

On **MAY 24, 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 2:00p.m. The meeting was posted in accordance with Florida Statutes and a quorum was present.

**Committee members present:** Bradley Friel, Chairman  
Yovannie Rodriguez, Vice Chairman  
Tom Draper, Chief of Operations  
Brian Engle, Director of Customer Experience

**Staff/Others present:** Luis Aviles, Purchasing Manager  
Jill Overstreet, Risk Management  
Vaughn Henderson, Finance  
Jo Thacker, Nelson Mullins, Legal Counsel  
Gail Musselwhite, Recording Secretary

*Chairman Friel began by announcing 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, to the Chief Executive Officer, Mr. Kevin J. Thibault, via email at [kevin.thibault@goaa.org](mailto:kevin.thibault@goaa.org) with copy to [gail.musselwhite@goaa.org](mailto:gail.musselwhite@goaa.org) by Wednesday, June 1, 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. Draper, second by Vice-Chair Rodriguez, motion passed to accept the March 28, 2022, April 11, 2022 and April 25, 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 Mr. Draper, second by Mr. Engle, vote carried to approve the following Consent Agenda items:

A. approve that the following be recommended to the Chief Executive Officer: (1) award Purchasing RFQ 93657-22, Purchase of three (3) 2022 Ford Ranger XLT Crew Cab 4x4, R4F through the Utilization of the Florida Sheriffs Association Contract # FSA20-VEL.28.0 to Garber Ford, Inc.; (2) authorize funding from the OIA Capital Fund in the not-to-exceed amount of \$112,008 and (3) authorize the Purchasing Department to issue the necessary Purchase Order.

B. approve the following be recommended to the Chief Executive Officer: (1) approve Amendment No. 5, six (6) month extension for Purchasing Contract 18-17, Train Station Landscape Maintenance and Irrigation Services with Helping Hand Lawn Care, LLC.,(2) authorize funding from the Operations and Maintenance Fund in the not-to-exceed amount of \$122,394.93 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 REVIEW/RANK/AWARD REQUEST FOR PROPOSAL (RFP) 12-22. SOUTH TERMINAL JANITORIAL MAINTENANCE**

3. This item was presented by Mr. Aviles.

The term of the Contract is for thirty-six (36) months with the initial service to commence on or about October 1, 2022, and with the Aviation Authority having options to renew the Contract for two (2) additional periods of one (1) year each.

This Contract award will be for the Contractor to provide all labor, supervision, management oversight, training, materials, equipment, tools, submissions, reports, consumables, uniforms, janitorial cleaning supplies (except hand soap, trash liners and baling wire), paper products (except paper towels and toilet tissue), trash can inserts, fuel, oil, lubricants, and all other items with no markup necessary or proper for, or incidental to, performing janitorial maintenance of the terminal areas identified in the attached Janitorial Cleaning Sheets (exhibits), located at the Orlando International Airport ("OIA") Terminal C, in accordance with the Contract Documents.

On January 10, 2022, the Aviation Authority issued Purchasing Request for Proposal P12-22, South Terminal Janitorial Maintenance. A total of 479 potential vendors were notified via email of which 31 vendors viewed and downloaded the solicitation. On April 14, 2022, the following six (6) responses were received:

**Name of Respondent**

1. ABM Aviation Incorporated
2. Flagship Airport Services Incorporated
3. JCM Commercial Business Solutions LLC
4. Owens Realty Services
5. United Maintenance Company, Incorporated
6. Sunshine Cleaning Systems, Inc.

Staff reviewed the submittals provided from five (5) Respondents. Sunshine Cleaning Systems, Inc. submitted a "No Proposal Response".

The fiscal impact for this agreement will be based on pricing from the first ranked Proposer. Staff will present the agreement terms to the Aviation Authority Board for consideration.

It was respectfully requested that the Concessions/Procurement Committee: (1) resolve to: (a) rank the Proposers, or (b) if necessary, invite the Proposers for interviews and ranking at a later meeting; (2) if the Committee moves to rank the Proposers, request the Aviation Authority Board approval of the ranking along with authorization to award to the first-ranked firm in accordance with the Aviation Authority's policy; and (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the appropriate documentation following satisfactory review by legal counsel.

There was one speaker on this item:

Camillo Simms from ABM

Evaluation of the proposals and discussion ensued.

Upon motion by Vice-Chair Rodriguez, second by Mr. Engle, vote carried to shortlist and invite for interviews on June 9, 2022 at 2pm, ABM Aviation Inc., Flagship Airport Services Inc. and JCM Commercial Business Solutions, LLC.

**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 3:51pm.



Gail Musselwhite  
Recording Secretary



Brad Friel  
Chairman