RFP-000965 Committee Meeting September 16, 2013 Minutes

Evaluation Committee for Landscape Maintenance Services – S.R. 408, S.R. 417 & HQ Building; Contract No. 000965, held a duly noticed meeting on Monday, September 16, 2013, commencing at 8:34a.m. in the Pelican Conference Room at the OOCEA Administrative Bldg., Orlando, Florida. Robert collected the committee member disclosure forms and informed the committee that Iranetta Dennis is absent due to illness and that her scores would not be utilized.

Committee Members Present:
Ben Dreiling, Director of Construction and Maintenance
Chris Bloodwell, Landscape Architect
Glenn Pressimone, Director of Engineering

Other Attendees:
Robert Johnson, Manager of Procurement

Committee Members Absent:
Ilanetta Dennis, Director of Business Development

Interviews:
Robert each of interviews with an outline of the interview process. Robert stated the interview portion of the meeting is closed to the public and is being recorded in accordance with Florida Statute.

Ackman Bros. Landscaping, Inc. 08:39 a.m. – 09:10 a.m.
Carol King Landscape Maintenance, Inc. 09:16 a.m. – 09:35 a.m.
Commercial Companies, Inc. 09:45 a.m. – 10:05 a.m.
Groundtek of Central Florida, LLC 10:11 a.m. – 10:29 a.m.

Upon completion of the last interview the recorder was stopped and the meeting was considered no longer closed to the public.

Evaluation Portion:
The committee members were given the opportunity to discuss the technical and interviews prior to submitting their evaluation forms. At 10:35 a.m., the committee members individually scored the interviews and submitted them to Robert for tallying. Robert Johnson tallied the score sheets utilizing the raw scores assigned by each committee member and averaged the raw scores for each Proposal received. Attached is the summary score results.

Pricing, Total Points and Rankings
Upon completion of the evaluation of the technical portion, Robert opened the pricing proposals and scored the pricing proposals in accordance with the RFP requirements. See attached final summary sheet for pricing, total points and ranking results.

Contingent upon the price proposal being further evaluated against the engineers estimate and being within acceptable ranges, the Committee recommends the Board approve ranking and
recommend award of the Agreement to the top ranked Proposer, Groundtek of Central Florida, LLC. If the evaluation determines unbalanced items, the committee recommends OOCEA procurement procedures be followed and upon successful completion of the price proposal evaluation, make the recommendation to the Board.

There being no further business to come before the Committee, the meeting was adjourned at 11:21 a.m. These minutes are considered to be the official minutes of the interview, opening of the Price Proposals and final evaluation by the Evaluation Committee at its meeting held Monday, September 16, 2013.

Submitted by: __________________________
Robert Johnson, Manager of Procurement

On behalf of the Evaluation Committee, these minutes have been reviewed and approved by:

_______________________________
Chris Bloodwell, Landscape Architect
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<tr>
<th>PROPOSER</th>
<th>TECHNICAL POINTS</th>
<th>PRICE POINTS</th>
<th>TOTAL POINTS</th>
<th>POINT VALUE</th>
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<td>3.62</td>
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**Total Revenue Summary**

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**Landscape Maintenance Services - 8A, 8B, 47 & 50 Building RP0-000066**

TECHNICAL AND PRICE PROPOSAL SCORING SUMMARY

Clerk, King Landscaping Inc. landscape Maintenance Inc.
# ORLANDO-ORANGE COUNTY EXPRESSWAY AUTHORITY

## TECHNICAL AND PRICE PROPOSAL INDIVIDUAL SCORING

**LANDSCAPE MAINTENANCE SERVICES - SR 408, SR 417 & HQ BUILDING, RFP-000965**

<table>
<thead>
<tr>
<th>Company</th>
<th>B. Dreiling</th>
<th>C. Bloodwell</th>
<th>G. Pressimone</th>
<th>I. Dennis</th>
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Committee Members:  

- [Signature]
- Monday, September 16, 2013

- [Signature]
- Monday, September 16, 2013

- [Signature]
- Monday, September 16, 2013
Disclosure Form for Evaluation Committee Members

For this purpose, the term “relative” includes the following: father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepsister, stepbrother, stepsister, half brother, or half sister or any person having the same legal residence as the employee.

The term “principal” means anyone who shares in the profits of the entity or whose compensation might vary based on the award or performance of the project.

The term “employed by” includes any receipt of compensation for services.

“May submit a proposal,” means planning to submit, or considering submission. If you don’t know, ask.

Persons serving on a selection committee in a solicitation process should be able to answer all the following questions in the negative. If the answer is affirmative, please explain below:

1. Are you, your spouse, child or anyone living in your household currently ( □ Yes □ No ) Employed by any entity that may submit a proposal?

2. Are you, or any relative, an officer, director, principal, or project team participant of, any entity that may submit a proposal? ( □ Yes □ No )

3. Do you, or does any relative, own more than 5% of any entity that may submit a proposal? ( □ Yes □ No )

4. Within the preceding 12 months have you, your spouse, child or anyone living in your household been offered employment or future employment or, had any discussion involving future employment with any entity that may submit a proposal? ( □ Yes □ No )

5. Within the preceding 12 months, have you, your spouse, child or anyone living in your household accepted a gift valued at over $100 from any entity, or a principal of any entity that may submit a proposal? ( □ Yes □ No )

6. Could the award of this contract result in any pecuniary gain to you, any relative, any business associate, or any entity that has employed or retained you within the past 12 months? ( □ Yes □ No )

7. Do you know of any reason that would impact your impartiality with respect to this solicitation? ( □ Yes □ No )

If you answer yes to any of these questions, please explain below

Additional comments

If the answer to any of the foregoing questions is “yes,” then your participation on the selection committee must be approved by the Executive Director after a review of all relevant facts.

I, [Name], hereby certify that I have read and understand the Orlando-Orange County Expressway Authority Ethics Policy and I agree to be bound by the applicable laws and policies.

[Signature]
Disclosure Form for Evaluation Committee Members

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1. Are you, your spouse, child or anyone living in your household currently
   Employed by any entity that may submit a proposal?  Yes ☐  No ☒

2. Are you, or any relative, an officer, director, principal, or project team participant
   of, any entity that may submit a proposal?  ☐ ☒

3. Do you, or does any relative, own more than 5% of any entity that may submit a
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If you answer yes to any of these questions, please explain below
Additional comments ____________________________________________________________

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DAVID CHRISTOPHER

I, BLOODWELL □, hereby certify that I have read and understand the Orlando-Orange County
(Name)
Expressway Authority Ethics Policy and I agree to be bound by the applicable laws and policies.

(Signature)
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3. Do you, or does any relative, own more than 5% of any entity that may submit a
   proposal? □
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   12 months? □
7. Do you know of any reason that would impact your impartiality with respect to this
   solicitation? □

If you answer yes to any of these questions, please explain below
Additional comments __________________________________________________________________________
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(Name)

________________________
(Signature)