

On **JULY 26, 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
Jo Thacker, Nelson Mullins, Legal Counsel
Gail Musselwhite, Recording Secretary

Chairman Friel began by announcing that due to the COVID-19 pandemic, the Centers for Disease Control (CDC) guidelines, and the Greater Orlando Aviation Authority's ongoing focus on safety regarding events and meetings, seating at sunshine committee meetings will be limited according to space and social distancing. Attendance is on a first-come, first-served basis. All attendees must wear a face covering.

Chairman Friel continued 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, via email to Mr. Phillip N. Brown at pbrown@goaa.org with copy to gail.musselwhite@goaa.org by Monday, August 2, 2021 - 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, 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 Mr. Engle, motion passed to accept the June 28, 2021 and July 12, 2021, minutes as written.

RECOMMENDATION TO AWARD PURCHASING SINGLE SOURCE 21-21, DAIKIN/MCQUAY CHILLER MAINTENANCE SERVICES TO DAIKIN APPLIED AMERICAS, INC. (DAIKIN)

2. Mr. Gant presented the item.

The term of the Single Source Contract is for sixty (60) months with initial service to commence on or about September 1, 2021, and with the Aviation Authority having options to renew the Contract for two (2) additional periods of one (1) year each.

Pricing is based on a monthly price, hourly rate, and mark-up percentage multiplied by the estimated number of months, annual hours or annual service. The actual amount paid is based on actual work requested by the Aviation Authority and satisfactorily provided by Daikin. The value of the five (5) year Single Source Contract is a not-to-exceed amount of \$2,869,874 which includes repair and maintenance services, purchase of additional parts, materials and rentals for repairs and additional work hours. The department is

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requesting an increase in the number of parts purchased annually due to the age of the equipment.

On February 3, 2021, the Aviation Authority issued Purchasing Bid 13-21, Daikin/McQuay Chiller Maintenance Services, at the Orlando International Airport. The Aviation Authority only considered bids from Contractors that were trained and authorized by Daikin/McQuay to sell, install, and support Daikin/McQuay Chiller products/systems. Bidders were requested to provide a letter from Daikin/McQuay stating that the Bidder is authorized to work specifically on the Daikin/McQuay Chillers.

Upon review of issues raised during this competitive solicitation, it was determined that continuing with a single source contract was in the best interest of the Aviation Authority.

Aviation Authority Policy 450.03, Non-Competitive Procurements, permits the Single Source procurement of goods, services, or professional services made from one firm among others in a competitive market place, which, for justifiable reasons, is found to be most advantageous for fulfilling the given purchasing need.

Staff was authorized to re-solicit the services directly with the OEM as a Single Source in accordance with Aviation Authority policy. The Aviation Authority will ensure that: (a) factory authorized service technicians perform the periodic maintenance that is needed to keep Aviation Authority's equipment operational; (b) service technicians are fully trained to perform maintenance on Daikin/McQuay Chiller equipment (controls HVAC equipment); and, (c) at a lower OEM hourly rate.

It was respectfully requested that the Concessions/Procurement Committee approve that the following be recommended to the Aviation Authority Board: (1) award Purchasing Single Source 21-21, Daikin/McQuay Chiller Maintenance Services, to Daikin Applied Americas, Inc.; (2) authorize funding from the Operations and Maintenance Fund in a not-to-exceed amount of \$2,869,874; and (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel.

Ms. Musselwhite confirmed she had not received any speaker requests for this item.

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

RECOMMENDATION TO AWARD PURCHASING SINGLE SOURCE 22-21, YORK CHILLER MAINTENANCE SERVICES TO JOHNSON CONTROLS, INC. (JOHNSON CONTROLS)

3. Mr. Gant presented the item.

The term of the Single Source Contract is for sixty (60) months with initial service to commence on or about September 1, 2021, and with the Aviation Authority having options to renew the Contract for two (2) additional periods of one (1) year each.

Pricing is based on a monthly price, hourly rate, and mark-up percentage multiplied by the estimated number of months, annual hours or annual service. The actual amount paid is based on actual work requested by the Aviation Authority and satisfactorily provided by Johnson Controls. The value of the five (5) year Single Source Contract is a not-to-exceed amount of \$1,728,620 which includes repair and maintenance services, purchase of additional parts, materials and rentals for repairs and additional work hours. The department is requesting an increase in the number of parts purchased annually due to the age of the equipment.

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On February 3, 2021, the Aviation Authority issued Purchasing Bid 12-21, York Chiller Maintenance Services. The Aviation Authority only considered bids from Contractors that were trained and authorized by Johnson Controls to sell, install, and support York Chiller products/systems. Bidders were requested to provide a letter from Johnson Controls stating that the Bidder is authorized to work specifically on the York Chillers. Only one bid was received from Johnson Controls, Inc. This was reviewed by the Aviation Authority's Legal Counsel and it was recommended that continuing with a single source contract was in the best interest of the Aviation Authority.

The Aviation Authority's policy (Section 450.03) Non-Competitive Procurements) permits the Single Source procurement of goods, services, or professional services made from one firm among others in a competitive market place which, for justifiable reasons, is found to be most advantageous for the purpose of fulfilling the given purchasing need.

Staff was authorized to re-solicit the services directly with the OEM as a Single Source in accordance with Aviation Authority's policy. The Aviation Authority will ensure that:

- factory authorized service technicians perform the periodic maintenance that is needed to keep Aviation Authority's equipment operational;
- service technicians are fully trained to perform maintenance on York Chiller equipment (controls HVAC equipment); and
- at a lower OEM hourly rate.

It was respectfully requested that the Concessions/Procurement Committee approve that the following be recommended to the Aviation Authority Board: (1) award Purchasing Single Source 22-21, York Chiller Maintenance Services, to Johnson Controls, Inc.; (2) authorize funding from the Operations and Maintenance Fund in a not-to-exceed amount of \$1,728,620; and (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel.

Ms. Musselwhite confirmed she had not received any speaker requests for this item.

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

RECOMMENDATION TO AWARD PURCHASING SINGLE SOURCE 23-21, RUSSELECTRIC ELECTRICAL SWITCHGEAR EQUIPMENT TESTING, MAINTENANCE SERVICES TO SIEMENS INDUSTRY, INC. D/B/A RUSSELECTRIC, A SIEMENS BUSINESS (RUSSELECTRIC)

4. Mr. Gant presented the item.

The term of the Single Source Contract is for sixty (60) months with initial service to commence on or about September 1, 2021, and with the Aviation Authority having options to renew the Contract for two (2) additional periods of one (1) year each.

On February 3, 2021, the Aviation Authority issued Purchasing Bid 08-21, Management of Electrical Switchgear Equipment, Generators, Uninterruptible Power Supplies (UPS) and Batteries, and Emergency Generator Fuel Delivery System (FDS) Testing, Maintenance and Repair Services. The Aviation Authority only considered bids from Contractors that were trained and authorized by Original Manufacturer Equipment (OEM) to sell, install, and support Eaton, Russelectric, and CAT Switchgear Electrical equipment. Bidders were requested to provide a letter from the OEMs stating that the Bidder is authorized to work specifically on the Eaton, Russelectric, and CAT Switchgear Electrical equipment. The Aviation Authority only received one bid and one of the potential Bidders complained in a letter that Russelectric would not provide them with such letter.

On March 22, 2021, the Aviation Authority re-solicited the services for Russelectric Electrical Switchgear Equipment Testing and Maintenance Services (IFB 18-21) and the solicitation resulted in no qualified responses for these services.

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Upon review of issues raised during this competitive solicitation it was determined that continuing with a single source contract was in the best interest of the Aviation Authority.

The Aviation Authority's policy (Section 450.03) Non-Competitive Procurements permits the Single Source procurement of goods, services, or professional services made from one firm among others in a competitive market place which, for justifiable reasons, is found to be most advantageous for the purpose of fulfilling the given purchasing need.

Staff was authorized to re-solicit the services directly with the OEM as a Single Source in accordance with Aviation Authority's policy. The Aviation Authority will ensure that: a) factory authorized service technicians perform the periodic maintenance that is needed to keep Authority's equipment operational; b) service technicians are fully trained to perform annual inspections, maintenance, repairs and necessary enhancements and upgrades on Russelectric switchgear equipment; and c) there are no third party service organizations that have the expertise, experience and record documentation to enable them to fully support a complex specialty system of this type. Further, any maintenance or modification work performed on the Russelectric equipment by third parties will not be documented at Russelectric and will prevent Russelectric in providing competent emergency service when required.

Pricing is based on a monthly price, hourly rate, and mark-up percentage multiplied by the estimated number of months, annual hours or annual service. The actual amount paid is based on actual work requested by the Aviation Authority and satisfactorily provided by Russelectric. The value of the five (5) year Single Source Contract is a not-to-exceed amount of \$1,023,753 which includes repair and maintenance services, purchase of additional parts, materials and rentals for repairs and additional work hours. The department is requesting an increase in the number of parts purchased annually due to the age of the equipment.

It was respectfully requested that the Concessions/Procurement Committee approve that the following be recommended to the Aviation Authority Board: (1) award Purchasing Single Source 23-21, Russelectric Electrical Switchgear Equipment Testing, Maintenance Services, to Siemens Industry, Inc. d/b/a Russelectric, A Siemens Business; (2) authorize funding from the Operations and Maintenance Fund in a not-to-exceed amount of \$1,023,753; and (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel.

Ms. Musselwhite confirmed she had not received any speaker requests for this item.

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

RECOMMENDATION TO AWARD PURCHASING INVITATION FOR BIDS (IFB) 93280-21, BOARDING PASSES AND BAG TAGS TO PRINT-O-TAPE, INC. (PRINT-O-TAPE)

5. Ms. Hershner presented the item.

This award would result in a Blanket Purchase Agreement (BPA) for Boarding Passes and Bag Tags, provided on an "as-needed" basis, through July 31, 2023. The IFB listed three (3) separate items, with estimated quantities for a period of two (2) years.

On July 9, 2021, the Aviation Authority received four (4) responses to IFB 93280-21, listed below in alphabetical order:

| <u>Firm</u> | <u>Bid Amount</u> |
|----------------------------|-------------------|
| Elite Textile Trading, LLC | \$669,945.00 |
| Print-O-Tape, Inc. | \$693,620.00 |
| Stock Keeper, LLC | \$731,300.00 |

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The Office Cart, LLC

\$852,000.00

Staff reviewed all bids and found that:

- The response received from Elite Textile Trading, LLC did not include reference letters, and their Bidder's Certification was not notarized. Therefore Staff determined that the response from Elite Textile Trading, LLC is non-responsive to the IFB requirements.
- The response received from Stock Keeper, LLC contained mathematical errors resulting in an understatement in their bid of \$106.80. The correction is reflected in the tabulation above and did not affect their ranking.
- The response received from The Office Cart, LLC did not include reference letters. Therefore Staff determined that the response from The Office Cart, LLC is non-responsive to the IFB requirements.
- The responses received from Stock Keeper, LLC and Print-O-Tape, Inc. included reference letters which were determined as satisfactory to the requirements of the IFB. Therefore Staff determined that the responses from Stock Keeper, LLC and Print-O-Tape, Inc. are responsive to the IFB requirements.

It was respectfully requested that the Concessions/Procurement Committee approve that the following be recommended to the Aviation Authority Board: (1) deem the responses received from Elite Textile Trading, LLC and The Office Cart, LLC as non-responsive for the reasons stated; (2) award Purchasing Invitation for Bids 93280-21, Boarding Passes and Bag Tags to Print-O-Tape, Inc. as the low, responsive and responsible bidder in the not-to-exceed amount of \$693,620.00 through July 31, 2023; (3) authorize funding from the previously-approved Operations and Maintenance Fund; and (4) authorize the Purchasing Office to issue the necessary Blanket Purchase Agreement.

Ms. Musselwhite confirmed she had not received any speaker requests for this item.

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

RECOMMENDATION TO AWARD INVITATION FOR BID (IFB) 10-22, TRASH REMOVAL SERVICES TO REPUBLIC SERVICES OF FLORIDA, LP (REPUBLIC)

6. Mr. Gant presented the item.

The term of the Contract is for thirty-six (36) months with initial service to commence on or about October 1, 2021, and with the Aviation Authority having options to renew the Contract for two (2) additional periods of one (1) year each.

On July 15, 2021 the following IFB's were received:

| <u>Name of Respondent</u> | <u>Total Three (3) Year Bid Price</u> |
|----------------------------------|---------------------------------------|
| Republic Services of Florida, LP | \$1,995,146.58 |
| Waste Pro of Florida, Inc. | \$4,071,064.46 |
| Waste Management Inc. of Florida | \$4,473,864.17 |

It was respectfully requested that the Concessions/Procurement Committee approve that the following be recommended to the Aviation Authority Board: 1) award Purchasing Bid 10-22, Trash Removal Services, to Republic Services of Florida, LP, as the low responsive and responsible Bidder; 2) authorize funding from the Operations and Maintenance Fund in a not-to-exceed amount of \$1,995,146.58; and 3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel.

Ms. Musselwhite confirmed she had not received any speaker requests for this item.

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

RECOMMENDATION FOR PAYMENT OF LANDFILL FEES ASSOCIATED WITH PURCHASING BID 10-22, TRASH REMOVAL SERVICES

7. Mr. Gant presented the item.

Blanket Purchase Agreements (BPAs) will be issued to various landfill facilities to pay for the landfill fees when trash is removed and disposed of from the Aviation Authority's premises by the Trash Removal Services Contractor as required by the Aviation Authority in accordance with proposed Purchasing Contract 10-22. The BPAs will be issued for a thirty-six (36) month period from October 1, 2021 to September 30, 2024.

The term of the proposed Purchasing Contract 10-22 with Republic Services of Florida, LP, will be effective from October 1, 2021, expiring September 30, 2024. This proposed Contract allows Republic Services of Florida, Inc. to transport and dispose of all solid waste, as requested by the Aviation Authority, at the Orange County Landfill or any other Environmental Protection Agency approved landfill facility within a 20 mile radius from the Aviation Authority. Furthermore, the proposed Contract allows for the landfill facilities to be selected by Republic Services of Florida, LP provided that the fees charged at the selected landfill facility do not exceed the fees charged by Orange County Landfill. The fees will be billed directly to the Aviation Authority.

It was respectfully requested that the Concessions/Procurement Committee approve that the following be recommended to the Aviation Authority Board: 1) allow multiple Blanket Purchase Agreements to be issued to various landfill facilities; 2) authorize funding from the Operations and Maintenance Fund in the not-to-exceed amount of \$1,322,000.00 for landfill fees; and 3) authorize the Purchasing Office to issue the necessary Blanket Purchase Agreements.

Ms. Musselwhite confirmed she had not received any speaker requests for this item.

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

ADJOURNMENT

Prior to adjournment, Chairman Friel recognized this as the last meeting for both Vice Chair Sharman and Ms. Silvers and thanked them for their participation and valuable input and comments.

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



Gail Musselwhite
Recording Secretary



Brad Friel
Chairman