

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

DATE: December 12, 2022

DAY: Monday

TIME: 1:30 p.m.

PLACE: CARL T. LANGFORD BOARD ROOM, ORLANDO INTERNATIONAL AIRPORT, ONE JEFF FUQUA BOULEVARD

I. CALL TO ORDER

II. ROLL CALL

III. ANNOUNCEMENTS - Appeal Process

NOTE: If a bidder or proposer is aggrieved by any of the proceedings of today's meeting and wishes to appeal the results of actions made by this Committee, they must file an appeal stating the item they wish to appeal and the basis for which they wish to appeal. Any decision made at these meetings will need record of the proceedings and for that purpose may need to ensure that a verbatim record of the proceeding is made which includes the testimony and evidence upon which the appeal is to be based. Any appeal must be received in writing by the Chief Executive Officer, Mr. Kevin J. Thibault, via email kevin.thibault@goaa.org with copy to elliott.martinez@goaa.org by 4:00 p.m., December 19th, 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 NOVEMBER 14, 2022; NOVEMBER 18, 2022; AND NOVEMBER 28, 2022

V. NEW BUSINESS

- A. Recommendation to Review/Rank/Award Request for Proposal 23-105-RFP Security Services
- B. Recommendation to Award Supplemental Agreement 23-148-OEC, Purchases of Cisco Hardware, SmartNet, Licenses, Related Products, Services, and Solutions through the utilization of State of Florida Alternate Contract Source #43220000-NASPO-19-ACS, which expires on September 30, 2024, to Veytec, Inc.
- C. Recommendation to Reject Bid 23-108-IFB and enter into Direct Negotiation with Greenery Productions for Interior Plant Horticultural Maintenance Services.

NEXT SCHEDULED CONCESSIONS/PROCUREMENT COMMITTEE MEETING IS ON DECEMBER 20, 2022

On **NOVEMBER 14, 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. A quorum was present.

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

Staff/Others present: Jo Thacker, Nelson Mullins, Legal Counsel
Elliot Martinez, Recording Secretary

PUBLIC COMMENTS

1. Chairman Friel opened the floor for any public comments regarding any of the day's agenda items. Hearing none, they will continue the meeting until Friday, November 18, 2022 at 1:00 p.m.

Upon motion by Chairman Friel, second by Vice-Chair Rodriguez, vote carried that all of the items that are on the agenda will be continued until Friday, November 18, 2022 at 1:00 p.m.

ADJOURNMENT

2. Chairman Friel adjourned the meeting at 1:32 p.m.

Elliot Martinez
Recording Secretary

Brad Friel
Chairman

On **NOVEMBER 18, 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 1:00 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-Chairman
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 Monday, November 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 **Mr. Elliot 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 Ms. Jaramillo, second by Vice-Chair Rodriguez, motion passed to accept the August 29, 2022 and October 24, 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 Vice-Chair Rodriguez, second by Ms. Jaramillo, vote carried to approve the following Consent Agenda items:

A. 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.

B. 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.

C. 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.

D. 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.

RECOMMENDATION TO AWARD INVITATION FOR BID (IFB) 93777-22, HVAC RIGID FILTERS

3. This item was presented by Jeff Daniels, Maintenance.

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.

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.

Andrews Filter & Supply Corp bid in the amount of \$2,409,071.50 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) award Purchasing Invitation for Bid (IFB) 93777-22 HVAC Rigid Filters Supplies 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.

No speakers on this item.

Discussion ensued.

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

ADJOURNMENT

4. Chairman Friel asked if there was further business to discuss before the Committee. Having no further business to discuss, he adjourned the meeting at 1:41 pm.

Elliot Martinez
Recording Secretary

Brad Friel
Chairman

On **NOVEMBER 28, 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-Chairman
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 Tuesday, December 5, 2022 - no later than 4:00pm

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.

*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. Elliot 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. Any Committee member expressed none.

CONSENT AGENDA

1. 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 Vice-Chair Rodriguez, 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) award Supplemental Agreement 23-279-OEC, OpenGov eProcurement Platform Services through the utilization of State of Florida Contract No. 43220000-NASPO-19-ACS to Carahsoft, Inc.; (2) authorize funding from the Operations and Maintenance Fund in the not-to-exceed amount of \$239,392.19; 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 REVIEW/RANK/AWARD REQUEST FOR PROPOSAL 23-115-RFP BENEFITS CONSULTANTSERVICES

2. This item was presented by Randolph Hudgins, PHR, Director, Human Resources.

The term of the Agreement will be for forty-two (42) months with the initial service to commence on or about April 1, 2023, and with the Aviation Authority having three (3) additional renewal option periods of one (1) year each.

This Agreement will provide employee benefit consulting services to assist the Aviation Authority and/or its representatives in all matters related to the design, implementation and management of the Aviation Authority's benefit plans.

The Proposer awarded the Agreement will be required to:

Provide estimates of renewal rates for benefit plans and services to assist with forecasting and budgeting. Apprise of local and national benefit trends, innovative ideas and recommend new products, designs, programs, and services. Present benchmarks, industry standards, and best practices.

Provide ongoing analysis of plan designs (including retiree coverages), cost containment strategies, available cost sharing alternatives, competitive position, and funding methods, including but not limited to self-funding.

Review and monitor contracts, plan documents and policies to ensure accuracy, completeness, and compliance with the law.

On September 18, 2022, the Aviation Authority issued a Request for Proposal for Benefits Consultant Services. The Aviation Authority notified 495 Suppliers through Merrell Source-to-Contract of the solicitation opportunity. On Tuesday, October 18, 2022, two proposals were received:

1. Alliant Insurance Services
2. MFB Financial, Inc., dba The Bailey Group Corporation

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 resolve to: (1) rank the Proposers or invite the Proposers for interviews and ranking at a later meeting; (2) if the Committee moves to rank the Proposers, request the Aviation Authority Board approval of the ranking along with authorization to negotiate with the first-ranked firm in accordance with the Aviation Authority's policy; and, (3) upon reaching an agreement with the successful Proposer, present the final negotiated terms to the Aviation Authority Board for consideration.

There were no speakers on this item.

Evaluation of the proposals and discussion ensued.

Upon motion by Vice-Chair Rodriguez, second by Ms. Jaramillo, vote carried to recommend that the Committee rank and award Alliant Insurance Services number one (1), and MFB Financial, Inc., dba The Bailey Group Corporation, two (2) with the caveat that if we do not enter into an agreement with Alliant Insurance Services that we have to negotiate with MFB Financial, Inc., dba The Bailey Group Corporation; we do not accept their fees as proposed.

The CPC recessed at 2:20 p.m., and reconvened at 2:26 p.m.

**RECOMMENDATION TO REVIEW/RANK/AWARD REQUEST FOR PROPOSAL 23-124-RFP
OPERATION AND MANAGEMENT OF PARKING FACILITIES**

3. This item was presented by Eric McClung, Assistant Director, Airport Operations.

The term of the Agreement will be for sixty (60) months with the initial service to commence on or about February 1, 2023.

This Agreement will provide operation and management of parking facilities to assist the Aviation Authority and or its representatives in all matters related to the operation and management of the parking facilities.

The Proposer awarded the Agreement will be required to:

- Operate and manage first-class parking facilities with consistently high level of customer service.

- Hiring, supervising, and training all parking operations personnel in accordance to Federal, State, and City Requirements and Specifications, as well as Contractor's own training curriculum related to parking operations, customer service and safety.
- Develop and manage customer service enhancement programs.
- Provide the Aviation Authority with timely and accurate financial reporting.
- Minimize the need for the Aviation Authority to intervene in operational activities.
- Contribute and assist in developing initiatives to enhance parking Gross Receipts.
- Prevent loss of revenue and keep operating costs at appropriate levels.
- Provide revenue controls, quality control and audit functions.
- Analyze data and report trends.
- Prepare and provide the Aviation Authority detailed financial transaction, variance analysis and operational reports to be submitted on a schedule as approved by the Aviation Authority.
- Monitor Parking Revenue Control System status and report any deficiencies.
- Collect and deposit all parking fees into the Aviation Authority designated account(s).
- Provide passenger and motor vehicle assistance.
- Provide operation and supervision of the Computer Room, without exception, twenty-four (24) hours per day, seven (7) days per week, including holidays. The Computer room shall exercise control and monitoring of the PRCS, License Plate Inventory (LPI) records, and Automated Vehicle Identification (AVI) systems.
- Maintain a contract with a credit card clearinghouse approved by the Aviation Authority. Any change(s) in the clearinghouse agreement between the service provider and the Contractor must be approved by the Aviation Authority.
- Monitor credit card connectivity to the clearinghouse.
- Operate in compliance with Payment Card Industry (PCI) Data Security Standard (DSS) and perform required duties to maintain such compliance.
- Facilitate facility closures for routine maintenance, scheduled cleaning and repairs.

On September 26, 2022, the Aviation Authority issued a Request for Proposals for Operation and Management of Parking Facilities. The Aviation Authority notified 227 Suppliers through Mercell Source-to-Contract of the solicitation opportunity. On Monday, October 24, 2022, three proposals were received:

1. ABM Aviation, Inc.
2. LAZ Florida Parking, LLC
3. SP Plus Corporation

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 based on pricing from the first-ranked Proposer. Staff will present the Agreement terms to the Aviation Authority Board for consideration.

It was respectfully requested that the Concessions/Procurement Committee resolve to: (1) rank the Proposers or invite the Proposers for interviews and ranking at a later meeting; (2) if the Committee moves to rank the Proposers, request the Aviation Authority Board approval of the ranking along with authorization to negotiate with the first-ranked firm in accordance with the Aviation Authority's policy; and, (3) upon reaching an agreement with the successful Proposer, present the final negotiated terms to the Aviation Authority Board for consideration.

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 schedule interviews with the top two (2): ABM Aviation, Inc. and SP Plus Airport Services.

RECOMMENDATION TO EXERCISE THE SECOND AND FINAL RENEWAL OPTION OF PURCHASING CONTRACT 15-19, SHUTTLE BUS MANAGEMENT SERVICES AT ORLANDO INTERNATIONAL AIRPORT WITH SP PLUS CORPORATION

4. This item was presented by Eric McClung, Assistant Director, Airport Operations.

The contract requires SP Plus Corporation to provide all labor, supervision, materials, supplies, tools and all other items necessary to perform shuttle bus management services at Orlando International Airport. The services provided include, but are not limited to: provide qualified drivers to operate shuttle buses for Airport employee and remote public parking lots, perform daily bus inspections, clean the buses, and provide supervisory oversight of such services. The buses are owned and maintained by the Aviation Authority.

On March 20, 2019, the Aviation Authority Board awarded Purchasing Contract 15-19 to SP Plus Corporation. The initial term of the contract was for three (3) years, effective May 1, 2019, at an initial cost of \$19,359,764 with the Aviation Authority having options to renew the contract for two (2) additional periods of one (1) year each.

On April 20, 2022, the Aviation Authority Board approved the First Renewal Option in the not-to-exceed amount of \$9,989,700. The First Renewal Option value included the addition of three (3) new bus routes to the South Terminal Complex for seven (7) months of the contract year. The First Renewal Option expired on April 30, 2022.

The Aviation Authority staff recommends exercising the second renewal option of the contract with SP Plus Corporation. The contract structure includes an Aviation Authority provided reimbursable expense budget and a management fee.

The reimbursable expense budget for the Second Renewal Option is a not-to-exceed amount of \$9,833,640. The Second Renewal Option reimbursable expense budget includes the three (3) new bus routes to the South Terminal Complex additional for the full contract year, and includes adjustments to the reimbursable drivers' positions wages and benefits in order to hire and retain shuttle bus drivers.

The management fee for the Second Renewal Option is a not-to-exceed amount of \$2,391,950 and includes a Consumer Price Index (CPI) increase of 2.8%.

The total value of the Second Renewal Option is a not-to-exceed amount of \$12,225,590.

The fiscal impact of the Second Renewal Option is a not-to-exceed amount of \$12,225,590.

It was respectfully requested that the Concessions/Procurement Committee approve that the following be recommended to the Aviation Authority Board: (1) exercise the second and final renewal option of Purchasing Contract No. 15-19, Shuttle Bus Management Services, with SP Plus Corporation; (2) authorize funding from the Operations and Maintenance Fund in the not-to-exceed amount of \$12,225,590; and (3) authorize an Aviation Authority officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel.

There were no speakers on this item.

Discussion ensued.

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

ADJOURNMENT

5. Chairman Friel asked if there was further business to discuss before the Committee. Having no further business to discuss, he adjourned the meeting at 3:30 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: Brian Gilliam, Director of Security

DATE: December 12, 2022

ITEM DESCRIPTION

Recommendation to Review/Rank/Award Request for Proposal 23-105-RFP Security Services

BACKGROUND

The term of the Agreement will be for thirty-six (36) months with the initial service to commence on or about April 1, 2023, and with the Aviation Authority having two (2) additional renewal option periods of one (1) year each.

The Awarded Proposer(s) will provide routine and on-call security services to include but not limited to security responsibilities specified in the Transportation Security Administration (TSA) approved Airport Security Program (ASP) for the Orlando International Airport.

The Contractor(s) will provide all labor, supervision, equipment, tools, materials, supplies, uniforms, fuel, and vehicles and all other items necessary or proper for, or incidental to, providing the security services including, but not limited to, personnel (individual) searches, property searches, access control, alarm response, vehicle search services, and foot/vehicle patrol services at multiple locations located throughout Orlando International Airport.

ISSUES

On September 11, 2022, the Aviation Authority issued a Request for Proposal for Security Services. On October 18, 2022, the following Proposals were received:

1. ACTS Airport Services – Location A only
2. Allied Universal - Location A and Location B
3. American Guard Services - Location A and Location B
4. Covenant Aviation Security - Location A and Location B
5. HSS, LLC - Location A and Location B
6. Inter-Con Security Systems - Location A and Location B
7. KR Contracting - Location A and Location B

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.

Proposers could submit responses for both Staffing Requirements per Location A and per Location B. The intent is to award to two (2) separate Proposers, one (1) for Location A and one (1) for Location B. However, it is the Aviation Authority's Board sole discretion to determine what is in the best interest of the Aviation Authority as to whether one Proposer shall be awarded both contracts or if two Proposers will be selected, one (1) for Location A and one (1) for Location B.

The scope of work is the same for Location A and Location A and Location B. This gives the Aviation Authority a more flexible and efficient overall security posture. The staffing requirements for Location A can be found in section 5.13 of this RFP. The staffing requirements for Location B can be found in section 5.14 of this RFP. Additionally, a summary of the staffing requirements for Location A and Location B have been included with this memorandum.

This Contract includes a Minority and Women Business Enterprise (MWBE) goal. The participation goal for this contract is 25% for MWBE. All proposers, except American Guard Services met the small business participation goal. The Small Business Development Department recommends all proposers, except American Guard Services, be deemed responsive as it relates to the small business requirements.

FISCAL IMPACT

The fiscal impact for this agreement will be based on pricing from the first ranked Proposer per location. Staff will present the contract terms to the Aviation Authority Board for consideration.

RECOMMENDED ACTION

It is respectfully requested that the Concessions/Procurement Committee resolve to: (1) rank the Proposers for Location A and Location B or invite the Proposers for interviews; (2) if the Committee moves to rank the Proposers, request the Aviation Authority Board approval and award to the first ranked Proposer(s) for Location A and Location B; (3) authorize an Aviation Authority officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel.

Attachments

A – Award Criteria

B – Proposal Requirements

C – Staffing Requirements Location A and Location B

Attachment "A" – Award Criteria

The following is the evaluation criteria the Aviation Authority will use in determining which Proposal(s) are most advantageous to the Aviation Authority:

1. Proposer's Minimum Requirements - Section 3.1 Page 13-14

- a. Proposer must be registered/qualified to do business in the State of Florida. Provide a copy of such registration/qualification to the Aviation Authority with the Proposal submission.
- b. Provide a photocopy Class "B" Security Agency License by the Florida Department of Agriculture and Consumer Services or copy of their application.
- c. Contractor must have at least five (5) consecutive years of verifiable experience within the last ten (10) years providing one or more of the following types of security guard services with a minimum of 3,000 hours per week per single location requiring specialized training and/or certifications of the contractor, the contractor's project manager, Security supervisors, and/or Security Personnel, and where the security services are regulated and audited by a state, or federal government agency.
 - 1) Provides security services at a large hub U.S. commercial-service airport regulated by the TSA, CFR 49 Part 1542 or
 - 2) Provides security services at a facility owned / operated by a federal, state, or local government agency or
 - 3) Provides security services at a hospital or other healthcare facility.
- d. Provide documentation that demonstrates Proposer has first-hand experience since January 1, 2012, in providing the services listed in Section 5.0 Scope of Work/Specifications to include:
 - 1) personnel (individual) searches,
 - 2) property searches,
 - 3) access control,
 - 4) alarm response,
 - 5) vehicle search services, and
 - 6) Foot/vehicle patrol services at multiple locations.
- e. Proof of Insurance. The Proposer's shall demonstrate their ability to meet the Insurance Requirements listed in Section 3.6 Insurance Requirements.
- f. Proposer must demonstrate financial responsibility and must be financially capable of performing the terms of this Contract in the sole determination of the Aviation Authority.
- g. If the Proposer is a partnership, joint venture, or newly formed entity (e.g. limited liability company or corporation), the minimum requirements set forth in this Section 3.0 (and throughout the RFP) must be satisfied by the entity or individual(s) that owns and controls a majority equity interest (at least 51 %) of the partnership, joint venture or newly formed entity.

2. Evaluation Criteria Section 3.2 Page 14

- a. The CPC shall review the responses to evaluate whether the Proposers meet the requirements set forth in this RFP and have provided all required information per Section 8.0 Proposal Submittal Requirements.

- b. The evaluation criteria does not have any specific predetermined relative weight. The consideration of individual criterion is merely a tool to assist the Aviation Authority in determining which Proposal is most advantageous, as a whole, to the Aviation Authority, price and other factors being considered.
- c. The following are the evaluation criteria that will be considered in determining which Proposal(s) are most advantageous to the Aviation Authority. Proposer(s) must meet the minimum requirements as stated. Conditional acceptance or any status short of full approval will not be accepted.
 - 1) Meet Minimum Requirements.
 - 2) Experience and Background.
 - 3) Operational Plans - Quality Assurance Plan, Staffing Plan, Transition Plan, and Training Plan.
 - 4) Prior or Pending Convictions, Indictments, Investigations, Regulatory Investigations, Claims Information, and Conflicts Of Interest
 - 5) Management Fees/Pricing.
- d. The factors that will be considered in selecting the Proposers who may be shortlisted or for ranking purposes include: meeting the requirements, approach to providing the Services, ability to provide the required Services, prior experience on similar projects, past performance with the Aviation Authority (if applicable), past performance with other entities and pricing.
- e. The relative advantages of a Proposer's responses with respect to one criterion may outweigh shortcomings of that Proposer's responses in one or more other criterion, depending on the relative disparities in the qualities of the responses in each criterion and the relative importance of certain criteria to each other, as determined in the exclusive discretion of the Aviation Authority.

Attachment "B" - Proposal Submittal Requirements

Each Proposer was required to provide with its Proposal the following information:

1. Table of Contents
2. Executive Summary
 - A. Company Information.
 - B. Cover Letter.
 - C. An affirmative statement that the Proposer is willing to sign the Contract set forth in this RFP, as amended, within ten (10) days after receipt of the Notice of Intent to Award.
3. Proposer's Knowledge and Experience
 - A. Proposer's knowledge and experience.
 - B. Key Personnel.
 - C. References.
4. Operational Plans
 - A. Staffing Plan.
 - B. Quality Assurance Plan/Control Plan.
 - C. Transition Plan.
 - D. Training Plan.
 - E. MWBE Participation Plan.
5. Proof of Insurance
6. Prior or Pending Convictions, Indictments, Investigations, Regulatory Investigations, and Conflicts Of Interest, and Claims Information
7. Financial Background
8. Additional Information
9. Forms to be turned in with Proposal
 - A. Proposer's Certification Form.
 - B. Management Fee /Proposal Fee Schedule.
 - C. Addendum Receipt Verification Form.
 - D. Proposer's Questionnaire
 - E. Scrutinized Company Certification Form.
 - F. Conflict of Interest Disclosure Form.
 - G. MWBE Form(s).
 - H. Proposer's W-9.
 - I. Letter of Bondability.
 - J. E-Verification Certification Form.

Attachment "C" – Staffing Requirements for Location A and Location B

Location A (FTE Range 182 - 242)

Post	Annual Hours
Assistant Managers	8,320
Administrative Staff	4,160
Manager	2,080
	14,560
Alpha (E-15)	17,520
Delta (E130A)	52,560
Delta (E130A)	5,840
East Employee Lane (NTC)	26,280
Baggage Make-up (NTC)	17,520
North Employee Lane (Terminal C)	26,280
South Employee Lane (Terminal C)	26,280
Property Search Lane (Terminal C)	8,760
FIS Employee Lane (Terminal C)	17,520
Exit Lane (Terminal C)	8,760
Auxiliary (Terminal C)	52,560
Inspection Teams - SAAP (Terminal C and NTC)	17,520
Employee Parking (Terminal C)	8,760
Valet Parking (NTC)	8,760
Annex Front Desk (NTC)	3,650
Garage Patrol - C (Terminal C)	17,520
Train Station (Terminal C)	8,760
Express Pick-up Lane (Terminal C)	8,760
Airside Ramp Patrol & Vendor Delivery (Terminal C)	8,760
Airside Transfer Level Patrols (Terminal C)	8,760
Breakers (Terminal C & NTC)	35,040
Supervisors (Terminal C & NTC)	26,280
	412,450
Construction & Additional Staffing	12,480
Elevated Alert	1,040
	13,520

440,530

Location B (FTE Range 175 - 235)

Post	Annual Hours
Assistant Managers	8,320
Administrative Staff	4,160
Manager	2,080
	14,560
Bravo (E-31)	43,800
Charlie (E45)	52,560
Charlie (E-45)	5,840
West Employee Lane (NTC)	26,280
Baggage Make-up Access Points (NTC)	35,040
Auxiliary (NTC)	8,760
Employee Parking (NTC)	8,760
Garage Patrol - A (NTC)	8,760
Garage Patrol - B (NTC)	8,760
Express Pick-up Lane - A (NTC)	8,760
Express Pick-up Lane - B (NTC)	8,760
Airside Ramp Patrol & Vendor Delivery (NTC)	17,520
Airside Transfer Level Patrols (NTC)	35,040
International Mode Operations AS/1 (NTC)	35,040
International Mode Operations AS/4 (NTC)	18,250
Breakers (STC & NTC)	35,040
Supervisors (STC & NTC)	26,280
	383,250
Construction & Additional Staffing	17,680
Elevated Alert	1,040
	18,720

416,530



GREATER ORLANDO AVIATION AUTHORITY

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

MEMORANDUM

TO: Members of the Concessions/Procurement Committee

FROM: Pete Pelletier, Director of Information Technology

DATE: December 12, 2022

ITEM DESCRIPTION

Recommendation to Award Supplemental Agreement 23-148-OEC, Purchases of Cisco Hardware, SmartNet, Licenses, Related Products, Services, and Solutions through the utilization of State of Florida Alternate Contract Source #43220000-NASPO-19-ACS, which expires on September 30, 2024, to Veytec, Inc.

BACKGROUND

All Aviation Authority-owned Cisco Network Switch Hardware, SmartNet, Licenses, Related Products, Services, and Solutions require support and maintenance to ensure the continuous support of the Aviation Authority's operations. A network switch connects devices (such as computers, printers, wireless access points) in a network to each other. This equipment is required to replace all end of life and unsupported hardware, and licenses within the Aviation Authority infrastructure network. All Cisco hardware and software applications are proprietary, protected by copyright, and covered under the license agreement term.

The Aviation Authority's Purchasing Department makes every effort to obtain competitive pricing on initial agreement purchases and renewals. However, in many cases, the agreements and the technical expertise required are only available directly from the original hardware or software manufacturer and Cisco partners. Additionally, acquiring a maintenance agreement or support services from unauthorized Cisco resellers could void hardware warranties, result in equipment downtime, violate copyright laws, or may result in procuring counterfeit Cisco products.

The Aviation Authority also has Cisco SaaS licensing agreements in which the Aviation Authority does not own the software but for which the Aviation Authority has purchased access. The Cisco agreements are required to support the operational needs of the Aviation Authority. Cisco's SaaS licensing agreements eliminate the Authority's need to purchase computer hardware and "traditional" software licenses. Computer hardware maintenance is the responsibility of the SaaS provider, and software upgrades are included in the annual renewal costs.

The Aviation Authority also has Internet-Based Subscription Service agreements in which the provider grants the Aviation Authority access to a proprietary database. The database is created by and continually updated by the service provider, Veytec Inc. Using a Subscription Service agreement eliminates the Aviation Authority's need to contract for services to develop these databases and then continue to contract for services to update the database regularly. These activities are included in the annual renewal cost.

ISSUES

The Cisco Supplemental Agreement with Veytec, Inc. is for multiple purchases of Cisco Hardware, SmartNet, Licenses, Related Products, Services, and Solutions as allowed by Aviation Authority policy 450.03, "Government Contract/Annual Contract" which permits the procurement

of items from a supplier based on a requirements contract/annual/multi-year agreement with any public entity.

The Cisco Supplemental Agreement with Veytec, Inc. offers the following benefits to the Aviation Authority:

- (1) Hardware and Software Discount: 42% - 45% off list price. Cisco State of Florida contract # AR3227 requires minimum discount of 35% on Hardware and 10% on Smartnet).
- (2) SmartNet Discount: 15% - 18% off of list price.
- (3) Reduce the costs of issuance of quotations.
- (4) Enable the Aviation Authority to order the products and Co-Term to the existing Annual Renewal Date.
- (5) Warranty will begin when units are delivered by Veytec and installed by the Aviation Authority's IT Department.
- (6) Provide historical data in one place to forecast future IT purchases and budgets. Provide additional training for Network Staff that can lead to Cisco Certification. The services are at no cost.
- (7) Veytec will pass any additional discounts provided by Cisco.

Each renewal may range from a pro-rated period of fewer than twelve (12) months to a not-to-exceed period of twelve (12) months as appropriate for the renewal agreement purchased.

The number of Cisco computer hardware and software applications requiring technical maintenance and support has also increased over time. The number of applications has increased, and the warranty for those applications continues to expire.

The Small Business Development Department cannot change the terms and conditions of an existing contract such as State of Florida Alternate Contract Source #43220000-NASPO-19-ACS.

FISCAL IMPACT

The fiscal impact of the Supplemental Service Agreement is a not-to-exceed amount of \$3,078,000.00. 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 Capital Expenditure and Operations and Maintenance Funds as approved through the budget process and when funds become available.

All funds allocated for the Aviation Authority Systems/Server Storage Expansion and Refresh and Replace (R&R) Programs have been previously approved through the Aviation Authority budgeting process and are currently available within the I.T. Budget.

RECOMMENDED ACTION

It is respectfully requested that the Concessions/Procurement Committee approve/accept that the following be recommended to the Aviation Authority Board: (1) approve the Award Supplemental Agreement 23-148-OEC, Purchases of Cisco Hardware, SmartNet, Licenses, Related Products, Services, and Solutions through the utilization of the State of Florida Alternate Contract Source #43220000-NASPO-19-ACS, to Veytec, Inc.; (2) authorize funding from the Operations and Maintenance Funds in the not-to-exceed amount of \$3,078,000.00; and (3) authorize the Purchasing Department to issue the necessary Purchase Orders for each Cisco Hardware, SmartNet, Licenses, Related Products, Services, and Solutions utilizing the Supplemental Contract.

Attachments

A – Finance Form

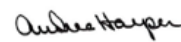
Attachment A

Greater Orlando Aviation Authority

Date:	<u>1-Dec-22</u>	Requestor's Extension:	<u>3512</u>
Requestor's Name:	<u>Jason Gross/ Paul Haust</u>	Preparer's Extension:	<u>3541</u>
Form Preparer's Name:	<u>Shiv Persaud</u>	Purchasing Solicitation #:	<u>23-148-DEC</u>
Requestor's Department:	<u>Information Technology</u>	CCM / CPC / PSC:	<u>CPC</u>
Description:	<u>Cisco Hardware, SmartNet, Licenses, Related Products, Services, and Solutions</u>	Committee Date:	<u>12/12/2022</u>
Vendor:	<u>Veytec, Inc.</u>	Committee Agenda Item#:	<u>NB-B</u>

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

Account Code Format: <small>###.###.###.#####.###.#####</small>	FY 23 Amount	FY 24 Amount	FY 25 Amount	FY 26 Amount	FY 27 Amount	Total Contract
301.521.170.5460001.000.100799 (O&M)	490,000.00	588,000.00				1,078,000.00
308.521.170.5640003.000.500758 (CAPEX)	756,000.00	244,000.00				1,000,000.00
308.521.170.5640003.000.501503 (CAPEX)	244,000.00	756,000.00				1,000,000.00
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Total Requisition	1,490,000.00	1,588,000.00	-	-	-	3,078,000.00
Requisition Number	BPA					

Funding Approver: 
 OMB Notes: _____



GREATER ORLANDO AVIATION AUTHORITY

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

MEMORANDUM

TO: Members of the Concessions/Procurement Committee

FROM: Gary Hunt, Director of Maintenance

DATE: December 12, 2022

ITEM DESCRIPTION

Recommendation to Reject Bid 23-108-IFB and enter into Direct Negotiation with Greenery Productions for Interior Plant Horticultural Maintenance Services.

BACKGROUND

The term of the Contract is for sixty (60) months with initial service to commence on or about February 1, 2023.

Due to the fact that only one bid was received, Staff recommended the approval of the following direct negotiation process per Authority Policy, Direct Negotiations, Section 450.03 (1), Purchasing, Operational Procedures, Non-Competitive Procurement.

Greenery Productions originally submitted a Good Faith Effort with their original bid, which was deemed non-responsive by the Small Business Development Department (SBDD). After meeting with the Small Business Development Department, the Maintenance Department, and the Purchasing Department, Greenery Productions agreed to meet the revised 15% MWBE participation goal requirement. It should be noted that Greenery Productions is a Woman Owned Business and is certified as a MWBE company.

ISSUES

This Contract Award 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 in accordance with the contract documents. The Contract scope has been updated to allow for additional staff to provide exceptional care of the Aviation Authority's live plants. Services will include replacement of diseased plants as well as plants that have exceeded their useful life. The services will also include the initial purchase of live plants and planters as well as seasonal plants such as poinsettias and bromeliads for the new Terminal C.

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, and 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.

The actual amount to be paid to the Contractor will be based on services requested, the actual quantity of additional/replacement plant material requested, and the actual amount of additional work performed, and approved by the Aviation Authority. Pricing also includes \$150,000 for plant replacement at Terminal A and B, and initial purchase of plants and planters for Terminal C.

FISCAL IMPACT

Greenery Productions bid in the amount of \$4,492,192.68 is to be funded from the Operations and Maintenance Fund account codes: 301.631.210.5340004.000.100002 and 301.631.692.5340004.000.100002. 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 recommend to the Aviation Authority Board: 1) reject Invitation for Bid 23-108-IFB and enter into Direct Negotiations with Greenery Productions for Interior Plant Horticultural Maintenance Services; 2) award the direct negotiation with Greenery Productions, agreeing to meet the Small Business Participation goal of 15% for MWBEs; 3) authorize funding from the Operations and Maintenance Fund in a not-exceed amount of \$4,492,192.68; 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 – Award Criteria

B – Finance Form

ATTACHMENT A

Award Criteria:

The Aviation Authority's policy 450.03, "Government Contract/Annual Contract" permits the procurement through Direct Negotiation. 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 Negotiation with any provider of such Goods, Services, or Professional Services.

Clarifications Required During the Process:

Due to the fact that only one bid was received, Staff recommended the approval of the following direct negotiation process per Authority Policy, Direct Negotiations, Section 450.03 (1), Purchasing, Operational Procedures, Non-Competitive Procurement.

Greenery Productions originally submitted a Good Faith Effort with their original bid, which was deemed non-responsive by the Small Business Development Department. After meeting with the Small Business Development Department, the Maintenance Department, and the Purchasing Department, Greenery Productions agreed to meet the revised progressive MWBE participation goal of 15%.

Greenery Productions will work closely with the SBDD to determine the scope of work that may be subcontracted on an annual basis, beginning with Year 2 and moving forward will increase participation.

The MWBE goal of 15% will be assessed on an annual basis rather than on the entire contract term (as we normally do). SBDD will work with the Maintenance Department and Greenery Production to assess the scope of work annually in order to identify opportunities for small businesses.

This is a service with very limited availability of certified small businesses, currently the Aviation Authority has zero certified small business that perform interior plant maintenance. SBDD has recommend other service trades such as outside landscapers or janitorial companies and it has been a challenge.

Irregularities or Issues that Impact Recommended Ranking:

None.

ATTACHMENT B

Greater Orlando Aviation Authority

Date:	30-Nov-22	Requestor's Extension:	x-2158
Requestor's Name:	Daisily Pagan	Preparer's Extension:	x-2495
Form Preparer's Name:	John Field	Purchasing Solicitation #:	23-108
Requestor's Department:	Maintenance	CCM / CPC / PSC:	CPC
Description:	Award Rejected Bid 23-108-FB	Committee Date:	12/12/2022
Vendor:	Greenery Productions	Committee Agenda Item#:	NB

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	FY 28 Amount	Total Contract
301.831.210.5340004.000.100002	599,153.21	823,817.20	786,060.90	786,060.90	786,060.90	282,020.30	4,042,973.41
301.831.862.5340004.000.100002	86,572.58	91,513.02	87,340.10	87,340.10	87,340.10	29,113.37	449,219.27
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Total Requisition	685,725.79	915,130.23	873,401.00	873,401.00	873,401.00	291,133.67	4,492,192.88
Requisition Number	93033	93034					

Funding Approver: *Andrea Harper*
 OMB Notes: