

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

DATE: September 26, 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 4:00 p.m., on October 3, 2022.

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. CONSENT AGENDA

- A. Recommendation to Approve Amendment No. 2, Second Renewal Option, for Purchasing Contract 13-19, Upholstery Services for Passenger Style Flyaway Seating, with New Image Upholstery Inc.

V. NEW BUSINESS

- A. Recommendation to Award Request for Quotation (RFQ) 23-152-OEC for the Procurement of HPE Storage Expansion Hardware, Installation, and Maintenance Support Services, Utilizing the State of Florida Contract #43211500-WSCA-15-ACS to High Performance Technologies, LLC
- B. Recommendation for Temporary Staffing Services for Engagement No. 03 with Robert Half International Inc. for the Finance Department through the Utilization of the HGACBuy Interlocal Contract for Cooperative Purchasing ILC No: ILC21-11483
- C. Recommendation to Approve Amendment No. 1, First Renewal Option for Purchasing Contract 14-20, Electrical & Relamping Services with M&M Electric of Central Florida Inc.
- D. Recommendation to Award Invitation for Bid (IFB) 23-104, Woven Level Loop and Cut and Loop Carpet with Bloomsburg Carpet Industries, Inc.
- E. Recommendation to Approve Amendment No. 2, Contract Adjustment for Purchasing Contract 18-18, Vehicle and Equipment Maintenance Services with First Vehicle Services, Inc.

VI. INFORMATION ITEM

- A. Notification to Add Additional Account Code to the Award for Purchasing Invitation for Bids (IFB) 93705-22, Janitorial Supplies to Multiple Suppliers

NEXT SCHEDULED CONCESSIONS/PROCUREMENT COMMITTEE MEETING IS ON OCTOBER 10, 2022



GREATER ORLANDO AVIATION AUTHORITY

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

MEMORANDUM

TO: Members of the Concessions/Procurement Committee

FROM: Gary Hunt, Director of Maintenance

DATE: September 26, 2022

ITEM DESCRIPTION

Recommendation to Approve Amendment No. 2, Second Renewal Option, for Purchasing Contract 13-19, Upholstery Services for Passenger Style Flyaway Seating, with New Image Upholstery Inc. (New Image)

BACKGROUND

The initial term of the contract was for thirty-six (36) months, commencing on April 1, 2019, expiring March 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 March 31, 2023.

This contract requires New Image to provide all labor, supervision and materials including, but not limited to, nuts, bolts, washers, equipment, tools, and all other items necessary or proper for, or incidental to, performing upholstery services for passenger style flyaway seating including pickup and delivery of the passenger style flyaway seating at the Orlando International Airport in accordance with the contract documents.

At the time of award no Minority and Woman Business Enterprise (MWBE) or Local Developing Business (LDB) goals were established due to limited scope and availability. However, it is worth mentioning that the vendor New Image Upholstery Inc. is a certified minority owned business.

ISSUES

Second Renewal Option: April 1, 2023, through March 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 slipcover fabrication, replacement, and installation for each flyaway seat as specified; and its hourly labor rate for additional work hours for repair services. The 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 \$114,850 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 \$114,850. Funding will be from the Operations and Maintenance Fund, account code 301.631.210.5460001.000.100599. Funds expected to be spent under the contract in the current fiscal year are within budget. Funding required in

current and subsequent fiscal years will be allocated from the Operations and Maintenance Fund, as approved through the budget process and when funds become available.

RECOMMENDED ACTION

It is respectfully requested that the Concessions/Procurement Committee approve that the following be recommended to the Chief Executive Officer: (1) approve Amendment No. 2, Second Renewal Option, for Purchasing Contract 13-19, Upholstery Services for Passenger Style Flyaway Seating, with New Image Upholstery Inc.; (2) authorize funding in the not-to-exceed amount of \$114,850 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

13-19, Upholstery Services for Passenger Style Flyaway Seating

CONTRACT	APPROVALS	DESCRIPTION	TERM	DOLLARS
Initial Term	<ul style="list-style-type: none">CPC 02/04/2019Board 02/20/2019 Item HH	36 Months Contract Award	04/01/2019 to 03/31/2022	\$344,550.00
Amendment No. 1	<ul style="list-style-type: none">CPC 07/12/2021 Item B	First Renewal Option	04/01/2022 to 03/31/2023	\$114,850.00
Amendment No. 2	<ul style="list-style-type: none">Pending CPC 09/26/2022	Second Renewal Option	4/01/2023 to 03/31/2024	\$114,850.00
Total Contract Value with all Changes (approved and proposed)				\$574,250.00

ATTACHMENT "B"

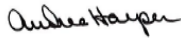
FINANCE FORM

Greater Orlando Aviation Authority

Date:	15-Sep-22	Requestor's Extension:	x-2158
Requestor's Name:	Daisily Pagan	Preparer's Extension:	x-2495
Form Preparer's Name:	John Field	Purchasing Solicitation #:	13-19
Requestor's Department:	Maintenance	CCM / CPC / PSC:	CPC
Description:	Amendment No. 2, Second Renewal Option	Committee Date:	9/26/2022
Vendor:	New Image Upholstery 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
301.631.210.5460001.000.100599		57,425.00	57,425.00			114,850.00
						-
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						-
Total Requisition	-	57,425.00	57,425.00	-	-	114,850.00
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: Pete Pelletier, Director of Information Technology

DATE: September 26, 2022

ITEM DESCRIPTION

Recommendation to Award Request for Quotation (RFQ) 23-152-OEC for the procurement of HPE Storage Expansion Hardware, Installation, and Maintenance Support Services, utilizing the State of Florida Contract# 43211500-WSCA-15-ACS to High Performance Technologies, LLC (HPT)

BACKGROUND

Approval of this request will result in the purchase of HPE Storage Expansion Hardware, Installation, and Maintenance Support Services for the Aviation Authority. This purchase will upgrade the Aviation Authority's existing HPE Nimble Storage Arrays by expanding our current Storage capacity to support migration of end of life storage arrays and to keep pace with the Aviation Authority's growing storage needs. The funds allocated for this project have been previously approved through the Aviation Authority budgeting process for our Systems/Server Storage Expansion Program and are currently available within the IT Budget.

ISSUES

On August 31, 2022, the Aviation Authority issued RFQ# 23-152-OEC for the procurement of HPE Storage Expansion Hardware, Installation, and Maintenance Support Services to five (5) authorized resellers listed in the State of Florida Contract# 43211500-WSCA-15-ACS, SourceWell Contract #081419-CDW-G and SourceWell Contract #081419-SHI. On September 8, 2022, the Aviation Authority received one (1) quote:

<u>Firm</u>	<u>Total Quote</u>
High Performance Technologies, LLC (HPT)	\$374,362.00

Staff's review of the quote found that High Performance Technologies, LLC is responsive and responsible to the RFQ requirements. After the RFQ opening, Staff reached out to the other authorized resellers to inquire as to why they did not submit a quote. Four of the vendors chose not to provide a quote.

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 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 State of Florida Contract No. 43211500-WSCA-15-ACS.

FISCAL IMPACT

High Performance Technologies, LLC's (HPT) quote is for a not-to-exceed amount of \$374,362. Funding is from the previously approved Capital Expenditure Fund, account codes:

308.521.170.5310009.000.501018; 308.521.170.5460001.000.501018;
308.521.170.5520002.000.501018; and 308.521.170.5640003.000.501018.

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) 23-152-OEC for the procurement of HPE Storage Expansion Hardware, Installation, and Maintenance Support Services, utilizing the State of Florida Contract# 43211500-WSCA-15-ACS to High Performance Technologies, LLC; (2) authorize funding from the Capital Expenditure Fund in a not-to-exceed amount of \$374,362; and (3) authorize the Purchasing Department to issue the necessary Purchase Order.

Attachments

A – Finance Form



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 26, 2022

ITEM DESCRIPTION

Recommendation for Temporary Staffing Services for Engagement No. 03 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. On September 12, 2022, the Concessions/Procurement Committee approved an extension of Engagement 01 for a temporary Senior Accountant in the amount of \$45,000, resulting in a cumulative contract value of \$249,000.

ISSUES

The Finance Department is currently in the process of filling 8 vacancies within the department. During the hiring process, and until the department can get back to pre-pandemic staffing levels, the need to utilize temporary staff to assist with large projects and day-to-day workload may be necessary. Staff is requesting approval for a new engagement (Engagement No. 03) with Robert Half for a temporary staff member to assist the Finance Department with year-end financial closeout activities and the Annual Comprehensive Financial Report. Services are requested for a six (6) month period starting on or about October 20, 2022.

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 approval of Engagement No. 03 with Robert Half for a temporary staff member for the Finance Department in the amount of \$57,460, beginning on or about October 20, 2022, for a period of six (6) months. Fees in the not-to-exceed amount of \$57,460 for Engagement No. 03 will result in a total cumulative contract value of \$306,460.

CPC NEW BUSINESS ITEM - B -

ALTERNATIVES

There are no alternatives being considered at this time.

FISCAL IMPACT

Temporary staffing services under Engagement No. 03 provided by Robert Half in the amount of \$57,460 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 Aviation Authority Board: (1) authorize temporary staffing services for Engagement No. 03 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 services for a term of six (6) months beginning on or about October 20, 2022, (3) authorize funding from the Operations and Maintenance Fund in the not-to-exceed amount of \$57,460; 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

ROBERT HALF INTERNATIONAL

Contract	Approvals	Description	Term	Dollars
Finance Investments Analyst	<ul style="list-style-type: none"> • Purchase Order 94036 11/09/2021 	Fiscal Year 2021 Temporary Services for Engagement 01	11/07/2021 through 09/30/2021	\$44,000.00
Engagement 01 Senior Accountant	<ul style="list-style-type: none"> • CPC 03/14/2022 	Fiscal Year 2022 Temporary Services For Engagement 01	03/14/2021 through 09/30/2022	\$80,000.00
Engagement 02 Accountant II	<ul style="list-style-type: none"> • Purchasing Manager Memo 06/14/2022 	Fiscal Year 2022 and 2023 Temporary Services For Engagement 02	06/20/2022 until permanent position filled	\$80,000.00
Extension of Engagement 01 Senior Accountant	<ul style="list-style-type: none"> • CPC 09/12/2022 	Fiscal Year 2023 Temporary Services For Engagement 01	10/01/2022 until permanent position filled	\$45,000.00
Engagement 03 Senior Accounting Clerk	Pending <ul style="list-style-type: none"> • CPC 09/26/2022 	Fiscal Year 2023 Temporary Services For Engagement 03	10/20/2022 through 04/19/2022	\$57,460.00
Total Contract Value with all changes (approved and proposed):				\$306,460.00

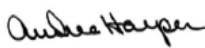
ATTACHMENT "B"

FINANCE FORM

Date:	<u>8-Sep-22</u>	Requestor's Extension:	<u>2026</u>
Requestor's Name:	<u>LuAnn Fisher</u>	Preparer's Extension:	<u>6427</u>
Form Preparer's Name:	<u>LuAnn Fisher</u>	Purchasing Solicitation #:	<u>ILC No: ILC21-11483</u>
Requestor's Department:	<u>Finance</u>	CCM / CPC / PSC:	<u>CPC</u>
Description:	<u>Engagement 03 - Temporary Sr. Accountant</u>	Committee Date:	<u>9/26/2022</u>
Vendor:	<u>Robert Half International Inc.</u>	Committee Agenda Item#:	<u></u>

NON-PROJECT FUNDS: O&M, CAPEX, 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
301.111.170.5340001.000.000000	57,460.00					57,460.00
						-
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						-
Total Requisition	57,460.00	-	-	-	-	57,460.00
Requisition Number	92282					

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 26, 2022

ITEM DESCRIPTION

Recommendation to Approve Amendment No. 1, First Renewal Option, for Purchasing Contract 14-20, Electrical & Relamping Services, with M&M Electric of Central Florida Inc.

BACKGROUND

The initial term of the contract was for thirty-six (36) months, which commenced on July 1, 2020, expiring June 30, 2023, with the Aviation Authority having options to renew the contract for two (2) additional periods of one (1) year each. The initial term of the contract is due to expire on June 30, 2023.

This contract requires M&M Electric of Central Florida Inc. to provide all labor, supervision, tools, materials, equipment, subcontractors, accessories and all other items necessary or proper for, or incidental to, performing electrical and relamping services on an as needed basis.

At the time of award a 13.2% Minority and Women Business Enterprise (MWBE) participation goal was established. The Small Business Development Department certifies that the vendor is in good standing as it relates to small business participation. The same small business participation requirement will apply to this amendment. It is worth mentioning that the Prime, M&M Electric of Central Florida, Inc., is also a certified minority owned business.

ISSUES

First Renewal Option: July 1, 2023, through June 30, 2024

Department – Concur with the First Renewal Option.

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

Pricing is based on: (1) hourly rate for standard and non-standard hours for journeyman electrician/on-site supervisor, mechanic electrician, and electrician helper; and (2) parts, materials, subcontractors, rentals, and components purchased for Electrical and Relamping Services. The annual value for the first renewal option is a total not-to-exceed amount of \$689,030, with no hourly labor rate or markup increases for the first renewal option. The amount paid to the Contractor is based on the work requested, performed, and approved by the Aviation Authority.

FISCAL IMPACT

The fiscal impact for the First Renewal Option is a not-to-exceed amount of \$689,030. Funding will be from the Operations and Maintenance Fund, account codes:

301.687.210.5460001.000.100742; 301.687.611.5460001.000.100742;
301.687.615.5460001.000.100742; 301.687.692.5460001.000.100742;
301.656.170.5460001.000.100742; 301.656.330.5460001.000.100742;
301.656.612.5460001.000.100742; 301.656.661.5460001.000.100742;
901.443.810.5460002.000.100118; 901.443.820.5460002.000.100118;
301.656.613.5460001.000.100742; 301.656.340.5460001.000.100742.

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. 1, First Renewal Option, for Purchasing Contract 14-20, Electrical & Relamping Services, with M&M Electric of Central Florida Inc.; (2) authorize funding in the not-to-exceed amount of \$689,030 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

BID 14-20 Electrical & Relamping Services

CONTRACT	APPROVALS	DESCRIPTION	TERM	DOLLARS
Initial Term	<ul style="list-style-type: none">• CPC 01/27/2020• Board 02/19/2020 Item NB-D	36 Months Contract Award	07/01/2020 to 06/30/2023	\$1,997,450.00
Amendment No. 1	<ul style="list-style-type: none">• Pending CPC 09/26/2022	First Renewal Option	07/01/2023 to 06/30/2024	\$689,030.00
Total Contract Value with all Changes (approved and proposed)				\$2,686,480.00

ATTACHMENT "B"

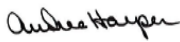
FINANCE FORM

Greater Orlando Aviation Authority

Date:	<u>15-Sep-22</u>	Requestor's Extension:	<u>x-2375</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>14-20</u>
Requestor's Department:	<u>Maintenance</u>	CCM / CPC / PSC:	<u>CPC</u>
Description:	<u>Amendment No. 1, First Renewal Option</u>	Committee Date:	<u>9/26/2022</u>
Vendor:	<u>M&M Electric of Central Florida Inc.</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
301.687.210.5460001.000.100742		153,309.18	459,927.53			613,236.70
301.687.611.5460001.000.100742		1,722.58	5,167.73			6,890.30
301.687.615.5460001.000.100742		1,722.58	5,167.73			6,890.30
301.687.692.5460001.000.100742		1,722.58	5,167.73			6,890.30
301.656.170.5460001.000.100742		1,722.58	5,167.73			6,890.30
301.656.330.5460001.000.100742		1,722.58	5,167.73			6,890.30
301.656.612.5460001.000.100742		1,722.58	5,167.73			6,890.30
301.656.661.5460001.000.100742		1,722.58	5,167.73			6,890.30
901.443.810.5460002.000.100118		1,722.58	5,167.73			6,890.30
901.443.820.5460002.000.100118		1,722.58	5,167.73			6,890.30
301.656.613.5460001.000.100742		1,722.58	5,167.73			6,890.30
301.656.340.5460001.000.100742		1,722.58	5,167.73			6,890.30
						-
						-
Total Requisition	-	172,257.50	516,772.50	-	-	689,030.00
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 26, 2022

ITEM DESCRIPTION

Recommendation to Award Invitation for Bid (IFB) 23-104, Woven Level Loop and Cut and Loop Carpet with Bloomsburg Carpet Industries, Inc. (Bloomsburg)

BACKGROUND

The term of the Contract is for thirty-six (36) months with initial service to commence on or about December 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 manufacture, furnish, sell, and deliver to the Aviation Authority various patterns of custom-made woven level loop and cut and loop carpet and all other items necessary or proper for, or incidental to, providing custom made woven level loop and cut and loop carpet to the areas throughout the Terminals at Orlando International Airport ("OIA") in accordance with the Contract Documents.

The Aviation Authority follows a replacement schedule for all carpeted areas in the terminals and airside. The replacement cycle was set to every seven years. With the increase in passenger traffic the replacement cycle has decreased to every three to five years. Therefore increasing the amount of carpet ordered.

ISSUES

On August 7, 2022, the Aviation Authority issued IFB 23-104 for Woven Level Loop and Cut and Loop Carpet. The Aviation Authority notified 73 Suppliers through Merrell Source-to-Contract of the solicitation opportunity. Four (4) Suppliers downloaded the solicitations documents.

On September 7, 2022, One (1) Bid was received:

<u>Firm</u>	<u>Three Year Bid Price</u>
Bloomsburg Carpet Industries, Inc.	\$2,115,550.00

The Bid was reviewed for compliance with the submission requirements and it was determined that Bloomsburg was deemed responsive.

References for Bloomsburg were checked and based thereon were determined to be responsible.

Pricing is based on Unit Prices for Woven Level Loop Carpet and Cut and Loop Carpet as described on the Bid Price form. The actual amount paid to the contractor is based on an as-needed basis as requested 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 SBDD could not find certified small businesses with NAICS Code pertaining to this industry.

FISCAL IMPACT

Bloomsburg's Bid in the amount of \$2,115,550 is to be funded from the Capital Expenditure Fund account code 308.631.210.5460002.000.501132. 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) award Invitation for Bid (IFB) 23-104, Woven Level Loop and Cut and Loop Carpet with Bloomsburg Carpet Industries, Inc. as the responsive and responsible bidder; (2) authorize funding from the Capital Expenditure Fund in a not-to-exceed amount of \$2,115,550; 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. Is currently engaged in the business of manufacturing custom-made woven level loop and cut and loop carpet
 - b. Shall be either the carpet manufacturer or an authorized distributor for products for which they submit a bid. Submitting a bid for a product/brand (or brands) for which a firm is not the carpet manufacturer or an authorized distributor shall render that firm's entire bid nonresponsive.
 - c. Has satisfactorily provided custom-made woven level loop and cut and loop carpet for at least three (3) entities with contracts of similar size and scope of this Contract during such five (5) years period immediately preceding the date.
 - d. Has the capability to accomplish the scope of work required in the Solicitation. This includes performance history on past and current contracts.
2. 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**.

Clarification Required During the Process:

None.

Irregularities or Issues that Impact Recommended Ranking:

None.



GREATER ORLANDO AVIATION AUTHORITY

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

MEMORANDUM

TO: Members of the Concessions/Procurement Committee

FROM: Gary Hunt, Director of Maintenance

DATE: September 26, 2022

ITEM DESCRIPTION

Recommendation to Approve Amendment No. 2, Contract Adjustment for Purchasing Contract 18-18, Vehicle and Equipment Maintenance Services with First Vehicle Services, Inc. (FVS)

BACKGROUND

The initial term of the Contract was for thirty-six (36) months, commencing on September 1, 2018, with the Aviation Authority having options to renew the Contract for one (1) additional period of three (3) years. The first renewal option is due to expire August 31, 2024.

This Contract requires FVS to furnish all labor, supervision, materials and supplies, equipment, uniforms and all other items necessary or proper for, or incidental to, performing vehicle and equipment maintenance services at the Orlando International Airport (OIA) and Orlando Executive Airport (OEA) in accordance with the contract documents.

The Contract allows for Additional Staffing per Section 3.18.5 the Specifications, Performance Standards. The Aviation Authority may require the Contractor to add additional mechanics/technicians and/or management staff per the contract terms and conditions.

ISSUES

Contract Adjustment – Due to the size and age of the Aviation Authority’s fleet, Staff is requesting to increase the mechanics from nine (9) to eleven (11), an increase of two (2) mechanics. This request would also replace the vacant Service Writer position with a Shop Supervisor. The Shop Supervisor will provide technical management of fleet maintenance and support activities including planning, staffing, monitoring and analyzing maintenance requirements, schedules and contract compliance.

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

FVS provides OIA and OEA vehicle and equipment maintenance based on a monthly fee for maintenance and repair services and hourly price per mechanic for additional work during non-standard hours.

The amount paid to the Contractor is based on actual work requested, performed, and approved by the Aviation Authority, based on the monthly unit prices and hourly rates for the mechanics.

This contract includes a Minority and Women Business Enterprise (MWBE) and a Local Developing Business (LDB) participation requirement. The participation goal for this contract is 13% for MWBE and 15% for LDB. The Small Business Development Department certifies that the contract is in good standing as it relates to MWBE/LDB participation.

FISCAL IMPACT

The fiscal impact for the contract adjustment is a not-to-exceed amount of \$510,467.25 with funding from the Operations and Maintenance Fund account code 301.631.170.5460001.000.100032.

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

RECOMMENDED ACTION

It is respectfully requested that the Concessions/Procurement Committee approve the following be recommended to the Aviation Authority Board: (1) approve Amendment No. 2, Contract Adjustment for Purchasing Contract 18-18, Vehicle and Equipment Maintenance Services with First Vehicle Services, Inc.; (2) authorize funding from the Operations and Maintenance Fund in the not-to-exceed amount of \$510,467.25; 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"

CONTRACT HISTORY

Contract 18-18, Vehicle and Equipment Maintenance Services

Contract	Approvals	Description	Term	Dollars
Initial Term	<ul style="list-style-type: none">• CPC 6/13/2018• Board 6/20/2018 Item CA-G	36 Months Contract Award	9/1/2018 Thru 8/31/2021	\$9,748,632.16
Amendment No. 1	<ul style="list-style-type: none">• CPC 5/3/2021• Board 5/19/2021 Item NB-C	First Renewal Option	9/1/2021 Thru 8/31/2024	\$10,020,851.16
Amendment No. 2	<ul style="list-style-type: none">• Pending CPC 9/26/2022	Contract Adjustment	12/1/2022 Thru 8/31/2024	\$510,467.25

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

\$20,279,950.57

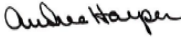
ATTACHMENT "B"

FINANCE FORM

Date:	15-Sep-22	Requestor's Extension:	x-2375
Requestor's Name:	Thomas Oday	Preparer's Extension:	x-2495
Form Preparer's Name:	John Field	Purchasing Solicitation #:	18-18
Requestor's Department:	Maintenance	CCM / CPC / PSC:	CPC
Description:	Amendment No. 2, Contract Adjustment	Committee Date:	9/26/2022
Vendor:	First Vehicle Services, 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
301.631.170.5460001.000.100032		243,079.64	267,387.61			510,467.25
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
Total Requisition	-	243,079.64	267,387.61	-	-	510,467.25
Requisition Number		92275				

Funding Approver: 

OMB Notes: _____



GREATER ORLANDO AVIATION AUTHORITY

Orlando International Airport
One Jeff Fuqua Boulevard
Orlando, Florida 32827-4392

MEMORANDUM

TO: Members of the Concessions/Procurement Committee

FROM: Gary Hunt, Director of Maintenance

DATE: September 26, 2022

ITEM DESCRIPTION

Notification to Add Additional Account Code to the Award for Purchasing Invitation for Bids (IFB) 93705-22, Janitorial Supplies to Multiple Suppliers

BACKGROUND

On September 12th, 2022, the Concessions Procurement Committee (CPC) approved New Business Item No. E, Recommendation to Award Purchasing Invitation for Bids (IFB) 93705-22, Janitorial Supplies to Multiple Suppliers.

ISSUES

An additional Operations and Maintenance account code should have been listed, the CPC memorandum should be revised, as follows:

- 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, 301.631.210.5520001.000.100293, [301.413.210.5520001.000.000000](#). 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

No action is necessary. This item is for information only.