

On **JUNE 1, 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
Deborah Silvers, Director of Risk Management

Staff/Others present:

Diana Hershner, Senior Manager of Purchasing
Bruce Gant, Manager of Purchasing Contracts
Daisily Pagan, Manager of Interiors
Jo Thacker, Nelson Mullins, Legal Counsel
Dan Gerber, Rumberger Kirk, Interim General 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 Tuesday, June 8, 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 Mr. Engle, motion passed to accept the May 3, 2021, minutes as written.

CONSENT AGENDA

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

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

A. recommend to the Chief Executive Officer to: (1) approve Amendment No. 8 Contract Extension to Purchasing Contract 01-11, Fire Alarm System Testing, Certification and Maintenance with Convergent Technologies LLC; (2) authorize funding from the Operations

MINUTES FOR THE JUNE 1, 2021, CONCESSIONS/PROCUREMENT COMMITTEE

CONSENT AGENDA (con't)

and Maintenance Fund in a not-to-exceed amount of \$126,000; and (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel; and

B. recommend to the Chief Executive Officer to: (1) award Purchasing Request for Written Quotation (RFQ) 93228-21, Purchase of HP Enterprise Servers and Support for CAD upgrade through the Utilization of the State of Florida Alternate Contract Source #43211500-WSCA-15-ACS-E, to High Performance Technologies, LLC, as the low responsive and responsible respondent; (2) authorize funding from the previously-approved Capital Expenditure Fund in the not-to-exceed amount of \$112,277.88; and (3) authorize the Purchasing Department to issue the necessary Purchase Order.

RECOMMENDATION TO APPROVE AMENDMENT NO. 1, FIRST RENEWAL OPTION FOR PURCHASING CONTRACT 12-18, INTERIOR PLANT MAINTENANCE AT NORTH TERMINAL, INTERMODAL TRANSPORTATION FACILITY (ITF) AND AIRSIDES WITH RENTOKIL NORTH AMERICA, INC. (RENTOKIL)

3. Mr. Gant presented the item.

The initial term of the contract was for thirty-six (36) months, which commenced on September 18, 2018, with the Aviation Authority having options to renew the contract for two (2) additional periods of one (1) year each. The initial term is due to expire on September 17, 2021.

This contract requires Rentokil to furnish all labor, supervision, materials and supplies, equipment, tools, chemicals, beneficial insects, licenses, permits, and all other items necessary or proper for, or incidental to performing the replacement, installation, and maintenance required for the interior plants located within the terminal complex (which includes the North Terminal (including the Executive Offices), four Airsides, and ITF building, at the Orlando International Airport (OIA) in accordance with the contract documents.

First Renewal Option - September 18, 2021 through September 17, 2022.

Department - Concur with the renewal option.

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

Rentokil provides interior plant maintenance based on unit prices for: (a) plant maintenance, (b) tree washing, (c) tree pruning, (d) bromeliad replacement and removal, (e) poinsettia replacement and removal, (f) topsoil, (g) mulch (bark), (h) plant replacement, and (i) special occasion set-ups; and hourly rates for planter rotation relocation, horticultural consultant, water drainage of planters, and plant dusting.

The annual value for the first renewal option is for a total not-to-exceed amount of \$437,695.66 with no rate increase. The actual amount paid to the contractor is based on actual work requested, performed, and approved by the Aviation Authority, based on the unit prices.

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 15% for MWBE and 10% for LDB. The Small Business Development Department certifies that the contract is in good standing as it relates to MWBE/LDB participation.

The fiscal impact for the first renewal option is a not-to-exceed amount of \$437,695.66 with funding from the Operations and Maintenance Fund 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.

It was respectfully requested that the Concessions/Procurement Committee approve that the following be recommended to the Aviation Authority Board: (1) approve Amendment No. 1, First Renewal Option for Purchasing Contract 12-18 Interior Plant Maintenance at the North Terminal, Intermodal Transportation Facility, and Airsides with Rentokil North America Inc.; (2) authorize funding from the Operations and Maintenance Fund in the not-to-exceed

RECOMMENDATION TO APPROVE AMENDMENT NO. 1, FIRST RENEWAL OPTION FOR PURCHASING CONTRACT 12-18, INTERIOR PLANT MAINTENANCE AT NORTH TERMINAL, INTERMODAL TRANSPORTATION FACILITY (ITF) AND AIRSIDES WITH RENTOKIL NORTH AMERICA, INC. (RENTOKIL) – (CON'T)

amount of \$437,695.66; 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.

In response to Vice Chair Sharman question regarding pricing, Mr. Gant confirmed that these are Year 3 prices that are being extended for another year. Ms. Sharman asked for clarification regarding the scope of work, as the memorandum indicates that this cover the South Terminal. Ms. Daisily Pagan, Manager of Interiors, clarified that these services cover the Intermodal Transportation Facility in the South, not the South Terminal C.

Upon motion by Vice Chair Sharman, second by Mr. Engle, 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 1:40 p.m.

(Digitally signed on June 16, 2021)



Larissa Bou
Recording Secretary



Brad Friel
Chairman