

**GREATER ORLANDO AVIATION AUTHORITY
CONCESSIONS/PROCUREMENT COMMITTEE
AGENDA**

DATE: DECEMBER 14, 2020

DAY: MONDAY

TIME: 1:30 P.M.

PLACE: CARL T. LANGFORD BOARD ROOM, ORLANDO INTERNATIONAL AIRPORT, ONE JEFF FUQUA BOULEVARD

I. CALL TO ORDER

II. ROLL CALL

III. ANNOUNCEMENTS - Appeal Process

Due to the COVID-19 pandemic, the Centers for Disease (CDC) guidelines, and the Greater Orlando Aviation Authority's ongoing focus on safety regarding events and meetings, seating at sunshine committee meetings will be limited according to space and social distancing. Attendance is on a first-come, first-served basis. All attendees must wear a face covering. Temperature checks will be conducted before entering the GOAA Offices.

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, December 21, 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. The policy, forms, and instructions are available on the Aviation Authority's offices web site. Please contact the Chief Administrative Officer with questions at (407) 825-7105.

IV. CONSIDERATION OF MINUTES FOR JULY 13, OCTOBER 19, AND NOVEMBER 12, 2020.

V. CONSENT AGENDA

- A. Recommendation to Reject Purchasing Bid 08-21, Management of Electrical Switchgear Equipment, Generators, Uninterruptible Power Supplies (UPS) and Batteries, and Emergency Generator Fuel Delivery System (FDS) Testing, Maintenance and Repair Services
- B. Recommendation to Approve Amendment No. 1, First Renewal Option to Purchasing Contract 10-18, Upholstery Services for Passenger Style Seating, to New Image Upholstery, Inc.
- C. Recommendation to Approve Amendment No. 1, First Renewal Option for Software Maintenance and Support for Purchasing Contract 11-14, Airport Operation Activity & Reporting System (AOARS) with GCR, Inc. (GCR)
- D. Recommendation to Extend the Previously Approved Award of Purchasing Request for Written Quotation (RFQ) 92876-19, "I" Class Contactless Proximity Cards to DTC Worldwide
- E. Recommendation to Extend the Previously Approved Award of Purchasing Request for Written Quotation (RFQ) 92951-20, Can Liners, to Central Poly-Bag Corp.
- F. Recommendation to Extend the Previously-Approved Award of Purchasing Request for Written Quotation (RFQ) 92980-20, Folded Paper Towel, to All Florida Paper, Inc.
- G. Recommendation to Award Invitation for Bid (IFB) 07-21 Elevator, Escalator, Moving Walkway-Inspection and Test Witnessing Services
- H. Recommendation to Approve Amendment No. 2, First Renewal Option for Purchasing Contract 11-17, Creative Services with Appleton Creative, Inc.

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CONCESSIONS/PROCUREMENT COMMITTEE
AGENDA PAGE 2**

DATE: DECEMBER 14, 2020

DAY: MONDAY

TIME: 1:30 P.M.

PLACE: CARL T. LANGFORD BOARD ROOM, ORLANDO INTERNATIONAL AIRPORT, ONE JEFF FUQUA BOULEVARD

VI. NEW BUSINESS

- A. Recommendation to Award Purchasing Contract 14-21, Air Duct Cleaning Services to Duct Dynasty Clean Air, LLC
- B. Recommendation to Extend the Previously Approved Award of Purchasing Request for Written Quotation (RFQ) 92901-20, Restroom Supplies to All Florida Paper, Inc.
- C. Recommendation to Extend the Previously Approved Award of Purchasing Request for Written Quotation (RFQ) 92901-20, Restroom Supplies (Jumbo Roll Toilet Tissue) to Imperial Dade
- D. Recommendation to Award Invitation for Bid (IFB) 01-21 Elevator, Escalator, Moving Sidewalks – Maintenance and Repair Services
- E. Recommendation to Award Invitation for Bid (IFB) 10-21, Federal Inspection Stations (“FIS”) Customer Service and Support Staff

DRAFT

On **JULY 13, 2020**, the **CONCESSIONS/PROCUREMENT COMMITTEE** of the **GREATER ORLANDO AVIATION AUTHORITY** met in regular session telephonically with the meeting live streamed on YOUTUBE (OrlandoAirports) and GOTOMEETING. Chairman Anderson called the meeting to order at 1:31 p.m. The meeting was posted in accordance with Florida Statutes with a quorum participating. *Office of the Governor, Executive Order Number 20-69*

Committee members present: Raymond Anderson, Chairman
Kathleen Sharman, Vice Chair
Thomas Draper, Senior Director of Operations
Bradley Friel, Director of Planning
Brian Engle, Director of Customer Experience

Staff/Others present: Denise Schneider, Assistant Director of Purchasing
Dayci Snyder, Director of Board Services
Tracy Harris, Manager of Concessions
Jo Thacker, Nelson Mullins, Legal Counsel
Anna Farmer, Recording Secretary
Larissa Bou, Transcription Secretary

Chairman Anderson announced to all present that if a bidder or proposer is aggrieved by any of the proceedings of today's meeting and wishes to appeal the results of actions made by this Committee, they must file an appeal stating the item they wish to appeal and the basis for which they wish to appeal, and it must be received in writing by the Chief Executive Officer, Mr. Phillip N. Brown, via email pbrown@goaa.org with copy to dsnyder@goaa.org, by Monday, July 20 2020 at 4:00 p.m. (emails will be accepted during the pandemic COVID-19).

For individuals who conduct lobbying activities with Aviation Authority employees or Board members, registration with the Aviation Authority is required each year prior to conducting any lobbying activities. 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.

CONSENT AGENDA

1. Chairman Anderson asked if anyone on the call would like to speak regarding the Consent Agenda item. Ms. Farmer confirmed she had not received any speaker requests. He then asked if any Committee member had questions or wished to pull the item for discussion. Hearing none, Chairman Anderson asked if staff received any feedback as to why the other two authorized contractors did not submit a bid on the one consent agenda item. Ms. Snyder stated that she is unsure if staff received any feedback; however, the reason could be due to the mileage requirement which limited the geographic region of the authorized contractors.

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

A. recommendation to the Chief Executive Officer to: (1) award Purchasing Contract 05-21, IED ON CALL Public Address System Repair Services to Convergent Technologies LLC; (2) authorize funding from the Operations and Maintenance Fund in the not-to-exceed amount of \$135,887.50; and (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute an agreement following satisfactory review by legal counsel.

In response to Chairman Anderson's questions regarding the \$12,000 repair cost, Mr. Rick Shultz, Maintenance Department, explained that this was a purchase order for labor only, to repair some circuits in the terminal.

By roll call vote, motion passed unanimously.

(Due to technical issues, New Business Item B was presented first, followed by New Business Item A)

RECOMMENDATION TO APPROVE THE FIRST RENEWAL TERM OF THE EXPEDITED CHECKPOINT PROCESSING AGREEMENT, AT ORLANDO INTERNATIONAL AIRPORT, WITH ALCLEAR, LLC

2. Ms. Harris presented the item.

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

Under the terms of the Agreement, the Aviation Authority receives thirty dollars (\$30) for each returning Orlando based subscriber of the former CLEAR program, twelve and a half percent (12.5%) of gross receipts generated from all Orlando catchment enrolled

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customers of the new CLEAR program, and a pro rata share of two and a half percent (2.5%) of revenues generated from all national gross receipts.

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

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

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

Chairman Anderson asked if anyone on the call would like to speak regarding this item. Ms. Farmer confirmed she had not received any speaker requests. He then asked if any Committee member had questions or comments. There was no reply to either inquiry.

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

RECOMMENDATION TO AWARD PURCHASING CONTRACT 24-20, DATA CENTER HVAC PREVENTIVE MAINTENANCE AND REPAIRS SERVICES, LOCAL DEVELOPING BUSINESS (LDB) TO COLD WALL, INC.

3. Ms. Schneider presented the item.

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

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

The contract period will be for thirty-six (36) months with the initial service to commence on or about August 1, 2020, and with the Aviation Authority having two additional option periods of one (1) year each.

This award will result in a contract for the service provider to provide all labor, supervision, parts and components, tools, equipment, and all other items necessary or

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proper for, or incidental to, performing Data Center HVAC Preventative Maintenance and Repairs services on an as needed basis.

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

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

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

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

Name of Respondent Total Three (3) Year Bid Price

Cold Wall, Inc. \$262,612.00

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

The Small Business Development Department established a Local Developing Business (LDB) designation for this contract, as shown on Attachment B (copy on file).

Cold Wall, Inc. bid in the amount of \$262,612 is to be funded from the Operations and Maintenance Fund 301.685.210.5460002.000.000000. Funds expected to be spent under the contract in the current fiscal year are within budget. Funding required in current and subsequent fiscal years will be allocated throughout the budget process and when funds become available.

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

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Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel.

Chairman Anderson asked if anyone on the call would like to speak regarding this item. Ms. Farmer confirmed she had not received any speaker requests. He then asked if any Committee member had questions or comments. Vice Chair Sharman asked if the September 11, 2020, date stated under "Background" was incorrect. Ms. Schneider responded in the affirmative and confirmed that the year should read 2019.

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

ADJOURNMENT

4. Chairman Anderson asked if there was further business to discuss before the Committee. Having no further business to discuss, he adjourned the meeting at 1:51 p.m.

(Digitally signed on , 2020)

Larissa Bou
Transcription Secretary

Raymond Anderson
Chairman

DRAFT

On **OCTOBER 19, 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
Deborah Silvers, Director of Risk Management

Staff/Others present: Bruce Gant, Manager of Purchasing Contracts
Denise Schneider, Assistant Director of Purchasing
Gary Hunt, Director of Maintenance
Thomas O'Day, Manager of Maintenance 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, 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. 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.

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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; 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 Ms. Silvers, motion passed unanimously by roll call vote to accept the September 21, 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 the item for discussion. Vice Chair Sharman asked staff if services are for 12 months. Staff clarified that services are for 15 months. Vice Chair Sharman followed up by asking if the item presented is for the end of the term. Staff responded in the affirmative.

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

A. recommend to the Chief Executive Officer to: (1) approve Increase-in-Value No. 2 for Purchasing Agreement PA-530, Federal Governmental Relations Consulting Services with Consensus Communications, Inc.; (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.

By roll call vote, motion passed unanimously.

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)

3. Ms. Schneider presented the item.

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.

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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.

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.

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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.

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, 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.

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. In response to Mr. Engle's question regarding the down time vs. the run time of the APM due to maintenance, Mr. O'Day explained that each Airside has a maintenance window. He provided the window for each Airside and indicated that, due to the COVID-19 pandemic, Maintenance has been running reduced schedules based on passenger loading and requirements. Mr. Engle asked if hours in the contract have been negotiated due to said reduction. Mr. O'Day clarified that this amendment only addresses the yearly contract adjustment for Operation and Maintenance of the APM system. Mr. Hunt indicated that the Aviation Authority's Maintenance Department is currently in the process of negotiating the reduction of hours due to the COVID-19 pandemic.

Ms. Silvers requested clarification regarding the Employment Cost Index, Machinery and Equipment Index and Metals and Metal Products Index. Mr. O'Day explained that the Employment Cost Index refers to the labor index identified within the contract; Machinery and Equipment Index refers to general equipment; and Metal and Metal Product Index refers to specific metals and metal products. Mr. O'Day further stated that these are industry indexes (whether local, regional, or national) that have been implemented as part of this contract. Ms. Schneider also clarified that these indexes are all part of the Consumer Price Index, thus the aforementioned indexes are the ones particularly used for this contract.

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

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.

4. Ms. Schneider presented the item.

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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.

The second renewal option is from June 1, 2021 through May 31, 2022. The department concurs with this renewal.

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.

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.

It was respectfully requested that the Concessions/Procurement Committee approve that the following be recommended to the Aviation Authority Board: (1) approve Amendment No. 3, Second Renewal Option for Purchasing Contract 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.

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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 was no reply to his inquiry.

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

INFORMATION ITEM

5. Chairman Friel indicated that the 2021 Concessions/Procurement Committee Calendar was presented for information only.

ADJOURNMENT

6. Chairman Friel asked if there was further business to discuss before the Committee. Having no further business to discuss, he adjourned the meeting at 1:52 p.m.

(Digitally signed on, 2020)

Larissa Bou
Recording Secretary

Brad Friel
Chairman

DRAFT

On **NOVEMBER 12, 2020**, the **CONCESSIONS/PROCUREMENT COMMITTEE** of the **GREATER ORLANDO AVIATION AUTHORITY** met in the Carl T. Langford Board Room at Orlando International Airport, One Jeff Fuqua Boulevard, Orlando, Florida, 32827. Chairman Friel called the meeting to order at 9:01 a.m. The meeting was posted in accordance with Florida Statutes and a quorum was present.

Committee members present: Brad Friel, Chairman
Kathleen Sharman, Vice Chair
Thomas Draper, Senior Director of Airport Operations
Brian Engle, Director of Customer Experience
Deborah Silvers, Director of Risk Management

Staff/Others present: Diana Hershner, Manager of Purchasing
Gordon Clark, Manager of Access Control & Security Compliance
Janice Hughes, Senior Purchasing Agent
Maury Remmers, Manager of Risk Management
Michael Karamarkovich, Manager of Security Contract
Orlando Santiago, Small Business Compliance Administrator
Kate Stangle, Legal Counsel, Nelson Mullins
Larissa Bou, Manager of Board Services and Recording
Secretary

CHAIRMAN'S OPENING REMARKS

Chairman Friel announced that, due to the COVID-19 pandemic, the Centers for Disease (CDC) guidelines, and the Greater Orlando Aviation Authority's ongoing focus on safety regarding events and meetings, seating at Sunshine committee meetings will be limited, according to space and social distancing. All attending must wear a face mask. Chairman Friel stated that anyone wishing to speak to the item being presented today, must fill out a comment card.

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 Larissa.bou@goaa.org, by 4:00 p.m. on November 19, 2020 (*emails will be accepted during the COVID-19 pandemic*).

Lastly, 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

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Qualifications or Request for Bids is released to the time that the Board makes an award. Lobbyists are now required to sign-in at the Aviation Authority offices prior to any meetings with Staff or Board members. In the event a lobbyist meets with or otherwise communicates with Staff or a Board member at a location other than the Aviation Authority offices, 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 of Orlando or the Mayor of Orange County at their offices. The policy, forms, and instructions are available in the Aviation Authority's offices and the web site. Please contact the Chief Administrative Officer with questions at (407) 825-7105.

Before proceeding with business, Ms. Stangle asked the Committee to report any conflicts of interest or violations of the Aviation Authority's Code of Ethics and Business Conduct; lobbying activities policy; or the Florida Sunshine law with regard to any agenda item. Hearing none, Chairman Friel asked for a roll call for Committee members to individually respond to the question posed by legal counsel. All Committee members responded "no conflict".

Chairman Friel continued by communicating that today the Committee will consider the proposals received for 06-21 Security Area Monitor (SAM) Services.

CONSIDERATION OF FIRMS FOR 06-21, SECURITY AREA MONITOR (SAM) SERVICES

1. Chairman Friel asked Ms. Hershner to provide a list of the firms that responded to the advertisement, followed by a brief description of the scope of service, contract term, and award criteria. Ms. Hershner stated the following 10 firms submitted proposals, which were received by September 22, 2020, in alphabetical order:

- ACTS Airport Services, Inc.
- American Eagle Protective Services Corporation
- American Guard Service, Inc.
- Global Security Associates, LLC
- HSS, Inc.
- Inter-Con Security Systems, Inc.
- Prosegur Services Group, Inc.
- Safeway Services Group
- SecurAmerica, LLC
- Universal Protection Services d/b/a Allied Universal Security Services, Inc.

In regards to the scope of service, this Contract award will be to provide all labor, supervision, equipment, tools, materials, supplies, uniforms, fuel, vehicles and all other items necessary or proper for, or incidental to, providing security area monitoring services including, but not limited to, access control, vehicle search services, and garage patrol services at multiple locations located throughout the Orlando International Airport (OIA) in accordance with the contract documents and pursuant to the Aviation Authority's Standard

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Operating Procedures (SOPs) and the Code of Federal Regulations (CFR) Title 49 Part 1500 series, as amended.

The awarded Proposer will be obligated to perform these services twenty-four hours per day, seven days per week, 365 days per year or 366 days per leap year. The Aviation Authority reserves the right to increase or decrease coverage at any time during the Contract.

The term of the Contract will be for twenty-four (24) months with the initial service to commence on or about April 1, 2021, and with the Aviation Authority having three (3) additional option periods of one (1) year each.

Lastly, Ms. Hershner made reference to Attachment A (copy on file), which details the award criteria. She indicated that per the award criteria, for a Proposer to meet the minimum responsibility criteria for this Contract, the Proposer must provide verifiable evidence, as follows:

1. Through references or otherwise, that the Proposer is an individual, a firm, a corporation, or other entity that is currently engaged in the business of providing security area monitor services;
2. Through references, that the Proposer, after taking into account the activities of a related predecessor (e.g. by merger or reorganization), affiliate, or principal of Proposer, has satisfactorily provided security area monitor services for an airport or similar transportation facility during such five (5) year period; and
3. Through reference or otherwise, that it or a predecessor (e.g. by merger) or affiliate is satisfactorily providing, or has: satisfactorily provided within the past five (5) years, in either case for a period of not less than three (3) years, security services at multiple entrance control points for an integrated campus of one or more separate facilities (in one geographic location) pursuant to a single contract with a minimum requirement of 2,000 man hours per week in multiple shifts, 24 hours per day, 7 days per week.

Chairman Friel asked if any Committee member had questions. Hearing none, he asked staff to provide their findings in regards to the Minimum Responsibility criteria.

Ms. Hughes presented the following findings for the Minimum Responsibility criteria:

1. **Through references or otherwise, that the Proposer is an individual, a firm, a corporation, or other entity that is currently engaged in the business of providing security area monitor services - All Proposer met the requirement.**
2. **Through references, that the Proposer, after taking into account the activities of a related predecessor (e.g. by merger or reorganization), affiliate, or principal of**

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Proposer, has been actively engaged in such business during the five (5) years immediately preceding the date of Proposer's response to this Request for Proposal - All Proposers met the requirements with the exception of Safeway Services Group. Safeway Services Group only confirmed 3 years of being actively engaged in business.

3. **Through reference or otherwise, that it or a predecessor (e.g. by merger) or affiliate is satisfactorily providing, or has: satisfactorily provided within the past five (5) years, in either case for a period of not less than three (3) years, security services at multiple entrance control points for an integrated campus of one or more separate facilities (in one geographic location) pursuant to a single contract with a minimum requirement of 2,000 man hours per week in multiple shifts, 24 hours per day, 7 days per week** - Ms. Hughes informed that obtaining references checks was a challenge, due to many of the references listed were working remotely during the COVID-19 pandemic. Reference requests were sent out on September 25, 2020 and October 5, 2020, with follow-ups on October 12 and October 29, 2020. All Proposers met this criteria with the exception of Safeway Services Group. Services Service Group did not provide a reference that could verify that they have provided 2,000 man hours per week in multiple shifts and 24 hours per day, 7 days per week.

Before proceeding, Chairman Friel informed the Committee that they were provided evaluation forms for the Minimum Responsibility requirements. This criteria should be ranked as "Meet Requirements" or "Does Not Meet Requirements". He asked Ms. Hughes to continue with the last requirement.

Ms. Hughes indicated that the last requirement was small business participation, as follows:

4. **The Proposer must meet a small business participation requirement of 11% for Minority and Women Business Enterprise (MWBE) and participating requirement of 11% for Local Developing Business (LDB) as established by the Aviation Authority** - All Proposer met the requirement with the exception of Safeway Service Group. The Small Business Development Department provided a memorandum which stated that "Safeway Services Group proposed to self-perform the LDB goal which is contrary to the Instructions to Proposers, § 26.3: "All Proposers, including a Proposer which is an LDB, shall comply with the LDB requirements outlined in this section by having LDBs other than the Proposer..." We recommend that Safeway Services Group be deemed non-responsive to the Aviation Authority's RFP 06-21, Security Area Monitor (SAM) Services".

Chairman Friel asked the Committee and legal counsel if they had any thoughts or comments with regards to Safeway Service Group self-performing as LDB, and the Small Business Development Department's recommendation to deem them non-responsive. Legal counsel agreed that, based on the small business requirements set forth in the Request for Proposals (RFP), not complying with this requirement can deemed the Proposer non-responsive. Additionally, Ms. Stangle noted that there were other requirements that Safeway Service Group did not meet.

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Upon motion by Vice Chair Sharman, second by Mr. Draper, motion passed unanimously by roll call vote, to deem Safeway Service Group non-responsive as it pertains to small business participation requirements.

Mr. Draper asked if, based on the minimum requirements just discussed, firms without airport experience should be considered differently. On the same subject, Vice Chair Sharman asked if the requirement is to have experience in an airport and/or similar regulated transportation environment. Following a brief discussion, Ms. Stangle clarified that for the evaluation of the Minimum Responsibility criteria, experience both in an airport or similar transportation environment are acceptable to meet the criteria. However, this can be used as a discriminator when evaluating the Experience and Qualifications during staff's review of the proposal, when Committee will be asked to rank each Proposer in five other areas.

Chairman Friel asked Mr. Draper to list the Proposers he identified as having no airport experience. Mr. Draper indicated that American Eagle Protection Services, Inter-Con Security Systems, Inc. and Safeway Services Group did not list airport experience. Ms. Stangle reiterated that based on the requirement, as stated on the RFP documents, experience in an airport or a similar regulated transportation facility is acceptable. Brief discussion ensued regarding examples of similar transportation facilities.

Chairman Friel affirmed that with this explanation there is no need for an amendment to the previous motion.

Before continuing with staff review of the proposals, Chairman Friel indicated that the Committee was provided a separate evaluation form for this part of the evaluation. He proposed the use of the following scale for ranking each category, as follows: Outstanding, Very Good, Adequate, Less Than Adequate, and Unacceptable.

Executive Summary

Chairman Friel asked Ms. Hughes to provide staff's review of the Executive Summary. Ms. Hughes provided the following information:

ACTS Airport Services, Inc. (ACTS) - ACTS has been in business for 19 years. It is a subsidiary of ACTS-Aviation Security. They were acquired by ICTS Europe in 2017. ACTS was formed after 9/11/2001, to provide aviation security solutions to airline customers. They provide services at 31 airports. The firm has \$40 million in revenue. ACTS had 1,000 employees, but due to COVID-19 pandemic its staff has reduced to 600 employees. ACTS' programs for Cincinnati/Northern Kentucky International Airport and Minneapolis-Saint Paul International Airport include employee screening using x-ray machines, walk-through metal detectors (WTMDs), and handheld metal detectors, vehicle and personnel inspections at Airfield Operations Area (AOA) gates, exit lane staffing, access control, and issuance of escort badges. They proposed to use a T3 three wheel vehicle. Lastly, they had no letters of warning as it relates to CFR Title 49 Part

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1500 Series, civil penalties, or evidence of penalties incurred within the past five years.

Allied Universal Security Services (Allied) - Allied has been in business for 60 years. The parent companies of Allied Barton Security Services was founded in 1958, and Universal Protection Services was founded in 1965. The companies merged in August of 2016 to form Allied Universal Security Services. The Proposer has 275 federal, state, and local clients; 750 government facilities; and up to 200 locations under a single contract. They provide services to 41 airports, 7 which are Cat X. Allied has \$7.4 billion in revenue and have approximately 230,000 employees. Some of its airport experience include John F. Kennedy International Airport, LaGuardia Airport, Rochester International Airport, Newark Liberty International Airport, Jacksonville International Airport, Ft. Lauderdale-Hollywood International Airport, Miami International Airport; Dallas Love Field and San Antonio International Airport, among others. Allied listed Trikke as its proposed electric stand-up three wheel vehicle. The Proposer listed two (2) warnings at Cat X airports.

American Eagle Protective Services (AEPS)- The Proposer has been in business for 18 years and it is a privately-owned corporation with no parent or subsidiary companies. AEPS began as an approved member of the Small Business Association's (SBA) and they graduated from the program in 2014. They currently manage multi-million dollar contracts throughout the U.S. providing over 1.4 million hours of productive security guard services. AEPS currently operates and manages multiple security operations contracts throughout the continental United States, Hawaii, and the U.S. territory of Guam. There has been no change in ownership during that time. The Proposer did not list any airports. They have \$45.3 million in revenue and have approximately 1,000 employees. Since 2012, AEPS has been providing armed Contract Security Officer (CSO) services to the Federal Aviation Administration (FAA) Western Service Area (WSA), which comprises the states of Arkansas, Washington, California, Nevada, Arizona, Utah, Colorado, Hawaii, and the US territory of Guam. Its proposed electric stand-up three wheel vehicle is a Segway SE-3. They did not list any letter of warning; however, they did not list airport experience.

American Guard Service, Inc. (AGS) - AGS has been in business for 23 years. Its services include armed and unarmed guard security, mobile patrols, surveillance solutions, crossing guards, and more. AGS has had successful contracts with federal and local municipalities, airports, maritime facilities, K-12 and higher education clients. Since 2001, they expanded airport coverage with clients such as Miami International Airport, Los Angeles International Airport, Los Angeles World Airports, and Contra Costa County Airport Division. Under experience, they listed the three aforementioned airport. They have \$98.6 million in revenue and have approximately 8,000 employees. Its proposed electric stand-up three wheel vehicle is a Trikke. Lastly, they had no letters of warning as it relates to CFR Title 49 Part 1500 Series, civil penalties, or evidence of penalties incurred within the past five years.

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Global Security Associates, Inc. (Global) - Global has been in business for 18 years. It is led by its three funders, CEO and President William McGuire, Executive Vice President and Head of Operations Victor Anderes, and Executive Vice President and CFO Lenny Bonventre. On January 2019, Global was acquired by Securitas Security Service USA, Inc. Global integrated into the Securitas family of companies as the US Aviation Division. Securitas Aviation is present at 268 airports in the U.S., Europe, South America and Asia, with a workforce of about 27,000 aviation security staff. Securitas Aviation Group U.S. has over 35 years of experience and serves 31 airports, with approximately 3,500 aviation security guards, consultants, and electronic security experts. Global is working closely with technology sister company (Securitas Electronic Systems) to integrate leading edge technologies into airport security operations to better support client with their security needs. Global serves 13 airports, has a \$4 billion revenue, and 1,500 employees. They listed John F. Kennedy International Airport, Washington Dulles International Airport, Newark Liberty International Airport, Minneapolis-Saint Paul International Airport, and Honolulu International Airport as their Cat X experience, and San Diego as large hub experience. They proposed a T3 2020 Revolution Series as its electric stand-up three wheel vehicle. Global listed two letters of warning and incurred a single \$3,250 civil penalty, which was classified as a minor issue.

HSS, Inc. (HSS) - HSS is the Aviation Authority's current provider of these services. HSS has not been bought or purchased any companies in the past 5 years. They participate and support ASIS, IAHS, AAAE, and ACI-NA. HSS has expanded its services beyond security guard services, to include security systems integration, medical equipment management, emergency management training & consulting, and workplace de-escalation training. They serve six airports, have \$200 million in revenue and 4,000 employees. They listed Cat X experience as follows: Salt Lake City International Airport, Denver International Airport, Orlando International Airport, Portland International Airport, Hartsfield-Jackson Atlanta International Airport, and Milwaukee General Mitchell International Airport. HSS proposed a T3 as its electric stand-up three wheel vehicle. They listed letters of warning received, as follows: Orlando International Airport (4); Denver International Airport (33); Hartsfield-Jackson Atlanta International Airport (8); Portland International Airport (2); and Dulles International Airport (5).

Inter-Con Security Systems, Inc. (Inter-Con) - Inter-Con has been in business for 47 years. Its first client was NASA. In 1986, Inter-Con was selected by the U.S. Department of State to design and operate a Local Guard Force (LGF) to secure the U.S. Embassy and Consulates. They have over 35,000 employees providing services throughout North America, South America, Europe, and Africa. Inter-Con is developing new solutions that utilize drones, robots, as well as advanced vehicle and personnel telematics to augment Security Officer deployments. Inter-Con is investing in new software that eliminates scheduling errors. They did not list any airports. The Proposer has \$256

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million in revenue. Under "Experience" they listed Port of Galveston, which is a contract that requires a complex level of coordination between managerial, administrative, logistical, and regulatory support efforts to successfully carry out its mission on a daily basis. Inter-Con's officers average 1,300 hours of service on a weekly basis and currently operates in accordance with the U.S. Coast Guard-approved and enforced Security Facility Plan, mandated under the Maritime Transportation Security Act. Its proposed electric stand-up three wheel vehicle is a Trikke Defender. They did not list any letter of warning; however, they did not list airport experience.

Prosecur Services Group, Inc. (PSG) - PSG has been in business for 44 years. The company was overseas until 2018. That same year they merged with CSC/Aviation Safeguards and three other security industry companies to create Prosecur Security USA. In the United States, Command Security Corporation, dba. Aviation Safeguards has been providing services to airports and airlines for over 35 years. PSG serves 5+ airports. They have a worldwide revenue of \$5 billion, 6,300 employees in the U.S., and 160,000 employees worldwide. PSG listed LaGuardia Airport, John F. Kennedy International Airport, Pittsburg International Airport, Philadelphia International Airport, Baltimore-Washington International, and Los Angeles International Airport as their airport experience. Its proposed electric stand-up three wheel vehicle is a Segway SE-3 Patroller. Lastly, they had no letters of warning as it relates to CFR Title 49 Part 1500 Series, civil penalties, or evidence of penalties incurred within the past five years.

SecurAmerica, LLC (SecurAmerica)- SecurAmerica has been in business for 15 years. The company was founded by Frank Argenbright, Jr. They formed Argenbright Holdings in November 2017, and made strategic acquisitions of strong regional companies in custodial, security and aviation services. Its headquarters are in Atlanta. SecurAmerica employs 8,500 security professionals in over 50 primary and secondary markets across the country. Florida operations are headquartered in Orlando (adjacent to the Orlando International Airport). They conduct security screening at 17 U.S. airports nationally, including Hartsfield-Jackson Atlanta International Airport, Detroit Metropolitan Wayne County Airport, San Francisco International Airport, Salt Lake City International Airport, Seattle-Tacoma International Airport, John F. Kennedy International Airport, LaGuardia Airport, Newark Liberty International Airport, Boston Logan International Airport, Ronald Reagan Washington National Airport, Daniel K. Inouye International Airport, Cincinnati/Northern Kentucky International Airport, and Minneapolis-Saint Paul International Airport. They mainly provide security guard services for Delta Airlines. SecurAmerica will continue to grow organically and seek out strategically appropriate acquisition targets to expand national service reach. The Proposer seeks to develop its aviation services platform into a global service offering, while growing its domestic contract security and facilities services. They have \$250 million in revenue. Its proposed electric stand-up three wheel vehicle is a T3 Motion Patroller. Lastly, they had no letters of warning as it relates to CFR

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Title 49 Part 1500 Series, civil penalties, or evidence of penalties incurred within the past five years.

Chairman Friel asked the Committee if they had any questions or if they would like to discuss any of the firms further before ranking this criterion. He reiterated that the following is the scale that the Committee will utilize for ranking each criteria, as follows: Outstanding, Very Good, Adequate, Less Than Adequate, and Unacceptable.

Vice Chair Sharman asked staff if SecurAmerica provides service to Delta Airlines at the Orlando International Airport. Ms. Hughes responded that there was no indication of services being provided at this airport. As a follow-up question, Ms. Silver asked what does "providing security guard services for Delta Airlines" mean. Ms. Hughes deferred the question to Mr. Michael Karamarkovich, Manager of Security Contract, who explained that, based on SecurAmerica's proposal, the understanding is that they contract with Delta Airlines to provide service at airports. In response to Ms. Silvers question regarding the specific type of services provided by SecurAmerica, Mr. Karamarkovich replied that, based on its proposal, SecurAmerica provide security services for Delta Airlines' headquarter. Following discussion, and in response to Ms. Silver's question regarding services included in the contract with Delta, Mr. Draper read the following from SecurAmerica's proposal: *"Maintain the security of the Sterile and Aircraft Operations Area (AOA) at seventeen (17) airports nationally... Oversee Delta's identification processing office (IDP), ensuring TSA compliance with the issuance of employee identification badges... Responsible for all security matters related to Delta World Headquarters, controlling all access onto the Delta main campus and satellite locations.. 6,035 man-hours per week in multiple shifts, 24 hours per day, 7 days per week..."*

Mr. Engle asked, in regards to Allied's letters of warning received at two Cat X airports, was there any more information provided as to the reasons for the warnings. Mr. Karamarkovich responded that no further information was provided. Mr. Engle followed-up by expressing his concerns with the amount of letter of warnings received by HSS in various airports, and asked if these are consistent findings. Mr. Karamarkovich responded that staff reached out to Denver International Airport to request more information; however, they did not respond to this request. Mr. Karamarkovich made a point to mention that the RFP did not require Proposers to provide details about the letters of warning, it only required the Proposer to *"list any letters of warnings, civil penalties, or other evidence of penalties incurred by the Proposer within the past five (5) years"*.

Ms. Silvers noted that per AGS' proposal, it provides service to three airports; however, none of the references where from any of those airports. She asked if this is because their contracts are not directly with the airports. Ms. Hughes responded that they listed 3 airports as part of their experience providing security services, but provided Carnival Cruise Line, DHL Supply, Kroger/Ralphs, 99 Cents Store Only, and Norwegian Cruise Line as its references.

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Mr. Draper made reference to AGS' proposal and confirmed that the company was contracted by DHL Supply to provide Shipping and Receiving Guard(s) and GSC Ground Security Coordinator at Los Angeles International Airport. They also provide on-call security service at the Miami International Airport.

Chairman Friel asked if there were any further questions or comments. Hearing none, he asked the Committee to discuss ranking for this criterion. Vice Chair Sharman started the conversation by focusing primarily on the letters of warning reported by each Proposer. Following a brief discussion regarding how to evaluate this section, Vice Chair Sharman proceeded to provide her suggested ranking as Outstanding for ACTS; Very Good for Allied; Adequate for AEPS, due to its lack of airport experience; Outstanding for AGS; Less than Adequate for Global, because they had 2 letters of warning and incurred a civil penalty; Less than Adequate for HSS, due to the of letters of warnings listed; Adequate for Inter-Con, due to its lack of airport experience; Very Good for PSG; and Very Good for SecurAmerica. Vice Chair Sharman indicated that she is not firm on this ranking, but provided a starting point to open discussion among Committee members.

Mr. Engle made a point to mention that it is important to also look at the amount of airports each firm serves and the scope of service they provide. Chairman Friel concurred with Mr. Engle's point. For example, Allied provides services in 41 airports, seven which are Cat X; however, they only have two letters of warning, over a 5-year period. Both Chairman Friel and Vice Chair Sharman agreed with Mr. Engle's observation.

Ms. Silvers made the observation that the proposed ranking for ACTS and AGS is Outstanding for both; however, ACTS has more direct contracted airport experience than AGS. Mr. Draper expressed he had concerns with ACTS, since they stated in their proposal that they serve 31 airports, but due to COVID-19 they reduced their employees to 600. In response to Mr. Draper's question regarding current staffing for this contract, Mr. Karamarkovich responded that currently there are approximately 150 employees for this contract. Mr. Draper suggested ACTS' ranking be changed to Very Good, and Allied ranking to remain Outstanding, based on the previous discussion. The Committee agreed with his suggestion.

Mr. Draper continued by suggesting a ranking of Very Good for AGS, because the services provided at Miami International Airport are listed as on-call services. In regards to Global, Mr. Engle commented that the amount of years in business and airport experience should offset the two letters of warning, and at minimum should be ranked Very Good in this category. Chairman Friel agreed with this ranking. Vice Chair Sharman stated that depending on the severity of the civil penalty, she would be able to make a definite ranking. Mr. Draper made reference to Global's proposal and read that the violation was due to "Non-return of an employee airport SIDA badge". He also indicated that both letters of warning and the civil penalty took place in 2018. Mr. Draper suggested a ranking of Very Good for Global. The Committee agreed.

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Chairman Friel indicated that, with regards to HSS, he ranked them as Adequate. He continued by stating that they have airport experience and experience at Orlando International Airport, but he expressed his concerns about the amount of letters of warnings listed by HSS. Ms. Silvers added that HSS provided a graph with the number of letters of warning, civil penalties, or other evidence of penalties within the past 5 years, without further details of the violations. The Committee consensed to rank HSS as Adequate.

Moving on to Inter-Con, Chairman Friel expressed his concerns regarding its lack of airport experience. He suggested a ranking of Adequate or Less than Adequate. Mr. Draper, Mr. Engle and Vice Chair Sharman concurred with ranking Inter-Con as Adequate for this criterion.

Chairman Friel suggested a ranking of Very Good for PSG, based on their worldwide experience, years in business, number of airports they serve, and number of employees. Ms. Silvers asked for verification of Allied's ranking. Chairman Friel indicated that Allied had been ranked Outstanding for this criterion. Ms. Silvers observed that based on Chairman's Friel point about PSG's strengths, they should be ranked Outstanding as well. The Committee agreed with Ms. Silvers suggestion.

In regards to SecurAmerica, all Committee members concurred to rank the Proposer Very Good for this criterion.

Chairman Friel tallied the rankings for this category, as follows:

The scale for ranking for this criterion is as follows: Outstanding (O), Very Good (VG), Adequate (A), Less Than Adequate (LA) and Unacceptable (U).

Proposer	Ranking
ACTS	VG
Allied	O
AEPS	A
AGS	VG
Global	VG
HSS	A
Inter-Con	A
PSG	O
SecurAmerica	VG

The Committee consensed with the ranking.

Experience and Qualifications for On-Site Manager

Chairman Friel asked Ms. Hughes to present staff findings for Experience and Qualifications for On-Site Manager.

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Before providing staff findings, Ms. Hughes clarified that the RFP required the Proposers to provide a State of Florida Security Manager (MB) license; however, the COVID-19 pandemic presented some difficulties for licenses to be obtained. Therefore, through an addendum, Proposers were allowed to provide proof of their applications. Once the proposals were received, Ms. Hughes was able to verify the information on the website.

ACTS Airport Services, Inc. (ACTS) - Ms. Hughes indicated that ACTS' proposed On-Site Manager is Mr. LaMont Starch. Mr. Starch's license was issued as of 11/10/2020. He has 28 years of Law Enforcement Security experience and 10 years with the Metropolitan Airport Commission's Police Department at Minneapolis St. Paul International Airport. Since 2014, Mr. Starch has served as the Security Operations Manager for the Walt Disney Company, managing the security team. He has an Associate's Degree in Police Science from Western Wisconsin Technical College, and a Bachelor's Degree in Security Management from Bellevue University.

Allied Universal Security Services (Allied) - Allied proposed Mr. Ronald D. Pellechia as their On-Site Manager. On October 14, 2020, Ms. Hughes was able to confirmed Mr. Pellechia's MB license. He has been an Allied Universal Manager for 5 years; Client Area Manager from 2015-2017; Account Manager 2017-2018; and Client Manager 2018-Present. Mr. Pellechia has experience with city transit accounts such as New York City Police Department. He is certified by the American Association of Airport Executives (AAAE) as an Airport Certified Employee (ACE) - Airport Security, and an Airport Security Coordinator (ASC). Mr. Pellechia has taken many courses which include Criminal Investigation, Homicide Investigation, Sex Crimes and Child Abuse Investigations, Insurance Fraud, Photo Image Systems, Internet Crimes, Cellular Telephone Fraud, Detecting Pickpockets, Specialized Protective Security Training, and DSX Access Control.

American Eagle Protective Services (AEPS)- AEPS' proposed On-Site Manager is Mr. Jerrold Johnson. A copy of the license was provided, but when verified on the website, the license expired on December 23, 2019. Staff rechecked various time and as of November 10, 2020, it still showed as expired. Additionally, his application has been denied twice. From 2019-Present, Mr. Johnson has been the Director of Public Safety in the City of Raleigh North Carolina. From 2014-2016 he worked as the Director of Security Operations for Walt Disney World Resorts in Orlando, Florida. From 1999-2011 he worked as a National Police Advisor/Military Command Human Resource Manager/Unit Victim Advocate, Military Command at Fort Benning, GA. Mr. Johnson has a Bachelor's Degree in Criminal Justice from Lincoln University.

American Guard Service, Inc. (AGS) - AGS's proposed On-Site Manager is Mr. Doug Snow. Staff verified his license and as of October 14, 2020, he does have a valid MB license. From 1986-1990 he served as Sergeant for the United States Air Force. From 1990-2001 he worked as a Shift Supervisor and Operations Manager for Diamond Group Argonne Nat'l Lab. In 2003 he served as a Protection Specialist for Diplomatic Protection Services.

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From 2003-2016 he worked in various capacities for McRoberts Maritime Security. From 2016-Present he has worked as an Operations Director for American Guard Services, Inc. He studied International Security at the Community College of the Air Force.

Global Security Associates, Inc. (Global) - Global's proposed On-Site Manager is Mr. Kenneth W. Nelson. His license application was complete and staff verified that he has his MB license. Mr. Nelson has 31 years of experience in aviation and 22 years in management. His resume stated that he previously worked at the Orlando International Airport, but staff was unable to verify that information. He has worked at various Cat X and Cat I airports such as Denver International Airport, LaGuardia Airport, and Raleigh-Durham International Airport. He also worked at Baghdad International Airport and Basra International Airport. Mr. Nelson has a Bachelor of Business Administration in Aviation Management from Embry-Riddle Aeronautical University, Daytona Beach. He is certified by the American Association of Airport Executives (AAAE) as an Airport Certified Employee (ACE) - Airport Security, and an Airport Security Coordinator (ASC) and a Certified Member (CM). Mr. Nelson is a member of the Florida AAAE Security Committee.

HSS, Inc. (HSS) - HSS proposed On-Site Manager is Mr. Kevin Brown, who is currently serving in that capacity at this airport. He has his MB license. Mr. Brown worked for the Orange County Corrections Department from 2005-2020 and for Disney as a Security Officer from 2004-2005. He is a registered AAAE Airport Certified Employee (ACE).

Inter-Con Security Systems, Inc. (Inter-Con) - Inter-Con's proposed On-Site Manager is Mr. Ryan Canchola. His license was verified on October 14, 2020. His experience includes three years as Infantryman in U.S. Marine Corps Corporate; Security Manager for Power Design Inc. from 2018-2020; Special Agent/Criminal Investigator for the U.S. Department of State, Washington D.C. from 2015-2018; and Special Agent/Criminal Investigator/Protective Liaison Team Leader for the U.S. Department of State, New York Field Office from 2013-2015. He has a Bachelor's Degree in Business Administration in Aviation Management.

Prosecur Services Group, Inc. (PSG) - PSG's proposed On-Site Manager is Mr. Chris Kelemen. Staff verified that he has his MB license. Currently, Mr. Kelemen works at G4S as a District Manager. He worked for Securitas USA from 2005-2018, as he worked his way through various positions starting as a Scheduler all the way to Vice President of National Accounts. Additionally, he worked with Allied Universal as an Assistant Account Manager from 2001-2004. Mr. Kelemen is 16 credits short of a Bachelor's of the Arts from Montclair State University.

SecurAmerica, LLC (SecurAmerica)- SecurAmerica's proposed On-Site Manager is Mr. Chris Ruiz. Ms. Hughes indicated that Mr. Ruiz does not have his MB license, but does have his D license. However, per Florida Statutes, if the company (SecurAmerica) has a Class B license, then the individual who performs the services of a manager for 2 years

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can perform the services. Ms. Hughes added that, if SecurAmerica is shortlisted, staff will have to look further into this matter. Mr. Ruiz has worked as a General Manager for GardaWorld in Orlando from 2014-Present, where he is responsible for over 13,000 hours of security staffing per week. In that role, he directs the hiring, training, performance and retention of over 400 employees. He worked as a Senior Instructor and Detail Leader for Gryphon Group Security Solutions from 2004-2014, providing Mobile Force Protection Training to active duty military and federal personnel. From 1993-2004 he was a sworn officer of the City of Detroit Police Department. Mr. Ruiz has a Bachelor's Degree in Business Management from Penn Foster College.

Chairman Friel asked the Committee if they had any questions or if they would like to discuss any of the firms further before ranking this criterion. To help initiate the discussion among Committee members, he suggested to rank ACTS as Very Good in this criterion. Mr. Engle and Vice Chair Sharman indicated that they had the same ranking for this Proposer. Mr. Draper made a point to mention that ACTS' proposed On-Site Manager had some law enforcement experience and other security experience; therefore, he would suggest a ranking of Outstanding. Chairman Friel added that Mr. Starch had a valid license and 20 years of experience. The Committee concurred to rank ACTS as Outstanding.

Chairman Friel continued to provide his ranking for Allied as Outstanding. He stated that not only did the proposed On-Site Manager has a valid license, but various AAAE certifications. The only concern is that Mr. Pellechia does not have airport experience. Mr. Draper stated that he had them listed as Outstanding. Mr. Engle indicated that he had them ranked as Very Good; however, he highlighted that Mr. Pellechia had 20 years of experience with the New York City Transit Police Department. The Committee concurred to rank Allied as Outstanding for this criterion.

In regards to AEPS, Chairman Friel ranked them as Adequate, due to the lack of license and the application being denied twice. All other Committee members concurred that AEPS should be ranked as Unacceptable in this criterion, based on the aforementioned fact. Chairman Friel agreed. The Committee consensued to rank AEPS as Unacceptable for this criterion.

Chairman Friel stated that he listed AGS as Adequate or Very Good, because even though Mr. Snow has a valid license, his experience is not as extensive as others. Mr. Draper and Ms. Silvers indicated that they had assigned a ranking of Very Good. The Committee consensued to rank AGS as very good for this criterion.

Chairman Friel proceeded to discuss his suggested ranking for Global, which was Outstanding or Very Good. He based his decision on the On-Site Manager's valid license, years of experience, certifications and education. The Committee concurred to rank Global as Outstanding.

Moving on to the next Proposer, Chairman Friel indicated that he had listed HSS ranking as Adequate or Very Good. He explained that he based his decision on the fact that Mr. Brown

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is currently providing the service at Orlando International Airport; however, he just started as an On-site Manager this year. Mr. Draper suggested a ranking of Very Good, because of Mr. Brown current and previous experience. The Committee consensed on ranking HSS as Very Good for this criterion.

Chairman Friel moved on to discuss Inter-Con's On-Site Manager and suggested a ranking of Adequate or Very Good, because of his type of experience. Mr. Draper suggested a ranking of Adequate, due to Mr. Canchola's experience being mostly in other areas rather than hands-on experience as manager in a facility. The Committee consensed to rank Inter-Con as Adequate for this criterion.

For PSG, Chairman Friel provided a ranking of Very Good or Adequate. All other Committee members suggested a ranking of Very Good. The Committee consensed a ranking of Very Good for this criterion.

With regards to SecurAmerica, Chairman Friel provided a ranking of Adequate to Less than Adequate, because of concerns with licensing. Mr. Draper and Mr. Engle agreed that the Proposer should be ranked as Less than Adequate due to licensing. Vice Chair Sharman stated that she would lean towards ranking SecurAmerica as Adequate. Discussion ensued regarding licensing requirements. Ms. Hughes explained that the RFP required the On-Site Manager to have the MB license to provide the services; however, under the Florida Statues if the company has a Class D license, then an individual who has a Class D license for 2 years or more, can performs the services of a manager. Mr. Karamarkovich clarified, for the record, that a Class D license is required by the State for a guard (unarmed) and MB license is required for a manager. If, for example, an individual worked for a licensed security company and has his Class D license for 2 years, and they want to make him a manager, that person does not need to have their MB license. If that individual calls out sick from work and another employee has the Class D license and has been working with the company for 2 years, that person can be tasked as a manager and be in compliance with the State. Ms. Silvers made the observation that the RFP specifically required that the On-Site Manager had the MB license. She also made the observation that Mr. Ruiz's resume indicated that he had his MB license. After a brief discussion, the Committee concurred to give SecurAmerica a rank of Less than Adequate.

Chairman Friel tallied the rankings for this category, as follows:

The scale for ranking for this criterion is as follows: Outstanding (O), Very Good (VG), Adequate (A), Less Than Adequate (LA) and Unacceptable (U).

Proposer	Ranking
ACTS	O
Allied	O
AEPS	U
AGS	VG

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Global	O
HSS	VG
Inter-Con	A
PSG	VG
SecurAmerica	LA

The Committee consensed with the ranking.

Transition Plan

Chairman Friel asked Ms. Hughes to present staff finding for the Transition Plan.

Ms. Hughes indicated that for this criterion, Proposers were asked to describe their plan to start operations and bring about a smooth transition; describe how they will handle anticipated problems; and time period for hiring and training of employees.

ACTS Airport Services, Inc. (ACTS) - Ms. Hughes indicated that ACTS proposed to incorporate a Transition Team that will oversee all aspects of this contract; on-line collaborative tools to manage the transition process; and retention of Incumbent Workforce. ACTS expects to retain 80-90% of all incumbent security officers. (*Ms. Hughes took a moment to explain that the RFP contained a requirement that first right of refusal would be to the current guards and supervisors that are in place today. All Proposers agreed to this statement*). ACTS' transition is broken into 2 parts: Pre-Transition and Post-Transition. They listed activities for each on in charts on pages 40-42 of its proposal. The staffing charts provided show labor hours per post/position. ACTS had 4 FTE for a post requiring 168hrs (weekly) of staffing. When calculating 168 hours divided by 40 hours, it results in 4.2. Staffing charts show posts/positions to be staff by subcontractor(s) on Pg. 45. Its plan describes how they would handle transitional issues. ACTS' provided a time period for the transition of 45-60 days.

Allied Universal Security Services (Allied) - Allied will offer the right of first refusal of positions from the existing Contractor's qualified Project Manager, Assistant Project Manager and other security SAM personnel who wish to remain on the new contract (this would include the Trainer, Administrator, Assistant Manager and current On-site Manager). The Proposer did not list any anticipated problems/solutions. They proposed a 45 day transition period.

American Eagle Protective Services (AEPS) - AEPS' proposed staffing is composed of 80% Full Time employees and 20% Part-time employees (Pg. 16). They used the Normal Staffing Requirements table from the RFP to build its staffing. AEPS addressed anticipated problems on Pages 29 and 30 of its proposal and indicated a 30 day transition period.

American Guard Service, Inc. (AGS) - AGS's provided a summary table on Pg. 28. Its proposed transition plan indicates that once a notice is received the plan will activate. AGS will immediately contact qualified incumbents and offer "Right of-

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First-Refusal" within the first week. Details of transition plan are listed on Pg. 28 - Pg. 32. AGS did not provide details of labor hours by locations and did not list any anticipated problems/solutions with the transition plan. They proposed a 31 day transition period.

Global Security Associates, Inc. (Global) - Global provided a transition chart on Pg. 57 - Pg. 59; a breakdown of labor hours on Pg. 61; and a master schedule on Pg. 63, which shows an additional 1.5 FTE of breakers per shift at no additional cost to the Aviation Authority. Global proposed to rotate post assignments every 6 months. Its proposal indicated that Global will conduct a comprehensive risk management review. They proposed a 60 day transition period.

HSS, Inc. (HSS) - HSS is the current provider. They included a transition chart on Pg. 51 - Pg. 56, and its proposed breakdown for labor hours on Pg. 47 - Pg. 49. As the incumbent, HSS did not list any anticipated problems with the transition.

Inter-Con Security Systems, Inc. (Inter-Con) - Inter-Con's provided a transition chart on Pg. 13 of the PDF proposal. The breakdown for labor hours is broken down by headcount percentages of Full-Time employees vs. Part-Time employees. They did not list any anticipated problems with the transition. Inter-Con proposed a 90 day transition period.

Prosecur Services Group, Inc. (PSG) - PSG's provided a transition chart on Pg. 54. They did not include a breakdown for labor hours. PSG did not list any anticipated problems with the transition. They proposed a 30 day transition period.

SecurAmerica, LLC (SecurAmerica)- SecurAmerica's proposed transition schedule is on Pg. 15 and labor hours schedule is listed on Pg. 24 - Pg. 26. They did not list any anticipated problems with the transition. They proposed a 30 day transition period.

Chairman Friel asked the Committee if they had any questions or comments. Mr. Draper asked Mr. Karamarkovich what is the adequate transition time period. Mr. Karamarkovich replied that, taking into account badging, interviews, uniform, etc., a 45 day transition period is adequate.

By question from Mr. Draper regarding the "right of first refusal", Ms. Hughes responded that the right of first refusal is for the Monitors and Supervisor positions only.

Chairman Friel began discussion by offering ranking suggestions. He indicated that for ACTS he suggests a ranking of Very Good, based on its transition plan and transition period time. He suggested the same ranking of Very Good for Allied, based on the same comments. Committee members concurred with the first two rankings suggested by the Chairman.

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For AEPS, Chairman Friel listed them as Very Good and asked if they should be considered as Outstanding. Mr. Draper and Mr. Engle opined that the 30 day transition may be a bit too aggressive; therefore, they agreed that Very Good is the appropriate ranking for AEPS for this criterion.

Continuing with the ranking, Chairman Friel suggested Very Good for AGS, and the Committee concurred with his suggested ranking. For Global security, Chairman Friel also suggested a ranking of Very Good. Again, the Committee concurred with Global's ranking for this criterion.

For HSS, Chairman Friel suggested a ranking of Very Good or Outstanding. After a brief discussion regarding HSS being the incumbent and not having to transition, the Committee concurred that they should be ranked as Very Good. Mr. Draper made a point to highlight the exceptions taken by HSS with regards to General Conditions and Specifications. Ms. Hughes clarified that said criterion will be discussed separately.

Chairman Friel indicated that due to the proposed 90 day transition period, he ranked Inter-Con as Adequate. The Committee consensed.

Chairman Friel listed PSG ranked as Very Good. The Committee consensed.

Lastly, he also suggested a ranking of Very Good for SecurAmerica. The Committee consensed with the raking.

Chairman Friel tallied the rankings for this category, as follows:

The scale for ranking for this criterion is as follows: Outstanding (O), Very Good (VG), Adequate (A), Less Than Adequate (LA) and Unacceptable (U).

Proposer	Ranking
ACTS	VG
Allied	VG
AEPS	VG
AGS	VG
Global	VG
HSS	VG
Inter-Con	A
PSG	VG
SecurAmerica	VG

The Committee consensed with the ranking.

Proof of Insurance

Chairman Friel asked Ms. Hughes to present staff finding for Proof of Insurance.

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Ms. Hughes, provided the following findings, and indicated that Mr. Remmers, with Risk Management, is present, should there be any questions:

ACTS Airport Services, Inc. (ACTS) - Complies with the insurance requirements.

Allied Universal Security Services (Allied) - Complies with the insurance requirements.

American Eagle Protective Services (AEPS) - Complies with the insurance requirements.

American Guard Service, Inc. (AGS) - Complies with the insurance requirements.

Global Security Associates, Inc. (Global) - Complies with the insurance requirements.

HSS, Inc. (HSS) - HSS does not comply with the insurance requirements. They deleted extensive parts of the language provided on Section 5, which is not acceptable. Additionally, they did not provide for Workers' Compensation coverage.

Inter-Con Security Systems, Inc. (Inter-Con) - provided proper General and Auto Liability coverage. Additionally, they did not provide for Workers' Compensation coverage.

Prosecur Services Group, Inc. (PSG) - Complies with the insurance requirements.

SecurAmerica, LLC (SecurAmerica)- Complies with the insurance requirements.

Chairman Friel and Mr. Draper asked if there was any reasoning for HSS to delete the language provided on Section 5. Ms. Hughes responded that they did not provide a reason. Mr. Draper followed up by asking if they currently have adequate insurance. Ms. Hughes responded in the affirmative.

In response to Ms. Silver's question regarding insurance requirements listed in the RFP, Ms. Hughes confirmed that the requirements are the same as on the current contract. Chairman Friel asked Ms. Stangle if deleting this language is a material issue. Ms. Stangle answered in the affirmative, since these are requirements that were set forth in the RFP. Ms. Silvers followed-up by noting that HSS proposal indicated that they wanted to decrease the General Liability from \$5 million to \$1 million.

Mr. Draper suggested a ranking of Very Good for ACTS, Allied, AEPS, AGS, Global, PSG, and SecurAmerica and a ranking of Adequate to Inter-Con. He did not provide an immediate ranking for HSS, until Mr. Remmers provided a more in depth analysis of their response.

Before moving on to Mr. Remmers' analysis regarding HSS' insurance, Ms. Silvers indicated that the Committee was provided a copy of an email communication between HSS and staff regarding an exception. Ms. Hughes explained that they took exception to Section 14, which

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indicated that they do not allow the Aviation Authority to make and distribute copies of the Submittal for internal purposes. HSS was made aware of State of Florida Public Records laws followed by the Aviation Authority and how their exception will hinder the CPC's ability to review and consider their proposal, unless the exception was withdrawn. On November 2, 2020, HSS provided the following statement *"Thank you for the follow-up on this. I would like to assure you our exception was not intended to hinder your evaluation process or in any way remove us from consideration. **Please note this email as our official withdrawal of the exception in Section 14.** If there are any additional formal documents or processes we need to complete in order to continue through the evaluation process, please let me know. Thank you for reaching out to us on this item - we appreciate the ongoing partnership with GOAA."* This exception was only regarding copying.

Mr. Remmers indicated that HSS did not provide any additional information in its proposal that indicated that they are willing to comply with the insurance requirements. However, there was additional language that indicated that they want to change the insurance requirements. He further stated that, as of this morning, HSS is in compliance with insurance requirements in the current contract.

In response to Ms. Silver's question regarding the Aviation Authority's requirements for Commercial General Liability and Auto Liability, Mr. Remmers responded that each is \$5 million. Ms. Silvers indicated that, looking at the language HSS deleted, they objected to a statement about our indemnification language regarding both parts having to retain its own legal counsel if they are both named as parties in a lawsuit. Additionally, HSS proposed \$1 million General Liability; \$5 million aggregate, which the Aviation Authority does not require; and they changed the Auto Liability from \$5 million to \$1 million, which is unacceptable.

Chairman Friel asked if Inter-Con provided any language or statement that indicated that they would provide Workers' Compensation coverage if awarded the contract. Mr. Remmers responded that he did not locate any language regarding Inter-Con commitment to provide said coverage.

Based on the discussion, Chairman Friel provided his suggested ranking. He suggested a ranking of Very Good for ACTS, Allied, AEPS, AGS, Global, PSG, and SecurAmerica; Less than Adequate for HSS; and Adequate for Inter-Con. The Committee was in concurrence with Chairman Friel's suggestion.

Chairman Friel tallied the rankings for this category, as follows:

The scale for ranking for this criterion is as follows: Outstanding (O), Very Good (VG), Adequate (A), Less Than Adequate (LA) and Unacceptable (U).

Proposer	Ranking
ACTS	VG

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Allied	VG
AEPS	VG
AGS	VG
Global	VG
HSS	LA
Inter-Con	A
PSG	VG
SecurAmerica	VG

The Committee consensed with the ranking.

Proposer's Statement

Chairman Friel asked Ms. Hughes to present staff finding regarding Proposer's Statements.

Ms. Hughes provided the following findings:

ACTS Airport Services, Inc. (ACTS) - They complied with the required statement, which indicated that the proposer is willing to sign the contract, including General Conditions and Specifications. However, they indicated on Page 89 that they provide security services for airlines at the Orlando International Airport, but staff was unable to verify this information.

Allied Universal Security Services (Allied) - Allied complied with the required statement, which indicated that the proposer is willing to sign the contract, including General Conditions and Specifications.

American Eagle Protective Services (AEPS)- AEPS' complied with the required statement, which indicated that the proposer is willing to sign the contract, including General Conditions and Specifications.

American Guard Service, Inc. (AGS) - AGS's complied with the required statement, which indicated that the proposer is willing to sign the contract, including General Conditions and Specifications.

Global Security Associates, Inc. (Global) - Global's complied with the required statement, which indicated that the proposer is willing to sign the contract, including General Conditions and Specifications. However, they labeled every page of their proposal as "Confidential".

HSS, Inc. (HSS) - HSS did not provide the required statement, and took exceptions to the General Conditions on Page 35 of their proposal.

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Inter-Con Security Systems, Inc. (Inter-Con) - Inter-Con's complied with the required statement, which indicated that the proposer is willing to sign the contract, including General Conditions and Specifications.

Prosecur Services Group, Inc. (PSG) - PSG's complied with the required statement, which indicated that the proposer is willing to sign the contract, including General Conditions and Specifications.

SecurAmerica, LLC (SecurAmerica)- SecurAmerica's complied with the required statement, which indicated that the proposer is willing to sign the contract, including General Conditions and Specifications.

Chairman Friel asked legal counsel how significant is that Global labeled its proposal as confidential. Ms. Stangle indicated that she would consider that irrelevant for the purpose of evaluating and ranking, as they signed a statement as part of their proposal acknowledging that the proposal is governed by Chapter 119 and it is a public record.

Chairman Friel suggested to rank all Proposers as Very Good, with the exception of HSS, which he ranked as Less than Adequate.

Chairman Friel tallied the rankings for this category, as follows:

The scale for ranking for this criterion is as follows: Outstanding (O), Very Good (VG), Adequate (A), Less Than Adequate (LA) and Unacceptable (U).

Proposer	Ranking
ACTS	VG
Allied	VG
AEPS	VG
AGS	VG
Global	VG
HSS	LA
Inter-Con	VG
PSG	VG
SecurAmerica	VG

The Committee consensed with the ranking.

Pricing

Chairman Friel asked Vice Chair Sharman to present her findings for the Pricing portion of the proposals. Vice Chair Sharman indicated that staff provided a detailed pricing spreadsheet and based on the information she split the Proposers in two groups.

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Before continuing with discussion, Mr. Draper interjected and asked if this is a staff reimbursable or management fee. Ms. Hughes clarified that this is not a management fee.

Continuing with discussion, Vice Chair Sharman stated that Allied was the only Proposer whose pricing was close to the budgeted amount for this contract. Based on this, she suggested a ranking of Outstanding for Allied in this criterion. Chairman Friel agreed with Vice Chair Sharman's suggestion.

She moved on to suggest a ranking, based on pricing, of Very Good for Inter-Con, SecurAmerica, and PSG. However, Vice Chair Sharman made a point to highlight that, from a financial perspective, the ranking order of the Proposers may change based on the unit prices provided by some firms for additional staffing, especially if they have to provide service to the South Terminal.

After a brief discussion, Vice Chair Sharman indicated that based on pricing only, Allied would be ranked first; however, going back to discussing unit prices, the second, third and fourth ranked are in question, depending on additional staff needed.

Ms. Silvers indicated that Inter-Con had the lowest hourly rate for the Monitors. She also noted that some of the Proposers factored in an increase on year 2 and asked staff if there was any direction of an increase in the RFP. Ms. Hughes confirmed that it is allowed for Proposers to factor in an increase.

Mr. Draper asked if the unit pricing provided by HSS reflects its current rates. Mr. Karamarkovich responded that HSS rates are not the same, because the minimum required rate increased to what is expected. As a follow up question, Mr. Draper asked what is the current rate. Mr. Karamarkovich indicated that we are currently billed \$18.86 per hour for Monitors, \$24.92 per hour for Supervisors, \$27.63 per hour for Assistant Manager/Trainer, \$38.94 per hour for On-site Manager, and \$23.57 per hour for additional staff.

Chairman Friel asked Vice Chair Sharman to provide her suggested ranking for this criterion. Vice Chair Sharman indicated that based on the pricing and rates provided, she suggest a ranking of Adequate for ACTS; Outstanding for Allied; Adequate for AEPS; Adequate for AGS; Adequate for Global; Adequate for HSS; Very Good for inter-Con, Very Good for PSG; and Very Good for SecurAmerica. Mr. Draper asked Vice Chair Sharman to repeat her suggested ranking. The Committee concurred with Vice Chair Sharman's suggested ranking.

Vice Chair Sharman asked if all categories are weighted equally. Legal counsel indicated that it is the Committee's decision to determine which criteria should weigh more than others.

Chairman Friel tallied the rankings for this category, as follows:

The scale for ranking for this criterion is as follows: Outstanding (O), Very Good (VG), Adequate (A), Less Than Adequate (LA) and Unacceptable (U).

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Proposer	Ranking
ACTS	A
Allied	O
AEPS	A
AGS	A
Global	A
HSS	A
Inter-Con	VG
PSG	VG
SecurAmerica	VG

The Committee consensed with the ranking.

Vice Chair Sharman tallied the total ranking for all criteria, which include Executive Summary, Experience and Qualifications of the On-Site Manager, Transition Plan, Proof of Insurance, Proposer's Statement, and Pricing), as follows:

Proposer	Outstanding	Very Good	Adequate	Less than Adequate	Unacceptable
ACTS	1	4	1	-	-
Allied	3	3	-	-	-
AEPS	-	3	2	-	1
AGS	-	5	1	-	-
Global	1	4	1	-	-
HSS	-	2	2	2	-
Inter-Con	-	2	4	-	-
PSG	1	5	-	-	-
SecurAmerica	-	5	-	1	-

Chairman Friel indicated that, based on the totaled rankings, he suggests Allied to be ranked as First, followed by PSG as Second. Brief discussion ensued regarding Global's and ACTS' rankings. The Committee consensed that based on pricing and the proposed On-Site Manager, Global was ranked Third, followed by ACTS as Fourth. Mr. Draper continued to rank AGS as Fifth, followed by Inter-Con as Sixth, SecurAmerica as Seventh, AEPS as Eighth, and HSS as Ninth.

Motion to rank the firms was moved by Mr. Draper, as follows:

- First: Universal Protection Services d/b/a Allied Universal Security Services, Inc.
- Second: Prosecur Services Group, Inc.
- Third: Global Security Associates, Inc.
- Fourth: ACTS Airport Services, Inc.

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- Fifth: American Guard Service, Inc.
- Sixth: Inter-Con Security Systems, Inc.
- Seventh: SecurAmerica, LLC
- Eighth: American Eagle Protective Services
- Ninth: HSS, Inc.

Before asking for a second, Chairman Friel read staff's recommendation for the record: It is respectfully requested that the Concessions/Procurement Committee (1) approve to (a) shortlist and rank the Proposers, or (b) shortlist the Proposers, followed by interviews and ranking at a later meeting; (2) if the Committee moves to rank the Proposers, request the Aviation Authority Board approval of the ranking along with authorization to negotiate with the first-ranked firm in accordance with the Aviation Authority's policy, and if those negotiations are unsuccessful, negotiate with the other firms in their ranked order; and, (3) upon reaching an agreement with the successful Proposer, present the final negotiated terms to the Aviation Authority Board for consideration.

Chairman Friel asked the Committee if, based on staff's recommendations, they would like to shortlist and rank the Proposers, or interview and then rank the Proposers. Mr. Draper stated that he suggests to move on with ranking now, as the proposals provided enough information for the Committee to make the decision.

Mr. Draper amended his motion to include that the proposed ranking is presented to the Aviation Authority Board for consideration and approval at the next Board meeting. Mr. Engle seconded the amended motion. Motion passed unanimously by roll call vote.

ADJOURNMENT

2. Chairman Friel asked if there was further business to discuss before the Committee. Having no further business to discuss, he adjourned the meeting at 11:26 a.m.

(Digitally signed on)

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

DATE: December 14, 2020

ITEM DESCRIPTION

Recommendation to Reject Purchasing Bid 08-21, Management of Electrical Switchgear Equipment, Generators, Uninterruptible Power Supplies (UPS) and Batteries, and Emergency Generator Fuel Delivery System (FDS) Testing, Maintenance and Repair Services

BACKGROUND

The proposed contract period was for thirty-six (36) months with the initial service to commence on or about May 1, 2021, and with the Aviation Authority having two additional option periods of one (1) year each.

The solicitation would have resulted in a contract for the service provider to provide management oversight for all labor, supervision, test and safety equipment, tools, hardware to perform inspection and testing services, materials, supplies, accessories, Infrared testing, document and inspection services, and all other items necessary or proper for, or incidental to, performing annual inspections, cleaning, calibrating, adjusting, testing (annual services), modifications, upgrades and repairs of: (i) Electrical Switchgear Equipment; (ii) Generators, (iii) Uninterruptible Power Supplies (UPS) and Batteries, and (iv) Emergency Generator Fuel Delivery System (FDS) Testing, Maintenance and Repair Services.

ISSUES

The Aviation Authority only received one bid and the Aviation Authority is aware of several contractors who provide these types of services in Central Florida. Due to lack of competition, the Purchasing Department, with the approval of the Maintenance Department, is requesting to revise and re-solicit the above referenced services. In accordance with State Statute 119.071(1)(B)3, the rejected bid is exempt from public records requests until notice of an intended decision concerning the re-solicited services is provided.

FISCAL IMPACT

There is no fiscal impact.

RECOMMENDED ACTION

It is respectfully requested that the Concessions/Procurement Committee approve that the following be recommended to the Aviation Authority Board: (1) reject the only bid received due to lack of competition and (2) authorize Staff to revise the bid documents and to re-solicit this Bid.

Attachments

- None

Attachment A - Award Criteria

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

1. through references or otherwise, that the Bidder is an individual, a firm, a corporation, or other entity that is currently engaged in the business of providing i) Electrical Switchgear Equipment, (ii) Generators, (iii) Uninterruptible Power Supplies ("UPS") and Batteries, and (iv) Emergency Generator Fuel Delivery System ("FDS") Testing, Maintenance and Repair services;
2. through references, that the Bidder, after taking into account the activities of a related predecessor (e.g. by merger or reorganization), affiliate, or principal of Bidder, has been actively engaged in such business for at least the three (3) years immediately preceding the date of Bidder's response to this Invitation for Bids;
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 provided commercial i) Electrical Switchgear Equipment, (ii) Generators, (iii) Uninterruptible Power Supplies ("UPS") and Batteries, and (iv) Emergency Generator Fuel Delivery System ("FDS") Testing, Maintenance and Repair 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; and
4. Any Subcontractor(s) expected to work for the Contractor for the duration of the Contract shall have a minimum of three (3) years of experience in the technical area for which services are provided. This requirement applies to the Contractor, subcontractor(s) and technician(s). This requirement does not apply to subcontractors performing additional work where such work is a single and specific job and not expected to be for the duration of the Contract.



GREATER ORLANDO AVIATION AUTHORITY

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

MEMORANDUM

TO: Members of the Concessions/Procurement Committee

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

DATE: December 14, 2020

ITEM DESCRIPTION

Recommendation to Approve Amendment No. 1, First Renewal Option to Purchasing Contract 10-18, Upholstery Services for Passenger Style Seating, to New Image Upholstery, Inc.

BACKGROUND

The initial term of the contract was for thirty-six (36) months, which commenced on August 1, 2018, with the Aviation Authority having options to renew the contract for two (2) additional periods of one (1) year each. The original term is due to expire on July 31, 2021.

This contract requires New Image Upholstery, Inc. to furnish all labor, supervision, miscellaneous materials (included, but not limited to, thread, zippers, linings, etc.) equipment, tools, pick-up, delivery and all other items necessary or proper for, or incidental to, performing upholstery fabrication and installation services using Aviation Authority-provided custom fabrics and vinyl on passenger style seating units located in public areas throughout the Terminal, Airsides, and the South Airport Automated People Mover (APM), in accordance with the contract documents.

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

ISSUES

First Renewal Option: August 1, 2021 through July 31, 2022.
Department - Concur with renewal.
Contractor - Based on the information known at this time, the contractor has performed satisfactorily during the initial term.

Pricing is based on Unit Prices for performing upholstery services on two types of Aviation Authority-owned Passenger Style Seating (Arconas and Kinetic/Fabric Seats) and hourly labor rates for additional work. The actual amount paid to contractor is based on actual work requested, performed and approved by the Aviation Authority. The annual value for the first renewal option is a total not-to-exceed amount of \$53,500, with no unit price or hourly rate increases for the first renewal option.

FISCAL IMPACT

The fiscal impact anticipated for the first renewal option is a not-to-exceed amount of \$53,500. Funding will be from the previously-approved Operations and Maintenance Fund 301.631.210.5460001.000.100241. 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 Chief Executive Officer: (1) approve Amendment No. 1, First Renewal Option for Purchasing Contract 10-18, Upholstery Services for Passenger Style Seating, to New Image Upholstery, Inc.; (2) authorize funding in the not-to-exceed amount of \$53,500 from the Operations and Maintenance Fund as previously-approved; 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: November 2, 2020

Subject: Recommendation to Approve Amendment No. 1, First Renewal Option, to Purchasing Contract 10-18, Upholstery Services for Passenger Style Seating, to New Image Upholstery, Inc.

The initial term of the contract was for thirty-six (36) months, which commenced on August 1, 2018, with the Aviation Authority having options to renew the contract for two (2) additional periods of one (1) year each. The original term is due to expire on July 31, 2021

Issues:

First Renewal Option: August 1, 2021 through July 31, 2022.

Fiscal Impact:

The fiscal impact anticipated for the first renewal option is a not-to-exceed amount of \$53,500.

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.

B - Finance Form

Greater Orlando Aviation Authority
Attachment A

Date:	<u>11/10/2020</u>	Requestor's Extension:	_____
Requestor's Name:	<u>John Field</u>	Preparer's Extension:	<u>2495</u>
Form Preparer's Name:	<u>John Field</u>	Purchasing Solicitation #:	_____
Requestor's Department:	<u>Maintenance Dept</u>	CCM / CPC / PSC:	<u>CPC</u>
Description:	<u>Upholstery Services for Passenger Style Seating</u>	Committee Date:	<u>12/4/2020</u>
Vendor:	<u>New Image Upholstery, Inc.</u>	Committee Agenda Item#:	_____
		BPA#:	<u>89591</u>

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

Account Code Format: xxx.xxx.xxx.xxxxxxx.xxx.xxxxxx	FY 20 Amount	FY 21 Amount	FY 22 Amount	FY 23 Amount	FY 24 Amount	Total Contract
301.631.210.5460001.000.100241		\$ 8,917	\$ 44,583			\$ 53,500.00
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
Total Requisition	\$ -	\$ 8,917.00	\$ 44,583.00	\$ -	\$ -	\$ 53,500.00
Requisition Number		89591				

OMB Notes:		Converted into PO #:	_____
Funding Approver	<u>Andrea Harper</u>	Date:	_____
Total Requisition	\$ 53,500.00	Buyer:	_____
BPA Amount	\$ -		
Grand Total - Agree to Committee Item	\$ 53,500.00		

C - Contract History

SUMMARY OF CONTRACT REVISIONS
10-18, Upholstery Services for Passenger Style Seating

CONTRACT	APPROVALS	DESCRIPTION	TERM	DOLLARS
Initial Term	<ul style="list-style-type: none"> •CPC Meeting Approved 04/09/2018 •Chief Executive Officer Approved 	Initial Term	08/01/2018 Thru 07/31/2021	\$134,250.00
Amendment No. 1	<ul style="list-style-type: none"> •Pending CPC Meeting 12/14/2020 	1 st Renewal Option	08/01/2021 Thru 07/31/2022	\$53,500.00
Total Contract Value with all Changes (approved and proposed)				\$187,750.00



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: December 14, 2020

ITEM DESCRIPTION

Recommendation to Approve Amendment No. 1, First Renewal Option for Software Maintenance and Support for Purchasing Contract 11-14, Airport Operation Activity & Reporting System (AOARS) with GCR, Inc. (GCR)

BACKGROUND

The initial term of the maintenance and support of the AOARS was for sixty (60) months after the expiration of a six (6) month warranty period, following the Aviation Authority's acceptance of the AOARS. The acceptance of the AOARS occurred in May, 2015, resulting in the expiration of the warranty period ending in December, 2015. The initial term of the maintenance and support began in January, 2016 and is scheduled to expire on December 31, 2020.

This contract requires GCR to furnish all labor, equipment, software and all other items necessary or proper for, or incidental to, providing support and maintenance for an Airport Operation Activity & Reporting System located at the Orlando International Airport, in accordance with the contract documents.

ISSUES

First Renewal Option of sixty months - January 1, 2021 through December 31, 2025.

Department - Concurrs with the renewal option.

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

The annual value for the first five year renewal option is for a total not-to-exceed amount of \$170,000 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 annual prices.

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 five year renewal option is a not-to-exceed amount of \$170,000 with funding from the Operations and Maintenance Fund, 301.521.170.5460001.000.100801. 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 Chief Executive Officer: (1) approve Amendment No. 1, First Renewal Option for Software Maintenance and Support for Purchasing Contract 11-14, Airport Operation Activity & Reporting System (AOARS) with GCR, Inc.; (2) authorize funding from the Operations and Maintenance Fund in the not-to-exceed amount of \$170,000; (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel; and (4) authorize the Purchasing Office to issue the necessary Purchase Orders.

Attachments

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

ATTACHMENT A

SUMMARY OF CONTRACT REVISIONS

Contract 11-14, Airport Operation Activity & Reporting System

Contract	Approvals	Description	Term	Dollars
Initial Term	<ul style="list-style-type: none"> • CPC 12/04/2013, Item "H" • Board 01/15/2014, Item "I" 	initial service and 60 Months Contract Award	Acceptance: 05/31/2015; 60 Month Warranty Period: thru 12/31/2015 60 Month Initial Period: 01/31/2016 thru 12/31/2020	\$60,000.00
Amendment No. 1	<ul style="list-style-type: none"> • Pending CPC 12/14/2020 	Renewal of Software Maintenance and Support	01/01/2021 thru 12/31/2025	\$170,000.00

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

\$230,000.00

ATTACHMENT B



GREATER ORLANDO AVIATION AUTHORITY

Orlando International Airport
5850 B Cargo Road
Orlando, Florida 32827-4399
Phone: (407) 825-7171
Fax: (407) 825-7173

MEMORANDUM

TO: Denise Schneider, Assistant Director Purchasing & Material Control
Bruce Gant, Assistant Purchasing Manager
Carrie Roberts, Senior Purchasing Agent

FROM: Michelle Tatom, Director—Small Business Development
Orlando Santiago – Compliance Analyst 

DATE: September 26, 2013

SUBJECT: AOARS

Small Business Development has reviewed the scope for the above reference solicitation and has determined that due to limited scope, there is no availability for participation on this project.

Small Business does not recommend goals for this project.

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

**Greater Orlando Aviation Authority
Attachment C**

Date:	<u>12/3/2020</u>	Requestor's Extension:	<u>4548</u>
Requestor's Name:	<u>Joe Furnari</u>	Preparer's Extension:	<u>6432</u>
Form Preparer's Name:	<u>Tabatha Freedman</u>	Purchasing Solicitation #:	<u>11-14</u>
Requestor's Department:	<u>Information Technology</u>	CCM / CPC / PSC:	<u>CPC</u>
Description:	<u>airport Operation Activity & Reporting System</u>	Committee Date:	<u>12/14/2020</u>
Vendor:	<u>GCR Inc.</u>	Committee Agenda Item#:	<u></u>

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

Account Code <small>Format: xxx.xxx.xxx.xxxxxx.xxx.xxxxxx</small>	FY 21 Amount	FY 22 Amount	FY 23 Amount	FY 24 Amount	FY 25 Amount	Total Contract
						-
301.521.170.5460001.000.100801	34,000.00	34,000.00	34,000.00	34,000.00	34,000.00	170,000.00
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
Total Requisition	34,000.00	34,000.00	34,000.00	34,000.00	34,000.00	170,000.00
Requisition Number	88062					

OMB Notes:
 Funding Approver Andrea Harper
 Total Requisition \$ 170,000.00
 BPA Amount \$ -
 Grand Total - Agree to Committee Item \$ 170,000.00

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: Diana Hershner, CPPO, CPPB, Purchasing Manager
DATE: December 14, 2020

ITEM DESCRIPTION

Recommendation to Extend the Previously-Approved Award of Purchasing Request for Written Quotation (RFQ) 92876-19, "I" Class Contactless Proximity Cards to DTC Worldwide

BACKGROUND

This approval will result in the extension of the term of Blanket Purchase Agreement (BPA) No. 91998 with DTC Worldwide for an additional 12 month period for orders of "I" Class Contactless Proximity Cards (Proximity Cards), that are ordered on an as-needed basis for badge supplies for the Aviation Authority's employees and contractors.

ISSUES

On November 15, 2019, the Aviation Authority received responses to RFQ 92876-19 for "I" Class Contactless Proximity Cards. At its December 16, 2019 meeting, the Concessions/Procurement Committee recommended to the Chief Executive Officer the award of RFQ 92876-19 to DTC Worldwide in the not-to-exceed amount of \$229,000. The recommendation was subsequently approved by the Chief Executive Officer. BPA No. 91998 was issued for the period of January 17, 2020 through December 31, 2020, in the not-to-exceed amount of \$229,000.

Since January 17, 2020, a total of \$91,600 has been released against BPA No. 91998, leaving a balance of \$137,400 for these Proximity Cards. The current situation with the COVID-19 pandemic has resulted in the reduction of issuance of badges for employees and contractors, and has created a difficulty in estimating usage that would be required in the next 12 month period.

Access Control is satisfied with the quality of the product and service provided by DTC Worldwide. Purchasing Staff has received confirmation from DTC Worldwide that they are able to honor their unit prices provided in their response to RFQ 92876-19 for an additional 12 month period. A new solicitation will be issued prior to the new expiration date, or as funds are depleted from the BPA, as required to ensure supply is maintained.

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 DTC Worldwide's quotation is \$137,400 and is to be funded from the Operations and Maintenance Fund 301.462.170.5520001.000.000000. 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.

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 92876-19, "I" Class Contactless Proximity Cards to DTC Worldwide, for an additional 12 month period; (2) authorize funding from the Operation and Maintenance Fund in the not-to-exceed amount of \$137,400; and (3) authorize the Purchasing Office to extend the Blanket Purchase Agreement through December 31, 2021.

Attachments

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

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



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

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

Date: December 3, 2020

Re: Purchasing Request for Written Quotation (RFQ) 92876-19, "I" Class
Contactless Proximity Cards

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>12/3/2020</u>	Requestor's Extension:	<u>7109</u>
Requestor's Name:	<u>Gordon Clark</u>	Preparer's Extension:	<u>3070</u>
Form Preparer's Name:	<u>Diana Hershner</u>	Purchasing Solicitation #:	<u>92876-19</u>
Requestor's Department:	<u>Access Control</u>	CCM / CPC / PSC:	<u>CPC</u>

Description: "I" Class Contactless Proximity Cards Committee Date: 12/14/2020

Vendor: DTC Worldwide Committee Agenda Item#: _____

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

Account Code Format: xxx.xxx.xxx.xxxxxxx.xxx.xxxxxx	FY 21 Amount	FY 22 Amount	FY 23 Amount	FY 24 Amount	FY 25 Amount	Total Contract
301.462.170.5520001.000.00000.	103,050.00	34,350.00				137,400.00
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
Total Requisition	103,050.00	34,350.00	-	-	-	137,400.00
Requisition Number	BPA 91998					

OMB Notes:		Converted into PO #:	_____
Funding Approver	<u>Andrea Harper</u>	Date:	_____
Total Requisition \$	\$ -	Buyer:	_____
PO Amount \$	\$ 137,400.00		
Grand Total - Agree to Committee Item \$	\$ 137,400.00		



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: December 14, 2020

ITEM DESCRIPTION

Recommendation to Extend the Previously-Approved Award of Purchasing Request for Written Quotation (RFQ) 92951-20, Can Liners, to Central Poly-Bag Corp.

BACKGROUND

The approval will result in the extension of the term of Blanket Purchase Agreement (BPA) No. 92221 with Central Poly-Bag Corp., for an additional 6 month period for orders of Medium and Large Can Liners that are ordered on an as-needed basis.

ISSUES

On January 10, 2020, the Aviation Authority received responses to RFQ 92951-20 for Medium and Large Can Liners. At its January 27, 2020 meeting the Concessions/Procurement Committee recommended the to the Chief Executive Officer the approval of the award of RFQ 92951-20 to Central Poly-Bag Corp., in the not-to-exceed amount of \$151,834. Subsequently, the Chief Executive Officer approved the recommendation on February 7, 2020. Purchasing Staff generated BPA No. 92221 with a term expiration date of December 31, 2020.

Since March 20, 2020, a total of \$51,681.75 has been released against BPA No. 92221, leaving a balance of \$100,152.25. The current situation with the COVID-19 pandemic has resulted in the reduction of use, and has created difficulty in estimating usage that would be required for the next 12 month period.

Janitorial staff is satisfied with the quality of the product and service provided by Central Poly-Bag Corp. Purchasing staff received confirmation from Central Poly-Bag Corp., that they are able to honor their unit prices provided in their response to RFQ 92951-20 for an additional 6 months, through June 30, 2021. A new solicitation will be issued prior to the new expiration date, or as funds are depleted from the BPA, as required to ensure supply is maintained.

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 Central Poly-Bag Corp.'s quotation is \$100,152.25 and is to be funded from previously-approved Operations and Maintenance Fund 301.631.210.5520001.000.100235, 301.631.210.5520001.000.100234, 301.631.692.5520001.000.100234 and 301.631.210.5520001.000.100293. Funds expected to be spent in the current fiscal year are within budget.

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 92951-20, Medium and Large Can Liners to Central Poly-Bag Corp. for an additional 6 month period; (2) authorize funding from the Operation and Maintenance Fund in the not-to-exceed amount of \$100,152.25; and (3) authorize the Purchasing Office to extend the Blanket Purchase Agreement through June 30, 2021.

Attachments

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

ATTACHMENT A

Award Criteria:

While the RFQ document did state that the Aviation Authority reserves the right to make awards by individual item, group 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.

Clarifications Required During the Process:

N/A

Irregularities or Issues that Impact Recommended Ranking:

N/A

ATTACHMENT B



GREATER ORLANDO AVIATION AUTHORITY

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

MEMORANDUM

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

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

Date: January 10, 2020

Re: RFQ 92951-20 Can Liners

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

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

**Greater Orlando Aviation Authority
Finance Attachment**

Date: 12/3/2020 Requestor's Extension: 2150/2685
 Requestor's Name: Marcio Cicarini/Nina Gilbert Preparer's Extension: 3070
 Form Preparer's Name: Diana Hershner Purchasing Solicitation #: 92951-20
 Requestor's Department: Material Control/Maintenance CCM / CPC / PSC: CPC

Description: Can Liners Committee Date: 12/14/2020

Vendor: Central Poly-Bag Corp. Committee Agenda Item#: _____

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

Account Code Format: xxx.xxx.xxx.xxxxxxx.xxx.xxxxxx	FY 21 Amount	FY 22 Amount	FY 23 Amount	FY 24 Amount	FY 25 Amount	Total Contract
301.631.210.5520001.000.100235; 301.631.210.5520001.000.100234; 301.631.692.5520001.000.100234; and 301.631.210.5520001.000.100293	100,152.25					100,152.25
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
Total Requisition	100,152.25	-	-	-	-	100,152.25
Requisition Number	BPA 92221					

OMB Notes:
 Funding Approver: Andrea Harper
 Total Requisition \$ -
 PO Amount \$ 100,152.25
 Grand Total - Agree to Committee Item \$ 100,152.25

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: Diana Hershner, CPPO, CPPB, Purchasing Manager
DATE: December 14, 2020

ITEM DESCRIPTION

Recommendation to Extend the Previously Approved Award of Purchasing Request for Written Quotation (RFQ) 92980-20, Folded Paper Towels, to All Florida Paper, Inc.

BACKGROUND

The approval will result in the extension of the term of Blanket Purchase Agreement (BPA) No. 92262 with All Florida Paper, Inc., for an additional 6 month period for orders of Folded Paper Towels that are ordered on an as-needed basis.

ISSUES

On February 14, 2020, the Aviation Authority received responses to RFQ 92980-20 for Folded Paper Towels. At its March 23, 2020 meeting, the Concessions/Procurement Committee recommended to the Chief Executive Officer the award of RFQ 92980-20 to All Florida Paper, Inc., in the not-to-exceed amount of \$176,300. Subsequently, the Chief Executive Officer approved the recommendation on March 31, 2020. Purchasing Staff generated BPA 92262 with a term expiration date on December 31, 2020.

Since March 31, 2020, a total of \$99,962.10 has been released against BPA No. 92262, leaving a balance of \$76,337.90. The current situation with the COVID-19 pandemic has resulted in the reduction of use, and has created difficulty in estimating usage that would be required for the next 12 month period.

Janitorial staff is satisfied with the quality of the product and service provided by All Florida Paper, Inc. Purchasing staff received confirmation from All Florida Paper, Inc., that they are able to honor their unit prices provided in their response to RFQ 92980-20 for an additional 6 months, through June 30, 2021. A new solicitation will be issued prior to the new expiration date, or as funds are depleted from the BPA, as required to ensure supply is maintained.

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 All Florida Paper, Inc.'s quotation is \$76,337.90 and is to be funded from previously-approved Operations and Maintenance Fund 301.631.210.5520001.000.100235, 301.631.210.5520001.000.100234, 301.631.692.5520001.000.100234 and 301.631.210.5520001.000.100293. Funds expected to be spent in the current fiscal year are within budget.

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 92980-20, Folded Paper Towels to All Florida, Inc. for an additional 6 month period; (2) authorize funding from the Operation and Maintenance Fund in the not-to-exceed amount of \$76,337.90; and (3) authorize the Purchasing Office to extend the Blanket Purchase Agreement through June 30, 2021.

Attachments

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

ATTACHMENT A

Award Criteria:

While the RFQ document did state that the Aviation Authority reserves the right to make awards by individual item, group 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.

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: February 19, 2020

Re: RFQ 92980-20 Folded Paper Towel

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

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

Greater Orlando Aviation Authority
Finance Attachment

Date: 12/3/2020 Requestor's Extension: 2150/2685
 Requestor's Name: Marcio Cicarini/Nina Gilbert Preparer's Extension: 3070
 Form Preparer's Name: Diana Hershner Purchasing Solicitation #: 92980-20
 Requestor's Department: Material Control/Maintenance CCM / CPC / PSC: CPC

Description: Folded Paper Towels Committee Date: 12/14/2020

Vendor: All Florida Paper, Inc. Committee Agenda Item#: _____

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

Account Code Format: xxx.xxx.xxx.xxxxxxxxxxxx.xxxxxx	FY 21 Amount	FY 22 Amount	FY 23 Amount	FY 24 Amount	FY 25 Amount	Total Contract
301.631.210.5520001.000.100235; 301.631.210.5520001.000.100234; 301.631.692.5520001.000.100234; and 301.631.210.5520001.000.100293	76,337.90					76,337.90
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
Total Requisition	76,337.90	-	-	-	-	76,337.90
Requisition Number	BPA 92262					

OMB Notes:
Funding Approver Andrea Harper

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

Total Requisition \$ -
PO Amount \$ 76,337.90
Grand Total - Agree to Committee Item \$ 76,337.90



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: December 14, 2020

ITEM DESCRIPTION

Recommendation to Award Invitation for Bid (IFB) 07-21 Elevator, Escalator, Moving Walkway-Inspection and Test Witnessing Services

BACKGROUND

The term of the contract is for thirty-six (36) months with the initial service to commence on or about February 15, 2021, and with the Aviation Authority having the option to renew the contract for two (2) additional option periods of one (1) year each.

This contract award will be to furnish all labor, materials, tools, manuals and code books, and all other items necessary or proper for, or incidental to, performing code mandated inspection, re-inspection and test witnessing services for elevators, escalators and moving walkways located at the Orlando International Airport, in accordance with the contract documents.

ISSUES

On October 27, 2020, the following bids were received:

<u>Name of Respondent</u>	<u>Total Three (3) Year Bid Price</u>
Bureau Veritas National Elevator Inspection Services	\$149,959.50*
ATIS Elevator Inspections, LLC	\$160,695.00
Liberty Elevator Experts, LLC	\$205,245.00

*The bid submitted by Bureau Veritas National Elevator Inspection Services contained a mathematical error which resulted in a \$50.00 understatement of its bid (Bidder miscalculated the total annual value for Year 1). The corrected price is reflected in the above tabulation and did not affect the rankings.

References for Bureau Veritas National Elevator Inspection Services, ATIS Elevator Inspections, LLC, and Liberty Elevator Experts, LLC, were checked and based thereon were determined to be responsive. All three Bidders were determined to be responsive and responsible.

The Aviation Authority has not established MWBE/LDB participation goals due to the limited scope of the required services; it does not lend itself to MWBE/LDB/VBE participation.

This is a service Contract for Elevator, Escalator and Moving Walkway Inspection and Test Witnessing Services. Pricing is based on Unit Prices for Routine/Periodic Elevator Inspection and Test Witnessing, Routine/Periodic Escalator and Moving Walkway Inspection and Test Witnessing, 5-Year Elevator Inspection and Test Witnessing, and Second Call Back Inspections. The actual amount to be paid to the Contractor will be based on actual work requested by the Aviation Authority and satisfactorily provided by the Contractor.

FISCAL IMPACT

Bureau Veritas National Elevator Inspection Service's bid in the amount of \$149,959.50 is to be funded from the Operations and Maintenance Fund at the following account codes:

301-631-170-5340007.000.000000
301-631-210-5340007.000.000000
301-631-330-5340007.000.000000
301-631-510-5340007.000.000000
301-631-611-5340007.000.000000
301-631-615-5340007.000.000000
301-631-692-5340007.000.000000

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 throughout the budget process and when funds become available.

RECOMMENDED ACTION

It is respectfully requested that the Concessions/Procurement Committee approve that the following be recommended to the Chief Executive Officer: (1) award Invitation for Bid 07-21, Elevator, Escalator, Moving Walkway-Inspection and Test Witnessing Services to Bureau Veritas National Elevator Inspection Service; (2) authorize funding from the Operations and Maintenance Funds, in the not-to-exceed amount of \$149,959.50; 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 - Award Criteria
- B - Small Business Memo
- C - Finance Form

Attachment A - Award Criteria

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

1. through references or otherwise, that the Bidder is an individual, a firm, a corporation, or other entity that is currently engaged in the business of providing code mandated Elevator, Escalator and Moving Walkway Inspection and Test Witnessing 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 provided code mandated Elevator, Escalator and Moving Walkway Inspection and Test Witnessing Services for at least three (3) different entities during the three (3) year period immediately preceding the date of Bidder's response to this Invitation for Bids.



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: November 6, 2020

Subject: Recommendation to Award Invitation for Bid (IFB) 07-21 Elevator, Escalator, Moving Walkway-Inspection and Test Witnessing Services.

The Term of the Contract is for thirty-six (36) months with the initial service to commence on or about February 15, 2021, and with the Aviation Authority having the option to renew the Contract for two (2) additional option periods of one (1) year each.

Issues:
Recommendation to award Invitation for Bid 07-21, Elevator, Escalator, Moving Walkway-Inspection and Test Witnessing Services to Bureau Veritas National Elevator Inspection Service

Fiscal Impact:
The fiscal impact anticipated for the award is a not-to-exceed amount of \$149,959.50.

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.

**Greater Orlando Aviation Authority
Attachment C**

Date:	<u>11/4/2020</u>	Requestor's Extension:	<u>2637</u>
Requestor's Name:	<u>Thomas O'Day</u>	Preparer's Extension:	<u>6425</u>
Form Preparer's Name:	<u>Janice Hughes</u>	Purchasing Solicitation #:	<u>B07-21</u>
Requestor's Department:	<u>Maintenance</u>	CCM / CPC / PSC:	<u>CPC</u>
	<u>Elevator/Escalator/Moving Walkway</u>	Committee Date:	<u>11/16/2020</u>
Description:	<u>Inspection and Test Witnessing Services</u>	Committee Agenda Item#:	<u></u>
Vendor:	<u>Bureau Veritas National Elevator Inspection</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
301-631-170-5340007.000.000000	292.00	476.00	490.00	186.00		1,444.00
301-631-210-5340007.000.000000	16,057.00	26,167.00	26,929.00	10,205.00		79,358.00
301-631-330-5340007.000.000000	146.00	238.00	245.00	93.00		722.00
301-631-510-5340007.000.000000	1,655.00	2,697.00	2,775.00	1,052.00		8,179.00
301-631-611-5340007.000.000000	6,984.00	11,382.00	11,713.00	4,439.00		34,518.00
301-631-615-5340007.000.000000	438.00	714.00	735.00	278.00		2,165.00
301-631-692-5340007.000.000000	4,770.00	7,773.00	7,999.00	3,031.50		23,573.50
						-
						-
						-
						-
						-
						-
						-
						-
Total Requisition	30,342.00	49,447.00	50,886.00	19,284.50	-	149,959.50
Requisition Number	87884					

OMB Notes:
Funding Approver Andrea Harper

Total Requisition	\$	149,959.50
BPA Amount	\$	-
Grand Total - Agree to Committee Item	\$	149,959.50

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: Bruce L. Gant, Purchasing Manager - Contracts
DATE: December 14, 2020

ITEM DESCRIPTION

Recommendation to Approve Amendment No. 2, First Renewal Option for Purchasing Contract 11-17, Creative Services with Appleton Creative, Inc. (Appleton)

BACKGROUND

The initial term of the contract was for thirty-six (36) months, effective March 1, 2018, expiring February 28, 2021, with the Aviation Authority having two (2) options to renew the Contract for an addition period of one (1) year each.

This contract requires Appleton to provide all creative services for advertising materials, promotional materials, collateral materials, and related special projects including, but not limited to, writing, designing, illustrating and otherwise preparing materials for the use by the Aviation Authority at the Orlando International Airport, in accordance with the contract documents.

ISSUES

First Renewal Option - March 1, 2021 to February 28, 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 did not include a Minority and Women Business Enterprise (MWBE) or Local Developing Business (LDB) participation requirement.

Unit pricing did not change from year 3 of the contract.

FISCAL IMPACT

The fiscal impact for the First Renewal Option is a not-to-exceed amount of \$188,550. Funding will be from the Operations and Maintenance Fund 301.111.170.5470001.000.000000 (\$30,040.00); 301.021.170.5470001.000.000000(\$123,950.00); 301.531.170.5310014.000.000000 (\$20,400.00); and 901.441.870.5310009.000.000000 (\$8,160.00). 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 Chief Executive Officer: (1) approve Amendment No. 2, First Renewal Option to Purchasing Contract 11-17, Creative Services, with Appleton Creative, Inc.; (2) authorize funding in a not-to exceed of \$182,550.00 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.

Attachments

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

ATTACHMENT "A"
SUMMARY OF CONTRACT REVISIONS
11-17 CREATIVE SERVICES

CONTRACT	APPROVALS	DESCRIPTION	TERM	DOLLARS
Initial Term	<ul style="list-style-type: none"> •CPC 10/23/2017 • Board Approved 12/20/2017 	36 Month Contract Award	03/01/2018 thru 02/28/2021	\$547,650.00
Amendment No. 1	<ul style="list-style-type: none"> • PM 06/06/2018 	Contract Adjustment	07/01/2018 thru 02/28/2021	\$0.00
Amendment No. 2	<ul style="list-style-type: none"> • 12/14/2020 Pending CPC 	First Renewal Option	03/01/2021 to 02/28/2022	\$182,550.00
Total Contract Value with all Changes (approved and proposed)				\$730,200.00



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, positioned to the right of the 'From:' line.

Date: December 7, 2020

Re: Recommendation to Approve Amendment No. 2, First Renewal Option for Purchasing Contract 11-17, Creative Services with Appleton Creative, Inc.

The initial term of the Contract was for thirty-sixty (36) months, effective March 1, 2018, expiring February 28, 2021, with the Aviation Authority having two (2) options to renew the Contract for an additional period of one (1) year each.

Issue:

First Renewal Option – March 1, 2021 to February 28, 2022

Fiscal Impact:

The fiscal impact for the First Renewal Option is a not-to-exceed amount of \$182,550.

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

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
Attachment C**

Date:	<u>12/4/2020</u>	Requestor's Extension:	<u>4030</u>
Requestor's Name:	<u>Rod Johnson</u>	Preparer's Extension:	<u>6427</u>
Form Preparer's Name:	<u>Vlad Opreanu</u>	Purchasing Solicitation #:	<u></u>
Requestor's Department:	<u>Public Affairs</u>	CCM / CPC / PSC:	<u>CPC</u>
Description:	<u>Creative Services</u>	Committee Date:	<u>12/14/2020</u>
Vendor:	<u>Appleton Creative</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.xxxxxx.xxx.xxxxxx	FY 21 Amount	FY 22 Amount	FY 23 Amount	FY 24 Amount	FY 25 Amount	Total Contract
301.111.170.5470001.000.000000	27,536.67	2,503.33				30,040.00
301.021.170.5470001.000.000000	113,620.83	10,329.17				123,950.00
301.531.170.5310014.000.000000	18,700.00	1,700.00				20,400.00
901.441.870.5310009.000.000000	7,480.00	680.00				8,160.00
						-
						-
						-
						-
						-
						-
						-
						-
Total Requisition	167,337.50	15,212.50	-	-	-	182,550.00
Requisition Number	TBD					

Future requisitions will be based on specific requests of work from departments

OMB Notes:
Funding Approver _____

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

Total Requisition \$ 182,550.00
BPA Amount \$ -
Grand Total - Agree to Committee Item \$ 182,550.00



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: December 14, 2020

ITEM DESCRIPTION

Recommendation to Award Purchasing Contract 14-21, Air Duct Cleaning Services to Duct Dynasty Clean Air, LLC

BACKGROUND

The term of the contract is for thirty-six (36) months with the initial service to commence on or about February 1, 2021, and with the Aviation Authority having two (2) additional periods of one (1) year each to renew the Contract.

This award will result in a contract for the service provider to provide all materials, labor, supervision, miscellaneous supplies, equipment, tools, chemicals, and all other accessories, services, facilities, activities necessary for the cleaning of the air ductwork systems, on an "as-needed" basis, throughout the Landside Terminal Building, Airsides, and other Authority buildings located at the Orlando International Airport (OIA) in accordance with the Contract Documents.

ISSUES

On September 21, 2020, the Aviation Authority issued Purchasing Bid 14-21, Air Duct Cleaning Services.

On November 4, 2020, the following bids were received:

<u>Name of Respondent</u>	<u>Total Three (3) Year Bid Price</u>
Duct Dynasty Clean Air, LLC	\$556,125.00 ¹
ECS III, Inc.	\$575,973.00 ²
Pure Air Control Services, Inc.	\$757,363.50 ³

¹The bid submitted by Duct Dynasty Clean Air, LLC contained mathematical errors which resulted in a \$79,200 understatement of its bid (Bidder overlooked the estimated annual hours for Non-Standard Hours for year two). The corrected prices are reflected in the above tabulation and did not affect the rankings.

²The bid submitted by ECS III, Inc. contained mathematical errors which resulted in a \$75,555 understatement of its Bid. (Bidder did not add the amount of total extension correctly on Year 2). The corrected prices are reflected in the above tabulation and did not affect the rankings.

³The bid submitted by Pure Air Control Services, Inc. contained mathematical errors which resulted in a \$29,000 overstatement of its Bid (Bidder overlooked the estimated annual hours for Non-Standard Hours for year two). The corrected prices are reflected in the above tabulation and did not affect the rankings.

Staff reviewed the submittals provided and all Bidders were responsive and responsible.

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

FISCAL IMPACT

Duct Dynasty Clean Air, LLC bid in the amount of \$556,125 is to be funded from the Operations and Maintenance Fund 301.685.210.5460002.000.000000. Funds expected to be spent under the contract in the current fiscal year are within budget. Funding required in current and subsequent fiscal years will be allocated throughout the budget process and when funds become available.

RECOMMENDED ACTION

It is respectfully requested that the Concessions/Procurement Committee approve that the following be recommended to the Aviation Authority Board: (1) award Purchasing Contract 14-21, Air Duct Cleaning Services to Dynasty Clean Air, LLC; (2) authorize funding from the Operations and Maintenance Fund in the not-to-exceed amount of \$556,125; 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 - Award Criteria (if applicable)
- B - Small Business Memo
- C - Finance Form

Attachment A - Award Criteria

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

1. Through references or otherwise, that the Bidder is an individual, a firm, a corporation, or other entity that is currently engaged in the business of providing air duct cleaning 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;
3. The Bidder must provide verifiable evidence, by reference or otherwise, that the Bidder has performed air duct cleaning services for at least three (3) entities with one (1) of those entities having a contract of similar scope of this Contract during such three (3) year period immediately preceding the date of Bidder's response to this Invitation for Bid.

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 Compliance Administrator 

Date: September 1, 2020

Re: Air Duct Cleaning Services

The Small Business Development Department has reviewed the requirements for the above referenced solicitation and determined that, due to the specialized nature 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 - Finance Form

Greater Orlando Aviation Authority
Attachment A

Date:	<u>11/11/2020</u>	Requestor's Extension:	<u>x-2495</u>
Requestor's Name:	<u>John Field</u>	Preparer's Extension:	<u>x-2495</u>
Form Preparer's Name:	<u>John Field</u>	Purchasing Solicitation #:	<u>14-21</u>
Requestor's Department:	<u>Maintenance</u>	CCM / CPC / PSC:	<u>CPC</u>
Description:	<u>Air Duct Cleaning Services</u>	Committee Date:	<u>12/14/2020</u>
Vendor:	<u>Duct Dynasty Clean Air, LLC</u>	Committee Agenda Item#:	<u></u>
		BPA#:	<u>TBD</u>

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

Account Code Format: xxx.xxx.xxx,xxxxxxxx,xxx,xxxxxx	FY21 Amount	FY22 Amount	FY23 Amount	FY24 Amount	FY25 Amount	Total Contract
301.685.210.5460002.000.000000	\$ 105,983	\$ 211,775	\$ 185,375	\$ 52,992		\$ 556,125.00
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
Total Requisition	\$ 105,983.00	\$ 211,775.00	\$ 185,375.00	\$ 52,992.00		\$ 556,125.00
Requisition Number	BPA					

OMB Notes:		Converted into PO #:	<u></u>
Funding Approver:	<u>Andrea Harper</u>	Date:	<u></u>
Total Requisition	\$ -	Buyer:	<u></u>
BPA Amount	\$ 556,125.00		
Grand Total - Agree to Committee Item	\$ 556,125.00		



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: December 14, 2020

ITEM DESCRIPTION

Recommendation to Extend the Previously-Approved Award of Purchasing Request for Written Quotation (RFQ) 92901-20, Restroom Supplies to All Florida Paper, Inc. (Hand Soap, Continuous Roll Flex Paper Towels and Small Roll Toilet Tissue)

BACKGROUND

The approval will result in the extension of the term of Blanket Purchase Agreement (BPA) No. 91974 with All Florida Paper, Inc., for an additional 6 month period for orders of 1600 ML Hand Soap, Continuous Roll Flex Paper Towel, and Small Roll Toilet Tissue that are ordered on an as-needed basis.

ISSUES

On October 18, 2019, the Aviation Authority received responses to RFQ 92901-20 for Restroom Supplies. At its November 11, 2019 meeting the Concessions/Procurement Committee recommended to the Aviation Authority Board the award of RFQ 92901-20 to All Florida Paper, Inc., for the 1600 ML Hand Soap, Continuous Roll Flex paper Towel, and Small Roll Toilet Tissue in the not-to-exceed amount of \$1,129,178.60. Subsequently, the Aviation Authority Board approved the recommendation at its meeting on January 15, 2020 (Consent Agenda Item Y), and Purchasing staff generated BPA No. 91974 with a term expiration date on December 31, 2020.

Since January 15, 2020, a total of \$577,023.50 has been released against BPA No. 91974, leaving a balance of \$552,155.10. The current situation with the COVID-19 pandemic has resulted in the reduction of use, and has created difficulty in estimating usage that would be required for the next 12 month period.

Janitorial staff is satisfied with the quality of the product and service provided by All Florida Paper, Inc. Purchasing staff received confirmation from All Florida Paper, Inc., that they are able to honor their unit prices provided in their response to RFQ 92901-20 for an additional 6 months, through June 30, 2021. A new solicitation will be issued prior to the new expiration date, or as funds are depleted from the BPA, as required to ensure supply is maintained.

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 All Paper Florida, Inc.'s quotation is \$552,155.10 and is to be funded from previously-approved Operations and Maintenance Fund 301.631.210.5520001.000.100235, 301.631.210.5520001.000.100234, 301.631.692.5520001.000.100234 and 301.631.210.5520001.000.100293. Funds expected to be spent in the current fiscal year are within budget.

RECOMMENDED ACTION

It is respectfully requested that the Concessions/Procurement Committee approve that the following be recommended to the Aviation Authority Board: (1) approve the extension of RFQ 92901-20, Restroom Supplies to All Florida Paper, Inc. for the 1600 ML Hand Soap, Continuous Roll Flex Paper Towels and Small Roll Toilet Tissue for an additional 6 month period; (2) authorize funding from the previously-approved sOperation and Maintenance Fund in the not-to-exceed amount of \$552,155.10; and (3) authorize the Purchasing Office to extend the Blanket Purchase Agreement through June 30, 2021.

Attachments

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

ATTACHMENT A

Award Criteria:

While the RFQ document did state that the Aviation Authority reserves the right to make awards by individual item, group 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.

Clarifications Required During the Process:

N/A

Irregularities or Issues that Impact Recommended Ranking:

N/A

ATTACHMENT B



GREATER ORLANDO AVIATION AUTHORITY

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

MEMORANDUM

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

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

Date: December 3, 2020

Re: Purchasing Request for Written Quotation (RFQ) 92901-20, Restroom
Supplies

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
Finance Attachment

Date: 12/3/2020 Requestor's Extension: 2150/2685
 Requestor's Name: Marcio Cicarini/Nina Gilbert Preparer's Extension: 3070
 Form Preparer's Name: Diana Hershner Purchasing Solicitation #: 9290L-20
 Requestor's Department: Material Control/Maintenance CCM / CPC / PSC: CPC

Description: Foam Hand Soap/Continuous Roll Flex Paper Towel/Small Roll toilet Tissue - Extension of BPA 91974 Committee Date: 12/14/2020

Vendor: All Florida Paper, Inc. Committee Agenda Item#: _____

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

Account Code Format: xxx.xxx.xxx.xxxxxxx.xxx.xxxxxx	FY 21 Amount	FY 22 Amount	FY 23 Amount	FY 24 Amount	FY 25 Amount	Total Contract
301.631.210.5520001.000.100235; 301.631.210.5520001.000.100234; 301.631.692.5520001.000.100234; and 301.631.210.5520001.000.100293	552,155.10					552,155.10
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
Total Requisition	552,155.10	-	-	-	-	552,155.10
Requisition Number	BPA 91974					

OMB Notes:
 Funding Approver Andrea Harper

Total Requisition \$ -
 PO Amount \$ 552,155.10
 Grand Total - Agree to Committee Item \$ 552,155.10

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: Diana Hershner, CPPO, CPPB, Purchasing Manager
DATE: December 14, 2020

ITEM DESCRIPTION

Recommendation to Extend the Previously-Approved Award of Purchasing Request for Written Quotation (RFQ) 92901-20, Restroom Supplies (Jumbo Roll Toilet Tissue) to Imperial Dade

BACKGROUND

The approval will result in the extension of the term of Blanket Purchase Agreement (BPA) 91981 with Imperial Dade, for an additional 6 month period for orders of Jumbo Roll Toilet Tissue that is ordered on an as-needed basis.

ISSUES

On October 18, 2019, the Aviation Authority received responses to RFQ 92901-20 for Restroom Supplies. At its November 11, 2019 meeting the Concessions/Procurement Committee recommended to the Aviation Authority Board the award of RFQ 92901-20 to Imperial Dade, for the Jumbo Roll Toilet Tissue in the not-to-exceed amount of \$523,636.64. Subsequently, the Aviation Authority Board approved the recommendation at its meeting on January 15, 2020 (Consent Agenda Item Y), and Purchasing staff generated BPA 91981 with a term expiration date of December 31, 2020.

Since January 15, 2020, a total of \$181,981.80 has been released against BPA 91981 for Jumbo Roll Toilet Tissue, leaving a balance of \$341,381.84. The current situation with the COVID-19 pandemic has resulted in the reduction of use, and has created difficulty in estimating usage that would be required for the next 12 month period.

Janitorial staff is satisfied with the quality of the product and service provided by Imperial Dade. Purchasing staff received confirmation from Imperial Dade that they are able to honor their unit prices provided in their response to RFQ 92901-20 for the Jumbo Roll Toilet Tissue for an additional 6 months, through June 30, 2021. A new solicitation will be issued prior to the new expiration date, or as funds are depleted from the BPA, as required to ensure supply is maintained.

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 Imperial Dade's quotation is \$341,381.84 and is to be funded from previously-approved Operations and Maintenance Fund 301.631.210.5520001.000.100235, 301.631.210.5520001.000.100234, 301.631.692.5520001.000.100234 and 301.631.210.5520001.000.100293. Funds expected to be spent in the current fiscal year are within budget.

RECOMMENDED ACTION

It is respectfully requested that the Concessions/Procurement Committee approve that the following be recommended to the Aviation Authority Board: (1) approve the extension of RFQ 92901-20, Restroom Supplies, to Imperial Dade for Jumbo Roll Toilet Tissue for an additional 6 month period; (2) authorize funding from the previously-approved Operation and Maintenance Fund in the not-to-exceed amount of \$341,381.84; and (3) authorize the Purchasing Office to extend the Blanket Purchase Agreement through June 30, 2021.

Attachments

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

ATTACHMENT A

Award Criteria:

While the RFQ document did state that the Aviation Authority reserves the right to make awards by individual item, group 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.

Clarifications Required During the Process:

N/A

Irregularities or Issues that Impact Recommended Ranking:

N/A

ATTACHMENT B




GREATER ORLANDO AVIATION AUTHORITY

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

MEMORANDUM

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

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

Date: December 3, 2020

Re: Purchasing Request for Written Quotation (RFQ) 92901-20, Restroom Supplies

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
Finance Attachment**

Date:	<u>12/3/2020</u>	Requestor's Extension:	<u>2150/2685</u>
Requestor's Name:	<u>Marcio Cicarini/Nina Gilbert</u>	Preparer's Extension:	<u>3070</u>
Form Preparer's Name:	<u>Diana Hershner</u>	Purchasing Solicitation #:	<u>92901-20</u>
Requestor's Department:	<u>Material Control/Maintenance</u>	CCM / CPC / PSC:	<u>CPC</u>
Description:	<u>Jumbo Roll Toilet Tissue</u>	Committee Date:	<u>12/14/2020</u>
Vendor:	<u>Imperial Dade</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
301.631.210.5520001.000.100235; 301.631.210.5520001.000.100234; 301.631.692.5520001.000.100234; and 301.631.210.5520001.000.100293	341,381.84					341,381.84
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
Total Requisition	341,381.84	-	-	-	-	341,381.84
Requisition Number	BPA 91981					

OMB Notes:
Funding Approver Andrea Harper

Converted into PO #:
Date: _____
Buyer: _____

Total Requisition	\$	-
PO Amount	\$	341,381.84
Grand Total - Agree to Committee Item	\$	341,381.84



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: December 14, 2020

ITEM DESCRIPTION

Recommendation to Award Invitation for Bid (IFB) 01-21 Elevator, Escalator, Moving Sidewalks - Maintenance and Repair Services to Schindler Elevation Corporation

BACKGROUND

The term of the contract is for forty-eight (48) months with the initial service to commence on or about June 1, 2021, and with the Aviation Authority having the option to renew the contract for three (3) additional option periods of one (1) year each.

This contract award will be to furnish all labor, supervision, materials, repair parts, supplies, tools, diagnostic equipment, manuals, schematics and any and all other items and services necessary or proper for, or incidental to, performing twenty-four (24) hours per day, seven (7) days per week, on-site maintenance and repair for elevators, escalators and moving sidewalks located at the Orlando International Airport. The Contractor shall provide and maintain an on-site inventory of spare parts (and shall perform the task associated with and/or provide support and/or access to additional subcontractors for the A17 Safety code testing/witnessing inspections in accordance with the testing schedule, and shall assist the Aviation Authority with the maintenance of the airport's elevator/escalator monitoring system (LiftNet) and all other items necessary or proper for, or incidental to, performing Elevators, Escalators, and Moving Sidewalks Maintenance and Repair, at the Orlando International Airport (OIA) in accordance with the Contract Documents.

ISSUES

On November 6, 2020, the following Bids were received:

<u>Name of Respondent</u>	<u>Total One (1) Year Bid Price</u>
Schindler Elevator Corporation	\$4,133,772.56*
OTIS Elevator Company	\$7,235,201.00*

*The Bid submitted by both bidders contained a mathematical error which resulted in a \$250,000.00 understatement of their bid (Bidders miscalculated the total annual value for Year 1). The corrected price is reflected in the above tabulation and did not affect the rankings.

References for both Bidders were checked and based thereon were determined to be responsible. Both Bidders were determined to be responsible and responsive.

This contract includes a Minority and Women Business Enterprise (MWBE) participation Goal of 18%. The Small Business Development Department reviewed both the submitted for this procurement and determined that Schindler Elevator Corporation and OTIS Elevator Company are responsive to the MWBE requirements.

Each Bidder was required to provide for Year One (1) its monthly cost per unit for maintenance and repair for each type of elevator, escalator and moving sidewalk times the number of units and the estimated frequency. Pricing for Year Two (2, Year Three (3), and Year Four (4) shall be subject to adjustments, upward or downward, in accordance

with the Producer Price Index (PPI) for material price adjustments and Mechanic Rate published by the National Elevator Industry, Inc. (NEII) for labor price adjustments. The actual amount to be paid to the contractor will be based on actual work requested by the Aviation Authority and satisfactorily provided by the Contractor.

FISCAL IMPACT

Schindler Elevator Corporation's bid in the amount of \$4,133,772.56 is to be funded from the Operations and Maintenance Fund at the following account codes:

301.631.170.5460001.000.100012
301.631.210.5460001.000.100012
301.631.330.5460001.000.100012
301.631.510.5460001.000.100012
301.631.611.5460001.000.100012
301.631.615.5460001.000.100012
301.631.692.5460001.000.100012

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) award Invitation for Bid 01-21, Elevator, Escalator, Moving Sidewalks Maintenance and Repair Services to Schindler Elevator Corporation as the low responsive and responsible bidder; (2) authorize funding from the Operations and Maintenance Fund in a not-to-exceed amount of \$4,133,772.56; 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 - Award Criteria
- B - Small Business Memo
- C - Finance Form

Attachment A - Award Criteria

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

- 1.1 through references or otherwise, that the Bidder is an individual, a firm, a corporation, or other entity that is currently engaged in the business of providing elevators, escalators and moving sidewalks maintenance and repair services;
- 1.2 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 five (5) years immediately preceding the date of Bidder's response to this Invitation for Bids;
- 1.3 through references or otherwise, 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 provided repair, maintenance and operating services for at least two (2) entities within the South East Region of the United States with contracts of similar size and scope of this Contract during such five (5) year period. A similar size and scope shall consist of a minimum of any combination of sixty (60) elevators, escalators and moving sidewalks maintained with multiple shifts, seven (7) days per week with an annual contract value of at least eight hundred fifty thousand dollars (\$850,000.00) and a staff similar in size or greater than the requirements of this Contract; and
- 1.4 Any Subcontractor(s) expected to work for the Contractor for the duration of the Contract shall have a minimum of three (3) years' experience in the technical area for which services are provided. This requirement applies to the Contractor, subcontractor(s) and technician(s). This requirement does not apply to subcontractors performing additional work where such work is a single and specific job and not expected to be for the duration of the Contract.



GREATER ORLANDO AVIATION AUTHORITY

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

MEMORANDUM

TO: Members of the Concessions/Procurement Committee

FROM: Somdat Jiawan – Manager Small Business Programs
Orlando Santiago-Small Business Contract Coordinator 

DATE: December 1, 2020

SUBJECT: Recommendation to Award Invitation for Bid (IFB) 01-21 Elevator, Escalator, Moving Sidewalks Maintenance and Repair Services.

The Small Business Development Department (SBDD) has reviewed the bids submitted for the above mentioned Purchasing Bid 01-21 Elevator, Escalator, Moving Sidewalks Maintenance and Repair Services. The Authority set a small business participation of 18% MWBE.

<u>Bidder</u>	<u>Proposed MWBE</u>
Otis Elevator Company	30.05%
Schindler Elevator Corporation	18%

Both Bidders have met the small business participation goals. SBDD recommends that Otis Elevator Company and Schindler Elevator Corporation be deemed responsive as it relates to the small business requirements.

Should you have questions or require additional information, please do not hesitate to contact Orlando Santiago at 407-825-7134.

**Greater Orlando Aviation Authority
Attachment C**

Date:	<u>12/3/2020</u>	Requestor's Extension:	<u>2637</u>
Requestor's Name:	<u>Thomas O'Day</u>	Preparer's Extension:	<u>6425</u>
Form Preparer's Name:	<u>Janice Hughes</u>	Purchasing Solicitation #:	<u>B01-21</u>
Requestor's Department:	<u>Maintenance</u>	CCM / CPC / PSC:	<u>CPC</u>
Description:	<u>Elevator/Escalator/Moving Sidewalks Maintenance and Repair</u>	Committee Date:	<u>12/14/2020</u>
Vendor:	<u>Schindler Elevator Corporation</u>	Committee Agenda Item#:	<u>NB - _ -</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
301.631.170.5460001.000.100012	12,583.78	25,167.57				37,751.35
301.631.210.5460001.000.100012	887,156.67	1,774,313.34				2,661,470.00
301.631.330.5460001.000.100012	6,291.89	12,583.78				18,875.67
301.631.510.5460001.000.100012	69,210.80	138,421.61				207,632.41
301.631.611.5460001.000.100012	257,967.54	515,935.08				773,902.63
301.631.615.5460001.000.100012	18,875.67	37,751.35				56,627.02
301.631.692.5460001.000.100012	125,837.83	251,675.65				377,513.48
						-
						-
						-
						-
						-
						-
						-
Total Requisition	1,377,924.19	2,755,848.37	-	-	-	4,133,772.56
Requisition Number	88006					

OMB Notes:
Funding Approver Andrea Harper

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

Total Requisition	\$	4,133,772.56
BPA Amount	\$	-
Grand Total - Agree to Committee Item	\$	4,133,772.56



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: December 14, 2020

ITEM DESCRIPTION

Recommendation to Award Invitation for Bid (IFB) 10-21, Federal Inspection Stations (FIS) Customer Service and Support Staff Services

BACKGROUND

The term of the Contract period is for thirty-six (36) months with the initial services to commence on or about February 1, 2021, and 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, management and administrative oversight, materials, supplies, equipment, and all other items necessary or proper for, or incidental to, performing FIS Customer Service and Support Staff Services at the Orlando International Airport in accordance with the Contract Documents.

ISSUES

On December 1, 2020 the following IFB's were received:

<u>Name of Respondent</u>	<u>Total Three (3) Year Bid Price</u>
Southeast Airport Services, Inc	\$10,656,443.20*
Prospect of Orlando, LTD	\$11,210,950.40*
Baggage Airline Guest Services, Inc	\$11,385,004.80
RealTime Services, dba Top Talent Staffing	\$11,498,552.00*
Menzies Aviation (USA), Inc	\$11,624,329.60
Infojini, Inc	\$12,814,318.40
Complete Staffing Solutions	Withdrawn

* The Bid submitted by Southeast Airport Services, Inc, contained mathematical errors in its price schedule resulting in an understatement of their bid by \$0.20. The corrected price is reflected in the above tabulation. The errors did not affect the ranking.

* The Bid submitted by Prospect of Orlando, LTD, contained mathematical errors in its price schedule resulting in an understatement of their bid by \$300.00. The corrected price is reflected in the above tabulation. The errors did not affect the ranking.

* The Bid submitted by RealTime Services, dba Top Talent Staffing, contained mathematical errors in its price schedule resulting in an overstatement of their bid by \$316.00. The corrected price is reflected in the above tabulation. The errors did not affect the ranking.

References for the low three Bidders were checked and based thereon were determined to be responsible. The low three (3) Bidders were determined to be responsible and responsive.

This solicitation includes a Minority and Women Business Enterprise (MWBE) participation goal of twenty-two percent (22%). The Office of Small Business Development was able to complete its review of all of the Bidders' participation requirements. All of the Bidders met the MWBE participation goal requirements.

This is a service contract for FIS Customer Service and Support Staff Services. The Aviation Authority pays the contractor a billable labor rate for FIS Agents, FIS Ambassadors, Support Staff, Supervisors, Administrative Assistant and an On-Site Manager. The amount paid to the contractor is based on services authorized by the Aviation Authority and actually performed by the contractor, based on the billable labor rates in accordance with the contract documents.

FISCAL IMPACT

Southeast Airport Services, Inc.'s bid in the amount of \$10,656,443.20 is to be funded from the Operations and Maintenance Fund 301.413.210.5340007.000.100841 and 301.413.225.5340007.000.100665. 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) award Purchasing Bid 10-21, Federal Inspection Stations (FIS) Customer Service and Support Staff Services, to Southeast Airport Services, Inc, as the low responsive and responsible Bidder; (2) authorize funding from the Operation and Maintenance Fund in a not-to-exceed amount of \$10,656,443.20; 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 - 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 providing Federal Inspection Station customer service management services at an International Airport or providing ticket check-in services for one or more commercial airlines that meet Code of Federal Regulations (CFR), Title 14, Index Part 121, Air Carrier Certification, and;
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.

Clarifications Required During the Process:

None.

Irregularities or Issues that Impact Recommended Ranking:

None.




GREATER ORLANDO AVIATION AUTHORITY

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

MEMORANDUM

TO: Members of the Concessions/Procurement Committee

FROM: Somdat Jiawan – Manager Small Business Programs
Orlando Santiago-Small Business Contract Coordinator 

DATE: December 2, 2020

SUBJECT: **10-21 Federal Inspection Station (FIS) Ambassadors, Agents and Support Staff Services – Small Business Responsive Memo**

The Small Business Development Department (SBDD) has reviewed the bids submitted for the above mentioned Purchasing Bid 10-21 Federal Inspection Station (FIS) Ambassadors, Agents and Support Staff Services. The Authority set participation goals of 22% MWBE. The bids were opened on December 1, 2020.

<u>Bidder</u>	<u>Proposed MWBE</u>
Southeast Airport Services, Inc.	25%
Prospect of Orlando, LTD	31.5%
Baggage Airline Guest Services, Inc.	22%
RealTime Services Inc	22%
Menzies Aviation (USA), Inc.	30%
Infojini, Inc.	22%

All Bidders have met the small business participation goals. SBDD recommends all bids be deemed responsive as it relates to the small business requirements.

Should you have questions or require additional information, please do not hesitate to contact Somdat Jiawan at 407.825.3481 or Orlando Santiago at 407-825-7134.

ATTACHMENT C

**Greater Orlando Aviation Authority
Attachment**

Date:	<u>12/4/2020</u>	Requestor's Extension:	<u>2606</u>
Requestor's Name:	<u>Abdu EL Baroudi</u>	Preparer's Extension:	<u>6427</u>
Form Preparer's Name:	<u>Vlad Opreatu</u>	Purchasing Solicitation #:	<u>610-21</u>
Requestor's Department:	<u>Airline Division</u>	CCM / CPC / PSC:	<u>CPC</u>
Description:	<u>Federal Inspection Stations Customer Service & Support Staff Services</u>	Committee Date:	<u>12/14/2020</u>
Vendor:	<u>Southeast Airport Services, Inc.</u>	Committee Agenda Item#:	<u>TBD</u>

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

Account Code	FY 21 Amount	FY 22 Amount	FY 23 Amount	FY 24 Amount	FY 25 Amount	Total Contract
Format:xxx.xxx.xxx.xxxxxxx.xxx.xxxxxx						
301.413.210.5340007.000.100841	613,101	1,070,673	1,346,349	482,144		3,512,267
301.413.225.5340007.000.100655	1,233,995	2,193,360	2,740,608	976,213		7,144,176
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
Total Requisition	1,847,095	3,264,033	4,086,957	1,458,357	-	10,656,443
Requisition Number	BPA TBD	BPA TBD	BPA TBD	BPA TBD		

OMB Notes:		Converted into PO #:	<u>BPA TBD</u>
Funding Approver	<u>Andrea Harper</u>	Date:	_____
Total Requisition		Buyer:	_____
BPA Amount	\$ 10,656,443.00		
Grand Total - Agree to Committee Item	\$ 10,656,443.00		