

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

DATE: July 12, 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 July 19, 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. CONSENT AGENDA

- A. Recommendation to Award Purchasing Invitation for Bids (IFB) 93173-21, Rigid Box Type HVAC Filters to Andrews Filter & Supply Corp.
- B. Recommendation to Approve Amendment No. 1, First Renewal Option, for Purchasing Contract 13-19, Upholstery Services for Passenger Style Flyaway Seating, with New Image Upholstery, Inc.

V. NEW BUSINESS

- A. Recommendation to Award Invitation for Bid (IFB) 01-22, Tile, Marble and Limestone Repair and Replacement Services to Designers West Interiors Inc.
- B. Recommendation to Approve Amendment No. 7, Contract Extension for Purchasing Contract 19-14, Travel and Support Services with AAA Club Alliance, Inc. d/b/a AAA Corporate Travel Services (AAA)

NEXT SCHEDULED CONCESSIONS/PROCUREMENT COMMITTEE MEETING IS ON JULY 26, 2021



GREATER ORLANDO AVIATION AUTHORITY

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

MEMORANDUM

TO: Members of the Concessions/Procurement Committee
FROM: Diana Hershner, Senior Manager - Purchasing & Material Control
DATE: July 12, 2021

ITEM DESCRIPTION

Recommendation to Award Purchasing Invitation for Bids (IFB) 93173-21, Rigid Box Type HVAC Filters to Andrews Filter & Supply Corp.

BACKGROUND

The award will result in a Blanket Purchase Agreement for a total of nineteen (19) different sizes and types of Rigid Box Type HVAC Filters delivered on an "as-needed" basis, effective July 20, 2021 through June 30, 2022. This award will replace prior Blanket Purchase Agreement 91851 which expired December 31, 2020.

ISSUES

On April 8, 2021 the Aviation Authority received 3 responses to IFB 93173-21 as listed below:

<u>Firm</u>	<u>Total Quote</u>
Andrews Filter & Supply Corp.*	\$218,411.85
Florence Filter Corporation	\$431,019.80
The Office Cart, LLC	\$410,590.00

*The response received from Andrews Filter & Supply Corp. contained mathematical errors resulting in an understatement of their bid by \$70,751.80. The correction is reflected in the bid tab above and did not affect their ranking.

Staff's review of the response received from Florence Filter Corporation found that the Bidder had submitted quotes for alternate products. The IFB documents stated that alternate products would not be considered. Florence Filter Corporation requested their bid be withdrawn due to their misunderstanding of the requirements.

Staff's review of the response received from The Office Cart, LLC found that the Bidder had not submitted the Bidder's Certification, and the Certificate from the manufacturer stating that the Bidder is authorized to sell the listed products. Based on this review, The Office Cart, LLC was found non-responsive to the IFB requirements.

Staff's review of the response received from Andrews Filter & Supply Corp. found them to be responsive and responsible to the IFB requirements.

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

FISCAL IMPACT

Andrews Filter & Supply Corp.'s bid in the amount of \$218,411.85 is to be funded from the Operations and Maintenance Fund account code 301.685.210.5460002.000.100165. 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 (see Finance Attachment).

RECOMMENDED ACTION

It is respectfully requested that the Concessions/Procurement Committee approve that the following be recommended to the Chief Executive Officer: (1) approve the withdrawal of the bid received from Florence Filter Corporation; (2) deem the response received from The Office Cart, LLC as non-responsive for the reasons stated; (3) award Purchasing Request for Invitation For Bids (IFB) 93173-21, Rigid Box Type HVAC Filters to Andrews Filter & Supply Corp. as the low, responsive and responsible bidder in the not-to-exceed amount of \$218,411.85; (4) authorize funding from the approved Operations and Maintenance Fund; and (5) authorize the Purchasing Office to issue the necessary Blanket Purchase Agreement.

Attachments

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

ATTACHMENT A

Award Criteria:

The IFB document stated that alternate products would not be considered; that unit prices must be effective through June 30, 2022; that all items must be quoted for responses to be considered responsive; and that a certificate be provided from the manufacturer stating that the company is authorized to sell the products, unless the Bidder is the Manufacturer.

Clarifications Required During the Process:

A request was sent to Florence Filter Corporation requesting the certification from the manufacturer to bid on the products listed. Florence Filter Corporation confirmed that they did not bid on the products listed in the IFB, and that they had bid on alternate products. Based on this misunderstanding of the IFB requirements, Florence Filter Corporation requested that their bid be withdrawn.

A request was sent to The Office Cart, LLC regarding the documents that were not submitted with their bid (the Bidder's Certification, and the Certificate from the manufacturer stating that the Bidder is authorized to sell the listed products). The Office Cart, LLC did not provide the missing documents as requested, thereby making them non-responsive to the IFB requirements.

Irregularities or Issues that Impact Recommended Ranking:

The IFB document stated that in the case of a Bidder's error in an extension of the addition of bid prices, the unit price shall govern.



GREATER ORLANDO AVIATION AUTHORITY

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

MEMORANDUM

To: Diana Hershner, CPPO, CPPB, Senior Manager - Purchasing

From: Orlando Santiago, Small Business Compliance Administrator

Date: June 17, 2021

Re: Purchasing Invitation for Bids 93173-21, Rigid Box Type HVAC Filters to Andrews Filter & Supply Corp.

The Small Business Development Department has reviewed the requirements for this purchase and has determined that, due to a lack of ready, willing and able certified small businesses for these items, this procurement does not lend itself to any Minority and Women Business Enterprise/Local Developing Business/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>6/28/2021</u>	Requestor's Extension:	<u>2026</u>
Requestor's Name:	<u>LuAnn Fisher</u>	Preparer's Extension:	<u>6432</u>
Form Preparer's Name:	<u>Annmari Wise</u>	Purchasing Solicitation #:	<u>19-14</u>
Requestor's Department:	<u>Finance</u>	CCM / CPC / PSC:	<u>CPC</u>
Description:	<u>Travel and Support Services</u>	Committee Date:	<u>7/12/2021</u>
Vendor:	<u>AAA Club Alliance, Inc. d/b/a AAA Corporate Travel Services ("AAA")</u>	Committee Agenda Item#:	<u></u>

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

Account Code <small>Format: xxx-xxx-xxx-xxxxxx-xxx-xxxxxx</small>	FY 21 Amount	FY 22 Amount	FY 23 Amount	FY 24 Amount	FY 25 Amount	Total Contract
5400001 (no specific department number)	\$ -	\$ 15,000.00				\$ 15,000.00
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
Total Requisition	-	15,000.00	-	-	-	15,000.00
Requisition Number						

OMB Notes:		Converted into PO #:	<u></u>
Funding Approver:	<u>Andrea Harper</u>	Date:	<u></u>
Total Requisition \$	15,000.00	Buyer:	<u></u>
BPA Amount \$	-		
Grand Total - Agree to Committee Item \$	<u>15,000.00</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: July 12, 2021

ITEM DESCRIPTION

Recommendation to Approve Amendment No. 1, First Renewal Option, for Purchasing Contract 13-19, Upholstery Services for Passenger Style Flyaway Seating, with New Image Upholstery, Inc.

BACKGROUND

The initial term of the contract was for thirty-six (36) months, which commenced on April 1, 2019, and is due to expire on March 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 New Image Upholstery, Inc. to provide all labor, supervision, miscellaneous materials including, but not limited to, nuts, bolts, washers, equipment, tools, and all other items necessary or proper for, or incidental to, performing upholstery services for passenger style flyaway seating including pickup and delivery of the passenger style flyaway seating at the Orlando International Airport in accordance with the contract documents.

ISSUES

First Renewal Option - April 1, 2022 through March 31, 2023.

Department - Concurrs 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 slipcover fabrication, replacement, and installation for each flyaway seat as specified; and its hourly labor rate for additional work hours for repair services. 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 \$114,850 with no unit price or hourly rate increases.

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

FISCAL IMPACT

The fiscal impact for the first renewal option is a not-to-exceed amount of \$114,850. Funding will be from the Operations and Maintenance Fund using account code 301.631.210.5460001.000.100599. 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 Chief Executive Officer: (1) approve Amendment No. 1, First Renewal Option, for Purchasing Contract 13-19, Upholstery Services for Passenger Style Flyaway Seating, with New Image Upholstery, Inc.; (2) authorize funding in the not-to-exceed amount of \$114,850 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
13-19, Upholstery Services for Passenger Style Flyaway Seating

CONTRACT	APPROVALS	DESCRIPTION	TERM	DOLLARS
Initial Term	<ul style="list-style-type: none"> • 02/04/2019 CPC Approved • 02/20/2019 Board Approved, Item HH 	36 Months Contract Award	04/01/2019 to 03/31/2022	\$344,550.00
Amendment No. 1	<ul style="list-style-type: none"> • 07/12/2021 Pending CPC Approval 	First Renewal Option	04/01/2022 to 03/31/2023	\$114,850.00
Total Contract Value with all Changes (approved and proposed)				\$459,400.00

ATTACHMENT B



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
(Prepared by Edelis Molina, Senior Small Business Administrator) 

Date: July 12, 2021

Re: Recommendation to Approve Amendment No. 1, First Renewal Option, for Purchasing Contract 13-19, Upholstery Services for Passenger Style Flyaway Seating, with New Image Upholstery, Inc.

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

Issues:

First Renewal Option - April 1, 2022 through March 31, 2023.

At the time of award, this Contract did not include a Minority and Women Business Enterprise, Local Developing Business and/or Veteran Business Enterprise participation goal due to the limited scope of the services to be provided. The Office of Small Business Development understands that it is not feasible to place small business participation goals on this renewal.

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

ATTACHMENT C

Greater Orlando Aviation Authority

Date:	<u>7/8/2021</u>	Requestor's Extension:	<u>x-2158</u>
Requestor's Name:	<u>Daisily Pagan</u>	Preparer's Extension:	<u>x-2595</u>
Form Preparer's Name:	<u>John Field</u>	Purchasing Solicitation #:	<u>13-19</u>
Requestor's Department:	<u>Maintenance Dept.</u>	CCM / CPC / PSC:	<u>CPC</u>
Description:	<u>Upholstery Services for Passenger Style Flyaway Seating</u>	Committee Date:	<u>7/12/2021</u>
Vendor:	<u>New Image Upholstery, Inc.</u>	Committee Agenda Item#:	<u>90684</u>
		BPA#	<u>90684</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 22 Amount	FY 23 Amount	FY 24 Amount	FY 25 Amount	FY 26 Amount	Total Contract
301.631.210.5460001.000.100599	\$ 57,425.00	\$ 57,425.00				\$ 114,850.00
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
Total Requisition	\$ 57,425.00	\$ 57,425.00	\$ -	\$ -	\$ -	\$ 114,850.00
Requisition Number	BPA	BPA				

OMB Notes: C. Rosano
 Funding Approver

Total Requisition \$ -
 BPA Amount \$ 114,850.00
 Grand Total - Agree to Committee Item \$ 114,850.00

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: July 12, 2021

ITEM DESCRIPTION

Recommendation to Award Invitation for Bid (IFB) 01-22, Tile, Marble and Limestone Repair and Replacement Services to Designers West Interiors 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 supervision, labor, equipment, tools, miscellaneous materials specified in this Specification and all other items necessary or proper for, or incidental to, performing the removal, repair and replacement of various wall/floor tiles, including marble and limestone flooring, as directed by the Aviation Authority utilizing Aviation Authority provided tile and marble and limestone.

Prior to this solicitation, the Aviation Authority's staff procured the services through a competitive procurement method (Contract 11-16) which was approved by the Aviation Authority Board on April 20, 2016, in the not-to-exceed amount of \$796,080.00 for the initial term (36 months). The contract covered the period of October 1, 2016 through September 30, 2021. As of today, the department has spent \$1,032,861.70, which includes the initial term and the two (2) option years.

ISSUES

On June 15, 2021, the following IFB's were received:

<u>Name of Respondent</u>	<u>Total Three (3) Year Bid Price</u>
Designers West Interiors Inc.	\$ 758,580.00
Industrial Tile, Inc.	\$1,776,030.00

References for the two (2) bidders were checked and based thereon were determined to be responsible.

Bidders were required to submit the following documentation along with the bids: (i) business license; (ii) a letter of bondability on a surety company letterhead or a letter from a US Bank for a letter of credit confirming that Bidder can obtain one or the other as described in Section 2.3; (iii) proof of insurance requirements in the amount of Five Million Dollars as described in Section 2.4; and (iv) name and current resume for the Contractor's proposed on-site lead tile setter/installer. Designers West Interiors, Inc. submitted the requested submittals. Industrial Tile, Inc. did not submit a copy of the business license, current resume for the Contractor's proposed on-site lead tile setter/installer, and the proof of insurance is not signed; and therefore

is deemed non-responsive as it relates to the solicitation requirements. Designers West Interiors, Inc. is deemed responsive to this solicitation. Pricing is based on hourly rates for the lead tile setters/installers, tile setters/installers, helpers, and for additional work multiplied by the estimated number of annual hours; and material markup percentage using parts and materials purchased for reimbursable cost for additional work. The actual amount paid to contractor is based on actual work requested, performed and approved by the Aviation Authority.

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

FISCAL IMPACT

Designers West Interiors, Inc.'s bid in the amount of \$758,580 is to be funded from the following Capital Expenditure Fund account code: 308.631.210.5460002.000.501132. 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 Capital Expenditure 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) deem the Bid received from Industrial Tile, Inc. as non-responsive for the reasons stated above; (2) award Purchasing Bid 01-22, Tile, Marble and Limestone Repair and Replacement Services to Designers West Interiors, Inc., as the low responsive and responsible bidder; (3) authorize funding from the Capital Expenditure Fund in a not-to-exceed amount of \$758,580; and (4) 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
- D - Contract History

ATTACHMENT A

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

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

Bidder must have a minimum of three (3) years' experience providing the following:

- 1) Bidders that do not meet the minimum requirements listed herein as determined by the Aviation Authority, at its sole discretion, will be deemed non-responsive and not considered for award. All decisions made by the Aviation Authority are final.
- 2) Bidder must have a minimum of three (3) years' experience providing the following:
 - a) Tile, marble and limestone repair and replacement services on commercial buildings.
 - b) Performed tile, marble and limestone repair and replacement services on commercial buildings for at least one (1) Contract in an amount greater than One Hundred-Fifty Thousand Dollars (\$150,000.00) that includes tile, marble and limestone setting and installation services for a minimum of one (1) year during the three (3) years immediately preceding the date of Bidders response to this Invitation for Bids.
- 3) Bidder must provide a copy of the following required Licenses and Certifications with their Bid Submittal:
 - a) Business License.
 - b) A Letter of Bondability on a surety company letterhead or a letter from a US Bank for a letter of credit confirming that Bidder can obtain one or the other. (Refer to Section 2.3)
 - c) Proof of insurance requirements in the amount of Five Million Dollars (\$5,000,000) (Refer to Section 2.4).
 - d) Name and current resume for the Contractor's proposed on-site Lead Tile Setter/Installer.

Clarification Required During the Process:

None.

Irregularities or Issues that Impact Recommended Ranking:

None.

ATTACHMENT B




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: July 12, 2021

Re: 01-22, Tile, Marble, and Limestone Repair/Replacement 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 MWBE/LDB/VBE participation.

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


ATTACHMENT C

Greater Orlando Aviation Authority

Date:	<u>7/6/2021</u>	Requestor's Extension:	<u>x-2158</u>
Requestor's Name:	<u>Daisily Pagan</u>	Preparer's Extension:	<u>x-2495</u>
Form Preparer's Name:	<u>John Field</u>	Purchasing Solicitation #:	<u>01-22</u>
Requestor's Department:	<u>Maintenance</u>	CCM / CPC / PSC:	<u>CPC</u>
Description:	<small>The Marble and Limestone Repair and Replacement Services</small>	Committee Date:	<u>7/12/2021</u>
Vendor:	<u>Designers West Interiors, Inc.</u>	Committee Agenda Item#:	<u></u>
		BPA:	<u>BPA</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
308.631.210.5460002.000.501132		\$ 252,860.00	\$ 252,860.00	\$ 252,860.00		\$ 758,580.00
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
Total Requisition	\$ -	\$ 252,860.00	\$ 252,860.00	\$ 252,860.00	\$ -	\$ 758,580.00
Requisition Number	BPA					

OMB Notes		Converted into PO #:	_____
Funding Approver		Date:	_____
Total Requisition	\$ 758,580.00	Buyer:	_____
BPA Amount	\$ -		
Grand Total - Agree to Committee Item	\$ 758,580.00		



GREATER ORLANDO AVIATION AUTHORITY

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

MEMORANDUM

TO: Members of the Concessions/Procurement Committee
FROM: Diana Hershner, CPPO, CPPB, Purchasing Manager
DATE: 7/12/2021

ITEM DESCRIPTION

Recommendation to Approve Amendment No. 7, Contract Extension for Purchasing Contract 19-14, Travel and Support Services with AAA Club Alliance, Inc. d/b/a AAA Corporate Travel Services (AAA)

BACKGROUND

The initial term of the Contract was for twenty-four (24) months, effective April 1, 2015, expiring March 31, 2017, with the Aviation Authority having three (3) options to renew the Contract for additional periods of one (1) year each. The contract was extended by Purchasing Manager Memo on June 23, 2020 through September 30, 2020; and a second time by the Concessions/Procurement Committee at its May 22, 2021 meeting, through September 30, 2021.

At its meeting of September 16, 2019 the Concessions/Procurement Committee recommended the approval of Single Source Procurement Request #11-20, Travel Support and Expense Reporting Services with Certify, Inc. (Certify) for a cloud-based travel and expense report management solution for thirty-nine (39) months, through December 31, 2022. The services include the utilization of pre-approved expense report capabilities with on-line approval, as well as the provision of any travel assistance required for the Aviation Authority's staff.

The inclusion of the Expense Reporting Services has required integration through a Work-Flow system that is being developed by the Aviation Authority's Business Application Team in order to incorporate the Aviation Authority's policies and procedures. Due to issues in this implementation and integration with the product proposed by Certify, and as a result of the deferring of all travel during the COVID-19 pandemic, the Contract with AAA was extended for the travel assistance portion only, while the implementation issues are being resolved with Certify.

This Contract provides all labor, supervision, equipment, supplies, and all other items necessary or proper for, or incidental to, providing support for the Aviation Authority's Travel Services department to procure travel, provide travel assistance (including VIP travel assistance services), manage travel costs, provide policy compliance/monitoring, and traveler's expense reporting in accordance with the Contract Documents.

ISSUES

Contract Extension - October 1, 2021 to September 30, 2022. The additional extension is required to provide continuity of travel services while the Aviation Authority is implementing a new travel and support services contract.

Department - Concurr with Contract Extension.

Contractor - Based on the information known at this time, AAA has performed satisfactorily during the initial term, renewal options, and the extension periods.

The Small Business Development Department has reviewed the requirements for this purchase and at the time the contract was awarded, MWBE or LDB/VBE goals were not established.

FISCAL IMPACT

The fiscal impact for the extension is a not-to-exceed amount of \$15,000.00. Funding will be from the Operations and Maintenance Travel and Per Diem account code line 5400001 (no specific department number). Funds expected to be spent under the Contract in the current fiscal year are within budget. Funding required in subsequent fiscal years will be allocated from the Operations and Maintenance Travel and Per Diem account code line 5400001 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. 7, Contract Extension for Purchasing Contract 19-14, Travel and Support Services with AAA Club Alliance, Inc. d/b/a AAA Corporate Travel Services; (2) authorize funding from the Operations and Maintenance Travel and Per Diem account code line listed; 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 Summary
- B - Small Business Memo
- C - Finance Form

ATTACHMENT A
CONTRACT SUMMARY

CONTRACT	APPROVALS	DESCRIPTION	TERM	DOLLARS
Initial Term	<ul style="list-style-type: none"> • CPC 01/07/2015 • Board Approved 01/21/2015, Item O 	24 Month Contract Award	04/01/2015 thru 03/31/2017	\$40,000.00
Amendment No. 1	<ul style="list-style-type: none"> • PM Memo 03/23/2017 	Assignment (name change)	04/01/2017 thru 03/31/2018	\$0.00
Amendment No. 2	<ul style="list-style-type: none"> • PM Memo 03/23/2017 	Renewal Option	04/01/2017 thru 03/31/2018	\$20,000.00
Amendment No. 3	<ul style="list-style-type: none"> • PM Memo 03/08/2018 	Renewal Option	04/01/2018 thru 03/31/2019	\$25,000.00
Amendment No. 4	<ul style="list-style-type: none"> • PM Memo 10/10/2019 	Renewal Option	04/01/2019 thru 03/31/2020	\$25,000.00
Amendment No. 5	<ul style="list-style-type: none"> • PM Memo 06/23/2020 	Contract Extension	04/01/2020 thru 09/30/2020	\$25,000.00
Amendment No. 6	<ul style="list-style-type: none"> • CPC 05/22/2021 	Contract Extension	10/01/2020 thru 09/30/2021	\$15,000.00
Amendment No. 7	<ul style="list-style-type: none"> • Pending CPC 07/12/2021 	Contract Extension	10/01/2021 thru 09/30/2022	\$15,000.00
Total Contract Value with all Changes (approved and proposed)				\$165,000.00



GREATER ORLANDO AVIATION AUTHORITY

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

MEMORANDUM

To: Diana Hershner CPPB, CPPO, Sr. Manager, Purchasing

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

Date: July 12, 2021

Subject: Recommendation to Approve Amendment No. 7, Contract Extension for Purchasing Contract 19-14, Travel and Support Services with AAA Club Alliance, Inc. d/b/a AAA Corporate Travel Services.

A handwritten signature in blue ink, located to the right of the 'From' field.

The initial term of the Contract was for twenty-four (24) months, effective April 1, 2015, expiring March 31, 2017, with the Aviation Authority having three (3) options to renew the Contract for an additional period of one (1) year each. The contract was extended on two separate occasions - from June 23, 2020 through September 30, 2020 by Purchasing Manager Memo, and a second time by Concessions/Procurement Committee at its May 22, 2021 meeting through September 30, 2021. This will be the third extension to maintain services for Travel Support through September 30, 2022.

Issues:
Contract Extension – October 1, 2021 to September 30, 2022.

Fiscal Impact:
The fiscal impact for the extension is a not-to-exceed amount of \$15,000.00.

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
Attachment C**

Date:	<u>6/28/2021</u>	Requestor's Extension:	<u>2026</u>
Requestor's Name:	<u>LuAnn Fisher</u>	Preparer's Extension:	<u>6428</u>
Form Preparer's Name:	<u>Annamarie Wise</u>	Purchasing Solicitation #:	<u>19-14</u>
Requestor's Department:	<u>Finance</u>	CCM / CPC / PSC:	<u>CPC</u>
Description:	<u>Travel and Support Services</u>	Committee Date:	<u>7/12/2021</u>
Vendor:	<u>AAA Club Alliance, Inc. d/b/a AAA Corporate Travel Services ("AAA")</u>	Committee Agenda Item#:	<u></u>

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

Account Code <small>Format: xxx.xxx.xxx.xxx.xxx.xxx</small>	FY 21 Amount	FY 22 Amount	FY 23 Amount	FY 24 Amount	FY 25 Amount	Total Contract
5400001 (no specific department number)	\$ -	\$ 15,000.00				\$ 15,000.00
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
Total Requisition	-	15,000.00	-	-	-	15,000.00
Requisition Number						

OMB Notes:
Funding Approver: Andrea Harper

Total Requisition	\$	15,000.00
BPA Amount	\$	-
Grand Total - Agree to Committee Item	\$	15,000.00

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