

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

DATE: APRIL 5, 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 Control (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, April 12, 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 FEBRUARY 22 AND MARCH 22, 2021

V. CONSENT AGENDA

- A. Recommendation to Award Purchase of Microsoft software licenses and software assurance through the Utilization of the State of Florida Contract 43230000-15-02, Licensing Solutions Providers (LSP) of Microsoft Software and Services, to SHI International Corp.

VI. NEW BUSINESS

- A. Recommendation to Approve Amendment No. 1, Contract Adjustment for Purchasing Contract PS-329, Parking Access and Revenue Control System with Skidata, Inc.
- B. Recommendation to Award Invitation for Bid (IFB) 16-21, USDA Regulated Garbage Services

VII. INFORMATION ITEM

- A. Revised Finance Form for New Business Item A – March 22, 2021 CPC Meeting

NEXT SCHEDULED CONCESSIONS/PROCUREMENT COMMITTEE MEETING IS ON MONDAY, APRIL 19, 2021

DRAFT

On **FEBRUARY 22, 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
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
Diana Hershner, Manager of Purchasing
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, March 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. 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.

DRAFT - MINUTES FOR THE FEBRUARY 22, 2021, CONCESSIONS/PROCUREMENT COMMITTEE

Before proceeding to business, Chairman Friel, 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 Mr. Engle, motion passed to accept the February 8, 2021, minutes as written.

CONSENT AGENDA

2. 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 for this item. 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 Vice Chair Sharman, second by Mr. Draper, vote carried to approve the following Consent Agenda item:

A. recommend to the Chief Executive Officer to: (1) approve the purchase of a secure, internet-based, electronic procurement system in the not-to-exceed amount of \$102,900; (2) authorize funding from the Operations and Maintenance Fund; (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 Order

RECOMMENDATION TO APPROVE AMENDMENT NO. 1, FIRST RENEWAL OPTION FOR PURCHASING CONTRACT 05-18, AIRPORT RUNWAY AND TAXIWAY PAINTING SERVICES WITH HI-LITE AIRFIELD SERVICES,

LLC (A revised Financial Form was provided to Committee members with a copy on file)

2. Mr. Gant presented the item.

The initial term of the contract was for thirty-six (36) months, effective June 1, 2018, expiring May 31, 2021, with the Aviation Authority having two (2) options to renew the contract for an additional period of one (1) year each.

This contract requires Hi-Lite to furnish all labor, supervision, materials, tools and equipment, cleaning solutions, degreasers, fuels, accessories, consumables and all other items necessary or proper for, or incidental to, performing airport runway and taxiway painting services, including paint removal, surface preparation, and repainting at the Orlando International Airport in accordance with the contract documents.

First Renewal Option - June 1, 2021 to May 31, 2022.

Department - Concur with the renewal option.

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

The unit pricing did not change from Year 3 of the contract.

The fiscal impact for the first renewal option is a not-to-exceed amount of \$1,245,602. Funding will be from the Operations and Maintenance Fund 301.414.110.5340007.000.00000. Funds expected to be spent under the contract in the current fiscal year are within budget. Funding required in current and subsequent fiscal years will be allocated from the Operations and Maintenance Fund, as approved through the budget process and when funds become available.

It was respectfully requested that the Concessions/Procurement Committee approve that the following be recommended to the Aviation Authority Board: (1) approve Amendment No. 1, First Renewal Option to Purchasing Contract 05-18, Airport Runway and Taxiway Painting Services with Hi-Lite Airfield Services, LLC.; (2) authorize funding in a not-to exceed amount of \$1,245,602 from the Operations and Maintenance Fund; and (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel.

Chairman Friel asked if anyone in the audience would like to speak regarding this item. Ms. Bou confirmed she had not received any speaker requests for this item. He then asked if any Committee member had questions or comments. There was no response to his inquiry.

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

RECOMMENDATION TO AWARD PURCHASING REQUEST FOR WRITTEN QUOTATION (RFQ) 93124-21, PURCHASE OF HP ENTERPRISE NIMBLE ARRAY STORAGE HARDWARE, SOFTWARE, AND SUPPORT THROUGH THE UTILIZATION OF THE STATE OF FLORIDA ALTERNATE CONTRACT SOURCE #43211500-WSCA-15-ACS-E, TO HIGH PERFORMANCE TECHNOLOGIES, LLC

3. Ms. Hershner presented the item.

This approval will result in the purchase of HP Enterprise Nimble Storage Array hardware, software, and support of the Information Technology centralized storage system at Orlando International Airport under the Government Contract/Annual/Multi-year Contract Procurement Request for the value of \$354,641.81. HP Enterprise Nimble Array Storage hardware, software, and support purchase is necessary to meet the Aviation Authority's data storage requirements.

The HP Enterprise Nimble Storage Array hardware, software, and support are offered under the State of Florida Alternate Contract Source #43211500-WSCA-15-ACS-E, entitled, "Computer, Equipment, Peripherals, and Services".

DRAFT - MINUTES FOR THE FEBRUARY 22, 2021, CONCESSIONS/PROCUREMENT COMMITTEE

RFQ 93124-21 was distributed only to HP Enterprise authorized resellers (a total of 25 when the RFQ was issued) listed in the State of Florida Alternate Contract Source #43211500-WSCA-15-ACS-E, entitled, "Computer, Equipment, Peripherals, and Services". The State of Florida Alternate Contract Source is through the National Association of State Procurement Officials (NASPO). On January 14, 2021, the Aviation Authority received two (2) responses as listed below:

<u>Firm</u>	<u>Total Quote</u>
High Performance Technologies, LLC	\$354,641.81
BlueAlly Services, LLC	\$436,804.04

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 #43211500-WSCA-15-ACS-E does not lend itself to MWBE/LDB/VBE participation.

High Performance Technologies, LLC's quotation is in the amount of \$354,641.81. Funding is available from the previously-approved Capital Expenditure Fund account codes: 308.521.170.5640003.000.501018, 308.521.170.5460001.000.501018, and 308.521.170.5310009.000.501018. Funds expected to be spent in the 2020/2021 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) award Purchasing Request for Written Quotation (RFQ) 93124-21, Purchase of HP Enterprise Nimble Storage Array hardware, software, and support through the Utilization of the State of Florida Alternate Contract Source #43211500-WSCA-15-ACS-E, to High Performance Technologies, LLC, in the not-to-exceed amount of \$354,641.81; (2) authorize funding in the not-to-exceed amount of \$354,641.81 from the Capital Expenditure Funds listed; and (3) authorize the Purchasing Department to issue the necessary Purchase Order.

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 for this item. He then asked if any Committee member had questions or comments. Ms. Silvers asked if this is a one-time purchase. Ms. Hershner responded in the affirmative. Ms. Silvers followed up by asking if the support needed for this purchase will take place within this fiscal year. Ms. Hershner explained that the support will be ongoing as long as the Aviation Authority has the equipment and the equipment is operational. The support will be added to the master technology renewal list that will be taken to the Aviation Authority Board next year. Lastly, Ms. Silvers inquired about the reason why out of 25 vendors only 2 responded. Ms. Hershner indicated that the Purchasing Department goes directly to the State to acquire vendors' information, and it is a possibility that a number of those vendors have not updated their information. Ms. Hershner offered to look further into this matter

DRAFT - MINUTES FOR THE FEBRUARY 22, 2021, CONCESSIONS/PROCUREMENT COMMITTEE

and bring an update to the Committee as an Information Item. Ms. Silvers stated that it is not necessary.

Vice Chair Sharman asked for confirmation that this is a one-time purchase for hardware, but there would be ongoing support in future budgets. Ms. Hershner confirmed this information.

Upon motion by Ms. Silvers, second by Vice Chair Sharman, 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 1:43 p.m.

(Digitally signed on, 2021)

Larissa Bou
Recording Secretary

Brad Friel
Chairman

DRAFT

On **MARCH 22, 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. Vice Chair Sharman 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: Kathleen Sharman, Vice Chair
Thomas Draper, Chief of Operations
Brian Engle, Director of Customer Experience

Staff/Others present: Gary Hunt, Director of Maintenance
Richard Schultz, Manager of Electric Systems
Diana Hershner, Senior Manager of Purchasing
Bruce Gant, Manager of Purchasing Contracts
Jo Thacker, Nelson Mullins, Legal Counsel
Larissa Bou, Manager of Board Service and Recording
Secretary

Vice Chair Sharman 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, March 29, 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.

DRAFT - MINUTES FOR THE MARCH 22, 2021, CONCESSIONS/PROCUREMENT COMMITTEE

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.

CONSENT AGENDA

1. Vice Chair Sharman asked if anyone in the audience would like to speak regarding any of the Consent Agenda items. Ms. Bou confirmed she had not received any speaker requests. Vice Chair Sharman then asked if any Committee member had questions or wished to pull an 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 items:

A. recommend to the Chief Executive Officer to: (1) approve Amendment No. 4, Second Renewal Option to Purchasing Contract 01-18, Woven Level Loop & Cut and Loop Carpet Procurement Services, with Bloomsburg Carpet Industries, Inc.; (2) authorize funding in the not-to-exceed amount of \$234,280 from the Capital Expenditure 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; and

B. Recommend to the Chief Executive Officer to: (1) approve Amendment No. 6, Contract Extension for Purchasing Contract 19-14, Travel and Support Services with AAA Club Alliance, Inc. d/b/a AAA Corporate Travel Services; (2) authorize funding in a not-to-exceed amount of \$15,000 from the Operations and Maintenance Travel and Per Diem Fund; and (3) authorize the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel;

RECOMMENDATION TO APPROVE AMENDMENT NO. 4, SECOND RENEWAL OPTION FOR PURCHASING CONTRACT 02-18, ROADWAY ELECTRICAL MAINTENANCE SERVICES WITH AMERICAN LIGHTING & SIGNALIZATION, LLC

2. Mr. Gant presented the item.

The initial term of the Contract was for thirty-six (36) months, which commenced on December 1, 2017, and expired on November 30, 2020, with the Aviation Authority having options to renew the Contract for two (2) additional periods of one (1) year each. The first renewal option is due to expire on November 30, 2021.

This Contract requires American Lighting & Signalization, LLC to provide all labor, supervision, materials, and miscellaneous parts, equipment, tools, and all other accessories, services, and preparation of Maintenance of Traffic (MOT) for repairing or replacing light fixture controls, or electrical service related equipment associated with signs, lighting, bridges, buildings or structures and other associated equipment, and all other items necessary or proper for, or incidental to, performing roadway electrical maintenance and electrical services at the Orlando International Airport (OIA) and Orlando Executive Airport (OEA), in accordance with the contract documents.

DRAFT - MINUTES FOR THE MARCH 22, 2021, CONCESSIONS/PROCUREMENT COMMITTEE

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

Second Renewal Option - December 1, 2021 through November 30, 2022.

Department - Concurrs with the renewal.

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

Pricing is based on unit prices for: (1) total roadway sign lamp replacement and inspection; (2) total bridge lamp replacement and inspection; (3) monthly inspections; and (4) hourly labor rates for standard and non-standard work hours for additional services. The annual value for the second renewal option is a total not-to-exceed amount of \$331,215 with no unit price and hourly labor rate increases from the first renewal option.

The fiscal impact anticipated for the second renewal option is a not-to-exceed amount of \$331,215. Funding will be from OEA Operations and Maintenance Fund 901.443.810.5460002.000.100118 and the following Operations and Maintenance Fund, account codes:

301.631.661.5460001.000.100497	301.631.130.5460001.000.100497
301.631.611.5460001.000.100497	301.631.330.5460001.000.100497
301.631.613.5460001.000.100497	301.631.612.5460001.000.100497
301.631.170.5460001.000.100497	301.631.631.5460001.000.100497

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, and OEA Operations and Maintenance Fund, as approved through the budget process and when funds become available.

It was respectfully requested that the Concessions/Procurement Committee approve that the following be recommended to the Aviation Authority Board: (1) approve Amendment No. 4, Second Renewal Option for Purchasing Contract 02-18, Roadway Electrical Maintenance Services to American Lighting & Signalization, LLC; (2) authorize funding in the total not-to-exceed amount of \$331,215, which includes \$325,715 from the OIA Operation and Maintenance Fund and a not-to-exceed amount of \$5,500 from the OEA 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.

Vice Chair Sharman asked if anyone in the audience would like to speak regarding this item. Ms. Bou confirmed she had not received any speaker requests for this item. She then asked if any Committee member had questions or comments. There was no response to her inquiry.

Vice Chair Sharman made an observation regarding the Finance Form (copy on file), which did not match the amount breakdown provided in the memorandum. Mr. Schultz indicated

that staff will correct the information. Vice Chair Sharman stated that approval for this item is subject to receiving the corrected finance form as an Information Item.

Upon motion by Mr. Engle, second by Mr. Draper, vote carried to approve staff's recommendation; subject to the Committee obtaining the corrected financial form as an Information Item. *[Subsequent to the meeting, a revised Finance Form was received and presented to the Concessions/Procurement Committee as Information Item No. 1-A on the April 5, 2021.]*

RECOMMENDATION TO APPROVE AMENDMENT NO. 2, FIRST RENEWAL OPTION FOR PURCHASING CONTRACT 11-18, LANDSCAPE MAINTENANCE OF PARKING LOTS WITH HELPING HAND LAWN CARE LLC (HELPING HAND)

3. Mr. Gant presented the item.

The initial term of the Contract was for thirty-six (36) months, which commenced on October 15, 2018, with the Aviation Authority having options to renew the Contract for two (2) additional periods of one (1) year each. The initial term is due to expire on October 14, 2021.

The Contract will be to furnish all labor, supervision, materials, supplies, equipment, tools, chemicals, and all other items necessary or proper for, or incidental to, performing landscape maintenance of parking lots at the Orlando International Airport (OIA) in accordance with the contract documents located at:

- (i) the North Park located at the intersection of Bear Road and Cargo Road;
- (ii) the South Park located at the South Access Road;
- (iii) the Employee Parking Lot located at the north end of Casa Verde Road,
- (iv) the West Park Place located on Tradeport Drive, and
- (v) South Cell Parking Lot.

First Renewal Option - October 15, 2021 through October 14, 2022.

Department - Concurs with the renewal option.

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

The annual value for the first renewal option is for a total not-to-exceed amount of \$276,200 with no rate increase. The actual amount paid to the contractor is based on actual work requested, performed, and approved by the Aviation Authority, based on the unit prices.

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

The fiscal impact for the first renewal option is a not-to-exceed amount of \$276,200 with funding from the Operations and Maintenance Fund 301.631.612.5340004.000.100004 and 301.631.613.5340004.000.100004. 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 the following be recommended to the Aviation Authority Board: (1) approve Amendment No. 2, First Renewal Option for Purchasing Contract 11-18, Landscape Maintenance of Parking Lots with Helping Hand Lawn Care, LLC; (2) authorize funding from the Operations and Maintenance Fund in the not-to-exceed amount of \$276,200; and (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel.

Vice Chair Sharman asked if anyone in the audience would like to speak regarding this item. Ms. Bou confirmed she had not received any speaker requests for this item. She then asked if any Committee member had questions or comments. There was no response to her inquiry.

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

RECOMMENDATION TO AWARD PURCHASING BID 17-21, MANAGEMENT OF ELECTRICAL SWITCHGEAR EQUIPMENT, GENERATORS, UNINTERRUPTIBLE POWER SUPPLIES (UPS) AND BATTERIES, AND EMERGENCY GENERATOR FUEL DELIVERY SYSTEM (FDS) TESTING, MAINTENANCE AND REPAIR SERVICES

4. Mr. Gant presented the item.

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

This will result 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 at the Orlando International Airport (OIA) and Orlando Executive Airport (OEA) in accordance with the Contract documents.

DRAFT - MINUTES FOR THE MARCH 22, 2021, CONCESSIONS/PROCUREMENT COMMITTEE

On February 3, 2021, the Aviation Authority issued Purchasing Bid 17-21, Management of Electrical Switchgear Equipment, Generators, Uninterruptible Power Supplies (UPS) and Batteries, and Emergency Generator Fuel Delivery System (FDS) Testing, Maintenance and Repair Services.

On March 8, 2021, the following Bids were received:

<u>Name of Respondent</u>	<u>Total Three (3) Year Bid Price</u>
Electric Services, Inc.	\$7,196,318.45
M&M of Central Florida, Inc.	\$8,235,946.73 ¹
Bergerlectric Corporation	\$8,811,653.66 ²
Eau Gallie Electric Inc.	\$8,939,724.20 ³
Transportation Systems Inc.	\$9,652,172.00

¹The bid submitted by M&M of Central Florida, Inc. contained mathematical errors which resulted in a \$1,842.82 understatement of its Bid. The corrected prices are reflected in the above tabulation and did not affect the rankings.

²The bid submitted by Bergerlectric Corporation contained mathematical errors, which resulted in a \$192.99 understatement of its Bid. The corrected prices are reflected in the above tabulation and did not affect the rankings.

³The bid submitted by Eau Gallie Electric Inc. contained mathematical errors, which resulted in a \$61,090.10 overstatement of its Bid. The corrected prices are reflected in the above tabulation and did not affect the rankings.

References for the five bidders were checked and based thereon were determined to be responsible.

Bidders were required to submit the following documentation with their bids: (1) a letter of bondability on a surety company letterhead or a letter from a US Bank for a letter of credit confirming that the bidder can obtain one or the other; (2) a statement of coverage on a U.S. insurance company/ broker letterhead confirming that the bidder can obtain the insurance coverage requirements as described in Section 5 of the General Conditions; (3) name and current resume for the contractor's proposed on-site lead technician; (4) a signed statement from the Original Equipment Manufacturer (OEM) stating that full support of the OEM will be available to the bidder or Aviation Authority for parts, materials, components, and technical assistance when required; and (5) listing of authorized sub-contractors for each manufacturer: company name, physical address, qualifications, proof of authorized maintenance service provider, and personnel name responsible for the management of the Switchgear, Electrical Systems and Generators Maintenance Services. Electric Services, Inc., M&M of Central Florida, Inc., Bergerlectric Corporation, and Eau

DRAFT - MINUTES FOR THE MARCH 22, 2021, CONCESSIONS/PROCUREMENT COMMITTEE

Gallie Electric Inc. submitted the requested submittals. Transportation Systems Inc. did not submit any documentation.

Staff reviewed the bids provided and Electric Services, Inc., M&M of Central Florida, Inc., Bergerlectric Corporation, and Eau Gallie Electric Inc. are deemed responsive and responsible. Transportation Systems Inc. was determined to be non-responsive.

Pricing is based on the following:

1. Switchgear Maintenance Services:

- 1.1. Hourly service rate for each of the Original Equipment Manufacturers (OEMs): EATON and CATISO Electric.
- 1.2. Purchases 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

DRAFT - MINUTES FOR THE MARCH 22, 2021, CONCESSIONS/PROCUREMENT COMMITTEE

4.3. Mark-up percentage over its costs for parts, materials, disposal fees and subcontractors.

The hourly rates for EATON, CATISO, and the additional work hours for electrical work repairs are less than the current contract. The actual amount paid to contractor is based on actual work requested, performed, and approved by the Aviation Authority.

A Minority and Women Business Enterprise (MWBE) and Local Developing Business (LDB) participation goal has been established at 15% MWBE and 2% LDB for this Contract. The Small Business Development Department determined that Bergelectric Corp., Electric Services, Inc., M&M Electric of Central Florida, Inc. and Transportation Systems, Inc. are deemed responsive; and Eau Gallie Electric, Inc. is deemed non-responsive as it relates to the small business requirements.

Electric Services, Inc.'s bid in the amount of \$7,196,318.45 is to be funded from the following Operations and Maintenance Fund account codes:

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. 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) deem Eau Gallie Electric Inc. and Transportation Systems Inc. non-responsive; (2) award Purchasing Contract 17-21, Management Of Electrical Switchgear Equipment, Generators, Uninterruptible Power Supplies (UPS) And Batteries, And Emergency Generator Fuel Delivery System (FDS) Testing, Maintenance and Repair Services to Electric Services, Inc.; (3) authorize funding from the Operations and Maintenance Fund in the not-to-exceed amount of \$7,196,318.45 and (4) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel.

Vice Chair Sharman asked if anyone in the audience would like to speak regarding this item. Ms. Bou confirmed she had not received any speaker requests for this item. She then asked if any Committee member had questions or comments. There was no response to her inquiry.

Vice Chair Sharman asked if Electric Services, Inc. is the incumbent. Mr. Shultz responded in the affirmative. She followed up by asking if staff considers the price to be reasonable. Mr. Schultz responded that the price is in line with what the Aviation Authority is currently paying for the second renewal option.

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

RECOMMENDATION TO APPROVE AMENDMENT NO. 4, SECOND RENEWAL OPTION FOR PURCHASING CONTRACT 18-17, SOUTH AUTOMATED PEOPLE MOVER (APM) LANDSCAPE MAINTENANCE AND IRRIGATION SERVICES WITH HELPING HAND LAWN CARE, LLC. (HELPING HAND)

5. Mr. Gant presented the item.

The initial term of the Contract was for thirty-six (36) months, which commenced on September 1, 2017, and expired August 31, 2020, with the Aviation Authority having options to renew the Contract for two (2) additional periods of one (1) year each. The first renewal option is due to expire on August 31, 2021.

This Contract requires Helping Hand to furnish all labor, supervision, materials (including any replacement plant material required), supplies, tools, equipment, licenses, permits, chemicals, fertilizer, pine bark mulch, pine straw, and all other items necessary or proper for, or incidental to, performing exterior landscape maintenance and irrigation maintenance services of specified South APM area located at the Orlando International Airport in accordance with the contract documents.

Second Renewal Option - September 1, 2021 through August 31, 2022.

Department - Concurs with the renewal option.

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

The annual value for the second renewal option is for a total not-to-exceed amount of \$342,923.33. The actual amount paid to contractor is based on actual work requested, performed, and approved by the Aviation Authority, based on the unit prices. There are no changes to the unit prices.

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

DRAFT - MINUTES FOR THE MARCH 22, 2021, CONCESSIONS/PROCUREMENT COMMITTEE

The fiscal impact for the second renewal option is for a not-to-exceed amount of \$342,923.33 with funding from the Operations and Maintenance Fund, account code 301.631.692.5340004.000.100001. Funds expected to be spent under the Contract in the current fiscal year are within budget. Funding required in current and subsequent fiscal years will be allocated from the Operations and Maintenance Fund, as approved through the budget process and when funds become available.

It was respectfully requested the Concessions/Procurement Committee approve the following be recommended to the Aviation Authority Board: (1) approve Amendment No. 4, Second Renewal Option for Purchasing Contract 18-17, South APM Landscape Maintenance and Irrigation Services with Helping Hand Lawn Care, LLC.; (2) authorize funding from the Operations and Maintenance Fund in the not-to-exceed amount of \$342,923.33; and (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute necessary documents following satisfactory review by legal counsel.

Vice Chair Sharman asked if anyone in the audience would like to speak regarding this item. Ms. Bou confirmed she had not received any speaker requests for this item. She then asked if any Committee member had questions or comments. There was no response to her inquiry.

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

ADJOURNMENT

6. Vice Chair Sharman asked if there was further business to discuss before the Committee. Having no further business to discuss, she adjourned the meeting at 1:54 p.m.

(Digitally signed on, 2021)

Larissa Bou
Recording Secretary

Kathleen Sharman
Vice Chair



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, Senior Manager - Purchasing
DATE: April 5, 2021

ITEM DESCRIPTION

Recommendation to Award Purchase of Microsoft software licenses and software assurance through the Utilization of the State of Florida Contract 43230000-15-02, Licensing Solutions Providers (LSP) of Microsoft Software and Services, to SHI International Corp. (SHI)

BACKGROUND

This approval will result in the purchase of additional Microsoft software licenses and software assurance (Licenses) as utilized by the Information Technology office and server products at Orlando International Airport under the Government Contract/Annual/Multi-year Contract Procurement Request for the value of \$104,218.70. Microsoft software licenses and software assurance is the standard software for the Aviation Authority's office and server products.

This purchase is to add to the current number of Licenses necessary to meet an internal Microsoft true-up requirement conducted in 2021. The internal Microsoft true-up included a review of our data center server software. It was determined that an increase in the number of licenses is required due to the deployment of seven (7) new Virtual Machine (VM) hosts and 256 core licenses were required to support these new hosts, and to meet the needs of the Aviation Authority for its Microsoft data center servers. The new VM hosts were purchased through multiple project in the past 18 months that have come off of their standard warranty periods.

The additional Licenses for the Microsoft true-up is an increase of \$104,218.70. The Aviation Authority Board approved the renewal of the existing licenses on March 17, 2021, New Business Item K, Computer Hardware and Software Maintenance Support, License Renewals and Technology Related Subscriptions, for the total value of \$34,095.52.

The Microsoft software licenses and software assurance are offered under the State of Florida Contract 43230000-15-02, entitled "Licensing Solutions Providers (LSP) of Microsoft Software and Services".

ISSUES

SHI International Corp. is the sole provider of Microsoft software and services listed in the State of Florida Contract 43230000-15-02, entitled, "Licensing Solutions Providers (LSP) of Microsoft Software and Services".

Staff's review of the quote found that all prices meet the ceiling prices provided as part of the State of Florida Contract 43230000-15-02, entitled, "Licensing Solutions Providers (LSP) of Microsoft Software and Services".

The Small Business Development Department has reviewed the requirements for this purchase and has determined that the State of Florida Contract #43230000-15-02 does not lend itself to MWBE/LDB/VBE participation.

FISCAL IMPACT

SHI International Corp.'s quotation for the true-up is in the amount of \$104,218.70. Funding is available from the previously-approved Operation and Maintenance Account Code 301.521.170.5460001.000.100802. Funds expected to be spent in the 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 the Purchase of Microsoft software licenses and software assurance through the Utilization of the State of Florida Contract 43230000-15-02, Licensing Solutions Providers (LSP) of Microsoft Software and Services, to SHI International Corp.; (2) authorize funding from the previously-approved Operations and Maintenance Fund in the not-to-exceed amount of \$104,218.70; 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: Members of the Concessions/Procurement Committee

From: Orlando Santiago, MSEP, C.M., Small Business Contract Administrator

Date: April 5, 2021

Re: Recommendation to Award, Purchase of Microsoft software licenses and software assurance through the Utilization of the State of Florida Contract 43230000-15-02, Licensing Solutions Providers (LSP) of Microsoft Software and Services, to SHI International Corp.

This is a purchase of Microsoft software licenses and software assurance of the Information Technology office and server products at Orlando International Airport under the Government Contract/Annual/Multi-year Contract Procurement Request for the value of \$ \$104,218.70. Microsoft software licenses and software assurance is the standard software for the Authority's office and server products.

Issues:

SHI International Corp. is the sole provider of Microsoft software and services listed in the State of Florida Contract 43230000-15-02, entitled, "Licensing Solutions Providers (LSP) of Microsoft Software and Services".

Staff's review of the quote found that all prices meet the ceiling prices provided as part of the State of Florida Contract 43230000-15-02, entitled, "Licensing Solutions Providers (LSP) of Microsoft Software and Services".

Fiscal Impact:

The fiscal impact for the extension is a not-to-exceed amount of \$1,04,218.70.

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 Orlando Santiago at 407-825-7134.

Greater Orlando Aviation Authority
Attachment C

Date:	<u>4/5/2021</u>	Requestor's Extension:	
Requestor's Name:	<u>Danny Palakal</u>	Preparer's Extension:	
Form Preparer's Name:	<u>Tabatha Freedman</u>	Purchasing Solicitation #:	
Requestor's Department:	<u>Information Technology</u>	CCM / CPC / PSC:	
Description:	<u>Microsoft Software Licenses True Up</u>	Committee Date:	
Vendor:	<u>Software House International, Inc.</u>	Committee Agenda Item#:	

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

Account Code <small>Format: xxx.xxx.xxx.xxxxxxx.xxx.xxxxxx</small>	FY 21 Amount	FY 22 Amount	FY 23 Amount	FY 24 Amount	FY 25 Amount
301.521.170.5460001.000.100802	\$104,218.70				
Total Requisition	\$104,218.70	-	-	-	-
Requisition Number	88651				

OMB Notes:
Funding Approver Andrea Harper

Total Requisition \$	104,218.70
BPA Amount \$	-
Grand Total - Agree to Committee Item \$	104,218.70

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, Senior Manager, Purchasing and Material Control

DATE: April 5, 2021

ITEM DESCRIPTION

Recommendation to Approve Amendment No. 1, Contract Adjustment for Purchasing Contract PS-329, Parking Access and Revenue Control System with Skidata, Inc.

BACKGROUND

At its January 15, 2014 meeting, the Aviation Authority Board approved the recommendation to award PS-329 for Parking Access and Revenue Control System (Parking System) to Skidata, Inc. This Contract is to furnish all hardware, software, interfaces, tools, equipment, materials, labor, supervision, project management, warranties, and maintenance for a new Parking System at the Orlando International Airport. The initial term of the Contract was through Final Acceptance with a twelve (12) month warranty period, after which a sixty (60) month maintenance period shall begin. The Aviation Authority will have five (5) renewal options for a period of one (1) year each after the initial maintenance period ends.

The original contract has been revised by 16 Change Orders for the purposes of adjustments to the scope of work and for the addition of equipment, parts and hardware required to complete the installation and implementation of the Parking System (see Contract Summary). As a result of the multiple Change Orders, the warranty period for the additional items was extended. The Final Acceptance has been issued, and the warranty period is now scheduled to expire on April 30, 2021.

ISSUES

Amendment No. 1 adds the required Maintenance Services for the sixty (60) month maintenance period and additional warranty services.

Maintenance Services - May 1, 2021 to April 30, 2026. The Maintenance Services is a requirement of the PS-329 Parking Access and Revenue Control System Purchasing Contract in the not-to-exceed amount of \$1,402,904.

Warranty Services - Warranty for added Software and Hardware as a result of change orders is in the not-to-exceed amount of \$116,340.

Department - Concur with Maintenance Services period and Warranty Services.

Contractor - Based on the information known at this time, Skidata, Inc. is performing satisfactorily.

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 recommendation does not lend itself to MWBE/LDB/VBE participation.

FISCAL IMPACT

The fiscal impact for the contract adjustment is a not-to-exceed amount of \$1,519,244. Funding will be from the Operations and Maintenance Fund 301.234.601.5460001.000.000000. Funds expected to be spent under the Contract in the current fiscal year are within budget. Funding required in current and subsequent fiscal year will be allocated from the Operations and Maintenance Fund as approved through the budget process and when funds become available.

RECOMMENDED ACTION

It is respectfully requested that the Concessions/Procurement Committee approve that the following be recommended to the Aviation Authority Board: (1) approve Amendment No. 1, Contract Adjustment for Purchasing Contract PS-329, Parking Access and Revenue Control System with Skidata, Inc.; (2) authorize funding in a not-to-exceed amount of \$1,519,244 from the Operations and Maintenance Fund; (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 Summary
- B - Small Business
- C - Finance Approval

**ATTACHMENT “A”
CONTRACT SUMMARY**

CONTRACT	APPROVALS	DESCRIPTION	TERM	DOLLARS
Initial Term	<ul style="list-style-type: none"> • PSC 1/7/2014 • Board 1/15/2014 Item VI-K 	Initial Term: Implementation, a sixty (60) month maintenance period commencing after Final Acceptance and a Warranty period.	07/14/14 to 04/30/2026	\$1,783,564.00
Change Orders No. 1 & No. 2	<ul style="list-style-type: none"> • Board 2/18/2015 Item VII-L 	<i>Contract Adjustment</i>	07/14/14 to 04/30/2026	\$40,867.00 \$266,357.00
Change Orders No. 3 & No. 4	<ul style="list-style-type: none"> • Board 12/14/2016 Item VII-D 	<i>Contract Adjustment</i>	07/14/14 to 04/30/2026	\$3,546.40 \$253,887.78
Change Order No. 5	<ul style="list-style-type: none"> • Board 6/21/2017 Item VIII-D 	<i>Contract Adjustment</i>	07/14/14 to 04/30/2026	\$638,420.00
Change Order No. 6	<ul style="list-style-type: none"> • CCM 7/11/2017 Item 2-I 	<i>Contract Adjustment</i>	07/14/14 to 04/30/2026	\$21,923.75
Change Order No. 7	<ul style="list-style-type: none"> • CCM 7/11/2017 Item 2-J 	<i>Contract Adjustment</i>	07/14/14 to 04/30/2026	\$2,000.00
Change Order No. 8	<ul style="list-style-type: none"> • CCM 4/24/2018 Item 1-I 	<i>Contract Adjustment</i>	07/14/14 to 04/30/2026	\$32,649.41
Change Order No. 9	<ul style="list-style-type: none"> • CCM 5/22/2018 Handout – Item 25 	<i>Contract Adjustment</i>	07/14/14 to 04/30/2026	\$39,465.00
Change Order No. 10	<ul style="list-style-type: none"> • CCM 1/2/2019 Item 1-D 	<i>Contract Adjustment</i>	07/14/14 to 04/30/2026	\$13,962.00
Change Order No. 11	<ul style="list-style-type: none"> • CCM 7/30/2019 Item 1-F 	<i>Contract Adjustment</i>	07/14/14 to 04/30/2026	\$161,229.00
Change Order No. 12	<ul style="list-style-type: none"> • CCM 09/24/2019 Item 1-A 	<i>Contract Adjustment</i>	07/14/14 to 04/30/2026	\$25,532.00
Change Order No. 13	<ul style="list-style-type: none"> • CCM 02/18/2020 Item 2-B 	<i>Contract Adjustment</i>	07/14/14 to 04/30/2026	\$24,900.00

CONTRACT	APPROVALS	DESCRIPTION	TERM	DOLLARS
Change Order No. 14	• CCM 3/24/2020 Item 1-D	<i>Contract Adjustment</i>	07/14/14 to 04/30/2026	\$111,533.07
Change Order No. 15	• CCM 6/23/2020 Item 1-D	<i>Contract Adjustment</i>	07/14/14 to 04/30/2026	\$19,728.00
Change Order No. 16	No Committee Action Required	<i>Contract Adjustment – warranty period language</i>	07/14/14 to 04/30/2026	\$0.00
Amendment No. 1	• Pending CPC 4/5/2021 • Pending Board 4/21/2021	<i>Contract Adjustment - 60 month maintenance period and warranty services</i>	05/01/2021 to 04/30/2026	\$1,519,244.00
Total Contract Value with all Changes (approved and proposed)				\$4,958,808.41



GREATER ORLANDO AVIATION AUTHORITY

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

MEMORANDUM

To: Members of the Concessions/Procurement Committee

From: Orlando Santiago, MSEP, C.M., Small Business Contract Administrator

Date: April 5, 2021

Re: Recommendation to Approve Amendment No. 1, Contract Adjustment for Purchasing Contract PS-329, Parking Access and Revenue Control System with Skidata, Inc.

The initial term of the Contract, revised by change orders 1 through 16 to modify the scope of work and update the warranty period, includes a sixty (60) month maintenance period commencing after Final Acceptance and a Warranty period, with the Authority having the option to renew thereafter for five (5), one (1) year periods with additional renewals as negotiated between the parties, upon the same terms and conditions thereafter.

The Maintenance Services is a requirement of the PS-329 Parking Access and Revenue Control System Purchasing Contract. Amendment No. 1 adds the required Maintenance Services for the sixty (60) month maintenance period.

Issues:

Maintenance Services – May 1, 2021 to April 30, 2026.

Fiscal Impact:

The fiscal impact for the extension is a not-to-exceed amount of \$1,519,244.00.

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

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

Greater Orlando Aviation Authority
Attachment C

Date:	<u>3/25/2021</u>	Requestor's Extension:	<u>2606</u>
Requestor's Name:	<u>Abdu El-Baroudi</u>	Preparer's Extension:	<u>6432</u>
Form Preparer's Name:	<u>Tabatha Freedman</u>	Purchasing Solicitation #:	<u>PS-329</u>
Requestor's Department:	<u>Airport Operations</u>	CCM / CPC / PSC:	<u>CPC</u>
Description:	<u>Parking Access and Revenue Control System</u>	Committee Date:	<u>4/5/2021</u>
Vendor:	<u>Skidata, 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.xxxxxxx.xxx.xxxxxx</small>	FY 21 Amount	FY 22 Amount	FY 23 Amount	FY 24 Amount	FY 25 Amount	FY 26 Amount	Total Contract
301.234.601.5460001.000.000000	\$ 96,075.00	230,580.80	230,580.80	230,580.80	230,580.80	134,505.80	\$ 1,152,904.00
301.234.601.5460001.000.000000	\$ 20,834.00	50,000.00	50,000.00	50,000.00	50,000.00	29,166.00	\$ 250,000.00
301.234.601.5460001.000.000000	\$ 116,340.00						\$ 116,340.00
							-
							-
							-
							-
							-
							-
							-
							-
							-
							-
							-
							-
Total Requisition	233,249.00	280,580.80	280,580.80	280,580.80	280,580.80	163,671.80	1,519,244.00
Requisition Number	88674						

OMB Notes:
Funding Approver Andrea Harper

Total Requisition \$ 1,519,244.00
BPA Amount \$ -
and Total - Agree to Committee Item \$ 1,519,244.00

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: Bruce L. Gant, Purchasing Manager - Contracts
DATE: April 5, 2021

ITEM DESCRIPTION

Recommendation to Award Invitation for Bid (IFB) 16-21, USDA Regulated Garbage Services

BACKGROUND

The term of the Contract period is for thirty-six (36) months with the initial services to commence on or about June 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, materials, supplies, tools, equipment and all other items necessary or proper for, or incidental to, performing the removal, processing and disposal of USDA regulated garbage (international garbage) from Aviation Authority's regulated garbage designated collection facility at the Orlando International Airport in accordance with the Contract Documents.

ISSUES

On February 5, 2021 the following IFB's were received:

<u>Name of Respondent</u>	<u>Total Three (3) Year Bid Price</u>
Covanta Environmental Solutions, LLC (Covanta)	\$1,170,160.00
Stericycle, Inc	\$2,038,665.00*

* The bid submitted by Stericycle, Inc, contained mathematical errors in its price schedule resulting in an understatement of their bid by \$11,168.00. The corrected price is reflected in the above tabulation. The errors did not affect the ranking.

References for the two bidders were checked and based thereon were determined to be responsible. Both bidders were determined to be responsible and responsive.

A Minority and Women Business Enterprise (MWBE) and Local Developing Business (LDB) participation goal has not been established for this Contract.

This is a service Contract for USDA Regulated Garbage Services. The Authority pays the Contractor a monthly Container User Fee, a Container Pickup Fee and a Per Ton Fee for the disposal of Regulated Garbage. The amount paid to the Contractor is based on services authorized by the Authority and actually performed by the contractor, based on the unit price in accordance with the Contract Document.

FISCAL IMPACT

Covanta Environmental Solutions, LLC Bid in the amount of \$1,170,160 is to be funded from the Operation and Maintenance Fund, account code 301.416.210. 5340007.000.000000. Funds expected to be spent under the contract in the current fiscal year are within budget. Funding required in current and subsequent fiscal years will be allocated from the 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 Aviation Authority Board: (1) award Purchasing Bid 16-21, USDA Regulated Garbage Services, to Covanta Environmental Solutions, as the low responsive and responsible bidder; (2) authorize funding from the Operations and Maintenance Fund in a not-to-exceed amount of \$1,170,160; 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
- D - Changes to Terms and Conditions

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 removal and disposal services of USDA regulated garbage or medical waste;
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. Bidder shall submit with its Bid a valid Compliance Agreement issued by the USDA as identified in Section 2.10 of the Instructions to Bidders, Page IB-2 and Section 1.2.4 of the Specifications, Pages S-2 and S-3.

Clarifications Required During the Process:

The low Bidder (Covanta) requested certain modifications to the Authority's terms and conditions, including minor adjustments to the Performance Bond form and indemnity clarification in Section 5.1 of the General Conditions. These are included as Attachment "D". Based on review by legal counsel for the Authority these changes are acceptable. The requested modifications should not have impacted the bid pricing.

Irregularities or Issues that Impact Recommended Ranking:

None.



GREATER ORLANDO AVIATION AUTHORITY

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

MEMORANDUM

To: Members of the Concessions/Procurement Committee

From: Orlando Santiago, MSEP, C.M., Small Business Contract
Administrator

Date: April 5, 2021

Re: 16-21 USDA Regulated Trash Disposal Services

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

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

ATTACHMENT C

Greater Orlando Aviation Authority
Attachment

Date:	<u>3/11/2021</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 Opreanu</u>	Purchasing Solicitation #:	<u>816-21</u>
Requestor's Department:	<u>Waste Management</u>	CCM / CPC / PSC:	<u>CPC</u>
Description:	<u>USDA Regulated Garbage Services</u>	Committee Date:	<u>3/22/2021</u>
Vendor:	<u>Covanta Environmental Solutions, LLC</u>	Committee Agenda Item#:	<u>TBD</u>

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

Account Code <small>mat:xxx.xxx.xxx.xxxxxxx.xxx.xxxxxx</small>	3/1/2020 - 9/30/2020 10/1/2020 - 1/31/2021					Total Contract
	FY 21 Amount	FY 22 Amount	FY 23 Amount	FY 24 Amount	FY 25 Amount	
301.416.210.5340007.000.000000	109,682	348,187	409,195	303,097		1,170,160
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
Total Requisition	109,682	348,187	409,195	303,097	-	1,170,160
Requisition Number	BPA TBD	BPA TBD	BPA TBD	BPA TBD		

OMB Notes:		Converted into PO #:	<u>BPA TBD</u>
Funding Approver:	<i>Andrea Harper</i>	Date:	
Total Requisition		Buyer:	
BPA Amount	\$ 1,170,160.00		
Grand Total - Agree to Committee Item	\$ 1,170,160.00		

INFORMATION ITEM
New Business Item A
March 22, 2021, Concessions/Procurement Committee Meeting

Greater Orlando Aviation Authority
Attachment A

Date:	<u>22-Mar-21</u>	Requestor's Extension:	<u>X-3374</u>
Requestor's Name:	<u>Richard Schulz</u>	Preparer's Extension:	<u>X-2495</u>
Form Preparer's Name:	<u>John Field</u>	Purchasing Solicitation #:	<u>02-18</u>
Requestor's Department:	<u>Maintenance Dept</u>	CCM / CPC / PSC:	<u>CPC</u>
Description:	<u>Roadway Electrical Maintenance Services</u>	Committee Date:	<u>3/22/2021</u>
Vendor:	<u>American Lighting & Signalization, LLC.</u>	Committee Agenda Item#:	<u></u>
		BPA#:	<u>88414</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 22 Amount	FY 23 Amount	FY 24 Amount	FY 25 Amount	FY 26 Amount	Total Contract
301.631.130.5460001.000.100497	27,142.92	5,428.58				32,571.50
301.631.170.5460001.000.100497	13,571.46	2,714.29				16,285.75
301.631.330.5460001.000.100497	27,142.92	5,428.58				32,571.50
301.631.611.5460001.000.100497	27,142.92	5,428.58				32,571.50
301.631.612.5460001.000.100497	13,571.46	2,714.29				16,285.75
301.631.613.5460001.000.100497	13,571.46	2,714.29				16,285.75
301.631.631.5460001.000.100497	13,571.46	2,714.29				16,285.75
301.631.661.5460001.000.100497	135,714.58	27,142.92				162,857.50
901.443.810.5460002.000.100118	4,583.33	916.67				5,500.00
						-
						-
						-
						-
						-
Total Requisition	276,012.50	55,202.50	-	-	-	331,215.00
Requisition Number	BPA					

OMB Notes:
Funding Approver: Andrea Harper

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