

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

DATE: January 26, 2022

DAY: WEDNESDAY

TIME: 2:00 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 Acting Chief Executive Officer, Mr. Thomas W. Draper, via email TDraper@goaa.org with copy to gail.musselwhite@goaa.org by February 2, 2022, 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. NEW BUSINESS

- A. Recommendation to Review/Rank/Award Request for Proposal 20-22 Central Receiving and Distribution Center Services

NEXT SCHEDULED CONCESSIONS/PROCUREMENT COMMITTEE MEETING IS ON FEBRUARY 14, 2022



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: January 26, 2022

ITEM DESCRIPTION

Recommendation to Review/Rank/Award Request for Proposal 20-22 Central Receiving and Distribution Center Services

BACKGROUND

On November 24, 2021, the Aviation Authority issued a Request for Proposals (RFP) for Central Receiving and Distribution Center (CRDC) Services. The term of the Contract will be for eighty-four (84) months with the initial service to commence on or about March 1, 2022, and with the Aviation Authority having two (2) additional option periods of one (1) year each.

This Contract award will be for a CRDC Operator to provide all supervision, personnel, labor, parts, tools, materials, transportation, equipment, supplies, fixtures, inspections, personal protective equipment, and all other items necessary or proper for, or incidental to manage and operate a CRDC, with approximately 26,270 square feet of warehouse space.

The CRDC Operator will be required to manage the inspection, receipt, staging and handling of all goods and supplies delivered to the Aviation Authority's CRDC, and the distribution of the goods and supplies to all concessionaires and tenants operating at the Orlando International Airport.

The Proposer awarded the Contract will be obligated to:

1. Manage the receipt, staging and handling of all concession goods and supplies delivered to the CRDC, and the distribution of the goods and supplies to all concessionaires and tenants in accordance with all applicable Federal, State, and local codes, rules, regulations, laws, policies and practices.
2. Consolidate operations and staff into one location.
3. Provide one clearly defined screening process for all goods received by the CRDC Operator.
4. Be responsible for providing the trucks necessary for transporting the goods to the landside and airside terminals, including refrigeration, if necessary.
5. Maintain any refrigeration units to be provided and installed by the CRDC Operator for use in transitioning perishable goods.

ISSUES

On Tuesday, January 18, 2022 two proposals were received:

1. ALM-BAGS MCO JV
2. Bradford Airport Logistics, LTD

Award, if made, will be to the responsible and responsive Proposer submitting the Proposal which is deemed by the Aviation Authority, in its sole discretion, to be the most advantageous to the Aviation Authority, price and other factors being considered.

This contract includes a Minority and Women Business Enterprise (MWBE) goal. The participation goal for this contract is 5% for MWBE. The Small Business Development Department recommends that ALM-BAGS MCO JV and Bradford Airport Logistics, LTD be deemed responsive to this solicitation.

FISCAL IMPACT

The fiscal impact for this agreement will be negotiated with the first ranked Proposer. Upon reaching an agreement, staff will present the final agreement terms to the Aviation Authority Board for consideration.

RECOMMENDED ACTION

It is respectfully requested that the Concessions/Procurement Committee (1) resolve to: (a) rank the Proposers, or (b) invite the Proposers for interviews and ranking at a later meeting; (2) if the Committee moves to rank the Proposers, request the Aviation Authority Board approval of the ranking along with authorization to negotiate with the first-ranked firm in accordance with the Aviation Authority's policy; and, (3) upon reaching an agreement with the successful Proposer, present the final negotiated terms to the Aviation Authority Board for consideration.

Attachments

- A – Award Criteria
- B – Proposal Requirements
- C – Small Business Memo
- D – Risk Memo

Attachment "A" – Award Criteria

The following is the evaluation criteria the Aviation Authority will use in determining which Proposal is most advantageous to the Aviation Authority:

- a. Proposer shall have a minimum of five (5) years successful, continuous, and recent experience, operating, and managing a Central Receiving and Distribution Center (CRDC) to include perishables. Experience should include the inspecting, receiving and distributing a wide variety of retail and food and beverage.
- b. Experience with supply chain management in an airport, mall, warehouse or other similar large-scale environment.
- c. Proposer must be registered to do business in the State of Florida.
- d. To avoid any conflict of interest, Contractor(s) who currently hold any type of Concessionaires' Contract with the Aviation Authority will not be considered for the CRDC Services Contract.
- e. Proposers' experience must be in the operation and management of receiving and delivery operations at airports or other facilities similar in size and scope of that of the Orlando International Airport. Proposer should demonstrate similar experience.
- f. Meets the Scope of Work/Specifications as listed in Section 4 of the Request for Proposals (RFP).
- g. If the Proposer is a partnership, joint venture, or newly formed entity (e.g. limited liability company or corporation), the minimum requirements set forth in Section 3.1 (and throughout the RFP) must be satisfied by the entity or individual(s) that owns and controls a majority equity interest (at least 51 %) of the partnership, joint venture or newly formed entity.
- h. Demonstrates Experience and Knowledge of Efficient CRDC operations and how the specific CRDC goals noted in 1.4, Objective and Goals for this RFP would be met.
- i. Management and Operational Plans.
- j. New and Unused Equipment.
- k. Financial Background and Strength.
- l. Management and Operating Fees.

Attachment "B" - Proposal Requirements

Each Proposer was required to provide with its Proposal the following information:

1. Table of Contents

2. Executive Summary

A. Cover Letter

1. A brief experience statement describing the Proposer's role in supporting airport operations and the traveling public.
2. An affirmative statement that the Proposer is independent of the Aviation Authority. Proposer must certify in writing with its Proposal that Proposer is registered to do business in the State of Florida. Proposer shall include a copy of such registration to the Aviation Authority with the Request for Proposal (RFP) submission.
3. An executive summary that includes a brief overview of the overall strategy for implementation, and why their company is qualified to be selected.

B. Company Information

1. Contact name and complete contact information of an individual responsible for the account ("Lead Individual").
2. Type of organization (corporation, sole proprietor, partnership, other).
3. Federal employer identification number.

3. Proposer's Knowledge and Experience

A. Proposer's knowledge and experience, including:

1. Contracts (in similar size and scope to this RFP), with brief descriptions that demonstrate Proposer's experience providing Central Receiving and Distribution Center (CRDC) services.
2. Company track record: Provide a summary of the company's background, history, locations, number of years in business, the total number of employees, key personnel, qualifications, experience, how business is organized, and notable achievements.

B. References

The Proposers' references should demonstrate that it has the experience required, and reasonably has the reputation, to perform the Scope of Services described. It is the responsibility of the Proposer to provide references and information that most closely demonstrates experience with airport or public entity accounts of similar size, complexity, and risk exposure as the Aviation Authority. References shall be for work **substantially similar in scope and magnitude** currently underway or satisfactorily completed and shall be able to validate the Proposer's capabilities and experience.

1. List a minimum of three (3) and no more than five (5) customers for the services specified in the RFP.
2. Provide a list of any clients to whom the Proposer has provided CRDC Services on or after January 1, 2016, and to which any such services terminated prior to the

end of the Agreement term. If services were terminated, the Proposer shall explain why.

4. Proposed Management and Operational Plan

A. Operational Plan

1. Describe the operating procedures on how to ensure goods and supplies are delivered to the intended recipients in a timely and efficient manner from how product is handled prior to its arrival to the airport and up to the time it is delivered to the concessionaire or other Airport tenant.
2. Include information on the use of technology, product tracking and measures to enhance terminal security and to prevent theft or damage to products.
3. Include operational plans for a consolidated CRDC to be in operation and serve the South Terminal Complex (STC) no later than 120 days from Notice to Proceed and both the North Terminal Complex (NTC) and STC no later than 270 days from Notice to Proceed.
4. Include information on the Contractor's experience developing Transportation Security Administration (TSA) -approved operational plans.
5. Describe the approach for food handling and food safety procedures training to contractor's personnel to ensure the capability to perform the required services at no risk to the Aviation Authority. Include procedures to prevent spoiling of food and to comply with health requirements.
6. Identify subcontractors and their responsibilities, as applicable.

B. Key Personnel

1. Identify the CRDC Logistics On-Site Manager and Assistant Logistics On-Site Manager that will be committed to the project.
2. Provide names and titles of key personnel and an organizational chart of your proposed project team. Provide professional resumes of all key personnel. Key personnel shall have a minimum of three (3) years' experience within the last five (5) years, of the operation and management of receiving, inspecting, and delivery operations at an airport or other facility as large in size and scope to that being proposed in terms of square footage and/or sales volume.
3. Proposer understands that the qualifications and experience of key personnel proposed will be factored into the evaluation process; therefore, key personnel must not be replaced without the approval of the Aviation Authority. Any approved substitutions must be with personnel of equal or better qualifications. In addition, any other commitments must not conflict with the level of commitment proposed for this project.

C. Safety and Security Plan

1. Provide a Supplier Management Plan (Known Shipping Program) for package tracking. Plan must include system methods and procedures regarding the tracking of the distribution of parcels, goods, merchandise, supplies or other items received through the CRDC and to, from, and between delivery locations.
2. Proposer's incorporation of TSA policies in the development of Proposer's policies and procedures.

3. Provide details on the methods the Proposer uses to train and monitor Personnel's adherence to all security and safety regulations as well as procedures established and updated by the Airport and TSA.

D. Customer Service Plan

Provide a Customer Service Plan showing customer-complaint handling and procedures to include length of time to respond to complaints and procedures for responding to the complaint.

E. Transition Plan

Describe in detail the process that would be followed to implement the services to be provided pursuant to the Scope of Services. This plan shall also include time frames and information that would be required for such services to be fully operational and include a sample timeline (with an explanation of how this timeline would be used in the transition process).

5. Equipment New and Unused

- a. Provide a comprehensive list of all equipment and explain how the equipment will be utilized and demonstrate that sufficient equipment is being provided to meet the objectives of the RFP.
- b. Describe the Proposer's plan for when a truck or other major piece of equipment or technology is out of service.

6. Claims Information

Disclose all lawsuits, arbitrations and claims filed or raised by or against the Proposer over the last **five (5) years**, specifically identifying:

- The project involved.
- The parties involved.
- The nature of the claim(s).
- Amount at issue.
- Disposition or status.
- Litigation, case style, number, and jurisdiction.

7. Prior or Pending Convictions, Indictments, Investigations, Regulatory Investigations, and Conflicts Of Interest

- a. The Proposer shall provide a description of all prior or pending convictions, indictments, investigations, and regulatory investigations, either civil or criminal, that relate to conducting CRDC Services, in which Proposer, or its affiliates, subsidiaries, parent company, directors, senior officers, senior regional officers, Lead Individual, or Engagement Team members, have been involved with in the last five (5) years immediately preceding the date of Proposer's response to this RFP or an affirmative statement that there are none.
- b. The Proposer must also describe any conflicts of interest with the Aviation Authority that the Proposer's firm has or may have and how that conflict of interest would be mitigated, or provide an affirmative statement that there are none.

8. Financial Background Information

Include the following historical financial information for the Proposer. If Proposer is a joint venture, partnership or LLC, then the following information must be submitted for each separate entity in the joint venture, partnership or LLC:

- a. Provide current Dun & Bradstreet or Standard and Poor's Summary, if available. If a summary is unavailable, state the reason.
- b. Proposers must provide the most recent audited annual financial statements for the last two years in order to evaluate the Proposer's ability to perform these Services. If audited annual financial statements are not available, provide balance sheets, income statements, and cash flow statements for the last two years.

9. Additional Information

10. Attachments (Forms to be turned in with Proposal)

In addition to the proposal submission requirements, all proposal documents and forms listed below must be completely and accurately filled out and submitted with the proposal. Failure to do so could result in rejection of the proposal as non-responsive.

- Attachment A Proposer's Certification Form.
- Attachment B Management Fee Schedule.
- Attachment C Addendum Receipt Verification Form.
- Attachment D Proposer's Questionnaire.
- Attachment E Conflict of Interest Disclosure Form.
- Attachment F Scrutinized Company Certification Form.
- Attachment G MWBE Form(s)
- Attachment H Proposer's W-9.
- Attachment I Certificate of Insurance (Proof Proposer can obtain the required Insurance).
- Attachment J Letter of Bondability.

Attachment "C" – 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, Small Business Compliance Administrator
Date: January 20, 2022
Re: 20-22 Central Receiving and Distribution Center (CRDC)

The Small Business Development Department (SBDD) has reviewed the bids submitted for Purchasing Bid 20-22 Central Receiving and Distribution Center (CRDC). This solicitation has a small business participation goal of 5% Minority Women Business Enterprise (MWBE). Which means that 5% of the total contract expenditure by the Aviation Authority should be used to purchase goods or services under the contract from MWBEs. We received and reviewed proposals from the following firms:

<u>Bidder</u>	<u>Proposed MWBE</u>
ALM-BAGS MCO JV	5%
Bradford Airport Logistics, LTD	8.9%

SBDD recommends that ALM-BAGS MCO JV and Bradford Airport Logistics, LTD be **deemed responsive** to this solicitation.

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

Attachment "D" – Risk Memo



GREATER ORLANDO AVIATION AUTHORITY

Risk Management and Safety
5855 Cargo Road
Orlando, Florida 32827
(407) 825-2818

MEMORANDUM

TO: Purchasing, Concessions/Procurement Committee
FROM: Tricia Cottman, Director Risk Management
DATE: January 19, 2022
SUBJECT: Review of Respondents' Qualifications to meet Insurance Requirements

Thank you for consulting Risk Management in regards to the proposals received for Central Receiving & Distribution Center services (RFP #P20-22).

Qualifications to meet the Insurance Requirements per Agreement:

Requirement	Amount	ALM-BAGS MCO JV	Bradford Airport Logistics
Commercial General Liability	Min. \$5M occurrence	Exceeds	Non-compliant; Only a Broker affirmation letter that coverage can be met
Auto Liability	Min. \$5M per accident	Exceeds	
Deductible / Self-Insured Retention	Max. \$100k	SIR is mentioned, but amount is not listed	
Workers Comp / EL Each accident Disease Policy limit Disease each employee	Statutory \$100k \$500k \$100k	Exceeds	
Enviro/Pollution Liability	Min. \$1M each claim	Non-compliant; Proposal has no affirmation to procure & maintain	
Warehouse Operators Legal Liability	Min. \$1M occurrence		
Motor Truck Cargo	Value of One Conveyance		

Next Steps:

Risk Management recommends that any respondent be able to provide evidence that they can meet the insurance requirements *prior to being selected for services*. For the new services proposed in this RFP, we can appreciate that respondents may not currently maintain all the required insurance; therefore, please note the following:

ALM BAGS MCO JV

- COI must evidence the amount of any and all deductibles or self-insured retentions, which shall not exceed \$100,000
- City of Orlando to be included as an additional insured on liability policies
- Evidence of Pollution Liability not provided
- Evidence of Warehouse Operators Legal Liability not provided
- Motor Truck Cargo coverage not provided
- Certain insurance is not afforded to joint ventures unless specifically added to the insurance policy as a named insured. The Certificate of Insurance reflects only Baggage Airline Guest Services, Inc. as the insured, ALM-BAGS MCO JV. It is recommended that the respondent either:
 - revise COI to reflect that coverages apply to ALM-BAGS MCO JV, or
 - obtain a letter of affirmation from a licensed, commercial insurance broker that all required insurance can be procured and maintained as outlined in the RFP

Bradford Airport Logistics

- Evidence of current insurance maintained by this candidate was not provided in the response
- Affirmation Letter from a licensed, commercial insurance was provided that the required insurance can be met.

Upon the award of these services, please be reminded of Policy 1130, which states:

"Prior to the Aviation Authority's execution of a Contract, the Department will confirm that the minimum requirements are met ..."

To prevent delays in the start of services, please forward awardee's evidence of insurance for Risk Management to review for compliance purposes.

If Risk Management can be of further assistance or provide Concessions/Procurement Committee further advice, please do not hesitate to contact me.

Tricia J. Colton