JEA AWARDS COMMITTEE
PUBLIC MEETING NOTICE

Notice is hereby given that the JEA Awards Committee will meet
Date: **Thursday, September 29, 2022**
Time: **10:00 a.m.**
Location: **JEA, Customer Center, Bid Office, 1st Floor, 21 West Church Street, Jacksonville, FL 32202 OR** via WebEx video:
WebEx login/access
WebEx Meeting Number (access code): 2309 526 2709
WebEx Password: cQMmJPHA823

*****Further login instructions on page 2*****

Purpose: The JEA Awards Committee to consider and take action on various JEA procurement related matters.

Agenda: The meeting agenda and other materials may be obtained electronically at: https://www.jea.com/About/Procurement/Awards_Meeting_Agendas_and_Minutes/

Public Comments: Interested persons who cannot attend in person or via WebEx video meeting, but who wish to submit public comments to be read during the meeting regarding any matter on the agenda for consideration at the meeting may do so by emailing John Bustamante at bustjc@jea.com one (1) hour prior to the meeting start time of 10:00 a.m.

Contact Information: Please contact John Bustamante by telephone at (904) 665-4023 or by email at bustjc@jea.com if you any questions regarding this notice or experience any technical difficulties during the meeting.

If you have a disability that requires accommodations to participate either in person or via WebEx video meeting, please call: 904-665-7550 or 800-955-8771 (TTY) by 8:30 a.m. the before the meeting and we will provide reasonable assistance for you.

A recording of the WebEx video meeting will be made available after its conclusion on the JEA website at:
https://www.jea.com/About/Procurement/Awards_Meeting_Agendas_and_Minutes/.

WAYS FOR THE PUBLIC TO ACCESS THE MEETING AT NO COST:

1. Join the meeting via **WebEx** through your **internet browser** using the following meeting access information:

WebEx login/access:
https://jeameeting.webex.com/jeameeting

2. Watch a recording of the meeting later on the JEA website at https://www.jea.com/About/Procurement/Awards_Meeting_Agendas_and_Minutes

PUBLIC COMMENTS: Instructions for providing public comments during the appropriate public comment speaking period are located in the detailed instructions. Interested persons who cannot attend the WebEx meeting but who wish to submit public comments to be read during the appropriate public comment speaking period may do so by emailing Cecil Camacho at camac@jea.com no later than 9:00 a.m. on the day of the meeting.

Please contact JEA's WebEx Support team at webexsupport@jea.com if experience any technical difficulties during the meeting. If you have a disability that requires accommodations to participate in the above Webex meeting, please call (904) 665-7550 or (800) 955-8771 (TTY) by 5:00 p.m. the day before the meeting.

Detailed Instructions on Joining Our Meeting

1. Click on the following URL:

https://jeameeting.webex.com/jeameeting

2. The following screen will appear in your web browser:



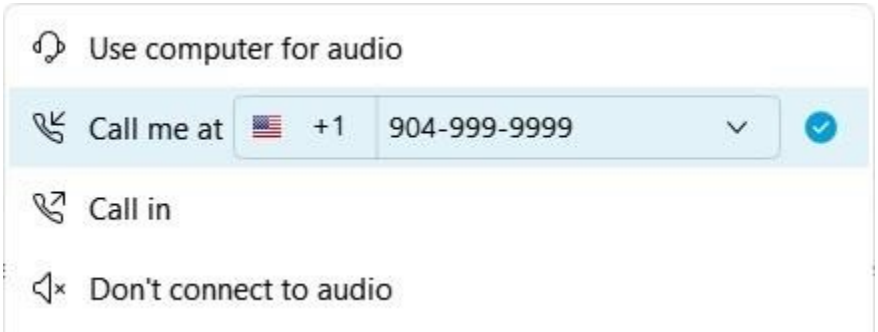
3. Enter your name and your email address

   NOTE: If you do not have an email address, you must put one in, so you can put in test@test.com. We do not use this information for any reason.



4. Click the green Join Meeting button
5. Best Practices:

   a) **Best practice is to setup the meeting to call your phone.** This can be done by setting the Audio Connection: Select **"Call Me"** from the dropdown and enter ANY 10 digit telephone number (area code+seven digit telephone number) that you would like to have the meeting call you on.

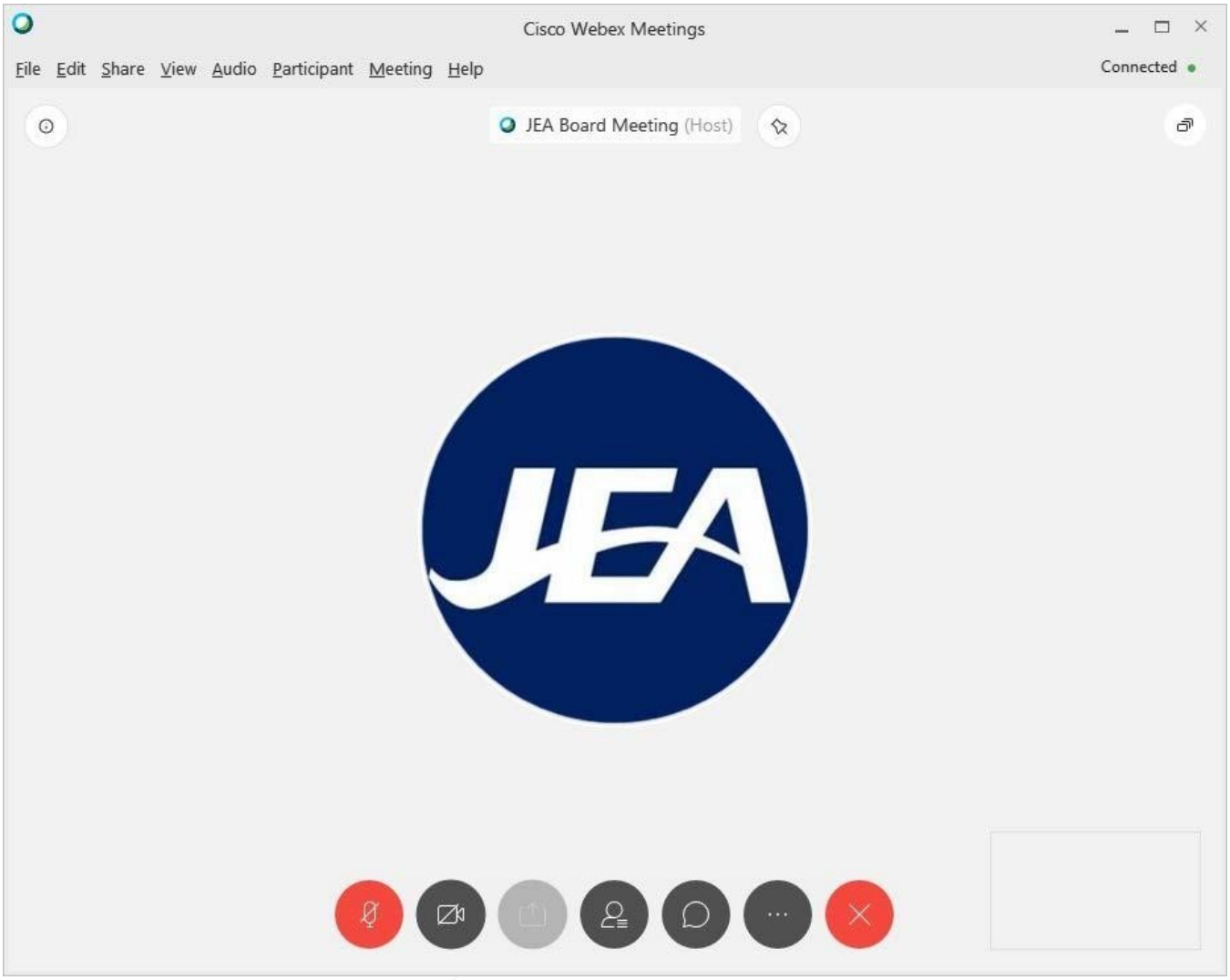


   b) **Establish the video:** To active your video, select the camera icon. *You can turn this feature off if you do not want to share video images.*



c) Select "**Join Meeting"**

6. You are now in the meeting



7. While in the meeting, here are the controls you have:



Audio Mute: This button is RED when your audio is off and no one can hear you. If you click on the button, you will hear a beep and it will turn DARK GRAY, then everyone will be alble to hear you talk. If you click the button when it is DARK GRAY, you will hear a beep, it will turn RED and no one will be able to hear you speak in the meeting.

Video: This button is GRAY when your video is turned on and people see what your video is displaying. *Please know participants will see your video if it is on so please be respectful*. If you click on the button and it turns DARK GRAY, it means your video if off and no one is seeing you.

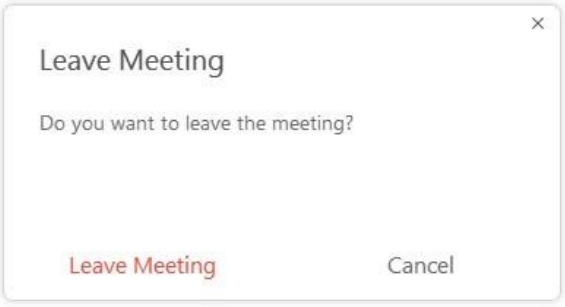
Screen Share: This feature is turned off for this meeting, so it will not be used during the meeting.

View Participants: This button when DARK GRAY is not enabled, but when clicked it will turn BLUE and display the entire list of meeting participants over on the right hand side of the screen. This is a great way to see who and how many are participating.

Chat: This button will allow you to send a message directly to the moderator to request assistance.

More Options: This is an advance set of features of the WebEx tool that will not be used in this meeting, but cannot be turned off. **You should not need these features for this meeting.**

Leave or End Meeting: By clicking the RED X button, a pop up window will appear where you can then click End Meeting to leave the meeting.



8. You are joined to the meeing with the MUTE feature turned on (your Audio Mute button will be RED), so you are not able to talk at the beginning of the meeting. You will have the ability to turn your mute on and off throughout the meeting. **We request you keep yourself on mute unless you have been recognized to speak.** Directions for public comment are below.

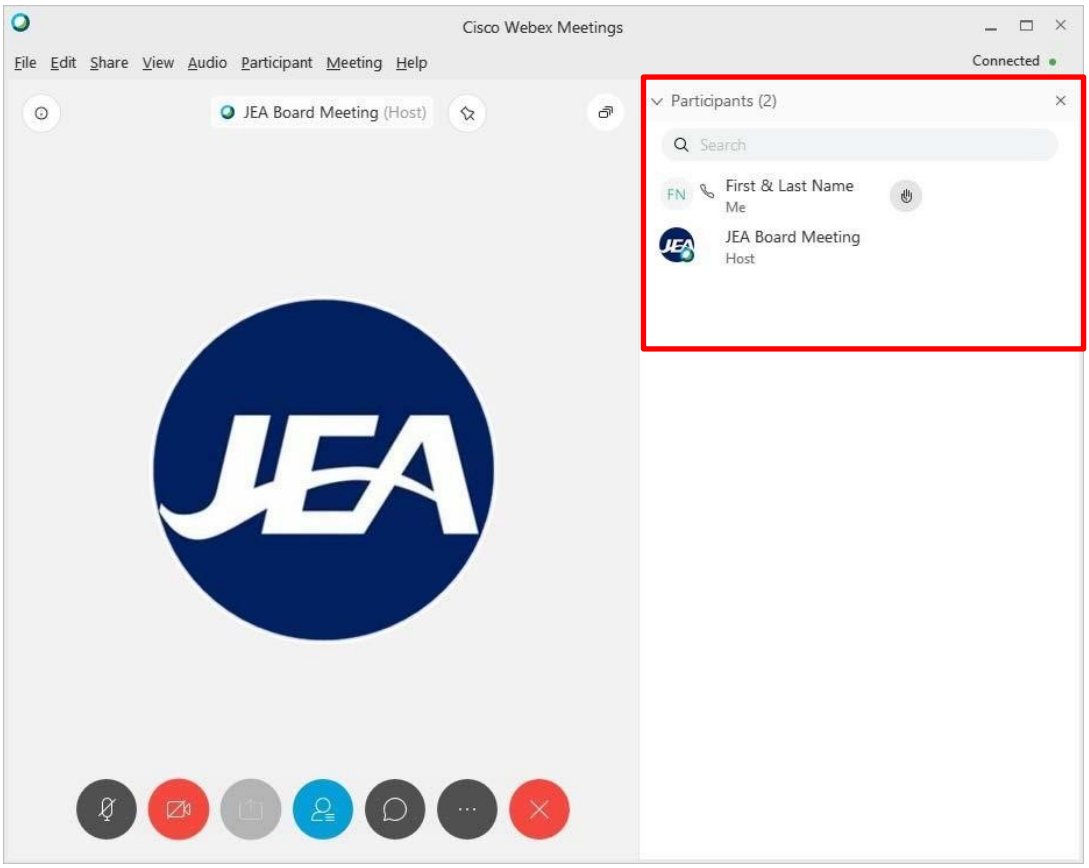
Public Comment Directions

Public Comments will conform to the instructions in the meeting notice and agenda. For those providing public comments during the WebEx meeting, we allow a maximum of 3 minutes per speaker. A meeting moderator will let you know when your time has 30 seconds left and then again when time is up.

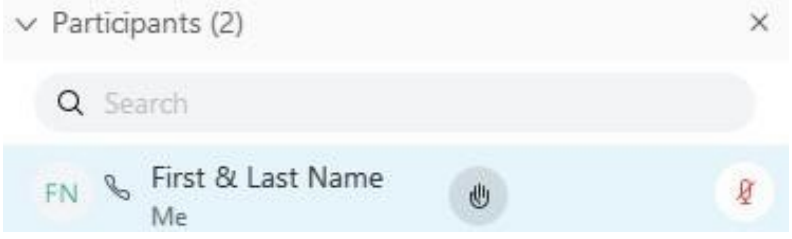
Public Comment will happen at the defined time in the meeting and will happen in three phases. First all public comments received by email will be read for the record. The second phase will be to recognize any participant who has **raised their hand** through the WebEx Tools. The final phase will be when the moderator asks if anyone that joined by dialing into the meeting directly would like to provide comment.

Raising Your Hand (Preferred Method):

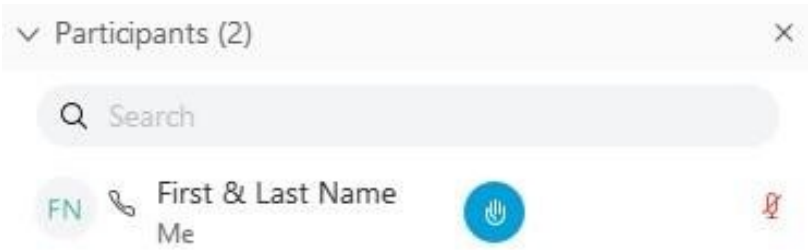
1. After the meeting has started, you will need to turn on the participant view. Click the  icon at the bottom of the screen. It will turn BLUE and a Participant window will open on the right portion of the screen.



2. Your name will be in the participant list to the right. To the right of your name there is a hand icon.



3. If you want to raise your hand to be recognized during the Public Comment part of the meeting you must click on the icon to show you want to be recognized. The icon will turn blue.



4. Leave the icon BLUE until after you have spoken. **The meeting moderator will recognize every participant that has raised their hand one at a time and unmute their session when it is their time to speak. The meeting moderator will mute the participant session when their public comments are complete.**
5. You can click the and it will turn back to WHITE when you are finished with your Public Comment.

Providing Comments if Dialed into the Meeting:

1. The meeting moderator will annouce that anyone that dialed into the meeting directly from a phone that would like to provide comment can unmute their line by **pressing *6** on their phone and polietly stating that you would like to make a comment.
2. The moderator will facilitate giving everyone that would like to comment the opportunity to do so.
3. When it is your turn please state your full name prior to giving your comments.

4. When your comments are complete, the moderator will mute your line so the meeting can proceed.

Joining Our Meeting from a Pone

1. Dial:

   +1-904-900-2303 United States Toll (Jacksonville)

   +1-415-655-0001 US Toll

2. When prompted enter access code: **2309 526 2709#**
3. When prompted for an attendee number **Press # key** to skip
4. You are now in the meeting
5. You are joined to the meeing with the MUTE feature turned on, so you are not able to talk during the meeting. We will unmute the lines at the appropriate time for public comment. Directions for public comment are below.

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Frequently Asked Questions

1. Can I join a meeting prior to the scheduled start time?
    a. Yes, everyone is allowed to join 15 minutes prior to the scheduled start time.

2. How to identify who has joined the meeting?

    a. If you are joined via your computer, you can click  from the meeting controls at the bottom of the screen to display a list of participants on the right.
    b. If you are joined via your phone, you cannot identify who has joined the meeting.

3. Can I turn off my video if I don't want to show it after the meeting is started?

    a. If you are joined via your computer, you can click  from the meeting controls at the bottom of the screen to turn your video off or on during the meeting.

4. I connected to the meeting via my web browser and the audio is not very clear what can I do to make it better?
    a. The audio quality comes from the internet speeds you are connected and can at times may be negatively impacted. If the audio quality is so poor you cannot properly hear the meeting, we recommend trying to dial into the meeting via your phone.