

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

DATE: MAY 3, 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, May 10, 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 APRIL 5, 2021

V. CONSENT AGENDA

- A. Recommendation to Award Invitation for Bid (IFB) 15-21, Electrical Lighting Control System Maintenance and Repair Services to Candela Controls, Inc.
- B. Recommendation to Award the Purchase of the Software License Support through a Microsoft Enterprise Assurance Agreement Utilizing the State of Florida Contract 43230000-15-02, Licensing Solutions Providers (LSP) of Microsoft Software and Services, to SHI International Corp. (SHI)
- C. Recommendation to Award a Single Source Procurement (SG-00141) for Financial Consulting and Treasury Management Services with Geraldine Danforth

VI. NEW BUSINESS

- A. Recommendation to Award Invitation for Bid (IFB) 11-21, York Chiller Maintenance Services
- B. Recommendation to Approve Amendment No. 1, First Renewal Option for Purchasing Contract 18-18, Vehicle and Equipment Maintenance Services with First Vehicle Services, Inc. (FVS)
- C. Recommendation to Approve Amendment No. 3, Increase in Value for Purchasing Agreement PS-542, Financial Consulting Services with Linda George, CPA (Linda George)
- D. Recommendation to Award Purchasing Invitation for Bids (IFB) 93174-21, Lock Shop Supplies to Accredited Lock Supply Co.

NEXT SCHEDULED CONCESSIONS/PROCUREMENT COMMITTEE MEETING IS ON MONDAY, MAY 17, 2021

DRAFT

On **APRIL 5, 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 1:31 p.m. The meeting was posted in accordance with Florida Statutes and a quorum was present.

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

Staff/Others present: Diana Hershner, Senior Manager of Purchasing
Bruce Gant, Manager of Purchasing Contracts
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, 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. 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.

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 Ms. Silvers, motion passed to accept the February 22 and March 22, 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. Chairman Friel then asked if any Committee member had questions or wished to pull the item for discussion. Ms. Silvers asked if additional licenses, which will require approval next year, will be brought to the Committee for consideration. Ms. Hershner answered in the affirmative. Ms. Silvers followed up by asking if the \$104,218.70 is covered by the contingency on the item approved at the March 17, 2021, Aviation Authority Board meeting. Ms. Hershner explained that because the amount is outside the 20% contingency, the item is being presented separately for consideration.

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

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

RECOMMENDATION TO APPROVE AMENDMENT NO. 1, CONTRACT ADJUSTMENT FOR PURCHASING CONTRACT PS-329, PARKING ACCESS AND REVENUE CONTROL SYSTEM WITH SKIDATA, INC.

3. Ms. Hershner presented the item.

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 12-month warranty period, after which a 60-month maintenance period shall begin. The Aviation Authority will have 5 renewal options for a period of 1 year each after the initial maintenance period ends.

The original contract has been revised by 16 Change Orders (COs) for the purposes of adjustments to the scope of work and for the addition of equipment, parts and hardware

DRAFT - MINUTES FOR THE APRIL 5, 2021, CONCESSIONS/PROCUREMENT COMMITTEE

required to complete the installation and implementation of the parking system (see Contract Summary). As a result of the multiple COs, 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.

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

Maintenance Services - May 1, 2021 to April 30, 2026. These services are 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 - Concurs 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.

The fiscal impact for the contract adjustment is a total 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.

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, Contract Adjustment for Purchasing Contract PS-329, Parking Access and Revenue Control System with Skidata, Inc.; (2) authorize funding in a total 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.

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 requested clarification regarding the amount breakdown shown on Attachment C - Finance Form, as the three line

DRAFT - MINUTES FOR THE APRIL 5, 2021, CONCESSIONS/PROCUREMENT COMMITTEE

items have the same funding code. Mr. El-Baroudi confirmed that all three line items shown on the form would be funded from the same account code. However, these were broken down to show the amount for monthly maintenance, additional work based on hourly rates, and extended warranty separately.

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

RECOMMENDATION TO AWARD INVITATION FOR BID (IFB) 16-21, USDA REGULATED GARBAGE SERVICES)

4. 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 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.

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 Aviation 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 Aviation Authority and actually performed by the contractor, based on the unit price in accordance with the contract document.

DRAFT - MINUTES FOR THE APRIL 5, 2021, CONCESSIONS/PROCUREMENT COMMITTEE

Covanta Environmental Solutions, LLC's bid in the amount of \$1,170,160 is to be funded from the Operations and Maintenance Fund 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 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 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.

Mr. Gant indicated for the record that there was a clarification required during the process. The low bidder (Covanta) requested certain modifications to the Aviation 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 (copy on file). Based on review by legal counsel for the Aviation Authority these changes are acceptable. The requested modifications should not have affected the bid pricing.

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. Chairman Friel then followed by asking legal counsel to confirm that these modifications are in fact acceptable. Ms. Thacker confirmed that both Mr. Dan Gerber, Interim General Counsel for the Aviation Authority, and herself reviewed the requested changes and found them to be acceptable. Ms. Thacker did not believe the changes would affect the bid price. He then asked if any Committee member had questions or comments. In response to Mr. Engle's question regarding who is the incumbent on this contract, Mr. Gant responded that the incumbent is Stericycle, Inc. Furthermore, Mr. Gant stated that this is a new process and there is not an established price. Following, Mr. Engle pointed out the significant difference in bid amounts and inquired if there was a known reason for such difference. Mr. Gant indicated that it is possible that the difference in bid amount is due to Covanta having their own facility and equipment, but this information is not confirmed.

Chairman Friel asked if there were any further questions or comments with regard to this item. There was no response to his inquiry.

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

INFORMATION ITEM

5. Chairman Friel communicated that the Information Item is a revised Finance Form [New Business Item A from the March 22, 2021, Concessions/Procurement Committee

Meeting] requested by the Committee. There were no questions or comments regarding this item.

ADJOURNMENT

6. Chairman Friel asked if there was further business to discuss before the Committee. Having no further business to discuss, she adjourned the meeting at 1:49 p.m.

(Digitally signed on _____, 2021)

Larissa Bou
Recording Secretary

Brad Friel
Chairman



GREATER ORLANDO AVIATION AUTHORITY

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

MEMORANDUM

TO: Members of the Concessions/Procurement Committee
FROM: Bruce L. Gant, Purchasing Manager - Contracts
DATE: May 3, 2021

ITEM DESCRIPTION

Recommendation to Award Invitation for Bid (IFB) 15-21, Electrical Lighting Control System Maintenance and Repair Services to Candela Controls, Inc.

BACKGROUND

The term of the Contract is for thirty-six (36) months with initial service 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 provide all labor, supervision, tools, materials, equipment, subcontractors, accessories and all items necessary or proper for, or incidental to, performing repairs, upgrades, maintenance, inspections, modifications, and additions to the existing Electronic Theater Control (ETC) electrical lighting control panels and other lighting systems at the Orlando International Airport in accordance with the Contract Documents. Contractor shall be an approved ETC authorized repair center to perform work on the ETC electrical control systems.

Prior to this solicitation, the Aviation Authority's staff procured the services through a Single Source procurement method which was approved by the Chief Executive Officer on December 28, 2018, in the not-to-exceed amount of \$65,0000. The Single Source covered the period of April 1, 2019 through May 31, 2021. As of today, the department has spent \$4,195.85.

ISSUES

The ETC Electrical lighting control system software and firmware are considered proprietary by the manufacturer and have restricted distribution and maintenance of their system through their own authorized repair centers. Software and firmware upgrades are only available through these channels. The loss of these upgrades would result in the ETC Electrical Lighting Control System becoming obsolete resulting in higher costs, lower reliability and increased major breakdowns.

The current ETC lighting control systems installed have programmed software and act as a building automation system for recent North Terminal projects, Intermodal Transportation Facilities (ITF) Automatic People Movers (APM), and Passenger Dropoff Lobby (PDL), and upcoming South Terminal expansion. This agreement will also maintain existing lighting control systems in the North Terminal under Aviation Authority's Electrical Maintenance responsibilities.

On February 3, 2021, the Purchasing Department issued IFB 15-21. The Aviation Authority only considered responses from contractors trained and authorized by ETC to sell, install, and support ETC Electrical Lighting Control System products and systems to OIA. Contractors were requested to provide with their submittal a letter from ETC stating that the contractor is authorized to work specifically on the ETC electrical lighting control system.

CPC CONSENT AGENDA ITEM - A -

On March 10, 2021, the following responses were received:

<u>Name of Respondent</u>	<u>Total Three (3) Year Bid Price</u>
West Productions LLC	\$ 91,627.80
Candela Controls, Inc.	\$163,650.00

References for the two (2) bidders were checked and based thereon were determined to be responsible. The two (2) bidders were determined to be responsible and responsive.

Bidders were required to submit the following documentation along with the bids: (i) name, current resume and certification for the Contractor's proposed on-site lead technician; (ii) a copy of the ETC Lighting Control System certification; (iii) a letter from ETC stating that Contractor or proposed Subcontractor is authorized to work on ETC equipment; and (iv) 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. West Productions LLC and Candela Controls, Inc. submitted the requested submittals. West Productions LLC stated that they were unable to obtain the required insurance coverage and withdrew its bid.

Pricing is based on an hourly price multiplied by the estimated number of annual hours, and material markup percentage using OEM parts. The actual amount paid to contractor is based on actual work requested, performed, and approved by the Aviation Authority. The standard hourly rates for Candela Controls, Inc. are the same as the current prices. The non-standard hourly rates are approximately 1% higher than the current prices. The material markup percentage using original equipment manufacturer's parts is less than the current material mark-up.

The Small Business Development Department has not established Minority and Women Business Enterprise (MWBE) or Local Business Development (LDB) goals due to limited and specialized scope of the required services.

FISCAL IMPACT

Candela Controls, Inc.'s bid in the amount of \$163,650 is to be funded from the Operations and Maintenance Fund, account codes 301.687.210.5460002.000.100210 and 301.687.692.5460002.000.100210. Funds expected to be spent under the contract in the current fiscal year are within budget. Funding required in current and subsequent fiscal years will be allocated from the Operations and Maintenance Fund, as approved through the budget process and when funds become available.

RECOMMENDED ACTION

It is respectfully requested that the Concessions/Procurement Committee approve that the following be recommended to the Chief Executive Officer: (1) award Purchasing Bid 15-21, Electrical Lighting Control System Maintenance and Repair Services to Candela Controls, Inc., as the low responsive and responsible bidder; (2) authorize funding from the Operations and Maintenance Fund in a not-to-exceed amount of \$163,650; and (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel.

Attachments

- A - Award Criteria
- B - Small Business
- C - Finance Approval

ATTACHMENT A

Award Criteria (including Experience Required) and/or Bid Schedule:

Award, if made, will be to the responsible and responsive Bidder submitting the low Bid.

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

1. through references or otherwise, that the Bidder is an individual, a firm, a corporation, or other entity that is currently engaged in the business of providing electrical lighting control system maintenance and repair services;
2. through references, that the Bidder, after taking into account the activities of a related predecessor (e.g. by merger or reorganization), affiliate, or principal of Bidder, has been actively engaged in such business for at least the three (3) years immediately preceding the date of Bidder's response to this Invitation for Bids; and
3. through references, that the Bidder, after taking into account the activities of a related predecessor (e.g. by merger or reorganization), affiliate, or principal of Bidder, has satisfactorily provided maintenance, upgrade and repair for electrical lighting control system maintenance and repair services for at least three (3) facilities with contracts of similar size as the Orlando International Airport during such three (3) year period.

ATTACHMENT B
SMALL BUSINESS MEMO



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, Small Business Compliance Administrator

Date: May 3, 2021

Re: 15-21 Electrical Lighting Control Maintenance and Repairs 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/BE participation.

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

ATTACHMENT C

FINANCE FORM

Greater Orlando Aviation Authority

Date:	<u>4/21/2021</u>	Requestor's Extension:	<u>3374</u>
Requestor's Name:	<u>Richard Schulz</u>	Preparer's Extension:	<u>2495</u>
Form Preparer's Name:	<u>John Field</u>	Purchasing Solicitation #:	<u>15-21</u>
Requestor's Department:	<u>Maintenance</u>	CCM / CPC / PSC:	<u>CPC</u>
Description:	<u>Electrical Lighting Control System Administration and Repair Services</u>	Committee Date:	<u>5/17/2021</u>
Vendor:	<u>Candela Controls, Inc.</u>	Committee Agenda Item#:	<u></u>
		BPA#:	<u>BPA</u>

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

Account Code Format: xxx.xxx.xxx.xxxxxxx.xxx.xxxxxx	FY 21 Amount	FY 22 Amount	FY 23 Amount	FY 24 Amount	FY 25 Amount	Total Contract
301.687.210.5460002.000.100210	\$ 15,342.50	\$ 46,027.50	\$ 46,367.50	\$ 31,365.00	\$ -	\$ 139,102.50
301.687.692.5460002.000.100210	\$ 2,707.50	\$ 8,122.50	\$ 8,182.50	\$ 5,535.00	\$ -	\$ 24,547.50
						\$ -
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Total Requisition	\$ 18,050.00	\$ 54,150.00	\$ 54,550.00	\$ 36,900.00	\$ -	\$ 163,650.00
Requisition Number	BPA					

OMB Notes:		Converted into PO #:	_____
Funding Approver	<u>Andrea Harper</u>	Date:	_____
Total Requisition	\$ -	Buyer:	_____
BPA Amount	\$ 163,650.00		
Grand Total - Agree to Committee Item	\$ 163,650.00		



GREATER ORLANDO AVIATION AUTHORITY

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

MEMORANDUM

TO: Members of the Concessions/Procurement Committee
FROM: Diana Hershner, CPPO, CPPB, Senior Manager, Purchasing
DATE: May 3, 2021

ITEM DESCRIPTION

Recommendation to Award the Purchase of the Software License Support through a Microsoft Enterprise Assurance Agreement Utilizing the State of Florida Contract 43230000-15-02, Licensing Solutions Providers (LSP) of Microsoft Software and Services, to SHI International Corp. (SHI)

BACKGROUND

The Aviation Authority Board approved the renewal of the support for 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 annual amount of \$490,253.07. On April 5, 2021, the Concessions /Procurement Committee recommended the approval of additional data center server software licenses as part of the annual Microsoft True-Up, Consent Item A, which was approved by the Chief Executive Officer on April 13, 2021. This purchase is necessary to obtain the support for all of the Microsoft Enterprise software licenses utilized by the Aviation Authority, which results in an annual increase of \$111,637.18. The Microsoft support increase is a result of the additional data center server software licenses obtained as part of the annual Microsoft True-Up and new server software licenses purchased for the ongoing South Terminal Complex construction projects.

The Microsoft Enterprise Agreement is offered under the State of Florida Contract 43230000-15-02, entitled, "Licensing Solutions Providers (LSP) of Microsoft Software and Services".

The Microsoft Enterprise Agreement is a three (3) year term and includes software upgrades; however, it includes a non-perpetual license that expires at the end of the term. This agreement will replace our current expiring Microsoft Enterprise Agreement and will be effective May 1, 2021 through April 30, 2024.

ISSUES

This approval will result in the purchase of support for Microsoft Enterprise software licenses for Orlando International Airport from SHI International Corp. for the value of \$111,637.18. Microsoft software licenses and software assurance is the standard software for the Authority's office and server products.

SHI International Corp. is the only authorized re-seller 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, entitled, "Licensing Solutions Providers (LSP) of Microsoft Software and Services", does not lend itself to Minority and Women Business Enterprise/Local Developing Business/Veteran Business Enterprise (MWBE/LDB/VBE) participation.

FISCAL IMPACT

SHI International Corp.'s quotation for the Microsoft Enterprise Assurance Agreement is in the amount of \$111,637.18. Funding is available from the Operations and Maintenance Fund 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 Purchasing Request for the Purchase of the Software License Support through a Microsoft Enterprise Assurance Agreement Utilizing the State of Florida Contract 43230000-15-02, Licensing Solutions Providers (LSP) of Microsoft Software and Services, to SHI International Corp. (SHI); (2) authorize funding from the previously-approved Operations and Maintenance Fund in the not-to-exceed amount of \$111,637.18; (3) execute the necessary documents following satisfactory review by legal counsel; and (4) 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

ATTACHMENT B
SMALL BUSINESS MEMO



GREATER ORLANDO AVIATION AUTHORITY

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

MEMORANDUM

To: Diana Hershner, CPPO, CPPB, Senior Manager, Purchasing

From: Orlando Santiago, Small Business Contract Administrator

Date: April 22, 2021

Re: Recommendation to Award the Purchase of the Software License Support through a Microsoft Enterprise Assurance Agreement Utilizing the State of Florida Contract 43230000-15-02, Licensing Solutions Providers (LSP) of Microsoft Software and Services, to SHI International Corp. (SHI)

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

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

ATTACHMENT C

FINANCE FORM

Greater Orlando Aviation Authority
Attachment C

Date:	<u>4/21/2021</u>	Requestor's Extension:	<u>3208</u>
Requestor's Name:	<u>Danny Palakal</u>	Preparer's Extension:	<u>6432</u>
Form Preparer's Name:	<u>Tabatha Freedman</u>	Purchasing Solicitation #:	
Requestor's Department:	<u>Information Technology</u>	CCM / CPC / PSC:	<u>CPC</u>
Description:	<u>Microsoft Enterprise Software Licenses and Software Assurance</u>	Committee Date:	<u>5/3/2021</u>
Vendor:	<u>SHI International Corp.</u>	Committee Agenda Item#:	<u>Consent Item C</u>

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

Account Code Format: xxx.xxx.xxx.xxxxxxx.xxx.xxxxxx	FY 21 Amount	FY 22 Amount	FY 23 Amount	FY 24 Amount	FY 25 Amount
301.521.170.5460001.000.100802	\$111,637.18				
Total Requisition	\$111,637.18	-	-	-	-
Requisition Number	88816				

OMB Notes:		Converted into PO #:	_____
Funding Approver	<u>Andrea Harper</u>	Date:	_____
Total Requisition \$	111,637.18	Buyer:	_____
BPA Amount \$	-		
Grand Total - Agree to Committee Item \$	111,637.18		



GREATER ORLANDO AVIATION AUTHORITY

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

MEMORANDUM

TO: Members of the Concessions/Procurement Committee

FROM: Bruce Gant, Purchasing Manager - Contracts

DATE: May 3, 2021

ITEM DESCRIPTION

Recommendation to Award a Single Source Procurement (SG-00141) for Financial Consulting and Treasury Management Services with Geraldine Danforth

BACKGROUND

On June 1, 2020 the Chief Executive Officer approved a Single Source Procurement SG-00111 to Geraldine Danforth for Financial Consulting and Treasury Management Services (Services) for \$93,775, effective through September 30, 2021. This request is an extension of those Services through September 30, 2022 for the not-to-exceed amount of \$148,800. This will allow sufficient time to hire a Treasury Manager for the Aviation Authority. A job description and a request to fill the vacant position have been submitted. The combined total of SG-00111 and SG-00141 is \$242,575.

In April 2020, a staffing shortage occurred due to the hiring freeze implemented as a result of COVID-19, which has required additional services and hours for these Services as approved through September 30, 2021. Therefore, an increase of 300 hours to the initial SG-00111 is included in SG-00141 from May 3, 2021 through September 30, 2021, for a not-to-exceed amount of \$46,500, in addition to the Services requested for the period of October 1, 2021 through September 30, 2022 for a not-to-exceed amount of \$102,300. The actual amount paid to Geraldine Danforth will be based on actual work requested, performed and approved by the Aviation Authority.

The scope of services includes, but is not limited to, the following:

1. Periodic review of cash and investment balances to maintain adequate available funds to meet cash requirements, and of Central Bank daily cash reconciliations. Provide summary of findings to the Chief Financial Officer (CFO).
2. Monitor the purchase and sale of investment instruments, including but not limited to: liaison with Investment Advisor(s), Trustees, and Broker/Dealers (when necessary); provision of required information to the CFO for submittal to the Investment Advisor for investment decisions; and verification that investments purchased comply with policy.
3. Review prepared monthly investment reports of the Aviation Authority's portfolio for distribution to management and semi-annual investment reports for distribution to the Finance Committee.
4. Monitor continuing disclosure requirements related to Aviation Authority financings; coordination with Digital Assurance Certificate, LLC as appropriate to verify filings are submitted and uploaded to Electronic Municipal Market Access when required; and the identification and coordination of the implementation of new reporting requirements as appropriate.

5. Assistance with the completion of Annual Continuing Disclosure Document, and with the completion of reallocation of DSR "Principal" Funds.
6. Assist with rating agencies reviews through the preparation of response documents and presentations.
7. And other financial and/or treasury consulting services as mutually agreed.

ISSUES

This Award is based on a Single Source Procurement Justification in accordance with Aviation Authority Policy 450.03. Staff has reviewed the justification and agrees with the Finance Department that this does not lend itself to a competitive solicitation.

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

The total for SG-00141 is a not-to-exceed amount of \$148,800 for a seventeen (17) month period. Pricing is based on the Consultant's hourly rate of \$155.00.

The Small Business Development Department has reviewed the requirements for the Single Source and determined that, due to limited and specialized scope of the required services, and/or lack of ready, willing and able certified small businesses it does not lend itself to a Minority and Women Business Enterprise (MWBE) or a Local Developing Business (LDB) participation requirement.

FISCAL IMPACT

The fiscal impact for Financial Consulting and Treasury Management Services is a not-to-exceed amount of \$148,800 with funding from the Operations and Maintenance Fund account code 301.111.170.5310009.000.000000. Funds expected to be spent in the current fiscal year are within budget. Funding required in current and subsequent fiscal years will be allocated from the Operations and Maintenance Fund as approved through the budget process and when funds become available.

RECOMMENDED ACTION

It is respectfully requested that the Concessions/Procurement Committee approve that the following be recommended to the Chief Executive Officer: (1) Award Single Source Procurement SG-00141 for Financial Consulting and Treasury Management Services to Geraldine Danforth beginning on or about May 3, 2021, through September 30, 2022; (2) authorize funding from the Operations and Maintenance Fund in the not-to-exceed amount of \$148,800; 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 - Summary of Services
- B - Small Business Memo
- C - Finance Form

ATTACHMENT A

SUMMARY OF SERVICES

Single Source	Approvals	Description	Term	Value
Single Source Request SG-00111	CEO: June 1, 2020	Financial Consulting and Treasury Management Services	6/1/2020 through 9/30/2021	\$93,775.00
Single Source Request SG-00141	Pending CPC May 3, 2021	Financial Consulting and Treasury Management Services Extension	5/3/2021 through 9/30/2022	\$148,800.00
Total Value of Services with all Changes (approved and proposed):				\$242,575.00

ATTACHMENT B
SMALL BUSINESS MEMO




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, Small Business Contract Administrator 

Date: April 14, 2021

Subject: Recommendation to Approve a Single Source Procurement for Purchasing Agreement SG-00141, for Financial Consulting and Treasury Management Services with Geraldine Danforth.

The Small Business Development Department has reviewed the requirements for the above referenced single source and determined that, due to limited and specialized scope of the required services, and/or lack of ready, willing and able certified small businesses it does not lend itself to a Minority and Women Business Enterprise or a Local Developing Business participation.

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

ATTACHMENT C

FINANCE FORM

**Greater Orlando Aviation Authority
Attachment D**

Date:	<u>4/23/2021</u>	Requestor's Extension:	<u>2026</u>
Requestor's Name:	<u>LuAnn Fisher</u>	Preparer's Extension:	<u>6425</u>
Form Preparer's Name:	<u>Janice Hughes</u>	Purchasing Solicitation #:	<u>SG-00141</u>
Requestor's Department:	<u>Finance</u>	CCM / CPC / PSC:	<u>CPC</u>
Description:	<u>Financial Consulting and Treasury Management Services</u>	Committee Date:	<u>5/3/2021</u>
Vendor:	<u>Geraldine Danforth</u>	Committee Agenda Item#:	<u></u>

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

Account Code Format: xxx.xxx.xxx.xxxxxxx.xxx.xxxxxx	FY 21 Amount	FY 22 Amount	FY 23 Amount	FY 24 Amount	FY 25 Amount	Total Contract
301.111.170.5310009.000.000000	\$ 43,764.71	105,035.29				148,800.00
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						-
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						-
Total Requisition	43,764.71	105,035.29	-	-	-	148,800.00
Requisition Number	88820					

OMB Notes:
Funding Approver Andrea Harper

Total Requisition	\$	148,800.00
BPA Amount	\$	-
Grand Total - Agree to Committee Item	\$	148,800.00

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: May 3, 2021

ITEM DESCRIPTION

Recommendation to Award Invitation for Bid (IFB) 11-21, York Chiller Maintenance Services to Johnson Controls, Inc.

BACKGROUND

The term of the Contract is for sixty (60) months with initial service to commence on or about September 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 provide all management, maintenance and repair services for three (3) York chillers, including all related components associated with electrical starter panels located in the Central Energy Plants located at the Orlando International Airport ("OIA"). The work to be performed by the contractor shall include, but is not limited to, labor, supervision, training, testing, technical services, consulting services, repair, replacement of obsolete parts, parts, necessary materials and supplies, equipment, tools (including any necessary special tools and equipment), chemicals (excluding refrigerants) and all other accessories, services, facilities, activities, and procedures in accordance with the Contract Documents.

ISSUES

On February 3, 2021, the Aviation Authority issued Purchasing Bid 11-21, York Chiller Maintenance Services. The Aviation Authority only considered bids from contractors that are trained and authorized by Johnson Controls, Inc. to sell, install, and support York Chiller products/systems for the Orlando International Airport. Contractors were requested to provide a letter from Johnson Controls, Inc. stating that the contractor is authorized to work specifically on the York Chillers. The utilization of contractor who does not have authorized Johnson Controls, Inc. certified technicians will have to subcontract the maintenance and repair service from Johnson Controls, Inc. and it may affect the lack of control of scheduling services and emergency service calls.

A total of 41 notifications were sent out to potential vendors registered under the HVAC categories in the Central Florida area, 17 of those vendors viewed the solicitation, and 7 vendors downloaded the solicitation. On February 24, 2021, Johnson Controls Inc., MSI Florida and Trane USA, Inc. participated in the Pre-Bid Conference. Trane USA, Inc. notified via email that will not be bidding on this solicitation.

On March 16, 2021 the following response was received:

<u>Name of Respondent</u>	<u>Total Five (5) Year Bid Price</u>
Johnson Controls, Inc.	\$1,694,940

References for Johnson Controls, Inc. were checked and based thereon were determined to be responsible and responsive.

Pricing is based on a monthly price, hourly price and mark-up percentage multiplied by the estimated number of months, annual hours or annual service. The actual amount paid to the contractor is based on actual work requested, performed, and approved by the Aviation Authority. The monthly price and hourly rates submitted by Johnson Controls, Inc. for IFB 11-21 York Chiller Maintenance Services are approximately a 4% increase from the existing contract.

The Small Business Development Department has not established Minority and Women Business Enterprise (MWBE) or Local Development Business (LDB)5' goals due to limited and specialized scope of the required services.

FISCAL IMPACT

Johnson Controls Inc.'s bid in the amount of \$1,694,940 is to be funded from the Operations and Maintenance Fund account code 301.631.210.5460001.000.100699. Funds expected to be spent under the contract in the current fiscal year are within budget. Funding required in current and subsequent fiscal years will be allocated from the Operations and Maintenance Fund, as approved through the budget process and when funds become available.

RECOMMENDED ACTION

It is respectfully requested that the Concessions/Procurement Committee approve that the following be recommended to the Aviation Authority Board: (1) award Purchasing Bid 11-21, York Chiller Maintenance Services, to Johnson Controls, Inc., as the low responsive and responsible bidder; (2) authorize funding from the Operations and Maintenance Fund in a not-to-exceed amount of \$1,694,940; and (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel.

Attachments

- A - Award Criteria
- B - Small Business
- C - Finance Approval

ATTACHMENT A

Award Criteria (including Experience Required) and/or Bid Schedule:

Award, if made, will be to the responsible and responsive Bidder submitting the low Bid.

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

1. through references or otherwise, that the Bidder is an individual, a firm, a corporation, or other entity that is currently engaged in the business of providing York Chiller Maintenance Services as an authorized York repair company;
2. through references, that the Bidder, after taking into account the activities of a related predecessor (e.g. by merger or reorganization), affiliate, or principal of Bidder, has been actively engaged in such business for at least the three (3) years immediately preceding the date of Bidder's response to this Invitation for Bids;
3. through references, that the Bidder, after taking into account the activities of a related predecessor (e.g. by merger or reorganization), affiliate, or principal of Bidder, has satisfactorily performed York Chiller Maintenance Services for at least three (3) entities with contracts of similar size and scope of this Contract during such three (3) year period immediately preceding the date of Bidder's response to this Invitation for Bid; and
4. The Bidder must have experience in managing the operation and maintenance of large Central Energy Plants, comparable to the Central Plants at the Orlando International Airport, including operation, maintenance and repair of large and centrifugal chillers for at least three (3) years immediately preceding the date of Bidder's response to this invitation for Bids; and
5. The Bidder must have experience in performing services on the York Millennium type of chillers with Optiview Control Centers for at least three (3) years immediately preceding the date of Bidder's response to this invitation for Bids.

ATTACHMENT B
SMALL BUSINESS MEMO



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: May 3, 2021

Re: 11-21 York Chiller Maintenance 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/BE participation.

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

A handwritten signature in blue ink, appearing to be "Orlando Santiago", located to the right of the "From:" line.

ATTACHMENT C

FINANCE FORM

Greater Orlando Aviation Authority

Date:	<u>4/13/2021</u>	Requestor's Extension:	<u>x-2556</u>
Requestor's Name:	<u>Jim Surguine</u>	Preparer's Extension:	<u>x-2495</u>
Form Preparer's Name:	<u>John Field</u>	Purchasing Solicitation #:	<u>11-21</u>
Requestor's Department:	<u>Maintenance</u>	CCM / CPC / PSC:	<u>CPC</u>
Description:	<u>11-21 York Chiller Maintenance Services.</u>	Committee Date:	<u>5/3/2021</u>
Vendor:	<u>Johnson Controls</u>	Committee Agenda Item#:	<u></u>
		BPA#	<u>FY21 - 88672 & FY22 - 88673</u>

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

Account Code	FY 21	FY22	FY23	FY24	FY25	FY26	FY27	Total
Format: xxx.xxx.xxx xxxxxxxxxx.xxxxxx	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Contract
301.631.210.5460001.000.100699	\$ 28,249.00	\$ 338,988.00	\$ 338,988.00	\$ 338,988.00	\$ 338,988.00	\$ 310,739.00	\$ -	\$ 1,694,940.00
								\$ -
								\$ -
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Total Requisition	\$ 28,249.00	\$ 338,988.00	\$ 338,988.00	\$ 338,988.00	\$ 338,988.00	\$ 310,739.00	\$ -	\$ 1,694,940.00
Requisition Number	88672	88673						

OMB Notes:		Converted into PO #:	<u></u>
Funding Approver:	<u>Andrea Harper</u>	Date:	<u></u>
Total Requisition	\$ 1,694,940.00	Buyer:	<u></u>
BPA Amount	\$ -		
Grand Total - Agree to Committee Item	\$ 1,694,940.00		



GREATER ORLANDO AVIATION AUTHORITY

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

MEMORANDUM

TO: Members of the Concessions/Procurement Committee

FROM: Bruce Gant, Purchasing Manager - Contracts

DATE: May 3, 2021

ITEM DESCRIPTION

Recommendation to Approve Amendment No. 1, First Renewal Option for Purchasing Contract 18-18, Vehicle and Equipment Maintenance Services with First Vehicle Services, Inc. (FVS).

BACKGROUND

The initial term of the Contract was for thirty-six (36) months, which commenced on September 1, 2018, with the Aviation Authority having options to renew the Contract for one (1) additional period of three (3) years. The initial term is due to expire on August 31, 2021.

This Contract requires FVS furnish all labor, supervision, materials and supplies, equipment, uniforms and all other items necessary or proper for, or incidental to, performing vehicle and equipment maintenance services at the Orlando International Airport (OIA) and Orlando Executive Airport (OEA) in accordance with the contract documents.

ISSUES

First Renewal Option - September 1, 2021 through August 31, 2024.

Department - Concur with the renewal option.

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

FVS provides OIA and OEA vehicle and equipment maintenance based on a monthly fee for maintenance and repair services and hourly price per mechanic for additional work during non-standard hours.

The value for the first renewal option (36 months) is for a total not-to-exceed amount of \$10,020,851.16. FVS requested a Consumer Price Index (CPI) increase of 1.6% based on CPI-W published index and the Contract documents for the second and third year of the three year renewal term.

The actual amount paid to the Contractor is based on actual work requested, performed, and approved by the Aviation Authority, based on the monthly unit prices and hourly rates.

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 13% for MWBE and 15% for LDB. The Small Business Development Department certifies that the contract is in good standing as it relates to MWBE/LDB participation.

FISCAL IMPACT

The fiscal impact for the first renewal option is a not-to-exceed amount of \$10,020,851.16 with funding from the Operations and Maintenance Fund account codes:

301.631.170.5460001.000.100032 and 901.443.870.5460001.000.100032.

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

RECOMMENDED ACTION

It is respectfully requested that the Concessions/Procurement Committee approve the following be recommended to the Aviation Authority Board: (1) approve Amendment No. 1, First Renewal Option for Purchasing Contract 18-18, Vehicle and Equipment Maintenance Services with First Vehicle Services, Inc., (2) authorize funding from the Operations and Maintenance Fund in the not-to-exceed amount of \$10,020,851.16 and (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel.

Attachments

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

ATTACHMENT A

CONTRACT HISTORY

Contract 18-18, Vehicle and Equipment Maintenance Services

Contract	Approvals	Description	Term	Dollars
Initial Term	<ul style="list-style-type: none"> • CPC 6/11/2018 • Board 6/20/2018 Item "G" 	36 Months Contract Award	9/1/2018 Thru 8/31/2021	\$9,748,632.16
Amendment No. 1	<ul style="list-style-type: none"> • Pending CPC 5/3/2021 	First Renewal Option	9/1/2021 Thru 8/31/2024	\$10,020,851.16

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

\$19,769,483.32

ATTACHMENT B
SMALL BUSINESS MEMO



AUTHORITY

GREATER ORLANDO AVIATION

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

MEMORANDUM

To: Diana Hershner, CPPO, CPPB, Senior Manager, Purchasing

From: Orlando Santiago, Small Business Contract Administrator

Date: April 14, 2021

Re: Recommendation to Approve Amendment No. 1, First Renewal Option for Purchasing Contract, 18-18, Vehicle and Equipment Maintenance Services with First Vehicle Services, Inc. (FVS).

The initial term of the Contract was for thirty-six (36) months, which commenced on September 1, 2018, with the Aviation Authority having options to renew the Contract for one (1) additional period of three (3) years. The initial term is due to expire on August 31, 2021.

First Renewal Option – September 1, 2021 through August 31, 2024.

Fiscal Impact: The value for the First Renewal Option is a not-to-exceed amount of \$10,020,851.16 with a CPI increase of 1.6%, for both the second and third year of the three year renewal term.

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 13% for MWBE and 15% for LDB. The Small Business Development Department certifies that the contract is in good standing as it relates to MWBE/LDB participation.

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

ATTACHMENT C

FINANCE FORM

**Greater Orlando Aviation Authority
Attachment C**

Date:	<u>4/15/2021</u>	Requestor's Extension:	<u>2375</u>
Requestor's Name:	<u>Thomas O'Day</u>	Preparer's Extension:	<u>6425</u>
Form Preparer's Name:	<u>Janice Hughes</u>	Purchasing Solicitation #:	<u>B18-18</u>
Requestor's Department:	<u>Finance</u>	CCM / CPC / PSC:	<u>CPC</u>
Description:	<u>Vehicle and Equipment Maintenance Svcs</u>	Committee Date:	<u>5/3/2021</u>
Vendor:	<u>First Vehicle Services, Inc.</u>	Committee Agenda Item#:	<u>NB-</u>

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

Account Code Format: xxx.xxx.xxx.xxxxxxx.xxx.xxxxxx		FY 21 Amount	FY 22 Amount	FY 23 Amount	FY 24 Amount	FY 25 Amount	Total Contract
301.631.170.5460001.000.100032 (OIA)	PO	\$ 112,891.47	\$ 1,356,503.90	\$ 1,378,207.97	\$ 1,281,861.87		4,129,465.21
301.631.170.5460001.000.100032 (OIA)	BPA	\$ 152,434.92	\$ 1,831,658.00	\$ 1,860,964.53	\$ 1,730,870.47		5,575,927.91
901.443.870.5460001.000.100032 (OEA)	PO	\$ 5,870.67	\$ 70,541.97	\$ 71,670.64	\$ 66,660.38		214,743.66
901.443.870.5460001.000.100032 (OEA)	BPA	\$ 2,753.33	\$ 33,084.05	\$ 33,613.40	\$ 31,263.59		100,714.38
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Total Requisition		273,950.39	3,291,787.93	3,344,456.53	3,110,656.31	-	10,020,851.16
Requisition Number		88763	88764				

(Req. for OIA PO only) (Req. for OIA PO only)

OMB Notes:
Funding Approver Andrea Harper

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

Total Requisition	\$	10,020,851.16
BPA Amount	\$	-
Grand Total - Agree to Committee Item	\$	10,020,851.16



GREATER ORLANDO AVIATION AUTHORITY

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

MEMORANDUM

TO: Members of the Concessions/Procurement Committee

FROM: Bruce Gant, Purchasing Manager - Contracts

DATE: May 3, 2021

ITEM DESCRIPTION

Recommendation to Approve Amendment No. 3, Increase in Value for Purchasing Agreement PS-542, Financial Consulting Services with Linda George, CPA

BACKGROUND

The initial term of the Agreement with Linda George, CPA (Linda George) was for thirty-six (36) months, effective January 2, 2018, and expired January 1, 2021, with the Aviation Authority having two (2) options to renew the Agreement for an additional period of one (1) year each, upon mutual agreement. The first renewal option became effective on January 2, 2021, and is due to expire on January 1, 2022.

The scope of services for this Agreement includes, but is not limited to, the following:

1. Provide support in the preparation of reports required by the Federal Aviation Authority (FAA) for quarterly and year-end financial reporting, including but not limited to Form 271 Outlay Report and Request for Reimbursement for Construction Programs, 272 Federal Cash Transaction Report and Form 5100-127;
2. Operation and Financial Summary and other reporting requirements under 49 CFR18 Uniform Administrative Requirements for Grants and Cooperative Agreements with State and local governments;
3. Preparation of reports to the FAA required by Passenger Facility Charge (PFC) regulations;
4. Preparation and analysis of financial information necessary to support the budget documents and the rates & charges calculation (including but not limited to tenant finish charges, Federal Inspection Station and Common Use fee analysis), preparation of financial analysis of potential tenants/concessionaires; preparation of various financial surveys; and provide assistance with preparation of monthly, quarterly, and annual financial statements.

The services may also include support on the preparation of financial information to be included in bond offering documents; review of concession audits provided by concessionaires; and internal control review of procedures; and performing such other extension of staff services necessary to support the Aviation Authority, including but not limited to, accounting system reporting, capital improvement plan and related work, and capital program closeouts.

ISSUES

During the final year of the base Agreement with Linda George, January 2, 2020, through January 1, 2021, management initiated budget reductions due to the COVID-19 pandemic, which resulted in a significant reduction in scope of work and decreased hours for Linda George. In addition, a staffing shortage occurred during that time due to the Aviation Authority's implementation of a hiring freeze, also as a result of the pandemic.

Staff is requesting an increase of the staffing hours for Linda George primarily to assist the Finance department with the preparation of the annual Capital Improvement Program to allow sufficient time to hire key positions within the Finance department who will eventually fill that role. The Finance department is still maintaining budget restraints and the total hours requested shall remain lower than pre-pandemic levels.

Based on the information known at this time, the Finance department confirmed the Consultant has performed satisfactorily during the initial term and the first renewal option.

Pricing is based on the hourly rates of \$180.00 (Principal) and \$162.00 (Senior Manager). Staff is requesting that a total of 695 hours be added to the Agreement, for a total not-to-exceed amount of \$123,660. The actual amount paid to Linda George is based on actual work requested, performed and approved by the Aviation Authority.

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

FISCAL IMPACT

The fiscal impact for the increase in value is a not-to-exceed amount of \$123,660 with funding from the Operations and Maintenance Fund account code, 301.111.170.5310009.000.000000. Funds expected to be spent under the Agreement in the current fiscal year are within budget. Funding required in subsequent fiscal years will be allocated from the Operations and Maintenance Fund, as approved through the budget process and when funds become available.

RECOMMENDED ACTION

It is respectfully requested that the Concessions/Procurement Committee approve that the following be recommended to the Aviation Authority Board: (1) approve Amendment No. 3 for an increase in value for Purchasing Agreement PS-542, Financial Consulting Services, with Linda George, CPA beginning on or about May 20, 2021, through January 1, 2022; (2) authorize funding from the Operations and Maintenance Fund in the not-to-exceed amount of \$123,660; and (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel.

Attachments

- A - Contract History
- B - Small Business Memo
- C - Fee Schedule
- D - Finance Form

ATTACHMENT A

CONTRACT HISTORY

PS-542 FINANCIAL CONSULTING SERVICES

Contract	Approvals	Description	Term	Dollars
Initial Term	<ul style="list-style-type: none"> • Ad Hoc 10/25/2017 • Board 12/20/17, Item "I" 	36 Months Contract Award	1/02/2018 thru 1/01/2021	\$1,198,267.64
Amendment No. 1	<ul style="list-style-type: none"> • PM Approval 2/19/2019 	Contract Adjustments	1/02/2019 thru 1/01/2021	\$0.00
Amendment No. 2	<ul style="list-style-type: none"> • CPC 9/21/2020 • CEO Signed 9/28/20 	1 st Renewal Option	1/02/2021 thru 1/01/2022	\$187,200.00
Amendment No. 3	<ul style="list-style-type: none"> • Pending, CPC 5/3/2021 	Increase in Value	5/20/2021 thru 1/01/2022	\$123,660.00

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

\$1,509,127.64

ATTACHMENT B
SMALL BUSINESS MEMO




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, Small Business Contract Administrator 

Date: March 25, 2021

Subject: Recommendation to Approve Amendment No. 3, Increase in Value for Purchasing Agreement PS-542, Financial Consulting Services with Linda George, CPA.

The Initial Term of the Agreement is for thirty-six (36) months, effective January 2, 2018, and expiring January 1, 2021, with the Aviation Authority having two (2) options to renew the Agreement for an additional period of one (1) year each, upon mutual agreement. The First Renewal Option is due to expire on January 1, 2022.

Issues:

Increase in Value - Staff is requesting an increase of the staffing hours for Linda George, CPA; due to current staffing shortage within the Finance Department.

Fiscal Impact:

The fiscal impact for the Increase in Value is for a not-to-exceed amount of \$123,660.00.

At the time the agreement was awarded, this Agreement did not include a Minority and Women Business Enterprise (MWBE) or a Local Developing Business (LDB) participation requirement.

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

ATTACHMENT C

FEE SCHEDULE

		Linda George, CPA Principal (MWBE) Revised Estimate	Karen Dunn, CPA Senior Manager (MWBE/LDB) Revised Estimate	Total Additional Hours Requested
	Approved Hourly Rates	\$180.00	\$162.00	
Task	Task Description			
A	Finance staff extension services	155	80.00	
B	Oracle/SplashBI reporting and system	50		
C	Capital Improvement Plan and related work	360		
D	Program Closeouts	50		
E	Other duties as assigned.			
	Total NTE Fee	\$110,700.00	\$12,960.00	\$123,660.00



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: May 3, 2021

ITEM DESCRIPTION

Recommendation to Award Purchasing Invitation for Bids (IFB) 93174-21, Lock Shop Supplies to Accredited Lock Supply Co.

BACKGROUND

The award will result in a Blanket Purchase Agreement for a total of 56 different Lock Shop supply items that will be provided on an "as-needed" basis, over a twelve (12) month period effective June 1, 2021 through May 31, 2022. The actual amount spent will be based upon the quantities ordered at the agreed upon unit prices. This award will replace prior Blanket Purchase Agreement 92357 which expires April 30, 2021.

The listed Items consisted of door locks, lever handsets, key blanks, lock cores, lock trim, panic hardware and padlocks. It was required that the unit prices include all costs associated with the delivery of the Items to the Aviation Authority's Material Control Warehouse.

ISSUES

On April 15, 2021 the Aviation Authority received 3 responses to IFB 93174-21 as listed below:

<u>Firm</u>	<u>Total Quote</u>
Accredited Lock Supply Co.*	\$423,317.75
Southern Lock & Supply**	\$433,720.50
DH Pace Company, Inc.***	\$451,811.45

*The response received from Accredited Lock Supply Co. contained mathematical errors resulting in an understatement of their bid by \$7,000.00. The correction is reflected in the bid tab above and did not affect their ranking.

**The response received from Southern Lock & Supply contained mathematical errors resulting in the overstatement of their bid by \$149,971.30. The correction is reflected in the bid tab above and did affect their ranking from third to second.

***The response received from DH Pace Company, Inc. contained mathematical errors resulting in the overstatement of their bid by \$13,176.00. The correction is reflected in the bid tab above and did not affect their ranking.

Staff's review of the quotations found that all 3 firms are responsive and responsible to the IFB requirements.

The Small Business Development Department has reviewed the requirements for this purchase and has determined that, due to a lack of ready, willing and able certified small businesses for these items, this procurement does not lend itself to Minority and Women Business Enterprise/Local Developing Business/Veteran Business Enterprise (MWBE/LDB/VBE) participation.

FISCAL IMPACT

Accredited Lock Supply Co.'s bid in the amount of \$423,317.75 is to be funded from the Operations and Maintenance Fund account code 301.462.170.5520001.000.000000. Funds expected to be spent in the current fiscal year are within budget. Funding required in subsequent fiscal years will be allocated from the Operations and Maintenance Fund as approved through the budget process and when funds become available.

RECOMMENDED ACTION

It is respectfully requested that the Concessions/Procurement Committee approve that the following be recommended to the Aviation Authority Board: (1) award Purchasing Request for Invitation For Bids (IFB) 93174-21, Lock Shop Supplies to Accredited Lock Shop Supply Co, as the low, responsive and responsible bidder in the not-to-exceed amount of \$423,317.75; (2) authorize funding from the previously-approved Operations and Maintenance Fund; and (3) authorize the Purchasing Department to issue the necessary documents, following satisfactory review by legal counsel.

Attachments

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

ATTACHMENT A

Award Criteria:

The IFB document stated that alternate products would not be considered; that unit prices must be effective through May 31, 2022; that all items must be quoted for responses to be considered responsive; and that a certificate be provided from the manufacturer stating that the company is authorized to sell the products, unless the Bidder is the Manufacturer.

Clarifications Required During the Process:

N/A

Irregularities or Issues that Impact Recommended Ranking:

The IFB document stated that in the case of a Bidder's error in an extension of the addition of bid prices, the unit price shall govern.

ATTACHMENT B

SMALL BUSINESS MEMO



GREATER ORLANDO AVIATION AUTHORITY

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

MEMORANDUM

To: Diana Hershner, CPPO, CPPB, Senior Manager, Purchasing

From: Orlando Santiago, Small Business Compliance Administrator

Date: April 21, 2021

Re: Purchasing Invitation for Bids 93174-21, Lock Shop Supplies

The Small Business Development Department has reviewed the requirements for this purchase and has determined that, due to a lack of ready, willing and able certified small businesses for these items, this procurement does not lend itself to Minority and Women Business Enterprise/Local Developing Business/Veteran Business Enterprise (MWBE/LDB/VBE) participation.

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

ATTACHMENT C

FINANCE FORM

Greater Orlando Aviation Authority
Finance Attachment

Date:	<u>4/21/2021</u>	Requestor's Extension:	<u>7109</u>
Requestor's Name:	<u>Gordon Clark</u>	Preparer's Extension:	<u>3070</u>
Form Preparer's Name:	<u>Diana Hershner</u>	Purchasing Solicitation #:	<u>93174-21</u>
Requestor's Department:	<u>Access Control</u>	CCM / CPC / PSC:	<u>CPC</u>
Description:	<u>Lock Shop Supplies</u>	Committee Date:	<u>3/3/2021</u>
Vendor:	<u>Accredited Lock Supply Co.</u>	Committee Agenda Item#:	<u></u>

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

Account Code Format: xxx.xxx.xxx.xxxxxxx.xxx.xxxxxx	FY 21 Amount	FY 22 Amount	FY 23 Amount	FY 24 Amount	FY 25 Amount	Total Contract
301.462.170.5520001.000.000000	141,105.92	282,211.83				423,317.75
						-
						-
						-
						-
						-
						-
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						-
						-
						-
Total Requisition	141,105.92	282,211.83	-	-	-	423,317.75
Requisition Number	BPA - TBD					

OMB Notes:
Funding Approver Andrea Harper

Total Requisition \$ -
PO Amount \$ 423,317.75
Grand Total - Agree to Committee Item \$ 423,317.75

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