



5/31 MEMORIAL COMMITTEE MEETING MINUTES

October 24, 2022, 4 – 6 p.m.

Location: The HIVE, 4636 Columbus Street, Virginia Beach, VA 23462

COMMITTEE MEMBERS PRESENT:

William Almond, Michael Berlucchi (Council liaison), Ervin Cox, Sharon Felton, Lawrence “Duff” Kliewer, Kurtis Hooks, Cosette Livas, Jason Nixon, Tara Reel, Brian Ricardo, Sylvia Strickland, Sabrina Wooten (Council liaison), Charlotte Zito.

CITY OF VIRGINIA BEACH STAFF PRESENT:

Ekatarina V. Andujar, Emily Archer, Beth Hundley, Emily S. Labows, Chad Morris, John D. Tigert

EXCUSED ABSENCE:

George Alcaraz

A. WELCOME AND AGENDA REVIEW:

Ms. Beth Hundley, Cultural Affairs Assistant Director began the 5/31 Memorial Committee Meeting with a remembrance reading of the victims' names and a moment of silence.

We remember

- LaQuita C. Brown
- Ryan Keith Cox
- Tara Welch Gallagher
- Mary Louise “Mary Lou” Crutsinger Gayle
- Alexander Mikhail Gusev
- Joshua O. Hardy
- Michelle “Missy” Langer
- Richard H. Nettleton
- Katherine A. Lusich Nixon
- Christopher Kelly Rapp
- Herbert “Bert” Snelling
- Robert “Bobby” Williams

B. CONFIDENTIALITY AGREEMENT (NONDISCLOSURE AGREEMENTS)

Ms. Emily Labows, Cultural Affairs Director introduced Ms. Ekatarina V. Andujar and Mr. John D. Tigert from the Procurement Office who were present for the afternoon to facilitate and explain the procurement process, including the purpose of the nondisclosure agreements all members would be required to sign.

The Request for Proposals (RFP) posted on September 21, 2022, and scheduled to close on October 27 pm at 2:00 p.m. The received proposals are to be provided to the Committee electronically or by a hard copy reserved for pick up at the Procurement Office.

C. INITIAL EVALUATION FORM

Ms. Andujar and Mr. Tigert provided instruction and guidance on how to complete the Initial Evaluation Form using one form per supplier.

D. ETHICS IN PUBLIC CONTRACTING

Ms. Andujar reviewed the various Ethics in Public Contracting policies and forms and requested all members submit all required forms by November 15, 2022. The forms are standard operating procedure for all City procurement processes.

E. POINT OF CONTACT (PURCHASING)

The Committee was provided with the contact information for the Purchasing Team:

- Ekaterina V. Andujar, Procurement Specialist II
eandujar@vbgov.com
757-385-8605
- John D. Tigert, Purchasing
JTigert@vbgov.com
757-385-4438

The following next steps were outlined for the Committee:

1. **REVIEW** the RFP document and Addenda #1 & #2. This will help with evaluating the RFP(Qualifications) responses. It was recommended for this task to be completed before October 28th.
2. **READ** Article 6: Ethics in Public Contracting.
3. After the committee is notified of the firms that submitted a response (electronic signatures are acceptable), they are to **SIGN AND INITIAL** the Ethics Certificate. A list of names will be provided on October 27, 2022 by end of business day.
4. **SUBMIT** the completed Ethics Certificate to Ekaterina Andujar at eandujar@vbgov.com by November 15, 2022.
5. **MARK CALENDAR** to discuss the firms rankings/evaluation:
 - Wednesday, November 16th from 4 – 9 p.m. (The HIVE)
 - Thursday, November 17th from 4 – 9 p.m. (The HIVE)

F. ADJOURN