

CONCESSIONS/PROCUREMENT COMMITTEE (CPC) AGENDA

DATE: March 9, 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 16, 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. CONSIDERATION FOR MINUTES FOR FEBRUARY 10 AND FEBRUARY 24, 2020

IV. CONSENT AGENDA

- A. Recommendation to Award Purchasing Contract 16-20, Lightning Protection System Maintenance to Maxwell Lightning Protection of Florida Company

IV. NEW BUSINESS

- A. Recommendation to Approve Amendment No. 3 for First Renewal Option of Purchasing Contract 02-18, Roadway Electrical Maintenance Services with American Lighting & Signalization, LLC
- B. Recommendation to Award Purchasing Sole Source Contract 22-20, Airfield Lighting Parts and Maintenance Services to Allen Enterprises, Inc.
- C. Recommendation to Approve Amendment No. 2, Contract Adjustment for Purchasing Contract 06-19, Parking Garage Janitorial Maintenance with Florida Cleaning Systems, Inc. (FCS)
- D. Recommendation to Approve Amendment No. 5, Second Renewal Option for Purchasing Contract 09-16, Satellite Buildings Janitorial Maintenance with Sterling Building Services, Inc. (Sterling)

NEXT SCHEDULED CONCESSIONS/PROCUREMENT COMMITTEE MEETING IS ON MONDAY, MARCH 23, 2020

On **FEBRUARY 10, 2020**, the **CONCESSIONS/PROCUREMENT COMMITTEE** of the **GREATER ORLANDO AVIATION AUTHORITY** met in the Carl T. Langford Board Room at Orlando International Airport, One Jeff Fuqua Boulevard, Orlando, Florida, 32827. Chairman Anderson called the meeting to order at 1:31 p.m. The meeting was posted in accordance with Florida Statutes and a quorum was present.

Committee members present: Raymond Anderson, Chairman
 Thomas Draper, Senior Director of Airport Operations
 Bradley Friel, Director of Planning
 Brian Engle, Director of Customer Experience

Staff/Others present: Denise Schneider, Assistant Director of Purchasing
 Luis Aviles, Purchasing
 Jihyun Park, Assistant Project Manager, Strategic Projects
 Jo Thacker, Nelson Mullins
 Dan Gerber, Rumberger Kirk
 Lan Kennedy-Davis, Rumberger Kirk
 Larissa Bou, Recording Secretary

Chairman Anderson announced to all present that if a bidder or proposer is aggrieved by any of the proceedings of today's meeting and wishes to appeal the results of actions made by this Committee, they must file an appeal stating the item they wish to appeal and the basis for which they wish to appeal, and it 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, February 17, 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

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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.

MINUTES

1. Upon motion by Mr. Draper second by Mr. Friel, vote carried and motion passed to approve the January 13 and January 27, 2020 minutes, as written.

CONSENT AGENDA ITEM (S)

2. Consent Agenda Item A was deferred. There were no other Consent Agenda Items to be considered.

RECOMMENDATION TO AWARD AGREEMENT AG-648, ADVERTISING AGREEMENT FOR ORLANDO PRIDE MARKETING WITH ORLANDO PRIDE, LLC (ORLANDO PRIDE) AS A SINGLE SOURCE PROCUREMENT

3. Ms. Schneider presented the item.

The term of the agreement will be for the 2020 Regular Season, effective upon signature, expiring December 31, 2020.

The Aviation Authority wishes to enter into an eleven (11) month marketing agreement with Orlando Pride, LLC to support marketing activities between the Aviation Authority and Orlando Pride. During the contract year, the Aviation Authority will receive advertising and sponsorship benefits including, but not limited to: three (3) minutes of in-game exposure via field side LED Ribbon for all local MLS regular season home games; four (4) minutes of exposure on the upper level fascia LED Ribbon for all regular season home games; ten (10) minutes of rotating exposure on the stadium Internet Protocol Television (IPTV) system for all regular season home games; one (1) video scoreboard digital Tri-Vision positions during all season home games; five (5) Social Media posts throughout the season showing Orlando Pride players traveling to their games through the Orlando International Airport; Orlando City will create a player profile post for ten (10) Pride players with the Aviation Authority being tagged on each social post; the Aviation Authority will be the presenting partner of the fan game day social feature and the Aviation Authority's profile logo and click-through link will be included on the Corporate Partner's page.

Orlando Pride previously worked with the Aviation Authority by providing various opportunities to promote the Aviation Authority's marketing activities under Orlando Sports Holdings, LLC (Orlando Sports); however, Orlando Pride will now require its own agreement. Orlando Pride is a women's soccer league team that competes as a separate entity under the Major League Soccer (MLS). Since its commencement, Orlando Pride has provided marketing opportunities and exposure to diverse audiences who watch the advertisements. Orlando Pride supports a relationship with customers both locally and nationally. Many Orlando Pride fans use the Aviation Authority's facilities, whereby engaging with these fans will allow the Aviation Authority to understand their needs and preferences. This will also aid the Aviation Authority to better support our customers.

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The Aviation Authority has similar sport marketing agreements with Fox Sports, Orlando City, Orlando Magic and University of Central Florida.

A marketing agreement with Orlando Pride, LLC allows the Aviation Authority to expand its marketing opportunities by getting exposure at the games with various in-game inventories and with fans who not only watch the advertisements but also engage with them.

This award shall be made with Orlando Pride, LLC based on a Single Source Procurement Justification in accordance with Aviation Authority's Policy, Section 450.03, Purchasing/Non-Competitive Procurement. This policy permits the procurement of Goods and Services pursuant to a Single Source Procurement. A Single Source Procurement is a procurement made from one firm among others in a competitive market place which, for justifiable reasons, is found to be most advantageous for the purpose of fulfilling the given purchasing need.

The Small Business Development Department has reviewed the specifications for the above referenced Single Source Procurement and determined that, due to limited and specialized scope of services, it does not lend itself to MWBE/LDB/VBE participation.

The estimated not-to-exceed amount of \$10,000 for the eleven (11) month term is within budget. Funding is from the Operations and Maintenance Fund 301.006.170.5480001.000.000000. Funds expected to be spent under the agreement in the current fiscal year are within budget. Funding required in current and subsequent fiscal years will be allocated from previously-approved Operations and Maintenance Fund as approved through the budget process and when funds become available.

It was respectfully requested that the Concessions/Procurement Committee approve that the following be recommended to the Aviation Authority Board: (1) authorize the eleven (11) month term agreement with Orlando Pride, LLC based on a Single Source Procurement Justification; (2) authorize funding from previously-approved Operations and Maintenance Fund in the not-to-exceed amount of \$10,000.00; and (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute an Agreement following satisfactory review by legal counsel.

Chairman Anderson asked if anyone in the audience would like to speak regarding this item. Hearing none, he then asked if any Committee member had questions or comments. There was no response to either inquiry.

Chairman Anderson asked if this item has a similar scope as the one presented at the last CPC meeting for the Orlando City Soccer marketing agreement [1/27/2020 CPC New Business Item D]. Ms. Schneider responded in the affirmative.

Ms. Thacker noted that the payment schedule detailed in Attachment C (copy on file) may change, because the agreement will probably state that the payment is due before April

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1, 2020. Ms. Thacker also requested that Attachment C be revised to replace "Orlando City" with "Orlando Pride".

Motion to approve staff's recommendation was moved by Mr. Engle and seconded by Mr. Friel.

Chairman Anderson questioned the difference in amount between the Orlando City Soccer agreement and Orlando Pride agreement. Ms. Schneider explained that this is due to Orlando City Soccer having a better opportunity for more international exposure.

Chairman Anderson called for a vote. Motion passed.

ADJOURNMENT

4. Chairman Anderson asked if there was further business to discuss before the Committee. Having no further business to discuss, he adjourned the meeting at 1:39 p.m.

The next scheduled CPC meeting will be held on Monday, February 24, 2020 at 1:30 p.m. in the Carl T. Langford Board Room.

(Digitally signed on, 2020)

Larissa Bou
Recording Secretary

Raymond Anderson
Chairman

DRAFT

On **FEBRUARY 24, 2020**, the **CONCESSIONS/PROCUREMENT COMMITTEE** of the **GREATER ORLANDO AVIATION AUTHORITY** met in the Carl T. Langford Board Room at Orlando International Airport, One Jeff Fuqua Boulevard, Orlando, Florida, 32827. Chairman Anderson called the meeting to order at 1:30 p.m. The meeting was posted in accordance with Florida Statutes and a quorum was present.

Committee members present: Raymond Anderson, Chairman
Kathleen Sharman, Vice Chair
Thomas Draper, Senior Director of Airport Operations
Bradley Friel, Director of Planning
Brian Engle, Director of Customer Experience

Staff/Others present: Bruce Gant, Purchasing Manager, Contracts
Diana Hershner, Manager, Purchasing
Pete Pelletier, Director of Information Technology
Steve Pue, Assistant Director, Maintenance Contracts
Vlad Opreanu, Senior Purchasing Agent
Jo Thacker, Nelson Mullins
Dan Gerber, Rumberger Kirk
Lan Kennedy, Rumberger Kirk
Larissa Bou, Recording Secretary

Chairman Anderson announced to all present that if a bidder or proposer is aggrieved by any of the proceedings of today's meeting and wishes to appeal the results of actions made by this Committee, they must file an appeal stating the item they wish to appeal and the basis for which they wish to appeal, and it 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

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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.

CONSENT AGENDA

1. Chairman Anderson asked if anyone in the audience would like to speak regarding any of the Consent Agenda items. Hearing none, he then asked if any Committee member had questions or wished to pull an item for discussion. Mr. Gant clarified, for the record, that the memorandum for Consent Agenda Item B was missing funding code 301.009.210.5310014.000.000000. Upon motion by Mr. Draper, second by Vice Chair Sharman, vote carried to approve the following Consent Agenda items, with inclusion of Mr. Gant's correction to Consent Agenda Item B:

A. recommendation to the Chief Executive Officer to: (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 award NaturChem, Inc. 4 of the 9 items in the amount of \$34,862.40, as the low, responsive and responsible bidders, 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;

B. recommendation to the Chief Executive Officer to: (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 Operations and Maintenance Fund; and (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute an amendment following satisfactory review by legal counsel;

C. recommendation to the Chief Executive Officer to: (1) authorize the 3-month Contract Extension with Florida Cleaning Systems, Inc.; (2) authorize funding from the previously-approved Operations and Maintenance Fund 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;

D. recommendation to the Chief Executive Officer to: (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.

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)

2. Mr. Gant presented the item.

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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.

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 due to the limited and specialized nature of the required services.

All the pricing in the SITA quote (copy on file) is current pricing in the contract, except for the redundant Pax Control Server License fee (one-time charge) of \$20,299 and the SITA Professional Services (one-time charge) of \$52,058.

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.

It was 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

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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.

Chairman Anderson asked if anyone in the audience would like to speak regarding this item. Hearing none, he then asked if any Committee member had questions or comments. Vice Chair Sharman stated that, if the item passes, it has to be subject to funding ratification by the Construction Finance Oversight Committee (CFOC). Vice Chair Sharman further stated that items cannot be charged to unallocated funds, and even though there are funds available, they need to be set in place.

By question from Mr. Friel regarding the tariffs and the equipment being ordered overseas, Mr. Pelletier confirmed that the equipment is manufactured in China. Mr. Friel followed up by asking if there is any other product that could be used that is not manufactured in China. Mr. Pelletier indicated that this particular manufacturer was selected due to pricing.

Vice Chair Sharman asked if these are more of the already existing e-gates, which were competitively selected. Mr. Pelletier responded in the affirmative.

Upon motion by Mr. Draper, second by Mr. Engle, vote carried to approve staff's recommendation, subject to funding ratification by the CFOC.

RECOMMENDATION TO AWARD INVITATION FOR BID (IFB) 12-20, AIRCRAFT OPERATING AREA (AOA) LANDSCAPE MAINTENANCE AND IRRIGATION SERVICES

3. Mr. Gant presented the item.

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.

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

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<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 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 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 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

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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.

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.

It was respectfully requested that the Concessions/Procurement Committee approve that the following be recommended to the Aviation Authority Board: (1) award Invitation for Bid (IFB) 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; and (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute a contract following satisfactory review by legal counsel.

Chairman Anderson asked if anyone in the audience would like to speak regarding this item. Hearing none, he then asked if any Committee member had questions or comments. Mr. Friel asked if all bidders were deemed responsive and responsible, and if so, why were the references for Groundteck of Central Florida and The Davey Tree Expert Company not verified. Mr. Gant confirmed that all bidders were responsive and responsible; however, the Purchasing Department only verifies references provided by the three lowest bidders.

By question from Mr. Friel, Mr. Gant responded that P&L is the incumbent. Mr. Friel followed by asking if Helping Hand Lawn Care (Helping Hand) fully understands the scope of work, as its bid was significantly low compared to the other bids. Mr. Gant replied that Helping Hand has several contracts at the airport and should understand the scope of work. Mr. Pue confirmed that P&L is the current landscape maintenance and irrigation services contractor for the AOA.

Vice Chair Sharman followed by asking if the incumbent submitted a bid. Mr. Gant replied no.

Mr. Friel asked Mr. Pue if he is confident that Helping Hand understands the scope of work. Mr. Pue responded in the affirmative and stated that Helping Hand is currently working on Heintzelman Boulevard and South Access Road. Chairman Anderson followed up by asking if Helping Hand understands the requirements of working on the AOA side. Mr. Pue responded yes.

Upon motion by Vice Chair Sharman, second by Mr. Friel, vote carried to approve staff's recommendation.

RECOMMENDATION TO APPROVE AMENDMENT NO. 12, THIRD RENEWAL OPTION AND AMENDMENT NO. 13, CONTRACT ADJUSTMENT FOR PURCHASING CONTRACT 13-14, ELEVATORS, ESCALATORS AND MOVING SIDEWALKS MAINTENANCE AND REPAIR SERVICES WITH SCHINDLER ELEVATOR CORPORATION (SCHINDLER)

4. Mr. Gant presented the item.

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.

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

Department - Concurs 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 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, 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

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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 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.

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 Operations 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.

It was 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.

Chairman Anderson asked if anyone in the audience would like to speak regarding this item. Hearing none, he then asked if any Committee member had questions or comments. Mr. Engle

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inquired about the location of the escalators E-18 and E-20. Mr. Gant explained that E-18 is located east of the B-Side by the Delta Airlines and Disney overflow drop-off point and E-20 is located east of A-side at the entrance of the employee bus drop-off. Mr. Engle followed by asking if the escalators are being funded by the Capital Expenditure Fund. Mr. Gant responded in the affirmative.

Chairman Anderson asked Vice Chair Sharman if these expenses have been approved. Vice Chair Sharman responded that these are part of previously-approved Capital Expenditure and Operations and Maintenance Funds.

Motion to approve staff's recommendation was moved by Mr. Draper and seconded by Mr. Engle.

Chairman Anderson asked if the Maintenance Department was involved with the negotiations or was the negotiation done only through the Purchasing Department. Mr. Pue stated that both the Maintenance and Purchasing Departments were involved in the negotiations with Schindler, and confirmed that he is satisfied with the negotiated price.

Chairman Anderson called for a vote. Motion passed.

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)

5. Mr. Gant presented the item.

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.

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

Department - Concurs with the renewal option.

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

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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 3.

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

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.

It was 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.

Chairman Anderson asked if anyone in the audience would like to speak regarding this item. Hearing none, he then asked if any Committee member had questions or comments. There was no response to either inquiry.

Chairman Anderson asked if there were any changes in unit prices or scope of work. Mr. Gant confirmed that there were no changes.

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

RECOMMENDATION TO APPROVE THE PURCHASE OF FOUR (4) PASSENGER BOARDING BRIDGES (PBBs) FROM JOHN BEAN TECHNOLOGIES CORPORATION D/B/A JBT AEROTECH JETWAY SYSTEMS

6. Ms. Hershner presented the item.

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.

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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.

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.

It was respectfully requested that the Concessions/Procurement Committee approve that the following be recommended to the Aviation Authority Board: (1) award the purchase of 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.

Chairman Anderson asked if anyone in the audience would like to speak regarding this item. Hearing none, he then asked if any Committee member had questions or comments. There was no response to either inquiry.

Chairman Anderson asked if this is the same contract used previously. Ms. Hershner responded in the affirmative and added that staff verified that the pricing protocol had been followed in accordance with the contract, as there is a PPI adjustment. Ms. Hershner indicated that staff reviewed previous years to make sure that the PPI was not more than allowed.

Upon motion from Mr. Friel, second by Vice Chair Sharman, vote carried to approve staff's recommendation.

RECOMMENDATION TO APPROVE THE PURCHASES OF RENEWALS OF COMPUTER HARDWARE AND SOFTWARE MAINTENANCE, SUPPORT, MAINTENANCE AND SUPPORT, AND LICENSES

7. Ms. Hershner presented the item.

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

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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.

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 Aviation Authority does not own the software, 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 Aviation 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.

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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.

It was 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.

Chairman Anderson asked if anyone in the audience would like to speak regarding this item. Hearing none, he then asked if any Committee member had questions or comments. Vice Chair Sharman thanked Ms. Hershner for her thorough explanation, which included last year's information, as it helps the Committee when considering the item.

Vice Chair Sharman asked staff to confirm, for the record, that what the Committee is approving today is only what is on the list provided (copy on file), and any items not included on the list should be brought separately to the Committee for approval. Mr. Pelletier confirmed this information.

Chairman Anderson asked Mr. Pelletier if there is a mechanism in place to track the renewals and fees. Mr. Pelletier stated that Mr. Ian Brooks, Information Technology Contract Manager, and Ms. Hershner will work closely to track all the purchases of renewals and will utilize the spreadsheet provided as part of the tracking system.

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

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

8. Ms. Hershner presented the item.

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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.

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.

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.

It was respectfully requested that the Concessions/Procurement Committee approve that the following be recommended to the Aviation Authority Board: (1) award the purchase of 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.

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Chairman Anderson asked if anyone in the audience would like to speak regarding this item. Hearing none, he then asked if any Committee member had questions or comments. There was no response to either inquiry.

Motion to approve staff's recommendation was moved by Vice Chair Sharman and seconded by Mr. Draper.

Chairman Anderson noted that the memorandum referenced the transportation needs to take passengers to and from the satellite parking lots and asked if this is due to frequency or due to having new parking lots. Ms. Hershner responded that is due to both frequency and the new parking lots, but especially because of the expected growth in STC personnel, which calls for additional routes and vehicles.

Chairman Anderson called for a vote. Motion passed.

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

9. Ms. Hershner presented the item.

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
Total Award:				\$343,981.25

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.

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

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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.

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.

It was respectfully requested that the Concessions/Procurement Committee approve that the following be recommended to the Aviation Authority Board: (1) Award the Purchase of 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.

Chairman Anderson asked if anyone in the audience would like to speak regarding this item. Hearing none, he then asked if any Committee member had questions or comments. There was no response to either inquiry.

In response to Chairman Anderson's question regarding the need for the SuperDuty F-250, Ms. Hershner responded that electricians servicing the airside at OEA would use the SuperDuty F-250, as they need a big enough truck to mobilize their equipment.

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

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

10. Ms. Hershner presented the item.

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.

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

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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
Total Value:		\$1,435,000

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.

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.

It was respectfully requested that the Concessions/Procurement Committee approve that the following be recommended to the Aviation Authority Board: (1) award the Purchase of 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

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to award blanket purchase agreements or purchase orders with each manufacturer listed based on a Single Source Procurement in compliance with the Aviation 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.

Chairman Anderson asked if anyone in the audience would like to speak regarding this item. Hearing none, he then asked if any Committee member had questions or comments. There was no response to either inquiry.

Chairman Anderson asked if these OEM parts were needed based on warranty requirements. Ms. Hershner explained that parts are not needed usually due to warranty, as the systems have been in place for a while, but because, for example, when there is a need for the ball screws that hold the legs onto the bridges, these can only be obtained by the company that manufactured those bridges.

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

RECOMMENDATION TO AWARD INVITATION FOR BID (IFB) 19-20, CUSTOMER SERVICE AMBASSADORS

11. Mr. Gant presented the item.

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.

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

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* 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 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 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's footprint expands coupled with our daily passenger volume.

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 Operations and Maintenance Fund, as approved through the budget process and when funds become available.

It was respectfully requested that the Concessions/Procurement Committee approve that the following be recommended to the Authority 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.

Chairman Anderson asked if anyone in the audience would like to speak regarding this item. Hearing none, he then asked if any Committee member had questions or comments. Mr. Friel asked who is the incumbent. Mr. Gant responded that the incumbent is Top Talent.

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Chairman Anderson observed that there are two account codes and asked if these are broken down between Management Fees and Reimbursable Payroll/Operating Expenses. Mr. Opreanu indicated that the Management Fee is not identified in the tabulation sheet provided with the memorandum; however, Mr. Gant has a spreadsheet (copy on file) that shows the breakdown. Mr. Gant read for the record Top Talent’s Management Fees for Year 1, 2 and 3.

Chairman Anderson asked Mr. Engle if he is comfortable with the aforementioned Management Fees. Mr. Engle responded in the affirmative.

Chairman Anderson inquired about the increase in FTEs. Mr. Gant indicated that the current contract has 79 FTEs and the new contract will start with 108 FTEs.

Chairman Anderson followed up by asking about the pay increase. Mr. Gant indicated that the current hourly rate is \$13.43. The new solicitation did not have a set hourly rate; however, the amount budgeted for hourly rates is \$14.50. Chairman Anderson asked if this amount was reflected on the bid. Mr. Gant responded in the affirmative and stated that it is part of the reimbursable. Lastly, Mr. Gant indicated that staff will further discuss pay rates with Top Talent.

Upon motion from Mr. Friel, second by Mr. Draper, vote carried to approve staff’s recommendation.

REVIEW OF BIDS FOR THE NORTH TERMINAL COMPLEX (NTC) AUTOMATED RETAIL CONCESSION

12. Ms. Harris presented the item.

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

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Airside 3	1	32 x 1= 32
Airside 4	3	32 x 3= 96
Total	8	256 SF

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

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 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.

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.

It was 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.

Chairman Anderson opened the floor to Mr. Kenneth Howe, representing New Zoom LLC dba Zoom Systems, who requested to speak. Mr. Howe provided each Committee member a copy of a letter, which he read for the record (copy on file).

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Based on the pro formas presented and in light of the speaker's comments, Vice Chair Sharman asked Ms. Harris if the gross sales projections presented by New Zoon are higher than Prepango's. Ms. Harris responded in the affirmative. Vice Chair Sharman made reference to the letter provided by Mr. Howe and asked him to explain his statement about the Las Vegas Airport. Mr. Howe stated that the evaluation criteria was not explicitly clear, because the "dollar value" could be interpreted as the dollar value to the Aviation Authority; as the proceeds of the projected percentage; or the dollar value in total sales. Mr. Howe further stated that he has great confidence in the dollar value of total sales of New Zoom and that he could demonstrate to the Committee, through evidence, that the dollar value provided to other airports through lack of sales performance has been realized in actual results. Vice Chair Sharman indicated that the fact that there is a lower projection of dollar value from Prepango, and when applying proposed percentage to the Aviation Authority, Prepango still has a higher result.

Discussion ensued regarding the difference in products offered by the bidders and difference in price points. Chairman Anderson asked if the product selection offered by both bidders met the products specification. Ms. Harris confirmed yes. Mr. Marchena clarified, for the record, that the bidders are required to offer products within certain categories. If bidders are within those categories, they are given a latitude to provide a variety of products to the traveling public. Then, the Finance Department will evaluate the financial responsibility of the bidders and the Concessions Department will look at the responsiveness of the bidders. Once confirmed that both bidders are within those parameters, then under Article 2F and 2K of the Concessions Policy, the Committee has to award the contract to the highest bidder.

It was Vice Chair Sharman's observation that based on staff's review and Ms. Harris responses to the questions posed today, Prepango's bid is more advantageous to the Aviation Authority than New Zoom's.

Chairman Anderson reiterated that Prepango proposed a 21% of gross receipts, whereas New Zoom proposed a 13% of gross receipts, and even though Prepango's projected sales are approximately 25% less than New Zoom, Prepango's numbers result in further revenue to the Aviation Authority overall.

Mr. Draper observed that some of the variety of products offered by the proposers were very limited and asked staff if there is any concerns regarding the variety of products. Vice Chair Sharman replied that based on legal counsel's statement, the Committee needs to adhere to the evaluation criteria, which states that the Committee will award the contract to the highest responsive and responsible bidder. Mr. Marchena explained that in order to deviate from the evaluation criteria, the Committee would have to identify an offering to be so deficient, that it would not satisfy the minimum requirements of the bid.

DRAFT MINUTES FOR THE FEBRUARY 24, 2020, CONCESSIONS/PROCUREMENT COMMITTEE

Upon motion from Mr. Draper, second by Mr. Friel, vote carried to approve staff's recommendation to rank bidders as follows:

- First: Prepango, LLC
- Second: New Zoom LLC dba Zoom Systems

ADJOURNMENT

13. Chairman Anderson asked if there was further business to discuss before the Committee. Having no further business to discuss, he adjourned the meeting at 2:48 p.m.

The next scheduled CPC meeting will be held on Monday, February 24, 2020 at 1:30 p.m. in the Carl T. Langford Board Room.

(Digitally signed on, 2020)

Larissa Bou
Recording Secretary

Raymond Anderson
Chairman



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: March 9, 2020

ITEM DESCRIPTION

Recommendation to Award Purchasing Contract 16-20, Lightning Protection System Maintenance to Maxwell Lightning Protection of Florida Company

BACKGROUND

The contract period will be for thirty-six (36) months with the initial service to commence on or about June 1, 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 labor, supervision, equipment, sub-contractors and tools for additions, modification and repair, and all other items necessary or proper for, or incidental to, the existing Franklin and Early Streamer Emission Lightning Protection Systems on buildings, high masts lighting assemblies, towers, and antennas at the Orlando International Airport (OIA) and Orlando Executive Airport (OEA) on an as needed basis.

ISSUES

On January 13, 2020, the Aviation Authority issued Purchasing Bid 16-20, Lightning Protection System Maintenance. A total of 74 notifications were sent out to potential vendors registered under the Lightning Protection and Electrical categories in the Central Florida area, which 5 of those vendors viewed, and downloaded the solicitation. On February 18, 2020, only one prospective vendor, Maxwell Lightning, attended the Pre-Bid Conference.

After the bid opening, staff reached out to the incumbent, Tarten-X Inc. dba McLean Lightning Protection to inquire why the company did not submit a bid. The vendor stated that they forgot to submit the Bid.

On February 18, 2020, the following bid was received:

<u>Name of Respondent</u>	<u>Total Three (3) Year Bid Price</u>
Maxwell Lightning Protection of Florida Company	\$196,770.00

References for Maxwell Lightning Protection of Florida Company were checked and based thereon were determined to be responsive. Staff reviewed the submittal provided and the bidder was responsive and responsible.

The Aviation Authority has not established MWBE/LDB goals because of the specialized nature of the services to be provided.

FISCAL IMPACT

Maxwell Lightning Protection of Florida Company bid in the amount of \$196,770 will be funded from the following OIA Operations and Maintenance Fund codes: 301.631.210.5460001.000.100301; 301.631.170.5460001.000.100301; 301.631.611.5460001.000.100301; 301.631.612.5460001.000.100301; 301.631.330.5460001.000.100301; 301.631.613.5460001

000.100301; 301.631.615.5460001.000.100301; 301.631.692.5460001.000.100301; and OEA Operations and Maintenance Fund codes: 901.443.810.5460002.000.100118 and 901.443.870.5460002.000.100118. 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 Purchasing Contract 16-20, Lightning Protection System Maintenance to Maxwell Lightning Protection of Florida Company; (2) authorize funding in a not-to-exceed amount of \$196,770, which includes a not-to-exceed amount of 193,170 from the OIA Operations and Maintenance Fund and a not-to-exceed amount of \$3,600 from OEA Operations and Maintenance Fund; 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 lightning protection system 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 three (3) years immediately preceding the date of Bidder's response to this Invitation for Bids; and
3. through references or otherwise, 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 lightning protection system maintenance services for at least three (3) entities with contracts of similar size and scope of this Contract during such three (3) 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: November 19, 2019

Re: Lightning Protection System Maintenance

The Small Business Development Department has reviewed the requirements for the above referenced solicitation and determined that, due to limited scope of the required services, 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.

Attachment C - Finance Form

Greater Orlando Aviation Authority
Attachment A

Date:	<u>20-Feb-20</u>	Requestor's Extension:	<u>X-3374</u>
Requestor's Name:	<u>Rick Schulz</u>	Preparer's Extension:	<u></u>
Form Preparer's Name:	<u>Rick Schulz</u>	Purchasing Solicitation #:	<u>16-20</u>
Requestor's Department:	<u>Maintenance</u>	CCM / CPC / PSC:	<u>CPC</u>
Description:	<u>Lightning Protection System Maintenance</u>	Committee Date:	<u>3/9/2020</u>
Vendor:	<u>Maxwell Lightning Protection of Florida Company</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
301 631 210 5460001 000 100301	7,000.00	21,390.00	21,390.00	14,390.00		64,170.00
301 631 170 5460001 000 100301	3,000.00	10,000.00	10,000.00	7,000.00		30,000.00
301 631 611 5460001 000 100301	2,000.00	8,000.00	8,000.00	6,000.00		24,000.00
301 631 612 5460001 000 100301	3,000.00	8,000.00	8,000.00	5,000.00		24,000.00
301 631 330 5460001 000 100301	1,800.00	5,000.00	5,000.00	3,200.00		15,000.00
301 631 613 5460001 000 100301	800.00	2,000.00	2,000.00	1,200.00		6,000.00
301 631 615 5460001 000 100301	1,800.00	5,000.00	5,000.00	3,200.00		15,000.00
301 631 692 5460001 000 100301	1,800.00	5,000.00	5,000.00	3,200.00		15,000.00
901 443 810 5460002 000 100118	300.00	800.00	800.00	500.00		2,400.00
901 443 870 5460002 000 100118	150.00	400.00	400.00	250.00		1,200.00
						-
						-
						-
						-
Total Requisition	21,650.00	65,590.00	65,590.00	43,940.00	-	196,770.00
Requisition Number	BPA					

OMB Notes:
Funding Approver: *Attorney*

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: March 9, 2020

ITEM DESCRIPTION

Recommendation to Approve Amendment No. 3 for First Renewal Option of Purchasing Contract 02-18, Roadway Electrical Maintenance Services with American Lighting & Signalization, LLC

BACKGROUND

The initial term of the Contract was for thirty-six (36) months, which commenced on December 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 November 30, 2020.

This Contract requires American Lighting & Signalization, LLC to provide all labor, supervision, materials, and miscellaneous parts, equipment, tools, and all other accessories, services, and preparation of Maintenance of Traffic (MOT) for repairing or replacing light fixture controls, or electrical service related equipment associated with signs, lighting, bridges, buildings or structures and other associated equipment, and all other items necessary or proper for, or incidental to, performing roadway electrical maintenance and electrical services at the Orlando International Airport (OIA) and Orlando Executive Airport (OEA), in accordance with the Contract Documents.

The Aviation Authority has not established MWBE/LDB goals because of the specialized nature of the services to be provided.

ISSUES

First Renewal Option - December 1, 2020 through November 30, 2021.
Department - Concur with the renewal.
Contractor - Based on the information known at this time, the Contractor has performed satisfactorily during the initial term.

Pricing is based on a) unit prices for: i) Total Roadway Sign Lamp Replacement and Inspection; ii) Total Bridge Lamp Replacement and Inspection; and iii) Monthly Inspections; b) hourly labor rates for standard and non-standard work hours for additional services. The annual value for the first renewal option is a total not-to-exceed amount of \$331,215 with no unit price and hourly labor rate increases for the first renewal option.

FISCAL IMPACT

The fiscal impact anticipated for the first renewal option is a not-to-exceed amount of \$331,215. Funding will be from the following Operations and Maintenance Fund codes: 301.631.661.5460001.000.100497; 301.631.130.5460001.000.100497; 301.631.611.5460001.000.100497; 301.631.330.5460001.000.100497; 301.631.613.5460001.000.100497; 301.631.612.5460001.000.100497; 301.631.170.5460001.000.100497; 301.631.631.5460001.000.100497 and OEA Operations and Maintenance Fund 901.443.810.5460002.000.100118. Funds expected

to be spent under the Contract in the current fiscal year are within budget. The department intends to submit budget requests for funds expected to be spent under the contract in future fiscal 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 Aviation Authority Board: (1) approve Amendment No. 3, First Renewal Option for Purchasing Contract 02-18, Roadway Electrical Maintenance Services with American Lighting & Signalization, LLC; (2) authorize funding in the total not-to-exceed amount of \$331,215, which includes \$325,715 from the OIA Operation and Maintenance Fund and a not-to-exceed amount of \$5,500 from the OEA Operations and Maintenance 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 - Small Business Memo
- B - Finance Form
- C - Contract History




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 26, 2020

Re: Recommendation to Approve Amendment No. 3 for first renewal option of Purchasing Contract 02-18, Roadway Electrical Maintenance Services with American Lighting & Signalization, LLC.

The initial term of the Contract was for thirty-six (36) months, which commenced on December 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 November 30, 2020.

Issue:
First Renewal Option: December 1, 2020 through November 30, 2021.

Fiscal Impact:
The fiscal impact anticipated for the first renewal option is a not-to-exceed amount of \$331,215.00.

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.

ATTACHMENT "B" - FINANCE FORM

Greater Orlando Aviation Authority
Attachment A

Date:	<u>24-Feb-20</u>	Requestor's Extension:	<u>X-3374</u>
Requestor's Name:	<u>Rick Schulz</u>	Preparer's Extension:	<u>X-3374</u>
Form Preparer's Name:	<u>Rick Schulz</u>	Purchasing Solicitation #:	<u>18-Feb</u>
Requestor's Department:	<u>Maintenance Dept</u>	CCM / CPC / PSC:	<u>CPC</u>
Description:	<u>Roadway Electrical Maintenance Services</u>	Committee Date:	<u>3/9/2020</u>
Vendor:	<u>American Lighting & Signalization, LLC.</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 21 Amount	FY 22 Amount	FY 23 Amount	Total Contract
301 631 661 5460001 000 100497			152,785.00	24,430.00		177,215.00
301 631 130 5460001 000 100497			18,000.00	4,000.00		22,000.00
301 631 611 5460001 000 100497			18,000.00	4,000.00		22,000.00
301 631 330 5460001 000 100497			22,500.00	5,000.00		27,500.00
301 631 613 5460001 000 100497			22,500.00	5,000.00		27,500.00
301 631 612 5460001 000 100497			13,500.00	3,000.00		16,500.00
301 631 170 5460001 000 100497			18,000.00	4,000.00		22,000.00
301 631 631 5460001 000 100497			9,000.00	2,000.00		11,000.00
901 443 810 5460002 000 100118			4,500.00	1,000.00		5,500.00
						-
						-
						-
						-
						-
Total Requisition	-	-	278,785.00	52,430.00	-	331,215.00
Requisition Number			BPA 88414			

OMB Notes:
Funding Approver: *C. Hanger*

Converted into PO #: _____
Date: _____
Buyer: _____

ATTACHMENT "C" Contract History

02-18, ROADWAY ELECTRICAL MAINTENANCE SERVICES

CONTRACT	APPROVALS	DESCRIPTION	TERM	DOLLARS
Initial Term	<ul style="list-style-type: none"> CPC 07/24/2017 Board Approved 08/16/2017, Item "K" 	36 Month Contract Award	12/01/2017 Thru 11/30/2020	\$977,415.00
Amendment No. 1	<ul style="list-style-type: none"> Chief Executive Officer Approved 01/25/2018 	Contract Adjustment - Removed Pollution Coverages	12/01/2017 Thru 11/30/2020	\$0.00
Amendment No. 2	<ul style="list-style-type: none"> CPC 05/21/2018 Chief Executive Officer Approved 6/21/2018 	Increase In Value for Additional Work	05/01/2018 Thru 11/30/2020	\$225,000.00
Amendment No. 3	<ul style="list-style-type: none"> Pending CPC Approval 03/09/2020 	First Renewal Option	12/01/2020 Thru 11/30/2021	\$331,215.00
Total Contract Value with all Changes (approved and proposed)				\$1,533,630.00



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: March 9, 2020

ITEM DESCRIPTION

Recommendation to Award Purchasing Sole Source Contract 22-20, Airfield Lighting Parts and Maintenance Services to Allen Enterprises, Inc.

BACKGROUND

The contract period will be for sixty (60) months with the initial service to commence on or about July 1, 2020.

This award will result in a contract for the service provider airfield lighting components and hourly rates for specialized maintenance services, evaluations, minor repairs, programming of related computer systems, and other technical support services for the Orlando International Airport (OIA) and Orlando Executive Airport (OEA).

ISSUES

Allen Enterprises, Inc. has provided the Aviation Authority's Airfield Lighting Parts and Maintenance Services under the present Sole Source Contract 16-05 since June 27, 2005. The present Contract will expire on June 26, 2020.

Allen Enterprises, Inc. is the exclusive representative for ADB Safegate (previously known as ADB Airfield Solutions) and the sole provider for the Southeast United States including Florida. Only authorized partners can provide parts and services for the ADB Safegate equipment that conform to Federal Aviation Administration (FAA) Advisory Circular AC 150/5345-53D, Airport Lighting Equipment Certification Program. FAA Advisory Circulars are generally "advisory" in nature but can be made mandatory by operation of other programs or requirements. For example, the airport lighting equipment is part of an Airport Improvement Program (AIP) project or if the project is funded with Passenger Facility Charge (PFC) revenue, the Advisory Circulars become mandatory. For these type of projects, the FAA requires that only certified lighting equipment/parts be used. FAA requires that such systems be maintained in the same configuration as the existing Original Equipment Manufacturer (OEM) certification.

Pricing is based on unit prices and hourly rates. The Aviation Authority pays such unit price only for actual items requested and purchased by the Aviation Authority. The contract stipulates that the cost of airfield lighting components and labor rates for each option year may be increased or decreased by negotiation between the parties. Negotiations were held and any labor rate increase will apply only on rates where the contractor is responsible to fly in the manufacturer's technicians and pay their expenses. All labor rates for local technicians supplied by the contractor will be billed at the current rate. Pricing has been revised, and at contract option renewal, the contractor will only increase the price on lighting components for which the manufacturer has increased the price and offer price reductions on parts that have been decreased in price by the manufacturer.

The Aviation Authority has not established MWBE/LDB goals because of the specialized nature of the services to be provided.

FISCAL IMPACT

The fiscal impact anticipated for the five (5) year sole source contract is a not-to-exceed amount of \$3,850,000 and is to be funded from the following Operations and Maintenance Fund: 301.656.110.5460002.000.100118 and 301.656.130.5460002.000.100118 and OEA Operations and Maintenance Fund 901.443.810.5460002.000.100118. 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 Aviation Authority Board: (1) award Purchasing Sole Source Contract 20-22, Airfield Lighting Parts and Maintenance Services to Allen Enterprises, Inc. for sixty months; (2) authorize funding in a not-to-exceed total amount of \$3,850,000, which includes a not-to-exceed amount of \$3,675,000 from OIA Operations and Maintenance Funds and a not-to-exceed amount of \$175,000 of OEA Operations and Maintenance Fund; 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
- B - Small Business
- C - Finance Approval
- D - Sole Source

A - Award Criteria

The Aviation Authority's policy 450.03, the Sole Source procurement of goods, services, or professional services is made when the goods, services or professional services are limited to one source, or when they must be obtained from a specific manufacturers' dealer and valid competition among dealers does not exist. Aviation Authority policy requires that the requesting department submit through Workflow Tasks a Sole Source Procurement Request, which shall state, in detail, the justification for this procurement.




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 19, 2020

Re: Recommendation to Award Purchasing **Sole Source** 22-20, Airfield Lighting Parts and Maintenance Services to Allen Enterprises, 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 it is a Sole Source it does not lend itself to MWBE/LDB/VBE participation.

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



Sole Source Procurement Request

Requested By
Richard Schulz

Request Date
5/31/2019

Department
631 - Maintenance Admin

Request ID
SS-00037

Request Info

Initiated By
Richard Schulz

Supplier/Firm Name
Allen Enterprizes, Inc. / ADB Safegate

Description
5 year contract extension of Sole Source Equipment and Airfield lighting parts to replace ...

Procurement Details

Need By
6/26/2020

Document Number

Estimated Amount
\$3,850,000.00

1. What is the end use of the item or nature of the Goods, Services or Professional Services being requested?

The nature of the service provided requires the contractor to provide airfield lighting components and hourly rates for specialized maintenance services, evaluation, minor repairs, programming of related computer systems, and other technical support services in accordance with the contract documents.

2. What capacity does the supplier for the Goods, Services or Professional Services have that make it uniquely capable of satisfying the need?

Allen Enterprises, Inc. / ADB Safegate is the only supplier that can provide parts and service for their equipment that conform to FAA Advisory Circular AC 150/5345-53D, Airport Lighting Equipment Certification Program. FAA Advisory Circulars are generally "advisory" in nature but can be made mandatory by operation of other programs or requirements. For instance, with regard to airport lighting equipment, where the equipment is part of an Airport Improvement Program (AIP) project or if the project is funded with passenger facility charge (PFC) revenue, then the Advisory Circulars become mandatory. For these projects, FAA requires that only certified lighting units be used. Moreover, FAA requires that such systems be maintained in the same configuration as that existing at certification. This means that the replacement of OEM parts with non-OEM parts is forbidden.

3. Why are these unique capabilities or characteristics essential and necessary to meet the need?
Only entire systems and devices with production parts are certified under the current FAA certification program and Advisory Circular (AC) 150/5345-53D. The certification is invalidated for a product modified with non-OEM replacement parts or non-production components.

4. What market research was done to ensure no other available source was capable of fulfilling the requirement?
Extensive search of the FAA internet site, that provides information on parts that are appr...

5. Is there a specification, statement of work or purchase description available that is sufficient for competitive procurement? If not, is one being developed?
No. The materials procured under this agreement are required to be OEM components to comply with FAA requirements.

6. What steps are being taken to foster competition in subsequent procurements of the Goods, Services or Professional Services?
None. The FAA has structured a competitive environment for complete assemblies, but requires OEM parts and services for those assemblies.

7. What would the impact be in job accomplishment and/or financial loss if another supplier's Goods, Services or Professional Services with similar capabilities were substituted?
Non-compliance with FAA Advisory Circulars and therefore a violation of Part 139 airport certification.

8. If this request is for a one-time procurement, what is the estimated cost of the Goods, Services or...
N/A

9. If this request is for a multiple procurements over a 12 month period, what is the estimated total cost of the Goods, Services or Professional Services over that time period?
This is a five year contract with annual parts and pricing review, with an estimated 12-month period expenditures at less than \$770,000.00. The parts list may be modified by staff, as needed. The modifications to the parts list will not impact the contract value.

10. Circumstances change over time. If this request is for approval for a continuing requirements, what is the length of time this procurement approval is needed prior to re-evaluating available commercial solutions and the Authority's requirements?
An updated engineers report from AVCON for this requested is available now.

Is Project Related Project Number
No

Is Committee Approved Committee Approved On
No

Is Board Approved / Notified Board Approved On
No

Notes
It is Staff's intention to present this to the Concessions/Procurement Committee in Febru...

Activity History

Procurement Step	Action Taken	Action Taken On	Comment	User
CEO Review	Approve	1/7/2020 11:06 ...		Phil Brown
COO Review	Approve	1/7/2020 11:02 ...		Stan Thornton
CFO Review	Approve	1/7/2020 10:24 ...		Kathleen Sharman
Purch AD	Approve	1/7/2020 7:22 AM		Denise Schneider
Purch Mgr	Approve	1/6/2020 4:21 PM		Diana Hershner
Dept Approver	Approve	6/3/2019 9:32 AM		Gary Hunt
Create Procurem...	Workflow Initial...	5/31/2019 1:41 ...		Richard Schulz



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: March 9, 2020

ITEM DESCRIPTION

Recommendation to Approve Amendment No. 2, Contract Adjustment for Purchasing Contract 06-19, Parking Garage Janitorial Maintenance with Florida Cleaning Systems, Inc. (FCS)

BACKGROUND

The initial term of the contract is for thirty-six (36) months, which commenced on March 1, 2019, expiring on February 28, 2022, and with the Aviation Authority having options to renew the Contract for two (2) additional periods of one (1) year each.

The contract requires FCS to furnish all labor, supervision, equipment, tools, janitorial cleaning supplies, fuel, oil, lubricants, uniforms, vehicles and all other items necessary or proper for, or incidental to, performing janitorial maintenance of the parking garage and surface parking areas located at the Orlando International Airport (OIA) in accordance with the Contract Documents.

ISSUES

Contract Adjustment - Staff is requesting to increase the scope of the contract by adding the Phase II Expansion for Parking Garage C. Square footage provided for the expansion of Parking Garage C are preliminary numbers and are based on the phased approach of delivering this portion of the garage. It is anticipated that as the "as-builts" are finalized the square footage will be revised. The contract General Conditions allow for addition or deletion to the scope of work via an amendment to the contract.

Department - Concurs with the Contract Adjustment.

Contractor - Based on the information known at this time, the contractor is performing satisfactorily during the initial term of the contract.

This is a service contract for parking garage janitorial maintenance of the Aviation Authority's parking garages and surface lots. Pricing for this service is based on a number of days per year times the contractor's daily price for daily cleaning, daily restroom cleaning, policing, cycle-cleaning and trash bin collection services as specified in the contract. There is also an hourly rate provided for additional services.

The total not-to-exceed price for this Contract Adjustment is \$207,138.38. These services will become effective April 1, 2020 through February 28, 2022.

The contract includes a Minority and Women Business Enterprise (MWBE) participation goal of 18% and a Local Developing Business (LDB) participation goal of 2%. The Office of Small Business Development certifies that the overall contract is in good standing as it relates to MWBE and LDB participation and requirements.

FISCAL IMPACT

The fiscal impact is a total not-to-exceed amount of \$207,138.38 with funding from the Operation and Maintenance Fund 301.631.612.5340005.000.100228. 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) approve Amendment No. 2, Contract Adjustment for Purchasing Contract 06-19, Parking Garage Janitorial Maintenance with Florida Cleaning Systems, Inc.; (2) authorize funding in the not-to-exceed amount of \$207,138.38 from the Operation and Maintenance Fund; (3) authorize an Aviation Authority Officer or Chief Executive Officer to execute an Amendment following satisfactory review by legal counsel.

Attachments

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

**ATTACHMENT A
Summary of Contract Revisions**

06-19 Parking Garage Janitorial Maintenance with Florida Cleaning Systems, Inc.

Contract	Approvals	Description	Term	Dollars
Initial Term	<ul style="list-style-type: none"> • CPC 11/19/2018 • Authority Board 12/12/2018 Item "JJ" 	36 Months (Contract Award)	03/01/2019 Thru 02/28/2022	\$3,560,991.00
Amendment No. 1	<ul style="list-style-type: none"> • CPC 08/05/2019 • CEO 09/27/2019 	Contract Adjustment	08/01/2019 Thru 02/28/2022	\$153,747.87
Amendment No. 2	<ul style="list-style-type: none"> • CPC 03/09/2020 	Contract Adjustment	04/01/2020 Thru 02/28/2022	\$207,138.38
Total Contract Value with all Changes (approved and proposed)				\$3,921,877.25




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: March 2, 2020

Re: Recommendation to Approve Amendment No. 2, Contract Adjustment for Purchasing Contract 06-19, Parking Garage Janitorial Maintenance with Florida Cleaning Systems, Inc. ("FCS").

The initial term of the Contract started March 1, 2019, with the Aviation Authority having options to renew the Contract for two (2) additional periods of one (1) year each.

Issues:

Contract Adjustment – Staff is requesting to increase the scope of the Contract by adding the Phase II Expansion for Parking Garage C.

Fiscal Impact:

The fiscal impact is a total not-to-exceed amount of \$207,138.38.

At the time the contract was awarded, an 18% MWBE and a 2% LDB participation 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.

**ATTACHMENT D
IN PROCESS**

Greater Orlando Aviation Authority
Attachment D

Date:	<u>3/4/2020</u>	Requestor's Extension:	<u>2268</u>
Requestor's Name:	<u>Nina Gilbert</u>	Preparer's Extension:	<u>2297</u>
Form Preparer's Name:	<u>Luis Aviles</u>	Purchasing Solicitation #:	<u>806-19</u>
Requestor's Department:	<u>Maintenance</u>	CCM / CPC / PSC:	<u>CPC</u>
Description:	<u>Parking Garage Janitorial Maintenance</u>	Committee Date:	<u>3/9/2020</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.xxxxxx.xxx.xxxxxx	FY 20 Amount	FY 21 Amount	FY 22 Amount	FY 22 Amount	FY 23 Amount	FY 24 Amount	Total Contract
301.631.615.5340005.000.100228	51,784.60	103,569.19	51,784.60				207,138.39
							-
							-
							-
							-
							-
							-
							-
							-
							-
Total Requisition	51,784.60	103,569.19	51,784.60		-		207,138.39
Requisition Number	85047						

OMB Notes:
Funding Approver *Attoupa*

Total Requisition \$	207,138.39
BPA Amount \$	-
Grand Total - Agree to Committee Item \$	207,138.39

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: March 9, 2020

ITEM DESCRIPTION

Recommendation to Approve Amendment No. 5, Second Renewal Option for Purchasing Contract 09-16, Satellite Buildings Janitorial Maintenance with Sterling Building Services, Inc. (Sterling)

BACKGROUND

The initial term of the contract was for thirty-six (36) months, effective June 1, 2016, expiring May 31, 2019, with the Aviation Authority having two (2) options to renew the Contract for an additional period of one (1) year each. The first renewal option is due to expire on May 31, 2020.

This contract requires Sterling to furnish all labor, supervision, equipment, tools, janitorial cleaning supplies, (except hand soap and trash liners), paper products (except paper towels and toilet tissue), dispensers and electronically dispensed air-freshener in all bathrooms, fuel, oil, lubricants, uniforms and all other items necessary or proper for, or incidental to, performing janitorial maintenance of the satellite buildings located at the Orlando International Airport in accordance with the Contract Documents.

ISSUES

Second Renewal Option: June 1, 2020 - May 31, 2021.

Department - Concurrs with the renewal.

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

This Contract has been designated as a directed procurement for a Local Developing Business (LDB). The Small Business Development department certifies that this contract is in good standing as it relates to LDB participation.

This is a service Contract for janitorial maintenance of the Aviation Authority's satellite buildings. Pricing for this service is based on square foot price and additional services hourly rate for the areas specified in the contract. Additionally, Sterling has requested an increase to the square foot price and additional services hourly rates based on the Consumer Price Index (CPI) pursuant to the contract escalation clause. The current CPI for Option Year Two is 1.9%. The second renewal option prices were adjusted to reflect the 1.9% increase for a total not-to-exceed amount of \$356,512.14.

FISCAL IMPACT

The fiscal impact is a not-to-exceed amount of \$356,512.14 with funding from the OIA Operations and Maintenance Fund codes: 301.631.170.5340005.000.100229, 301.631.110.5340005.000.100229, 301.631.611.5340005.000.100229 and 301.631.330.5340005.000.100229, 301.631.613.5340005.000.100229 and OEA Operations and Maintenance Fund 901.443.870.

NEW BUSINESS AGENDA ITEM - D -

5340005.000.000000. 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 Funds 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) approve Amendment No. 5, Second Renewal Option for Purchasing Contract 09-16, Satellite Buildings Janitorial Maintenance, with Sterling Building Services, Inc.; (2) authorize funding in the total not-to-exceed amount of \$356,512.14, which includes a not-to-exceed amount of \$331,666.12 from OIA Operations and Maintenance Funds and a not-to-exceed amount of \$24,846.02 from OEA Operations and Maintenance 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
- C - Contract Renewal Pricing
- D - Finance Form

ATTACHMENT A
Summary of Contract Revisions

09-16 SATELLITE BUILDINGS JANITORIAL MAINTENANCE

Contract	Approvals	Description	Term	Dollars
Initial Term	<ul style="list-style-type: none"> CPC 03/28/2016 Authority Board 04/20/2016 Item "F" 	36 Month Contract Award	06/01/2016 thru 05/31/2019	\$936,964.27
Amendment No. 1	Purchasing Manager Approval 06/18/2016	Contract Adjustment	06/01/2016 thru 05/31/2019	\$7,910.00
Amendment No. 2	Purchasing Manager Approval 11/19/2016	Contract Adjustment	01/01/2017 thru 05/31/2019	\$52,620.32
Amendment No. 3	Purchasing Manager Approval 07/31/2018	Increase in Value	01/01/2018 thru 05/31/2018	\$787.44
			06/01/2018 Thru 05/31/2019	<u>\$1,559.25</u>
				Total \$2,346.69
Amendment No. 4	<ul style="list-style-type: none"> CPC 03/18/2019 Authority Board 08/28/2019 Item "UU" 	First Renewal Option: 12 Months	06/01/2019 thru 05/31/2020	\$349,862.60
Amendment No. 5	<ul style="list-style-type: none"> Pending CPC 03/18/2019 	Second Renewal Option: 12 Months	06/01/2020 thru 05/31/2021	\$356,512.14
Total Contract Value with all Changes (approved and proposed)				\$1,706,216.02



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, likely belonging to Somdat Jiawan, positioned to the right of the 'From:' field.

Date: March 2, 2020

Re: Recommendation to approve Amendment No. 1, Second Renewal Option
for Purchasing Contract 09-16, Satellite Buildings Janitorial Maintenance
with Sterling Building Services, Inc. ("Sterling")

The initial term of the Contract was for thirty-six (36) months, effective June 1, 2016, expiring May 31, 2019, with the Authority having two (2) options to renew the Contract for an addition period of one (1) year each. The First Renewal Option is due to expire on May 31, 2020.

Issues:

Second Renewal Option: June 1, 2020 – May 31, 2021.

Fiscal Impact:

The fiscal impact is a not-to-exceed amount of \$356,512.14.

This Contract has been designated as a directed procurement for a Local Developing Business ("LDB"). The Small Business Development department certifies that this Contract is in good standing as it relates to LDB participation.

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

09-16 Satellite Buildings Janitorial Maintenance

OIA Option Year Two Pricing with 1.9% CPI Adjustment

OPTION YEAR TWO	(a) SQ. FOOT PRICE (\$)	X	(b) NO. OF SQUARE FEET (SF)	=	(c) DAILY PRICE	X	(d) DAYS PER YEAR	=	(e) ANNUAL PRICE EXTENSION (\$)
Sheet/Report 1: Bldg #0446, USDA Inspection.	\$0.00694	X	12,339	=	\$85.58	X	252	=	\$21,566.51
Sheet/Report 2: Bldg #0447, USDA/United Warehouse.	\$0.00694	X	6,737	=	\$46.73	X	252	=	\$11,775.15
Sheet/Report 3: Bldg #0616, International Trash (2 Day Cleaning).	\$0.00451	X	1,569	=	\$7.08	X	104	=	\$735.82
Sheet/Report 4: Bldg #0760, Level 1&2, West Cargo.	\$0.00694	X	5,590	=	\$38.77	X	252	=	\$9,770.38
Sheet/Report 5: Bldg #0761, West Cargo.	\$0.00694	X	6,376	=	\$44.22	X	252	=	\$11,144.18
Sheet/Report 6: Bldg #0805, Information Technology. (3 Day Cleaning)	\$0.00694	X	6,838	=	\$47.43	X	156	=	\$7,398.66
Sheet/Report 6: Bldg #0805, Information Technology. (2 Day Trash Pickup)	\$0.00451	X	6,838	=	\$30.83	X	104	=	\$3,206.83
Sheet/Report 7: Bldg #0806, CEF Building South (3 Day Cleaning)	\$0.00694	X	13,716	=	\$95.13	X	156	=	\$14,840.60
Sheet/Report 7: Bldg #0806, CEF Building South (2 Day Trash Pickup)	\$0.00451	X	13,716	=	\$61.85	X	104	=	\$6,432.41
Sheet/Report 8: Bldg #0810, Maintenance. (3 Day Cleaning)	\$0.00694	X	6,629	=	\$45.98	X	156	=	\$7,172.52
Sheet/Report 8: Bldg #0810, Maintenance. (2 Day Trash Pickup)	\$0.00451	X	6,629	=	\$29.89	X	104	=	\$3,108.81
Sheet/Report 9: Bldg #0811, Purchasing/Material Control (3 Day Cleaning).	\$0.00694	X	5,026	=	\$34.86	X	156	=	\$5,438.09
Sheet/Report 9: Bldg #0811, Purchasing/Material Control (2 Day Trash Pickup).	\$0.00451	X	5,026	=	\$22.66	X	104	=	\$2,357.05
TOTAL THIS PAGE 1:									\$ 104,947.00

OPTION YEAR TWO	(a) SQ. FOOT PRICE (\$)	X	(b) NO. OF SQUARE FEET (SF)	=	(c) DAILY PRICE	X	(d) DAYS PER YEAR	=	(e) ANNUAL PRICE EXTENSION (\$)
Sheet/Report 9: Bldg #0811, Material Control (1 Day Floor Care & Cycle Clean).	\$0.03183	X	14,165	=	\$450.81	X	1	=	\$450.81
Sheet/Report 10: Bldg #0812, Shops (3 Day Cleaning).	\$0.00694	X	13,843	=	\$96.01	X	156	=	\$14,978.01
Sheet/Report 10: Bldg #0812, Shops (2 Day Trash Pickup).	\$0.00451	X	13,843	=	\$62.42	X	104	=	\$6,491.97
Sheet/Report 11: Bldg #0814, Security/K-9 (3 Day Cleaning).	\$0.00694	X	1,990	=	\$13.80	X	156	=	\$2,153.16
Sheet/Report 11: Bldg #0814, Security/K-9 (2 Day Trash Pickup).	\$0.00451	X	1,990	=	\$8.97	X	104	=	\$933.25
Sheet/Report 12: Bldg #0824, Parking Admin (3 Day Cleaning)	\$0.00694	X	1,763	=	\$12.23	X	156	=	\$1,907.55
Sheet/Report 12: Bldg #0824, Parking Admin (2 Day Trash Pickup)	\$0.00451	X	1,763	=	\$7.95	X	104	=	\$826.80
Sheet/Report 13: Bldg #0455, Lambry Properties (3 Day Cleaning).	\$0.00694	X	9,937	=	\$68.92	X	156	=	\$10,751.75
Sheet/Report 13: Bldg #0455, Lambry Properties (2 Day Trash Pickup).	\$0.00451	X	9,937	=	\$44.81	X	104	=	\$4,660.17
Sheet/Report 14: Bldg #0854, GOAA Office Annex (3 Day Cleaning).	\$0.00694	X	58,516	=	\$405.86	X	156	=	\$63,313.82
Sheet/Report 14: Bldg #0854, GOAA Office Annex (2 Day Trash Pickup).	\$0.00451	X	58,516	=	\$263.87	X	104	=	\$27,442.33
Sheet/Report 14: Bldg #0854, GOAA Office Annex (5 Day Policing).	\$0.00308	X	58,516	=	\$180.38	X	252	=	\$45,456.08
Sheet/Report 15: Bldg #0855, Avis Budget Group	\$0.00694	X	11,061	=	\$76.72	X	252	=	\$19,332.78
TOTAL THIS PAGE 2:									\$198,698.48

OPTION YEAR TWO	(a) SQ. FOOT PRICE (\$)	X	(b) NO. OF SQUARE FEET (SF)	=	(c) DAILY PRICE	X	(d) DAYS PER YEAR	=	(e) ANNUAL PRICE EXTENSION (\$)
Sheet/Report 16: Bldg #1400, HBJ	\$0.00694	X	5,380	=	\$37.31	X	252	=	\$9,403.34
Sheet/Report 16: Bldg #1400, HBJ (Quarterly Cleaning).	\$0.03183	X	22,237	=	\$707.71	X	1	=	\$707.71
Sheet/Report 16: Bldg #1400, HBJ (1 Floor Care & Cycle Clean).	\$0.02121	X	162,211	=	\$3,441.09	X	1	=	\$3,441.09
Sheet/Report 17: Bldg's #0857, 0856, 0861, 0763, Guard Shacks.	\$0.05021	X	674	=	\$33.84	X	252	=	\$8,527.52
Sheet/Report 18: Bldg #0449, West Airfield Fire Station. (Bi-Yearly Cleaning)	\$0.03183	X	3,470	=	\$110.44	X	2	=	\$220.87
Sheet/Report 18: Bldg #0449, West Airfield Fire Station Bay Area. (1 Floor Care & Cycle Clean)	\$0.03183	X	2,568	=	\$81.73	X	1	=	\$81.73
Sheet/Report 19: Bldg #0486, ARFF Training Facility. (Bi-Yearly Cleaning)	\$0.03183	X	3,227	=	\$102.70	X	2	=	\$205.40
Sheet/Report 20: Bldg #0815, Fleet Maintenance. (Bi-Yearly Cleaning)	\$0.03183	X	12,672	=	\$403.30	X	2	=	\$806.59
Sheet/Report 21: Bldg #0907, East Airfield Fire Station. (Bi-Yearly Cleaning)	\$0.03183	X	3,897	=	\$124.02	X	2	=	\$248.05
Sheet/Report 21: Bldg #0907, East Airfield Fire Station Bay Area. (1 Floor Care & Cycle Clean)	\$0.03183	X	4,009	=	\$127.59	X	1	=	\$127.59
Sheet/Report 22: Bldg #1000, Center Airfield Fire Station. (Bi-Yearly Cleaning)	\$0.03183	X	11,118	=	\$353.84	X	2	=	\$707.68
Sheet/Report 22: Bldg #1000, Center Airfield Fire Station Bay Area. (1 Floor Care & Cycle Clean)	\$0.03183	X	8,203	=	\$261.07	X	1	=	\$261.07
\$24,738.64									
TOTAL THIS PAGE 3: \$ _____									

OPTION YEAR TWO	(f) HOURLY RATE (\$)	X	(g) ESTIMATED NO. OF HOURS*	=	(h) EXTENSION (\$)
Additional Services	\$16.41	X	150	=	\$2,461.50
TOTAL THIS PAGE 6					\$2,461.50

Total for Page 1	<u>\$104,947.00</u>
Total for Page 2	<u>\$198,698.48</u>
Total for Page 3	<u>\$24,738.64</u>
Total for Page 4	<u>\$3,282.00</u>
Total for Page 5	<u>\$22,384.52</u>
Total for Page 6	<u>\$2,461.50</u>

Total Option Year Two Price: \$ 356,512.14

* The number of hours per year are estimated. Although the Authority believes that this estimate fairly describes the scope of work under ordinary circumstances, actual conditions may cause the number of hours to be adjusted accordingly. The Authority will only pay the hourly rates provided in the Contract for the services actually requested by the Authority and provided by the Contractor. The hourly rate provided in the Contract should take into consideration the hourly rates paid to all of the Contractor's employees used in performing the Contract services.

