

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

DATE: JANUARY 25, 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 with copy to larissa.bou@goaa.org by Monday, February 1, 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. CONSIDERATION OF MINUTES FOR DECEMBER 14, 2020 AND JANUARY 11, 2021

V. NEW BUSINESS

- A. Recommendation to Approve Amendment No. 16 for Two (2) Renewal Options and a Contract Adjustment for Purchasing Contract 02-11, Common Use Passenger Processing System (CUPPS) and Common Use Self Service (CUSS) Operations and Maintenance Services, with SITA Information Networking Computing USA, Inc. (SITA)

On **JANUARY 11, 2021**, 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 1:30 p.m. The meeting was posted in accordance with Florida Statutes and a quorum was present.

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

Staff/Others present: Bruce Gant, Manager of Purchasing Contracts
Diana Hershner, Manager of Purchasing
Abdu El Baroudi, Manager of Cost Control and Contracts
Doug Starcher, Nelson Mullins, Legal Counsel
Larissa Bou, Manager of Board Service and 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 larissa.bou@goaa.org, by Tuesday, January 18, 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. 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 Chief Administration Officer with questions at (407) 825-7105.

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Before proceeding to business, Mr. Starcher, 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.

CONSENT AGENDA

1. Chairman Friel asked if anyone in the audience would like to speak regarding the Consent Agenda 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. There was no response to his inquiry.

Upon motion by Mr. Draper, second by Mr. Engle, vote carried to approve the following Consent Agenda item:

A. recommend to the Chief Executive Officer to: (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 Operations and Maintenance Fund; and (3) authorize the Purchasing Department to issue the necessary Purchase Order. *[A revised memorandum and finance form were provided to Committee members, copy on file.]*

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.

2. Ms. Hershner presented the item. *[A revised memorandum was provided to Committee members, copy on file.]*

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.

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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) 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 (see Attachment B).

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

Department - Concurs 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.

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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.

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

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- 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.

It was 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.

Chairman Friel asked if anyone in the audience 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 response to his inquiry.

Upon motion by Ms. Silvers, second by Mr. Draper, vote carried to approve staff's recommendation.

ADJOURNMENT

3. Chairman Friel asked if there was further business to discuss before the Committee. Having no further business to discuss, he adjourned the meeting at 1:38 p.m.

(Digitally signed on)

Larissa Bou
Recording Secretary

Brad Friel
Chairman

On **DECEMBER 14, 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 1:30 p.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
Brian Engle, Director of Customer Experience
Deborah Silvers, Director of Risk Management

Staff/Others present: Bruce Gant, Manager of Purchasing Contracts
Diana Hershner, Manager of Purchasing
Abdu El Baroudi, Manager of Cost Control and Contracts
Jo Thacker, Nelson Mullins, Legal Counsel
Larissa Bou, Manager of Board Service and 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 larissa.bou@goaa.org, by Monday, December 21, 2020, at 4:00 p.m. (emails will be accepted during the pandemic COVID-19).

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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. Engle, second by Vice Chair Sharman, motion passed to accept the July 13, October 19 and November 12, 2020 (P06-21 SAM Services), minutes as written.

CONSENT AGENDA

2. Chairman Friel asked if anyone in the audience would like to speak regarding any of items. Ms. Bou confirmed she had not received any speaker requests. Chairman Friel then asked if any Committee member had questions or wished to pull any of the items for discussion. There was no response to his inquiry.

Upon motion by Ms. Silvers, second by Mr. Engle, vote carried to approve the following Consent Agenda items:

A. recommend to the to the Aviation Authority Board to: (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;

B. recommend to the Chief Executive Officer to: (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;

C. recommend to the Chief Executive Officer to: (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;

D. recommend to the Chief Executive Officer to: (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 Operations 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;

E. recommend to the Chief Executive Officer to: (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 Operations 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.

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F. recommend to the Chief Executive Officer to: (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 Operations 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;

G. recommend to the Chief Executive Officer to: (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; and

H. recommend to the Chief Executive Officer to: (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.

RECOMMENDATION TO AWARD PURCHASING CONTRACT 14-21, AIR DUCT CLEANING SERVICES TO DUCT DYNASTY CLEAN AIR, LLC

3. Ms. Hershner presented the item. *[She provided a revised memorandum to Committee members, copy on file.]*

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 Aviation Authority buildings located at the Orlando International Airport (OIA) in accordance with the Contract Documents.

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

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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 2). 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 2). 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.

Duct Dynasty Clean Air, LLC's 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.

It was 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 Duct 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.

Chairman Friel asked if any Committee member had questions or comments. In response to Vice Chair Sharman's question regarding the not-to-exceed amount, Ms. Hershner clarified that this is in a not-to-exceed amount "as needed".

Chairman Friel noticed that the recommended action on the memo refers to the company as Dynasty Clean Air, LLC and not as Duct Dynasty Clean Air, LLC. Staff stated they would verify the correct name as it will appear on the contract and will report to the Committee. *(Subsequent to the meeting, it was confirmed that the correct company name is Duct Dynasty Clean Air, LLC. A revised memo containing the correct information is on file).*

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Motion was made by Vice Chair Sharman, second by Ms. Silvers to approve staff's recommendation. Legal counsel reminded Chairman Friel to ask if there was anyone in the audience who would like to speak regarding this item. Chairman Friel thanked Ms. Thacker and asked Ms. Bou if there were any speaker requests for this item. Ms. Bou confirmed she had not received any speaker requests.

Chairman Friel reiterated that there is a motion and a second. Motion passed to approve staff's recommendation.

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)

4. Ms. Hershner inquired if both New Business Item B and C could be presented as one, since they are both under the same RFQ 92901-20, which resulted in two separate Blanket Purchase Orders. Legal counsel advised that both items could be presented together; however, the Committee should consider them separately.

Ms. Hershner continued by stating that this 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.

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,

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and/or lack of ready, willing and able certified small businesses, this procurement does not lend itself to MWBE/LDB/VBE participation.

The balance available from All Florida Paper, 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.

It was 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 Operations 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.

Chairman Friel asked that Ms. Hershner present the next item.

Motions for New Business Items B and C taken at the end of Item 5

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

5. Ms. Hershner presented the item.

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.

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 on 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.

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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.

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.

It was 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 Operations 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.

Chairman Friel asked if anyone in the audience would like to speak regarding New Business Items B or C. Ms. Bou confirmed she had not received any speaker requests. He then asked if any Committee member had questions or comments. Vice Chair Sharman asked if the plan is to issue an RFP at a later time. Ms. Hershner explained that Purchasing staff had planned to issue a Request for Quotation back in October; however, seeing that usage had decreased, Staff reached out to the supplier to request a price extension for a 6-month period, since the price had been set for such a big quantity. She added that there would be a Request for Quotation released before June 31, 2021, or when usage increases. Vice Chair Sharman followed up by asking if Staff will monitor usage to be able to time when to release the Request for Quotation. Ms. Hershner answered in the affirmative and indicated that if usage remains as it has been in the last 6 months, Staff will issue a Request for Quotation in April 2021 to allow enough time to present the item to both CPC and Board before June 30, 2021. However, if supply is depleted, Staff will be prepared to issue a Request for Qualification sooner.

Upon motion by Vice Chair Sharman, second by Mr. Engle, vote carried to approve staff's recommendation for New Business Item B.

Upon motion by Vice Chair Sharman, second by Ms. Silvers, vote carried to approve staff's recommendation for New Business Item C.

RECOMMENDATION TO AWARD INVITATION FOR BID (IFB) 01-21 ELEVATOR, ESCALATOR, MOVING SIDEWALKS – MAINTENANCE AND REPAIR SERVICES TO SCHINDLER ELEVATOR CORPORATION

6. Mr. Gant presented the item.

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.

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 1 its monthly cost per unit for maintenance and repair for each type of elevator, escalator and moving sidewalk times the number of

DRAFT - MINUTES FOR THE DECEMBER 14, 2020, CONCESSIONS/PROCUREMENT COMMITTEE

units and the estimated frequency. Pricing for Year 2, Year 3, and Year 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.

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

- 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.

It was 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.

Chairman Friel asked if anyone in the audience would like to speak regarding this item. Ms. Bou confirmed she had not received any speaker requests. He then asked if any Committee member had questions or comments. Mr. Engle noticed the substantial price difference between the proposers and asked Mr. Gant if there was any known reason for said difference. Mr. Gant replied that he does not have a definite answer for Mr. Engle's question; however, he indicated that every time OTIS Elevator Company has submitted a bid, their prices have been high.

Vice Chair Sharman stated that she had a question regarding the scope of services and asked if this solicitation includes any portion of the South Terminal. Mr. Gant indicated that the South Terminal is under another contract.

Upon motion by Mr. Engle, second by Ms. Silvers, vote carried to approve staff's recommendation.

RECOMMENDATION TO AWARD INVITATION FOR BID (IFB) 10-21, FEDERAL INSPECTION STATIONS (FIS) CUSTOMER SERVICE AND SUPPORT STAFF SERVICES

7. Mr. Gant presented the item.

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.

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.

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This solicitation includes a Minority and Women Business Enterprise (MWBE) participation goal of 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.

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.

It was 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 Operations 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.

Chairman Friel asked if anyone in the audience 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 Vice Chair Sharman's question regarding who is currently providing the services, Mr. Gant responded that Baggage Airline Guest Services, Inc. (BAGS) is currently providing the services. Vice Chair Sharman asked when will the services commence. Mr. Gant replied that services are set to start on February 1, 2021.

Vice Chair Sharman followed up by asking if this solicitation includes the South Terminal. Mr. Abdu El-Baroudi responded that this includes two Federal Inspection Stations, regardless of where they are located. Additionally, Vice Chair Sharman asked if the prices are in line with what the Aviation Authority has paid. Mr. Gant confirmed that the amount is actually lower, and added that Southeast Airport Services, Inc. has worked at the airport as BAGS' small business partner; therefore, they have experience with the work.

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Chairman Friel asked if the contract is based on "as-needed" services. Mr. El-Baroudi confirmed that the contract is for hours requested and provided. Chairman Friel followed up by asking if there are established hourly increases for the optional Years 4 and 5 based on CPI. Mr. El-Baroudi responded in the affirmative.

Upon motion by Ms. Silvers, second by Vice Chair Sharman, vote carried to approve staff's recommendation.

ADJOURNMENT

8. Chairman Friel asked if there was further business to discuss before the Committee. Having no further business to discuss, he adjourned the meeting at 2:03 p.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: Diana Hershner, Manager of Purchasing
DATE: January 25, 2021

ITEM DESCRIPTION

Recommendation to Approve Amendment No. 16 for Two (2) Renewal Options and a Contract Adjustment for Purchasing Contract 02-11, Common Use Passenger Processing System (CUPPS) and Common Use Self Service (CUSS) Operations and Maintenance Services, with SITA Information Networking Computing USA, Inc. (SITA)

BACKGROUND

The initial project under this contract commenced on November 1, 2011, with final acceptance effective May 21, 2012. The initial term of the contract was for thirty-six (36) months, effective May 22, 2012, expiring May 21, 2015, with the Aviation Authority having an indefinite number of options to renew the contract for additional periods of one (1) year each. The sixth renewal option will expire on May 21, 2021.

The contract requires SITA to furnish to the Aviation Authority detailed technical design, development, hardware, firmware, software, software licenses, installation integration, implementation, training, user manuals and documentation, operation, support and maintenance services for the CUPPS and CUSS, warranty, testing of the hardware and software, and all other items necessary or proper for, or incidental to, providing an operable and acceptable CUPPS and CUSS, including associated gateways for each airline that is dependent on a remote host computer for departure control, and a Local Departure Control System for each airline that operates independent of a remote host computer and other related components, all in accordance with the contract documents.

This Amendment will: (1) exercise the seventh and eighth renewal options through May 22, 2023; and (2) add a statement of work for Microsoft Windows upgrades.

ISSUES

Seventh Renewal Option - May 22, 2021 - May 21, 2022, for an approximate annual value of \$1,608,420.00;

Eighth Renewal Option - May 22, 2022 - May 21, 2023, for an approximate annual value of \$1,872,290.00;

Contract Adjustment - Staff is requesting to upgrade Microsoft Windows Operating Systems, for an approximate value of \$371,425.

Department - Concurs with the seventh and eighth renewal options, and with the contract adjustment.

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

This is a service contract for the support and maintenance of the CUPPS and CUSS. The renewal option pricing is based on existing hourly labor rates for support. SITA has agreed to maintain the current prices without their standard CPI increase.

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

FISCAL IMPACT

The total fiscal impact for the Seventh Renewal Option is a not-to-exceed amount of \$1,608,420. Funding for the Seventh Renewal Option will be from the Operations and Maintenance Funds 301.521.214.5340007.000.100425, 301.521.214.5340007.000.100483, and 301.521.214.5520001.000.100483, and Capital Expenditure Funds 308.521.214.5640003.000.501105 and 308.521.214.5640003.000.501440.

The total fiscal impact for the Eighth Renewal Option is a not-to-exceed amount of \$1,872,290. Funding for the Eighth Renewal Option will be from the Operations and Maintenance Funds 301.521.214.5340007.000.100425, 301.521.214.5340007.000.100483, and 301.521.214.5520001.000.100483, and Capital Expenditure Fund 308.521.214.5640003.000.501440.

Funding for the contract adjustment is a not-to-exceed amount of \$371,425 will be from the General Airport Revenue Bond ZC-319.

Funds expected to be spent under the contract in the current fiscal year are within budget. Funding required in current and subsequent fiscal year will be allocated from the Operations and Maintenance Fund and Project Funds as approved through the budget process and when funds become available.

RECOMMENDED ACTION

It is respectfully requested that the Concessions/Procurement Committee approve that the following be recommended to the Aviation Authority Board: (1) approve Amendment No. 16 for Two (2) Renewal Options and a Contract Adjustment for Purchasing Contract 02-11, Common Use Passenger Processing System and Common Use Self Service Operations and Maintenance Services, with SITA Information Networking Computing USA, Inc.; (2) authorize funding in the not-to-exceed amount of \$3,852,136 from the Operations and Maintenance Fund, and previously-approved Capital Expenditure Fund, and General Airport Revenue Bond; (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 Department to issue the necessary Purchase Orders.

Attachments

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

ATTACHMENT "A"
Chart Summary of Contract Revisions

PART ONE: Original Contract 02-11 Award

Initial Term	Prior to Final Acceptance Date	11/16/11 - 05/21/12	\$127,161.21
Initial Term	After Final Acceptance Date (36 months)	05/22/12 - 05/21/15	\$963,484.92
Total 5 Year Term	9/12/11 CPC	10/19/11 Board, New Business Item A	Total Contract Value at Award
			\$1,090,646.13

PART TWO: Summary of Contract Revisions

Initial Term	Prior to Final Acceptance Date	11/16/11 - 05/21/12	\$127,161.21
Initial Term Prior to Final Acceptance Date Total Value:			\$127,161.21
Initial Term	After Final Acceptance Date (36 months)	05/22/12 - 05/21/15	\$963,484.92
<i>Amendment No. 1</i>	<ul style="list-style-type: none"> • 11/24/14 CPC • 12/10/14 Board, Item N 	<i>Contract Adjustment</i>	<i>12/10/14 - 05/21/15</i>
After Final Acceptance Date Total Value:			\$3,216,681.96
<i>Amendment No. 2</i>	<i>04/28/15 Executive Director</i>	<i>1st Renewal Option</i>	<i>05/22/15 - 05/21/16</i>
<i>Amendment No. 3</i>	<ul style="list-style-type: none"> • 10/26/15 CPC • 11/04/15 Executive Director 	<i>Contract Adjustment</i>	<i>11/01/15 - 05/21/16</i>
New Total Option Year 1 and Contract Adjustment Value:			\$497,871.76
<i>Amendment No. 4</i>	<i>05/05/16 Executive Director</i>	<i>2nd Renewal Option</i>	<i>05/22/16 - 05/21/17</i>
<i>Amendment No. 5</i>	<ul style="list-style-type: none"> • 05/23/16 CPC • 06/15/16 Board, Item B 	<i>Contract Adjustment</i>	<i>06/01/16 – 05/22/17</i>
<i>Amendment No. 6</i>	<ul style="list-style-type: none"> • 02/20/17 CPC • 03/15/17 Board, Item O 	<i>Contract Adjustment</i>	<i>03/15/16 – 05/22/17</i>
New Total Option Year 2 and Contract Adjustments Value:			\$2,594,234.36
<i>Amendment No. 7</i>	<ul style="list-style-type: none"> • 03/6/17 CPC • 04/19/17 Board, Item E 	<i>3rd Renewal Option and Contract Adjustment (Combining 02-11 and 15-12)</i>	<i>05/22/17 - 05/21/18</i>
<i>Amendment No. 8</i>	<ul style="list-style-type: none"> • 08/21/17 CPC • 09/20/17 Board, Item F 	<i>Increase in Value & Contract Adjustment</i>	<i>10/1/17 – 05/21/18</i>
<i>Amendment No. 9</i>	<ul style="list-style-type: none"> • 12/11/17 CPC • 12/20/17 Board, Item UU 	<i>Sole Source Contract Adjustment</i>	<i>1/21/18 – 05/21/18</i>
New Total Option Year 3, Contract Adjustments, Increase in Value and Sole Source Contract Adjustment Value:			\$1,667,707.28
<i>Amendment No. 10</i>	<ul style="list-style-type: none"> • 04/09/18 CPC • 04/18/18 Board, Item Z 	<i>4th Renewal Option and Contract Adjustment</i>	<i>05/22/18 - 05/21/19</i>
<i>Amendment No. 11</i>	<ul style="list-style-type: none"> • 04/09/18 CPC • 04/18/18 Board, walk-on Item 	<i>Contract Adjustment</i>	<i>05/22/18 - 05/21/19</i>
<i>Amendment No. 12</i>	<ul style="list-style-type: none"> • 06/13/18 CPC • 6/20/18 Board, Item D 	<i>Increase in Value</i>	<i>07/1/18 - 05/21/19</i>
New Total Option Year 4, Contract Adjustments and Increase in Value:			\$5,265,850.93

<i>Amendment No. 13</i>	<ul style="list-style-type: none"> • 04/1/19 CPC • 4/17/19 Board, Item W 	<i>5th Renewal Option and Contract Adjustment</i>	<i>05/22/19 - 05/21/20</i>	<i>\$1,531,200.00</i>
<i>Amendment No. 14</i>	<ul style="list-style-type: none"> • 02/24/20 CPC • Pending 4/15/20 Board 	<i>Contract Adjustment Tarriff & Administrative Fee</i> ON HOLD	<i>04/1/20 - 05/21/20</i>	<i>\$0.00</i>
New Total Option Year 5 and Contract Adjustments Value:				\$1,531,200.00
<i>Amendment No. 15</i>	<ul style="list-style-type: none"> • 03/23/20 CPC • 05/20/20 Board, Item A 	<i>6th Renewal Option and Contract Adjustment</i>	<i>05/22/20 - 05/21/21</i>	<i>\$1,599,920.00</i>
New Total Option Year 6 and Contract Adjustment Value:-				\$1,599,920.00
<i>Amendment No. 16</i>	<ul style="list-style-type: none"> • Pending CPC • Pending Board 	<i>7th Renewal Option Contract Adjustment</i> <i>8th Renewal Option</i>	<i>05/22/21 - 05/21/22</i> <i>05/22/22 - 05/21/23</i>	<i>\$1,608,420.00</i> <i>\$371,423.04</i> <i>\$ 1,872,290.00</i>
New Total Option Years 7 & 8 Value:				\$3,852,133.04

Total Contract Value with all Changes (approved and pending)

\$20,352,760.54



GREATER ORLANDO AVIATION AUTHORITY

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

MEMORANDUM

To: Diana Hershner, CPPO, CPPB, Purchasing Manager

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

Date: January 25, 2021

Re: Amendment to Purchasing Contract 02-11, Common Use Passenger Processing System (CUPPS) and Common Use Self Service (CUSS) Operations and Maintenance Services, with SITA Information Networking Computing USA, Inc. (SITA)

The initial project under this Contract commenced on November 1, 2011 with Final Acceptance effective May 21, 2012. The initial term of the Contract was for thirty-six (36) months, effective May 22, 2012, expiring May 21, 2015, with the Authority having an indefinite number of options to renew the Contract for additional periods of one (1) year each. The sixth renewal option will expire on May 21, 2021.

Issues:

Contract Adjustment – Staff is requesting the seventh and eighth year renewal options and the purchase of the Microsoft windows upgrade.

Fiscal Impact:

The fiscal impact for this Contract Adjustment is a not-to-exceed amount of \$3,852,133.04.

At the time the contract was awarded, 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
Attachment C**

Date: 1/25/2021 Requestor's Extension: 3541
 Requestor's Name: Shiv Persaud Preparer's Extension: 6432
 Form Preparer's Name: Tabatha Freedman Purchasing Solicitation #: 2-11
 Requestor's Department: Information Technology CCM / CPC / PSC: CPC

Description: Option Years 7 & 8, and Contract Adjustment Committee Date: 1/25/2021
 Vendor: SITA Information Networking Computing USA, 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
301.521.214.5340007.000.100425	\$296,242.00	\$ 786,326.00	\$ 520,223.00			\$1,602,791.00
301.521.214.5340007.000.100483	\$311,433.00	782,040.00	484,447.00			\$1,577,920.00
301.521.214.5520002.000.100483	\$37,500.00	90,000.00	52,500.00			\$180,000.00
308.521.214.5640003.000.501105	\$10,417.00	14,583.00	-			\$25,000.00
308.521.214.5640003.000.501440	\$14,583.00	45,417.00	35,000.00			\$95,000.00
						-
CUPPS/CUSS Win 10 upgrade						-
2019 GARB ZC-319	371,425.00					371,425.00
						-
						-
						-
						-
						-
						-
Total Requisition	\$1,041,600.00	1,718,366.00	1,092,170.00	-	-	\$3,852,136.00
Requisition Number	88273					

BPA 89301

OMB Notes:
 Funding Approver: Andrea Harper

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

Total Requisition \$ 3,852,136.00
 BPA Amount \$ -
 Grand Total - Agree to Committee Item \$ 3,852,136.00