

On **AUGUST 9, 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
Yovannie Rodriguez, Vice Chair
Thomas Draper, Chief of Operations
Brian Engle, Director of Customer Experience
Victoria Jaramillo, Senior Director of Marketing and
Air Service Development

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 16th, 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.

CONSENT AGENDA

1. Chairman Friel asked if anyone in the audience would like to speak regarding the Consent Agenda items. Ms. Musselwhite 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. Ms. Rodriguez indicated that she would like to pull Consent Agenda Item B, Wood Furniture Refurbishment and Repair Services with A&A Unlimited Design, Inc., for questions.

Ms. Rodriguez asked with respect to Consent Agenda Item B, if the contract sum is an attempt to extend the program up to six months or six months total with a thirty day termination? Fatima Calkins with the Purchasing Department responded that it was for six months total with a thirty day termination. Next Ms. Rodriguez asked if there is ongoing procurement for this work, Ms. Calkins replied yes. When Ms. Rodriguez asked if it is known when it is due. Ms. Calkins answered that it was in the review process and is expected to be released sometime in March, before the six month extension expires. Next, Ms. Rodriguez inquired that it seemed that the extension is for six months starting October 1, which is fiscal year 2022 but then the memo discusses an annual value, a six month value, and the fiscal impact and funding for current and subsequent fiscal years. Isn't it correct that there are no additional fiscal year monies necessary, right? Ms. Calkins replied no. Ms. Rodriguez asked if it's just the six months within fiscal 2022. Ms. Calkins replied she was correct. Chairman Friel asked if there were any additional questions. There was no reply.

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CONSENT AGENDA (con't)

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

recommend to the Chief Executive Officer: (1) reject the RFP responses due to the deficient space needed to successfully operate a CRDC; and (2) authorize Staff to revise the RFP Documents and to re-solicit this RFP; and

recommend to the Chief Executive Officer: (1) approve Amendment No. 3, Six-Month Contract Extension for Purchasing Contract 02-17, Wood Furniture Refurbishment and Repair Services, with A&A Unlimited Design, Inc.; (2) authorize funding in a not-to-exceed amount of \$36,051.85 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.

RECOMMENDATION TO AWARD INVITATION FOR BID (IFB) 05-22, LANDSIDE TERMINAL LANDSCAPE MAINTENANCE AND IRRIGATION SERVICES TO AERO GROUNDTEK, LLC (AERO)

2. Mr. Gant presented the item.

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

On June 29, 2021, the following responses were received:

<u>Name of Respondent</u>	<u>Total Three (3) Year Bid Price</u>
Helping Hand Lawn Care, LLC	\$4,187,150*
AERO Groundtek, LLC	\$4,283,100**
Carol King Landscape Maintenance, Inc.	\$5,081,205

* The bid submitted by Helping Hand Lawn Care, LLC contained a mathematical error, which resulted in an understatement of their bid by \$108,750

** The bid submitted by AERO Groundtek, LLC contained a mathematical error, which resulted in an understatement of their bid by \$88,800.

The corrected prices are reflected in the above tabulation. The errors did not affect the ranking.

Bids were reviewed for responsiveness to the bid requirements and all but Helping Hand Lawn Care were determined to be responsive. It was determined by staff that Helping Hand Lawn Care did not provide an exclusive Onsite Manager or Landscape crew as required per the Bid requirements and therefore should be deemed non-responsive.

Ms. Musselwhite indicated that there were two speakers on this item.

The first speaker was Norman Ripper from Helping Hand Lawn Care. Mr. Ripper indicated his disappointment that they were not considered for the bid. He indicated that he had submitted the name of an onsite manager as requested in the IFB and while the response did not explicitly state that the on-site manager would be exclusive to the contract because that was not a required statement in the Invitation for Bid, it was intended that the on-site manager would be exclusive to this project. The on-site manager knows the Aviation Authority because he has overseen the existing contracts that Helping Hand Lawn Care has at the Aviation Authority. Mr. Ripper indicated he did not know why his company was disqualified. Mr. Ripper asked the committee to follow the specifications in the bid and reconsider including Helping Hand Lawn Care and award them the bid.

The next speaker was Maureen Henderson with Ground Effects. She indicated she had joined with Helping Hand Lawn Care, LLC in their bid and did not understand why they were disqualified. She asked the committee to reconsider the staff's recommendation.

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After discussion regarding whether Helping Hand Lawn Care, LLC had correctly submitted the required name of an onsite manager, a motion was made by Ms. Rodriguez, seconded by Ms. Jaramillo, and vote carried to find Helping Hand Lawn Care, LLC responsive and responsible and award Invitation for Bid (IFB) 05-22, Landside Terminal Landscape Maintenance and Irrigation Services to Helping Hand Lawn Care, LLC as the low responsive and responsible bidder.

ADJOURNMENT

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