

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

DATE: September 12, 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 September 19, 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 AUGUST 8, 2022

V. CONSENT AGENDA

- A. Recommendation to Award Purchasing Invitation for Bids (IFB) 93651-22, HP Cartridges for Common Use Terminal Equipment (CUTE) to CVR Computer Supplies
- B. Recommendation to Award a Sole Source SS-0197, Procurement Contract 23-145-SS for the procurement of the Baggage Handling System (BHS) Automated Tag Readers (ATR) Upgrade to Sick, Inc.
- C. Recommendation to Extend Temporary Staffing Services for Engagement No. 01 with Robert Half International Inc. for the Finance Department through the Utilization of the HGACBuy Interlocal Contract for Cooperative Purchasing ILC No: ILC21-11483

VI. NEW BUSINESS

- A. Recommendation to Award the Purchase of Sixteen Vehicles through the Utilization of the State of Florida Contract # 25100000-22-SRCWL-ACS with Alan Jay Automotive Network
- B. Recommendation to Approve Amendment No. 5, Increase in Value and Extension of Term for Purchasing Agreement PS-542, Financial Consulting Services with Linda George, CPA
- C. Recommendation to Approve Amendment No. 2, Second Renewal Option, for Purchasing Contract 02-19, Holiday Decoration Services, with DK Design Danken Inc. (formerly known as D & K Design LLC,) d/b/a Danken
- D. Recommendation to Approve Amendment No. 2, Second Renewal Option for Purchasing Contract 01-19, Rattan/Wicker Chair Repair Services with New Image Upholstery, Inc.
- E. Recommendation to Award Purchasing Invitation for Bids (IFB) 93705-22, Janitorial Supplies to Multiple Suppliers

NEXT SCHEDULED CONCESSIONS/PROCUREMENT COMMITTEE MEETING IS ON SEPTEMBER 26, 2022

On **AUGUST 8, 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 1:30p.m. The meeting was posted in accordance with Florida Statutes and a quorum was present.

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

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

Chairman Friel began by announcing 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, to the Chief Executive Officer, Mr. Kevin J. Thibault, via email at kevin.thibault@goaa.org with copy to gail.musselwhite@goaa.org by Monday, August 15, 2022 - no later than 4:00pm

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.

*Those who would like to speak on any of the items on the agenda today, please fill out a speaker card that is available at the sign-in table or with **Ms. Musselwhite**, Recording Secretary*

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.

MINUTES

1. Upon motion by Mr. Draper, second by Vice-Chair Rodriguez, motion passed to accept the June 13, 2022, June 27, 2022 and July 11, 2022 minutes as written.

CONSENT AGENDA

2. Chairman Friel asked if anyone in the audience would like to speak regarding the Consent Agenda item. Ms. Musselwhite confirmed she had not received any speaker requests. Chairman Friel then asked if any Committee member had questions or wished to pull the item for discussion.

After discussion between the Committee members and upon motion by Mr. Engle, second by Mr. Draper, vote carried to approve the following Consent Agenda item:

A. approve that the following be recommended to the Chief Executive Officer: (1) award Request for Quotation (RFQ) 93690-22, the Purchase of HPE Synergy 480 Gen10 servers and maintenance support utilizing the State of Florida Alternate Contract Source NASPO #43211500-WSCA-15-ACS-E to High Performance Technologies, LLC; (2) authorize funding from the Capital Expenditure Fund in a not-to-exceed amount of \$172,832; and (3) authorize the Purchasing Department to issue the necessary Purchase Order.

RECOMMENDATION TO AWARD REQUEST FOR QUOTATION (RFQ) 93728-22, PURCHASE OF SEVEN (7) HPE APOLLO 4200 GEN10 SERVERS, FIRMWARE SUBSCRIPTION, AND MAINTENANCE SUPPORT UTILIZING THE STATE OF FLORIDA CONTRACT #43211500-WSCA-15-ACS TO HIGH PERFORMANCE TECHNOLOGY

3. This item was presented by Paul Haust, IT.

Approval of this request will result in a Purchase Order for the purchase of seven (7) HPE Apollo 4200 Gen10 Servers, Firmware License, and Maintenance Support.

High Performance Technology's quote is for a not-to-exceed amount of \$447,230 to be funded from the Capital Expenditure Fund.

It was respectfully requested that the Concessions/Procurement Committee approve the following be recommended to the Aviation Authority Board: (1) award Request for Quotation (RFQ) 93728-22 Purchase of Seven HPE Apollo 4200 Gen10 Servers, Firmware Subscription, and Maintenance Support Utilizing the State of Florida Contract #43211500-WSCA-15-ACS to High Performance Technology; (2) authorize funding from the Capital Expenditure Fund in the not-to-exceed amount of \$447,230; and (3) authorize the Purchasing Department to issue the necessary Purchase Order.

No speakers on this item.

Discussion ensued.

Upon motion by Mr. Draper, second by Mr. Jaramillo, vote carried to approve staff's recommendation.

RECOMMENDATION TO AWARD REQUEST FOR QUOTATION (RFQ) 93735-22, PURCHASE OF THE CISCO CCTV REFRESH HARDWARE, FIRMWARE SUBSCRIPTION, AND MAINTENANCE SUPPORT UTILIZING STATE OF FLORIDA CONTRACT# 43220000-NASPO-19-ACS, FOR DATA COMMUNICATIONS PRODUCTS AND SERVICES TO VEYTEC, INC.

4. This item was presented by Paul Haust, IT.

Approval of this request will result in a Purchase Order for the purchase of CISCO CCTV refresh hardware, firmware subscription, and maintenance support. This hardware will be designated for the Transportation Security Administration (TSA), which is on a separate network from the Aviation Authority.

Veytec Inc.'s quote is for a total not-to-exceed amount of \$347,158 to be funded from the Capital Expenditure Fund.

It was respectfully requested that the Concessions/Procurement Committee approve that the following be recommended to the Aviation Authority Board: (1) award Request for Quotation (RFQ) 93735-22, Purchase of the CISCO CCTV Refresh Hardware, Subscription, and Maintenance Support, Utilizing the State of Florida Contract# 43220000-NASPO-19 -ACS for Data Communications Products and Services to Veytec, Inc.; (2) authorize funding from the Capital Expenditure Fund in a not-to-exceed amount of \$347,158; and (3) authorize the Purchasing Department to issue the necessary Purchase Order.

No speakers on this item.

Discussion ensued.

Upon motion by Ms. Jaramillo, second by Mr. Engle, vote carried to approve staff's recommendation.

RECOMMENDATION TO AWARD REQUEST FOR QUOTATION (RFQ) 93781-22, PURCHASE OF CISCO CORE SWITCH AND AIRSIDE DISTRIBUTION SWITCH HARDWARE, FIRMWARE SUBSCRIPTION, AND MAINTENANCE SUPPORT UTILIZING STATE OF FLORIDA CONTRACT# 43220000-NASPO-19 -ACS, TO VEYTEC, INC.

5. This item was presented by Paul Haust, IT.

Approval of this request will result in a Purchase Order for the purchase of Cisco Core Switch and Airside Distribution Switch Hardware, Firmware Subscription, and Maintenance Support.

On July 6, 2022, the Aviation Authority issued RFQ# 93781-22 for the Purchase of CISCO Catalyst 9600 Series 6 Slot Chassis Hardware, Firmware Subscription, and Maintenance Support.

Veytec Inc.'s quote in the not-to-exceed amount of \$762,060 is to be funded from the Capital Expenditure Fund. Funds expected to be spent under the contract in the current fiscal year are within budget.

It was respectfully requested that the Concessions/Procurement Committee approve that the following be recommended to the Aviation Authority Board: (1) award Request for Quotation (RFQ) 93781-22, Purchase of the CISCO Catalyst 9600 Series 6 Slot Chassis Hardware, Subscription, and Maintenance Support, utilizing the State of Florida Contract# 43220000-NASPO-19 –ACS, to Veytec, Inc.; (2) authorize funding from the Capital Expenditure Fund in the not-to-exceed amount of \$762,060; and (3) authorize the Purchasing Department to issue the necessary Purchase Order.

No speakers on this item.

Discussion ensued.

Upon motion by Mr. Draper, second by Ms. Rodriguez, vote carried to approve staff's recommendation.

RECOMMENDATION TO APPROVE AMENDMENT NO. 2, INCREASE IN VALUE FOR PURCHASING CONTRACT 10-20 ROADWAY LANDSCAPE MAINTENANCE AND IRRIGATION SERVICES WITH HELPING HAND LAWN CARE

6. This item was presented by Daisily Pagan, Maintenance

The initial term of the Contract is for thirty-six (36) months, effective August 1, 2020, expiring July 31, 2023, 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 July 31, 2023.

This Contract requires Helping Hand to furnish all labor, supervision, materials (including any replacement plant material required), supplies, tools, equipment, licenses, permits, chemicals, fertilizer, mulch, and all other items necessary or proper for, or incidental to, performing exterior landscape maintenance and irrigation services of specified roadway landscape areas at the Orlando International Airport in accordance with the Contract Documents.

The fiscal impact for Amendment No. 2 is a not-to-exceed amount of \$216,238. Funding will be from the Operations & Maintenance Fund.

It was respectfully requested that the Concessions/Procurement Committee approve that the following be recommended to the Aviation Authority Board: (1) approve Amendment No. 2 for Purchasing Contract 10-20 Roadway Landscape Maintenance and Irrigation Services with Helping Hand Lawn Care; (2) authorize funding from the Operations and Maintenance Fund in the not-to-exceed amount of \$216,238; and (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel.

No speakers on this item.

Discussion ensued.

Upon motion by Vice-Chair Rodriguez, second by Ms. Jaramillo, vote carried to approve staff's recommendation.

RECOMMENDATION TO APPROVE AMENDMENT NO. 4, CONTRACT ADJUSTMENT FOR PURCHASING CONTRACT 01-21, ELEVATORS, ESCALATORS AND MOVING SIDEWALKS MAINTENANCE AND REPAIR SERVICES WITH SCHINDLER ELEVATOR CORPORATION

7. This item was presented by Tom O'Day, Maintenance

The initial term of the Contract is for forty-eight (48) months, which commenced on June 1, 2021, expiring May 31, 2025, with the Aviation Authority having the option to renew the Contract for three (3) additional periods of one (1) year each.

The Contract requires Schindler to furnish all labor, supervision, materials, repair parts, supplies, tools, diagnostic equipment, manuals, schematics, and any and all other items and services necessary or proper for, or incidental to, performing twenty-four (24) hours per day, seven (7) days per week, on-site maintenance and repair services for elevators, escalators and moving sidewalks located at the Orlando International Airport.

The fiscal impact for the Contract Adjustment is a not-to-exceed amount of \$930,014.07. Funding will be from the Operations and Maintenance Fund.

It was respectfully requested that the Concessions/Procurement Committee approve that the following be recommended to the Aviation Authority Board: (1) approve Amendment No. 4, Contract Adjustment for Purchasing Contract 01-21, Elevators, Escalators and Moving Sidewalks Maintenance and Repair Services with Schindler Elevator Corporation; (2) authorize funding from the Operations and Maintenance Fund account in the not-to-exceed amount of \$930,014.07; and (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel.

No speakers on this item.

Discussion ensued.

Upon motion by Mr. Engle, second by Mr. Draper, vote carried to approve staff's recommendation.

RECOMMENDATION TO APPROVE AMENDMENT NO. 3, RENEWAL OPTION AND CONTRACT ADJUSTMENT FOR PURCHASING CONTRACT 03-20, TERMINAL JANITORIAL MAINTENANCE, WITH FLAGSHIP AIRPORT SERVICES, INC.

8. This item was presented by Nina Gilbert, Maintenance

The initial term of the Contract is for thirty-six (36) months, effective October 1, 2019, and expiring September 30, 2022, with the Aviation Authority having one (1) three-year option to renew the Contract. On July 11, 2022, this Committee approved that option. Further discussions have concluded that the Aviation Authority would be best served by three (3) one-year options to renew the Contract. Flagship has performed satisfactorily during the initial period.

The Contract requires Flagship to furnish 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 terminal janitorial maintenance at the Orlando International Airport. Janitorial Maintenance services shall be provided on a twenty-four (24) hour per day, seven (7) day per week basis throughout the term of the Contract and in accordance with the Contract Specifications.

The fiscal impact is a total not-to-exceed amount of \$25,374,800 with funding from the Operations and Maintenance Fund.

It was respectfully requested that the Concessions/Procurement Committee approve that the following be recommended to the Aviation Authority Board: (1) approve Amendment No. 3, One-Year Renewal Option and Contract Adjustment for Purchasing Contract 03-20, Terminal Janitorial Maintenance, with Flagship Airport Services, Inc.; (2) authorize funding in the not-to-exceed amount of \$25,374,800 from the Operations and Maintenance Fund; and (3) authorize an Aviation Authority Officer or Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel.

No speakers on this item.

Discussion ensued.

Upon motion by Mr. Draper, second by Vice-Chair Rodriguez, vote carried to withdraw the committee's decision of July 11, 2022, and approve staff's recommendation.

ADJOURNMENT

9. Chairman Friel asked if there was further business to discuss before the Committee. Having no further business to discuss, he adjourned the meeting at 2:03pm.

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 of Airport Operations

DATE: September 12, 2022

ITEM DESCRIPTION

Recommendation to Award Purchasing Invitation For Bids (IFB) 93651-22, HP Cartridges for Common Use Terminal Equipment (CUTE) to CVR Computer Supplies

BACKGROUND

The award of this IFB will result in one (1) Blanket Purchase Agreement (BPA) for HP Cartridge provided on an “as-needed” basis, for a twenty-four (24) month period. The IFB listed one item, HP # CF287XD, which is a 2-pack large capacity genuine HP Cartridge. This specific cartridge is for CUTE printer utilized by the airlines. The IFB required that the unit prices submitted include all costs associated with delivery to the Aviation Authority’s Material Control Warehouse.

Previously, these cartridges were procured utilizing Staples’ Sourcwell Contract #010615-SCC.

ISSUES

On July 12, 2022, the Aviation Authority received six (6) responses to IFB 93651-22. This solicitation was (1) advertised in the Orlando Sentinel on June 19, 2022; (2) posted to the Aviation Authority’s website via Merrell Source-To-Contract; and (3) 292 email notifications were sent via Merrell Source-To-Contract.

The respondents to this IFB were:

BIDDER NAME	TOTAL BID AMOUNT
CVR Computer Supplies	\$129,725.00
Beyond Technology - Source Now	\$131,641.00
WB Mason Co, Inc	\$136,837.25
Goodman Maxwell LLC	\$178,133.75
Sunshine Buffing LLC	\$186,725.00
vPrime Tech Inc	NON-RESPONSIVE

Staff reviewed all bids and found that:

- vPrice Tech, Inc. did not respond to Staff’s clarification request

The Small Business Development Department has reviewed the requirements for the above-referenced procurement and determined that, due to the specialized scope, it does not lend itself to Minority and Women Business Enterprise (MWBE), Local Developing Business and/or Veteran Business Enterprise (LDB/VBE) participation.

FISCAL IMPACT

The amount bid by the low responsive and responsible Bidder is \$129,725. Funding is from the Operations and Maintenance Fund, account code 301.521.214.5520001.000.100483. 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 Chief Executive Officer: (1) award Purchasing Invitation For Bids (IFB) 93651-22, HP Cartridges for CUTE to CVR Computer Supplies; (2) deem vPrime Tech, Inc. non-responsive, (3) authorize funding from the Operations and Maintenance Fund in the not-to-exceed amount of \$129,725; (4) and authorize the Purchasing Office to issue the necessary Blanket Purchase Agreement.

Attachments

A – Award Criteria

B – Finance Form

ATTACHMENT A
Award Criteria

Award Criteria:

The IFB documents required that all Bidders bid genuine, new HP Cartridges.

The IFB noted that 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:

Clarification was sent to vPrime Tech, Inc. to confirm that the pricing provided was for genuine and new HP Cartridges, and that it was a 2-pack unit. Staff did not receive a response from this Bidder to the clarification request.

Clarification was sent to CVR Computer Supplies to confirm that the pricing provided was for genuine and new HP Cartridges, and that it was a 2-pack unit. Staff received the requested confirmation.

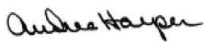
ATTACHMENT B Finance Form

Greater Orlando Aviation Authority

Date:	8/31/2022	Requestor's Extension:	2606
Requestor's Name:	Abdu EL-Baroudi	Preparer's Extension:	2606
Form Preparer's Name:	Abdu EL-Baroudi	Purchasing Solicitation #:	IFB 93651
Requestor's Department:	Operations Administration	CCM / CPC / PSC:	CPC
Description:	HP Cartridges for CUTE	Committee Date:	9/12/2022
Vendor:	CVR Computer Supplies	Committee Agenda Item#:	TBD

NON-PROJECT FUNDS: O&M, CAPEX, 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
301.521.214.5520001.000.100483	5,406.00	64,863.00	59,456.00			129,725.00
						-
						-
						-
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Total Requisition	5,406.00	64,863.00	59,456.00	-	-	129,725.00
Requisition Number	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: Marquez A. Griffin, Director of Airport Operations

DATE: September 12, 2022

ITEM DESCRIPTION

Recommendation to Award a Sole Source SS-0197, Procurement Contract 23-145-SS for the procurement of the Baggage Handling System (BHS) Automated Tag Readers (ATR) Upgrade to Sick, Inc.

BACKGROUND

The Aviation Authority's Baggage Handling System (BHS) utilizes Automated Tag Readers (ATR) to track and sort baggage to Transportation Security Administration (TSA) screening lanes and the appropriate airline baggage make-up area. ATRs read rate of baggage tags is a critical component of the baggage sortation system.

The scope is to replace four (4) scan heads on four (4) ATRs in Pod C and E of the BHS. The upgrade will bring the arrays up to current standards, which include new cameras and scanners. The current framework will remain in place and will be re-used. The upgrade will also include the existing ATRs equipment that has been operational for over ten years and is nearing its expected operational life. This upgrade will enhance the bag tag's read rate and baggage sortation accuracy.

ISSUES

Sick, Inc. is the original manufacturer of the existing ATRs and associated software. The technical knowledge to upgrade the ATR system is considered proprietary to Sick, Inc.

This procurement is based on a Sole Source Procurement (SS-00197) in accordance with the Aviation Authority Policy 450.03. The Aviation Authority's policy 450.03, Non-Competitive Procurements, permits the sole source procurement from one firm among others in a competitive market place which, for justifiable reasons, is found to be most advantageous for the purpose of fulfilling the given purchasing need.

The Small Business Development Department has reviewed the requirements for the Single Source procurement and determined that, due to limited and specialized 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 cost to upgrade four (4) ATRs is a not-to-exceed amount of \$248,725. Funding is from the previously approved Capital Expenditure Fund, account code, 308.413.213.5640003.000.501100.

RECOMMENDED ACTION

It is respectfully requested that the Concessions/Procurement Committee approve that the following be recommended to the Chief Executive Officer: (1) Award a Sole Source Procurement for Baggage Handling System Automated Tag Readers Upgrade to Sick, Inc.; (2) authorize funding from the previously approved Capital Expenditure Fund in the not-to-exceed amount of \$248,725; and (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute an agreement following satisfactory review by legal counsel.

Attachments

A-Finance From

ATTACHMENT A Finance Form

Greater Orlando Aviation Authority

Date:	9/7/2022	Requestor's Extension:	7339
Requestor's Name:	Dave Deans	Preparer's Extension:	2606
Form Preparer's Name:	Abdu EL-Baroudi	Purchasing Solicitation #:	Sole Source
Requestor's Department:	BHS/GSE Division	CCM / CPC / PSC:	CPC
Description:	Automated Tag Readers Upgrade	Committee Date:	9/12/2022
Vendor:	Sick, Inc.	Committee Agenda Item#:	TBD

NON-PROJECT FUNDS: O&M, CAPEX, OEA REVENUE FUNDS

Account Code Format: <small>xxx.xxx.xxx.xxxxxxx.xxx.xxxxxx</small>	FY 22 Amount	FY 23 Amount	FY 24 Amount	FY 25 Amount	FY 26 Amount	Total Contract
308.413.213.5640003.000.501100	248,725.00					248,725.00
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						-
						-
						-
						-
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Total Requisition	248,725.00	-	-	-	-	248,725.00
Requisition Number	92136					

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: Marie Dennis, Director of Finance

DATE: September 12, 2022

ITEM DESCRIPTION

Recommendation to Extend Temporary Staffing Services for Engagement No. 01 with Robert Half International Inc. for the Finance Department through the Utilization of the HGACBuy Interlocal Contract for Cooperative Purchasing ILC No: ILC21-11483

BACKGROUND

Robert Half International Inc. (Robert Half) is a professional staffing firm that specializes in Finance and Accounting professionals. The level of experience required of the candidates offered by Robert Half has not been found in other temporary staffing agencies to meet the technical experience required by the Aviation Authority's Finance department. The Aviation Authority currently utilizes the HGACBuy Interlocal Contract for Cooperative Purchasing ILC No: ILC21-11483 (HGACBuy Interlocal Contract) for services with Robert Half.

On November 9, 2021, Purchase Order (PO) 94036 was issued to Robert Half for a temporary Finance Investments Analyst in the amount of \$44,000. Due to staffing shortages within the Finance Department, on March 14, 2022, the Concessions/Procurement Committee approved the award of Engagement 01 for the temporary position of Senior Accountant in the amount of \$80,000. On June 14, 2022, the Senior Purchasing Manager approved the award of Engagement 02 for the temporary position of Accountant II under the HGACBuy Interlocal Contract in the amount of \$80,000.

ISSUES

On November 8, 2021, a letter of engagement for Engagement 01 for the temporary position of Senior Accountant was received from Robert Half with an hourly rate of \$65.95 through September 30, 2022. Staff has reviewed the letter and has determined that the pricing is fair, and is consistent with pricing in the HGACBuy Interlocal Contract.

The Small Business Development Department 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 HGACBuy Interlocal.

This approval will result in the continuation of services for Engagement 01, Senior Accountant, for the Finance Department in the amount of \$45,000, beginning October 1, 2022, and ending once the position is filled with a permanent employee. The addition of the \$45,000 to continue Engagement 01 will result in a total cumulative contract value of \$249,000.

ALTERNATIVES

There are no alternatives being considered at this time.

FISCAL IMPACT

Temporary staffing services under Engagement 01 provided by Robert Half in the not-to-exceed amount of \$45,000 are to be funded from the Operations and Maintenance Fund, account code 301.111.170.5340001.000.000000. Funds expected to be spent in fiscal year 2023 are within budget, and will be 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) extend temporary staffing services for Engagement No. 01 with Robert Half International Inc. for the Finance Department through the Utilization of the HGACBuy Interlocal Contract for Cooperative Purchasing ILC No: ILC21-11483; (2) authorize funding from the Operations and Maintenance Fund in the not-to-exceed amount of \$45,000; 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 – Finance Form

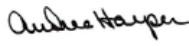
ATTACHMENT A Finance Form

Greater Orlando Aviation Authority

Date:	1-Sep-22	Requestor's Extension:	2026
Requestor's Name:	LuAnn Fisher	Preparer's Extension:	2026
Form Preparer's Name:	1-Sep	Purchasing Solicitation #:	ILC No: ILC21-11483
Requestor's Department:	Finance	CCM / CPC / PSC:	CPC
Description:	Engagement 01 - Temporary Sr. Accountant	Committee Date:	9/12/2022
Vendor:	Robert Half International Inc.	Committee Agenda Item#:	

NON-PROJECT FUNDS: O&M, CAPEX, 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
301.111.170.5340001.000.000000 - GH		45,000.00				45,000.00
						-
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Total Requisition	-	45,000.00	-	-	-	45,000.00
Requisition Number		92214				


 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 Hunt, Director of Maintenance

DATE: September 12, 2022

ITEM DESCRIPTION

Recommendation to Award the Purchase of Sixteen Vehicles through the Utilization of the State of Florida Contract # 25100000-22-SRCWL-ACS with Alan Jay Automotive Network

BACKGROUND

Approval of this request will result in the purchase of:

1. Two (2) 2023 Ford F-150 XL, 4WD, Super Crew, 5.5' Box replacements for ARFF (Training) \$118,598;
2. Two (2) 2023 Ford Explorer, 4WD, 4dr Base, K8B replacements for AARF/IT \$83,304;
3. Four (4) 2023 Ford Transit Connect Van replacements for Maintenance/IT \$133,246 and
4. Four (4) New / Four (4) Replacement 2023 Ford F-150 XL, 4WD, Super Crew, 5.5' Box replacements for K9 units \$456,344.

Total purchases of \$791,492.

Items 1, 2, and 3 were originally approved by the Aviation Authority Board at the March 18, 2020 meeting, the orders were not placed due to cost saving measures.

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 agreement with any public entity.

The purchase of the vehicles are offered through the State of Florida Contract #25100000-22-SRCWL-ACS, entitled, "Motor Vehicles".

ISSUES

The purchase of these vehicles will add four (4) new vehicles and will replace twelve (12) existing vehicles that have reached the end of their useful life, and will be scheduled for auction after receipt of the new vehicles.

Purchases shall be from a Supplier having a contract with the State of Florida. Deliveries shall be complete within 150 days after receipt of the Purchase Order.

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 State of Florida Contract # 25100000-22-SRCWL-ACS.

FISCAL IMPACT

Alan Jay Automotive Network quotations in the total amount of \$791,492 is to be funded from the Capital Expenditure Fund account code 308.631.170.5650001.000.501027. Funds expected to be spent in the current fiscal year are within budget.

RECOMMENDED ACTION

It is respectfully requested that the Concessions/Procurement Committee approve that the following be recommended to the Aviation Authority Board: (1) award the Purchase of Sixteen (16) Vehicles, pursuant to the State of Florida Contract #25100000-22-SRCWL-ACS, to Alan Jay Automotive Network at the cost of \$791,492; (2) authorize funding from the approved Capital Expenditure Fund; and (3) authorize the Purchasing Department to issue the necessary Purchase Order(s).

Attachments

A – Award Criteria

B - Finance Form

ATTACHMENT A

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 agreement with any public entity.

Clarifications Required During the Process:

At the time quotes were requested, Alan Jay Automotive Network was the only dealer listed under the State of Florida Contract #25100000-22-SRCWL-ACS "Motor Vehicles".

Alan Jay is also listed under the *Sourcewell Contract # 2023 091521-NAF & 060920-NAF*.

The Florida's Sheriff's Association was also contacted as an alternative source, but had no pricing available as of August 5, 2022.

Due to Ford's ordering window being very short for the 2023 make and models; a Letter of Intent to order the vehicles was provided to Alan Jay to ensure the Aviation Authority's request would be placed.

Irregularities or Issues that Impact Recommended Ranking:

None.

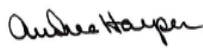
ATTACHMENT B Finance Form

Greater Orlando Aviation Authority

Date:	<u>9/7/2022</u>	Requestor's Extension:	<u>2375</u>
Requestor's Name:	<u>Thomas Oday</u>	Preparer's Extension:	<u>2495</u>
Form Preparer's Name:	<u>John Field</u>	Purchasing Solicitation #:	<u>25100000-22-SRCWL-ACS</u>
Requestor's Department:	<u>Maintenance Dept</u>	CCM / CPC / PSC:	<u>CPC</u>
Description:	<u>Award the Purchase of Sixteen Vehicles</u>	Committee Date:	<u>9/12/2022</u>
Vendor:	<u>Alan Jay Automotive Network</u>	Committee Agenda Item#:	<u></u>

NON-PROJECT FUNDS: O&M, CAPEX, OEA REVENUE FUNDS

Account Code Format: <small>xxx.xxx.xxx.xxxxxxx.xxx.xxxxxx</small>	FY 22 Amount	FY 23 Amount	FY 24 Amount	FY 25 Amount	FY 26 Amount	Total Contract
308.631.170.5650001.000.501027		791,492.00				791,492.00
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
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						-
						-
						-
						-
						-
						-
Total Requisition	-	791,492.00	-	-	-	791,492.00
Requisition Number		91932				

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: Marie Dennis, Director of Finance

DATE: September 12, 2022

ITEM DESCRIPTION

Recommendation to Approve Amendment No. 5, Increase in Value and Extension of Term for Purchasing Agreement PS-542, Financial Consulting Services with Linda George, CPA

BACKGROUND

The initial term of the Agreement with Linda George, CPA (Linda George) was for thirty-six (36) months, effective January 2, 2018, and expired January 1, 2021, with the Aviation Authority having two (2) options to renew the Agreement for an additional period of one (1) year each, upon mutual agreement. The second renewal option is due to expire on January 1, 2023.

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

1. Provide support in the preparation of reports required by the Federal Aviation Authority (FAA) for quarterly and year-end financial reporting, including but not limited to Form 271 Outlay Report and Request for Reimbursement for Construction Programs, 272 Federal Cash Transaction Report and Form 5100-127;
2. Operation and Financial Summary and other reporting requirements under 49 CFR18 Uniform Administrative Requirements for Grants and Cooperative Agreements with State and local governments;
3. Preparation of reports to the FAA required by Passenger Facility Charge (PFC) regulations;
4. Preparation and analysis of financial information necessary to support the budget documents and the rates & charges calculation (including but not limited to tenant finish charges, Federal Inspection Station and Common Use fee analysis), preparation of financial analysis of potential tenants/concessionaires; preparation of various financial surveys; and provide assistance with preparation of monthly, quarterly, and annual financial statements;
5. Preparation of financial information to be included in bond offering documents; and
6. Review of concession audits provided by concessionaires.

Services may also include internal control review of procedures; and performing such other extension of staff services necessary to support the Aviation Authority, including but not limited to, accounting system reporting, capital improvement plan and related work, and capital program closeouts.

ISSUES

Staff is requesting an increase of the staffing hours for Linda George primarily to assist the Finance Department with the preparation of the annual Capital Improvement Plan (CIP), close out of capital programs, training staff on the CIP process, and transitioning these services to personnel within the Finance Department who will eventually fill the role. The increase in staffing hours for Linda George will result in additional fees in the amount of \$98,820. Staff is also requesting a 30 day extension of the current agreement to allow sufficient time to transition services and complete key capital program closeouts. The contract extension will be from January 2, 2023, through January 31, 2023.

Pricing is based on the hourly rates of \$180.00 (Principal) and \$162.00 (Senior Manager). The actual amount paid to Linda George is based on actual work requested, performed and approved by the Aviation Authority.

Although Purchasing Agreement PS-542 did not include a Minority and Women Business Enterprise (MWBE) or a Local Developing Business (LDB) participation requirement, Linda George, CPA has been certified as a MWBE under the Aviation Authority's MWBE Policy.

FISCAL IMPACT

The fiscal impact for the increase in value and extension is a not-to-exceed amount of \$98,820 with funding from the Operations and Maintenance Fund, account code 301.111.170.5310009.000.000000. Funding will be allocated from the fiscal year 2023 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. 5, Increase in Value and Extension of Term for Purchasing Agreement PS-542, Financial Consulting Services with Linda George, CPA; (2) authorize funding from the Operations and Maintenance Fund in the not-to-exceed amount of \$98,820; (3) extend the term of the agreement through January 31, 2023; 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 – Contract History

B – Finance Form

ATTACHMENT A
Summary of Contract Revisions
PS-542 Financial Consulting Services

Contract	Approvals	Description	Term	Dollars
Initial Term	<ul style="list-style-type: none"> • Ad Hoc 10/25/2017 • Board 12/20/2017, Item "CA-AAA" 	36 Months Contract Award	01/02/2018 thru 01/1/2021	\$1,198,267.64
Amendment No. 1	<ul style="list-style-type: none"> • PM Approval 02/19/2019 	Contract Adjustment	01/02/2019 thru 01/01/2021	\$0.00
Amendment No. 2	<ul style="list-style-type: none"> • CPC 09/21/2020 • CEO Signed 09/28/2020 	1 st Renewal Option	01/02/2021 thru 01/01/2022	\$187,200.00
Amendment No. 3	<ul style="list-style-type: none"> • CPC 05/03/2021 • Board 05/19/2021 Item "CA-L" 	Increase in Value	05/20/2021 thru 01/01/2022	\$123,660.00
Amendment No. 4	<ul style="list-style-type: none"> • CPC 11/01/2021 • CEO Signed 12/7/2021 	2 nd Renewal Option	01/02/2022 thru 01/01/2023	\$198,000.00
Amendment No. 5	<ul style="list-style-type: none"> Pending • CPC 09/12/2022 	Contract Adjustment Increase In Value and 30 Day Extension	10/20/2022 thru 01/31/2023	\$98,820.00
Total Contract Value with all changes (approved and proposed):				\$1,805,947.64

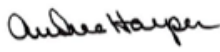
**ATTACHMENT B
Finance Form**

Greater Orlando Aviation Authority

Date:	<u>26-Aug-22</u>	Requestor's Extension:	<u>2026</u>
Requestor's Name:	<u>LuAnn Fisher</u>	Preparer's Extension:	<u>2026</u>
Form Preparer's Name:	<u>LuAnn Fisher</u>	Purchasing Solicitation #:	
Requestor's Department:	<u>Finance</u>	CCM / CPC / PSC:	<u>CPC</u>
Description:	<u>PS-542 Financial Consulting - Amend. 05</u>	Committee Date:	<u>9/12/2022</u>
Vendor:	<u>Linda George, CPA</u>	Committee Agenda Item#:	

NON-PROJECT FUNDS: O&M, CAPEX, 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
301.111.170.5310009.000.000000		98,820.00				98,820.00
						-
						-
						-
						-
						-
						-
						-
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						-
						-
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						-
						-
						-
						-
						-
Total Requisition	-	98,820.00	-	-	-	98,820.00
Requisition Number		92141				

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 Hunt, Director of Maintenance.

DATE: September 12, 2022

ITEM DESCRIPTION

Recommendation to Approve Amendment No. 2, Second Renewal Option, for Purchasing Contract 02-19, Holiday Decoration Services, with DK Design Danken Inc. (formerly known as D & K Design LLC,) d/b/a Danken (Danken)

BACKGROUND

The initial term of the contract was for thirty-six (36) months, which commenced on February 1, 2019, expiring January 31, 2022, with the Aviation Authority having options to renew the contract for two (2) additional periods of one (1) year each. The First Renewal Option is due to expire on January 31, 2023.

This Contract requires Danken to provide all labor, supervision, materials, miscellaneous supplies and consumables, equipment, tools, transportation, and other accessories and all other items necessary for, performing commercial holiday decoration services in certain areas of the Landside Terminal Building, Airsides, and other Aviation Authority buildings in outlying areas located at the Orlando International Airport in accordance with the Contract Documents.

At the time the Contract was awarded, Minority and Woman Business Enterprise (MWBE) or Local Developing Business (LDB) goals were not established due to limited scope and availability.

ISSUES

Second Renewal Option: February 1, 2023 through January 31, 2024.

Department – Concur with the Second Renewal Option.

Contractor – Based on the information known at this time, the Contractor has performed satisfactorily during the initial term of the contract and the First Renewal Option.

Pricing is based on unit prices for providing repair/refurbishment/refresh and setup/takedown activities for each holiday decoration display item as specified, its hourly labor rate for additional/emergency work, and its unit prices for rental equipment for two (2) months. The actual amount paid to the Contractor is based on actual work requested, performed and approved by the Aviation Authority. The annual value for the Second Renewal Option is a total not-to-exceed amount of \$253,228.50 with no unit price or hourly rate increases.

FISCAL IMPACT

The fiscal impact for the Second Renewal Option is a not-to-exceed amount of \$253,228.50. Funding will be from the Operations and Maintenance Fund, account codes 301.631.210.5460001.000.100239 and 301.631.692.5460001.000.100239. 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, Second Renewal Option, for Purchasing Contract 02-19, Holiday Decoration Services, with DK Design Danken Inc. (formerly known as D & K Design LLC), d/b/a Danken; (2) authorize funding in the not-to-exceed amount of \$253,228.50 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 – Finance Form

ATTACHMENT A
Summary Of Contract Revisions
02-19 Holiday Decoration Services

CONTRACT	APPROVALS	DESCRIPTION	TERM	DOLLARS
Initial Term	<ul style="list-style-type: none"> • CPC 07/23/2018 • Board 08/15/2018 Item CA-CC	36 Months Contract Award	02/01/2019 to 01/31/2022	\$679,120.50
Amendment No. 1	<ul style="list-style-type: none"> • CPC 06/14/2021 • Board 11/10/2021 Item CA-E	First Renewal Option	02/01/2022 to 01/31/2023	\$253,228.50
Amendment No. 2	<ul style="list-style-type: none"> • Pending CPC 09/12/2022	Second Renewal Option	2/01/2023 to 01/31/2024	\$253,228.50
Total Contract Value with all Changes (approved and proposed)				\$1,185,577.50

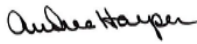
ATTACHMENT B Finance Form

Greater Orlando Aviation Authority

Date:	9/7/2022	Requestor's Extension:	2495
Requestor's Name:	John Field	Preparer's Extension:	2495
Form Preparer's Name:	John Field	Purchasing Solicitation #:	B02-19
Requestor's Department:	Maintenance Dept	CCM / CPC / PSC:	CPC
Description:	B02-19 Holiday Decoration Services	Committee Date:	9/12/2022
Vendor:	DK Design Danken Inc.	Committee Agenda Item#:	

NON-PROJECT FUNDS: O&M, CAPEX, OEA REVENUE FUNDS

Account Code Format: xxx.xxx.xxx.xxxxxxx.xxx.xxxxxxx	FY 22 Amount	FY 23 Amount	FY 24 Amount	FY 25 Amount	FY 26 Amount	Total Contract
301.631.210.5460001.000.100239		184,966.38	58,262.13			243,228.50
301.631.692.5460001.000.100239		5,000.00	5,000.00			10,000.00
						-
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						-
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						-
						-
Total Requisition	-	189,966.38	63,262.13	-	-	253,228.50
Requisition Number		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 of Maintenance

DATE: September 12, 2022

ITEM DESCRIPTION

Recommendation to Approve Amendment No. 2, Second Renewal Option for Purchasing Contract 01-19, Rattan/Wicker Chair Repair Services with New Image Upholstery, Inc. (New Image)

BACKGROUND

The initial term of the Contract is for thirty-six (36) months, effective January 1, 2019, expired December 31, 2021, with the Aviation Authority having options to renew the Contract for two (2) additional periods of one (1) year each. The first renewal option is due to expire on December 31, 2022.

This Contract requires New Image Upholstery, Inc. to furnish all labor, supervision, transportation, tools, equipment, incidentals and procedures necessary to provide rattan/wicker chair repair, new rattan/wicker chair covers, including the cleaning or re-upholstering of damaged or worn chairs, and such other rattan/wicker chair repairs and all other items necessary or proper for, or incidental to, performing rattan/wicker chair repair services at the Orlando International Airport and Orlando Executive Airport in accordance with the Contract Documents.

ISSUES

Second Renewal Option: January 1, 2023 through December 31, 2023.

Department – Concurs with the renewal option.

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

Pricing is based on unit prices for the following types of rattan/wicker chair repair services: (1) re-upholster chair, (2) repair frame, (3) clean and re-coat chair, (4) replace seat foam, (5) replace foam inserts on back cushion, and (6) replace plywood on back of chair.

The actual amount paid to Contractor is based on actual work requested, performed, and approved by the Aviation Authority. The annual value for the second renewal option is a total not-to-exceed amount of \$98,320 with no unit price increases for the second renewal option.

Although Purchasing Contract 01-19 did not include a Minority and Women Business Enterprise (MWBE) or a Local Developing Business (LDB) participation requirement, New Image Upholstery, Inc. has been certified as a Disadvantaged Business Enterprise (DBE) under the Aviation Authority's DBE Policy.

FISCAL IMPACT

The fiscal impact for the second renewal option is a not-to-exceed amount of \$98,320. Funding will be from the Operations and Maintenance Fund account code number 301.631.210.5460001.000.100243. 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 the Concessions/Procurement Committee approve that the following be recommended to the Aviation Authority Board: (1) approve Amendment No. 2, Second Renewal Option to Purchasing Bid 01-19, Rattan/Wicker Chair Repair Services, with New Image Upholstery, Inc.; (2) authorize funding in a not-to exceed amount of \$98,320 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 – Finance Form

ATTACHMENT A
Summary Of Contract Revisions
01-19, Rattan/Wicker Chair Repair Services

CONTRACT	APPROVALS	DESCRIPTION	TERM	DOLLARS
Initial Term	<ul style="list-style-type: none"> • CPC 07/23/2018 • Board 08/15/2018 Item CA-JJ 	36 Months Contract Award	01/01/2019 to 12/31/2021	\$293,160
Amendment No. 1	<ul style="list-style-type: none"> • PM Memo • 04/19/2021 • CEO 5/21/2021 	First Renewal Option	01/01/2022 to 12/31/2022	\$98,320
Amendment No. 2	<ul style="list-style-type: none"> • Pending CPC 09/12/2022 	Second Renewal Option	01/01/2023 to 12/31/2023	\$98,320
Total Contract Value with all Changes (approved and proposed)				\$489,800



GREATER ORLANDO AVIATION AUTHORITY

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

MEMORANDUM

TO: Members of the Concessions/Procurement Committee

FROM: Gary M. Hunt, Director of Maintenance

DATE: September 12, 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 seventeen (17) items bid under IFB 93705-22 were listed in eleven (11) product groups:

- urinal screens (Group 1)
- hand soaps (Group 2)
- blue recycling bags (Group 3)
- clear can liners (Group 4)
- paper towel, folded (Group 5)
- toilet tissue, small roll (Group 6)
- toilet tissue, jumbo roll (Group 7)
- paper towel, roll (Group 8)
- cleansing wipes (Group 9)
- hand sanitizer dispensers with stand (Group 10) and
- hand sanitizer (Group 11)

The resulting BPA’s term is October 21, 2022 through September 30, 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; and (2) posted to the Aviation Authority’s website via Mercell Source-To-Contract. A total of 290 email notifications were sent via Mercell 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 (Clear Can Liner, Large)
All Florida Paper Southeastern Paper Group	Heritage H6045TCR01 (Clear Can Liner, Medium)

- It is the most advantageous to award to six (6) Bidders as follows based responsibility, responsiveness and low price:

Bidder	Group #	Amount with Contingency
All Florida Paper	2 – Hand Soaps 5 – Paper Towel, Folded 6 – Toilet Tissue, Small Roll 7 – Toilet Tissue, Jumbo Roll 8 – Paper Towel, Flex Roll	\$3,325,626.14
Central Poly-Bag, Corp.	4 – Clear Can Liners	\$950,705.00
Gem Supply Company	1 – Urinal Screens	\$31,815.90
Imperial Dade	3 – Recycling Bags	\$131,170.15
Veritiv Operating Corp.	9 – Cleansing Wipes 10 – Hand Sanitizer Dispenser	\$16,733.55
Zep Sales and Service	11 – Hand Sanitizer	\$26,450.00

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

Bidder	Product
B&R Supply	Recycling Bag, Large Recycling Bag, Medium Clear Can Liner, Large

	Clear Can Liner, Medium
All Florida Paper	Hand Sanitizer
Imperial Dade	Clear Can Liner, Large Clear Can Liner, Medium
Veritiv Operating Corp.	Clear Can Liner, Large Clear Can Liner, Medium
Unipak Corp.	Recycling Bag, Large Recycling Bag, Medium Clear Can Liner, Large Clear Can Liner, Medium

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.

The Invitation for Bids (IFB) 93705-22, Janitorial Supplies did not include a Minority and Women Business Enterprise (MWBE) or a Local Developing Business (LDB) participation requirement, but was highly encouraged. All Florida Paper is a minority owned business certified by the Miami-Dade County Public Schools. All Florida Paper will submit their application for certification with the Aviation Authority.

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, and will 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 301.631.210.5520001.000.100293. 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 Department 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 Department to issue the necessary Blanket Purchase Agreements.

Attachments

- A – Award Criteria
- B – Finance Form

ATTACHMENT A

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:	<i>Award Purchasing Invitation For Bus (IFB) 93705-22, Minor (2) Supplies</i>	Committee Date:	8/22/2022
Vendor:	Muitple 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.xxxxxxxxxxxx.xxxxxxx</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:
Funding Approver *Aubree Harper*

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

Total Requisition *	\$	4,482,500.74	
BPA Amount	\$	-	
Grand Total - Agree to Committee Item	\$	4,482,500.74	