

On **MAY 3, 2021**, 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
Kathleen Sharman, Vice Chair
Thomas Draper, Chief of Operations
Brian Engle, Director of Customer Experience

Staff/Others present: Diana Hershner, Senior Manager of Purchasing
Bruce Gant, Manager of Purchasing Contracts
Jo Thacker, Nelson Mullins, Legal Counsel
Larissa Bou, Manager of Board Service and Recording
Secretary

Chairman Friel announced to all present 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, and it must be received in writing by the Chief Executive Officer, Mr. Phillip N. Brown, via email pbrown@goaa.org with copy to larissa.bou@goaa.org, by Monday, May 10, 2021, by 4:00 p.m. (emails will be accepted during the pandemic COVID-19).

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. In the event a lobbyist meets with or otherwise communicates with Staff or a Board member, including the Mayor of the City of Orlando or the Mayor of Orange County, the lobbyist shall file a Notice of Lobbying (Form 4) detailing each instance of lobbying to the Aviation Authority within 7 calendar days of such lobbying. Lobbyists will also provide a notice to the Aviation Authority when meeting with the Mayor of the City or Mayor of Orange County at their offices. The policy, forms, and instructions are available on the web site. Please contact the Chief Administration Officer with questions at (407) 825-7105.

Before proceeding to business, Chairman Friel 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 Sharman, motion passed to accept the April 5, 2021, minutes as written.

CONSENT AGENDA

2. Chairman Friel asked if anyone in the audience would like to speak regarding the Consent Agenda item. Ms. Bou confirmed she had not received any speaker requests. Chairman Friel then asked if any Committee member had questions or wished to pull the item for discussion. There was no answer to his inquiry.

Mr. Gant stated for the record that Consent Agenda Item A has a typographical error on page 2, under the "Name of Respondents". West Production LLC, should read "West View Productions LLC".

Upon motion by Mr. Engle, second by Mr. Draper, vote carried to approve the following Consent Agenda items:

MINUTES FOR THE MAY 3, 2021, CONCESSIONS/PROCUREMENT COMMITTEE

CONSENT AGENDA (con't)

A. recommend to the Chief Executive Officer to: (1) award Purchasing Bid 15-21, Electrical Lighting Control System Maintenance and Repair Services to Candela Controls, Inc., as the low responsive and responsible bidder; (2) authorize funding from the Operations and Maintenance Fund in a not-to-exceed amount of \$163,650; and (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel.

B. recommend to the Chief Executive Officer to: (1) award Purchasing Request for the Purchase of the Software License Support through a Microsoft Enterprise Assurance Agreement Utilizing the State of Florida Contract 43230000-15-02, Licensing Solutions Providers (LSP) of Microsoft Software and Services, to SHI International Corp. (SHI); (2) authorize funding from the previously-approved Operations and Maintenance Fund in the not-to-exceed amount of \$111,637.18; (3) execute the necessary documents following satisfactory review by legal counsel; and (4) authorize the Purchasing Department to issue the necessary Purchase Order; and

C. recommend to the Chief Executive officer to: (1) Award Single Source Procurement SG-00141 for Financial Consulting and Treasury Management Services to Geraldine Danforth beginning on or about May 3, 2021, through September 30, 2022; (2) authorize funding from the Operations and Maintenance Fund in the not-to-exceed amount of \$148,800; and (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel.

RECOMMENDATION TO AWARD INVITATION FOR BID (IFB) 11-21, YORK CHILLER MAINTENANCE SERVICES TO JOHNSON CONTROLS, INC.

3. This item was pulled.

RECOMMENDATION TO APPROVE AMENDMENT NO. 1, FIRST RENEWAL OPTION FOR PURCHASING CONTRACT 18-18, VEHICLE AND EQUIPMENT MAINTENANCE SERVICES WITH FIRST VEHICLE SERVICES, INC. (FVS)

4. Mr. Gant presented the item.

The initial term of the contract was for thirty-six (36) months, which commenced on September 1, 2018, with the Aviation Authority having options to renew the contract for one (1) additional period of three (3) years. The initial term is due to expire on August 31, 2021.

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

First Renewal Option - September 1, 2021 through August 31, 2024.

Department - Concurs with the renewal option.

Contractor - Based on the information known at this time, FVS has performed satisfactorily during the initial term.

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

The value for the first renewal option (36 months) is for a total not-to-exceed amount of \$10,020,851.16. FVS requested a Consumer Price Index (CPI) increase of 1.6% based on CPI-W published index and the contract documents for the second and third year of the three year renewal term.

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

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

RECOMMENDATION TO APPROVE AMENDMENT NO. 1, FIRST RENEWAL OPTION FOR PURCHASING CONTRACT 18-18, VEHICLE AND EQUIPMENT MAINTENANCE SERVICES WITH FIRST VEHICLE SERVICES, INC. (FVS) – (CON'T)

The fiscal impact for the first renewal option is a not-to-exceed amount of \$10,020,851.16 with funding from the Operations and Maintenance Fund account codes:

301.631.170.5460001.000.100032 and 901.443.870.5460001.000.100032.

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

It was respectfully requested that the Concessions/Procurement Committee approve the following be recommended to the Aviation Authority Board: (1) approve Amendment No. 1, First Renewal Option for Purchasing Contract 18-18, Vehicle and Equipment Maintenance Services with First Vehicle Services, Inc.; (2) authorize funding from the Operations and Maintenance Fund in the not-to-exceed amount of \$10,020,851.16; and (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel.

Chairman Friel asked if anyone in the audience would like to speak regarding this item. Ms. Bou confirmed she had not received any speaker requests for this item. He then asked if any Committee member had questions or comments. There was no answer to his inquiry.

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

RECOMMENDATION TO APPROVE AMENDMENT NO. 3, INCREASE IN VALUE FOR PURCHASING AGREEMENT PS-542, FINANCIAL CONSULTING SERVICES WITH LINDA GEORGE, CPA

5. Mr. Gant presented the item.

The initial term of the agreement with Linda George, CPA (Linda George) was for thirty-six (36) months, effective January 2, 2018, and expired January 1, 2021, with the Aviation Authority having two (2) options to renew the agreement for an additional period of one (1) year each, upon mutual agreement. The first renewal option became effective on January 2, 2021, and is due to expire on January 1, 2022.

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

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

The services may also include support on the preparation of financial information to be included in bond offering documents; review of concession audits provided by concessionaires; and internal control review of procedures; and performing such other extension of staff services necessary to support the Aviation Authority, including but not limited to, accounting system reporting, capital improvement plan and related work, and capital program closeouts.

During the final year of the base agreement with Linda George, January 2, 2020, through January 1, 2021, management initiated budget reductions due to the COVID-19 pandemic, which resulted in a significant reduction in scope of work and decreased hours for Linda

RECOMMENDATION TO APPROVE AMENDMENT NO. 3, INCREASE IN VALUE FOR PURCHASING AGREEMENT PS-542, FINANCIAL CONSULTING SERVICES WITH LINDA GEORGE, CPA – (CON'T)

George. In addition, a staffing shortage occurred during that time due to the Aviation Authority's implementation of a hiring freeze, also as a result of the pandemic.

Staff is requesting an increase of the staffing hours for Linda George primarily to assist the Finance department with the preparation of the annual Capital Improvement Program to allow sufficient time to hire key positions within the Finance department who will eventually fill that role. The Finance department is still maintaining budget restraints and the total hours requested shall remain lower than pre-pandemic levels.

Based on the information known at this time, the Finance department confirmed the consultant has performed satisfactorily during the initial term and the first renewal option.

Pricing is based on the hourly rates of \$180.00 (Principal) and \$162.00 (Senior Manager). Staff is requesting that a total of 695 hours be added to the agreement, for a total not-to-exceed amount of \$123,660. The actual amount paid to Linda George is based on actual work requested, performed and approved by the Aviation Authority.

This agreement did not include a Minority and Women Business Enterprise (MWBE) or a Local Developing Business (LDB) participation requirement.

The fiscal impact for the increase in value is a not-to-exceed amount of \$123,660 with funding from the Operations and Maintenance Fund 301.111.170.5310009.000.000000. Funds expected to be spent under the Agreement 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.

It was respectfully requested that the Concessions/Procurement Committee approve that the following be recommended to the Aviation Authority Board: (1) approve Amendment No. 3 for an increase in value for Purchasing Agreement PS-542, Financial Consulting Services, with Linda George, CPA beginning on or about May 20, 2021, through January 1, 2022; (2) authorize funding from the Operations and Maintenance Fund in the not-to-exceed amount of \$123,660; and (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel.

Chairman Friel asked if anyone in the audience would like to speak regarding this item. Ms. Bou confirmed she had not received any speaker requests for this item. He then asked if any Committee member had questions or comments. There was no answer to his inquiry.

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

RECOMMENDATION TO AWARD PURCHASING INVITATION FOR BIDS (IFB) 93174-21, LOCK SHOP SUPPLIES TO ACCREDITED LOCK SUPPLY CO.

5. Ms. Hershner presented the item.

The award will result in a Blanket Purchase Agreement for a total of 56 different Lock Shop supply items that will be provided on an "as-needed" basis, over a twelve (12) month period effective June 1, 2021 through May 31, 2022. 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 No. 92357, which expired April 30, 2021.

The listed items consisted of door locks, lever handsets, key blanks, lock cores, lock trim, panic hardware and padlocks. 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 April 15, 2021, the Aviation Authority received 3 responses to IFB 93174-21 as listed below:

<u>Firm</u>	<u>Total Quote</u>
Accredited Lock Supply Co.*	\$423,317.75
Southern Lock & Supply**	\$433,720.50
DH Pace Company, Inc.***	\$451,811.45

RECOMMENDATION TO AWARD PURCHASING INVITATION FOR BIDS (IFB) 93174-21, LOCK SHOP SUPPLIES TO ACCREDITED LOCK SUPPLY CO. – (CON'T)

*The response received from Accredited Lock Supply Co. contained mathematical errors resulting in an understatement of their bid by \$7,000.00. The correction is reflected in the bid tab above and did not affect their ranking.

**The response received from Southern Lock & Supply contained mathematical errors resulting in the overstatement of their bid by \$149,971.30. The correction is reflected in the bid tab above and did affect their ranking from third to second.

***The response received from DH Pace Company, Inc. contained mathematical errors resulting in the overstatement of their bid by \$13,176.00. The correction is reflected in the bid tab above and did not affect their ranking.

Staff's review of the quotations found that all 3 firms were responsive and responsible to the IFB requirements.

The Small Business Development Department has reviewed the requirements for this purchase 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 Minority and Women Business Enterprise/Local Developing Business/Veteran Business Enterprise (MWBE/LDB/VBE) participation.

Accredited Lock Supply Co.'s bid in the amount of \$423,317.75 is to be funded from the Operations and Maintenance Fund 301.462.170.5520001.000.000000. Funds expected to be spent in the current fiscal year are within budget. Funding required in subsequent fiscal years will be allocated from the Operations and Maintenance Fund as approved through the budget process and when funds become available.

It was respectfully requested that the Concessions/Procurement Committee approve that the following be recommended to the Aviation Authority Board: (1) award Purchasing Request for Invitation For Bids (IFB) 93174-21, Lock Shop Supplies to Accredited Lock Shop Supply Co, as the low, responsive and responsible bidder in the not-to-exceed amount of \$423,317.75; (2) authorize funding from the previously-approved Operations and Maintenance Fund; and (3) authorize the Purchasing Department to issue the necessary documents, following satisfactory review by legal counsel.

Chairman Friel asked if anyone in the audience would like to speak regarding this item. Ms. Bou confirmed she had not received any speaker requests for this item. He then asked if any Committee member had questions or comments. There was no answer to his inquiry.

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

ADJOURNMENT

6. Chairman Friel asked if there was further business to discuss before the Committee. Having no further business to discuss, he adjourned the meeting at 1:48 p.m.

(Digitally signed on June 28, 2021)



Larissa Bou
Recording Secretary



Brad Friel
Chairman