

CONCESSIONS/PROCUREMENT COMMITTEE (CPC) AGENDA**DATE:** July 13, 2020 **DAY:** Monday **TIME:** 1:30pm**LOCATION:** <https://global.gotomeeting.com/join/539113325>
Toll Free: 1-866-899-4679 / **Access Code:** 539-113-325**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 Monday, July 20, 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/539113325>

Toll Free: 1-866-899-4679 / Access Code: 539-113-325

IV. CONSENT AGENDA

- A. Recommendation to Award Purchasing Contract 05-21, IED ON CALL Public Address System Repair Services, at the Orlando International Airport to Converjint Technologies LLC

V. NEW BUSINESS

- A. Recommendation to Award Purchasing Contract 24-20, Data Center HVAC Preventive Maintenance and Repairs Services, Local Developing Business (LDB) to Cold Wall, Inc.
- B. Recommendation to Approve the First Renewal Term of the Expedited Checkpoint Processing Agreement, at Orlando International Airport, with Alclear

NEXT SCHEDULED CONCESSIONS/PROCUREMENT COMMITTEE MEETING IS ON MONDAY, July 27, 2020



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: July 13, 2020

ITEM DESCRIPTION

Recommendation to Award Purchasing Contract 05-21, IED ON CALL Public Address System Repair Services, at the Orlando International Airport to Convergent Technologies LLC

BACKGROUND

The contract period will be for thirty-six (36) months with the initial service to commence on or about October 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, tools, materials, equipment, subcontractors, accessories and all items necessary or proper for, or incidental to, performing repairs, upgrades, maintenance, modifications, and additions to the existing Innovative Electronic Designs, LLC (IED) ON CALL existing Public Address (PA) System at the Orlando International Airport (OIA) in accordance with the Contract Documents.

Prior to this solicitation Aviation Authority's staff provided the labor. Due to the upgrade in size and technology, the Aviation Authority developed the solicitation to keep up with repairs. The total cost for contracted repair was \$12,000.

ISSUES

The IED ON CALL public address system software and firmware are considered proprietary by the manufacturer and have restricted maintenance and repair of their system through their own authorized repair center contractors to provide services on an exclusive basis by geographical region. The three (3) authorized repair center contractors in the Central Florida area are AVI-SPL, Altel Systems Group, and Convergent Technologies LLC.

On May 26, 2020, the Purchasing Department issued a request for Invitation for Bid 05-20 to these three authorized contractors. The Aviation Authority will only consider Bids from IED authorized repair centers. Contractors were requested to provide with their submittal a letter from IED stating that contractor is authorized to work on IED ON CALL equipment.

On June 16, 2020, the following bid was received:

<u>Name of Respondent</u>	<u>Total Three (3) Year Bid Price</u>
Convergent Technologies LLC	\$135,887.50*

*The Bid submitted by Convergent Technologies LLC contained mathematical errors which resulted in a \$9.00 understatement of its Bid. The corrected prices are reflected in the above tabulation and did not affect the ranking.

References for Convergent Technologies LLC were checked and based thereon was determined to be responsive. Staff reviewed the submittal provided and the bidder was responsive and responsible.

The Small Business Development Department has not established MWBE/LDB goals due to limited and specialized scope of the required services. (See Attachment B)

FISCAL IMPACT

Convergint Technologies LLC bid in the amount of \$135,887.50 is to be funded from the Operations and Maintenance Fund: 301 686 210 5460002 000 000000; 301 686 692 5460002 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 throughout the budget process and when funds become available.

RECOMMENDED ACTION

It is respectfully requested that the Concessions/Procurement Committee approve that the following be recommended to the Chief Executive Officer: (1) award Purchasing Contract 05-21, IED ON CALL Public Address System Repair Services to Convergint Technologies LLC; (2) authorize funding from the Operations and Maintenance Fund in the not-to-exceed amount of \$135,887.50 and (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute an agreement following satisfactory review by legal counsel.

Attachments

- A - Award Criteria (if applicable)
- B - Small Business Memo
- C - Finance Form

Attachment A - Award Criteria

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

1. through references or otherwise, that the Bidder is an individual, a firm, a corporation, or other entity that is currently engaged in the business of providing IED ON CALL Public Address System Repair Services;
2. through references, that the Bidder, after taking into account the activities of a related predecessor (e.g. by merger or reorganization), affiliate, or principal of Bidder, has been actively engaged in such business for at least the three (3) years immediately preceding the date of Bidder's response to this Invitation for Bids; and
3. The Bidder must provide verifiable evidence, by reference or otherwise, that the Bidder is an IED authorized repair centers immediately preceding the date of Bidder's response to this Invitation for Bid.




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: July 6, 2020

Re: 05-21, IED ON CALL Public Address System Repairs Services.

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

Date:	<u>1-Jul-20</u>	Requestor's Extension:	<u>3374</u>
Requestor's Name:	<u>Richard A. Schulz</u>	Preparer's Extension:	<u>3374</u>
Form Preparer's Name:	<u>Richard A. Schulz</u>	Purchasing Solicitation #:	<u>21-May</u>
Requestor's Department:	<u>Maintenance</u>	CCM / CPC / PSC:	<u>CPC</u>
Description:	<small>IED ON CALL Public Address System Repair Services</small>	Committee Date:	<u>7/13/2020</u>
Vendor:	<u>IED ON CALL, LLC</u>	Committee Agenda Item#:	<u> </u>
		Requisition #:	<u> </u>

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

Account Code Format: <small>xxx xxx xxx xxxxxxxx xxx xxxxxx</small>	FY 21 Amount	FY 22 Amount	FY 23 Amount	FY 24 Amount	FY 25 Amount	Total Contract
301 688 210 5460002 000 000000	40,000.00	40,000.00	40,000.00			120,000.00
301 688 892 5460002 000 000000	4,162.50	5,225.00	6,500.00			15,887.50
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
Total Requisition	44,162.50	45,225.00	46,500.00	-	-	135,887.50
Requisition Number	86951					

OMB Notes:
Funding Approver: *Andrea Harper*

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



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: July 13, 2020

ITEM DESCRIPTION

Recommendation to Award Purchasing Contract 24-20, Data Center HVAC Preventive Maintenance and Repairs Services, Local Developing Business (LDB) to Cold Wall, Inc.

BACKGROUND

On August 12, 2019, the Aviation Authority issued Purchasing Bid 09-20, Data Center HVAC Preventive Maintenance and Repairs Services. On September 11, 2020, one bid was received from Trane U.S., Inc.

On October 28, 2019, the Concessions/Procurement Committee rejected the Trane U.S. Inc. Bid because it was over budget at \$387,056, and authorized staff to revise the specification and re-solicit the services.

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, parts and components, tools, equipment, and all other items necessary or proper for, or incidental to, performing Data Center HVAC Preventative Maintenance and Repairs services on an as needed basis.

Prior to this solicitation Aviation Authority's staff performed the needed work with in-house technicians. When the Aviation Authority could not perform the work, the department utilized Cold Wall, Inc. The total spent from December of 2017 to April of 2018 was \$16,000.

ISSUES

On April 20, 2020, the Aviation Authority issued Purchasing Bid 24-20, Data Center HVAC Preventive Maintenance and Repairs Services, Local Developing Business (LDB). A total of 43 notifications were sent out to potential vendors registered under the HVAC categories in the Central Florida area, which 17 of those vendors viewed, and 1 downloaded the solicitation. On May 12, 2020, V&R Enterprise of Jacksonville, Inc. Starr Mechanical and Cold Wall, Inc. participated in the Pre-Bid Conference.

After the bid opening, Staff reached out to 2 vendors to inquire why these companies did not submit a bid. The vendors stated that they were unable to bid due to the uncertain and challenging times.

On June 9, 2020, the following bid was received:

<u>Name of Respondent</u>	<u>Total Three (3) Year Bid Price</u>
Cold Wall, Inc.	\$262,612.00

References for Cold Wall, Inc. were checked and based thereon was determined to be responsive. Staff reviewed the submittal provided and the bidder was responsive and

responsible.

The Small Business Development Department established a Local Developing Business (LDB) designation for this Contract (see Attachment B).

FISCAL IMPACT

Cold Wall, Inc. bid in the amount of \$262,612 is to be funded from the Operations and Maintenance Fund: 301.685.210.5460002.000.000000. 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 throughout the budget process and when funds become available.

RECOMMENDED ACTION

It is respectfully requested that the Concessions/Procurement Committee approve that the following be recommended to the Aviation Authority Board: (1) award Purchasing Contract 24-20, Data Center HVAC Preventive Maintenance and Repairs Services, Local Developing Business (LDB) to Cold Wall, Inc.; (2) authorize funding from the Operations and Maintenance Fund, in the not-to-exceed amount of \$262,612 and (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute an agreement following satisfactory review by legal counsel.

Attachments

- A - Award Criteria (if applicable)
- B - Small Business Memo
- C - Finance Form

Attachment A - Award Criteria

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

1. through references or otherwise, that the Bidder is an individual, a firm, a corporation, or other entity that is currently engaged in the business of providing data center HVAC preventative maintenance and repairs;
2. through references, that the Bidder, after taking into account the activities of a related predecessor (e.g. by merger or reorganization), affiliate, or principal of Bidder, has been actively engaged in such business for at least the three (3) years immediately preceding the date of Bidder's response to this Invitation for Bids; and
3. The Bidder must provide verifiable evidence, by reference or otherwise, that the Bidder has performed data center HVAC preventative maintenance and repairs for at least three (3) entities with one (1) of those entities having a contract of similar scope of this Contract during such three (3) year period immediately preceding the date of Bidder's response to this Invitation for Bid.




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: March 25, 2020

Subject: 24-20 Data Center HVAC Preventive Maintenance and Repairs Services

The Small Business Development Department has reviewed the requirements for the above referenced solicitation and determine that it can lend itself to LDB Direct.

We identified and contacted the following 10 certified LDB firms with NAICS Code 238220 – Plumbing, Heating, and Air-Conditioning Contractors.

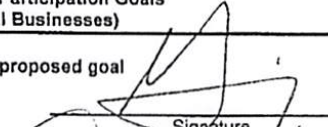
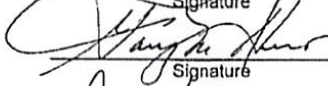
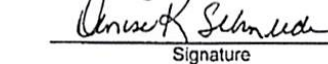
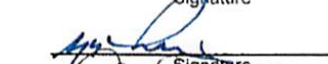
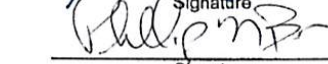
1. Brabec Engineering, LLC	No response
2. CodesPlus, LLC	No response
3. Cold Wall, Inc.	Interested
4. J. B. Mechanical, Inc.	No response
5. JC Plumbing Systems, LLC	No response
6. JRS Industrial, LLC	Interested
7. Key Mechanical Services, Inc.	No response
8. Mettron Contracting, Inc.	No response
9. Rodolfo Ortiz Plumbing Inc.	No response
10. V&R Enterprise of Jacksonville, Inc.	Interested

In accordance to Policy 1200.01 a minimum of 3 LDB firms is required for LDB Direct. We recommend to procure this solicitation as an LDB Direct.

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

SMALL BUSINESS GOAL RECOMMENDATION

24-20 Data Center HVAC Preventive Maintenance and Repairs

Will this bid/proposal replace an existing contract? If no, skip next questions and go to next section		RECEIVED GOA A PURCHASING	Y <input type="checkbox"/>	N <input checked="" type="checkbox"/>
Current Contract Information				
Current Contract Name				
Total Contract Value:		2020 APR - 6 PM 2:35 LDB/WBE		
Small Business Participation Goals at Award		RECEIVED GOA A PURCHASING		
Actual Small Business Participation Obtained				
New Contract Information				
Estimated Base Contract Value (see PIF)		\$ 100,000.00		
Major scope changes from previous contract: Not Applicable				
Factors that affect Small Business participation: None				
Recommended Small Business Participation Goals (Attach the list of potential Small Businesses) _____ 100%				
Please indicate agreement with proposed goal				
Director Small Business		3-26-20	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
	Signature	Date		
Maintenance Department Director		4-6-20	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
	Signature	Date		
Asst. Dir. Purchasing Department		4/20/20	<input checked="" type="checkbox"/>	N <input type="checkbox"/>
	Signature	Date		
Chief Financial Officer	Kathleen M. Sharman, CFO	4/22/20	<input checked="" type="checkbox"/>	N <input type="checkbox"/>
	Signature	Date		
Chief Operating Officer		4-28-20	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
	Signature	Date		
Chief Executive Officer		6-9-20	Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>
	Signature	Date		



GREATER ORLANDO AVIATION AUTHORITY

PROJECT INITIATION FORM (PIF)

To: Purchasing Manager/Contracts

Orlando International Airport
One Jeff Fuqua Boulevard
Orlando, Florida 32827-4399
407-825-2001

From: James Surguine *JMS*

Date Request: 03/09/2020

Project Title: Data Center HVAC Preventive Maintenance and Repairs

Brief Scope of Work:
(If additional space is needed, submit an attachment - stating "additional information attached" in space provided).

GOAA Data Center HVAC systems are highly specialized cooling systems that are critical to the operations of the equipment in the rooms. Liebert brand equipment is unique to the needs of data centers, the units are highly specialized and require skills and training beyond traditional in-house resources. The scope of work will include preventive and corrective maintenance tasks with specific requirements for emergency response and restoration of services. Request that a local firm with at least 2 years of airport experience be selected.

Point of Contact: Other: _____

Phone Extension: 2555

Required Delivery Date: 04/30/2020

Base Time Period: 36 Months

Recurring Contract: Yes
 No

Estimated Contractor Mobilization Time or Product Manufacturing Time: 3 Weeks

Estimated Base Period Cost: \$100,000

Option Periods: Two

Option Period Length: 12 Months

Replaces an Existing Contract: Yes
 No

Airfield Operations Area (AOA) Access Required: Yes
 No

If Yes, Contract Number: _____

Part of a Broader Project or linked to another Contract or Bid package: Yes
 No

Which Expires On: _____

If Yes, Please Explain. (See instructions Attached)

Draft Specification is Attached: Yes
 No

To be funded from FY 2020 budget.

If no, Draft Specification Ready By: 04/01/2019

Funds will be used from: O & M

Department Director or Designee Signature

For HELP with any item see attached instructions

This form is used to initiate work for all purchases with an estimated value in excess of \$100,000, and for all multi-year purchases or any other purchase where a formal Invitation for Bid (IFB) or Request for Proposal (RFP) package is to be used.

Orlando Santiago

From: Fatima F. Calkins
Sent: Monday, March 09, 2020 11:17 AM
To: Orlando Santiago
Cc: James Sarguine
Subject: HVAC Data Center
Attachments: 08-BXX-XX-S.docx

Good Morning Orlando,

Please find attached a draft copy of the revised Specifications for the HVAC Data Center. Below are the main requirements:

1. Bidder has been actively engaged in such business for at least the three (3) years immediately preceding the date of Bidder's response to this Invitation for Bids.
2. Bidder has performed data center HVAC preventative maintenance and repairs for at least three (3) entities with one (1) of those entities having a contract of similar size and scope of this Contract during such three (3) year period immediately preceding the date of Bidder's response to this Invitation for Bid.
3. Each certified HVAC technician shall: 1) Have vast knowledge of the operation and maintenance of precision data center cooling support services. 2) Have factory certifications for Liebert Equipment. 3) Have extensive knowledge and a minimum of three (3) year experience in the maintenance and repairs for each type of equipment including compressor disassembly and re-assembly and the ability to perform software upgrades/revisions.
4. Contractor and approved subcontractor, technicians shall have a minimum of three (3) year experience in the maintenance of Data Center HVAC systems.

Thanks,
Fatima

Respectfully yours,

Fatima F. Calkins, CPPO, CPPB, FCCM

Sr. Purchasing Agent
Greater Orlando Aviation Authority*
8652 Casa Verde Rd, Bldg. 811
Orlando, FL 32827
(407) 825-2044, Fax: (407) 825-4020
FCalkins@goaa.org
Website: <http://www.state.fl.us/goaa/purchasing/>

Attachment C - Finance Form

Greater Orlando Aviation Authority
Attachment C

Date:	<u>24-Jun-20</u>	Requestor's Extension:	<u>X-2555</u>
Requestor's Name:	<u>James Surguine</u>	Preparer's Extension:	<u>X-2555</u>
Form Preparer's Name:	<u>James Surguine</u>	Purchasing Solicitation #:	<u>20-24</u>
Requestor's Department:	<u>Maintenance</u>	CCM / CPC / PSC:	<u>CPC</u>
Description:	<u>Center HVAC Preventive Maintenance and Repairs Services, Local Developing Business (L</u>	Committee Date:	<u>6/29/2020</u>
Vendor:	<u>Cold Wall, Inc.</u>	Committee Agenda Item#:	<u></u>
		Requisition #:	<u></u>

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

Account Code Format: xxx.xxx.xxx.xxxxxxx.xxx.xxxxxx	FY 20 Amount	FY 21 Amount	FY 22 Amount	FY 23 Amount	FY 24 Amount	Total Contract
301.685.210.5460002.000.000000	14,229.00	86,596.00	87,187.00	74,600.00		262,612.00
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
Total Requisition	14,229.00	86,596.00	87,187.00	74,600.00	-	262,612.00
Requisition Number	86889					

OMB Notes:
Funding Approver: Andrea Harper

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



GREATER ORLANDO AVIATION AUTHORITY

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

MEMORANDUM

To: Members of the Concessions/Procurement Committee
From: Tracy Harris, Manager of Concessions
Date: July 13, 2020

ITEM DESCRIPTION

Recommendation to Approve the First Renewal Term of the Expedited Checkpoint Processing Agreement, at Orlando International Airport, with Alclear, LLC

BACKGROUND

The Greater Orlando Aviation Authority (Aviation Authority) and Alclear, LLC (Alclear), are parties to that certain Expedited Checkpoint Processing Agreement, at Orlando International Airport (MCO) that provides for the enrollment and processing of customers of the CLEAR program (Agreement), which Agreement, is scheduled to expire on September 2, 2020. The Agreement commenced on September 3, 2010, with an initial ten-year term (Initial Term) and two five-year renewal terms (Renewal Terms) that may be exercised by the Aviation Authority.

Under the terms of the Agreement, the Aviation Authority receives thirty dollars (\$30) for each returning Orlando based subscriber of the former CLEAR program, twelve and a half percent (12.5%) of gross receipts generated from all Orlando catchment enrolled customers of the new CLEAR program, and a pro rata share of two and a half percent (2.5%) of revenues generated from all national gross receipts.

ISSUES

The Agreement's Initial Term is scheduled to expire on September 2, 2020. Based on the information known at this time, the CLEAR Program continues to provide a convenient beneficial amenity for travelers at MCO, and Alclear has performed satisfactorily during the Initial Term of the Agreement. As a result, based on the information presented, Staff respectfully recommends that the Committee approve the First Renewal Term to the Agreement with Alclear, through September 2, 2025, under the existing terms and conditions.

ALTERNATIVES

No alternatives are being considered at this time.

FISCAL IMPACT

In 2019, concession revenue generated by the Agreement was \$1,480,390.

RECOMMENDED ACTION

It is respectfully requested that the Concessions/Procurement Committee approve that the following be recommended to the Aviation Authority Board (1) approve the First Renewal Term to Expedited Checkpoint Processing Agreement, at Orlando International Airport, with Alclear, LLC, through September 2, 2025, under the same terms and conditions, and (2) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the appropriate documentation following satisfactory review by legal counsel.