



Procurement Committee Public Meeting Notice

Meeting Name: OCLS RFP HW-FFE Written Response Scoring
RFP: OCLS RFP 25-001-HW-FFE Furniture Package
Date: March 3, 2025
Time: 2:00 p.m. EST
Location: 101 East Central Blvd. Orlando, FL 32801
5th Floor- Camellia Room

Members:

Kristopher Shoemaker, OCLS CFO	Non-Voting Chair
Steve Powell, OCLS CEO/Library Director	Voting
Bethany Stone, OCLS Assistant Director	Voting
Danielle King, OCLS Chief of Neighborhood Services	Voting
Leasha Tavernier, OCLS Chief of Neighborhood Services	Voting
Brian Dornbush, OCLS Facilities & Operations Manager	Voting

The following firms (in alphabetical order) submitted proposals deemed responsive by the Procurement Committee and their written responses will be evaluated and scored based on the criteria set forth in the Request for Proposals during the meeting.

Company Name:

1. BOS
2. Commercial Design Services, Inc. (CDS)
3. Common Sense Office Furniture
4. Empire Office

The top four (4) scoring companies will be submitted to the Library Board of Directors March 13, 2025 meeting for approval.

Please contact Kristopher Shoemaker at 407-835-7323 or via email at kshoemaker@ocls.org if you have any questions.

Section 286.0105, Florida Statutes states that if a person decides to appeal any decision made by a board, agency, or commission with respect to any matter considered at a meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he may

need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

In accordance with the Americans with Disabilities Act, any person requiring special accommodations to participate in this proceeding due to a disability as defined by ADA may arrange for reasonable accommodations by contacting the 407.835.7323 at least two days prior to the meeting.