

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

DATE: JUNE 14, 2021

DAY: MONDAY

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 Monday, June 21, 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 JUNE 1, 2021

V. NEW BUSINESS

- A. Recommendation to Approve Amendment No. 2, Second Renewal Option for Purchasing Contract 14-17, Smoke/Fire and Overhead Door Maintenance and Repair with Arbon Equipment Corporation (Arbon)
- B. Recommendation to Approve Amendment No. 1, First Renewal Option, for Purchasing Contract 02-19, Holiday Decoration Services, with D & K Design LLC, d/b/a Danken
- C. Recommendation to Award Invitation for Bid (IFB) 03-22, Wood Furniture Refurbishment and Repair Services to A&A Unlimited Design, Inc.

NEXT SCHEDULED CONCESSIONS/PROCUREMENT COMMITTEE MEETING IS ON FRIDAY, JUNE 25, 2021

On **JUNE 1, 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
Deborah Silvers, Director of Risk Management

Staff/Others present: Diana Hershner, Senior Manager of Purchasing
Bruce Gant, Manager of Purchasing Contracts
Daisily Pagan, Manager of Interiors
Jo Thacker, Nelson Mullins, Legal Counsel
Dan Gerber, Rumberger Kirk, Interim General 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 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. 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

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web site. Please contact the Chief Administration Officer with questions at (407) 825-7105.

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 Mr. Engle, motion passed to accept the May 3, 2021, minutes as written.

CONSENT AGENDA

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

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

A. recommend to the Chief Executive Officer to: (1) approve Amendment No. 8 Contract Extension to Purchasing Contract 01-11, Fire Alarm System Testing, Certification and Maintenance with Converjint 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; and

B. recommend to the Chief Executive Officer to: (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.

RECOMMENDATION TO APPROVE AMENDMENT NO. 1, FIRST RENEWAL OPTION FOR PURCHASING CONTRACT 12-18, INTERIOR PLANT MAINTENANCE AT NORTH TERMINAL, INTERMODAL TRANSPORTATION FACILITY (ITF) AND AIRSIDES WITH RENTOKIL NORTH AMERICA, INC. (RENTOKIL)

3. Mr. Gant presented the item.

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.

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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 (including the Executive Offices), four Airsides, and ITF building, at the Orlando International Airport (OIA) in accordance with the contract documents.

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

Department - Concurs 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.

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 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.

It was 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 Terminal, Intermodal Transportation Facility, and Airsides with Rentokil North America Inc.; (2) authorize funding from the Operations and Maintenance Fund in the not-to-exceed

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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.

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.

In response to Vice Chair Sharman question regarding pricing, Mr. Gant confirmed that this are Year 3 prices that are being extended for another year. Ms. Sharman asked for clarification regarding the scope of work, as the memorandum indicates that this cover the South Terminal. Ms. Daisily Pagan, Manager of Interiors, clarified that these services cover the Intermodal Transportation Facility in the South, not the South Terminal Complex.

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

ADJOURNMENT

4. Chairman Friel asked if there was further business to discuss before the Committee. Having no further business to discuss, he adjourned the meeting at 1:40 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
DATE: June 14, 2021

ITEM DESCRIPTION

Recommendation to Approve Amendment No. 2, Second Renewal Option for Purchasing Contract 14-17, Smoke/Fire and Overhead Door Maintenance and Repair with Arbon Equipment Corporation (Arbon)

BACKGROUND

The initial term of the contract was for thirty-six (36) months, which commenced August 15, 2017, and expired August 14, 2020, with the Aviation Authority having two (2) options to renew the contract for an additional period of one (1) year each. The first renewal option is due to expire on August 14, 2021.

This contract requires Arbon to furnish all labor, supervision, equipment, tools, parts and materials, supplies, and all items/procedures necessary or proper for, or incidental to, performing inspection, maintenance, certification and repairs of all smoke, fire and overhead rolling steel and sectional doors located throughout Orlando International Airport (OIA), to ensure they are operational and compliant to all pertinent codes, and as specified in accordance with the Contract Documents.

ISSUES

Second Renewal Option - August 15, 2021 - August 14, 2022.

Department - Concurrs with the renewal.

Contractor - Based on the information known at this time, the contractor has performed satisfactorily during the initial term of the contract and the first renewal option.

This is a service contract for Smoke/Fire and Overhead Door Maintenance and Repair. Pricing for this service is based on Unit Prices for: (1) annual scheduled inspection and maintenance and annual testing and certification; (2) semi-annual scheduled inspection and maintenance of overhead rolling steel and sectional doors; and (3) hourly labor rates for additional maintenance and repair work on an as-needed basis per standard work hours and non-standard work hours, as well as a percentage mark-up for parts and materials as needed. There is no increase in the unit prices, hourly rates or scheduled maintenance. The actual amount paid to the contractor is based on actual work requested, performed and approved by the Aviation Authority.

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

FISCAL IMPACT

The fiscal impact is a not-to-exceed amount of \$173,295.20. Funding will be from the Operations and Maintenance Fund using account codes: 301.631.110.5460001.000.100025, 301.631.170.5460001.000.100025, 301.631.330.5460001.000.100025, 301.631.210.5460001.000.100025 and 301.631.692.5460001.000.100025. 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. 2, Second Renewal Option for Purchasing Contract 14-17, Smoke / Fire and Overhead Door Maintenance and Repair with Arbon Equipment Corporation; (2) authorize funding in the not-to-exceed amount of \$173,295.20 from the Operations and Maintenance Fund; 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

14-17 Smoke / Fire and Overhead Door Maintenance and Repair

Contract	Approvals	Description	Term	Dollars
Initial Term	<ul style="list-style-type: none"> • CPC 04/17/2017 • Authority Board 05/17/2017 Item "K" 	36 Month Contract Award	08/15/2017 thru 08/14/2020	\$505,979.20
Amendment No. 1	<ul style="list-style-type: none"> • CPC 04/20/2020 • CEO 06/04/2020 	First Renewal Option	08/15/2020 thru 08/14/2021	\$173,295.20
Amendment No. 2	<ul style="list-style-type: none"> • CPC 06/14/2021 	Second Renewal Option	08/15/2021 thru 08/14/2022	\$173,295.20
Total Contract Value with all Changes (approved and proposed)				\$852,569.60



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: June 3, 2021

Re: Recommendation to approve Amendment No. 2, Second Renewal Option for Purchasing Contract 14-17, Smoke/Fire and Overhead Door Maintenance and Repair with Arbon Equipment Corporation ("Arbon").

The initial term of the Contract was for thirty-six (36) months, effective August 15, 2017, expiring August 14, 2020, with the Aviation Authority having two (2) options to renew the Contract for an additional period of one (1) year each. The first Renewal Option is due to expire on August 14, 2021.

Issues:

Second Renewal Option: August 15, 2021 – August 14, 2022

Fiscal Impact:

The fiscal impact is a not-to-exceed amount of \$173,295.20.

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.



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 14, 2021

ITEM DESCRIPTION

Recommendation to Approve Amendment No. 1, First Renewal Option, for Purchasing Contract 02-19, Holiday Decoration Services, with D & K Design LLC, d/b/a Danken

BACKGROUND

The initial term of the contract was for thirty-six (36) months, which commenced on February 1, 2019, and is due to expire on January 31, 2022, with the Aviation Authority having options to renew the contract for two (2) additional periods of one (1) year each.

This contract requires D & K Design LLC, d/b/a Danken to provide all labor, supervision, materials, miscellaneous supplies and consumables, equipment, tools, transportation, and other accessories and all other items necessary for, performing commercial holiday decoration services in certain areas of the Landside Terminal Building, Airsides, and other Aviation Authority buildings in outlying areas located at the Orlando International Airport in accordance with the contract documents.

ISSUES

First Renewal Option - February 1, 2022 through January 31, 2023.

Department - Concurs with renewal.

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

Pricing is based on unit prices for providing repair/refurbishment/refresh and setup/takedown activities for each holiday decoration display item as specified, its hourly labor rate for additional/emergency work, and its unit prices for rental equipment for two (2) months. The actual amount paid to contractor is based on actual work requested, performed and approved by the Aviation Authority. The annual value for the first renewal option is a total not-to-exceed amount of \$253,228.50 with no unit price or hourly rate increases.

FISCAL IMPACT

The fiscal impact for the first renewal option is a not-to-exceed amount of \$253,228.50. Funding will be from the Operations and Maintenance Fund using account codes 301.631.210.5460001.000.100239 and 301.631.692.5460001.000.100239. 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 02-19, Holiday Decoration Services, with D & K Design LLC, d/b/a Danken; (2) authorize funding in the not-to-exceed amount of \$253,228.50 from the Operations and Maintenance Fund; 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
02-19 Holiday Decoration Services

CONTRACT	APPROVALS	DESCRIPTION	TERM	DOLLARS
Initial Term	<ul style="list-style-type: none"> • 07/23/2018 CPC Approved • 08/15/2018 Board Approved, Item CC 	36 Months Contract Award	02/01/2019 to 01/31/2022	\$679,120.50
Amendment No. 1	<ul style="list-style-type: none"> • 06/14/2021 Pending CPC Approval 	First Renewal Option	02/01/2022 to 01/31/2023	\$253,228.50
Total Contract Value with all Changes (approved and proposed)				\$932,349.00



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 Compliance
Administrator

Date: May 28, 2021

Re: Holiday Decoration Services

The Small Business Development Department has reviewed the requirements for the above referenced solicitation and determined that, due to limited scope it 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.



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 14, 2021

ITEM DESCRIPTION

Recommendation to Award Invitation for Bid (IFB)03-22, Wood Furniture Refurbishment and Repair Services to A&A Unlimited Design, Inc.

BACKGROUND

The term of the contract is for thirty-six (36) months with initial service to commence on or about October 1, 2021, and with the Aviation Authority having options to renew the contract for two (2) additional periods of one (1) year each.

This contract will be to provide all labor, supervision, materials, supplies, equipment, tools, transportation and all other items necessary or proper for, or incidental to, the refurbishment and repair of wood furniture, located throughout the terminal building at the Orlando International Airport as specified herein. The work includes, but is not limited to, coordination, pick-up, delivery, refurbishment and repair based on a schedule provided by the Aviation Authority.

Prior to this solicitation, the Aviation Authority's staff procured the services through a competitive procurement method which was approved by the Chief Executive Officer on May 2, 2016, in the not-to-exceed amount of \$232,820.20. The Contract covered the period of October 1, 2016, through September 30, 2021. As of today, the department has spent \$52,137.80.

ISSUES

On May 4, 2021, the following responses were received:

<u>Name of Respondent</u>	<u>Total Three (3) Year Bid Price</u>
A&A Unlimited Design, Inc.	\$336,552.00
New Image Upholstery, Inc.	\$487,455.00

References for the two (2) bidders were checked and based thereon were determined to be responsible. The two (2) bidders were determined to be responsible and responsive. Pricing is based on an hourly rate and unit price multiplied by the estimated number of annual hours, and number of round tables and teak furniture. The actual amount paid to contractor is based on actual work requested, performed, and approved by the Aviation Authority. The hourly rates and the unit prices for A&A Unlimited Design, Inc. are approximately 2% lower than the current prices with the current Contractor.

The Small Business Development Department has not established MWBE/LDB goals due to limited and specialized scope of the required services.

FISCAL IMPACT

A&A Unlimited Design, Inc.'s bid in the not-to-exceed amount of \$336,552 is to be funded from the Operations and Maintenance Fund using account codes 301.631.210.5460001.000.100242. 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) award Purchasing Bid 03-22, Wood Furniture Refurbishment and Repair Services to A&A Unlimited Design, Inc., as the low responsive and responsible bidder; (2) authorize funding from the Operations and Maintenance Fund in a not-to-exceed amount of \$336,552; 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 - Award Criteria
- B - Small Business Memo
- C - Finance Form

Attachment A - Award Criteria

Award Criteria (including Experience Required) and/or Bid Schedule:

Award, if made, will be to the responsible and responsive Bidder submitting the low Bid.

For a Bidder to meet the minimum responsibility criteria for this Contract, the Bidder must provide verifiable evidence:

- a) providing wood furniture refurbishment and/or repair services.
- b) providing these services for at least three (3) entities with contracts of similar size and scope of this Contract during such three (3) year period immediately preceding the date.

Clarification Required During the Process:

None.

Irregularities or Issues that Impact Recommended Ranking:

None.



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: June 14, 2021

Re: 03-22 Wood Furniture Refurbishment & Repair Services

The Small Business Development Department has reviewed the requirements for the above referenced solicitation and determined that, due to limited scope it 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.

