

On **JULY 27, 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 Friel 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:** Brad Friel, Chairman  
Kathleen Sharman, Vice Chair  
Thomas Draper, Senior Director of Operations  
Brian Engle, Director of Customer Experience

**Staff/Others present:** Denise Schneider, Assistant Director of Purchasing  
Bruce Gant, Manager of Purchasing Contracts  
Jo Thacker, Nelson Mullins, Legal Counsel  
Larissa Bou, 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 dsnyder@goaa.org, by Monday, August 3, 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. 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 Director of Board Services with questions at (407) 825-2032.*

## **MINUTES**

1. Upon motion by Mr. Draper, second by Mr. Engle, motion passed unanimously by roll call vote to accept the June 29, 2020, minutes as written.

## **RECOMMENDATION TO APPROVE AMENDMENT NO. 5, SECOND RENEWAL OPTION FOR PURCHASING CONTRACT 03-17, LANDSIDE TERMINAL LANDSCAPE MAINTENANCE AND IRRIGATION SERVICES WITH CAROL KING LANDSCAPE, INC. (CAROL KING)**

2. Mr. Gant 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 Carol King to furnish all labor, supervision, equipment, tools, materials and supplies, licenses, permits, chemicals, and all other items necessary or proper for, or incidental to, performing the landside terminal landscape and irrigation maintenance services located at the Orlando International Airport, in accordance with the contract documents.

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

Department - Concurs with the renewal option.

**RECOMMENDATION TO APPROVE AMENDMENT NO. 5, SECOND RENEWAL OPTION FOR PURCHASING CONTRACT 03-17, LANDSIDE TERMINAL LANDSCAPE MAINTENANCE AND IRRIGATION SERVICES WITH CAROL KING LANDSCAPE, INC. (CAROL KING) – (con't)**

Contractor - Based on the information known at this time, Carol King 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 \$1,438,995.03 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 includes a Minority and Women Business Enterprise (MWBE) and a Local Developing Business (LDB) participation requirement. The participation goal for this contract is 45% for MWBE and 11% for LDB. The Office of Small Business Development certifies that the contract is in good standing as it relates to MWBE/LDB participation.

The fiscal impact for the second renewal option is a not-to-exceed amount of \$1,438,995.03 with funding from the Operations and Maintenance Fund, 301.631.510.5340004.000.100001 and 301.631.210.5340004.000.100001. 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 is respectfully requested that the Concessions/Procurement Committee approve the following be recommended to the Aviation Authority Board: (1) approve Amendment No. 5, Second Renewal Option for Purchasing Contract 03-17, Landside Terminal Landscape Maintenance and Irrigation Services with Carol King Landscape, Inc.; (2) authorize funding from the Operations and Maintenance Fund in the not-to-exceed amount of \$1,438,995.03; 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 on the call would like to speak regarding this item. Ms. Bou confirmed she had not received any speaker requests. He then asked if any Committee member had questions or comments. The Committee did not have questions or comments regarding this item.

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

**RECOMMENDATION TO APPROVE AMENDMENT NO. 1, CONTRACT ADJUSTMENT FOR PURCHASING CONTRACT 12-19, SOUTH AIRPORT COMPLEX (SAC) TRAILER COMPLEX JANITORIAL MAINTENANCE, LOCAL DEVELOPING BUSINESS (LDB), WITH AMERICAN JANITORIAL MAINTENANCE AND SERVICES, INC. (AMERICAN JANITORIAL)**

3. Ms. Schneider presented the item.

The initial term of the contract commenced on May 1, 2019 and expires on April 30, 2022, with the Aviation Authority having two (2) options to renew the contract for an additional period of one (1) year each.

The contract requires American Janitorial to furnish all labor, supervision, equipment, tools, janitorial cleaning supplies (except hand soap and trash liners), paper products (except paper towels and toilet tissue), fuel, oil, lubricants, uniforms and all other items necessary or proper for, or incidental to, performing South Airport Complex (SAC) Trailer Complex Janitorial Maintenance for office trailers located at the Orlando International Airport, in accordance with the contract documents.

Contract Adjustment - Staff is requesting to adjust the contract by adding ten (10) new office trailers at the South Terminal Complex. These trailers are being added to house Aviation Authority staff and Owner's Authorized Representatives (OARs) who support construction activities of the South Terminal Complex. The new office trailers will be cleaned at the same frequencies and pricing as the original six (6) trailers under the current contract. Services to clean the new trailers became effective June 8, 2020, and will continue through the remainder of the contract. Pricing is based on the daily prices for 3-day cleaning and cycle cleaning for each trailer. There is also an hourly rate for additional services, when needed. The total price for adding the ten (10)

**RECOMMENDATION TO APPROVE AMENDMENT NO. 1, CONTRACT ADJUSTMENT FOR PURCHASING CONTRACT 12-19, SOUTH AIRPORT COMPLEX (SAC) TRAILER COMPLEX JANITORIAL MAINTENANCE, LOCAL DEVELOPING BUSINESS (LDB), WITH AMERICAN JANITORIAL MAINTENANCE AND SERVICES, INC. (AMERICAN JANITORIAL) - (con't)**

office trailers is a not-to-exceed amount of \$133,843.50. Staff will amend the contract for increases in frequencies as they become necessary.

Department - Concurs with the contract adjustment.

Contractor - Based on the information known at this time, the contractor is performing satisfactorily during the initial term of the contract.

The total not-to-exceed price for this contract adjustment is \$133,843.50.

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 LDB participation.

The fiscal impact is a total not-to-exceed amount of \$133,843.50 with funding from the Operations and Maintenance Fund 301.631.170.5340005.000.100882. 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 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 12-19, South Airport Complex (SAC) Trailer Complex Janitorial Maintenance Local Developing Business (LDB) with American Janitorial Maintenance and Services, Inc.; (2) authorize funding in the not-to-exceed amount of \$133,843.50 from the Operations and Maintenance Fund; (3) authorize an Aviation Authority Officer or Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel.

Chairman Friel asked if anyone on the call would like to speak regarding this item. Ms. Bou confirmed she had not received any speaker requests. He then asked if any Committee member had questions or comments. Vice Chair Sharman asked if there was a price increase on this item. Ms. Schneider explained that there is no price increase. The increased amount is due to the addition of 10 trailers.

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

*Vice Chair Sharman congratulated Mr. Friel on his appointment as Chairman of the Concessions/Procurement Committee.*

**ADJOURNMENT**

4. 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 September 24, 2020)*



Larissa Bou  
Recording Secretary

Brad Friel  
Chairman