

## CONCESSIONS/PROCUREMENT COMMITTEE (CPC) AGENDA

**DATE:** June 15, 2020      **DAY:** Monday      **TIME:** 1:30pm

**LOCATION:** <https://global.gotomeeting.com/join/785840501>

**Toll Free:** 1-877-309-2073 / **Access Code:** 785-840-501

### 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, June 22, 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, Anna Farmer at 407-825-7110 or via email [anna.farmer@goaa.org](mailto:anna.farmer@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://global.gotomeeting.com/join/785840501>**

**Toll Free:** 1-877-309-2073 / **Access Code:** 785-840-501

### IV. CONSIDERATION FOR MINUTES FOR MAY 4, 2020 AND MAY 18, 2020

### V. CONSENT AGENDA

- A. Recommendation to Approve Amendment No. 4, Third Renewal Option for Purchasing Contract 11-16 Tile, Marble And Limestone Repair And Replacement Services with Industrial Tile, Inc.
- B. Recommendation to Approve Amendment No. 1 for First Renewal Option of Purchasing Contract 04-18, Dynamic Message Signs Maintenance and Repair Services with Traffic Control Devices, Inc.
- C. Recommendation to Approve the Award of a Five (5) Year Agreement for Computer-Based Aircraft Operation Area Simulator Training System under a Single Source Procurement request, to Adacel Systems, Inc
- D. Recommendation to Award the Purchase of Services for the Avaya Communication System 8.1 Upgrade through the Utilization of the State of Florida Alternate Contract Source #43220000-WSCA-14-ACS, to Avaya, Inc.

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**V. CONSENT AGENDA (con't)**

- E. Recommendation to Purchase Twenty-Five (25) Additional Cisco Catalyst 9300 Switches from Request for Quotations (RFQ) 92654-18, Pursuant to the State of Florida Contract #43220000-WSCA-14-ACS, from Veytec, Inc.
- F. Recommendation to Approve an Additional Three (3) Months of Service to the GOAA Professional Services Agreement for Customer Experience Professional Software Development, Information Management, Data Analytics, and Consulting Services Under a Single Source Procurement Request with Datanautix, Inc.
- G. Recommendation to Award Purchasing Request for Written Quotation (RFQ) 93043-20, Warner Electric Components

**VI. NEW BUSINESS**

- A. Recommendation to Approve Amendment No. 3 to Purchasing Contract 01-18, Woven Level Loop & Cut and Loop Carpet Procurement Services, to Bloomsburg Carpet Industries, Inc.
- B. Recommendation to Approve Amendment No. 3 to Purchasing Contract 05-17, Carpet, Vinyl and Rubber Flooring Repair and Replacement Services, to Designers West, Inc.

NEXT SCHEDULED CONCESSIONS/PROCUREMENT COMMITTEE MEETING IS ON MONDAY, JUNE 29, 2020

**DRAFT**

On **MAY 4, 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:** Denise Schneider, Assistant Director of Purchasing  
Bruce Gant, Manager of Purchasing Contracts  
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, 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. 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 or 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**

1. Upon motion by Mr. Draper, second by Mr. Friel, motion passed unanimously by roll call vote to accept the April 6, 2020, minutes as written.

**RECOMMENDATION TO AWARD INVITATION FOR BID (IFB) 23-20 SPECIALIZED COMMERCIAL CLEANING SERVICES TO FLORIDA CLEANING SYSTEMS, INC.**

2. Ms. Schneider presented the item.

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.

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.

MINUTES FOR THE MAY 4, 2020, CONCESSIONS/PROCUREMENT COMMITTEE

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.

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.

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 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.

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

**OLD BUSINESS**

3. Mr. Gant presented the following Old Business Items:
  - A. Contract Reduction - Amendment No. 15, Renewal Option for Purchasing Contract 02-11, Common Use Passenger Processing System (CUPPS) and Common Use Self Service

MINUTES FOR THE MAY 4, 2020, CONCESSIONS/PROCUREMENT COMMITTEE

(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]

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. Vice Chair Sharman asked if the Old Business items required Committee action. Discussion ensued as to whether an action is required by the Committee. Both Mr. Gerber and Ms. Thacker concurred that an action is not needed, since the item was approved by the Committee at a higher amount and scope.

Ms. Schneider clarified that these two items are being presented to the Aviation Authority Board on May 20, 2020 for approval.

Vice Chair Sharman expressed her concerns about not taking action at this time, before the items move forward to the Aviation Authority Board for approval. Mr. Gerber stated that there is no prohibition for the Committee to reaffirm its prior action through a motion.

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

**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 1:54 p.m.

The next scheduled CPC meeting will be held on Monday, May 18, 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

**DRAFT**

On **MAY 18, 2020**, the **CONCESSIONS/PROCUREMENT COMMITTEE** of the **GREATER ORLANDO AVIATION AUTHORITY** met in regular session telephonically with the meeting live streamed on YOUTUBE (OrlandoAirports) and GOTOWEBINAR. Vice Chair Sharman called the meeting to order at 2:04 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 (*joined the call at 2:06 p.m.*)  
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  
Bruce Gant, Manager of Purchasing Contracts  
Jo Thacker, Nelson Mullins  
Larissa Bou, Recording Secretary

*Vice Chair Sharman 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 Thursday, May 26, 2020 at 4:00 p.m. (emails will be accepted during the pandemic COVID-19).*

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**MINUTES**

1. Upon motion by Mr. Friel, second by Mr. Draper, motion passed unanimously by roll call vote to accept the April 20, 2020, minutes as written.

**CONSENT AGENDA**

2. Vice Chair Sharman asked if anyone on the call would like to speak regarding the Consent Agenda item. Hearing none, she 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. Draper, second by Mr. Friel, to approve the following Consent Agenda item:

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

By roll call vote, motion passed unanimously.

**RECOMMENDATION TO AWARD INVITATION FOR BID (IFB) 08-20, OFFSITE RECORDS STORAGE SERVICES TO VRC COMPANIES, LLC**

3. Ms. Schneider presented the item. *(Subsequent to the meeting, a revised memorandum was received, which corrected two grammatical and typographical errors)*

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.

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

<u>Name of Respondent</u>	<u>Total Three (5) 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*



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\* 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 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 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 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 the Orlando International Airport, as measured from the main terminal building. Archive Corporation's facility is outside of this required distance from the Airport and therefore is considered non-responsible.

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

VRC Companies LLC, Retrievox, Inc. and Crown Information Management were 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.

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 for a total of \$410,405.20 is to be funded from the Operations 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.

It was respectfully requested that the Concessions/Procurement Committee approve that the following be recommended to the Aviation Authority Board: (1) deem Archive Corporation's bid as non-responsible; (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

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an Aviation Authority Officer or the Chief Executive Officer to execute a contract following satisfactory review by legal counsel.

Vice Chair Sharman asked if anyone on the call would like to speak regarding this item. Hearing none, she then asked if any Committee member had questions or comments.

In response to Chairman Anderson's question regarding bidders' End of Contract Transfer of Documents fees, Ms. Schneider responded that the transfer fee is to transfer all current inventory that is held at RetrieveX.

*Due to technical difficulties, Chairman Anderson left the call at 2:16 p.m.  
and rejoined at 2:19 p.m.*

Vice Chair Sharman followed up by asking what were the End of Contract Transfer fees charged by other bidders. Ms. Schneider explained that the \$85,650 is RetrieveX's cost to move the documents currently stored in their facility (under the current contract) to any other awarded bidder; therefore, the \$85,650 fee has to be added to all bids to determine the total award amount. Ms. Schneider provided the calculated amount for the bidders, as follows:

VRC Companies LLC	\$410,405.20
RetrieveX, Inc.	\$433,485.55
Crown Information Management	\$627,657.25

By question from Vice Chair Sharman regarding the fifty (50) miles requirement stated in the memorandum, Ms. Thacker explained that, when the RFP was issued, staff took under consideration both adequate competition and turn-around time, to ensure that documents needed would be handled in an expedited manner. Discussion ensued regarding the mileage requirement.

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

**ADJOURNMENT**

4. Vice Chair Sharman asked if there was further business to discuss before the Committee. Having no further business to discuss, she adjourned the meeting at 2:21 p.m.

*(Digitally signed on , 2020)*

\_\_\_\_\_  
Larissa Bou  
Recording Secretary

\_\_\_\_\_  
Kathleen Sharman  
Vice Chair



**GREATER ORLANDO AVIATION 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., C.M., Assistant Director, Purchasing and Material Control

DATE: June 15, 2020

**ITEM DESCRIPTION**

Recommendation to Approve Amendment No. 4, Third Renewal Option, for Purchasing Contract 11-16 Tile, Marble and Limestone Repair and Replacement Services with Industrial Tile, Inc.

**BACKGROUND**

The term of the Contract was for twenty-four (24) months which commenced on October 1, 2016, and 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 September 30, 2020.

This Contract requires Industrial Tile, Inc. to furnish all labor, supervision, equipment, tools, miscellaneous materials, supplies and all other items necessary or proper for, or incidental to, performing the removal, repair and replacement of various wall/floor tiles, including marble and limestone flooring, as directed by the Aviation Authority utilizing Aviation Authority provided tile and marble material, at the Orlando International Airport, in accordance with the contract documents.

The Small Business Development office has not established MWBE/LDB goals because of the specialized nature of the services to be provided.

**ISSUES**

Third Renewal Option: October 1, 2020 through September 30, 2021.  
Department - Concur with renewal.  
Contractor - Based on the information known at this time, the contractor has performed satisfactorily during the second renewal option.

Pricing is based on hourly rates for the lead tile setters/installers, tile setters/installers, helpers, and for additional work. The actual amount paid to contractor is based on actual work requested, performed and approved by the Aviation Authority. The annual value for the third renewal option is a total not-to-exceed amount of \$193,925, with no hourly labor rate increases for the third renewal option.

On April 23, 2020, the Aviation Authority reduced the contract from two (2) crews to one (1) crew for the full night shift of eight (8) hours. The crew size consist of: one (1) lead tile, one (1) tile setter and two (2) helpers. This reduction will continue for the renewal year beginning October 1, 2020. Due to this reduction, Industrial Tile, Inc. will no longer have to provide a performance bond for the third renewal option. The current bond will stay effective through the end of the September 30, 2020.

**FISCAL IMPACT**

The fiscal impact anticipated for the third renewal option is a not-to-exceed amount of \$193,925. Funding will be from the previously approved Capital Expenditure Fund 308.631.210.5460002.000.501132. 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 Chief Executive Officer: (1) approve Amendment No. 4, Third Renewal Option for Purchasing Contract 11-16 Tile, Marble and Limestone Repair and Replacement Services with Industrial Tile, Inc.; (2) authorize funding in the not-to-exceed amount of \$193,925 from the previously-approved Capital Expenditure Fund; and (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents 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: June 15, 2020

Subject: Recommendation to Approve Amendment No. 4 Third Renewal Option  
for Purchasing Contract 11-16 Tile Marble and Limestone Repair  
and Replacement Services with Industrial Tile, Inc.

The term of the Contract was for twenty-four (24) months with initial service which commenced on October 1, 2016, and 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 September 30, 2020.

**Issues:**

Third Renewal Option: October 1, 2020 through September 30, 2021.

**Fiscal Impact:**

The fiscal impact anticipated for the second renewal option is a not-to-exceed amount of \$193,925.00.

The Small Business Development Office has not established MWBE/LDB goals because of the specialized nature of the services to be provided.

Should you have questions, you may contact Somdat Jiawan at 407-825-3481 or Orlando Santiago at 407-825-7134.

B - Finance Form

Greater Orlando Aviation Authority  
Attachment B

Date:	_____	Requestor's Extension:	<u>X-2157</u>
Requestor's Name:	<u>Daisily Pagan</u>	Preparer's Extension:	<u>X-2157</u>
Form Preparer's Name:	<u>Daisily Pagan</u>	Purchasing Solicitation #:	<u>05-17</u>
Requestor's Department:	<u>Maintenance</u>	CCM / CPC / PSC:	<u>CPC</u>
Description:	<u>Tile, Marble and Limestone Repair and Replacement Services</u>	Committee Date:	<u>6/16/2020</u>
Vendor:	<u>Industrial Tile, Inc.</u>	Committee Agenda Item#:	_____
		Requisition #:	<u>BPA 86026</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 21 10/1/2020 to 09/30/2021 Amount	FY 22 Amount	FY 23 Amount	FY 24 Amount	FY 25 Amount	Total Contract
308.631.210.5460002.000.501132	\$193,925.00					193,925.00
						-
						-
						-
						-
						-
						-
						-
						-
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						-
						-
						-
						-
						-
						-
Total Requisition	193,925.00	-	-	-	-	193,925.00
Requisition Number	BPA					

OMB Notes:  
Funding Approver: Andrea Harper

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

C - Contract History

**SUMMARY OF CONTRACT REVISIONS  
THIRD RENEWAL OPTION  
11-16 TILE, MARBLE AND LIMESTONE REPAIR AND REPLACEMENT SERVICES**

CONTRACT	APPROVALS	DESCRIPTION	TERM	DOLLARS
Initial Term	<ul style="list-style-type: none"> <li>• CPC Approved 03/14/2016;</li> <li>Board Approved 04/20/2016,</li> <li>Item "H"</li> </ul>	24 Months Contract Award	10/01/2016 to 09/30/2018	\$796,080.00
Amendment No. 1	<ul style="list-style-type: none"> <li>• CPC Approved 02/05/2018</li> <li>• Board Approved 02/21/2018</li> <li>Item "V"</li> </ul>	1 <sup>st</sup> Renewal Option	10/01/2018 to 09/30/2019	\$398,040.00
Amendment No. 2	<ul style="list-style-type: none"> <li>• CPC Approved 04/15/2019</li> <li>• Board Approved 05/15/2019,</li> <li>Item "Z"</li> </ul>	2 <sup>nd</sup> Renewal Option	10/01/2019 to 09/30/2020	\$405,602.76
Amendment No. 3	<ul style="list-style-type: none"> <li>• Purchasing Manager Approval 8/28/2019</li> <li>• Chief Executive Approved 9/26/2019</li> </ul>	Contract Adj.	10/01/2019 to 09/30/2020	-\$24,887.76
Amendment No. 4	<ul style="list-style-type: none"> <li>• Pending CPC Approval 6/15/2020</li> </ul>	3 <sup>rd</sup> Renewal Option	10/01/2020 to 09/30/2021	\$ 193,925.00
<b>Total Contract Value with all Changes (approved and proposed)</b>				<b>\$1,768,760.00</b>



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: June 15, 2020

**ITEM DESCRIPTION**

Recommendation to Approve Amendment No. 1 for First Renewal Option of Purchasing Contract 04-18, Dynamic Message Signs Maintenance and Repair Services with Traffic Control Devices, Inc.

**BACKGROUND**

The initial term of the contract was for thirty-six (36) months, which commenced on February 1, 2018, 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 January 31, 2021.

This contract requires Traffic Control Devices, Inc. to furnish all materials, labor, supervision, miscellaneous supplies and consumables, equipment, tools, and other accessories, services, and all other items necessary or proper for, or incidental to, performing the maintenance, repair and/or modifications or upgrades to the four Loop Road Dynamic Message Signs located on the roads leading in and out of the Orlando International Airport in accordance with the Contract Documents.

The Small Business Development office has not established MWBE/LDB goals because of the specialized nature of the services to be provided.

**ISSUES**

First Renewal Option: February 1, 2021 through January 31, 2022.  
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 unit prices unit prices for: (1) bi-monthly, tri-annual and bi-annual scheduled preventative maintenance and repair and (2) 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 \$84,300.00 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 \$84,300. Funding will be from the Operations and Maintenance Fund 301.631.661.5460001.000.100421. 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 Chief Executive Officer: (1) approve Amendment No. 3, First Renewal Option for Purchasing Contract 04-18, Dynamic Message Signs Maintenance and Repair Services, to Traffic Control Devices, Inc.; (2) authorize funding from the Operations and Maintenance Fund in the not-to-exceed amount of \$84,300; 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: June 15, 2020

Subject: Recommendation to Approve Amendment No. 1 for First Renewal Option of Purchasing Contract 04-18, Dynamic Message Signs Maintenance and Repair Services with Traffic Control Devices, Inc.

The initial term of the Contract was for thirty-six (36) months, which commenced on February 1, 2018, 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 January 31, 2021.

**Issues:**

First Renewal Option: February 1, 2021 through January 31, 2022.

**Fiscal Impact:**

The fiscal impact anticipated for the first renewal option is a not-to-exceed amount of \$84,300.00.

The Small Business Development Office has not established MWBE/LDB goals because of the specialized nature of the services to be provided.

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

ATTACHMENT "B" - FINANCE FORM

Greater Orlando Aviation Authority  
Attachment B

Date:	<u>May 30, 2020</u>	Requestor's Extension:	<u>X-2637</u>
Requestor's Name:	<u>Timothy Collins</u>	Preparer's Extension:	<u>X-2637</u>
Form Preparer's Name:	<u>Timothy Collins</u>	Purchasing Solicitation #:	<u>04-18</u>
Requestor's Department:	<u>Maintenance</u>	CCM / CPC / PSC:	<u>CPC Memo</u>
Description:	<u>04-18 DYNAMIC MESSAGE SIGNS MAINTENANCE AND REPAIR SERVICES</u>	Committee Date:	<u>6/15/2020</u>
Vendor:	<u>Traffic Control Devices, Inc</u>	Committee Agenda Item#:	
		Requisition #:	<u>BPA 88747</u>

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

Account Code Format: <small>xxx.xxx.xxx.xxxxxxx.xxx.xxxxx</small>	FY 21 2/1/21 to 09/30/21 Amount	FY 22 10/1/21 to 1/31/22 Amount	FY 23 Amount	FY 24 Amount	FY 25 Amount	Total Contract
301.631.661.5460001.000.100421	56,200.00	28,100.00				84,300.00
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
<b>Total Requisition</b>	<b>56,200.00</b>	<b>28,100.00</b>	-	-	-	<b>84,300.00</b>
Requisition Number	BPA					

OMB Notes:  
Funding Approver: Andrea Harper

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

**ATTACHMENT "C" Contract History**

**04-18 DYNAMIC MESSAGE SIGNS MAINTENANCE AND REPAIR SERVICES**

<b>CONTRACT</b>	<b>APPROVALS</b>	<b>DESCRIPTION</b>	<b>TERM</b>	<b>DOLLARS</b>
Initial Term	<ul style="list-style-type: none"> <li>• CPC Approved 10/9/2017</li> <li>• Authority Board Approved 12/20/2017, Item "QQ"</li> </ul>	36 Month Contract Award	02/01/2018 Thru 01/31/2021	\$250,860.00
Amendment No. 1	<ul style="list-style-type: none"> <li>• Pending CPC Approval 06/15/2020</li> </ul>	1 <sup>st</sup> Renewal Option	02/01/2021 Thru 01/31/2022	\$ 84,300.00
Total Contract Value with all Changes (approved and proposed)				\$335,160.00



**GREATER ORLANDO AVIATION AUTHORITY**

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

**MEMORANDUM**

TO: Members of Concessions/Procurement Committee  
FROM: Diana Hershner, CPPO, CPPB, Purchasing Manager  
DATE: June 15, 2020

**ITEM DESCRIPTION**

Recommendation to Approve the Award of a Five (5) Year Agreement for Computer-Based Aircraft Operation Area (AOA) Simulator Training System under a Single Source Procurement request, to Adacel Systems, Inc. (Adacel)

**BACKGROUND**

This approval will result in a five (5) year agreement with Adacel Systems, Inc. to provide Computer-Based Aircraft Operation Area Simulator Training System to all airport employees who drive on the non-movement and movement areas, through a Single Source Procurement request. The training is tailored to the different types of vehicle operations, and plays a significant role in the prevention of runway incursions and surface incidents on the airfield.

**ISSUES**

The AOA Driver Simulator program is customized to meet Orlando International Airport's (OIA) training requirements as well as simulates actual driving conditions on the AOA at OIA. It will complement the computer-based training system currently in use at OIA. Adacel has created the visual database, and will use the same visual database that the FAA Air Traffic Control at OIA uses to train their Air Traffic Controllers at OIA. Adacel will provide updates to the database for the FAA as they are provided to OIA at no additional cost.

A Single Source Procurement Request was approved by the Chief Executive Officer on September 13, 2016 for a three (3) year Master Service Agreement, effective July 1, 2017 through June 30, 2020, for a total not-to-exceed amount of \$98,100 (\$32,700 per year).

A new Single Source Procurement request has been submitted for a five (5) year Agreement for the continuation of the AOA training requirements. The new Agreement is at the same annual cost as the initial three (3) year Agreement of \$32,700 per year, for a total not-to-exceed amount of \$163,500.

The Small Business Development Department has reviewed the requirements for this purchase and has determined that Single Source GOAA Professional Service Agreement does not lend itself to MWBE/LDB/VBE participation.

**FISCAL IMPACT**

Adacel Systems, Inc.'s quote, in the total not-to-exceed amount of \$163,500, is to be funded from the Operations and Maintenance Fund 301.414.110.5340007.000.000000. Funding for 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 the award of a 5-year agreement for Computer-Based Aircraft Operation Area Simulator Training System under a Single Source Procurement request, to Adacel Systems, Inc. in the not-to-exceed amount of \$163,500; (2) authorize funding from the previously-approved Operations and Maintenance Fund; (3) execute the 5-year agreement with Adacel Systems, Inc. after satisfactory review by legal counsel; and (4) authorize the Purchasing Office to issue the necessary Purchase Order.

Attachments

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

**ATTACHMENT A**

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

The Aviation Authority's policy 450.03, "Single Source Procurement" permits the procurement of items from one supplier among others in a competitive marketplace which is found to be most advantageous for the purpose of fulfilling the given purchasing need.

**Clarifications Required During the Process:**

N/A

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

N/A



**GREATER ORLANDO AVIATION AUTHORITY**

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

**MEMORANDUM**

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

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

Date: June 9, 2020

Re: Recommendation to Approve a Single Source Procurement Request to Adacel Systems, Inc. for a Five (5) Year Agreement for Computer-Based Aircraft Operation Area Simulator Training System.

The Small Business Development Department has reviewed the requirements for this purchase and has determined that Single Source GOAA Professional Service Agreement 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.



C - Finance Form

Greater Orlando Aviation Authority  
Finance Attachment

Date: 6/4/2020 Requestor's Extension: \_\_\_\_\_ 2606  
 Requestor's Name: Abdu El-Baroudi / Judith-Ann Jarrette Preparer's Extension: \_\_\_\_\_ 8076  
 Form Preparer's Name: Diana Hershner Purchasing Solicitation #: \_\_\_\_\_ Single Order  
 Requestor's Department: Airfield Operations CCM / CPC / PSC: \_\_\_\_\_ Procurement  
 Description: Computer-Based AOA Driver Simulator Training System - 5 Year Agreement Committee Date: \_\_\_\_\_ 6/15/2020  
 Vendor: Adacel Systems, Inc. Committee Agenda Item#: \_\_\_\_\_

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

Account Code	FY 20 Amount	FY 21 Amount	FY 22 Amount	FY 23 Amount	FY 24 Amount	FY 25 Amount	Total Contract
Format: xxx.xxx.xxx.xxxxxxxx.xxx.xxxxxx   301.414.110.5340007.000.000000	8,175.00	32,700.00	32,700.00	32,700.00	32,700.00	24,525.00	163,500.00
							-
							-
							-
							-
							-
							-
							-
							-
							-
							-
							-
							-
							-
							-
<b>Total Requisition</b>	<b>8,175.00</b>	<b>32,700.00</b>	<b>32,700.00</b>	<b>32,700.00</b>	<b>32,700.00</b>	<b>24,525.00</b>	<b>163,500.00</b>
Requisition Number	<b>86742</b>						

OMB Note: Funding Approver Andrea Harper converted Info PO #: \_\_\_\_\_ Date: \_\_\_\_\_ Buyer: \_\_\_\_\_  
 Total Requisition \$ 8,175.00  
 PO Amount \$ 163,500.00  
 Grand Total - Agree to Committee Item \$ 171,675.00



**4GREATER ORLANDO AVIATION AUTHORITY**

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

**MEMORANDUM**

TO: Members of the Concessions/Procurement Committee  
FROM: Diana Hershner, CPPPO, CPPB, Purchasing Manager  
DATE: June 15, 2020

**ITEM DESCRIPTION**

Recommendation to Award the Purchase of Services for the Avaya Communication System 8.1 Upgrade through the Utilization of the State of Florida Alternate Contract Source #43220000-WSCA-14-ACS, to Avaya, Inc.

**BACKGROUND**

This approval will result in the purchase of services for the Avaya Communication System 8.1 upgrade of the Information Technology Unified Communication project at Orlando International Airport under the Government Contract/Annual Contract Procurement Request for the value of \$128,758.59. The upgrade is required to maintain the system at the most current version in order to maintain services at our current performance levels.

At its July 15, 2019 meeting, the Concessions/Procurement Committee recommended the approval to the Aviation Authority Board for the award of an agreement with Avaya pursuant to State of Florida Alternate Contract Source #43220000-WSCA-14-ACS, for a 5-year period, to continue the maintenance and support of the Aviation Authority's Avaya Communication System. The services for Avaya Communication System 8.1 upgrade are offered under the same State of Florida Alternate Contract Source #43220000-WSCA-14-ACS, entitled, "Data Communications Products and Services".

**ISSUES**

Purchasing Staff reviewed the quotation from Avaya, Inc. under the State of Florida Alternate Contract Source #43220000-WSCA-14-ACS. The State of Florida Alternate Contract Source is through the National Association of State Procurement Officials (NASPO), of which Avaya is an awarded contractor.

Avaya is currently the provider of maintenance and support for the Aviation Authority's Avaya Communication System. A new provider to complete Avaya Communication System 8.1 upgrade services would halt the momentum of the project, and would lengthen the time required to complete the project due to the learning curve involved.

The Small Business Development Department has reviewed the requirements for this purchase and determined that State of Florida Alternate Contract Source #43220000-WSCA-14-ACS does not lend itself to MWBE/LDB/VBE participation.

**FISCAL IMPACT**

Avaya Inc.'s quotation is for a total amount of \$128,758.59. Funding is available from previously-approved Capital Expenditure Fund 308.521.170.5310009.000.501402.

**RECOMMENDED ACTION**

It is respectfully requested that the Concessions/Procurement Committee approve that the following be recommended to the Chief Executive Officer: (1) award of the Purchase of Services for the Avaya Communication System 8.1 upgrade through the utilization of the State of Florida Alternate Contract Source #43220000-WSCA-14-ACS, to Avaya, Inc., in the not-to-exceed amount of \$128,758.59; (2) authorize funding from the previously-approved Capital Expenditure Fund; and (3) authorize the Purchasing Department to issue the necessary Purchase Order.

Attachments

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

**ATTACHMENT A**

**Award Criteria:**

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

**Clarifications Required During the Process:**

N/A

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

N/A



**GREATER ORLANDO AVIATION AUTHORITY**

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

**MEMORANDUM**

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

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

Date: June 9, 2020

Re: Recommendation to Award the Purchase of services for the Avaya  
Communication System 8.1 upgrade through the Utilization of the  
State of Florida Alternate Contract Source #43220000-WSCA-14-  
ACS, to Avaya, Inc.

The Small Business Development Department has reviewed the requirements for this purchase and determined that State of Florida Alternate Contract Source #43220000-WSCA-14-ACS 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.

C - Finance Form

Greater Orlando Aviation Authority  
Finance Attachment

Date: 6/15/2020 Requestor's Extension: 3206  
 Requestor's Name: Danny Palakal Preparer's Extension: 3070  
 Form Preparer's Name: Diana Hershner Purchasing Solicitation #: OEC  
 Requestor's Department: Information Technology CCM / CPC / PSC: CPC  
(Unified Communications)  
 Description: 8.1 Upgrade Services Committee Date: 6/15/2020  
 Vendor: Avaya, Inc. Committee Agenda Item#: \_\_\_\_\_

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

Account Code Format: 308.521.170.5310009.000.501402	FY 20 Amount	FY 21 Amount	FY 22 Amount	FY 23 Amount	FY 24 Amount	Total Contract
308.521.170.5310009.000.501402	128,758.59					128,758.59
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
<b>Total Requisition</b>	128,758.59	-	-	-	-	128,758.59
<b>Requisition Number</b>	86630					

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

Total Requisition \$ -  
 PO Amount \$ 128,758.59  
 Grand Total - Agree to Committee Item \$ 128,758.59



**GREATER ORLANDO AVIATION AUTHORITY**

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

**MEMORANDUM**

TO: Members of the Concessions/Procurement Committee  
FROM: Diana Hershner, CPPPO, CPPB, Purchasing Manager  
DATE: June 15, 2020

**ITEM DESCRIPTION**

Recommendation to Purchase Twenty-Five (25) Additional Cisco Catalyst 9300 Switches from Request for Quotations (RFQ) 92654-18, Pursuant to the State of Florida Alternate Contract Source #43220000-WSCA-14-ACS, from Veytec, Inc.

**BACKGROUND**

This approval will result in a final Blanket Release for an additional twenty-five (25) Cisco Catalyst 9300 series switches, from a supplier having a cooperative requirements contract with the State of Florida. Delivery shall be made within ten (10) days after receipt of a Blanket Release.

The Cisco Catalyst 9300 series switches will complete Phase 2 of the Network Switch Replacement Project (Project) which has been on-going since June 2018. The existing switches have reached their end-of-life due to age, and the replacements will meet the increasing demand and growth of network requirements. The switches are used throughout the Aviation Authority campus.

**ISSUES**

On May 30, 2018, the Aviation Authority received quotations for the procurement of twenty-five (25) Cisco Catalyst 9300 Switches, related equipment and support (Switches) for Phase 2 of Project. The Concessions/Procurement Committee recommended the award of the twenty-five (25) Switches at their June 13, 2018 meeting, Consent Agenda Item A, which was approved by the Chief Executive Officer on June 26, 2018 for the total amount of \$197,125. Purchase Order 89246 was issued on June 27, 2018.

During the review of the responses, it was learned that an additional one hundred seventy-five (175) Switches were required to complete all phases of the Project. An additional item was recommended by the Concessions/Procurement Committee at the same meeting on June 13, 2018, New Business Agenda Item E, which was approved by the Aviation Authority Board at its August 15, 2018 meeting for the total not-to-exceed amount of \$1,379,875. Blanket Purchase Agreement 89462 was issued on August 20, 2018 to allow for just-in-time delivery of the Switches for the duration of the Project.

The Project has been on-going since June 2018. In January 2020 it was determined that an additional twenty-five (25) Switches were required to complete the Project. The vendor has agreed to extend their pricing for these additional Switches to allow the completion of the Project.

This RFQ was distributed only to Cisco authorized re-sellers (a total of 26 at the time the RFQ was issued) listed in the State of Florida Alternate Contract Source Agreement #43220000-WSCA-14-ACS, entitled, "Data Communications Products and Services". On May 30, 2018, the Aviation Authority received 3 quotations in response to RFQ #92654-18 as listed below:

<u>Firm</u>	<u>Total Quote</u>
Veytec, Inc.	\$197,125.00
AIP US, LLC	\$201,130.50
Agilant Solutions	\$214,541.00

Staff's review of the quotes found that all firms are responsive and responsible to the RFQ requirements.

The Small Business Development Department has reviewed the requirements for this purchase and has determined that the State of Florida Contract #43220000-WSCA-14-ACS does not lend itself to MWBE/LDB/VBE participation.

**FISCAL IMPACT**

Veytec Inc.'s quotation is in the amount of \$197,125. Funding is available from the previously-approved Capital Expenditure Fund 308.521.170.5640003.000.501302.

**RECOMMENDED ACTION**

It is respectfully requested that the Concessions/Procurement Committee approve that the following be recommended to the Chief Executive Officer: (1) approve the purchase of twenty-five (25) additional Cisco Catalyst 9300 Switches from Request for Quotations (RFQ) 92654-18, pursuant to the State of Florida Alternate Contract Source #43220000-WSCA-14-ACS, from Veytec, Inc., in the not-to-exceed amount of \$197,125; (2) authorize funding from the previously-approved Capital Expenditure Fund; and (3) authorize the Purchasing Office to issue the final Blanket Release.

Attachments

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



**ATTACHMENT A**

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

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

**Clarifications Required During the Process:**

Staff has researched the availability and price for the Switches and found that there is only partial availability if another vendor was selected, and the ceiling price offered by Cisco to its authorized re-sellers has increased by \$270.96 each. Staff believes issuing a new solicitation could result in a higher cost.

Veytec, Inc. has assured Staff that they will honor their original quote of \$7,885 each, for a total not-to-exceed value of \$197,125; and that they do have available the quantity required for the completion of the Project.

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

None.




**GREATER ORLANDO AVIATION AUTHORITY**

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

**MEMORANDUM**

To: Denise K. Schneider, CPPPO, 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: June 9, 2020

Re: Recommendation to Purchase Twenty-Five (25) Additional Cisco Catalyst  
9300 Switches from Request for Quotations (RFQ) 92654-18, pursuant to  
the State of Florida Alternate Contract Source #43220000-WSCA-14-ACS,  
from Veytec, Inc.

The Small Business Development Department has reviewed the requirements for the above referenced purchase and determined that State of Florida Contract #43220000-WSCA-14-ACS does not lend itself to MWBE/LDB/VBE participation.

Should you have questions, you may contact Somdat Jiawan at 407-825-3481 or Orlando Santiago at 407-825-7134.

Greater Orlando Aviation Authority  
Finance Attachment

Date: 6/4/2020 Requestor's Extension: 3002  
 Requestor's Name: Pete Pelletier Preparer's Extension: 3070  
 Form Preparer's Name: Diana Hershner Purchasing Solicitation #: 92654-18  
 Requestor's Department: Information Technology CCM / CPC / PSC: CPC  
 Description: Purchase of 25 Additional Cisco Catalyst 9300 Switches Committee Date: 6/15/2020  
 Vendor: Veytec, Inc. Committee Agenda Item#: \_\_\_\_\_

**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
308.521.170.5640003.000.501302	197,125.00					197,125.00
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
<b>Total Requisition</b>	197,125.00	-	-	-	-	197,125.00
Requisition Number	BPA 89462					

OMB Notes:  
 Funding Approver: Andrea Harper Converted into PO #: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Buyer: \_\_\_\_\_  
 Total Requisition \$ \_\_\_\_\_  
 PO Amount \$ 197,125.00  
 Grand Total - Agree to Committee Item \$ 197,125.00



**4GREATER ORLANDO AVIATION AUTHORITY**

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

**MEMORANDUM**

TO: Members of the Concessions/Procurement Committee  
FROM: Diana Hershner, CPPO, CPPB, Purchasing Manager  
DATE: June 15, 2020

**ITEM DESCRIPTION**

Recommendation to Approve an Additional Three (3) Months of Service to the GOAA Professional Services Agreement for Customer Experience Professional Software Development, Information Management, Data Analytics, and Consulting Services under a Single Source Procurement Request with Datanautix, Inc.

**BACKGROUND**

The current Single Source Procurement Request for the GOAA Professional Services Agreement for Customer Experience was issued May 1, 2019 and expired April 30, 2020. This award will renew the agreement through July 31, 2020, until the termination takes effect, in accordance with the Agreement terms. These services have been provided by Datanautix, Inc. since March 3, 2016, under previous agreements.

The additional three (3) months of service will be to furnish professional software development, information management, data analytics, and consulting services, and all other items necessary or proper for, or incidental to performing, Customer Experience analytics and reports at the Orlando International Airport in accordance with the agreement documents.

A notice of termination was issued to Datanautix, Inc. on June 4, 2020, effective July 31, 2020, in accordance with the agreement terms. A new Single Source Procurement request will be submitted for the additional three (3) months of service.

**ISSUES**

The start date of the additional three (3) months of service is May 1, 2020 and will expire July 31, 2020. The services provided by Datanautix, Inc. will be absorbed by another provider currently under agreement with the Aviation Authority.

The department concurs with the additional three (3) months of service.

Based on information known at this time, the contractor has performed satisfactorily during the initial term, and due to cost saving measures, an agreement termination is in the best interest of the Aviation Authority.

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 or lack of ready, willing and able certified small businesses, this recommendation does not lend itself to MWBE/LDB/VBE participation.

**FISCAL IMPACT**

Datanautix, Inc.'s three (3) month fee in the amount of \$24,000 is to be funded from the Operations and Maintenance Fund 301.009.210.5340007.000.000000. Funding for the current fiscal year 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 an additional three (3) months of service above the initial term, to the GOAA Professional Services Agreement for Customer Experience Professional Software Development, Information Management, Data Analytics, and Consulting Services under a Single Source Procurement Request with Datanautix, Inc.; (2) authorize funding from the Operations and Maintenance Fund in the not-to-exceed amount of \$24,000; and (3) authorize the Purchasing Department to issue the necessary Purchase Order.

Attachments

- A - Award Criteria
- B - Contract History
- C - Small Business Memo
- D - Finance Form

**ATTACHMENT A**

**Award Criteria:**

The Aviation Authority's policy 450.03, "Single Source Procurement" permits the procurement of items from one supplier among others in a competitive marketplace which is found to be most advantageous for the purpose of fulfilling the given purchasing need.

**Clarifications Required During the Process:**

A termination letter has been issued by the Chief Executive Officer, in accordance with Section 5 of the Agreement providing 60 days written notification. Services are to end on July 31, 2020.

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

N/A

ATTACHMENT B

Contract History

GOAA Professional Services Agreement for Customer Experience Professional Software Development, Information Management, Data Analytics, and Consulting Services

<b>Contract</b>	<b>Approvals</b>	<b>Description</b>	<b>Term</b>	<b>Dollars</b>
Initial Term	*Single Source SG-00024 *Chief Executive Officer Approved 4/3/2019	12 months Contract Award	05/01/2019 to 4/30/2020	\$96,000
<b>Additional Term</b>	<b>*Pending CPC Recommendation 6/15/2020</b>	<b>3 Months Pending 60 days written termination notice issued 6/4/2020</b>	<b>5/1/2020 to 7/31/2020</b>	<b>\$24,000</b>
<b>Total Contract Value with all Changes (approved and proposed)</b>				<b>\$120,000</b>




**GREATER ORLANDO AVIATION AUTHORITY**

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

**MEMORANDUM**

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

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

Date: June 4, 2020

Re: Recommendation to Approve an Additional Three (3) Months of Service to the GOAA Professional Services Agreement for Customer Experience Professional Software Development, Information Management, Data Analytics, and Consulting Services under a Single Source Procurement Request with Datanautix, Inc.

The Small Business Development Department has reviewed the requirements for this purchase and has determined that, due to limited and specialized scope of the required services, and/or or lack of ready, willing and able certified small businesses, this recommendation 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.



D - Finance Form

Greater Orlando Aviation Authority Finance Attachment			
Date:	6/15/2020	Requestor's Extension:	3116 / 2116
Requestor's Name:	Anita Lemmon, Brian Engle	Preparer's Extension:	3070
Form Preparer's Name:	Diana Hershner	Purchasing Solicitation #:	SgS -00109
Requestor's Department:	Customer Experience	CCM / CPC / PSC:	CPC
Description:	Professional Services - Data Analytics and Consulting Services	Committee Date:	6/15/2020
Vendor:	Datanautix, Inc.	Committee Agenda Item#:	

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

Account Code Format: 301.009.210.5340007.000.000000	FY 20 Amount	FY 21 Amount	FY 22 Amount	FY 23 Amount	FY 24 Amount	Total Contract
301.009.210.5340007.000.000000	24,000.00					24,000.00
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
<b>Total Requisition</b>	24,000.00	-	-	-	-	24,000.00
<b>Requisition Number</b>	86735					
<b>OMB Notes:</b>						
<b>Funding Approver</b>					<b>Converted into PO #:</b>	
					<b>Date:</b>	
<b>Total Requisition</b>	\$ -				<b>Buyer:</b>	
<b>PO Amount</b>	\$ 24,000.00					
<b>Grand Total - Agree to Committee Item</b>	\$ 24,000.00					



**GREATER ORLANDO AVIATION AUTHORITY**

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

**MEMORANDUM**

TO: Members of the Concessions/Procurement Committee  
FROM: Diana Hershner, CPPO, CPPB, Purchasing Manager  
DATE: June 15, 2020

**ITEM DESCRIPTION**

Recommendation to Award Purchasing Request for Written Quotation (RFQ) 93043-20, Warner Electric Components to BDI

**BACKGROUND**

The award will result in a Blanket Purchase Agreement for a total of 6 different Warner Electric Components, delivered on an "as-needed" basis, through July 31, 2021. This award will replace prior Blanket Purchase Agreement 91057, which expires June 30, 2020. The prior award was approved for a 12 month period for a not-to-exceed value of \$148,881.

The RFQ documents required that the unit costs include all costs associated with shipping the items to the Aviation Authority's Material Control Warehouse.

**ISSUES**

On May 21, 2020 the Aviation Authority received 6 responses to RFQ 93043-20 as listed below:

	<u>Firm</u>	<u>Total Quote</u>
BDI		\$116,283.65
Applied Industrial Technologies - Dixie, Inc.		\$117,640.00
Karman Industrial Technologies		\$126,724.25
The Office Cart, LLC		\$156,875.00
O.T. Trans, Inc.		\$176,679.00
Florida Bulb & Ballast, Inc.		\$181,560.00

Staff's review of the quotations found that all 6 firms are responsive and responsible to the RFQ requirements.

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

**FISCAL IMPACT**

BDI's quotation in the amount of \$116,283.65 is to be funded from the Operations and Maintenance Fund 301.413.213.5460001.000.100424. Funding for 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) award Purchasing Request for Written Quotation (RFQ) 93043-20, Warner Electric Components to BID as the low, responsive and responsible bidder in the not-to-exceed amount of \$116,283.65; (2) authorize funding from the Operations and Maintenance Fund; and (3) authorize the Purchasing Office to issue the necessary Blanket Purchase Agreement.

Attachments

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

**ATTACHMENT A**

**Award Criteria:**

The RFQ documents stated that alternate products would not be considered; that unit prices must be effective through July 31, 2021; that all items must be quoted for responses to be considered responsive; and that a certificate be provided from the manufacturer stating that the company is authorized to sell the products.

**Clarifications Required During the Process:**

N/A

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

N/A



**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 Compliance Administrator

Date: June 4, 2020

Re: Recommendation to Award Purchasing Request for Written Quotation (RFQ) 93043-20, Warner Electric Components

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.

Should you have questions, you may contact Somdat Jiawan at 407-825-3481 or Orlando Santiago at 407-825-7134.

C - Finance Form

Greater Orlando Aviation Authority  
Finance Attachment

Date: 6/4/2020 Requestor's Extension: 2150 / 2626  
 Requestor's Name: Marcelo Cicarini/Abdu El-Baroudi Preparer's Extension: 3070  
 Form Preparer's Name: Diana Hershner Purchasing Solicitation #: 93043-20  
 Requestor's Department: Inventory Replenishment / Operations CCM / CPC / PSC: OPC  
 Description: Warner Electric Components Committee Date: 6/15/2020  
 Vendor: BDI Committee Agenda Item#: \_\_\_\_\_

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

Account Code Format: XXX XXX XXX XXXXXXXXXX XXX XXXXX	FY 20 Amount	FY 21 Amount	FY 22 Amount	FY 23 Amount	FY 24 Amount	Total Contract
301.413.213.5460001.000.100424	29,205.91	87,077.74				116,283.65
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
Total Requisition	29,205.91	87,077.74	-	-	-	116,283.65
Requisition Number	BPA - TBD					

OMB Note:  
 Funding Approver: Andrea Harper Converted into PO #: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Buyer: \_\_\_\_\_  
 Total Requisition \$ \_\_\_\_\_  
 PO Amount \$ 116,283.65  
 Grand Total - Agree to Committee Item \$ 116,283.65



**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., C.M., Assistant Director, Purchasing and Material Control

DATE: June 15, 2020

**ITEM DESCRIPTION**

Recommendation to Approve Amendment No. 3, First Renewal Option, to Purchasing Contract 01-18, Woven Level Loop & Cut and Loop Carpet Procurement Services, to Bloomsburg Carpet Industries, Inc.

**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 original term is due to expire on November 30, 2020.

This contract requires Bloomsburg Carpet Industries, Inc. to manufacture, furnish, sell, and deliver to the Aviation Authority various patterns of custom-made carpet, including all other items necessary or proper for, or incidental to, providing the custom-made carpet to the Orlando International Airport in accordance with the contract documents.

The Small Business Development Office 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 - Concurrs with renewal.  
Contractor - Based on the information known at this time, the contractor has performed satisfactorily during the initial term.

Pricing is based on unit price per square yard for each pattern of Woven Level Loop and Cut and Loop Carpet. The actual amount paid to contractor is based on actual work requested, performed and approved by the Aviation Authority. The annual value for the first renewal option is a total not-to-exceed amount of \$686,080 with no unit price increases for the first renewal option.

**FISCAL IMPACT**

The fiscal impact anticipated for the first renewal option is a not-to-exceed amount of \$686,080. Funding will be from the previously-approved Capital Expenditure Fund 308.631.210.5460002.000.501132. 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**

**NEW BUSINESS AGENDA ITEM - A -**

It is respectfully requested that the Concessions/Procurement Committee approve that the following be recommended to the Aviation Authority Board: (1) approve Amendment No. 3, First Renewal Option for Purchasing Contract 01-18, Woven Level Loop & Cut and Loop Carpet Procurement Services, to Bloomsburg Carpet Industries, Inc.; (2) authorize funding in the not-to-exceed amount of \$686,080 from the Capital Expenditure Fund as previously-approved; 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: June 15, 2020

Subject: Recommendation to Approve Amendment No. 3, First Renewal Option to Purchasing Contract 01-18, Woven Level Loop & Cut and Loop Carpet Procurement Services, to Bloomsburg Carpet Industries, Inc.



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 original term is due to expire on November 30, 2020.

Issues:  
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 \$686,080.00.

The Small Business Development Office has not established MWBE/LDB goals because of the specialized nature of the services to be provided.

Should you have questions, you may contact Somdat Jiawan at 407-825-3481 or Orlando Santiago at 407-825-7134.



B - Finance Form

Greater Orlando Aviation Authority  
Attachment B

Date:	_____	Requestor's Extension:	X-2157
Requestor's Name:	Daisily Pagan	Preparer's Extension:	X-2157
Form Preparer's Name:	Daisily Pagan	Purchasing Solicitation #:	01-18
Requestor's Department:	Maintenance	CCM / CPC / PSC:	CPC
Description:	Woven Level Loop and Cut and Loop Carpet Procurement	Committee Date:	6/15/2020
Vendor:	Bloomsburg Carpet Industries, Inc.	Committee Agenda Item#:	
		Requisition #:	CPA 86594

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 21 Amount	FY 22 Amount	FY 23 Amount	FY 24 Amount	FY 25 Amount	Total Contract
308.631.210.5460002.000.501132	\$571,733.33	\$ 114,346.67				686,080.00
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
Total Requisition	571,733.33	114,346.67	-	-	-	686,080.00
Requisition Number	86704					

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

C - Contract History

SUMMARY OF CONTRACT REVISIONS  
01-18, WOVEN LEVEL LOOP & CUT AND LOOP CARPET PROCUREMENT SERVICES

CONTRACT	APPROVALS	DESCRIPTION	TERM	DOLLARS
Initial Term	<ul style="list-style-type: none"> <li>•06/12/2017 CPC Approved</li> <li>•08/16/2017 Board Approved, Item "J"</li> </ul>	36 Months Contract Award	12/01/2017 to 11/30/2020	\$1,862,200.00
Amendment No. 1	<ul style="list-style-type: none"> <li>•Chief Executive Officer Approved 05/18/2017</li> </ul>	Contract Adjustment - Removed 2 Workers Compensation Requirement	12/01/2017 to 11/30/2020	\$0.00
Amendment No. 2	<ul style="list-style-type: none"> <li>•Construction Committee Approved 06/26/2018, Item 6</li> </ul>	Increase in Value - Project BP-447 too complete B-1 and B-2 areas	12/1/2019 thru 11/30/2020	\$28,133.00.
Amendment No. 3	<ul style="list-style-type: none"> <li>•Pending CPC Meeting 06/15/2020</li> </ul>	First Renewal Option	12/1/2020 thru 11/30/2021	\$686,080.00
Total Contract Value with all Changes (approved and proposed)				\$2,576,413.00



**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., C.M., Assistant Director, Purchasing and Material Control

DATE: June 15, 2020

**ITEM DESCRIPTION**

Recommendation to Approve Amendment No. 3, Second Renewal Option, to Purchasing Contract 05-17, Carpet, Vinyl and Rubber Flooring Repair and Replacement Services, to Designers West, Inc.

**BACKGROUND**

The initial term of the contract was for thirty-six (36) months, which commenced on December 1, 2016, with the Aviation Authority having options to renew the contract for two (2) additional periods of one (1) year each. The first renewal option is due to expire on November 30, 2020.

This contract requires Designers West, Inc. to furnish all labor, supervision, supplies, equipment, tools, transportation and all other items necessary or proper for, or incidental to, performing replacement and repairs for existing woven and tufted broadloom carpet and the installation of new woven and tufted broadloom carpet, including carpet tiles, vinyl, and rubber flooring throughout the Orlando International Airport Terminal Complex and other Aviation Authority owned buildings. The Aviation Authority will provide all carpet, rubber, and vinyl flooring necessary for contractor to perform the work. Contractor will provide all other necessary materials and supplies to complete the repair and replacement services. All work shall be performed in accordance with the Contract documents and appropriate manufacturers' instructions.

The Small Business Development office has not established MWBE/LDB goals because of the specialized nature of the services to be provided.

**ISSUES**

Second Renewal Option: December 1, 2020 through November 30, 2021.  
Department - Concur with renewal.  
Contractor - Based on the information known at this time, the contractor has performed satisfactorily during the first renewal option.

Pricing is based on: unit price for performing carpet, vinyl and rubber flooring replacement, repair, and installation services, flooring supplies and hourly rates for additional and emergency work. The actual amount paid to the contractor is based on actual work requested, performed and approved by the Aviation Authority. The annual value for the second renewal option is a total not-to-exceed amount of \$299,775 with no hourly labor rate increases for the second renewal option.

**FISCAL IMPACT**

The fiscal impact anticipated for the second renewal option is a not-to-exceed amount of \$299,775. Funding will be from the previously-approved Capital Expenditure Fund 308.631.210.5460002.000.501132. 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 the Aviation Authority Board: (1) approve Amendment No. 3, Second Renewal Option for Purchasing Contract 05-17, Carpet, Vinyl and Rubber Flooring Repair and Replacement Services, to Designers West, Inc.; (2) authorize funding in the not-to-exceed amount of \$299,775 from the previously-approved Capital Expenditure Fund; and (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute an amendment following satisfactory review by legal counsel.

Attachments

- A - 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: June 15, 2020

Subject: Recommendation to Approve Amendment No. 3, Second Renewal Option to Purchasing 05-17, Carpet, Vinyl and Rubber Flooring Repair and Replacement Services, to Designers West, Inc.

The initial term of the Contract was for thirty-six (36) months, which commenced on December 1, 2016, with the Aviation Authority having options to renew the Contract for two (2) additional periods of one (1) year each. The first renewal option is due to expire on November 30, 2020.

**Issues:**

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

**Fiscal Impact:**

The fiscal impact anticipated for the second renewal option is a not-to-exceed amount of \$299,775.00.

The Small Business Development Office did not establish MWBE/LDB goals because of the specialized nature of the services to be provided.

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

B - Finance Form

Greater Orlando Aviation Authority  
Attachment B

Date:	_____	Requestor's Extension:	<u>X-2157</u>
Requestor's Name:	<u>Daisily Pagan</u>	Preparer's Extension:	<u>X-2167</u>
Form Preparer's Name:	<u>Daisily Pagan</u>	Purchasing Solicitation #:	<u>05-17</u>
Requestor's Department:	<u>Maintenance</u>	CCM / CPC / PSC:	<u>CPC</u>
Description:	<u>Carpet, Vinyl &amp; Rubber Flooring Repair and Replacement Services</u>	Committee Date:	<u>6/16/2020</u>
Vendor:	<u>Designers West, Inc.</u>	Committee Agenda Item#:	_____
		Requisition #:	<u>BPA 86594</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 21 Amount	FY 22 Amount	FY 23 Amount	FY 24 Amount	FY 25 Amount	Total Contract
308.631.210.5460002.000.501132	233,145.84	66,629.16				299,775.00
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
Total Requisition	233,145.84	66,629.16	-	-	-	299,775.00
Requisition Number	86669					

OMB Notes:  
Funding Approver: Andrea Harper

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

C - Contract History

**SUMMARY OF CONTRACT REVISIONS**  
**05-17, CARPET, VINYL AND RUBBER FLOORING REPAIR AND REPLACEMENT SERVICES**

<b>CONTRACT</b>	<b>APPROVALS</b>	<b>DESCRIPTION</b>	<b>TERM</b>	<b>DOLLARS</b>
Initial Term	<ul style="list-style-type: none"> <li>•06/13/2016 CPC Approved</li> <li>•08/10/2016 Board Approved, Item "G"</li> </ul>	36 Months Contract Award	12/01/2016 to 11/30/2019	\$809,325.00
Amendment No. 1	<ul style="list-style-type: none"> <li>•Purchasing Manager Approval 09/07/2017</li> </ul>	Contract Adjustment	10/01/2017 to 11/30/2019	\$60,000.00
Amendment No. 2	<ul style="list-style-type: none"> <li>•CPC Approved 04/15/2019</li> <li>•Board Approved 05/15/2019 Item "Y"</li> </ul>	First Renewal Option	12/1/2019 thru 11/30/2020	\$299,775.00
Amendment No. 3	<ul style="list-style-type: none"> <li>•Pending CPC Meeting 06/15/2020</li> </ul>	Second Renewal Option	12/1/2020 thru 11/30/2021	\$299,775.00
<b>Total Contract Value with all Changes (approved and proposed)</b>				<b>\$1,468,875.00</b>