

On **SEPTEMBER 21, 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 1:34 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  
Thomas Draper, Senior Director of Operations  
Brian Engle, Director of Customer Experience  
Deborah Silvers, Director of Risk Management

**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, September 28, 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.*

Before proceeding to business, Ms. Thacker, asked Committee members to report any conflicts of interest or violations of the Aviation Authority's Code of Ethics and Business Conduct; lobbying activities policy; or the Florida Sunshine law with regard to any agenda item. None were expressed by any Committee member.

#### **MINUTES**

1. Upon motion by Mr. Draper, second by Mr. Engle, motion passed unanimously by roll call vote to accept the July 27 and August 10, 2020, minutes as written.

#### **CONSENT AGENDA**

2. 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. Chairman Friel then asked if any Committee member had questions or wished to pull any of the items for discussion.

Motion was moved by Mr. Engle, second by Ms. Silvers, to approve the following Consent Agenda item:

A. recommendation to the Chief Executive Officer to: (1) approve Amendment No. 2, First Renewal Option for Purchasing Agreement PS-542, Financial Consulting Services with Linda George, CPA from January 2, 2021, through January 1, 2022; (2) authorize funding from the Operations and Maintenance Fund in the not-to-exceed amount of \$187,200; and (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel;

B. recommendation to the Chief Executive Officer to: (1) approve the extension of Request for Qualification (RFQ) 92842-19, Paper Stock for Boarding Passes, Bag Tags

MINUTES FOR THE SEPTEMBER 21, 2020, CONCESSIONS/PROCUREMENT COMMITTEE

**CONSENT AGENDA (con't)**

and Biometric Gate Receipts to Print-O-Tape, Inc., for an additional 12-month period, in the not-to-exceed amount of \$186,056; (2) authorize funding from the Operations and Maintenance Fund; and (3) authorize the Purchasing Office to extend the Blanket Purchase Agreement through September 30, 2021.

C. Recommendation to the Chief Executive Officer to: (1) award Purchasing Request for Written Quotation (RFQ) 93000-20, Flushometers, Faucets and Repair Parts to Apple Specialties, Inc. as the low, responsive and responsible bidder in the not-to-exceed amount of \$162,805.02; (2) authorize funding from the previously-approved 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 AWARD INVITATION FOR BID (IFB) 02-21, BUILDING AUTOMATION SYSTEMS (BAS) PREVENTATIVE MAINTENANCE AND REPAIR SERVICES TO MC2, INC.**

3. Ms. Schneider presented the item.

The term of the contract is for sixty (60) months with the initial service to commence on or about January 1, 2021, and with the Aviation Authority having no options to renew the contract.

This contract will be to perform preventative maintenance and repair services for the Aviation Authority's entire Building Automation System (BAS), in accordance with Original Equipment Manufacturers' (OEM) recommendations. The contractor shall also provide all upgrades, revisions, and new releases to the Schneider Electric BAS software necessary to maintain the Aviation Authority's BAS as a state of the art system. The work to be performed by the contractor shall include, but shall not be limited to, the supplying of all labor, supervision, repair and/or replacement parts, components, materials and supplies, equipment, tools, licenses, permits, and all other accessories, services, facilities, activities and procedures necessary or proper for, or incidental to, such maintenance in accordance with this specification at the Orlando International Airport (OIA), and in accordance to contract documents.

The BAS system software and firmware are considered proprietary by the manufacturer and have restricted distribution and maintenance of their system through their own authorized dealers and network partners. Software and firmware upgrades are only available through these channels. The loss of these upgrades would result in the BAS becoming obsolete resulting in higher costs, lower reliability and increased major breakdowns.

On June 29, 2020, the Purchasing Department issued a request for Invitation for Bid 02-21. The Aviation Authority only considered bids from Schneider Electric trained and authorized firms to sell, install, and support Schneider Electric BAS products/systems to the OIA. Contractors were requested to provide with their submittal a letter from Schneider Electric stating that the contractor is authorized to work specifically on the Schneider Electric BAS.

On July 29, 2020, the following bid was received:

<u>Name of Respondent</u>	<u>Total Five (5) Year Bid Price</u>
MC <sup>2</sup> , Inc.	\$5,903,852

References for MC<sup>2</sup>, Inc. were checked and based thereon were determined to be responsible. Mc<sup>2</sup>, Inc. was determined to be responsible and responsive.

The Office of Small Business Development has not established MWBE/LDB goals due to the limited and specialized scope of the required services.

MC<sup>2</sup>, Inc. bid in the amount of \$5,903,852 is to be funded from the Operations and Maintenance Fund codes 301.631.170.5460001.000.100019; 301.631.210.5460001.000.100019; 301.631.330.5460001.000.100019; 301.631.611.5460001.000.100019; and 301.631.612.5460001.000.100019. 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 throughout the budget process and when funds become available.

**RECOMMENDATION TO AWARD INVITATION FOR BID (IFB) 02-21, BUILDING AUTOMATION SYSTEMS (BAS) PREVENTATIVE MAINTENANCE AND REPAIR SERVICES TO MC<sup>2</sup>, INC. (con't)**

It was respectfully requested that the Concessions/Procurement Committee approve that the following be recommended to the Aviation Authority Board: (1) award Purchasing Bid 02-21, Building Automation Systems (BAS) Preventative Maintenance and Repair Services, to MC<sup>2</sup>, Inc., as the low responsive and responsible Bidder; (2) authorize funding from the Operations and Maintenance Funds in a not-to-exceed amount of \$5,903,852; and (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute any 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. There being no questions or comments, Chairman Friel noted that not doing these upgrades would put us at risk of having an obsolete system, which reduces reliability.

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

**RECOMMENDATION TO APPROVE AMENDMENT NO. 1, FIRST RENEWAL OPTION FOR PURCHASING CONTRACT 03-18, OPERATION AND MANAGEMENT OF PARKING FACILITIES WITH ABM AVIATION, INC.**

4. Mr. Gant presented the item.

The initial term of the contract is for thirty-six (36) months, effective February 1, 2018, set to expire January 31, 2021, 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, equipment, vehicles, fuel, office furniture, uniforms, and all other items necessary or proper for, or incidental to, the operation and management of parking facility services at the Orlando International Airport, in accordance with the contract documents.

First Renewal Option - February 1, 2021 to January 31, 2022.

Department - Concurs with the renewal option.

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

This contract includes an Airport Concessions Disadvantaged Business Enterprises (ACDBE) participation requirement. The participation goal for this contract is 30%. The Office of Small Business Development certifies that this contract is in good standing as it relates to the participation requirement.

The annual Management Fee for the First Renewal Option has not changed from Year 3 of the contract.

The fiscal impact for the First Renewal Option is a not-to-exceed amount of \$5,734,770. Funding will be from the Operations and Maintenance Fund 301.234.611.5340006.000.000000; 301.234.615.5340006.000.000000; 301.236.510.5340006.000.000000; and 301.237.612.5340006.000.000000. 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. 1, First Renewal Option to Purchasing Contract 03-18 Operation and Management of Parking Facilities, with ABM Aviation, Inc.; (2) authorize funding in a not-to exceed of \$5,734,770.00 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.

**RECOMMENDATION TO APPROVE AMENDMENT NO. 1, FIRST RENEWAL OPTION FOR PURCHASING CONTRACT 03-18, OPERATION AND MANAGEMENT OF PARKING FACILITIES WITH ABM AVIATION, INC. (con't)**

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

**ADJOURNMENT**

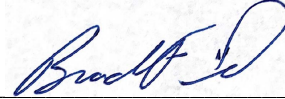
5. Chairman Friel asked if there was further business to discuss before the Committee. Having no further business to discuss, he adjourned the meeting at 1:47 p.m.

*(Digitally signed on October 20, 2020)*



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Larissa Bou  
Recording Secretary



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Brad Friel  
Chairman