

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

DATE: October 4, 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 October 11, 2021, by 4:00 p.m. (emails will be accepted during the pandemic COVID-19).

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

IV. CONSENT AGENDA

- A. Recommendation to Approve Amendment No. 2, First Renewal Option for Purchasing Agreement PA-530 Federal Governmental Relations Consulting Services with Consensus Communications, Inc.
- B. Recommendation to Award Purchasing Invitation For Bids (IFB) 93278-21, Sloan Plumbing Repair Parts to Hughes Supply
- C. Recommendation to Award Purchasing Invitation For Bids (IFB) 93351-21, Warner Electric Components to BDI
- D. Recommendation to Award the First Task Order for Single Source Procurement SG-00155 for Accounting and Finance Consulting Services with Pamela J. L'Heureux CPA, PLLC

NEXT SCHEDULED CONCESSIONS/PROCUREMENT COMMITTEE MEETING IS ON OCTOBER 18, 2021



GREATER ORLANDO AVIATION AUTHORITY

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

MEMORANDUM

TO: Members of the Concessions/Procurement Committee

FROM: Diana Hershner, CPPO, CPPB, Senior Manager, Purchasing

DATE: October 4, 2021

ITEM DESCRIPTION

Recommendation to Approve Amendment No. 2, First Renewal Option for Purchasing Agreement PA-530 Federal Governmental Relations Consulting Services with Consensus Communications, Inc. (Consensus)

BACKGROUND

The initial term of the Agreement was for twenty-four (24) months, effective April 1, 2017, and expiring March 31, 2019. This Initial Term was changed by the Board at its June 20, 2018 meeting (Amendment No. 1) to sixty (60) months, effective April 1, 2017, expiring March 31, 2022, with the Aviation Authority having options to renew the Agreement for two (2) additional periods of one (1) year each, upon mutual agreement.

The scope of services may include, but not be limited to: Congressional Representation, attend all sessions, attend all necessary committee meetings, workshops, and congressional sessions for the purpose of monitoring and affecting, as appropriate, the passage or modification of those bills identified as bills of interest, assist the Aviation Authority staff members and consultants, as directed by the Chief Executive Officer or his designee, in the formulation and representation of the Aviation Authority's positions or requests before state departments and/or agencies.

ISSUES

First Renewal Option – April 1, 2022 to March 31, 2023.

Department – Concur with the First Renewal Option.

Consultant – Based on the information known at this time, Consultant has performed satisfactorily during the initial term.

The Aviation Authority will pay Consultant a monthly rate of \$6,000.00, which includes travel expenses, for a total not-to-exceed amount of \$72,000.00 for twelve (12) months from April 1, 2022 through March 31, 2023.

This Agreement did not include a Minority and Women Business Enterprise (MWBE) or Local Developing Business (LDB) participation requirement due to limited scope and availability.

FISCAL IMPACT

The fiscal impact of the proposed First Renewal Option is a total not-to-exceed amount of \$72,000.00. Funding will be from the Operations and Maintenance Fund account code number 301.721.170.5310009.000.000000. Funds expected to be spent under the Agreement in the current fiscal year are within budget. Funding required in current and subsequent fiscal year 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 to Purchasing Agreement PA-530 Federal Governmental Relations Consulting Services with Consensus Communications, Inc.; (2) authorize funding from the Operations and Maintenance Fund in the not-to-exceed amount of \$72,000.00 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

PA-530 Federal Governmental Relations Consulting Services

Contract	Approvals	Description	Term	Dollars
Initial Term	<ul style="list-style-type: none"> • 110 Award 4/21/2017 	24 Months Agreement	4/1/2017 thru 3/31/2019	\$120,000.00
Amendment No. 1	<ul style="list-style-type: none"> • Board Memo 6/20/2018, Item E 	60 Months Agreement and Scope Change (Amended Initial Term)	04/01/2017 thru 03/31/2022	\$114,000.00 (FY18 \$6,000.00) (FY19 \$72,000.00) (FY20 \$36,000.00)
Increase-in-Value No. 1	<ul style="list-style-type: none"> • PM Memo 11/22/2019 	Increase-in-Value	4/1/2020 thru 9/30/2020	\$36,000.00
Increase-in-Value No. 2	<ul style="list-style-type: none"> • CPC Memo 10/19/2020 	Increase-in-Value	10/1/2020 thru 03/31/2022	\$108,000.00
Amendment No. 2	<ul style="list-style-type: none"> • Pending CPC 10/4/21 	First Renewal Option	04/01/2022 thru 03/31/2023	\$72,000.00

Total Agreement Value with all changes (approved and proposed):

\$450,000.00

ATTACHMENT "B"
SMALL BUSINESS MEMO




GREATER ORLANDO AVIATION AUTHORITY

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

MEMORANDUM

To: Diana Hershner, Senior Manager, Purchasing and Material Control

From: Orlando Santiago, Small Business Compliance Administrator 

Date: September 9, 2021

Subject: Purchasing Agreement PA-530 Federal Governmental Relations Consulting Services with Consensus Communications, Inc. (Consensus).

The initial term of the Agreement is for twenty-four (24) months, effective April 1, 2017, and expiring March 31, 2019. This Initial Term was changed by the Board at its June 20, 2018 meeting (Amendment No. 1) to sixty (60) months, effective April 1, 2017, expiring March 31, 2022, with the Aviation Authority having options to renew the Agreement for two (2) additional periods of one (1) year each, upon mutual agreement.

Issues:

First Renewal Option – April 1, 2022 to March 31, 2023.

Fiscal Impact:

The fiscal impact for Amendment No. 2 is for a total not-to-exceed amount of \$72,000.00.

At the time the Agreement was awarded, MWBE or LDB goals were not established due to limited scope and availability.

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: October 4, 2021

ITEM DESCRIPTION

Recommendation to Award Purchasing Invitation For Bids (IFB) 93278-21, Sloan Plumbing Repair Parts to Hughes Supply

BACKGROUND

The award of this IFB will result in one (1) Blanket Purchase Agreement (BPA) for Sloan Plumbing Repair Parts, provided on an “as-needed” basis, through August 31, 2022. The IFB listed a total of forty-two (42) separate items, each with estimated quantities for one (1) 9-month period, 11/15/2021 – 8/31/2022.

This award will replace prior Blanket Purchase Agreement 92701, which expired August 31, 2021. At its September 21, 2020 meeting the Concessions/Procurement Committee approved the award of Purchasing Request for Written Quotation (RFQ) 93000-20 to Apple Specialties, Inc. as the low, responsive and responsible bidder in the not-to-exceed amount of \$162,805.02, for the period of October 1, 2020 through August 31, 2021.

ISSUES

On August 11, 2021, the Aviation Authority received one (1) response to IFB 93278-21, listed below:

<u>Firm</u>	<u>Bid Amount</u>
Hughes Supply	\$211,813.96

Staff reviewed this bid and found that Hughes Supply is responsive and responsible to the IFB requirements.

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

FISCAL IMPACT

Hughes Supply’s bid in the amount of \$211,813.96 is to be funded from the Operations and Maintenance Fund account code 301.684.210.5460002.000.100215. Funds expected to be spent in the current fiscal year are within budget.

RECOMMENDED ACTION

It is respectfully requested that the Concessions/Procurement Committee approve that the following be recommended to the Chief Executive Officer: (1) award Purchasing Request for Invitation For Bids (IFB) 93278-21 to Hughes Supply in the not-to-exceed amount of \$211,813.96; (2) authorize funding from the approved Operations and Maintenance Fund code listed; and (3) authorize the Purchasing Office to issue the necessary Blanket Purchase Agreement.

Attachments

A – Award Criteria

B – Small Business Memo

C – Finance Form

ATTACHMENT A

Award Criteria:

The IFB required that the unit prices submitted include all costs associated with delivery to the Aviation Authority's Material Control Warehouse.

The IFB documents required that all Bidders (if not the Manufacturer) submit certificates from the Manufacturer stating that the Bidder is authorized to sell their product.

The IFB did require that Bidders quote all items, and the Aviation Authority reserves the right to make awards by individual item, group of items, all or none, or a combination thereof, with one or more Bidders. In addition, alternate items would not be considered.

Clarifications Required During the Process:

N/A

Irregularities or Issues that Impact Recommended Ranking:

N/A



GREATER ORLANDO AVIATION AUTHORITY

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

MEMORANDUM

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

From: Orlando Santiago, Small Business Compliance Administrator

Date: September 23, 2021

Re: Purchasing Invitation for Bids 93278-21, Sloan Plumbing Supplies to Hughes Supply

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

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

ATTACHMENT C

Greater Orlando Aviation Authority
Finance Attachment

Date: 9/23/2021 Requestor's Extension: 2347 / 2361
 Requestor's Name: Jose Garced / James Haglund Preparer's Extension: 3070
 Form Preparer's Name: Diana Hershner Purchasing Solicitation #: 93278-21
 Requestor's Department: Maintenance CCM / CPC / PSC: CPC
 Description: Sloan Plumbing Repair Parts Committee Date: 10/4/2021
 Vendor: Hughes Supply 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 22 Amount	FY 23 Amount	FY 24 Amount	FY 25 Amount	FY 26 Amount	Total Contract
301.684.210.5460002.000.100215 GH	211,813.96					211,813.96
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
Total Requisition	211,813.96	-	-	-	-	211,813.96
Requisition Number	BPA - TBD					

OMB Notes:
 Funding Approver: Andrea Harper Converted into PO #: _____
 Date: _____
 Buyer: _____

Total Requisition \$ -
 PO Amount \$ 211,813.96
 Grand Total - Agree to Committee Item \$ 211,813.96



GREATER ORLANDO AVIATION AUTHORITY

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Orlando, Florida 32827-4399

MEMORANDUM

TO: Members of the Concessions/Procurement Committee

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

DATE: October 4, 2021

ITEM DESCRIPTION

Recommendation to Award Purchasing Invitation For Bids (IFB) 93351-21, Warner Electric Components to BDI

BACKGROUND

The award of this IFB will result in one (1) Blanket Purchase Agreement (BPA) for Warner Electric Components, provided on an "as-needed" basis, through September 30, 2022. The IFB listed a total of six (6) separate items, each with estimated quantities for one (1) 12-month period, 10/15/2021 – 9/30/2022.

Warner Electric Components are parts that are utilized for repairs and maintenance of the Aviation Authority's Baggage Handling System (BHS) at the North Terminal Complex. Orders are placed to replenish inventory items that are carried in the Aviation Authority's warehouse as needed for the BHS Maintenance and Repair contractor (JSM).

This award will replace prior Blanket Purchase Agreement 92500, which expired June 30, 2021. At its June 15, 2020 meeting the Concessions/Procurement Committee approved the award of Purchasing Request for Written Quotation (RFQ) 93043-20 to BDI. as the low, responsive and responsible bidder in the not-to-exceed amount of \$116,283.65, for the period of July 1, 2020 through June 30, 2021.

ISSUES

On September 7, 2021, the Aviation Authority received (2) responses to IFB 93351-21:

<u>Firm</u>	<u>Bid Amount</u>
BDI	\$155,399.50
Applied Industrial Technologies	\$159,636.05

Staff reviewed all bids and found there were mathematical errors in the response received from Applied Industrial Technologies, understating their bid by \$0.09. This did not affect their ranking.

Staff's review also determined that both bidders are responsive and responsible to the IFB requirements.

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

FISCAL IMPACT

BID's bid in the amount of \$155,399.50 is to be funded from the Operations and Maintenance Fund account code 301.000.000.1410001.000.000000. Funds expected to be spent in the current fiscal year are within budget.

RECOMMENDED ACTION

It is respectfully requested that the Concessions/Procurement Committee approve that the following be recommended to the Chief Executive Officer: (1) award Purchasing Request for Invitation For Bids (IFB) 93351-21 to BDI in the not-to-exceed amount of \$155,399.50; (2) authorize funding from the approved Operations and Maintenance Fund code listed; and (3) authorize the Purchasing Office to issue the necessary Blanket Purchase Agreement.

Attachments

A – Award Criteria

B – Small Business Memo

C – Finance Form

ATTACHMENT A

Award Criteria:

The IFB required that the unit prices submitted include all costs associated with delivery to the Aviation Authority's Material Control Warehouse.

The IFB documents required that all Bidders (if not the Manufacturer) submit certificates from the Manufacturer stating that the Bidder is authorized to sell their product.

The IFB did require that Bidders quote all items, and the Aviation Authority reserves the right to make awards by individual item, group of items, all or none, or a combination thereof, with one or more Bidders. In addition, alternate items would not be considered.

Clarifications Required During the Process:

N/A

Irregularities or Issues that Impact Recommended Ranking:

N/A



GREATER ORLANDO AVIATION AUTHORITY

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

MEMORANDUM

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

From: Orlando Santiago, Small Business Compliance Administrator

Date: September 23, 2021

Re: Purchasing Invitation for Bids 93351-21, Warner Electric Components to BDI

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

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

**Greater Orlando Aviation Authority
Finance Attachment**

Date: 9/23/2021 **Requestor's Extension:** 2058 / 7339
Requestor's Name: Scott Goodwin / Dave Deans **Preparer's Extension:** 3070
Form Preparer's Name: Diana Hershner **Purchasing Solicitation #:** 93351-21
Requestor's Department: Airport Operations, Airline Division **CCM / CPC / PSC:** CPC
Description: Warner Electric Components **Committee Date:** 10/4/2021
Vendor: BDI **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 22 Amount	FY 23 Amount	FY 24 Amount	FY 25 Amount	FY 26 Amount	Total Contract
301.000.000.1410001.000.000000 GH	155,399.50					155,399.50
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
Total Requisition	155,399.50	-	-	-	-	155,399.50
Requisition Number	BPA - TBD					

OMB Notes:
Funding Approver Andrea Harper
Total Requisition \$ -
PO Amount \$ 155,399.50
Grand Total - Agree to Committee Item \$ 155,399.50

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, CPPO, CPPB, Senior Manager, Purchasing and Material Control

DATE: October 4, 2021

ITEM DESCRIPTION

Recommendation to Award the First Task Order for Single Source Procurement SG-00155 for Accounting and Finance Consulting Services with Pamela J. L'Heureux CPA, PLLC

BACKGROUND

On January 7, 2021, the Chief Executive Officer approved a Single Source Procurement SG-00128 for Accounting and Finance Consulting Services (Services) with Pamela J. L'Heureux CPA, PLLC (Pam L'Heureux), for an amount not-to-exceed \$96,525 effective through September 30, 2021. On September 29, 2021, the Chief Executive Officer approved a Single Source Procurement SG-00155 for extension of those Services with Pam L'Heureux, effective on or about October 11, 2021, through September 30, 2022. This request is for Task Order 01 of SG-00155, with Services to begin on or about October 11, 2021, for a total not-to-exceed amount of \$150,000. The combined total of SG-00128 and SG-00155 Task Order 01 is \$246,525.

Pam L'Heureux possesses firsthand knowledge of the Aviation Authority's PFC applications and amendments, rates and charges methodology, capital improvement plan, construction finance programs, and fund balances. This knowledge and experience is advantageous to the Aviation Authority while the Finance department fills vacant positions that were put on hold during the COVID-19 pandemic.

The scope of services includes, but is not limited to, assisting the Finance department with Passenger Facility Charge amendments and close outs, Bond close outs, Fund balance analysis, Non-STC Program close outs, Debt Service allocations, and other accounting and financial services as needed.

ISSUES

This Award is based on a Single Source Procurement Justification in accordance with Aviation Authority Policy 450.03. Staff has reviewed the justification and agrees with the Finance Department that this does not lend itself to a competitive solicitation.

Consultant – Based on the information known at this time, the Consultant has performed satisfactorily during the Initial Term.

The total for Task Order 01 of SG-00155 is a not-to-exceed amount of \$150,000, effective on or about October 11, 2021, through September 30, 2022. Pricing is based on the Consultant's hourly rate of \$165.00. Subsequent Task Orders related to SG-00155 will be proposed on an as needed basis, and will be submitted to the Concessions/Procurement Committee for approval should the need arise.

The Small Business Development Department has reviewed the requirements for the Single Source procurement and determined that, due to limited and specialized scope of the required services, and/or

lack of ready, willing and able certified small businesses, it does not lend itself to a Minority and Women Business Enterprise or a Local Developing Business participation requirement.

FISCAL IMPACT

The fiscal impact for Task 01 of Single Source SG-00155, Accounting and Finance Consulting Services, is a not-to-exceed amount of \$150,000 with funding from the Operations and Maintenance Fund account code 301.111.170.5310009.000.000000. 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 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) Award the First Task Order for Single Source Procurement SG-00155 for Accounting and Finance Consulting Services with Pamela J. L'Heureux CPA, PLLC, with services to begin on or about October 11, 2021, through September 30, 2022; (2) authorize funding from the Operations and Maintenance Fund in the not-to-exceed amount of \$150,000; and (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel.

Attachments

- A – Summary of Contract Services
- B – Small Business Memo
- C - Finance Form

ATTACHMENT "A"
Summary of Services

Single Source	Approvals	Description	Term	Value
Single Source Request SG-00128	CEO: January 7, 2021	Accounting and Finance Consulting Services	1/8/2021 through 9/30/2021	\$96,525.00
Single Source Request SG-00155	Pending CPC October 4, 2021	Accounting and Finance Consulting Services	10/11/2021 through 9/30/2022	\$150,000.00
Total Value of Services with all Changes (approved and proposed):				\$246,525.00




GREATER ORLANDO AVIATION AUTHORITY

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

MEMORANDUM

To: Members of the Concessions/Procurement Committee

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

Date: September 29, 2021

Re: Recommendation to Award the First Task Order for Single Source Procurement SG-00155 for Accounting and Finance Consulting Services with Pamela J. L'Heureux CPA, PLLC

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. It is Single Source Procurement
2. Limited and Specialized scope.

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

