

Summary Meeting Minutes
COMBINATION INITIAL AND FINAL EVALUATION COMMITTEE MEETING

Building Automation Systems Services – County Facilities

RFP No. BLD2123540P1

Date: June 9, 2022, Time: 10:00 A.M.

Location: Virtual and In Person Meeting (Microsoft Teams and Room 430)
754-900-8519
Conference ID: 228274646#

Attendees:

Carolyn Messersmith, Purchasing Manager, Purchasing Division, Finance and Administrative Services Department (**Chair and Non-Voting Member**)

Evaluation Committee (EC) Members: (Voting Members)

- Michael Cleary, Supervisor-Engineering Unit, Highway Construction and Engineering Division, Public Works Department
- Todd Manning, Construction Project Management Supervisor, Construction Management Division, Public Works Department
- Ian Mitchell, Assistant Director, Facilities Management Division, Public Works Department
- David Stouffer, Information Systems Manager, Enterprise Technology Services Division, Finance and Administrative Services Department
- Jeff White, Enterprise Assistant Director, Operation Division, Port Everglades Department

County Staff:

- Randy Plunkett - Purchasing Division
- Janice Carter – Facilities Management Division (Project Manager)
- Sean O'Rourke – Facilities Management Division (Subject Matter Expert)
- Candace Jensen – Facilities Management Division
- Mary Moss - Purchasing Division
- Marlyn Mahabeer - Purchasing Division
- Jeanette Ferrell - Purchasing Division
- Mark Roberts - Purchasing Division
- Cindy Machi-Rodriguez – Purchasing Division
- Fernando Amuchastegui - County Attorney's Office
- Matt Haber - County Attorney's Office
- Matthew Haber- County Attorney's Office
- Mckillop Erlandson – County Attorney's Office
- James Vose – Office of Economic and Small Business Development
- Lori Fortenberry - Finance Division
- Colleen Pounall – Risk Management Division

The meeting was called to order at 10:02 a.m. and announcements were made by the Chair.

Summary Meeting Minutes

Combination Evaluation Committee Meeting for: Building Automation Systems Services – County Facilities
Combination Initial and Final Evaluation Meeting
June 9, 2022

The Chair made an announcement that “This meeting is accessible via Microsoft Teams Conference (phone or computer) for public and vendors. Members of the Evaluation Committee and County employees required to attend this meeting at the direction of the Purchasing Division are physically present at this meeting.”

The Chair stated that that Virtual Attendance will be recorded in two ways.

The Chair announced that the Combination Evaluation Meeting will include a closed session for presentations and a subsequent question and answer period. The closed session allows only Committee members, County staff and the vendor and its team in the Microsoft Team meeting room (virtual room) for presentation and the Question-and-Answer period.

The Purchasing Division representative introduced County Staff, made introductory comments about the solicitation, and noted that the meeting had been publicly noticed.

The Chair stated that a Quorum is Present and named the Committee members.

The Chair stated the responsibility of the Evaluation Committee and the Chair.

The Chair stated that the purpose of the meeting was to determine responsiveness and responsibility of the firms that submitted a proposal, and that only those firms that have been determined by the EC to be both responsive and responsible to the RFP requirements would proceed to the presentations, scoring, and ranking portion of the meeting.

The Chair stated that the cone of silence for this project has been in effect since February 10, 2022, for County Staff. Based upon the Cone of Silence revisions, effective April 1, 2022, the Cone of Silence expanded to all Commissioner Offices and County Staff; and all inquiries should be directed to the Project Manager or the Director of Purchasing. In addition, communication with a representative of the Office of Economic and Small Business Development is allowed regarding a solicitation or participation in

The Chair stated that the Summary of Vendor Rights Regarding Broward County Competitive Solicitations has been provided to all proposing firms in the RFP.

The Chair stated that in accordance with Broward County Procurement Code all Committee Members shall be free of conflicts of interest and all Members submitted Disclosure Forms responding that they can be fair and impartial to all vendors.

The Chair then called on the Purchasing Division to report on their findings about responsiveness and responsibility.

The Purchasing representative stated the responsiveness requirements and named the proposing firms that were recommended to be evaluated as responsive to the requirements. All three (3) firms were recommended to be evaluated as responsive to all responsiveness requirements.

The Purchasing representative stated the responsibility requirements and named the proposing firms that met the responsible requirements.

Summary Meeting Minutes

Combination Evaluation Committee Meeting for: Building Automation Systems Services – County Facilities
Combination Initial and Final Evaluation Meeting
June 9, 2022

The Purchasing representative reported that all firms have met the solicitation requirements regarding the CBE goal.

The Purchasing representative reported that only Siemens Industry, Inc. has taken exception to the County's standard terms and conditions.

The Chair gave the definition of responsiveness and asked if there was any discussion or question from the Evaluation Committee regarding determination of responsiveness of the firms. There was no discussion. The Chair asked for a motion with respect of responsiveness. Ian Mitchell made a motion to find all firms responsive. Seconded by Todd Manning and motion passed.

The Chair gave the definition of responsibility and asked if there was any discussion or question from the Evaluation Committee regarding determination of responsiveness of the firms. There was no discussion. Michael Cleary made a motion to find all firms responsible. Seconded by Jeff White and motion passed.

The Chair asked for a motion to accept the firms determined to be responsive and responsible and to proceed to the presentations, scoring, and ranking portion of the meeting. Motion was made to accept Climax, Inc. DBA Mechanical Air Concepts, Johnson Controls, Inc., and Siemens Industry, Inc. and to proceed to the second portion of the meeting for final evaluation. The motion was made by Ian Mitchell, seconded by Todd Manning, and passed.

The Purchasing representative reported that two of the three proposers accepted and/or waived the County's Terms and Conditions. Only Siemens Industry, Inc. took exceptions. The six exceptions were stated, and discussion was turned over to representatives of the County Attorney's Office.

Matt Haber from the County Attorney's Office reviewed the exceptions taken by Siemens Industry, Inc. The Chair asked if there were any questions from the Evaluation Committee regarding the exceptions. Ian Mitchell asked if the proposer is to be given the opportunity to respond to potentially moving forward. The Chair agreed and called on a representative from Siemens Industry, Inc. to respond. The representative stated that Siemens Industry, Inc. would like to move forward. The Chair reviewed all non-negotiable exceptions and Siemens Industry, Inc. confirmed to waiving each exception. For the final exception, discussion proceeded regarding the ETS Security Requirements, Exhibit I. Siemens Industry, Inc. stated that modification to these requirements may be needed but confirmed the need would be only if Optional Services were to be requested by the County. Siemens Industry, Inc. accepted the ETS Security Requirements, Exhibit I for the basic services of the contract and thereby waived the exception taken.

The Chair reviewed the order of presentations and advised all attendees of the Open Session that the Closed Session for presentations will begin. Proposers will be notified by email when to proceed to the Closed Session. The Committee reviewed submittals, heard presentations, asked questions, and completed scoring of the firms.

Upon conclusion of the Closed Session, all parties proceeded back to the Open Session and the Chair asked the Evaluation Committee if there was anything for discussion. There was no discussion, and the Chair then gave instruction to the Committee for scoring.

Summary Meeting Minutes

Combination Evaluation Committee Meeting for: Building Automation Systems Services – County Facilities

Combination Initial and Final Evaluation Meeting

June 9, 2022

A recess was taken to allow for tabulation of the scoring sheets.

The Chair reconvened the meeting.

The Purchasing representative announced scores. The Committee member's scores were read first and then the total scores were read. The rankings were then read.

1 st Ranked Firm:	Johnson Controls, Inc.
2 nd Ranked Firm:	Siemens Industry, Inc
3 rd Ranked Firm:	Climax, Inc. DBA Mechanical Air Concepts

The Chair asked if a motion would be made to accept the Evaluation Committee' scores. The motion was made and passed.

The Chair stated the recommendation will be posted for three days as a "proposed recommendation of ranking" and following this three-day period, if no objections to the proposed ranking have been received in writing by the Director of Purchasing, a final recommendation of ranking will be posted and presented to either the Board or County Administrator for approval. The Chair also stated that the information and documents reviewed by Evaluation Committee members as part of the evaluation process, as well as the video recording of this meeting are posted for general review on the Purchasing Division website located at the RFP/RLI Supporting Documents Repository.

The Chair stated the estimated time the final agreement will come to the Board for approval and execution is within 45 days from the final approval of the rankings.

The Chair asked if there was any other business, seeing none, the Chair adjourned the meeting at 1:14 PM.