

On **NOVEMBER 18, 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 1:00 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-Chairman
Victoria Jaramillo, Senior Director, Marketing

Staff/Others present: Jo Thacker, Nelson Mullins, Legal Counsel
Elliot Martinez, 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 elliott.martinez@goaa.org by Monday, November 29, 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 **Mr. Elliot Martinez**, 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.

MINUTES

1. Upon motion by Ms. Jaramillo, second by Vice-Chair Rodriguez, motion passed to accept the August 29, 2022 and October 24, 2022 minutes as written.

CONSENT AGENDA

2. Chairman Friel asked if anyone in the audience would like to speak regarding the Consent Agenda item. Mr. Martinez confirmed he 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 Vice-Chair Rodriguez, second by Ms. Jaramillo, vote carried to approve the following Consent Agenda items:

A. Approve that the following be recommended to the Aviation Authority Board: 1) approve Amendment No. 3, Second Renewal Option, for Purchasing Contract, 07-19 Dock Leveler Preventative Maintenance and Repair Services with Miner Ltd.; 2) authorize funding in a not-to-exceed amount of \$140,935.00 from the Operations and Maintenance Fund; and; 3) authorize an 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) approve Amendment No. 1, Contract Adjustment to Purchasing Contract 19-20, Customer Service Ambassadors at Orlando International Airport with Real Time Services d/b/a Top Talent Staffing; 2) authorize funding from the Operations and Maintenance Fund in the not-to-exceed amount of \$79,320; and 3) authorize an Aviation Authority officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel.

C. Approve that the following be recommended to the Chief Executive Officer: 1) approve Amendment No. 1, Increase in Value of Purchasing Contract 19-22, Vehicle Towing and Storage Services with Able Towing & Roadside, LLC; 2) authorize funding from the Operations and Maintenance Fund in the not-to-exceed amount of \$242,960; 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/accept that the following be recommended to the Chief Executive Officer: 1) award Purchasing Agreement 23- 276-EX for advertising services with Florida Citrus Sports Events, Inc., 2) authorize funding from the Operations and Maintenance Fund in a not-to-exceed amount of \$125,000; 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) 93777-22, HVAC RIGID FILTERS

3. This item was presented by Jeff Daniels, Maintenance.

The award will result in a Blanket Purchase Agreement for a total of nineteen (19) different HVAC Rigid filters that will be provided on an "as-needed" basis, over a twenty-four (24) month period effective upon Board approval through November 30, 2024. The actual amount spent will be based upon the quantities ordered at the agreed upon Unit Prices. This award will replace prior Blanket Purchase Agreement 93533, which expired June 30, 2022.

The listed items consisted of Type 1, Type 2, Type 13 and Type 11 Rigid filters. It was required that the unit prices include all costs associated with the delivery of the items to the Aviation Authority's Material Control Warehouse.

On August 31, 2022, the Aviation Authority issued Purchasing Invitation for Bid (IFB) 93777-22, HVAC RIGID FILTERS. A total of 173 notifications were sent out, of which five (5) vendors viewed, and downloaded the solicitation. On October 17, 2022, the Aviation Authority received one (1) response to IFB 93777-22 as listed below:

<u>Firm</u>	<u>Total Quote</u>
Andrews Filter & Supply Corp.	\$2,409,071.50

Pricing is based on Unit Prices for HVAC RIGID FILTERS as described on the Bid Price form. The actual amount paid to the Contractor is based on an as-needed basis as requested and approved by the Aviation Authority.

Andrews Filter & Supply Corp bid in the amount of \$2,409,071.50 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) award Purchasing Invitation for Bid (IFB) 93777-22 HVAC Rigid Filters Supplies with Andrews Filter & Supply Corp.; 2) authorize funding from the Operations and Maintenance Fund in a not-to-exceed amount of \$2,409,071.50; and 3) authorize the Purchasing Department to issue the necessary Blanket Purchase Agreement.

No speakers on this item.

Discussion ensued.

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

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 1:41 pm.



Elliot Martinez
Recording Secretary



Brad Friel
Chairman