



CITY OF ORLANDO

1st ADVISORY COMMITTEE MEETING MINUTES

RFP18-0050

CITY HALL AUDIO/VISUAL SYSTEM

December 18, 2017

City Hall – 4th Floor Blowfish Conference Room 9:00 a.m.

The 1st Advisory Committee (Committee) for the above project convened on December 18, 2017, in the Blowfish Conference Room, City Hall. The purpose of this meeting was to review the responsive proposals, and to have general discussions on the upcoming meetings.

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

TECHINICAL 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 TV and Vision TV
Michael Seif - Orange TV and Vision TV

PROCUREMENT & OTHER CITY REPRESENTATIVES:

Teddi McCorkle, Senior Contract Administrator (Facilitator)
Silvia Coste, 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 **9:05** 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 Stephen Mike Rhodes, and seconded by Ian Lahiff, to accept the Public Input Procedures. The motion carried unanimously.

Teddi McCorkle indicated that a copy of the solicitation and addenda were distributed via e-mail to the Committee.

DISCUSSION AND MOTIONS:

Ian LaHiff described the project to the Committee.

Teddi McCorkle gave the Committee an overview of the option to short-list proposers, potential presentations, time allotted for each presenter and any specific agenda expected from the presenters. General discussion ensued. The Committee indicated they would short list at the 2nd Committee meeting on Thursday, December 21, 2017, and further discuss their expectation of the presentations.

Teddi McCorkle asked the Committee if D & B Financial Reports were needed for each of the proposers. General discussion ensued. The Committee determined that D & B Financial Reports were not needed for the project.

Dawn Chin Shue briefly discussed the MBE/WBE portion of the proposals. She indicated that she would compile a report and forward it Teddi McCorkle for distribution to the Committee.

A general discussion ensued about questions to be requested from the Proposers references. Committee Members and Technical Advisors will be sending questions to Teddi McCorkle at TeamC@cityoforlando.net. Teddi McCorkle and Ian will finalize the reference questions.

The 2nd Committee Meeting is scheduled for December 21, 2017 beginning at 8:30 a.m. to 12:00 p.m., in the Blowfish (4th Floor) Conference Room.

Ian Lahiff, Chair, adjourned the meeting at **9:52** a.m.

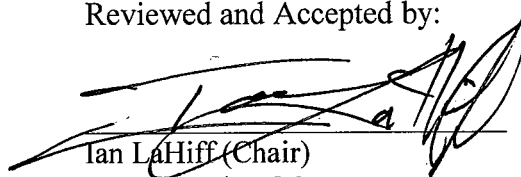
These minutes are considered to be the official minutes of the RFP18-0050 Advisory Committee Meeting held on December 18, 2017, and no other notes, tapes, or other recordings taken by anyone takes precedence.

Submitted by:



Teddi McCorkle, CPPB, C.P.M. (Facilitator)
Sr. Contract Administrator
Procurement & Contracts Division

Reviewed and Accepted by:

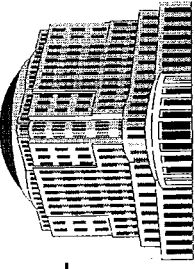


Ian LaHiff (Chair)
Energy Project Manager
Facilities Division

Attachment: Sign-in Sheet
Public Input Procedures
Committee Rules

CITY OF ORLANDO

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



Date: 12/18/17	Time: 9:00 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			

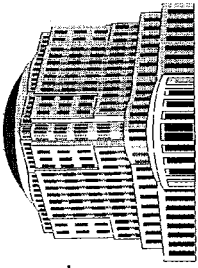
			PHONE #	FAX #
Procurement & Contracts Div. 400 South Orange Avenue, 4th Floor, City Hall Orlando, Florida 32801	Teddi McCorkle, Sr. Contract Administrator <i>[Signature]</i>	<u>teddi.mccorkle@cityoforlando.net</u>	(407) 246-2332	(407) 246-2869
	Silvia Coste, Purchasing Agent II <i>[Signature]</i>	<u>silvia.coste@cityoforlando.net</u>	(407) 246-2216	
City of Orlando, Facilities Management	Ian LaHiff Energy Project Manager <i>[Signature]</i>	<u>ian.lahiff@cityoforlando.net</u>	(407) 246-3853	
City of Orlando 400 S Orange Ave 2nd Floor City Hall City Clerk's Office	Denise Aldridge City Clerk	<u>denise.aldrige@cityoforlando.net</u>	407-246-3300	
City of Orlando 400 S Orange Ave 2nd Fl City Hall City Clerk's Office	Stephanie Herdoux City Clerk Aide	<u>stephanie.herdoux@cityoforlando.net</u>	407.246.2009	
CITY OF ORLANDO 400S ORANGE AVE 2ND FL CITY HALL Communication	ED RICHTE Broadcast Operations Mgr	<u>EDWARDS.RICHTE@CITYOFORLANDO.NET</u>	407 246 2115	

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

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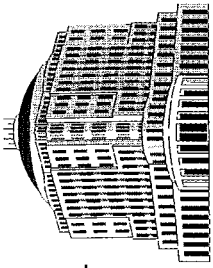
COMPANY NAME (PLEASE PRINT FULL NAME OF COMPANY)	COMPANY REPRESENTATIVE (PLEASE PRINT NAME OF REPRESENTATIVE & PROVIDE SIGNATURE)	EMAIL ADDRESS (DO NOT LEAVE IN BLANK)	TELEPHONE #	FAX #
City Of Orlando Fleet & Facilities	Andrew Phillips	andrew.phillips@cityoforlando.net	407-246-3280	
CITY OF ORLANDO NBE and Blueprint Division	Dawn Chan Shue			
TLC Engineering	Cliff Kwitewski	cliff.kwitewski@tlc-eng.com	407-843-9727	
TLC ENGINEERING P&L ARCHITECTURE 255 S. ORLANDO AVE SUITE 1600	FRANK L. GARDNER	frank.gardner@tlc-eng.com	407-841-9050	

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COMPANY NAME (PLEASE PRINT FULL NAME & ADDRESS)	COMPANY REPRESENTATIVE (PLEASE PRINT NAME & PHONE NUMBER)	EMAIL ADDRESS (DO NOT LEAVE IN BLANK)	TELEPHONE #	FAX #
City of Orlando 400 S Orange Ave 2nd Fl City Hall	Phillip Cybulski	phillip.cybulski@cityoforlando.net	407-246-3819	
Orange Co. Broadcast 9860 Universal Blvd Orlando FL 32819	Ken Goldberg	Ken.goldberg@ocfl.net	407 685 9 088	
Orange County Govt Orange TV 9860 Universal Blvd	Michael Seif	Mike.Seif@ocfl.net	407-685-9097	
City of Orlando, IT	Tim Davis	Tim.Davis@cityoforlando.net	407-246-3049	
City of Orlando EDV	Mike Rhoades	mike.rhoades@cityoforlando.net	407-246-3331	



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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