

## CONCESSIONS/PROCUREMENT COMMITTEE (CPC) AGENDA

**DATE:** May 4, 2020

**DAY:** Monday

**TIME:** 1:30pm

**LOCATION:** <https://attendee.gotowebinar.com/register/7245269661157870348>

**Toll Free:** 1-877-309-2074 / **Access Code:** 306-919-666

### I. CALL TO ORDER

### II. ROLL CALL

### III. 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, via email [pbrown@goaa.org](mailto:pbrown@goaa.org) with copy to [dsnyder@goaa.org](mailto:dsnyder@goaa.org) by Monday, May 11, 2020 at 4:00 p.m. (emails will be accepted during the pandemic COVID-19).*

*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. 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. The policy, forms, and instructions are available on the Aviation Authority's web site ([www.orlandoairports.net](http://www.orlandoairports.net)). Please contact the Director of Board Services with questions at (407) 825-2032.*

**Due to the COVID-19, the Greater Orlando Aviation Authority is adhering to a business distancing operational plan. Please note that all Concessions/Procurement Committee meetings will be held virtually until further notice. If you would like to speak at the meeting on an agenda item being considered, please contact the Recording Secretary, Larissa Bou at 407-825-2098 or via email [larissa.bou@goaa.org](mailto:larissa.bou@goaa.org) 24 hours in advance of the meeting. Otherwise, the Concessions/Procurement Committee will be available via Live Stream at [www.orlandoairports.net](http://www.orlandoairports.net) and via Go To Webinar <https://attendee.gotowebinar.com/register/7245269661157870348> **Toll Free:** 1-877-309-2074 / **Access Code:** 306-919-666**

### IV. CONSIDERATION FOR MINUTES FOR APRIL 6, 2020

### V. NEW BUSINESS

- A. Recommendation to Award Invitation for Bid (IFB) 23-20 Specialized Commercial Cleaning Services to Florida Cleaning Systems, Inc.

### VI. OLD BUSINESS

- A. Contract Reduction - Amendment No. 15, Renewal Option for Purchasing Contract, 02-11 Common Use Passenger Processing System (CUPPS) and Common Use Self Service(CUSS) with SITA Information Networking Computing USA, Inc. (SITA) [March 23, 2020, Concessions/ Procurement Committee, New Business Item B]
- B. Contract Reduction - Amendment No. 5 to Purchasing Contract 09-16, Satellite Building Janitorial Maintenance with Sterling Building Services, Inc. [March 9, 2020, Concessions/ Procurement Committee - New Business Item D]

NEXT SCHEDULED CONCESSIONS/PROCUREMENT COMMITTEE MEETING IS ON MONDAY, MAY 18, 2020

**DRAFT**

On **APRIL 6, 2020**, the **CONCESSIONS/PROCUREMENT COMMITTEE** of the **GREATER ORLANDO AVIATION AUTHORITY** met in regular session telephonically with the meeting live streamed on You Tube (OrlandoAirports). Chairman Anderson called the meeting to order at 1:30 p.m. The meeting was posted in accordance with Florida Statutes with a quorum participating. *Office of the Governor, Executive Order Number 20-69*

**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:** Diana Hershner, Manager of Purchasing  
John Williamson, Fire Chief, ARFF  
Pete Pelletier, Director of Information Technology  
Jo Thacker, Nelson Mullins  
Dan Gerber, 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, April 13, 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*

MINUTES FOR THE APRIL 6, 2020, CONCESSIONS/PROCUREMENT COMMITTEE

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. Engle, motion passed unanimously by roll call vote to accept the March 29, 2020, minutes as written.

**CONSENT AGENDA**

2. Chairman Anderson asked if anyone in the audience would like to speak regarding the Consent Agenda item. Hearing none, he then asked if any Committee member had questions or wished to pull the item for discussion. There was no response to either inquiry.

Motion was moved by Mr. Friel, second by Mr. Draper to approve the following Consent Agenda item:

A. recommendation to the Chief Executive Officer to: (1) find the quotation submitted by World Shares & Holdings, Inc. non-responsive for the reasons listed; (2) award Purchasing Request for Written Quotation (RFQ) #92982-20, Purchase of Six (6) Ground Power Units to ITW GSE, Inc. as the low, responsive and responsible respondent; (3) authorize funding from previously-approved Capital Expenditure Fund in a not-to-exceed amount of \$197,000; and (4) authorize the Purchasing Office to issue the necessary Purchase Order.

By roll call vote, motion passed unanimously.

**RECOMMENDATION TO AUTHORIZE THE PURCHASE OF ONE E-ONE CUSTOM TYPHOON PUMPER THROUGH THE UTILIZATION OF THE FLORIDA SHERIFF'S ASSOCIATION CONTRACT #FSA18-VEF13.0, FROM REV RTC, INC. F/K/A ASV RTC, INC. D/B/A HALL-MARK RTC**

3. Ms. Hershner presented the item.

This request is for the purchase of one (1) E-ONE Custom Typhoon Pumper (Custom Pumper), which shall include all vehicle components and National Fire Protection Association (NFPA) equipment required by Aircraft Rescue and Firefighting (ARFF) at Orlando International Airport. Delivery will be made within ninety (90) days after receipt of a Purchase Order.

The purchase of the Custom Typhoon Pumper has been priced for the Aviation Authority pursuant to the Florida Sheriff's Contract #FSA18-VEF13.0, Specification #19. The contract is valid until April 30, 2020. The Custom Typhoon Pumper will be replacing an older unit that has reached the end of its useful life.

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.

## MINUTES FOR THE APRIL 6, 2020, CONCESSIONS/PROCUREMENT COMMITTEE

The Small Business Development Department has reviewed the requirements for this purchase and has determined that, due to the 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 cost of this purchase is a not-to-exceed total amount of \$601,832.10. Funding is available from previously-approved Capital Expenditure Fund 308.631.170.5650001.000.501027.

It was respectfully requested that the Aviation Authority Board approve the following: (1) authorize the purchase of one E-ONE Custom Typhoon Pumper through the utilization of the Florida Sheriff's Association Contract #FSA18-VEF13.0, from REV RTC, Inc. f/k/a ASV RTC, Inc. d/b/a Hall-Mark RTC, for the not-to-exceed total amount of \$601,832.10; (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 reply to either inquiry.

Chairman Anderson stated that the memorandum indicates that the unit exceeded its useful life and asked if that means that the unit is no longer functional. Ms. Hershner mentioned that there is a unit that has been utilized since 2009. Chief Williamson clarified that, besides the 2009 unit, there is also a reserve unit that will be replaced by the unit being requested today. The reserve unit is 25 years old, which is the longest time the NFPA will allow ARFF to keep a unit, due to safety requirements. Moreover, the 2009 unit mentioned by Ms. Hershner, will become the reserve unit, once the 25 year old unit is taken out.

In response to Chairman Anderson's question regarding the request for the unit at this time versus in six months, Chief Williamson explained that the current reserve unit does not have seat sensing for occupants; the seatbelt configuration is completely different; the current reserve unit has an exhaust leak that has been repaired various times; and any safety requirements from NFPA for the last 25 years will be incorporated into the new vehicle. Additionally, staff is trying to get this item approved before the Florida Sheriff's Association contract expires and the price increases significantly.

Chairman Anderson asked Ms. Hershner to expound on any other savings obtained for acting on this now rather than later. Ms. Hershner indicated that if the Aviation Authority waits until the Sheriff's Association contract is expired, the increase will be around \$150,000, in addition to the base price.

Upon motion by Vice Chair Sharman, second by Mr. Engle, motion passed unanimously by roll call vote, to approve staff's recommendation.

MINUTES FOR THE APRIL 6, 2020, CONCESSIONS/PROCUREMENT COMMITTEE

**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 1:42 p.m.

The next scheduled CPC meeting will be held on Monday, April 20, 2020 at 1:30 p.m.

*(Digitally signed on , 2020)*

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Larissa Bou  
Recording Secretary

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Raymond Anderson  
Chairman



**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: May 4, 2020

**ITEM DESCRIPTION**

Recommendation to Award Invitation for Bid (IFB) 23-20 Specialized Commercial Cleaning Services to Florida Cleaning Systems, Inc.

**BACKGROUND**

The contract period will be for thirty-six (36) months with the initial service to commence on or about August 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 all labor, supervision, chemicals, materials, water trucks, equipment (including aerial lift equipment) and all other items necessary or proper for, or incidental to, performing interior/exterior window, interior/exterior skylights, interior/exterior canopy and specialty surface cleaning services as well as all accessories necessary to effectively perform pressure washing services to remove all gum, oil, stickers, soil, algae, grease deposits and other foreign substances from roadway bridge abutments, knee-walls, piers, and ticket and toll structures at the Orlando International Airport (OIA) in accordance with the Contract documents.

The specifications were revised from the current contract to include the South Automated People Mover (APM), Intermodal Transport Facility (ITF) and Passenger Drop off Lobby (PDL) to the scope of services.

**ISSUES**

On March 9, 2020, the Aviation Authority issued Invitation for Bid 23-20, Specialized Commercial Cleaning Services. A total of 508 notifications were sent out to potential vendors registered under Window Washing Services, Janitorial Management Services, and Cleaning and Janitorial Services categories, of which 50 vendors viewed, and 27 downloaded the solicitation. On March 16, 2020, four (4) vendors attended the Pre-Bid Conference.

On April 3, 2020, the following bids were received:

<u>Name of Respondent</u>	<u>Total Three (3) Year Bid Price</u>
Florida Cleaning Systems, Inc.	\$1,365,389.40
D&A Window Cleaning Services, Inc.	\$1,897,432.00
GPC Maintenance Systems, Inc.	No Bid

References for D&A Window Cleaning Services, Inc. and Florida Cleaning Systems, Inc. were checked and based thereon were determined to be responsive. Staff reviewed the submittals provided and the bidders were found to be responsive and responsible.

This Contract includes services for the South APM/ITF/PDL which were amended into the current Contract (09-15). The addition of the South APM/ITF/PDL increased the total value of the current contract's last renewal option to \$385,457.01.

This contract includes a Minority and Women Business Enterprise (MWBE) participation goal of 20%. The Office of Small Business Development has reviewed the bids submitted for this procurement and has determined D&A Window Cleaning Services, Inc. and Florida Cleaning Systems, Inc. are responsive to the MWBE requirements.

**FISCAL IMPACT**

Florida Cleaning Systems, Inc.'s bid in the amount of \$1,365,389.40 is to be funded from the following Operations and Maintenance Fund codes:

301.631.210.5340005.000.100229  
301.631.692.5340005.000.100229  
301.631.330.5340005.000.100229  
301.631.510.5340005.000.100229  
301.631.611.5340005.000.100229  
301.631.110.5340005.000.100229  
301.631.661.5340005.000.100229

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

**RECOMMENDED ACTION**

It is respectfully requested that the Concessions/Procurement Committee approve that the following be recommended to the Aviation Authority Board: (1) award Invitation for Bid 23-20, Specialized Commercial Cleaning Services to Florida Cleaning Systems, Inc.; (2) authorize funding from the Operations and Maintenance Funds, in the not-to-exceed amount of \$1,365,389.40; 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. The Bidder must provide verifiable evidence, 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 High Rise Glass/Wall/Canopy Cleaning Services for multi-storied buildings using specialized high rise cleaning equipment (the customers of such building(s) being listed as references) and, 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 three (3) years immediately preceding the date of Bidder's response to this Invitation for Bids, and
2. The Bidder must submit certificates verifying that all Supervisory personnel assigned to work at the Authority under Section "A" High Rise Glass/Wall/Canopy Cleaning have attended (and obtained certification from) an International Safety Training seminar conducted by the International Window Cleaning Association (IWCA) or similar/equivalent entity that provides similar/equivalent instruction/training, and
3. The Bidder must provide verifiable evidence, through references or otherwise, that the Bidder is an individual, a firm, a corporation, or other entity that is currently engaged in the business of providing commercial Pressure Washing Services for multi-storied buildings using specialized high rise cleaning equipment (the customers of such building(s) being listed as references) and, 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 three (3) years immediately preceding the date of Bidder's response to this Invitation for Bids, and
4. The Bidder must provide verifiable evidence, through references or otherwise, that the Bidder is an individual, a firm, a corporation, or other entity that has performed MOT (Maintenance of Traffic) services in the State of Florida, per FDOT guidelines (as described on Page S-19 of the Specifications) within the past 2 years (with such customers being listed as references).





**GREATER ORLANDO AVIATION AUTHORITY**

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

**MEMORANDUM**

**TO:** Phillip N. Brown, A.A.E., Chief Executive Officer  
**FROM:** George I. Morning – Director, Small Business Development Department  
**DATE:** APRIL 13, 2020  
**SUBJECT:** **23-20 Specialized Commercial Cleaning Services, Bid Analysis and Recommendation**

The Small Business Development Department (SBDD) reviewed the bids submitted for Purchasing Bid **23-20 Specialized Commercial Cleaning Services**. The Aviation Authority recommended 20% MWBE participation goal.

The bids were opened on April 3, 2020 with the following two bidders:

1. Florida Cleaning Systems, Inc. bid amount is \$1,365,389.40. This bidder achieved 25% MWBE participation through American Janitorial Maintenance, Inc.
2. D & A Building Services, Inc. bid amount is \$1,879,432. This bidder achieved 20% MWBE participation through EAC Errands Unlimited, Inc.

Both bidders met the small business MWBE requirement.

Please contact me if you have any question.

Attachment C  
Finance Form

Greater Orlando Aviation Authority  
Attachment C

Date:	<u>4-May-20</u>	Requestor's Extension:	<u>2685</u>
Requestor's Name:	<u>Nina Gilbert</u>	Preparer's Extension:	<u>2297</u>
Form Preparer's Name:	<u>Luis Aviles</u>	Purchasing Solicitation #:	<u>B23-20</u>
Requestor's Department:	<u>Maintenance</u>	CCM / CPC / PSC:	<u>CPC</u>
Description:	<u>Specialized Commercial Cleaning</u>	Committee Date:	<u>5/4/2020</u>
Vendor:	<u>Florida Cleaning Systems, Inc.</u>	Committee Agenda Item#:	<u>TBD</u>
		Requisition #:	<u>TBD</u>

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

Account Code Format: <small>xxx.xxx.xxx.xxxxxx.xxx.xxxxxx</small>	FY 20 Amount	FY21 Amount	FY22 Amount	FY 23 Amount	FY 24 Amount	Total Contract
301.631.210.5340005.000.100229	63,050.96	245,110.98	231,632.73	191,275.32		731,070.00
301.631.330.5340005.000.100229	538.40	2,093.04	1,977.95	1,633.33		6,242.73
301.631.510.5340005.000.100229	821.30	3,192.80	3,017.24	2,491.54		9,522.88
301.631.611.5340005.000.100229	1,992.57	7,746.13	7,320.19	6,044.79		23,103.68
301.631.692.5340005.000.100229	51,354.46	199,640.75	188,662.83	155,792.07		595,450.11
						-
						-
						-
						-
						-
						-
						-
						-
						-
<b>Total Requisition</b>	117,757.69	457,783.71	432,610.94	357,237.06	-	1,365,389.40
Requisition Number	86129					

OMB Notes:  
Funding Approver: Andrea Harper

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: Bruce L. Gant, Purchasing Manager - Contracts  
DATE: May 4, 2020

**ITEM DESCRIPTION**

Contract Reduction - Amendment No. 15, Renewal Option for Purchasing Contract 02-11, Common Use Passenger Processing System (CUPPS) and Common Use Self Service (CUSS) with SITA Information Networking Computing USA, Inc. (SITA) [March 23, 2020, Concessions/Procurement Committee - New Business Item B]

**BACKGROUND**

On March 23, 2020, the Concessions/Procurement Committee approved Amendment No. 15, Renewal Option for Purchasing Contract 02-11, Common Use Passenger Processing System (CUPPS) and Common Use Self Service (CUSS) with SITA Information Networking Computing USA, Inc. (SITA) in a not-to-exceed amount of \$2,530,652.00.

Due to the COVID-19, the Aviation Authority is looking at cost cutting measures. Staff met with SITA and the contract amount has been reduced to a not-to-exceed of \$1,599,920.

**OLD BUSINESS ITEM - A -**



**GREATER ORLANDO AVIATION AUTHORITY**

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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, Assistant Director, Purchasing and Material Control  
DATE: May 4, 2020

**ITEM DESCRIPTION**

Contract Reduction - Amendment No. 5 to Purchasing Contract 09-16 Satellite Building Janitorial Maintenance with Sterling Building Services, Inc. [March 9, 2020, Concessions/Procurement Committee - New Business Item D]

**BACKGROUND**

On March 9, 2020, the Concessions/Procurement Committee recommended approval of Amendment No. 5 to Purchasing Contract 09-16 Satellite Building Janitorial Maintenance with Sterling Building Services, Inc. [March 9, 2020, Concessions/Procurement Committee - New Business Item D] in a not-to-exceed amount of \$356,512.14.

Due to the COVID-19, the Aviation Authority is looking at cost cutting measures. Staff met with Sterling Building Services, Inc. and the contract amount has been reduced to a not-to-exceed amount of \$239,982.63.