

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

DATE: August 9, 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 gail.musselwhite@goaa.org by August 16, 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 Reject the Responses for Request for Proposal 06-22 Central Receiving and Distribution Center Services (CRDC)
- B. Recommendation to Approve Amendment No. 3, Six-Month Contract Extension for Purchasing Contract 02-17, Wood Furniture Refurbishment and Repair Services with A&A Unlimited Design, Inc. (A&A Unlimited)

V. NEW BUSINESS

- A. Recommendation to Award Invitation for Bid (IFB) 05-22, Landside Terminal Landscape Maintenance and Irrigation Services to Aero Groundtek, LLC (AERO)

NEXT SCHEDULED CONCESSIONS/PROCUREMENT COMMITTEE MEETING IS ON AUGUST 23, 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, CPPO, CPPB, Senior Manager,
Purchasing and Material Control

DATE: August 9, 2021

ITEM DESCRIPTION

Recommendation to Reject the Responses for Request for Proposal 06-22 Central Receiving and Distribution Center Services (CRDC)

BACKGROUND

The proposed contract period was for sixty (60) months with the initial service to commence on or about November 1, 2021, and with the Aviation Authority having two (2) additional option periods of one (1) year each.

This solicitation would have resulted in a contract for the CRDC Provider to manage the inspection, receipt, staging and handling of all goods and supplies delivered to the Aviation Authority's CRDC, and the distribution of the goods and supplies to all concessionaires and tenants operating at the Orlando International Airport.

The CRDC Provider would have had to provide all supervision, personnel, labor, parts, tools, materials, transportation, equipment, supplies, fixtures, inspections, personal protective equipment, and all other items necessary or proper for, or incidental to manage and operate a CRDC, with approximately 16,000 square feet of warehouse space, and approximately 6,300 square feet of office space located at the former Rapid Sort Facility (Building 830). This location included three receiving docks and four distribution docks.

ISSUES

The Aviation Authority received two responses to the RFP:

1. Baggage Airline Guest Services, Inc.; subsidiary of SP Plus Corporation
2. Bradford Airport Logistics, LTD

In the review of the responses, the Aviation Authority has been made aware that the proposed space needed to successfully operate a CRDC may be deficient. The Purchasing Department, with the approval of the Security Department, is requesting to revise and re-solicit the above referenced services.

In accordance with State Statute 119.071(1)(B)3, the rejected RFP responses are exempt from public records requests until notice of an intended decision concerning the re-solicited services is provided.

FISCAL IMPACT

There is no fiscal impact.

RECOMMENDED ACTION

It is respectfully requested that the Concessions/Procurement Committee approve that the following be recommended to the Chief Executive Officer: (1) reject the RFP responses due to the deficient space needed to successfully operate a CRDC; and (2) authorize Staff to revise the RFP Documents and to re-solicit this RFP.

Attachments

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: Bruce L. Gant, Purchasing Manager - Contracts
DATE: August 9, 2021

ITEM DESCRIPTION

Recommendation to Approve Amendment No. 3, Six-Month Contract Extension for Purchasing Contract 02-17, Wood Furniture Refurbishment and Repair Services with A&A Unlimited Design, Inc.

BACKGROUND

The initial term of the Contract was for thirty-six (36) months, effective October 1, 2016, expiring September 30, 2019, with the Aviation Authority having options to renew the Contract for two (2) additional periods of one (1) year each. The Second Renewal Option is due to expire on September 30, 2021.

This Contract requires A&A Unlimited Design, Inc. to furnish all labor, supervision, materials, supplies, equipment, tools, transportation, and all other items necessary or proper for, or incidental to, performing wood furniture refurbishment and/or repair services at the Orlando International Airport in accordance with the Contract Documents.

The Aviation Authority's staff procured the services through a competitive procurement method which was approved by the Concessions/Procurement Committee on April 25, 2016, in the not-to-exceed amount of \$232,820 for the initial term (36 months). The original term of the contract covered the period of October 1, 2016 through September 30, 2019. As of today, the department has spent \$57,553.80 which includes the initial term and the two (2) option years.

ISSUES

Contract Extension: October 1, 2021 through March 31, 2022.
Department - Concurs with the Contract Extension.
Contractor - Based on the information known at this time, Contractor has performed satisfactorily during the initial term, the first and second renewal options.

The Aviation Authority is currently in the re-solicitation process of a new contract to include the laminated furniture items that are located at the South Terminal Complex (STC) and the Intermodal Terminal Facility (ITF). A six month extension of the contract is needed for the continued services until the new competitive contract is awarded. The contract extension contains a thirty (30) day notice of termination.

Pricing is based on unit price for performing wood furniture refurbishment and repair on an estimated quantity of 48" round tables and the installation/replacement of teak furniture, the hourly shop rate for an estimated number of hours of repair services on various teak, laminate, and solid wood furniture and additional 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 Six Month Extension is a total not-to-exceed amount of \$36,051.85 with no unit price or hourly shop rate increases.

The Small Business Development Department has not established a Minority and Women Business Enterprise (MWBE), Local Developing Business (LDB) and/or Veteran Business Enterprise (VBE) goal due to the limited and specialized scope of the required services.

FISCAL IMPACT

The fiscal impact for the Six Month Contract Extension is a not-to-exceed amount of \$36,051.85. Funding will be from the Operations and Maintenance Fund, account code number 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 Chief Executive Officer: 1) approve Amendment No. 3, Six-Month Contract Extension for Purchasing Contract 02-17, Wood Furniture Refurbishment and Repair Services, with A&A Unlimited Design, Inc.; 2) authorize funding in a not-to-exceed amount of \$36,051.85 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

SUMMARY OF CONTRACT REVISIONS

02-17, Wood Furniture Refurbishment and Repair Services

CONTRACT	APPROVALS	DESCRIPTION	TERM	DOLLARS
Initial Term	<ul style="list-style-type: none"> • CPC Approved 04/25/2016; • Chief Executive Officer Approved 05/02/2016, 	36 Months Contract Award	10/01/2016 to 09/30/2019	\$232,820.00
Amendment No. 1	<ul style="list-style-type: none"> • CPC Approval 04/15/2019 • Board Approval 05/15/2019 Item "DD" 	1 st Renewal Option	10/01/2019 to 09/30/2020	\$77,082.61
Amendment No. 2	<ul style="list-style-type: none"> • Purchasing Manager Approval 06/01/2020 • Chief Executive Officer Approved 08/11/2020 	2 nd Renewal Option	10/01/2020 to 09/30/2021	\$77,082.61
Amendment No. 3	<ul style="list-style-type: none"> • Pending CPC Approval 08/09/2021 	6-Month Extension	10/01/2021 to 03/31/2022	\$36,051.85
Total Contract Value with all Changes (approved and proposed)				\$423,037.07




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 Perez, MSEP, C.M., Small Business Compliance Administrator 

Date: August 9, 2021

Subject: Recommendation to Approve Amendment No. 3, Six Month Contract Extension for Purchasing Contract 02-17, Wood Furniture Refurbishment and Repair Services with A&A Unlimited Design, Inc.

The initial term of the Contract was for thirty-six (36) months, effective October 1, 2016, expiring September 30, 2019, with the Aviation Authority having options to renew the Contract for two (2) additional periods of one (1) year each. The Second Renewal Option is due to expire on September 30, 2021.

Issues:
Contract Extension – October 1, 2021 to March 31, 2022.

Fiscal Impact:
The fiscal impact for the Six Month Contract Extension is a not-to-exceed amount of \$36,051.85.

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 A

Date:	<u>7/28/2021</u>	Requestor's Extension:	<u>2157</u>
Requestor's Name:	<u>Daisily Pagan</u>	Preparer's Extension:	<u>2157</u>
Form Preparer's Name:	<u>Daisily Pagan</u>	Purchasing Solicitation #:	<u>02-17</u>
Requestor's Department:	<u>Maintenance Dept.</u>	CCM / CPC / PSC:	<u>CPC</u>
Description:	<u>Wood Furniture Refurbishment and Repair Services</u>	Committee Date:	<u>8/9/2021</u>
Vendor:	<u>A&A Unlimited Design, Inc</u>	Committee Agenda Item#:	<u></u>
		BPA#:	<u>85862</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	FY 25 Amount	Total Contract
301.631.210.5460001.000.100242		\$ 36,051.85				\$ 36,051.85
						-
						-
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						-
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						-
						-
						-
Total Requisition	\$ -	\$ 36,051.85	\$ -	\$ -	\$ -	\$ 36,051.85
Requisition Number		BPA				

OMB Notes:
Funding Approver Andrea Harper

Converted into PO #:
Date: _____
Buyer: _____

Total Requisition
BPA Amount \$ 36,051.85
Grand Total - Agree to Committee Item \$ 36,051.85



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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: August 9, 2021

ITEM DESCRIPTION

Recommendation to Award Invitation for Bid (IFB) 05-22, Landside Terminal Landscape Maintenance and Irrigation Services to Aero Groundtek, LLC (AERO)

BACKGROUND

The term of the Contract is for thirty-six (36) months with initial service to commence on or about December 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 furnish all labor, supervision, equipment, tools, materials and supplies, licenses, permits, chemicals, and all other items necessary or proper for, or incidental to, performing the landside terminal landscape and irrigation maintenance services located at the Orlando International Airport, in accordance with the contract documents.

Prior to this solicitation, the Aviation Authority's staff procured the services through a competitive procurement method (B03-17) which was approved by the Aviation Authority Board on October 19, 2016, in the not-to-exceed amount of \$4,187,205.50 for the Initial Term (36 months). The Contract covered the period of December 1, 2016, through November 30, 2021. The Maintenance department has spent \$7,184,365.74 which includes the Initial Term and the two (2) Option Years.

ISSUES

On June 29, 2021, the following responses were received:

<u>Name of Respondent</u>	<u>Total Three (3) Year Bid Price</u>
Helping Hand Lawn Care, LLC	\$4,187,150*
AERO Groundtek, LLC	\$4,283,100**
Carol King Landscape Maintenance, Inc.	\$5,081,205

* The bid submitted by Helping Hand Lawn Care, LLC contained a mathematical error, which resulted in an understatement of their bid by \$108,750

** The bid submitted by AERO Groundtek, LLC contained a mathematical error, which resulted in an understatement of their bid by \$88,800.

The corrected prices are reflected in the above tabulation. The errors did not affect the ranking.

Bids were reviewed for responsiveness to the bid requirements and all but Helping Hand Lawn Care were determined to be responsive. It was determined that Helping Hand Lawn Care did not provide an exclusive Onsite Manager or Landscape crew as required per the Bid requirements and therefore should be deemed non-responsive.

References for the three (3) bidders were checked and based thereon were determined to be responsible.

The services will be for commercial landscaping services. Pricing for the services are based on Unit Prices for the following:

- Mowing
- Edging and Trimming
- Weeding
- Pruning-Shrubs and Groundcover
- Disease and Insect Control
- Palm Weevil Treatments
- Fertilization-Turf, Shrubs and Groundcover, Palms, and Trees
- Irrigation and Maintenance
- Shredded Mulch
- Trash and Debris Removal
- Additional Work
- Annuals
- Plant Replacement Materials

Pricing will also include hourly rates for additional work. The actual amount to be paid to the contractor will be based on actual landscape maintenance and irrigation services requested, the actual quantity of additional/replacement plant material requested, and the actual amount of additional work performed, and approved by the Aviation Authority.

This Contract includes a Minority and Women Business Enterprise (MWBE) participation Goal of 30% and a Local Developing Business (LDB) goal of 5%. The Small Business Development Department (SBDD) has reviewed the bids submitted for Purchasing Bid 05-22, Landside Terminal Landscape Maintenance and Irrigation Services. SBDD recommends AERO Groundtek, LLC and Carol King Landscape Maintenance, Inc. and Helping Hand Lawn Care be deemed responsive to this solicitation as it relates to Small Business requirements.

FISCAL IMPACT

AERO Groundtek, LLC's bid in the amount of \$4,283,100 is to be funded from the following Operations and Maintenance Fund account codes 301.631.510.5340004.000.100001, 301.631.210.5340004.000.100001 and 301.631.330.5340004.000.100001. 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) deem the Bid received from Helping Hand Lawn Care, LLC as non-responsive for the reasons stated above; (2) award Purchasing Bid 05-22, Landside Terminal Landscape Maintenance and Irrigation Services to AERO Groundtek, LLC as the responsive and responsible low bidder; (3) authorize funding from the Operations and Maintenance Fund in a not-to-exceed amount of \$4,283,100; 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

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:

- 1) Bidder must have a minimum of five (5) years' experience performing Landscape Maintenance services in an area of at least 25 acres providing:
 - a. mowing;
 - b. edging and trimming;
 - c. weeding;
 - d. pruning;
 - e. disease and insect control;
 - f. palm weevil treatments;
 - g. fertilization;
 - h. provide/install annuals;
 - i. trash and debris removal;
 - j. provide/placement of mulch/pine straw; and
 - k. Irrigation maintenance.
- 2) Provided services for at least three separate entities within the past three (3) years having provided landscape maintenance and irrigation services.
- 3) Bidder must provide a copy of the following required Licenses and Certifications with their Bid Submittal along with the Attachments listed in Section 6 Bid Submittals:
 - a. Business License;
 - b. Florida Certified Commercial Pesticide Applicator License;
 - c. ISA Arborist Certification;
 - d. Attachment A - Bidder's Certification Form.
 - e. Attachment B - Bid Price Form.
 - f. Attachment C - Addendum Receipt Verification Form.
 - g. **Attachment D - Bidder's Questionnaire/Reference to include Resume of the On-Site Manager and Lead Irrigation Technician.**
 - h. Attachment E - Conflict of Interest Disclosure Form.
 - i. Attachment F - Scrutinized Company Certification Form.
 - j. Attachment G - MWBE/LDB/VBE Participation Forms.
 - k. Attachment H - Bidder's W-9
 - l. Attachment I - Certificate of Insurance
 - m. Attachment J - Letter of Bondability.

Clarification Required During the Process: None.

Irregularities or Issues that Impact Recommended Award:

Helping Hand Lawn Care, LLC's Bid response contained the following deficiencies:

Attachment D - Bidder's Questionnaire Contractor's Personnel: The resume for the On-Site Manager and Lead Irrigation Technician is not exclusive to this Contract, per Section 3.4 of the Scope of Work, Page 29, which states:

"The Contractor's On-Site Manager and Landscape Crew engaged for this Contract shall be full-time, regular personnel exclusively assigned to this Contract".

Currently, Helping Hand Lawn Care, LLC has five (5) Landscape Maintenance and Irrigation Service Contracts with the Aviation Authority. The On-Site Manager proposed is currently the Manager for all Operations at the Orlando Airport.

**GREATER ORLANDO AVIATION AUTHORITY**

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

MEMORANDUM

To: Diana Hershner, CPPO, CPPB, Manager, Purchasing and Material Control

From: Orlando Santiago, Small Business Compliance Administrator

Date: July 1, 2021

Re: 05-22 Terminal Landscape and Irrigation Maintenance - Small Business Participation

The Small Business Development Department (SBDD) has reviewed the bids submitted for Purchasing Bid 05-22 Terminal Landscape and Irrigation Maintenance. This solicitation has small business participation goals of 30% MWBE and 5% LDB. We received and reviewed bids from the following firms: Aero Groundtek, LLC, Carol King Landscape Maintenance & Helping Hand Lawn Care, LLC.

Prime	Sub-Contractor	Program	Amount	Participation %
Aero Groundtek, LLC	High Five Solutions, LLC	MWBE	\$1,260,000.00	30.04%
	Colorburst, Inc.	LDB	\$459,000.00	10.94%
Carol King Landscape Maintenance	P & L Lawn Maintenance, Inc.	MWBE	\$1,542,424.00	30.36%
	Colorburst, Inc.	LDB	\$459,000.00	9.03%
Helping Hand Lawn Care, LLC	Ground Effects Landscape Maintenance, Inc.	MWBE	\$1,316,100.00	32.27%
	Ground Effects Landscape Maintenance, Inc.	LDB	\$204,840.00	5.02%

All bidders meet the small business participation requirement. SBDD recommends that Aero Groundtek, LLC, Carol King Landscape Maintenance & Helping Hand Lawn Care, LLC be deemed responsive to this solicitation.

Should you have questions or require additional information, please do not hesitate to contact Orlando Santiago at 407-825-7134.

Attachment C - Finance Form

Greater Orlando Aviation Authority
Attachment C

Date:	<u>7/29/2021</u>	Requestor's Extension:	<u>2819</u>
Requestor's Name:	<u>Daisily Pagan</u>	Preparer's Extension:	<u>6425</u>
Form Preparer's Name:	<u>Janice Hughes</u>	Purchasing Solicitation #:	<u>805-22</u>
Requestor's Department:	<u>Maintenance</u>	CCM / CPC / PSC:	<u>CPC</u>
Description:	<u>Landside Terminal Landscape & Irrigation Svcs.</u>	Committee Date:	<u>8/9/2021</u>
Vendor:	<u>Aero Groundtek, LLC</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.xxxxxxx	FY 22 Amount	FY 23 Amount	FY 24 Amount	FY 25 Amount	FY 26 Amount	Total Contract
301.631.210.5340004.000.100001	1,156,258.14	1,387,509.77	1,387,509.77	231,251.63		4,162,529.32
301.631.330.5340004.000.100001	3,562.96	4,275.56	4,275.56	712.59		12,826.67
301.631.510.5340004.000.100001	29,928.89	35,914.67	35,914.67	5,985.78		107,744.01
						-
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Total Requisition	1,189,750.00	1,427,700.00	1,427,700.00	237,950.00	-	4,283,100.00
Requisition Number	89364					

OMB Notes:		Converted into PO #:	_____
Funding Approver:	<u>Andrea Harper</u>	Date:	_____
Total Requisition \$	4,283,100.00	Buyer:	_____
BPA Amount \$	-		
Grand Total - Agree to Committee Item \$	4,283,100.00		