

**Final  
Minutes  
Audio/Visual Integrator Vendor Selection Committee  
District Board of Trustees  
Gulf Coast Community College**

February 4, 2011

8:30 AM

William C. Cramer Seminar Room

**Present:** Mr. James Baxley, Mr. Herman Daniels, Mr. Dan Estes (Chair), Mr. Charles Isler, Ms. Tonia Lawson, Mr. John Mercer, Mr. Joe Mills, Mr. Marko Phelps, Dr. Steve Nettles (recording), Mr. Dalton Parker (GAC Construction), Mr. Paul Remke (Schmidt Consulting Group, Inc.)

**Call to Order:** Mr. Estes called the meeting to order at 8:30 a.m.

**Purpose:** The stated purpose of the current meeting was to select a final vendor for the Audio Visual Integrator of the ATC building, based on the given presentations and question/answer sessions.

**Review of Process:** Mr. Estes outlined the methodology to be used and the legislative authority for the process Chapter 287.055, Florida Statutes. He also stated that vendor fees cannot be discussed until a final contract with the selected firm is pursued. Mr. Estes further explained the Florida Department of Management Services (DMS) fee calculator to guide negotiations with the selected firm. Key indicators considered include:

- Availability
- Scope of work
- Ability of professional personnel

College staff reviewed five submitted proposals and invited the top three vendors to move into the presentation phase. Firms submitting proposals were:

- Audio Visual Innovations
- Stage Front & Theatrical Supply Company, Inc.
- Technical Innovation
- Whitlock
- Xerox

Vendors were requested to submit a copy of their fee schedule and a sample contract (AIA Document preferred). Vendors were also asked to present a related sample project completed by the proposed staff. A discussion followed highlighting the importance of selecting a vendor that could serve the needs of the project without delaying construction timelines.

**Interviews:** Interviews consisted of 35 minutes for presentations and 15 minutes for a questions-and-answer period after each presentation. The following firms presented to the committee, utilizing this format.

- Audio Visual Innovations
- Stage Front & Theatrical Supply Company, Inc.
- Technical Innovation

**Discussion of Submittals:** Each vendor representative(s) gave a presentation to the committee detailing the scope of work to be provided and their qualifications to provide these services.

**Interview Selections:** Trustees discussed and deliberated the information provided by the selected vendors.

Stage Front & Theatrical Supply Company, Inc. was unanimously selected to move to the contract negotiation phase.

**Contract Negotiation:** The representatives of Stage Front & Theatrical Supply Company, Inc. proposed a \$50,000 flat fee for Phases I and II (Exhibits A and B to contract). The committee agreed unanimously on the selection and cost.

**Adjournment:** The meeting adjourned at 3:30 p.m.

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Secretary

*Charles A. Olson*  
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Chairman