

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

DATE: November 18, 2022

DAY: FRIDAY

TIME: 1:00 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, November 29th, 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 29, 2022 AND OCTOBER 24, 2022

V. CONSENT AGENDA

- A. Recommendation to Approve Amendment No. 3, Second Renewal Option, for Purchasing Contract 7-19, Dock Leveler Preventative Maintenance and Repair Services with Miner Ltd.
- B. Recommendation to Approve Amendment No. 1, Contract Adjustment to Purchasing Contract 19-20, Customer Service Ambassadors at Orlando International Airport with Real Time Services d/b/a Top Talent Staffing
- C. Recommendation to Amendment No. 1, Increase in Value of Purchasing Contract 19-22, Vehicle Towing and Storage Services at Orlando International Airport and Orlando Executive Airport with Able Towing & Roadside, LLC
- D. Recommendation to Award Purchasing Agreement 23-276-EX for Advertising Services with Florida Citrus Sports Events, Inc.

VI. NEW BUSINESS

- A. Recommendation to Award Invitation for Bid (IFB) 93777-22, HVAC RIGID FILTERS

On **AUGUST 29, 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
Tom Draper, Chief of Operations
Brian Engle, Director, Customer Experience
Victoria Jaramillo, Senior Director, Marketing

Staff/Others present: Dan Gerber, General 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 Tuesday, September 6, 2022 - no later than 4:00pm

And lastly, for individuals who conduct lobbying activities with Aviation Authority employees or Board members, registration with the Aviation Authority is required each year prior to conducting any lobbying activities. The policy, forms, and instructions are available in the Aviation Authority's offices and the web site. Please contact the Chief Administrative Officer with questions at (407) 825-7105.

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

RECOMMENDATION TO REVIEW/RANK/RECOMMEND REQUEST FOR PROPOSAL PS-713 CONCESSIONS CONSULTING SERVICES

1. This item was presented by Tracy Harris, Assistant Director, Concessions.

This Contract award will include the performance of concessions planning and implementation services and professional services related directly to new and existing facilities at Orlando International Airport, to include, but not limited to, the North Terminal Complex, South Airport APM/ITF Complex (Train Station), South Terminal C, Phase 1, Orlando Executive Airport, and other facilities operated by the Aviation Authority.

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

The Proposer awarded this Agreement will be required to advise the Aviation Authority, or its representatives, in matters involving concessions, including, but not limited to, food and beverage, news and sundries, specialty retail, and duty free/duty paid.

On May 29, 2022, the Aviation Authority issued a Request for Proposals (RFP) for Concessions Consulting Services. The Aviation Authority notified 918 Suppliers through Merzell Source-to-Contract of the solicitation opportunity. Four (4) Suppliers downloaded the solicitation documents. On June 28, 2022 two proposals were received:

1. AirProjects, Incorporated
2. Unison Consulting, Incorporated

Award, if made, will be to the responsible and responsive Proposer submitting the Proposal which is deemed by the Aviation Authority, in its sole discretion, to be the most advantageous to the Aviation Authority, price and other factors being considered.

The fiscal impact for this agreement will be negotiated with the first ranked Proposer. Upon reaching an agreement, staff will present the final agreement terms to the Aviation Authority Board for consideration.

It was respectfully requested that the Concessions/Procurement Committee (1) review the proposals received for Request for Proposals (RFP) PS-713 for Concessions Consulting Services; (2) rank the proposals in accordance with the Evaluation Criteria established for the RFP; and (3) make a recommendation for award to the Aviation Authority Board.

There were no speakers on this item.

Evaluation of the proposals and discussion ensued.

Upon motion by Ms. Jaramillo, second by Vice-Chair Rodriguez, vote carried to rank both AirProjects, Incorporated and Unison Consulting, Incorporated number one for Request for Proposal PS-713, Concessions Consulting Services and recommend both for award to the Aviation Authority Board.

RECOMMENDATION TO REVIEW/RANK/RECOMMEND PROPOSALS FOR THE DISPLAY ADVERTISING MANAGEMENT CONCESSION

2. Chairman Friel stated that the next item to consider is the Request for Proposals for the Display Advertising Management Concession. Mr. Gerber then explained to the Committee and those present, the order of the deliberations. First, the committee would conduct 25 minute interviews of each proposer. During the interviews, no proposer would be allowed to add information to their proposal and no documents would be accepted by the committee.

The order of interviews was determined by coin toss. JCDecaux would be interviewed first.

The interviews were conducted pursuant to Florida law which allows a portion of a procurement meeting at which competitor interviews will take place to be held in private. During the private portions of the meeting, the committee could not deliberate in any way. The committee could only ask questions and receive information from the proposers.

Mr. Gerber asked that the proposer not being interviewed be ready in the Board room lobby after about 20 minutes from the start of the private session, in case the interview session ended early.

Second, after both interviews were complete, the public and all proposers could attend the rest of the meeting. In the public sessions, the order will be:

1. Staff presentation
2. Public comment, if any, limited to three minutes per competitor if a competitor wishes to speak. Only one representative may speak during that three minute period.
3. Committee deliberations. No public comment is allowed during the deliberations.
4. Ranking and recommendation.

BOARD ROOM CLEARED

Private Session Began at 2:05pm

JCDecaux - After introductions, interview session began

Private Session Ended at 2:30pm

BOARD ROOM CLEARED

Private Session Began at 2:40pm

Clear Channel - After introductions, interview session began

Private Session Ended at 3:05pm

BREAK

Public Deliberations Began at 3:15pm

Staff presentation was made by Frank Browne, Assistant Manager, Concessions

On May 23, 2022, the Aviation Authority issued a Request for Proposals (RFP) for the operation of the Display Advertising Management Concession (the "Concession") at Orlando International Airport.

The successful Proposer will be granted the non-exclusive right and obligation to (1) install new advertising display units in Terminals A, B, and C, (2) clean, operate, and maintain all Display Units throughout the Term, and (3) to sell commercial display advertising on all display unit as approved by the Aviation Authority and in accordance with the Aviation Authority's Advertising Policy.

The term of the concession is seven years.

On July 20, 2022, the Aviation Authority received the following proposals in response to the RFP, listed in alphabetical order:

- In-Ter-Space Services, Inc., D/B/A Clear Channel Airports (Clear Channel)
- JCDecaux Airport, Inc. (JCDecaux)

Staff reviewed the submittals provided from the two Respondents as well as the memos received from the reviewing departments.

The Aviation Authority will receive a Concession Fee in an amount equal to the greater of a minimum annual concession fee of \$4,250,000 or 65% of gross receipts.

It was respectfully requested that the Concessions/Procurement Committee (1) review the proposals received for the Display Advertising Management Concession RFP; (2) rank the proposals in accordance with the Evaluation Criteria established for the RFP; and (3) make a recommendation for award to the Aviation Authority Board.

There were no speakers of the general public on this item.

Proposers were invited to speak for three (3) minutes in alpha order to address the Committee following staff presentation. A representative from Clear Channel Airports and JCDecaux Airport, Inc. spoke.

Chairman Friel asked the committee if there was anything to address before proceeding forward with the deliberations. As there were none, deliberations ensued.

Upon motion by Vice-Chair Rodriguez, second by Chairman Friel, vote carried to: (1) rank JCDecaux Airport, Inc. as No. 1 and deem In-Ter-Space Services, Inc., D/B/A Clear Channel Airports non-responsive as to the ACDBE requirements; and (2) recommend to the Aviation Authority Board award of the Display Advertising Management Concession to JCDecaux Airport, Inc.

ADJOURNMENT

MINUTES FOR THE AUGUST 29, 2022, CONCESSIONS/PROCUREMENT COMMITTEE

3. Chairman Friel asked if there was further business to discuss before the Committee. Having no further business to discuss, he adjourned the meeting at 3:55pm.

Gail Musselwhite
Recording Secretary

Brad Friel
Chairman

On **OCTOBER 24, 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 1:30 p.m. The meeting was posted in accordance with Florida Statutes and a quorum was present.

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

Staff/Others present: Jo Thacker, Nelson Mullins, Legal Counsel
Elliot Martinez, 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 elliott.martinez@goaa.org by 4:00pm, Monday, October 31, 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 **Mr. Martinez**, Recording Secretary*

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

MINUTES

1. Upon motion by Mr. Draper, second by Vice-Chair Rodriguez, motion passed to accept the August 22, 2022, September 12, 2022 and September 26, 2022 minutes as written.

CONSENT AGENDA

2. Chairman Friel asked if anyone in the audience would like to speak regarding the Consent Agenda item. Mr. Martinez confirmed he 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. Draper, 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. 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.

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")

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

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 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.

It was 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.

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 REJECT BID AND CONDUCT DIRECT NEGOTIATIONS FOR INVITATION FOR BID 23-108-IFB, INTERIOR PLANT HORTICULTURAL MAINTENANCE SERVICES WITH GREENERY PRODUCTIONS, INC.

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

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.

No speakers on this item.

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

It was 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.

No speakers on this item.

Discussion ensued.

Upon motion by Vice-Chair Rodriguez, second by Ms. Jaramillo, vote carried to approve staff's recommendation and to review the Small Business Participation goal prior to the direct negotiations.

RECOMMENDATION TO AWARD SINGLE SOURCE SG-00204, PURCHASING CONTRACT 23-126-SGS FOR SECURITY CHECKPOINT PASSENGER RESERVATION SYSTEM TO ALCLEAR, LLC

5. This item was presented by Matt Conrad, Landside Operations.

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.

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.

It was 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.

No speakers on this item.

Discussion ensued.

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

SUMMARY OF CONTRACT REVISIONS FOR ROBERT HALF INTERNATIONAL INC. THROUGH THE UTILIZATION OF THE HGACBUY INTERLOCAL CONTRACT FOR COOPERATIVE PURCHASING ILC NO: ILC21-11483

6. This is for information only.

ADJOURNMENT

7. Chairman Friel asked if there was further business to discuss before the Committee. Having no further business to discuss, he adjourned the meeting at 1:56 p.m.

Elliot Martinez
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: Gary Hunt, Director of Maintenance

DATE: November 14, 2022

ITEM DESCRIPTION

Recommendation to Approve Amendment No. 3, Second Renewal Option, for Purchasing Contract 07-19, Dock Leveler Preventative Maintenance and Repair Services with Miner Ltd.

BACKGROUND

The initial term of the contract was for thirty-six (36) months, which commenced on May 1, 2019, expiring April 30, 2022, with the Aviation Authority having options to renew the contract for two (2) additional periods of one (1) year each. The First Renewal Option is due to expire on April 30, 2023.

This Contract requires Miner Ltd. to furnish all labor, supervision, tools, equipment, parts, materials, and all other items necessary or proper for, or incidental to, performing dock leveler preventative maintenance and repair services at the Orlando International Airport in accordance with the Contract Documents.

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

ISSUES

Second Renewal Option: May 1, 2023 through April 30, 2024

Department – Concurs 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 four (4) Quarterly Inspections for fifty three (53) units; hourly rate for Standard and Non-Standard working hours and mark-up over the costs for parts, materials, rentals and components purchased for Dock Leveler Preventative Maintenance and Repair Services. The annual value for the Second Renewal Option is a total not-to-exceed amount of \$140,935.00 with no unit price and hourly labor rate increases from the initial term of the contract.

FISCAL IMPACT

The fiscal impact for the Second Renewal Option is a not-to-exceed amount of \$140,935.00. Funding will be from the Operations and Maintenance Fund account code numbers:

- | | |
|--------------------------------|--------------------------------|
| 301.631.170.5460001.000.100600 | 301.631.210.5460001.000.100600 |
| 301.631.330.5460001.000.100600 | 301.631.692.5460001.000.100600 |

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. 3, Second Renewal Option, for Purchasing Contract, 07-19 Dock Leveler Preventative Maintenance and Repair Services with Miner Ltd.; 2) authorize funding in a not-to-exceed amount of \$140,935.00 from the Operations and Maintenance Fund; and; 3) authorize an 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

07-19 DOCK LEVELER PREVENTATIVE MAINTENANCE AND REPAIR SERVICES

CONTRACT	APPROVALS	DESCRIPTION	TERM	DOLLARS
Initial Term	<ul style="list-style-type: none">• 01/17/2019 CPC• 02/20/2019 Board Approved, Item BB	36 Months Contract Award	05/01/2019 to 04/30/2022	\$421,860.00
Amendment No. 1	<ul style="list-style-type: none">• 07/14/2014 CPC• 08/27/2020 CEO Approved	Merger	05/01/2020 to 04/30/2022	\$0.00
Amendment No. 2	<ul style="list-style-type: none">• 09/20/2021 CPC• 09/27/2021 CEO	First Renewal Option	05/01/2022 to 04/30/2023	\$140,935.00
Amendment No. 3	<ul style="list-style-type: none">• 11/14/2022 Pending CPC	Second Renewal Option	05/01/2023 To 04/30/2024	\$140,935.00
Total Contract Value with all Changes (approved and proposed)				\$703,730.00

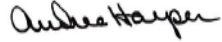
Attachment B – Finance Form

Greater Orlando Aviation Authority

Date:	11/3/2022	Requestor's Extension:	x6585
Requestor's Name:	Nina Gilbert	Preparer's Extension:	x2495
Form Preparer's Name:	John Field	Purchasing Solicitation #:	07-19
Requestor's Department:	Maintenance Dept.	CCM / CPC / PSC:	CPC
Description:	<small>Dock Leveler Preventative Maintenance and Repair Services</small>	Committee Date:	11/14/2022
Vendor:	Miner Ltd.	Committee Agenda Item#:	

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

Account Code <small>Format: xxx.xxx.xxx.xxxxxxx.xxx.xxxxxx</small>	FY 22 Amount	FY 23 Amount	FY 24 Amount	FY 25 Amount	FY 26 Amount	Total Contract
301.631.170.5460001.000.100600 PO	\$ -	\$ 131.55	\$ 184.17	\$ -	\$ -	\$ 315.71
301.631.210.5460001.000.100600 PO	\$ -	\$ 394.64	\$ 552.50	\$ -	\$ -	\$ 947.14
301.631.330.5460001.000.100600 PO	\$ -	\$ 2,696.73	\$ 3,775.42	\$ -	\$ -	\$ 6,472.14
301.631.692.5460001.000.100600 PO	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
301.631.210.5460001.000.100600 BPA	\$ -	\$ 55,500.00	\$ 77,700.00	\$ -	\$ -	\$ 133,200.00
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
Total Amount	\$ -	\$ 58,722.92	\$ 82,212.08	\$ -	\$ -	\$ 140,935.00
Total Requisition		\$ 3,222.92	\$ 4,512.08			\$ 7,735.00
Requisition Number		92775	92776			


 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: Thomas W. Draper, Chief of Operations

DATE: November 14, 2022

ITEM DESCRIPTION

Recommendation to Approve Amendment No. 1, Contract Adjustment to Purchasing Contract 19-20, Customer Service Ambassadors at Orlando International Airport with Real Time Services d/b/a Top Talent Staffing

BACKGROUND

The Contract requires Real Time Services to provide all labor, supervision, management, administrative oversight, supplies, and all other items necessary or proper for, or incidental to, providing Customer Service Ambassador Services at the Orlando International Airport, in accordance with the Contract Documents.

On March 18, 2020, the Aviation Authority Board awarded contract 19-20 to Real Time Services d/b/a Top Talent Staffing. The initial term of the contract was for three (3) years, at an initial cost of \$14,996,768 with the Aviation Authority having options to renew the Contract for two (2) additional periods of one (1) year each. The contract was executed with a start date of June 1, 2021.

ISSUES

With the opening of Terminal C, the need for passenger mobility assistance has become critical to provide exceptional customer service to airport passengers.

The Aviation Authority staff recommends a contract adjustment to add passenger mobility assistance and have up to twenty-one (21) Customer Service Ambassadors available with mobility vehicle-driving capability.

The contract structure includes an Aviation Authority provided reimbursable expense budget and a management fee. The cost of the contract adjustment through the end of the 3-year base contract is an increase to the management fee in the amount of \$26,440 for contract year 2, and \$52,880 for contract year 3, for a total of \$79,320. The management fee increase is to cover the contractor's Workers Compensation premium increase, Liability insurance increase, recruiting and training expenses, and US Customs and Border Protection bond costs. No changes to the reimbursable expense budget since existing Customer Service Ambassadors will be trained to operate the mobility vehicles.

The Contract includes a Minority and Women Business Enterprise (MWBE) participation Goal of 20%. The Small Business Development Department certifies that Real Time Services is in good standing as it relates to the small business participation.

FISCAL IMPACT

The fiscal impact of contract adjustment is a not-to-exceed amount of \$79,320 with funding from the Operations and Maintenance Fund account code 301.009.210.5310014.000.000000. Funds

expected to be spent under the contract in the current fiscal year are within budget. Funding required in current and subsequent fiscal year 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, Contract Adjustment to Purchasing Contract 19-20, Customer Service Ambassadors at Orlando International Airport with Real Time Services d/b/a Top Talent Staffing; 2) authorize funding from the Operations and Maintenance Fund in the not-to-exceed amount of \$79,320; 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 19-20, Customer Service Ambassadors

Contract	Approvals	Description	Term	Dollars
Initial Term	<ul style="list-style-type: none">• CPC 2/24/2020• Board 3/18/2020	36 Months Contract Award	6/1/2021 Thru 5/31/2024	\$14,996,768.00
Amendment No. 1	<ul style="list-style-type: none">• Pending CPC 11/14/2022	Contract Adjustment	12/1/2022 Thru 5/31/2024	\$79,320.00

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

\$15,076,088.00

Attachment "B" Finance Form

Greater Orlando Aviation Authority

Date:	<u>11/3/2022</u>	Requestor's Extension:	<u>3394</u>
Requestor's Name:	<u>James Soshea</u>	Preparer's Extension:	<u>2606</u>
Form Preparer's Name:	<u>Abdu EL-Baroudi</u>	Purchasing Solicitation :	<u>19-20</u>
Requestor's Department:	<u>Customer Experience</u>	CCM / CPC / PSC:	<u>CPC</u>
Description:	<u>Customer Service Ambassadors</u>	Committee Date:	<u>11/14/2022</u>
Vendor:	<u>Real Time Services d/b/a Top Talent Staffing</u>	Committee Agenda Item#	<u>TBD</u>

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

Account Code Format: <small>xxx.xxx.xxx.xxxxxxx.xxx.xxxxxx</small>	FY 23 Amount	FY 24 Amount	FY 25 Amount	FY 26 Amount	FY 27 Amount	Total Contract
301.009.210.5310014.000.000000	26,440.00	52,880.00				79,320.00
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
Total Requisition	26,440.00	52,880.00	-	-	-	79,320.00
Requisition Number	BPA 93608	BPA 93608				

Funding Approver: Andrea Harper
 OMB Notes:



GREATER ORLANDO AVIATION AUTHORITY

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

MEMORANDUM

TO: Members of the Concessions/Procurement Committee

FROM: Marquez A. Griffin, Director of Airport Operations

DATE: November 14, 2022

ITEM DESCRIPTION

Recommendation to Amendment No. 1, Increase in Value of Purchasing Contract 19-22, Vehicle Towing and Storage Services at Orlando International Airport and Orlando Executive Airport with Able Towing & Roadside, LLC

BACKGROUND

The Contract requires Able Towing & Roadside, LLC to provide all labor, supervision, materials, signage, equipment, storage facility, tools, and all other accessories, activities and procedures necessary to perform vehicle towing (up to and including 10,000 pounds) and standby services, removal and storage services required at the Orlando International Airport and the Orlando Executive Airport in accordance with the contract documents.

On February 16, 2022, the Aviation Authority Board awarded contract 19-22 to Able Towing. The initial term of the contract was for three (3) years, effective April 1, 2022, at an initial cost of \$852,600 with the Aviation Authority having options to renew the Contract for two (2) additional periods of one (1) year each.

ISSUES

Currently, the Contractor provides one (1) stand-by truck, twenty-four (24) hours per day, 365 days per year for removal of vehicles from the terminal arrival and departure curbs as required by the Transportation Security Administration (TSA).

The Aviation Authority's public parking facilities have experienced increased demand leading to increased towing of vehicles parked in unauthorized areas in the terminal garages. The use of the stand-by tow truck to remove these vehicles has impacted the response time for removal of vehicles from the terminal arrival and departure curbs.

The Aviation Authority staff recommends adding a second stand-by truck for ten (10) hours a day during peak times to improve response time and assist with towing of vehicles parked in unauthorized areas in the terminal garages. The addition of the second stand-by truck will be effective on or about December 1, 2022. The cost of the second stand-by truck through the end of the 3-year base contract is a not-to-exceed amount of \$242,960.

The Contract did not include a Minority and Women Business Enterprise (MWBE) or Local Developing Business (LDB) participation requirement due to limited scope, and that the contractor shall maintain a single storage facility within a 10 mile radius of Orlando International Airport.

FISCAL IMPACT

The fiscal impact of the Increase in Value is a not-to-exceed amount of \$242,960 with funding from the Operation and Maintenance Fund account code 301.238.210.5340007.000.000000. 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 Chief Executive Officer: 1) approve Amendment No. 1, Increase in Value of Purchasing Contract 19-22, Vehicle Towing and Storage Services with Able Towing & Roadside, LLC; 2) authorize funding from the Operations and Maintenance Fund in the not-to-exceed amount of \$242,960; 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 19-22, Vehicle Towing and Storage Services

Contract	Approvals	Description	Term	Dollars
Initial Term	<ul style="list-style-type: none">• CPC 1/24/2022• Board 2/16/2022	36 Months Contract Award	4/1/2022 Thru 3/31/2025	\$852,600.00
Amendment No. 1	<ul style="list-style-type: none">• Pending CPC 11/14/2022	Increase in Value	12/1/2022 Thru 3/31/2025	\$242,960.00

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

\$1,095,560.50

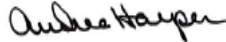
ATTACHMENT "B"

FINANCE FORM

Greater Orlando Aviation Authority			
Date:	11/4/2022	Requestor's Extension:	2610
Requestor's Name:	Ratib Hussein	Preparer's Extension:	2606
Form Preparer's Name:	Abdu EL-Baroudi	Purchasing Solicitation	19-22
Requestor's Department:	Parking & Gound Transportation	CCM / CPC / PSC:	CPC
Description:	Vehicle Towing and Storage Services	Committee Date:	11/14/2022
Vendor:	Able Towing & Roadside, LLC	Committee Agenda Item	TBD

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

Account Code Format:	FY 23	FY 24	FY 25	FY 26	FY 27	Total
xxx.xxx.xxx.xxxxxxx.xxx.xxxxxx	Amount	Amount	Amount	Amount	Amount	Contract
301.238.210.5340007.000.00000	71,290.00	107,795.00	63,875.00			242,960.00
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
Total Requisition	71,290.00	107,795.00	63,875.00	-	-	242,960.00
Requisition Number	BPA 94712	BPA 94712	BPA 94712			

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: Staci Wilkenson, Manager, Marketing Services

DATE: November 14, 2022

ITEM DESCRIPTION

Recommendation to Award Purchasing Agreement 23-276-EX for Advertising Services with Florida Citrus Sports Events, Inc.

BACKGROUND

Previously, the Aviation Authority utilized sports marketing to promote the airport, airlines and destinations served. Sports marketing initiatives were cut from the budget in 2021 and 2022 due to the COVID-19 pandemic that caused sports seasons to be cancelled.

As both, the travel industry and the sports and entertainment industries have recovered, funds for sports marketing were approved in the fiscal year 2023 budget.

Prior to the pandemic in 2020, the Aviation Authority has advertised at one-off events at Camping World Stadium with Florida Citrus Sports Events, Inc. when the target audience of the event fit the demographic of the airport's marketing initiatives. Examples of those one-off events have been the Florida Cup and the University of Florida vs. the University of Miami College Football Kickoff game.

In 2022-2023, it is in the Aviation Authority's best interest to advertise with Florida Citrus Sports Events, Inc. with a one (1) year agreement.

The Aviation Authority would receive: advertising and marketing at all events held at Camping World Stadium during the period of the agreement which include, but are not limited to the Florida Cup, Camping World Kickoff (2023 FSU vs. LSU), Florida Blue Florida Classic (FAMU vs. BCC Football), Citrus Bowl, Cheez-It Bowl, Monster Jam (Motorsports), Pop Warner Championships, and the Under Armour All-American Game.

The Aviation Authority would receive one (1) year of: 1) Exterior LED signage facing State Road 408; 2) L-Bar Integration on 300+ TV's in the Camping World Stadium; 3) Fascia LED Ribbons and Videoboards during events; 4) Social Media and Website Integration; 5) Marketing presence at Feast on the 50 Community Event; 6) TV Visible Signage at Camping World Kickoff (FSU vs. LSU) and Florida Cup; 7) In-Stadium Integration at Camping World Kickoff (FSU vs. LSU), Florida Cup, Citrus Bowl, Cheez-It Bowl; 8) LED Ribbon at Camping World Kickoff (FSU vs. LSU) and Florida Cup

ISSUES

The Aviation Authority staff recommends to enter into an advertising agreement with Florida Citrus Sports Events, Inc. for a period of one (1) year effective November 15, 2022.

Florida Citrus Sports Events, Inc. has proposed the price not-to-exceed \$125,000 for the one (1) year agreement.

Marketing services are exempt from the competitive process as governed by Florida Chapter 287 and GOAA Policy 405.01 Exceptions.

This Contract does not include a Minority and Woman 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 \$125,000 with funding from the Operations and Maintenance Fund account code 301.311.170.5480001.000.000000. 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/accept that the following be recommended to the Chief Executive Officer: 1) award Purchasing Agreement 23-276-EX for advertising services with Florida Citrus Sports Events, Inc. 2) authorize funding from the Operations and Maintenance Fund in a not-to-exceed amount of \$125,000; 3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel.

Attachments

A – Finance Form

Attachment A – Finance Form

Greater Orlando Aviation Authority

Date:	<i>7-Nov-22</i>	Requestor's Extension:	3176
Requestor's Name:	<i>Staci Wilkenson</i>	Preparer's Extension:	2297
Form Preparer's Name:	<i>Luis A. Aviles</i>	Purchasing Solicitation #:	TBD
Requestor's Department:	<i>Marketing</i>	CCM / CPC / PSC:	CPC
Description:	<i>Advertising Services</i>	Committee Date:	11/14/2022
Vendor:	<i>Florida Citrus Sports Events, Inc.</i>	Committee Agenda Item#:	D

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
301.311.170.5480001.000.000000		125,000.00				125,000.00
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
Total Requisition	-	125,000.00	-	-	-	125,000.00
Requisition Number		92842				

Funding Approver: *Audrey Harper*
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: November 14, 2022

ITEM DESCRIPTION

Recommendation to Award Invitation for Bid (IFB) 93777-22, HVAC RIGID FILTERS

BACKGROUND

The award will result in a Blanket Purchase Agreement for a total of nineteen (19) different HVAC Rigid filters that will be provided on an “as-needed” basis, over a twenty-four (24) month period effective upon Board approval through November 30, 2024. The actual amount spent will be based upon the quantities ordered at the agreed upon Unit Prices. This award will replace prior Blanket Purchase Agreement 93533 which expired June 30, 2022.

The listed items consisted of Type 1, Type 2, Type 13 and Type 11 Rigid filters. It was required that the unit prices include all costs associated with the delivery of the items to the Aviation Authority’s Material Control Warehouse.

ISSUES

On August 31, 2022, the Aviation Authority issued Purchasing Invitation for Bid (IFB) 93777-22, HVAC RIGID FILTERS. A total of 173 notifications were sent out, of which five (5) vendors viewed, and downloaded the solicitation. On October 17, 2022, the Aviation Authority received one (1) response to IFB 93777-22 as listed below:

<u>Firm</u>	<u>Total Quote</u>
Andrews Filter & Supply Corp.	\$2,409,071.50

Pricing is based on Unit Prices for HVAC RIGID FILTERS 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 reviewed the requirements for this solicitation and determined that, due to a lack of ready, willing and able certified Small Businesses for these items, this procurement does not lend itself to MWBE/LDB/VBE participation.

FISCAL IMPACT

Andrews Filter & Supply Corp bid in the amount of \$2,409,071.50 is to be funded from the Operations and Maintenance Fund account code 301.685.210.5460002.000.100165. Funds expected to be spent in the current fiscal year are within budget. Funding required in subsequent

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

RECOMMENDED ACTION

It is respectfully requested that the Concessions/Procurement Committee approve that the following be recommended to the Aviation Authority Board: 1) award Purchasing Invitation for Bid (IFB) 93777-22 HVAC Rigid FiltersSupplies with Andrews Filter & Supply Corp.; 2) authorize funding from the Operations and Maintenance Fund in a not-to-exceed amount of \$2,409,071.50; and 3) authorize the Purchasing Department to issue the necessary Blanket Purchase Agreement.

Attachments

A – Award Criteria

B – Finance Form

ATTACHMENT A

Clarifications Required During the Process:

The IFB document stated that :

- a) All items must be quoted for responses to be considered responsive;
- b) Alternative products would be not be considered;
- c) Unit prices must be effective through November 30, 2024;
- d) Bidder must bid on all items to be considered;
- e) A certificate be provided from the manufacturer stating that the company is authorized to sell the products, unless the Bidder is the Manufacturer.

Clarifications Required During the Process:

N/A

Irregularities or Issues that Impact Recommended Ranking:

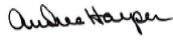
ATTACHMENT B

Greater Orlando Aviation Authority

Date:	11/3/2022	Requestor's Extension:	6429
Requestor's Name:	Olimpia Lonsdale	Preparer's Extension:	2495
Form Preparer's Name:	John Field	Purchasing Solicitation #:	Bid (FB) 93777-22
Requestor's Department:	Maintenance Dept	CCM / CPC / PSC:	CPC
Description:	Award Invitation for Bid (IFB) 93777-22, HVAC RIGID FILTERS	Committee Date:	11/14/2022
Vendor:	Andrews Filter & Supply Corp.	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
301.685.210.5460002.000.100165		1,003,779.79	1,204,535.75	200,755.96		2,409,071.50
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
Total Requisition	-	1,003,779.79	1,204,535.75	200,755.96	-	2,409,071.50
Requisition Number		BPA	BPA	BPA		

Funding Approver: 
 OMB Notes: _____