

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

**DATE:** FEBRUARY 14, 2022

**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 and Lobbying Activities**

**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](mailto:tdraper@goaa.org) with copy to [elliott.martinez-frat@goaa.org](mailto:elliott.martinez-frat@goaa.org) by Monday, February 21, 2022 at 4:00 p.m. (emails will be accepted during the COVID-19 pandemic).*

*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.*

*(Pursuant to Florida Statute 286-0113 (2)(b)1., the portion of the Concessions/Procurement Committee meeting, when interviews are being conducted, will be exempt from public meeting requirements.)*

**IV. NEW BUSINESS**

- A. Recommendation to Award a Single Source Procurement for Purchasing Contract 23-22, for Stand-by Pre-Hospital Emergency Medical Services, Advanced Life Support Ambulance Transport Services at Orlando International Airport with Lifefleet Southeast, Inc. d/b/a American Medical Response, Inc. (AMR)

**V. INTERVIEWS - REQUEST FOR PROPOSALS FOR P07-22, RAMP CONTROL SERVICES FOR THE GREATER ORLANDO AVIATION AUTHORITY**

(Interview sessions shall not be open to any competitors and will be recorded with up to 15-Minute Introduction/Presentation and 15-Minute Q&A Session.)

2:00 PM – 2:30 PM      Robinson Aviation (RVA), Inc.

2:45 PM – 3:15 PM      The Washington Consulting Group, Inc.

3:30 PM                      **Deliberations (Public)**

**NEXT SCHEDULED CONCESSIONS/PROCUREMENT COMMITTEE MEETING IS ON MONDAY, FEBRUARY 28, 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, Senior Manager – Purchasing and Material Control

DATE: February 14, 2022

**ITEM DESCRIPTION**

Recommendation to Award a Single Source Procurement for Purchasing Contract 23-22, for Stand-by Pre-Hospital Emergency Medical Services, Advanced Life Support Ambulance Transport Services at Orlando International Airport with Lifefleet Southeast, Inc. d/b/a American Medical Response, Inc. (AMR)

**BACKGROUND**

The term of the Contract is for thirty-six (36) months, with the initial service to commence on or about April 1, 2022, and with the Aviation Authority having two (2) options to renew the Contract for two (2) additional periods of one (1) year each.

This Contract Award will require AMR to dedicate two (2) Stand-by Advanced Life Support ambulances (“ALS Unit”) to provide Services to individuals requiring emergency medical transport services while on the Orlando International Airport premises. Each ALS Unit will be staffed by two (2) employees of AMR for twelve (12) hour shifts, seven (7) days a week as determined by the Aviation Authority.

The two ALS Units will support the Aviation Authority’s Airport Rescue Fire Fighting (ARFF) department’s rapid response effort for emergency medical transport during peak times as determined by the Aviation Authority.

**ISSUES**

This Contract 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 ARFF that this does not lend itself to a competitive solicitation. AMR is the only private ambulance service that has a Certificate of Public Convenience and Necessity to provide emergency medical care and/or transportation in Orange County.

This Contract Award is for a total not-to-exceed amount of \$1,521,200.00 for thirty-six (36) months, beginning on or about April 1, 2022. Renewal options 1 and 2 shall include a 3% price escalator per option.

This Contract does not include a Minority and Women Business Enterprise (MWBE) or a Local Developing Business (LDB) participation requirement due to the limited and specialized scope of the required services, and/or lack of ready, willing and able certified small businesses.

### **FISCAL IMPACT**

The fiscal impact for the Contract is a not-to-exceed amount of \$1,521,200.00 for thirty-six (36) months which is to be funded from the Operations and Maintenance Fund 301.415.170.5340007.000.00000. 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) award the Single Source for Purchasing Contract 23-22 for Stand-by Pre-Hospital Emergency Medical Services, Advanced Life Support Ambulance Transport Services with Lifefleet Southeast, Inc. d/b/a American Medical Response, Inc. for thirty-six (36) months; (2) authorize funding for the initial term of thirty-six (36) months in a not-to-exceed amount of \$1,521,200.00 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 – Single Source Procurement Request
- B – SBDD Memo
- C – Finance Form
- D – Annual Fee Schedule

# ATTACHMENT "A"



## Single Source Procurement Request

Requested By  
**John Williamson**

Request Date  
**1/7/2022**

Department  
**415 – ARFF**

Request ID  
**SG-00167**

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### Request Info

Initiated By  
**Abdu El-Baroudi**

Supplier/Firm Name  
**Lifefleet Southeast, Inc. d/b/a American Medical Response, Inc. (AMR)**

Description  
**Pre-Hospital Emergency Medical Services (EMS) – Advanced Life Support (ALS) Ambulance Transport Services.**

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### Procurement Details

Need By  
**1/10/2022**

Document Number

Estimated Amount  
**\$1,521,200.00**

1. What is the end use of the item or nature of the Goods, Services or Professional Services being requested?  
**AMR will dedicate two (2) Advanced Life Support ambulance ("ALS Unit") to provide Services to individuals requiring hospital transport. Each ALS Unit will be staffed by two (2) employees of AMR for 12 hour shifts during as determined by the Aviation Authority. AMR dedicated ALS transport unit will support the Aviation Authority's ARFF department's rapid response effort for emergency medical transport.**

**The term of the agreement is for three (3) years with services to begin on April 1, 2022; with the Aviation Authority having options to renew the agreement for two (2) additional periods of one (1) year each.**

2. What capacity does the supplier for the Goods, Services or Professional Services have that make it uniquely capable of satisfying the need?  
**AMR is the only private ambulance service that has a Certificate of Public Convenience and Necessity ("COPCN") to provide emergency medical care and/or transportation in Orange County area.**

3. Why are these unique capabilities or characteristics essential and necessary to meet the need?  
**AMR dedicated ALS transport units are necessary to support the Aviation Authority's ARFF department's rapid response effort for emergency medical transport.**

4. What market research was done to ensure no other available source was capable of fulfilling the requirement?  
**Aviation Authority ARFF and Purchasing Departments researched other options and determined that AMR is the only company that provides ALS transport Services in Orange County.**

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

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**Yes, however AMR is the only company that provide ALS transport Services in Orange County.**

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

**Aviation Authority ARFF and Purchasing Departments will consider other options once other companies can be able to provide this service in Orange County.**

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?

**AMR is the only company that currently provides ALS transport Services in Orange County.**

8. If this request is for a one-time procurement, what is the estimated cost of the Goods, Services or Profes...

**The agreement is for three (3) years with two (2) 1-year renewal options.**

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?

**The cost of the 3-year base agreement is in the not-to-exceed amount of \$1,521,200.**

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?

**The agreement is for 3-years with two 1-year renewal options.**

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 be presented to the Concessions/Procurement Committee on 2/14/2022; and to the March 2022 Board. These services will replace the existing contract 20-20 which expires on 1/31/2023. This item will be posted on GOAA's website for 7 business days as required by GOAA policy. DH 1/19/2022  
A BPA will be issued for these services.**

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## Activity History

Procurement Step	Action Taken	Action Taken On	Comment	User
CEO Review	Approve	1/26/2022 9:02 AM		Tom Draper
CFO Review	Approve	1/25/2022 6:25 PM		Kathleen Sharman
Purch Mgr	Approve	1/19/2022 3:29 PM		Diana Hershner
Dept Approver	Approve	1/10/2022 1:10 PM		John Williamson
Initialized Workflow	Form Submitted	1/7/2022 4:48 PM		Abdu El-Baroudi

ATTACHMENT "B"




**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: February 1, 2022

Re: Recommendation to Award a **Single Source** Procurement for Purchasing Contract 23-22, for Standby Pre-Hospital Emergency Medical Services, Advanced Life Support Ambulance Transport Services at Orlando International Airport with Lifefleet Southeast, Inc. d/b/a American Medical Response, Inc. (AMR).

The Small Business Development Department (SBDD) has reviewed the above referenced single source 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. Limited and Specialized Scope
2. Limited availability (did not find certified small businesses)

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

**ATTACHMENT "C"**

Greater Orlando Aviation Authority  
Attachment C

Date:	<u>2/2/2022</u>	Requestor's Extension:	<u>2606</u>
Requestor's Name:	<u>Abdu EL Baroudi</u>	Preparer's Extension:	<u>6425</u>
Form Preparer's Name:	<u>Janice Hughes</u>	Purchasing Solicitation #:	<u>23-22</u>
Requestor's Department:	<u>ARFF</u>	CCM / CPC / PSC:	<u>CPC</u>
<i>Stand-by Pre-Hospital Emergency Medical Services, Advanced Life Support Ambulance Transport Services</i>			
Description:		Committee Date:	<u>2/14/2022</u>
Vendor:	<u>with Lifefleet Southeast, Inc. d/b/a American Medical Response, Inc. (AMR)</u>	Committee Agenda Item#:	<u>NB</u>

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

Account Code	FY 22 Amount	FY 23 Amount	FY 24 Amount	FY 25 Amount	FY 26 Amount	Total Contract
Format: xxx.xxx.xxx.xxxxxxxx.xxx.xxxxxx 301.415.170.5340007.000.000000 GH	\$ 251,000.00	\$ 504,600.00	\$ 509,600.00	\$ 256,000.00		\$ 1,521,200.00
						\$ -
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<b>FY Total</b>	<b>\$ 251,000.00</b>	<b>\$ 504,600.00</b>	<b>\$ 509,600.00</b>	<b>\$ 256,000.00</b>	<b>\$ -</b>	<b>\$ 1,521,200.00</b>
<b>Total Requisition</b>						
<b>Requisition Number</b>	<b>BPA</b>	<b>BPA</b>	<b>BPA</b>	<b>BPA</b>		

OMB Notes:		Converted into PO #:	<u>BPA TBD</u>
Funding Approver:	<u>Andrea Harper</u>	Date:	_____
Total Requisition	\$ -	Buyer:	_____
BPA Amount	\$ 1,521,200.00		
Grand Total - Agree to Committee Item	\$ 1,521,200.00		

**ATTACHMENT "D"**

**Annual Fee Schedule**

<b>Fee Schedule "Unit 1" – Initial 12 Hour Coverage</b>	
<b>Year</b>	<b>Cost Amount</b>
1	\$162,000.00
2	\$167,200.00
3	\$172,000.00
<b>Fee Schedule "Unit 2" - Additional - 12 Hour Coverage</b>	
<b>Year</b>	<b>Cost Amount</b>
1	\$340,000.00
2	\$340,000.00
3	\$340,000.00

**Ambulance Services:**

Rates charged to any patient transported by AMR shall be AMR's Usual and Customary Fee Schedule set by the local regulating authority, as may be updated from time to time. The current Fee Schedule in effect as of the Effective Date of this Agreement is set forth below:

Basic Life Support, Non – Emergency	A0428	\$761.00
Basic Life Support, Emergency	A0429	\$761.00
Advanced Life Support, Non – Emergency	A0426	\$978.00
Advanced Life Support, Emergency	A0427	\$978.00
Advanced Life Support, Level 2	A0433	\$1087.00
Specialty Care Transport	A0434	\$1087.00
Mileage – Urban & Suburban - per loaded mile	A0425	\$13.05
ALS ER Assessment	A0999	\$978.00