

On **MARCH 14, 2022**, 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  
Brian Engle, Director of Customer Experience  
Victoria Jaramillo, Senior Director of Marketing

**Staff/Others present:** Diana Hershner, Senior Manager of Purchasing  
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. Thomas W. Draper at [tdraper@goaa.org](mailto:tdraper@goaa.org) with copy to [gail.musselwhite@goaa.org](mailto:gail.musselwhite@goaa.org) by Monday, March 21, 2022 - 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. Engle, second by Ms. Jaramillo, motion passed to accept the December 13, 2021 and February 14, 2022, minutes as written.

#### **CONSENT AGENDA**

2. 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.

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

A. approve the following be recommended to the Chief Executive Officer: (1) award Invitation for Bid 16-22, Wood Furniture Refurbishment and Repair Services to A & A Unlimited Design, Inc. as the low responsive and responsible bidder; (2) authorize funding from the Operations and Maintenance Fund in a not-to-exceed amount of \$201,840; and (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel.

B. approve that the following be recommended to the Chief Executive Officer: (1) award Purchasing Request for Written Quotation (RFQ) 93544-22, Purchase of one (1) John Deere 6130M Cab Tractor with a Boom Mower through the Utilization of the State of Florida Contract # 25101900-21-STC to Everglades Equipment Group as the low responsive and responsible respondent; (2) authorize funding from

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the OEA Capital Fund in the not-to-exceed amount of \$174,104.37 and (3) authorize the Purchasing Department to issue the necessary Purchase Order.

C. approve that the following be recommended to the Chief Executive Officer: (1) award On-Call Support Services and the Website Maintenance Onsite Support Services through the Utilization of the GSA Contract#: GS-35F-0445Y with EPIC Engineering & Consulting Group, LLC (EPIC); (2) authorize funding from the Operations and Maintenance Fund in a not-to-exceed amount of \$143,797.04; and (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel..

D. approve that the following be recommended to the Chief Executive Officer: (1) award Purchasing Invitation for Bid (IFB) 93363-22 HVAC Filters and Filter Media Supplies with Florence Filter Corp.; (2) Authorize funding from the Operations and Maintenance Fund in a not-to-exceed amount of \$181,736.74; and (3) authorize the Purchasing Department to issue the necessary Blanket Purchase Agreement.

E. approve that the following be recommended to the Chief Executive Officer: (1) award Purchasing Invitation for Bid (IFB) 93472-22 Miscellaneous Baldor Motors with A&A Electric Motors & Pumps Sales & Service; (2) authorize funding from the previously-approved Operations and Maintenance Fund in a not-to-exceed amount of \$119,040.00; and (3) authorize the Purchasing Department to issue the Blanket Purchase Agreement.

F. approve that the following be recommended to the Chief Executive Officer: (1) Award Temporary staffing services for the Finance department through the utilization of the HGACBuy Interlocal Contract for Cooperative Purchasing ILC No: ILC21-11483, to Robert Half International Inc.; (2) authorize funding from the Operations and Maintenance Account Code listed in the not-to-exceed amount of \$80,000 and (3) authorize the Purchasing Department to issue the necessary Purchase Order.

G. approve that the following be recommended to the Chief Executive Officer: (1) Award a Single Source Procurement for Purchasing Contract SG-0175, for Airport Operational Readiness Activation and Transition (ORAT) Software and Subscription Support to Citiri, Inc.; (2) authorize funding for the initial term of four months in a not-to-exceed amount of \$197,586.00 from the Operation 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 APPROVE AMENDMENT NO. 3, SECOND RENEWAL OPTION FOR PURCHASING CONTRACT 07-18, TRADEPORT DRIVE LANDSCAPE MAINTENANCE AND IRRIGATION SERVICES WITH HELPING HAND LAWN CARE LLC**

3. Ms. Hershner presented this item.

This contract requires Helping Hand to furnish all labor, supervision, materials (including any replacement plant material required), supplies, tools, equipment, licenses, permits, chemicals, fertilizer, mulch, and all other items necessary or proper for, or incidental to, performing exterior landscape maintenance and irrigation services located along Tradeport Drive and surrounding areas at the Orlando International Airport ("OIA") in accordance with the Contract Documents.

The initial term of the Contract was for thirty-six (36) months, which commenced on July 25, 2018, with the Aviation Authority having options to renew the Contract for two (2) additional periods of one (1) year each. The first renewal Option is due to expire on July 24, 2022.

The Second Renewal Option will be in effect from July 25, 2022 through July 4, 2023. The annual value for the Second Renewal Option is for a total not-to-exceed amount of \$382,716.20 which includes a 6.5% CPI rate increase as allowed by the Contract. 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.

It was respectfully requested that the Concessions/Procurement Committee approve the following be recommended to the Aviation Authority Board: (1) approve Amendment No. 3, Second Renewal Option for Purchasing Contract 07-18, Tradeport Drive Landscape Maintenance and Irrigation Services with Helping

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Hand Lawn Care, LLC; (2) authorize funding from the Operations and Maintenance Fund in the not-to-exceed amount of \$382,716.20 and (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel.

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

**RECOMMENDATION TO APPROVE AMENDMENT NO. 2, CONTRACT ADJUSTMENT AND APPROVAL FOR YEAR TWO FUNDING FOR PURCHASING CONTRACT 01-21, ELEVATORS, ESCALATORS AND MOVING SIDEWALKS MAINTENANCE AND REPAIR SERVICES WITH SCHINDLER ELEVATOR CORPORATION ("SCHINDLER")**

4. Ms. Hershner presented this item.

The Contract requires Schindler to furnish all labor, supervision, materials, repair parts, supplies, tools, diagnostic equipment, manuals, schematics, and services necessary or proper for, or incidental to, performing twenty-four (24) hours per day, seven (7) days per week, on-site maintenance and repair services for elevators, escalators and moving sidewalks located at the Orlando International Airports. Schindler shall provide and maintain an on-site inventory of spare parts and shall perform or assist with the A17 Safety Code testing/witnessing inspections in accordance with the testing schedule, and all other items necessary or proper for, or incidental to, performing Elevators, Escalators and Moving Sidewalks Maintenance and Repair Services at Orlando International Airport in accordance with the Contract Documents.

The initial term of the Contract is for forty-eight (48) months, which commenced on June 1, 2021, expiring May 31, 2025, with the Aviation Authority having the option to renew the Contract for three (3) additional periods of one (1) year each.

The annual value for Year Two Funding is based on published Producer Price Index (PPI) and National Elevator Industry, Inc. (N.E.I.I.) Mechanic Rate, in which increases or decreases are allowed by the Contract. The PPI applies to materials and parts; and the N.E.I.I. applies to labor costs. The PPI and N.E.I.I. are subject to a maximum of + or - 5% annually for this Contract.

The fiscal impact for the approval for the Year Two Funding, effective June 1, 2022 through May 31, 2023, is for a not-to-exceed amount of \$4,278,618.92 and is to be funded from the Operations and Maintenance Fund.

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, Contract Adjustment and Approval for the Year Two Funding for Purchasing Contract 01-21, Elevators, Escalators and Moving Sidewalks Maintenance and Repair Services with Schindler Elevator Corporation; (2) authorize funding from the Operations and Maintenance fund in the not-to-exceed amount of \$4,278,618.92; and (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel.

Discussion ensued.

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

**RECOMMENDATION TO APPROVE AMENDMENT NO. 2, SECOND RENEWAL OPTION FOR PURCHASING CONTRACT 05-18, AIRPORT RUNWAY AND TAXIWAY PAINTING SERVICES WITH HI-LITE AIRFIELD SERVICES, LLC. (HI-LITE)**

5. Ms. Hershner presented this item.

This Contract requires Hi-Lite to furnish all labor, supervision, materials, tools and equipment, cleaning solutions, degreasers, fuels, accessories, consumables and all other items necessary or proper for, or incidental to, performing airport runway and taxiway painting services, including paint removal, surface preparation, and repainting at the Orlando International Airport in accordance with the Contract Documents.

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The initial term of the contract was for thirty-six (36) months, which commenced on June 1, 2018, and expires on May 31, 2022, with the Aviation Authority having two (2) options to renew the contract for an additional period of one (1) year each.

The Second Renewal Option will be in effect from June 1, 2022 through May 31, 2023. The fiscal impact for the second renewal option is a not-to-exceed amount of \$1,245,602. Funding will be from the Operations and Maintenance Fund.

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 to Purchasing Contract 05-18, Airport Runway and Taxiway Painting Services with Hi-Lite Airfield Services, LLC.; (2) authorize funding in a not-to exceed amount of \$1,245,602.00 from the Operations and Maintenance Funds; and (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel.

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

**RECOMMENDATION TO APPROVE AMENDMENT NO. 1, FIRST RENEWAL OPTION FOR PURCHASING CONTRACT 15-19, SHUTTLE BUS MANAGEMENT SERVICES WITH SP PLUS TRANSPORTATION AN OPERATING DIVISION OF SP PLUS CORPORATION (SP PLUS)**

6. Ms. Hershner presented this item.

This contract requires SP Plus to furnish all labor, supervision, materials, supplies, equipment, tools, and all other items necessary or proper for, or incidental to, performing operation and management services for the Authority's shuttle busses used at Orlando International Airport in accordance with the Contract Documents.

The initial term of the contract was for thirty-six (36) months, which commenced on May 1, 2019, and expires on April 30, 2022, with the Aviation Authority having two (2) options to renew the contract for an additional period of one (1) year each.

The fiscal impact for the First Renewal Option, effective May 1, 2022 thru April 20, 2023, is a not-to-exceed amount of \$9,989,700.00. Funding will be from the Operations and Maintenance Fund.

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 to Purchasing Contract 15-19, Shuttle Bus Management Services with SP Plus Transportation an Operating Division of SP Plus Corporation; (2) authorize funding in a not-to exceed amount of \$9,989,700.00 from the Operations and Maintenance Funds; and (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel.

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

**RECOMMENDATION TO AWARD REQUEST FOR WRITTEN QUOTATION (RFQ) 93538-22, PURCHASE OF HEWLETT- PACKARD ENTERPRISE (HPE) NIMBLE ARRAY STORAGE HARDWARE, SOFTWARE, AND SUPPORT THROUGH THE UTILIZATION OF THE STATE OF FLORIDA ALTERNATE CONTRACT SOURCE #43211500-WSCA-15-ACS-E, TO HIGH PERFORMANCE TECHNOLOGIES, LLC.**

7. Ms. Hershner presented this item.

Approval of this request will be for the purchase of one (1) HPE Nimble Storage Array hardware, software, and support of the Information Technology centralized storage system located at the Orlando International Airport under the Government Contract/Annual/Multi-year Contract Procurement Request for the value of \$259,900.00. The HPE Nimble Array Storage hardware, software, and support purchase is necessary to meet the Aviation Authority's data storage requirements.

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HPE Nimble Storage Array hardware, software, and support are offered under the State of Florida Alternate Contract Source #43211500-WSCA-15-ACS-E, entitled, "Computer, Equipment, Peripherals, and Services".

It is respectfully requested that the Concessions/Procurement Committee approve that the following be recommended to the Aviation Authority Board: (1) award Request for Written Quotation (RFQ) 93538-22, Purchase of Hewlett- Packard Enterprise (HPE) Nimble Array Storage hardware, software, and support through the Utilization of the State of Florida Alternate Contract Source #43211500-WSCA-15-ACS-E, to High Performance Technologies, LLC; (2) authorize funding from the Capital Expenditure Fund in a not-to-exceed amount of \$259,900.00; and (3) authorize the Purchasing Department to issue the necessary Purchase Order.

Discussion ensued.

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

**ADJOURNMENT**

8. Chairman Friel asked if there was further business to discuss before the Committee. Having no further business to discuss, he adjourned the meeting at 1:54 p.m.



Gail Musselwhite  
Recording Secretary



Brad Friel  
Chairman