

## CONCESSIONS/PROCUREMENT COMMITTEE (CPC) AGENDA

**DATE:** May 18, 2020      **DAY:** Monday      **TIME:** 1:30pm

**LOCATION:** <https://attendee.gotowebinar.com/register/4386842894500617742>  
**Toll Free:** 1-877-309-2071 / **Access Code:** 243-210-566

### 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 Tuesday, May 26, 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. In the event a lobbyist meets with or otherwise communicates with Staff or a Board member, including the Mayor of the City of Orlando or the Mayor of Orange County, 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 or Mayor of Orange County at their offices. 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 using the following information:**

**<https://attendee.gotowebinar.com/register/4386842894500617742>**

**Toll Free: 1-877-309-2071 / Access Code: 243-210-566**

### IV. CONSIDERATION OF APRIL 20, 2020 MINUTES

### V. CONSENT AGENDA

- A. Recommendation to Approve Amendment No. 2, Second Renewal Option for Purchasing Contract 10-14, E-Procurement Bid/Quote Notification System with Perfect Commerce, LLC (Perfect Commerce)

### VI. NEW BUSINESS

- A. Recommendation to Award Invitation for Bid (IFB) 08-20, Offsite Records Storage Services to VRC Companies, LLC

NEXT SCHEDULED CONCESSIONS/PROCUREMENT COMMITTEE MEETING IS ON MONDAY, JUNE 1, 2020

**DRAFT**

On **APRIL 20, 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 1:33 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:** Denise Schneider, Assistant Director of Purchasing  
Luis Aviles, Senior Purchasing Agent  
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, via email [pbrown@goaa.org](mailto:pbrown@goaa.org) with copy to [dsnyder@goaa.org](mailto:dsnyder@goaa.org), by Monday, April 27, 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. 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. In the event a lobbyist meets with or otherwise communicates with Staff or a Board member, including the Mayor of the City of Orlando or the mayor of Orange County, 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 on the web site. Please contact the Director of Board Services with questions at (407) 825-2032.*

MINUTES FOR THE APRIL 20, 2020, CONCESSIONS/PROCUREMENT COMMITTEE

**MINUTES**

1. Upon motion by Mr. Draper, second by Vice Chair Sharman, motion passed unanimously by roll call vote to accept the March 23, 2020, minutes as written.

**CONSENT AGENDA**

2. Chairman Anderson asked if anyone on the call 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.

Chairman Anderson noted that the memorandum stated that there was no increase to hourly rates; however, when calculating the three-year value of the contract, it results in less than it is being requested today. Chairman Anderson asked staff to clarify the discrepancy for the record. Mr. Aviles clarified that the slight increase in amount is due to an addition of doors to the South APM. Moreover, he explained that the amount provided in the memorandum under "Option Year 1" is the same price as the first year of the initial term.

Vice Chair Sharman followed up by asking if the door is an addition to the existing South APM, and not to future construction. Mr. Aviles confirmed that it is an addition to the existing South APM facility.

Motion was moved by Vice Chair Sharman, second by Mr. Engle to approve the following Consent Agenda item:

A. recommendation to the Chief Executive Officer to: (1) approve Amendment No. 1, First Renewal Option for Purchasing Contract 14-17, Smoke/Fire and Overhead Door Maintenance and Repair, with Arbon Equipment Corporation; (2) authorize funding in the not-to-exceed amount of \$173,295.20 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.

By roll call vote, motion passed unanimously.

**RECOMMENDATION TO APPROVE AMENDMENT NO. 24, TWENTY-FIRST RENEWAL OPTION FOR PURCHASING CONTRACT 97-42, RADIO EQUIPMENT MAINTENANCE WITH MOTOROLA SOLUTIONS INC. (MOTOROLA)**

3. Ms. Schneider presented the item.

The initial term of the contract was for thirty six (36) months, effective August 1, 1997, expiring July 31, 2000, with the Aviation Authority having unlimited options (Evergreen) to renew the contract for additional periods of one (1) year each. The twentieth renewal option is due to expire on July 31, 2020.

MINUTES FOR THE APRIL 20, 2020, CONCESSIONS/PROCUREMENT COMMITTEE

This contract requires Motorola to provide the radio maintenance on user specific items utilized at Orlando International Airport within the joint City, County and Aviation Authority 800 MHz Trunked Simulcast Radio Communications System.

On October 21, 1999, the Executive Director approved Amendment No. 1 to include additional equipment to be maintained by Motorola. Amendment No. 2 through Amendment No. 23, which approved option periods 1 through 20 (and some adjustments to the equipment being maintained), were entered into from August 31, 2000 through July 31, 2020. It is in the Aviation Authority's best interest to have radio maintenance provided by the radio manufacturer, Motorola. Orange County and City of Orlando also utilize Motorola for maintenance of the joint City, County and Aviation Authority 800 MHz Trunked Simulcast Radio Communication System.

Twenty-First Renewal Option: August 1, 2020 through July 31, 2021.

Department - Concurs with renewal.

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

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

Maintenance pricing is based on unit prices and will be paid for as actual services are requested and purchased by the Aviation Authority. The annual value for the twenty-first renewal option is a not-to-exceed amount of \$74,505.48, which includes all radio infrastructure, the addition of the Distributed Antenna System (DAS) for Airsides 1 and 4, and APX6000 and APX6000XE portable radios for OPD and ARFF. There were no unit prices increases for the renewal period.

The fiscal impact is a not-to-exceed amount of \$74,505.48 with funding from the Operations and Maintenance Fund 301.412.170.5460001.000.100029. 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) approve the Twenty-First Renewal Option for Purchasing Contract 97-42 with Motorola Solutions, Inc. for Radio Equipment Maintenance; (2) authorize funding in the not-to-exceed amount of \$74,505.48 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.

MINUTES FOR THE APRIL 20, 2020, CONCESSIONS/PROCUREMENT COMMITTEE

Chairman Anderson asked if anyone on the call 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.

Ms. Schneider explained that the price increase is due to 156 radios coming off the warranty and also due to updates to Airside 1 and Airside 4 DAS.

Upon motion by Mr. Draper, second by Mr. Friel, motion passed unanimously by roll call vote, to approve staff's recommendation.

**RECOMMENDATION TO RESCIND THE CONCESSIONS/PROCUREMENT COMMITTEE ACTION TO APPROVE BOTH AMENDMENT NO. 12, THIRD RENEWAL OPTION AND AMENDMENT NO. 13, CONTRACT ADJUSTMENT; AND RECOMMENDATION TO APPROVE THE REVISED AMENDMENT NO. 12, THIRD RENEWAL OPTION 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. *(Staff requested the addition of six new elevators in Terminal C Parking Garage. The replacement of escalators is postponed in FY 20-21).*

The initial term of the contract was for forty-eight (48) months, effective June 1, 2014, 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 - June 1, 2020 to May 31, 2021

Department - Concurs with the renewal option.

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

MINUTES FOR THE APRIL 20, 2020, CONCESSIONS/PROCUREMENT COMMITTEE

The monthly cost for the third renewal option for the maintenance and repair (per each unit) shall remain \$1,221.84, for a total not-to-exceed amount of \$4,452,630.86. There is no change to the unit prices from the second renewal option.

The inventory is adjusted to add the six elevators from Terminal C parking garage.

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 is a not-to-exceed amount of \$4,452,630.86. Funding will be from the Operations and Maintenance 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

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 is respectfully requested that the Concessions/Procurement Committee approve that the following be recommended to the Aviation Authority Board: (1) rescind its action taken at the February 24, 2020, meeting to approve both Amendment No. 12, Third Renewal Option and Amendment No. 13, Contract Adjustment to Purchasing Contract 13-14, Elevators, Escalators and Moving Sidewalks Maintenance and Repair Services; (2) approve the revised Amendment No. 12, Third Renewal Option for Purchasing Contract 13-14, Elevators, Escalators and Moving Sidewalks Maintenance and Repair Services with Schindler Elevator Corporation; (3) authorize funding in a not-to-exceed total amount of \$4,452,630.86 from the Operations and Maintenance Fund; and (4) 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 on the call 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.

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

MINUTES FOR THE APRIL 20, 2020, CONCESSIONS/PROCUREMENT COMMITTEE

**ADJOURNMENT**

5. Chairman Anderson asked if there was further business to discuss before the Committee. Having no further business to discuss, he adjourned the meeting at 1:52 p.m.

The next scheduled CPC meeting will be held on Monday, May 4, 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: Bruce L. Gant, Purchasing Manager - Contracts  
DATE: May 18, 2020

**ITEM DESCRIPTION**

Recommendation to Approve Amendment No. 2, Second Renewal Option for Purchasing Contract 10-14, E-Procurement Bid/Quote Notification System with Perfect Commerce, LLC (Perfect Commerce)

**BACKGROUND**

The initial term of the contract was for sixty (60) months, effective May 27, 2014, expiring May 26, 2019, with the Aviation Authority having indefinite options to renew the Contract for an additional period of one (1) year each. The First Renewal Option is due to expire on May 26, 2020.

This contract requires Perfect Commerce, LLC to provide a secure, internet based, e-procurement bid/quote notification system for the Orlando International Airport in accordance with the contract documents.

**ISSUES**

Second Renewal Option - May 26, 2020 to May 27, 2021

Department - Concurs with the renewal option.

Contractor - Based on information known at this time, Perfect Commerce has performed satisfactorily during the initial term and First Renewal Option.

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

**FISCAL IMPACT**

The fiscal impact for the Second Renewal Option is a not-to-exceed amount of \$56,500. Funding will be from the Operations and Maintenance Fund 301.121.170.5340007.000.000000. 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 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 Chief Executive Officer: (1) approve Amendment No. 2, Second Renewal Option to Purchasing Contract 10-14, E-Procurement Bid/Quote Notification System, with Perfect Commerce, LLC; (2) authorize funding in a not-to-exceed amount of \$56,500.00 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.

Attachments

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



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

<b>CONTRACT</b>	<b>APPROVALS</b>	<b>DESCRIPTION</b>	<b>TERM</b>	<b>DOLLARS</b>
Initial Term	<ul style="list-style-type: none"> <li>• CPC 2/19/2014</li> <li>• Board Approved 3/19/2014</li> </ul>	60 Month Contract Award	05/27/2014 thru 05/26/2019	\$282,500.00
Amendment No. 1	<ul style="list-style-type: none"> <li>• PM 04/4/2019</li> </ul>	1 <sup>st</sup> Renewal Option	05/27/2019 thru 05/26/2020	\$56,500.00
Amendment No. 2	<ul style="list-style-type: none"> <li>• <b>Pending CPC 05/18/2020</b></li> </ul>	<b>2nd Renewal Option</b>	<b>05/27/2020</b> <b>thru</b> <b>05/26/2021</b>	<b>\$56,500.00</b>
<b>Total Contract Value with all Changes (approved and proposed)</b>				<b>\$395,500.00</b>




**GREATER ORLANDO AVIATION AUTHORITY**

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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: May 11, 2020

Subject: Recommendation to Approve Amendment No. 2, Second Renewal Option for Purchasing Contract 10-14, E-Procurement Bid/Quote Notification System with Perfect Commerce, LLC

The initial term of the Contract was for sixty (60) months, effective May 27, 2014, expiring May 26, 2019, with the Authority having indefinite options to renew the Contract for an addition period of one (1) year each. The First Renewal Option is due to expire on May 27, 2020.

Issues:  
Second Renewal Option – May 27, 2020 to May 26, 2021.

Fiscal Impact:  
The fiscal impact for the Second Renewal Option is a not-to-exceed amount of \$56,500.00.

At the time the contract was awarded, MWBE or LDB/VBE goals were not established.

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

**ATTACHMENT "C"**

Greater Orlando Aviation Authority  
Attachment "C"

Date:	<u>5/8/2020</u>	Requestor's Extension:	<u>6427</u>
Requestor's Name:	<u>Vlad Opreanu</u>	Preparer's Extension:	<u>6427</u>
Form Preparer's Name:	<u>Vlad Opreanu</u>	Purchasing Solicitation #:	<u>10-14</u>
Requestor's Department:	<u>Purchasing</u>	CCM / CPC / PSC:	<u>CPC</u>
Description:	<u>Operation Activity Reporting System</u>	Committee Date:	<u>5/18/2020</u>
Vendor:	<u>Perfect Commerce, LLC</u>	Committee Agenda Item#:	
		Requisition #	<u>CPA 82739</u>

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

Account Code Format: xxx.xxx.xxx.xxxxxxxx.xxx.xxxxxx	FY 20 Amount	FY 21 Amount	FY 22 Amount	FY 23 Amount	Total Contract
301.121.170.5340007.000.000000	28,250.00	28,250.00			56,500.00
					-
					-
					-
					-
					-
					-
					-
<b>Total Requisition</b>	28,250.00	28,250.00	-	-	56,500.00
<b>Requisition Number</b>	86435				

OMB Notes:  
Funding Approver *Andrea Harper*

Converted into PO #: CPA 82739  
Date: \_\_\_\_\_  
Buyer: \_\_\_\_\_

**Total Requisition**  
**BPA Amount** \$ 56,500.00  
**Grand Total - Agree to Committee Item** \$ 56,500.00



**GREATER ORLANDO AVIATION AUTHORITY**

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

**MEMORANDUM**

TO: Members of the Concessions/Procurement Committee  
FROM: Bruce L. Gant, Purchasing Manager - Contracts  
DATE: May 18, 2020

**ITEM DESCRIPTION**

Recommendation to Award Invitation for Bid (IFB) 08-20, Offsite Records Storage Services to VRC Companies, LLC

**BACKGROUND**

The term of the contract is for sixty (60) months with initial service to commence on or about June 1, 2020, and with the Aviation Authority having options to renew the Contract for two (2) additional periods of sixty (60) months each.

This contract will be to furnish labor, supervision, materials, supplies, equipment, transportation, submissions, and all other items necessary or proper for, or incidental to, performing offsite records storage services at the Orlando International Airport (OIA) in accordance with the Contract Documents.

**ISSUES**

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

<u>Name of Respondent</u>	<u>Total Three (3) Year Bid Price</u>
Archive Corporation	\$239,262.40*
VRC Companies LLC	\$324,755.20*
Retrievevex, Inc.	\$433,485.55
Crown Information Management	\$542,007.25*

\* The bid submitted by Archive Corporation, contained mathematical errors in its price schedule resulting in an understatement of their bid by \$93,557.20. The corrected price is reflected in the above tabulation. The errors did not affect the ranking.

\* The bid submitted by VRC Companies, LLC, contained mathematical errors in its price schedule resulting in an understatement of their bid by \$947.98. The corrected price is reflected in the above tabulation. The errors did not affect the ranking.

\* The bid submitted by Crown Information Management, contained mathematical errors in its price schedule resulting in an understatement of their bid by \$50.00. The corrected price is reflected in the above tabulation. The errors did not affect the ranking.

The Aviation Authority has a requirement in the specifications that the contractor's facility shall be within fifty (50) miles of OIA as measured from the main terminal building. Archive Corporation's facility is outside of this required distance from the Airport and therefore is considered nonresponsible.

References for VRC Companies LLC, Retrievox, Inc. and Crown Information Management were checked and based thereon were determined to be responsive.

VRC Companies LLC, Retrievox, Inc. and Crown Information Management where all found responsive and responsible.

A Minority and Women Business Enterprise (MWBE) and Local Developing Business (LDB) participation goal has not been established for this contract.

Each bidder was required to provide its unit price for delivery and pickup services. Each bidder was also required to provide its rates for certain Administrative Services. Bidders were also required to provide its price for Initial Transfer of Documents and its price for End of Contract Transfer of Documents.

**FISCAL IMPACT**

VRC Companies LLC's bid in the amount of \$324,755.20 plus the End of Contract Transfer of Documents rate from Retrievox, Inc. of \$85,650.00 for a total of \$410,405.20 is to be funded from the Operation and Maintenance Fund 301.531.170. 5310014.000.000000. 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 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) deem the Bid from Archive Corporation as non-responsive, 2) award Purchasing Bid 08-20, Offsite Records Storage Services, to VRC Companies LLC, as the low responsive and responsible bidder; (3) authorize funding from the Operations and Maintenance Fund in a not-to-exceed amount of \$410,405.20; and (4) authorize an Aviation Authority Officer or the Chief Executive Officer to execute a contract following satisfactory review by legal counsel.

Attachments

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

**ATTACHMENT A**

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

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

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

1. through references or otherwise, that the Bidder is an individual, a firm, a corporation, or other entity that is currently engaged in the business of providing offsite records storage 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;
3. has been actively engaged in such business for at least the three (3) years immediately preceding the date of Bidder's response to this Invitation for Bids.

**Clarifications Required During the Process:**

None.

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

The Authority has a requirement in the Specifications, Section 1.9.1, Page S-4, that the Contractor's facility shall be within fifty (50) miles of OIA as measured from the main terminal building. Archive Corporation's facility is located 89 miles away from OIA. Therefore Archive Corporation is considered non-responsible to this IFB.



**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: May 11, 2020

Re: 08-20 Offsite Records Storage Services

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

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

**ATTACHMENT C**

**Greater Orlando Aviation Authority  
Attachment C**

Date:	<u>5/11/2020</u>	Requestor's Extension:	<u>6427</u>
Requestor's Name:	<u>Vlad Opreanu</u>	Preparer's Extension:	<u>2060</u>
Form Preparer's Name:	<u>Alice Young</u>	Purchasing Solicitation #:	<u>809-20</u>
Requestor's Department:	<u>Board Services</u>	CCM / CPC / PSC:	<u>CPC</u>
Description:	<u>Offsite Records Storage Services</u>	Committee Date:	<u>5/18/2020</u>
Vendor:	<u>VRC Companies, LLC</u>	Committee Agenda Item#:	<u></u>

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

Account Code Format: xxx.xxx.xxx.xxxxxx.xxx.xxxxxx	FY 20 Amount	FY 21 Amount	FY 22 Amount	FY 23 Amount	FY 24 Amount	Total Contract
301.531.170.5310014.000.000000	43,951.04	43,951.04	43,951.04	43,951.04	148,951.04	324,755.20
301.531.170.5310014.000.000000	85,650.00					85,650.00
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<b>Total Requisition</b>	129,601.04	43,951.04	43,951.04	43,951.04	148,951.04	410,405.20
Requisition Number	BPA					

OMB Notes:  
 Funding Approver: Andrea Harper      Converted into PO #: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Buyer: \_\_\_\_\_

Total Requisition	\$	-
BPA Amount	\$	410,405.20
<b>Grand Total - Agree to Committee Item</b>	\$	<b>410,405.20</b>