

**GREATER ORLANDO AVIATION AUTHORITY
CONCESSIONS/PROCUREMENT COMMITTEE**

DATE: JUNE 1, 2021

DAY: TUESDAY

TIME: 1:30 P.M.

PLACE: CARL T. LANGFORD BOARD ROOM, ORLANDO INTERNATIONAL AIRPORT, ONE JEFF FUQUA BOULEVARD

I. CALL TO ORDER

II. ROLL CALL

III. ANNOUNCEMENTS - Appeal Process

The Aviation Authority is subject to federal mask mandates. Federal law requires wearing a mask at all times in and on the airport property. Failure to comply may result in removal and denial of re-entry. Refusing to wear a mask in or on the airport property is a violation of federal law; individuals may be subject to penalties under federal law. Seating at sunshine committee meetings will be limited according to space and social distancing. Attendance is on a first-come, first-served basis.

NOTE: If a bidder or proposer is aggrieved by any of the proceedings of today's meeting and wishes to appeal the results of actions made by this Committee, they must file an appeal stating the item they wish to appeal and the basis for which they wish to appeal. Any decision made at these meetings will need record of the proceedings and for that purpose may need to ensure that a verbatim record of the proceeding is made which includes the testimony and evidence upon which the appeal is to be based. Any appeal must be received in writing by the Chief Executive Officer, Mr. Phillip N. Brown, via email pbrown@goaa.org with copy to larissa.bou@goaa.org by Tuesday, June 8, 2021 by 4:00 p.m. (emails will be accepted during the pandemic COVID-19).

For individuals who conduct lobbying activities with Aviation Authority employees or Board members, registration with the Aviation Authority is required each year prior to conducting any lobbying activities. A statement of expenditures incurred in connection with those lobbying instances should also be filed prior to April 1 of each year for the preceding year. Lobbying any Aviation Authority Staff who are members of any committee responsible for ranking Proposals, Letters of Interest, Statements of Qualifications or Bids and thereafter forwarding those recommendations to the Board and/or Board Members is prohibited from the time that a Request for Proposals, Request for Letters of Interests, Request for Qualifications or Request for Bids is released to the time that the Board makes an award. The policy, forms, and instructions are available on the Aviation Authority's offices web site. Please contact the Chief Administrative Officer with questions at (407) 825-7105.

IV. CONSIDERATION OF MINUTES FOR MAY 3, 2021

V. CONSENT AGENDA

- A. Recommendation to Approve Amendment No. 8, Contract Extension for Purchasing Contract 01-11, Fire Alarm System Testing, Maintenance and Certification with Convergent Technologies LLC
- B. Recommendation to Award Purchasing Request for Written Quotation (RFQ) 93228-21, Purchase of HP Enterprise Servers and Support for Computer Aided Dispatch (CAD) upgrade through the Utilization of the State of Florida Alternate Contract Source #43211500-WSCA-15-ACS-E, to High Performance Technologies, LLC

VI. NEW BUSINESS

- A. Recommendation to Approve Amendment No. 1, First Renewal Option for Purchasing Contract 12-18, Interior Plant Maintenance at Terminals and Airsides with Rentokil North America, Inc. (Rentokil)

NEXT SCHEDULED CONCESSIONS/PROCUREMENT COMMITTEE MEETING IS ON MONDAY, JUNE 14, 2021

On **MAY 3, 2021**, the **CONCESSIONS/PROCUREMENT COMMITTEE** of the **GREATER ORLANDO AVIATION AUTHORITY** met in the Carl T. Langford Board Room at Orlando International Airport, One Jeff Fuqua Boulevard, Orlando, Florida, 32827. Chairman Friel called the meeting to order at 1:30 p.m. The meeting was posted in accordance with Florida Statutes and a quorum was present.

Committee members present: Bradley Friel, Chairman
Kathleen Sharman, Vice Chair
Thomas Draper, Chief of Operations
Brian Engle, Director of Customer Experience

Staff/Others present: Diana Hershner, Senior Manager of Purchasing
Bruce Gant, Manager of Purchasing Contracts
Jo Thacker, Nelson Mullins, Legal Counsel
Larissa Bou, Manager of Board Service and Recording
Secretary

Chairman Friel announced to all present that if a bidder or proposer is aggrieved by any of the proceedings of today's meeting and wishes to appeal the results of actions made by this Committee, they must file an appeal stating the item they wish to appeal and the basis for which they wish to appeal, and it must be received in writing by the Chief Executive Officer, Mr. Phillip N. Brown, via email pbrown@goaa.org with copy to larissa.bou@goaa.org, by Monday, May 10, 2021, by 4:00 p.m. (emails will be accepted during the pandemic COVID-19).

For individuals who conduct lobbying activities with Aviation Authority employees or Board members, registration with the Aviation Authority is required each year prior to conducting any lobbying activities. A statement of expenditures incurred in connection with those lobbying instances should also be filed prior to April 1 of each year for the preceding year. Lobbying any Aviation Authority Staff who are members of any committee responsible for ranking Proposals, Letters of Interest, Statements of Qualifications or Bids and thereafter forwarding those recommendations to the Board and/or Board Members is prohibited from the time that a Request for Proposals, Request for Letters of Interests, Request for Qualifications or Request for Bids is released to the time that the Board makes an award. In the event a lobbyist meets with or otherwise communicates with Staff or a Board member, including the Mayor of the City of Orlando or the Mayor of Orange County, the lobbyist shall file a Notice of Lobbying (Form 4) detailing each instance of lobbying to the Aviation Authority within 7 calendar days of such lobbying. Lobbyists will also provide a notice to the Aviation Authority when meeting with the Mayor of the City or Mayor of Orange County at their offices. The policy, forms, and instructions are available on the web site. Please contact the Chief Administration Officer with questions at (407) 825-7105.

MINUTES FOR THE MAY 3, 2021, CONCESSIONS/PROCUREMENT COMMITTEE

Before proceeding to business, Chairman Friel asked Committee members to report any conflicts of interest or violations of the Aviation Authority's Code of Ethics and Business Conduct; lobbying activities policy; or the Florida Sunshine law with regard to any agenda item. None were expressed by any Committee member.

MINUTES

1. Upon motion by Mr. Draper, second by Vice Chair Sharman, motion passed to accept the April 5, 2021, minutes as written.

CONSENT AGENDA

2. Chairman Friel asked if anyone in the audience would like to speak regarding the Consent Agenda item. Ms. Bou confirmed she had not received any speaker requests. Chairman Friel then asked if any Committee member had questions or wished to pull the item for discussion. There was no answer to his inquiry.

Mr. Gant stated for the record that Consent Agenda Item A has a typographical error on page 2, under the "Name of Respondents". West Production LLC, should read "West View Productions LLC".

Upon motion by Mr. Engle, second by Mr. Draper, vote carried to approve the following Consent Agenda items:

A. recommend to the Chief Executive Officer to: (1) award Purchasing Bid 15-21, Electrical Lighting Control System Maintenance and Repair Services to Candela Controls, Inc., as the low responsive and responsible bidder; (2) authorize funding from the Operations and Maintenance Fund in a not-to-exceed amount of \$163,650; and (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel.

B. recommend to the Chief Executive Officer to: (1) award Purchasing Request for the Purchase of the Software License Support through a Microsoft Enterprise Assurance Agreement Utilizing the State of Florida Contract 43230000-15-02, Licensing Solutions Providers (LSP) of Microsoft Software and Services, to SHI International Corp. (SHI); (2) authorize funding from the previously-approved Operations and Maintenance Fund in the not-to-exceed amount of \$111,637.18; (3) execute the necessary documents following satisfactory review by legal counsel; and (4) authorize the Purchasing Department to issue the necessary Purchase Order; and

C. recommend to the Chief Executive officer to: (1) Award Single Source Procurement SG-00141 for Financial Consulting and Treasury Management Services to Geraldine Danforth beginning on or about May 3, 2021, through September 30, 2022; (2) authorize funding from the Operations and Maintenance Fund in the not-to-exceed amount of \$148,800; and (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel.

RECOMMENDATION TO AWARD INVITATION FOR BID (IFB) 11-21, YORK CHILLER MAINTENANCE SERVICES TO JOHNSON CONTROLS, INC.

3. This item was pulled.

RECOMMENDATION TO APPROVE AMENDMENT NO. 1, FIRST RENEWAL OPTION FOR PURCHASING CONTRACT 18-18, VEHICLE AND EQUIPMENT MAINTENANCE SERVICES WITH FIRST VEHICLE SERVICES, INC. (FVS)

4. Mr. Gant presented the item.

The initial term of the contract was for thirty-six (36) months, which commenced on September 1, 2018, with the Aviation Authority having options to renew the contract for one (1) additional period of three (3) years. The initial term is due to expire on August 31, 2021.

This contract requires FVS furnish all labor, supervision, materials and supplies, equipment, uniforms and all other items necessary or proper for, or incidental to, performing vehicle and equipment maintenance services at the Orlando International Airport (OIA) and Orlando Executive Airport (OEA) in accordance with the contract documents.

First Renewal Option - September 1, 2021 through August 31, 2024.

Department - Concur with the renewal option.

Contractor - Based on the information known at this time, FVS has performed satisfactorily during the initial term.

FVS provides OIA and OEA vehicle and equipment maintenance based on a monthly fee for maintenance and repair services and hourly price per mechanic for additional work during non-standard hours.

The value for the first renewal option (36 months) is for a total not-to-exceed amount of \$10,020,851.16. FVS requested a Consumer Price Index (CPI) increase of 1.6% based on CPI-W published index and the contract documents for the second and third year of the three year renewal term.

The actual amount paid to the contractor is based on actual work requested, performed, and approved by the Aviation Authority, based on the monthly unit prices and hourly rates.

This contract includes a Minority and Women Business Enterprise (MWBE) and a Local Developing Business (LDB) participation requirement. The participation goal for this contract is 13% for MWBE and 15% for LDB. The Small Business Development Department certifies that the contract is in good standing as it relates to MWBE/LDB participation.

The fiscal impact for the first renewal option is a not-to-exceed amount of \$10,020,851.16 with funding from the Operations and Maintenance Fund account codes:

301.631.170.5460001.000.100032 and 901.443.870.5460001.000.100032.

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Funds expected to be spent under the Contract in the current fiscal year are within budget. Funding required in current and subsequent fiscal years will be allocated from the Operations and Maintenance Fund, as approved through the budget process and when funds become available.

It was respectfully requested that the Concessions/Procurement Committee approve the following be recommended to the Aviation Authority Board: (1) approve Amendment No. 1, First Renewal Option for Purchasing Contract 18-18, Vehicle and Equipment Maintenance Services with First Vehicle Services, Inc.; (2) authorize funding from the Operations and Maintenance Fund in the not-to-exceed amount of \$10,020,851.16; and (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel.

Chairman Friel asked if anyone in the audience would like to speak regarding this item. Ms. Bou confirmed she had not received any speaker requests for this item. He then asked if any Committee member had questions or comments. There was no answer to his inquiry.

Upon motion by Mr. Draper, second by Vice Chair Sharman, vote carried to approve staff's recommendation.

RECOMMENDATION TO APPROVE AMENDMENT NO. 3, INCREASE IN VALUE FOR PURCHASING AGREEMENT PS-542, FINANCIAL CONSULTING SERVICES WITH LINDA GEORGE, CPA

5. Mr. Gant presented the item.

The initial term of the agreement with Linda George, CPA (Linda George) was for thirty-six (36) months, effective January 2, 2018, and expired January 1, 2021, with the Aviation Authority having two (2) options to renew the agreement for an additional period of one (1) year each, upon mutual agreement. The first renewal option became effective on January 2, 2021, and is due to expire on January 1, 2022.

The scope of services for this agreement includes, but is not limited to, the following:

1. Provide support in the preparation of reports required by the Federal Aviation Authority (FAA) for quarterly and year-end financial reporting, including but not limited to Form 271 Outlay Report and Request for Reimbursement for Construction Programs, 272 Federal Cash Transaction Report and Form 5100-127;
2. Operation and Financial Summary and other reporting requirements under 49 CFR18 Uniform Administrative Requirements for Grants and Cooperative Agreements with State and local governments;
3. Preparation of reports to the FAA required by Passenger Facility Charge (PFC) regulations;
4. Preparation and analysis of financial information necessary to support the budget documents and the rates & charges calculation (including but not limited to tenant finish charges, Federal Inspection Station and Common Use fee analysis), preparation of financial analysis of potential tenants/concessionaires; preparation of various

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financial surveys; and provide assistance with preparation of monthly, quarterly, and annual financial statements.

The services may also include support on the preparation of financial information to be included in bond offering documents; review of concession audits provided by concessionaires; and internal control review of procedures; and performing such other extension of staff services necessary to support the Aviation Authority, including but not limited to, accounting system reporting, capital improvement plan and related work, and capital program closeouts.

During the final year of the base agreement with Linda George, January 2, 2020, through January 1, 2021, management initiated budget reductions due to the COVID-19 pandemic, which resulted in a significant reduction in scope of work and decreased hours for Linda George. In addition, a staffing shortage occurred during that time due to the Aviation Authority's implementation of a hiring freeze, also as a result of the pandemic.

Staff is requesting an increase of the staffing hours for Linda George primarily to assist the Finance department with the preparation of the annual Capital Improvement Program to allow sufficient time to hire key positions within the Finance department who will eventually fill that role. The Finance department is still maintaining budget restraints and the total hours requested shall remain lower than pre-pandemic levels.

Based on the information known at this time, the Finance department confirmed the consultant has performed satisfactorily during the initial term and the first renewal option.

Pricing is based on the hourly rates of \$180.00 (Principal) and \$162.00 (Senior Manager). Staff is requesting that a total of 695 hours be added to the agreement, for a total not-to-exceed amount of \$123,660. The actual amount paid to Linda George is based on actual work requested, performed and approved by the Aviation Authority.

This agreement did not include a Minority and Women Business Enterprise (MWBE) or a Local Developing Business (LDB) participation requirement.

The fiscal impact for the increase in value is a not-to-exceed amount of \$123,660 with funding from the Operations and Maintenance Fund 301.111.170.5310009.000.000000. Funds expected to be spent under the Agreement in the current fiscal year are within budget. Funding required in subsequent fiscal years will be allocated from the Operations and Maintenance Fund, as approved through the budget process and when funds become available.

It was respectfully requested that the Concessions/Procurement Committee approve that the following be recommended to the Aviation Authority Board: (1) approve Amendment No. 3 for an increase in value for Purchasing Agreement PS-542, Financial Consulting Services, with Linda George, CPA beginning on or about May 20, 2021, through January 1, 2022; (2) authorize funding from the Operations and Maintenance Fund in the not-to-exceed amount of

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\$123,660; and (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel.

Chairman Friel asked if anyone in the audience would like to speak regarding this item. Ms. Bou confirmed she had not received any speaker requests for this item. He then asked if any Committee member had questions or comments. There was no answer to his inquiry.

Upon motion by Mr. Draper, second by Mr. Engle, vote carried to approve staff's recommendation.

RECOMMENDATION TO AWARD PURCHASING INVITATION FOR BIDS (IFB) 93174-21, LOCK SHOP SUPPLIES TO ACCREDITED LOCK SUPPLY CO.

5. Ms. Hershner presented the item.

The award will result in a Blanket Purchase Agreement for a total of 56 different Lock Shop supply items that will be provided on an "as-needed" basis, over a twelve (12) month period effective June 1, 2021 through May 31, 2022. The actual amount spent will be based upon the quantities ordered at the agreed upon unit prices. This award will replace prior Blanket Purchase Agreement No. 92357, which expired April 30, 2021.

The listed items consisted of door locks, lever handsets, key blanks, lock cores, lock trim, panic hardware and padlocks. It was required that the unit prices include all costs associated with the delivery of the items to the Aviation Authority's Material Control Warehouse.

On April 15, 2021, the Aviation Authority received 3 responses to IFB 93174-21 as listed below:

<u>Firm</u>	<u>Total Quote</u>
Accredited Lock Supply Co.*	\$423,317.75
Southern Lock & Supply**	\$433,720.50
DH Pace Company, Inc.***	\$451,811.45

*The response received from Accredited Lock Supply Co. contained mathematical errors resulting in an understatement of their bid by \$7,000.00. The correction is reflected in the bid tab above and did not affect their ranking.

**The response received from Southern Lock & Supply contained mathematical errors resulting in the overstatement of their bid by \$149,971.30. The correction is reflected in the bid tab above and did affect their ranking from third to second.

***The response received from DH Pace Company, Inc. contained mathematical errors resulting in the overstatement of their bid by \$13,176.00. The correction is reflected in the bid tab above and did not affect their ranking.

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Staff's review of the quotations found that all 3 firms were responsive and responsible to the IFB requirements.

The Small Business Development Department has reviewed the requirements for this purchase and determined that, due to a lack of ready, willing and able certified small businesses for these items, this procurement does not lend itself to Minority and Women Business Enterprise/Local Developing Business/Veteran Business Enterprise (MWBE/LDB/VBE) participation.

Accredited Lock Supply Co.'s bid in the amount of \$423,317.75 is to be funded from the Operations and Maintenance Fund 301.462.170.5520001.000.000000. Funds expected to be spent in the current fiscal year are within budget. Funding required in subsequent fiscal years will be allocated from the Operations and Maintenance Fund as approved through the budget process and when funds become available.

It was respectfully requested that the Concessions/Procurement Committee approve that the following be recommended to the Aviation Authority Board: (1) award Purchasing Request for Invitation For Bids (IFB) 93174-21, Lock Shop Supplies to Accredited Lock Shop Supply Co, as the low, responsive and responsible bidder in the not-to-exceed amount of \$423,317.75; (2) authorize funding from the previously-approved Operations and Maintenance Fund; and (3) authorize the Purchasing Department to issue the necessary documents, following satisfactory review by legal counsel.

Chairman Friel asked if anyone in the audience would like to speak regarding this item. Ms. Bou confirmed she had not received any speaker requests for this item. He then asked if any Committee member had questions or comments. There was no answer to his inquiry.

Upon motion by Vice Chair Sharman, second by Mr. Engle, vote carried to approve staff's recommendation.

ADJOURNMENT

6. Chairman Friel asked if there was further business to discuss before the Committee. Having no further business to discuss, he adjourned the meeting at 1:48 p.m.

(Digitally signed on, 2021)

Larissa Bou
Recording Secretary

Brad Friel
Chairman



GREATER ORLANDO AVIATION AUTHORITY

Orlando International Airport
One Jeff Fuqua Boulevard
Orlando, Florida 32827-4399

MEMORANDUM

TO: Members of the Concessions/Procurement Committee
FROM: Bruce L. Gant, Purchasing Manager - Contracts
DATE: June 1, 2021

ITEM DESCRIPTION

Recommendation to approve Amendment No. 8, Contract Extension for Purchasing Contract 01-11, Fire Alarm System Testing, Maintenance and Certification with Convergent Technologies LLC (Convergent)

BACKGROUND

The initial term of the contract and two one-year renewal options expired on January 31, 2016. A thirty (30) month contract extension beyond the initial term expired on July 31, 2018. An additional thirty-six (36) month contract extension is due to expire on July 31, 2021.

This contract requires Convergent to furnish all labor, supervision, on-site spare parts, materials, tools and equipment, licenses, permits, and all other items necessary or proper for, or incidental to, performing Fire Alarm System Testing, Maintenance and Certification at the Orlando International Airport in accordance with the Contract documents.

ISSUES

Contract Extension - Staff is requesting to extend the current contract for three (3) months from August 1, 2021 through October 31, 2021. The Aviation Authority is currently in the process of awarding a competitive solicitation for Fire Alarm System Testing, Maintenance and Certification. Staff is requesting to extend the contract through October 31, 2021, to allow time to complete the award process and contractor transition.

Department - Concurrs with the Contract extension.

Contractor - Based on the information known at this time, the contractor has performed satisfactorily during the initial term of the contract, the two renewal options, the previous thirty (30) month extension and the current thirty-six (36) month extension.

This is a service contract for fire alarm testing, certification and repair. Pricing for testing and certification for each Aviation Authority location is a Fixed Annual Price. Pricing also includes an hourly labor rate of \$45.00 during standard work hours for a full time on-site repair technician and an apprentice/helper (as needed), as well as a 15% mark-up over the contractor's cost for parts and materials. Fixed annual pricing and hourly labor rates for providing services for the Hyatt Hotel and Aviation Authority construction projects are provided as well. The total cost for the three (3) month extension is a not-to-exceed amount of \$126,000.

This contract did not include a Minority and Women Business Enterprise (MWBE) or Local Developing Business (LDB) participation requirement.

FISCAL IMPACT

The fiscal impact for the contract extension is a not-to-exceed amount of \$126,000. Funding will be from the Operations and Maintenance Fund account code 301.631.210. 5460001.000.100024. Funds expected to be spent under the contract in the current fiscal year are within the approved budget. Funding required in current and subsequent fiscal

years will be allocated from the Operations and Maintenance Fund as approved through the budget process and when funds become available.

RECOMMENDED ACTION

It is respectfully requested that the Concessions/Procurement Committee approve that the following be recommended to the Chief Executive Officer: (1) approve Amendment No. 8 Contract Extension to Purchasing Contract 01-11, Fire Alarm System Testing, Certification and Maintenance with Convergint Technologies LLC; (2) authorize funding from the Operations and Maintenance Fund in a not-to-exceed amount of \$126,000; and (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel.

Attachments

- A - Contract History
- B - Small Business
- C - Finance Form

ATTACHMENT "A"

Contract History

01-11, FIRE ALARM SYSTEM TESTING, CERTIFICATION AND REPAIR

CONTRACT	APPROVALS	DESCRIPTION	TERM	DOLLARS
Initial Term	<ul style="list-style-type: none"> • CPC 11/22/2010 • Authority Board 12/8/2010, Item K 	Contract Award	2/1/2011 through 1/31/2014	\$844,910.00
Amendment 1	<ul style="list-style-type: none"> • CPC 9/23/2013 • Executive Director 12/12/2013 	1 st Renewal Option	2/1/2014 through 1/31/2015	\$246,370.00
Amendment 2	<ul style="list-style-type: none"> • CPC 10/28/2014 • Authority Board 12/10/2014, Item F 	2 nd Renewal Option	2/1/2015 through 1/31/2016	\$247,120.00
Amendment 3	<ul style="list-style-type: none"> • CPC 6/22/2015 • Executive Director 8/28/2015 	Contract Adjustment	7/1/2015 through 1/31/2016	\$800.00
Amendment 4	<ul style="list-style-type: none"> • CPC 10/26/2015 • Authority Board 12/9/2015 	30 Month Contract Extension	2/1/2016 through 7/31/2018	\$638,812.75
Amendment 5	<ul style="list-style-type: none"> • CPC 12/11/2017 • Authority Board 1/17/2018, Item K 	36 Month Contract Extension	8/1/2018 through 7/31/2021	\$864,559.50
Amendment 6	<ul style="list-style-type: none"> • Purchasing Manager 11/05/2018 • CEO 12/19/2018 	Assignment	11/1/2018	\$0.00
Amendment 7	<ul style="list-style-type: none"> • Purchasing Manager 05/31/2019 • CEO 08/06/2019 	Increase in Value	04/01/2019 through 05/31/2019	\$97,241.32
Amendment 8	<ul style="list-style-type: none"> • Pending CPC 06/01/2021 	3 Month Contract Extension	08/01/2021 through 10/31/2021	\$126,000.00

Total Contract Value with all Changes (approved and proposed)

\$3,065,813.57



GREATER ORLANDO AVIATION AUTHORITY

Orlando International Airport
5850-B Cargo Road
Orlando, Florida 32827-4399

MEMORANDUM

To: Members of the Concessions/Procurement Committee

From: Orlando Santiago, MSEP, C.M., Small Business Contract Administrator

Date: May 24, 2021

Re: Recommendation to approve Amendment No. 8, Contract Extension for Purchasing Contract 01-11, Fire Alarm System Testing, Maintenance and Certification with Convergent Technologies LLC.

The initial term of the contract and two one-year renewal options expired on January 31, 2016 (Initial Term). A thirty (30) month Contract Extension beyond the initial term expired on July 31, 2018. An additional thirty-six (36) month Contract Extension is due to expire on July 31, 2021.

Issues:

Contract Extension – Staff is requesting to extend the current contract for three (3) months from August 1, 2021 through October 31, 2021 to facilitate the rebid award process.

Fiscal Impact:

The fiscal impact for the contract extension is a not-to-exceed amount of \$126,000.

At the time the contract was awarded, MWBE or LDB/VBE goals were not established.

Should you have questions, you may contact Orlando Santiago at 407-825-7134.

ATTACHMENT "C"

Greater Orlando Aviation Authority

Date:	<u>5/21/2021</u>	Requestor's Extension:	<u>2375</u>
Requestor's Name:	<u>Tom O'Day</u>	Preparer's Extension:	<u>6427</u>
Form Preparer's Name:	<u>Vlad Opreanu</u>	Purchasing Solicitation #:	<u>B01-11</u>
Requestor's Department:	<u>Life Safety</u>	CCM / CPC / PSC:	<u>CPC</u>
Description:	<u>Fire Alarm System Testing, Maintenance and Certification</u>	Committee Date:	<u>6/1/2021</u>
Vendor:	<u>Converjnt Technologies LLC</u>	Committee Agenda Item#:	<u></u>

NON-PROJECT FUNDS: O&M, CAP EX, I&D, R&R, OEA REVENUE FUNDS

Account Code Format: xxx.xxx.xxx.xxxxxx.xxx.xxxxxx	FY 18 Amount	FY 19 Amount	FY 20 Amount	FY 21 Amount	FY 22 Amount	Total Contract
301-631-210-5460001-000-100024				84,000.00	42,000.00	126,000.00
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
Total Requisition	-	-	-	84,000.00	42,000.00	126,000.00
Requisition Number				88969		

OMB Notes:		Converted into PO #:	<u> </u>
Funding Approver:	<u>Andrea Harper</u>	Date:	<u> </u>
Total Requisition \$	126,000.00	Buyer:	<u> </u>
BPA Amount \$	-		
Grand Total - Agree to Committee Item \$	<u>126,000.00</u>		



GREATER ORLANDO AVIATION AUTHORITY

Orlando International Airport
One Jeff Fuqua Boulevard
Orlando, Florida 32827-4399

MEMORANDUM

TO: Members of the Concessions/Procurement Committee
FROM: Bruce L. Gant, Purchasing Manager - Contracts
DATE: June 1, 2021

ITEM DESCRIPTION

Recommendation to Award Purchasing Request for Written Quotation (RFQ) 93228-21, Purchase of HP Enterprise Servers and Support for Computer Aided Dispatch (CAD) upgrade through the Utilization of the State of Florida Alternate Contract Source #43211500-WSCA-15-ACS-E to High Performance Technologies, LLC.

BACKGROUND

This approval will result in the purchase of HP Enterprise Servers and Support for CAD upgrade of the Information Technology centralized storage system at Orlando International Airport under the Government Contract/Annual/Multi-year Contract Procurement Request. Servers and Support for CAD upgrade purchase are necessary to meet the Aviation Authority's data storage requirements.

The HP Enterprise Servers and Support for CAD upgrade are offered under the State of Florida Alternate Contract Source #43211500-WSCA-15-ACS-E, entitled, "Computer, Equipment, Peripherals, and Services".

ISSUES

RFQ 93228-21 was distributed only to HP Enterprise authorized resellers (a total of 24 when the RFQ was issued) listed in the State of Florida Alternate Contract Source #43211500-WSCA-15-ACS-E, entitled, "Computer, Equipment, Peripherals, and Services". The State of Florida Alternate Contract Source is through the National Association of State Procurement Officials (NASPO). On April 29, 2021, the Aviation Authority received two (2) responses as listed below:

<u>Firm</u>	<u>Total Quote</u>
High Performance Technologies, LLC	\$112,277.88
Logista	\$117,510.00

Staff's review of the quotes found that all firms are responsive and responsible to the RFQ requirements.

The Small Business Development Department has reviewed the requirements for this purchase and has determined that the State of Florida Contract #43211500-WSCA-15-ACS-E does not lend itself to MWBE/LDB/VBE participation.

FISCAL IMPACT

High Performance Technologies, LLC's quotation in the amount of \$112,277.88 is to be funded from the previously-approved Capital Expenditure Fund account codes: 308.521.170.5640003.000.501018, 308.521.170.5460001.000.501018, and 308.521.170.5640002.000.501018. Funds expected to be spent in the current fiscal year are within budget.

RECOMMENDED ACTION

It is respectfully requested that the Concessions/Procurement Committee approve that the following be recommended to the Chief Executive Officer: (1) award Purchasing Request for Written Quotation (RFQ) 93228-21, Purchase of HP Enterprise Servers and Support for CAD upgrade through the Utilization of the State of Florida Alternate Contract Source #43211500-WSCA-15-ACS-E, to High Performance Technologies, LLC, as the low responsive and responsible respondent; (2) authorize funding from the previously-approved Capital Expenditure Fund in the not-to-exceed amount of \$112,277.88; and (3) authorize the Purchasing Department to issue the necessary Purchase Order.

Attachments

- A - Award Criteria
- B - Small Business Memo
- C - Finance Form

ATTACHMENT A

Award Criteria:

The Aviation Authority's policy 450.03, "Government Contract/Annual Contract" permits the procurement of items from a supplier based on a requirements contract/annual/multi-year agreement with any public entity.

Clarifications Required During the Process:

N/A

Irregularities or Issues that Impact Recommended Ranking:

N/A



GREATER ORLANDO AVIATION AUTHORITY

Orlando International Airport
One Jeff Fuqua Boulevard
Orlando, Florida 32827-4399

MEMORANDUM

To: Members of the Concessions/Procurement Committee

From: Orlando Santiago, MSEP, C.M., Small Business Contract
Administrator

Date: May 25, 2021

Re: (RFQ) 93228-21, Purchase of HP Enterprise Servers and Support
for Computer Aided Dispatch (CAD) upgrade through the
Utilization of the State of Florida Alternate Contract Source
#43211500-WSCA-15-ACS-E, to High Performance Technologies, LL

The Small Business Development Department has reviewed the requirements for this purchase and has determined that the State of Florida Contract #43211500- WSCA- 15- ACS- E does not lend itself to Minority and Women Business Enterprise, Local Developing Business and/or Veteran Business Enterprise participation.

Should you have questions, you may contact Orlando Santiago at 407-825-7134.

ATTACHMENT C

**Greater Orlando Aviation Authority
Attachment C**

Date:	<u>6/1/2021</u>	Requestor's Extension:	<u>3542</u>
Requestor's Name:	<u>Paul Haust</u>	Preparer's Extension:	<u>6432</u>
Form Preparer's Name:	<u>Tabatha Freedman</u>	Purchasing Solicitation #:	<u>RFQ 93228-21</u>
Requestor's Department:	<u>Information Technology</u>	CCM / CPC / PSC:	<u>CPC</u>
Description:	<u>Purchase of HP Enterprise Servers and Support for CAD upgrade</u>	Committee Date:	<u>6/1/2021</u>
Vendor:	<u>High Performance Technologies, LLC</u>	Committee Agenda Item#:	<u></u>

NON-PROJECT FUNDS: O&M, CAP EX, I&D, R&R, OEA REVENUE FUNDS

Account Code Format: xxx.xxx.xxx.xxxxxx.xxx.xxxxxx	FY 21 Amount	FY 22 Amount	FY 23 Amount	FY 24 Amount	FY 25 Amount	Total Contract
308.521.170.5640003.000.501018	\$66,851.40					\$66,851.40
308.521.170.5640001.000.501018	\$10,530.96					\$10,530.96
308.521.170.5640002.000.501018	\$34,895.52					\$34,895.52
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
Total Requisition	\$112,277.88	-	-	-	-	\$112,277.88
Requisition Number	88682					

OMB Notes:
 Funding Approver Andrea Harper
 Total Requisition \$ 112,277.88
 BPA Amount \$ -
 Grand Total - Agree to Committee Item \$ 112,277.88

Converted into PO #: _____
 Date: _____
 Buyer: _____



GREATER ORLANDO AVIATION AUTHORITY

Orlando International Airport
One Jeff Fuqua Boulevard
Orlando, Florida 32827-4399

MEMORANDUM

TO: Members of the Concessions/Procurement Committee
FROM: Bruce Gant, Purchasing Manager - Contracts
DATE: June 1, 2021

ITEM DESCRIPTION

Recommendation to Approve Amendment No. 1, First Renewal Option for Purchasing Contract 12-18, Interior Plant Maintenance at North and South Terminals, and Airsides with Rentokil North America, Inc. (Rentokil)

BACKGROUND

The initial term of the contract was for thirty-six (36) months, which commenced on September 18, 2018, with the Aviation Authority having options to renew the contract for two (2) additional periods of one (1) year each. The initial term is due to expire on September 17, 2021.

This contract requires Rentokil to furnish all labor, supervision, materials and supplies, equipment, tools, chemicals, beneficial insects, licenses, permits, and all other items necessary or proper for, or incidental to performing the replacement, installation, and maintenance required for the interior plants located within the terminal complex (which includes the North Terminal, four airsides, South Terminal Complex, and the Aviation Authority Executive Offices of the North Terminal) at the Orlando International Airport (OIA) in accordance with the contract documents.

ISSUES

First Renewal Option - September 18, 2021 through September 17, 2022.

Department - Concur with the renewal option.

Contractor - Based on the information known at this time, Rentokil has performed satisfactorily during the initial term.

Rentokil provides interior plant maintenance based on unit prices for: (a) plant maintenance, (b) tree washing, (c) tree pruning, (d) bromeliad replacement and removal, (e) poinsettia replacement and removal, (f) topsoil, (g) mulch (bark), (h) plant replacement, and (i) special occasion set-ups; and hourly rates for planter rotation relocation, horticultural consultant, water drainage of planters, and plant dusting.

The annual value for the first renewal option is for a total not-to-exceed amount of \$437,695.66 with no rate increase. The actual amount paid to the contractor is based on actual work requested, performed, and approved by the Aviation Authority, based on the unit prices.

This contract includes a Minority and Women Business Enterprise (MWBE) and a Local Developing Business (LDB) participation requirement. The participation goal for this contract is 15% for MWBE and 10% for LDB. The Small Business Development Department certifies that the contract is in good standing as it relates to MWBE/LDB participation.

FISCAL IMPACT

The fiscal impact for the first renewal option is a not-to-exceed amount of \$437,695.66 with funding from the Operations and Maintenance Fund account codes 301.631.210.5340004.000.100002 and 301.631.692.5340004.000.100002.

Funds expected to be spent under the Contract in the current fiscal year are within budget. Funding required in current and subsequent fiscal years will be allocated from the Operations and Maintenance Fund, as approved through the budget process and when funds become available.

RECOMMENDED ACTION

It is respectfully requested that the Concessions/Procurement Committee approve that the following be recommended to the Aviation Authority Board: (1) approve Amendment No. 1, First Renewal Option for Purchasing Contract 12-18 Interior Plant Maintenance at the North and South Terminals, and Airsides with Rentokil North America Inc.; (2) authorize funding from the Operations and Maintenance Fund in the not-to-exceed amount of \$437,695.66; and (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel.

Attachments

- A - Contract History
- B - Small Business Memo
- C - Finance Form

Attachment A

CONTRACT HISTORY

Contract 12-18, Interior Plant Maintenance at Terminals and Airsides

Contract	Approvals	Description	Term	Dollars
Initial Term	<ul style="list-style-type: none">• CPC 8/6/2018• Board 8/15/2018 Item "GG"	36 Months Contract Award	9/18/2018 Thru 9/17/2021	\$1,387,234.98
Amendment No. 1	<ul style="list-style-type: none">• Pending CPC 6/1/2021	First Renewal Option	9/18/2021 Thru 9/17/2022	\$437,695.66

Total Contract Value with all changes (approved and proposed: \$1,824,930.64




GREATER ORLANDO AVIATION AUTHORITY

Orlando International Airport
5850-B Cargo Road
Orlando, Florida 32827-4399

MEMORANDUM

To: Members of the Concessions/Procurement Committee

From: Orlando Santiago, MSEP, C.M., Small Business Contract Administrator 

Date: May 24, 2021

Re: Recommendation to Approve Amendment No. 1, First Renewal Option for Purchasing Contract 12-18, Interior Plant Maintenance at Terminals and Airsides with Rentokil North America, Inc. (Rentokil)

The initial term of the Contract was for thirty-six (36) months, which commenced on September 18, 2018, with the Aviation Authority having option to renew the Contract for two (2) additional periods of one (1) year each. The initial term is due to expire on September 17, 2021.

Issues:

First Renewal Option – September 18, 2021 through September 17, 2022.

Fiscal Impact:

The fiscal impact for the first renewal option is a not-to-exceed amount of \$437,695.66

At the time the contract was awarded, a 15% Minority and Women Business Enterprise and 10% a Local Developing Business participation goals were established. The Small Business Development Department certifies that the vendor is in good standing as it relates to the small business requirements. The same small business participation requirement will apply to this amendment.

Should you have questions, you may contact Orlando Santiago at 407-825-7134.

Attachment C
Finance Form

Date:	<u>5/17/2021</u>	Requestor's Extension:	<u>2375</u>
Requestor's Name:	<u>Daisly Pagan</u>	Preparer's Extension:	<u>6425</u>
Form Preparer's Name:	<u>Janice Hughes</u>	Purchasing Solicitation #:	<u>B12-18</u>
Requestor's Department:	<u>Finance</u>	CCM / CPC / PSC:	<u>CPC</u>
Description:	<u>Interior Plant Maintenance at Terminals and Airsides</u>	Committee Date:	<u>6/1/2021</u>
Vendor:	<u>Rentokil North America Inc</u>	Committee Agenda Item#:	<u>NB-</u>

NON-PROJECT FUNDS: O&M, CAP EX, I&D, R&R, OEA REVENUE FUNDS

Account Code Format: xxx.xxx.xxx.xxxxxxx.xxx.xxxxxx	FY 21 Amount	FY 22 Amount	FY 23 Amount	FY 24 Amount	Total Contract
301.631.210.5340004.000.100002	\$ 16,286.59	\$ 374,591.46			390,878.04
301.631.692.5340004.000.100002	\$ 1,950.73	\$ 44,866.88			46,817.62
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-
Total Requisition	18,237.32	419,458.34	-	-	437,695.66
Requisition Number	88933	88935			

<p>OMB Notes: Funding Approver <u>Andrea Harper</u></p> <p>Total Requisition \$ 437,695.66 BPA Amount \$ - Grand Total - Agree to Committee Item \$ 437,695.66</p>	<p>Converted into PO #: _____ Date: _____ Buyer: _____</p>
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