

CONCESSIONS/PROCUREMENT COMMITTEE (CPC) AGENDA

DATE: June 29, 2020 **DAY:** Monday **TIME:** 1:30pm

LOCATION: <https://global.gotomeeting.com/join/820591885>

Toll Free: 1-877-309-2073 / **Access Code:** 820-591-885

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 with copy to dsnyder@goaa.org by Tuesday, July 7, 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). 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 24 hours in advance of the meeting. Otherwise, the Concessions/Procurement Committee will be available via Live Stream at www.orlandoairports.net and via Go to Webinar using the following information:

<https://global.gotomeeting.com/join/820591885>

Toll Free: 1-877-309-2073 / Access Code: 820-591-885

IV. CONSIDERATION FOR MINUTES FOR JUNE 15, 2020

V. CONSENT AGENDA

- A. Recommendation to Approve Year Two, to Blanket Purchase Agreement (BPA) 91266 for Purchasing Request for Written Quotation (RFQ) 92788-19, Promotional Trades and Flame Resistant Apparel with Uniform Wizard

VI. NEW BUSINESS

- A. Recommendation to Approve Amendment No. 3, Contract Adjustment for Purchasing Contract 01-17, Automated People Mover (APM) Operation and Maintenance, with Crystal Mover Services, Inc. ("CMSI")

NEXT SCHEDULED CONCESSIONS/PROCUREMENT COMMITTEE MEETING IS ON MONDAY, July 13, 2020

DRAFT

On **JUNE 15, 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 GOTOMEETING. 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
(*joined the call at 1:33 p.m.*)
Bradley Friel, Director of Planning
Brian Engle, Director of Customer Experience

Staff/Others present: Denise Schneider, Assistant Director of Purchasing
Diana Hershner, Manager of Purchasing
Jo Thacker, Nelson Mullins
Anna Farmer, 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 with copy to dsnyder@goaa.org, by Thursday, 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. 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 Vice Chair Sharman, second by Mr. Engle, motion passed unanimously by roll call vote to accept the May 4 and May 18, 2020, minutes as written.

CONSENT AGENDA

2. Chairman Anderson asked if anyone on the call would like to speak regarding any of the Consent Agenda items. Hearing none, he then asked if any Committee member had questions or wished to pull an item for discussion. Vice Chair Sharman stated that she would like to discuss Consent Agenda Item C. Additionally, Mr. Engle indicated he also had a question regarding Consent Agenda Item A. Both items were pulled for further discussion.

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

- A. considered separately;
- B. recommend to the Chief Executive Officer to: (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;
- C. considered separately;
- D. recommend to the Chief Executive Officer to: (1) 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., 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;
- E. recommend to the Chief Executive Officer to: (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;
- F. recommend to the Chief Executive Officer to: (1) approve an additional three (3) months of service above the initial term to the 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;
- G. recommend to the Chief Executive Officer to: (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.

By roll call vote, motion passed unanimously.

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.

3. In response to Mr. Engle's questions regarding the not-to-exceed amount of \$193,925, Ms. Schneider responded that the amount is for only one crew.

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.

4. In regards to Consent Agenda Item C, Vice Chair Sharman noted that, per the memorandum, the Aviation Authority entered into a single source agreement with Adacel for these services. She continued by asking if this is still a single source agreement. Ms. Hershner explained that a single source was done in 2016 for a 3-year master service agreement, which expires in June 20, 2020. The item being presented is for approval of a 5-year single source agreement with Adacel. In response to Vice Chair Sharman's follow up question regarding other vendors that may be able to provide these services, Ms. Hershner explained that Adacel is not the only provider, but after three years of service, they had developed the database in conjunction with the Federal Aviation Administration (FAA). There are three other companies that provide these services, only 2 are in the United States; however, these companies would have to customize their system for the Orlando International Airport (OIA), which has already been done by Adacel. Mr. Draper further explained that Adacel also builds the Air Traffic Control Simulator for OIA; therefore, there is a 3D electronic rendering of the entire airport, so it is more realistic for the driving simulation.

Chairman Anderson asked if anyone on the call would like to speak regarding these items. Hearing none, he then asked if any Committee member had any further questions or comments. There was no response to either inquiry.

Upon motion by Mr. Engle, second by Mr. Draper, motion passed unanimously by roll call vote, to approve both items as presented.

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.

5. Ms. Schneider presented the item.

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

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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.

First 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 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.

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.

It was 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.

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 any further questions or comments. There was no response to either inquiry.

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

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.

6. Ms. Schneider presented the item.

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.

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.

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.

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It was 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.

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 any further questions or comments. There was no response to either inquiry.

Chairman Anderson asked if this is an "on-demand" contract. Ms. Schneider replied in the affirmative.

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

ADJOURNMENT

7. Chairman Anderson asked if there was further business to discuss before the Committee. Having no further business to discuss, he adjourned the meeting at 2:21 p.m.

(Digitally signed on , 2020)

Anna Farmer
Recording Secretary

Raymond Anderson
Chairman



GREATER ORLANDO AVIATION AUTHORITY

Orlando International Airport
One Jeff Fuqua Boulevard
Orlando, Florida 32827

MEMORANDUM

TO: Members of the Concessions/Procurement Committee
FROM: Diana Hershner, CPPPO, CPPB, Purchasing Manager
DATE: June 29, 2020

ITEM DESCRIPTION

Recommendation to Approve Year Two, to Blanket Purchase Agreement (BPA) 91266 for Purchasing Request for Written Quotation (RFQ) 92788-19, Promotional Trades and Flame Resistant Apparel with Uniform Wizard

BACKGROUND

On June 13, 2019, the Aviation Authority issued RFQ 92788-19 for Promotional Trades and Flame Resistant Apparel. The RFQ requested prices for two (2) periods of twelve (12) months each. On June 24, 2019, the Aviation Authority received 2 responses to RFQ 92788-19 as listed below:

Firm		Total Quote
Uniform Wizard	Year 1	\$123,977.75
	Year 2	\$127,697.19
Fann Emblem & Embroidery Co.	Year 1	\$191,833.05
	Year 2	\$191,833.05

At its meeting of August 5, 2019, the Concessions/Procurement Committee recommended the award of Purchasing RFQ 92788-19, Promotional Trades and Flame Resistant Apparel, to Uniform Wizard for Year 1 for the not-to-exceed value of \$123,977.75. The Chief Executive Officer approved the award on August 16, 2019, which resulted in BPA 91266, which will expire on August 31, 2020, for Year 1.

ISSUES

A total of \$94,397.95 has been spent through June 22, 2020 against BPA 91266. The effective dates of Year 2 will be from September 1, 2020 through August 31, 2021, for the not-to-exceed value of \$127,697.19. The combined value of what has been spent in Year 1 and the anticipated value of Year 2 is \$222,095.14.

Based on information known at this time, the contractor has performed satisfactorily during Year 1, and the department concurs with the award of Year 2 as allowed in the RFQ documents.

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

FISCAL IMPACT

Uniform Wizard's quote for Year 2 in the amount of \$127,697.19 is to be funded from the Operations and Maintenance Fund 301.631.170.5520003.000.000000, 301.462.170.5520003.000.000000, 301.121.170.5520003.000.000000 and 901.443.870.5520003.000.000000. Funding required in the 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 Year Two, to Blanket Purchase Agreement (BPA) 91266 for Purchasing Request for Written Quotation (RFQ) 92788-19, Promotional Trades and Flame Resistant Apparel with Uniform Wizard; (2) authorize funding from the Operations and Maintenance Fund in the not-to-exceed amount of \$127,697.19; and (3) authorize the Purchasing Department to extend the existing Blanket Purchase Agreement through August 31, 2021.

Attachments

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

ATTACHMENT A

Award Criteria:

The Purchasing Request for Written Quotation 92788-19 was issued with the intent of obtaining prices for up to 2 periods of 12 months each. The document required that unit costs include all costs associated with shipping, and for new, unused Apparel. Specifications were required for each item quoted that was an alternate to the items listed in the document. Equivalency of alternates was determined by the Aviation Authority. Both respondents met all criteria.

Clarifications Required During the Process:

The award to Uniform Wizard was the first award made to this firm by the Aviation Authority. The decision to only recommend awarding the RFQ for Year 1 was for the purpose of establishing experience with Uniform Wizard, in order to gage their performance. The performance by Uniform Wizard during Year 1 has met the Aviation Authority's requirements. The Department feels confident in extending the award to Uniform Wizard for Year 2.

Irregularities or Issues that Impact Recommended Ranking:

N/A

ATTACHMENT B

Contract History

RFQ 92788-19, Promotional Trades and Flame Resistant Apparel

Contract	Approvals	Description	Term	Dollars
Year 1	<ul style="list-style-type: none">• CPC August 5, 2019, Item IV-B• CEO August 16, 2019	Year 1 BPA 91266 (amount spent through June 22, 2020)	09/01/2019 to 08/31/2020	\$94,397.95
Year 2	*Pending CPC Recommendation June 29, 2020	Year 2 BPA 91266	09/01/2020 to 08/31/2021	\$127,697.19
Total Contract Value with all Changes (approved and proposed)				\$222,095.14




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 18, 2020

Re: Recommendation to Award Purchasing Request for Written Quotation (RFQ) 92788-19, Promotional Trades and Flame Resistant Apparel

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

ATTACHMENT D
FINANCE FORM

Greater Orlando Aviation Authority
Finance Attachment

Date:	<u>6/18/2020</u>	Requestor's Extension:	<u>4055 / 3374</u>
Requestor's Name:	<u>Gary Hunt / Richard Schulz</u>	Preparer's Extension:	<u>3070</u>
Form Preparer's Name:	<u>Diana Hershner</u>	Purchasing Solicitation #:	<u>92788-19</u>
Requestor's Department:	<u>Maintenance / Electric</u>	CCM / CPC / PSC:	<u>CPC</u>
Description:	<u>Promotional Trades and Flame Resistant Apparel</u>	Committee Date:	<u>6/25/2020</u>
Vendor:	<u>Uniform Wizard</u>	Committee Agenda Item#:	<u>Consent Agenda Item A</u>

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

Account Code Format: xxx.xxx.xxx.xxxxxxx.xxx.xxxxxx	FY 20 Amount	FY 21 Amount	FY 22 Amount	FY 23 Amount	FY 24 Amount	Total Contract
901.443.870.5520003.000.000000	136.48	1,501.30				1,637.78
301.631.170.5520003.000.000000	9,966.86	109,635.45				119,602.31
301.462.170.5520003.000.000000	178.11	1,959.18				2,137.29
301.121.170.5520003.000.000000	359.98	3,959.83				4,319.81
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
Total Requisition	10,641.43	117,055.76	-	-	-	127,697.19
Requisition Number	BPA - 91266					

OMB Notes:
Funding Approver Andrea Harper

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

Total Requisition \$ _____
PO Amount \$ 127,697.19
Grand Total - Agree to Committee Item \$ 127,697.19



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 29, 2020

ITEM DESCRIPTION

Recommendation to Approve Amendment No. 3, Contract Adjustment for Purchasing Contract 01-17, Automated People Mover (APM) Operation and Maintenance, with Crystal Mover Services, Inc. (CMSI).

BACKGROUND

The initial term of the contract started September 26, 2017, expiring September 25, 2022, with the Aviation Authority having two (2) options to renew the contract for an additional period of five (5) years each.

The contract requires CMSI to furnish all repair parts, materials, consumables, tools, manuals, training, management, supervision, and skilled labor as necessary for the Operation and Maintenance of the Aviation Authority's APM system for Airside 1, Airside 3, and the South Airport APM Complex located at the Orlando International Airport. The Operation and Maintenance services shall be provided on a twenty-four (24) hours per day, seven (7) days per week basis throughout the term of the contract and in accordance with the contract specifications.

ISSUES

Contract Adjustment - On July 16, 2014, the Aviation Authority Board resolved to accept the recommendation of the Professional Services Committee and approved the award of Bid Package No. S100 (BP-S100), Automated People Mover (APM) Operating System (OS) for Airside 1, Airside 3, and the South Airport APM Complex (Design-Build-Operate-Maintain), to Mitsubishi Heavy Industries America, Inc. (MHIA) for a combined proposal amount of \$155,829,040, which was comprised of a Phase 1 contract agreement with MHIA in the amount of \$132,972,000 for design-build services, and a Phase 2 contract in the amount of \$22,857,040 with CMSI for the initial 5 years of Operation and Maintenance.

The Maintenance Department assumed responsibility for overseeing the APM Operation and Maintenance contract after the Notice to Proceed for Phase 2, which included Airside 3 and the South Airport APM systems, which was issued on September 26, 2017. The Notice to Proceed was issued after a Phase 1 design-build construction contract Certificate of Partial Substantial Completion (CSC), with specific punchlists, carveouts, and exclusions for both the Airside 3 and South Airport APM systems, was granted to MHIA on September 26, 2017. Additionally, a CSC with specific punchlists, carveouts, and exclusions was also granted to MHIA for Airside 1 on February 23, 2018.

Additionally, the Phase 2 Operation and Maintenance Specifications (OMS) Section 3.22.1 allows for an economic price adjustment of the original bid annual lump sum fixed prices, which were based on August 2013 bid submission. This will allow the annual lump sum fixed prices to be adjusted for inflation. It has been determined that funding for the initial 5 year term and optional renewal periods did not include escalations, therefore additional funding will be required to fund year 3 services. For year 3, which includes a mini-overhaul of the the APM system, CMSI has provided the calculated economic price adjustment increase in the amount of \$561,293, or a 1.1248% increase from the revised schedule price of \$5,361,260, based on the Employment Cost Index (CIU 2020000120000I), and otherwise in accordance with the contract provisions.

The Aviation Authority has reviewed, justified, and accepted this calculation and price adjustment for year 3 of the Phase 2 contract. Economic price adjustments, if any, for future years of the Phase 2 contract will be calculated and reviewed pursuant to the Phase 2 contract specifications at Section 3.22.1, as amended by Amendment No.1, and will be subject to review and approval by the Aviation Authority, up to the maximum adjustment allowed, as set forth in the contract. All authorized deductions and penalties allowed under the contract remain in full force and effect.

Department - Concurs with the contract adjustment.

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

This is a service contract for the Operation and Maintenance of the Aviation Authority's APM Operating System for Airside 1, Airside 3, and the South Airport APM Complex. Pricing for this service is based on labor, materials and miscellaneous items. Contract terms allow for additional work related to the APM system but not covered under the fixed price portion of the contract, such as vandalism, misuse or third-party damage to equipment. The contract specifies the number of hours that each train shall operate in each twenty-four hour period, and additional run time, if desired, is available at a per-hour/month rate in the contract. The fee structure also includes penalties for not meeting the required runtimes.

The total not-to-exceed price for this contract adjustment is \$561,293.

At the time of award a 1.75% MWBE and 4.6% LDB/VBE participation was established. The Small Business Development Department certifies that the vendor is in good standing as it relates to small business participation. The same small business participation requirement will apply to this amendment.

FISCAL IMPACT

The fiscal impact is a total not-to-exceed amount of \$561,293, with funding from the Operations and Maintenance Fund 301.631.210.5460001.000.100877 and 301.631.692.5460001.000.100877. Funds expected to be spent under the contract in the current fiscal year are within budget. Funding required in current and subsequent fiscal years will be allocated from the Operations and Maintenance Fund as approved through the budget process and when funds become available.

RECOMMENDED ACTION

It is respectfully requested that the Concessions/Procurement Committee approve that the following be recommended to the Aviation Authority Board: (1) approve Amendment No. 3, Contract Adjustment for Purchasing Contract 01-17, Automated People Mover (APM) Operation and Maintenance with Crystal Mover Services, Inc.; (2) authorize funding in the not-to-exceed amount of \$561,293 from the Operations and Maintenance Fund; (3) authorize an Aviation Authority Officer or Chief Executive Officer to execute an amendment following satisfactory review by legal counsel.

Attachments

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

ATTACHMENT "A"
Summary of Contract Revisions

01-17, Automated People Mover (APM) Operation and Maintenance, with Crystal Mover Services, Inc.

Contract	Approvals	Description	Term	Dollars
Initial Term	<ul style="list-style-type: none"> • PSC 10/30/2013 • Authority Board 7/16/2014, New Business Item "A" 	60 Months (Contract Award)	9/26/2017 through 9/25/2022	\$22,857,040.00
Amendment No. 1	<ul style="list-style-type: none"> • CPC 3/5/2018 • Authority Board 03/21/2018, Consent Item "BB" 	Contract Adjustment	9/26/2017 through 9/25/2022	\$491,381.00
Amendment No. 2	<ul style="list-style-type: none"> • Contract Escalations Approved by Authority Board 7/16/2014, New Business Item "A" • CEO 01/24/2019 	Contract Adjustment	09/26/2018 through 09/25/2019	\$433,303.41
Amendment No. 3	<ul style="list-style-type: none"> • CPC 06/29/2020 	Contract Adjustment	09/26/2019 through 09/25/2020	\$561,293.00
Total Contract Value with all Changes (approved and proposed)				\$24,343,017.41




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 23, 2020

Re: Recommendation to Approve Amendment No. 3, Contract Adjustment for Purchasing Contract 01-17, Automated People Mover (APM) Operation and Maintenance, with Crystal Mover Services, Inc. (CMSI).

The initial term of the Contract started September 26, 2017, expiring September 25, 2022, with the Aviation Authority having two (2) options to renew the Contract for an additional period of five (5) years each.

Issues:

Contract Adjustment – Economic Price Adjustment increase based on the Employment Cost Index

Fiscal Impact:

The fiscal impact for this amendment is a not-to-exceed amount of \$561,293.00.

At the time of award a 1.75% MWBE and 4.6% LDB/VBE participation was established. The Small Business Development Department certifies that the vendor is in good standing as it relates to small business participation. The same small business participation requirement will apply to this amendment.

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

ATTACHMENT "C"

Year 3 Price Adjustment and Escalation				A	B	C=A*B	D			B1	D1=D*B1	C>D1			
		Price Form	Applicable CPI	BAFO	Index	Annual Escalated Price	Adjustment due to Phase 1 Change Orders			Adjustment due to Phase 1 Change	Index for Change Orders	Annual Escalated Price for COs	Overall Price for Year 3		
							#7	#10-1	#10-2						
LABOR	1. Admin. & Mgr.	Manager	OMP-L1	CU2020000120000	134,400	1.1248	151,173				0	1,8456	0	151,173	
		Chief Engineer	OMP-L1	CU2020000120000	127,550	1.1248	143,468				0	1,8456	0	143,468	
		Admin. HR, Inventory	OMP-L1	CU2020000120000	68,750	1.1248	77,230				0	1,8456	0	77,230	
	2. Operations	a. Operators	Engineer (1st Shift)	OMP-L2	CU2020000120000	108,660	1.1248	122,221				0	1,8456	0	122,221
			Engineer (2nd Shift)	OMP-L2	CU2020000120000	117,630	1.1248	132,310				0	1,8456	0	132,310
			Engineer (3rd Shift)	OMP-L2	CU2020000120000	117,630	1.1248	132,310				0	1,8456	0	132,310
			Lead Tech (1st Shift)	OMP-L2	CU2020000120000	168,160	1.1248	189,148				0	1,8456	0	189,148
			Lead Tech (2nd Shift)	OMP-L2	CU2020000120000	181,880	1.1248	204,579				0	1,8456	0	204,579
			Lead Tech (3rd Shift)	OMP-L2	CU2020000120000	181,880	1.1248	204,579				0	1,8456	0	204,579
			Technician (1st Shift)	OMP-L2	CU2020000120000	566,880	1.1248	637,627				0	1,8456	0	637,627
			Technician (2nd Shift)	OMP-L2	CU2020000120000	642,480	1.1248	722,662				0	1,8456	0	722,662
			Technician (3rd Shift)	OMP-L2	CU2020000120000	722,790	1.1248	812,994				0	1,8456	0	812,994
			b. Other	OMP-L3	CU2020000120000	0	1.1248	0				0	1,8456	0	0
	c.		CU2020000120000	0	1.1248	0				0	1,8456	0	0		
	3. Maintenance	a. Electrical	OMP-L4	CU2020000120000	0	1.1248	0				0	1,8456	0	0	
		b. Mechanical	OMP-L5	CU2020000120000	0	1.1248	0				0	1,8456	0	0	
		c. Other **	OMP-L6	CU2020000120000	0	1.1248	0				0	1,8456	0	0	
	4. Other (Specify) **	a.	OMP-L7	CU2020000120000	0	1.1248	0				0	1,8456	0	0	
		b.		CU2020000120000	0	1.1248	0				0	1,8456	0	0	
		c.		CU2020000120000	0	1.1248	0				0	1,8456	0	0	
TOTAL ANNUAL LABOR PRICE				3,138,690		3,521,481	0	0	0	0	0	0	3,521,481		
MATERIALS AND MISC. ITEMS	1. Consumables & Parts and Spare Equipment	a. Vehicles	OMP-M5	Ave. of WPI1136/WPU10	776,980	1.8317	801,610				0	1,8541	0	801,610	
		b. PDS	OMP-M5	Ave. of WPI1136/WPU10	202,590	1.8317	209,012				0	1,8541	0	209,012	
		c. ATC & Communication	OMP-M5	Ave. of WPI1136/WPU10	76,400	1.8317	78,822				-3,333	1,8317	-3,439	75,383	
		d. Guideway Equipment	OMP-M5	Ave. of WPI1136/WPU10	43,580	1.8317	44,961	7,896			7,896	1,8541	8,323	53,284	
		e. Station Equipment	OMP-M5	Ave. of WPI1136/WPU10	99,340	1.8317	182,489				0	1,8541	0	182,489	
		f. Maintenance Facility Equipment	OMP-M5	Ave. of WPI1136/WPU10	25,300	1.8317	26,182				0	1,8541	0	26,182	
		g. Custodial oversight and management	OMP-M5	CU2020000120000	0	1.1248	0				0	1,8456	0	0	
		h. General & Special Test Equipment	OMP-M5	Ave. of WPI1136/WPU10	36,260	1.8317	37,489				0	1,8541	0	37,489	
		i. Other (Janitorial Service) **	OMP-M5	CU2020000120000	328,300	1.1248	369,272				0	1,8456	0	369,272	
		2. Office & Admin.	a. Office Materials	OMP-M5	CU2020000120000	587,580	1.1248	660,910				0	1,8456	0	660,910
	b. Travel	OMP-M5	CU2020000120000	29,530	1.1248	33,215				0	1,8456	0	33,215		
	c. Other (Specify) **	OMP-M5	CU2020000120000	0	1.1248	0				0	1,8456	0	0		
	3. Cost of Road Vehicle	Total	OMP-M5	CU2020000120000	19,130	1.1248	21,517				0	1,8456	0	21,517	
		Carp	OMP-M5	CU2020000120000	5,580	1.1248	6,276				0	1,8456	0	6,276	
	4. Other (Specify)	CO# 7	OMP-M5	CU2020000120000	0	1.1248	0	1,669			1,669	1,8456	1,745	1,745	
		CO#10-2	OMP-M5	CU2020000120000	0	1.1248	0		2,800		2,800	1,8456	2,928	2,928	
	TOTAL ANNUAL MATERIALS MISCELLANEOUS ITEMS PRICE				2,238,570		2,391,595	1,669	7,896	2,800	-3,333	9,832	9,557	2,401,152	
Offer Price				5,361,268		5,912,996	1,669	7,896	2,800	-3,333	9,832	9,557	5,922,553		

Notes

- Description for Change Orders
- CO #7 & RCO#42 Fire Suppression System and VESDA system, \$1,490 / year + markup(12%) in August 2017
- CO#10-1 Emergency Walkway Light Design Change for South APM-Light Fixture, \$7,050 / year + markup(12%) in August 2017
- CO#10-2 Emergency Walkway Light Design Change for South APM-Annual Inspection for South Guideway ESE LPS, \$2,500 / year + markup(12%) in August 2017
- CO#12 Network Switch for GOAA, less \$3,333 / year in BAFO

Year 3 Escalated Monthly Price (E/12): **493,546.08**
(Annual Price /12 per OMS Appendix 1, A.1)

Monthly Base Payment Distribution To Each System

from 9/26/2019 to End of Year 3 (9/25/2020)
 For A1 (25.5%) 125,854.25
 For B3 (25.5%) 125,854.25
 For South (49%) 241,837.58

ATTACHMENT "D"

FINANCE FORM

Greater Orlando Aviation Authority
Attachment D

Date:	<u>6/24/2020</u>	Requestor's Extension:	<u>2375</u>
Requestor's Name:	<u>Thomas O'Day</u>	Preparer's Extension:	<u>2297</u>
Form Preparer's Name:	<u>Luis Aviles</u>	Purchasing Solicitation #:	<u>B01-17</u>
Requestor's Department:	<u>Maintenance</u>	CCM / CPC / PSC:	<u>CPC</u>
Description:	<u>Automated People Mover (APM) Operation and Maintenance</u>	Committee Date:	<u>6/29/2020</u>
Vendor:	<u>Crystal Mover Services, Inc.</u>	Committee Agenda Item#:	<u></u>

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

Account Code Format: xxx.xxx.xxx.xxxxxxx.xxx.xxxxxx	FY20 Amount	FY 21 Amount	FY 22 Amount	FY 23 Amount	FY 24 Amount	Total Contract
						-
301.631.210.5460001.000.100877	285,621.00					285,621.00
301.631.692.5460001.000.100877	275,672.00					275,672.00
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
Total Requisition	561,293.00	-	-	-	-	561,293.00
Requisition Number	86799					

OMB Notes:
Funding Approver Andrea Harper

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

Total Requisition \$ 561,293.00
BPA Amount \$ -
Grand Total - Agree to Committee Item \$ 561,293.00