

On **SEPTEMBER 26, 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 1:31p.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
Brian Engle, Director, Customer Experience
Victoria Jaramillo, Senior Director, Marketing

Staff/Others present: 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 with copy to gail.musselwhite@goaa.org by 4:00pm, Monday, October 3, 2022.

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. 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 item. 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.

After discussion between the Committee members and upon motion by Mr. Engle, second by Ms. Jaramillo, vote carried to approve the following Consent Agenda item:

A. approve that the following be recommended to the Chief Executive Officer: (1) approve Amendment No. 2, Second Renewal Option, for Purchasing Contract 13-19, Upholstery Services for Passenger Style Flyaway Seating, with New Image Upholstery Inc.; (2) authorize funding in the not-to-exceed amount of \$114,850 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 REQUEST FOR QUOTATION (RFQ) 23-152-OEC FOR THE PROCUREMENT OF HPE STORAGE EXPANSION HARDWARE, INSTALLATION, AND MAINTENANCE SUPPORT SERVICES, UTILIZING THE STATE OF FLORIDA CONTRACT# 43211500-WSCA-15-ACS TO HIGH PERFORMANCE TECHNOLOGIES, LLC

2. This item was presented by Paul Haust, IT.

Approval of this request will result in the purchase of HPE Storage Expansion Hardware, Installation, and Maintenance Support Services for the Aviation Authority. This purchase will upgrade the Aviation Authority's existing HPE Nimble Storage Arrays by expanding our current Storage capacity to support migration of end of life storage arrays and to keep pace with the Aviation Authority's growing storage needs. The funds

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allocated for this project have been previously approved through the Aviation Authority budgeting process for our Systems/Server Storage Expansion Program and are currently available within the IT Budget.

On August 31, 2022, the Aviation Authority issued RFQ# 23-152-OEC for the procurement of HPE Storage Expansion Hardware, Installation, and Maintenance Support Services to five (5) authorized resellers listed in the State of Florida Contract# 43211500-WSCA-15-ACS, SourceWell Contract #081419-CDW-G and SourceWell Contract #081419-SHI. On September 8, 2022, the Aviation Authority received one (1) quote:

<u>Firm</u>	<u>Total Quote</u>
High Performance Technologies, LLC (HPT)	\$374,362

Staff's review of the quote found that High Performance Technologies, LLC is responsive and responsible to the RFQ requirements.

High Performance Technologies, LLC's (HPT) quote is for a not-to-exceed amount of \$374,362. Funding is from the previously approved 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 Request for Quotation (RFQ) 23-152-OEC for the procurement of HPE Storage Expansion Hardware, Installation, and Maintenance Support Services, utilizing the State of Florida Contract# 43211500-WSCA-15-ACS to High Performance Technologies, LLC; (2) authorize funding from the Capital Expenditure Fund in a not-to-exceed amount of \$374,362; and (3) authorize the Purchasing Department to issue the necessary Purchase Order.

No speakers on this item.

Discussion ensued.

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

RECOMMENDATION FOR TEMPORARY STAFFING SERVICES FOR ENGAGEMENT NO. 03 WITH ROBERT HALF INTERNATIONAL INC. FOR THE FINANCE DEPARTMENT THROUGH THE UTILIZATION OF THE HGACBUY INTERLOCAL CONTRACT FOR COOPERATIVE PURCHASING ILC NO: ILC21-11483

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

Robert Half International Inc. (Robert Half) is a professional staffing firm that specializes in Finance and Accounting professionals. The level of experience required of the candidates offered by Robert Half has not been found in other temporary staffing agencies to meet the technical experience required by the Aviation Authority's Finance Department. The Aviation Authority currently utilizes the HGACBuy Interlocal Contract for Cooperative Purchasing ILC No: ILC21-11483 (HGACBuy Interlocal Contract) for services with Robert Half.

The Finance Department is currently in the process of filling 8 vacancies within the department. During the hiring process, and until the department can get back to pre-pandemic staffing levels, the need to utilize temporary staff to assist with large projects and day-to-day workload may be necessary. Staff is requesting approval for a new engagement (Engagement No. 03) with Robert Half for a temporary staff member to assist the Finance Department with year-end financial closeout activities and the Annual Comprehensive Financial Report. Services are requested for a six (6) month period starting on or about October 20, 2022.

Temporary staffing services under Engagement No. 03 provided by Robert Half in the amount of \$57,460 are 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) authorize temporary staffing services for Engagement No. 03 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 services for a term of six (6) months beginning on or about October 20, 2022, (3) authorize funding from the Operations and

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Maintenance Fund in the not-to-exceed amount of \$57,460; 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 Ms. Jaramillo, second by Vice-Chair Rodriguez, vote carried to approve staff's recommendation.

RECOMMENDATION TO APPROVE AMENDMENT NO. 1, FIRST RENEWAL OPTION, FOR PURCHASING CONTRACT 14-20, ELECTRICAL & RELAMPING SERVICES, WITH M&M ELECTRIC OF CENTRAL FLORIDA INC.

4. This item was presented by Rick Schulz, Maintenance.

The initial term of the contract was for thirty-six (36) months, which commenced on July 1, 2020, expiring June 30, 2023, with the Aviation Authority having options to renew the contract for two (2) additional periods of one (1) year each. The initial term of the contract is due to expire on June 30, 2023.

This contract requires M&M Electric of Central Florida Inc. to provide all labor, supervision, tools, materials, equipment, subcontractors, accessories and all other items necessary or proper for, or incidental to, performing electrical and relamping services on an as needed basis.

First Renewal Option: July 1, 2023, through June 30, 2024

Pricing is based on: (1) hourly rate for standard and non-standard hours for journeyman electrician/on-site supervisor, mechanic electrician, and electrician helper; and (2) parts, materials, subcontractors, rentals, and components purchased for Electrical and Relamping Services. The annual value for the first renewal option is a total not-to-exceed amount of \$689,030, with no hourly labor rate or markup increases for the first renewal option. The amount paid to the Contractor is based on the work requested, performed, and approved by the Aviation Authority.

The fiscal impact for the First Renewal Option is a not-to-exceed amount of \$689,030. 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, for Purchasing Contract 14-20, Electrical & Relamping Services, with M&M Electric of Central Florida Inc.; (2) authorize funding in the not-to-exceed amount of \$689,030 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.

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

RECOMMENDATION TO AWARD INVITATION FOR BID (IFB) 23-104, WOVEN LEVEL LOOP AND CUT AND LOOP CARPET WITH BLOOMSBURG CARPET INDUSTRIES, INC. (BLOOMSBURG)

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

The term of the Contract is for thirty-six (36) months with initial service to commence on or about December 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 will be to manufacture, furnish, sell, and deliver to the Aviation Authority various patterns of custom-made woven level loop and cut and loop carpet and all other items necessary or proper for, or incidental to, providing custom made woven level loop and cut and loop carpet to the areas throughout the Terminals at Orlando International Airport ("OIA") in accordance with the Contract Documents.

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On August 7, 2022, the Aviation Authority issued IFB 23-104 for Woven Level Loop and Cut and Loop Carpet. The Aviation Authority notified 73 Suppliers through Merrell Source-to-Contract of the solicitation opportunity. Four (4) Suppliers downloaded the solicitations documents.

On September 7, 2022, One (1) Bid was received:

Firm	Three Year Bid Price
Bloomsburg Carpet Industries, Inc.	\$2,115,550

The Bid was reviewed for compliance with the submission requirements and it was determined that Bloomsburg was deemed responsive.

References for Bloomsburg were checked and based thereon were determined to be responsible.

Bloomsburg's Bid in the amount of \$2,115,550 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 Invitation for Bid (IFB) 23-104, Woven Level Loop and Cut and Loop Carpet with Bloomsburg Carpet Industries, Inc. as the responsive and responsible bidder; (2) authorize funding from the Capital Expenditure Fund in a not-to-exceed amount of \$2,115,550; 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 Ms. Jaramillo, second by Chairman Friel, vote carried to approve staff's recommendation.

RECOMMENDATION TO APPROVE AMENDMENT NO. 2, CONTRACT ADJUSTMENT FOR PURCHASING CONTRACT 18-18, VEHICLE AND EQUIPMENT MAINTENANCE SERVICES WITH FIRST VEHICLE SERVICES, INC. (FVS)

6. This item was presented by Thomas O'Day, Maintenance.

The initial term of the Contract was for thirty-six (36) months, commencing on September 1, 2018, with the Aviation Authority having options to renew the Contract for one (1) additional period of three (3) years. The first renewal option is due to expire August 31, 2024.

This Contract requires FVS to furnish all labor, supervision, materials and supplies, equipment, uniforms and all other items necessary or proper for, or incidental to, performing vehicle and equipment maintenance services at the Orlando International Airport (OIA) and Orlando Executive Airport (OEA) in accordance with the contract documents.

Contract Adjustment – Due to the size and age of the Aviation Authority's fleet, Staff is requesting to increase the mechanics from nine (9) to eleven (11), an increase of two (2) mechanics. This request would also replace the vacant Service Writer position with a Shop Supervisor. The Shop Supervisor will provide technical management of fleet maintenance and support activities including planning, staffing, monitoring and analyzing maintenance requirements, schedules and contract compliance.

FVS provides OIA and OEA vehicle and equipment maintenance based on a monthly fee for maintenance and repair services and hourly price per mechanic for additional work during non-standard hours.

The amount paid to the Contractor is based on actual work requested, performed, and approved by the Aviation Authority, based on the monthly unit prices and hourly rates for the mechanics.

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The fiscal impact for the contract adjustment is a not-to-exceed amount of \$510,467.25 with funding from the Operations and Maintenance Fund.

It was respectfully requested that the Concessions/Procurement Committee approve the following be recommended to the Aviation Authority Board: (1) approve Amendment No. 2, Contract Adjustment for Purchasing Contract 18-18, Vehicle and Equipment Maintenance Services with First Vehicle Services, Inc.; (2) authorize funding from the Operations and Maintenance Fund in the not-to-exceed amount of \$510,467.25; 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.

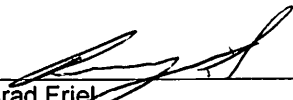
Upon motion by Mr. Engle, second by Vice-Chair Rodriguez vote carried to approve staff's recommendation.

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 2:00pm.



Elliot Martinez
Recording Secretary



Brad Friel
Chairman