

## CONCESSIONS/PROCUREMENT COMMITTEE (CPC) AGENDA

**DATE:** February 24, 2020

**DAY:** Monday

**TIME:** 1:30pm

**LOCATION:** Carl T. Langford Board Room One Jeff Fuqua Blvd. Orlando, FL 32827

### I. CALL TO ORDER

### II. ANNOUNCEMENTS - Appeal Process and Lobbying Activities

*NOTE: 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. Any decision made at these meetings will need record of the proceedings and for that purpose may need to ensure that a verbatim record of the proceeding is made which includes the testimony and evidence upon which the appeal is to be based. Any appeal must be received in writing by the Chief Executive Officer, Mr. Phillip N. Brown, in his office at One Jeff Fuqua Boulevard, Main Terminal Building by Monday, March 2, 2020 at 4:00 p.m.*

*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. A statement of expenditures incurred in connection with those lobbying instances should also be filed prior to April 1 of each year for the preceding year. As of January 16, 2013, lobbying any Aviation Authority Staff who are members of any committee responsible for ranking Proposals, Letters of Interest, Statements of Qualifications or Bids and thereafter forwarding those recommendations to the Board and/or Board Members is prohibited from the time that a Request for Proposals, Request for Letters of Interests, Request for Qualifications or Request for Bids is released to the time that the Board makes an award. As adopted by the Board on September 19, 2012, lobbyists are required to sign-in at the Aviation Authority offices prior to any meetings with Staff or Board members. In the event a lobbyist meets with or otherwise communicates with Staff or a Board member at a location other than the Aviation Authority offices, including the Mayor of the City of Orlando or the Mayor of Orange County, at their offices, the lobbyist shall file a Notice of Lobbying (Form 4) detailing each instance of lobbying to the Aviation Authority within 7 calendar days of such lobbying. As of January 16, 2013, lobbyists will also provide a notice to the Aviation Authority when meeting with the Mayor of the City of Orlando or the Mayor of Orange County at their offices. The policy, forms, and instructions are available in the Aviation Authority's offices and the web site. Please contact the Director of Board Services with questions at (407) 825-2032.*

### III. CONSENT AGENDA

- A. Recommendation to Award Purchasing Request for Written Quotation (RFQ) #92914-20, Groundskeeping Chemicals to ATCO International and NaturChem, Inc.
- B. Recommendation to Approve Amendment No. 5, Contract Extension and Increase in Value for Purchasing Contract 07-15, Customer Service Ambassador Services with RealTime Services, LLC d/b/a TopTalent Staffing (TopTalent)
- C. Recommendation to Approve Amendment No. 4, for Purchasing Contract 09-15, Specialized Commercial Cleaning with Florida Cleaning Systems, Inc. (FCS)
- D. Recommendation to Award Invitation for Bid (IFB) 18-20, Fire Suppression Systems Testing, Certification and Maintenance to ORR Protection Systems, Inc.

### IV. NEW BUSINESS

- A. Recommendation to Approve Amendment No. 14, Contract Adjustment for Purchasing Contract 02-11, Common Use Passenger Processing System (CUPPS) and Common Use Self Service (CUSS) Operations and Maintenance Services with SITA Information Networking Computing USA, Inc. (SITA)
- B. Recommendation to Award Invitation for Bid (IFB) 12-20, Aircraft Operating Area (AOA) Landscape Maintenance and Irrigation Services

**CONCESSIONS/PROCUREMENT COMMITTEE (CPC) AGENDA**  
**February 24, 2020**  
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**IV. NEW BUSINESS (con't)**

- C. Recommendation to Approve Amendment No. 12, the Third Renewal Option and Amendment No. 13 for a Contract Adjustment for Purchasing Contract 13-14, Elevators, Escalators and Moving Sidewalks Maintenance and Repair Services with Schindler Elevator Corporation (Schindler)
- D. Recommendation to Approve Amendment No. 3, First Renewal Option for Purchasing Contract 18-17, South Automated People Mover (APM) Landscape Maintenance and Irrigation Services with Helping Hand Lawn Care, LLC. (Helping Hand)
- E. Recommendation to Authorize the Purchase of four (4) Passenger Boarding Bridges from John Bean Technologies Corporation d/b/a JBT AeroTech Jetway Systems
- F. Recommendation to Approve the Purchases of Renewals of Computer Hardware and Software Maintenance, Support, Maintenance and Support, and Licenses
- G. Recommendation to Award the Purchase of Seven (7) Shuttle Buses through the Utilization of a National Co-Operative Contract #2020-120716 NAF with Sourcewell (formerly known as NJPA), to Alan Jay Fleet Sales
- H. Recommendation to Award the Purchase of nine (9) Vehicles through the Utilization of the State of Florida Contract #02-25100000-G, to Garber Fleet Sales
- I. Recommendation to Award the Purchase of Original Equipment Manufacturer (OEM) Repair Parts for Baggage Handling Systems and Passenger Boarding Bridges to Replenish Aviation Authority Inventory under Single Source Procurements
- J. Recommendation to Award Invitation for Bid (IFB) 19-20, Customer Service Ambassadors
- K. Review of Bids for the North Terminal Complex (NTC) Automated Retail Concession



**GREATER ORLANDO AVIATION AUTHORITY**

Orlando International Airport  
One Jeff Fuqua Boulevard  
Orlando, Florida 32827-4399

**MEMORANDUM**

TO: Members of the Concessions/Procurement Committee  
FROM: Diana Hershner, CPPO, CPPB, Purchasing Manager  
DATE: February 24, 2020

**ITEM DESCRIPTION**

Recommendation to Award Purchasing Request for Written Quotation (RFQ) #92914-20, Groundskeeping Chemicals to ATCO International and NaturChem, Inc.

**BACKGROUND**

This award will result in two (2) Blanket Purchase Agreements (BPA's) through February 28, 2021, for various groundskeeping chemicals, provided on an "as-needed" basis. The RFQ required that the unit prices submitted include all costs associated with delivery to the Aviation Authority. The actual amount spent will be based upon the quantities ordered at the agreed upon unit prices.

The RFQ listed a total of nine (9) separate items, each with estimated quantities for a twelve (12) month period, through February 28, 2021. The RFQ did not require that Bidders quote all items.

This is the first award for this requirement. Purchasing Staff worked with Maintenance to develop the requirements based on annual usage estimates and the various capabilities of the different chemicals.

**ISSUES**

On October 11, 2019, the Aviation Authority received three (3) responses to RFQ 92914-20 as listed below, in alphabetical order:

<u>Firm</u>	<u>Number of Items Quoted</u>
ATCO International	6 of 9
NaturChem, Inc.	8 of 9
United Labs, Inc.	2 of 9

Staff's review of the quotations found that all of the Respondents are authorized to sell and/or distribute the products quoted. Staff is recommending that all of the Respondents be deemed responsible and responsive.

Since none of the Respondents quoted every product, Staff determined that splitting the award would result in an award to ATCO International for 5 of the 9 items for a total amount of \$92,715, and an award to NaturChem, Inc. for 4 of the 9 items for a total amount of \$34,862.40, for a combined not-to-exceed amount of \$127,577.40. The award recommendation is based on the lowest price submitted for each item, thereby splitting the award between ATCO International and NaturChem, Inc.

The Small Business Development Department has reviewed the requirements for this purchase and has determined that, due to limited and specialized scope of the required services, and/or lack of ready, willing and able certified small businesses, this procurement does not lend itself to MWBE/LDB/VBE participation.

**FISCAL IMPACT**

The quotations received from ATCO International and NaturChem in the combined not-to-exceed amount of \$127,577.40 is to be funded from the previously-approved Operations and Maintenance Fund 301.654.110.5460001.000.000000. Funds expected to be spent under the BPA's in the current fiscal year are within budget. The department intends to submit requests for funds expected to be spent under the BPA's in future years and such requests, when considered with other known or anticipated obligations of the department for such future years, do not exceed expected or reasonable funding approvals.

**RECOMMENDED ACTION**

It is respectfully requested that the Concessions/Procurement Committee approve that the following be recommended to the Chief Executive Officer: (1) award Purchasing Request for Written Quotations #92914-20, Groundskeeping Chemicals to ATCO International for 5 of the 9 items in the amount of \$92,715, and NaturChem, Inc. for 4 of the 9 items in the amount of \$34,862.40, as the low, responsive and responsible Respondents for the combined not-to-exceed amount of \$127,577.40; (2) authorize funding from previously-approved Operations and Maintenance Fund; and (3) authorize the Purchasing Department to issue the necessary Blanket Purchase Agreements.

Attachments

- A - Award Criteria
- B - Small Business Memo
- C - Finance Form

**Attachment A**

**Award Criteria:**

The RFQ documents stated that the bidders provide a certificate from the manufacturer stating they are authorized to sell their products. The RFQ documents also required that the bidders submit specification sheets for each item quoted as an alternate to the item listed.

**Clarifications Required During the Process:**

N/A

**Irregularities or Issues that Impact Recommended Ranking:**

The RFQ documents reserved the right to make awards by individual item, groups of items, all or none, or a combination thereof, with one or more vendors.

The quotation from ATCO International included items B, C, D, E, F, and H; the quotation from NaturChem, Inc. included items A, B, C, D, E, F, G and I; and the quotation from United Labs, Inc. was for items G and H.

The award recommendation is based on the lowest price submitted for each item, thereby splitting the award between ATCO International for items B, C, D, F, and H, and NaturChem, Inc. for items A, E, G and I.

<b>Item</b>	<b>Description</b>	<b>Respondent</b>
A	Herbicide; Total Vegetation Weed Killer - 30 Gal. Drum	NaturChem
B	Herbicide; Diquat Dibromide - 55 Gal. Drum	ATCO International
C	Pesticide; Liquid Growth Retardant - 55 Gal. Drum	ATCO International
D	Herbicide; Dual-Purpose Aquatic & Terrestrial - 55 Gal. Drum	ATCO International
E	Herbicide; General - 55 Gal. Drum	NaturChem
F	Herbicide; Non-Selective - 55 Gal. Drum	ATCO International
G	Herbicide; Emulsifiable Vegetation Killer Concentrate - 55 Gal. Drum	NaturChem
H	Herbicide; Weed Killer Spray/Aerosol, 16.5 oz.	ATCO International
I	Temporary Colorant Dye - 30 Gal. Drum	NaturChem



**GREATER ORLANDO AVIATION AUTHORITY**

Orlando International Airport  
5850-B Cargo Road  
Orlando, Florida 32827-4399

**MEMORANDUM**

To: Denise K. Schneider, CPPO, C.P.M., C.M., Assistant Director,  
Purchasing and Material Control

From: Somdat Jiawan, Manager, Small Business Programs  
Orlando Santiago, Small Business Compliance Administrator

Date: January 30, 2020

Re: Recommendation to Award Purchasing Request for Written Quotation  
(RFQ) #92914-20, Groundskeeping Chemicals to ATCO International  
and NaturChem, Inc.

The Small Business Development Department has reviewed the requirements for the above referenced solicitation and determined that, due to limited and specialized scope of the required services, and/or lack of ready, willing and able certified small businesses it does not lend itself to MWBE/LDB/VBE participation.

Should you have questions, you may contact Orlando Santiago at 407-825-7134.

Attachment C

Greater Orlando Aviation Authority  
Finance Attachment

Date:	<u>2/11/2020</u>	Requestor's Extension:	<u>2468</u>
Requestor's Name:	<u>Tony McClendon</u>	Preparer's Extension:	<u>3070</u>
Form Preparer's Name:	<u>Diana Hershner</u>	Purchasing Solicitation #:	<u>92914-20</u>
Requestor's Department:	<u>Airfield &amp; Grounds</u>	CCM / CPC / PSC:	<u>CPC</u>
Description:	<u>Groundskeeping Chemicals</u>	Committee Date:	<u>2/24/2020</u>
Vendor:	<u>ATCO international and NaturChem, Inc.</u>	Committee Agenda Item#:	<u></u>

NON-PROJECT FUNDS: O&M, CAP EX, I&D, R&R, OEA REVENUE FUNDS

Account Code Format: xxx.xxx.xxx.xxxxxxx.xxx.xxxxxx	FY 20 Amount	FY 21 Amount	FY 22 Amount	FY 23 Amount	FY 24 Amount	Total Contract
301.654.110.5460001.000.000000	74,420.15	53,157.25				127,577.40
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
<b>Total Requisition</b>	74,420.15	53,157.25	-	-	-	127,577.40
Requisition Number	Multiple BPA - TBD					

OMB Notes:		Converted into PO #:	<u></u>
Funding Approver	<u>Attayer</u>	Date:	<u></u>
Total Requisition \$	-	Buyer:	<u></u>
PO Amount \$	127,577.40		
Grand Total - Agree to Committee Item \$	127,577.40		

**GREATER ORLANDO AVIATION AUTHORITY  
 BID TABULATION DETAIL  
 (ALPHABETICAL ORDER)  
 ATTACHMENT D**

**RFQ:** 92914-20  
**TITLE:** Groundskeeping Chemicals  
**DUE DATE:** 10/11/2019  
**PROJECT:** N/A  
**COOPERATIVE:** N/A

GOAA #	Description	Est. Annual Usage	UOM	ATCO INTERNATIONAL			NATURCHEM INC			UNITED LABS INC			
				Mfg./Item	Bid / Unit	Total Bid		Bid / Unit	Total Bid		Bid / Unit	Total Bid	
A	N0017191	Herbicide; Total Vegetation Weed Killer - 30 Gal. Drum	12	Drum	N/A	\$0.00	\$0.00	Loveland Mad Dog 41%	\$422.70	\$5,072.40	N/A	\$0.00	\$0.00
B	N0017192	Herbicide; Diquat Dibromide - 55 Gal. Drum	12	Drum	4386 Liberator 711	\$1,644.50	\$19,734.00	Diquat 5.05%	\$2,176.35	\$26,116.20	N/A	\$0.00	\$0.00
C	N0017193	Pesticide; Liquid Growth Retardant - 55 Gal. Drum	12	Drum	1995 Attack 2000	\$1,490.50	\$17,886.00	Quali-Pro T-Nex <i>(sold by the case; 2.5 gal. each X 2/case)</i>	\$7,260.00	\$87,120.00	N/A	\$0.00	\$0.00
D	N0017194	Herbicide; Dual-Purpose Aquatic & Terrestrial - 55 Gal. Drum	12	Drum	4386 Liberator 711	\$1,644.50	\$19,734.00	Nufarm - Diquat 37.3% <i>(sold as 2.5 gal. // this is concentrated; we would need to pour/mix)</i>	\$135.62	\$1,627.50	N/A	\$0.00	\$0.00
E	N0017195	Herbicide; General - 55 Gal. Drum	12	Drum	4383 Liberator 600	\$2,136.75	\$25,641.00	NaturChem Runway Blend	\$1,100.00	\$13,200.00	N/A	\$0.00	\$0.00
F	N0017196	Herbicide; Non-Selective - 55 Gal. Drum	12	Drum	4383 Liberator 600	\$2,136.75	\$25,641.00	Rapid Fire Blend + Esplanade	\$2,365.00	\$28,380.00	N/A	\$0.00	\$0.00
G	N0017197	Herbicide; Emulsifiable Vegetation Killer Concentrate - 55 Gal. Drum	12	Drum	N/A	\$0.00	\$0.00	Brush Blend	\$632.50	\$7,590.00	United Labs 385	\$3,927.00	\$47,124.00
H	N0017198	Herbicide; Weed Killer Spray/Aerosol, 16.5 oz.	864	Can	1379 Apocalypse	\$11.25	\$9,720.00	N/A	\$0.00	\$0.00	United Labs 145 <i>(sold by the case; 12/case)</i>	\$15.45	\$13,348.80
I	N0017199	Temporary Colorant Dye - 30 Gal. Drum	12	Drum	N/A	\$0.00	\$0.00	Hy-End Dye	\$750.00	\$9,000.00	N/A	\$0.00	\$0.00
<b>Total</b>						<b>Grand Total:</b>	<b>\$118,356.00</b>		<b>Grand Total:</b>	<b>\$178,106.10</b>		<b>Grand Total:</b>	<b>\$60,472.80</b>

ATCO      \$92,715.00  
**COMBINED:      \$127,577.40**  
 NATURCHEM      \$34,862.40



**GREATER ORLANDO AVIATION AUTHORITY**

Orlando International Airport  
One Jeff Fuqua Boulevard  
Orlando, Florida 32827-4399

**MEMORANDUM**

TO: Members of the Concessions/Procurement Committee  
FROM: Bruce L. Gant, Purchasing Manager - Contracts  
DATE: February 24, 2020

**ITEM DESCRIPTION**

Recommendation to Approve Amendment No. 5, Contract Extension and Increase in Value for Purchasing Contract 07-15, Customer Service Ambassador Services with RealTime Services, LLC d/b/a TopTalent Staffing (TopTalent)

**BACKGROUND**

The initial term of the Contract was for thirty-six (36) months, effective March 15, 2015, expired March 14, 2018, with the Aviation Authority having options to renew the Contract for two (2) additional periods of one (1) year each. The sSecond renewal option is due to expire on March 14, 2020.

The contract requires TopTalent to provide all labor, supervision, management, administrative oversight, supplies and all other items necessary or proper for, or incidental to, providing Customer Service Ambassador Services at the Orlando International Airport in accordance with the contract documents.

**ISSUES**

Contract Extension - Staff is requesting a 17-day Contract Extension from March 15, 2020 through March 31, 2020 to allow the newly awarded Contract, Invitation to Bid (IFB) 19-20, Customer Service Ambassadors to begin on April 1, 2020 at the same price, terms and conditions.

Increase in Value - Staff is requesting additional funds to cover staff needed for the expansion of the TSA West Checkpoint.

Department - Concurs with the extension and Increase in Value.

Contractor - Based on the information known at this time, TopTalent has performed satisfactorily during the initial term and during the first and second renewal options.

The Contract Extension value is based on the existing Billable Labor Rates for the Customer Service Ambassadors and Supervisors. The actual amount paid to Contractor is based on actual work requested, performed, and approved by the Aviation Authority.

The Contract includes a Minority and Women Business Enterprise (MWBE) participation goal of 22% and it does not include a Local Developing Business (LDB) participation requirement. The Office of Small Business Development certifies that the Contract is in good standing as it relates to MWBE participation.

**FISCAL IMPACT**

The total fiscal impact for the contract extension is a not-to-exceed amount of \$171,800. The total fiscal impact for the Increase in Value is a not-to-exceed amount of \$60,000. Funding will be from the Operations and Maintenance Fund 301.009.692.5310014.000.000000. Funds expected to be spent under the Contract in the current fiscal year are within budget.

**RECOMMENDED ACTION**

It is respectfully requested that the Concessions/Procurement Committee approve that the following be recommended to the Chief Executive Officer: (1) approve Amendment No. 5, Contract Extension and Increase in Value to Purchasing Contract 07-15 with RealTime Services, LLC d/b/a TopTalent Staffing; (2) authorize funding in the not-to-exceed amount of \$231,800 from the Operation and Maintenance Funds; and (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute an amendment following satisfactory review by legal counsel.

Attachments

- A - Contract History
- B - Small Business Memo
- C - Finance Form

**ATTACHMENT "A"**  
**Summary of Contract Revisions**

**07-15 CUSTOMER SERVICE AMBASSADOR**

<b>Contract</b>	<b>Approvals</b>	<b>Description</b>	<b>Term</b>	<b>Dollars</b>
Initial Term	<ul style="list-style-type: none"> <li>• CPC 1/26/2015</li> <li>• Board 2/18/2015, Item "C"</li> </ul>	36 Months Contract Award	3/15/2015 thru 3/14/2018	\$3,460,246.40
Amendment No. 1	<ul style="list-style-type: none"> <li>• CPC 5/27/16</li> <li>• Board, 6/15/2016, Item "L"</li> </ul>	Increase in Value	9/1/2016 thru 3/31/2017	\$709,397.76
Amendment No. 2	<ul style="list-style-type: none"> <li>• CPC 9/5/2017</li> <li>• Board, 9/20/2017, Item "J"</li> </ul>	Increase in Value TSA Checkpoint	3/15/2017 thru 3/14/2018	\$417,000.00
		Increase in Value South APM Complex	10/1/2017 thru 3/14/2018	\$194,200.00  Total \$611,200.00
Amendment No. 3	<ul style="list-style-type: none"> <li>• CPC 11/27/2017</li> <li>• Board, 12/20/2017, Item "PP"</li> </ul>	Renewal Option	3/15/18 thru 3/14/19	\$2,996,060.00
Amendment No. 4	<ul style="list-style-type: none"> <li>• CPC 12/3/2018</li> <li>• Board 1/16/19, Item Z</li> </ul>	Renewal Option	3/15/19 thru 3/14/20	\$3,363,680.00
Amendment No. 5	<ul style="list-style-type: none"> <li>• Pending CPC 2/24/2020</li> </ul>	Contract Extension	3/15/20 thru 3/31/20	\$231,800.00
<b>Total Contract Value with all Changes (approved and proposed)</b>				<b>\$11,372,384.16</b>



**GREATER ORLANDO AVIATION AUTHORITY**

Orlando International Airport  
5850-B Cargo Road  
Orlando, Florida 32827-4399

**MEMORANDUM**

To: Denise K. Schneider, CPPO, C.P.M., C.M., Assistant Director, Purchasing and Material Control

From: Somdat Jiawan, Manager, Small Business Programs  
Orlando Santiago, Small Business Contract Administrator

A handwritten signature in blue ink, appearing to be "Somdat Jiawan", written over the name in the "From:" field.

Date: February 20, 2020

Re: Recommendation to Approve Amendment No. 5, Contract Extension for Purchasing Contract 07-15, Customer Service Ambassador Services with RealTime Services, LLC dba TopTalent Staffing.

The initial term of the contract was for thirty six (36) months, effective March 15, 2015 expired March 14, 2018, with the Aviation Authority having options to renew the Contract for two (2) additional periods of one (1) year each. The second Renewal Option is due to expire on March 14, 2020

**Issues:**

Contract Extension – Staff is requesting a 17-day Contract Extension from March 15, 2020 through March 31, 2020 to allow newly awarded Contract, IFB 19-20 Customer Service Ambassador to begin on April 1, 2020.

**Fiscal Impact:**

The fiscal impact for the Contract Extension is a not-to-exceed amount of \$171,800.00.

At the time the contract was awarded, a 22% MWBE goal was established The Small Business Development Department certifies that the vendor is in good standing as it relates to the small business requirements. The same small business participation requirement will apply to this extension.

Should you have questions, you may contact Orlando Santiago at 407-825-7134.





**GREATER ORLANDO AVIATION AUTHORITY**

Orlando International Airport  
One Jeff Fuqua Boulevard  
Orlando, Florida 32827-4399

**MEMORANDUM**

TO: Members of the Concessions/Procurement Committee  
FROM: Denise K. Schneider - Assistant Director Purchasing and Material Control  
DATE: February 24, 2020

**ITEM DESCRIPTION**

Recommendation to Approve Amendment No. 4, for Purchasing Contract 09-15, Specialized Commercial Cleaning with Florida Cleaning Systems, Inc. (FCS)

**BACKGROUND**

The initial term of the Agreement was for thirty-six (36) months, effective May 1, 2015, which expired on April 30, 2018, with the Aviation Authority having options to renew the agreement for two (2) additional periods of one (1) year each. The second renewal option is due to expire on April 30, 2020.

This Contract requires FCS to furnish all labor, supervision, chemicals, materials, water trucks, equipment and all other items necessary or proper for, or incidental to, performing interior/exterior window, interior/exterior skylights, interior/exterior canopy and specialty surface cleaning services as well as all accessories necessary to effectively perform pressure washing services to remove all gum, oil, stickers, soil, algae, grease deposits and other foreign substances from roadway bridge abutments, knee-walls, piers, and ticket and toll structures at Orlando International Airport in accordance with the Contract documents.

**ISSUES**

Contract Extension - The Aviation Authority is currently in the process of conducting a competitive solicitation for Specialized Commercial Cleaning services. A three (3) month extension of the Contract is needed to allow time to complete the competitive solicitation process and Contractor transition. The estimated completion of the competitive solicitation process is July 2020.

This is a service Contract for specialized commercial cleaning services. Pricing for this service is based on the Unit Price per month for each location listed and a Standard Hourly Rate for Additional Work as specified in the Contract. FCS is the current incumbent of the Authority's specialized commercial cleaning services and has held current pricing for the extension.

Department - Concurs with the Contract Extension.

Contractor - Based on the information known at this time, Contractor has performed satisfactorily during the initial term and the two renewal option periods.

This Contract includes a combined Minority and Women Owned Business (MWBE) and Local Developing Business (LDB) participation goal of 30%. The Small Business Development department certifies that this Contract is in good standing as it relates to MWBE/LDB participation.

**FISCAL IMPACT**

The fiscal impact for the three (3) month extension is a total not-to-exceed amount of \$111,868.40 with funding from the Operation and Maintenance Fund, account codes:

301.631.170.5340005.000.100229  
301.631.210.5340005.000.100229  
301.631.692.5340005.000.100229  
301.631.330.5340005.000.100229  
301.631.510.5340005.000.100229  
301.631.611.5340005.000.100229

Funds expected to be spent under the contract in the current fiscal year are within budget. Funding required in current and subsequent fiscal years will be allocated throughout the budget process and when funds become available.

**RECOMMENDED ACTION**

It is respectfully requested that the Concessions/Procurement Committee approve that the following be recommended to the Chief Executive Officer: (1) authorize the 3-month Contract Extension with Florida Cleaning Systems, Inc.; (2) authorize funding from the previously-approved Operation and Maintenance Funds in the not-to-exceed amount of \$111,868.40; and (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute an Amendment following satisfactory review by legal counsel.

Attachments

- A - Contract History
- B - Small Business
- C - Pricing
- D - Finance Form

**ATTACHMENT "A"**  
**Summary of Contract Revisions**

**09-15 SPECIALIZED COMMERCIAL CLEANING SERVICES**

<b>Contract</b>	<b>Approvals</b>	<b>Description</b>	<b>Term</b>	<b>Dollars</b>
Initial Term	<ul style="list-style-type: none"> <li>• CPC 01/25/2015</li> <li>• Authority Board 02/18/2015 Item "D"</li> </ul>	36 Month Contract Award	05/01/2015 thru 04/30/2018	\$727,045.00
Amendment No. 1	<ul style="list-style-type: none"> <li>• Purchasing Manager Approval 07/11/2017</li> </ul>	Increase in Value	09/01/2017 thru 04/30/2018	\$99,760.00
Amendment No. 2	<ul style="list-style-type: none"> <li>• CPC 02/05/2018</li> <li>• Authority Board 2/21/2018 Item "U"</li> </ul>	1 <sup>st</sup> Renewal Option	05/01/2018 thru 04/30/2019	\$414,157.74
Amendment No. 3	<ul style="list-style-type: none"> <li>• CPC 12/17/2018</li> <li>• Authority Board 01/16/2019 Item "V"</li> </ul>	2 <sup>nd</sup> Renewal Option	05/01/2019 thru 04/30/2020	\$385,457.01
Amendment No. 4	<ul style="list-style-type: none"> <li>• CPC 02/24/2020</li> </ul>	Contract Extension	05/01/2020 thru 07/31/2020	\$111,868.40
<b>Total Contract Value with all Changes (approved and proposed)</b>				<b>\$1,738,288.15</b>



## GREATER ORLANDO AVIATION AUTHORITY

Orlando International Airport  
5850-B Cargo Road  
Orlando, Florida 32827-4399

### MEMORANDUM

To: Denise K. Schneider, CPPO, C.P.M., C.M., Assistant Director, Purchasing and Material Control

From: Somdat Jiawan, Manager, Small Business Programs  
Orlando Santiago, Small Business Contract Administrator 

Date: February 20, 2020

Re: Recommendation to approve Amendment No. 4, for Purchasing Contract 09-15, Specialized Commercial Cleaning with Florida Cleaning Systems, Inc. ("FCS")

The initial term of the Agreement was for thirty-six (36) months, effective May 1, 2015, which expired on April 30, 2018, with the Authority having options to renew the Agreement for two (2) additional periods of one (1) year each. The Second Renewal Option is due to expire on April 30, 2020.

#### **Issues:**

Contract Extension – The Authority is currently in the process of conducting a competitive solicitation for Specialized Commercial Cleaning services.

#### **Fiscal Impact:**

The fiscal impact for the three (3) month extension is a total not-to-exceed amount of \$111,868.40.

At the time the contract was awarded, a 30% MWBE goal was established. Currently, they are achieving 22%. They proposed to meet participation through Bridge Pressure Washing. The reason for the shortfall is less demand for bridge pressure washing. The same small business participation requirement will apply to this amendment.

Should you have questions, you may contact Orlando Santiago at 407-825-7134.

ATTACHMENT "C"

**Contract 09-15 Specialized Commercial Cleaning Services 3 Month Extension Pricing**

<b>Total Section A.</b>	<b>Hi Rise Cleaning</b>	<b><u>\$31,316.39</u></b>
<b>Total Section B.</b>	<b>Pressure Washing</b>	<b><u>\$40,403.61</u></b>
<b>Total Section C.</b>	<b>South APM/ITF/PDL</b>	<b><u>\$40,101.60</u></b>

**TOTAL 3 MONTH EXTENSION PRICE: \$111,868.40**

**Contract 09-15 Specialized Commercial Cleaning Services 3 Month Extension**

<b>Total Section</b>	
<b>A.</b>	<b>Hi Rise Cleaning</b>
<b>Total Section</b>	
<b>B.</b>	<b>Pressure Washing</b>
<b>Total Section</b>	
<b>C.</b>	<b>South APM/ITF/PDL</b>

ATTACHMENT "D"

Greater Orlando Aviation Authority  
Attachment D

Date:	<u>2/18/2020</u>	Requestor's Extension:	<u>2685</u>
Requestor's Name:	<u>Nina Gilbert</u>	Preparer's Extension:	<u>2297</u>
Form Preparer's Name:	<u>Luis A. Aviles</u>	Purchasing Solicitation #:	<u>09-15</u>
Requestor's Department:	<u>Maintenance</u>	CCM / CPC / PSC:	<u>CPC</u>
Description:	<u>Specialized Commercial Cleaning</u>	Committee Date:	<u>2/24/2020</u>
Vendor:	<u>Florida Cleaning Systems, Inc.</u>	Committee Agenda Item#:	<u>TBD</u>

NON-PROJECT FUNDS: O&M, CAP EX, I&D, R&R, OEA REVENUE FUNDS

Account Code Format: xxx.xxx.xxx.xxxxxxx.xxx.xxxxxx	FY 20 Amount	FY 21 Amount	FY 22 Amount	FY 23 Amount	FY 24 Amount	Total Contract
301.631.170.5340005.000.100229	13,759.00					13,759.00
301.631.210.5340005.000.100229	52,578.00					52,578.00
301.631.330.5340005.000.100229	1,347.00					1,347.00
301.631.510.5340005.000.100229	1,650.00					1,650.00
301.631.611.5340005.000.100229	4,500.00					4,500.00
301.631.692.5340005.000.100229	38,035.00					38,035.00
						-
						-
						-
						-
						-
						-
						-
						-
						-
<b>Total Requisition</b>	<b>111,869.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>111,869.00</b>
<b>Requisition Number</b>	<b>85992</b>					

OMB Notes:  
Funding Approver *Attorney*

Total Requisition \$	111,869.00
BPA Amount \$	-
<b>Grand Total - Agree to Committee Item \$</b>	<b>111,869.00</b>

Converted into PO #: \_\_\_\_\_  
Date: \_\_\_\_\_  
Buyer: \_\_\_\_\_



**GREATER ORLANDO AVIATION AUTHORITY**

Orlando International  
Airport One Jeff Fuqua  
Boulevard Orlando,  
Florida 32827-4399

**MEMORANDUM**

TO: Members of the Concessions/Procurement Committee  
FROM: Denise K. Schneider, CPPO, C.P.M., CPPB, C.M., Assistant Director,  
Purchasing and Material Control  
DATE: February 24, 2020

**ITEM DESCRIPTION**

Recommendation to Award Invitation for Bid (IFB) 18-20, Fire Suppression Systems Testing, Certification and Maintenance to ORR Protection Systems, Inc.

**BACKGROUND**

The contract period will be for thirty-six (36) months with the initial service to commence on or about April 12, 2020, and with the Aviation Authority having two additional option periods of one (1) year each.

This award will result in a contract for the service provider to provide all labor, supervision, parts and materials, equipment, testing, maintenance, repairs, modifications and certification/recertification services for the Aviation Authority's fire suppression systems at the Orlando International Airport (OIA), in accordance with the Contract documents.

The specifications were revised from the previous Contract to include new fire suppression systems added, due to growth at OIA and the complexity of the systems necessitated trained and certified personnel to service such systems.

**ISSUES**

On December 2, 2019, the Aviation Authority issued Purchasing Contract 18-20, Fire Suppression Systems Testing, Certification and Maintenance. A total of 1,182 notifications were sent out to potential vendors registered under the Fire Inspection, Detection and Inspection categories in the Central Florida area, of which 25 vendors viewed, and 17 downloaded the solicitation. On December 16, 2019, only one prospective vendor, Fire & Life Safety America, Inc., attended the Pre-Bid Conference.

After the bid opening, Staff reached out to 4 vendors including the incumbent to inquire why these companies did not submit a bid. The vendors stated that they either did not have enough certified technicians available for the Contract, would have to subcontract the service out, or were only interested in the fire sprinkler services. The incumbent stated they did not submit a bid due to staffing issues they have recently been faced with.

On January 23, 2020, the following bid was received:

<u>Name of Respondent</u>	<u>Total Three (3) Year Bid Price</u>
ORR Protection Systems, Inc.	\$248,038.50
Fire & Life Safety America, Inc.	No Bid

References for ORR Protection Systems, Inc. were checked and based thereon was determined to be responsive. Staff reviewed the submittal provided and the bidder was responsive and responsible.

This contract did not include a Minority and Women Business Enterprise (MWBE) participation requirement.

**FISCAL IMPACT**

ORR Protection Systems, Inc.'s bid in the amount of \$248,038.50 is to be funded from the following Operations and Maintenance Funds:

301.631.210.5460001.000.100026  
301.631.170.5460001.000.100026  
301.631.330.5460001.000.100026  
301.631.110.5460001.000.100026  
301.631.692.5460001.000.100026

Funds expected to be spent under the contract in the current fiscal year are within budget. Funding required in current and subsequent fiscal years will be allocated throughout the budget process and when funds become available.

**RECOMMENDED ACTION**

It is respectfully requested that the Concessions/Procurement Committee approve that the following be recommended to the Chief Executive Officer: (1) award Invitation for Bid 18-20, Fire Suppression Systems Testing, Certification and Maintenance to ORR Protection Systems, Inc.; (2) authorize funding from the Operations and Maintenance Funds, in the not-to-exceed amount of \$248,038.50; and (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute an agreement following satisfactory review by legal counsel.

Attachments

- A - Award Criteria (if applicable)
- B - Small Business Memo
- C - Finance Form

#### Attachment A - Award Criteria

For a Bidder to meet the minimum responsibility criteria for this Contract, the Bidder must provide verifiable evidence:

1. through references or otherwise, that the Bidder is an individual, a firm, a corporation, or other entity that is currently engaged in the business of providing fire suppression systems, testing, certification and maintenance services;
2. through references, that the Bidder, after taking into account the activities of a related predecessor (e.g. by merger or reorganization), affiliate, or principal of Bidder, has been actively engaged in such business for at least the five (5) years immediately preceding the date of Bidder's response to this Invitation for Bids; and
3. through references, that the Bidder, after taking into account the activities of a related predecessor (e.g. by merger or reorganization), affiliate, or principal of Bidder, has satisfactorily provided fire suppression systems testing, certification and maintenance services for at least three (3) entities having one or more similar fire suppression systems such as those listed in the Specifications during the last five (5) year period.

Attachment B  
Small Business Memo



**GREATER ORLANDO AVIATION AUTHORITY**

Orlando International Airport  
5850-B Cargo Road  
Orlando, Florida 32827-4399

**MEMORANDUM**

To: Denise K. Schneider, CPPO, C.P.M., C.M., Assistant Director, Purchasing and Material Control

From: Somdat Jiawan, Manager, Small Business Programs  
Orlando Santiago, Small Business Compliance Administrator 

Date: August 15, 2019

Re: Fire Suppression Systems Testing, Certification, and Maintenance

The Small Business Development Department has reviewed the requirements for the above referenced solicitation and determined that, due to limited and specialized scope of the required services, and/or lack of ready, willing and able certified small businesses it does not lend itself to MWBE/LDB/VBE participation. Small Business did not find enough LDB Certified firms to recommend LDB Direct.

Should you have questions, you may contact Orlando Santiago at 407-825-7134.





**GREATER ORLANDO AVIATION AUTHORITY**

Orlando International Airport  
One Jeff Fuqua Boulevard  
Orlando, Florida 32827-4399

**MEMORANDUM**

TO: Members of the Concessions/Procurement Committee  
FROM: Bruce L. Gant, Purchasing Manager - Contracts  
DATE: February 24, 2020

**ITEM DESCRIPTION**

Recommendation to Approve Amendment No. 14, Contract Adjustment for Purchasing Contract 02-11, Common Use Passenger Processing System (CUPPS) and Common Use Self Service (CUSS) Operations and Maintenance Services with SITA Information Networking Computing USA, Inc. (SITA)

**BACKGROUND**

The Contract requires SITA to furnish to the Aviation Authority detailed technical design, development, hardware, firmware, software, software licenses, installation integration, implementation, training, user manuals and documentation, operation, support and maintenance services for the CUPPS and CUSS, warranty, testing of the hardware and software, and all other items necessary or proper for, or incidental to, providing an operable and acceptable CUPPS and CUSS, including associated gateways for each airline that is dependent on a remote host computer for departure control, and a Local Departure Control System for each airline that operates independent of a remote host computer and other related components, all in accordance with the contract documents.

The initial project under this contract commenced on November 1, 2011 with final acceptance effective May 21, 2012. The initial term of the contract was for thirty-six (36) months, effective May 22, 2012, expiring May 21, 2015, with the Aviation Authority having an indefinite number of options to renew the contract for additional periods of one (1) year each. The fifth renewal option will expire on May 21, 2020.

**ISSUES**

Contract Adjustment - Staff is requesting to purchase and install 12 Dual-Lane Gunnebo e-Gates utilized for Biometric verification at the Orlando International Airport.

Department - Concurs with the Contract Adjustment.

Contractor - Based on the information known at this time, the contractor has performed satisfactorily during the initial term and during the first five renewal options.

This contract did not include a Minority and Women Business Enterprise (MWBE) or Local Developing Business (LDB) participation requirement.

All the pricing in the attached SITA quote is current pricing in the contract except for the redundant Pax Control Server License fee (one-time charge) of \$20,299.00 and the SITA Professional Services (one-time charge) of \$52,058.

**FISCAL IMPACT**

The fiscal impact for the Contract Adjustment is a not-to-exceed amount of \$986,718.48 and an estimated import cost of a 25% tariff and a 5% administrative fee for a Total estimated amount of \$1,220,133.48. Funding will be from the Capital Expenditure Fund and General Airport Revenue Bonds within the ZC-274 Biometric CIP Unallocated Fund. Funds expected to be spent under the Contract in the current fiscal year are within budget.

**RECOMMENDED ACTION**

It is respectfully requested that the Concessions/Procurement Committee approve that the following be recommended to the Aviation Authority Board: (1) approve Amendment No. 14, Contract Adjustment to Purchasing Contract 02-11, Common Use Passenger Processing System (CUPPS) and Common Use Self Service (CUSS) Operations and Maintenance Services with SITA Information Networking Computing USA, Inc.; (2) authorize funding in the not-to-exceed amount of \$1,220,133.48 from the Capital Expenditure Fund and General Airport Revenue Bonds within ZC-274 Biometric CIP Unallocated Fund; and (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute an Amendment following satisfactory review by legal counsel.

Attachments

- A - Contract History
- B - Small Business Memo
- C - Pricing (copy on file)
- D - Finance Form

**ATTACHMENT "A"**  
**Chart Summary of Contract Revisions**

**PART ONE: Original Contract 02-11 Award**

<b>Initial Term</b>	<b>Prior to Final Acceptance Date</b>	<b>11/16/11 - 05/21/12</b>	<b>\$127,161.21</b>
<b>Initial Term</b>	<b>After Final Acceptance Date (36 months)</b>	<b>05/22/12 - 05/21/15</b>	<b>\$963,484.92</b>
<b>Optional Year 1</b>	<b>Maintenance &amp; Repair Services (12 months)</b>	<b>05/22/15 - 05/21/16</b>	<b>\$337,871.76</b>
<b>Optional Year 2</b>	<b>Maintenance &amp; Repair Services (12 months)</b>	<b>05/22/16 - 05/21/17</b>	<b>\$344,277.88</b>
<b>Total 5 Year Term</b>	<b>9/12/11 CPC</b>	<b>10/19/11 Board, New Business Item A</b>	<b>Total Contract Value at Award</b>
			<b>\$1,772,795.77</b>

**PART TWO: Summary of Contract Revisions**

<b>Initial Term</b>	<b>Prior to Final Acceptance Date</b>	<b>11/16/11 - 05/21/12</b>	<b>\$127,161.21</b>
<b>Initial Term Prior to Final Acceptance Date Total Value:</b>			<b>\$127,161.21</b>
<b>Initial Term</b>	<b>After Final Acceptance Date (36 months)</b>	<b>05/22/12 - 05/21/15</b>	<b>\$963,484.92</b>
<i>Amendment No. 1</i>	<ul style="list-style-type: none"> <li>• 11/24/14 CPC</li> <li>• 12/10/14 Board, Item N</li> </ul>	<i>Contract Adjustment</i>	12/10/14 - 05/21/15
<b>New Initial Term After Final Acceptance Date Total Value:</b>			<b>\$3,343,843.17</b>
<b>Option Year 1</b>	<b>Maintenance &amp; Repair Services (12 months)</b>	<b>05/22/15 - 05/21/16</b>	<b>\$337,871.76</b>
<i>Amendment No. 2</i>	04/28/15 Executive Director	<i>1<sup>st</sup> Renewal Option</i>	05/22/15 - 05/21/16
<i>Amendment No. 3</i>	<ul style="list-style-type: none"> <li>• 10/26/15 CPC</li> <li>• 11/04/15 Executive Director</li> </ul>	<i>Contract Adjustment</i>	11/01/15 - 05/21/16
<b>New Total Option Year 1 Value:</b>			<b>\$497,871.76</b>
<b>Option Year 2</b>	<b>Maintenance &amp; Repair Services (12 months)</b>	<b>05/22/16 - 05/21/17</b>	<b>\$344,277.88</b>
<i>Amendment No. 4</i>	05/05/16 Executive Director	<i>2<sup>nd</sup> Renewal Option</i>	05/22/16 - 05/21/17
<i>Amendment No. 5</i>	<ul style="list-style-type: none"> <li>• 05/23/16 CPC</li> <li>• 06/15/16 Board, Item B</li> </ul>	<i>Contract Adjustment</i>	06/01/16 - 05/22/17
<i>Amendment No. 6</i>	<ul style="list-style-type: none"> <li>• 02/20/17 CPC</li> <li>• 03/15/17 Board, Item O</li> </ul>	<i>Contract Adjustment</i>	03/15/16 - 05/22/17
<b>New Total Option Year 2 Value:</b>			<b>\$2,594,234.36</b>
<b>Option Year 3</b>	<b>Maintenance &amp; Repair Services (12 months)</b>	<b>05/22/17 - 05/21/18</b>	
<i>Amendment No. 7</i>	<ul style="list-style-type: none"> <li>• 03/6/17 CPC</li> <li>• 04/19/17 Board, Item E</li> </ul>	<i>3<sup>rd</sup> Renewal Option and Contract Adjustment (Combining 02-11 and 15-12)</i>	05/22/17 - 05/21/18
<i>Amendment No. 8</i>	<ul style="list-style-type: none"> <li>• 08/21/17 CPC</li> <li>• 09/20/17 Board, Item F</li> </ul>	<i>Increase in Value &amp; Contract Adjustment</i>	10/1/17 - 05/21/18
<i>Amendment No. 9</i>	<ul style="list-style-type: none"> <li>• 12/11/17 CPC</li> <li>• 12/20/17 Board, Item UU</li> </ul>	<i>Sole Source Contract Adjustment</i>	1/21/18 - 05/21/18
<b>New Total Option Year 3 Value:</b>			<b>\$1,667,707.28</b>

<b>Option Year 4</b>	<b>Maintenance &amp; Repair Services (12 months)</b>	<b>05/22/18 - 05/21/19</b>		
<i>Amendment No. 10</i>	<ul style="list-style-type: none"> <li>• 04/09/18 CPC</li> <li>• 04/18/18 Board, Item Z</li> </ul>	<i>4th Renewal Option and Contract Adjustment</i>	<i>05/22/18 - 05/21/19</i>	<i>\$1,115,170.00*</i>
<i>Amendment No. 11</i>	<ul style="list-style-type: none"> <li>• 04/09/18 CPC</li> <li>• 04/18/18 Board, walk-on Item</li> </ul>	<i>Contract Adjustment</i>	<i>05/22/18 - 05/21/19</i>	<i>\$3,110,572.93*</i>
<i>Amendment No. 12</i>	<ul style="list-style-type: none"> <li>• 06/13/18 CPC</li> <li>• 6/20/18 Board, Item D</li> </ul>	<i>Increase in Value</i>	<i>07/1/18 - 05/21/19</i>	<i>\$1,040,108.00*</i>
<b>New Total Option Year 4 Value:</b>				<b>\$5,265,850.93</b>

<b>Option Year 5</b>	<b>Maintenance &amp; Repair Services (12 months)</b>	<b>05/22/19 - 05/21/20</b>		
<i>Amendment No. 13</i>	<ul style="list-style-type: none"> <li>• 04/1/19 CPC</li> <li>• 4/17/19 Board, Item W</li> </ul>	<i>5th Renewal Option and Contract Adjustment</i>	<i>05/22/19 - 05/21/20</i>	<i>\$1,531,200.00*</i>
<i>Amendment No. 14</i>	<ul style="list-style-type: none"> <li>• Pending 02/24/20 CPC</li> </ul>	<i>Contract Adjustment Tarriff &amp; Administrative Fee</i>	<i>04/1/20 - 05/21/20</i>	<i>\$986,718.48</i> <u><i>\$233,415.00</i></u> <i>\$1,220,133.48*</i>
<b>New Total Option Year 5 Value:</b>				<b>\$2,751,333.48</b>

**Total Contract Value with all Changes (approved and pending)**

**\$16,120,840.98**

*\* Not included in the original Board approval amount of \$1,772,795.77 (see Part One above).*



**GREATER ORLANDO AVIATION AUTHORITY**

Orlando International Airport  
5850-B Cargo Road  
Orlando, Florida 32827-4399

**MEMORANDUM**

To: Denise K. Schneider, CPPO, C.P.M., C.M., Assistant Director, Purchasing and Material Control

From: Somdat Jiawan, Manager, Small Business Programs  
Orlando Santiago, Small Business Contract Administrator 

Date: February 20, 2020

Re: Recommendation to approve Amendment No. 14, a Contract Adjustment for Purchasing Contract 02-11, Common Use Passenger Processing System (CUPPS) and Common Use Self Service (CUSS) Operations and Maintenance Services with SITA Information Networking Computing USA, Inc. (SITA)

The initial project under this Contract commenced on November 1, 2011 with Final Acceptance effective May 21, 2012. The initial term of the Contract was for thirty-six (36) months, effective May 22, 2012, expiring May 21, 2015, with the Authority having an indefinite number of options to renew the Contract for additional periods of one (1) year each. The fifth renewal option will expire on May 21, 2020.

Issue:

Contract Adjustment- Staff is requesting to purchase and install 12 Dual-Lane Gunnebo e-Gates utilized for Biometric verification at the Orlando International Airport.

Fiscal Impact:

The fiscal impact for the Contract Adjustment is a not-to-exceed amount of \$986,718.48 and an estimated import cost of a 25% tariff and a 5% administrative fee for a Total estimated amount of \$1,220,133.48.

Due to the limited and specialized nature of the required services, MWBE or LDB/VBE goals were not recommended.

Should you have questions, you may contact Orlando Santiago at 407-825-7134.

**Greater Orlando Aviation Authority  
Attachment "D"**

Date:	<u>2/11/2020</u>	Requestor's Extension:	<u>3541</u>
Requestor's Name:	<u>Shiv Persaud</u>	Preparer's Extension:	<u>6427</u>
Form Preparer's Name:	<u>Vlad Opreanu</u>	Purchasing Solicitation #:	<u>02-11</u>
Requestor's Department:	<u>IT</u>	CCM / CPC / PSC:	<u>CPC</u>
Description:	<u>Biometrics - CUPPS and GUS</u>	Committee Date:	<u>2/24/2020</u>
Vendor:	<u>SITA Information Networking Computing USA, Inc.</u>	Committee Agenda Item#:	<u></u>
		Requisition #	<u></u>

Account Code Format: xxx.xxx.xxx.xxxxxxx.xxx.xxxxxx	FY 2019 Amount	FY 2020 Amount	FY 2021 Amount	FY 2022 Amount	FY 2023 Amount
ZC- 274 Biometric CIP Unallocated		1,220,133.48			
<i>Capital Expenditure Funds and General Airport Revenue Funds</i>					
<b>Total Requisition</b>	-	1,220,133.48	-	-	-
<b>Requisition Number</b>					

OMB Note:  
Funding Approver

*Pam Lawrence* 2/20/2020  
Converted into PO #:

Date: \_\_\_\_\_  
Buyer: \_\_\_\_\_

Total Requisition		
BPA Amount \$		1,220,133.48
Grand Total - Agree to Committee Item \$		1,220,133.48



**GREATER ORLANDO AVIATION AUTHORITY**

Orlando International Airport  
One Jeff Fuqua Boulevard  
Orlando, Florida 32827-4399

**MEMORANDUM**

TO: Members of the Concessions/Procurement Committee  
FROM: Bruce L. Gant, Purchasing Manager - Contracts  
DATE: February 24, 2020

**ITEM DESCRIPTION**

Recommendation to Award Invitation for Bid (IFB) 12-20, Aircraft Operating Area (AOA) Landscape Maintenance and Irrigation Services

**BACKGROUND**

The term of the Contract is for thirty-six (36) months, with the initial service to commence on or about July 8, 2020, 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 to furnish all labor, supervision, materials (including any replacement plant material and irrigation parts required), supplies, tools, equipment, licenses, permits, chemicals, fertilizer, mulch, and all other items necessary or proper for, or incidental to, performing exterior landscape maintenance and irrigation maintenance services of specified roadway landscape areas located inside the AOA at the Orlando International Airport in accordance with the Contract Documents.

**ISSUES**

On January 21, 2020, the following bids were received:

<u>Name of Respondent</u>	<u>Total Three (3) Year Bid Price</u>
Helping Hand Lawn Care	\$729,399.00
Millennium Services of Florida, LLC	\$1,001,859.00*1
Carol King Landscape Maintenance, Inc.	\$1,193,027.00*2
Groundteck of Central Florida, Inc.	\$1,564,638.00
The Davey Tree Expert Company	\$2,181,445.53

\*1The bid submitted by Millennium Services of Florida, LLC contained a mathematical error, which resulted in a \$54.00 understatement of its bid (Bidder miscalculated the total annual value for Year 1, Year 2 and Year 3). The corrected price is reflected in the above tabulation and did not affect the rankings.

\*2The Bid submitted by Carol King Landscape Maintenance, Inc., contained a mathematical error, which resulted in a \$10.00 overstatement of its bid (Bidder miscalculated the total annual value for Year 1). The corrected price is reflected in the above tabulation and did not affect the rankings.

References for Helping Hand Lawn Care, Millennium Services of Florida, LLC, and Carol King Landscape Maintenance, Inc., were checked and based thereon were determined to be responsive. All three Bidders were determined to be responsive and responsible.

The Small Business Development Department has reviewed the requirements for the above referenced solicitation and determined that due to limited scope, it does not lend itself to MWBE/LDB/VBE participation.

The services will be for commercial landscaping services. Pricing for the services are based on unit prices for the following:

- Mowing
- Edging and Trimming
- Weeding
- Pruning-Shrubs and Groundcover
- Disease and Insect Control
- Palm Weevil Treatments
- Fertilization-Turf, Shrubs and Groundcover, Palms, and Trees
- Irrigation and Maintenance
- Shredded Mulch
- Trash and Debris Removal
- Additional Work
- Annuals
- Planting Soil
- Plant Replacement Materials

Pricing will also include hourly rates for additional work. The actual amount to be paid to the contractor will be based on actual landscape maintenance and irrigation services requested, the actual quantity of additional/replacement plant material requested, and the actual amount of additional work performed, and approved by the Aviation Authority.

#### **FISCAL IMPACT**

Helping Hand Lawn Care bid in the amount of \$729,399 is to be funded from the Operations and Maintenance Fund 301.631.110.5340004.000.100876. Funds expected to be spent under the Contract in the current fiscal year are within budget. Funding required in current and subsequent fiscal years will be allocated from the Operations and Maintenance Fund as approved through the budget process and when funds become available.

#### **RECOMMENDED ACTION**

It is respectfully requested that the Concessions/Procurement Committee approve that the following be recommended to the Aviation Authority Board: (1) award Invitation for Bid (IFB) 12-20, AOA Landscape Maintenance and Irrigation Services to Helping Hand Lawn Care as the low responsive and responsible bidder; (2) authorize funding from the Operations and Maintenance Fund in a not-to-exceed amount of \$729,399.00; and (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute a Contract following satisfactory review by legal counsel.

#### Attachments

- A - Award Criteria
- B - Small Business Memo
- C - Finance Form

**Attachment "A"**

**Award Criteria (including Experience Required) and/or Bid Schedule:**

Award, if made, will be to the responsible and responsive Bidder submitting the low Bid.

For a Bidder to meet the minimum responsibility criteria for this Contract, the Bidder must provide verifiable evidence:

1. through references or otherwise, that the Bidder is an individual, a firm, a corporation, or other entity that is currently engaged in the business of providing commercial landscape maintenance and irrigation services;
2. through references, that the Bidder, after taking into account the activities of a related predecessor (e.g. by merger or reorganization), affiliate, or principal of Bidder, has been actively engaged in such business for at least the three (3) years immediately preceding the date of Bidder's response to this Invitation for Bids;
3. through references, that the Bidder, after taking into account the activities of a related predecessor (e.g. by merger or reorganization), affiliate, or principal of Bidder, has satisfactorily provided commercial landscape maintenance and irrigation services for at least (3) entities during such three year period; and
4. through references, that the Bidder, after taking into account the activities of a related predecessor (e.g. by merger or reorganization), affiliate, or principal of Bidder, has at least one (1) contract during the past three (3) years in which it performed in an area of at least 50 acres the following types of commercial landscape maintenance and irrigation services for commercial customers:
  - a. Grass Mowing;
  - b. Edging and Trimming;
  - c. Weeding;
  - d. Pruning;
  - e. Disease and Insect Control;
  - f. Fertilization, and
  - g. Irrigation Maintenance and Repair.



**GREATER ORLANDO AVIATION AUTHORITY**

Orlando International Airport  
5850-B Cargo Road  
Orlando, Florida 32827-4399

**MEMORANDUM**

To: Denise K. Schneider, CPPO, C.P.M., C.M., Assistant Director,  
Purchasing and Material Control

From: Somdat Jiawan, Manager, Small Business Programs  
Orlando Santiago, Small Business Compliance Administrator

A handwritten signature in blue ink, likely belonging to Somdat Jiawan, positioned to the right of the 'From' field.

Date: February 19, 2020

Re: 12-20 AOA Landscape and Irrigation Maintenance

The Small Business Development Department has reviewed the requirements for the above referenced solicitation and determined that due to limited scope, it does not lend itself to MWBE/LDB/VBE participation.

Should you have questions, you may contact Somdat Jiawan at 407.825.3481 or Orlando Santiago at 407-825-7134.





**GREATER ORLANDO AVIATION AUTHORITY**

Orlando International Airport  
One Jeff Fuqua Boulevard  
Orlando, Florida 32827-4399

**MEMORANDUM**

TO: Members of the Concessions/Procurement Committee  
FROM: Bruce L. Gant, Purchasing Manager - Contracts  
DATE: February 24, 2020

**ITEM DESCRIPTION**

Recommendation to Approve Amendment No. 12, the Third Renewal Option and Amendment No. 13 for a Contract Adjustment for Purchasing Contract 13-14, Elevators, Escalators and Moving Sidewalks Maintenance and Repair Services with Schindler Elevator Corporation (Schindler)

**BACKGROUND**

The initial term of the Contract was for forty-eight (48) months, effective June 1, 2014, that expired May 31, 2018, with the Aviation Authority having options to renew the Contract for three (3) additional periods of one (1) year each. The Second Renewal Option is due to expire on May 31, 2020.

The Contract requires Schindler to furnish all labor, supervision, materials, repair parts, supplies, tools, diagnostic equipment, manuals, schematics, and any and all other items and services necessary or proper for, or incidental to, performing twenty-four (24) hours per day, seven (7) days per week, on-site maintenance and repair for elevators, escalators and moving sidewalks located at the Orlando International Airports. Schindler shall provide and maintain an on-site inventory of spare parts and shall perform or assist with the A17 Safety Code testing/witnessing inspections in accordance with the testing schedule, and shall maintain the airport's elevator/escalator monitoring system (LiftNet) and all other items necessary or proper for, or incidental to, performing Elevators, Escalators and Moving Sidewalks Maintenance and Repair Services at Orlando International Airport in accordance with the Contract Documents.

**ISSUES**

Third Renewal Option (Amendment No. 12)- June 1, 2020 to May 31, 2021

Department - Concurrs with the renewal option.

Contract Adjustment (Amendment No. 13)- Staff is requesting additional work for the scheduled replacement of two escalators(E-18 and E-20) located in the north terminal. The replacement includes the removal of and installation of the existing escalators, permits, all labor, supervision, materials, supplies, tools, manuals, schematics, and all other items necessary or proper for, or incidental to the escalators. The cost of the additional work for the removal and replacement of the escalators is for a total not-to-exceed amount of \$1,774,046.00, in accordance with the Contract Documents.

Contractor - Based on information known at this time, Schindler has performed satisfactory during the initial term, first and second renewal options.

The annual value for the third renewal option (Amendment No. 12) is based on published Producer Price Index (PPI) and National Elevator Industry, Inc. (N.E.I.I) Mechanic Rate, in which increases or decreases are allowed by the Contract. The PPI applies to materials and parts; and the N.E.I.I. applies to labor costs. The PPI and N.E.I.I. are subject to a maximum of + or - 5% annually for this Contract. The actual percentage rates for PPI is a decrease of -4.11% (capped at 5%) and for N.E.I.I. is an increase of 3.28%, therefore the Monthly Cost for the Maintenance and Repair per unit shall be adjusted to \$1,239.01 for a total not-to-exceed amount of \$4,437,696.68.

The Contract Adjustment (Amendment No. 13) is for the additional work for the scheduled removal and replacement of two escalators (E-18 and E-20) for a total not-to-exceed amount of \$1,774,046.00 in accordance with the Contract Documents.

This Contract includes a Minority and Women Business Enterprise (MWBE) participation goal of 16%. The Small Business Development Department certifies that this Contract is in good standing as it relates to MWBE participation goal.

**FISCAL IMPACT**

The fiscal impact for the Third Renewal Option (Amendment No. 12) and Contract Adjustment (Amendment No. 13) is a not-to-exceed amount of \$6,211,742.68. Funding will be from the Operation and Maintenance Fund and the Capital Expenditure Fund at the following account code numbers:

- 301.631.170.5460001.000.100012
- 301.631.210.5460001.000.100012
- 301.631.510.5460001.000.100012
- 301.631.611.5460001.000.100012
- 301.631.615.5460001.000.100012
- 301.631.692.5460001.000.100012
- 301.631.330.5460001.000.100012
- 308.631.210.5620001.000.501383

Funds expected to be spent under the Contract in the current fiscal year are within budget. Funding required in current and subsequent fiscal years will be allocated from the Operations and Maintenance Fund as approved through the budget process and when funds become available.

**RECOMMENDED ACTION**

It is respectfully requested the Concessions/Procurement Committee approve the following be recommended to the Aviation Authority Board: (1) approve Amendment No. 12 for the Third Renewal Option and Amendment No. 13 for the Contract Adjustment to Purchasing Contract 13-14, Elevators, Escalators and Moving Sidewalks Maintenance and Repair Services with Schindler Elevator Corporation; (2) authorize funding in a total not-to-exceed amount of \$6,211,742.68, which includes \$4,437,696.68 from the Operations and Maintenance Fund and \$1,774,046.00 from Capital Expenditure Fund; and (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute an amendment following satisfactory review by legal counsel.

Attachments

- A - Contract History
- B - Small Business Memo
- C - Finance Form
- D - Option Three and Contract Adjustment

**ATTACHMENT "A"**  
**SUMMARY OF CONTRACT REVISIONS**  
**13-14 ELEVATORS, ESCALATORS AND MOVING SIDEWALKS**  
**MAINTENANCE AND REPAIR SERVICES**

CONTRACT	APPROVALS	DESCRIPTION	TERM	DOLLARS
Initial Term	<ul style="list-style-type: none"> <li>• 01/13/2014 CPC</li> <li>• 02/19/2014 Board Approved, Item D</li> </ul>	48 Months Contract Award (First Year Funding)	06/01/2014 to 05/31/2018	\$3,131,293.20
Amendment No. 1	<ul style="list-style-type: none"> <li>• 07/14/2014 CPC</li> <li>• 08/20/2014 Board Approved, Item L</li> </ul>	Contract Adjustment (Upgrade for 82 Elevators to meet ADA Codes)	06/01/2014 to 05/31/2018	\$510,800.00
Amendment No. 2	<ul style="list-style-type: none"> <li>• 09/22/2014</li> <li>• 10/15/2014 Board Approved, Item C</li> </ul>	Contract Adjustment Modernization Refurbishment	06/01/2014 to 05/31/2018	\$2,291,325.47
Amendment No. 3	<ul style="list-style-type: none"> <li>• 12/15/2014 Language Change</li> </ul>	Contract Adjustment (Include First-Year & Second-Year Apprentice Staffing)	06/01/2014 to 05/31/2018	\$0.00
Amendment No. 4	<ul style="list-style-type: none"> <li>• 09/22/2014 CPC</li> <li>• 10/15/2014 Board Approved, Item C</li> </ul>	Second Year Funding	06/01/2014 to 05/31/2018	\$3,267,241.00
Amendment No. 5	<ul style="list-style-type: none"> <li>• 03/14/2016 CPC</li> <li>• 04/20/2016 Board Approved</li> </ul>	Third Year Funding	06/01/2014 to 05/31/2018	\$3,154,587.30
Amendment No. 6	<ul style="list-style-type: none"> <li>• 08/05/2016 PM</li> </ul>	Contract Adjustment	06/01/2014 to 05/31/2018	\$9,983.97
Amendment No. 7	<ul style="list-style-type: none"> <li>• 03/20/2017 CPC</li> <li>• 04/19/2017 Board Approved</li> </ul>	Fourth Year Funding & Contract Adjustment	06/01/2014 to 05/31/2018	\$3,699,613.02
Amendment No. 8	<ul style="list-style-type: none"> <li>• 10/17/2017 PM</li> </ul>	Contract Adjustment (Testing Dates)		No Value
Amendment No. 9	<ul style="list-style-type: none"> <li>• 01/08/2018 CPC</li> <li>• 02/21/2018 Board Approved, Item W</li> </ul>	Increase in Value First Renewal Option	06/01/2018 to 05/31/2019	\$1,177,445.68 \$4,284,910.08
Amendment No. 10	<ul style="list-style-type: none"> <li>• 01/08/2018</li> </ul>	Contract Adjustment	06/01/2018 to 05/31/2019	No Value
Amendment No. 11	<ul style="list-style-type: none"> <li>• 04/15/2019 CPC</li> <li>• 05/15/2019 Board Approved, Item X</li> </ul>	Second Renewal Option	06/01/2019 to 05/31/2020	\$4,349,500.00
Amendment No. 12	<ul style="list-style-type: none"> <li>• 02/24/2020 CPC</li> </ul>	Third Renewal Option	06/01/2020 to 05/31/2021	\$4,437,696.68
Amendment No. 13	<ul style="list-style-type: none"> <li>• 02/24/2020 CPC</li> </ul>	Contract Adjustment	06/01/2020 to 12/31/2020	\$1,774,046.00
<b>Total Contract Value with all Changes (approved and proposed)</b>				<b>\$32,088,442.00</b>



GREATER ORLANDO AVIATION AUTHORITY

Orlando International Airport  
5850-B Cargo Road  
Orlando, Florida 32827-4399

**MEMORANDUM**

To: Denise K. Schneider, CPPO, C.P.M., C.M., Assistant Director, Purchasing and Material Control

From: Somdat Jiawan, Manager, Small Business Programs  
Orlando Santiago, Small Business Contract Administrator

A handwritten signature in blue ink, appearing to be 'S. Jiawan'.

Date: February 12, 2020

Re: Recommendation to Approve Amendment No. 12, Third Renewal Option and Amendment No. 13 for Contract Adjustment for Purchasing Contract 13-14, Elevators, Escalators and Moving Sidewalks Maintenance and Repair Services with Schindler Elevator Corporation.

The initial term of the Contract was for forty-eight (48) months, effective June 1, 2014, expired May 31, 2018, with the Authority having options to renew the Contract for three (3) additional periods of one (1) year each. The Second Renewal Option is due to expire on May 31, 2020.

**Issues:**

Third Renewal Option and Contract Adjustment - June 1, 2020 to May 31, 2021.

**Fiscal Impact:**

The fiscal impact for the Third Renewal Option and Contract Adjustment is a not-to-exceed amount of \$6,211,742.68.

At the time of award a 16% MWBE participation was established. The Small Business Development Department certifies that the vendor is in good standing as it relates to small business participation. The same small business participation requirement will apply to this amendment.

Should you have questions, you may contact Orlando Santiago at 407-825-7134.

**ATTACHMENT C  
Finance Form**

**Greater Orlando Aviation Authority  
Attachment "C"**

Date:	<u>2/12/2020</u>	Requestor's Extension:	<u>2375</u>
Requestor's Name:	<u>Thomas O'Day</u>	Preparer's Extension:	<u>6425</u>
Form Preparer's Name:	<u>Janice Hughes</u>	Purchasing Solicitation #:	<u>13-14</u>
Requestor's Department:	<u>Maintenance</u>	CCM / CPC / PSC:	<u>CPC</u>
Description:	<u>Elevator, Escalator Maint &amp; Repair</u>	Committee Date:	<u>2/24/2020</u>
Vendor:	<u>Schindler Elevator Corporation</u>	Committee Agenda Item#:	<u></u>
		Requisition #	<u></u>

**NON-PROJECT FUNDS: O&M, CAP EX, I&D, R&R, OEA REVENUE FUNDS**

Account Code Format: xxx.xxx.xxx.xxxxxxx.xxx.xxxxxx	FY 20 Amount	FY 21 Amount	FY 22 Amount	FY 23 Amount	FY 24 Amount	Total Contract
301.631.170.5460001.000.100012	\$13,267	\$24,573				\$37,840
301.631.210.5460001.000.100012	\$872,347	\$1,356,997				\$2,229,344
301.631.510.5460001.000.100012	\$167,547	\$135,154				\$302,701
301.631.611.5460001.000.100012	\$251,878	\$503,730				\$755,608
301.631.615.5460001.000.100012	\$305,290	\$135,581				\$440,871
301.631.692.5460001.000.100012	\$284,301	\$368,602				\$652,903
301.631.330.5460001.000.100012	\$6,143	\$12,287				\$18,430
308.631.210.5620001.000.501383	\$ 1,774,046.00					\$1,774,046
<b>Total Requisition</b>	<b>\$3,674,819</b>	<b>\$2,536,924</b>				<b>\$6,211,743</b>
Requisition Number	84728					

OMB Notes:		Converted into PO #:	<u></u>
Funding Approver	<u>Attanya</u>	Date:	<u></u>
Total Requisition \$	6,211,742.68	Buyer:	<u></u>
BPA Amount \$	-		
Grand Total - Agree to Committee Item	<u>\$ 6,211,742.68</u>		

**ATTACHMENT D  
13-14 ELEVATORS, ESCALATORS AND MOVING SIDEWALKS MAINTENANCE AND REPAIR**

ITEM	TYPE	ESTIMATED NO. OF UNITS*	X		MONTHLY COST PER UNIT FOR MAINTENANCE AND REPAIR	X	ESTIMATED NO. OF FREQUENCY*	=	NUMBER OF UNITS X MONTHLY COST X FREQUENCY
Elevator	Gearless Traction	85	X		\$1,239.01	X	12	=	\$1,263,790.20
Elevator	Gearless Traction	12	X		\$1,239.01	X	12	=	\$178,417.44
Elevator	Hydraulic	39	X		\$1,239.01	X	12	=	\$579,856.68
Escalator	VFD	6	X		\$1,239.01	X	12	=	\$89,208.72
Escalator	Single Drive	81	X		\$1,239.01	X	12	=	\$1,204,317.72
Escalator	Multi Drive	4	X		\$1,239.01	X	12	=	\$59,472.48
Moving Sidewalk	Single Drive	9	X		\$1,239.01	X	12	=	\$133,813.08
<b>ADDITIONAL WORKING HOURS</b>		<b>HOURLY RATE (\$)</b>	<b>X</b>	<b>=</b>	<b>HOURLY RATE (\$)</b>	<b>X</b>	<b>ESTIMATED NO. OF HOURS*</b>	<b>=</b>	<b>EXTENSION (\$)</b>
Mechanic		\$154.75	X	=	\$159.83	X	3,500	=	\$559,405.36
Helper and Apprentices (1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> and 4 <sup>th</sup> Year Apprentice)		\$115.59	X	=	\$119.38	X	1,750	=	\$208,915.00
					<b>MARKUP %</b>	<b>X</b>	<b>ESTIMATED ANNUAL VALUE*</b>	<b>=</b>	<b>EXTENSION (\$)</b>
Contractors Mark-up for Sub-Contracted Labor, Parts, Materials, and Equipment Rental					.07 (% expressed in decimals)	X	\$150,000.00	=	\$160,500.00 (\$10,500.00 Contractors Mark-up + \$150,000.00)
<b>ESTIMATED NOT-TO-EXCEED THIRD RENEWAL OPTION PRICING ADJUSTMENT AMOUNT:</b>									<b>\$4,437,696.68</b>
<b>ESTIMATED NOT-TO-EXCEED AMOUNT CONTRACT ADJUSTMENT (REMOVE AND REPLACE ESCALATORS 18 AND 20)</b>									<b>\$1,774,046.00</b>
<b>TOTAL NOT-TO EXCEED CONTRACT AMOUNT</b>									<b>\$6,211,742.68</b>

Contract #13-14 Third Option Renewal (June 1, 2020 through May 31, 2021) \*pricing is based on the maximum escalation of 5% as stated in the contract section, IB, Paragraph 2.2.5, due to material and labor PPI adjustments in accordance with the Bureau Of Labor Statistics-Producer Price Index and the International Union of Elevator Contractors-Wage Rates Local No. 139.



**GREATER ORLANDO AVIATION AUTHORITY**

Orlando International Airport  
One Jeff Fuqua Boulevard  
Orlando, Florida 32827-4399

**MEMORANDUM**

TO: Members of the Concessions/Procurement Committee  
FROM: Bruce Gant, Purchasing Manager - Contracts  
DATE: February 24, 2020

**ITEM DESCRIPTION**

Recommendation to Approve Amendment No. 3, First Renewal Option for Purchasing Contract 18-17, South Automated People Mover (APM) Landscape Maintenance and Irrigation Services with Helping Hand Lawn Care, LLC. (Helping Hand)

**BACKGROUND**

The initial term of the Contract was for thirty-six (36) months, which commenced on September 1, 2017, with the Aviation Authority having options to renew the Contract for two (2) additional periods of one (1) year each. The initial term is due to expire on August 31, 2020.

This contract requires Helping Hand to furnish all labor, supervision, materials (including any replacement plant material required), supplies, tools, equipment, licenses, permits, chemicals, fertilizer, pine bark mulch, pine straw, and all other items necessary or proper for, or incidental to, performing exterior landscape maintenance and irrigation maintenance services of specified South APM area located at the Orlando International Airport in accordance with the Contract Documents.

**ISSUES**

First Renewal Option - September 1, 2020 through August 31, 2021.

Department - Concurrs with the renewal option.

Contractor - Based on the information known at this time, Helping Hand has performed satisfactorily during the initial term.

The renewal option value is for a total not-to-exceed amount of \$342,923.33. The actual amount paid to Contractor is based on actual work requested, performed, and approved by the Aviation Authority, based on the unit prices. There is no change to the unit prices from Year Three.

This Contract has been designated as a direct procurement for a Local Developing Business (LDB).

**FISCAL IMPACT**

The fiscal impact for the first renewal option is a not-to-exceed amount of \$342,923.33 funding will be from the Operations and Maintenance Fund 301.631.692.5340004.000.100001. Funds expected to be spent under the Contract in the current fiscal year are within budget. Funding required in current and subsequent fiscal years will be allocated from the Operations and Maintenance Fund, as approved through the budget process and when funds become available.

**R ECOMMENDED ACTION**

It is respectfully requested that the Concessions/Procurement Committee approve the following be recommended to the Aviation Authority Board: (1) approve Amendment No. 3, First Renewal Option for Purchasing Contract 18-17, South APM 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 \$342,923.33; and (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute an amendment following satisfactory review by legal counsel.

Attachments

- A - Contract History
- B - Small Business Memo
- C - Finance Form

**ATTACHMENT "A"**

**SUMMARY OF CONTRACT REVISIONS**

**Contract 08-17, South APM Landscape Maintenance and Irrigation Services**

<b>Contract</b>	<b>Approvals</b>	<b>Description</b>	<b>Term</b>	<b>Dollars</b>
Initial Term	<ul style="list-style-type: none"> <li>• CPC 6/12/2017</li> <li>• Board 6/21/2017, Item "P"</li> </ul>	36 Months Contract Award	9/1/2017 thru 8/31/2020	\$1,028,770.00
Amendment No. 1	<ul style="list-style-type: none"> <li>• CEO Approval 8/17/2017</li> </ul>	Increase in Value Year 1 Performance Bond Reimbursable	9/1/2017 thru 8/31/2018	\$10,288.00
Amendment No. 2	<ul style="list-style-type: none"> <li>• Purchasing Manager Approval 6/14/2018</li> </ul>	Increase in Value Year 2 Performance Bond Reimbursable	9/1/2018 thru 8/31/2019	\$10,288.00
Amendment No. 3	<ul style="list-style-type: none"> <li>• Pending CPC 2/24/2020</li> </ul>	First Renewal Option	9/1/2020 thru 8/31/2021	\$342,923.33
<b>Total Contract Value with all changes (approved and proposed):</b>				<b>\$1,392,269.33</b>



ATTCHMENT "B"

**GREATER ORLANDO AVIATION AUTHORITY**

Orlando International Airport  
5850-B Cargo Road  
Orlando, Florida 32827-4399

**MEMORAMDUM**

To: Denise K. Schneider, CPPO, C.P.M., C.M., Assistant Director, Purchasing and Material Control

From: Somdat Jiawan, Manager, Small Business Programs  
Orlando Santiago, Small Business Contract Administrator 

Date: February 10, 2020

Re: Recommendation to Approve Amendment No. 3, First Renewal Option for Purchasing Contract 18-17, South Automated People Mover (APM) Landscape Maintenance and Irrigation Services with Helping Hand Lawn Care, LLC.

The initial term of the Contract was for thirty-six (36) months which commenced on September 1, 2017, with the Aviation Authority having options to renew the Contract for two (2) additional periods of one (1) year each. The initial term is due to expire on August 31, 2020.

**Issues:**

First Renewal Option: September 1, 2020 through August 31, 2021.

**Fiscal Impact:**

The Renewal Option Value is for a total not-to-exceed amount of \$342,923.33.

This Contract has been designated as a direct procurement for a Local Developing Business designation requirement.

Should you have questions, you may contact Orlando Santiago at 407-825-7134.





**GREATER ORLANDO AVIATION AUTHORITY**

Orlando International Airport  
One Jeff Fuqua Boulevard  
Orlando, Florida 32827-4399

**MEMORANDUM**

TO: Members of the Concessions/Procurement Committee  
FROM: Diana Hershner, CPPO, CPPB, Purchasing Manager  
DATE: February 24, 2020

**ITEM DESCRIPTION**

Recommendation to Approve the Purchase of four (4) Passenger Boarding Bridges (PBBs) from John Bean Technologies Corporation d/b/a JBT AeroTech Jetway Systems

**BACKGROUND**

This request is for the purchase of four (4) PBBs, including installation, installation supervision, training, commissioning and freight. The new PBBs will replace existing bridges that are nearing the end of their life cycle, in accordance with the Aviation Authority's PBBs replacement schedule.

**ISSUES**

The purchase of the four (4) PBBs and associated services has been priced for the Aviation Authority pursuant to the Denver International Airport, Master Purchase Order No. 0823A0115/SC-00001098. The Master Purchase Agreement is valid until December 31, 2022.

The Aviation Authority's Policy (Section 450.03, Non-Competitive Procurements) permits the procurement of goods and/or services from a Supplier having a requirement contract/annual agreement with any public entity for products and/or services described in such contract and at prices or discounts no less favorable than any set forth in such Contract.

The Small Business Development Department has reviewed the requirements for this purchase and has determined that, due to limited and specialized scope of the required services, and/or lack of ready, willing and able certified small businesses, this procurement does not lend itself to MWBE/LDB/VBE participation.

**FISCAL IMPACT**

The total value of the purchase is not-to-exceed \$2,403,544. Funding is available from previously-approved Capital Expenditure Fund 308.413.212.5650002.000.501100.

**RECOMMENDED ACTION**

It is respectfully requested that the Concessions/Procurement Committee approve that the following be recommended to the Aviation Authority Board: (1) award the purchase of four (4) Passenger Boarding Bridges (PBBs), to John Bean Technologies Corporation d/b/a JBT AeroTech Jetway Systems pursuant to the Denver International Airport, Master Purchase Order No. 0823A0115/SC-00001098, for the total cost of \$2,403,544; (2) authorize funding from previously-approved Capital Expenditure Fund; and (3) authorize the Purchasing Office to issue the necessary Purchase Order.

Attachments

- A - Award Criteria
- B - Small Business
- C - Finance Form

**ATTACHMENT A**

**Award Criteria:**

The Aviation Authority's policy 450.03, "Non-Competitive Procurements" permits the procurement of items from a supplier based on a requirements contract/annual agreement with any public entity.

**Clarifications Required During the Process:**

Staff confirmed that the Price Escalation Protocol established in the Denver Master Agreement has been followed, and pricing did not increase by more than 3% at any point.

**Irregularities or Issues that Impact Recommended Ranking:**

N/A



**GREATER ORLANDO AVIATION AUTHORITY**

Orlando International Airport  
5850-B Cargo Road  
Orlando, Florida 32827-4399

**MEMORANDUM**

To: Denise K. Schneider, CPPO, C.P.M., C.M., Assistant Director, Purchasing and Material Control

From: Somdat Jiawan, Manager, Small Business Programs  
Orlando Santiago, Small Business Compliance Administrator

A handwritten signature in blue ink, appearing to be 'OS', located to the right of the 'From:' field.

Date: February 11, 2020

Re: Recommendation to Authorize the Purchase of four (4) Passenger Boarding Bridges from John Bean Technologies Corporation d/b/a JBT AeroTech Jetway Systems

The Small Business Development Department has reviewed the requirements for the above referenced solicitation and determined that, due to limited and specialized scope of the required services, and/or lack of ready, willing and able certified small businesses it does not lend itself to MWBE/LDB/VBE participation.

Should you have questions, you may contact Orlando Santiago at 407-825-7134.





**GREATER ORLANDO AVIATION AUTHORITY**

Orlando International Airport  
One Jeff Fuqua Boulevard  
Orlando, Florida 32827-4399

**MEMORANDUM**

TO: Members of the Concessions/Procurement Committee  
FROM: Diana Hershner, CPPO, CPPB, Purchasing Manager  
DATE: February 24, 2020

**ITEM DESCRIPTION**

Recommendation to Approve the Purchases of Renewals of Computer Hardware and Software Maintenance, Support, Maintenance and Support, and Licenses

**BACKGROUND**

This request is for multiple purchases of Computer Hardware and Software Maintenance, Support, Maintenance and Support Renewals and License Renewals, as well as Software as a Service (SaaS) License Renewals, and other Internet Based Service Renewals (Technology Renewals) by utilizing various procurement methods as reflected in the attached list, and as allowed by Aviation Authority Policies.

The term of each Renewal may range from a pro-rated period of less than 12 months to a not-to-exceed period of 60 months as appropriate for the renewal agreement purchased.

**ISSUES**

All Aviation Authority owned computer hardware and software licenses require support and/or maintenance to ensure the continuous operation of such computer hardware and/or software applications to support the operations of the Aviation Authority. The Aviation Authority's Information Technology (IT) Department provides routine user support needs, but almost all of the hardware and software applications are either proprietary, protected by a copyright, and/or protected under license agreement terms, and therefore require technical expertise that staff does not have. The Aviation Authority's Purchasing Department makes every effort to obtain competitive pricing on initial agreement purchases and agreement renewals, but in many cases, the agreements and the technical expertise required are only available directly from the original hardware or software manufacturer. The acquisition of maintenance agreements or support services in many cases from a supplier other than the manufacturer could void hardware warranties, result in equipment downtime, or violate copyright laws.

The Aviation Authority also has SaaS licensing agreements in which the software is not owned by the Aviation Authority but for which the Aviation Authority has purchased access. These agreements are required to support the operational needs of various Aviation Authority departments. The use of SaaS licensing agreements eliminates the Authority's need to purchase computer hardware and/or "traditional" software licenses. Computer hardware maintenance is the responsibility of the SaaS provider and software upgrades are included in the annual renewal costs.

The Aviation Authority also has Internet Subscription Services agreements in which the provider grants the Aviation Authority access to a proprietary database. These subscription services are required to support the operational needs of various Aviation Authority departments. The use of a Subscription Services agreement eliminates the Aviation Authority's need to contract for services to develop these data bases and then subsequently continue to contract for services to continually update the database. The database is created by and continually updated by the service provider. These activities are included in the annual renewal cost.

The Small Business Development Department has reviewed the requirements for the above-referenced solicitation and determined that, due to the limited and specialized scope of the required services, and/or lack of ready, willing and able certified small businesses, it does not lend itself to MWBE/LDB/VBE participation.

#### **FISCAL IMPACT**

The estimated value of this request is \$7,570,243.24, which includes a contingency of 20%, through March 31, 2021. The value of renewal purchases made have been funded by the associated departments from the Operations and Maintenance Fund that is approved during the budget process. Funds expected to be spent in the current fiscal year (FY) are within budget. The departments requiring Technology Renewal purchases going forward intend to submit budget requests for funds expected to be spent under the resulting Purchase Orders in FY '21 and such requests, when considered with known or anticipated obligations of the departments for FY '21, do not exceed expected or reasonable funding approvals.

#### **RECOMMENDED ACTION**

It is respectfully requested that the Concessions/Procurement Committee approve that the following be recommended to the Aviation Authority Board: (1) approve the Purchases of Renewals of Computer Hardware and Software Maintenance, Support, Maintenance and Support, and Licenses on the list (copy on file), which renew within the 12 month approval period of April 1, 2020 through March 31, 2021; (2) authorize funding from approved departments' Operations and Maintenance Funds in the not-to-exceed amount of \$7,570,243.24, which includes a 20% contingency for anticipated price increases and the purchase of new licenses and hardware support; and (3) authorize the Purchasing Department to award purchase orders for each renewal utilizing competitive quotations, direct negotiations, single source procurements, sole source procurements, other entities' contract (piggy-backing), procurement card, or other methods in compliance with referenced Aviation Authority policies.

#### Attachments

- A - Award Criteria
- B - Small Business
- C - Finance Attachment

## ATTACHMENT A

### **Award Criteria:**

The various manufacturer and services provider publish/provide pricing for renewal agreements/services annually. Some of the renewal agreements/services are only available directly from the manufacturer. Some of the manufacturers make their renewal agreements/services available only through distributors called "value added re-sellers" (VAR's) and, when this is the case, Staff makes every effort to compete the Aviation Authority's annual renewal agreement/service requirement among the available VAR's. The Purchasing Department will determine the method of purchase required for each renewal agreement/service (see Clarifications).

### **Clarifications Required During the Process:**

The IT Department, in conjunction with the Purchasing Department, will verify if a renewal agreement/service will be purchased utilizing one of the following methods as authorized by the Aviation Authority's Operational Procedures:

1. By Competitive Procurements (Section 450.02), which requires that Requests for Quotations be issued when the value is expected to exceed \$15,000.00, and there are no non-competitive methods that can be utilized for those purchases.
2. Through Non-Competitive Procurements (Section 450.03), which permits the procurement of Goods, Services, and Professional Services with limited or no competition. This would include the following methods: a) Sole Source Procurement, when the goods or services are limited to one source, or when they must be obtained from a specific manufacturer's dealer; b) Single Source Procurement, when the goods or services are procured from one firm among others in a competitive marketplace which, for justifiable reasons, is found to be most advantageous for the purpose of fulfilling the given purchasing need; c) a "Piggy-Back" purchase from a Supplier having a requirement contract, annual agreement, contract with any other public entity (Other Entity Contract); or d) by Direct Negotiation when the dollar value of the purchase does not exceed \$15,000.00.
3. By Procurement Card (Section 450.10), which permits the use of an Aviation Authority issued procurement card for small order purchasing, within established limitations.

Total FY'19 - FY'20 expenditures totaled \$6,086,615.78, which included a 20% contingency to allow for new purchases throughout the 12 month period. The total request for FY'20 - FY'21 is for \$6,308,536.03 plus a 20% contingency, for a total not-to-exceed request of \$7,570,243.24.

### **Irregularities or Issues that Impact Recommended Ranking:**

N/A



**GREATER ORLANDO AVIATION AUTHORITY**

Orlando International Airport  
5850-B Cargo Road  
Orlando, Florida 32827-4399

**MEMORANDUM**

To: Denise K. Schneider, CPPO, C.P.M., C.M., Assistant Director, Purchasing and Material Control

From: Somdat Jiawan, Manager, Small Business Programs  
Orlando Santiago, Small Business Compliance Administrator

Date: February 11, 2020

Re: Recommendation to Approve the Purchases of Renewals of Computer Hardware and Software Maintenance, Support, Maintenance and Support, and Licenses

The Small Business Development Department has reviewed the requirements for the above referenced solicitation and determined that, due to limited and specialized scope of the required services, and/or lack of ready, willing and able certified small businesses it does not lend itself to MWBE/LDB/VBE participation.

Should you have questions, you may contact Orlando Santiago at 407-825-7134.

**ATTACHMENT C**

**Greater Orlando Aviation Authority**

Date:	<u>2/11/2020</u>	Requestor's Extension:	_____
Requestor's Name:	<u>Ian Brooks</u>	Preparer's Extension:	_____
Form Preparer's Name:	<u>Diana Hershner</u>	Purchasing Solicitation #:	_____
Requestor's Department:	<u>Information Technology</u>	CCM / CPC / PSC:	_____
	<small>Renewals of Computer Hardware and Software Maintenance, Support, Maintenance and Support Renewals, and Licenses</small>	Committee Date:	_____
Description:		Committee Agenda Item#:	_____
Vendor:	<u>Multiple</u>	Requisition #	_____

**NON-PROJECT FUNDS: O&M, CAP EX, I&D, R&R, OEA REVENUE FUNDS**

Account Code Format: xxx.xxx.xxx.xxxxxxx.xxx.xxxxxx	FY 20 Amount	FY 21 Amount	FY 22 Amount	FY 23 Amount	FY 24 Amount
Various Sections/GL Accounts	\$3,785,121.62	\$3,785,121.62			
<b>Total Requisition</b>	-	-	-	-	-
Requisition Number	Multiple				

OMB Notes: NTE Value		Converted into PO #:	_____
Funding Approver	<u><i>Attayer</i></u>	Date:	_____
Total Requisition	\$ -	Buyer:	_____
Purchase Amount	\$ 7,570,243.24		
Grand Total - Agree to Committee Item	\$ 7,570,243.24		

**Computer Hardware and Software Maintenance and Support**

Manufacturer	Method of Procurement	Product Description	Dept	Actual Value	Renewal Start	Renewal End	Vendor
GovQA	2nd Quote	Public Records Request Management Platform	Board Services	\$13,290.00	01-01-2020	12-31-2020	GovQA
Earth Networks, Inc.	2nd Quote	Weather Data & Lightning Detection	Airfield Operations	\$12,500.00	04-01-2019	03-31-2020	Vaisala
Incident Response Technologies, Inc.	2nd Quote	Rhodium Suite Incident Response (Subscription)	ARFF	\$9,900.00	10-01-2019	09-30-2020	Incident Response Technologies, Inc.
Kronos Inc.	2nd Quote	Depot Exchange Support Service for Kronos InTouch timeclocks	Business Applications	\$5,335.21	11-24-2019	11-23-2020	Kronos, Inc.
Kronos Inc.	2nd Quote	Subscription Services	Business Applications	\$11,110.40	10-01-2019	11-28-2020	Kronos, Inc.
Sprout Social	2nd Quote	Sprout Social Annual Team Plan Subscription (4 Users)	Customer Experience	\$8,754.84	04-30-2019	04-29-2020	Sprout Social, Inc.
Bloomberg Finance LP	2nd Quote	Bloomberg (Subscription)	Finance	\$14,400.00	10-01-2019	09-30-2020	Bloomberg Finance LP
Aruba	2nd Quote	Aruba Foundation Care, Support	Information Technology	\$5,080.00	04-05-2019	04-04-2020	TouchPoint Inc
Pulse Secure	2nd Quote	Pulse Secure, Maintenance/Support	Information Technology	\$7,046.00	04-08-2019	04-08-2020	Insight Public Sector
Marathon	2nd Quote	Maintenance Support for Marathon EverRun Batteries (DC Power)	Information Technology	\$5,279.00	05-09-2019	05-08-2020	Insight Public Sector
AutoDesk	2nd Quote	Architecture Engineering Construction Collection IC Government <b>Multi-user</b> ELD Annual Subscription; and AutoCAD LT 2018 Government Single-user ELD	Information Technology	\$14,317.80	05-16-2019	05-15-2020	DLT Solutions
Genetec	2nd Quote	BHS CCTV Maintenance & Support & Omnicast Enterprise for OEA	Information Technology	\$5,027.48	07-01-2019	06-30-2020	SiteSecure
DataSplice	2nd Quote	Annual Software Subscriptions & Maintenance	Information Technology	\$13,554.00	07-16-2019	07-15-2020	Datasplice
Autodesk	2nd Quote	AutoCAD, Software Subscription	Information Technology	\$14,900.06	07-22-2019	07-21-2020	DLT Solutions
Qognify	2nd Quote	Maintenance & Support Services (Signet/Quognify)	Information Technology	\$7,960.68	07-24-2019	07-23-2020	Signet Technologies Inc.

**Computer Hardware and Software Maintenance and Support**

Manufacturer	Method of Procurement	Product Description	Dept	Actual Value	Renewal Start	Renewal End	Vendor
Red Hat	2nd Quote	Enterprise Linux Server, Red Hat Subscription	Information Technology	\$14,214.34	08-16-2019	08-15-2020	Carahsoft Technology Corp
Pulse Secure	2nd Quote	Pulse Secure, Maintenance/Support	Information Technology	\$10,700.00	09-07-2019	09-06-2020	CSPi
Proofpoint	2nd Quote	Proofpoint - Additional License and Support	Information Technology	\$11,328.46	09-30-2019	09-29-2020	Mission Critical Systems
Insight	2nd Quote	IT Support	Information Technology	\$8,423.50	09-30-2019	09-29-2020	Insight Public Sector
Crossmatch Technologies	2nd Quote	Hardware Support and Subscription Services	Security Access Control	\$7,024.86	04-01-2019	03-31-2020	Crossmatch Technologies
Sympro	2nd Quote	Investment Portfolio Management	Finance	\$13,054.98	01-15-2020	04-14-2021	SymPro
Everbridge, Inc.	OEC	Urgent/Premier Desktop Alerting, IPAWS Notification, Open API and Additional Organization, Matrix - Mass Notification Subscription	Security Operations	\$34,456.54	10-01-2019	09-30-2020	Everbridge
Oracle Financial System	OEC	Oracle eBusiness Suite	Finance	\$271,822.21	04-01-2019	03-31-2020	Oracle America
MicroSoft	OEC	MicroSoft Developer Support - visual Studio	Information Technology	\$2,600.34	01-01-2017	12-31-2019	Shi
Microsoft Corporation	OEC	Microsoft Enterprise Support	Information Technology	\$171,055.00	02-01-2019	01-31-2020	Microsoft
IT Federal Sales	OEC	Rapid7 license and support	Information Technology	\$30,461.90	03-12-2019	03-11-2020	IT Federal Sales
SolarWinds	OEC	Network Management Software	Information Technology	\$38,843.84	03-26-2019	03-26-2020	DLT Solutions
Oracle	OEC	Oracle Database for Maximo/GIS	Information Technology	\$12,391.53	04-01-2019	03-31-2020	Oracle America
Oracle	OEC	Enterprise Content Management (Webcenter)	Information Technology	\$8,462.46	04-01-2019	03-31-2020	Oracle
Tegile	OEC	Tegile Storage Maintenance and Support	Information Technology	\$6,150.00	04-24-2019	04-23-2020	BlueAlly
Tegile	OEC	Tegile Storage Maintenance and Support	Information Technology	\$5,354.82	04-24-2019	04-23-2020	BlueAlly
Tegile	OEC	Tegile Storage Maintenance and Support	Information Technology	\$2,593.50	11-24-2019	04-23-2020	BlueAlly

**Computer Hardware and Software Maintenance and Support**

Manufacturer	Method of Procurement	Product Description	Dept	Actual Value	Renewal Start	Renewal End	Vendor
Microsoft	OEC	License & Software Assurance (Enterprise)	Information Technology	\$463,054.97	05-01-2019	04-30-2020	SHI International
Palo Alto	OEC	Firewall/Intrusion Prevention; Juniper replacement; Firewall Platform Support	Information Technology	\$31,376.19	05-17-2019	05-17-2020	PC Solutions & Integration, Inc.
Palo Alto	OEC	Replacement Firewall Platform Support	Information Technology	\$206,120.00	06-11-2019	05-17-2020	PC Solutions & Integration, Inc.
ARCserve UDP Premium Edition	OEC	ARCserve UDP V6.5 License w/Maintenance	Information Technology	\$91,077.00	06-22-2019	06-21-2020	SHI International
IBM/Maximo	OEC	MAXIMO Software Support	Information Technology	\$146,191.73	07-01-2019	06-30-2020	Insight Public Sector
Palo Alto	OEC	Software Support and Software Subscriptions (new on PO 90915)	Information Technology	\$83,180.00	08-19-2019	08-20-2020	PC Solutions & Integration, Inc.
Aruba	OEC	Wireless Network Equipment and Airwave Wireless Maintenance - Aruba	Information Technology	\$75,993.49	09-01-2019	08-31-2020	TouchPoint Inc
Box.com	OEC	Box Enterprise Licenses	Information Technology	\$56,973.00	09-20-2019	09-19-2020	Carahsoft Technology Corp
ARCserve UDP Premium Edition	OEC	ARCserve UDP V6.5 License w/Maintenance	Information Technology	\$25,124.70	06-22-2019	09-21-2020	SHI International
Hewlett Packard	OEC	Hardware Support	Information Technology	\$203,665.56	11-01-2019	09-30-2020	Hewlett Packard Enterprise Company
Gartner	OEC	Gartner for IT Executives: CIO Signature; and Gartner for Technical Professionals Advisor	Information Technology	\$160,252.00	11-01-2019	10-31-2020	Gartner, Inc.
ServiceNow	OEC	Service Manager Suite	Information Technology	\$108,461.99	10-31-2019	11-29-2020	Logicalis Inc
CISCO	OEC	Network Equipment Maintenance, Services, "Smartnet"	Information Technology	\$430,528.60	06-14-2019	11-30-2020	Veytec, Inc.
Cisco	OEC	Umbrella Platform License Subscription (1yr - 1 user)	Information Technology	\$35,392.00	12-01-2019	11-30-2020	Veytec, Inc.

**Computer Hardware and Software Maintenance and Support**

Manufacturer	Method of Procurement	Product Description	Dept	Actual Value	Renewal Start	Renewal End	Vendor
K2	OEC	Annual Maintenance and Support for K2 Software - Gold Level Support	Information Technology	\$24,558.75	12-28-2019	12-27-2020	Discover Technologies
Microsoft	OEC	MS Windows Server Software (Standard and Core)	Information Technology	\$81,616.10	10-15-2018	04-30-2021	SHI International
Hewlett Packard	OEC	HP Server Support	Information Technology	\$570.00	10-15-2018	10-14-2021	Hewlett Packard Enterprise Company
Exagrid	OEC	Exagrid HW Support	Information Technology	\$17,931.84	08-12-2019	08-11-2020	Presidio Networked Solutions Inc
Cummins - Allison Corp.	PM Auth	Jetscan Maintenance	Airfield Operations	\$1,456.00	03-06-2019	03-05-2020	Cummins - Allison Corp.
Netop	PM Auth	Netop Advantage Support	Airfield Operations	\$169.00	04-13-2019	04-13-2020	Netop
Idera Inc	PM Auth	Maintenance, Software for SQL Diagnostic Manager	Airfield Operations	\$241.82	02-15-2019	05-23-2020	Idera Inc
Netop	PM Auth	Netop Advantage Support	Airfield Operations	\$1,631.20	10-16-2019	10-15-2020	Netop
UCAPIT	PM Auth	Software Subscription for Paul Haustarmaceutical Dispenser - CAP 5 w/ Prox Card	ARFF	\$4,079.99	07-01-2017	06-30-2020	Bound Tree Medical, LLC
Hughes	PM Auth	MSAT Subscription Services for Hughes Model G2	ARFF	\$580.32	10-01-2019	09-30-2020	NI Government Services, Inc
Rival IQ	PM Auth	Social Media Software Analytics	Customer Experience	\$3,588.00	01-17-2020	01-17-2021	Rival IQ
Survey Monkey	PM Auth	Survey Software	Customer Experience	\$1,188.00	04-21-2019	04-20-2020	Survey Monkey
Trimble Navigation Ltd	PM Auth	SketchUp 1 Year Maintenance & Support Upgrade	Information Technology	\$960.00	11-16-2018	11-17-2019	Trimble Navigation Ltd
MapLogic	PM Auth	MapLogic Layout Manager - Pro	Information Technology	\$1,000.00	12-23-2018	12-22-2019	MapLogic
Bluebeam, Inc.	PM Auth	Annual Maintenance Bluebeam Revu perpetual software license	Information Technology	\$2,497.00	01-30-2020	01-29-2021	Bluebeam, Inc.
Northwest Performance Software, Inc.	PM Auth	NetScanTools PRO	Information Technology	\$364.00	02-22-2019	02-23-2020	Northwest Performance Software, Inc.
OpenText	PM Auth	RightFax Standard Support and Dialogic Standard Support	Information Technology	\$2,317.64	03-01-2019	02-29-2020	Advantage Tech.

**Computer Hardware and Software Maintenance and Support**

Manufacturer	Method of Procurement	Product Description	Dept	Actual Value	Renewal Start	Renewal End	Vendor
MicrograPaul Haustics, Inc.	PM Auth	Fujitsu Scanner "ScanCare NBD"	Information Technology	\$1,493.18	04-08-2019	04-07-2020	MicrograPaul Haustics
Quest Software	PM Auth	Toad for Oracle	Information Technology	\$865.28	04-15-2019	04-15-2020	Quest Software Inc
Cisco	PM Auth	S00003956, Supplier Item CON-SNTP-C95004XA, HW Support	Information Technology	\$2,133.00	05-08-2019	05-07-2020	Insight Public Sector
APC	PM Auth	Software Support for StruxureWare and Infrastruxure	Information Technology	\$2,403.57	06-18-2019	06-17-2020	CDW Gov't
Celartem, Inc.	PM Auth	LizardTech GeoExpress 9	Information Technology	\$1,940.00	07-01-2019	06-30-2020	Extensis
DataSplice	PM Auth	Annual Software Subscriptions & Maintenance(New in 2019), along with new licenses	Information Technology	\$4,500.00	07-09-2019	07-08-2020	Datasplice
Ixia	PM Auth	Maintenance Support for NetOptic "Anue Net Tool Optimizer 5204"	Information Technology	\$3,025.71	07-14-2019	07-13-2020	Presidio Networked Solutions Inc
Altima	PM Auth	Altima Tech - Netzoom (Visio Plug-In)	Information Technology	\$1,400.00	08-05-2019	08-05-2020	Altima
RSA	PM Auth	RSA SecurCare Extended Technical Support - RSA Authentication Manager	Information Technology	\$4,902.00	10-01-2019	09-30-2020	CDW-G
Adobe	PM Auth	Adobe InDesign, Illustrator, Photoshop for Creative Cloud for Teams - Team Licensing Subscription Renewal	Information Technology	\$3,090.68	10-03-2019	10-02-2020	SHI
Xtools Pro Inc	PM Auth	Xtools Pro License Maintenance/Support	Information Technology	\$79.00	10-16-2019	10-15-2020	Xtools Pro Inc
F-Response	PM Auth	F-Response Enterprise Edition (Dongle#155718039)	Information Technology	\$3,245.50	10-23-2019	10-22-2020	Agile Risk Management, LLC
Everest/Sherpa Software	PM Auth	Discovery Attender	Information Technology	\$891.45	10-29-2019	10-28-2020	Everest/Sherpa Soft.
Browsium, Inc.	PM Auth	Ion Seat License Maintenance and Support	Information Technology	\$1,030.00	12-06-2019	12-05-2020	Browsium, Inc.

**Computer Hardware and Software Maintenance and Support**

Manufacturer	Method of Procurement	Product Description	Dept	Actual Value	Renewal Start	Renewal End	Vendor
Aquaforest Limited	PM Auth	Autobahn DX with Multi-Core Module	Information Technology	\$899.00	12-07-2019	12-07-2020	Aquaforest Limited
Fluke Networks	PM Auth	AirMagnet	Information Technology	\$2,930.65	12-16-2019	12-15-2020	Netscout Systems Inc.
Microsoft	PM Auth	Windows 7 Extended Support	Information Technology	\$7,185.60	01-14-2020	01-13-2021	SHI International
Thomson Reuters	PM Auth	AutoAudit Windows Maintenance & Support	Internal Audit	\$2,176.68	08-01-2019	07-31-2020	Thomson Reuters
ACL Services Ltd	PM Auth	ACL Web Subscription	Internal Audit	\$3,298.42	01-01-2020	12-31-2020	ACL Services
ACL Services Ltd	PM Auth	ACL Web Subscription	Internal Audit	\$1,750.00	02-01-2020	01-31-2021	ACL Services
Image One	PM Auth	Canon Equipment Maintenance	Maintenance	\$425.00	10-01-2019	09-30-2020	Image One
ArchiveSocial	PM Auth	Cloud based SW Subscription	Marketing	\$1,188.00	09-12-2019	09-11-2020	ArchiveSocial
Genetec	PM Auth	Omnicast SMA (OEA)	OEA	\$3,625.44	10-01-2019	09-30-2020	Miller Electric
inLogic, Inc.	PM Auth	RFTrack.NET	Purchasing	\$1,725.00	11-09-2019	11-08-2020	inLogic, Inc.
MSDOnline, Inc.	PM Auth	MSDOnline (Subscription)	Safety and Risk Management	\$3,799.00	07-30-2019	07-29-2020	Velocity EHS
Priority Dispatch	PM Auth	ESP Product Line	Security Operations	\$2,802.00	09-30-2019	09-29-2020	Priority Dispatch
ViewPost North America LLC	PM Auth	Check Printing and Electronic Payment Delivery Services	Finance	\$5,000.00	10-01-2019	09-30-2020	Viewpost North America LLC
Oracle	PM Auth	Primavera P6 Professional	Information Technology	\$712.18	04-01-2019	03-31-2020	Oracle America
Salesforce.com	RFQ	Lightning Sales Cloud - Professional Edition Subscription	Marketing	\$55,800.00	08-01-2017	07-31-2020	salesforce.com, Inc.
Kronos Inc.	RFQ	Subscription Services	Business Applications	\$66,003.36	10-01-2019	11-28-2020	Kronos, Inc.
Aruba	RFQ	S0003956, Supplier Item: H5UF9E Aruba Mobility Master SW Support	Information Technology	\$27,771.65	05-08-2019	05-07-2020	TouchPoint Inc
DataSplice	RFQ	Annual Software Subscriptions & Maintenance	Information Technology	\$22,500.00	07-15-2019	07-14-2020	Datasplice
CoSign	RFQ	Digital Signature Appliance	Information Technology	\$19,028.00	08-15-2019	08-14-2020	DocuSign
Veeam Software	RFQ	Availability Suite Enterprise for Vmware	Information Technology	\$19,038.00	07-16-2018	07-14-2021	SHI Intl.
Nice Systems Ltd. (Qognify)	RFQ	NiceVision CCTV Headend Software - Enhanced 24x7	Information Technology	\$92,941.88	04-01-2019	03-31-2020	Certified Network Professionals, Inc.

**Computer Hardware and Software Maintenance and Support**

Manufacturer	Method of Procurement	Product Description	Dept	Actual Value	Renewal Start	Renewal End	Vendor
Aruba	RFQ	"Meridian" Software Subscription - mapping tool for mobile app	Information Technology	\$57,468.45	04-01-2019	03-31-2020	Touchpoint Inc
Aruba	RFQ	Aruba UpgradeRefresh Controllers Maintenance/Support	Information Technology	\$84,144.72	04-05-2019	04-04-2020	TouchPoint Inc
McAfee	RFQ	McAfee H/W S/W Support	Information Technology	\$133,716.78	06-26-2019	06-25-2020	Insight Public Sector
F5	RFQ	F5 HW & SW Support	Information Technology	\$33,829.84	06-26-2019	06-25-2020	Carahsoft Technology Corp
Insight	RFQ	Software Support	Information Technology	\$21,190.25	09-01-2019	08-30-2020	Interactions Insight
Vmware	RFQ	U.S. Federal Basic Support/Subscription for VMWare Workspace ONE Advanced 1 year subscription and ONE Deployment advanced VMware (includes AirWatch, V-WOA-CLD-D-P-F-2 and V-PS-WOZ-DEP-F-2)	Information Technology	\$29,877.99	11-28-2019	11-27-2020	vCloud Tech, Inc.
Mutualink	SgS	Equipment and Software Lease	Airfield Operations	\$39,379.00	10-01-2019	09-30-2020	Mutualink
Splash Business Intelligence, Inc.	SgS	SplashBI Reporting Engine, Dashboards, XL Connect, GL Connect, Pre-Built Content and Discoverer Conversion	Business Applications	\$11,330.00	08-21-2019	05-20-2020	Splash Business Intelligence, Inc.
Salesforce.com	SgS	Customer Experience Management Application Service Cloud Lightning Subscrion 50 users	Customer Experience	\$55,800.00	10-15-2019	10-15-2020	Salesforce.com
Oracle	SgS	Oracle Planning and Budgeting Cloud Services	Finance	\$93,600.00	12-01-2018	11-30-2019	Applications Software Technology, LLC (AST)
Software House	SgS	CCURE 9000 Series R+ ssA	Information Technology	\$33,480.00	04-01-2019	03-31-2020	Convergint Technologies
Linux	SgS	Linux Premier Limited (2 CPU's per system) Qty 18	Information Technology	\$26,474.83	04-01-2019	03-31-2020	Oracle America
Summit Broadband	SgS	Internet and SIP Trunk Services	Information Technology	\$120,987.60	10-01-2019	09-30-2020	Summit Broadband

**Computer Hardware and Software Maintenance and Support**

Manufacturer	Method of Procurement	Product Description	Dept	Actual Value	Renewal Start	Renewal End	Vendor
Charter/Spectrum	SgS	Internet Subscription, SIP Trunk Services, and includes Bloomberg dedicated Internet Services	Information Technology	\$87,840.00	10-15-2019	10-14-2020	Brighthouse
Splunk	SgS	Splunk Enterprise	Information Technology	\$24,900.00	12-22-2019	12-21-2020	Optiv
Reed Business Information Inc.	SgS	Aviation Data Subscription Services	Marketing	\$44,000.00	10-01-2019	09-30-2020	Reed Business Information, Inc.
MotionPoint Corporation	SgS	Language Translation Software Updates	Marketing	\$27,000.00	10-01-2019	09-30-2020	MotionPoint Corporation
Certifocus	SgS	Insurance Tracking and Data Management	Safety and Risk Management	\$15,105.00	04-01-2019	03-31-2020	SDI Prequal Services, Inc. dba Certfocus CDI Tracking and Management Services
Safety & Security Instruction, Inc.	SgS	Annual iLS Hosted Solution Subscription	Security Administration	\$48,000.00	10-01-2019	09-30-2020	Safety & Security Instruction, Inc.
Aircraft Data Fusion, Inc.	SS	Airport Operatins Management Services (AOMS)	Airfield Operations	\$181,012.40	01-01-2019	12-31-2019	Aircraft Data Fusion, Inc.
Passur Aerospace, Inc.	SS	Flight Data Subscription	Airfield Operations	\$89,856.00	10-01-2019	09-30-2020	Passur Aerospace, Inc.
Casper Airport Solutions, Inc.	SS	Noise & Operations Monitoring System	Airfield Operations	\$75,000.00	10-01-2019	09-30-2020	Casper Airport Solutions, Inc.
FireHouse Software	SS	Firehouse Cloud Services	ARFF	\$17,087.00	01-01-2019	12-31-2020	ESO Solutions, Inc.
Oracle	SS	Loadspring User Portal and hosting for P6 Primavera scheduling SW for STC OAR's - Support Renewal	Construction Services	\$33,300.00	09-30-2019	09-29-2022	Loadspring
PROPworks	SS	Propworks Support and Maintenance	Finance	\$31,710.79	10-01-2019	09-30-2020	Amadeus Airport IT Americas, Inc.
GCR, Inc.	SS	AOARS/ASOCS, Maintenance and Support, w/Upgrades, for the Airport Operation Activity and Reporting System	Information Technology	\$37,724.00	01-01-2020	12-31-2021	GCR, Inc.

**Computer Hardware and Software Maintenance and Support**

Manufacturer	Method of Procurement	Product Description	Dept	Actual Value	Renewal Start	Renewal End	Vendor
VENTRAQ	SS	NETPLUS Silver Support	Information Technology	\$37,125.66	01-08-2019	01-07-2020	Ventraq
Oracle	SS	P6 Primavera SW Support	Information Technology	\$5,376.44	04-01-2019	03-31-2020	Oracle America
Oracle	SS	AIDB - Oracle SOA Suite and RAC Databases	Information Technology	\$78,183.14	04-01-2019	03-31-2020	Oracle America
Oracle	SS	DB Enterprise; Tuning Packs; Diagnostic Packs	Information Technology	\$35,741.01	04-01-2019	03-31-2020	Oracle America
Oracle	SS	Oracle Ddatabase Enterprise (DataGuard)	Information Technology	\$16,752.87	04-01-2019	03-31-2020	Oracle America
Oracle	SS	DB Enterprise Support	Information Technology	\$12,240.29	04-01-2019	03-31-2020	DLT Solutions
Oracle	SS	Tuning/Diagnostics Packs	Information Technology	\$8,048.58	04-01-2019	03-31-2020	Oracle America
ESRI	SS	ArcGIS Server and Desktop Tools SW Maintenance	Information Technology	\$45,232.80	05-01-2019	04-30-2020	ESRI Inc
KnowBe4 Inc	SS	KnowBe4 Security Awareness training subscription	Information Technology	\$16,416.00	08-07-2019	08-06-2020	KnowBe4 Inc
Avaya	SS	Avaya Annual Maintenance & Support	Information Technology	\$571,593.95	09-01-2019	08-31-2020	Avaya
Entrust	SS	Digital Certificates	Information Technology	\$48,577.74	09-14-2017	09-14-2020	Entrust, Inc.
Proofpoint	SS	Proofpoint	Information Technology	\$38,811.00	09-30-2019	09-29-2020	Proofpoint
SITA	SS	Bag Message Service	Information Technology	\$124,356.00	10-01-2019	09-30-2020	SITA
SITA	SS	iQueue Solution	Information Technology	\$109,692.00	10-01-2019	09-30-2020	SITA Advance Travel Solutions
Sita	SS	FeedbackNOW Analyzer Solution: Annual Reoccurring HW & SW Maintenance	Information Technology	\$57,916.00	10-01-2019	09-30-2020	SITA
SITA	SS	AMS 6 Resource Management System	Information Technology	\$57,077.00	11-01-2019	10-31-2020	SITA
DH2i	SS	DH2i DxEntersprise SW Support 24/7	Information Technology	\$26,211.84	11-30-2019	11-30-2020	DH2i
Astrophysics, Inc.	SS	US Platinum extended warranty support	Security Administration	\$28,464.80	06-01-2019	05-31-2020	Astrophysics, Inc.
Rapiscan	SS	X-Ray Machine Service/Maintenance	Security Operations	\$39,600.00	10-01-2019	03-31-2020	Rapiscan
InterAct	SS	Annual Maintenance CAD/GEO Client and Interface/Firehouse	Security Operations	\$17,170.39	11-01-2019	10-31-2020	InterAct Public Safety Systems

**Computer Hardware and Software Maintenance and Support**

Manufacturer	Method of Procurement	Product Description	Dept	Actual Value	Renewal Start	Renewal End	Vendor
B2Gnow AskReply, Inc.	SS	B2Gnow (Subscription)	Small Business Development	\$49,000.00	10-01-2018	09-30-2019	B2Gnow
			ACTUAL TOTAL:	\$6,308,536.03	4/1/19-2/5/20 Purchases		
							NTE with Contingency
			Projected Expense Escalation Contingency (20%)	\$1,261,707.21			\$7,570,243.24
<b>Methods of Procurement Key:</b>							
PM Authorization:		Value is less than \$5,000 - only 1 quote required from department, Purchasing Manager can approve					
2nd Quote:		Value is between \$5,000-\$15,000 - department provides 1 quote; Purchasing obtains 2nd quote					
RFQ (Request for Quotations):		Value is over \$15,000, competition is issued on website					
OEC (Other Entity Contract):		"Piggy-Back" of contracts awarded by other agencies or national purchasing co-operatives					
SgS (Single Source):		Once list is approved by Board, Single Source Procurement Request is authorized as method of Procurement					
SS (Sole Source):		Once list is approved by Board, Sole Source Procurement Request is authorized as method of Procurement					



**GREATER ORLANDO AVIATION AUTHORITY**

Orlando International Airport  
One Jeff Fuqua Boulevard  
Orlando, Florida 32827-4399

**MEMORANDUM**

TO: Members of Concessions/Procurement Committee  
FROM: Diana Hershner, CPPO, CPPB, Purchasing Manager  
DATE: February 24, 2020

**ITEM DESCRIPTION**

Recommendation to Award the Purchase of Seven (7) Shuttle Buses through the Utilization of a National Co-Operative Contract #2020-120716 NAF with Sourcewell (formerly known as NJPA), to Alan Jay Fleet Sales

**BACKGROUND**

This award will result in one (1) Purchase Order for the following vehicle:

Qty	Description/Vehicle	Department	Quote
7	2021 Ford E-450 Econoline, 17 Passenger, Commercial Cutaway DRW, 14,500 GVWR, 158" WB	Parking Operations	\$593,348.00

This purchase will add four (4) new shuttle buses to the existing fleet to meet the Aviation Authority's growing transportation needs to take passengers to and from the satellite parking lots; and will replace three (3) existing shuttle buses that have reached the end of their useful life, and will be scheduled for auction after receipt of the new shuttle buses.

Purchases shall be from a supplier having a cooperative requirements contract with Sourcewell. Deliveries shall be complete within 120 days after receipt of the Purchase Orders.

**ISSUES**

Purchasing Staff reviewed a quotation from Garber Fleet Sales under the State of Florida Contract #02-25100000-G, and Alan Jay Fleet Sales under a national co-operative contract with Sourcewell (formerly NJPA) Contract #2020-120716 NAF. Garber Fleet Sales could not provide a quote for the vans at the size/weight requirement, and the quotation from Alan Jay Fleet Sales met all of the requirements listed.

Sourcewell awarded National Auto Fleet Group Cooperative Contract #120716-NAF on January 17, 2017 for the procurement of Cars, Trucks, Vans, SUVs & Other Vehicles to National Auto Fleet Group. National Auto Fleet Group selected Alan Jay Automotive Management, Inc. to conduct business under contract #120716-NAF within the State of Florida.

The Small Business Development Department has reviewed the requirements for the above-referenced solicitation and determined that, due to the limited and specialized scope of the required services, and/or lack of ready, willing and able certified small businesses, it does not lend itself to MWBE/LDB/VBE participation.

**FISCAL IMPACT**

Alan Jay Fleet Sales' quotation in the total amount of \$593,348.00 is to be funded from previously-approved Capital Expenditure Funds 308.631.170.5650001.000.501027. Funds expected to be spent in the current fiscal year are within budget.

**RECOMMENDED ACTION**

It is respectfully requested that the Concessions/Procurement Committee approve that the following be recommended to the Aviation Authority Board: (1) award the purchase of seven (7) 2021 Ford Econoline E-450's, pursuant to the Sourcewell (formerly NJPA) Contract #2020-120716 NAF, to Alan Jay Fleet Sales at the cost of \$593,348.00; (2) authorize funding from previously-approved Capital Expenditure Funds; and (3) authorize the Purchasing Office to issue the necessary Purchase Order.

Attachments

- A - Award Criteria
- B - Small Business
- C - Finance Form

**ATTACHMENT A**

**Award Criteria (Including Experience Required):**

The Aviation Authority's policy 450.03, "Government Contract/Annual Contract" permits the procurement of items from a supplier based on a requirements contract/annual agreement with any public entity.

**Clarifications Required During the Process:**

None.

**Irregularities or Issues that Impact Recommended Ranking:**

None.

ATTACHMENT B



**GREATER ORLANDO AVIATION AUTHORITY**

Orlando International Airport  
5850-B Cargo Road  
Orlando, Florida 32827-4399

**MEMORANDUM**

To: Denise K. Schneider, CPPO, C.P.M., C.M., Assistant Director, Purchasing and Material Control

From: Somdat Jiawan, Manager, Small Business Programs  
Orlando Santiago, Small Business Compliance Administrator 

Date: February 11, 2020

Re: Recommendation to Award the Purchase of Seven (7) Passenger Vans through the Utilization of a National Co-Operative Contract #2020-120716 NAF with Sourcewell (formerly known as NJPA), to Alan Jay Fleet Sales

The Small Business Development Department has reviewed the requirements for the above referenced solicitation and determined that, due to limited and specialized scope of the required services, and/or lack of ready, willing and able certified small businesses it does not lend itself to MWBE/LDB/VBE participation.

Should you have questions, you may contact Orlando Santiago at 407-825-7134.





**GREATER ORLANDO AVIATION AUTHORITY**

Orlando International Airport  
One Jeff Fuqua Boulevard  
Orlando, Florida 32827-4399

**MEMORANDUM**

TO: Members of Concessions/Procurement Committee  
FROM: Diana Hershner, CPPO, CPPB, Purchasing Manager  
DATE: February 24, 2020

**ITEM DESCRIPTION**

Recommendation to Award the Purchase of Nine (9) Vehicles through the Utilization of the State of Florida Contract #02-25100000-G, to Garber Fleet Sales

**BACKGROUND**

This award will result in one (1) Purchase Order for the following vehicles:

Qty	Description/Vehicle	Replacement/New	Department	Quote
1	2020 Ford F-150 XL, 4WD, SuperCrew, 5.5' Box	Replacement	Airfield Operations	\$41,591.75
2	2020 Ford F-150 XL, 4WD, SuperCrew, 5.5' Box	Replacements	ARFF	\$83,323.50
3	2020 Ford Explorer, 4WD, 4dr Base, K8B	Replacements	Parking Operations, Landside Operations, and Airfield Operations	\$105,242.55
2	2020 Ford Transit Passenger Wagons, T-150, 130" Low Roof, XL, RWD	New	Operations Administration and ARFF	\$67,382.10
1	2020 Ford SuperDuty, F-250 XL, SRW, 4WD, SuperCab 164"	New	OEA	\$46,441.35
<b>Total Award:</b>				<b>\$343,981.25</b>

The purchase of these vehicles will add three (3) new vehicles in support of the Aviation Authority's growing transportation needs for the departments listed; and will replace six (6) existing vehicles that have reached the end of their useful life, and will be scheduled for auction after receipt of the new vehicles.

Purchases shall be from a supplier having a contract with the State of Florida. Deliveries shall be complete within 120 days after receipt of the Purchase Order.

**ISSUES**

Purchasing staff reviewed quotations from Garber Fleet Sales under the State of Florida Contract #02-25100000-G, and Alan Jay Fleet Sales under a national co-operative contract with Sourcewell (formerly NJPA) Contract #2020-120716 NAF. The quotations from Garber Fleet Sales were less for each type of vehicle than the quotations from Alan Jay Fleet Sales.

The Small Business Development Department has reviewed the requirements for the above-referenced solicitation and determined that, due to the limited and specialized scope of the required services, and/or lack of ready, willing and able certified small businesses, it does not lend itself to MWBE/LDB/VBE participation.

**FISCAL IMPACT**

Garber Fleet Sales' quotations in the total amount of \$343,981.25 is to be funded from previously-approved Capital Expenditure Funds 308.631.170.5650001.000.501027. Funds expected to be spent in the current fiscal year are within budget.

**RECOMMENDED ACTION**

It is respectfully requested that the Concessions/Procurement Committee approve that the following be recommended to the Aviation Authority Board: (1) Award the Purchase of Nine (9) Vehicles, pursuant to the State of Florida Contract #02-25100000-G, to Garber Fleet Sales at the total cost of \$343,981.25; (2) authorize funding from previously-approved Capital Expenditure Funds; and (3) authorize the Purchasing Office to issue the necessary Purchase Order.

Attachments

- A - Award Criteria
- B - Small Business
- C - Finance Form

**ATTACHMENT A**

**Award Criteria (Including Experience Required):**

The Aviation Authority's policy 450.03, "Government Contract/Annual Contract" permits the procurement of items from a supplier based on a requirements contract/annual agreement with any public entity.

**Clarifications Required During the Process:**

None.

**Irregularities or Issues that Impact Recommended Ranking:**

None.



**GREATER ORLANDO AVIATION AUTHORITY**

Orlando International Airport  
5850-B Cargo Road  
Orlando, Florida 32827-4399

**MEMORANDUM**

To: Denise K. Schneider, CPPO, C.P.M., C.M., Assistant Director, Purchasing and Material Control

From: Somdat Jiawan, Manager, Small Business Programs  
Orlando Santiago, Small Business Compliance Administrator 

Date: February 11, 2020

Re: Recommendation to Award the Purchase of Nine (9) Vehicles through the Utilization of the State of Florida Contract #02-25100000-G, to Garber Fleet Sales

The Small Business Development Department has reviewed the requirements for the above referenced solicitation and determined that, due to limited and specialized scope of the required services, and/or lack of ready, willing and able certified small businesses it does not lend itself to MWBE/LDB/VBE participation.

Should you have questions, you may contact Orlando Santiago at 407-825-7134.





**GREATER ORLANDO AVIATION AUTHORITY**

Orlando International Airport  
One Jeff Fuqua Boulevard  
Orlando, Florida 32827-4399

**MEMORANDUM**

TO: Members of Concessions/Procurement Committee  
FROM: Diana Hershner, CPPO, CPPB, Purchasing Manager  
DATE: February 24, 2020

**ITEM DESCRIPTION**

Recommendation to Award the Purchase of Original Equipment Manufacturer (OEM) Repair Parts for Baggage Handling Systems and Passenger Boarding Bridges to Replenish Aviation Authority Inventory under Single Source Procurements

**BACKGROUND**

This award will result in multiple Blanket Purchase Agreements and Purchase Orders through February 28, 2021, with each of the six (6) manufacturers in the following list. The Purchase of the Original Equipment Manufacturer (OEM) repair parts will be made by the utilization of a Single Source procurement method.

**ISSUES**

The Aviation Authority's contract for Ground Support Equipment (GSE) Maintenance and Repair Services, administered by the Operations Department, requires the Aviation Authority to stock and make available as necessary inventory repair parts needed by the Contractor to support the maintenance and repair of Aviation Authority owned Baggage Handling Systems (BHS) and Passenger Boarding Bridges (PBB).

The items included in the inventory consist of parts recommended by the manufacturers of the BHS and PBB systems. The estimated requirements are based on historical usage, GSE maintenance schedules, increase in base inventory for long-lead items, and the required repairs of older BHS and PBB systems. Staff makes every effort to obtain replenishment parts based on a competitive solicitation, but in many cases, the parts required by the Aviation Authority are only available directly from an OEM or from a geographically located approved distributor. Some parts may be available in the market in similar configurations, but are not always equivalent to the OEM part. The orders placed by Staff to replenish inventories will be for indefinite quantities over the recommended fixed time period.

Supplier	BHS or PBB	Estimated Value through 2/28/2021
ITW Commercial d/b/a Hobart GP	PBB	\$360,000
JBT AeroTech Jetway Systems	PBB	\$625,000
Jervis B. Webb	BHS	\$60,000
Siemens Postal Parcel & Airport Logistics	BHS	\$150,000
ThyssenKrupp Airport Systems	PBB	\$70,000
Transnorm	BHS	\$170,000
<b>Total Value:</b>		<b>\$1,435,000</b>

The Small Business Development Department has reviewed the requirements for the above-referenced solicitation and determined that, due to the limited and specialized scope of the required services, and/or lack of ready, willing and able certified small businesses, it does not lend itself to MWBE/LDB/VBE participation.

**FISCAL IMPACT**

The value of anticipated inventory replenishment repair parts based on the estimated quantities is within budget for funds expected to be spent under the resulting BPA's and PO's in the current fiscal year from Operation and Maintenance Funds 301.413.212.5460001.000.100420, and 301.413.213.5460001.000.100424. Funds expected to be spent in the current fiscal year are within budget. The department intends to submit budget requests for funds expected to be spent under the resulting BPA's and PO's in FY '21 and such requests, when considered with known or anticipated obligations of the department for FY '21, do not exceed expected or reasonable funding approvals.

**RECOMMENDED ACTION**

It is respectfully requested that the Concessions/Procurement Committee approve that the following be recommended to the Aviation Authority Board: (1) Award the Purchase of Original Equipment Manufacturer (OEM) Repair Parts for Baggage Handling Systems and Passenger Boarding Bridges to replenish Aviation Authority Inventory under Single Source Procurements; (2) authorize funding from previously approved and future Operation and Maintenance Funds in the aggregate not-to-exceed amount of \$1,435,000; (3) authorize the Purchasing Department to award blanket purchase agreements or purchase orders with each manufacturer listed based on a Single Source Procurement in compliance with the Authority policy 450.03; and (4) authorize Staff to allocate and re-allocate the aggregate not-to-exceed amount among the 6 manufacturers as needed.

Attachments

- A - Award Criteria
- B - Small Business
- C - Finance Form

**ATTACHMENT A**

**Award Criteria (Including Experience Required):**

The Aviation Authority's policy 450.03, Non-Competitive Procurements permits the purchase from one firm among others in a competitive market place which, for justifiable reasons, is found to be the most advantageous for the purpose of fulfilling the given purchasing need.

**Clarifications Required During the Process:**

None.

**Irregularities or Issues that Impact Recommended Ranking:**

None.



**GREATER ORLANDO AVIATION AUTHORITY**

Orlando International Airport  
5850-B Cargo Road  
Orlando, Florida 32827-4399

**MEMORANDUM**

To: Denise K. Schneider, CPPO, C.P.M., C.M., Assistant Director, Purchasing and Material Control

From: Somdat Jiawan, Manager, Small Business Programs  
Orlando Santiago, Small Business Compliance Administrator 

Date: February 11, 2020

Re: Recommendation to Award the Purchase of Original Equipment Manufacturer (OEM) Repair Parts for Baggage Handling Systems and Passenger Boarding Bridges to replenish Authority Inventory under Single Source Procurements

The Small Business Development Department has reviewed the requirements for the above referenced solicitation and determined that, due to limited and specialized scope of the required services, and/or lack of ready, willing and able certified small businesses it does not lend itself to MWBE/LDB/VBE participation.

Should you have questions, you may contact Orlando Santiago at 407-825-7134.





**GREATER ORLANDO AVIATION AUTHORITY**

Orlando International Airport  
One Jeff Fuqua Boulevard  
Orlando, Florida 32827-4399

**MEMORANDUM**

TO: Members of the Concessions/Procurement Committee  
FROM: Bruce L. Gant, Purchasing Manager - Contracts  
DATE: February 24, 2020

**ITEM DESCRIPTION**

Recommendation to Award Invitation for Bid (IFB) 19-20, Customer Service Ambassadors

**BACKGROUND**

The term of the Contract is for thirty-six (36) months with initial service to commence on or about April 1, 2020, 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 furnish all labor, supervision, management, administrative oversight, supplies, and all other items necessary or proper for, or incidental to, providing Customer Service Ambassador Services at the Orlando International Airport, in accordance with the Contract Documents.

**ISSUES**

On January 24, 2020 the following IFB's were received:

<u>Name of Respondent</u>	<u>Total Three (3) Year Bid Price</u>
Real Time Services D/B/A Top Talent Staffing	\$14,996,768.00
Baggage Airline Guest Services, Inc.	\$15,000,248.00
Prospect of Orlando, LTD, Co.	\$15,366,347.04
Acara Solutions, Inc.	\$15,375,608.29*
Sunshine Enterprise, USA	\$15,966,900.00
Recruiting In Motion	\$16,154,642.00
Hallmark Aviation Services, L.P.	\$16,189,748.00*
Marathon Staffing Resources, Inc.	\$16,328,790.73
Airport Terminal Services, Inc.	\$17,799,600.00

\* The Bid submitted by Acara Solutions, Inc., contained mathematical errors in its price schedule resulting in an understatement of their bid by \$150.00. The corrected price is reflected in the above tabulation. The errors did not affect the ranking.

\* The Bid submitted by Hallmark Aviation Services, L.P., contained mathematical errors in its price schedule resulting in an understatement of their bid by \$150.00. The corrected price is reflected in the above tabulation. The errors did not affect the ranking.

References for the low three Bidders were checked and based thereon were determined to be responsible. The low three (3) Bidders were determined to be responsible and responsive.

This Contract includes a Minority and Women Business Enterprise (MWBE) participation requirement. The Participation Goal for this Contract will be 20% for MWBEs. The following firms did not meet the participation goals: Acara Solutions, Inc. and Recruiting In Motion. These two (2) firms should be considered non-responsive to the IFB.

Each Bidder was required to provide its management fee.

The scope of work for this solicitation has increased the amount of Full-Time Equivalent (FTE) along with the pay rate for the Ambassadors from the current contract. Staffing of Ambassadors size has increased support of daily operations, and will continue to increase as GOAA footprint expands coupled with our daily passenger volume.

#### **FISCAL IMPACT**

Real Time Services D/B/A Top Talent Staffing's bid in the amount of \$14,996,768.00 is to be funded from the Operation and Maintenance Fund 301-009-210-5310014-000-000000 in the amount of \$13,946,968 and account code 301-009-692-5310014-000-000000 in the amount of \$1,049,800. Funds expected to be spent under the contract in the current fiscal year are within budget. Funding required in current and subsequent fiscal years will be allocated from the Operation and Maintenance Fund, as approved through the budget process and when funds become available.

#### **RECOMMENDED ACTION**

It is respectfully requested that the Concessions/Procurement Committee approve that the following be recommended to the Authority Board: (1) deem the Bids from Acara Solutions, Inc. and Recruiting in Motion as non-responsive to the Invitation for Bids 19-20; (2) award Invitation for Bid 19-20, Customer Service Ambassadors to Real Time Services D/B/A Top Talent Staffing, as the low responsive and responsible Bidder; (3) authorize funding from the Operations and Maintenance Fund in a not-to-exceed amount of \$14,996,768; and (4) authorize an Aviation Authority Officer or the Chief Executive Officer to execute a Contract following satisfactory review by legal counsel.

#### Attachments

- A - Award Criteria
- B - Small Business
- C - Finance Approval

**ATTACHMENT A**

**Award Criteria (including Experience Required) and/or Bid Schedule:**

Award, if made, will be to the responsible and responsive Bidder submitting the low Bid.

For a Bidder to meet the minimum responsibility criteria for this Contract, the Bidder must provide verifiable evidence:

1. through references or otherwise, that the Bidder is an individual, a firm, a corporation, or other entity that is currently engaged in the business of providing customer service personnel to perform customer service functions at a medium to large airport, or at a convention center; and
2. through references, that the Bidder, after taking into account the activities of a related predecessor (e.g. by merger or reorganization), affiliate, or principal of Bidder, has been actively engaged in such business for at least the three (3) years immediately preceding the date of Bidder's response to this Invitation for Bids.

**Clarifications Required During the Process:**

None.

**Irregularities or Issues that Impact Recommended Ranking:**

None.



Orlando International Airport  
 5850 B Cargo Road  
 Orlando, Florida 32827-4399  
 Phone: (407) 825-7171  
 Fax: (407) 825-7173

## MEMORANDUM

**TO:** Denise K. Schneider, CPPO, C.P.M., C.M., Assistant- Director, Purchasing and Material Control

**FROM:** Somdat Jiawan – Manager Small Business Programs  
 Orlando Santiago-Small Business Contract Coordinator

**DATE:** February 5, 2020

**SUBJECT: 19-20 Customer Service Ambassador**

The Small Business Development Department (SBDD) has reviewed the bids and good faith efforts submitted for the above mentioned Purchasing Bid **19-20 Customer Service Ambassador**. The Authority set small business participation goal of MWBE 20%. The bids were opened on January 24, 2020. SBDD reviewed bids from the following bidders.

Bidder	Bid Amount	Proposed MWBE
Real Time Services d/b/a Top Talent Staffing*	\$14,996,768*	20%
Baggage Airline Guest Services, Inc.*	\$15,000,248*	20.7%
Prospect of Orlando, Ltd Co.*	\$15,366,347*	24.3%
Acara Solutions, Inc.	\$15,375,458	0%
Sunshine Enterprise USA, LLC	\$15,996,900	28%
Recruiting in Motion	\$16,154,642	0%
Hallmark Aviation Services, L.P.	\$16,189,598	20.7%
Marathon Staffing Resources, Inc.	\$16,328,790	20%
Airport Terminal Services, Inc.	\$17,799.600	23.6%

**\*SBDD reviewed the three (3) apparent low bidders**

Real Time Services d/b/a Top Talent Staffing, Baggage Airline Guest Services, Inc., Prospect of Orlando, Ltd Co., Sunshine Enterprise USA, Hallmark Aviation Services, L.P., Marathon Staffing Resources, Inc., and Airport Terminal Services, Inc. have provided Letters of Intent/Affirmation showing commitment to meet the established MWBE Goal. SBDD recommends these deemed responsive to the Small Business requirement.

Acara Solutions, Inc. and Recruiting In Motion did not meet the 20% MWBE Goal and we did not request Good Faith Efforts documents.

Should you have questions or require additional information, please do not hesitate to contact Orlando Santiago at 407-825-7134.





**GREATER ORLANDO AVIATION AUTHORITY**

Orlando International Airport  
One Jeff Fuqua Boulevard  
Orlando, Florida 32827-4399

**MEMORANDUM**

To: Members of the Concessions/Procurement Committee  
From: Tracy Harris, Manager of Concessions  
Date: February 24, 2020

**ITEM DESCRIPTION**

Review of Bids for the North Terminal Complex (NTC) Automated Retail Concession

**BACKGROUND**

The existing North Terminal Complex (NTC) Automated Retail Concession Agreement at the Orlando International Airport (Airport) is scheduled to expire on March 31, 2020. To provide for the continuation of service, on November 25, 2019, the Greater Orlando Aviation Authority (Aviation Authority) issued a Request for Bids (RFB) for the NTC Automated Retail Concession at the Airport. The term of the Concession offered is three years.

The Aviation Authority intends to grant the successful bidder the non-exclusive right and privilege, and the successful Bidder shall assume the obligation to install, operate, and maintain eight automated retail units. The successful bidder will be precluded from selling food and beverage, as well as sundries items, including but not limited to, diapers, over-the-counter medicines, hand sanitizers and wipes.

The Premises consist of approximately 256 square feet located on Level 2 of the North Terminal Complex as follows:

LOCATION	NUMBER OF UNITS	SQUARE FEET
Airside 1	2	32 x 2= 64
Airside 2	2	32 x 2= 64
Airside 3	1	32 x 1= 32
Airside 4	3	32 x 3= 96
<b>Total</b>	<b>8</b>	<b>256 SF</b>

In response to the RFB, the Aviation Authority received bids from the following Bidders, listed in alphabetical order:

- New Zoom LLC dba Zoom Systems
- Prepango, LLC

**ISSUES**

It is the Aviation Authority's intent to recommend award of the concession to the highest responsible and responsive dollar bidder. A Bid percentage of Gross Receipts of less than ten (10%) percent of Gross Receipts will NOT be considered. There will not be a Minimum Annual Concession Fee.

New Zoom LLC dba Zoom Systems ("New Zoom")

New Zoom submitted a bid of 13% of gross receipts. New Zoom's pro forma for the term of the agreement estimated sales of \$8,863,526. Based upon the percentage of gross receipts proposed, the Aviation Authority is estimated to receive revenue of \$1,152,258 over the term of the agreement.

Prepango, LLC ("Prepango")

Prepango submitted a bid of 21% of gross receipts. Prepango's pro forma for the term of the agreement estimated sales of \$6,724,327. Based upon the percentage of gross receipts proposed, the Aviation Authority is estimated to receive revenue of \$1,412,109 over the term of the agreement.

Staff and legal counsel have reviewed all bids received and deemed them responsive and responsible.

**FISCAL IMPACT**

The successful Bidder will pay to the Aviation Authority for each Concession Agreement Period of the Term a Concession Fee in an amount equal to the percentage of the Gross Receipts bid by the successful Bidder.

**RECOMMENDED ACTION**

It is respectfully requested that the Concessions/Procurement Committee review the bids received for the North Terminal Complex (NTC) Automated Retail Concession RFB and rank the bids in accordance with the Evaluation Criteria established for the RFB.

Attachments

- A - Legal Memo
- B - Finance Form



**MARCHENA AND GRAHAM, P.A.**

MARCOS R. MARCHENA  
KEITH A. GRAHAM  
CHRISTOPHER J. WILSON  

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**ANNE VAN DEN BERG**

976 LAKE BALDWIN LANE, SUITE 101  
ORLANDO, FL 32814  
TELEPHONE: (407) 658-8566  
TELECOPIER: (407) 281-8564  
WRITER'S EMAIL: MMARCHENA@MGFIRM.COM

TO: Tina Jackson, Concessions Contract Administrator

FROM: Marcos Marchena, Esq.

DATE: January 27, 2020

RE: Legal Review of NTC Automated Retail Concession

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We reviewed the NTC Automated Retail Concessions proposals from New Zoom, LLC dba ZoomSystems and from Prepango, LLC. Our findings are as follows:

1. Zoom Systems
  - a. ZoomSystems submitted a certificate showing the company is authorized to transact business in Florida.
  - b. From the information submitted, it appears ZoomSystems met the minimum experience requirement.
  - c. Based upon our search, ZoomSystems appears to have disclosed the only litigation in which it is involved, Crane Merchandising Systems vs. New Zoom, LLC. It appears to be a patent infringement action. New Zoom filed a counterclaim also claiming Crane Merchandising Systems had infringed upon New Zoom's patent. The case is pending, and I do not believe it will have an impact on New Zoom's ability to perform under the Concession Agreement, if awarded the concession.
  - d. I expect the finance department will analyze and comment on the financial information submitted by ZoomSystems.
  - e. The eligibility and proposal form was properly executed.
  - f. ZoomSystems' obligations will be guaranteed by Best Buy Co., Inc.
2. Prepango, LLC
  - a. Prepango submitted a certificate from the Secretary of State showing that it is authorized to transact business in the State of Florida.
  - b. Prepango appears to have met the minimum experience required.
  - c. Prepango has indicated it is not engaged in any litigation, and our search of records appears to confirm that representation.
  - d. I expect the finance department will analyze and comment on the financial information submitted by Prepango.
  - e. The eligibility and proposal form was properly executed.

Please contact me if you have any questions.



**GREATER ORLANDO AVIATION AUTHORITY**

Orlando International Airport  
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**MEMORANDUM**

**TO:** Concessions Procurement Committee  
**FROM:** Vaughan Henderson, Revenue Control Supervisor  
**DATE:** February 24, 2020  
**SUBJECT:** Analysis of financial information for NTC Automated Retail Concession

The Finance staff was asked to analyze the financial information provided by two (2) proposers in their response to the Invitation to Submit Competitive Bids for the operation of the NTC Automated Retail Concession.

The following analysis included areas of liquidity, profitability and long-term solvency. Dun and Bradstreet (D&B) reports on the proposers have been reviewed as well.

Proposer	Financial Statement	Financial Analysis
Prepango, LLC	Internal – 2 years (12/31/18 & 12/31/17)	Satisfactory
New Zoom, LLC	Audited – 2 years (02/02/19 & 02/03/18)	Satisfactory (1)

The following items were noted during the financial analysis review:

- (1) The financial statements were provided by Best Buy Co. Inc., guarantor for New Zoom, LLC.

Detail analysis is on file with the recording secretary.

Concur:

Marie Dennis, Interim Director of Finance