

On **AUGUST 10, 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
Brian Engle, Director of Customer Experience
Deborah Silvers, Director of Risk Management

Staff/Others present: Denise Schneider, Assistant Director of Purchasing
Dan Gerber, Interim General Counsel
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 17, 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.

Chairman Friel began the meeting by welcoming Ms. Silvers as a member of the Concessions/Procurement Committee.

RECOMMENDATION TO APPROVE AMENDMENT NO. 4, SECOND RENEWAL OPTION FOR PURCHASING CONTRACT 06-17, TRASH REMOVAL SERVICES WITH REPUBLIC SERVICES OF FLORIDA, LP (REPUBLIC)

1. Ms. Schneider presented the item.

The initial term of the contract is for thirty-six (36) months, which commenced on October 1, 2016 and expired September 30, 2019, 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 September 30, 2020.

This contract requires Republic to furnish all labor, supervision, trucks, equipment, materials, and tools necessary to furnish and install trash compactors and/or trash containers. Services shall also include the pick-up and/or removal of wet and dry compacted and non-compacted trash/refuse and all other items necessary or proper for, or incidental to, performing trash removal services from various locations throughout the Orlando International Airport, in accordance with the contract documents.

Second Renewal Option - October 1, 2020 to September 30, 2021.

Department - Concurr with the second renewal option.

RECOMMENDATION TO APPROVE AMENDMENT NO. 4, SECOND RENEWAL OPTION FOR PURCHASING CONTRACT 06-17, TRASH REMOVAL SERVICES WITH REPUBLIC SERVICES OF FLORIDA, LP (REPUBLIC) – (con't)

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

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

The contractor has agreed to renew the contract at the same price, terms and conditions.

The fiscal impact for the Second Renewal Option is a not-to-exceed amount of \$437,370. Funding will be from the Operations and Maintenance Fund 301.416.170.5340007.000.000000. 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) approve Amendment No. 4, Second Renewal Option to Purchasing Contract 06-17, Trash Removal Services, with Republic Services of Florida, LP; (2) authorize funding in a not-to-exceed amount of \$437,370 from the Operations and Maintenance Fund; and (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel.

Chairman Friel asked if anyone 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. Mr. Engle asked if the price drop shown on Attachment A (copy on file) is due to the reduction of operations. Ms. Schneider responded in the affirmative, and further indicated that this is based on the amount of trash removals estimated by staff.

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

RECOMMENDATION FOR PAYMENT OF LANDFILL FEES RELATED TO PURCHASING CONTRACT 06-17, TRASH REMOVAL SERVICES

2. Ms. Schneider presented the item.

Purchase Orders (POs) will be issued to pay for landfill fees when trash removed from the Aviation Authority's premises by Republic is transported and disposed of as required by the Aviation Authority, in accordance with Purchasing Contract 06-17. Purchasing Contract allows Republic to transport and dispose of all solid waste, as requested by the Aviation Authority, at the Orange County Landfill or any other Environmental Protection Agency (EPA) approved landfill facility within a 20 mile radius from the Airport. Furthermore, Purchasing Contract 06-17 allows for the landfill facilities to be selected by Republic, provided that the fees charged at the selected landfill facility do not exceed the fees charged by Orange County Landfill. The fees will be billed directly to the Aviation Authority.

Allow multiple (POs) to be issued to various landfill facilities associated with Purchasing Contract 06-17, Trash Removal Services – October 1, 2020 to September 30, 2021.

Department – Concur with issuing purchase orders.

Purchasing Contract 06-17 does not include a Minority or Women Business Enterprise (MWBE) and a Local Developing Business (LDB) participation requirement.

The fiscal impact for the payment of landfill fees related to Purchasing Contract 06-17 is a not-to-exceed amount of \$364,800. Funding will be from the Operations and Maintenance Fund 301.416.170.5430001.000.000000. Funds expected to be spent under the contract in the current fiscal year are within budget. Funding required in current and subsequent

RECOMMENDATION FOR PAYMENT OF LANDFILL FEES RELATED TO PURCHASING CONTRACT 06-17, TRASH REMOVAL SERVICES (con't)

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) allow multiple purchase orders to be issued to various landfill facilities related to Purchasing Contract 06-17, Trash Removal Services; (2) authorize funding in a not-to-exceed amount of \$364,800 from the Operations and Maintenance Fund for payment of landfill fees related to Purchasing Contract 06-17; and (3) authorize the Purchasing staff to issue the necessary Purchase Orders.

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. There were no comments or questions posed.

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

RECOMMENDATION TO APPROVE AMENDMENT NO. 2, SECOND RENEWAL OPTION FOR PURCHASING CONTRACT 12-17, VEHICLE TOWING AND STORAGE SERVICES WITH STEPP'S TOWING SERVICE (STEPP'S TOWING)

3. Ms. Schneider presented the item.

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

The contract requires Stepp's Towing to furnish all labor, supervision, materials, signage, equipment, facilities, tools and all other accessories, activities and procedures necessary, or proper for, or incidental to, performing vehicle towing (up to and including 10,000 pounds), removal and storage services required at the Orlando International Airport (OIA) and at the Orlando Executive Airport (OEA) in accordance with the contract documents.

Second Renewal Option: February 1, 2021 - January 31, 2022.

Department - Concur with the renewal.

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

This is a service contract for vehicle towing and storage services. Pricing for this service is based on unit prices for OIA Towing Services (Non-Standby): (A) relocation/towing to Aviation Authority Impound Lot; (B) Towing to contractor's storage facilities; (C) relocation/towing to/within Aviation Authority property; (D) hourly rate (for tow truck stationed on Aviation Authority property); (E) relocation/towing to Aviation Authority impound lot; and (F) drop fee (rates for towing in connection with standby service). Pricing for OEA include: (G) relocation/towing to contractor's storage and (H) relocation/towing to/within Aviation Authority property. Under additional services, the items required to be provided were: (I) deliver and retrieve junked vehicles to OIA Aircraft Rescue and Fire Fighting (ARFF) for training purposes and (J) return of previously relocated vehicles from contractor's facility to OIA.

The total not-to-exceed price for the Second Renewal Option is \$329,450 with no increase in pricing from the First Renewal Option. These services will become effective February 1, 2021 through January 31, 2022.

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

The fiscal impact is a total not-to-exceed amount of \$329,450 with funding from the Operations and Maintenance Fund 301.238.210.5340007.000.000000. Funds expected to be spent under the contract in the current fiscal year are within budget. Funding required

RECOMMENDATION TO APPROVE AMENDMENT NO. 2, SECOND RENEWAL OPTION FOR PURCHASING CONTRACT 12-17, VEHICLE TOWING AND STORAGE SERVICES WITH STEPP'S TOWING SERVICE (STEPP'S TOWING) – (con't)

in current and subsequent fiscal years will be allocated from the Operations and Maintenance Fund as approved through the budget process and when funds become available.

It was respectfully requested that the Concessions/Procurement Committee approve that the following be recommended to the Aviation Authority Board: (1) approve Amendment No. 2, Second Renewal Option for Purchasing Contract 12-17, Vehicle Towing and Storage Services with Stepp's Towing Service; (2) authorize funding in the not-to-exceed amount of \$329,450 from the Operations and Maintenance Fund; and (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. Mr. Engle asked if this is an estimated cost. Ms. Schneider explained that this is a set amount, as the towing company needs to be at the curb 24/7 per TSA requirements.

Vice Chair Sharman made reference to Attachment C (copy on file), and asked for clarification regarding variable charges. Ms. Schneider explained that there are other charges such as storage and fees that are the responsibility of the party whose vehicle is towed, and some additional charges that may be the responsibility of the Aviation Authority.

Upon motion by Mr. Engle, second by Ms. Silvers, motion passed unanimously by roll call vote, to approve staff's recommendation.

Chairman Friel asked if there were any other business to discuss. Ms. Thacker indicated that, due to technical difficulties, Mr. Gerber was unable to join the call. On behalf of Mr. Gerber, Ms. Thacker stated that Mr. Gerber has been working on developing a policy on conflicts of interest for the Aviation Authority committees; therefore, there would be a formalized process for all committee members to follow, as it relates to their responsibilities. Information, training and further discussion will follow.

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 1:48 p.m.

(Digitally signed on September 24, 2020)



Larissa Bou
Recording Secretary

Brad Friel
Chairman