

CONCESSIONS/PROCUREMENT COMMITTEE (CPC) AGENDA

DATE: OCTOBER 19, 2020

DAY: MONDAY

TIME: 1:30pm

LOCATION: <https://global.gotomeeting.com/join/260617597>

TOLL FREE: 1-866-899-4679 / **ACCESS CODE:** 260-617-597

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, October 26, 2020 at 4:00 p.m. (emails will be accepted during the pandemic COVID-19).

For individuals who conduct lobbying activities with Aviation Authority employees or Board members, registration with the Aviation Authority is required each year prior to conducting any lobbying activities. Lobbying any Aviation Authority Staff who are members of any committee responsible for ranking Proposals, Letters of Interest, Statements of Qualifications or Bids and thereafter forwarding those recommendations to the Board and/or Board Members is prohibited from the time that a Request for Proposals, Request for Letters of Interests, Request for Qualifications or Request for Bids is released to the time that the Board makes an award. In the event a lobbyist meets with or otherwise communicates with Staff or a Board member, including the Mayor of the City of Orlando or the Mayor of Orange County, the lobbyist shall file a Notice of Lobbying (Form 4) detailing each instance of lobbying to the Aviation Authority within 7 calendar days of such lobbying. 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.

III. CONSIDERATION FOR MINUTES FOR SEPTEMBER 21, 2020

IV. CONSENT AGENDA

- A. Recommendation to Approve an Increase-in-Value for Purchasing Agreement PA-530 Federal Governmental Relations Consulting Services with Consensus Communications, Inc. (Consensus)

V. NEW BUSINESS

- A. Recommendation to Approve Amendment No. 4, Contract Adjustment for Purchasing Contract 01-17, Automated People Mover (APM) Operation and Maintenance, with Crystal Mover Services, Inc. (CMSI)
- B. Recommendation to Approve Amendment No. 3, Second Renewal Option for Purchasing Contract 13-17 Predictive Maintenance and Vibration Analysis Services with Corelusa Plant Services, Inc.

VI. INFORMATION ITEM

- A. 2021 Concessions/Procurement Committee Calendar

NEXT SCHEDULED CONCESSIONS/PROCUREMENT COMMITTEE MEETING IS ON MONDAY, NOVEMBER 2, 2020

On **SEPTEMBER 21, 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 1:34 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
Thomas Draper, Senior Director of Operations
Brian Engle, Director of Customer Experience
Deborah Silvers, Director of Risk Management

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, 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. 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. 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 web site. Please contact the Director of Board Services with questions at (407) 825-2032.

Before proceeding to business, Ms. Thacker, asked Committee members to report any conflicts of interest or violations of the Aviation Authority's Code of Ethics and Business Conduct;

MINUTES FOR THE SEPTEMBER 21, 2020, CONCESSIONS/PROCUREMENT COMMITTEE

lobbying activities policy; or the Florida Sunshine law with regard to any agenda item. None were expressed by any Committee member.

MINUTES

1. Upon motion by Mr. Draper, second by Mr. Engle, motion passed unanimously by roll call vote to accept the July 27 and August 10, 2020, minutes as written.

CONSENT AGENDA

2. 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. Chairman Friel then asked if any Committee member had questions or wished to pull any of the items for discussion.

Motion was moved by Mr. Engle, second by Ms. Silvers, to approve the following Consent Agenda item:

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

B. recommendation to the Chief Executive Officer to: (1) approve the extension of Request for Qualification (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.

C. Recommendation to the Chief Executive Officer to: (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.

By roll call vote, motion passed unanimously.

RECOMMENDATION TO AWARD INVITATION FOR BID (IFB) 02-21, BUILDING AUTOMATION SYSTEMS (BAS) PREVENTATIVE MAINTENANCE AND REPAIR SERVICES TO MC2, INC.

3. Ms. Schneider presented the item.

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.

MINUTES FOR THE SEPTEMBER 21, 2020, CONCESSIONS/PROCUREMENT COMMITTEE

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' (OEM) recommendations. The contractor shall also provide all upgrades, revisions, and new releases to the Schneider Electric BAS software necessary to maintain the Aviation 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), and in accordance to contract documents.

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

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

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

MC², Inc. bid in the amount of \$5,903,852 is to be funded from the Operations and Maintenance Fund codes 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.

MINUTES FOR THE SEPTEMBER 21, 2020, CONCESSIONS/PROCUREMENT COMMITTEE

It was 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; and (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute any 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. There being no questions or comments, Chairman Friel noted that not doing these upgrades would put us at risk of having an obsolete system, which reduces reliability.

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

RECOMMENDATION TO APPROVE AMENDMENT NO. 1, FIRST RENEWAL OPTION FOR PURCHASING CONTRACT 03-18, OPERATION AND MANAGEMENT OF PARKING FACILITIES WITH ABM AVIATION, INC.

4. Mr. Gant presented the item.

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.

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

Department - Concurs with the renewal option.

Contractor - Based on information known at this time, the 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.

MINUTES FOR THE SEPTEMBER 21, 2020, CONCESSIONS/PROCUREMENT COMMITTEE

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.

It was 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 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.

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

ADJOURNMENT

5. Chairman Friel asked if there was further business to discuss before the Committee. Having no further business to discuss, he adjourned the meeting at 1:47 p.m.

(Digitally signed on, 2020)

Larissa Bou
Recording Secretary

Brad Friel
Chairman



GREATER ORLANDO AVIATION AUTHORITY

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

MEMORANDUM

TO: Members of the Concessions/Procurement Committee

FROM: Bruce Gant, Purchasing Manager - Contracts

DATE: October 19, 2020

ITEM DESCRIPTION

Recommendation to Approve Increase-in-Value No. 2 for Purchasing Agreement PA-530, Federal Governmental Relations Consulting Services with Consensus Communications, Inc. (Consensus).

BACKGROUND

The initial term of the agreement is for twenty-four (24) months, effective April 1, 2017, and expiring March 31, 2019. This initial term was changed by the Aviation Authority Board at its June 20, 2018 meeting (Amendment No. 1) to sixty (60) months, effective April 1, 2017, expiring March 31, 2022, with the Aviation Authority having options to renew the agreement for two (2) additional periods of one (1) year each. This also included a Scope Change. A PM memo dated November 22, 2019 added funding from April 1, 2020 to September 30, 2020.

The consultant provides Federal Governmental Relations Consulting Services to the Aviation Authority for Orlando International Airport and Orlando Executive Airport, in accordance with the terms and conditions of the agreement.

The consulting services may include, but not be limited to: Legislative Representation, attend all sessions, attend all necessary committee meetings, workshops, and legislative sessions for the purpose of monitoring and affecting, as appropriate, the passage or defeat of those bills identified as bills of interest, assist the Aviation Authority staff members and consultants, as directed by the Chief Executive Officer of the Aviation Authority or his designee, in the formulation and representation of the Aviation Authority's positions or requests before state departments and/or agencies.

ISSUES

Increase-in-Value No. 2 - October 1, 2020 to March 31, 2022.

Department - concurs with the Increase-in-Value.

Consultant - Based on the information known at this time, Consultant has performed satisfactorily.

The Aviation Authority pays the consultant a monthly rate of \$6,000, which includes travel expenses, for a total not-to-exceed amount of \$108,000 for eighteen (18) months from October 1, 2020 through September 30, March 31, 2022.

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

FISCAL IMPACT

The fiscal impact for the Increase-in-Value No. 2 is for a total not-to-exceed amount of \$108,000. Funding will be from the Operations and Maintenance Fund 301.721.170.5310009.

000.000000. Funds expected to be spent under the agreement 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 Increase-in-Value No. 2; (2) authorize funding from the Operations and Maintenance Fund in the not-to-exceed amount of \$108,000; and (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following review by legal counsel.

Attachments

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

ATTACHMENT "A"

SUMMARY OF CONTRACT REVISIONS

PS-530 FINANCIAL CONSULTING SERVICES

Contract	Approvals	Description	Term	Dollars
Initial Term	<ul style="list-style-type: none"> • 110 Award 4/21/2017 	24 Months Agreement	4/1/2017 thru 3/31/2019	\$120,000.00
Amendment No. 1	<ul style="list-style-type: none"> • Board Memo 6/20/2018, Item E 	60 Months Agreement and Scope Change (Amended Initial Term)	04/01/2017 thru 03/31/2022	\$114,000.00 (FY18 \$6,000.00) (FY19 \$72,000.00) (FY20 \$36,000.00)
Increase-in-Value No. 1	<ul style="list-style-type: none"> • PM Memo 11/22/2019 	Increase-in-Value	4/1/2020 thru 9/30/2020	\$36,000.00
Increase-in-Value No. 2	<ul style="list-style-type: none"> • CPC Memo 10/19/2020 	Increase-in-Value	10/1/2020 thru 03/31/2022	\$108,000.00

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

\$378,000.00

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: October 8, 2020

Subject: Recommendation to Approve Increase-in-Value No. 2 for Purchasing Agreement PA-530 Federal Governmental Relations Consulting Services with Consensus Communications, Inc. (Consensus).

The initial term of the Agreement is for twenty-four (24) months, effective April 1, 2017, and expiring March 31, 2019. This Initial Term was changed by the Board at its June 20, 2018 meeting (Amendment No. 1) to sixty (60) months, effective April 1, 2017, expiring March 31, 2022, with the Authority having options to renew the Agreement for two (2) additional periods of one (1) year each. This also included a Scope Change. A PM memo dated November 22, 2019 added funding from April 1, 2020 to September 30, 2020.

Issues:
Increase-in-Value No. 2 – October 1, 2020 to March 31, 2022.

Fiscal Impact:
The fiscal impact for Increase-in-Value No. 2 is a total not-to-exceed amount of \$108,000.00.

**ATTACHMENT C
Finance Form**

**Greater Orlando Aviation Authority
Attachment E**

Date:	<u>10/12/2020</u>	Requestor's Extension:	<u>2294</u>
Requestor's Name:	<u>Luis Olivero</u>	Preparer's Extension:	<u>6425</u>
Form Preparer's Name:	<u>Janice Hughes</u>	Purchasing Solicitation #:	<u>PA-530</u>
Requestor's Department:	<u>Airport Affairs</u>	CCM / CPC / PSC:	<u>CPC CPC</u>
Description:	<u>Federal Governmental Relations Consulting Services</u>	Committee Date:	<u>10/19/2020</u>
Vendor:	<u>Consensus Communications, Inc</u>	Committee Agenda Item#:	<u>New Business B</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
301.721.170.5310009.000.000000	\$ 72,000.00	\$ 36,000.00				108,000.00
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
Total Requisition	72,000.00	36,000.00	-	-	-	108,000.00
Requisition Number	87516					

OMB Notes:
 Funding Approver Andres Harper
 Total Requisition \$ 108,000.00
 BPA Amount \$ -
 Grand Total - Agree to Committee Item \$ 108,000.00

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

DATE: October 19, 2020

ITEM DESCRIPTION

Recommendation to Approve Amendment No. 4, 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 Operations and Maintenance of the Aviation Authority's Automated People Mover (APM) system for Airside 1, Airside 3 and the South APM Complex located at the Orlando International Airport. The Operations and Maintenance services shall be provided on a twenty-four (24) hour per day, seven (7) day per week basis throughout the term of the Contract and in accordance with the contract specifications.

ISSUES

Economic Price Adjustment - On July 16, 2014, the Aviation Authority Board 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). This award included the Operation and Maintenance of the APM with CMSI ("Phase 2 Contract").

The Phase 2 Operation and Maintenance Specifications (OMS) Section 3.22.1 allow for an Economic Price Adjustment for inflation. Economic Price Adjustments, if any, are subject to evaluation and approval by the Aviation Authority, up to a maximum adjustment allowed under the contract.

For Year 4 of the contract, CMSI has provided the calculated Economic Price Adjustment increase in the amount of \$628,435. The price adjustment consists of a 1.1481% increase, based on the Employment Cost Index (CIU 2020000120000I) and a 1.0271% increase, based on the Indexes for Machinery and Equipment (WPU117), and Metals and Metal Products (WPU10) which are in accordance with the contract provisions. The Aviation Authority has evaluated, and accepted this calculation and price adjustment for Year 4 of the Phase 2 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.

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 \$628,435.

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 \$628,435 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. 4, 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 \$628,435 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.

Attachments

- A - Contract History
- B - Small Business
- C - Pricing (**copy on file**)
- 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, New Consent Item "BB" 	Contract Adjustment/Economic Price Adjustment Year One	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 	Economic Price Adjustment Year Two	09/26/2018 Thru 09/25/2019	\$433,303.41
Amendment No. 3	<ul style="list-style-type: none"> • CPC 06/29/2020 • Authority Board 7/15/20, Consent Item "U" 	Economic Price Adjustment Year Three	09/26/2019 Thru 09/25/2020	\$561,293.00
Amendment No. 4	<ul style="list-style-type: none"> • CPC 10/19/2020 	Economic Price Adjustment Year Four	09/26/2020 Thru 09/25/2021	\$628,435.00
Total Contract Value with all Changes (approved and proposed)				\$24,971,452.41



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

A handwritten signature in blue ink, appearing to be 'Somdat Jiawan', written over the 'From' field.

Date: October 12, 2020

Re: Recommendation to Approve Amendment No. 4, Contract Adjustment for Purchasing Contract 01-17, Automated People Mover (APM) Operation and Maintenance, with Crystal Mover Services, Inc.

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

Fiscal Impact:

The fiscal impact is a total not-to-exceed amount of \$628,435.00.

This Contract includes a 1.75% MWBE and 4.6% LDB/VBE participation requirements. 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 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: Denise K. Schneider, CPPO, C.P.M., CPPB, C.M., Assistant Director, Purchasing and Material Control

DATE: October 19, 2020

ITEM DESCRIPTION

Recommendation to Approve Amendment No. 3 for Second Renewal Option for Purchasing Contract 13-17 Predictive Maintenance and Vibration Analysis Services with Corelusa Plant Services, Inc.

BACKGROUND

The initial term of the contract was for thirty-six (36) months, which commenced on June 1, 2017, 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 May 31, 2021.

This contract requires Corelusa Plant Services, Inc. to provide all supervision, labor, equipment, tools, materials, supplies, and other items necessary or proper for, or incidental to developing and implementing a complete comprehensive predictive maintenance and vibration analysis program, including performing routine services on certain types of equipment located at the Orlando International Airport in accordance with the contract documents.

The contract did not include a Minority and Woman Business Enterprise (MWBE) and/or Local Developing Business (LDB) participation requirement.

ISSUES

Second Renewal Option: June 1, 2021 through May 31, 2022.
Department - Concurs with the renewal.
Contractor - Based on the information known at this time, the contractor has performed satisfactorily during the first renewal option.

Pricing is based on: (1) monthly fixed price for preventive maintenance and vibration analysis; (2) hourly rates for adjustments and additional work (standard and non-standard hours); and (3) parts, materials, rentals and components purchased for variable frequency drive repair and replacement services. The annual value for the first renewal option is a total not-to-exceed amount of \$112,900 with no hourly labor rate increases for the second renewal option.

FISCAL IMPACT

The fiscal impact anticipated for the second renewal option is a not-to-exceed amount of \$112,900. Funding will be from the Operations and Maintenance Fund 301.631.210.5460001.000.100598. Funds expected to be spent under the contract in the current fiscal year are within budget. The department intends to submit budget requests for funds expected to be spent under the contract in future fiscal years and such

requests, when considered with other known or anticipated obligations of the department for such future years, do not exceed expected or reasonable funding approvals.

RECOMMENDED ACTION

It is respectfully requested that the Concessions/Procurement Committee approve that the following be recommended to the Aviation Authority Board: (1) approve Amendment No. 3, Second Renewal Option for Purchasing Contract 13-17, Predictive Maintenance and Vibration Analysis Services with Corelusa Plant Services, Inc.; (2) authorize funding from the Operations and Maintenance Fund in the not-to-exceed amount of \$112,900; and (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel.

Attachments

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



GREATER ORLANDO AVIATION AUTHORITY

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

MEMORANDUM

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

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

Date: October 5, 2020

Subject: Recommendation to Approve Amendment No. 3 for second renewal option of Purchasing Contract 13-17 Predictive Maintenance and Vibration Analysis Services with Corelusa Plant Services, Inc.

The initial term of the Contract was for thirty-six (36) months, which commenced on June 1, 2017, 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 May 31, 2021.

Issues:
Second Renewal Option: June 1, 2021 through May 31, 2022.

Fiscal Impact:
The fiscal impact anticipated for the second renewal option is a not-to-exceed amount of \$112,900.00.

At the time the contract was awarded, MWBE or LDB/VE 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 "B" - FINANCE FORM

Greater Orlando Aviation Authority
Attachment B

Date: 10/5/2020 Requestor's Extension: _____
 Requestor's Name: James Surguine Preparer's Extension: _____
 Form Preparer's Name: John Field Purchasing Solicitation #: IFB 13-17
 Requestor's Department: Maintenance CCM / CPC / PSC: CPC
 Description: 13-17 Predictive Maintenance and Vibration Analysis Service Committee Date: 10/19/2020
 Vendor: Corelusa Plant Services, Inc. Committee Agenda Item#: _____
 BPA/CPA: CPA: 87589

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
301.631.210.5460001.000.100598		37,633.00	75,267.00			112,900.00
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
Total Requisition	-	37,633.00	75,267.00	-	-	112,900.00
Requisition Number		87537				

OMB Notes:
 Funding Approver Andrea Harper Converted into PO #: _____
 Date: _____
 Buyer: _____
 Total Requisition \$ 112,900.00
 BPA Amount \$ -
 Grand Total - Agree to Committee Item \$ 112,900.00

ATTACHMENT "C" Contract History

13-17, PREDICTIVE MAINTENANCE AND VIBRATION ANALYSIS SERVICES

CONTRACT	APPROVALS	DESCRIPTION	TERM	DOLLARS
Initial Term	<ul style="list-style-type: none"> • 03/06/2017 CPC Approved • 04/19/2017 Board Approved, Item "G" 	36 Months Contract Award	06/01/2017 to 05/31/2020	\$290,100.00
Amendment No. 1	<ul style="list-style-type: none"> • Purchasing Manager Approval 12/04/2017 • Chief Executive Officer 01/16/2018 	Contract Adjustment	06/01/2017 to 05/31/2020	\$48,600.00
Amendment No. 2	<ul style="list-style-type: none"> • Purchasing CPC Approved 09/30/2019 • Chief Executive Officer Approved 02/27/2020 	1 st Renewal Option	06/01/2020 to 05/31/2021	\$112,900.00
Amendment No. 3	<ul style="list-style-type: none"> • Pending Purchasing CPC Approval 10/19/2020 	2 nd Renewal Option	06/01/2021 to 05/31/2022	\$112,900.00
Total Contract Value with all Changes (approved and proposed)				\$564,500.00



GREATER ORLANDO AVIATION AUTHORITY

Orlando International Airport
One Jeff Fuqua Boulevard
Orlando, Florida 32827-4392

MEMORANDUM

TO: Members of the Concessions/Procurement Committee
FROM: Larissa Bou, Executive Assistant of Board Services
DATE: October 19, 2020

ITEM DESCRIPTION

2021 Concessions/Procurement Committee Calendar

BACKGROUND

In compliance with the Florida Statutes governing public meetings, proper notice of Committee meetings will be given. Meetings are scheduled as necessary by the Committee's Chairman at a time and place designated by the Chairman.

ISSUES

For calendar year 2021, calendar for regular Committee meetings will be followed:

JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
11	8	8	5	3	1	12	9	7	4	1	13
25	22	22	19	17	14	26	23	20	18	15	
					28						

The meetings begin at 1:30 p.m. in the Carl T. Langford Board Room of the Greater Orlando Aviation Authority offices in the main terminal building at Orlando International Airport, One Jeff Fuqua Boulevard, Orlando, Florida 32827. The Greater Orlando Aviation Authority will adhere to any guidelines or executive orders as established by local, state, or the federal government in which virtual meetings are permitted during certain circumstances.

The agenda for each meeting is available on www.orlandoairports.net the Thursday before each meeting after 2:00 p.m.