

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

DATE: September 20, 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 September 27, 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 JULY 26, AUGUST 9, AUGUST 23 AND SEPTEMBER 7, 2021

V. CONSENT AGENDA

- A. Recommendation to Award a Temporary Revocable License Agreement for the Retail Merchandising Unit Program at Orlando International Airport to Florida Organics by Canviy, LLC
- B. Recommendation to Approve Amendment No. 2, First Renewal Option, for Purchasing Contract, 07-19 Dock Leveler Preventative Maintenance and Repair Services with Miner Ltd
- C. Recommendation to Award Purchasing Request for Written Quotation (RFQ) 93362-21R, the Purchase of Exagrid 128TB Backup Disk Storage and Support through the utilization of GSA Advantage Alternate Contract Source #GS35F303DA, to Presidio, Inc.
- D. Recommendation to Approve Amendment No.8, Contract Adjustment for Purchasing Contract 09-16, Satellite Buildings Janitorial Maintenance with Sterling Building Services, Inc.

VI. NEW BUSINESS

- A. Recommendation to Award Invitation for Bid (IFB) 02-22, Carpet, Vinyl and Rubber Flooring Repair and Replacement Services to Designers West Interiors Inc.
- B. Recommendation to Approve Amendment No. 3, 5-Year Extension, for Purchasing Sole Source Contract 11-12, Public Address System with Innovative Electronic Designs Support Services LLC d/b/a IED On Call
- C. Recommendation to Approve Amendment No. 2, Second Renewal Option for Purchasing Contract 03-18, Operation and Management of Parking Facilities with ABM Aviation, Inc.

NEXT SCHEDULED CONCESSIONS/PROCUREMENT COMMITTEE MEETING IS ON OCTOBER 4, 2021

On **JULY 26, 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
Jo Thacker, Nelson Mullins, Legal Counsel
Gail Musselwhite, Recording Secretary

Chairman Friel began by announcing that due to the COVID-19 pandemic, the Centers for Disease Control (CDC) guidelines, and the Greater Orlando Aviation Authority's ongoing focus on safety regarding events and meetings, seating at sunshine committee meetings will be limited according to space and social distancing. Attendance is on a first-come, first-served basis. All attendees must wear a face covering.

Chairman Friel continued 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, via email to Mr. Phillip N. Brown at pbrown@goaa.org with copy to gail.musselwhite@goaa.org by Monday, August 2, 2021 - no later than 4:00pm

And lastly, 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. The policy, forms, and instructions are available in the Aviation Authority's offices and the web site. Please contact the Chief Administrative Officer with questions at (407) 825-7105.

Before proceeding to business, Ms. Thacker 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 June 28, 2021 and July 12, 2021, minutes as written.

RECOMMENDATION TO AWARD PURCHASING SINGLE SOURCE 21-21, DAIKIN/MCQUAY CHILLER MAINTENANCE SERVICES TO DAIKIN APPLIED AMERICAS, INC. (DAIKIN)

2. Mr. Gant presented the item.

The term of the Single Source Contract is for sixty (60) months with initial service to commence on or about September 1, 2021, and with the Aviation Authority having options to renew the Contract for two (2) additional periods of one (1) year each.

Pricing is based on a monthly price, hourly rate, and mark-up percentage multiplied by the estimated number of months, annual hours or annual service. The actual amount paid is based on actual work requested by the Aviation Authority and satisfactorily provided by Daikin. The value of the five (5) year Single Source Contract is a not-to-exceed amount of \$2,869,874 which includes repair and maintenance services, purchase of additional parts, materials and rentals for repairs and additional work hours. The department is

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requesting an increase in the number of parts purchased annually due to the age of the equipment.

On February 3, 2021, the Aviation Authority issued Purchasing Bid 13-21, Daikin/McQuay Chiller Maintenance Services, at the Orlando International Airport. The Aviation Authority only considered bids from Contractors that were trained and authorized by Daikin/McQuay to sell, install, and support Daikin/McQuay Chiller products/systems. Bidders were requested to provide a letter from Daikin/McQuay stating that the Bidder is authorized to work specifically on the Daikin/McQuay Chillers.

Upon review of issues raised during this competitive solicitation, it was determined that continuing with a single source contract was in the best interest of the Aviation Authority.

Aviation Authority Policy 450.03, Non-Competitive Procurements, permits the Single Source procurement of goods, services, or professional services made from one firm among others in a competitive market place, which, for justifiable reasons, is found to be most advantageous for fulfilling the given purchasing need.

Staff was authorized to re-solicit the services directly with the OEM as a Single Source in accordance with Aviation Authority policy. The Aviation Authority will ensure that: (a) factory authorized service technicians perform the periodic maintenance that is needed to keep Aviation Authority's equipment operational; (b) service technicians are fully trained to perform maintenance on Daikin/McQuay Chiller equipment (controls HVAC equipment); and, (c) at a lower OEM hourly rate.

It was respectfully requested that the Concessions/Procurement Committee approve that the following be recommended to the Aviation Authority Board: (1) award Purchasing Single Source 21-21, Daikin/McQuay Chiller Maintenance Services, to Daikin Applied Americas, Inc.; (2) authorize funding from the Operations and Maintenance Fund in a not-to-exceed amount of \$2,869,874; and (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel.

Ms. Musselwhite confirmed she had not received any speaker requests for this item.

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

RECOMMENDATION TO AWARD PURCHASING SINGLE SOURCE 22-21, YORK CHILLER MAINTENANCE SERVICES TO JOHNSON CONTROLS, INC. (JOHNSON CONTROLS)

3. Mr. Gant presented the item.

The term of the Single Source Contract is for sixty (60) months with initial service to commence on or about September 1, 2021, and with the Aviation Authority having options to renew the Contract for two (2) additional periods of one (1) year each.

Pricing is based on a monthly price, hourly rate, and mark-up percentage multiplied by the estimated number of months, annual hours or annual service. The actual amount paid is based on actual work requested by the Aviation Authority and satisfactorily provided by Johnson Controls. The value of the five (5) year Single Source Contract is a not-to-exceed amount of \$1,728,620 which includes repair and maintenance services, purchase of additional parts, materials and rentals for repairs and additional work hours. The department is requesting an increase in the number of parts purchased annually due to the age of the equipment.

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On February 3, 2021, the Aviation Authority issued Purchasing Bid 12-21, York Chiller Maintenance Services. The Aviation Authority only considered bids from Contractors that were trained and authorized by Johnson Controls to sell, install, and support York Chiller products/systems. Bidders were requested to provide a letter from Johnson Controls stating that the Bidder is authorized to work specifically on the York Chillers. Only one bid was received from Johnson Controls, Inc. This was reviewed by the Aviation Authority's Legal Counsel and it was recommended that continuing with a single source contract was in the best interest of the Aviation Authority.

The Aviation Authority's policy (Section 450.03) Non-Competitive Procurements) permits the Single Source procurement of goods, services, or professional services made from one firm among others in a competitive market place which, for justifiable reasons, is found to be most advantageous for the purpose of fulfilling the given purchasing need.

Staff was authorized to re-solicit the services directly with the OEM as a Single Source in accordance with Aviation Authority's policy. The Aviation Authority will ensure that: a) factory authorized service technicians perform the periodic maintenance that is needed to keep Aviation Authority's equipment operational; b) service technicians are fully trained to perform maintenance on York Chiller equipment (controls HVAC equipment); and c) at a lower OEM hourly rate.

It was respectfully requested that the Concessions/Procurement Committee approve that the following be recommended to the Aviation Authority Board: (1) award Purchasing Single Source 22-21, York Chiller Maintenance Services, to Johnson Controls, Inc.; (2) authorize funding from the Operations and Maintenance Fund in a not-to-exceed amount of \$1,728,620; and (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel.

Ms. Musselwhite confirmed she had not received any speaker requests for this item.

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

RECOMMENDATION TO AWARD PURCHASING SINGLE SOURCE 23-21, RUSSELECTRIC ELECTRICAL SWITCHGEAR EQUIPMENT TESTING, MAINTENANCE SERVICES TO SIEMENS INDUSTRY, INC. D/B/A RUSSELECTRIC, A SIEMENS BUSINESS (RUSSELECTRIC)

4. Mr. Gant presented the item.

The term of the Single Source Contract is for sixty (60) months with initial service to commence on or about September 1, 2021, and with the Aviation Authority having options to renew the Contract for two (2) additional periods of one (1) year each.

On February 3, 2021, the Aviation Authority issued Purchasing Bid 08-21, Management of Electrical Switchgear Equipment, Generators, Uninterruptible Power Supplies (UPS) and Batteries, and Emergency Generator Fuel Delivery System (FDS) Testing, Maintenance and Repair Services. The Aviation Authority only considered bids from Contractors that were trained and authorized by Original Manufacturer Equipment (OEM) to sell, install, and support Eaton, Russelectrical, and CAT Switchgear Electrical equipment. Bidders were requested to provide a letter from the OEMs stating that the Bidder is authorized to work specifically on the Eaton, Russelectrical, and CAT Switchgear Electrical equipment. The Aviation Authority only received one bid and one of the potential Bidders complained in a letter that Russelectric would not provide them with such letter.

On March 22, 2021, the Aviation Authority re-solicited the services for Russelectric Electrical Switchgear Equipment Testing and Maintenance Services (IFB 18-21) and the solicitation resulted in no qualified responses for these services.

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Upon review of issues raised during this competitive solicitation it was determined that continuing with a single source contract was in the best interest of the Aviation Authority.

The Aviation Authority's policy (Section 450.03) Non-Competitive Procurements permits the Single Source procurement of goods, services, or professional services made from one firm among others in a competitive market place which, for justifiable reasons, is found to be most advantageous for the purpose of fulfilling the given purchasing need.

Staff was authorized to re-solicit the services directly with the OEM as a Single Source in accordance with Aviation Authority's policy. The Aviation Authority will ensure that: a) factory authorized service technicians perform the periodic maintenance that is needed to keep Authority's equipment operational; b) service technicians are fully trained to perform annual inspections, maintenance, repairs and necessary enhancements and upgrades on Russelectric switchgear equipment; and c) there are no third party service organizations that have the expertise, experience and record documentation to enable them to fully support a complex specialty system of this type. Further, any maintenance or modification work performed on the Russelectric equipment by third parties will not be documented at Russelectric and will prevent Russelectric in providing competent emergency service when required.

Pricing is based on a monthly price, hourly rate, and mark-up percentage multiplied by the estimated number of months, annual hours or annual service. The actual amount paid is based on actual work requested by the Aviation Authority and satisfactorily provided by Russelectric. The value of the five (5) year Single Source Contract is a not-to-exceed amount of \$1,023,753 which includes repair and maintenance services, purchase of additional parts, materials and rentals for repairs and additional work hours. The department is requesting an increase in the number of parts purchased annually due to the age of the equipment.

It was respectfully requested that the Concessions/Procurement Committee approve that the following be recommended to the Aviation Authority Board: (1) award Purchasing Single Source 23-21, Russelectric Electrical Switchgear Equipment Testing, Maintenance Services, to Siemens Industry, Inc. d/b/a Russelectric, A Siemens Business; (2) authorize funding from the Operations and Maintenance Fund in a not-to-exceed amount of \$1,023,753; and (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel.

Ms. Musselwhite confirmed she had not received any speaker requests for this item.

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

RECOMMENDATION TO AWARD PURCHASING INVITATION FOR BIDS (IFB) 93280-21, BOARDING PASSES AND BAG TAGS TO PRINT-O-TAPE, INC. (PRINT-O-TAPE)

5. Ms. Hershner presented the item.

This award would result in a Blanket Purchase Agreement (BPA) for Boarding Passes and Bag Tags, provided on an "as-needed" basis, through July 31, 2023. The IFB listed three (3) separate items, with estimated quantities for a period of two (2) years.

On July 9, 2021, the Aviation Authority received four (4) responses to IFB 93280-21, listed below in alphabetical order:

<u>Firm</u>	<u>Bid Amount</u>
Elite Textile Trading, LLC	\$669,945.00
Print-O-Tape, Inc.	\$693,620.00
Stock Keeper, LLC	\$731,300.00

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The Office Cart, LLC

\$852,000.00

Staff reviewed all bids and found that:

- The response received from Elite Textile Trading, LLC did not include reference letters, and their Bidder's Certification was not notarized. Therefore Staff determined that the response from Elite Textile Trading, LLC is non-responsive to the IFB requirements.
- The response received from Stock Keeper, LLC contained mathematical errors resulting in an understatement in their bid of \$106.80. The correction is reflected in the tabulation above and did not affect their ranking.
- The response received from The Office Cart, LLC did not include reference letters. Therefore Staff determined that the response from The Office Cart, LLC is non-responsive to the IFB requirements.
- The responses received from Stock Keeper, LLC and Print-O-Tape, Inc. included reference letters which were determined as satisfactory to the requirements of the IFB. Therefore Staff determined that the responses from Stock Keeper, LLC and Print-O-Tape, Inc. are responsive to the IFB requirements.

It was respectfully requested that the Concessions/Procurement Committee approve that the following be recommended to the Aviation Authority Board: (1) deem the responses received from Elite Textile Trading, LLC and The Office Cart, LLC as non-responsive for the reasons stated; (2) award Purchasing Invitation for Bids 93280-21, Boarding Passes and Bag Tags to Print-O-Tape, Inc. as the low, responsive and responsible bidder in the not-to-exceed amount of \$693,620.00 through July 31, 2023; (3) authorize funding from the previously-approved Operations and Maintenance Fund; and (4) authorize the Purchasing Office to issue the necessary Blanket Purchase Agreement.

Ms. Musselwhite confirmed she had not received any speaker requests for this item.

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

RECOMMENDATION TO AWARD INVITATION FOR BID (IFB) 10-22, TRASH REMOVAL SERVICES TO REPUBLIC SERVICES OF FLORIDA, LP (REPUBLIC)

6. Mr. Gant presented the item.

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.

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

<u>Name of Respondent</u>	<u>Total Three (3) Year Bid Price</u>
Republic Services of Florida, LP	\$1,995,146.58
Waste Pro of Florida, Inc.	\$4,071,064.46
Waste Management Inc. of Florida	\$4,473,864.17

It was respectfully requested that the Concessions/Procurement Committee approve that the following be recommended to the Aviation Authority Board: 1) award Purchasing Bid 10-22, Trash Removal Services, to Republic Services of Florida, LP, as the low responsive and responsible Bidder; 2) authorize funding from the Operations and Maintenance Fund in a not-to-exceed amount of \$1,995,146.58; and 3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel.

Ms. Musselwhite confirmed she had not received any speaker requests for this item.

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

RECOMMENDATION FOR PAYMENT OF LANDFILL FEES ASSOCIATED WITH PURCHASING BID 10-22, TRASH REMOVAL SERVICES

7. Mr. Gant presented the item.

Blanket Purchase Agreements (BPAs) will be issued to various landfill facilities to pay for the landfill fees when trash is removed and disposed of from the Aviation Authority's premises by the Trash Removal Services Contractor as required by the Aviation Authority in accordance with proposed Purchasing Contract 10-22. The BPAs will be issued for a thirty-six (36) month period from October 1, 2021 to September 30, 2024.

The term of the proposed Purchasing Contract 10-22 with Republic Services of Florida, LP, will be effective from October 1, 2021, expiring September 30, 2024. This proposed Contract allows Republic Services of Florida, Inc. to transport and dispose of all solid waste, as requested by the Aviation Authority, at the Orange County Landfill or any other Environmental Protection Agency approved landfill facility within a 20 mile radius from the Aviation Authority. Furthermore, the proposed Contract allows for the landfill facilities to be selected by Republic Services of Florida, LP provided that the fees charged at the selected landfill facility do not exceed the fees charged by Orange County Landfill. The fees will be billed directly to the Aviation Authority.

It was respectfully requested that the Concessions/Procurement Committee approve that the following be recommended to the Aviation Authority Board: 1) allow multiple Blanket Purchase Agreements to be issued to various landfill facilities; 2) authorize funding from the Operations and Maintenance Fund in the not-to-exceed amount of \$1,322,000.00 for landfill fees; and 3) authorize the Purchasing Office to issue the necessary Blanket Purchase Agreements.

Ms. Musselwhite confirmed she had not received any speaker requests for this item.

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

ADJOURNMENT

Prior to adjournment, Chairman Friel recognized this as the last meeting for both Vice Chair Sharman and Ms. Silvers and thanked them for their participation and valuable input and comments.

Chairman Friel asked if there was further business to discuss before the Committee. Having no further business to discuss, he adjourned the meeting.

Gail Musselwhite
Recording Secretary

Brad Friel
Chairman

On **AUGUST 9, 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
Yovannie Rodriguez, Vice Chair
Thomas Draper, Chief of Operations
Brian Engle, Director of Customer Experience
Victoria Jaramillo, Senior Director of Marketing and
Air Service Development

Staff/Others present: Diana Hershner, Senior Manager of Purchasing
Bruce Gant, Manager of Purchasing Contracts
Jo Thacker, Nelson Mullins, Legal Counsel
Gail Musselwhite, Recording Secretary

Chairman Friel began by announcing that due to the COVID-19 pandemic, the Centers for Disease Control (CDC) guidelines, and the Greater Orlando Aviation Authority's ongoing focus on safety regarding events and meetings, seating at sunshine committee meetings will be limited according to space and social distancing. Attendance is on a first-come, first-served basis. All attendees must wear a face covering.

Chairman Friel continued 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, via email to Mr. Phillip N. Brown at pbrown@goaa.org with copy to gail.musselwhite@goaa.org by Monday, August 16th, 2021 - no later than 4:00pm

And lastly, 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. The policy, forms, and instructions are available in the Aviation Authority's offices and the web site. Please contact the Chief Administrative Officer with questions at (407) 825-7105.

Before proceeding to business, Ms. Thacker 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.

CONSENT AGENDA

1. Chairman Friel asked if anyone in the audience would like to speak regarding the Consent Agenda items. Ms. Musselwhite 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. Ms. Rodriguez indicated that she would like to pull Consent Agenda Item B, Wood Furniture Refurbishment and Repair Services with A&A Unlimited Design, Inc., for questions.

Ms. Rodriguez asked with respect to Consent Agenda Item B, if the contract sum is an attempt to extend the program up to six months or six months total with a thirty day termination? Fatima Calkins with the Purchasing Department responded that it was for six months total with a thirty day termination. Next Ms. Rodriguez asked if there is ongoing procurement for this work, Ms. Calkins replied yes. When Ms. Rodriguez asked if it is known when it is due. Ms. Calkins answered that it was in the review process and is expected to be released sometime in March, before the six month extension expires. Next, Ms. Rodriguez inquired that it seemed that the extension is for six months starting October 1, which is fiscal year 2022 but then the memo discusses an annual value, a six month value, and the fiscal impact and funding for current and subsequent fiscal years. Isn't it correct that there are no additional fiscal year monies necessary, right? Ms. Calkins replied no. Ms. Rodriguez asked if it's just the six months within fiscal 2022. Ms. Calkins replied she was correct. Chairman Friel asked if there were any additional questions. There was no reply.

CONSENT AGENDA (con't)

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

recommend 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; and

recommend 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.

RECOMMENDATION TO AWARD INVITATION FOR BID (IFB) 05-22, LANDSIDE TERMINAL LANDSCAPE MAINTENANCE AND IRRIGATION SERVICES TO AERO GROUNDTEK, LLC (AERO)

2. Mr. Gant presented the item.

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.

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 by staff 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.

Ms. Musselwhite indicated that there were two speakers on this item.

The first speaker was Norman Ripper from Helping Hand Lawn Care. Mr. Ripper indicated his disappointment that they were not considered for the bid. He indicated that he had submitted the name of an onsite manager as requested in the IFB and while the response did not explicitly state that the on-site manager would be exclusive to the contract because that was not a required statement in the Invitation for Bid, it was intended that the on-site manager would be exclusive to this project. The on-site manager knows the Aviation Authority because he has overseen the existing contracts that Helping Hand Lawn Care has at the Aviation Authority. Mr. Ripper indicated he did not know why his company was disqualified. Mr. Ripper asked the committee to follow the specifications in the bid and reconsider including Helping Hand Lawn Care and award them the bid.

The next speaker was Maureen Henderson with Ground Effects. She indicated she had joined with Helping Hand Lawn Care, LLC in their bid and did not understand why they were disqualified. She asked the committee to reconsider the staff's recommendation.

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After discussion regarding whether Helping Hand Lawn Care, LLC had correctly submitted the required name of an onsite manager, a motion was made by Ms. Rodriguez, seconded by Ms. Jaramillo, and vote carried to find Helping Hand Lawn Care, LLC responsive and responsible and award Invitation for Bid (IFB) 05-22, Landside Terminal Landscape Maintenance and Irrigation Services to Helping Hand Lawn Care, LLC as the low responsive and responsible bidder.

ADJOURNMENT

Chairman Friel asked if there was further business to discuss before the Committee. Having no further business to discuss, he adjourned the meeting.

Gail Musselwhite
Recording Secretary

Brad Friel
Chairman

On **AUGUST 23, 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.

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And lastly, 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. The policy, forms, and instructions are available in the Aviation Authority's offices and the web site. Please contact the Chief Administrative Officer with questions at (407) 825-7105.

Before proceeding to business, Ms. Thacker 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.

RECOMMENDATION TO AWARD THE PURCHASE OF ORACLE SOFTWARE LICENSES AND PRODUCT TECHNICAL SUPPORT THROUGH THE UTILIZATION OF THE STATE OF ARIZONA, MARICOPA COUNTY, U.S. COMMUNITIES CONTRACT #180233-002, FOR ORACLE PRODUCTS AND SERVICES, TO MYTHICS INC.

1. Ms. Hershner presented the item.

This approval will result in the purchase of additional Oracle software licenses and product technical support as utilized by multiple departments at the Orlando International Airport for the not-to-exceed value of \$1,043,776.42. Oracle software licenses and product technical support is the standard software for the Authority's Financial and Purchasing Operations.

The additional licenses for the Oracle true-up is an increase of \$925,513.50; and the related support is an increase of \$118,262.92; for a combined not-to-exceed value of \$1,043,776.42. Prices are for the renewals and support through March 31, 2022. The Aviation Authority Board approved the renewal of the existing licenses and support on March 17, 2021, New Business Item K, Computer Hardware and Software Maintenance Support, License Renewals and Technology Related Subscriptions, for the total value of \$560,331.59. The additional licenses and support renewals will be added to the Computer Hardware and Software Maintenance Support, License Renewals and Technology Related Subscriptions in FY22.

DRAFT - MINUTES FOR THE AUGUST 23, 2021, CONCESSIONS/PROCUREMENT COMMITTEE

The Oracle software licenses and product technical support are offered under the State of Arizona, Maricopa County, U.S. Communities Contract #180233-002, for Oracle Products and Services. These additional software licenses and product technical support for the Oracle true-up has a total cost of \$1,043,776.42.

The Small Business Development Department has reviewed the requirements for this purchase and has determined that due to the lack of ready, willing and able certified Small Businesses for these items, this procurement does not lend itself to any participation requirements.

Mythics' quotation for the true-up is in the amount of \$1,043,776.42. Funding is available from the previously-approved Operations and Maintenance Fund expected to be spent in the 2021 fiscal year are within budget.

It was respectfully requested that the Concessions/Procurement Committee approve that the following be recommended to the Aviation Authority Board: (1) award the purchase of Oracle Software Licenses and Product Technical Support through the Utilization of the State of Arizona, Maricopa County, U.S. Communities Contract #180233-002, for Oracle Products and Services, to Mythics, Inc.; (2) authorize funding from the previously-approved Operations and Maintenance Fund in the not-to-exceed amount of \$1,043,776.42; and (3) authorize the Purchasing Department to issue the necessary Purchase Order.

Ms. Jaramillo asked how many licenses are currently held by GOAA and how many additional ones are being purchased. Joe Furnari from the Information Technology Department responded that the number of new licenses purchased varied from two to 155 and depended on the needs of each of the three product lines that GOAA currently uses.

Vice Chair Rodriguez asked why such a large increase in licenses and if Mr. Furnari felt the purchase was reasonable and necessary. Mr. Furnari responded that he believed that the purchases were reasonable and necessary.

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

ADJOURNMENT

Chairman Friel asked if there was further business to discuss before the Committee. Having no further business to discuss, he adjourned the meeting.

Gail Musselwhite
Recording Secretary

Brad Friel
Chairman

On **SEPTEMBER 7, 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
Yovannie Rodriguez, Vice Chair
Thomas Draper, Chief of Operations
Brian Engle, Director of Customer Experience

Staff/Others present: Bruce Gant, Manager of Purchasing Contracts
Jo Thacker, Nelson Mullins, Legal Counsel
Gail Musselwhite, Recording Secretary

Chairman Friel began by announcing that due to the COVID-19 pandemic, the Centers for Disease Control (CDC) guidelines, and the Greater Orlando Aviation Authority's ongoing focus on safety regarding events and meetings, seating at sunshine committee meetings will be limited according to space and social distancing. Attendance is on a first-come, first-served basis. All attendees must wear a face covering.

Chairman Friel continued 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, via email to Mr. Phillip N. Brown at pbrown@goaa.org with copy to gail.musselwhite@goaa.org by Tuesday, September 14th, 2021 - no later than 4:00pm

And lastly, 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. The policy, forms, and instructions are available in the Aviation Authority's offices and the web site. Please contact the Chief Administrative Officer with questions at (407) 825-7105.

Before proceeding to business, Ms. Thacker 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 June 25, 2021 and July 23, 2021, minutes as written.

RECOMMENDATION TO AWARD INVITATION FOR BID (IFB) 13-22, FIRE ALARM SYSTEM TESTING, CERTIFICATION AND REPAIR TO CONVERGINT TECHNOLOGIES LLC

2. Mr. Gant presented the item.

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

The contractor is responsible for the mass notification system in the North and South Terminals, the new fire alarm and paging systems in the South Intermodal Transportation Facility, Passenger Drop-off Lobby, Automated People Mover Facility, and the C Garage, as the paging system is now a part of the fire alarm system and must be maintained by certified fire alarm technicians. The South C Terminal and South C Airside areas will be amended into the awarded contract at a later date.

DRAFT - MINUTES FOR THE SEPTEMBER 7, 2021, CONCESSIONS/PROCUREMENT COMMITTEE

On August 2, 2021, the following responses were received:

<u>Name of Respondent</u>	<u>Total Three (3) Year Bid Price</u>
Convergint Technologies LLC	\$1,602,480.00
ADT Commercial	\$3,130,635.00

Bids were reviewed for compliance with submission requirements and it was determined that Convergint Technologies LLC and ADT Commercial submitted complete Bids and are therefore deemed responsive.

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

This is a service Contract for Fire Alarm System Testing, Certification and Repair. Pricing for Testing and Certification for each Authority location is a fixed annual price. Pricing also includes an Hourly Labor Rate during Standard Work Hours for a full time on-site repair technician and an apprentice/helper (as needed), and an Hourly Rate for Non-Standard Hours as well as a percent mark-up over the Contractor's cost for Parts and Materials, subcontract costs and equipment rental.

This Contract did not include a Minority and Women Business Enterprise (MWBE), Local Developing Business (LDB) and/or Veteran Business Enterprise (VBE) participation requirement.

Convergint Technolgies LLC bid in the amount of \$1,602,480.00 is to be funded from the Operations and Maintenance Fund. Mr. Gant provided an updated Finance Form and additional account code prior to the meeting.

It was respectfully requested that the Concessions/Procurement Committee approve that the following be recommended to the Aviation Authority Board: (1) award Purchasing Bid 13-22, Fire Alarm System Testing, Certification and Repair to Convergint Technologies LLC, as the low responsive and responsible bidder; (2) authorize funding from the Operations and Maintenance Fund in a not-to-exceed amount of \$1,602,480.00; and (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel.

Mr. Draper asked why there was such a difference in the two bid prices. Eric Filbert from the Maintenance Department responded that it appeared that ADT had proposed the same price for each building, whereas, Convergint had proposed different prices for each building.

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

RECOMMENDATION TO AWARD PURCHASING REQUEST FOR WRITTEN QUOTATION (RFQ) 93337-21, PURCHASE OF HEWLETT PACKARD ENTERPRISE (HPE) SERVERS (SYNERGY REPLACEMENT VSPHERE HOSTS) AND SUPPORT SERVICES THROUGH THE UTILIZATION OF THE STATE OF FLORIDA CONTRACT #43211500-WSCA-15-ACS, TO HIGH PERFORMANCE TECHNOLOGIES, LLC

3. Mr. Gant presented the item.

This approval will result in the purchase of Hewlett Packard Servers and Support Services. These Servers are to support the Aviation Authority's virtual platform and VMWare ESXI environment. VMWare ESXI is software that creates an overall structure to provide resources of CPU, Memory, and disk storage to virtual computers. Instead of physical servers that mount within a computer room cabinet, the Aviation Authority has moved a significant number of applications to a virtual environment(i.e., ACS, VSS/CCTV, Network and Server support, User support, FireCAD, etc.). Virtual servers allow for sharing resources that are usually allocated to a single physical server.

The Aviation Authority's current VMWare virtual platform is running on end-of-life hardware. This purchase will provide the necessary Hewlett Packard Servers to replace the unsupported hardware (ProLiant BL460C Gen 8) with HPE Synergy 480 Gen 10 servers with

DRAFT - MINUTES FOR THE SEPTEMBER 7, 2021, CONCESSIONS/PROCUREMENT COMMITTEE

the current version of ESXI (v7.0). Replacement Servers for the VMWare's virtual platform are necessary to support the latest ESXi version.

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

RFQ 93337-21 was distributed only to HP Enterprise authorized resellers (a total of 25 when the RFQ was issued) listed in the State of Florida Contract #43211500-WSCA-15-ACS, entitled, "Computer, Equipment, Peripherals, and Services". The State of Florida Contract is through the National Association of State Procurement Officials (NASPO).

On August 17, 2021, the Aviation Authority received two (2) responses as listed below:

Firm	Total Quote
High Performance Technologies, LLC	\$337,999.20
Insight Public Sector	\$396,606.48

Staff's review of the quotes found that both 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 does not lend itself to MWBE/LDB/VBE participation.

High Performance Technologies, LLC's quotation in the amount of \$337,999.20 is to be funded from the previously approved Capital Expenditure Fund. Funds expected to be spent in the current fiscal year are within budget. Funding required in current and subsequent fiscal years will be allocated from the previously-approved Capital Expenditure 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 Written Quotation (RFQ) 93337-21, Purchase of Hewlett Packard Servers (Synergy Replacement vSphere Hosts) and Support Services through the Utilization of the State of Florida Contract #43211500-WSCA-15-ACS, to High Performance Technologies, LLC, as the low responsive and responsible respondent; (2) authorize funding from the previously-approved Capital Expenditure Funds in the not-to-exceed amount of \$337,999.20 and (3) authorize the Purchasing Department to issue the necessary Purchase Order.

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

Before adjournment Chairman Friel recognized this as Mr. Gant's final committee meeting prior to his retirement and thanked him for his valuable service to the Committee.

ADJOURNMENT

Chairman Friel asked if there was further business to discuss before the Committee. Having no further business to discuss, he adjourned the meeting.

Gail Musselwhite
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: Tracy Harris, Manager of Concessions
DATE: September 20, 2021

ITEM DESCRIPTION

Recommendation to Award a Temporary Revocable License Agreement for the Retail Merchandising Unit Program at Orlando International Airport to Florida Organics by Canviyy, LLC

BACKGROUND

On February 17, 2016, the Greater Orlando Aviation Authority (Aviation Authority) adopted a Concessions Policy for Awarding and Operating Concession and Consumer Services Privileges [Retail Merchandising Unit (RMU) Program] on the Airsides of the North Terminal Complex at Orlando International Airport (Concession Policy). Subsequently, on September 20, 2017, the Aviation Authority approved an amendment to the Concession Policy to allow the Aviation Authority to enter into Temporary Revocable License Agreements with new or existing RMU operators, regardless of their place of business, if it is deemed beneficial to the Aviation Authority's overall concession program. The Aviation Authority has the right to terminate the Agreement at any time with a thirty day notice.

ISSUES

There are currently two RMU locations available for lease and Staff has received a formal application from Florida Organics by Canviyy, LLC to sell organic, Florida-made health and beauty collections for men and women. Staff's evaluation of Florida Organics by Canviyy, LLC is included in Attachment A.

The Aviation Authority's Small Business Development Department has stated that Florida Organics by Canviyy, LLC is a 100% ACDBE certified firm.

FISCAL IMPACT

The Aviation Authority will receive a concession fee equal to the greater of a Minimum Monthly Concession Fee of \$2,500.00 or fifteen percent (15%) of Monthly Gross Receipts.

RECOMMENDED ACTION

It is respectfully requested that the Concessions/Procurement Committee approve that the following be recommended to the Chief Executive Officer: (1) award a Temporary Revocable License Agreement for the Retail Merchandise Unit Program at Orlando International Airport to Florida Organics by Canviyy, LLC and (2) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel.

Attachment
A - Award Criteria

ATTACHMENT A - AWARD CRITERIA

It is the intent of the Retail Merchandise Unit program to provide opportunities for small businesses and artisans and to award a Temporary Revocable License Agreement to those companies who will provide travelers with a variety of retail or artisan experiences.

Evaluation Criteria Rated as Satisfactory or Unsatisfactory

Qualifications: Ranking for this criterion is based on the extent to which the Applicant demonstrates the capability, as a small business or artisan, to provide retail opportunities reflecting the vibrancy of Orlando's economy and culture and/or providing a source of entertainment and enjoyment for the traveling public.

Customer Service and Marketing: Ranking for this criterion is based on the extent to which the customer service approach and training will further the Aviation Authority's goal of improved overall customer service and the success of the marketing plan.

Concepts and Quality, Variety and Price Range of Merchandise: Ranking for this criterion is based on the extent to which the concepts, whether national, regional or local have a recognized public appeal. Proposed merchandise items are expected to have local appeal, be of high quality and the prices for the merchandise should be reasonable.

EVALUATION OF THE APPLICANT

Qualifications: Canviyy, LLC (Canviyy) is an ACDBE certified company and currently has a partnership with NewsLink Group, LLC at the Tampa International Airport. Canviyy also has official partnerships with prominent Central Florida healthcare institutions. Canviyy products are sold in independent retailers and Target stores throughout the U.S.

Sherrel Sampson, Founder and CEO of Canviyy, LLC, is a marketing executive and has worked on strategic omnichannel retail solutions for Fortune 500 companies such as Proctor & Gamble, Walmart and others. Ms. Sampson holds a M.S. in Integrated Marketing Communications from West Virginia University and a B.A. in Marketing from Stetson University.

Customer Service and Marketing: The Canviyy staff will help create unique guest experiences and provide superior service after they have been on-boarded through the Company's 5-tier *Spark Training Program*. This program covers shopper curiosity, sensory experience, sales activation, customer satisfaction and associate engagement. Canviyy will maintain a clean retail environment, accept credit, debit, gift cards and NFC/mobile payments.

Marketing and merchandise strategy will consist of traffic building, sales activations and presentation. This strategy will be further enhanced with a promotional calendar that will provide seasonal and holiday programs.

Quality, Value and Price Range:

Concept	Description of Concept	Menu Items	Price Range
Naples Soap Co.	Body & Bath	Soap, scrubs, bath salts, lotions	\$3.00 - \$20.00
Key West Aloe	Sun Care	Sunscreens, Save-a-Tan, moisturizing lotions, shower gels	\$14.50 - \$27.00
HoneySkin - Healium Hair	Hair Care	Shampoos, conditioners, masks, hair spray	\$8.00 - \$49.00
Nardo's Natural	Skin Care	Cleansers, serums, lip balm, lip gloss	\$3.75 - \$120.00
Canviyy	Specialty Items	Cleansing bar, serum, candles, smudge sticks	\$7.99 - \$19.99



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, Sr. Purchasing Manager
DATE: September 20, 2021

ITEM DESCRIPTION

Recommendation to Approve Amendment No. 2, First Renewal Option, for Purchasing Contract, 07-19 Dock Leveler Preventative Maintenance and Repair Services with Miner Ltd

BACKGROUND

The initial term of the Contract is for thirty-six (36) months, effective May 1, 2019, expiring April 30, 2022, with the Aviation Authority having options to renew the Contract for two (2) additional periods of one (1) year each.

This Contract requires Miner Ltd. to furnish all labor, supervision, tools, equipment, parts, materials, and all other items necessary or proper for, or incidental to, performing dock leveler preventative maintenance and repair services at the Orlando International Airport in accordance with the Contract Documents.

ISSUES

First Renewal Option - May 1, 2022 through April 30, 2023.

Department - Concurrs with the renewal option.

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

Pricing is based on unit prices for four (4) Quarterly Inspections; hourly rate for Standard and Non-Standard working hours and mark-up over the costs for parts, materials, rentals and components purchased for Dock Leveler Preventative Maintenance and Repair Services. The annual value for the first renewal option is a total not-to-exceed amount of \$140,935.00 with no unit price and hourly labor rate increases from the initial term of the contract.

The Small Business Development Department has not established MWBE or LDB/VBE goals due to the 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 \$140,935.00. Funding will be from the Operations and Maintenance Fund account code numbers:

301.631.170.5460001.000.100600 301.631.210.5460001.000.100600
301.631.330.5460001.000.100600 301.631.692.5460001.000.100600

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. 2, First Renewal Option, for Purchasing Contract, 07-19 Dock Leveler Preventative Maintenance and Repair Services with Miner Ltd.; (2) authorize funding in a not-to exceed amount of \$140,935.00 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"
SUMMARY OF CONTRACT REVISIONS
07-19 DOCK LEVELER PREVENTATIVE MAINTENANCE AND REPAIR SERVICES

CONTRACT	APPROVALS	DESCRIPTION	TERM	DOLLARS
Initial Term	<ul style="list-style-type: none"> • 01/17/2019 CPC • 02/20/2019 Board Approved, Item BB 	36 Months Contract Award	05/01/2019 to 04/30/2022	\$421,860.00
Amendment No. 1	<ul style="list-style-type: none"> • 09/04/2020 CEO Approved 	Merger	05/01/2020 to 04/30/2022	\$0.00
Amendment No. 2	<ul style="list-style-type: none"> • 09/20/2021 Pending CPC 	First Renewal Option	05/01/2022 to 04/30/2023	\$140,935.00
Total Contract Value with all Changes (approved and proposed)				\$562,795.00




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: September 20, 2021

Subject: Recommendation to Approve Amendment No. 2, First Renewal Option, for Purchasing Contract, 07-19 Dock Leveler Preventative Maintenance and Repair Services with Miner Ltd.

The initial term of the Contract is for thirty-six (36) months, effective May 1, 2019, expired April 30, 2022, with the Authority having options to renew the Contract for two (2) additional periods of one (1) year each.

Issues:

First Renewal Option: May 1, 2022 through April 30, 2023.

Fiscal Impact:

The fiscal impact for the first renewal option is a not-to-exceed amount of \$140,935.

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: Diana Hershner, CPPO, CPPB, Senior Manager - Purchasing
DATE: September 20, 2021

ITEM DESCRIPTION

Recommendation to Award Purchasing Request for Written Quotation (RFQ) 93362-21R, the Purchase of Exagrid 128TB Backup Disk Storage and Support through the utilization of GSA Advantage Alternate Contract Source #GS35F303DA, to Presidio, Inc.

BACKGROUND

This award will result in the purchase of Exagrid 128TB Backup Disk Storage and Support for the Aviation Authority's Information Technology centralized storage system. The 128TB Backup Disk Storage and Support purchase are necessary to meet the Aviation Authority's data storage requirements.

ISSUES

RFQ 93362-21R was distributed only to Exagrid authorized resellers (a total of 8 when the RFQ was issued) provided by Exagrid under GSA Advantage Alternate Contract Source #GS35F303DA. GSA Advantage is an Alternate Contract Source through the General Services Administration (GSA). On August 31, 2021, the Aviation Authority received two (2) responses as listed below:

<u>Firm</u>	<u>Total Quote</u>
Presidio, Inc.	\$117,688.94
Insight Public Sector	\$194,585.43

Staff's review of the quotes found that both 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 GSA Advantage Alternate Contract Source #GS35F303DA does not lend itself to Minority and Women Business Enterprise, Local Developing Business and/or Veteran Business Enterprise participation.

FISCAL IMPACT

Presidio, Inc., quotation in the amount of \$117,688.94 is to be funded from the previously approved Capital Expenditure Fund, account code 308.521.170.5640003.000.501507 and Operational (IT) Expenditure Fund, account code 301.521.170.5460001.000.100800. Funds expected to be spent in the current fiscal year are within budget. Funding required in current and subsequent fiscal years will be allocated from the previously approved Capital Expenditure Fund and the Operational (IT) Expenditure Fund as approved through the budget process and when funds become available.

RECOMMENDED ACTION

It is respectfully requested that the Concessions/Procurement Committee accept that the following be recommended to the Chief Executive Officer: (1) award Purchasing Request for Written Quotation (RFQ) 93362-21R, Exagrid 128TB Backup Disk Storage and Support through the Utilization of the GSA Advantage Alternate Contract Source # GS35F303DA, to Presidio, Inc., as the low responsive and responsible respondent; (2) authorize funding from the Capital Expenditure Fund and the Operational (IT) Expenditure Fund in the not-to-exceed amount of \$117,688.94; 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 Pérez, MSEP, C.M., Small Business Compliance Administrator

A handwritten signature in blue ink, appearing to be 'OS' or similar initials, located to the right of the 'From' field.

Date: September 20, 2021

Re: Recommendation to Award Purchasing Request for Written Quotation RFQ 93362-21R, Purchase of Exagrid 128TB Backup Storage and Support through the Utilization of GSA Advantage Alternate Contract Source #GS35F303DA, to Presidio, Inc.

The Small Business Development Department (SBDD) has reviewed the above referenced solicitation to identify opportunities for small businesses participation.

SBDD determined no small business goals for Minority and Women Business Enterprise, Local Developing Business and/or Veteran Business Enterprise participation, due to the following factor(s):

1. The Exagrid 128TB Backup Disk Storage and Support is offered under GSA Advantage Alternate Contract Source #GS35F303DA.

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

ATTACHMENT C

**Greater Orlando Aviation Authority
Finance Attachment**

Date:	<u>9/30/2021</u>	Requestor's Extension:	_____
Requestor's Name:	<u>Paul Haust</u>	Preparer's Extension:	<u>6428</u>
Form Preparer's Name:	<u>Annmarie Wise</u>	Purchasing Solicitation #:	<u>RFQ #93362-21R</u>
Requestor's Department:	<u>IT Infrastructure, Information Technology</u>	CCM / CPC / PSC:	<u>CPC</u>
Description:	<u>Exagrid 128TB Backup Disk Storage and Support</u>	Committee Date:	<u>9/20/2021</u>
Vendor:	<u>Presidio, Inc.</u>	Committee Agenda Item#:	_____

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
308.521.170.5640003.000.501507	117,688.90					117,688.90
301.521.170.5460001.000.100800	0.04					0.04
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
Total Requisition	117,688.94	-	-	-	-	117,688.94
Requisition Number	89429					

OMB Notes:
 Funding Approver Andrea Harper
 Total Requisition \$ -
 PO Amount \$ 117,688.94
 Grand Total - Agree to Committee Item \$ 117,688.94

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: Diana Hershner, Senior Manager - Purchasing and Material Control
DATE: September 20, 2021

ITEM DESCRIPTION

Recommendation to Approve Amendment No.8, Contract Adjustment for Purchasing Contract 09-16, Satellite Buildings Janitorial Maintenance with Sterling Building Services, Inc. ("Sterling")

BACKGROUND

The initial term of the Contract is for thirty-six (36) months effective June 1, 2016, expiring May 31, 2019, with the Aviation Authority having options to renew the Contract for two (2) additional periods of one (1) year each. The three (3) month extension is due to expire on August 31, 2021.

This Contract requires Sterling to furnish all labor, supervision, equipment, tools, janitorial cleaning supplies, supplies (except hand soap and trash liners), paper products (except paper towels and toilet tissue), dispensers and electronically dispensed air-freshener in all bathrooms, fuel, oil, lubricants, uniforms and all other items necessary or proper for, or incidental to, performing janitorial maintenance of the satellite buildings located at the Orlando International Airport in accordance with the Contract Documents.

ISSUES

Contract Adjustment - Addition of 2 times per week trash removal.

Department - Concurs with the Contract Adjustment.

Contractor - Based on the information known at the time, Contractor has performed satisfactorily during the Initial Term and the two renewal options.

This Contract has been designated as a directed procurement for a Local Developing Business (LDB). The Small Business Development Department certifies that this Contract is in good standing as it relates to LDB participation.

This is a service Contract for janitorial maintenance services. Pricing for this service is based on a Square Foot Price and Additional Services hourly rate for the areas specified in the Contract. The total cost for this Contract Adjustment is a total not-to-exceed amount of \$21,029.21.

On Amendment No. 5 Second Renewal Option the Board lowered the not-to-exceed amount due to COVID-19 reduction of services. Amendment No. 6 was created to introduce OEA which was omitted from Amendment No. 5. Amendment No. 7 was for a 3 month extension that was required due to a delay in obtaining all of the required information for the rebid document.

FISCAL IMPACT

The Fiscal Impact for this Contract Adjustment is a not-to-exceed amount of \$21,029.21. Funding will be from the Operations and Maintenance Fund codes:

301.631.110.5340005.000.100232 (OIA)
301.631.170.5340005.000.100232 (OIA)
301.631.330.5340005.000.100232 (OIA)
301.631.611.5340005.000.100232 (OIA)
301.631.613.5340005.000.100232 (OIA)

Funds expected to be spent under the Contract in the current fiscal year are within 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 accept that the following be recommended to the Chief Executive Officer: (1) approve a contract adjustment for Purchasing Contract 09-16, Satellite Buildings Janitorial Maintenance, with Sterling Building Services, Inc.; (2) authorize funding from the Operations and Maintenance Fund in the not-to-exceed amount of \$21,029.21; 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 Approval

ATTACHMENT A
Summary of Contract Revisions

09-16 SATELLITE BUILDINGS JANITORIAL MAINTENANCE

Contract	Approvals	Description	Term	Dollars
Initial Term	<ul style="list-style-type: none"> CPC 03/28/2016 Authority Board 04/20/2016 Item "F" 	36 Month Contract Award	06/01/2016 thru 05/31/2019	\$936,964.27
Amendment No. 1	Purchasing Manager Approval 06/18/2016	Contract Adjustment	06/01/2016 thru 05/31/2019	\$7,910.00
Amendment No. 2	Purchasing Manager Approval 11/19/2016	Contract Adjustment	01/01/2017 thru 05/31/2019	\$52,620.32
Amendment No. 3	Purchasing Manager Approval 07/31/2018	Increase in Value	01/01/2018 thru 05/31/2018	\$787.44
			06/01/2018 Thru 05/31/2019	<u>\$1,559.25</u>
				Total \$2,346.69
Amendment No. 4	<ul style="list-style-type: none"> CPC 03/18/2019 Authority Board 04/17/19 Item "CA-Y" 	First Renewal Option: 12 Months	06/01/2019 thru 05/31/2020	\$349,862.60
Amendment No. 5	<ul style="list-style-type: none"> CPC 03/09/2020 Authority Board 05/20/20 Item "J" 	Second Renewal Option: 12 Months	06/01/2020 thru 05/31/2021	\$239,982.63
Amendment No. 6	Purchasing Manager Approval 07/21/2020	Contract Adjustment	06/01/2020 thru 05/31/2021	\$24,382.14
Amendment No. 7	PM Memo 3/5/21 CEO 3/5/2021	Contract Extension	06/01/2021 thru 08/31/2021	\$67,826.16
Amendment No. 8	Pending CPC 9/20/21	Contract Adjustment	06/01/2021 thru 08/31/2021	\$21,029.21
Total Contract Value with all Changes (approved and proposed)				\$1,702,924.02



GREATER ORLANDO AVIATION AUTHORITY

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

MEMORANDUM

To: Members of the Concessions and Procurement Committee

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

Date: September 15, 2021

Re: Recommendation to Approve Amendment No.8, Contract Adjustment for Purchasing Contract 09-16, Satellite Buildings Janitorial Maintenance with Sterling Building Services, Inc. ("Sterling").

The initial term of the Contract is for thirty-six (36) months effective June 1, 2016, expiring May 31, 2019, with the Aviation Authority having options to renew the Contract for two (2) additional periods of one (1) year each. The three (3) month extension is due to expire on August 31, 2021.

Issues:
Contract Adjustment – Addition of 2 times per week trash removal.

Fiscal Impact:
The Fiscal Impact for this Contract Adjustment is a not-to-exceed amount of \$21,029.21.

This contract was designated and awarded, LDB Direct. Sterling is in good standing as it relates to their LDB certification.

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

ATTACHMENT C

Greater Orlando Aviation Authority
Attachment C

Date:	<u>9/14/2021</u>	Requestor's Extension:	<u>2685</u>
Requestor's Name:	<u>Nina Gilbert</u>	Preparer's Extension:	<u>6427</u>
Form Preparer's Name:	<u>Vlad Opreanu</u>	Purchasing Solicitation #:	<u>B09-16</u>
Requestor's Department:	<u>Maintenance</u>	CCM / CPC / PSC:	<u>CPC</u>
Description:	<u>Satellite Buildings Janitorial</u>	Committee Date:	<u>9/20/2021</u>
Vendor:	<u>Sterling Building Services</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.xxxxxxx.xxx.xxxxxx	FY 20 Amount	FY 21 Amount	FY 22 Amount	FY 23 Amount	FY 24 Amount	Total Contract
301.631.110.5340005.000.100232		901.05				901.05
301.631.170.5340005.000.100232		13,816.55				13,816.55
301.631.330.5340005.000.100232		5,615.61				5,615.61
301.631.611.5340005.000.100232		193.23				193.23
301.631.613.5340005.000.100232		502.78				502.78
						-
						-
						-
						-
						-
						-
						-
						-
Total Requisition	-	21,029.21	-	-	-	21,029.21
Requisition Number		89659				

OMB Notes:		Converted into PO #:	<u></u>
Funding Approver	<u>Andrea Harper</u>	Date:	<u></u>
Total Requisition \$	21,029.21	Buyer:	<u></u>
BPA Amount \$	-		
Grand Total - Agree to Committee Item \$	21,029.21		



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, Purchasing Manager
DATE: September 20, 2021

ITEM DESCRIPTION

Recommendation to Award Invitation for Bid (IFB) 02-22, Carpet, Vinyl and Rubber Flooring 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 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 provide all labor, supervision, supplies, equipment, tools, transportation and all other items necessary or proper for, or incidental to, performing replacement and repairs for existing woven and tufted broadloom carpet and the installation of new woven and tufted broadloom carpet, including carpet tiles, vinyl, and rubber flooring throughout the Orlando International Airport Terminal Complex and other Aviation Authority's owned buildings. The Aviation Authority will provide all carpet, rubber, and vinyl flooring necessary for Contractor to perform the work. Contractor will provide all other necessary materials and supplies to complete the repair and replacement services. Designers West Interiors is the current Contractor.

The previous contract (Contract 05-17) was approved by the Aviation Authority Board on August 10 2016, in the not-to-exceed amount of \$809,325.00 for the initial term of 36 months. It was extended by two one year renewal options. As of today, the department has spent \$790,535.56 on this Contract. The main reason that the amount spent is lower is that the Aviation Authority reduced the estimated spending value of the contract due to COVID-19.

Pricing is based on unit prices for performing carpet, vinyl and rubber flooring replacement, repair, and installation services, flooring supplies and hourly rates for additional and emergency work. The actual amount paid to the contractor is based on actual work requested, performed, and approved by the Aviation Authority. The standard unit prices and hourly rates for Designers West Interiors, Inc. are approximately 15% higher than the current prices.

ISSUES

On August 24, 2021, the following IFB's were received:

<u>Name of Respondent</u>	<u>Total Three (3) Year Bid Price</u>
Designers West Interiors Inc.	\$1,154,685.00
Shaw Contract Flooring Services, Inc. d/b/a Spectra Contract Florida MIE, Inc.	\$1,413,315.00
	\$1,636,365.00

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

The Small Business Development Department has not established MWBE/LDB goals due to the limited and specialized scope of the required services. However, Designers West Interiors Inc. is a certified Minority and Women owned Business Enterprise.

FISCAL IMPACT

Designers West Interiors, Inc.'s bid in the amount of \$1,154,685.00 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) award Purchasing Bid 02-22, Carpet, Vinyl and Rubber Flooring Repair and Replacement Services to Designers West Interiors, Inc., as the low responsive and responsible bidder; (2) authorize funding from the Capital Expenditure Fund in a not-to-exceed amount of \$1,154,685.00; 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 (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) commercial carpet, vinyl and rubber flooring repair and replacement services.
 - b) has installed commercial tufted broadloom and woven pattern carpet directly utilizing glue down services.
 - c) has satisfactorily performed a qualifying level of such commercial services during such time for at least three (3) different customers. A "qualifying level" is services performed for a facility of at least 100,000 square feet of space that is open to pedestrian traffic, twenty-four (24) hours per day, seven (7) days per week for at least the three (3) years immediately preceding the date of Bidder's 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 Intent from the Surety Company or a Bank Letter of Credit from a US Bank (on a company letterhead) confirming that the Bidder, if awarded the contract can obtain one or the other in the amount of One Hundred Sixty-Five Thousand Dollars (\$165,000.00) as described in Section 2.3.
 - c) A statement of coverage from a U.S. insurance company/broker confirming that Bidder can obtain Five Million Dollars (\$5,000,000.00) insurance coverage requirements as described in Section 2.4.
 - d) Name and current resume for the Contractor's proposed Contract Supervisor and an On-Site Supervisor/Installer.

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 Compliance Administrator

Date: September 20, 2021

Re: 02-22 Carpet, Vinyl and Rubber Flooring Repair and Replacement Services

The Small Business Development Department (SBDD) has reviewed the above referenced solicitation to identify opportunities for small businesses participation. SBDD determined no small business goals.

Designers West Interiors Inc. is a certified Minority and Women owned Business Enterprise.

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

**Greater Orlando Aviation Authority
Attachment C**

Date:	<u>9/13/2021</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>IFB 02-22</u>
Requestor's Department:	<u>Maintenance</u>	CCM / CPC / PSC:	<u>CPC</u>
Description:	<u>Carpet, Vinyl and Rubber Flooring Repair and Replacement Services</u>	Committee Date:	<u>9/20/2021</u>
Vendor:	<u>Designers West Interiors Inc.</u>	Committee Agenda Item#:	<u>NEW BPA#</u>
			<u>BPA</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 22 Amount	FY 23 Amount	FY 24 Amount	FY 25 Amount	FY 26 Amount	Total Contract
308.631.210.5460002.000.501132	\$ 320,745.83	\$ 384,895.00	\$ 384,895.00	\$ 64,149.17		\$ 1,154,685.00
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
Total Requisition	\$ 320,745.83	\$ 384,895.00	\$ 384,895.00	\$ 64,149.17	\$ -	\$ 1,154,685.00
Requisition Number	BPA					

OMB Notes:
Funding Approver Andrea Harper

Total Requisition \$ -
BPA Amount \$ 1,154,685.00
Grand Total - Agree to Committee Item \$ 1,154,685.00

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: Diana Hershner, Sr. Purchasing Manager
DATE: September 20, 2021

ITEM DESCRIPTION

Recommendation to Approve Amendment No. 3, 5-Year Extension, for Purchasing Sole Source Contract 11-12, Public Address System with Innovative Electronic Designs Support Services LLC d/b/a IED On Call (IED On Call)

BACKGROUND

The initial term of the Sole Source Contract was for 5-Years, effective April 5, 2012, which expired on April 4, 2017 and with the Aviation Authority having unlimited options to renew the contract. On February 15, 2017, the Aviation Authority Board approved a 5-Year Sole Source contract extension which expires on April 4, 2022.

This Sole Source Contract requires IED On Call, to provide extended hardware and software warranty, maintenance and repair program for the Aviation Authority's Public Address System located in the Airsides, Landsides, Automatic People Mover (APM) and Pedestrian Drop Off Lobby (PDL). Contractor will provide preventative maintenance measures, including but not limited to, scheduled system health checks, training of first responders, periodic software upgrades and scheduled hardware replacements at the Orlando International Airport in accordance with the Contract documents.

The current 5-Year Extension is in the not-to-exceed amount of \$219,420.30. The existing Public Address System requires the use of proprietary software and hardware which was developed by IED On Call. No other source is available.

The Aviation Authority's policy (Section 450.03) Non-Competitive Procurements permits the Single Source procurement of goods, services, or professional services made from one firm among others in a competitive market place which, for justifiable reasons, is found to be most advantageous for the purpose of fulfilling the given purchasing need.

ISSUES

Sole Source Agreement Extension: April 5, 2022 - April 4, 2027.

Department: Concur with the sole source contract extension.

Contractor: Based on the information known at this time, IED On Call performed satisfactorily during the initial term and the current extension.

Pricing is based on the age and configuration of the current Public Address System and is a fixed annual cost. The plan includes the replacement of everything that will extend the life of the public address system and is not limited to the following: scheduled equipment replacement; extended hardware and software

warranty, maintenance, and repair; software updates and upgrades including the upgrade to Enterprise software; one hour technical support, Monday through Friday, 8:30 a.m. to 5:30 p.m.; initial System Health Check inspection and annual checks thereafter; annual recurring technical training for Aviation Authority staff; spare parts inventory to be kept updated; priority advance hardware replacement; and Permanent Digital Record Playback (PRDP) message library updates as needed. Pricing also includes the replacement of servers, hard drives, and related processors. The Aviation Authority only pays for work authorized and completed by the Contractor. The annual value for the 5-Year Sole Source contract extension is a total not-to-exceed amount of \$350,490.00.

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

FISCAL IMPACT

The fiscal impact for the 5-Year Extension is a not-to-exceed amount of \$350,490.00. Funding will be from the Operations and Maintenance Fund account code numbers 301.631.210.5460001.000.100652 and 301.631.692.5460001.000.100652. 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. 3, 5-Year Extension, for Purchasing Sole Source Contract 11-12, Public Address System with Innovative Electronic Designs Support Services LLC d/b/a IED On Call; (2) authorize funding from the Operations and Maintenance Fund in the not-to-exceed amount of \$350,490.00; 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"
SUMMARY OF CONTRACT REVISIONS
11-12, PUBLIC ADDRESS SYSTEM

CONTRACT	APPROVALS	DESCRIPTION	TERM	DOLLARS
Initial Term	<ul style="list-style-type: none"> • CPC 10/10/2011 • Board Approved on 12/14/2011, Item "G" 	60 Months Contract Award	04/05/2012 thru 04/04/2017	\$ 591,597.00
Amendment No. 1	<ul style="list-style-type: none"> • CPC 01/09/2017 • Board Approved on 2/15/2017, Item "F" 	Sole Source 5-Year Extension	04/05/2017 thru 04/04/2022	\$ 219,420.30
Amendment No. 2	<ul style="list-style-type: none"> • Pending CPC 9/20/2021 	Sole Source 5-Year Extension	04/05/2022 thru 04/04/2027	\$350,490.00
Total Contract Value with all Changes (approved and proposed)				\$1,161,507.30




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: September 20, 2021

Subject: Recommendation to Approve Amendment No. 3, 5-Year Extension, for Purchasing Sole Source Contract 11-12, Public Address System with Innovative Electronic Designs Support Services LLC d/b/a IED On Call (IED On Call).

The initial term of the Sole Source Contract is for 5-Year, effective April 5, 2012, which expired on April 4, 2017, and with the Authority having unlimited options to renew the contract. On February 15, 2017, the Authority Board approved a 5-Year sole source contract extension through April 4, 2022.

Issues:
Sole Source Agreement Extension: April 5, 2022 – April 4, 2027.

Fiscal Impact:
The fiscal impact for the 5-Year Extension is a not-to-exceed amount of \$350,490.00.

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>9/1/2021</u>	Requestor's Extension:	<u>x-2495</u>
Requestor's Name:	<u>John Field</u>	Preparer's Extension:	<u>x-3374</u>
Form Preparer's Name:	<u>Rick Schulz</u>	Purchasing Solicitation #:	<u>11-12</u>
Requestor's Department:	<u>Maintenance Dept.</u>	CCM / CPC / PSC:	<u>CPC</u>
Description:	<u>Public Address System</u>	Committee Date:	<u>9/20/2021</u>
Vendor:	<u>Innovative Electronic Designs Support Services LLC d/b/a IED On Call</u>	Committee Agenda Item#:	
		BPA#:	
		CPA#:	<u>80202</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 22 Amount	FY 23 Amount	FY 24 Amount	FY 25 Amount	FY 26 Amount	FY 27 Amount	Total Contract
301.631.210.5460001.000.100652	\$ 26,030.40	\$ 52,247.60	\$ 52,434.40	\$ 57,082.80	\$ 61,731.20	\$ 30,865.60	\$ 280,392.00
301.631.692.5460001.000.100652	\$ 6,507.60	\$ 13,061.90	\$ 13,108.60	\$ 14,270.70	\$ 15,432.80	\$ 7,716.40	\$ 70,098.00
							\$ -
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Total Requisition	\$ 32,538.00	\$ 65,309.50	\$ 65,543.00	\$ 71,353.50	\$ 77,164.00	\$ 38,582.00	\$ 350,490.00
Requisition Number	89601						

OMB Notes:		Converted into PO #:	_____
Funding Approver	<u>Andrea Harper</u>	Date:	_____
Total Requisition	\$ 350,490.00	Buyer:	_____
BPA Amount	\$ -		
Grand Total - Agree to Committee Item	\$ 350,490.00		



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, Senior Manager - Purchasing and Material Control
DATE: September 20, 2021

ITEM DESCRIPTION

Recommendation to Approve Amendment No. 2, Second Renewal Option for Purchasing Contract 03-18, Operation and Management of Parking Facilities with ABMAviation, Inc.

BACKGROUND

The initial term of the Contract is for thirty-six (36) months, effective February 1, 2018, through January 31, 2021, with the Aviation Authority having options to renew the Contract for two (2) additional periods of one (1) year each. The first Renewal Option is due to expire on January 31, 2022.

This Contract will be to furnish all labor, supervision, materials, supplies, equipment, vehicles, fuel, office furniture, uniforms, and all other items necessary or proper for, or incidental to, the operation and management of parking facility services at the Orlando International Airport in accordance with the Contract Documents.

ISSUES

Second Renewal Option - February 1, 2022 to January 31, 2023.

Department - Concurs with the renewal option.

Contractor - Based on information known at this time, Contractor has performed satisfactorily during the initial term and First Renewal Option.

This Contract includes an Airport Concessions Disadvantaged Business Enterprises ("ACDBE") participation requirement. The Participation Goal for this Contract is 35%. The Office of Small Business Development certifies that this contract is in good standing as it relates to the participation requirement.

The contract structure includes a management fee and Aviation Authority provided reimbursable expense budget. The management fee for the second renewal option has not changed from the first renewal option pricing of the contract.

FISCAL IMPACT

The fiscal impact for the Second Renewal Option is a not-to-exceed amount of \$6,471,500.00. Funding will be from the Operations and Maintenance Fund, Account Code numbers: 301.234.611.5340006.000.000000, 301.234.615.5340006.000.000000, 301.236.510.5340006.000.000000 and 301.237.612.5340006.000.000000. 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 to Purchasing Contract 03-18 Operation and Management of Parking Facilities, with ABM Aviation, Inc.; (2) authorize funding in a not-to exceed of \$6,471,500.00 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

C - Finance Approval

ATTACHMENT A
SUMMARY OF CONTRACT REVISIONS
03-18 OPERATION AND MANAGEMENT OF PARKING FACILITIES

CONTRACT	APPROVALS	DESCRIPTION	TERM	DOLLARS
Initial Term	<ul style="list-style-type: none"> • 07/24/2017 CPC • 09/20/2017 Board Approved 	36 Months Contract Award	02/01/2018 to 01/31/2021	\$18,746,958.00
Amendment No. 1	<ul style="list-style-type: none"> • 09/21/20 CPC • 10/21/20 Board Approved 	First Renewal Option	02/01/2021 to 01/31/2022	\$5,734,770.00
Amendment No. 2	<ul style="list-style-type: none"> • Pending 09/20/21 CPC 	Second Renewal Option	02/01/2022 to 01/31/2023	\$6,471,500.00
Total Contract Value with all Changes (approved and proposed)				\$30,953,228.00

ATTACHMENT B



GREATER ORLANDO AVIATION AUTHORITY

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

MEMORANDUM

To: Members of the Concessions/Procurement Committee

From: Teresa Smith, Small Business Compliance Administrator *T.S.*

Date: September 13, 2021

Re: Recommendation to Approve Amendment No. 2, Second Renewal Option for Purchasing Contract 03-18, Operation and Management of Parking Facilities with ABM Aviation, Inc.

The initial term of the Contract is for thirty-six (36) months, effective February 1, 2018, through January 31, 2021, with the Aviation Authority having options to renew the Contract for two (2) additional periods of one (1) year each. The first Renewal Option is due to expire on January 31, 2022.

Issues:

Second Renewal Option – February 1, 2022 to January 31, 2023.

Fiscal Impact:

The fiscal impact for the Second Renewal Option is a not-to-exceed amount of \$6,471,500.00.

At the time the contract was awarded, a 35% Airport Concessions Disadvantaged Business Enterprise (ACDBE) participation goal was 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 Teresa Smith at 407-825-2470.

ATTACHMENT C

Greater Orlando Aviation Authority
Attachment C

Date:	<u>9/14/2021</u>	Requestor's Extension:	<u>2666</u>
Requestor's Name:	<u>Abdu EL-Baroudi</u>	Preparer's Extension:	<u>6427</u>
Form Preparer's Name:	<u>Vlad Opreanu</u>	Purchasing Solicitation #:	<u>B03-18</u>
Requestor's Department:	<u>Parking Operations</u>	CCM / CPC / PSC:	<u>CPC</u>
Description:	<u>Operation and Management of Parking Facilities</u>	Committee Date:	<u>9/20/2021</u>
Vendor:	<u>ABM Aviation, Inc.</u>	Committee Agenda Item#:	<u>TBD</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 22 Amount	FY 23 Amount	FY 24 Amount	FY 25 Amount	FY 26 Amount	Total Contract
301.234.611.5340006.000.00000	3,045,200	1,522,600				4,567,800
301.234.615.5340006.000.00000	93,600	187,200				280,800
301.236.510.5340006.000.00000	457,270	228,630				685,900
301.237.612.5340006.000.00000	312,340	624,660				937,000
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
Total Requisition	3,908,410	2,563,090	-	-	-	6,471,500
Requisition Number	89677					

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