

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

**DATE:** JANUARY 11, 2021

**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](mailto:pbrown@goaa.org) with copy to [larissa.bou@goaa.org](mailto:larissa.bou@goaa.org) by Tuesday January 19, 2021 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. CONSENT AGENDA**

- A. Recommendation to Award Request for Written Quotation (RFQ) 93110-21, Purchase of IBM Maximo software licenses plus one (1) year subscription and support through the Utilization of the State of Florida Alternate Contract Source #43230000-NASPO-16-ACS-SVAR, to Insight Public Sector Inc.

**V. NEW BUSINESS**

- A. Recommendation to Approve Amendment No. 5 for a three (3) month extension of Purchasing Contract 04-16, Management Of Electrical Switchgear Equipment, Generators, Uninterruptible Power Supplies (UPS) and Batteries, and Emergency Generator Fuel Delivery System (FDS) Testing, Maintenance and Repair Services with Electric Services, Inc.

NEXT SCHEDULED CONCESSIONS/PROCUREMENT COMMITTEE MEETING IS ON MONDAY, JANUARY 25, 2021



**GREATER ORLANDO AVIATION AUTHORITY**

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

**REVISED MEMORANDUM**

TO: Members of the Concessions/Procurement Committee  
FROM: Diana Hershner, CPPO, CPPB, Purchasing Manager  
DATE: January 11, 2021

**ITEM DESCRIPTION**

Recommendation to Award Request for Written Quotation (RFQ) 93110-21, Purchase of IBM Maximo software licenses plus one (1) year subscription and support through the Utilization of the State of Florida Alternate Contract Source #43230000-NASPO-16-ACS-SVAR, to Insight Public Sector Inc.

**BACKGROUND**

This approval will result in the purchase of IBM Maximo software licenses plus one (1) year subscription and support of the Information Technology enterprise asset management system at Orlando International Airport under the Government Contract/Annual/Multi-year Contract Procurement Request for the value of \$224,011.00. IBM Maximo software licenses, subscription, and support is the standard software for the Authority's enterprise asset management system. This purchase is required to meet the requirements of the IBM Maximo audit, which was conducted in 2020.

The IBM Maximo software licenses plus one (1) year subscription and support are offered under the State of Florida Alternate Contract Source #43230000-NASPO-16-ACS-SVAR, entitled, "Software Value Added Reseller(SVAR)."

**ISSUES**

RFQ 93110-21 was distributed only to IBM Maximo authorized resellers (a total of 3 at the time the RFQ was issued) listed in the State of Florida Alternate Contract Source #43230000-NASPO-16-ACS-SVAR, entitled, "Software Value Added Reseller(SVAR)". The State of Florida Alternate Contract Source is through the National Association of State Procurement Officials (NASPO). On December 7, 2020, the Aviation Authority received three (3) responses as listed below:

<u>Firm</u>	<u>Total Quote</u>
Insight Public Sector Inc.	\$224,011.00
SHI International Corp.	\$234,435.66
CDW Corporation	\$235,534.64

Staff's review of the quotes found that all firms are responsive and responsible to the RFQ requirements.

The Small Business Development Department has reviewed the requirements for this purchase and has determined that the State of Florida Contract #43230000-NASPO-16-ACS-SVAR does not lend itself to MWBE/LDB/VBE participation.

**FISCAL IMPACT**

Insight Public Sector Inc.'s quotation is in the amount of \$224,011.00. Funding is available from the previously-approved Capital Expenditure Fund, account code ~~308.521.170.5310009.000.501253~~ 308.521.170.5310009.000.501253, and the Operation and Maintenance Fund 301.413.213.5540001.000.000000, 301.413.212.5540001.000.000000, and 301.631.170.5540001.000.000000. Funds expected to be spent in the 2020/2021 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) award of Purchasing Request for Written Quotation (RFQ) 93110-21, Purchase of IBM Maximo software licenses plus one (1) year subscription and support through the Utilization of the State of Florida Alternate Contract Source #43230000-NASPO-16-ACS-SVAR, to Insight Public Sector Inc., in the not-to-exceed amount of \$224,011.00; (2) authorize funding from the previously-approved Capital Expenditure Fund and Operation and Maintenance Account Codes; and (3) authorize the Purchasing Department to issue the necessary Purchase Order.

Attachments

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

**ATTACHMENT A**

**Award Criteria:**

The Aviation Authority's policy 450.03, "Government Contract/Annual Contract" permits the procurement of items from a supplier based on a requirements contract/annual/multi-year agreement with any public entity.

**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 Contract Administrator

Date: December 21, 2020

Re: Recommendation to Award the Purchase of IBM Maximo software licenses plus one (1) year subscription and support through the Utilization of the State of Florida Alternate Contract Source #43230000-NASPO-16-ACS-SVAR, to Insight Public Sector Inc.

This is a purchase of IBM Maximo software licenses plus one (1) year subscription and support of the Information Technology enterprise asset management system at Orlando International Airport under the Government Contract/Annual/Multi-year Contract Procurement Request offered under the State of Florida Alternate Contract Source #43230000-NASPO-16-ACS-SVAR, entitled, "Software Value Added Reseller(SVAR)."

**Issue:**

An RFQ was distributed only to IBM Maximo authorized resellers (a total of 3 at the time the RFQ was issued) listed in the State of Florida Alternate Contract Source #43230000-NASPO-16-ACS-SVAR, entitled, "Software Value Added Reseller (SVAR)". The State of Florida Alternate Contract Source is through the National Association of State Procurement Officials (NASPO). On December 7, 2020, the Aviation Authority received three (3) quotations in response to RFQ #93110-21 with Insight Public Sector Inc. as the lowest responsible and responsive bidder.

**Fiscal Impact:**

The fiscal impact for the RFQ #93110-21 IBM Maximo Software is a not-to-exceed amount of \$224,011.00.

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.





GREATER ORLANDO AVIATION AUTHORITY  
Orlando International Airport  
One Jeff Fuqua Boulevard  
Orlando, Florida 32827-4399

**REVISED 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: January 11, 2021

**ITEM DESCRIPTION**

Recommendation to Approve Amendment No. 5 for a three (3) month extension of Purchasing Contract 04-16, Management Of Electrical Switchgear Equipment, Generators, Uninterruptible Power Supplies (UPS) and Batteries, and Emergency Generator Fuel Delivery System (FDS) Testing, Maintenance and Repair Services with Electric Services, Inc.

**BACKGROUND**

The initial term of the Contract was for thirty-six (36) months, which commenced on May 1, 2016, with the Aviation Authority having options to renew the Contract for two (2) additional periods of one (1) year each. The second renewal option is due to expire on April 30, 2021.

This Contract requires Electric Services, Inc. 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), 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 at the Orlando International Airport and Orlando Executive Airport in accordance with the Contract Documents.

On November 11, 2020, 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. On December 14, 2020, the Purchasing Department with the approval of the Maintenance Department, requested to the Concessions/Procurement Committee to revise and re-solicit the above referenced services due to the lack of competition. 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. Per policy ~~450.04(b)~~ 450.04 IX(e) extensions are allowed and require Board Approval.

The Aviation Authority is currently in the re-solicitation process of a new contract for the Management of Electrical Switchgear Equipment, Generators, Uninterruptible Power Supplies (UPS) and Batteries, and Emergency Generator Fuel Delivery System (FDS) Testing, Maintenance and Repair Services. A three (3) month extension of the Contract is needed for the continued service until the new competitive Contract is awarded. The Contract extension contains a thirty (30) day notice of termination.

Electric Services, Inc. has agreed to the three (3) month extension and agreed to extend the current contracted rates for the three (3) month extension.

This contract includes a Minority and Women Business Enterprise (MWBE) and a Local Developing Business (LDB) participation requirement. The participation goal for this contract is 17% for MWBE and 1.7% for LDB. The Small Business Development office certifies that Electric Services Inc. is in good standing as it relates to small business participation.

#### **ISSUES**

Three Month Extension: May 1, 2021 through July 31, 2021.

Department - Concurrs with the renewal.

Contractor - Based on the information known at this time, the Contractor has performed satisfactorily during the second renewal option.

Pricing is based on the following:

1. Switchgear Maintenance Services:

- 1.1. hourly service rate for each of the Original Equipment Manufacturers (OEMs): EATON, Russ Electric and CATISO Electric.
- 1.2. mark-up percentage over its costs for parts, materials, rentals and components purchased for switchgear maintenance;
- 1.3. standard and non-standard hourly rate for journeyman, mechanic and helper.

2. Generators:

- 2.1. unit price for: monthly, intermediate (quarterly and annual), annual generator inspections and services, and 2-Hour Load bank for generator maintenance and test services;
- 2.2. standard and non-standard hours for additional work; and
- 2.3. mark-up percentage over its costs for materials, rentals, components purchased for generator and other expenses.

3. UPS & Battery Preventive Maintenance & Repair Services:

- 3.1. quarterly rate for the preventive maintenance and repair;
- 3.2. mark-up percentage over its costs for parts, materials, specialized subcontractor costs, and components purchased; and
- 3.3. hourly rate for standard and non-standard hours.

4. Emergency Generator Fuel Delivery System:

- 4.1. unit price for the testing and analysis of fuel tanks, cleaning of fuel tanks, and transfer of fuel;
- 4.2. hourly rate for standard and non-standard additional work hours for maintenance and repairs; and
- 4.3. mark-up percentage over its costs for parts, materials, disposal fees and subcontractors.

The annual value for the three-month extension is for a total not-to-exceed amount of \$600,000. The actual amount paid to contractor is based on actual work requested, performed, and approved by the Aviation Authority with no rate increases.



This will increase the original term Contract value from \$10,192,280.37 to \$10,792,280.37.

**FISCAL IMPACT**

The fiscal impact anticipated for the three-month extension is a not-to-exceed amount of \$600,000. Funding will be from the Operations and Maintenance Fund

301.631.110.5460001.000.100016  
301.631.170.5460001.000.100016  
301.631.210.5460001.000.100016  
301.631.330.5460001.000.100016  
301.631.510.5460001.000.100016  
301.631.611.5460001.000.100016  
301.631.612.5460001.000.100016  
301.631.615.5460001.000.100016  
301.631.692.5460001.000.100016  
901.443.810.5460002.000.100118  
901.443.870.5460002.000.100117

Funds expected to be spent under the Contract 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 a contract extension of 3-months for Purchasing Contract 04-16, Management Of Electrical Switchgear Equipment, Generators, Uninterruptible Power Supplies (UPS) And Batteries, And Emergency Generator Fuel Delivery System (FDS) Testing, Maintenance and Repair Services with Electric Services, Inc.; (2) authorize funding from the Operation and Maintenance Fund in the not-to-exceed amount of \$600,000; 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:** January 11, 2021

**Re:** Recommendation to Approve Amendment No. 5 for a three (3) month extension of Purchasing Contract 04-16, Management Of Electrical Switchgear Equipment, Generators, Uninterruptible Power Supplies (UPS) and Batteries, and Emergency Generator Fuel Delivery System (FDS) Testing, Maintenance and Repair Services with Electric Services, Inc.

The initial term of the Contract was for thirty-six (36) months, which commenced on May 1, 2016, with the Aviation Authority having options to renew the Contract for two (2) additional periods of one (1) year each. The second renewal option is due to expire on April 30, 2021.

**Issue:**  
Three Month Extension: May 1, 2021 through July, 2021.

**Fiscal Impact:**  
The annual value for the three-month extension is for a total not-to-exceed amount of \$600,000.

At the time the contract was awarded, a 17% MWBE and a 1.7% LDB participation goal was established. The Small Business Development Department certifies that the vendor is in good standing as it relates to the small business requirements. The same small business participation requirement will apply to this extension.

Should you have questions, you may contact Somdat Jiawan at 407-825-3481 or Orlando Santiago at 407-825-7134.



**ATTACHMENT "C" Contract History**

**04-16, 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>CONTRACT</b>	<b>APPROVALS</b>	<b>DESCRIPTION</b>	<b>TERM</b>	<b>DOLLARS</b>
Initial Term	<ul style="list-style-type: none"> <li>• CPC 10/26/2015</li> <li>• Board Meeting dated 12/09/2015 - Item "R"</li> </ul>	36 Months Contract Award	05/01/2016 thru 04/30/2019	\$4,822,468.75
Amendment No. 1	<ul style="list-style-type: none"> <li>• CPC 08/21/2017</li> <li>• Board Agenda 09/20/2017, Item "G"</li> </ul>	Increase In Value	05/1/2017 thru 04/30/2019	\$ 480,000.00
Amendment No. 2	<ul style="list-style-type: none"> <li>• PM Approved 08/02/2018</li> <li>• Chief Executive Officer 10/05/2018</li> </ul>	Contract Adjustment - Add OEA Equipment	08/1/2018 thru 04/30/2019	\$ 40,050.00
Amendment No. 3	<ul style="list-style-type: none"> <li>• CPC Approved 12/03/18</li> <li>• Board Agenda 1/16/19 Item "U"</li> </ul>	1 <sup>st</sup> Renewal Option	05/1/2019 thru 04/30/2020	\$2,410,328.72
Amendment No. 4	<ul style="list-style-type: none"> <li>• CPC 10/28/19</li> <li>• Board Agenda</li> </ul>	2 <sup>nd</sup> Renewal Option	05/1/2020 Thru 04/30/2021	\$2,439,432.90
Amendment No. 5	<ul style="list-style-type: none"> <li>• Pending CPC Approval 01/11/2021</li> </ul>	3-Month Extension	05/01/2021 Thru 07/31/2021	\$600,000.00
<b>Total Contract Value with all Changes (approved and proposed)</b>				<b>\$10,792,280.37</b>