City Hall Audio Visual System
Final Scoring

97

95

Request for Proposals for
RFP18-0050 City Hall Audio Visual System
Final Scoring

97

94

478

The
Integration
Factory, Inc.