GOAL SETTING COMMITTEE
OFFICIAL SUMMARY MEETING MINUTES
Monday, May 20th , 2024
10:00 a.m.

ATTENDEES

COMMITTEE MEMBERS PRESENT (voting)
Denise Mincey-Mills, Economic Development and Diversity Compliance
Sonia Coley – Chief of Facilities Designee
Ryan Smith – Business Support Center
Edgar Lugo – Facilities and Construction Management designee
Shelley Meloni – Capital Programs
Allen Behnke – PPO

ZOOM Virtual Meeting Attendance
Jennifer Andreu
Anne Marie Richards
Tasha Campbell
Alex Jurado - PWS
Eloy Quesada - SBBC
Mylaine Salter - SBBC
Marleen Padron – PWS
Thais Clemente De Souza – PWS
Martine Cadesca – PWS
Dorina Varsamis - SBBC

CALL TO ORDER
APPROVAL OF PREVIOUS MINUTES - Approved

Items Presented by the Procurement & Warehousing Services Dept.
Ms. Mincey-Mills made opening remarks and made a motion to move new business to the floor- moved by, Seconded by Sonja Coley

1. New Solicitation No: ITB25-024
Solicitation Title: **Building Management and Security Systems**
Proposed Spend Authority of New Solicitation: **$10,000,000**
Category Code(s) (Materials Group) for New Solicitation: **91052 -FMR**
Requesting Department: **Environmental Health and Safety – Mr. Eloy Quesada**
Brief Description of Items/Nature of Services Requested: **Must have current models and makes of Building Management and Security Systems equipment being used throughout the District. This would include the specific list of specs.**
How will the solicitation be structured (e.g.) firm, fixed, quotes, preapproved vendor, etc.) **Fixed.**
Total Number of Registered ESMWVBEs in Category Code(s) from B2Gnow:

NOTES: Ms. Denise Mincey-Mills brought **ITB25-024** to the floor for discussion: Purchasing Agent Alex Jurado introduced the item and the end user department representative Mr. Eloy Quesada, Manager for Environmental Conservation and Utility Management. Mr. Quesada explained that this RFQ is to purchase goods and services to help District Staff maintain the system and upgrade the system when needed. Ms. Mincey-Mills asked if Mr. Quesada can make a recommendation on how we can include local and small businesses to participate in this solicitation. Mr. Quesada responded that on the goods section of the RFQ, not the service, since it is highly complex and technical, and most part usually only the manufacturer's representative are the ones that are able to service these systems. Ms. Mincey-Mills made a motion to accept EDDC's recommendation of 3% price preference if prime is EDDC Certified E/S/V/M/WBE, to which Mr. Quesada accepted, motion seconded by Edgar Lugo – PWS designee Motion passed unanimously.

2. New Solicitation No**: ITB24-299**
New Solicitation Title**: Forklift Services**
Proposed Spend Authority of New Solicitation: **$500,000.**
Category Code(s) (Materials Group) for New Solicitation: **54549**
Requesting Department: **Physical Plant Operation – Mr. Allen Behnke**
Brief Description of Items/Nature of Services Requested: **This ITB Maintenance services for various forklifts throughout the District. This bid will be utilized to secure forklift services and establish set rates for when services or maintenance is needed for various forklifts throughout the District.**
How will the solicitation be structured (e.g.) firm, fixed, quotes, preapproved vendor, etc.) **Fixed**
Total Number of Registered ESMWVBEs in Category Code(s) from B2Gnow:

NOTES: Ms. Denise Mincey-Mills brought **ITB24-299** to the floor for discussion:
Mr. Allen Behnke PPO representative spoke regarding this item and explained the nature of the purchase.
Ms. Mincey-Mills asked Mr. Behnke to clarify the nature of this purchase, to which Mr. Behnke stated that it is for internal maintenance. The service will be purchased through the use of a 3rd party vendor. Ms. Mincey-Mills asked that Mr. Behnke review EDDC's recommendation and either accept or make a new recommendation to include small local businesses. Mr. Behnke recommended keeping as solicitation type as ITB and accepted EDDC's recommendation. Ms. Mincey-Mills made motion to accept EDDC's recommendation of 3% price preference if prime is EDDC Certified E/S/V/M/WBE, seconded by Ryan Smith – Business Support Services, motion passed unanimously.

3. New Solicitation **No: RFP25-026**
New Solicitation Title: **Generator Preventive Maintenance**
Proposed Spend Authority of New Solicitation: **$3,000,000**
Category Code(s) (Materials Group) for New Solicitation: **941**
Requesting Department: **Physical Plant Operation – Mr. Allen Behnke**
Brief Description of Items/Nature of Services Requested: **To provide Generator Preventive Maintenance Services for all Schools and Facilities - Districtwide**
How will the solicitation be structured (e.g.) firm, fixed, quotes, preapproved vendor, etc.):
Total Number of Registered ESMWVBEs in Category Code(s) from B2Gnow:

NOTES: Ms. Denise Mincey-Mills brought item **No: RFP25-020** to the floor for discussion :
Purchasing Agent is Martine Cadesca. Mr. Allen Behnke represented and spoke on behalf of the end-user department (PPO). Per Mr. Behnke, this is a new bid, he explained that this purchase is to provide generator, PM and maintenance services throughout the district. He recommended not changing it to an RFP but keeping it as an ITB. Ms. Mincey-Mills asked to entertain a motion to add a 3% Price Preference. Motion was seconded by Sonja Coley and EDDC's recommendation of 3% LOCAL PRCE PREFERENCE FOR EDDC CERTIFIED ESVMWBEs passed unanimously.

4. New Solicitation No: **ITB24-133**
New Solicitation Title: **Wooden Doors**
Proposed Spend Authority of New Solicitation: **TBD**
Category Code(s) (Materials Group) for New Solicitation:
Requesting Department**: (Physical Plant Operation – Mr. Allen Behnke**
Brief Description of Items/Nature of Services Requested: **To provide wooden doors and affiliated services for all School and Facilities – Districtwide.**
How will the solicitation be structured (e.g.) firm, fixed, quotes, preapproved vendor, etc.)
Total Number of Registered ESMWVBEs in Category Code(s) from B2Gnow:

NOTES: Ms. Denise Mincey-Mills brought **ITB24-133** to the floor for discussion :
Purchasing Agent is Alex Jurado. End user depart was represented by Mr. Allen Behnke (PPO) who spoke on behalf of the item being presented and explained the difference between the different type of doors that are being utilized by the District and, he recommended keeping the Title and scope as Wood Doors. Ms. Mincey Mills asked if there was an estimated budgeted amount for this purchase. Mr. Edgar Lugo responded that in the past this was not a standalone bid, that an ITQ was issued, and the dollar amount did not exceed 50K. He then explained that the expected spend authority may be somewhere between 200K and 300K.
Ms. Mincey made motion to accept EDDC's recommendation of 3% LOCAL PRCE PREFERENCE FOR EDDC CERTIFIED ESVMWBEs, which was seconded by Edgar Lugo, motion passed unanimously.

5 . New Solicitation No**: ITB24-331**
New Solicitation Title: Installation of New Irrigation Systems, Replacements and Repairs
Proposed Spend Authority of New Solicitation: **$200,000**
Category Code(s) (Materials Group) for New Solicitation: **GSE**
Requesting Department**: (Physical Plant Operation – Mr. Allen Behnke**
Brief Description of Items/Nature of Services Requested: **To install new irrigation systems, replace existing irrigation systems and repair existing irrigation systems.**
How will the solicitation be structured (e.g.) firm, fixed, quotes, preapproved vendor, etc.)
Total Number of Registered ESMWVBEs in Category Code(s) from B2Gnow:

NOTES: Ms. Denise Mincey-Mills brought **ITB24-331** to the floor for discussion :
Purchasing Agent Alex Jurado stated that, this is a new bid. Mr. Allen Behnke represented the end user department (PPO) and spoke regarding this purchase. He explained that this item is for irrigation systems District Wide, he has no problem with EDDC's recommendation of securing a Pool of vendors. Ms. Mincey-Mills stated that EDDC will be happy to conduct outreach services to secure a Pool of Vendors and to utilize Vendor Rotation to include at least one ESVMWBE vendor in the bid selection. Edgar Lugo asked for clarity on Vendor Outreach, to which Ms. Mincey-Mills explained that EDDC's reviews includes pulling a list of Certified Firms and that list is provided to the Purchasing Agents to include in the Invitation to Bid that is sent out. Ms. Mincey-Mills also explained that EDDC will host a specific Outreach if the Purchasing Agent believes it is necessary to secure Certified Vendors to participate.
Ms. Mincey-Mills made motion to accept EDDC's recommendation OF SECURIING A POOL OF VENDORS TO UTILIZE VENDOR ROTATION TO INCLUDE AT LEAST ONE (1) EDDC CERTIFIED ESVMWBE IN THE BID PROCESS. (IF APPLICABLE) which was seconded by Edgar Lugo, motion passed unanimously.

6. New Solicitation No: **ITB24-352**
New Solicitation Title: **Meals Ready-to-Eat MREs Hurricane Supply**
Proposed Spend Authority of New Solicitation: **$2,200,000**
Category Code(s) (Materials Group) for New Solicitation: **GSE**
Requesting Department**:** Emergency Management – Mr. Craig Hall/Kim Johnson
Brief Description of Items/Nature of Services Requested: **Provide the ability to purchase a self-contained complete meal (MRE) designed to have a long shelf life and can be stored at room temperature or higher. Provide meals that can be consumed without cooking or cooling.**
How will the solicitation be structured (e.g.) firm, fixed, quotes, preapproved vendor, etc.)
Total Number of Registered ESVMWBEs in Category Code(s) from B2Gnow:

NOTES: Ms. Denise Mincey-Mills brought **ITB24-352** to the floor for discussion :
Purchasing Agent Thais De Souza spoke on behalf of the user department and explained that the user department's representative, Mr. Craig Hall was not available to attend, and his designee could not be reached. Since the user department was not present at the meeting, Ms. De Souza stated that she will be happy to answer any questions on their behalf. Ms. Mincey-Mills made motion to accept EDDC's recommendation of 2% LOCAL PRICE PREFERENCE FOR EDDC CERTIFIED ESVMWBEs, AN ADDITIONAL 1% (for a total of three percent (3%) IF CERTIFIED PRIME COMMITS TO SUBCONTRACTING WITH EDDC CERTIFIED ESVMWBE SUBCONTRACTOR(S). seconded by Edgar Lugo, motion passed unanimously.

7. New Solicitation No: **RFQ25-025 (Changed to RFQ25-031)**
New Solicitation Title: **Parkway Middle School Design of Replacement of Buildings** Proposed Spend Authority of New Solicitation**: $2,200.000**
Category Code(s) (Materials Group) for New Solicitation: **CON**
Requesting Department**: Capital Programs – Shelley Maloni**
Brief Description of Items/Nature of Services Requested: **Architectural and Engineering Services**
How will the solicitation be structured (e.g.) firm, fixed, quotes, preapproved vendor, etc.)
Total Number of Registered ESMWVBEs in Category Code(s) from B2Gnow:

NOTES: Ms. Denise Mincey-Mills brough **RFQ25-025 (Changed to RFQ25-031)** to the floor for discussion :
The Purchasing Agent is Mark Cohen. Shelley Maloni – Capitol Budget representative spoke on this item and explained that the overall budget for the replacement of building at Parkway Middle School is $41.5 million. Approximately 10% ($2.2 million) or lower, of this budget is for design services. Ms. Mincey Mills made a motion to accept EDDC's recommendation of Evaluation Points: 15 EDDC Points, Additional Five (5) points If PRIME IS FIRST TIME EDDC CERTIFIED BIDDER WITH DISTRICT, this was seconded by Ryan Smith, motion passed unanimously.

8. New Solicitation No: **RFP25-XXX (pending)**
New Solicitation Title: **Educational Services for Private School Teachers**
Proposed Spend Authority of New Solicitation: **TBD**
Category Code(s) (Materials Group) for New Solicitation:
Requesting Department**: Coaching and Induction -** Dorina Varsamis
Brief Description of Items/Nature of Services Requested: **Repair, maintenance of equipment, court support, community outreach of the program.**
How will the solicitation be structured (e.g.) firm, fixed, quotes, preapproved vendor, etc.)
Total Number of Registered ESMWVBEs in Category Code(s) from B2Gnow:

NOTES: Ms. Denise Mincey-Mills brought : **RFP25-XXX (pending)** to the floor for discussion :
Purchasing Agent is Marlene Padron, End user Department representative Dorina Varsamis represented the user department and introduced herself. She explained that the nature of this Purchase is to service Private Schools. There were two firms under contract, one of which is no longer active the other has been going through admin changes and does not have the human resource capacity and can no longer fulfill their contracted obligations to streamline processes for professional learning and adhering to standard operating procedures. In soliciting feedback from current schools, the areas of high need were around providing professional development for the PD vendors around special needs, and the other one was around Jewish Schools. They are seeking more of culturally responsive PD providers to the Jewish day school needs, and the need of the teachers' using methods that align to their cultures and their values.
Ms. Mincey Mills made motion to accept EDDC's recommendation of EVALUATION POINTS: 15 EDDC Points, Additional Five (5) points If PRIME IS FIRST TIME EDDC CERTIFIED BIDDER WITH DISTRICT. Seconded by Edgar Lugo, motion passed unanimously.

New Business:

Edgar Lugo made a request to revisit Item #5 ITB24-3331 - **Installation of New Irrigation Systems, Replacements and Repairs – The recommendation is to secure a Pool of Vendors however, this is an ITB – based on pricing. Is the idea here to award to any responsible or responsive bidder?**
Ms. Mincey-Mills confirmed and asked if Mr. Lugo can explain a little bit about every time there is an installation project, will it go out to bid or will the pool of vendors be available to choose from, and will PPO rotate from this pool? Mr. Lugo explained that when there is an ITB usually the award is made to one Primary and an alternate. Usually, the project will go to the primary and then each project is a separate, then we go to the alternates, we don't go outside, and then based on that, now we have an API which is a rotation thing, then we have to. But then the other thing is that in utilizing the rotation, we give priority to not necessarily the lowest bidder.
Ms. Mincey-Mills asked "will the Primary and two alternates have the same numbers, or would the alternates also maybe be higher? Mr. Lugo responded that the alternate is usually higher. That's what we have today.
Ms. Mincey-Mills asked "with the current bid that you have now, are there any certified firms involved or Participate? Mr. Lugo responded that he would have to check. Anne Marie Richards asked about "best and final" where the alternates if awarded match the Primary's numbers or come with in 3%? Ms. Mincey-Mills stated that it is a Procurement method but was not sure if PWS implements the process. Ms. Lugo agreed that PWS can make the effort to see if the alternates can match.

Ms. Mincey-Mills asked what Edgar Lugo recommendation would be to include Small Business in some capacity at some level. Mr. Lugo made recommendation to add a 3% Price Preference to ITB 24-133 .
Ms. Mincey-Mills made motion to bring item # 5 – ITB24-133 - Installation of New Irrigation Systems, Replacements and Repairs –to the floor, and revise the recommendation to be a 3% pricing preference if prime is certified ESVMWBE. Seconded by Edgar Lugo, motion passed unanimously.

Ms. Mincey-Mills adjourned the May 20th GSC meeting at 11:48 am

NEXT MEETING:

Monday June 24,2024

ADJOURNMENT – 11:48 am

GSC MEETING ITEMS - MAY 20, 2024- PER BOARD POLICY 3330 AND THE RESULTS OF THE 2023 DISPARITY STUDY CONDUCTED BY KEEN INDEPENDENT RESEARCH (KIR)

#	PURCHASING AGENT	NEW SOLICITION #	ITB/RFP/PROJECT NAME	REQUESTING DEPARTMENT	INDUSTRY	API APPROVED BY THE GSC ON MAY 20TH
1	Alex Jurado	ITB25-024	Building Management and Security Systems	Environmental Health & Safety	GOODS & SERVICES	3% PRICE PREFERENCE IF PRIME IS SBBC CERTIFIED E/S/V/M/WBE
2	Martine Cadesca	ITB24-299	Forklift Services	Physical Plant Operations	OTHER SERVICES	3% PRICE PREFERENCE IF PRIME IS SBBC CERTIFIED E/S/V/M/WBE
3	Martine Cadesca	ITB25-026	Generator Preventive Maintenance	Physical Plant Operations	OTHER SERVICES	3% LOCAL PRCE PREFERENCE FOR EDDC CERTIFIED ESVMWBEs
4	Alex Jurado	ITB24-133	Wooden Doors	Physical Plant Operations	GOODS	3% LOCAL PRICE PREFERENCE FOR EDDC CERTIFIED ESVMWBEs
5	Alex Jurado	ITB24-331	Installation of New Irrigation Systems, Replacements and Repairs	Physical Plant Operations	OTHER SERVICES	**Award to a Pool of Vendors and utilize Vendor Rotation to include at least one (1) Certified ESVMWBE Firm per project**
6	Thais Souza	ITB24-352	Meals Ready-to-Eat MREs Hurricane Supply	Emergency Management	GOODS	2% LOCAL PRICE PREFERENCE FOR EDDC CERTIFIED ESVMWBEs, AN ADDITIONAL 1% (for a total of three percent (3%) IF CERTIFIED PRIME COMMITS TO SUBCONTRACTING WITH EDDC CERTIFIED ESVMWBE SUBCONTRACTOR(S).
7	Mark Cohen	RFQ25-024 CHANGED TO RFQ25-031 (BY PWS)	Parkway Middle School Design of Replacement of Buildings	Office of Capital Programs	A&E	EVALUATION POINTS: 15 EDDC Points, Additional Five (5) points If PRIME IS FIRST TIME EDDC CERTIFIED BIDDER WITH DISTRICT
8	Marleen Padron	RFP25-XXX (pending)	Educational Services for Private School Teachers	Coaching and Induction	PROFESSIONAL SERVICES	EVALUATION POINTS: 15 EDDC Points, Additional Five (5) points If PRIME IS FIRST TIME EDDC CERTIFIED BIDDER WITH DISTRICT