

On **FEBRUARY 24, 2020**, the **CONCESSIONS/PROCUREMENT COMMITTEE** of the **GREATER ORLANDO AVIATION AUTHORITY** met in the Carl T. Langford Board Room at Orlando International Airport, One Jeff Fuqua Boulevard, Orlando, Florida, 32827. Chairman Anderson called the meeting to order at 1:30 p.m. The meeting was posted in accordance with Florida Statutes and a quorum was present.

**Committee members present:** Raymond Anderson, Chairman  
Kathleen Sharman, Vice Chair  
Thomas Draper, Senior Director of Airport Operations  
Bradley Friel, Director of Planning  
Brian Engle, Director of Customer Experience

**Staff/Others present:** Bruce Gant, Purchasing Manager, Contracts  
Diana Hershner, Manager, Purchasing  
Pete Pelletier, Director of Information Technology  
Steve Pue, Assistant Director, Maintenance Contracts  
Vlad Opreanu, Senior Purchasing Agent  
Jo Thacker, Nelson Mullins  
Dan Gerber, Rumberger Kirk  
Lan Kennedy, Rumberger Kirk  
Larissa Bou, 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, in his office at One Jeff Fuqua Boulevard, Main Terminal Building, by Monday, March 2, 2020 at 4:00 p.m.*

*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. As adopted by the Board on September 19, 2012, lobbyists are required to sign-in at the Aviation Authority offices prior to any meetings with Staff or Board members. In the event a lobbyist meets with or otherwise communicates with Staff or a Board member at a location other than the Aviation Authority offices, including the Mayor of the City of Orlando or the Mayor of Orange County, at their offices, 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 of Orlando or the Mayor of Orange County at their offices. The policy, forms, and instructions are available in the Aviation Authority's offices and the web site. Please contact the Director of Board Services with questions at (407) 825-2032.*

**CONSENT AGENDA**

1. Chairman Anderson asked if anyone in the audience 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. Mr. Gant clarified, for the record, that the memorandum for Consent Agenda Item B was missing funding code 301.009.210.5310014.000.000000. Upon motion by Mr. Draper, second by Vice Chair Sharman, vote carried to approve the following Consent Agenda items, with inclusion of Mr. Gant's correction to Consent Agenda Item B:

A. recommendation to the Chief Executive Officer to: (1) award Purchasing Request for Written Quotations #92914-20, Groundskeeping Chemicals to ATCO International for 5 of the 9 items in the amount of \$92,715, and award NaturChem, Inc. 4 of the 9 items in the amount of \$34,862.40, as the low, responsive and responsible bidders, for the combined not-to-exceed amount of \$127,577.40; (2) authorize funding from previously-approved Operations and Maintenance Fund; and (3) authorize the Purchasing Department to issue the necessary Blanket Purchase Agreements;

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**CONSENT AGENDA (con't)**

B. recommendation to the Chief Executive Officer to: (1) approve Amendment No. 5, Contract Extension and Increase in Value to Purchasing Contract 07-15 with RealTime Services, LLC d/b/a TopTalent Staffing; (2) authorize funding in the not-to-exceed amount of \$231,800 from the Operations and Maintenance Fund; and (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute an amendment following satisfactory review by legal counsel;

C. recommendation to the Chief Executive Officer to: (1) authorize the 3-month Contract Extension with Florida Cleaning Systems, Inc.; (2) authorize funding from the previously-approved Operations and Maintenance Fund in the not-to-exceed amount of \$111,868.40; and (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute an Amendment following satisfactory review by legal counsel;

D. recommendation to the Chief Executive Officer to: (1) award Invitation for Bid 18-20, Fire Suppression Systems Testing, Certification and Maintenance to ORR Protection Systems, Inc.; (2) authorize funding from the Operations and Maintenance Funds, in the not-to-exceed amount of \$248,038.50; and (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute an agreement following satisfactory review by legal counsel.

**RECOMMENDATION TO APPROVE AMENDMENT NO. 14, CONTRACT ADJUSTMENT FOR PURCHASING CONTRACT 02-11, COMMON USE PASSENGER PROCESSING SYSTEM (CUPPS) AND COMMON USE SELF SERVICE (CUSS) OPERATIONS AND MAINTENANCE SERVICES WITH SITA INFORMATION NETWORKING COMPUTING USA, INC. (SITA)**

2. Mr. Gant presented the item.

The contract requires SITA to furnish to the Aviation Authority detailed technical design, development, hardware, firmware, software, software licenses, installation integration, implementation, training, user manuals and documentation, operation, support and maintenance services for the CUPPS and CUSS, warranty, testing of the hardware and software, and all other items necessary or proper for, or incidental to, providing an operable and acceptable CUPPS and CUSS, including associated gateways for each airline that is dependent on a remote host computer for departure control, and a Local Departure Control System for each airline that operates independent of a remote host computer and other related components, all in accordance with the contract documents.

The initial project under this contract commenced on November 1, 2011 with final acceptance effective May 21, 2012. The initial term of the contract was for thirty-six (36) months, effective May 22, 2012, expiring May 21, 2015, with the Aviation Authority having an indefinite number of options to renew the contract for additional periods of one (1) year each. The fifth renewal option will expire on May 21, 2020.

Contract Adjustment - Staff is requesting to purchase and install 12 Dual-Lane Gunnebo e-Gates utilized for Biometric verification at the Orlando International Airport.

Department - Concurs with the Contract Adjustment.

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

This contract did not include a Minority and Women Business Enterprise (MWBE) or Local Developing Business (LDB) participation requirement due to the limited and specialized nature of the required services.

All the pricing in the SITA quote (copy on file) is current pricing in the contract, except for the redundant Pax Control Server License fee (one-time charge) of \$20,299 and the SITA Professional Services (one-time charge) of \$52,058.

The fiscal impact for the contract adjustment is a not-to-exceed amount of \$986,718.48 and an estimated import cost of a 25% tariff and a 5% administrative fee for a total estimated amount of \$1,220,133.48. Funding will be from the Capital Expenditure Fund and General Airport Revenue Bonds within the ZC-274 Biometric CIP Unallocated Fund. Funds expected to be spent under the contract in the current fiscal year are within budget.

It was respectfully requested that the Concessions/Procurement Committee approve that the following be recommended to the Aviation Authority Board: (1) approve Amendment No. 14, Contract Adjustment to Purchasing Contract 02-11, Common Use Passenger Processing System

**RECOMMENDATION TO APPROVE AMENDMENT NO. 14, CONTRACT ADJUSTMENT FOR PURCHASING CONTRACT 02-11, COMMON USE PASSENGER PROCESSING SYSTEM (CUPPS) AND COMMON USE SELF SERVICE (CUSS) OPERATIONS AND MAINTENANCE SERVICES WITH SITA INFORMATION NETWORKING COMPUTING USA, INC. (SITA) – (con't)**

(CUPPS) and Common Use Self-Service (CUSS) Operations and Maintenance Services with SITA Information Networking Computing USA, Inc.; (2) authorize funding in the not-to-exceed amount of \$1,220,133.48 from the Capital Expenditure Fund and General Airport Revenue Bonds within ZC-274 Biometric CIP Unallocated 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 in the audience would like to speak regarding this item. Hearing none, he then asked if any Committee member had questions or comments. Vice Chair Sharman stated that, if the item passes, it has to be subject to funding ratification by the Construction Finance Oversight Committee (CFOC). Vice Chair Sharman further stated that items cannot be charged to unallocated funds, and even though there are funds available, they need to be set in place.

By question from Mr. Friel regarding the tariffs and the equipment being ordered overseas, Mr. Pelletier confirmed that the equipment is manufactured in China. Mr. Friel followed up by asking if there is any other product that could be used that is not manufactured in China. Mr. Pelletier indicated that this particular manufacturer was selected due to pricing.

Vice Chair Sharman asked if these are more of the already existing e-gates, which were competitively selected. Mr. Pelletier responded in the affirmative.

Upon motion by Mr. Draper, second by Mr. Engle, vote carried to approve staff's recommendation, subject to funding ratification by the CFOC.

**RECOMMENDATION TO AWARD INVITATION FOR BID (IFB) 12-20, AIRCRAFT OPERATING AREA (AOA) LANDSCAPE MAINTENANCE AND IRRIGATION SERVICES**

3. Mr. Gant presented the item.

The term of the contract is for thirty-six (36) months, with the initial service to commence on or about July 8, 2020, and with the Aviation Authority having options to renew the contract for two (2) additional periods of one (1) year each.

This contract award will be to furnish all labor, supervision, materials (including any replacement plant material and irrigation parts required), supplies, tools, equipment, licenses, permits, chemicals, fertilizer, mulch, and all other items necessary or proper for, or incidental to, performing exterior landscape maintenance and irrigation maintenance services of specified roadway landscape areas located inside the AOA at the Orlando International Airport, in accordance with the Contract Documents.

On January 21, 2020, the following bids were received:

<u>Name of Respondent</u>	<u>Total Three (3) Year Bid Price</u>
Helping Hand Lawn Care	\$729,399.00
Millennium Services of Florida, LLC	\$1,001,859.00*1
Carol King Landscape Maintenance, Inc.	\$1,193,027.00*2
Groundteck of Central Florida, Inc.	\$1,564,638.00
The Davey Tree Expert Company	\$2,181,445.53

\*1The bid submitted by Millennium Services of Florida, LLC contained a mathematical error, which resulted in a \$54.00 understatement of its bid (bidder miscalculated the total annual value for Year 1, Year 2 and Year 3). The corrected price is reflected in the tabulation and did not affect the rankings.

\*2The Bid submitted by Carol King Landscape Maintenance, Inc., contained a mathematical error, which resulted in a \$10.00 overstatement of its bid (bidder miscalculated the total annual value for Year 1). The corrected price is reflected in the tabulation and did not affect the rankings.

**RECOMMENDATION TO AWARD INVITATION FOR BID (IFB) 12-20, AIRCRAFT OPERATING AREA (AOA) LANDSCAPE MAINTENANCE AND IRRIGATION SERVICES (con't)**

References for Helping Hand Lawn Care, Millennium Services of Florida, LLC, and Carol King Landscape Maintenance, Inc., were checked and based thereon were determined to be responsive. All three bidders were determined to be responsive and responsible.

The Small Business Development Department has reviewed the requirements for the solicitation and determined that due to limited scope, it does not lend itself to MWBE/LDB/VBE participation.

The services will be for commercial landscaping services. Pricing for the services are based on unit prices for the following:

- Mowing
- Edging and Trimming
- Weeding
- Pruning-Shrubs and Groundcover
- Disease and Insect Control
- Palm Weevil Treatments
- Fertilization-Turf, Shrubs and Groundcover, Palms, and Trees
- Irrigation and Maintenance
- Shredded Mulch
- Trash and Debris Removal
- Additional Work
- Annuals
- Planting Soil
- Plant Replacement Materials

Pricing will also include hourly rates for additional work. The actual amount to be paid to the contractor will be based on actual landscape maintenance and irrigation services requested; the actual quantity of additional/replacement plant material requested; and the actual amount of additional work performed and approved by the Aviation Authority.

Helping Hand Lawn Care bid in the amount of \$729,399 is to be funded from the Operations and Maintenance Fund 301.631.110.5340004.000.100876. 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) award Invitation for Bid (IFB) 12-20, AOA Landscape Maintenance and Irrigation Services to Helping Hand Lawn Care as the low responsive and responsible bidder; (2) authorize funding from the Operations and Maintenance Fund in a not-to-exceed amount of \$729,399; and (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute a contract following satisfactory review by legal counsel.

Chairman Anderson asked if anyone in the audience would like to speak regarding this item. Hearing none, he then asked if any Committee member had questions or comments. Mr. Friel asked if all bidders were deemed responsive and responsible, and if so, why were the references for Groundteck of Central Florida and The Davey Tree Expert Company not verified. Mr. Gant confirmed that all bidders were responsive and responsible; however, the Purchasing Department only verifies references provided by the three lowest bidders.

By question from Mr. Friel, Mr. Gant responded that P&L is the incumbent. Mr. Friel followed by asking if Helping Hand Lawn Care (Helping Hand) fully understands the scope of work, as its bid was significantly low compared to the other bids. Mr. Gant replied that Helping Hand has several contracts at the airport and should understand the scope of work. Mr. Pue confirmed that P&L is the current landscape maintenance and irrigation services contractor for the AOA.

Vice Chair Sharman followed by asking if the incumbent submitted a bid. Mr. Gant replied no.

Mr. Friel asked Mr. Pue if he is confident that Helping Hand understands the scope of work. Mr. Pue responded in the affirmative and stated that Helping Hand is currently working on

**RECOMMENDATION TO AWARD INVITATION FOR BID (IFB) 12-20, AIRCRAFT OPERATING AREA (AOA) LANDSCAPE MAINTENANCE AND IRRIGATION SERVICES (con't)**

Heintzelman Boulevard and South Access Road. Chairman Anderson followed up by asking if Helping Hand understands the requirements of working on the AOA side. Mr. Pue responded yes.

Upon motion by Vice Chair Sharman, second by Mr. Friel, vote carried to approve staff's recommendation.

**RECOMMENDATION TO APPROVE AMENDMENT NO. 12, THIRD RENEWAL OPTION AND AMENDMENT NO. 13, CONTRACT ADJUSTMENT FOR PURCHASING CONTRACT 13-14, ELEVATORS, ESCALATORS AND MOVING SIDEWALKS MAINTENANCE AND REPAIR SERVICES WITH SCHINDLER ELEVATOR CORPORATION (SCHINDLER)**

4. Mr. Gant presented the item.

The initial term of the contract was for forty-eight (48) months, effective June 1, 2014, that expired May 31, 2018, with the Aviation Authority having options to renew the contract for three (3) additional periods of one (1) year each. The second renewal option is due to expire on May 31, 2020.

The contract requires Schindler to furnish all labor, supervision, materials, repair parts, supplies, tools, diagnostic equipment, manuals, schematics, and any and all other items and services necessary or proper for, or incidental to, performing twenty-four (24) hours per day, seven (7) days per week, on-site maintenance and repair for elevators, escalators and moving sidewalks located at the Orlando International Airports. Schindler shall provide and maintain an on-site inventory of spare parts and shall perform or assist with the A17 Safety Code testing/witnessing inspections in accordance with the testing schedule, and shall maintain the airport's elevator/escalator monitoring system (LiftNet) and all other items necessary or proper for, or incidental to, performing Elevators, Escalators and Moving Sidewalks Maintenance and Repair Services at Orlando International Airport in accordance with the contract documents.

Third Renewal Option (Amendment No. 12) - June 1, 2020 to May 31, 2021

Department - Concurs with the renewal option.

Contract Adjustment (Amendment No. 13) - Staff is requesting additional work for the scheduled replacement of two escalators (E-18 and E-20) located in the North Terminal. The replacement includes the removal and installation of the existing escalators, permits, all labor, supervision, materials, supplies, tools, manuals, schematics, and all other items necessary or proper for, or incidental to the escalators. The cost of the additional work for the removal and replacement of the escalators is for a total not-to-exceed amount of \$1,774,046, in accordance with the contract documents.

Contractor - Based on information known at this time, Schindler has performed satisfactory during the initial term, first and second renewal options.

The annual value for the third renewal option (Amendment No. 12) is based on published Producer Price Index (PPI) and National Elevator Industry, Inc. (N.E.I.I) Mechanic Rate, in which increases or decreases are allowed by the contract. The PPI applies to materials and parts; and the N.E.I.I. applies to labor costs. The PPI and N.E.I.I. are subject to a maximum of + or - 5% annually for this contract. The actual percentage rates for PPI is a decrease of -4.11% (capped at 5%) and for N.E.I.I. is an increase of 3.28%; therefore, the monthly cost for the maintenance and repair per unit shall be adjusted to \$1,239.01 for a total not-to-exceed amount of \$4,437,696.68.

The Contract Adjustment (Amendment No. 13) is for the additional work for the scheduled removal and replacement of two escalators (E-18 and E-20) for a total not-to-exceed amount of \$1,774,046 in accordance with the contract documents.

This contract includes a Minority and Women Business Enterprise (MWBE) participation goal of 16%. The Small Business Development Department certifies that this contract is in good standing as it relates to MWBE participation goal.

**RECOMMENDATION TO APPROVE AMENDMENT NO. 12, THIRD RENEWAL OPTION AND AMENDMENT NO. 13, CONTRACT ADJUSTMENT FOR PURCHASING CONTRACT 13-14, ELEVATORS, ESCALATORS AND MOVING SIDEWALKS MAINTENANCE AND REPAIR SERVICES WITH SCHINDLER ELEVATOR CORPORATION (SCHINDLER) – (con't)**

The fiscal impact for the Third Renewal Option (Amendment No. 12) and Contract Adjustment (Amendment No. 13) is a not-to-exceed amount of \$6,211,742.68. Funding will be from the Operations and Maintenance Fund and the Capital Expenditure Fund at the following account code numbers:

301.631.170.5460001.000.100012  
301.631.210.5460001.000.100012  
301.631.510.5460001.000.100012  
301.631.611.5460001.000.100012  
301.631.615.5460001.000.100012  
301.631.692.5460001.000.100012  
301.631.330.5460001.000.100012  
308.631.210.5620001.000.501383

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 the Concessions/Procurement Committee approve the following be recommended to the Aviation Authority Board: (1) approve Amendment No. 12 for the Third Renewal Option and Amendment No. 13 for the Contract Adjustment to Purchasing Contract 13-14, Elevators, Escalators and Moving Sidewalks Maintenance and Repair Services with Schindler Elevator Corporation; (2) authorize funding in a total not-to-exceed amount of \$6,211,742.68, which includes \$4,437,696.68 from the Operations and Maintenance Fund and \$1,774,046.00 from 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 in the audience would like to speak regarding this item. Hearing none, he then asked if any Committee member had questions or comments. Mr. Engle inquired about the location of the escalators E-18 and E-20. Mr. Gant explained that E-18 is located east of the B-Side by the Delta Airlines and Disney overflow drop-off point and E-20 is located east of A-side at the entrance of the employee bus drop-off. Mr. Engle followed by asking if the escalators are being funded by the Capital Expenditure Fund. Mr. Gant responded in the affirmative.

Chairman Anderson asked Vice Chair Sharman if these expenses have been approved. Vice Chair Sharman responded that these are part of previously-approved Capital Expenditure and Operations and Maintenance Funds.

Motion to approve staff's recommendation was moved by Mr. Draper and seconded by Mr. Engle.

Chairman Anderson asked if the Maintenance Department was involved with the negotiations or was the negotiation done only through the Purchasing Department. Mr. Pue stated that both the Maintenance and Purchasing Departments were involved in the negotiations with Schindler, and confirmed that he is satisfied with the negotiated price.

Chairman Anderson called for a vote. Motion passed.

**RECOMMENDATION TO APPROVE AMENDMENT NO. 3, FIRST RENEWAL OPTION FOR PURCHASING CONTRACT 18-17, SOUTH AUTOMATED PEOPLE MOVER (APM) LANDSCAPE MAINTENANCE AND IRRIGATION SERVICES WITH HELPING HAND LAWN CARE, LLC. (HELPING HAND)**

5. Mr. Gant presented the item.

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

This contract requires Helping Hand to furnish all labor, supervision, materials (including any replacement plant material required), supplies, tools, equipment, licenses, permits,

**RECOMMENDATION TO APPROVE AMENDMENT NO. 3, FIRST RENEWAL OPTION FOR PURCHASING CONTRACT 18-17, SOUTH AUTOMATED PEOPLE MOVER (APM) LANDSCAPE MAINTENANCE AND IRRIGATION SERVICES WITH HELPING HAND LAWN CARE, LLC. (HELPING HAND) – (con't)**

chemicals, fertilizer, pine bark mulch, pine straw, and all other items necessary or proper for, or incidental to, performing exterior landscape maintenance and irrigation maintenance services of specified South APM area located at the Orlando International Airport in accordance with the Contract Documents.

First Renewal Option - September 1, 2020 through August 31, 2021.

Department - Concurs with the renewal option.

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

The renewal option value is for a total not-to-exceed amount of \$342,923.33. The actual amount paid to contractor is based on actual work requested, performed, and approved by the Aviation Authority, based on the unit prices. There is no change to the unit prices from Year 3.

This contract has been designated as a direct procurement for a Local Developing Business (LDB).

The fiscal impact for the first renewal option is a not-to-exceed amount of \$342,923.33 funding will be from the Operations and Maintenance Fund 301.631.692.5340004.000.100001. 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 was respectfully requested that the Concessions/Procurement Committee approve the following be recommended to the Aviation Authority Board: (1) approve Amendment No. 3, First Renewal Option for Purchasing Contract 18-17, South APM Landscape Maintenance and Irrigation Services with Helping Hand Lawn Care, LLC.; (2) authorize funding from the Operations and Maintenance Fund in the not-to-exceed amount of \$342,923.33; 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 in the audience would like to speak regarding this item. Hearing none, he then asked if any Committee member had questions or comments. There was no response to either inquiry.

Chairman Anderson asked if there were any changes in unit prices or scope of work. Mr. Gant confirmed that there were no changes.

Upon motion from Mr. Engle, second by Mr. Friel, vote carried to approve staff's recommendation.

**RECOMMENDATION TO APPROVE THE PURCHASE OF FOUR (4) PASSENGER BOARDING BRIDGES (PBBs) FROM JOHN BEAN TECHNOLOGIES CORPORATION D/B/A JBT AEROTECH JETWAY SYSTEMS**

6. Ms. Hershner presented the item.

This request is for the purchase of four (4) PBBs, including installation, installation supervision, training, commissioning and freight. The new PBBs will replace existing bridges that are nearing the end of their life cycle, in accordance with the Aviation Authority's PBBs replacement schedule.

The purchase of the four (4) PBBs and associated services has been priced for the Aviation Authority pursuant to the Denver International Airport, Master Purchase Order No. 0823A0115/SC-00001098. The Master Purchase Agreement is valid until December 31, 2022.

The Aviation Authority's Policy (Section 450.03, Non-Competitive Procurements) permits the procurement of goods and/or services from a supplier having a requirement contract/annual agreement with any public entity for products and/or services described in such contract and at prices or discounts no less favorable than any set forth in such contract.

**RECOMMENDATION TO APPROVE THE PURCHASE OF FOUR (4) PASSENGER BOARDING BRIDGES (PBBs) FROM JOHN BEAN TECHNOLOGIES CORPORATION D/B/A JBT AEROTECH JETWAY SYSTEMS (con't)**

The Small Business Development Department has reviewed the requirements for this purchase and has determined that, due to limited and specialized scope of the required services, and/or lack of ready, willing and able certified small businesses, this procurement does not lend itself to MWBE/LDB/VBE participation.

The total value of the purchase is not-to-exceed \$2,403,544. Funding is available from previously-approved Capital Expenditure Fund 308.413.212.5650002.000.501100.

It was respectfully requested that the Concessions/Procurement Committee approve that the following be recommended to the Aviation Authority Board: (1) award the purchase of four (4) Passenger Boarding Bridges (PBBs), to John Bean Technologies Corporation d/b/a JBT AeroTech Jetway Systems pursuant to the Denver International Airport, Master Purchase Order No. 0823A0115/SC-00001098, for the total cost of \$2,403,544; (2) authorize funding from previously-approved Capital Expenditure Fund; and (3) authorize the Purchasing Office to issue the necessary Purchase Order.

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

Chairman Anderson asked if this is the same contract used previously. Ms. Hershner responded in the affirmative and added that staff verified that the pricing protocol had been followed in accordance with the contract, as there is a PPI adjustment. Ms. Hershner indicated that staff reviewed previous years to make sure that the PPI was not more than allowed.

Upon motion from Mr. Friel, second by Vice Chair Sharman, vote carried to approve staff's recommendation.

**RECOMMENDATION TO APPROVE THE PURCHASES OF RENEWALS OF COMPUTER HARDWARE AND SOFTWARE MAINTENANCE, SUPPORT, MAINTENANCE AND SUPPORT, AND LICENSES**

7. Ms. Hershner presented the item.

This request is for multiple purchases of Computer Hardware and Software Maintenance, Support, Maintenance and Support Renewals and License Renewals, as well as Software as a Service (SaaS) License Renewals, and other Internet Based Service Renewals (Technology Renewals) by utilizing various procurement methods as reflected in the attached list, and as allowed by Aviation Authority Policies.

The term of each renewal may range from a pro-rated period of less than 12 months to a not-to-exceed period of 60 months as appropriate for the renewal agreement purchased.

All Aviation Authority owned computer hardware and software licenses require support and/or maintenance to ensure the continuous operation of such computer hardware and/or software applications to support the operations of the Aviation Authority. The Aviation Authority's Information Technology (IT) Department provides routine user support needs, but almost all of the hardware and software applications are either proprietary, protected by a copyright, and/or protected under license agreement terms, and therefore require technical expertise that staff does not have. The Aviation Authority's Purchasing Department makes every effort to obtain competitive pricing on initial agreement purchases and agreement renewals, but in many cases, the agreements and the technical expertise required are only available directly from the original hardware or software manufacturer. The acquisition of maintenance agreements or support services in many cases from a supplier other than the manufacturer could void hardware warranties, result in equipment downtime, or violate copyright laws.

The Aviation Authority also has SaaS licensing agreements in which the Aviation Authority does not own the software, but for which the Aviation Authority has purchased access. These agreements are required to support the operational needs of various Aviation Authority departments. The use of SaaS licensing agreements eliminates the Aviation Authority's need to purchase computer hardware and/or "traditional" software licenses. Computer hardware maintenance is the responsibility of the SaaS provider and software upgrades are included in the annual renewal costs.



**RECOMMENDATION TO APPROVE THE PURCHASES OF RENEWALS OF COMPUTER HARDWARE AND SOFTWARE MAINTENANCE, SUPPORT, MAINTENANCE AND SUPPORT, AND LICENSES (con't)**

The Aviation Authority also has Internet Subscription Services agreements in which the provider grants the Aviation Authority access to a proprietary database. These subscription services are required to support the operational needs of various Aviation Authority departments. The use of a Subscription Services agreement eliminates the Aviation Authority's need to contract for services to develop these data bases and then subsequently continue to contract for services to continually update the database. The database is created by and continually updated by the service provider. These activities are included in the annual renewal cost.

The Small Business Development Department has reviewed the requirements for the above-referenced solicitation and determined that, due to the limited and specialized scope of the required services, and/or lack of ready, willing and able certified small businesses, it does not lend itself to MWBE/LDB/VBE participation.

The estimated value of this request is \$7,570,243.24, which includes a contingency of 20%, through March 31, 2021. The value of renewal purchases made have been funded by the associated departments from the Operations and Maintenance Fund that is approved during the budget process. Funds expected to be spent in the current fiscal year (FY) are within budget. The departments requiring Technology Renewal purchases going forward intend to submit budget requests for funds expected to be spent under the resulting Purchase Orders in FY '21 and such requests, when considered with known or anticipated obligations of the departments for FY '21, 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 the Purchases of Renewals of Computer Hardware and Software Maintenance, Support, Maintenance and Support, and Licenses on the list (copy on file), which renew within the 12 month approval period of April 1, 2020 through March 31, 2021; (2) authorize funding from approved departments' Operations and Maintenance Funds in the not-to-exceed amount of \$7,570,243.24, which includes a 20% contingency for anticipated price increases and the purchase of new licenses and hardware support; and (3) authorize the Purchasing Department to award purchase orders for each renewal utilizing competitive quotations, direct negotiations, single source procurements, sole source procurements, other entities' contract (piggy-backing), procurement card, or other methods in compliance with referenced Aviation Authority policies.

Chairman Anderson asked if anyone in the audience would like to speak regarding this item. Hearing none, he then asked if any Committee member had questions or comments. Vice Chair Sharman thanked Ms. Hershner for her thorough explanation, which included last year's information, as it helps the Committee when considering the item.

Vice Chair Sharman asked staff to confirm, for the record, that what the Committee is approving today is only what is on the list provided (copy on file), and any items not included on the list should be brought separately to the Committee for approval. Mr. Pelletier confirmed this information.

Chairman Anderson asked Mr. Pelletier if there is a mechanism in place to track the renewals and fees. Mr. Pelletier stated that Mr. Ian Brooks, Information Technology Contract Manager, and Ms. Hershner will work closely to track all the purchases of renewals and will utilize the spreadsheet provided as part of the tracking system.

Upon motion from Mr. Draper, second by Mr. Friel, vote carried to approve staff's recommendation.

**RECOMMENDATION TO AWARD THE PURCHASE OF SEVEN (7) SHUTTLE BUSES THROUGH THE UTILIZATION OF A NATIONAL CO-OPERATIVE CONTRACT #2020-120716 NAF WITH SOURCEWELL (FORMERLY KNOWN AS NJPA), TO ALAN JAY FLEET SALES**

8. Ms. Hershner presented the item.

This award will result in one (1) Purchase Order for the following vehicle:

Qty	Description/Vehicle	Department	Quote
7	2021 Ford E-450 Econoline, 17 Passenger, Commercial Cutaway DRW, 14,500 GVWR, 158" WB	Parking Operations	\$593,348.00

This purchase will add four (4) new shuttle buses to the existing fleet to meet the Aviation Authority's growing transportation needs to take passengers to and from the satellite parking lots; and will replace three (3) existing shuttle buses that have reached the end of their useful life, and will be scheduled for auction after receipt of the new shuttle buses.

Purchases shall be from a supplier having a cooperative requirements contract with Sourcewell. Deliveries shall be complete within 120 days after receipt of the Purchase Orders.

Purchasing staff reviewed a quotation from Garber Fleet Sales under the State of Florida Contract #02-25100000-G, and Alan Jay Fleet Sales under a national co-operative contract with Sourcewell (formerly NJPA) Contract #2020-120716 NAF. Garber Fleet Sales could not provide a quote for the vans at the size/weight requirement, and the quotation from Alan Jay Fleet Sales met all of the requirements listed.

Sourcewell awarded National Auto Fleet Group Cooperative Contract #120716-NAF on January 17, 2017 for the procurement of cars, trucks, vans, SUVs & other vehicles to National Auto Fleet Group. National Auto Fleet Group selected Alan Jay Automotive Management, Inc. to conduct business under contract #120716-NAF within the State of Florida.

The Small Business Development Department has reviewed the requirements for the above-referenced solicitation and determined that, due to the limited and specialized scope of the required services, and/or lack of ready, willing and able certified small businesses, it does not lend itself to MWBE/LDB/VBE participation.

Alan Jay Fleet Sales' quotation in the total amount of \$593,348.00 is to be funded from previously-approved Capital Expenditure Funds 308.631.170.5650001.000.501027. Funds expected to be spent in the current fiscal year are within budget.

It was respectfully requested that the Concessions/Procurement Committee approve that the following be recommended to the Aviation Authority Board: (1) award the purchase of seven (7) 2021 Ford Econoline E-450's, pursuant to the Sourcewell (formerly NJPA) Contract #2020-120716 NAF, to Alan Jay Fleet Sales at the cost of \$593,348.00; (2) authorize funding from previously-approved Capital Expenditure Funds; and (3) authorize the Purchasing Office to issue the necessary Purchase Order.

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

Motion to approve staff's recommendation was moved by Vice Chair Sharman and seconded by Mr. Draper.

Chairman Anderson noted that the memorandum referenced the transportation needs to take passengers to and from the satellite parking lots and asked if this is due to frequency or due to having new parking lots. Ms. Hershner responded that is due to both frequency and the new parking lots, but especially because of the expected growth in STC personnel, which calls for additional routes and vehicles.

Chairman Anderson called for a vote. Motion passed.

MINUTES FOR THE FEBRUARY 24, 2020, CONCESSIONS/PROCUREMENT COMMITTEE

**RECOMMENDATION TO AWARD THE PURCHASE OF NINE (9) VEHICLES THROUGH THE UTILIZATION OF THE STATE OF FLORIDA CONTRACT #02-25100000-G, TO GARBER FLEET SALES**

9. Ms. Hershner presented the item.

This award will result in one (1) Purchase Order for the following vehicles:

Qty	Description/Vehicle	Replacement/New	Department	Quote
1	2020 Ford F-150 XL, 4WD, SuperCrew, 5.5' Box	Replacement	Airfield Operations	\$41,591.75
2	2020 Ford F-150 XL, 4WD, SuperCrew, 5.5' Box	Replacements	ARFF	\$83,323.50
3	2020 Ford Explorer, 4WD, 4dr Base, K8B	Replacements	Parking Operations, Landside Operations, and Airfield Operations	\$105,242.55
2	2020 Ford Transit Passenger Wagons, T-150, 130" Low Roof, XL, RWD	New	Operations Administration and ARFF	\$67,382.10
1	2020 Ford SuperDuty, F-250 XL, SRW, 4WD, SuperCab 164"	New	OEA	\$46,441.35
<b>Total Award:</b>				<b>\$343,981.25</b>

The purchase of these vehicles will add three (3) new vehicles in support of the Aviation Authority's growing transportation needs for the departments listed; and will replace six (6) existing vehicles that have reached the end of their useful life, and will be scheduled for auction after receipt of the new vehicles.

Purchases shall be from a supplier having a contract with the State of Florida. Deliveries shall be complete within 120 days after receipt of the Purchase Order.

Purchasing staff reviewed quotations from Garber Fleet Sales under the State of Florida Contract #02-25100000-G, and Alan Jay Fleet Sales under a national co-operative contract with Sourcewell (formerly NJPA) Contract #2020-120716 NAF. The quotations from Garber Fleet Sales were less for each type of vehicle than the quotations from Alan Jay Fleet Sales.

The Small Business Development Department has reviewed the requirements for the above-referenced solicitation and determined that, due to the limited and specialized scope of the required services, and/or lack of ready, willing and able certified small businesses, it does not lend itself to MWBE/LDB/VBE participation.

Garber Fleet Sales' quotations in the total amount of \$343,981.25 is to be funded from previously-approved Capital Expenditure Funds 308.631.170.5650001.000.501027. Funds expected to be spent in the current fiscal year are within budget.

It was respectfully requested that the Concessions/Procurement Committee approve that the following be recommended to the Aviation Authority Board: (1) Award the Purchase of Nine (9) Vehicles, pursuant to the State of Florida Contract #02-25100000-G, to Garber Fleet Sales at the total cost of \$343,981.25; (2) authorize funding from previously-approved Capital Expenditure Funds; and (3) authorize the Purchasing Office to issue the necessary Purchase Order.

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

In response to Chairman Anderson's question regarding the need for the SuperDuty F-250, Ms. Hershner responded that electricians servicing the airside at OEA would use the SuperDuty F-250, as they need a big enough truck to mobilize their equipment.

Upon motion from Mr. Draper, second by Mr. Friel, vote carried to approve staff's recommendation.

**RECOMMENDATION TO AWARD THE PURCHASE OF ORIGINAL EQUIPMENT MANUFACTURER (OEM) REPAIR PARTS FOR BAGGAGE HANDLING SYSTEMS AND PASSENGER BOARDING BRIDGES TO REPLENISH AVIATION AUTHORITY INVENTORY UNDER SINGLE SOURCE PROCUREMENTS**

10. Ms. Hershner presented the item.

This award will result in multiple Blanket Purchase Agreements and Purchase Orders through February 28, 2021, with each of the six (6) manufacturers in the following list. The Purchase of the Original Equipment Manufacturer (OEM) repair parts will be made by the utilization of a Single Source procurement method.

The Aviation Authority's contract for Ground Support Equipment (GSE) Maintenance and Repair Services, administered by the Operations Department, requires the Aviation Authority to stock and make available as necessary inventory repair parts needed by the Contractor to support the maintenance and repair of Aviation Authority owned Baggage Handling Systems (BHS) and Passenger Boarding Bridges (PBB).

The items included in the inventory consist of parts recommended by the manufacturers of the BHS and PBB systems. The estimated requirements are based on historical usage, GSE maintenance schedules, increase in base inventory for long-lead items, and the required repairs of older BHS and PBB systems. Staff makes every effort to obtain replenishment parts based on a competitive solicitation, but in many cases, the parts required by the Aviation Authority are only available directly from an OEM or from a geographically located approved distributor. Some parts may be available in the market in similar configurations, but are not always equivalent to the OEM part. The orders placed by Staff to replenish inventories will be for indefinite quantities over the recommended fixed time period.

Supplier	BHS or PBB	Estimated Value through 2/28/2021
ITW Commercial d/b/a Hobart GP	PBB	\$360,000
JBT AeroTech Jetway Systems	PBB	\$625,000
Jervis B. Webb	BHS	\$60,000
Siemens Postal Parcel & Airport Logistics	BHS	\$150,000
ThyssenKrupp Airport Systems	PBB	\$70,000
Transnorm	BHS	\$170,000
<b>Total Value:</b>		<b>\$1,435,000</b>

The Small Business Development Department has reviewed the requirements for the above-referenced solicitation and determined that, due to the limited and specialized scope of the required services, and/or lack of ready, willing and able certified small businesses, it does not lend itself to MWBE/LDB/VBE participation.

The value of anticipated inventory replenishment repair parts based on the estimated quantities is within budget for funds expected to be spent under the resulting BPA's and PO's in the current fiscal year from Operation and Maintenance Funds 301.413.212.5460001.000.100420 and 301.413.213.5460001.000.100424. Funds expected to be spent in the current fiscal year are within budget. The department intends to submit budget requests for funds expected to be spent under the resulting BPA's and PO's in FY '21 and such requests, when considered with known or anticipated obligations of the department for FY '21, 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) award the Purchase of Original Equipment Manufacturer (OEM) Repair Parts for Baggage Handling Systems and Passenger Boarding Bridges to replenish Aviation Authority Inventory under Single Source Procurements; (2) authorize funding from previously-approved and future Operation and Maintenance Funds in the aggregate not-to-exceed amount of \$1,435,000; (3) authorize the Purchasing Department to award blanket purchase agreements or purchase orders with each manufacturer listed based on a Single Source Procurement in compliance with the Aviation Authority policy 450.03; and (4) authorize Staff to allocate and re-allocate the aggregate not-to-exceed amount among the 6 manufacturers as needed.

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

**RECOMMENDATION TO AWARD THE PURCHASE OF ORIGINAL EQUIPMENT MANUFACTURER (OEM) REPAIR PARTS FOR BAGGAGE HANDLING SYSTEMS AND PASSENGER BOARDING BRIDGES TO REPLENISH AVIATION AUTHORITY INVENTORY UNDER SINGLE SOURCE PROCUREMENTS (con't)**

Chairman Anderson asked if these OEM parts were needed based on warranty requirements. Ms. Hershner explained that parts are not needed usually due to warranty, as the systems have been in place for a while, but because, for example, when there is a need for the ball screws that hold the legs onto the bridges, these can only be obtained by the company that manufactured those bridges.

Upon motion from Vice Chair Sharman, second by Mr. Engle, vote carried to approve staff's recommendation.

**RECOMMENDATION TO AWARD INVITATION FOR BID (IFB) 19-20, CUSTOMER SERVICE AMBASSADORS**

11. Mr. Gant presented the item.

The term of the contract is for thirty-six (36) months with initial service to commence on or about April 1, 2020, and 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, management, administrative oversight, supplies, and all other items necessary or proper for, or incidental to, providing Customer Service Ambassador Services at the Orlando International Airport, in accordance with the contract documents.

On January 24, 2020 the following IFB's were received:

<u>Name of Respondent</u>	<u>Total Three (3) Year Bid Price</u>
Real Time Services D/B/A Top Talent Staffing	\$14,996,768.00
Baggage Airline Guest Services, Inc.	\$15,000,248.00
Prospect of Orlando, LTD, Co.	\$15,366,347.04
Acara Solutions, Inc.	\$15,375,608.29*
Sunshine Enterprise, USA	\$15,966,900.00
Recruiting In Motion	\$16,154,642.00
Hallmark Aviation Services, L.P.	\$16,189,748.00*
Marathon Staffing Resources, Inc.	\$16,328,790.73
Airport Terminal Services, Inc.	\$17,799,600.00

\* The Bid submitted by Acara Solutions, Inc., contained mathematical errors in its price schedule resulting in an understatement of their bid by \$150.00. The corrected price is reflected in the tabulation. The errors did not affect the ranking.

\* The Bid submitted by Hallmark Aviation Services, L.P., contained mathematical errors in its price schedule resulting in an understatement of their bid by \$150.00. The corrected price is reflected in the tabulation. The errors did not affect the ranking.

References for the low three Bidders were checked and based thereon were determined to be responsible. The low three (3) Bidders were determined to be responsible and responsive.

This Contract includes a Minority and Women Business Enterprise (MWBE) participation requirement. The Participation Goal for this Contract will be 20% for MWBEs. The following firms did not meet the participation goals: Acara Solutions, Inc. and Recruiting In Motion. These two (2) firms should be considered non-responsive to the IFB.

Each Bidder was required to provide its management fee.

The scope of work for this solicitation has increased the amount of Full-Time Equivalent (FTE) along with the pay rate for the Ambassadors from the current contract. Staffing of Ambassadors size has increased support of daily operations, and will continue to increase as GOAA's footprint expands coupled with our daily passenger volume.

Real Time Services D/B/A Top Talent Staffing's bid in the amount of \$14,996,768.00 is to be funded from the Operation and Maintenance Fund 301.009.210.5310014.000.000000 in the amount of \$13,946,968 and account code 301.009.692.5310014.000.000000 in the amount of \$1,049,800. Funds expected to be spent under the contract in the current fiscal year are within budget.

MINUTES FOR THE FEBRUARY 24, 2020, CONCESSIONS/PROCUREMENT COMMITTEE

**RECOMMENDATION TO AWARD INVITATION FOR BID (IFB) 19-20, CUSTOMER SERVICE AMBASSADORS (con't)**

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 Authority Authority Board: (1) deem the Bids from Acara Solutions, Inc. and Recruiting in Motion as non-responsive to the Invitation for Bids 19-20; (2) award Invitation for Bid 19-20, Customer Service Ambassadors to Real Time Services D/B/A Top Talent Staffing, as the low responsive and responsible Bidder; (3) authorize funding from the Operations and Maintenance Fund in a not-to-exceed amount of \$14,996,768; and (4) authorize an Aviation Authority Officer or the Chief Executive Officer to execute a Contract following satisfactory review by legal counsel.

Chairman Anderson asked if anyone in the audience would like to speak regarding this item. Hearing none, he then asked if any Committee member had questions or comments. Mr. Friel asked who is the incumbent. Mr. Gant responded that the incumbent is Top Talent.

Chairman Anderson observed that there are two account codes and asked if these are broken down between Management Fees and Reimbursable Payroll/Operating Expenses. Mr. Opreanu indicated that the Management Fee is not identified in the tabulation sheet provided with the memorandum; however, Mr. Gant has a spreadsheet (copy on file) that shows the breakdown. Mr. Gant read for the record Top Talent's Management Fees for Year 1, 2 and 3.

Chairman Anderson asked Mr. Engle if he is comfortable with the aforementioned Management Fees. Mr. Engle responded in the affirmative.

Chairman Anderson inquired about the increase in FTEs. Mr. Gant indicated that the current contract has 79 FTEs and the new contract will start with 108 FTEs.

Chairman Anderson followed up by asking about the pay increase. Mr. Gant indicated that the current hourly rate is \$13.43. The new solicitation did not have a set hourly rate; however, the amount budgeted for hourly rates is \$14.50. Chairman Anderson asked if this amount was reflected on the bid. Mr. Gant responded in the affirmative and stated that it is part of the reimbursable. Lastly, Mr. Gant indicated that staff will further discuss pay rates with Top Talent.

Upon motion from Mr. Friel, second by Mr. Draper, vote carried to approve staff's recommendation.

**REVIEW OF BIDS FOR THE NORTH TERMINAL COMPLEX (NTC) AUTOMATED RETAIL CONCESSION**

12. Ms. Harris presented the item.

The existing North Terminal Complex (NTC) Automated Retail Concession Agreement at the Orlando International Airport (Airport) is scheduled to expire on March 31, 2020. To provide for the continuation of service, on November 25, 2019, the Greater Orlando Aviation Authority (Aviation Authority) issued a Request for Bids (RFB) for the NTC Automated Retail Concession at the Airport. The term of the Concession offered is three years.

The Aviation Authority intends to grant the successful bidder the non-exclusive right and privilege, and the successful Bidder shall assume the obligation to install, operate, and maintain eight automated retail units. The successful bidder will be precluded from selling food and beverage, as well as sundries items, including but not limited to, diapers, over-the-counter medicines, hand sanitizers and wipes.

The premises consist of approximately 256 square feet located on Level 2 of the North Terminal Complex as follows:

LOCATION	NUMBER OF UNITS	SQUARE FEET
Airside 1	2	32 x 2= 64
Airside 2	2	32 x 2= 64
Airside 3	1	32 x 1= 32
Airside 4	3	32 x 3= 96
<b>Total</b>	<b>8</b>	<b>256 SF</b>

MINUTES FOR THE FEBRUARY 24, 2020, CONCESSIONS/PROCUREMENT COMMITTEE

**REVIEW OF BIDS FOR THE NORTH TERMINAL COMPLEX (NTC) AUTOMATED RETAIL CONCESSION (con't)**

In response to the RFB, the Aviation Authority received bids from the following Bidders, listed in alphabetical order:

- New Zoom LLC dba Zoom Systems
- Prepango, LLC

It is the Aviation Authority's intent to recommend award of the concession to the highest responsible and responsive dollar bidder. A bid percentage of Gross Receipts of less than ten (10%) percent will NOT be considered. There will not be a Minimum Annual Concession Fee.

**New Zoom LLC dba Zoom Systems (New Zoom)**

New Zoom submitted a bid of 13% of gross receipts. New Zoom's pro forma for the term of the agreement estimated sales of \$8,863,526. Based upon the percentage of gross receipts proposed, the Aviation Authority is estimated to receive revenue of \$1,152,258 over the term of the agreement.

**Prepango, LLC (Prepango)**

Prepango submitted a bid of 21% of gross receipts. Prepango's pro forma for the term of the agreement estimated sales of \$6,724,327. Based upon the percentage of gross receipts proposed, the Aviation Authority is estimated to receive revenue of \$1,412,109 over the term of the agreement.

Staff and legal counsel have reviewed all bids received and deemed them responsive and responsible.

The successful bidder will pay to the Aviation Authority for each Concession Agreement Period of the Term a Concession Fee in an amount equal to the percentage of the Gross Receipts bid by the successful bidder.

It was respectfully requested that the Concessions/Procurement Committee review the bids received for the North Terminal Complex (NTC) Automated Retail Concession RFB and rank the bids in accordance with the Evaluation Criteria established for the RFB.

Chairman Anderson opened the floor to Mr. Kenneth Howe, representing New Zoom LLC dba Zoom Systems, who requested to speak. Mr. Howe provided each Committee member a copy of a letter, which he read for the record (copy on file).

Based on the pro formas presented and in light of the speaker's comments, Vice Chair Sharman asked Ms. Harris if the gross sales projections presented by New Zoon are higher than Prepango's. Ms. Harris responded in the affirmative. Vice Chair Sharman made reference to the letter provided by Mr. Howe and asked him to explain his statement about the Las Vegas Airport. Mr. Howe stated that the evaluation criteria was not explicitly clear, because the "dollar value" could be interpreted as the dollar value to the Aviation Authority; as the proceeds of the projected percentage; or the dollar value in total sales. Mr. Howe further stated that he has great confidence in the dollar value of total sales of New Zoom and that he could demonstrate to the Committee, through evidence, that the dollar value provided to other airports through lack of sales performance has been realized in actual results. Vice Chair Sharman indicated that the fact that there is a lower projection of dollar value from Prepango, and when applying proposed percentage to the Aviation Authority, Prepango still has a higher result.

Discussion ensued regarding the difference in products offered by the bidders and difference in price points. Chairman Anderson asked if the product selection offered by both bidders met the products specification. Ms. Harris confirmed yes. Mr. Marchena clarified, for the record, that the bidders are required to offer products within certain categories. If bidders are within those categories, they are given a latitude to provide a variety of products to the traveling public. Then, the Finance Department will evaluate the financial responsibility of the bidders and the Concessions Department will look at the responsiveness of the bidders. Once confirmed that both bidders are within those parameters, then under Article 2F and 2K of the Concessions Policy, the Committee has to award the contract to the highest bidder.

**REVIEW OF BIDS FOR THE NORTH TERMINAL COMPLEX (NTC) AUTOMATED RETAIL CONCESSION (con't)**

It was Vice Chair Sharman's observation that based on staff's review and Ms. Harris responses to the questions posed today, Prepango's bid is more advantageous to the Aviation Authority than New Zoom's.

Chairman Anderson reiterated that Prepango proposed a 21% of gross receipts, whereas New Zoom proposed a 13% of gross receipts, and even though Prepango's projected sales are approximately 25% less than New Zoom, Prepango's numbers result in further revenue to the Aviation Authority overall.

Mr. Draper observed that some of the variety of products offered by the proposers were very limited and asked staff if there is any concerns regarding the variety of products. Vice Chair Sharman replied that based on legal counsel's statement, the Committee needs to adhere to the evaluation criteria, which states that the Committee will award the contract to the highest responsive and responsible bidder. Mr. Marchena explained that in order to deviate from the evaluation criteria, the Committee would have to identify an offering to be so deficient, that it would not satisfy the minimum requirements of the bid.

Upon motion from Mr. Draper, second by Mr. Friel, vote carried to approve staff's recommendation to rank bidders as follows:

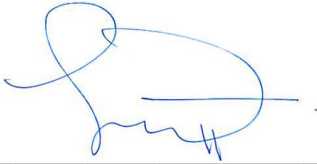
- First: Prepango, LLC
- Second: New Zoom LLC dba Zoom Systems

**ADJOURNMENT**

13. Chairman Anderson asked if there was further business to discuss before the Committee. Having no further business to discuss, he adjourned the meeting at 2:48 p.m.

The next scheduled CPC meeting will be held on Monday, February 24, 2020 at 1:30 p.m. in the Carl T. Langford Board Room.

*(Digitally signed on, 2020)*



Larissa Bou  
Recording Secretary



Raymond Anderson  
Chairman