

On **NOVEMBER 28, 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  
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](mailto:kevin.thibault@goaa.org) with copy to [elliott.martinez@goaa.org](mailto:elliott.martinez@goaa.org) by Tuesday, December 5, 2022 - no later than 4:00pm*

*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.*

*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. Any Committee member expressed none.

**CONSENT AGENDA**

1. 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 item:

A. Approve that the following be recommended to the Chief Executive Officer: (1) award Supplemental Agreement 23-279-OEC, OpenGov eProcurement Platform Services through the utilization of State of Florida Contract No. 43220000-NASPO-19-ACS to Carahsoft, Inc.; (2) authorize funding from the Operations and Maintenance Fund in the not-to-exceed amount of \$239,392.19; 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 23-115-RFP BENEFITS CONSULTANTSERVICES**

2. This item was presented by Randolph Hudgins, PHR, Director, Human Resources.

The term of the Agreement will be for forty-two (42) months with the initial service to commence on or about April 1, 2023, and with the Aviation Authority having three (3) additional renewal option periods of one (1) year each.

This Agreement will provide employee benefit consulting services to assist the Aviation Authority and/or its representatives in all matters related to the design, implementation and management of the Aviation Authority's benefit plans.

The Proposer awarded the Agreement will be required to:

Provide estimates of renewal rates for benefit plans and services to assist with forecasting and budgeting. Apprise of local and national benefit trends, innovative ideas and recommend new products, designs, programs, and services. Present benchmarks, industry standards, and best practices.

Provide ongoing analysis of plan designs (including retiree coverages), cost containment strategies, available cost sharing alternatives, competitive position, and funding methods, including but not limited to self-funding.

Review and monitor contracts, plan documents and policies to ensure accuracy, completeness, and compliance with the law.

On September 18, 2022, the Aviation Authority issued a Request for Proposal for Benefits Consultant Services. The Aviation Authority notified 495 Suppliers through Merrell Source-to-Contract of the solicitation opportunity. On Tuesday, October 18, 2022, two proposals were received:

1. Alliant Insurance Services
2. MFB Financial, Inc., dba The Bailey Group Corporation

Award, if made, will be to the responsible and responsive Proposer submitting the Proposal, which is deemed by the Aviation Authority, in its sole discretion, to be the most advantageous to the Aviation Authority, price and other factors being considered.

The fiscal impact for this agreement will be negotiated with the first-ranked Proposer. Upon reaching an agreement, staff will present the final agreement terms to the Aviation Authority Board for consideration.

It was respectfully requested that the Concessions/Procurement Committee resolve to: (1) rank the Proposers or 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 negotiate with the first-ranked firm in accordance with the Aviation Authority's policy; and, (3) upon reaching an agreement with the successful Proposer, present the final negotiated terms to the Aviation Authority Board for consideration.

There were no speakers on this item.

Evaluation of the proposals and discussion ensued.

Upon motion by Vice-Chair Rodriguez, second by Ms. Jaramillo, vote carried to recommend that the Committee rank and award Alliant Insurance Services number one (1), and MFB Financial, Inc., dba The Bailey Group Corporation, two (2) with the caveat that if we do not enter into an agreement with Alliant Insurance Services that we have to negotiate with MFB Financial, Inc., dba The Bailey Group Corporation; we do not accept their fees as proposed.

The CPC recessed at 2:20 p.m., and reconvened at 2:26 p.m.

**RECOMMENDATION TO REVIEW/RANK/AWARD REQUEST FOR PROPOSAL 23-124-RFP  
OPERATION AND MANAGEMENT OF PARKING FACILITIES**

3. This item was presented by Eric McClung, Assistant Director, Airport Operations.

The term of the Agreement will be for sixty (60) months with the initial service to commence on or about February 1, 2023.

This Agreement will provide operation and management of parking facilities to assist the Aviation Authority and or its representatives in all matters related to the operation and management of the parking facilities.

The Proposer awarded the Agreement will be required to:

- Operate and manage first-class parking facilities with consistently high level of customer service.

- Hiring, supervising, and training all parking operations personnel in accordance to Federal, State, and City Requirements and Specifications, as well as Contractor's own training curriculum related to parking operations, customer service and safety.
- Develop and manage customer service enhancement programs.
- Provide the Aviation Authority with timely and accurate financial reporting.
- Minimize the need for the Aviation Authority to intervene in operational activities.
- Contribute and assist in developing initiatives to enhance parking Gross Receipts.
- Prevent loss of revenue and keep operating costs at appropriate levels.
- Provide revenue controls, quality control and audit functions.
- Analyze data and report trends.
- Prepare and provide the Aviation Authority detailed financial transaction, variance analysis and operational reports to be submitted on a schedule as approved by the Aviation Authority.
- Monitor Parking Revenue Control System status and report any deficiencies.
- Collect and deposit all parking fees into the Aviation Authority designated account(s).
- Provide passenger and motor vehicle assistance.
- Provide operation and supervision of the Computer Room, without exception, twenty-four (24) hours per day, seven (7) days per week, including holidays. The Computer room shall exercise control and monitoring of the PRCS, License Plate Inventory (LPI) records, and Automated Vehicle Identification (AVI) systems.
- Maintain a contract with a credit card clearinghouse approved by the Aviation Authority. Any change(s) in the clearinghouse agreement between the service provider and the Contractor must be approved by the Aviation Authority.
- Monitor credit card connectivity to the clearinghouse.
- Operate in compliance with Payment Card Industry (PCI) Data Security Standard (DSS) and perform required duties to maintain such compliance.
- Facilitate facility closures for routine maintenance, scheduled cleaning and repairs.

On September 26, 2022, the Aviation Authority issued a Request for Proposals for Operation and Management of Parking Facilities. The Aviation Authority notified 227 Suppliers through Merzell Source-to-Contract of the solicitation opportunity. On Monday, October 24, 2022, three proposals were received:

1. ABM Aviation, Inc.
2. LAZ Florida Parking, LLC
3. SP Plus Corporation

Award, if made, will be to the responsible and responsive Proposer submitting the Proposal, which is deemed by the Aviation Authority, in its sole discretion, to be the most advantageous to the Aviation Authority, price and other factors being considered.

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 resolve to: (1) rank the Proposers or 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 negotiate with the first-ranked firm in accordance with the Aviation Authority's policy; and, (3) upon reaching an agreement with the successful Proposer, present the final negotiated terms to the Aviation Authority Board for consideration.

There were no speakers on this item.

Evaluation of the proposals and discussion ensued.

Upon motion by Ms. Jaramillo, second by Vice-Chair Rodriguez, vote carried to schedule interviews with the top two (2): ABM Aviation, Inc. and SP Plus Airport Services.

**RECOMMENDATION TO EXERCISE THE SECOND AND FINAL RENEWAL OPTION OF PURCHASING CONTRACT 15-19, SHUTTLE BUS MANAGEMENT SERVICES AT ORLANDO INTERNATIONAL AIRPORT WITH SP PLUS CORPORATION**

4. This item was presented by Eric McClung, Assistant Director, Airport Operations.



The contract requires SP Plus Corporation to provide all labor, supervision, materials, supplies, tools and all other items necessary to perform shuttle bus management services at Orlando International Airport. The services provided include, but are not limited to: provide qualified drivers to operate shuttle buses for Airport employee and remote public parking lots, perform daily bus inspections, clean the buses, and provide supervisory oversight of such services. The buses are owned and maintained by the Aviation Authority.

On March 20, 2019, the Aviation Authority Board awarded Purchasing Contract 15-19 to SP Plus Corporation. The initial term of the contract was for three (3) years, effective May 1, 2019, at an initial cost of \$19,359,764 with the Aviation Authority having options to renew the contract for two (2) additional periods of one (1) year each.

On April 20, 2022, the Aviation Authority Board approved the First Renewal Option in the not-to-exceed amount of \$9,989,700. The First Renewal Option value included the addition of three (3) new bus routes to the South Terminal Complex for seven (7) months of the contract year. The First Renewal Option expired on April 30, 2022.

The Aviation Authority staff recommends exercising the second renewal option of the contract with SP Plus Corporation. The contract structure includes an Aviation Authority provided reimbursable expense budget and a management fee.

The reimbursable expense budget for the Second Renewal Option is a not-to-exceed amount of \$9,833,640. The Second Renewal Option reimbursable expense budget includes the three (3) new bus routes to the South Terminal Complex additional for the full contract year, and includes adjustments to the reimbursable drivers' positions wages and benefits in order to hire and retain shuttle bus drivers.

The management fee for the Second Renewal Option is a not-to-exceed amount of \$2,391,950 and includes a Consumer Price Index (CPI) increase of 2.8%.

The total value of the Second Renewal Option is a not-to-exceed amount of \$12,225,590.

The fiscal impact of the Second Renewal Option is a not-to-exceed amount of \$12,225,590.

It was respectfully requested that the Concessions/Procurement Committee approve that the following be recommended to the Aviation Authority Board: (1) exercise the second and final renewal option of Purchasing Contract No. 15-19, Shuttle Bus Management Services, with SP Plus Corporation; (2) authorize funding from the Operations and Maintenance Fund in the not-to-exceed amount of \$12,225,590; and (3) authorize an Aviation Authority officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel.

There were no speakers on this item.

Discussion ensued.

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

#### **ADJOURNMENT**

5. Chairman Friel asked if there was further business to discuss before the Committee. Having no further business to discuss, he adjourned the meeting at 3:30 p.m.

  
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Elliot Martinez  
Recording Secretary

  
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Brad Friel  
Chairman