

On **JUNE 14, 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:

Gary Hunt, Director of Maintenance
Diana Hershner, Senior Manager of Purchasing
Bruce Gant, Manager of Purchasing Contracts
Arianne Luna, Interiors Contract Coordinator
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, June 21, 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 June 1, 2021 minutes, subject to Vice Chair Sharman's correction to substitute "South Terminal Complex" for "South Terminal C" (Page 3).

RECOMMENDATION TO APPROVE AMENDMENT NO. 2. SECOND RENEWAL OPTION FOR PURCHASING CONTRACT 14-17, SMOKE/FIRE AND OVERHEAD DOOR MAINTENANCE AND REPAIR WITH ARBON EQUIPMENT CORPORATION (ARBON)

2. Mr. Gant presented the item.

The initial term of the contract was for thirty-six (36) months, which commenced August 15, 2017, and expired August 14, 2020, with the Aviation Authority having two (2) options to renew the contract for an additional period of one (1) year each. The first renewal option is due to expire on August 14, 2021.

RECOMMENDATION TO APPROVE AMENDMENT NO. 2, SECOND RENEWAL OPTION FOR PURCHASING CONTRACT 14-17, SMOKE/FIRE AND OVERHEAD DOOR MAINTENANCE AND REPAIR WITH ARBON EQUIPMENT CORPORATION (ARBON) – (con't)

This contract requires Arbon to furnish all labor, supervision, equipment, tools, parts and materials, supplies, and all items/procedures necessary or proper for, or incidental to, performing inspection, maintenance, certification and repairs of all smoke, fire and overhead rolling steel and sectional doors located throughout Orlando International Airport (OIA), to ensure they are operational and compliant to all pertinent codes, and as specified in accordance with the Contract Documents.

Second Renewal Option - August 15, 2021 - August 14, 2022.

Department - Concurs with the renewal.

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 for this service is based on unit prices for: (1) annual scheduled inspection and maintenance and annual testing and certification; (2) semi-annual scheduled inspection and maintenance of overhead rolling steel and sectional doors; and (3) hourly labor rates for additional maintenance and repair work on an as-needed basis per standard work hours and non-standard work hours, as well as a percentage mark-up for parts and materials as needed. There is no increase in the unit prices, hourly rates or scheduled maintenance. The actual amount paid to the contractor is based on actual work requested, performed and approved by the Aviation Authority.

This contract did not include a Minority and Woman Business Enterprise (MWBE) and/or Local Developing Business (LDB) participation requirement.

The fiscal impact is a not-to-exceed amount of \$173,295.20. Funding will be from the Operations and Maintenance Fund using account codes: 301.631.110.5460001.000.100025, 301.631.170.5460001.000.100025, 301.631.330.5460001.000.100025, 301.631.210.5460001.000.100025 and 301.631.692.5460001.000.100025. 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. 2, Second Renewal Option for Purchasing Contract 14-17, Smoke/Fire and Overhead Door Maintenance and Repair with Arbon Equipment Corporation; (2) authorize funding in the not-to-exceed amount of \$173,295.20 from the Operations and Maintenance Fund; and (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel.

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 Ms. Silvers, vote carried to approve staff's recommendation.

RECOMMENDATION TO APPROVE AMENDMENT NO. 1, FIRST RENEWAL OPTION, FOR PURCHASING CONTRACT 02-19, HOLIDAY DECORATION SERVICES, WITH D & K DESIGN LLC, D/B/A DANKEN

3. Mr. Gant presented the item.

The initial term of the contract was for thirty-six (36) months, which commenced on February 1, 2019, and is due to expire on January 31, 2022, with the Aviation Authority having options to renew the contract for two (2) additional periods of one (1) year each.

This contract requires D & K Design LLC, d/b/a Danken to provide all labor, supervision, materials, miscellaneous supplies and consumables, equipment, tools, transportation, and other accessories and all other items necessary for, performing commercial holiday decoration services in certain areas of the Landside Terminal Building, Airsides, and other Aviation Authority buildings in outlying areas located at the Orlando International Airport in accordance with the contract documents.

RECOMMENDATION TO APPROVE AMENDMENT NO. 1, FIRST RENEWAL OPTION, FOR PURCHASING CONTRACT 02-19, HOLIDAY DECORATION SERVICES, WITH D & K DESIGN LLC, D/B/A DANKEN (con't)

First Renewal Option - February 1, 2022 through January 31, 2023.

Department - Concur with renewal.

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

Pricing is based on unit prices for providing repair/refurbishment/refresh and setup/takedown activities for each holiday decoration display item as specified, its hourly labor rate for additional/emergency work, and its unit prices for rental equipment for two (2) months. The actual amount paid to contractor is based on actual work requested, performed and approved by the Aviation Authority. The annual value for the first renewal option is a total not-to-exceed amount of \$253,228.50 with no unit price or hourly rate increases.

The fiscal impact for the first renewal option is a not-to-exceed amount of \$253,228.50. Funding will be from the Operations and Maintenance Fund using account codes 301.631.210.5460001.000.100239 and 301.631.692.5460001.000.100239. 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 02-19, Holiday Decoration Services, with D & K Design LLC, d/b/a Danken; (2) authorize funding in the not-to-exceed amount of \$253,228.50 from the Operations and Maintenance Fund; and (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel.

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. Vice Chair Sharman asked if services provided this year are included in the old contract, prior the renewal. Ms. Luna responded in the affirmative.

Chairman Friel asked if the effective date anticipates the opening of South Terminal C. Ms. Luna confirmed that it does.

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

RECOMMENDATION TO AWARD INVITATION FOR BID (IFB)03-22, WOOD FURNITURE REFURBISHMENT AND REPAIR SERVICES TO A&A UNLIMITED DESIGN, INC.

4. This item was deferred.

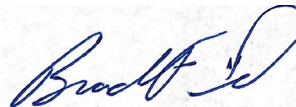
ADJOURNMENT

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 1:42 p.m.

(Digitally signed on, 2021)



Larissa Bou
Recording Secretary



Brad Friel
Chairman