

CONCESSIONS/PROCUREMENT COMMITTEE (CPC) AGENDA

DATE: September 21, 2020

DAY: Monday

TIME: 1:30pm

LOCATION: <https://global.gotomeeting.com/join/294015877>

TOLL FREE: 1-877-309-2073 / **ACCESS CODE:** 294-015-877

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 larissa.bou@goaa.org by Monday, September 28, 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. 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, Larissa Bou at 407-825-2098 or via email larissa.bou@goaa.org 24 hours in advance of the meeting. Otherwise, the Concessions/Procurement Committee will be available via Live Stream at www.orlandoairports.net.

IV. CONSIDERATION FOR MINUTES FOR JULY 27 AND AUGUST 10, 2020

V. CONSENT AGENDA

- A. Recommendation to Approve Amendment No. 2, First Renewal Option for Purchasing Agreement PS-542, Financial Consulting Services with Linda George, CPA (Linda George)
- B. Recommendation to Extend the Previously Approved Award of Purchasing Request for Written Quotation (RFQ) 92842-19, Paper Stock for Boarding Passes, Bag Tags and Biometric Gate Receipts to Print-O-Tape, Inc.
- C. Recommendation to Award Purchasing Request for Written Quotation (RFQ) 93000-20, Sloan Flushometers, Faucets and Repair Parts to Apple Specialties, Inc.

VI. NEW BUSINESS

- A. Recommendation to Award Invitation for Bid (IFB) 02-21, Building Automation Systems (BAS) Preventative Maintenance and Repair Services to MC2, Inc.
- B. Recommendation to Approve Amendment No. 1, First Renewal Option for Purchasing Contract 03-18, Operation and Management of Parking Facilities with ABM Aviation, Inc.

NEXT SCHEDULED CONCESSIONS/PROCUREMENT COMMITTEE MEETING IS ON MONDAY, OCTOBER 5, 2020

DRAFT

On **JULY 27, 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 Friel 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: Brad Friel, Chairman
Kathleen Sharman, Vice Chair
Thomas Draper, Senior Director of Operations
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, Legal Counsel
Larissa Bou, Recording Secretary

Chairman Friel 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 Monday, August 3, 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. Engle, motion passed unanimously by roll call vote to accept the June 29, 2020, minutes as written.

RECOMMENDATION TO APPROVE AMENDMENT NO. 5, SECOND RENEWAL OPTION FOR PURCHASING CONTRACT 03-17, LANDSIDE TERMINAL LANDSCAPE MAINTENANCE AND IRRIGATION SERVICES WITH CAROL KING LANDSCAPE, INC. (CAROL KING)

2. Mr. Gant 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 Carol King to furnish all labor, supervision, equipment, tools, materials and supplies, licenses, permits, chemicals, and all other items necessary or proper for, or incidental to, performing the landside terminal landscape and irrigation maintenance services located at the Orlando International Airport, in accordance with the contract documents.

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

Department - Concurs with the renewal option.

Contractor - Based on the information known at this time, Carol King has performed satisfactorily during the initial term and the first renewal option.

The annual value for the second renewal option is for a total not-to-exceed amount of \$1,438,995.03 with no rate increase. The actual amount paid to the contractor is based on actual work requested, performed, and approved by the Aviation Authority, based on the unit prices.

This contract includes a Minority and Women Business Enterprise (MWBE) and a Local Developing Business (LDB) participation requirement. The participation goal for this contract is 45% for MWBE and 11% for LDB. The Office of Small Business Development certifies that the contract is in good standing as it relates to MWBE/LDB participation.

The fiscal impact for the second renewal option is a not-to-exceed amount of \$1,438,995.03 with funding from the Operations and Maintenance Fund, 301.631.510.5340004.000.100001 and 301.631.210.5340004.000.100001. Funds expected to be spent under the contract in the current fiscal year are within budget. Funding required in current and subsequent fiscal years will be allocated from the Operations and Maintenance Fund, as approved through the budget process and when funds become available.

It is respectfully requested that the Concessions/Procurement Committee approve the following be recommended to the Aviation Authority Board: (1) approve Amendment No. 5, Second Renewal Option for Purchasing Contract 03-17, Landside Terminal Landscape Maintenance and Irrigation Services with Carol King Landscape, Inc.; (2) authorize funding from the Operations and Maintenance Fund in the not-to-exceed amount of \$1,438,995.03; and (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel.

Chairman Friel asked if anyone on the call would like to speak regarding this item. Ms. Bou confirmed she had not received any speaker requests. He then asked if any Committee member had questions or comments. The Committee did not have questions or comments regarding this item.

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

RECOMMENDATION TO APPROVE AMENDMENT NO. 1, CONTRACT ADJUSTMENT FOR PURCHASING CONTRACT 12-19, SOUTH AIRPORT COMPLEX (SAC) TRAILER COMPLEX JANITORIAL MAINTENANCE, LOCAL DEVELOPING BUSINESS (LDB), WITH AMERICAN JANITORIAL MAINTENANCE AND SERVICES, INC. (AMERICAN JANITORIAL)

3. Ms. Schneider presented the item.

The initial term of the contract commenced on May 1, 2019 and expires on April 30, 2022, with the Aviation Authority having two (2) options to renew the contract for an additional period of one (1) year each.

The contract requires American Janitorial to furnish all labor, supervision, equipment, tools, janitorial cleaning supplies (except hand soap and trash liners), paper products (except paper towels and toilet tissue), fuel, oil, lubricants, uniforms and all other items necessary or proper for, or incidental to, performing South Airport Complex (SAC) Trailer Complex Janitorial Maintenance for office trailers located at the Orlando International Airport, in accordance with the contract documents.

Contract Adjustment - Staff is requesting to adjust the contract by adding ten (10) new office trailers at the South Terminal Complex. These trailers are being added to house Aviation Authority staff and Owner's Authorized Representatives (OARs) who support construction activities of the South Terminal Complex. The new office trailers will be cleaned at the same frequencies and pricing as the original six (6) trailers under the current contract. Services to clean the new trailers became effective June 8, 2020, and will continue through the remainder of the contract. Pricing is based on the daily prices for 3-day cleaning and cycle cleaning for each trailer. There is also an hourly rate for additional services, when needed. The total price for adding the ten (10)

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office trailers is a not-to-exceed amount of \$133,843.50. Staff will amend the contract for increases in frequencies as they become necessary.

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.

The total not-to-exceed price for this contract adjustment is \$133,843.50.

This contract has been designated as a direct procurement for a Local Developing Business (LDB). The Small Business Development department certifies that this contract is in good standing as it relates to LDB participation.

The fiscal impact is a total not-to-exceed amount of \$133,843.50 with funding from the Operations and Maintenance Fund 301.631.170.5340005.000.100882. Funds expected to be spent under the contract in the current fiscal year are within budget. Funding required in current and subsequent fiscal years will be allocated from the Operations and Maintenance Fund as approved through the budget process and when funds become available.

It is respectfully requested that the Concessions/Procurement Committee approve that the following be recommended to the Aviation Authority Board: (1) approve Amendment No. 1, Contract Adjustment for Purchasing Contract 12-19, South Airport Complex (SAC) Trailer Complex Janitorial Maintenance Local Developing Business (LDB) with American Janitorial Maintenance and Services, Inc.; (2) authorize funding in the not-to-exceed amount of \$133,843.50 from the Operations and Maintenance Fund; (3) authorize an Aviation Authority Officer or Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel.

Chairman Friel asked if anyone on the call would like to speak regarding this item. Ms. Bou confirmed she had not received any speaker requests. He then asked if any Committee member had questions or comments. Vice Chair Sharman asked if there was a price increase on this item. Ms. Schneider explained that there is no price increase. The increased amount is due to the addition of 10 trailers.

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

Vice Chair Sharman congratulated Mr. Friel on his appointment as Chairman of the Concessions/Procurement Committee.

ADJOURNMENT

4. Chairman Friel asked if there was further business to discuss before the Committee. Having no further business to discuss, he adjourned the meeting at 1:43 p.m.

(Digitally signed on , 2020)

Larissa Bou
Recording Secretary

Brad Friel
Chairman

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On **AUGUST 10, 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 Friel 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: Brad Friel, Chairman
Kathleen Sharman, Vice Chair
Brian Engle, Director of Customer Experience
Deborah Silvers, Director of Risk Management

Staff/Others present: Denise Schneider, Assistant Director of Purchasing
Dan Gerber, Interim General Counsel
Jo Thacker, Nelson Mullins, Legal Counsel
Larissa Bou, Recording Secretary

Chairman Friel 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 Monday, August 17, 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.

Chairman Friel began the meeting by welcoming Ms. Silvers as a member of the Concessions/Procurement Committee.

RECOMMENDATION TO APPROVE AMENDMENT NO. 4, SECOND RENEWAL OPTION FOR PURCHASING CONTRACT 06-17, TRASH REMOVAL SERVICES WITH REPUBLIC SERVICES OF FLORIDA, LP (REPUBLIC)

1. Ms. Schneider presented the item.

The initial term of the contract is for thirty-six (36) months, which commenced on October 1, 2016 and expired September 30, 2019, 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 September 30, 2020.

This contract requires Republic to furnish all labor, supervision, trucks, equipment, materials, and tools necessary to furnish and install trash compactors and/or trash containers. Services shall also include the pick-up and/or removal of wet and dry compacted and non-compacted trash/refuse and all other items necessary or proper for, or incidental to, performing trash removal services from various locations throughout the Orlando International Airport, in accordance with the contract documents.

Second Renewal Option - October 1, 2020 to September 30, 2021.

Department - Concurs with the second renewal option.

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

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

The contractor has agreed to renew the contract at the same price, terms and conditions.

The fiscal impact for the Second Renewal Option is a not-to-exceed amount of \$437,370. Funding will be from the Operations and Maintenance Fund 301.416.170.5340007.000.000000. Funds expected to be spent under the contract in the current fiscal year are within budget. Funding required in current and subsequent fiscal years will be allocated from the Operations and Maintenance Fund, as approved through the budget process and when funds become available.

It was respectfully requested that the Concessions/Procurement Committee approve that the following be recommended to the Aviation Authority Board: (1) approve Amendment No. 4, Second Renewal Option to Purchasing Contract 06-17, Trash Removal Services, with Republic Services of Florida, LP; (2) authorize funding in a not-to-exceed amount of \$437,370 from the Operations and Maintenance Fund; and (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel.

Chairman Friel asked if anyone on the call would like to speak regarding this item. Ms. Bou confirmed she had not received any speaker requests. He then asked if any Committee member had questions or comments. Mr. Engle asked if the price drop shown on Attachment A (copy on file) is due to the reduction of operations. Ms. Schneider responded in the affirmative, and further indicated that this is based on the amount of trash removals estimated by staff.

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

RECOMMENDATION FOR PAYMENT OF LANDFILL FEES RELATED TO PURCHASING CONTRACT 06-17, TRASH REMOVAL SERVICES

2. Ms. Schneider presented the item.

Purchase Orders (POs) will be issued to pay for landfill fees when trash removed from the Aviation Authority's premises by Republic is transported and disposed of as required by the Aviation Authority, in accordance with Purchasing Contract 06-17. Purchasing Contract allows Republic to transport and dispose of all solid waste, as requested by the Aviation Authority, at the Orange County Landfill or any other Environmental Protection Agency (EPA) approved landfill facility within a 20 mile radius from the Airport. Furthermore, Purchasing Contract 06-17 allows for the landfill facilities to be selected by Republic, provided that the fees charged at the selected landfill facility do not exceed the fees charged by Orange County Landfill. The fees will be billed directly to the Aviation Authority.

Allow multiple (POs) to be issued to various landfill facilities associated with Purchasing Contract 06-17, Trash Removal Services - October 1, 2020 to September 30, 2021.

Department - Concur with issuing purchase orders.

Purchasing Contract 06-17 does not include a Minority or Women Business Enterprise (MWBE) and a Local Developing Business (LDB) participation requirement.

The fiscal impact for the payment of landfill fees related to Purchasing Contract 06-17 is a not-to-exceed amount of \$364,800. Funding will be from the Operations and Maintenance Fund 301.416.170.5430001.000.000000. 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) allow multiple purchase

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orders to be issued to various landfill facilities related to Purchasing Contract 06-17, Trash Removal Services; (2) authorize funding in a not-to-exceed amount of \$364,800 from the Operations and Maintenance Fund for payment of landfill fees related to Purchasing Contract 06-17; and (3) authorize the Purchasing staff to issue the necessary Purchase Orders.

Chairman Friel asked if anyone on the call would like to speak regarding this item. Ms. Bou confirmed she had not received any speaker requests. He then asked if any Committee member had questions or comments. There were no comments or questions posed.

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

RECOMMENDATION TO APPROVE AMENDMENT NO. 2, SECOND RENEWAL OPTION FOR PURCHASING CONTRACT 12-17, VEHICLE TOWING AND STORAGE SERVICES WITH STEPP'S TOWING SERVICE (STEPP'S TOWING)

3. Ms. Schneider presented the item.

The initial term of the contract was for thirty-six (36) months, which commenced on February 1, 2017 and expired January 31, 2020, 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 January 31, 2021.

The contract requires Stepp's Towing to furnish all labor, supervision, materials, signage, equipment, facilities, tools and all other accessories, activities and procedures necessary, or proper for, or incidental to, performing vehicle towing (up to and including 10,000 pounds), removal and storage services required at the Orlando International Airport (OIA) and at the Orlando Executive Airport (OEA) in accordance with the contract documents.

Second Renewal Option: February 1, 2021 - January 31, 2022.

Department - Concurs with the renewal.

Contractor - Based on the information known at this time, the contractor has performed satisfactorily during the initial term and the first renewal option of the contract.

This is a service contract for vehicle towing and storage services. Pricing for this service is based on unit prices for OIA Towing Services (Non-Standby): (A) relocation/towing to Aviation Authority Impound Lot; (B) Towing to contractor's storage facilities; (C) relocation/towing to/within Aviation Authority property; (D) hourly rate (for tow truck stationed on Aviation Authority property); (E) relocation/towing to Aviation Authority impound lot; and (F) drop fee (rates for towing in connection with standby service). Pricing for OEA include: (G) relocation/towing to contractor's storage

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and (H) relocation/towing to/within Aviation Authority property. Under additional services, the items required to be provided were: (I) deliver and retrieve junked vehicles to OIA Aircraft Rescue and Fire Fighting (ARFF) for training purposes and (J) return of previously relocated vehicles from contractor's facility to OIA.

The total not-to-exceed price for the Second Renewal Option is \$329,450 with no increase in pricing from the First Renewal Option. These services will become effective February 1, 2021 through January 31, 2022.

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

The fiscal impact is a total not-to-exceed amount of \$329,450 with funding from the Operations and Maintenance Fund 301.238.210.5340007.000.000000. Funds expected to be spent under the contract in the current fiscal year are within budget. Funding required in current and subsequent fiscal years will be allocated from the Operations and Maintenance Fund as approved through the budget process and when funds become available.

It was respectfully requested that the Concessions/Procurement Committee approve that the following be recommended to the Aviation Authority Board: (1) approve Amendment No. 2, Second Renewal Option for Purchasing Contract 12-17, Vehicle Towing and Storage Services with Stepp's Towing Service; (2) authorize funding in the not-to-exceed amount of \$329,450 from the Operations and Maintenance Fund; and (3) authorize an Aviation Authority Officer or Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel.

Chairman Friel asked if anyone on the call would like to speak regarding this item. Ms. Bou confirmed she had not received any speaker requests. He then asked if any Committee member had questions or comments. Mr. Engle asked if this is an estimated cost. Ms. Schneider explained that this is a set amount, as the towing company needs to be at the curb 24/7 per TSA requirements.

Vice Chair Sharman made reference to Attachment C (copy on file), and asked for clarification regarding variable charges. Ms. Schneider explained that there are other charges such as storage and fees that are the responsibility of the party whose vehicle is towed, and some additional charges that may be the responsibility of the Aviation Authority.

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

Chairman Friel asked if there were any other business to discuss. Ms. Thacker indicated that, due to technical difficulties, Mr. Gerber was unable to join the call. On behalf of Mr. Gerber, Ms. Thacker stated that Mr. Gerber has been working on developing a policy

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on conflicts of interest for the Aviation Authority committees; therefore, there would be a formalized process for all committee members to follow, as it relates to their responsibilities. Information, training and further discussion will follow.

ADJOURNMENT

4. Chairman Friel asked if there was further business to discuss before the Committee. Having no further business to discuss, he adjourned the meeting at 1:48 p.m.

(Digitally signed on , 2020)

Larissa Bou
Recording Secretary

Brad Friel
Chairman

DRAFT



GREATER ORLANDO AVIATION AUTHORITY

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

MEMORANDUM

TO: Members of the Concessions/Procurement Committee

FROM: Bruce Gant, Purchasing Manager - Contracts

DATE: September 21, 2020

ITEM DESCRIPTION

Recommendation to Approve Amendment No. 2, First Renewal Option for Purchasing Agreement PS-542, Financial Consulting Services with Linda George, CPA (Linda George)

BACKGROUND

The term of the Contract is for thirty-six (36) months, effective January 2, 2018, and expiring January 1, 2021, with the Aviation Authority having two (2) options to renew the Agreement for an additional period of one (1) year each, upon mutual agreement.

The scope of services for this Agreement includes, but is not limited to, the following:

1. Provide support in the preparation of reports required by the Federal Aviation Authority (FAA) for quarterly and year-end financial reporting, including but not limited to Form 271 Outlay Report and Request for Reimbursement for Construction Programs, 272 Federal Cash Transaction Report and Form 5100-127;
2. Operation and Financial Summary and other reporting requirements under 49 CFR18 Uniform Administrative Requirements for Grants and Cooperative Agreements with State and local governments;
3. Preparation of reports to the FAA required by Passenger Facility Charge (PFC) regulations;
4. Preparation and analysis of financial information necessary to support the budget documents and the rates & charges calculation (including but not limited to tenant finish charges, Federal Inspection Station and Common Use fee analysis), preparation of financial analysis of potential tenants/concessionaires; preparation of various financial surveys; and provide assistance with preparation of monthly, quarterly, and annual financial statements.

Services may also include support on the Aviation Authority's pension plans, including but not limited to, preparation of financial information to be included in bond offering documents, review of concession audits provided by concessionaires, and internal control review of procedures and perform such other extension of staff services necessary to support the Aviation Authority.

ISSUES

First Renewal Option - January 2, 2021, through January 1, 2022.

Department - Concur with the First Renewal Option.

Contractor - Based on the information known at this time, Linda George has performed satisfactorily during the initial term.

The annual value for the First Renewal Option is for a total not-to-exceed amount of \$187,200.00 with no rate increase. The actual amount paid to the contractor is based on actual work requested, performed, and approved by the Aviation Authority, based on the hourly rates.

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

FISCAL IMPACT

The fiscal impact for the first renewal option is a not-to-exceed amount of \$187,200 with funding from the Operations and Maintenance Fund, 301.111.170.5310009.000.000000. Funds expected to be spent under the contract in the current fiscal year are within budget. Funding required in current and subsequent fiscal 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 Amendment No. 2, First Renewal Option for Purchasing Agreement PS-542, Financial Consulting Services with Linda George, CPA from January 2, 2021, through January 1, 2022; (2) authorize funding from the Operations and Maintenance Fund in the not-to-exceed amount of \$187,200; 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 - Contract History
- B - Small Business Memo
- C - Scope of Services
- D - Fee Schedule
- E - Finance Form

ATTACHMENT "A"

SUMMARY OF CONTRACT REVISIONS

PS-542 FINANCIAL CONSULTING SERVICES

Contract	Approvals	Description	Term	Dollars
Initial Term	<ul style="list-style-type: none"> • Ad Hoc 10/25/2017 • Board 12/20/17, Item "I" 	36 Months Contract Award	01/02/2018 thru 01/01/2021	\$1,198,267.64
Amendment No. 1	<ul style="list-style-type: none"> • PM Approval 02/19/2019 	Contract Adjustments	01/02/2019 thru 01/01/2021	\$0.00
Amendment No. 2	<ul style="list-style-type: none"> • CPC 09/21/2020 	1 st Renewal Option	01/02/2021 thru 01/01/2022	\$187,200.00

Total Contract Value with all changes (approved and proposed):

\$1,385,467.64

ATTACHMENT "B"

SMALL BUSINESS MEMO




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: August 27, 2020

Subject: Recommendation to Approve Amendment No. 2, First Renewal Option for Purchasing Agreement PS-542, Financial Consulting Services with Linda George, CPA.

The term of the Contract is for thirty-six (36) months, effective January 2, 2018, and expiring January 1, 2021, with the Authority having two (2) options to renew the Agreement for an additional period of one (1) year each, upon mutual agreement.

Issues:

First Renewal Option: January 2, 2021 through January 1, 2022.

Fiscal Impact:

The fiscal impact for the First Renewal Option is a not-to-exceed amount of \$187,200.00

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

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

Attachment C
Scope of Work

LINDA GEORGE
Certified Public Accountant

P. O. Box 2862
Windermere, FL 34786
Phone - (407) 405-7960
E-mail: lgeorge@rcgeorge.com

August 20, 2020

Ms. Kathleen Sharman
Chief Financial Officer
Greater Orlando Aviation Authority
5850 Cargo Road
Orlando, FL 32814

Dear Ms. Sharman:

Linda George, CPA is pleased to submit this proposal to provide Financial Consulting Services to Greater Orlando Aviation Authority for the period January 1, 2021 to December 31, 2021.

These consulting services will include providing support in the preparation of reports required by the Federal Aviation Administration (FAA); providing Operation and Financial Summary and other reporting requirements under 49 CFR18 Uniform Administrative Requirements for Grants and Cooperative Agreements with State and Local Governments, preparation of reports to the FAA required by Passenger Facility Charge (PFC) regulations; preparation and analysis of financial information necessary to support the budget documents and the rates and charges calculation (including but not limited to tenant finish charges, Federal Inspection Station and Common Use fee analysis); preparation of financial analysis of potential tenants/concessionaires; preparation of various financial surveys; and to provide assistance with preparation of monthly, quarterly and annual financial statements. The services may also include support on the preparation of financial information to be included in bond offering documents; review of concession audits provided by concessionaires; and, internal control review of procedures and performing such other extension of staff services necessary to support the Aviation Authority.

My estimate for Financial Consulting Services for the period January 1, 2021 through December 31, 2021 is detailed in the attachment TABLE 1.

I appreciate the opportunity to present this proposal and look forward to working with the Greater Orlando Aviation Authority. Please do not hesitate to contact me should you have any questions or need further information.

Sincerely,



Linda George, CPA

ATTACHMENT "D"
FEE SCHEDULE

TABLE 1 - Breakdown of Estimated Hours and Tasks - Financial Consulting Services for the period January 1, 2021 through December 31, 2021
Linda George, CPA

		Linda George, CPA Financial Project Manager (MWBE)	Karen Fontenot, CPA Financial Project Manager (MWBE/LDB)	Total Estimated Hours	Funding Allocation
	Approved Hourly Rates	\$180.00	\$162.00		
Task	Task Description				
A	Finance staff extension services	400.00	-	400.00	O&M
B	Oracle/SplashBI reporting and system improvements	200.00		200.00	O&M
C	Capital Improvement Plan and related work	240.00		240.00	O&M
D	Program Closeouts	200.00	-	200.00	O&M
E	Other duties as assigned.		-	-	
	Total Estimated Hours	1,040.00	-	1,040.00	
	Total NTE Fee	\$187,200.00	\$0.00	\$187,200.00	

**Greater Orlando Aviation Authority
Attachment E**

Date:	<u>8/28/2020</u>	Requestor's Extension:	<u>2026</u>
Requestor's Name:	<u>LuAnn Fisher</u>	Preparer's Extension:	<u>6425</u>
Form Preparer's Name:	<u>Janice Hughes</u>	Purchasing Solicitation #:	<u>PS-542</u>
Requestor's Department:	<u>Finance</u>	CCM / CPC / PSC:	<u>CPC</u>
Description:	<u>Financial Consulting Services</u>	Committee Date:	<u>9/21/2020</u>
Vendor:	<u>Linda George, CPA</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	FY 21 Amount	FY 22 Amount	FY 23 Amount	FY 24 Amount	FY 25 Amount	Total Contract
301.111.170.5310009.000.000000	\$ 140,400.00	46,800.00				187,200.00
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
Total Requisition	140,400.00	46,800.00	-	-	-	187,200.00
Requisition Number	87324					

OMB Notes:		Converted into PO #:	<u></u>
Funding Approver	<u>Andrea Harper</u>	Date:	<u></u>
Total Requisition	\$ 187,200.00	Buyer:	<u></u>
BPA Amount	\$ -		
Grand Total - Agree to Committee Item	\$ 187,200.00		



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: September 21, 2020

ITEM DESCRIPTION

Recommendation to Extend the Previously Approved Award of Purchasing Request for Written Quotation (RFQ) 92842-19, Paper Stock for Boarding Passes, Bag Tags and Biometric Gate Receipts to Print-O-Tape, Inc.

BACKGROUND

This approval will result in the extension of the term of Blanket Purchase Agreement (BPA) 91567 with Print-O-Tape, Inc. for an additional 12 month period for orders of Paper Stock for Boarding Passes, Bag Tags and Biometric Gate Receipts (Paper Stock), that are ordered on an as-needed basis.

The Aviation Authority provides the printers and check-in kiosks for all airlines to utilize for checking in passengers. In FY18 it was decided that the Aviation Authority should also provide paper stock for boarding passes and bag tags for all the airlines to prevent issues with the printers and kiosks, and for consistency in the language on the printed forms.

ISSUES

On July 19, 2019, the Aviation Authority received responses to RFQ 92842-19 for various Paper Stock items. At its August 19, 2019, meeting the Concessions/Procurement Committee recommended the award of RFQ 92842-19 to the Aviation Authority Board (Agenda Item A) to Print-O-Tape, Inc. in the not-to-exceed amount of \$350,620. The recommendation was subsequently approved by the Aviation Authority Board on October 16, 2019 (Consent Agenda Item X). BPA 91567 was issued for the period of October 16, 2019 through September 30, 2020, in the not-to-exceed amount of \$350,620.

Since October 16, 2019, a total of \$164,564. has been released against BPA 91567, leaving a balance of \$186,056. for these Paper Stock items. The current situation with the COVID-19 pandemic has resulted in the reduction of use by the airlines, and has created a difficulty in estimating usage of Paper Stock that would be required in the next 12 month period.

Operations Staff is satisfied with the quality of the product and service provided by Print-O-Tape, Inc. Purchasing Staff has received confirmation from Print-O-Tape, Inc. that they are able to honor their unit prices provided in their response to RFQ 92842-19 for an additional 12 month period. If the funds are depleted from the BPA before it's new expiration date, a new solicitation will be issued.

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

The balance available from Print-O-Tape Inc.'s quotation is \$186,056 and is to be funded from Operations and Maintenance Fund 301.413.210.5520001.000.000000. Funds expected to be spent in the 2020/2021 fiscal year are within budget.

Funding required in subsequent fiscal years will be allocated from the Operation and Maintenance Fund as approved through the budget process and when funds become available (see Finance Attachment).

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 extension of RFQ 92842-19, Paper Stock for Boarding Passes, Bag Tags and Biometric Gate Receipts to Print-O-Tape, Inc., for an additional 12 month period, in the not-to-exceed amount of \$186,056; (2) authorize funding from the Operations and Maintenance Fund; and (3) authorize the Purchasing Office to extend the Blanket Purchase Agreement through September 30, 2021.

Attachments

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

ATTACHMENT A

Award Criteria:

While the RFQ documents did state that the Aviation Authority reserves the right to make awards by individual item, groups of items, all or none, or a combination thereof, the RFQ also stated that award, if made, would be to the responsive and responsible Vendor that provided the lowest overall price, and satisfactory references for projects similar in size and scope to the RFQ requirements.

Clarifications Required During the Process:

N/A

Irregularities or Issues that Impact Recommended Ranking:

N/A

ATTACHMENT B

Greater Orlando Aviation Authority
Finance Attachment

Date: 9/9/2020 Requestor's Extension: 2606
 Requestor's Name: Abdu El-Baroudi Preparer's Extension: 3070
 Form Preparer's Name: Diana Hershner Purchasing Solicitation #: 92842.19
 Requestor's Department: Operations CCM / CPC / PSC: CPC

Description: Paper Stock for Boarding Passes, Bag Tags and Biometric Gate Receipts Committee Date: 9/21/2020

Vendor: Print-O-Tape, 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.xxxxx	FY 21 Amount	FY 22 Amount	FY 23 Amount	FY 24 Amount	FY 25 Amount	Total Contract
301.413.210.5520001.000.0000000	186,056.00					186,056.00
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
Total Requisition	186,056.00	-	-	-	-	186,056.00
Requisition Number	BPA 91567					

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

Total Requisition \$ -
 PO Amount \$ 186,056.00
 Grand Total - Agree to Committee Item \$ 186,056.00



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: September 10, 2020

Re: Purchasing Request for Written Quotation (RFQ) 92842-19, Paper Stock for Boarding Passes, Bag Tags and Biometric Gate Receipts

The Small Business Development Department has reviewed the requirements for the above referenced RFQ and determined that, due to limited scope of the required services it does not lend itself to MWBE/LDB/VBE participation.

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



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: September 21, 2020

ITEM DESCRIPTION

Recommendation to Award Purchasing Request for Written Quotation (RFQ) 93000-20, Sloan Flushometers, Faucets and Repair Parts to Apple Specialties, Inc.

BACKGROUND

The award will result in a Blanket Purchase Agreement for a total of 42 different parts, that will be delivered on an "as-needed" basis, through August 31, 2021. This award will replace prior Blanket Purchase Agreement 91057 which expired February 28, 2020. The prior award was approved for a 12 month period for a not-to-exceed value of \$100,000.

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 July 28, 2020 the Aviation Authority received 3 responses to RFQ 93000-20 as listed below:

<u>Firm</u>	<u>Total Quote</u>
Apple Specialties, Inc.	\$162,805.02
Hajorca Corp. d/b/a Hughes Supply*	\$164,479.55
Morgan Bros. Supply, Inc.**	\$166,190.27

*The response received from Hajorca Corp. d/b/a Hughes Supply contained mathematical errors resulting in an understatement of their quote by \$6,177.60. The correction is reflected in the bid tab above and did affect their ranking from first to second.

**The response received from Morgan Bros. Supply, Inc. contained mathematical errors resulting in an understatement of their quote by \$3,872.16. The correction is reflected in the bid tab above and did affect their ranking from second to third.

Staff's review of the quotations found that all 3 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

Apple Specialties Inc.'s quotation in the amount of \$162,805.02 is to be funded from the Operations and Maintenance Fund 301.684.210.5460002.000.100215. 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) 93000-20, Flushometers, Faucets and Repair Parts to Apple Specialties, Inc. as the low, responsive and responsible bidder in the not-to-exceed amount of \$162,805.02; (2) authorize funding from the previously-approved 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 August 31, 2021; and that all items must be quoted for responses to be considered responsive.

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: September 10, 2020

Re: Purchasing Request for Written Quotation (RFQ) 93000-20, Sloan Flushometers, Faucets and Repair Parts

The Small Business Development Department has reviewed the requirements for the above referenced RFQ and determined that, due to limited scope of the required services it does not lend itself to MWBE/LDB/VBE participation.

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

ATTACHMENT C

Greater Orlando Aviation Authority
Finance Attachment

Date:	<u>9/9/2020</u>	Requestor's Extension:	<u>2089 / 2348</u>
Requestor's Name:	<u>Jeff Daniels / Jose Garced</u>	Preparer's Extension:	<u>3070</u>
Form Preparer's Name:	<u>Diana Hershner</u>	Purchasing Solicitation #:	<u>93000-20</u>
Requestor's Department:	<u>Maintenance/Plumbing Shops</u>	CCM / CPC / PSC:	<u>CPC</u>
Description:	<u>Sloan Flushometers, Faucets and Repair Parts</u>	Committee Date:	<u>9/21/2020</u>
Vendor:	<u>Apple Specialties, 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	FY 21 Amount	FY 22 Amount	FY 23 Amount	FY 24 Amount	FY 25 Amount	Total Contract
301.684.210.5460002.000.100215	162,805.02					162,805.02
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
Total Requisition	162,805.02	-	-	-	-	162,805.02
Requisition Number	BPA - TBD					

OMB Notes:		Converted into PO #:	<u></u>
Funding Approver	<u>Andrea Harper</u>	Date:	<u></u>
Total Requisition	\$ -	Buyer:	<u></u>
PO Amount	\$ 162,805.02		
Grand Total - Agree to Committee Item	\$ 162,805.02		



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 Assistant Director Purchasing
DATE: September 21, 2020

ITEM DESCRIPTION

Recommendation to Award Invitation for Bid (IFB) 02-21, Building Automation Systems (BAS) Preventative Maintenance and Repair Services to MC2, Inc.

BACKGROUND

The term of the Contract is for sixty (60) months with the initial service to commence on or about January 1, 2021, and with the Aviation Authority having no options to renew the Contract.

This Contract will be to perform preventative maintenance and repair services for the Aviation Authority's entire Building Automation System (BAS) in accordance with Original Equipment Manufacturers' recommendations. The Contractor shall also provide all upgrades, revisions, and new releases to the Schneider Electric BAS software necessary to maintain the Authority's BAS as a state of the art system. The work to be performed by the Contractor shall include, but shall not be limited to, the supplying of all labor, supervision, repair and/or replacement parts, components, materials and supplies, equipment, tools, licenses, permits, and all other accessories, services, facilities, activities and procedures necessary or proper for, or incidental to, such maintenance in accordance with this Specification at the Orlando International Airport (OIA) in accordance with the Contract Documents.

ISSUES

The BAS system software and firmware are considered proprietary by the manufacturer and have restricted distribution and maintenance of their system through their own authorized dealers and network partners. Software and firmware upgrades are only available through these channels. The loss of these upgrades would result in the BAS becoming obsolete resulting in higher costs, lower reliability and increased major breakdowns.

On June 29, 2020, the Purchasing Department issued a request for Invitation for Bid 02-21. The Aviation Authority only considered bids from Schneider Electric trained and authorized firms to sell, install, and support Schneider Electric BAS products/systems to the OIA. Contractors were requested to provide with their submittal a letter from Schneider Electric stating that the Contractor is authorized to work specifically on the Schneider Electric BAS.

On July 29, 2020 the following Bid was received:

<u>Name of Respondent</u>	<u>Total Five (5) Year Bid Price</u>
MC ² , Inc.	\$5,903,852.00

References for MC², Inc. were checked and based thereon were determined to be responsible. Mc², Inc. was determined to be responsible and responsive.

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

FISCAL IMPACT

MC2, Inc. bid in the amount \$5,903,852.00 is to be funded from the Operations and Maintenance Fund, account code numbers: 301.631.170.5460001.000.100019; 301.631.210.5460001.000.100019; 301.631.330.5460001.000.100019; 301.631.611.5460001.000.100019; and 301.631.612.5460001.000.100019. 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 Bid 02-21, Building Automation Systems (BAS) Preventative Maintenance and Repair Services, to MC2, Inc., as the low responsive and responsible Bidder; (2) authorize funding from the Operations and Maintenance Funds in a not-to-exceed amount of \$5,903,852.00; and (3) authorize an Aviation Authority officer or the Chief Executive Officer to execute any necessary documents following satisfactory review by legal counsel.

Attachments

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

ATTACHMENT A

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

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

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

1. Through references or otherwise, that the Bidder is an individual, a firm, a corporation, or other entity that is currently engaged in the business of in performing preventative maintenance and repair of the Schneider Electric building automation system 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. 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 satisfactorily performed preventative maintenance and repair of the Schneider Electric building automation system services for at least three (3) entities with contracts 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.



GREATER ORLANDO AVIATION AUTHORITY

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

MEMORANDUM

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

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

Date: May 21, 2020

Re: Building Automation System (BAS) Preventive Maintenance and Repair 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, it does not lend itself to MWBE/LDB/VBE participation.

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



GREATER ORLANDO AVIATION AUTHORITY

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

MEMORANDUM

TO: Members of the Concessions/Procurement Committee
FROM: Bruce L. Gant, Purchasing Manager - Contracts
DATE: September 21, 2020

ITEM DESCRIPTION

Recommendation to Approve Amendment No. 1, First Renewal Option for Purchasing Contract 03-18, Operation and Management of Parking Facilities with ABM Aviation, Inc.

BACKGROUND

The initial term of the Contract is for thirty-six (36) months, effective February 1, 2018, set to expire January 31, 2021, with the Aviation Authority having options to renew the Contract for two (2) additional periods of one (1) year each.

This Contract will be to furnish all labor, supervision, materials, supplies, equipment, vehicles, fuel, office furniture, uniforms, and all other items necessary or proper for, or incidental to, the operation and management of parking facility services at the Orlando International Airport in accordance with the Contract Documents.

ISSUES

First Renewal Option - February 1, 2021 to January 31, 2022.

Department - Concurrs with the renewal option.

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

This Contract includes an Airport Concessions Disadvantaged Business Enterprises (ACDBE) participation requirement. The Participation Goal for this Contract is 30%. The Office of Small Business Development certifies that this contract is in good standing as it relates to the participation requirement.

The annual Management Fee for the First Renewal Option has not changed from Year 3 of the Contract.

FISCAL IMPACT

The fiscal impact for the First Renewal Option is a not-to-exceed amount of \$5,734,770. Funding will be from the Operations and Maintenance Fund 301.234.611.5340006.000.000000; 301.234.615.5340006.000.000000; 301.236.510.5340006.000.000000; and 301.237.612.5340006.000.000000. Funds expected to be spent under the contract in the current fiscal year are within budget. Funding required in current and subsequent fiscal years will be allocated from the Operations and Maintenance Fund, as approved through the budget process and when funds become available.

RECOMMENDED ACTION

It is respectfully requested that the Concessions/Procurement Committee approve that the following be recommended to the Aviation Authority Board: (1) approve Amendment No. 1, First Renewal Option to Purchasing Contract 03-18 Operation and Management of Parking Facilities, with ABM Aviation, Inc.; (2) authorize funding in a not-to exceed of \$5,734,770.00 from the Operation and Maintenance Fund; and (3) authorize an Authority officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel.

Attachments

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

ATTACHMENT "A"
SUMMARY OF CONTRACT REVISIONS
03-18 OPERATION AND MANAGEMENT OF PARKING FACILITIES

CONTRACT	APPROVALS	DESCRIPTION	TERM	DOLLARS
Initial Term	<ul style="list-style-type: none"> • 07/24/2017 CPC • 09/20/2017 Board Approved, Item YY 	36 Months Contract Award	02/01/2018 to 01/31/2021	\$18,746,958.00
Amendment No. 1	<ul style="list-style-type: none"> • Pending 09/21/20 CPC 	First Renewal Option	02/01/2021 to 01/31/2022	\$5,734,770.00
Total Contract Value with all Changes (approved and proposed)				\$24,481,728.00



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

A handwritten signature in blue ink, likely belonging to Somdat Jiawan or Orlando Santiago.

Date: September 14, 2020

Re: Recommendation to Approve Amendment No. 1, First Renewal Option for Purchasing Contract 03-18, Operation and Management of Parking Facilities with ABM Aviation, Inc.

The initial term of the Contract is for thirty-six (36) months, effective February 1, 2018, set to expire January 31, 2021, with the Authority having options to renew the Contract for two (2) additional periods of one (1) year each.

Issues:

First Renewal Option – February 1, 2021 to January 31, 2022.

Fiscal Impact:

The fiscal impact for the Contract Extension is a not-to-exceed amount of \$5,734,770.00.

This Contract includes an Airport Concessions Disadvantage Business Enterprises (“ACDBE”) participation requirement. The participation goal for this contract is 30%. The Small Business Development Department certifies that this contract is in good standing as it relates to the participation requirement.

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

ATTACHMENT C

Greater Orlando Aviation Authority
Attachment C

Date:	<u>9/14/2020</u>	Requestor's Extension:	<u>2506</u>
Requestor's Name:	<u>Abdu EL-Baroudi</u>	Preparer's Extension:	<u>2297</u>
Form Preparer's Name:	<u>Vlad Opreanu</u>	Purchasing Solicitation #:	<u>B03-18</u>
Requestor's Department:	<u>Parking Operations</u>	CCM / CPC / PSC:	<u>CPC</u>
Description:	<u>Operation and Management of Parking Facilities</u>	Committee Date:	<u>9/21/2020</u>
Vendor:	<u>ABM Aviation, Inc.</u>	Committee Agenda Item#:	<u>TBD</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 19 Amount	FY 20 Amount	FY 21 Amount	FY 22 Amount	FY 23 Amount	Total Contract
301.234.611.5340006.000.00000			2,698,520	1,349,250		4,047,770
301.234.615.5340006.000.00000			165,910	82,950		248,860
301.236.510.5340006.000.00000			405,230	202,610		607,840
301.237.612.5340006.000.00000			553,540	276,760		830,300
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
Total Requisition	-	-	3,823,200	1,911,570	-	5,734,770
Requisition Number			87400			

OMB Notes:		Converted Into PO #:	_____
Funding Approver	<u>Andrea Harper</u>	Date:	_____
Total Requisition	_____	Buyer:	_____
BPA Amount	_____		
Grand Total - Agree to Committee Item	\$ _____		