

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

DATE: April 25, 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

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 May 2, 2022, by 4:00 p.m.

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. CONSIDERATION OF MINUTES FOR JANUARY 26, 2022

V. CONSENT AGENDA

- A. Recommendation to Approve Amendment No. 3, First Renewal Option for Purchasing Contract 12-19, South Airport Complex (SAC) Trailer Complex Janitorial Maintenance Local Developing Business (LDB), with American Janitorial Maintenance and Services, Inc.
- B. Recommendation to Approve Amendment No. 1, Contract Adjustment for Purchasing Contract 26-22 Baggage Handling System (BHS) Operation and Maintenance Services for the South Terminal C, Phase 1 with Vanderlande Industries, Inc.

VI. NEW BUSINESS

- A. Recommendation to Approve Amendment No. 2, First Renewal Option for Purchasing Contract 10-19 Aquatic Weed Control Services with Bio-Tech Consulting, Inc.
- B. Recommendation to Approve Amendment No. 2, Five-Month Contract Extension for Purchasing Contract ITN 01-20 Personnel Screening Services with Covenant Aviation Security, LLC
- C. Recommendation to Review/Rank/Award Request for Proposal (RFP) 11-22, Passenger Boarding Bridges (PBB) and Associated Ground Support Equipment Maintenance and Repair Services

NEXT SCHEDULED CONCESSIONS/PROCUREMENT COMMITTEE MEETING IS ON MAY 9, 2022

On **JANUARY 26, 2022**, the **CONCESSIONS/PROCUREMENT COMMITTEE** of the **GREATER ORLANDO AVIATION AUTHORITY** met in the Carl T. Langford Board Room at Orlando International Airport, One Jeff Fuqua Boulevard, Orlando, Florida, 32827. Chairman Friel called the meeting to order at 2:00 p.m. The meeting was posted in accordance with Florida Statutes and a quorum was present.

Committee members present: Bradley Friel, Chairman
Brian Engle, Director of Customer Experience
Victoria Jaramillo, Senior Director of Marketing

Staff/Others present: Diana Hershner, Senior Manager of Purchasing
Jo Thacker, Nelson Mullins, Legal Counsel
Anna Farmer, Recording Secretary

Chairman Friel began by announcing that due to the COVID-19 pandemic, the Centers for Disease Control (CDC) guidelines, and the Greater Orlando Aviation Authority's ongoing focus on safety regarding events and meetings, seating at sunshine committee meetings will be limited according to space and social distancing. Attendance is on a first-come, first-served basis. All attendees must wear a face covering.

Chairman Friel continued that 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, via email to Mr. Thomas W. Draper at tdraper@goaa.org with copy to gail.musselwhite@goaa.org by Wednesday, February 2, 2022 - no later than 4:00pm

And lastly, 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. The policy, forms, and instructions are available in the Aviation Authority's offices and the web site. Please contact the Chief Administrative Officer with questions at (407) 825-7105.

Before proceeding to business, Ms. Thacker asked Committee members to report any conflicts of interest or violations of the Aviation Authority's Code of Ethics and Business Conduct; lobbying activities policy; or the Florida Sunshine law with regard to any agenda item. None were expressed by any Committee member.

RECOMMENDATION TO REVIEW/RANK/AWARD REQUEST FOR PROPOSAL 20-22 CENTRAL RECEIVING AND DISTRIBUTION CENTER SERVICES

1. Ms. Hershner presented this item.

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.

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.

It was 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.

No legal issues were reported by counsel.

Staff evaluations were presented by Alex Sorondo, GOAA Consultant

No speakers on this item.

Evaluation of the proposers and discussion ensued.

Upon motion by Ms. Jaramillo, second by Mr. Engle, vote carried to approve the ranking and grant authorization to negotiate with the first-ranked firm for the Request for Proposals 20-22 Central Receiving and Distribution Center Services as follows, no interviews are necessary:

First: Bradford Airport Logistics, LTD

Second: ALM-BAGS MCO JV

ADJOURNMENT

8. Chairman Friel asked if there was further business to discuss before the Committee. Having no further business to discuss, he adjourned the meeting.

Anna Farmer
Recording Secretary

Brad Friel
Chairman



GREATER ORLANDO AVIATION AUTHORITY

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

MEMORANDUM

TO: Members of the Concessions/Procurement Committee

FROM: Luis Aviles, Purchasing Manager – Contracts

DATE: April 25, 2022

ITEM DESCRIPTION

Recommendation to Approve Amendment No. 3, First Renewal Option for Purchasing Contract 12-19, South Airport Complex (SAC) Trailer Complex Janitorial Maintenance Local Developing Business (LDB), with American Janitorial Maintenance and Services, Inc. (American Janitorial)

BACKGROUND

The initial term of the Contract is for thirty-six (36) months, effective May 1, 2019, expiring April 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 American Janitorial to furnish all labor, supervision, equipment, tools, janitorial cleaning supplies (except hand soap and trash liners), paper products (except paper towels and toilet tissue), fuel, oil, lubricants, uniforms and all other items necessary or proper for, or incidental to, performing South Airport Complex (SAC) Trailer Janitorial Maintenance for office trailers located at the Orlando International Airport in accordance with the Contract documents.

ISSUES

First Renewal Option – May 1, 2022 through April 30, 2023.

Department – Concurs with the renewal option.

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

The annual value for the First Renewal Option is a total not-to-exceed amount of \$183,952.00. The actual amount paid to the contractor is based on actual work requested, performed, and approved by the Aviation Authority, based on the unit prices.

This contract has been designated as a directed procurement for a Local Developing Business (LDB). The Small Business Development Department certifies that American Janitorial is in good standing as it relates to their LDB certification.

FISCAL IMPACT

The fiscal impact for the First Renewal Option is a not-to-exceed amount of \$183,952.00. Funding will be from the Operations and Maintenance Fund, Account Code number: 301.631.170.5340005.000.100882. 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, First Renewal Option for Purchasing Contract 12-19, South Airport Complex (SAC) Trailer Complex Janitorial Maintenance with American Janitorial Maintenance and Services, Inc.; (2) authorize funding in the not-to-exceed amount of \$183,952.00 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 - Contract History
- B - Small Business
- C - Finance Approval

**ATTACHMENT A
SUMMARY OF CONTRACT REVISIONS**

12-19, South Airport Complex (SAC) Trailer Complex Janitorial Maintenance
Local Developing Business (LDB)

CONTRACT	APPROVALS	DESCRIPTION	TERM	DOLLARS
Initial Term	<ul style="list-style-type: none"> • CPC 04/01/2019 • CEO 05/01/2019 	36 Months (Contract Award)	05/01/2019 through 04/30/2022	\$202,584.00
Amendment No. 1	<ul style="list-style-type: none"> • CPC 07/27/2020 • Board 08/19/2020 	Contract Adjustment	05/01/2020 through 04/30/2022	\$133,843.50
Amendment No. 2	<ul style="list-style-type: none"> • PM 08/11/21 	Contract Adjustment	06/01/2021 through 04/30/2022	\$49,529.00
Amendment No. 3	<ul style="list-style-type: none"> • Pending CPC 04/25/2022 	1 st Renewal Option	05/01/2022 through 04/30/2023	\$183,952.00
Total Contract Value with all Changes (approved and proposed)				\$569,908.50

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: April 25, 2022

Re: Recommendation to Approve Amendment No. 3, First Renewal Option for Purchasing Contract 12-19, South Airport Complex (SAC) Trailer Complex Janitorial Maintenance Local Developing Business (LDB), with American Janitorial Maintenance and Services, Inc.

BACKGROUND

The initial term of the Contract is for thirty-six (36) months, effective May 1, 2019, expiring April 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 – May 1, 2022 through April 30, 2023.

FISCAL IMPACT

The fiscal impact for the First Renewal Option is a not-to-exceed amount of \$183,952.00.

This Contract has been designated as a direct procurement for a Local Developing Business (LDB). The Small Business Development department certifies that this Contract is in good standing as it relates to LDB participation.

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

ATTACHMENT C

Greater Orlando Aviation Authority Attachment C

Date:	<u>4/18/2022</u>	Requestor's Extension:	<u>2685</u>
Requestor's Name:	<u>Nina Gilbert</u>	Preparer's Extension:	<u>6427</u>
Form Preparer's Name:	<u>Vlad Opreanu</u>	Purchasing Solicitation #:	<u>12-19</u>
Requestor's Department:	<u>Maintenance</u>	CCM / CPC / PSC:	<u>CPC</u>
Description:	<small>South Airport Complex (SAC) Trailer Complex Janitorial Maintenance Local Developing Business (LDB)</small>	Committee Date:	<u>4/25/2022</u>
Vendor:	<u>American Janitorial</u>	Committee Agenda Item#:	
		BPA#:	
		CPA#:	<u>91102</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	Total Contract
301.631.170.5340005.000.100882 GH	\$ 76,646.67	\$ 107,305.33				\$ 183,952.00
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
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						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
Total Requisition	\$ 76,646.67	\$ 107,305.33	\$ -	\$ -	\$ -	\$ 183,952.00
Requisition Number	91305	91306				

<p>OMB Notes: Funding Approver: <u>Andrea Harper</u></p> <p>Total Requisition \$ 183,952.00 BPA Amount \$ - Grand Total - Agree to Committee Item \$ 183,952.00</p>	<p>Converted into PO #: _____ Date: _____ Buyer: _____</p>
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GREATER ORLANDO AVIATION AUTHORITY

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

MEMORANDUM

TO: Members of the Concessions/Procurement Committee

FROM: Luis Aviles, CPPB, Purchasing Manager - Contracts

DATE: April 25, 2022

ITEM DESCRIPTION

Recommendation to Approve Amendment No. 1, Contract Adjustment for Purchasing Contract 26-22 Baggage Handling System (BHS) Operation and Maintenance Services for the South Terminal C, Phase 1 with Vanderlande Industries, Inc. (Vanderlande)

BACKGROUND

The initial term of the Contract is for seven (7) years with the Aviation Authority having options to renew the Contract for three (3) additional periods of one (1) year each.

The South Terminal Baggage Handling System was solicited as a Design, Build, Operate and Maintain (DBOM) contract. On May 16, 2018, the Aviation Authority Board resolved to accept the recommendation of the Professional Services Committee and approved the award of Bid Package No. S132 (BP-S132), Baggage Handling System (BHS) for the South Terminal C, Phase 1, to Vanderlande for a combined proposal amount of \$180,654,646.15, which comprised of a Phase 1 Contract in the amount of \$96,850,000.00 for design-build services and Operation and Maintenance services in the amount of \$83,804,646.15 for the initial seven (7) years and the three (3) one (1) year renewal options for Operation and Maintenance.

This Contract requires Vanderlande to provide Operation and Maintenance (O&M) services for the South Terminal C, Phase 1, Baggage Handling System (BHS), the Transportation Security Administration (TSA) Checkpoint Automated Screening Lanes (ASL), and related Remote Screening Workstations Equipment, at the Orlando International Airport, as well as the four (4) training simulator machines that were provided by the Contractor in accordance with the Contract Documents.

ISSUES

Contract Adjustment – Vanderlande's BHS Proposal included an add alternate that was for purchase, installation and maintenance of their Automated Security Lanes (ASL) solution for the passenger security screening checkpoint. A key aspect of the Vanderlande ASL proposal was that they would be able to assume responsibility and execute the maintenance on the ASL's through the existing O&M contract on the South Terminal Baggage Handling System utilizing existing personnel.

An additional requirement of that agreement was a four year commitment, required by the TSA, for providing maintenance support for the security screening software that operates the passenger screening lane equipment. Vanderlande, in coordination with the TSA, has successfully installed the ASL's at the security screening checkpoint in the South Terminal.

Additionally, in transitioning the Design Build Operate Maintain from “Build” to “Operate/Maintain”, there was a need to streamline the pricing structure for Year One through Year Ten and update the “Invoice and Payment for Services” and “Personnel and Staffing “Requirements” sections accordingly. Those changes along with the establishment of May 1, 2022 as the start date for the O&M contract will be incorporated in Amendment No. 1.

Department – Concurs with the Contract Adjustment.

Contractor – Based on the information known at this time, Vanderlande is performing satisfactorily.

The Small Business Development Department established a 1.75% Minority and Woman Business Enterprise (MWBE) and a 0.2% Local Developing Business/Veteran Business Enterprise (LDB/VBE) participation goal for this Contract. At the time BP-S000132 was awarded, Vanderlande proposed a 2.6% MWBE and 12.1% LDB/VBE participation. The same percentage of MWBE and LDB/VBE participation will continue to apply to this Contract Adjustment.

FISCAL IMPACT

There is no fiscal impact for the Contract Adjustment.

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. 1, Contract Adjustment for Purchasing Contract 26-22 Baggage Handling System (BHS) Operation and Maintenance Services for the South Terminal C, Phase 1 with Vanderlande Industries, Inc.; and (2) 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

ATTACHMENT "A"

CONTRACT HISTORY

**Contract 26-22, Baggage Handling System (BHS) Operation and Maintenance Services
for the South Terminal C, Phase 1**

Contract	Approvals	Description	Term	Dollars
Award	<ul style="list-style-type: none">• PSC 5/2/2018• Aviation Authority Board, 5/16/2018, Consent Item K	O&M Contract Award	To Begin Upon Final Acceptance	\$83,804,646.15
Amendment No. 1	<ul style="list-style-type: none">• CPC 4/25/2022	<p>Contract Adjustment</p> <ul style="list-style-type: none">• Add Maintenance for TSA ASL Equipment as a result of Construction Change Order No. 04• Establish O&M Contract Start Date• Streamline the pricing structure and Personnel and Staffing Requirements	05/01/2022 thru 04/30/2032	\$0.00

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

\$83,804,646.15

ATTACHMENT "B"
SMALL BUSINESS MEMO




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: April 19, 2022

Re: Recommendation to Approve Amendment No. 1, Contract Adjustment for Contract 26-22 Baggage Handling System (BHS) Operation and Maintenance Services for the South Terminal C, Phase1 with Vanderlande Industries, Inc.

BACKGROUND

The initial term of the Contract was for seven (7) years, effective May, 1 2022, expiring April 30, 2029, with the Aviation Authority having options to renew the Contract for three (3) additional periods of one (1) year each.

ISSUES

Contract Adjustment – Vanderlande's BHS Proposal included an add alternate that was for purchase, installation and maintenance of their Automated Security Lane (ASL) solution for the passenger security screening checkpoint.

FISCAL IMPACT

There is no fiscal impact for the Contract Adjustment.

The Small Business Development Department established a 1.75% Minority and Woman owned Business Enterprise (MWBE) and a 0.2% Local Developing Business/Veteran Business Enterprise (LDB/VBE) participation goal for this contract. At the time BP-S00132 was awarded, Vanderlande proposed a 2.6% MWBE and 12.1% LDB/VBE participation. The same percentages of MWBE and LDB/VBE participation will continue to apply to this Contract Adjustment.

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: Luis Aviles, CPPB, Purchasing Manager - Contracts

DATE: April 25, 2022

ITEM DESCRIPTION

Recommendation to Approve Amendment No. 2, First Renewal Option for Purchasing Contract 10-19 Aquatic Weed Control Services with Bio-Tech Consulting, Inc. (Bio-Tech)

BACKGROUND

The initial term of the Contract is for thirty-six (36) months, effective September 1, 2019, expiring August 31, 2022, with the Authority having options to renew the Contract for two (2) additional periods of one (1) year each. The Initial Term is due to expire on August 31, 2022.

This Contract requires Bio-Tech to perform aquatic weed control of all undesirable aquatic plants as necessary to maintain a free flow of water and an acceptable aesthetic appearance in lakes, canals, ponds, and ditches and all other items necessary or proper for, or incidental to, performing aquatic weed control services at the Orlando International Airport and Orlando Executive Airport in accordance with the Contract Documents.

ISSUES

First Renewal Option – September 1, 2022 through August 31, 2023.

Department – Concurrs with the renewal option.

Contractor – Based on the information known at this time, Bio-Tech has performed satisfactorily during the initial term.

The annual value for the First Renewal Option is for a total not-to-exceed amount of \$304,601.44. The actual amount paid to the contractor is based on actual work requested, performed, and approved by the Aviation Authority, based on current unit prices.

This Contract does not include a Minority and Woman Business Enterprise (MWBE) or Local Developing Business (LDB)/Veteran Business Enterprise (VBE) participation requirement. At the time the Contract was awarded, MWBE or LDB/VBE goals were not established due to limited scope and availability.

FISCAL IMPACT

The fiscal impact for the First Renewal Option is a not-to-exceed amount of \$304,601.44 with funding from the following Operations and Maintenance Fund account codes:

301.631.110.5460001.000.100033
301.631.170.5460001.000.100033

CPC NEW BUSINESS ITEM - A -

301.631.330.5460001.000.100033
301.631.340.5460001.000.100033
301.631.612.5460001.000.100033
301.631.613.5460001.000.100033
301.631.661.5460001.000.100033
301.631.692.5460001.000.100033

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 the following be recommended to the Aviation Authority Board: (1) approve Amendment No. 2, First Renewal Option 10-19 Aquatic Weed Control Services with Bio-Tech Consulting, Inc.; (2) authorize funding from the Operations and Maintenance Fund in the not-to-exceed amount of \$304,601.44; 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

Contract 10-19, Aquatic Weed Control Services

Contract	Approvals	Description	Term	Dollars
Initial Term	<ul style="list-style-type: none">• CPC Memo 3/4/2019• Board Memo 5/15/2019 Item EE	36 Months Contract Award	09/01/2019 thru 08/31/2022	\$897,764.88
Amendment No. 1	PM Memo 4/16/2021	Contract Adjustment	04/01/2021 thru 08/31/2022	\$7,773.25
Amendment No. 2	<ul style="list-style-type: none">• Pending CPC 4/25/2022	First Renewal Option	09/01/2022 thru 08/31/2023	\$304,601.44

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

\$1,210,139.57

ATTACHMENT "B"
SMALL BUSINESS MEMO



GREATER ORLANDO AVIATION AUTHORITY

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

To: Members of the Concessions/Procurement Committee

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

Date: April 25, 2022

A handwritten signature in blue ink, appearing to be "OS", located to the right of the "From:" and "Date:" lines.

Recommendation to Approve Amendment No. 2, First Renewal Option for Purchasing Contract 10-19, Aquatic Weed Control Services with Bio-Tech Consulting, Inc.

The initial term of the Contract was for thirty-six (36) months, effective September 1, 2019 expiring August 31, 2022, with the Aviation Authority having the option to renew the Agreement for two (2) additional periods of one (1) year each. The Initial Term expires August 31, 2022.

ISSUE

First Renewal Option –September 1, 2022 through August 31, 2023.

FISCAL IMPACT

The annual value for the first renewal option is for a total not-to-exceed amount of \$304,601.44.

This Contract does not include a Minority and Woman Business Enterprise (MWBE) or Local Developing Business (LDB) participation requirement. At the time the Contract was awarded, MWBE or LDB/VBE goals were not established due to limited scope and availability.

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

ATTACHMENT "C" FINANCE FORM

Date:	4/19/2022	Requestor's Extension:	2158
Requestor's Name:	Daisily Pagan	Preparer's Extension:	6425
Form Preparer's Name:	Janice Hughes	Purchasing Solicitation #:	810-19
Requestor's Department:	Maintenance	CCM / CPC / PSC:	CPC
Description:	Aquatic Weed Control	Committee Date:	4/25/2022
Vendor:	Bio-Tech Consulting, Inc.	Committee Agenda Item#:	NB TBD

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 224 Amount	Amount	Amount	Total Contract
301.631.110.5460001.000.100033	5,411.66	59,528.24				64,939.90
301.631.170.5460001.000.100033	811.91	8,931.03				9,742.94
301.631.330.5460001.000.100033	2,217.37	24,391.06				26,608.43
301.631.340.5460001.000.100033	4,124.45	45,369.00				49,493.46
301.631.612.5460001.000.100033	737.82	8,116.04				8,853.87
301.631.613.5460001.000.100033	147.21	1,619.28				1,766.48
301.631.661.5460001.000.100033	10,885.60	119,741.56				130,627.15
301.631.692.5460001.000.100033	1,047.43	11,521.78				12,569.21
GH						-
						-
						-
						-
						-
						-
Total Requisition	25,383.45	279,217.99	-	-	-	304,601.44
Requisition Number	90176	91274				

OMB Notes:
Funding Approver Andrea Harper

Total Requisition \$ 304,601.44
BPA Amount \$ -
Grand Total - Agree to Committee Item \$ 304,601.44

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



GREATER ORLANDO AVIATION AUTHORITY

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

MEMORANDUM

TO: Members of the Concessions/Procurement Committee

FROM: Luis Aviles, CPPB, Purchasing Manager - Contracts

DATE: April 25, 2022

ITEM DESCRIPTION

Recommendation to Approve Amendment No. 2, Five (5) Month Contract Extension for Purchasing Contract ITN 01-20 Personnel Screening Services with Covenant Aviation Security, LLC (Covenant)

BACKGROUND

The initial term of the Contract was for thirty-six (36) months, effective November 1, 2019, expiring October 31, 2022, with the Aviation Authority having options to renew the Contract for one (1) additional period of three (3) years. The initial term is due to expire October 31, 2022.

This Contract requires Covenant to provide all labor, supervision, equipment, tools, materials, supplies, office space on property, uniforms, fuel, and vehicles and all other items necessary or proper for, or incidental to, providing Personnel Screening Services at the Orlando International Airport in accordance with the Contract Documents.

ISSUES

Contract Extension: November 1, 2022 through March 31, 2023.

Department – Concur with the Contract Extension.

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

The Aviation Authority is currently developing a new solicitation to include both Personnel Screening Services Contract and Security Area Monitor (SAM) Services Contract, due for release in June 2022. The current Purchasing Contract P06-21 for SAM Services will expire March 31, 2023. A five (5) month extension of Purchasing Contract N01-20 for Personnel Screening Services is needed for the continued services until the new competitive contract is awarded. The contract extension contains a thirty (30) day notice of termination.

The actual amount paid to the Contractor is based on actual work requested, performed and approved by the Aviation Authority. The Five (5) Month Extension includes a 3% increase to the Management Fee for an amount-to-exceed \$886,890.00 and a 3% increase to the Reimbursable Payroll and Operating Expenses Budget for an amount not-to-exceed \$2,733,610.00 in accordance with the contract documents. The Aviation Authority shall only reimburse for the positions requested and approved by the Authority and satisfactorily provided by the Contractor.

The management fee is inclusive of salaries of management positions, workers compensation, general liability and other insurance, performance and customs bond, badges and keys, tools and equipment, office and operating supplies, payroll processing, recruitment and training, and profit and overhead.

The reimbursable budget includes labor costs for services rendered, health and welfare benefits, uniforms, and supplies and consumables. Any items under the reimbursable budget are paid for as utilized.

This contract includes a Minority and Women Business Enterprise (MWBE) and a Local Developing Business (LDB) participation requirement. The participation goal for this contract is 18% for MWBE and 4% for LDB. The Small Business Development Department certifies that the contract is in good standing as it relates to MWBE and LDB participation.

FISCAL IMPACT

The fiscal impact for the Five (5) Month Contract Extension is a not-to-exceed amount of \$3,620,500.00. Funding will be from the Operations and Maintenance Fund account code 301.464.170.5310009.000.100481. 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) approve Amendment No. 2, Five-Month Contract Extension for Purchasing Contract ITN 01-20 Personnel Screening Services with Covenant Aviation Security, LLC; (2) authorize funding in a not-to-exceed amount of \$3,620,500.00 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 - Contract History

B - Small Business Memo

C - Finance Form

Attachment A – Contract History
01-20 Personnel Screening Services
Summary of Contract Revisions

CONTRACT	APPROVALS	DESCRIPTION	TERM	DOLLARS
Initial Term	<ul style="list-style-type: none"> • CPC 6/20/19 • Board 8/28/19 Item "OO" 	36 Months Contract Award	11/01/2019 to 10/31/2022	\$23,495,300.00
Amendment No. 1	10/25/2019	Contract Negotiations	11/01/2019 to 10/31/2022	\$0.00
Amendment No. 2	<ul style="list-style-type: none"> • Pending • CPC 4/25/2022 	Five (5) Month Extension	11/01/2022 to 03/31/2023	\$3,620,500.00
Total Contract Value with all Changes (approved and proposed)				\$27,115,800.00

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 Perez, MSEP, C.M., Small Business Compliance Administrator 

Date: April 11, 2022

Subject: Recommendation to Approve Amendment No. 2, Five (5) Month Contract Extension for Purchasing Contract ITN 01-20 Personnel Screening Services with Covenant Aviation Security, LLC,

BACKGROUND

The initial term of the Contract was for thirty-six (36) months, effective November 1, 2019, expiring October 31, 2022, with the Aviation Authority having options to renew the Contract for one (1) additional period of three (3) years. The initial term is due to expire October 31, 2022.

ISSUES

Contract Extension: November 1, 2022 through March 31, 2023.

The Aviation Authority anticipates the re-solicitation process of a new contract to include both Personnel Screening Services Contract and Security Area Monitor (SAM) Services Contract for release in late June 2022. The current Purchasing Contract P06-21 for SAM Services will expire March 31, 2023. A five (5) month extension of Purchasing Contract N01-20 for Personnel Screening Services is needed for the continued services until the new competitive contract is awarded. The contract extension contains a thirty (30) day notice of termination.

FISCAL IMPACT

The fiscal impact for the Five (5) Month Contract Extension is for a not-to-exceed amount of \$3,620,500.00

This contract includes a Minority and Women Business Enterprise (MWBE) and a Local Developing Business (LDB) participation requirement. The participation goal for this contract is 18% for MWBE and 4% for LDB. The Small Business Development Department certifies that the contract is in good standing as it relates to MWBE and LDB participation.

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: Luis Aviles, CPPB, Purchasing Manager – Contracts

DATE: April 25, 2022

ITEM DESCRIPTION

Recommendation to Review/Rank/Award Request for Proposal (RFP) 11-22, Passenger Boarding Bridges (PBB) and Associated Ground Support Equipment Maintenance and Repair Services

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 options to renew the Contract for two (2) additional periods of one (1) year each.

This Contract award will be for the Contractor to provide all labor, supervision, management oversight, training, materials, tools, equipment, submissions, reports, consumables, uniforms and all other items and services necessary, proper for, or incidental to, performing twenty-four (24) hours per day 365 days per year including Holidays, on-site operations, maintenance and repair, Corrective Maintenance (CM), Preventative Maintenance (PM) and Predictive Maintenance (PdM), corrosion control, painting of Passenger Boarding Bridges (PBB), and associated Ground Support Equipment (GSE) in the South Terminal Complex at the Orlando International Airport in accordance with the Contract Documents.

ISSUES

On November 22, 2021, the Aviation Authority issued Purchasing Request for Proposal P11-22, Passenger Boarding Bridges (PBB) and Associated Ground Support Equipment Maintenance and Repair Services. A total of 64 potential vendors were notified via email of which 14 vendors viewed and downloaded the solicitation. On January 4, 2022, the following three (3) responses were received:

Name of Respondent

1. JBT Aerotech Corporation
2. JSM Airport Services, LLC
3. Vanderlande Industries, Inc.

Staff reviewed the submittals provided from the three (3) Respondents.

This contract includes a 15% Minority and Women Business Enterprise (MWBE) participation requirement. Refer to Attachment B for the Small Business Development Department (SBDD) Participation Analysis.

FISCAL IMPACT

The fiscal impact for this agreement will be based on pricing from the first ranked Proposer. Staff will present the 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) if necessary, 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 award to the first-ranked firm in accordance with the Aviation Authority's policy; and (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the appropriate documentation following satisfactory review by legal counsel.

Attachments

A – Award Criteria

B – Small Business Memo

C – Financial Analysis

D – Risk Management Analysis

Attachment A – Award Criteria

Proposers must meet the following mandatory requirements to be considered for the award of the contract. Proposers will address each mandatory requirement specifically in their Proposal. Each Proposer must acknowledge on company letterhead and provide written documentation that meets the following Mandatory Minimum Qualifications:

- a. Proposer shall have a minimum of five (5) years successful, continuous, and recent experience providing the services outlined in Section 1.2, Intent and Purpose.
- b. Proposer must be registered to do business in the State of Florida.

2.1 Minimum Requirements

- a. Proposer must demonstrate their experience in providing passenger boarding bridges and associated ground support equipment and maintenance and repair services, addressing experience with passenger boarding bridges and associated ground support equipment.
- b. Proposer has performed maintenance and repair services in at least one (1) airport, including servicing a minimum of twenty (20) passenger boarding bridges, twenty-four (24) hour per day, three hundred sixty five (365) days per year.
- c. The Proposer shall provide with its Proposal a statement that the Proposer is willing to sign the Contract set forth in this RFP, as amended, within ten (10) days after receipt of the Notice of Intent to Award.

2.2 Award Criteria

The Aviation Authority, in its discretion, may award the Contract to the responsible and responsive Proposer submitting the Proposal which is deemed the most advantageous to the Aviation Authority, price and other factors being considered. The following are the evaluation criteria that will be considered in determining which Proposal is most advantageous to the Aviation Authority. Proposer(s) must meet the minimum mandatory requirements as stated.

- a. Minimum Requirements, Experience, and Qualifications.
- b. Operation, Staffing Plan, and Transition Plan.
- c. Safety Plan.
- d. Quality Control/Continuous Improvement Plan and Customer Service Plan.
- e. Management Fee.

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

Tab 1 – Table of Contents

Tab 2 – Executive Summary

A. Cover Letter

The cover letter shall be signed by an authorized representative of the Proposer. The letter should indicate the Proposer's commitment to provide the services proposed and include the following:

1. A brief experience statement describing the Proposer's role and supporting airport operations and the traveling public.
2. An affirmative statement that it 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 RFP submission.
3. An executive summary that is a brief overview of the overall strategy for implementation, and why their company is qualified to be selected.

B. General Company Information

Provide the name of Proposer's company (including the name of any parent company), Include:

1. Contact name and complete contact information of individual responsible for account "On-Site Manager".
2. Type of organization (corporation, sole proprietor, partnership, other).
3. Federal employer identification number.

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

- 1) 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 Passenger Boarding Bridges (PBB) and Associated Ground Support Equipment Maintenance and Repair Services, in which Proposer or its affiliates, subsidiaries, parent company, directors, senior officers, senior regional officers, the 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.
- 2) 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.

D. Claims Information

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

1. The project involved.
2. The parties involved.
3. The nature of the claim(s).
4. Amount at issue.
5. Disposition or status.
6. Litigation, case style, number, and jurisdiction.

Tab 3 - Proposer's Knowledge, Experience, and Qualifications

A. Proposer's knowledge, and experience, and qualifications, including:

1. Contracts (in similar size and scope to this RFP), with brief descriptions that demonstrate Proposer's experience providing Passenger Boarding Bridges (PBB) and Associated Ground Support Equipment Maintenance and Repair 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.
3. The ability of the proposed team, particularly the On-Site Manager, to demonstrate the level of experience with and knowledge of passenger boarding bridges and affiliated GSE equipment maintenance and repair services
4. Relevant to the scope of services set forth in this Contract.
5. For the purpose of evaluating proposals, the Aviation Authority will consider adequacy of the proposed staffing plan for various segments of engagement, adequacy of analytical procedures and transition plan that at its sole discretion best meets its needs for passenger boarding bridges and affiliated GSE equipment maintenance and repair services.

Tab 4 – Proposed Management and Operational Plan

A. Operational and Staffing Plans

1. Proposer shall provide a maintenance operation and staffing plan for this Contract and a copy of an existing Proposer's operation and staffing plan utilized within the last three (3) years at another airport or public facility similar in size to this Airport.
2. Identify subcontractors and their responsibilities, as applicable.

B. Key Personnel

1. Identify On-Site Manager and Assistant 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 Passenger Boarding Bridges (PBB) and Associated Ground Support Equipment Maintenance and Repair Services at an airport transportation or other facilities 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 Contract.

C. 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.)

D. Safety and Security Plan

1. Provide a proposed safety training plan for this Contract and an existing copy of the Proposer's safety training plan currently utilized to reduce the risk and liability of workplace hazards and help implement preventive measures to eliminate on-the-job injuries and fatalities.

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.

E. Quality Control/Continuous Improvement Plan/Customer Service Plan

1. Each Proposer shall provide a detailed quality control/continuous improvement plan that Proposer intends to utilize to keep the current systems and any new systems installed operating at 99.982+% level. This plan shall include items that need to be checked, frequency, responsible person who will perform the process, the process steps performed, critical success factors and measures, and contingency plans when process failure necessitates.
2. Provide a training plan to ensure compliance with all provisions of this Contract including, but not limited to, meeting established standards of quality, reliability, usability, and performance, and identifying training needs and involvement to meet quality standards.
3. 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.

Tab 5 – Equipment

- A. Provide a comprehensive list of all equipment (Vehicles, Utility Carts, Scissor Lift(s), forklift(s), lull(s), etc.) 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 plan for when a piece of equipment or technology is out of service.

Tab 6 - 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 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. This financial documentation shall be submitted in a sealed envelope, and included only with the original copy of the printed RFP. The sealed envelope should be clearly labeled as follows: "Confidential Financial Records Submitted under Seal and Exempt from Florida Public Records Disclosure". Include the RFP Title and RFP NO.: and the Proposer's firm name on the sealed envelope. (Reference Florida Statutes Section 119.071(1)(c) for exemption on financial records.)

Tab 7 – Pricing/Management Fees

Proposal Price Schedule and Backup for Management Fee Schedule.

Tab 8 – Attachments (Forms to be turned in to the Aviation Authority)

Proposal Price Schedule.

Attachment A - Proposer's Certification Form.

Attachment B - Addendum Receipt Verification Form. If an Addendum(s) is issued.

Attachment C - Proposer's Questionnaire.

Attachment D - Conflict of Interest Disclosure Form.

Attachment E – Scrutinized Company Certification Form.

Attachment F – MWBE Participation Forms.

Attachment G - Proposer's W-9.

Attachment H - Certificate of Insurance (Proof Proposer can obtain the required Insurance).

Attachment I - Letter of Bondability.

Attachment J - No Proposal Response Form, if applicable.

Tab 9 – Additional Information

Attachment B



GREATER ORLANDO AVIATION AUTHORITY

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

MEMORANDUM

To: Luis Aviles, CPPB, Purchasing Manager, Contracts

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

Date: April 25, 2022

Re: 11-22 Passenger Boarding Bridges and Associated Ground Support Equipment Maintenance and Repair Services – Small Business Participation Analysis

The Small Business Development Department (SBDD) has reviewed the bids submitted for the above mentioned Purchasing Bid 11-22 Passenger Boarding Bridges and Associated Ground Support Equipment Maintenance and Repair Services. The Authority set participation goals of 15% MWBE.

JBT Aero Tech Corporation

Proposed to meet the MWBE participation with Fiber Systems, Inc. (15.43%). The Letter of Intent/Affirmation states that Fiber Systems will provide Maintenance Technicians and JR. Technicians.

JSM Airport Services

Proposed to meet the 15% MWBE with two firms: JRS Industrial, LLC (9.1%) and Work Horse Temp, LLC (5.9%).

Vanderlande Industries, Inc.

Vanderlande did not submit an executed Letter of Intent/Affirmation. In addition, SBDD could not verify the proposed 16.3% participation because they did not submit a pricing page.

Small Business Development Department finds JBT Aero Tech Corporation & JSM Airport Services to be responsive and finds Vanderlande Industries, Inc. to be non-responsive as it relates to the small business participation requirements.

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

Attachment C



GREATER ORLANDO AVIATION AUTHORITY

Orlando International Airport
One Jeff Fuqua Boulevard
Orlando, Florida 32827-4399
(407) 825-3558

MEMORANDUM

TO: Vlad Opreanu, Senior Purchasing Agent

FROM: Vaughan Henderson, Revenue Control Supervisor

DATE: February 21, 2022

SUBJECT: Analysis of financial information for RFP 11-22, Passenger Boarding Bridges (PBB) and Associated Ground Support Equipment Maintenance and Repair Services

The Finance staff was asked to analyze the financial information provided by three (3) proposers, in their response to RFP 11-22, Passenger Boarding Bridges and Associated Ground Support Equipment Maintenance and Repair Services. The analysis included areas of liquidity, profitability and long-term solvency. Dun and Bradstreet (DNB) reports on the proposers have been reviewed as well.

Proposer	Financial Statement	Financial analysis
JSM & Associates, LLC	Reviewed – 1 year (12/31/19)	(1)
JBT AeroTech Corporation	Audited – 2 years (12/31/20 & 19)	Satisfactory (2)
Vanderlande Industries, Inc.	Audited – 2 years (03/31/21 & 20)	(3)

The following items were noted during the financial analysis review:

1. JSM & Associates, LLC provided only one full year of financial statements for review. The DNB PAYDEX score for JSM & Associates, LLC indicates that this company pays its suppliers 17 days beyond terms.
2. Financial statements provided for parent company, John Bean Technologies Corporation and subsidiaries for review.
3. Financial statements provided for parent company, Toyota Industries Europe AB for review. The DNB PAYDEX score for Vanderlande Industries, Inc. indicates that this company pays its suppliers 20 days beyond terms.

Detail analysis is on file with the recording secretary.

Concur:


Marie Dennis, Director of Finance

Attachment D



GREATER ORLANDO AVIATION AUTHORITY

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

MEMORANDUM

TO: Purchasing, Concessions/Procurement Committee
FROM: Jill Overstreet, Risk Management, Assistant Manager
DATE: April 18, 2022
SUBJECT: Review of Respondents’ Qualifications to meet Insurance Requirements

Thank you for consulting Risk Management in regards to the proposals received for Passenger Boarding Bridges and Associated Ground Support Equipment Maintenance and Repair Services (11-22).

Qualifications to meet the Insurance Requirements per Agreement:

Requirement	Amount	JBT AeroTech Corporation	JSM Airport Services, LLC	Vanderlande Industries, Inc
Commercial General Liability	Min. \$5M occurrence	Meets	Meets	Meets
Automobile Liability	Min. \$5M per accident	Meets	Meets	Meets
Workers Comp / EL Each accident Disease Policy limit Disease each employee	Statutory \$100k \$500k \$100k	Meets	Meets	Meets
Environmental / Pollution Liability	Min. \$1M each claim	Not provided	Meets	Not provided
Deductible / Self-Insured Retention	Max. \$100k	Not provided	Not provided for General or Automobile Liability	Not provided for Automobile Liability
Additional Insured for the Authority & City of Orlando		Meets	Meets	Not provided
Other				Policies Expired as of 04.01.2022

Next Steps:

Risk Management recommends that any respondent be able to provide evidence that they can meet the insurance requirements or provide affirmation from their insurance broker and/or copy of quote for such coverage, limits and deductibles/retentions ***prior to being selected for services***. Therefore, please request the following:

- COI must evidence the amount of any and all deductibles or self-insured retentions, which shall not exceed \$100,000
- The Authority and City of Orlando to be included as an additional insured on liability policies
- Evidence of Pollution Liability as required
- Certificate of Insurance evidencing active policies

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 us.

Jill Overstreet