

On September 12, 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. Vice-Chairwoman Rodriguez called the meeting to order at 1:30p.m. The meeting was posted in accordance with Florida Statutes and a quorum was present.

**Committee members present:** Yovannie Rodriguez, Vice-Chairwoman  
Tom Draper, Chief of Operations  
Brian Engle, Director, Customer Experience  
Victoria Jaramillo, Senior Director, Marketing

**Staff/Others present:** Celia Dorn, Nelson Mullins, Legal Counsel  
Gail Musselwhite, Recording Secretary

*Vice-Chairwoman Rodriguez 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 Monday, September 19, 2022 - no later than 4:00pm*

*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.*

*Those who would like to speak on any of the items on the agenda today, please fill out a speaker card that is available at the sign-in table or with Ms. Musselwhite, Recording Secretary.*

Before proceeding to business, Ms. Dorn 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 Ms. Jaramillo, motion passed to accept the August 8, 2022 minutes as written.

#### **CONSENT AGENDA**

2. Vice-Chairwoman Rodriguez 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. Vice-Chairwoman Rodriguez then asked if any Committee member had questions or wished to pull the item for discussion.

After discussion between the Committee members and 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 Invitation For Bids (IFB) 93651-22, HP Cartridges for CUTE to CVR Computer Supplies; (2) deem vPrime Tech, Inc. non-responsive, (3) authorize funding from the Operations and Maintenance Fund in the not-to-exceed amount of \$129,725; (4) and authorize the Purchasing Office to issue the necessary Blanket Purchase Agreement.

B. approve that the following be recommended to the Chief Executive Officer: (1) Award a Sole Source Procurement for Baggage Handling System Automated Tag Readers Upgrade to Sick, Inc.; (2) authorize funding from the previously approved Capital Expenditure Fund in the not-to-exceed amount of \$248,725; and (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute an agreement following satisfactory review by legal counsel.

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C. approve that the following be recommended to the Chief Executive Officer: (1) extend temporary staffing services for Engagement No. 01 with Robert Half International Inc. for the Finance Department through the Utilization of the HGACBuy Interlocal Contract for Cooperative Purchasing ILC No: ILC21-11483; (2) authorize funding from the Operations and Maintenance Fund in the not-to-exceed amount of \$45,000; 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 THE PURCHASE OF SIXTEEN VEHICLES THROUGH THE UTILIZATION OF THE STATE OF FLORIDA CONTRACT # 25100000-22-SRCWL-ACS WITH ALAN JAY AUTOMOTIVE NETWORK**

3. This item was presented by Tom O'Day, Maintenance.

Approval of this request will result in the purchase of:

Two (2) 2023 Ford F-150 XL, 4WD, Super Crew, 5.5' Box replacements for ARFF (Training) \$118,598;  
Two (2) 2023 Ford Explorer, 4WD, 4dr Base, K8B replacements for AARF/IT \$83,304;  
Four (4) 2023 Ford Transit Connect Van replacements for Maintenance/IT \$133,246 and  
Four (4) New / Four (4) Replacement 2023 Ford F-150 XL, 4WD, Super Crew, 5.5' Box replacements for K9 units \$456,344.

The purchase of the vehicles are offered through the State of Florida Contract #25100000-22-SRCWL-ACS, entitled, "Motor Vehicles".

The purchase of these vehicles will add four (4) new vehicles and will replace twelve (12) existing vehicles that have reached the end of their useful life, and will be scheduled for auction after receipt of the new vehicles.

Alan Jay Automotive Network quotations in the total amount of \$791,492 is to be funded from the Capital Expenditure Fund.

It was respectfully requested that the Concessions/Procurement Committee approve that the following be recommended to the Aviation Authority Board: (1) award the Purchase of Sixteen (16) Vehicles, pursuant to the State of Florida Contract #25100000-22-SRCWL-ACS, to Alan Jay Automotive Network at the cost of \$791,492; (2) authorize funding from the approved Capital Expenditure Fund; and (3) authorize the Purchasing Department to issue the necessary Purchase Order(s).

No speakers on this item.

Discussion ensued.

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

**RECOMMENDATION TO APPROVE AMENDMENT NO. 5, INCREASE IN VALUE AND EXTENSION OF TERM FOR PURCHASING AGREEMENT PS-542, FINANCIAL CONSULTING SERVICES WITH LINDA GEORGE, CPA**

4. This item was presented by LuAnn Fisher, Finance.

The initial term of the Agreement with Linda George, CPA (Linda George) was for thirty-six (36) months, effective January 2, 2018, and expired January 1, 2021, with the Aviation Authority having two (2) options to renew the Agreement for an additional period of one (1) year each, upon mutual agreement. The second renewal option is due to expire on January 1, 2023.

The fiscal impact for the increase in value and extension is a not-to-exceed amount of \$98,820 with funding 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. 5, Increase in Value and Extension of Term for Purchasing Agreement PS-542, Financial Consulting Services with Linda George,

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CPA; (2) authorize funding from the Operations and Maintenance Fund in the not-to-exceed amount of \$98,820; (3) extend the term of the agreement through January 31, 2023; and (4) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel.

No speakers on this item.

Discussion ensued.

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

**RECOMMENDATION TO APPROVE AMENDMENT NO. 2, SECOND RENEWAL OPTION, FOR PURCHASING CONTRACT 02-19, HOLIDAY DECORATION SERVICES, WITH DK DESIGN DANKEN INC. (FORMERLY KNOWN AS D & K DESIGN LLC,) D/B/A DANKEN**

5. This item was presented by Daisily Pagan, Maintenance.

The initial term of the contract was for thirty-six (36) months, which commenced on February 1, 2019, expiring January 31, 2022, 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 January 31, 2023.

This Contract requires 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.

The fiscal impact for the Second Renewal Option is a not-to-exceed amount of \$253,228.50. 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, for Purchasing Contract 02-19, Holiday Decoration Services, with DK Design Danken Inc. (formerly known as 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.

No speakers on this item.

Discussion ensued.

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

**RECOMMENDATION TO APPROVE AMENDMENT NO. 2, SECOND RENEWAL OPTION FOR PURCHASING CONTRACT 01-19, RATTAN/WICKER CHAIR REPAIR SERVICES WITH NEW IMAGE UPHOLSTERY, INC.**

6. This item was presented by Daisily Pagan, Maintenance

The initial term of the Contract is for thirty-six (36) months, effective January 1, 2019, expired December 31, 2021, 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 December 31, 2022.

This Contract requires New Image Upholstery, Inc. to furnish all labor, supervision, transportation, tools, equipment, incidentals and procedures necessary to provide rattan/wicker chair repair, new rattan/wicker chair covers, including the cleaning or re-upholstering of damaged or worn chairs, and such other rattan/wicker chair repairs and all other items necessary or proper for, or incidental to, performing rattan/wicker chair repair services at the Orlando International Airport and Orlando Executive Airport in accordance with the Contract Documents.

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The fiscal impact for the second renewal option is a not-to-exceed amount of \$98,320. 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 Bid 01-19, Rattan/Wicker Chair Repair Services, with New Image Upholstery, Inc.; (2) authorize funding in a not-to exceed amount of \$98,320 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.

No speakers on this item.

Discussion ensued.

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

**RECOMMENDATION TO AWARD PURCHASING INVITATION FOR BIDS (IFB) 93705-22,  
JANITORIAL SUPPLIES TO MULTIPLE SUPPLIERS**

7. This item was presented by Nina Gilbert, Maintenance.

The award of this IFB will result in six (6) Blanket Purchase Agreements (BPAs) for various janitorial supplies, provided on an "as-needed" basis, for a twelve-month period. The IFB listed a total of seventeen (17) separate items, each with estimated quantities for a 12-month period. The IFB required that the unit prices submitted include all costs associated with delivery to the Aviation Authority's Material Control Warehouse.

On June 29, 2022, the Aviation Authority received fifteen (15) responses to IFB 93705-22. This solicitation was (1) advertised in the Orlando Sentinel on June 2, 2022; and (2) posted to the Aviation Authority's website via Merzell Source-To-Contract. A total of 290 email notifications were sent via Merzell Source-To-Contract.

- The Respondents to this IFB were (in alphabetical order):
- All Florida Paper
- B&R Supply, Inc.
- Central Poly-Bag Corp.
- Gem Supply Company
- HD Supply Facilities Maintenance, LTD
- Healthy School Supply, LLC
- Imperial Dade
- Interboro Packaging Corp.
- Lawson Products, LLC
- Remote Clinic RX, LLC
- Southeastern Paper Group
- Unipak Corp.
- Veritiv Operating Corp.
- WB Mason Co. Inc.
- Zep Sales and Service

The combined amount bid by the six (6) low, responsive and responsible Bidders, by Line Item with Contingency, is \$4,482,500.74, and will 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) award Purchasing Invitation for Bids (IFB) 93705-22, Janitorial Supplies – Award by Bidder, to All Florida Paper for \$3,325,626.14, Central Poly-Bag Corp. for \$950,705, Gem Supply Company for \$31,815.90, Imperial Dade for \$131,170.15, Veritiv Operating Company for \$16,733.55, and Zep Sales and Services for \$26,450, for a total not-to-exceed combined

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value of \$4,482,500.74; (2) deem Lawson Product, LLC non-responsive, (3) authorize funding from the Operations and Maintenance Fund; (4) authorize Staff to contact the next ranked firm for items should products not be available, allowing for the allocation of funds among the Bidders as required to meet inventory requirements; (5) in case of Manufacturer's company wide price increase, allow for unit price adjustments with Manufacturer's price increase letter, to the extent of the Manufacturer's increase, or move to the next ranked firm whichever is more advantageous to the Aviation Authority, (6), authorize the Purchasing Department to extend the term of the resulting BPA's if funds remain available at the end of the original BPA period, and (7) authorize the Purchasing Department to issue the necessary Blanket Purchase Agreements.

No speakers on this item.

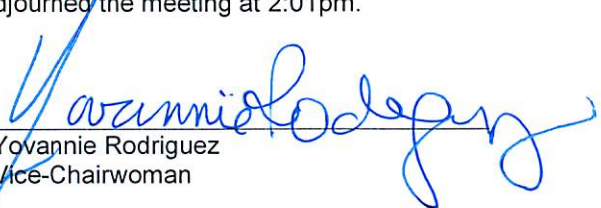
Discussion ensued.

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

**ADJOURNMENT**

8. Vice-Chairwoman Rodriguez asked if there was further business to discuss before the Committee. Having no further business to discuss, she adjourned the meeting at 2:01pm.

  
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Elliot Martinez  
Recording Secretary

  
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Yovannie Rodriguez  
Vice-Chairwoman