Goal Setting Committee February18, 2025, Meeting Minutes

COMMITTEE MEMBERS PRESENT (Voting)
Anne Marie Richards – Economic Development and Diversity Compliance Coordinator, - EDDC Designee
Jennifer Andreu – Executive Director, Economic Development and Diversity Compliance, - BSC Designee
Allen Behnke – Manager, Physical Plant Operations (PPO)
Brandon Pitman – Manager, Grounds
Mary Molder – Director, Food & Nutrition Services
Edgar Lugo – Purchasing Agent, PWS
Cenira Infante – Assistant Director, PWS,- PWS Designee

COMMITTEE MEMBERS PRESENT (Non-Voting)
Tasha Campbell – EDDC
Michael Scott – EDDC
Thais Souza – Purchasing Agent, PWS
Allison Witoshynsky– Director, Environmental Health and Safety
Casey Maggio – Food and Nutrition Services

TEAMS Virtual Meeting Attendance
Jasmine Jones – EDDC
Vincent Jones – EDDC
Sonja Coley – Office of Capital Programs

CALL TO ORDER

Anne Marie Richards, Economic Development and Diversity Compliance Coordinator, made the opening remarks, asked attendees to introduce themselves, and discussed the composition of the Goal Setting Committee. Ms. Richards explained the members' obligations under the Sunshine Laws, the purpose of the Goal Setting Committee, the use of APIs, the District's Policy 3330, and the Keen Industry Independent research results.

Ms. Richards requested a motion to approve the November 2024 and December 2024 meeting minutes. The motion was made by Jennifer Andreu, Executive Director, Economic Development and Diversity Compliance, and seconded by Allen Behnke, Manager, PPO. Ms. Richards then conducted a roll call of the voting members or their designees.

Ms. Richards requested a motion to move New Business to the floor, so moved by Ms. Mary Mulder, Executive Director, Food & Nutrition Services, and seconded by Cenira Infante, Assistant Director, PWS, and PWS Designee. The motion passed unanimously, concluding the opening remarks.

1. Review and Discussion of RFP (PENDING) Furnish, Install, and Repair Aluminum Walkway Covers

New Solicitation No: RFP (Pending)

Title: Furnish, Install, and Repair Aluminum Walkway Covers
Proposed Spend Authority: $2,000,000
Category Code(s): 15520 / FMR
Requesting Department: PPO – Allen Behnke
Description: Furnish, install, and repair aluminum walkway covers.
Structure: Preapproved Vendor(s)
Award Method: Pre-Qualified Firm
Registered ESMWVBEs: 45

Notes:

Ms. Jennifer Andreu proposed one solicitation for all sites requiring aluminum walkway covers, rather than one per site. Edgar Lugo explained that previous solicitations were often for new installations under construction projects, whereas this one is mainly for repairs. Ms. Andreu suggested removing the term "install" and creating separate solicitations for new installations and repairs moving forward. The committee ultimately agreed to keep the current structure — covering both new installation and repairs — and award by groups.

Mr. Lugo clarified that new installations typically originate from the Office of Capital Programs, while repairs come from PPO. Ms. Andreu entered a motion to set a **10%-20% mandatory subcontracting goal** for EDDC-certified firms for new installations and **no APIs for repairs**. The motion was seconded by Cenira Infante and passed unanimously.

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2. Review and Discussion of RFP (PENDING) - Tree Trimming Services

New Solicitation No: RFP (Pending)

Title: Tree Trimming Services
Proposed Spend Authority: $2,507,000
Category Code(s): 98888 / FMR
Requesting Department: PPO – Allen Behnke
Description: Tree pruning services.
Structure: Preapproved Vendor(s)
Award Method: To be determined
Registered ESMWVBEs: 17

Notes:

Ms. Richards explained that this solicitation was previously presented as an ITB but has been reclassified as an RFP due to changes in the scope. Mr. Behnke shared that the work is divided into three zones to improve District coverage and provide small businesses with more opportunities.

Ms. Richards requested a motion to approve EDDC's recommendation of **15 points**, with an **additional 5 points** for first-time EDDC-certified prime bidders. The motion was made by Mary Mulder and seconded by Jennifer Andreu. The motion passed unanimously.

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3. Review and Discussion of RFP (PENDING) Playground Equipment, Surfacing, and Fabric Shade Structures

New Solicitation No: RFP (Pending)

Title: Playground Equipment, Surfacing, and Fabric Shade Structures
Proposed Spend Authority: $1,872,000
Category Code(s): 650 / FMR
Requesting Department: PPO – Allen Behnke
Description: Playground equipment, repair parts, surfacing, and fabric shade structures.
Structure: Preapproved Vendor(s)
Award Method: Pre-Qualified Firm
Registered ESMWVBEs: 43

NOTES:

An overview was provided by Allen Behnke, Brandon Pitman, and Allison Witoshynsky, Mr. Behnke stated that this bid consolidates new equipment, repairs, surfacing, and shade structures. Mr. Lugo clarified that this is an ITB, not an RFP. Ms. Andreu raised legal concerns about using an ITB for items where lowest price may not be the only factor.

Allison Witoshynsky noted that vendor capability varies by equipment type. The committee agreed to proceed as an **ITB**, with review flexibility.

Ms. Richards requested a motion to approve the EDDC recommendation of a **3% price preference** for EDDC-certified small businesses. The title will also be amended to include "Installation." The motion was made by Cenira Infante and seconded by Mary Mulder. It passed unanimously.

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4. Review and discussion of ITB (PENDING) - Fresh Produce for Cafeterias

New Solicitation No: ITB

Title: Fresh Produce for Cafeterias
Proposed Spend Authority: $20,632,000
Category Code(s): 390 / FNS

Requesting Department: Food and Nutrition – Casey Maggio
Description: Fixed fee per product package. Vendor must meet product specifications and USDA approval.
Structure: Fixed
Award Method: Pre-Qualified Firm – Lowest Bidder (3 Years)
Registered ESMWVBEs: 6

Notes:

Mary Mulder explained that this ITB supports 228 schools and is tied into the inventory system. Delivery times are from 6:30 a.m. to 2:30 p.m.

Ms. Andreu asked about funding, and Ms. Mulder confirmed it is federally funded through the USDA. Ms. Richards recommended **no API**, and a motion to that effect was made by Jennifer Andreu and seconded by Mary Mulder. The motion passed unanimously.

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5. Review and Discussion of RFP26-018 - Petroleum Tanks and Environmental Services

New Solicitation No: RFP 26-018
Title: Petroleum Tanks and Environmental Services
Proposed Spend Authority: $2,190,000
Category Code(s): (Not Provided)
Requesting Department: Environmental Health & Safety (EH&S)
Description: Inspections, repairs, and replacements for petroleum tanks (gasoline/diesel).
Structure: Preapproved Vendor(s)
Award Method: Responsive proposals scoring the highest points
Registered ESMWVBEs: 124

NOTES:
Allison Witoshynsky explained the RFP scope and the need for a certified petroleum specialty contractor. Ms. Richards presented the EDDC's recommendation of **15 evaluation points**, plus **5 additional points** for first-time EDDC-certified prime bidders.

The motion was entered by Allison Witoshynsky and seconded by Mary Mulder. The motion passed unanimously.

Adjournment
There being no further discussion, Anne Marie Richards requested a motion to adjourn. The motion was made by Jennifer Andreu and seconded by Mary Mulder. The meeting was adjourned at **11:04 a.m.** on **February 18, 2025**.

Next Meeting: March 17, 2025

GSC MEETING ITEMS - FEBRUARY 18, 2025 PER BOARD POLICY 3330 AND THE RESULTS OF THE 2023 DISPARITY STUDY CONDUCTED BY KEEN INDEPENDENT RESEARCH (KIR)

#	P.A ASSIGNED	"NEW" RFQ/RFP /ITB #	"OLD" RFQ/RFP /ITB #	COMMODITY CODE	EDDC API RECOMMENDATIONS	ITB/RFP/PROJECT NAME	REQUESTING DEPARTMENT
1	EDGAR LUGO	ITB (PENDING)	ITB25-161	15520/FMR	A Ten - Twenty percent (10-20%) Mandatory Subcontracting on Furnish and Installallation of Aluminum Walway Covers. ***NO Mandatory Subcontracting on Repair* s.**	* Furnish, Install And Repair Aluminum Walkway Covers:	Physical Plant Operations - Allen Behnke
2	EDGAR LUGO	RFP (PENDING)	FY22-194	98888/FMR	EVALUATION POINTS: 15 EDDC Points, Additional five (5) points If PRIME IS FIRST TIME EDDC CERTIFIED BIDDER WITH DISTRICT	Tree Triming Services	Physical Plant Operations - Allen Behnke
3	EDGAR LUGO	ITB (PENDING)	FY21-180	650/FMR	3% PRICE PREFERENCE IF PRIME IS EDDC CERTIFIED E/S/V/M/WBE	* Playground Equipment, Surfacing and Fabric Shade Structures	Physical Plant Operations - Allen Behnke
4	THAIS SOUZA	ITB (PENDING)	RFP FY24-047	390/FNS	OPEN - NO API	Fresh Produce for Cafeterias	Casie Maggio - Food and Nutrition Services
5	EDGAR LUGO	RFP26-018	FY21-084	FMR	EVALUATION POINTS: 15 EDDC Points, Additional five (5) points If PRIME IS FIRST TIME EDDC CERTIFIED BIDDER WITH DISTRICT	Petroleum Tanks and Environmental Services	Environmental Healoth & Safety -

*** PROCUREMENT TO PROVIDE UPDATED TITLE**