

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

DATE: August 22, 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 August 29, 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 JUNE 9, 2022

V. CONSENT AGENDA

- A. Recommendation to Award Contract 23-110-OEC, Noise and Operations Monitoring System Software Licenses, Support, and Maintenance Services (NOMS) Utilizing the Hillsborough County Aviation Authority Contract No. 20815 to Casper Airport Solutions, Inc.
- B. Recommendation to Reject the Response for Invitation to Bid (IFB) 21-22, Data Center HVAC Services Terminal C
- C. Recommendation to Award Request for Quotation (RFQ) 93790-22, Purchase of Certificate Migration, Installation, and Dial Plan Services, as well as Professional and Implementation Services, Utilizing GSA IT Schedule GS-35F-0156V to Avaya Inc.

VI. NEW BUSINESS

- A. Recommendation to Award Invitation for Bid (IFB) 01-23, Roadway and Exterior Electrical Maintenance Services to Transportation Systems, Inc.
- B. Recommendation to Award Purchasing Invitation for Bids (IFB) 93705-22, Janitorial Supplies to Multiple Suppliers
- C. Recommendation to Award Invitation for Bid (IFB) 25-22, Upholstery Services for Passenger Style Seating to New Image Upholstery, Inc.
- D. Recommendation to Award Request for Quotation (RFQ) RFQ 93806-22, Purchase of HPE Aruba Wi-Fi Access Point (AP) 655 Hardware, Firmware Subscription, and Maintenance Support utilizing State of Florida Contract No. 43220000-NASPO-19-ACS to High Performance Technology
- E. Recommendation to Approve Amendment No. 19, Contract Adjustment for Purchasing Contract 02-11, Common Use Passenger Processing System (CUPPS) and Common Use Self Service (CUSS) Operations and Maintenance Services with SITA Information Networking Computing USA, Inc.

VI. NEW BUSINESS (cont.)

- F. Recommendation to Award Single Source Procurement SG-00191 Financial Consulting and Treasury Management Services with Geraldine Danforth
- G. Recommendation to Award First Task Order for Single Source Procurement SG-00192, Accounting and Finance Consulting Services with Pamela J. L'Heureux CPA, PLLC

On **JUNE 9, 2022**, the **CONCESSIONS/PROCUREMENT COMMITTEE (CPC)** 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 11:04 a.m. The meeting was posted in accordance with Florida Statutes and a quorum was present.

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

Staff present: Jo Thacker, Nelson Mullins, Legal Counsel
Gail Musselwhite, Recording Secretary

Chairman Friel announced 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 Chief Executive Officer, Mr. Kevin J. Thibault, via email kevin.thibault@goaa.org with copy to gail.musselwhite@goaa.org by June 16, 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. 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 was expressed by any Committee member.

INTERVIEWS - REQUEST FOR PROPOSAL (RFP) 12-22, SOUTH TERMINAL JANITORIAL MAINTENANCE

Mr. Friel gave an overview of the interview process. As set forth in the procurement documents, the Aviation Authority is conducting question and answer sessions with the top three ranked proposers, as part of the overall competitive procurement process. These sessions are closed and exempt pursuant to Section 286.0113 of the Florida Statutes to other proposers. In accordance with this Statute, the entire closed session, including this introduction, is being recorded verbatim by a recording device.

So that everyone understands, no portion of this meeting can be held off the record. When the private session is complete, an announcement will be made and end the recording. From that point forward, no discussion regarding the procurement may take place between the proposer and the Aviation Authority.

After all three question and answer sessions have been completed, the deliberation and ranking portion of this meeting will be open to the public.

This meeting is to consider three (3) Request for Proposals for the South Terminal Janitorial Maintenance. These will be done in alphabetical order. First, we will start with ABM Aviation Incorporated, followed by Flagship Airport Services, Incorporated and finally JCM Commercial Business Solutions, LLC. Counsel, was asked to explain to the Committee and those present, the order of the meeting.

Ms. Thacker stated that for each RFP:

1. Each firm will have up to three minutes to make its introduction, following which the CPC will conduct a twenty (20) minute question and answer session with an opportunity to provide closing remarks (up to three minutes). Interview sessions shall not be open to any competitors and will be recorded.

2. Once the Committee begins deliberations, no public comments are allowed.
3. The Committee will then discuss and recommend a ranking.

CPC members have initially evaluated the proposers' responses. During your deliberation and ranking, you may consider the information received during the question and answer session to change your ranking up or down or keep it the same.

Mr. Friel continued by stating that the public portion of the meeting would now be closed in order to conduct the interview for ABM Aviation Incorporated.

He kindly requested that anyone not with the ABM Aviation Incorporated group or this committee to please exit the Board Room at this time.

He announced the public deliberations portion of the meeting would begin 1:30 PM.

ABM Aviation Incorporated. After Introductions, ABM's proposed On-Site Manager was asked to respond to the following scenario:

It is Saturday evening, December 27th, the Airside men's and women's gate area restrooms are clogged, the floor drains are backing up and waste water is running out of the restrooms into the walkways. On level one, the ramp level directly below the transfer level restrooms, the restrooms below are also backing up and overflowing. Provide the actions to be taken regarding service support for all affected areas on all levels.

Next, Chairman Friel directed the CPC to pose questions based upon ABM Aviation Incorporated's submitted Request for Proposals (RFP). Several questions were addressed.

The CPC recessed at 11:40 a.m., and reconvened at 11:56 p.m.

Flagship Airport Services Incorporated. After Introductions, Flagship's proposed On-Site Manager was asked to respond to the following scenario:

It is Saturday evening, December 27th, the Airside men's and women's gate area restrooms are clogged, the floor drains are backing up and waste water is running out of the restrooms into the walkways. On level one, the ramp level directly below the transfer level restrooms, the restrooms below are also backing up and overflowing. Provide the actions to be taken regarding service support for all affected areas on all levels.

Next, Chairman Friel directed the CPC to pose questions based upon Flagship Airport Services Incorporated's submitted Request for Proposals (RFP). Several questions were addressed.

The CPC recessed at 12:20 p.m., and reconvened at 12:25p.m.

JCM Commercial Business Solutions LLC. After Introductions, JCM's proposed On-Site Manager was asked to respond to the following scenario:

It is Saturday evening, December 27th, the Airside men's and women's gate area restrooms are clogged, the floor drains are backing up and waste water is running out of the restrooms into the walkways. On level one, the ramp level directly below the transfer level restrooms, the restrooms below are also backing up and overflowing. Provide the actions to be taken regarding service support for all affected areas on all levels.

Next, Chairman Friel directed the CPC to pose questions based upon JCM Commercial Business Solutions LLC submitted Request for Proposals (RFP). Several questions were addressed.

The CPC recessed at 12:55 p.m., and reconvened at 1:30 p.m.

Chairman Friel asked the CPC if there was anything to address before proceeding forward with the deliberations. As there were none, deliberations ensued. The CPC reviewed each firm's RFP, staff evaluations and considered each interview.

It was the consensus of the CPC that Flagship Airport Services Incorporated was the most qualified, demonstrated the best understanding of the scope of services advertised, operational readiness, transition plan, and presented the most comprehensive detailed responses to all questions posed during the interviews.

After calculating ratings for each criteria, the Proposers were ranked as follows:

1. Flagship Airport Services Incorporated
2. ABM Aviation Incorporated
3. JCM Commercial Business Solutions LLC

Upon motion by Mr. Draper, second by Mr. Engle, vote carried to recommend to the Aviation Authority Board, the approval of the award of Request for Proposal (RFP) 12-22, South Terminal Janitorial Maintenance to Flagship Airport Services Incorporated in the not-to-exceed amount of \$37,619,348.

ADJOURNMENT

Chairman Friel asked if there was further business to discuss before the Committee. Having no further business to discuss, he adjourned the meeting at 1:48 p.m.

Gail Musselwhite
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: Marquez A. Griffin, Director, Airport Operations

DATE: August 22, 2022

ITEM DESCRIPTION

Recommendation to Award Contract 23-110-OEC, Noise and Operations Monitoring System Software Licenses, Support, and Maintenance Services (NOMS) Utilizing the Hillsborough County Aviation Authority Contract No. 20815 to Casper Airport Solutions, Inc. (Casper)

BACKGROUND

The term of the Contract is for three (3) years, with initial service to commence on or about October 1, 2022, and with the Aviation Authority having options to renew the Contract for two (2) additional periods of one (1) year each.

The Casper noise system is a near real-time, cloud-based, fully integrated aviation noise management solution that supports efficient analysis of flight track and reporting. This particular solution will allow the Aviation Authority to provide an online noise complaint management database to include an online complaint form that logs complaints directly into the database once a resident submits, without the Aviation Authority staff having to manually input complaint information into the database. The system will also provide custom reporting tools and a portal for residents to view near real-time flights operating into and out of the airport with the ability to see flights in relation to a specific address on a satellite, roadway and/or aerial map.

ISSUES

The Aviation Authority wishes to enter into an Agreement with Casper Airport Solutions, Inc. (Casper) based on the competitive Request for Proposal awarded by the Hillsborough County Aviation Authority for the provision and implementation of NOMS.

Pricing is based on an annual fee for software licenses, support, and maintenance services pursuant to the terms and conditions of the Hillsborough County Aviation Authority Contract No. 20815.

The Small Business Development Department (SBDD) has reviewed the above-referenced solicitation and determined no small business goals for Minority and Women Business Enterprise (MWBE), Local Developing Business and/or Veteran Business Enterprise (LDB/VBE), due to SBDD cannot change the terms and conditions of an existing contract such as Hillsborough County Aviation Authority Contract No. 20815.

FISCAL IMPACT

The total three (3) year value of the Contract is a not-to-exceed amount of \$240,750. Funding is from the Operations and Maintenance Fund, account code, 301.411.170.5340007.000.000000. Funding required be allocated from the Operations and Maintenance Fund, as approved through the budget process and when funds become available.

RECOMMENDED ACTION

It is respectfully requested that the Concessions/Procurement Committee approve that the following be recommended to the Chief Executive Officer: (1) Award Contract 23-110-OEC, Noise and Operations Monitoring System Software Licenses, Support, and Maintenance Services to Casper Airport Solutions, Inc. utilizing the Hillsborough County Aviation Authority Contract No. 20815; (2) authorize funding from the Operations and Maintenance Fund in the not-to-exceed amount of \$240,750; 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 – Finance Form

**ATTACHMENT A
Award Criteria**

Award Criteria (Including Experience Required):

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



GREATER ORLANDO AVIATION AUTHORITY

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

MEMORANDUM

TO: Members of the Concessions/Procurement Committee

FROM: Gary M. Hunt, Director, Maintenance

DATE: August 22, 2022

ITEM DESCRIPTION

Recommendation to Reject the Response for Invitation to Bid (IFB) 21-22, Data Center HVAC Services Terminal C

BACKGROUND

The proposed contract period was for thirty-six (36) months, with the initial service to commence on or about August 1, 2022, with the Aviation Authority having two (2) additional option periods of one (1) year each.

This solicitation would have resulted in a contract for the service provider to provide all labor, supervision, parts and components, tools, equipment, and other items necessary or proper for, or incidental to, performing Data Center HVAC Services for Terminal C (STC) Local Developing Business (LDB) on an as-needed basis.

ISSUES

The Aviation Authority received one response to the IFB:

1. Cold Wall, Inc.

Reviewing the responses, the Aviation Authority has been made aware of the factory-required certification to purchase repair parts for the new Liebert units from the factory. The Purchasing Department, with the approval of the Maintenance Department, is requesting to revise and re-solicit the above-referenced services.

In accordance with State Statute 119.071(1) (B) 3, the rejected IFB responses are exempt from public records requests until notice of an intended decision concerning the re-solicited services is provided.

FISCAL IMPACT

There is no fiscal impact.

RECOMMENDED ACTION

It is respectfully requested that the Concessions/Procurement Committee approve that the following be recommended to the Chief Executive Officer: (1) reject the IFB response from Cold Wall, Inc. due to the requirement from Liebert that factory specific certification / training be completed and is required to purchase repair parts for the new Liebert units installed in Terminal C from the factory; and (2) authorize Staff to revise the IFB Documents and to re-solicit this IFB.

Attachments

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: Pete Pelletier, Director, Information Technology

DATE: August 22, 2022

ITEM DESCRIPTION

Recommendation to Award Request for Quotation (RFQ) 93790-22, the Purchase of Certificate Migration, Installation, and Dial Plan Services, as well as Professional and Implementation Services, Utilizing GSA IT Schedule GS-35F-0156V to Avaya Inc. (Avaya)

BACKGROUND

Approval of this request will result in a Purchase Order for the Certificate Migration and 5-digit Dial Plan using Avaya Professional Services (APS). Avaya Inc. is the Aviation Authority's current telephone network system provider. Avaya will provide professional services consisting of migrating the 4-digit dial plan to a 5-digit dial plan to accommodate Aviation Authority growth. Due to the opening of Terminal C and expansion, the Aviation Authority is running out of 4-digit extensions. To operate share tenant services, the Aviation Authority needs to convert our current nomenclature to 5-digits. This migration will allow the Aviation Authority to keep assigning extensions to new facilities, concessions, etc. This project will be a one-time conversion to our current dial plan. APS anticipates completing this project approximately within 3-5 months.

ISSUES

The Aviation Authority requested Avaya to provide APS for the new Certificates deployment project. Avaya will perform the Certificate installation during weekends and/or after-hours planned events. Avaya anticipates completing the deployment remotely. The Aviation Authority will be invoiced under the consultant services fee if on-site support services become necessary. The Aviation Authority has a Main Avaya Collaboration Pod (CPOD) & Backup CPOD with Avaya applications installed and up and running.

The cost for the APS deployment, professional consultation services, and installation services is a not-to-exceed amount of \$242,184.83. 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.

The Small Business Development Department (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 SBDD cannot change the terms and conditions of an existing contract such as GSA IT Schedule GS-35F-0156V.

FISCAL IMPACT

Avaya Inc.'s quote is for a not-to-exceed amount of \$242,184.83 to be funded from the following Capital Expenditure and Operations and Maintenance Fund account codes: 308.521.170.5310009.000.501239 & 301.521.170.5310009.000.000000. Funds expected to be spent under the contract 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 Chief Executive Officer: (1) award Request for Quotation (RFQ) 93790-22 Purchase of Certificate Migration & Installation & Dial Plan (APS) utilizing the GSA IT Schedule GS-35F-0156V to Avaya Inc.; (2) authorize funding from the Capital Expenditure and Operations and Maintenance Funds, in the not-to-exceed amount of \$242,184.83; and (3) authorize the Purchasing Department to issue the necessary Purchase Order.

Attachments

A – Finance Form

**ATTACHMENT A
Finance Form**

Greater Orlando Aviation Authority			
Finance Attachment - Revised			
Date:	8/10/2022	Requestor's Extension:	3206
Requestor's Name:	Danny Palakal	Preparer's Extension:	3206
Form Preparer's Name:	Danny Palakal	Purchasing Solicitation #	RFQ#: 93790-22
Requestor's Department:	Information Technology	CCM / CPC / PSC:	CPC
Description:	Avaya APS Deploy & Consultant Svcs	Committee Date:	8/22/2022
Vendor:	Avaya Federal Solutions, Inc.	Committee Agenda Item:	

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

Account Code Format: xxx.xxx.xxx.xxxxxxx.xxx.xxxxxx	FY 22 Amount	FY 23 Amount	FY 24 Amount	FY 25 Amount	FY 26 Amount	Total Contract
308.521.170.5310009.000.501239	238,196.93					238,196.93
301.521.170.5310009.000.000000	3,987.90					3,987.90
						-
						-
						-
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						-
						-
						-
Total Requisition	242,184.83	-	-	-	-	242,184.83
Requisition Number	92010					

OMB Notes: Funding Approver	<i>Audrea Harper</i>		Converted into PO #:	
Total Requisition	\$	-	Date:	
PO Amount	\$	242,184.83	Buyer:	
Grand Total - Agree to Committee Item	\$	242,184.83		



GREATER ORLANDO AVIATION AUTHORITY

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

MEMORANDUM

TO: Members of the Concessions/Procurement Committee

FROM: Gary M. Hunt, Director, Maintenance

DATE: August 22, 2022

ITEM DESCRIPTION

Recommendation to Award Invitation for Bid (IFB) 01-23, Roadway and Exterior Electrical Maintenance Services to Transportation Systems, Inc.

BACKGROUND

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

This Contract will be to provide all labor, supervision, materials, miscellaneous parts, equipment, tools, and all other accessories, services, and preparation of Maintenance of Traffic (MOT) for repairing or replacing light fixture controls, or electrical service related equipment associated with signs, lighting, bridges, buildings or structures and other associated equipment, and all other items necessary or proper for, or incidental to, performing roadway electrical maintenance and electrical services at the Orlando International Airport (OIA) and Orlando Executive Airport (OEA) in accordance with the Contract Documents.

ISSUES

On May 19, 2022, the Aviation Authority issued IFB 01-23 for Roadway and Exterior Electrical Maintenance Services. The Aviation Authority notified 881 Suppliers through Merrell Source-to-Contract formally known as Negometrix of the solicitation opportunity. Three (3) Suppliers downloaded the solicitations documents.

On June 17, 2022, two (2) Three-Year Bids were received:

<u>Firm</u>	<u>Three-Year Bid Price</u>
Transportation Systems, Inc.	\$862,273.75
Commercial Lighting & Electrical Inc.	\$958,330.00

Bids were reviewed for compliance with submission requirements and it was determined that Transportation Systems, Inc. and Commercial Lighting & Electrical Inc. submitted complete Bids and therefore are deemed responsive.

References for the two (2) bidders were checked and based thereon were determined to be responsible.

Pricing is based on standard hourly labor rates for standard and non-standard work hours for electrical services. All-inclusive pricing for High Lift Truck with operator and all required MOT (Movement of Traffic requirements) for roadway, parking lot and lighting pole electrical modifications and repairs. Each

Bidder was also required to provide a percentage mark-up for subcontractor's services and contractor provided parts, materials, rentals and components as needed for Years 1, 2 and 3 of the Contract term. The actual amount paid to the Contractor is based on actual work requested, performed and approved by the Aviation Authority based on the prices provided by the Contractor.

The Small Business Development Department (SBDD) has reviewed the bids submitted for the above-referenced Purchasing Bid 01-23 Roadway Electrical Maintenance Services. The Aviation Authority set a participation goal of 10% for Minority and Women Business Enterprise (MWBE). All Bidders have met the Small Business participation goals. SBDD recommends all bids be deemed responsive as it relates to the Small Business requirements.

FISCAL IMPACT

Transportation Systems, Inc.'s, three-year bid amount of \$862,273.75 is to be funded from the Operations and Maintenance Fund account codes:

301.631.110.5460001.000.100497;	301.631.170.5460001.000.100497
301.631.210.5460001.000.100497;	301.631.330.5460001.000.100497
301.631.340.5460001.000.100497;	301.631.611.5460001.000.100497
301.631.612.5460001.000.100497;	301.631.613.5460001.000.100497
301.631.615.5460001.000.100497;	301.631.661.5460001.000.100497
301.631.692.5460001.000.100497;	901.443.810.5460002.000.100118

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

RECOMMENDED ACTION

It is respectfully requested that the Concessions/Procurement Committee approve that the following be recommended to the Aviation Authority Board: (1) award Purchasing Invitation for Bid 01-23, Roadway and Exterior Electrical Maintenance Services to Transportation Systems, Inc. as the low responsive and responsible bidder; (2) authorize funding from the Operations and Maintenance Fund in a not-to-exceed amount of \$862,273.75; 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 –Finance Form

ATTACHMENT A
Award Criteria

Award Criteria (including Experience Required) and/or Bid Schedule:

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

For a Bidder to meet the minimum responsibility criteria for this Contract, the Bidder must provide verifiable evidence:

1. Bidder must have a minimum of five (5) years' experience performing /providing the following:
 - a. Roadway and Exterior Electrical Maintenance Services.
 - b. Provide maintenance, and repair or replacement of light fixtures controls, or electrical service related equipment associated with signs, lighting, bridges, buildings or structures and other associated equipment for roadway sign and bridge illumination maintenance services for at least three (3) entities during such five (5) year period.
 - c. Bidder must provide a copy of the following required Licenses and Certifications with their Bid Submittal:
 - 1) Certified Electrical Contractor's License.
 - 2) Journeyman's License.
 - 3) Business License.
 - 4) Proof of insurance requirements as described in Section 2.5.
 - 5) A letter of Bondability on a surety company letterhead or a letter from a US Bank for a letter of credit confirming that Bidder can obtain one or the other as described in Section 2.4.

Clarification Required During the Process:

None

Irregularities or Issues that Impact Recommended Ranking:

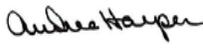
None.

**ATTACHMENT B
Finance Form**

Date:	<u>8/17/2022</u>	Requestor's Extension:	<u>x-3374</u>
Requestor's Name:	<u>Richard Schulz</u>	Preparer's Extension:	<u>x-2495</u>
Form Preparer's Name:	<u>John Field</u>	Purchasing Solicitation #:	<u>01-23</u>
Requestor's Department:	<u>Maintenance</u>	CCM / CPC / PSC:	<u>CPC</u>
Description:	<u>Roadway And Exterior Electrical Maintenance Services</u>	Committee Date:	<u>8/22/2022</u>
Vendor:	<u>Transportation Systems, Inc.</u>	Committee Agenda Item#:	<u></u>

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

Account Code Format: xxx.xxx.xxx.xxxxxxx.xxx.xxxxxx	FY 23 Amount	FY 24 Amount	FY 25 Amount	FY 26 Amount	FY 27 Amount	Total Contract
301.631.110.5460001.000.100497	\$ 22,177.08	\$ 28,330.17	\$ 30,563.22	\$ 5,156.85	\$ -	\$ 86,227.33
301.631.170.5460001.000.100497	\$ 11,088.54	\$ 14,165.08	\$ 15,281.61	\$ 2,578.43	\$ -	\$ 43,113.66
301.631.210.5460001.000.100497	\$ 11,088.54	\$ 14,165.08	\$ 15,281.61	\$ 2,578.43	\$ -	\$ 43,113.66
301.631.330.5460001.000.100497	\$ 33,265.63	\$ 42,495.25	\$ 45,844.83	\$ 7,735.28	\$ -	\$ 129,340.99
301.631.340.5460001.000.100497	\$ 11,088.54	\$ 14,165.08	\$ 15,281.61	\$ 2,578.43	\$ -	\$ 43,113.66
301.631.611.5460001.000.100497	\$ 11,088.54	\$ 14,165.08	\$ 15,281.61	\$ 2,578.43	\$ -	\$ 43,113.66
301.631.612.5460001.000.100497	\$ 22,177.08	\$ 28,330.17	\$ 30,563.22	\$ 5,156.85	\$ -	\$ 86,227.33
301.631.613.5460001.000.100497	\$ 33,265.63	\$ 42,495.25	\$ 45,844.83	\$ 7,735.28	\$ -	\$ 129,340.99
301.631.615.5460001.000.100497	\$ 11,088.54	\$ 14,165.08	\$ 15,281.61	\$ 2,578.43	\$ -	\$ 43,113.66
301.631.661.5460001.000.100497	\$ 33,265.63	\$ 42,495.25	\$ 45,844.83	\$ 7,735.28	\$ -	\$ 129,340.99
301.631.692.5460001.000.100497	\$ 11,088.54	\$ 14,165.08	\$ 15,281.61	\$ 2,578.43	\$ -	\$ 43,113.66
901.443.810.5460002.000.100118	\$ 11,088.54	\$ 14,165.08	\$ 15,281.61	\$ 2,578.93	\$ -	\$ 43,114.16
Total Requisition	\$ 221,770.83	\$ 283,301.67	\$ 305,632.21	\$ 51,569.04	\$ -	\$ 862,273.75
Requisition Number	BPA	BPA	BPA	BPA		

Funding Approver: 
OMB Notes: _____



GREATER ORLANDO AVIATION AUTHORITY

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

MEMORANDUM

TO: Members of the Concessions/Procurement Committee

FROM: Gary M. Hunt, Director, Maintenance

DATE: August 22, 2022

ITEM DESCRIPTION

Recommendation to Award Purchasing Invitation For Bids (IFB) 93705-22, Janitorial Supplies to Multiple Suppliers

BACKGROUND

The award of this IFB will result in six (6) Blanket Purchase Agreements (BPAs) for various janitorial supplies, provided on an “as-needed” basis, for a twelve-month period. The IFB listed a total of seventeen (17) separate items, each with estimated quantities for a 12-month period. The IFB required that the unit prices submitted include all costs associated with delivery to the Aviation Authority’s Material Control Warehouse.

The items bid under IFB 93705-22 included urinal screens, hand soap, paper towels, toilet tissue, can liners, hand sanitizer, hand sanitizer dispensers and cleansing wipes.

The resulting BPA’s term is October 1, 2022 through August 31, 2023, with possible extensions if funds remain and the unit prices are honored.

ISSUES

On June 29, 2022, the Aviation Authority received fifteen (15) responses to IFB 93705-22. This solicitation was (1) advertised in the Orlando Sentinel on June 2, 2022; (2) posted to the Aviation Authority’s website via Merrell Source-To-Contract; and (3) 290 email notifications were sent via Merrell Source-To-Contract.

The Respondents to this IFB were (in alphabetical order):

- All Florida Paper
- B&R Supply, Inc.
- Central Poly-Bag Corp.
- Gem Supply Company
- HD Supply Facilities Maintenance, LTD
- Healthy School Supply, LLC
- Imperial Dade
- Interboro Packaging Corp.
- Lawson Products, LLC
- Remote Clinic RX, LLC
- Southeastern Paper Group
- Unipak Corp.
- Veritiv Operating Corp.

- WB Mason Co. Inc.
- Zep Sales and Service

Staff reviewed all bids and found that:

- Manufacturer's Certificates were not received from Remote Clinic RX, LLC and from B&R Supply, LLC as directed due to third party relationships with the Manufacturer
- Mathematical errors occurred in numerous responses
- Lawson Products, LLC did not respond to Staff's clarification request
- If an alternate product was bid, samples were required and tested at the time of the Bid opening, in a public setting, by Staff for acceptability. The following items were deemed not acceptable by Staff:

Bidder	Product
All Florida Paper Southeastern Paper Group	Heritage H8046SCR01 (Can Liner, Large)
All Florida Paper Southeaster Paper Group	Heritage H6045TCR01 (Can Liner, Medium)

The following Bidders bid alternates, but did not provide samples:

Bidder
B&R Supply
All Florida Paper
Imperial Dade
Veritiv Operating Corp.
Unipak Corp.

The award of this IFB will result in six (6) Blanket Purchase Agreements, in the not-to-exceed amount of \$4,482,500.74, which includes a fifteen percent (15%) contingency for the allocation of funds among the Bidders. While Staff provided their best estimate for usage for the upcoming time period, contingency is in place to prepare for possible higher usage after operations begin at Terminal C, and also for possible unit price fluctuations by Manufacturers, due to the current unstable market conditions. (Only company wide price variance will be considered, with Manufacturer's back-up documentation.)

FISCAL IMPACT

The combined amount bid by the six (6) low, responsive and responsible Bidders by Line Item with Contingency, is \$4,482,500.74, to be funded from the Operations and Maintenance Fund account codes 301.631.210.5520001.000.100235, 301.631.210.5520001.000.100234, 301.631.692.5520001.000.100234 and 301.631.210.55200001.000.100293. Funds expected to be spent in the current fiscal year are within budget. Funding required in subsequent fiscal years will be allocated from the Operations and Maintenance Fund as approved through the budget process and when funds become available.

RECOMMENDED ACTION

It is respectfully requested that the Concessions/Procurement Committee approve that the following be recommended to the Aviation Authority Board: (1) award Purchasing Invitation For Bids (IFB) 93705-22, Janitorial Supplies – Award by Bidder, to All Florida Paper for \$3,325,626.14, Central Poly-Bag Corp. for \$950,705, Gem Supply Company for \$31,815.90, Imperial Dade for \$131,170.15, Veritiv Operating Company for \$16,733.55, and Zep Sales and Services for \$26,450, for a total not-to-exceed combined value of \$4,482,500.74; (2) deem Lawson Product, LLC non-responsive, (3) authorize funding from the Operations and Maintenance Fund; (4) authorize Staff to contact the next ranked firm for items should products not be available, allowing for the allocation of funds among the Bidders as required to meet inventory requirements; (5) in case of Manufacturer's company wide price increase, allow for unit price

adjustments with Manufacturer's Price increase letter, to the extent of the Manufacturer's increase, or move to the next ranked firm whichever is more advantageous to the Aviation Authority, (6), authorize the Purchasing Office to extend the term of the resulting BPA's if funds remain available at the end of the original BPA period, and (7) authorize the Purchasing Office to issue the necessary Blanket Purchase Agreements.

Attachments

A – Award Criteria

B – Finance Form

ATTACHMENT A Award Criteria

Award Criteria:

The IFB documents required that all Bidders submit certificates from each Manufacturer stating that the Bidder is authorized to sell their product, that reference letters be provided, and that samples and specification/cut sheets be provided for items bid as alternates to the products listed.

The IFB did not require that Bidders quote all items, and the Aviation Authority reserves the right to make awards by individual item, group of items, all or none, or a combination thereof, with one or more Bidders.

Clarifications Required During the Process:

The IFB documents stated that in the case of a Bidder's error in an extension of the addition of bid prices, the unit price shall govern. The detailed bid tabulation show any calculated mathematical errors.

Clarification regarding missing documentation, product specification or pricing was obtained from All Florida Paper, Healthy School Supply, Southeastern Paper Group, Imperial Dade, Central Poly-Bag Corp., B&R Supply, Inc., Lawson Products, LLC, Remote Clinic RX, WB Mason, HD Supply Facilities Maintenance, LTD, Interboro Packaging Corp., and Healthy School Supply, Inc.

Lawson Products, LLC did not respond to the Staff's clarification request.

ATTACHMENT B Finance Form

Date:	8/16/2022	Requestor's Extension:	x-6429
Requestor's Name:	Olimpia Lonsdale	Preparer's Extension:	x-2495
Form Preparer's Name:	John Field	Purchasing Solicitation #:	(IFB) 93705-22
Requestor's Department:	Maintenance	CCM / CPC / PSC:	CPC
Description:	<small>Answered Purchasing Invitation For Bids (IFB) 93705-22, Liberator's Supplies</small>	Committee Date:	8/22/2022
Vendor:	Multiple Supplies	Committee Agenda Item#:	
		BPA#:	
		CPA#:	

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

Account Code <small>Format: xxx.xxx.xxx.xxxxxxx.xxx.xxxxxx</small>	FY 22 Amount	FY 23 Amount	FY 24 Amount	FY 25 Amount	FY 26 Amount	Total Contract
301.631.210.5520001.000.100235		\$ 1,400,000.00				\$ 1,400,000.00
301.631.210.5520001.000.100234		\$ 1,300,000.00				\$ 1,300,000.00
301.631.692.5520001.000.100234		\$ 782,500.74				\$ 782,500.74
301.631.210.55200001.000.100293		\$ 1,000,000.00				\$ 1,000,000.00
						\$ -
						\$ -
						\$ -
						\$ -
Total Requisition	\$ -	\$ 4,482,500.74	\$ -	\$ -	\$ -	\$ 4,482,500.74
Requisition Number		92001				

OMB Notes:	<i>Audrea Harper</i>	Converted into PO #:	
Funding Approver		Date:	
Total Requisition	\$ 4,482,500.74	Buyer:	
BPA Amount	\$ -		
Grand Total - Agree to Committee Item	\$ 4,482,500.74		



GREATER ORLANDO AVIATION AUTHORITY

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

MEMORANDUM

TO: Members of the Concessions/Procurement Committee

FROM: Gary M. Hunt, Director, Maintenance

DATE: August 22, 2022

ITEM DESCRIPTION

Recommendation to Award Invitation for Bid (IFB) 25-22, Upholstery Services for Passenger Style Seating with New Image Upholstery, Inc.

BACKGROUND

The term of the Contract is for thirty-six (36) months with initial service to commence on or about September 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 will be to furnish all labor, supervision, miscellaneous materials (included, but not limited to, thread, zippers, linings, etc.) equipment, tools, pick-up, delivery and all other items necessary or proper for, or incidental to, performing upholstery fabrication and installation services using Aviation Authority provided custom fabrics and vinyl on passenger style seating units located in the public areas throughout the Terminals (A, B, and C), and Airsides at the Orlando International Airport in accordance with the Contract Documents.

ISSUES

On June 5, 2022, the Aviation Authority issued IFB 25-22 for Upholstery Services for Passenger Style Seating. The Aviation Authority notified 145 Suppliers through Merrell Source-to-Contract formally known as Negometrix of the solicitation opportunity. Four (4) Suppliers downloaded the solicitations documents.

On July 12, 2022, four (4) Bids and one (1) "No Bid" was received:

<u>Firm</u>	<u>Total Three-Year Bid</u>
New Image Upholstery, Inc.	\$411,000
Designers West Interiors, Inc.	\$428,250
A&A Unlimited Design, Inc.	\$807,262
Drake Auto Reconditioning & Custom Upholstery, Inc.	\$1,404,000
Pride Enterprises	No Bid

Bids were reviewed for compliance with submission requirements and it was determined that New Image Upholstery, Inc., Designers West Interiors, Inc., and A&A Unlimited Design, Inc. submitted complete Bids and therefore are deemed responsive.

Drake Auto Reconditioning & Custom Upholstery did not submit a complete Bid, therefore should be considered non-responsive.

References for the two (2) low bidders were checked and based thereon were determined to be responsible.

Pricing is based on Unit Prices for performing Upholstery Services on Aviation Authority-owned Passenger Style Seating (Arconas Seats) and Hourly Labor Rates for Additional Work. The actual amount paid to contractor is based on actual work requested, performed, and approved by the Aviation Authority.

The Small Business Development Department (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 total past expenditure does not lend itself to participation. However, both New Image Upholstery, Inc. and Designers West Interiors, Inc. are certified MWBE.

FISCAL IMPACT

New Image Upholstery, Inc.'s, three-year bid in the amount of \$411,000 is to be funded from the Operations and Maintenance Fund account code 301.631.210.5460001.000.100241. 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) deem Drake Auto Reconditioning & Custom Upholstery, Inc. non-responsive; (2) award Purchasing Bid 25-22, Upholstery Services for Passenger Style Seating to New Image Upholstery, Inc. as the low responsive and responsible bidder; (3) authorize funding from the Operations and Maintenance Fund in a not-to-exceed amount of \$411,000; and (4) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel.

Attachments

- A – Small Business Memo
- B – Finance Form

ATTACHMENT A
Award Criteria

Award Criteria (including Experience Required) and/or Bid Schedule:

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

For a Bidder to meet the minimum responsibility criteria for this Contract, the Bidder must provide verifiable evidence:

1. Bidder must have a minimum of three (3) years' experience performing /providing the following:
 - a. Commercial Upholstery Services.
 - b. Upholstery Services for Passenger Style Seating services.
 - c. Has provided commercial upholstery seating services for one-hundred (100) seats per month or similar services.
2. **Each Bidder shall provide with its Bid:** one (1) sample of an Arconas seat cover. The samples shall be submitted with the Bidder's Bid. The samples shall be used by the Aviation Authority, in its discretion, to determine the Bidder's responsiveness, by evaluating the Bidder's ability to fabricate seat units in accordance with the manufacturer's original intent/specifications. Note: the Aviation Authority provided and made available for pick-up to each Bidder, the fabric to produce the Arconas fabric seat cover sample to use as a model.
3. All Bidders must submit a list with a minimum of three (3) verifiable business/client references proving a **minimum of three (3) years of commercial service**.
4. 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:

Clarification Required During the Process:

Drake Auto Reconditioning & Custom Upholstery Bid response contained the following deficiencies:

- a. Did not submit a sample with their bid
- b. Did not submit the Attachments listed in Section 6.
 - Attachment A - Bidder's Certification Form.
 - Attachment D - Bidder's Questionnaire - includes the References' Form.
 - Attachment E - Conflict of Interest Disclosure Form.
 - Attachment F – Scrutinized Company Certification Form.
 - Attachment K – E-Verification Certification Form

Irregularities or Issues that Impact Recommended Ranking:

None.

ATTACHMENT B Finance Form

Date:	8/10/2022	Requestor's Extension:	x-2158
Requestor's Name:	Daisily Pagan	Preparer's Extension:	x-2495
Form Preparer's Name:	John Field	Purchasing Solicitation #:	25-22
Requestor's Department:	Maintenance	CCM / CPC / PSC:	CPC
Description:	Upholstery Services for Passenger Style Seating	Committee Date:	8/22/2022
Vendor:	New Image Upholstery, Inc	Committee Agenda Item#:	
		BPA:	BPA

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

Account Code <small>Format: xxx.xxx.xxx.xxxxxxx.xxx.xxxxxx</small>	FY 22 Amount	FY 23 Amount	FY 24 Amount	FY 25 Amount	FY26 Amount	Total Contract
301.631.210.5460001.000.100241 GH	\$ 11,416.67	\$ 137,000.00	\$ 137,000.00	\$ 125,583.33	\$ -	\$ 411,000.00
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
Total Requisition	\$ 11,416.67	\$ 137,000.00	\$ 137,000.00	\$ 125,583.33	\$ -	\$ 411,000.00
Requisition Number	BPA	BPA	BPA	BPA		

<p>OMB Notes: Funding Approver <u>Andrea Harper</u></p> <p>Total Requisition \$ -</p> <p>BPA Amount \$ 411,000.00</p> <p>Grand Total - Agree to Committee Item \$ 411,000.00</p>	<p>Converted into PO #: _____</p> <p>Date: _____</p> <p>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: Pete Pelletier, Director, Information Technology

DATE: August 22, 2022

ITEM DESCRIPTION

Recommendation to Award Request for Quotation (RFQ) 93806-22, Purchase of HPE Aruba Wi-Fi Access Point (AP) 655 Hardware, Firmware Subscription, and Maintenance Support utilizing State of Florida Contract No. 43220000-NASPO-19-ACS to High Performance Technology (HPT)

BACKGROUND

Approval of this request will result in the purchase of HPE Aruba Wi-Fi AP-655 Hardware, Firmware Subscription, and Maintenance Support for the Aviation Authority. This purchase will upgrade the Aviation Authority's existing Wi-Fi Access Point (AP) hardware and capabilities. The Aviation Authority's Wi-Fi APs are currently obsolete, making replacing existing hardware and repairs more difficult. The new APs will replace Wi-Fi 5 APs throughout the North Terminal's Airside and Landside, giving airport customers Wi-Fi 6 and 6e capabilities. Wi-Fi 6 and 6e are the newest Wi-Fi standards. The AP offers customers increased speed and channel capabilities with more recent hardware with increased processing abilities to handle additional users better.

ISSUES

On August 1, 2022, the Aviation Authority issued RFQ# 93806-22 for the Purchase of HPE Aruba Wi-Fi AP-655 Hardware, Firmware Subscription, and Maintenance Support to six (6) authorized resellers listed in the State of Florida Contract# 43220000-NASPO-19 –ACS, GSA Contract#: GS34F303DA, Sourcewell Contract#: 081419, and OMNIA Partners Contract# 4400006644. On August 9, 2022, the Aviation Authority received six (6) quotes:

<u>Firm</u>	<u>Total Quote</u>
High Performance Technology (HPT)	\$502,718.90
Insight Public Sector	\$505,188.75
TouchPoint	\$519,014.50
CSPI Technology Solutions	\$529,179.37
SHI International, Inc. (SHI)	\$663,594.22
CDW-G	\$666,534.12

Staff's review of the quotes found that the firms are responsive and responsible to the RFQ requirements.

The Small Business Development Department (SBDD) has reviewed the requirements for this purchase and has determined that it cannot change the terms and conditions of an existing contract such as the PE Aruba Wi-Fi AP655 Hardware, Subscription, and Maintenance Support utilizing the State of Florida Contract No. 43220000-NASPO-19-ACS.

FISCAL IMPACT

High Performance Technology (HPT) quote is for a not-to-exceed amount \$502,718.90 to be funded from the following Capital Expenditure Fund account codes: 308.521.170.5640001.000.501505, 308.521.170.5640003.000.501504, and 308.521.170.5460001.000.501504. Funds expected to be spent under this contract 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 (RFQ) 93766-22, Purchase of HPE Aruba WiFi AP-655 Hardware, Subscription, and Maintenance Support, utilizing the State of Florida Contract No. 43220000-NASPO-19-ACS, to High Performance Technology (HPT); (2) authorize funding from Capital Expenditure Funds in a not-to-exceed amount of \$502,718.90; and (3) authorize the Purchasing Department to issue the necessary Purchase Order.

Attachments

A – Award Criteria

B - Finance Form

**ATTACHMENT A
Award Criteria**

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 Finance Form

Greater Orlando Aviation Authority Finance Attachment							
Date:	8/12/2022	Requestor's Extension:	3512				
Requestor's Name:	Jason Gross	Preparer's Extension:	3512				
Form Preparer's Name:	Jason Gross	Purchasing Solicitation #	RFQ 93806-22				
Requestor's Department:	Information Technology	CCM / CPC / PSC:	CPC				
Description:	Aruba WiFi AP655 Revised	Committee Date:	8/22/2022				
Vendor:	High Performance Technology	Committee Agenda Item:					
NON-PROJECT FUNDS: O&M, CAP EX, I&D, R&R, OEA REVENUE FUNDS							
Account Code <small>Format: xxx.xxx.xxx.xxxxxxx.xxx.xxxxxx</small>	FY 22 Amount	FY 23 Amount	FY 24 Amount	FY 25 Amount	FY 26 Amount	Total Contract	
308.521.170.5640003.000.501505	350,000.00					350,000.00	
308.521.170.5640003.000.501504	119,220.40					119,220.40	
308.521.170.5460001.000.501504	33,498.50					33,498.50	
						-	
						-	
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						-	
Total Requisition	502,718.90	-	-	-	-	502,718.90	
Requisition Number	92016						
OMB Notes:	<i>Audrey Harper</i>						
Funding Approver					Converted into PO #:		
					Date:		
Total Requisition	\$	-			Buyer:		
PO Amount	\$	502,718.90					
Grand Total - Agree to Committee Item	\$	502,718.90					



GREATER ORLANDO AVIATION AUTHORITY

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

MEMORANDUM

TO: Members of the Concessions/Procurement Committee

FROM: Pete Pelletier, Director, Information Technology

DATE: August 22, 2022

ITEM DESCRIPTION

Recommendation to approve Amendment No. 19, a Contract Adjustment for Purchasing Contract 02-11, Common Use Passenger Processing System (CUPPS) and Common Use Self Service (CUSS) Operations and Maintenance Services with SITA Information Networking Computing USA, Inc. (SITA)

BACKGROUND

This Contract was awarded through a competitive bid process commenced on November 1, 2011 with Final Acceptance effective May 21, 2012. The initial term of the Contract was for thirty-six (36) months, effective May 22, 2012, expiring May 21, 2015, with the Authority having an indefinite number of options to renew the Contract for additional periods of one (1) year each. The eighth renewal option will expire on May 21, 2023.

The Contract requires SITA to furnish to the Aviation Authority detailed technical design, development, hardware, firmware, software, software licenses, installation integration, implementation, training, user manuals and documentation, operation, support and maintenance services for the CUPPS and CUSS, warranty, testing of the hardware and software, and all other items necessary or proper for, or incidental to, providing an operable and acceptable CUPPS and CUSS. This includes associated gateways for each airline that is dependent on a remote host computer for departure control, and a Local Departure Control System for each airline that operates independent of a remote host computer and other related components, all in accordance with the Contract Documents.

A project is currently in place to expand Biometric Exit and the Common Use Passenger Processing System (CUPPS) to additional gates in the North Terminal at the Orlando International Airport (MCO).

ISSUES

Contract Adjustment- Staff is requesting to add twenty (20) units of the Biometric Face Pods and expand CUPPS to forty-six (46) gates at the North Terminal of the Orlando International Airport. The purchase includes: (a) hardware devices to be provided by SITA; (b) software and licensing for the Aviation Authority; and (c) Professional Services by SITA for the Biometric Face Pods installation and CUPPS expansion at the Orlando International Airport.

Department – The Information Technology Department concurs with the Contract Adjustment.

Contractor – The Contractor has performed satisfactorily during the Initial Term and during the first seven Renewal Options.

The total-not-to-exceed value for this Contract Adjustment is \$602,287.68 beginning on or about September 1, 2022 through the final acceptance of the project.

CPC NEW BUSINESS ITEM - E -

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

FISCAL IMPACT

The fiscal impact for the Contract Adjustment is a not-to-exceed amount of \$602,287.68. Funding will be from the Capital Expenditure Fund and General Airport Revenue Bonds within ZC-350 Biometric Expansion project for \$334,019.68 and ZC-349 Common Use Expansion project for \$268,268. The funding for both projects, ZC-350 & ZC-349 was approved by the Construction Finance Oversight Committee on March 1, 2022. Funds expected to be spent under the Contract 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) approve Amendment No. 19, Contract Adjustment to Purchasing Contract 02-11 with SITA Information Networking Computing USA, Inc.; (2) authorize funding in a not-to-exceed amount of \$602,287.68 from the Capital Expenditure Fund and General Airport Revenue Bonds within ZC-350 Biometric Expansion project for \$334,019.68 and ZC-349 Common Use Expansion project for \$268,268; 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 - Finance Form

ATTACHMENT A
Chart Summary of Contract Revisions

PART ONE: Original Contract 02-11 Award				
Initial Term	Prior to Final Acceptance Date		11/16/11 - 05/21/12	\$127,161.21
Initial Term	After Final Acceptance Date (36 months)		05/22/12 - 05/21/15	\$963,484.92
Optional Year 1	Maintenance & Repair Services (12 months)		05/22/15 - 05/21/16	\$337,871.76
Optional Year 2	Maintenance & Repair Services (12 months)		05/22/16 - 05/21/17	\$344,277.88
Total 5 Year Term	9/12/11 CPC	10/19/11 Board, New Business Item A	Total Contract Value at Award	\$1,772,795.77
PART TWO: Summary of Contract Revisions				
Initial Term	Prior to Final Acceptance Date		11/16/11 - 05/21/12	\$127,161.21
Initial Term Prior to Final Acceptance Date Total Value:				\$127,161.21
Initial Term	After Final Acceptance Date (36 months)		05/22/12 - 05/21/15	\$963,484.92
Amendment No. 1	<ul style="list-style-type: none"> 11/24/14 CPC 12/10/14 Board, Item N 	Contract Adjustment	12/10/14 - 05/21/15	\$2,253,197.04*
New Initial Term After Final Acceptance Date Total Value:				\$3,343,843.17
Option Year 1	Maintenance & Repair Services (12 months)		05/22/15 - 05/21/16	\$337,871.76
Amendment No. 2	04/28/15 Executive Director	1 st Renewal Option	05/22/15 - 05/21/16	\$0.00
Amendment No. 3	<ul style="list-style-type: none"> 10/26/15 CPC 11/04/15 Executive Director 	Contract Adjustment	11/01/15 - 05/21/16	\$160,000.00*
New Total Option Year 1 Value:				\$497,871.76
Option Year 2	Maintenance & Repair Services (12 months)		05/22/16 - 05/21/17	\$344,277.88
Amendment No. 4	05/05/16 Executive Director	2 nd Renewal Option	05/22/16 - 05/21/17	\$0.00
Amendment No. 5	<ul style="list-style-type: none"> 05/23/16 CPC 06/15/16 Board, Item B 	Contract Adjustment	06/01/16 - 05/22/17	\$1,299,891.20*
Amendment No. 6	<ul style="list-style-type: none"> 02/20/17 CPC 03/15/17 Board, Item O 	Contract Adjustment	03/15/16 - 05/22/17	\$950,065.28*
New Total Option Year 2 Value:				\$2,594,234.36
Option Year 3	Maintenance & Repair Services (12 months)		05/22/17 - 05/21/18	
Amendment No. 7	<ul style="list-style-type: none"> 03/6/17 CPC 04/19/17 Board, Item E 	3 rd Renewal Option and Contract Adjustment (Combining 02-11 and 15-12)	05/22/17 - 05/21/18	\$1,015,170.00*
Amendment No. 8	<ul style="list-style-type: none"> 08/21/17 CPC 09/20/17 Board, Item F 	Increase in Value & Contract Adjustment	10/1/17 - 05/21/18	\$510,037.28*
Amendment No. 9	<ul style="list-style-type: none"> 12/11/17 CPC 12/20/17 Board, Item UU 	Sole Source Contract Adjustment	1/21/18 - 05/21/18	\$142,500.00*
New Total Option Year 3 Value:				\$1,667,707.28

Option Year 4		Maintenance & Repair Services (12 months)		05/22/18 - 05/21/19	
Amendment No. 10	<ul style="list-style-type: none"> 04/09/18 CPC 04/18/18 Board, Item Z 	4th Renewal Option and Contract Adjustment	05/22/18 - 05/21/19	\$1,115,170.00*	
Amendment No. 11	<ul style="list-style-type: none"> 04/09/18 CPC 04/18/18 Board, walk-on Item 	Contract Adjustment	05/22/18 - 05/21/19	\$3,110,572.93*	
Amendment No. 12	<ul style="list-style-type: none"> 06/13/18 CPC 6/20/18 Board, Item D 	Increase in Value	07/1/18 - 05/21/19	\$1,040,108.00*	
New Total Option Year 4 Value:				\$5,265,850.93	
Option Year 5		Maintenance & Repair Services (12 months)		05/22/19 - 05/21/20	
Amendment No. 13	<ul style="list-style-type: none"> 04/1/19 CPC 4/17/19 Board, Item W 	5th Renewal Option and Contract Adjustment	05/22/19 - 05/21/20	\$1,531,200.00*	
Amendment No. 14	<ul style="list-style-type: none"> 02/24/20 CPC 	Contract Adjustment Tariff & Administrative Fee	04/1/20 - 05/21/20	\$986,718.48 <u>\$233,415.00</u> \$1,220,133.48*	
New Total Option Year 5 Value:				\$2,751,333.48	
Option Year 6		Maintenance & Repair Services (12 months)		05/22/20 - 05/21/21	
Amendment No. 15	<ul style="list-style-type: none"> 03/23/20 CPC 05/20/20 Board, Item A 	6th Renewal Option and Contract Adjustment	05/22/20 - 05/21/21	\$2,530,652.00*	
Amendment No. 16	<ul style="list-style-type: none"> 01/25/21 CPC 03/17/21 Board, Item J 	7 th Renewal Option and Contract Adjustment 8 th Renewal Option	05/22/21 – 05/21/22 05/22/22 – 05/21/23	\$1,608,420.00 \$371,423.04 \$ 1,872,290.00	
Amendment No. 17	<ul style="list-style-type: none"> 03/02/21 CCM, Item 9 03/17/21 Board, Item J 	Contract Adjustment for Terminal "C" Project (SITA Common Use (CUSS/CUPPS) System, Queue Management and Biometric Gates)	05/25/2021 – 05/31/22	\$7,060,946.56	
Amendment No. 18	<ul style="list-style-type: none"> 05/31/2022 CCM, Item 8 	Contract Adjustment – Extend the term of Amendment 17	06/01/22 – 09/19/2022	\$0.00	
Amendment No. 19	<ul style="list-style-type: none"> Pending CPC 08/22/22 	Contract Adjustment - North Terminal Expansion (Biometric and CUSS)	09/01/22 – Acceptance of Project	\$334,019.68 \$268,268.00	
Total Contract Value with all Changes (approved and pending)				\$20,955,048.22	

* Not included in the original Board approval amount of \$1,772,795.77 (see Part One above).

ATTACHMENT B Finance Form

Greater Orlando Aviation Authority Finance Attachment

Date:	7/28/2022	Requestor's Extension:	3541
Requestor's Name:	Shiv Persaud	Preparer's Extension:	same as above
Form Preparer's Name:	Shiv Persaud	Purchasing Solicitation #:	
Requestor's Department:	Information Technology	CCM / CPC / PSC:	CPC
Description:	Common Use Passenger Processing System	Committee Date:	8/22/2022
Vendor:	SITA Information Networking Computing USA, Inc.	Committee Agenda Item#:	

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

Account Code <small>Format: xxx.xxx.xxx.xxxxxxx.xxx.xxxxxx</small>	FY 22 Amount	FY 23 Amount	FY 24 Amount	FY 25 Amount	FY 26 Amount	Total Contract
ZC-350 Biometrics Expansion-HW,SW,Misc	334,019.68					334,019.68
ZC-349 Common Use Expansion- HW,SW,Misc	268,268.00					268,268.00
						-
						-
Capital Expenditure Funds & General Airport Revenue Funds - The above projects are associated with the Passenger Processing Efficiency System Program.						-
						-
						-
						-
						-
						-
						-
Total Requisition	602,287.68	-	-	-	-	602,287.68
Requisition Number						

OMB Notes:
Funding Approver



Converted into PO #: _____

Date: _____

Buyer: _____

Total Requisition \$	-
PO Amount \$	602,287.68
Grand Total - Agree to Committee Item \$	602,287.68



GREATER ORLANDO AVIATION AUTHORITY

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

MEMORANDUM

TO: Members of the Concessions/Procurement Committee

FROM: Marie Dennis, Director, Finance

DATE: August 22, 2022

ITEM DESCRIPTION

Recommendation to Award Single Source Procurement SG-00191 for Financial Consulting and Treasury Management Services with Geraldine Danforth

BACKGROUND

On June 1, 2020, the Chief Executive Officer approved a Single Source Procurement SG-00111 to Geraldine Danforth for Financial Consulting and Treasury Management Services (Services) for \$93,775, effective through September 30, 2021. On April 22, 2021, the Chief Executive Officer approved Single Source Procurement SG-00141 to Geraldine Danforth for Financial Consulting and Treasury Management Services (Services) for \$148,000, effective through September 30, 2022. This request is an extension of those Services from October 1, 2022, through September 30, 2023, for the not-to-exceed amount of \$81,375.

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

1. Periodic review of cash and investment balances to maintain adequate available funds to meet cash requirements, and of Central Bank daily cash reconciliations. Provide summary of findings to the Chief Financial Officer (CFO).
2. Monitor the purchase and sale of investment instruments, including but not limited to: liaison with Investment Advisor(s), Trustees, and Broker/Dealers (when necessary); provision of required information to the CFO for submittal to the Investment Advisor for investment decisions; and verification that investments purchased comply with policy.
3. Review prepared monthly investment reports of the Aviation Authority's portfolio for distribution to management and semi-annual investment reports for distribution to the Finance Committee.
4. Monitor continuing disclosure requirements related to Aviation Authority financings; coordination with Digital Assurance Certificate, LLC as appropriate to verify filings are submitted and uploaded to Electronic Municipal Market Access when required; and the identification and coordination of the implementation of new reporting requirements as appropriate.
5. Assistance with the completion of Annual Continuing Disclosure Document, and with the completion of reallocation of DSR "Principal" Funds.
6. Assist with rating agencies reviews through the preparation of response documents and presentations.
7. And other financial and/or treasury consulting services as mutually agreed.

ISSUES

This Award is based on a Single Source Procurement Justification in accordance with Aviation Authority Policy 450.03. Staff has reviewed the justification and agrees with the Finance Department that this does not lend itself to a competitive solicitation.

The total for SG-00191 is a not-to-exceed amount of \$81,375 for a twelve (12) month period. Pricing is based on the Consultant's hourly rate of \$155.00. The actual amount paid to Geraldine Danforth will be based on actual work requested, performed and approved by the Aviation Authority.

The Small Business Development Department has reviewed the requirements for the Single Source and determined that, due to it is a Single Source and limited scope of the required services it does not lend itself to a Minority and Women Business Enterprise (MWBE), Local Developing Business and/or Veteran Business Enterprise (LDB/VBE) participation requirement.

FISCAL IMPACT

The fiscal impact for Financial Consulting and Treasury Management Services is a not-to-exceed amount of \$81,375 with funding from the Operations and Maintenance Fund account code 301.111.170.5310009.000.000000. Funds expected to be spent in the current fiscal year are within budget. Funding required in current and subsequent fiscal years will be allocated from the Operations and Maintenance Fund as approved through the budget process and when funds become available.

RECOMMENDED ACTION

It is respectfully requested that the Concessions/Procurement Committee approve that the following be recommended to the Aviation Authority Board: (1) Award Single Source Procurement SG-00191 Financial Consulting and Treasury Management Services with Geraldine Danforth beginning on or about October 1, 2022, through September 30, 2023; (2) authorize funding from the Operations and Maintenance Fund in the not-to-exceed amount of \$81,375; 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 – Summary of Services

B – Finance Form

**ATTACHMENT A
Summary of Services**

Single Source	Approvals	Description	Term	Value
Single Source Request SG-00111	CEO: June 1, 2020	Financial Consulting and Treasury Management Services	6/1/2020 through 9/30/2021	\$93,775.00
Single Source Request SG-00141	CEO: April 22, 2021 CPC: May 3, 2021	Financial Consulting and Treasury Management Services Extension	5/3/2021 through 9/30/2022	\$148,800.00
Single Source Request SG-00191	CEO: August 12, 2022 Pending CPC: 08/22/22	Financial Consulting and Treasury Management Services Extension	10/1/2022 through 9/30/2023	\$81,375.00
Total Value of Services with all Changes (approved and proposed):				\$323,950.00

ATTACHMENT B Finance Form

Greater Orlando Aviation Authority

Date:	<u>8/5/2022</u>	Requestor's Extension:	<u>2026</u>
Requestor's Name:	<u>LuAnn Fisher</u>	Preparer's Extension:	<u>6425</u>
Form Preparer's Name:		Purchasing Solicitation #:	<u>SG-00191</u>
Requestor's Department:	<u>Finance</u>	CCM / CPC / PSC:	<u>CPC</u>
Description:	<u>ncial Consulting & Treasury Management Ser</u>	Committee Date:	<u>8/22/2022</u>
Vendor:	<u>Geraldine Danforth</u>	Committee Agenda Item#:	

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

Account Code <small>Format: xxx.xxx.xxx.xxxxxxx.xxx.xxxxxx</small>		FY 22 Amount	FY 23 Amount	FY 24 Amount	FY 25 Amount	FY 26 Amount	Total Contract
301.111.170.5310009.000.000000	GH		81,375.00				81,375.00
							-
							-
							-
							-
							-
							-
							-
							-
							-
							-
							-
							-
							-
							-
Total Requisition		-	81,375.00	-	-	-	81,375.00
Requisition Number			91971				

OMB Notes:
Funding Approver Andrea Harper

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

Total Requisition	\$	81,375.00
BPA Amount	\$	-
Grand Total - Agree to Committee Item	\$	81,375.00



GREATER ORLANDO AVIATION AUTHORITY

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

MEMORANDUM

TO: Members of the Concessions/Procurement Committee

FROM: Marie Dennis, Director, Finance

DATE: August 22, 2022

ITEM DESCRIPTION

Recommendation to Award Single Source Procurement SG-00192 for Accounting and Finance Consulting Services with Pamela J. L'Heureux CPA, PLLC

BACKGROUND

On January 7, 2021, the Chief Executive Officer approved a Single Source Procurement SG-00128 for Accounting and Finance Consulting Services (Services) with Pamela J. L'Heureux CPA, PLLC (Pam L'Heureux), for an amount not-to-exceed \$96,525 effective through September 30, 2021. On September 29, 2021, the Chief Executive Officer approved a Single Source Procurement SG-00155 for extension of those Services with Pamela J. L'Heureux. On October 4, 2021, the Concessions/Procurement Committee approved services for Task Order 01 under SG-00155 to begin on or about October 11, 2021, through September 30, 2022, for a total not-to-exceed amount of \$150,000. This request is for SG-00192, with Services to begin on or about October 1, 2022, through December 31, 2022, for a total not-to-exceed amount of \$55,275.

Pamela L'Heureux possesses firsthand knowledge of the Aviation Authority's PFC applications and amendments, rates and charges methodology, capital improvement plan, construction finance programs, and fund balances. This knowledge and experience is advantageous to the Aviation Authority while the Finance department fills vacant positions that were put on hold during the COVID-19 pandemic.

The scope of services includes, but is not limited to, assisting the Finance department with Passenger Facility Charge amendments and close outs, Bond close outs, Fund balance analysis, Non-STC Program close outs, Debt Service allocations, and other accounting and financial services as needed.

ISSUES

This Award is based on a Single Source Procurement Justification in accordance with Aviation Authority Policy 450.03. Staff has reviewed the justification and agrees with the Finance Department that this does not lend itself to a competitive solicitation.

Based on the information known at this time, the Consultant has performed satisfactorily during the Initial Term.

The total for SG-00192 is a not-to-exceed amount of \$55,275, effective on or about October 1, 2022, through December 31, 2022. Pricing is based on the Consultant's hourly rate of \$165.00.

The Small Business Development Department has reviewed the requirements for the Single Source procurement and determined that, due to limited scope of the required services, and/or lack of ready,

willing and able certified small businesses, it does not lend itself to a Minority and Women Business Enterprise (MWBE), Local Developing Business and/or Veteran Business Enterprise (LDB/VBE) participation requirement.

FISCAL IMPACT

The fiscal impact for Financial Consulting and Treasury Management Services is a not-to-exceed amount of \$55,275 with funding from the Operations and Maintenance Fund account code 301.111.170.5310009.000.000000. Funds expected to be spent in the current fiscal year are within budget. Funding required in current and subsequent fiscal years will be allocated from the Operations and Maintenance Fund as approved through the budget process and when funds become available.

RECOMMENDED ACTION

It is respectfully requested that the Concessions/Procurement Committee approve that the following be recommended to the Aviation Authority Board: (1) Award Single Source Procurement SG-00192 for Accounting and Finance Consulting Services with Pamela J. L'Heureux CPA, PLLC, with services to begin on or about October 1, 2022, through December 31, 2022; (2) authorize funding from the Operations and Maintenance Fund in the not-to-exceed amount of \$55,275; 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 – Summary of Contract Services

B – Finance Form

**ATTACHMENT A
Summary of Services**

Single Source	Approvals	Description	Term	Value
Single Source Request SG-00128	CEO: January 7, 2021	Accounting and Finance Consulting Services	01/08/2021 through 9/30/2021	\$96,525.00
Single Source Request SG-00155	CEO: September 29, 2021 CPC: October 4, 2021	Accounting and Finance Consulting Services	10/11/2021 through 9/30/2022	\$150,000.00
Single Source Request SG-00192	CEO: August 12, 2022 Pending CPC: 08/22/22	Accounting and Finance Consulting Services	10/01/2022 through 12/31/2022	\$55,275.00
Total Value of Services with all Changes (approved and proposed):				\$301,800.00

