



Procurement Committee Public Meeting Minutes

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
Bethany Stone, OCLS Assistant Director
Danielle King, OCLS Chief of Neighborhood Services
Leasha Tavernier, OCLS Chief of Neighborhood Services

Due to a change in the construction schedule for the Horizon West Branch, OCLS anticipates a substantial completion date of January 14, 2026. With this change, OCLS wants to provide the Library Board of Trustees the most accurate pricing for approval.

As a result, OCLS requests that all vendors resubmit an updated pricing list and project schedule to OCLS by July 15, 2025, reflecting the new timeline.

New Tentative Schedule:

Task	Date	Time
Vendors Resubmit Pricing	Tuesday, July 15, 2025	1:00 PM
Inform Vendors of Rankings	Friday, August 8, 2025	1:00 PM
LIBRARY Board of Trustees Approval of Vendor Ranking	Thursday, August 14, 2025	6:00 PM
Contract Negotiation	August 15, 2025	
Notice to Proceed	Estimated September 1, 2025	

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