

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

DATE: March 28, 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

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. Kevin J. Thibault, via email kevin.thibault@goaa.org with copy to gail.musselwhite@goaa.org by April 4, 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 Award Request for Written Quotation (RFQ) 93577-22, Purchase of Hewlett Packard Enterprise (HPE) four (4) Synergy 480 Gen10 vSphere Hosts hardware, software, and support through the Utilization of the State of Florida Alternate Contract Source #43211500-WSCA-15-ACS-E, to High Performance Technologies, LLC
- B. Recommendation to Approve Amendment No. 1, Contract Adjustment, for Purchasing Single Source 21-21, Daikin/McQuay Chiller Maintenance Services to Daikin Applied Americas, Inc.
- C. Recommendation to Approve Amendment No. 1, Contract Adjustment for Purchasing Single Source 04-22, Trane Chiller Maintenance Services with Trane U.S. Inc.
- D. Recommendation to Award Invitation for Bid (IFB) 15-22, Landscape Maintenance and Irrigation Services for Orlando Executive Airport (OEA) to Helping Hand Lawn Care, LLC
- E. Review of Eligibility and Qualifications to Select Qualified Companies to Receive an Invitation to Submit Competitive Bids for the North and South Terminal Complexes Luggage Cart Concession at Orlando International Airport

NEXT SCHEDULED CONCESSIONS/PROCUREMENT COMMITTEE MEETING IS ON APRIL 11, 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: March 28, 2022

ITEM DESCRIPTION

Recommendation to Award Request for Written Quotation (RFQ) 93577-22, Purchase of Hewlett Packard Enterprise (HPE) four (4) Synergy 480 Gen10 vSphere Hosts hardware, software, and support through the Utilization of the State of Florida Alternate Contract Source #43211500-WSCA-15-ACS-E, to High Performance Technologies, LLC

BACKGROUND

Approval of this request will result in a Purchase Order for the purchase of four (4) HPE Synergy 480 Gen10 vSphere Hosts hardware, software, and support of the Information Technology centralized storage system located at the Orlando International Airport under the State of Florida Alternate Contract Source #43211500-WSCA-15-ACS-E for the value of \$257,312.00. This purchase will enhance the Information Technology Department’s support of the VMware cloud computing and virtualization software.

ISSUES

RFQ 93577-22 was issued only to HPE authorized resellers listed in the State of Florida Alternate Contract Source #43211500-WSCA-15-ACS-E, entitled, “Computer, Equipment, Peripherals, and Services”. A total of 25 authorized resellers were notified via email. The State of Florida Alternate Contract Source was awarded through the National Association of State Procurement Officials (NASPO) consortium.

RFQ 93577-22 was issued on March 8, 2022. On March 14, 2022, the Aviation Authority received the following responses:

<u>Firm</u>	<u>Total Quote</u>
High Performance Technology	\$257,312.00
SHI International Corp (SHI)	No Bid

Staff’s review of High Performance Technology’s quote found that High Performance Technology was responsive and responsible to the RFQ requirements.

After the RFQ opening, Staff reached out to the twenty-four HPE authorized resellers who did not respond. The HPE resellers stated that they were unable to submit a quote due to the Aviation Authority’s project requirements being registered with HPE through High Performance Technology, and only that reseller was extended a better discount than all other authorized resellers.

The Small Business Development Department (SBDD) has reviewed the requirements for this purchase and has determined that SBDD cannot change the terms and conditions of an existing contract from the State of Florida Contract #43211500-WSCA-15-ACS-E.

FISCAL IMPACT

High Performance Technology's quote in the not-to-exceed amount of \$257,312.00 is to be funded from the following Capital Expenditure Fund account codes:

308.521.170.5640003.000.501508

308.521.170.5640002.000.501405

308.521.170.5460001.000.501405

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 Aviation Authority Board: (1) award Request for Quotation 93577-22, Purchase of four (4) HP Enterprise Synergy 480 Gen10 vSphere Hosts hardware, software, and support through the Utilization of the State of Florida Alternate Contract Source #43211500-WSCA-15-ACS-E, to High Performance Technologies, LLC.; (2) authorize funding from the Capital Expenditure Fund in a not-to-exceed amount of \$257,312.00; and (3) authorize the Purchasing Department to issue the necessary Purchase Order.

Attachments

A – Award Criteria

B – Small Business Memo

C – Finance Form

ATTACHMENT A

Award Criteria:

The Aviation Authority's policy 450.03, "Government Contract/Annual Contract" permits the procurement of items from a supplier based on a requirements contract/annual/multi-year agreement with any public entity.

Clarifications Required During the Process:

N/A

Irregularities or Issues that Impact Recommended Ranking:

N/A

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: March 21, 2022

Re: Recommendation to Award Request for Written Quotation (RFQ) 93577-22, Purchase of Hewlett Packard Enterprise (HPE) four (4) Synergy 480 Gen10 vSphere Hosts hardware, software, and support through the Utilization of the State of Florida Alternate Contract Source #43211500-WSCA-15-ACS-E, to High Performance Technologies, LLC.

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:

1. SBDD cannot change the terms and conditions of an existing contract such as State of Florida Alternate Contract Source #43211500-WSCA-15-ACS-E, entitled "Computer, Equipment, Peripherals and Services".

Should you have questions, please 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, Senior Manager, Purchasing and Material Control

DATE: March 28, 2022

ITEM DESCRIPTION

Recommendation to Approve Amendment No. 1, Contract Adjustment, for Purchasing Single Source 21-21, Daikin/McQuay Chiller Maintenance Services to Daikin Applied Americas, Inc.

BACKGROUND

On August 18, 2021, the Aviation Authority Board awarded Contract 21-21, Daikin/McQuay Chiller Maintenance Services to Daikin Applied Americas, Inc. (Daikin). The Contract will expire on August 31, 2026.

The Contract requires Daikin to provide management, maintenance, and repair services for Daikin/McQuay chillers, including all related components associated with electrical starter panels and variable frequency drives located in the Central Energy Plants at the Orlando International Airport. The Contract also allows the Aviation Authority to increase, decrease, or delete any portion of the Scope of Services of the Contract. The Maintenance Department anticipated additional chillers would be added to the maintenance agreement as the warranty periods expired.

ISSUES

Contract Adjustment - Staff is requesting that the Contract be revised to add a total of four (4) Daikin AGZ070 air cooled chillers which are no longer under warranty. The chillers are located on each elevator tower of both the A and B parking garages.

Current Contract pricing is based on a fee for: (a) monthly maintenance services, (b) annual water treatment and Eddy Current testing; (c) hourly rate for standard, non-standard hours for repairs over \$2,500; (d) hourly rate for additional work; and (e) mark-up percentage for parts, materials, and subcontracted work for repairs over \$2,500. All labor rates for the maintenance and repairs will be billed at the current rate. The Aviation Authority would only be obligated to pay the hourly rates for the services actually requested and/or approved in advance by the Aviation Authority.

The total cost for this Contract Adjustment is a not-to-exceed amount of \$123,058.51.

Department – Concurs with the Contract Adjustment.

Contractor – Based on information known at this time, the Contractor has performed satisfactorily during the previous and current contracts.

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

The fiscal impact for this Contract Adjustment is a not-to-exceed amount of \$123,058.51 with funding from the Operations and Maintenance Fund account codes: 301.631.611.5460001.000.100698

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) to approve Amendment No. 1, Contract Adjustment, for Purchasing Single Source 21-21, Daikin/McQuay Chiller Maintenance Services to Daikin Applied Americas, Inc.; (2) authorize funding from the Operations and Maintenance Fund in a not-to-exceed amount of \$123,058.51; 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
CONTRACT HISTORY

21-21, Daikin/McQuay Chiller Maintenance Services

CONTRACT	APPROVALS	DESCRIPTION	TERM	DOLLARS
Initial Term	<ul style="list-style-type: none"> • CPC Approved 7/26/2021 • Board Approved 8/18/2021 - Item "NB-N" 	60 Months Single Source Contract Award	09/01/2021 thru 8/31/2026	\$2,869,874.00
Amendment No. 1	<ul style="list-style-type: none"> • Pending CPC Approval 03/28/2022 	Contract Adjustment	04/01/22 Thru 08/31/2026	\$ 123,058.51
Total Contract Value with all Changes (approved and proposed)				\$2,992,932.51

ATTACHMENT B




GREATER ORLANDO AVIATION AUTHORITY

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

MEMORANDUM

To: Members of the Concessions/Procurement Committee

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

Date: March 22, 2022

Subject: Recommendation to Approve Amendment No. 1, Contract Adjustment, for Purchasing Single Source 21-21, Daikin/McQuay Chiller Maintenance Services to Daikin Applied Americas, Inc. (Daikin)

The term of the Single Source Contract is for sixty (60) months, effective September 1, 2021, and expires August 31, 2026, with the Aviation Authority having no options to renew the Contract.

Issues:

Contract Adjustment - Staff is requesting that the Contract be revised to add a total of four (4) Daikin AGZ070 air cooled chillers located on top of each elevator tower on both A Side and B Side parking garages.

Fiscal Impact:

The fiscal impact for this Contract Adjustment is a not-to-exceed amount of \$123,058.51.

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.

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

ATTACHMENT C

Greater Orlando Aviation Authority

Date:	<u>3/24/2022</u>	Requestor's Extension:	<u>X-4063</u>
Requestor's Name:	<u>Celester Cooper</u>	Preparer's Extension:	<u>X-2495</u>
Form Preparer's Name:	<u>John Field</u>	Purchasing Solicitation #:	<u>21-21</u>
Requestor's Department:	<u>Maintenance</u>	CCM / CPC / PSC:	<u>CPC</u>
Description:	<u>Daikin/McQuay Chiller Maintenance Services</u>	Committee Date:	<u>3/28/2022</u>
Vendor:	<u>Daikin Applied, Inc.</u>	Committee Agenda Item#:	<u>93745</u>
		BPA#	93745

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

Account Code	FY 21	FY22	FY23	FY24	FY25	FY26	FY27	Total
Format: xxx.xxx.xxx.xxxxxxx.xxx.xxxxxx	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Contract
301.631.611.5460001.000.100698		\$ 11,612.91	\$ 27,861.40	\$ 27,861.40	\$ 27,861.40	\$ 27,861.40	\$ -	\$ 123,058.51
								\$ -
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								\$ -
Total	\$ -	\$ 11,612.91	\$ 27,861.40	\$ 27,861.40	\$ 27,861.40	\$ 27,861.40	\$ -	\$ 123,058.51
BPA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
Requisition Number		BPA						

OMB Notes:
Funding Approver Andrea Harper

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

CPA Amount \$ -
BPA Amount \$ 123,058.51
Grand Total - Agree to Committee Item \$ 123,058.51



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: March 28, 2022

ITEM DESCRIPTION

Recommendation to Approve Amendment No. 1, Contract Adjustment, for Purchasing Single Source 04-22, Trane Chiller Maintenance Services with Trane U.S. Inc.

BACKGROUND

On December 21, 2021, the Aviation Authority Board awarded Contract 04-22, Trane Chiller Maintenance Services with Trane U.S. Inc. (Trane). The Contract will expire on December 31, 2027.

The Contract requires Trane to provide management, maintenance, and repair services for Trane chillers, including all related components associated with electrical starter panels located at the Orlando International Airport. The Contract also allows the Aviation Authority to increase, decrease, or delete any portion of the Scope of Services of the Contract. The Maintenance Department anticipated additional chillers would be added to the maintenance agreement as the warranty periods expired.

ISSUES

Contract Adjustment - Staff is requesting that the Contract be revised to add seven (7) Trane chillers due to warranty expiration. Four (4) warranties have expired and three (3) warranties are due to expire on or about June 30, 2022. The chillers are located at the HBJ Warehouse, Bags Claim area, and the South Terminal Complex.

Current Contract pricing is based on the current rates for: (a) monthly maintenance services; (b) annual water treatment and Eddy Current Testing; (c) hourly rate for standard and non-standard hours for repairs over \$2,500.00; (d) hourly rate for additional work; and (e) mark-up percentage for parts, materials, and subcontracted work for repairs over \$2,500.00. All labor rates for the maintenance and repairs will be billed at the current rate. The Aviation Authority would only be obligated to pay the hourly rates for the services actually requested and/or approved in advance by the Aviation Authority.

The cost for the HBJ and Bags Claims chillers is a not-to-exceed amount of \$242,232.00. The cost for the South Terminal Complex chillers is a not-to-exceed amount of \$156,708.00.

The total not-to-exceed amount for the Contract Adjustment is \$398,940.00.

Department – Concurs with the Contract Adjustment.

Contractor – Based on information known at this time, the Contractor has performed satisfactorily during the previous and current contracts.

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

The fiscal impact for this Contract Adjustment is a not-to-exceed amount of \$398,940.00 with funding from the Operations 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 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) to approve Amendment No. 1, Contract Adjustment, for Purchasing Single Source 04-22, Trane Chiller Maintenance Services with Trane U.S. Inc.; (2) authorize funding from the Operations and Maintenance Fund in a not-to-exceed amount of \$398,940.00; 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
CONTRACT HISTORY**

04-22, Trane Chiller Maintenance Services

CONTRACT	APPROVALS	DESCRIPTION	TERM	DOLLARS
Initial Term	<ul style="list-style-type: none"> • CPC Approved 11/01/2021 • Board Approved 12/15/2021 - Item "NB-E" 	60 Months Single Source Contract Award	01/01/2022 thru 12/31/2026	\$1,499,370.00
Amendment No. 1	<ul style="list-style-type: none"> • Pending CPC Approval 03/28/2022 	Contract Adjustment	01/01/2022 Thru 12/31/2026	\$398,940.00
Total Contract Value with all Changes (approved and proposed)				\$1,898,310.00



ATTACHMENT B

GREATER ORLANDO AVIATION AUTHORITY

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

MEMORANDUM

To: Members of the Concessions/Procurement Committee

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

Date: March 28, 2022

Subject: Recommendation to Approve Amendment No. 1, Contract Adjustment, for Purchasing Single Source 04-22, Trane Chiller Maintenance Services with Trane U.S. Inc.

The term of the Single Source Contract is for sixty (60) months, effective January 1, 2022, and expires December 31, 2026, with the Aviation Authority having no options to renew the Contract.

Issues:

Contract Adjustment - Staff is requesting that the Contract to be revised to add the seven (7) chillers.

Fiscal Impact:

The fiscal impact for this Contract Adjustment is a not-to-exceed amount of 398,940.00.

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.

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

ATTACHMENT C

Greater Orlando Aviation Authority Attachment A

Date:	3/3/2022	Requestor's Extension:	x-2361
Requestor's Name:	James Haglund	Preparer's Extension:	x-2495
Form Preparer's Name:	John Field	Purchasing Solicitation #:	04-22
Requestor's Department:	Maintenance	CCM / CPC / PSC:	CPC
Description:	Trane Chiller Maintenance Services	Committee Date:	3/28/2022
Vendor:	Trane U.S. Inc.	Committee Agenda Item#:	
		BPA#	94191
		CPA#	94193

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
301.631.210.5460001.000.100017	PO	\$ 12,031	\$ 12,031	\$ 12,031	\$ 12,031	\$ 12,031	\$ -	\$ 60,154.75
301.631.210.5460001.000.100017	BPA	\$ 19,311	\$ 19,311	\$ 19,311	\$ 19,311	\$ 19,311	\$ -	\$ 96,553.25
301.631.330.5460001.000.100017	PO	\$ 18,596.89	\$ 18,596.89	\$ 18,596.89	\$ 18,596.89	\$ 18,596.89	\$ -	\$ 92,984.44
301.631.330.5460001.000.100017	BPA	\$ 29,849.51	\$ 29,849.51	\$ 29,849.51	\$ 29,849.51	\$ 29,849.51	\$ -	\$ 149,247.56
								\$ -
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Total Requisition		\$ 79,788	\$ 79,788	\$ 79,788	\$ 79,788	\$ 79,788	\$ -	\$ 398,940
Requisition Number		90975	90976					
		(PO only)	(PO only)					

OMB Notes:
Funding Approver Andrea Harper

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

Total Requisition	\$	153,139.19	
BPA Amount	\$	245,800.81	
Grand Total - Agree to Committee Item	\$	398,940.00	



GREATER ORLANDO AVIATION AUTHORITY

Orlando International Airport
One Jeff Fuqua Boulevard

MEMORANDUM

TO: Members of the Concessions/Procurement Committee

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

DATE: March 28, 2022

ITEM DESCRIPTION

Recommendation to Award Invitation for Bid (IFB) 15-22, Landscape Maintenance and Irrigation Services for Orlando Executive Airport (OEA) to Helping Hand Lawn Care, LLC (Helping Hand)

BACKGROUND

The term of the Contract is for thirty-six (36) months, with the initial service to commence on or about June 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 will be to provide all labor, supervision, materials (including any replacement plant material required), supplies, tools, equipment, licenses, permits, chemicals, fertilizer, mulch, and all other items necessary or proper for, or incidental to, performing exterior landscape and irrigation maintenance at OEA in accordance with the contract documents.

Prior to this solicitation, the Aviation Authority's staff procured the services through a competitive procurement method (IFB 11-19) which was approved by the Chief Executive Officer on January 22, 2019, in the not-to-exceed amount of \$244,569.00 for the initial term of 36 months. The Contract covers the period of June 9, 2019 through June 8, 2022. To date, OEA has spent \$235,500.00 during the initial term.

ISSUES

On January 16, 2022, the Aviation Authority issued IFB 15-22. On February 15, 2022, the following responses were received:

<u>Name of Respondent</u>	<u>Total Three (3) Year Bid Price</u>
Helping Hand Lawn Care, LLC	\$547,500.00
Aero Groundtek, LLC	\$665,175.00
AllServ, Inc.	\$1,781,807.00

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

The services will be for commercial landscaping services. Pricing for the services are based on Unit Prices for the following:

1. Mowing
2. Edging and Trimming
3. Weeding

4. Pruning-Shrubs and Groundcover
5. Disease and Insect Control
6. Palm Weevil Treatments
7. Fertilization-Turf, Shrubs and Groundcover, Palms, and Trees
8. Irrigation and Maintenance
9. Shredded Mulch
10. Trash and Debris Removal
11. Additional Work
12. Annuals

Pricing will also include hourly rates for additional work. The actual amount to be paid to the contractor will be based on actual landscape maintenance and irrigation services requested, the actual quantity of additional/replacement plant material requested, and the actual amount of additional work performed, and approved by the Aviation Authority.

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

Helping Hand's bid in the not-to-exceed amount of \$547,500.00 is to be funded from the OEA Revenue Fund account code numbers:

901.443.850.5340004.000.100001
901.443.870.5340004.000.100001
901.445.850.5340004.000.100001

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 OEA Revenue Fund approved through the budget process and when funds become available.

RECOMMENDED ACTION

It is respectfully requested that the Concessions/Procurement Committee approve the following be recommended to the Aviation Authority Board: (1) award Invitation for Bid 15-22, Landscape Maintenance and Irrigation Services for Orlando Executive Airport (OEA) to Helping Hand Lawn Care, LLC as the low responsive and responsible bidder; (2) authorize funding from the OEA Revenue Fund in a not-to-exceed amount of \$547,500.00; and (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel.

Attachments

- A – Award Criteria
- B – SBDD Memo
- C – Finance Form

ATTACHMENT "A"
Award Criteria

Award, if made, will be to the responsible and responsive Bidder submitting the low Bid.

For a Bidder to meet the minimum responsiveness and responsibility, the Bidder must provide verifiable evidence:

13. Bidder must have a minimum of three (3) years of experience providing:
 - a. Landscape Maintenance Services in an area of at least 50 acres to include but not limited to mowing, edging and trimming; weeding, pruning, disease and insect control, fertilization, provide/install annuals; and irrigation maintenance.
 - b. Providing these services for at least three (3) entities with contracts of similar size and scope of this Contract during such three (3) year period immediately preceding the date.
 - c. Demonstrated availability of the necessary manpower (both supervisory and operational personnel) and necessary equipment to accomplish the scope of work in the Solicitation.

14. Bidder must provide a copy of the following required Licenses and Certifications with their Bid Submittal along with the Attachments listed in Section 6 Bid Submittals:
 - a. Attachment A - Bidder's Certification Form.
 - b. Attachment B - Bid Price Form.
 - c. Attachment C - Addendum Receipt Verification Form.
 - d. Attachment D - Bidder's Questionnaire/References' to include Operational Plan, Crew, and list of equipment and tools.
 - e. Attachment E - Conflict of Interest Disclosure Form.
 - f. Attachment F – Scrutinized Company Certification Form.
 - g. Attachment G – MWBE/LDB Form – Not Applicable
 - h. Attachment H - Bidder's W-9.
 - i. Attachment I - Certificate of Insurance.
 - j. Attachment J - Letter of Bondability.
 - k. Attachment K – E-Verification Certification Form
 - l. Attachment L - No Bid Response Form.

Clarifications Required During the Process:

None.

Irregularities or Issues that Impact Recommended Ranking:

None.




GREATER ORLANDO AVIATION AUTHORITY

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

MEMORANDUM

To: Members of the Concessions/Procurement Committee

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

Date: March 22, 2022

Re: OEA Landscaping Maintenance Services

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

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

1. Due to the contract value, it is not feasible to support multiple vendors and to cover operating costs such as personnel, insurance and gas.
2. On November 4, SBDD sent emails out to landscaping businesses that are LDB Certified asking them to replay if they were interested in submidding a bid for this opportunity. Only one firm responded showing interest. A second firm responded but was not interested. Per Policy 1200.01 in order to recommend LDB Direct we need at least three LDB's capable and available to perform the contract.
3. It is worth mentioning that Helping Hand Lawn Care, LLC is a Veteran Owned Business, they were beneficiaries of the LDB Program, and have agreed to utilize an MWBE to do maintenance work at Orlando Executive Airport.

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

ATTACHMENT "C"

Date:	<u>3/17/2022</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>15-22</u>
Requestor's Department:	<u>OEA</u>	CCM / CPC / PSC:	<u>CPC</u>
Description:	<u>Landscape Maintenance & Irrigation Services for OEA</u>	Committee Date:	<u>3/28/2022</u>
Vendor:	<u>Helping Hand Lawn Care LLC</u>	Committee Agenda Item#:	<u>NB D</u>

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

Account Code Format: XXX.XXX.XXX.XXXXXXXXXX.XXX.XXXXXX	FY 22 Amount	FY 23 Amount	FY 24 Amount	FY 25 Amount	FY 26 Amount	Total Contract
901.443.850.5340004.000.100001	\$ 6,083.33	\$ 18,250.00	\$ 18,250.00	\$ 12,166.67		\$ 54,750.00
901.443.870.5340004.000.100001 GH	\$ 46,233.33	\$ 138,700.00	\$ 138,700.00	\$ 92,466.67		\$ 416,100.00
901.445.850.5340004.000.100001	\$ 8,516.67	\$ 25,550.00	\$ 25,550.00	\$ 17,033.33		\$ 76,650.00
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
Total Requisition	\$ 60,833.33	\$ 182,500.00	\$ 182,500.00	\$ 121,666.67	\$ -	\$ 547,500.00
Requisition Number	91071					

OMB Notes: JMR 3/22/22
 Funding Approver _____

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

Total Requisition \$ 547,500.00
 BPA Amount \$ -
 Grand Total - Agree to Committee Item \$ 547,500.00



GREATER ORLANDO AVIATION AUTHORITY

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

MEMORANDUM

To: Members of the Concessions/Procurement Committee
From: Tracy Harris, Assistant Director, Concessions
Date: March 28, 2022

ITEM DESCRIPTION

Review of Eligibility and Qualifications to Select Qualified Companies to Receive an Invitation to Submit Competitive Bids for the North and South Terminal Complexes Luggage Cart Concession at Orlando International Airport

BACKGROUND

At its March 17, 2021, meeting the Greater Orlando Aviation Authority Board approved Staff's request to issue a public request for qualifications (RFQ) for eligible and qualified luggage cart companies to be invited to submit competitive bids to enter into a new luggage cart concession agreement with the Airport. Staff issued RFQ on December 17, 2021.

ISSUES

It is the Aviation Authority's intent to invite qualified respondents to bid for the North and South Terminal Complexes Luggage Cart Concession. The criteria used for evaluation are as follows:

Evaluation Criteria Rated According to Strength Demonstrated In Proposal

Demonstrated Experience and Qualifications (Ranking for this criterion will be based upon the information submitted for the experience and qualifications of the Proposer in operating a passenger lounge. Material litigation and investigation will be considered in this criterion.)

The Respondent, or Affiliate, must demonstrate at least five years of continuous experience in the successful installation, direct management and operation of Luggage Cart concessions at airports with more than thirty-five million passengers, and experience operating and maintaining a Luggage Cart concession in a Federal Inspection Station (FIS) within the past five (5) years immediately preceding this RFQ.

Respondent's Operations U.S. or Foreign (Ranking for this criterion will be based on the number of operations, U.S. or foreign, within the past two years indicating their location, type of facility, term, revenue and expenses, number of employees, and detailed description of equipment, operation, and how those operations reflect the goals and objectives of the Aviation Authority.)

Operation of a Federal Inspection Station (Ranking for this criterion will be based on the extent to which the Respondent will sustain, at a minimum, 250 carts in the South Terminal Federal Inspection

Station (FIS), and position personnel to marshal carts to maintain a consistent level of 250 carts in the South Terminal FIS.)

Financial Information (Ranking for this criterion will be based on the appropriateness of the answers concerning basic financial information.)

On January 28, 2022, the Aviation Authority received the following submittals in response to the RFQ, listed in alphabetical order:

- APS USA LLC (APS)
- Smarte Carte, Inc. (Smarte Carte)

RECOMMENDED ACTION

It is respectfully requested that the Concessions/Procurement Committee: (1) determine if the submittals meet the qualifications to bid in accordance with the Evaluation Criteria established in the RFQ; and (2) if only one submission meets the qualifications, direct Staff to direct negotiate with the qualified respondent.

Attachment

A – Eligibility and Qualifications to Submit Bids for Luggage Cart Concession

**Attachment A
Eligibility and Qualifications to Submit Bids for NTC and STC Luggage Cart Concession**

Criteria	APS USA, LLC	Smarte Carte, Inc.
Demonstrated Experience and Qualifications	Operating since 1998. Provided experience in one foreign airport with more than thirty-five million annual passengers: Istanbul International Airport, Turkey. Did not provide evidence of experience in operating within a Federal Inspection Station. Operates in three U.S. airports: Anchorage and Fairbanks, Alaska, and Fresno, California. However, no annual passenger numbers were provided.	Over 50 years of luggage cart experience. Provided experience in 19 domestic airports within the past five years of which 17 have Federal Inspection Stations with over thirty five million total passengers in 2019. Listed three foreign airports with traffic in excess of thirty five million passengers. Operates in 96 U.S. airports.
Respondent's Operations U.S. or Foreign	Listed five foreign airports with revenues ranging from \$75,000 - \$4,200,000 and expenses from \$45,000 - \$3,650,000. One airport, Istanbul International Airport, had total domestic and international enplanements over 35 million passengers. Three U.S. airports Fresno, Anchorage, and Fairbanks were listed in the additional information section. No indication of any FIS operations were identified. APS' operation will include an assessment and detailed study of the airport's passenger flow, served destinations, airlines, and passenger profiles. Will conduct an assessment of the technology and systems needed for optimal service to the passengers and installation of the equipment. Employees will sign a code of conduct pledge that will parallel security regulations at the airport. Operations will also include such things as installation of their Skykart management system to marshal carts based on preset parameters, and, although these features have not historically been permitted at the Orlando International Airport, APS proposes to install CCTV modules on each dispenser to transmit video and sound to monitor service performance, live voice assistance and guidance, and increase security to name a few. APS will implement cleaning procedures and a routine schedule; maintenance will be done weekly, monthly and semi-annually.	Listed 19 U.S. airports with revenues in 2020 ranging from \$366,771 - \$6,260,086; no expenses were provided. Seventeen U.S. airports with Federal Inspection Stations with over 35 million in passengers were identified as being operated and managed by Smarte Carte in 2019. A total of 96 U.S. airport locations were listed along with operations in Changi, Sydney, and Melbourne International Airports with traffic in excess of 35 million. Smarte Carte emphasized they are a full-service luggage cart service provider. They own, operate, and maintain their own equipment. They will rely on 50 years of experience in the luggage cart service industry using accumulated data and analytical tools to operate the concession and is flexible to adjust to the needs the airport. Smarte Carte proposes to include a 3 and 4 wheeled front luggage cart caster wheels designed for airports with a train system to prevent wheels from being trapped in the gap between the train platform and the train.
Operation of a Federal Inspection Station	With no FIS experience indicated in the submittal, APS proposed to use their proprietary software, SKYKART, utilized to provide real-time information about luggage cart service for situations such as lack of carts in dispensers, open dispenser door, and vandalism as part of their cart management. This system will also provide reports in accordance with preset parameters, maintaining statistics of services such as per zones, and days. When preset parameters are below the preset capacity staff will be mobilized to replenish the cart supply. States that carts will be provided in the FIS per MCO requirements.	With FIS experience in 17 airports with over 35 million passengers, Smarte Carte proposes to implement FIS operations already in use in dozens of U.S. airports including Tampa International and Ft. Lauderdale International Airports that are similar to the Airport's intended use in the FIS. With current operations in most airports in the United States, Australia, New Zealand, and Singapore, Smarte Carte will operate the FIS using their standard corporate set of operational procedures, ISO-9001.

**Attachment A
Eligibility and Qualifications to Submit Bids for NTC and STC Luggage Cart Concession**

Criteria	APS USA, LLC	Smarte Carte, Inc.
Limited Financial Information	<p>APS indicated their obligations are not guaranteed by a parent company, affiliated company or other person or entity. APS is a Limited Liability Company with GAPS 85% and ZIMA USA LLC 15% ownership. They have never had a bond canceled or forfeited or had a stand-by letter of credit drawn upon by a creditor. APS states that they have never failed to operate under an awarded agreement for the full term of the agreement, have never declared bankruptcy, nor had it be determined by a court, civil or criminal proceeding failure to report any receipts, gross receipts, or other income. They listed no litigation in the past three years.</p>	<p>Smarte Carte indicated their obligations are not guaranteed by a parent company, affiliated company or other person or entity. They are a Corporation with Smarte Carte International Holdings, Inc. having 100% ownership. They have never had a bond canceled or forfeited nor had a stand-by letter of credit drawn upon by a creditor. Smarte Carte has never failed to operate under an awarded agreement for the full term of the agreement. They declared bankruptcy whereby Smarte Carte, Inc. and its affiliated companies filed a “pre-packaged” Chapter 11 bankruptcy in February 2005 in the U.S. Bankruptcy Court for the District of Delaware, case nos. 05-10695 (mfw). Smarte Carte’s plan of reorganization was approved in May 2005. All of the company’s creditors were paid in full. They have never had it determined by a court, civil or criminal proceeding failure to report any receipts, gross receipts, or other income. They listed no litigation in the past three years.</p>