

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

DATE: November 1, 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 November 8, 2021, by 4:00 p.m. (emails will be accepted during the pandemic COVID-19).

For individuals who conduct lobbying activities with Aviation Authority employees or Board members, registration with the Aviation Authority is required each year prior to conducting any lobbying activities. A statement of expenditures incurred in connection with those lobbying instances should also be filed prior to April 1 of each year for the preceding year. Lobbying any Aviation Authority Staff who are members of any committee responsible for ranking Proposals, Letters of Interest, Statements of Qualifications or Bids and thereafter forwarding those recommendations to the Board and/or Board Members is prohibited from the time that a Request for Proposals, Request for Letters of Interests, Request for Qualifications or Request for Bids is released to the time that the Board makes an award. 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 Contract, 08-19 Pest Control Services with Home Paramount Pest Control Company
- B. Recommendation to Approve Amendment No. 3, Second Renewal Option, for Purchasing Contract, 09-18, Neon/Cold Cathode, Theater, L.E.D. Lighting, and Controls Repair or Replacement Services with Commercial Lighting & Electrical, Inc.
- C. Recommendation to Approve Amendment No. 4, Second Renewal Option for Purchasing Agreement PS-542, Financial Consulting Services with Linda George, CPA

V. NEW BUSINESS

- A. Recommendation to Award Purchasing Single Source 04-22, Trane Chiller Maintenance Services to Trane U.S. Inc.

VI. INFORMATION ITEM

- A. 2022 Concessions/Procurement Committee Calendar

NEXT SCHEDULED CONCESSIONS/PROCUREMENT COMMITTEE MEETING IS ON NOVEMBER 15, 2021



GREATER ORLANDO AVIATION AUTHORITY

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

MEMORANDUM

TO: Members of the Concessions/Procurement Committee

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

DATE: November 1, 2021

ITEM DESCRIPTION

Recommendation to Approve Amendment No. 2, First Renewal Option, for Purchasing Contract, 08-19 Pest Control Services with Home Paramount Pest Control Company.

BACKGROUND

The term of the Contract is for thirty-six (36) months, effective July 1, 2019, and expires June 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 Home Paramount Pest Control Company to furnish all labor, supervision, materials, tools, equipment, supplies, chemicals, product data, and incidentals for the effective eradication and control of pests and all other items necessary or proper for, or incidental to, performing pest control services.

ISSUES

First Renewal Option - July 1, 2022 through June 30, 2023.

Department – Concur 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 price per month for each location listed for the Orlando Executive Airport and hourly rates for standard, non-standard hours, and for additional work for each location listed for the Orlando International Airport, South Terminal Complex, and Canal Road. The annual value for the first renewal option is a total not-to-exceed amount of \$134,411.48 with no unit price and hourly labor rate increases from the initial term of the contract.

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

FISCAL IMPACT

The fiscal impact for the first renewal option is a not-to-exceed amount of \$134,411.48. Funding will be from the Operation and Maintenance Fund account code numbers:

301.631.110.5460001.000.100236; 301.631.170.5460001.000.100236;
301.631.210.5460001.000.100236; 301.631.330.5460001.000.100236;
301.631.611.5460001.000.100236; 301.631.612.5460001.000.100236;
301.631.613.5460001.000.100236; 301.631.615.5460001.000.100236;
301.631.661.5460001.000.100236; 301.631.692.5460001.000.100236;
901.443.870.5460001.000.100236

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) award Amendment No. 2, First Renewal Option, for Purchasing Contract, 08-19 Pest Control Services with Home Paramount Pest Control Company; (2) authorize funding from the Operation and Maintenance Fund in a not-to-exceed amount of \$134,411.48; 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

08-19 PEST CONTROL SERVICES

CONTRACT	APPROVALS	DESCRIPTION	TERM	DOLLARS
Initial Term	<ul style="list-style-type: none"> •CPC Approved 01/17/2019 •Board Approved 2/20/2019 - Item "EE" 	36 Months Contract Award	07/01/2019 thru 06/30/2022	\$403,235.28
Amendment No. 1	<ul style="list-style-type: none"> • PM Manager Approved 8/29/2019 • CEO Approved 9/30/2019 	Contract Adjustment - Add the South Guideway Train Track area	09/01/2019 thru 06/30/2022	\$ 18,919.96
Amendment No. 2	<ul style="list-style-type: none"> • Pending CPC Meeting Approval 11/1/21 	1 st Renewal Option	07/01/2022 Thru 06/30/2023	\$ 134,411.48
Total Contract Value with all Changes (approved and proposed)				\$556,566.72




GREATER ORLANDO AVIATION AUTHORITY

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

MEMORANDUM

To: Members of the Concessions/Procurement Committee

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

Date: November 1, 2021

Re: Recommendation to Approve Amendment No. 2, First Renewal Option, for Purchasing Contract, 08-19 Pest Control Services with Home Paramount Pest Control Company.

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

Issues:
First Renewal Option - July 1, 2022 through June 30, 2023.

Fiscal Impact:
The fiscal impact for the first renewal option is a not-to-exceed amount of \$134,411.48.

At the time the Agreement was awarded, MWBE or LDB goals were not established.

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

ATTACHMENT C

**Greater Orlando Aviation Authority
Attachment A**

Date:	<u>10/26/2021</u>	Requestor's Extension:	<u>x-2685</u>
Requestor's Name:	<u>Nina Gilbert</u>	Preparer's Extension:	<u>x-2495</u>
Form Preparer's Name:	<u>John Field</u>	Purchasing Solicitation #:	<u>08-19</u>
Requestor's Department:	<u>Maintenance</u>	CCM / CPC / PSC:	<u>CPC</u>
Description:	<u>08-19 Pest Control Services</u>	Committee Date:	<u>11/1/2021</u>
Vendor:	<u>Home Paramount Pest Control Company</u>	Committee Agenda Item#:	<u>90942</u>
		CPA#	<u>90942</u>

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

Account Code Format: xxx.xxx.xxx.xxxxxx.xxx.xxxxxx	FY 22 Amount	FY 23 Amount	FY 24 Amount	FY 25 Amount	FY 26 Amount	FY 27 Amount	Total Contract
301.631.110.5460001.000.100236	\$ 860.47	\$ 2,581.42					\$ 3,441.90
301.631.170.5460001.000.100236	\$ 4,608.13	\$ 13,824.40					18,432.53
301.631.210.5460001.000.100236	\$ 11,637.29	\$ 34,911.87					46,549.16
301.631.330.5460001.000.100236	\$ 3,663.28	\$ 10,989.85					14,653.13
301.631.611.5460001.000.100236	\$ 1,733.06	\$ 5,199.19					6,932.25
301.631.612.5460001.000.100236	\$ 1,146.60	\$ 3,439.81					4,586.41
301.631.613.5460001.000.100236	\$ 1,592.71	\$ 4,778.14					6,370.85
301.631.615.5460001.000.100236	\$ 698.80	\$ 2,096.40					2,795.20
301.631.661.5460001.000.100236	\$ 695.56	\$ 2,086.68					2,782.24
301.631.692.5460001.000.100236	\$ 6,289.20	\$ 18,867.60					25,156.80
901.443.830.5460001.000.100236	\$ 677.82	\$ 2,033.46					2,711.28
870							-
							-
							-
Total Requisition	33,602.94	100,808.82	-	-		-	134,411.76
Requisition Number	GH 89892	89893					

OMB Notes:		Converted into PO #:	_____
Funding Approver:	<u>Andrea Harper</u>	Date:	_____
Total Requisition \$	134,411.76	Buyer:	_____
BPA Amount \$	-		
Grand Total - Agree to Committee Item	\$ 134,411.76		



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: November 1, 2021

ITEM DESCRIPTION

Recommendation to Approve Amendment No. 3, Second Renewal Option, for Purchasing Contract, 09-18, Neon/Cold Cathode, Theater, L.E.D. Lighting, and Controls Repair or Replacement Services with Commercial Lighting & Electrical, Inc.

BACKGROUND

The initial term of the Contract was for thirty-six (36) months, effective June 1, 2018, and expired May 31, 2021, with the 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 May 31, 2022.

This Contract requires Commercial Lighting & Electrical, Inc. to provide all materials, labor, supervision, supplies, equipment, tools, and all other accessories, services, facilities, activities, and all other items necessary or proper for, or incidental to, the repair or replacement of neon/cold cathode, theatre, L.E.D. lighting, and controls on an "as-needed" basis, throughout the Landside Terminal Building, Airsides, and other Authority buildings located at the Orlando International Airport in accordance with the Contract Documents.

ISSUES

Second Renewal Option - June 1, 2022 through May 31, 2023.

Department – Concur with the renewal option.

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

Pricing is based on hourly rates for Neon/Cold Cathode, Theater, L.E.D. Lighting and Controls Repair or Replacement Services Standard and Non-Standard working hours and mark-up over the costs for parts, materials, rentals and components purchased for Neon/Cold Cathode, Theater, L.E.D. Lighting and Controls Repair or Replacement Services. The annual value for the second renewal option is a total not-to-exceed amount of \$37,500.00 with no unit price and hourly labor rate increases from the initial term of the contract.

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

FISCAL IMPACT

The fiscal impact for the first renewal option is a not-to-exceed amount of \$37,500.00. Funding will be from the Operation and Maintenance Fund account code numbers:

301.687.210.5460002.000.100167 and 301 687 692 5460002 000 100167. Funds expected to be spent under the contract in the current fiscal year are within budget. Funding required in current and subsequent fiscal years will be allocated from the Operations and Maintenance Fund, as approved through the budget process and when funds become available.

RECOMMENDED ACTION

It is respectfully requested that the Concessions/Procurement Committee approve that the following be recommended to the Chief Executive Officer: (1) approve Amendment No. 3, Second Renewal Option, for Purchasing Contract, 09-18, Neon/Cold Cathode, Theater, L.E.D. Lighting, and Controls Repair or Replacement Services with Commercial Lighting & Electrical, Inc; (2) authorize funding in a not-to exceed amount of \$37,500.00 from the Operations and Maintenance Fund; and (3) authorize an 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
09-18, Neon/Cold Cathode, Theater, L.E.D. Lighting, and Controls Repair or Replacement Services

CONTRACT	APPROVALS	DESCRIPTION	TERM	DOLLARS
Initial Term	<ul style="list-style-type: none"> • CPC Approved 02/05/18 • Chief Executive Officer Approved 05/02/2018 	Initial Term	06/01/2018 thru 05/31/2021	\$109,100.00
Amendment No. 1	<ul style="list-style-type: none"> • Purchasing Manager Approved 08/18/2020 	First Renewal Option	06/01/2021 thru 05/31/2022	\$37,500.00
Amendment No. 2	<ul style="list-style-type: none"> • Chief Executive Officer Approved on 08/18/2021 	Assignment	05/14/2021 thru 05/31/2022	\$0.00
Amendment No. 3	<ul style="list-style-type: none"> • Pending CPC Approval 	Second Renewal Option	06/01/2022 thru 05/31/2023	\$37,500.00
Total Contract Value with all Changes (approved and proposed)				\$184,100.00




AUTHORITY

GREATER ORLANDO AVIATION

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: November 1, 2021

Subject: Recommendation to Approve Amendment No. 3, Second Renewal Option, for Purchasing Contract, 09-18, Neon/Cold Cathode, Theater, L.E.D. Lighting, and Controls Repair or Replacement Services with Commercial Lighting & Electrical, Inc.

The initial term of the Contract is for thirty-six (36) months, effective June 1, 2018, and expired May 31, 2021, with the 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 May 31, 2022.

Issues:
Second Renewal Option - June 1, 2022 through May 31, 2023.

Fiscal Impact:
The fiscal impact for the first renewal option is a not-to-exceed amount of \$37,500.00.

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.

Greater Orlando Aviation Authority
Attachment C

Date:	<u>10/7/2021</u>	Requestor's Extension:	<u>x-3374</u>
Requestor's Name:	<u>Rick Schulz</u>	Preparer's Extension:	<u>x-2495</u>
Form Preparer's Name:	<u>John Field</u>	Purchasing Solicitation #:	<u>09-18</u>
Requestor's Department:	<u>Maintenance</u>	CCM / CPC / PSC:	<u>CPC</u>
Description:	<small>09-18, Neon/Cold Cathode, Theater, L.E.D. Lighting, and Controls Repair or Replacement Services</small>	Committee Date:	<u>11/1/2021</u>
Vendor:	<u>Commercial Lighting & Electrical</u>	Committee Agenda Item#:	<u>89273</u>
		BPA#:	<u>89273</u>
		CPA#:	<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 22 Amount	FY 23 Amount	FY 24 Amount	FY 25 Amount	FY 26 Amount	Total Contract
301.687.210.5460002.000.100167	\$ 11,250.00	\$ 22,500.00				\$ 33,750.00
301.687.692.5460002.000.100167	\$ 1,250.00	\$ 2,500.00				\$ 3,750.00
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
Total Requisition	\$ 12,500.00	\$ 25,000.00	\$ -	\$ -	\$ -	\$ 37,500.00
Requisition Number	BPA	BPA				

OMB Notes:
Funding Approver Andrea Harper

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

Total Requisition	\$	-
BPA Amount	\$	37,500.00
Grand Total - Agree to Committee Item	\$	37,500.00



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: November 1, 2021

ITEM DESCRIPTION

Recommendation to Approve Amendment No. 4, Second Renewal Option for Purchasing Agreement PS-542, Financial Consulting Services with Linda George, CPA

BACKGROUND

The initial term of the Agreement with Linda George, CPA (Linda George) was for thirty-six (36) months, effective January 2, 2018, and expired January 1, 2021, with the Aviation Authority having two (2) options to renew the Agreement for an additional period of one (1) year each, upon mutual agreement. The first renewal option is due to expire on January 1, 2022.

The scope of services for this Agreement includes, but is not limited to the following:

1. Provide support in the preparation of reports required by the Federal Aviation Authority (FAA) for quarterly and year-end financial reporting, including but not limited to Form 271 Outlay Report and Request for Reimbursement for Construction Programs, 272 Federal Cash Transaction Report and Form 5100-127;
2. Operation and Financial Summary and other reporting requirements under 49 CFR18 Uniform Administrative Requirements for Grants and Cooperative Agreements with State and local governments;
3. Preparation of reports to the FAA required by Passenger Facility Charge (PFC) regulations;
4. Preparation and analysis of financial information necessary to support the budget documents and the rates & charges calculation (including but not limited to tenant finish charges, Federal Inspection Station and Common Use fee analysis), preparation of financial analysis of potential tenants/concessionaires; preparation of various financial surveys; and provide assistance with preparation of monthly, quarterly, and annual financial statements.
5. Preparation of financial information to be included in bond offering documents.
6. Review of concession audits provided by concessionaires.

Services may also include internal control review of procedures; and performing such other extension of staff services necessary to support the Aviation Authority, including but not limited to, accounting system reporting, capital improvement plan and related work, and capital program closeouts.

ISSUES

Second Renewal Option - January 2, 2022 through January 1, 2023.

Department – Concurs with the Second Renewal Option.

Consultant – Based on the information known at this time, Linda George has performed satisfactorily during the initial term and the first renewal option.

Staff is requesting approval to exercise the second and final renewal option for Linda George to assist with the Aviation Authority's Series 2022 Bond transaction which is expected to go to the Aviation Authority Board early next year. Upon completion of the Bond transaction, Linda George will reduce her hours for the remainder of the contract term, and assist with transitioning her scope of services to other Finance department staff and consultants.

Pricing is based on the hourly rates of \$180.00 (Principal) and \$162.00 (Senior Manager). The actual amount paid to Linda George is based on actual work requested, performed and approved by the Aviation Authority.

The annual value for the second renewal option is for a total not-to-exceed amount of \$198,000.00 with no rate increase. The actual amount paid to the Consultant is based on actual work requested, performed, and approved by the Aviation Authority, based on the hourly rates.

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

FISCAL IMPACT

The fiscal impact for the second renewal option is a not-to-exceed amount of \$198,000.00 with funding from the Operations and Maintenance Fund account code, 301.111.170.5310009.000.000000. Funds expected to be spent under the Agreement in the current fiscal year are within budget. Funding required in subsequent fiscal years will be allocated from the Operations and Maintenance Fund, as approved through the budget process and when funds become available.

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. 4, Second Renewal Option for Purchasing Agreement PS-542, Financial Consulting Services, with Linda George, CPA; (2) authorize funding from the Operations and Maintenance Fund in the not-to-exceed amount of \$198,000.00; 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

PS-542 FINANCIAL CONSULTING SERVICES

Contract	Approvals	Description	Term	Dollars
Initial Term	<ul style="list-style-type: none"> • Ad Hoc 10/25/2017 • Board 12/20/2017, Item "AAA" 	36 Months Contract Award	01/02/2018 thru 01/1/2021	\$1,198,267.64
Amendment No. 1	<ul style="list-style-type: none"> • PM Approval 02/19/2019 	Contract Adjustments	01/02/2019 thru 01/01/2021	\$0.00
Amendment No. 2	<ul style="list-style-type: none"> • CPC 09/21/2020 • CEO Signed 09/28/2020 	1 st Renewal Option	01/02/2021 thru 01/01/2022	\$187,200.00
Amendment No. 3	<ul style="list-style-type: none"> • CPC 05/03/2021 • Board 05/19/2021, Item "L" 	Increase in Value	05/20/2021 thru 01/01/2022	\$123,660.00
Amendment No. 4	<ul style="list-style-type: none"> • Pending CPC 11/01/2021 	2 nd Renewal Option	01/02/2022 thru 01/01/2023	\$198,000.00

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

\$1,707,127.64

ATTACHMENT "B"
SMALL BUSINESS MEMO




GREATER ORLANDO AVIATION AUTHORITY

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

MEMORANDUM

To: Members of the Concessions/Procurement Committee

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

Date: October 15, 2021

Subject: Recommendation to Approve Amendment No. 4, Second Renewal Option for Purchasing Agreement PS-542, Financial Consulting Services with Linda George, CPA.

The initial term of the Agreement with Linda George, CPA (Linda George) was for thirty-six (36) months, effective January 2, 2018, and expired January 1, 2021, with the Aviation Authority having two (2) options to renew the Agreement for an additional period of one (1) year each, upon mutual agreement. The first renewal option is due to expire on January 1, 2022.

Issues:

Second Renewal Option: January 2, 2022 through January 1, 2023.

Fiscal Impact:

The fiscal impact for the Second Renewal Option is for a not-to-exceed amount of \$198,000.00.

At the time the agreement was awarded, this Agreement did not include a Minority and Women Business Enterprise (MWBE) or a Local Developing Business (LDB) participation requirement.

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

**Greater Orlando Aviation Authority
Attachment C**

Date:	<u>10/19/2021</u>	Requestor's Extension:	<u>2020</u>
Requestor's Name:	<u>LuAnn Fisher</u>	Preparer's Extension:	<u>0425</u>
Form Preparer's Name:	<u>Janice Hughes</u>	Purchasing Solicitation #:	<u>PS-542 A4</u>
Requestor's Department:	<u>Finance</u>	CCM / CPC / PSC:	<u>CPC</u>
Description:	<u>Financial Consulting Services</u>	Committee Date:	<u>11/1/2021</u>
Vendor:	<u>Linda George, CPA</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
301.111.170.5310009.000.000000 GH	157,500.00	40,500.00				198,000.00
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
Total Requisition	157,500.00	40,500.00	-	-	-	198,000.00
Requisition Number	90050					

OMB Notes:		Converted into PO #:	_____
Funding Approver:	<u>Andrea Harper</u>	Date:	_____
Total Requisition \$	198,000.00	Buyer:	_____
BPA Amount \$	-		
Grand Total - Agree to Committee Item \$	198,000.00		



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: November 1, 2021

ITEM DESCRIPTION

Recommendation to Award Purchasing Single Source 04-22, Trane Chiller Maintenance Services to Trane U.S. Inc.

BACKGROUND

The term of the Single Source Contract is for sixty (60) months with initial service to commence on or about January 1, 2022, and with the Aviation Authority having options to renew the Contract for two (2) additional periods of one (1) year each.

This is a negotiated Contract. The Contract requires Trane U.S. Inc. to provide all management, maintenance and repair services for Trane Chillers, including all related components associated with electrical starter panels located in the Airside 2 Central Energy Plants located at the Orlando International Airport ("OIA"). The work to be performed by the Contractor shall include, but is not limited to, labor, supervision, training, testing, technical services, consulting services, repair, replacement of obsolete parts, parts, necessary materials and supplies, equipment, tools (including any necessary special tools and equipment), chemicals (excluding refrigerants) and all other accessories, services, facilities, activities, and procedures at the Orlando International Airport in accordance with the Contract Documents.

Trane U.S. has the current five (5) year Single Source Contract 04-17 that expires on December 31, 2021. Trane U.S., Inc. is the Original Equipment Manufacturer (OEM) of the Trane Chillers that are in use at Orlando International Airport.

ISSUES

The 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.

By negotiating directly with the OEM in accordance with Aviation Authority's policy, the Aviation Authority will ensure that: a) factory authorized service technicians perform the periodic maintenance that are needed to keep Authority's equipment; b) service technicians are fully trained to perform maintenance on Trane HVAC equipment; and c) the rates are at a lower OEM rate. Utilizing a vendor who does not have authorized Trane service technicians will have to subcontract the maintenance and repair service from Trane U.S. Inc. for their OEM chillers. Consequently, it may greatly affect the overall cost/pricing of this contract. Not to mention the lack of control of scheduling and emergency service calls on OEM competitors.

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 Trane U.S. Inc. The value of the five (5) year Single Source Contract is a not-to-exceed amount of \$1,499,370.00, 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.

The monthly price is approximately three percent (3%) less than the previously awarded five (5) year price. The hourly rate and mark-up percentage are the same as the previously awarded five (5) year prices.

This Contract does not include a Minority and Women Business Enterprise (MWBE) or a Local Developing Business (LDB) participation requirement due to the following factor(s): it is a Single Source Procurement and it is a specialized scope.

FISCAL IMPACT

Trane U.S. Inc.'s bid in the amount of \$1,499,370.00 is to be funded from the following Operation and Maintenance Fund account code: 301.631.210.5460001.000.100017. 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 Operation and Maintenance Fund, as approved through the budget process and when funds become available.

RECOMMENDED ACTION

It is respectfully requested that the Concessions/Procurement Committee approve that the following be recommended to the Aviation Authority Board: (1) award Purchasing Single Source 04-22, Trane Chiller Maintenance Services to Trane U.S. Inc.; (2) authorize funding from the Operation and Maintenance Fund in a not-to-exceed amount of \$1,499,370.00; 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 – Single Source
- B – Small Business Memo
- C – Finance Form



Single Source Procurement Request

Requested By
Jeff Daniels

Request Date
9/1/2021

Department:
631 – Maintenance Admin

Request ID
SG-00152

Request Info

Initiated By
Jeff Daniels

Supplier/Firm Name
Trane U.S., Inc

Description
Single Source request for chiller maintenance on Trane products

Procurement Details

Need By
10/1/2021

Document Number

Estimated Amount
\$1,500,000.00

1. What is the end use of the Item or nature of the Goods, Services or Professional Services being requested?

Contractor provide management, maintenance and repair services for six (6) Trane centrifugal chillers and four (4) air cooled chillers, including all related components associated with electrical starter panels and variable frequency drives located in the Airside two Central Energy Plant, HBJ facility and the Remote Sort Facility located at the Orlando International Airport. The work to be performed by the Contractor includes, but is not limited to, labor, supervision, training, testing, technical services, consulting services, repair, replacement of obsolete parts, parts, necessary materials and supplies, equipment, tools (including any necessary special tools and equipment), chemicals (excluding refrigerants) and all other accessories, services, facilities, activities, and procedures.

2. What capacity does the supplier for the Goods, Services or Professional Services have that make it uniquely capable of satisfying the need?

They are the OEM service company

3. Why are these unique capabilities or characteristics essential and necessary to meet the need?

By negotiating directly with the Original Equipment Manufacturers (OEM) in accordance with Authority's policy, the Authority will ensure that: a) factory authorized service technicians perform the periodic maintenance that are needed to keep Authority's equipment; b) service technicians are fully trained to perform maintenance on Trane HVAC equipment; and c) at a lower OEM rate.

4. What market research was done to ensure no other available source was capable of fulfilling the requirement?

Trane U.S. Inc. is the Original Equipment Manufacturer (OEM) of the Trane Chillers that ar...

5. Is there a specification, statement of work or purchase description available that is sufficient for competitive procurement? If not, is one being developed?

No.

6. What steps are being taken to foster competition in subsequent procurements of the Goods, Services or Professional Services?

None.

7. What would the impact be in job accomplishment and/or financial loss if another supplier's Goods, Services or Professional Services with similar capabilities were substituted?

Utilizing a vendor who does not have authorized Trane service technician will have to subcontract the maintenance and repair service from Trane U.S. Inc. for their OEM chillers. Consequently, it may greatly affect the overall cost/pricing of this contract. Not to mention the lack of control of scheduling and emergency service calls of OEM competitors.

8. If this request is for a one-time procurement, what is the estimated cost of the Goods, Services or...
\$1,500,000

9. If this request is for a multiple procurements over a 12 month period, what is the estimated total cost of the Goods, Services or Professional Services over that time period?

This request is for a five (5) year contract with 2 one year options. Current Contract 04-17 expires on December 31, 2021. Cost for the five (5) year period is \$1,500,000.

10. Circumstances change over time. If this request is for approval for a continuing requirements, what is the length of time this procurement approval is needed prior to re-evaluating available commercial solutions and the Authority's requirements?

This request is for a 5 year contract, which upon successful execution will be re-negotiated in the future.

Is Project Related

Project Number

No

Is Committee Approved

Committee Approved On

No

Is Board Approved / Notified

Board Approved On

No

Notes

This item will require CPC recommendation/Board approval and posting for 7 business days prior to issuing any PO's. DH 9/27/2021

Activity History

Procurement Step	Action Taken	Action Taken On	Comment	User
CEO Review	Approve	9/29/2021 1:08 ...		Phil Brown
CFO Review	Approve	9/29/2021 11:0...		Kathleen Sharman
Purch Mgr	Approve	9/27/2021 9:11 ...		Diana Hershner
Dept Approver	Approve	9/14/2021 1:06 ...		Gary Hunt
Create Procurem...	Workflow Initiali...	9/14/2021 11:1...		John Field
Initialized Workfl...	Form Submitted	9/1/2021 11:19 ...		Jeff Daniels



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: November 1, 2021

Re: Recommendation to Award Purchasing Single Source 04-22, Trane Chiller Maintenance Services to Trane U.S. Inc.

The term of the Single Source Contract is for sixty (60) months with initial service to commence on or about January 1, 2022, and with the Aviation Authority having options to renew the Contract for two (2) additional periods of one (1) year each.

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. Specialized scope

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

ATTACHMENT C

**Greater Orlando Aviation Authority
Attachment A**

Date:	<u>10/7/2021</u>	Requestor's Extension:	<u>x-2361</u>
Requestor's Name:	<u>James Haglund</u>	Preparer's Extension:	<u>x-2495</u>
Form Preparer's Name:	<u>John Field</u>	Purchasing Solicitation #:	<u>04-22</u>
Requestor's Department:	<u>Maintenance</u>	CCM / CPC / PSC:	<u>CPC</u>
Description:	<u>Trane Chiller Maintenance Services</u>	Committee Date:	<u>11/1/2021</u>
Vendor:	<u>Trane U.S. Inc.</u>	Committee Agenda Item#:	<u></u>
		BPA#	<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 22 Amount	FY 23 Amount	FY 24 Amount	FY 25 Amount	FY 26 Amount	FY 27 Amount	Total Contract
301.631.210.5460001.000.100017	GH PO	\$ 81,450	\$ 110,913	\$ 114,051	\$ 117,558	\$ 121,092	\$ 30,492	\$ 575,556
301.631.210.5460001.000.100017	BPA	\$ 137,400	\$ 183,770	\$ 184,245	\$ 185,071	\$ 186,579	\$ 46,750	\$ 923,814
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
Total Requisition		\$ 218,850	\$ 294,683	\$ 298,296	\$ 302,629	\$ 307,671	\$ 77,242	\$ 1,499,370
Requisition Number		89873	89875					

(PO only) (PO only)

OMB Notes:
Funding Approver Andrea Harper

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

Total Requisition	\$	575,556.00
BPA Amount	\$	923,814.00
Grand Total - Agree to Committee Item	\$	<u>1,499,370.00</u>



GREATER ORLANDO AVIATION AUTHORITY

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

MEMORANDUM

TO: Members of the Concessions/Procurement Committee

FROM: Gail Musselwhite, Recording Secretary

DATE: November 1, 2021

ITEM DESCRIPTION

2022 Concessions/Procurement Committee Calendar

BACKGROUND

In compliance with the Florida Statutes governing public meetings, proper notice of Committee meetings will be given. Meetings are scheduled as necessary by the Committee's Chairman at a time and place designated by the Chairman.

ISSUES

For calendar year 2022, calendar for regular Committee meetings will be followed:

JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
10	14	14	11	9	13	11	8	12	10	14	12
24	28	28	25	23	27	25	22	26	24	28	

The meetings begin at 1:30 p.m. in the Carl T. Langford Board Room of the Greater Orlando Aviation Authority offices in the main terminal building at Orlando International Airport, One Jeff Fuqua Boulevard, Orlando, Florida 32827. The Greater Orlando Aviation Authority will adhere to any guidelines or executive orders as established by local, state, or the federal government in which virtual meetings are permitted during certain circumstances.

The agenda for each meeting is available on www.orlandoairports.net the Thursday before each meeting after 2:00 p.m.