

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

DATE: October 24, 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 elliott.martinez@goaa.org by 4pm, October 31st, 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. CONSIDERATION OF MINUTES FOR AUGUST 22, 2022, SEPTEMBER 12, 2022 AND SEPTEMBER 26, 2022

V. CONSENT AGENDA

- A. Recommendation to Approve Amendment No. 1, First Renewal Option for Purchasing Contract 21-20 Fire Extinguisher Inspection, Certification, and Maintenance Services with Haines City Fire Extinguisher Services, Inc.

VI. NEW BUSINESS

- A. Recommendation to Rescind the Concessions/Procurement Committee Action to Approve Amendment No. 4, Contract Adjustment; Recommendation to Approve Amendment No. 5, Contract Adjustment for Purchasing Contract 01-21, Elevators, Escalators and Moving Sidewalks Maintenance and Repair Services with Schindler Elevator Corporation
- B. Recommendation to Reject Bid and Conduct Direct Negotiations for Invitation for Bid 23-108-IFB, Interior Plant Horticultural Maintenance Services with Greenery Productions, Inc.
- C. Recommendation to Award Single Source SG-00204, Purchasing Contract 23-126-SGS for Security Checkpoint Passenger Reservation System to Alclear, LLC

VII. INFORMATION SECTION:

(No action is required on the item. Committee members should feel free to ask questions.)

- A. Summary of Contract Revisions for Robert Half International Inc. through the Utilization of the HGACBuy Interlocal Contract for Cooperative Purchasing ILC No: ILC21-11483

NEXT SCHEDULED CONCESSIONS/PROCUREMENT COMMITTEE MEETING IS ON NOVEMBER 14, 2022

On **AUGUST 22, 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 1:35p.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 29, 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 Mr. Engle, motion passed to accept the June 9, 2022 minutes as written.

CONSENT AGENDA

2. Chairman Friel asked if anyone in the audience would like to speak regarding the Consent Agenda items. 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 Vice-Chair Rodriguez, second by Mr. Draper, vote carried to approve the following Consent Agenda items:

A. approve that the following be recommended to the Chief Executive Officer: (1) Award Contract 23-110-OEC, Noise and Operations Monitoring System Software Licenses, Support, and Maintenance Services to Casper Airport Solutions, Inc. utilizing the Hillsborough County Aviation Authority Contract No. 20815; (2) authorize funding from the Operations and Maintenance Fund in the not-to-exceed amount of \$240,750; and (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel.

B. approve that the following be recommended to the Chief Executive Officer: (1) reject the IFB response from Cold Wall, Inc. due to the requirement from Liebert that factory specific certification / training

be completed and is required to purchase repair parts for the new Liebert units installed in Terminal C from the factory; and (2) authorize Staff to revise the IFB Documents and to re-solicit this IFB.

C. approve that the following be recommended to the Chief Executive Officer: (1) award Request for Quotation (RFQ) 93790-22 Purchase of Certificate Migration & Installation & Dial Plan (APS) utilizing the GSA IT Schedule GS-35F-0156V to Avaya Inc.; (2) authorize funding from the Capital Expenditure and Operations and Maintenance Funds, in the not-to-exceed amount of \$242,184.83; and (3) authorize the Purchasing Department to issue the necessary Purchase Order.

RECOMMENDATION TO AWARD INVITATION FOR BID (IFB) 01-23, ROADWAY AND EXTERIOR ELECTRICAL MAINTENANCE SERVICES TO TRANSPORTATION SYSTEMS, INC.

3. This item was presented by Rick Schulz, Maintenance.

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

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

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

It was respectfully requested that the Concessions/Procurement Committee approve the following be recommended to the Aviation Authority Board: (1) award Purchasing Invitation for Bid 01-23, Roadway and Exterior Electrical Maintenance Services to Transportation Systems, Inc. as the low responsive and responsible bidder; (2) authorize funding from the Operations and Maintenance Fund in a not-to-exceed amount of \$862,273.75; and (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel.

No speakers on this item.

Discussion ensued.

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

RECOMMENDATION TO AWARD PURCHASING INVITATION FOR BIDS (IFB) 93705-22, JANITORIAL SUPPLIES TO MULTIPLE SUPPLIERS

4. This item was pulled from consideration.

RECOMMENDATION TO AWARD INVITATION FOR BID (IFB) 25-22, UPHOLSTERY SERVICES FOR PASSENGER STYLE SEATING WITH NEW IMAGE UPHOLSTERY, INC.

5. This item was presented by Daisily Pagan, Maintenance.

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

This Contract will be to furnish all labor, supervision, miscellaneous materials (included, but not limited to, thread, zippers, linings, etc.) equipment, tools, pick-up, delivery and all other items necessary or proper for, or incidental to, performing upholstery fabrication and installation services using Aviation Authority provided

custom fabrics and vinyl on passenger style seating units located in the public areas throughout the Terminals (A, B, and C), and Airsides at the Orlando International Airport in accordance with the Contract Documents.

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

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

No speakers on this item.

Discussion ensued.

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

RECOMMENDATION TO AWARD REQUEST FOR QUOTATION (RFQ) 93806-22, PURCHASE OF HPE ARUBA WI-FI ACCESS POINT (AP) 655 HARDWARE, FIRMWARE SUBSCRIPTION, AND MAINTENANCE SUPPORT UTILIZING STATE OF FLORIDA CONTRACT NO. 43220000-NASPO-19-ACS TO HIGH PERFORMANCE TECHNOLOGY (HPT)

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

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

High Performance Technology (HPT) quote is for a not-to-exceed amount \$502,718.90 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) 93806-22, Purchase of HPE Aruba Wi-Fi AP-655 Hardware, Subscription, and Maintenance Support, utilizing the State of Florida Contract No. 43220000-NASPO-19-ACS, to High Performance Technology (HPT); (2) authorize funding from Capital Expenditure Funds in a not-to-exceed amount of \$502,718.90; and (3) authorize the Purchasing Department to issue the necessary Purchase Order.

No speakers on this item.

Discussion ensued.

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

RECOMMENDATION TO APPROVE AMENDMENT NO. 19, A CONTRACT ADJUSTMENT FOR PURCHASING CONTRACT 02-11, COMMON USE PASSENGER PROCESSING SYSTEM (CUPPS) AND COMMON USE SELF SERVICE (CUSS) OPERATIONS AND MAINTENANCE SERVICES WITH SITA INFORMATION NETWORKING COMPUTING USA, INC. (SITA)

7. This item was presented by Shiv Persaud, IT

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

The Contract requires SITA to furnish to the Aviation Authority detailed technical design, development, hardware, firmware, software, software licenses, installation integration, implementation, training, user manuals and documentation, operation, support and maintenance services for the CUPPS and CUSS, warranty, testing of the hardware and software, and all other items necessary or proper for, or incidental to, providing an operable and acceptable CUPPS and CUSS.

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

The total-not-to-exceed value for this Contract Adjustment is \$602,287.68 beginning on or about September 1, 2022 through the final acceptance of the project. Funding will be from the Capital Expenditure Fund and General Airport Revenue Bonds.

It was respectfully requested that the Concessions/Procurement Committee approve that the following be recommended to the Aviation Authority Board: (1) approve Amendment No. 19, Contract Adjustment to Purchasing Contract 02-11 with SITA Information Networking Computing USA, Inc.; (2) authorize funding in a not-to-exceed amount of \$602,287.68 from the Capital Expenditure Fund and General Airport Revenue Bonds within ZC-350 Biometric Expansion project for \$334,019.68 and ZC-349 Common Use Expansion project for \$268,268; and (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel.

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 AWARD SINGLE SOURCE PROCUREMENT SG-00191 FOR FINANCIAL CONSULTING AND TREASURY MANAGEMENT SERVICES WITH GERALDINE DANFORTH

8. This item was presented by Olimpia Lonsdale, Purchasing.

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

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

1. Periodic review of cash and investment balances to maintain adequate available funds to meet cash requirements, and of Central Bank daily cash reconciliations. Provide summary of findings to the Chief Financial Officer (CFO).

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

The fiscal impact for Financial Consulting and Treasury Management Services is a not-to-exceed amount of \$81,375 with funding from the Operations and Maintenance Fund.

It was respectfully requested that the Concessions/Procurement Committee approve that the following be recommended to the Aviation Authority Board: (1) Award Single Source Procurement SG-00191 Financial Consulting and Treasury Management Services with Geraldine Danforth beginning on or about October 1, 2022, through September 30, 2023; (2) authorize funding from the Operations and Maintenance Fund in the not-to-exceed amount of \$81,375; and (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel.

No speakers on this item.

Discussion ensued.

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

RECOMMENDATION TO AWARD SINGLE SOURCE PROCUREMENT SG-00192 FOR ACCOUNTING AND FINANCE CONSULTING SERVICES WITH PAMELA J. L'HEUREUX CPA, PLLC

9. This item was presented by Olympia Lonsdale, Purchasing.

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

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

The fiscal impact for Financial Consulting and Treasury Management Services is a not-to-exceed amount of \$55,275 with funding from the Operations and Maintenance Fund.

It was respectfully requested that the Concessions/Procurement Committee approve that the following be recommended to the Aviation Authority Board: (1) Award Single Source Procurement SG-00192 for Accounting and Finance Consulting Services with Pamela J. L'Heureux CPA, PLLC, with services to begin on or about October 1, 2022, through December 31, 2022; (2) authorize funding from the Operations and Maintenance Fund in the not-to-exceed amount of \$55,275; and (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel.

No speakers on this item.

Discussion ensued.

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

ADJOURNMENT

10. Chairman Friel asked if there was further business to discuss before the Committee. Having no further business to discuss, he adjourned the meeting at 2:25pm.

Gail Musselwhite
Recording Secretary

Brad Friel
Chairman

On **September 12, 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. Vice-Chairwoman Rodriguez 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: Yovannie Rodriguez, Vice-Chairwoman
Tom Draper, Chief of Operations
Brian Engle, Director, Customer Experience
Victoria Jaramillo, Senior Director, Marketing

Staff/Others present: Celia Dorn, Nelson Mullins, Legal Counsel
Gail Musselwhite, Recording Secretary

Vice-Chairwoman Rodriguez 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, September 19, 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. Dorn 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 Ms. Jaramillo, motion passed to accept the August 8, 2022 minutes as written.

CONSENT AGENDA

2. Vice-Chairwoman Rodriguez asked if anyone in the audience would like to speak regarding the Consent Agenda items. Ms. Musselwhite confirmed she had not received any speaker requests. Vice-Chairwoman Rodriguez 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. Draper, second by Mr. Engle, vote carried to approve the following Consent Agenda items:

A. 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.

B. 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.

C. 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.

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

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

Approval of this request will result in the purchase of:

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

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

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.

Alan Jay Automotive Network quotations in the total amount of \$791,492 is 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 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).

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. 5, INCREASE IN VALUE AND EXTENSION OF TERM FOR PURCHASING AGREEMENT PS-542, FINANCIAL CONSULTING SERVICES WITH LINDA GEORGE, CPA

4. This item was presented by LuAnn Fisher, Finance.

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 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.

It was 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.

No speakers on this item.

Discussion ensued.

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

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

5. This item was presented by Daisily Pagan, Maintenance.

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.

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.

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, 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.

No speakers on this item.

Discussion ensued.

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

RECOMMENDATION TO APPROVE AMENDMENT NO. 2, SECOND RENEWAL OPTION FOR PURCHASING CONTRACT 01-19, RATTAN/WICKER CHAIR REPAIR SERVICES WITH NEW IMAGE UPHOLSTERY, INC.

6. This item was presented by Daisily Pagan, Maintenance

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.

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.

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, 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.

No speakers on this item.

Discussion ensued.

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

RECOMMENDATION TO AWARD PURCHASING INVITATION FOR BIDS (IFB) 93705-22, JANITORIAL SUPPLIES TO MULTIPLE SUPPLIERS

7. This item was presented by Nina Gilbert, Maintenance.

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.

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 Merzell Source-To-Contract. A total of 290 email notifications were sent via Merzell 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

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.

It was 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.

No speakers on this item.

Discussion ensued.

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

ADJOURNMENT

8. Vice-Chairwoman Rodriguez asked if there was further business to discuss before the Committee. Having no further business to discuss, she adjourned the meeting at 2:01pm.

Gail Musselwhite
Recording Secretary

Yovannie Rodriguez
Vice-Chairwoman

On **SEPTEMBER 26, 2022**, the **CONCESSIONS/PROCUREMENT COMMITTEE** of the **GREATER ORLANDO AVIATION AUTHORITY** met in the Carl T. Langford Board Room at Orlando International Airport, One Jeff Fuqua Boulevard, Orlando, Florida, 32827. Chairman Friel called the meeting to order at 1:31p.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
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 4:00pm, Monday, 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. 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.

CONSENT AGENDA

1. 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 Ms. Jaramillo, vote carried to approve the following Consent Agenda item:

A. 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.

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

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

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.

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 |

Staff's review of the quote found that High Performance Technologies, LLC is responsive and responsible to the RFQ requirements.

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.

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) 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.

No speakers on this item.

Discussion ensued.

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

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

3. This item was presented by LuAnn Fisher, Finance.

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.

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.

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.

It was 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.

No speakers on this item.

Discussion ensued.

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

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.

4. This item was presented by Rick Schulz, Maintenance.

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.

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

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.

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

It was 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.

No speakers on this item.

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

RECOMMENDATION TO AWARD INVITATION FOR BID (IFB) 23-104, WOVEN LEVEL LOOP AND CUT AND LOOP CARPET WITH BLOOMSBURG CARPET INDUSTRIES, INC. (BLOOMSBURG)

5. This item was presented by Daisily Pagan, Maintenance.

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.

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:

| Firm | Three Year Bid Price |
|------------------------------------|-----------------------------|
| Bloomsburg Carpet Industries, Inc. | \$2,115,550 |

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.

Bloomsburg's Bid in the amount of \$2,115,550 is 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 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.

No speakers on this item.

Discussion ensued.

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

RECOMMENDATION TO APPROVE AMENDMENT NO. 2, CONTRACT ADJUSTMENT FOR PURCHASING CONTRACT 18-18, VEHICLE AND EQUIPMENT MAINTENANCE SERVICES WITH FIRST VEHICLE SERVICES, INC. (FVS)

6. This item was presented by Thomas O'Day, Maintenance.

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.

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.

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.

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.

It was 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.

No speakers on this item.

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

ADJOURNMENT

8. Chairman Friel asked if there was further business to discuss before the Committee. Having no further business to discuss, he adjourned the meeting at 2:00pm.

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: Brenda Bishop, Deputy Fire Chief, ARFF

DATE: October 24, 2022

ITEM DESCRIPTION

Recommendation to Approve Amendment No. 1, First Renewal Option for Purchasing Contract 21-20 Fire Extinguisher Inspection, Certification, and Maintenance Services with Haines City Fire Extinguisher Services, Inc.

BACKGROUND

The term of the Contract is for thirty-six (36) months effective May 1, 2020, with the Aviation Authority having options to renew the Contract for two (2) additional periods of one (1) year each. The initial term is due to expire April 30, 2023.

This Contract requires Haines City Fire Extinguisher Services, Inc. to furnish all labor, supervision, materials, supplies, tools, equipment, and all other items necessary or proper for, or incidental to, performing fire extinguisher inspection, certification, and maintenance services on various types of hand held and portable operated fire extinguishers at the Orlando International Airport to include Terminal A, B, and C, and outlying buildings, and the Orlando Executive Airport in accordance with the Contract Documents.

ISSUES

First Renewal Option – May 1, 2023 through April 30, 2024.

Department – Concur with the renewal option.

Contractor – Based on the information known at this time, Haines City Fire Extinguisher Services, Inc. has performed satisfactorily during the initial term.

The annual value for the First Renewal Option is a total not-to-exceed amount of \$38,216.80 with a 5% CPI rate increase as allowed by the Contract. The actual amount paid to the contractor is based on actual work requested, performed, and approved by the Aviation Authority, based on unit prices.

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

FISCAL IMPACT

The fiscal impact for the First Renewal Option is a not-to-exceed amount of \$38,216.80 with funding from the Operations and Maintenance Fund account code 301.415.170.5340007.000.000000. 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. 1, First Renewal Option 21-20 Fire Extinguisher Inspection, Certification, and Maintenance Services with Haines City Fire Extinguisher Services, Inc.; (2) authorize funding from the Operations and Maintenance Fund in the not-to-exceed amount of \$38,216.80; 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 21-20 Fire Extinguisher Inspection, Certification, and Maintenance Services

| Contract | Approvals | Description | Term | Dollars |
|-----------------|--|-----------------------------|--|----------------|
| Initial Term | <ul style="list-style-type: none">• PM 4/7/2020• CEO 5/1/2020 | 36-Month Contract Award | 5/1/2020 Thru 4/30/2023 | \$89,954.70 |
| Amendment No. 1 | <ul style="list-style-type: none">• Pending CPC 10/24/2022 | First Renewal Option | 5/1/2023 Thru 4/30/2024 | \$38,216.80 |

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

\$128,171.50



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: October 24, 2022

ITEM DESCRIPTION

Recommendation to Rescind the Concessions/Procurement Committee Action to Approve Amendment No. 4, Contract Adjustment; Recommendation to Approve Amendment No. 5, Contract Adjustment for Purchasing Contract 01-21, Elevators, Escalators and Moving Sidewalks Maintenance and Repair Services with Schindler Elevator Corporation ("Schindler")

BACKGROUND

The initial term of the Contract is for forty-eight (48) months, commencing 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.

Schindler shall also provide and maintain an on-site inventory of spare parts and materials, perform and/or assist with the A17 Safety Code testing/witnessing inspections in accordance with the testing schedule, assist in maintaining the airport's elevator/escalator monitoring system (LiftNet) and all other items necessary or proper for, or incidental to, performing Elevators, Escalators and Moving Sidewalks Maintenance and Repair Services at Orlando International Airport in accordance with the Contract Documents.

The Contract allows per the General Conditions Section 7.1, entitled Contract Adjustments, allows the Aviation Authority to modify at any time the nature, method, scope, frequency, or timing of the Contractor's obligations, subject to adjustments to the Contractor's compensation, to be determined in good faith negotiation. Also per the General Conditions, Section 2.3.2, allows for the first six (6) months there shall be a twenty-five percent (25%) reduction on the monthly maintenance rates of new units added to the Contract.

ISSUES

Contract Adjustment - Staff is requesting a Contract Adjustment to modify the scope of work to add the seventy (70) elevators and escalators located in Terminal C to the Contract and re-allocate fifteen (15) units from Terminal A and B to Terminal C.

Terminal C Monthly Cost Per unit for Maintenance and Repair.

The Terminal C Units Monthly Cost Per Unit for Maintenance and Repair shall be at a rate of \$4,453.21 per unit for the first seventy (70) units and at a rate of \$325 per unit for each unit thereafter up to one hundred

CPC NEW BUSINESS ITEM - A -

forty-three (143) units. Reallocating fifteen (15) units from Terminal A and B to Terminal C will save the Aviation Authority an additional \$14,445.00 per month. In addition the staffing shall increase to six (6) Service Mechanics, one (1) Helper, and one (1) Operation and Maintenance Assistant Manager, to service the Terminal C units on a twenty-four (24) hour per day, seven (7) days a week, three hundred sixty-five (365) days a year basis. The labor pricing for Terminal C shall be firm through May 31, 2024, in accordance with the Contract Documents. Year four costs for the Terminal A and B portion of the Contract will be brought back to CPC and the Aviation Authority Board for approval.

For the first six (6) months there shall be a twenty-five percent (25%) reduction on the above rates of \$3,392 monthly per unit for the first seventy (70) units and \$243.75 monthly for each new unit thereafter.

Contractor – Based on the information known at this time, Schindler is performing satisfactorily during the initial term.

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

FISCAL IMPACT

The fiscal impact for the Contract Adjustment is a not-to-exceed amount of \$5,812,852.75. Funding will be from the Operations and Maintenance Fund, account code 301.631.210.5460001.000.100012. 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 Capital Expenditure 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) rescind the action to approve Concessions/Procurement Committee dated June 27, 2022 to approve Amendment No. 4 for the Contract Adjustment to Purchasing Contract 01-21, Elevators, Escalators and Moving Sidewalks Maintenance and Repair Services; (2) approve Amendment No. 5 for the Contract Adjustment for Purchasing Contract 01-21, Elevators, Escalators and Moving Sidewalks Maintenance and Repair Services with Schindler Elevator Corporation; (3) authorize funding from the Operations and Maintenance Fund account in the not-to-exceed amount of \$5,812,852.75; 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

CONTRACT HISTORY

Contract 01-21, Elevators, Escalators, and Moving Sidewalks Maintenance and Repair Services

| Contract | Approvals | Description | Term | Dollars |
|-----------------|---|--|--|---|
| Initial Term | <ul style="list-style-type: none"> • CPC 12/14/2020 • Board 2/2/2021 Item "G" | 48 Months Contract Award Year 1 Pricing | 6/1/2021 Thru 5/31/2025 | \$4,133,772.56 |
| Amendment No. 1 | <ul style="list-style-type: none"> • CPC 6/28/2021 • Board 7/21/2021 Item G | Contract Adjustment | 9/1/2021 Thru 12/31/2022 | \$2,458,584.00 |
| Amendment No. 2 | <ul style="list-style-type: none"> • CPC 3/14/2022 • Board 4/20/2022 Item I | Contract Adjustment Year 2 Pricing | 6/1/2022 Thru 5/31/2023 | \$4,278,618.92 |
| Amendment No. 3 | <ul style="list-style-type: none"> • CPC 6/13/2022 • Board 7/20/2022 Item J | Contract Adjustment 34 Locks | 8/1/2022 Thru 12/31/2023 | \$626,642.71 |
| Amendment No. 4 | <ul style="list-style-type: none"> • CEO 9/16/2022 | Contract Adjustment Extraction Services for Terminal C Units | 09/16/2022 Thru 5/31/2023 | No Cost |
| Amendment No. 5 | <p align="center">Pending CPC 10/24/2022</p> | <p align="center">Contract Adjustment Adding Terminal C Units</p> | <p align="center">11/10/2022 Thru 5/31/2024</p> | <p align="center">\$5,812,852.75</p> |

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

\$17,310,470.94

ATTACHMENT B

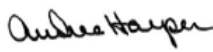
FINANCE FORM

Greater Orlando Aviation Authority

| | | | |
|-------------------------|--|----------------------------|-------------------|
| Date: | <u>10/13/2022</u> | Requestor's Extension: | <u>2637</u> |
| Requestor's Name: | <u>Thomas O'Day</u> | Preparer's Extension: | <u>2495</u> |
| Form Preparer's Name: | <u>John Field</u> | Purchasing Solicitation #: | <u>B01-21</u> |
| Requestor's Department: | <u>Maintenance</u> | CCM / CPC / PSC: | <u>CPC</u> |
| Description: | <u>Maintenance and Repair - Amendment #3</u> | Committee Date: | <u>10/24/2022</u> |
| Vendor: | <u>Schindler Elevator Corporation</u> | Committee Agenda Item#: | <u>NB - -</u> |

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

| Account Code Format: xxx.xxx.xxx.xxxxxxx.xxx.xxxxxx | FY 22 Amount | FY 23 Amount | FY 24 Amount | FY 25 Amount | FY 26 Amount | Total Contract |
|--|-----------------|-----------------|-----------------|-----------------|-----------------|-------------------|
| 301.631.210.5460001.000.100012 | 3,299,186.70 | 2,513,666.05 | - | - | - | 5,812,852.75 |
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| | | | | | | - |
| | | | | | | - |
| Grand Total | 3,299,186.70 | 2,513,666.05 | - | - | - | 5,812,852.75 |
| Requisition Number | 91811 | 92543 | | | | |

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: October 24, 2022

ITEM DESCRIPTION

Recommendation to Reject Bid and Conduct Direct Negotiations for Invitation for Bid 23-108-IFB, Interior Plant Horticultural Maintenance Services with Greenery Productions, Inc.

BACKGROUND

The proposed contract period is thirty-six (36) months with the initial service to commence on or about January 2, 2023, with the Aviation Authority having two (2) additional option periods of one (1) year each. Total value of the three (3) year contract is \$2,500,000.

This solicitation is for the Contractor to furnish all labor, supervision, materials, supplies, equipment, tools, transportation and all other items necessary or proper for, or incidental to providing interior plant horticultural maintenance services at the Orlando International Airport.

The Contractor will provide scheduled weekly maintenance, to include all services necessary to maintain plant health and appearance. These services include, but are not limited to: watering, rotating, dusting, pruning/trimming, removal of diseased or damaged plant parts, insect and disease treatment, fertilizing, cleaning all areas of dead leaves and other debris inside or around the planters.

ISSUES

On August 21, 2022, the Aviation Authority issued Invitation for Bid 23-108-IFB. The Aviation Authority notified 195 Suppliers through Merzell Source-to-Contract of the solicitation opportunity. Four (4) Suppliers downloaded the solicitation documents and four Suppliers attended the Pre-Bid Meeting on August 30, 2022.

On September 20, 2022, one (1) Bid was received from Greenery Productions, Inc.

The Invitation for Bid included a Minority and Women Business Enterprise (MWBE) participation requirement of 25%. Greenery Productions, Inc. submitted a Good Faith Efforts report with its bid. In accordance with Aviation Authority Policy Section 1200.02 Minority and Women Business Enterprise Program the Small Business Development Department (SBDD) reviewed the good faith efforts and determined Greenery Productions, Inc. failed to demonstrate, to the reasonable satisfaction of the Aviation Authority as required by the MWBE policy, that the Bidder made a good faith effort to meet the established MWBE goal.

SBDD recommends that Greenery Productions, Inc. be deemed non-responsive as it relates to the Small Business requirement. It is recommended that the Aviation Authority reject Greenery Productions, Inc.'s Bid as non-responsive for not meeting the participation requirement. Greenery Productions, Inc. is a MWBE certified vendor.

CPC NEW BUSINESS ITEM - B -

Due to the fact that only one bid was received, the Purchasing Department recommends proceeding with direct negotiations as this is the second attempt to procure these services without success. The Aviation Authority Policy, Direct Negotiations, Section 450.03 (I), Purchasing, Operational Procedures, Non-Competitive Procurement allows direct negotiations as follows:

Following the completion of a Competitive Award Solicitation process under Section 450.02, Competitive Procurements, that fails to produce a responsible or responsive Bidder or Proposer, that fails to produce a qualified respondent, or for which all submissions were rejected for any reason, the Aviation Authority may procure the Goods, Services, or Professional Services that were the subject of such failed solicitation by Direct Negotiations with any provider of such Goods or Services when:

- With concurrence by legal counsel; or with concurrence from the Authority Board, if award is expected to exceed \$250,000; or in cases with concurrence from Chief Executive Officer and legal counsel. Negotiations will be conducted by the Assistant Director, Purchasing and Material Control, Small Business, and with assistance from the Requesting Department and legal counsel.

FISCAL IMPACT

The value of the direct-negotiated contract will be presented to the Aviation Authority Board for approval.

RECOMMENDED ACTION

It is respectfully requested that the Concessions/Procurement Committee recommend to the Aviation Authority Board: (1) Reject Greenery Productions, Inc's Bid as non-responsive to the Small Business Participation goals of 25% for Minority and Women Business Enterprise; and (2) recommend direct contract negotiations with Greenery Productions, Inc..



GREATER ORLANDO AVIATION AUTHORITY

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

MEMORANDUM

TO: Members of the Concessions/Procurement Committee

FROM: Brian K. Engle, Director of Customer Experience

DATE: October 24, 2022

ITEM DESCRIPTION

Recommendation to Award Single Source SG-00204, Purchasing Contract 23-126-SGS for Security Checkpoint Passenger Reservation System to Alclear, LLC

BACKGROUND

On October 20, 2021, The Aviation Authority Board approved a one (1) year pilot program for a security checkpoint passenger reservation system with Alclear, LLC (Alclear) through September 30, 2022. The pilot program was extended for up to three (3) additional months through December 31, 2022.

Alclear provided web-based software, hardware and personnel to operate a reservation system at both the East and West security checkpoints at no cost to the Aviation Authority or the traveling public.

ISSUES

The Aviation Authority recognizes the opportunity to provide the traveling public the Alclear reservation system. The implementation of the reservation system at Orlando International Airport has been successful.

The Aviation Authority staff recommends to enter into an agreement with Alclear for a period of one (1) year effective December 1, 2022. The one (1) year agreement will include additional reservation lanes due to the opening of Terminal C. The agreement will also include dedicated reservation staff due to the increased operating hours of the reservation lanes.

Alclear has proposed a price of \$508,050 for the one (1) year agreement. Pricing includes \$300,000 for software subscription, dedicated account management and integration to the flight schedule feed and \$208,050 for dedicated reservation lanes staff.

This procurement is based on a Single Source Procurement (SG-00204) in accordance with Aviation Authority Policy 450.03. The Aviation Authority's Policy 450.03, Non-Competitive Procurements, permits the single 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.

This Contract does not include a Minority and Women Business Enterprise (MWBE) or Local Developing Business (LDB) participation requirement due to the specialized scope.

FISCAL IMPACT

The fiscal impact of the one (1) year agreement is a not-to-exceed amount of \$508,050 with funding from the Operations and Maintenance Fund account code 301.009.210.5340007.000.000000. Funds expected to be spent under the contract in the current fiscal year are within budget. Funding required in current and

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

RECOMMENDED ACTION

It is respectfully requested that the Concessions/Procurement Committee approve that the following be recommended to the Aviation Authority Board: (1) Award a Single Source Procurement for Security Checkpoint Passenger Reservation System to Alclear, LLC; (2) authorize funding from the Operations and Maintenance Fund in the not-to-exceed amount of \$508,050; and (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel.

Attachment

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: October 24, 2022

ITEM DESCRIPTION

Summary of Contract Revisions for Robert Half International Inc. through the Utilization of the HGACBuy Interlocal Contract for Cooperative Purchasing ILC No: ILC21-11483

BACKGROUND

At its meeting on September 26, 2022, the Concessions/Procurement Committee consensed to approve temporary staffing services for the Finance Department with Engagement No. 03 with Robert Half International Inc. through the utilization of the HGACBuy Interlocal Contract for Cooperative Purchasing ILC No: ILC21-11483, for a six (6) month term beginning on or about October 20, 2022, in a not-to-exceed amount of \$57,460, for a total cumulative contract value of \$306,460.

ISSUES

The Concessions/Procurement memo dated September 26, 2022, contained typographical errors on Attachment A, Summary of Contract Revisions. Attached herein is a corrected Summary of Contract Revisions for the Committee members' information.

ALTERNATIVES

None.

FISCAL IMPACT

There is no financial impact as a result of these updates.

RECOMMENDED ACTION

This is for information only.

Attachment

A – Summary of Contract Revisions

ATTACHMENT A

SUMMARY OF CONTRACT REVISIONS

ROBERT HALF INTERNATIONAL, INC.

| Contract | Approvals | Description | Term | Dollars |
|---|--|--|--|---------------------|
| Finance Investments Analyst | <ul style="list-style-type: none">• Purchase Order 94036 11/09/2021 | Fiscal Year 2022 Temporary Services | 11/07/2021 through 09/30/2022 | \$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 | 03/14/2022 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• Board 10/19/2022 | Fiscal Year 2023 Temporary Services For Engagement 03 | 10/20/2022 through 04/19/2023 | \$57,460.00 |
| Total Contract Value with all changes (approved and proposed): | | | | \$306,460.00 |