



CITY OF ORLANDO

2nd ADVISORY COMMITTEE MEETING MINUTES

RFP18-0050

Request for Proposals for

CITY HALL AUDIO/VISUAL EQUIPMENT

December 21, 2017 8:30 a.m.

Blowfish Conference Room, 4th Floor

City Hall, 400 S. Orange Avenue, Orlando, FL 32801

The 2nd Advisory Committee (Committee) for the above project convened on December 21, 2017 at City Hall in Orlando, Florida. The purpose of this meeting is to have general discussion about all the responsive proposals and if the Committee chooses, shortlist the firms for presentations.

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 Richter, Broadcast Operations Manager-Communications and Neighborhood Relations

Stephen M. Rhodes, Deputy Director-Economic Development

TECHNICAL ADVISORS PRESENT

Stephanie Herdocia – Executive Offices

Andrew Phillips - Project Coordinator

Cliff Kwitowski - TLC Engineering for Architecture

Frank L. Gardner - TLC Engineering for Architecture

Phillip Cybulski - Communications and Neighborhood Relations

Ken Goldberg - Orange County TV and Vision TV

Michael Seif - Orange County TV and Vision TV

PROCUREMENT REPRESENTATIVES:

Teddi McCorkle, Senior Contract Administrator (Facilitator)

Silvia Coste, Purchasing Agent II

Fabio Henao, Purchasing Agent II

Dawn Chin Shue, Contract Compliance Investigator, MBE Division

Actions/Discussion/Motions:

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

1. Called the meeting to order at 8:34 a.m.
2. Reminded everyone that the meeting is being recorded.
3. Had all Committee members and others present introduce themselves.
4. Advised the Committee that a quorum was established with 5 of the 5 members present.
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 at this time.

Teddi McCorkle indicated that 7 proposals were received but only four (4) were deemed responsive:

- Audio Fidelity Communications, dba- Whitlock
- Encore Broadcast Solutions
- Teer Engineering, LLC
- The Integration Factory

Actions/Discussion/Motions:

The Facilitator asked the Committee for approval of the first Meeting Minutes of December 18, 2017. These Minutes had been distributed by email to all Committee Members. A motion was made by Mike Rhodes, and seconded by Denise Aldridge, to accept those Minutes as written. The motion carried unanimously.

Facilitator discussed the VBE participation from all the Proposers.

Dawn Chin Shue discussed MWBE participation from all the Proposers.

General discussion ensued and the Facilitator recessed the meeting at 9:20 am. The meeting reconvened at 9:50 am.

After further review, it was determined that three (3) proposers will be deemed non-responsive. A motion was made by Ian LaHiff, and seconded by Denise Aldridge, to move forward with the four (4) responsive proposers. The motion carried unanimously.

The Committee requested the following presentation schedule for each presenter on January 10, 2018 with the following time allowance:

Five (5) Minutes	Introductions
Forty-Five (45) Minutes	Presentations/Responses
Ten (10) Minutes	Question & Answer Session

A motion was made by Ian LaHiff, and seconded by Mike Rhodes, to accept the recommendation for presentation as five minutes for Introductions, 45 minutes for Presentations/Responses, and 10 minutes for Question and Answer Session. No one was present from the public. Discussion ensued. The motion carried unanimously.


The Committee agreed on submitting Teddi McCorkle recommended items to be discussed during the proposers' presentation. Teddi McCorkle will work with Ian LaHiff to compile the final list of items and will notify the presenters.

The Committee decided to send Teddi McCorkle any special reference questions they wish to be addressed. Teddi McCorkle will obtain the reference checks.

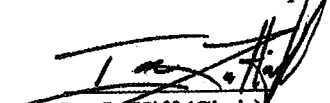
Ian LaHiff, Chair, adjourned the meeting at 10:43 a.m.

These minutes are considered to be the official minutes of the RFP18-0050 2nd Advisory Committee Meeting held on December 21, 2017, 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

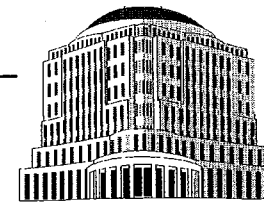
Reviewed and Accepted by:


Ian LaHiff (Chair)
Energy Project Manager
Facilities Division

Attachments: Sign-in Sheets

CITY OF ORLANDO

Procurement and Contracts Division 2nd Committee Meeting Sign-In Sheet



Date: 12/21/17	Time: 8:30 A.M.	Bid Number: RFP18-0050	Location: City Hall at One City Commons, 400 South Orange Avenue, Blowfish Conference Room, 4th Floor, Orlando, Florida
Title: CITY HALL AUDIO/VISUAL SYSTEM			

	COMPANY REPRESENTATIVE (PRINT NAME & PROVIDE SIGNATURE)	EMAIL ADDRESS (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	<u>teddi.mccorkle@cityoforlando.net</u> <u>silvia.coste@cityoforlando.net</u>	(407) 246-2332 (407) 246-2216	(407) 246-2869
City of Orlando, Facilities Management	Ian LaHiff Energy Project Manager	<u>Ian.lahiff@cityoforlando.net</u>	(407) 246-3853	
City of Orlando	Dawn Chin-Shue Contract Compliance Investigator III	<u>dawn.chin-shue@cityoforlando.net</u>	407-246-2408	
City of Orlando	Denise Aldridge City Clerk	<u>Denise.aldridge@cityoforlando.net</u>	407-246-3300	
City of Orlando	Timothy H Davis Deputy Chief Information Officer	<u>Tim.davis@cityoforlando.net</u>		



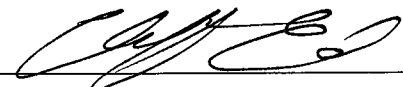
PROCUREMENT AND CONTRACTS DIVISION

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

Procurement and Contracts Division
2nd Committee Meeting Sign-In Sheet

Date: 12/21/17	Time: 8:30 A.M.	Bid Number: RFP18-0050	Location: City Hall at One City Commons, 400 South Orange Avenue, Blowfish Conference Room, 4th Floor, Orlando, Florida
----------------	-----------------	------------------------	---

Title: CITY HALL AUDIO/VISUAL SYSTEM

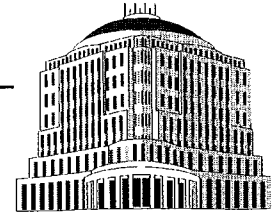
COMPANY NAME & ADDRESS DEPARTMENT/BUREAU	COMPANY REPRESENTATIVE (PLEASE PRINT LEGIBLE YOUR NAME & PROVIDE SIGNATURE)	EMAIL ADDRESS: <u>IMPORTANT</u> (DO NOT LEAVE IN BLANK)	TELEPHONE #	FAX #
TLC ENGINEERING FOR ARCHITECTURE 255 S ORANGE AVE SUITE 1600 ORLANDO	FRANK L. GARDNER 	frank.gardner@tlc-eng.com	407-487-1135	
City of Orlando City Hall	Phillip Cybulski 	phillip.cybulski@cityoforlando.net	407-246-3459	
Orange County Gov/ Orange TV 9860 Universal Blvd Orlando, FL 32819	Michael Seif	mike.seif@ocfl.net	407-685-9097	
COO Fleet & Facilities	Andrew Phillips	andrew.phillips@cityoforlando.net		
TLC Engineering	Cliff Kwitowski 	cliff.kwitowski@tlc-eng.com	407-843-9727	

PROCUREMENT AND CONTRACTS DIVISION

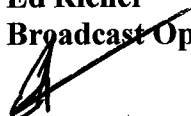

CITY HALL • 400 SOUTH ORANGE AVENUE • P.O. BOX 4990 • ORLANDO, FLORIDA 32802-4990
PHONE 407.246.2291 • FAX 407.246.2869 • CityofOrlando.net • esupplier.cityoforlando.net

CITY OF ORLANDO

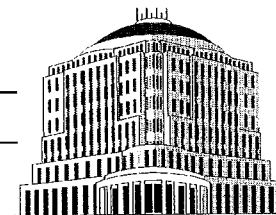
Procurement and Contracts Division 2nd Committee Meeting Sign-In Sheet



Date 12/21/17	Time: 8:30 A.M.	Bid Number: RFP18-0050	Location: City Hall at One City Commons, 400 South Orange Avenue, Blowfish Conference Room, 4 th Floor, Orlando, Florida
Title: CITY HALL AUDIO/VISUAL SYSTEM			

COMPANY NAME & ADDRESS DEPARTMENT/BUREAU	COMPANY REPRESENTATIVE (PLEASE PRINT LEGIBLE YOUR NAME & PROVIDE SIGNATURE)	EMAIL ADDRESS: IMPORTANT (DO NOT LEAVE IN BLANK)	TELEPHONE #	FAX #
City of Orlando	Ed Richer Broadcast Operations Manager 	<u>Edward.Richter@cityoforlando.net</u>		
City of Orlando	Stephen M. Rhodes Deputy Director 	<u>Mike.rhodes@cityoforlando.net</u>	407-246-3331	
City of Orlando	Stephanie Herdoux City Clerk Aide	Stephanie.Herdoux@ Cityoforlando.net	407-246- 2009	
Orange County OTU	Ken Goldberg	Ken.goldberg@ocfl.net	407 6859088	

CITY OF ORLANDO

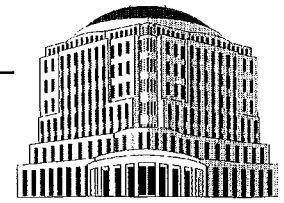


PROCUREMENT AND CONTRACTS DIVISION

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

Procurement and Contracts Division 2nd Committee Meeting Sign-In Sheet



Date: 12/21/18	Time: 8:30 A.M.	Bid Number: RFP18-0050	Location: City Hall at One City Commons, 400 South Orange Avenue, Blowfish Conference Room, 4th Floor, Orlando, Florida
Title: CITY HALL AUDIO/VISUAL SYSTEM			

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 Purchasing	Fabio Henuo	Fabio.Henuo@cityoforlando.net	407.246.3796	

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