

On **OCTOBER 19, 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
Deborah Silvers, Director of Risk Management

Staff/Others present: Bruce Gant, Manager of Purchasing Contracts
Denise Schneider, Assistant Director of Purchasing
Gary Hunt, Director of Maintenance
Thomas O'Day, Manager of Maintenance 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, October 26, 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 Ms. Silvers, motion passed unanimously by roll call vote to accept the September 21, 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 the item for discussion. Vice Chair Sharman asked staff if services are for 12 months. Staff clarified that services are for 15 months. Vice Chair Sharman followed up by asking if the item presented is for the end of the term. Staff responded in the affirmative.

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

A. recommend to the Chief Executive Officer to: (1) approve Increase-in-Value No. 2 for Purchasing Agreement PA-530, Federal Governmental Relations Consulting Services with Consensus Communications, Inc.; (2) authorize funding from the Operations and

MINUTES FOR THE OCTOBER 19, 2020, CONCESSIONS/PROCUREMENT COMMITTEE

CONSENT AGENDA (con't)

Maintenance Fund in the not-to-exceed amount of \$108,000; and (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following review by legal counsel.

By roll call vote, motion passed unanimously.

RECOMMENDATION TO APPROVE AMENDMENT NO. 4, CONTRACT ADJUSTMENT FOR PURCHASING CONTRACT 01-17, AUTOMATED PEOPLE MOVER (APM) OPERATION AND MAINTENANCE, WITH CRYSTAL MOVER SERVICES, INC. (CMSI)

3. Ms. Schneider presented the item.

The initial term of the contract started September 26, 2017, expiring September 25, 2022, with the Aviation Authority having two (2) options to renew the contract for an additional period of five (5) years each.

The contract requires CMSI to furnish all repair parts, materials, consumables, tools, manuals, training, management, supervision, and skilled labor as necessary for the Operations and Maintenance of the Aviation Authority's Automated People Mover (APM) system for Airside 1, Airside 3 and the South APM Complex located at the Orlando International Airport. The Operations and Maintenance services shall be provided on a twenty-four (24) hour per day, seven (7) day per week basis throughout the term of the Contract and in accordance with the contract specifications.

Economic Price Adjustment - On July 16, 2014, the Aviation Authority Board approved the award of Bid Package No. S100 (BP-S100), Automated People Mover (APM) Operating System (OS) for Airside 1, Airside 3, and the South Airport APM Complex (Design-Build-Operate-Maintain), to Mitsubishi Heavy Industries America, Inc. (MHIA). This award included the Operation and Maintenance of the APM with CMSI (Phase 2 Contract).

The Phase 2 Operation and Maintenance Specifications (OMS) Section 3.22.1 allow for an Economic Price Adjustment for inflation. Economic Price Adjustments, if any, are subject to evaluation and approval by the Aviation Authority, up to a maximum adjustment allowed under the contract.

For Year 4 of the contract, CMSI has provided the calculated Economic Price Adjustment increase in the amount of \$628,435. The price adjustment consists of a 1.1481% increase, based on the Employment Cost Index (CIU 2020000120000I) and a 1.0271% increase, based on the Indexes for Machinery and Equipment (WPU117), and Metals and Metal Products (WPU10) which are in accordance with the contract provisions.

The Aviation Authority has evaluated, and accepted this calculation and price adjustment for Year 4 of the Phase 2 Contract. All authorized deductions and penalties allowed under the contract remain in full force and effect.

Department - Concur 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.

Contract terms allow for additional work related to the APM system but not covered under the fixed price portion of the Contract, such as vandalism, misuse or third-party damage to equipment. The contract specifies the number of hours that each train shall operate in each twenty-four hour period, and additional run time, if desired, is available at a per-hour/month rate in the contract. The fee structure also includes penalties for not meeting the required runtimes.

The total not-to-exceed price for this contract adjustment is \$628,435.

At the time of award a 1.75% MWBE and 4.6% LDB/VBE participation was established. The Small Business Development Department certifies that the vendor is in good standing as it relates to small business participation. The same small business participation requirement will apply to this amendment.

The fiscal impact is a total not-to-exceed amount of \$628,435 with funding from the Operations and Maintenance Fund 301.631.210.5460001.000.100877 and 301.631.692.5460001.

RECOMMENDATION TO APPROVE AMENDMENT NO. 4, CONTRACT ADJUSTMENT FOR PURCHASING CONTRACT 01-17, AUTOMATED PEOPLE MOVER (APM) OPERATION AND MAINTENANCE, WITH CRYSTAL MOVER SERVICES, INC. (CMSI) – (con't)

000.100877. 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, Contract Adjustment for Purchasing Contract 01-17, Automated People Mover (APM) Operation and Maintenance with Crystal Mover Services, Inc.; (2) authorize funding in the not-to-exceed amount of \$628,435 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. In response to Mr. Engle's question regarding the down time vs. the run time of the APM due to maintenance, Mr. O'Day explained that each Airside has a maintenance window. He provided the window for each Airside and indicated that, due to the COVID-19 pandemic, Maintenance has been running reduced schedules based on passenger loading and requirements. Mr. Engle asked if hours in the contract have been negotiated due to said reduction. Mr. O'Day clarified that this amendment only addresses the yearly contract adjustment for Operation and Maintenance of the APM system. Mr. Hunt indicated that the Aviation Authority's Maintenance Department is currently in the process of negotiating the reduction of hours due to the COVID-19 pandemic.

Ms. Silvers requested clarification regarding the Employment Cost Index, Machinery and Equipment Index and Metals and Metal Products Index. Mr. O'Day explained that the Employment Cost Index refers to the labor index identified within the contract; Machinery and Equipment Index refers to general equipment; and Metal and Metal Product Index refers to specific metals and metal products. Mr. O'Day further stated that these are industry indexes (whether local, regional, or national) that have been implemented as part of this contract. Ms. Schneider also clarified that these indexes are all part of the Consumer Price Index, thus the aforementioned indexes are the ones particularly used for this contract.

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

RECOMMENDATION TO APPROVE AMENDMENT NO. 3 FOR SECOND RENEWAL OPTION FOR PURCHASING CONTRACT 13-17 PREDICTIVE MAINTENANCE AND VIBRATION ANALYSIS SERVICES WITH CORELUSA PLANT SERVICES, INC.

4. Ms. Schneider presented the item.

The initial term of the contract was for thirty-six (36) months, which commenced on June 1, 2017, 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 May 31, 2021.

This contract requires Corelusa Plant Services, Inc. to provide all supervision, labor, equipment, tools, materials, supplies, and other items necessary or proper for, or incidental to developing and implementing a complete comprehensive predictive maintenance and vibration analysis program, including performing routine services on certain types of equipment located at the Orlando International Airport in accordance with the contract documents.

The contract did not include a Minority and Woman Business Enterprise (MWBE) and/or Local Developing Business (LDB) participation requirement.

The second renewal option is from June 1, 2021 through May 31, 2022. The department concurs with this renewal.

Based on the information known at this time, the contractor has performed satisfactorily during the first renewal option.

RECOMMENDATION TO APPROVE AMENDMENT NO. 3 FOR SECOND RENEWAL OPTION FOR PURCHASING CONTRACT 13-17 PREDICTIVE MAINTENANCE AND VIBRATION ANALYSIS SERVICES WITH CORELUSA PLANT SERVICES, INC. (con't)

Pricing is based on: (1) monthly fixed price for preventive maintenance and vibration analysis; (2) hourly rates for adjustments and additional work (standard and non-standard hours); and (3) parts, materials, rentals and components purchased for variable frequency drive repair and replacement services. The annual value for the first renewal option is a total not-to-exceed amount of \$112,900 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 \$112,900. Funding will be from the Operations and Maintenance Fund 301.631.210.5460001.000.100598. 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 13-17, Predictive Maintenance and Vibration Analysis Services with Corelusa Plant Services, Inc.; (2) authorize funding from the Operations and Maintenance Fund in the not-to-exceed amount of \$112,900; 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. There was no reply to his inquiry.

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

INFORMATION ITEM

4. Chairman Friel indicated that the 2021 Concessions/Procurement Committee Calendar was presented for information only.

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 1:52 p.m.

(Digitally signed on December 15, 2020)



Larissa Bou
Recording Secretary



Brad Friel
Chairman