

On **JUNE 15, 2020**, the **CONCESSIONS/PROCUREMENT COMMITTEE** of the **GREATER ORLANDO AVIATION AUTHORITY** met in regular session telephonically with the meeting live streamed on YOUTUBE (OrlandoAirports) and GOTOMEETING. Chairman Anderson called the meeting to order at 1:30 p.m. The meeting was posted in accordance with Florida Statutes with a quorum participating. *Office of the Governor, Executive Order Number 20-69*

Committee members present: Raymond Anderson, Chairman
Kathleen Sharman, Vice Chair
Thomas Draper, Senior Director of Airport Operations
(*joined the call at 1:33 p.m.*)
Bradley Friel, Director of Planning
Brian Engle, Director of Customer Experience

Staff/Others present: Denise Schneider, Assistant Director of Purchasing
Diana Hershner, Manager of Purchasing
Jo Thacker, Nelson Mullins
Anna Farmer, Recording Secretary

Chairman Anderson announced to all present that if a bidder or proposer is aggrieved by any of the proceedings of today's meeting and wishes to appeal the results of actions made by this Committee, they must file an appeal stating the item they wish to appeal and the basis for which they wish to appeal, and it must be received in writing by the Chief Executive Officer, Mr. Phillip N. Brown, via email pbrown@goaa.org with copy to dsnyder@goaa.org, by Thursday, June 22, 2020 at 4:00 p.m. (emails will be accepted during the pandemic COVID-19).

For individuals who conduct lobbying activities with Aviation Authority employees or Board members, registration with the Aviation Authority is required each year prior to conducting any lobbying activities. A statement of expenditures incurred in connection with those lobbying instances should also be filed prior to April 1 of each year for the preceding year. As of January 16, 2013, lobbying any Aviation Authority Staff who are members of any committee responsible for ranking Proposals, Letters of Interest, Statements of Qualifications or Bids and thereafter forwarding those recommendations to the Board and/or Board Members is prohibited from the time that a Request for Proposals, Request for Letters of Interests, Request for Qualifications or Request for Bids is released to the time that the Board makes an award. In the event a lobbyist meets with or otherwise communicates with Staff or a Board member, including the Mayor of the City of Orlando or the Mayor of Orange County, the lobbyist shall file a Notice of Lobbying (Form 4) detailing each instance of lobbying to the Aviation Authority within 7 calendar days of such lobbying. As of January 16, 2013, lobbyists will also provide a notice to the Aviation Authority when meeting with the Mayor of the City or Mayor of Orange County at their offices. The policy, forms, and instructions are available on the web site. Please contact the Director of Board Services with questions at (407) 825-2032.

MINUTES

1. Upon motion by Vice Chair Sharman, second by Mr. Engle, motion passed unanimously by roll call vote to accept the May 4 and May 18, 2020, minutes as written.

CONSENT AGENDA

2. Chairman Anderson asked if anyone on the call would like to speak regarding any of the Consent Agenda items. Hearing none, he then asked if any Committee member had questions or wished to pull an item for discussion. Vice Chair Sharman stated that she would like to discuss Consent Agenda Item C. Additionally, Mr. Engle indicated he also had a question regarding Consent Agenda Item A. Both items were pulled for further discussion.

Motion was moved by Mr. Draper, second by Vice Chair Sharman, to approve the following Consent Agenda items:

- A. considered separately;
- B. recommend to the Chief Executive Officer to: (1) approve Amendment No. 3, First Renewal Option for Purchasing Contract 04-18, Dynamic Message Signs Maintenance and Repair Services, to Traffic Control Devices, Inc.; (2) authorize funding from the Operations and Maintenance Fund in the not-to-exceed amount of \$84,300; and (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute an amendment following satisfactory review by legal counsel;
- C. considered separately;

MINUTES FOR THE JUNE 15, 2020, CONCESSIONS/PROCUREMENT COMMITTEE

CONSENT AGENDA (con't)

D. recommend to the Chief Executive Officer to: (1) award the Purchase of Services for the Avaya Communication System 8.1 upgrade through the utilization of the State of Florida Alternate Contract Source #43220000-WSCA-14-ACS, to Avaya, Inc., in the not-to-exceed amount of \$128,758.59; (2) authorize funding from the previously-approved Capital Expenditure Fund; and (3) authorize the Purchasing Department to issue the necessary Purchase Order;

E. recommend to the Chief Executive Officer to: (1) approve the purchase of twenty-five (25) additional Cisco Catalyst 9300 Switches from Request for Quotations (RFQ) 92654-18, pursuant to the State of Florida Alternate Contract Source #43220000-WSCA-14-ACS, from Veytec, Inc., in the not-to-exceed amount of \$197,125; (2) authorize funding from the previously-approved Capital Expenditure Fund; and (3) authorize the Purchasing Office to issue the final Blanket Release;

F. recommend to the Chief Executive Officer to: (1) approve an additional three (3) months of service above the initial term to the Professional Services Agreement for Customer Experience Professional Software Development, Information Management, Data Analytics, and Consulting Services under a Single Source Procurement Request with Datanautix, Inc.; (2) authorize funding from the Operations and Maintenance Fund in the not-to-exceed amount of \$24,000; and (3) authorize the Purchasing Department to issue the necessary Purchase Order;

G. recommend to the Chief Executive Officer to: (1) award Purchasing Request for Written Quotation (RFQ) 93043-20, Warner Electric Components to BID as the low, responsive and responsible bidder in the not-to-exceed amount of \$116,283.65; (2) authorize funding from the Operations and Maintenance Fund; and (3) authorize the Purchasing Office to issue the necessary Blanket Purchase Agreement.

By roll call vote, motion passed unanimously.

RECOMMENDATION TO APPROVE AMENDMENT NO. 4, THIRD RENEWAL OPTION FOR PURCHASING CONTRACT 11-16 TILE, MARBLE AND LIMESTONE REPAIR AND REPLACEMENT SERVICES WITH INDUSTRIAL TILE, INC.

3. In response to Mr. Engle's questions regarding the not-to-exceed amount of \$193,925, Ms. Schneider responded that the amount is for only one crew.

RECOMMENDATION TO APPROVE THE AWARD OF A FIVE (5) YEAR AGREEMENT FOR COMPUTER-BASED AIRCRAFT OPERATION AREA SIMULATOR TRAINING SYSTEM UNDER A SINGLE SOURCE PROCUREMENT REQUEST, TO ADACEL SYSTEMS, INC.

4. In regards to Consent Agenda Item C, Vice Chair Sharman noted that, per the memorandum, the Aviation Authority entered into a single source agreement with Adacel for these services. She continued by asking if this is still a single source agreement. Ms. Hershner explained that a single source was done in 2016 for a 3-year master service agreement, which expires in June 20, 2020. The item being presented is for approval of a 5-year single source agreement with Adacel. In response to Vice Chair Sharman's follow up question regarding other vendors that may be able to provide these services, Ms. Hershner explained that Adacel is not the only provider, but after three years of service, they had developed the database in conjunction with the Federal Aviation Administration (FAA). There are three other companies that provide these services, only 2 are in the United States; however, these companies would have to customize their system for the Orlando International Airport (OIA), which has already been done by Adacel. Mr. Draper further explained that Adacel also builds the Air Traffic Control Simulator for OIA; therefore, there is a 3D electronic rendering of the entire airport, so it is more realistic for the driving simulation.

Chairman Anderson asked if anyone on the call would like to speak regarding these items. Hearing none, he then asked if any Committee member had any further questions or comments. There was no response to either inquiry.

Upon motion by Mr. Engle, second by Mr. Draper, motion passed unanimously by roll call vote, to approve both items as presented.

RECOMMENDATION TO APPROVE AMENDMENT NO. 3, FIRST RENEWAL OPTION, TO PURCHASING CONTRACT 01-18, WOVEN LEVEL LOOP & CUT AND LOOP CARPET PROCUREMENT SERVICES, TO BLOOMSBURG CARPET INDUSTRIES, INC.

5. Ms. Schneider presented the item.

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

This contract requires Bloomsburg Carpet Industries, Inc. to manufacture, furnish, sell, and deliver to the Aviation Authority various patterns of custom-made carpet, including all other items necessary or proper for, or incidental to, providing the custom-made carpet to the Orlando International Airport in accordance with the contract documents.

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

First Renewal Option - December 1, 2020 through November 30, 2021.

Department - Concurs with renewal.

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

Pricing is based on unit price per square yard for each pattern of Woven Level Loop and Cut and Loop Carpet. The actual amount paid to contractor is based on actual work requested, performed and approved by the Aviation Authority. The annual value for the first renewal option is a total not-to-exceed amount of \$686,080 with no unit price increases for the first renewal option.

The fiscal impact anticipated for the first renewal option is a not-to-exceed amount of \$686,080. Funding will be from the previously-approved Capital Expenditure Fund 308.631.210.5460002.000.501132. Funds expected to be spent under the contract in the current fiscal year are within budget. The department intends to submit budget requests for funds expected to be spent under the contract in future fiscal years and such requests, when considered with other known or anticipated obligations of the department for such future years, do not exceed expected or reasonable funding approvals.

It was respectfully requested that the Concessions/Procurement Committee approve that the following be recommended to the Aviation Authority Board: (1) approve Amendment No. 3, First Renewal Option for Purchasing Contract 01-18, Woven Level Loop & Cut and Loop Carpet Procurement Services, to Bloomsburg Carpet Industries, Inc.; (2) authorize funding in the not-to-exceed amount of \$686,080 from the Capital Expenditure Fund as previously-approved; and (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute an amendment following satisfactory review by legal counsel.

Chairman Anderson asked if anyone on the call would like to speak regarding this item. Hearing none, he then asked if any Committee member had any further questions or comments. There was no response to either inquiry.

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

RECOMMENDATION TO APPROVE AMENDMENT NO. 3, SECOND RENEWAL OPTION, TO PURCHASING CONTRACT 05-17, CARPET, VINYL AND RUBBER FLOORING REPAIR AND REPLACEMENT SERVICES, TO DESIGNERS WEST, INC.

6. Ms. Schneider presented the item.

The initial term of the contract was for thirty-six (36) months, which commenced on December 1, 2016, 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, 2020.

This contract requires Designers West, Inc. to furnish all labor, supervision, supplies, equipment, tools, transportation and all other items necessary or proper for, or incidental to, performing replacement and repairs for existing woven and tufted broadloom carpet and

RECOMMENDATION TO APPROVE AMENDMENT NO. 3, SECOND RENEWAL OPTION, TO PURCHASING CONTRACT 05-17, CARPET, VINYL AND RUBBER FLOORING REPAIR AND REPLACEMENT SERVICES, TO DESIGNERS WEST, INC. (con't)

the installation of new woven and tufted broadloom carpet, including carpet tiles, vinyl, and rubber flooring throughout the Orlando International Airport Terminal Complex and other Aviation Authority owned buildings. The Aviation Authority will provide all carpet, rubber, and vinyl flooring necessary for contractor to perform the work. Contractor will provide all other necessary materials and supplies to complete the repair and replacement services. All work shall be performed in accordance with the Contract documents and appropriate manufacturers' instructions.

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

Second Renewal Option: December 1, 2020 through November 30, 2021.

Department - Concur with 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 price for performing carpet, vinyl and rubber flooring replacement, repair, and installation services, flooring supplies and hourly rates for additional and emergency work. The actual amount paid to the contractor is based on actual work requested, performed and approved by the Aviation Authority. The annual value for the second renewal option is a total not-to-exceed amount of \$299,775 with no hourly labor rate increases for the second renewal option.

The fiscal impact anticipated for the second renewal option is a not-to-exceed amount of \$299,775. Funding will be from the previously-approved Capital Expenditure Fund 308.631.210.5460002.000.501132. Funds expected to be spent under the contract in the current fiscal year are within budget. The department intends to submit budget requests for funds expected to be spent under the contract in future fiscal years and such requests, when considered with other known or anticipated obligations of the department for such future years, do not exceed expected or reasonable funding approvals.

It was respectfully requested that the Concessions/Procurement Committee approve that the following be recommended to the Aviation Authority Board: (1) approve Amendment No. 3, Second Renewal Option for Purchasing Contract 05-17, Carpet, Vinyl and Rubber Flooring Repair and Replacement Services, to Designers West, Inc.; (2) authorize funding in the not-to-exceed amount of \$299,775 from the previously-approved Capital Expenditure Fund; and (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute an amendment following satisfactory review by legal counsel.

Chairman Anderson asked if anyone on the call would like to speak regarding this item. Hearing none, he then asked if any Committee member had any further questions or comments. There was no response to either inquiry.

Chairman Anderson asked if this is an "on-demand" contract. Ms. Schneider replied in the affirmative.

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

ADJOURNMENT

7. Chairman Anderson asked if there was further business to discuss before the Committee. Having no further business to discuss, he adjourned the meeting at 2:21 p.m.

(Digitally signed on June 29, 2020)



Anna Farmer
Recording Secretary



Raymond Anderson
Chairman