



Executive Committee Phone Meeting

Wednesday, November 2, 2016 / 3:00 p.m. – 4:00 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*

Agenda Item	TOPIC	Action Item	Info Item	Presenter
1	Welcome			Eric Jackson
2	Roll Call / Establishment of Quorum			Kaz Kasal
3	Public Comment			
4	Information/Discussion/Action Items			
	A. CEO Salary Discussion	X		Eric Jackson
	B. Selection of Furniture Vendor for new CSCF Office	X		Leo Alvarez
5	Other Business			
6	Chair's Closing Remarks			Eric Jackson
7	Adjournment			

Upcoming Meetings:

- Executive Committee: 12/7/16, 2:30 pm - 4:00 pm / Location: CareerSource Central Florida / 390 N. Orange Ave., Orlando, FL 32801
- Board Meeting: 12/14/16, 9:00 am to 10:30 am / Location: Hyatt Regency Orlando, 9801 International Drive, Orlando, FL 32819



ACTION ITEM

To: Executive Committee

From: Leo Alvarez

Subject: CareerSource Central Florida – Furniture Vendor Selection for Airport Business Center

Date: November 2, 2016

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 quote (RFQ) was developed to solicit competitive price quotes for the procurement of office furniture for CareerSource Central Florida's new facility in South Orange County (Airport Business Center). The RFQ was released to organizations via the website for a two-week duration beginning October 12, 2016 with a closing date of October 25, 2016. 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. A budget of \$200,000 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 the CareerSource Central Florida review team comprised of five staff for evaluation. CareerSource Central Florida received a total of two proposals:

- Cubicle By Design, LLC
- Beaux Arts Group

Based upon the team's review of the proposals obtained, discussion, and additional information gathered through fact-finding and reference checks of the two vendors, an advantage was given to Beaux Arts Group. The selection was made due in part to the size of the company, their local presence, a higher rate of quality and durability of the furniture, and a favorable timeline of delivery and installation.

Beaux Art Group's current bid in response to the RFQ is \$127,891 + \$6,500 in installation cost, below the \$200,000 budgeted for the project.

Recommendation:

For the above reasons staff is requesting approval from the Executive Committee to move forward and select Beaux Arts Group as the vendor of choice.