



Executive Committee
Phone Meeting

Wednesday, February 4, 2015
2:00 p.m. – 2:15 p.m.

Conference Call-in phone number: (866) 576-7975 / Participant Access Code: 299848

Strategic Goals developed by the Board:

- *CareerSource Central Florida will become business focused in all efforts*
- *CareerSource Central Florida will identify ways to measure progress and Return On Investment (ROI)*
- *CareerSource Central Florida will become the backbone organization for workforce development in Central Florida*

1. **Welcome**.....Wendy Brandon

- A. Roll Call/Establishment of Quorum
- B. Public Comment

2. **Information/Discussion/Action Items:**

- A. Chair’s Remarks.....Wendy Brandon
- B. Approval of Furniture Vendor Selection for Admin Office.....*Action Item*

3. **Adjourn**

Upcoming Meetings:

- Board of Directors – Thursday, April 23, 2015 / 9:00am to 10:30am
Location: Tentative for Orlando Health
- Executive Committee – Thursday, March 19, 2015 / 9:00am to 10:30am
CareerSource Central Florida, 707 Mendham Blvd., Suite 250, Orlando, FL 32825



ACTION ITEM

To: Executive Committee
From: Leo Alvarez
Subject: CareerSource Central Florida – Furniture Vendor Selection
Date: February 4, 2015

Purpose:

The purpose of this memo is to review the results of CareerSource Central Florida's office furniture procurement and to seek authorization from the Executive Committee to approve vendor selection.

Background:

A request for proposal (RFP) was developed to solicit competitive price quotes for the procurement of Office Furniture for CareerSource Central Florida's new administrative facility. The RFP was released to organizations via the website for a two-week duration beginning January 12, 2015 with a closing date of January 23, 2015. An email invitation was sent out to all of the major furniture vendors in the Central Florida area, and a legal notice was also published in the Orlando Sentinel to ensure multiple bids. The RFP was based on specifications developed by the CareerSource Central Florida administrative facility review team, in conjunction with technical input from the architect. A budget of \$150,000 was established for the Office Furniture project.

Sealed bids were submitted by proposers desiring to contract with CareerSource Central Florida thus allowing for free and open competition. Sealed bids were opened, recorded as received and the bid packages were distributed to CareerSource Central Florida review team comprised of four staff for evaluation. A copy of the bid packages was also transmitted to the architect to collect input on the technical responsiveness of bidders. The review team met to review submitted proposals and developed a short list. Two proposers, Common Sense Office Furniture and Empire Office, were identified for contact to solicit responses to fact-finding questions.

Based upon the review team's discussion and additional information gathered through fact-finding, while the submitted proposals overall are very compatible among the bidders an advantage was given to Empire Office; due in part to the size of the company. Empire Office maintains a national and regional presence in the marketplace offering us the greatest opportunity to meet the critical delivery schedule with its resources, which includes numerous locations to acquire available inventory and a large pool of available designers to support project needs. To its credits, Empire Office has earned high praise for a job well done on its build-out at the Orange County Public Library's Melrose Center. Empire Office's current bid in response to the RFP is \$133,263.80, below the \$150,000 budgeted for the project. This will provide for greater flexibility in finalizing the project without exceeding the budget.

Recommendation:

For the above reasons staff is requesting approval from the Executive Committee to move forward and select Empire Office as the vendor of choice, with Common Sense identified as the back-up vendor should circumstances warrant the need for an alternate vendor.