

On **MARCH 9, 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:** Denise Schneider, Assistant Director, Purchasing  
Steve Pue, Assistant Director, Maintenance Contracts  
Rick Schultz, Manager, Electric Systems  
Fatima Calkins, Senior Purchasing Agent  
Jo Thacker, Nelson Mullins  
Dan Gerber, 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 16, 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.*

## **MINUTES**

1. Upon motion by Mr. Engle, second by Mr. Friel, vote carried to accept the February 10 and February 24, 2020, minutes as written.

## **CONSENT AGENDA**

2. Chairman Anderson asked if anyone in the audience would like to speak regarding the Consent Agenda item. Hearing none, he then asked if any Committee member had questions or wished to pull the item for discussion.

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

A. recommendation to the Chief Executive Officer to: (1) award Purchasing Contract 16-20, Lightning Protection System Maintenance to Maxwell Lightning Protection of Florida Company; (2) authorize funding in a not-to-exceed amount of \$196,770, which includes a not-to-exceed amount of 193,170 from the OIA Operations and Maintenance Fund and a not-to-exceed amount of \$3,600 from OEA Operations and Maintenance Fund; and (3) authorize an

MINUTES FOR THE MARCH 9, 2020, CONCESSIONS/PROCUREMENT COMMITTEE

**CONSENT AGENDA (con't)**

Aviation Authority Officer or the Chief Executive Officer to execute an agreement following satisfactory review by legal counsel.

Vice Chair Sharman asked if there was a reason why the incumbent did not submit a bid. Ms. Schneider explained that department communicated with the incumbent, who indicated that they forgot to submit a bid. Vice Chair Sharman followed by asking if Maxwell Lighting Protection of Florida Company's price was within reasonable range. Ms. Schneider responded that the price was reasonable, because the \$40,000 increase in price is over the course of 3 years.

Chairman Anderson asked if there were any other comments or questions. Hearing none, Chairman Anderson called for a vote. Motion passed

**RECOMMENDATION TO APPROVE AMENDMENT NO. 3 FOR FIRST RENEWAL OPTION OF PURCHASING CONTRACT 02-18, ROADWAY ELECTRICAL MAINTENANCE SERVICES WITH AMERICAN LIGHTING & SIGNALIZATION, LLC**

3. Ms. Schneider presented the item.

The initial term of the contract was for thirty-six (36) months, which commenced on December 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 November 30, 2020.

This contract requires American Lighting & Signalization, LLC to provide all labor, supervision, materials, and miscellaneous parts, equipment, tools, and all other accessories, services, and preparation of Maintenance of Traffic (MOT) for repairing or replacing light fixture controls, or electrical service related equipment associated with signs, lighting, bridges, buildings or structures and other associated equipment, and all other items necessary or proper for, or incidental to, performing roadway electrical maintenance and electrical services at the Orlando International Airport (OIA) and Orlando Executive Airport (OEA), in accordance with the contract documents.

The Aviation Authority has not established MWBE/LDB goals because of the specialized nature of the services to be provided.

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

Department - Concurs with the renewal.

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

Pricing is based on:

A. Unit prices for:

- i) Total Roadway Sign Lamp Replacement and Inspection;
- ii) Total Bridge Lamp Replacement and Inspection; and
- iii) Monthly Inspections.

B. Hourly labor rates for standard and non-standard work hours for additional services.

The annual value for the first renewal option is a total not-to-exceed amount of \$331,215 with no unit price and hourly labor rate increases for the first renewal option.

The fiscal impact anticipated for the first renewal option is a not-to-exceed amount of \$331,215. Funding will be from the following codes:

OIA Operations and Maintenance Fund codes:

- 301.631.661.5460001.000.100497
- 301.631.130.5460001.000.100497
- 301.631.611.5460001.000.100497
- 301.631.330.5460001.000.100497
- 301.631.613.5460001.000.100497
- 301.631.612.5460001.000.100497
- 301.631.170.5460001.000.100497
- 301.631.631.5460001.000.100497

**RECOMMENDATION TO APPROVE AMENDMENT NO. 3 FOR FIRST RENEWAL OPTION OF PURCHASING CONTRACT 02-18, ROADWAY ELECTRICAL MAINTENANCE SERVICES WITH AMERICAN LIGHTING & SIGNALIZATION, LLC (con't)**

OEA Operations and Maintenance Fund:

- 901.443.810.5460002.000.100118

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, First Renewal Option for Purchasing Contract 02-18, Roadway Electrical Maintenance Services with American Lighting & Signalization, LLC; (2) authorize funding in the total not-to-exceed amount of \$331,215, which includes \$325,715 from OIA Operation and Maintenance Fund and a not-to-exceed amount of \$5,500 from OEA 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.

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.

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

**RECOMMENDATION TO AWARD PURCHASING SOLE SOURCE CONTRACT 22-20, AIRFIELD LIGHTING PARTS AND MAINTENANCE SERVICES TO ALLEN ENTERPRISES, INC.**

4. Ms. Schneider presented the item.

The contract period will be for sixty (60) months with the initial service to commence on or about July 1, 2020.

This award will result in a contract for the service provider airfield lighting components and hourly rates for specialized maintenance services, evaluations, minor repairs, programming of related computer systems, and other technical support services for the Orlando International Airport (OIA) and Orlando Executive Airport (OEA).

Allen Enterprises, Inc. has provided the Aviation Authority's Airfield Lighting Parts and Maintenance Services under the present Sole Source Contract 16-05 since June 27, 2005. The present contract will expire on June 26, 2020.

Allen Enterprises, Inc. is the exclusive representative for ADB Safegate (previously known as ADB Airfield Solutions) and the sole provider for the Southeast United States including Florida. Only authorized partners can provide parts and services for the ADB Safegate equipment that conform to Federal Aviation Administration (FAA) Advisory Circular AC 150/5345-53D, Airport Lighting Equipment Certification Program. FAA Advisory Circulars are generally "advisory" in nature but can be made mandatory by operation of other programs or requirements. For example, the airport lighting equipment is part of an Airport Improvement Program (AIP) project or if the project is funded with Passenger Facility Charge (PFC) revenue, the Advisory Circulars become mandatory. For these type of projects, the FAA requires that only certified lighting equipment/parts be used. FAA requires that such systems be maintained in the same configuration as the existing Original Equipment Manufacturer (OEM) certification.

Pricing is based on unit prices and hourly rates. The Aviation Authority pays such unit price only for actual items requested and purchased by the Aviation Authority. The contract stipulates that the cost of airfield lighting components and labor rates for each option year may be increased or decreased by negotiation between the parties. Negotiations were held and any labor rate increase will apply only on rates where the contractor is responsible to fly in the manufacturer's technicians and pay their expenses. All labor rates for local technicians supplied by the contractor will be billed at the current rate. Pricing has been revised, and at contract option renewal, the contractor will only increase the price on

**RECOMMENDATION TO AWARD PURCHASING SOLE SOURCE CONTRACT 22-20, AIRFIELD LIGHTING PARTS AND MAINTENANCE SERVICES TO ALLEN ENTERPRISES, INC. (con't)**

lighting components for which the manufacturer has increased the price and offer price reductions on parts that have been decreased in price by the manufacturer.

The Aviation Authority has not established MWBE/LDB goals because of the specialized nature of the services to be provided.

The fiscal impact anticipated for the five (5) year sole source contract is a not-to-exceed amount of \$3,850,000 and is to be funded from OIA Operations and Maintenance Fund codes 301.656.110.5460002.000.100118 and 301.656.130.5460002.000.100118, and OEA Operations and Maintenance Fund 901.443.810.5460002.000.100118. 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.

It was respectfully requested that the Concessions/Procurement Committee approve that the following be recommended to the Aviation Authority Board: (1) award Purchasing Sole Source Contract 22-20, Airfield Lighting Parts and Maintenance Services to Allen Enterprises, Inc. for sixty months; (2) authorize funding in a not-to-exceed total amount of \$3,850,000, which includes a not-to-exceed amount of \$3,675,000 from OIA Operations and Maintenance Funds and a not-to-exceed amount of \$175,000 of OEA Operations and Maintenance Fund; and (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute an agreement 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.

Motion to approve staff's recommendation was moved by Mr. Engle, second by Mr. Friel.

Chairman Anderson noticed that the memorandum indicates that each option year may be increased or decreased by negotiation, but it is his understanding that this is a 60-month term. Ms. Schneider explained that the amount provided is the estimated total for the 5-year sole source contract; however, each year staff will have to review the airfield lighting components, because some of the components may increase or decrease in price, and others may be taken out of the contract.

Chairman Anderson followed by asking if staff verified prices against comparable airports. Ms. Schneider indicated that staff tried to reach out to various airport, but they were unable to get many responses. Tampa International Airport also uses Allen Enterprises, but they do annual pricing and not a 5-year contract.

Chairman Anderson asked what would be the course of action if the Aviation Authority is unsuccessful in negotiating next year's prices. Ms. Schneider explained that, in that case, all of the airfield lighting equipment would have to be replaced and they would have to obtain the parts from a different manufacturer, which would be an astronomical expense.

Chairman Anderson asked Ms. Schneider if she is comfortable with Allen Enterprises' price. Ms. Schneider responded in the affirmative and indicated that she believes that the Aviation Authority gets a better price than other airports, due to having a 5-year sole source; however, she cannot confirm that information.

Vice Chair Sharman asked if the prices are good for 5 years. Ms. Schneider reiterated that the prices are good for 5 years, but negotiated every year. Additionally, Ms. Schneider stated that the \$3,850,000 million dollars are the estimated amount of the 5-year contract. Vice Chair Sharman followed up by asking if, as stated on the memorandum, components prices have increased or decreased on an annual basis. Mr. Schultz confirmed that there are price fluctuations every year, because parts change frequently in the airfield. Chairman Anderson asked if the price fluctuations have been reasonable. Mr. Shultz responded that, with the quantities purchased and the amount of years doing business with Allen Enterprises, the Aviation Authority receives very good pricing.

Ms. Calkins stated that, at around 12:00 noon today, she received a message from Tampa International Airport indicating that they do not have a contract for these services, because they do not have standardized parts; therefore, they buy their parts from different sources.

**RECOMMENDATION TO AWARD PURCHASING SOLE SOURCE CONTRACT 22-20, AIRFIELD LIGHTING PARTS AND MAINTENANCE SERVICES TO ALLEN ENTERPRISES, INC. (con't)**

Ms. Calkins further stated that it is more beneficial for the Aviation Authority to enter in a 5-year contract than a yearly contract, in order to get better pricing. Vice Chair Sharman expressed her confusion after Ms. Calkins' statement. Mr. Schultz further explained that both OIA and OEA airfield utilize ADB Safegate equipment, which conform to the FAA Advisory Circular previously mentioned. The circular states that an airport can only use authorized parts to do repairs. Allen Enterprises is the only authorized vendor with these parts; therefore, a 5-year sole source contract with Allen Enterprises is recommended.

Lastly, Chairman Anderson asked if all of the airfield lighting equipment is ADB Safegate. Mr. Schultz responded that about 90% of parts and equipment are ADB Safegate.

Chairman Anderson called for a vote. Motion passed.

**RECOMMENDATION TO APPROVE AMENDMENT NO. 2, CONTRACT ADJUSTMENT FOR PURCHASING CONTRACT 06-19, PARKING GARAGE JANITORIAL MAINTENANCE WITH FLORIDA CLEANING SYSTEMS, INC. (FCS)**

5. Ms. Schneider presented the item.

The initial term of the contract is for thirty-six (36) months, which commenced on March 1, 2019, expiring on February 28, 2022, and with the Aviation Authority having options to renew the contract for two (2) additional periods of one (1) year each.

The contract requires FCS to furnish all labor, supervision, equipment, tools, janitorial cleaning supplies, fuel, oil, lubricants, uniforms, vehicles and all other items necessary or proper for, or incidental to, performing janitorial maintenance of the parking garage and surface parking areas located at the Orlando International Airport (OIA) in accordance with the contract documents.

Contract Adjustment - Staff is requesting to increase the scope of the contract by adding the Phase II Expansion for Parking Garage C. Square footage provided for the expansion of Parking Garage C are preliminary numbers and are based on the phased approach of delivering this portion of the garage. It is anticipated that, as the "as-built" are finalized, the square footage will be revised. The contract General Conditions allow for addition or deletion to the scope of work via an amendment to the contract.

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.

This is a service contract for parking garage janitorial maintenance of the Aviation Authority's parking garages and surface lots. Pricing for this service is based on a number of days per year times the contractor's daily price for daily cleaning, daily restroom cleaning, policing, cycle-cleaning and trash bin collection services as specified in the contract. There is also an hourly rate provided for additional services.

The total not-to-exceed price for this contract adjustment is \$207,138.38. These services will become effective April 1, 2020 through February 28, 2022.

The contract includes a Minority and Women Business Enterprise (MWBE) participation goal of 18% and a Local Developing Business (LDB) participation goal of 2%. The Office of Small Business Development certifies that the overall contract is in good standing as it relates to MWBE and LDB participation and requirements.

The fiscal impact is a total not-to-exceed amount of \$207,138.38 with funding from the Operation and Maintenance Fund 301.631.612.5340005.000.100228. 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. 2, Contract Adjustment for Purchasing Contract 06-19, Parking Garage Janitorial Maintenance with Florida Cleaning Systems, Inc.; (2) authorize funding in the not-to-exceed amount of \$207,138.38 from the Operation and Maintenance Fund; (3) authorize an Aviation Authority

**RECOMMENDATION TO APPROVE AMENDMENT NO. 2, CONTRACT ADJUSTMENT FOR PURCHASING CONTRACT 06-19, PARKING GARAGE JANITORIAL MAINTENANCE WITH FLORIDA CLEANING SYSTEMS, INC. (FCS)- (con't)**

Officer or 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 were no answers to either inquiry.

Chairman Anderson inquired about the small business participation requirements and asked if FCS is in good standing as it relates to these requirements. Ms. Schneider responded in the affirmative.

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

Chairman Anderson asked if there are any changes in daily or hourly rates. Ms. Schneider explained that the rates stayed the same; however, additional square footage was included.

Chairman Anderson called for a vote. Motion passed.

**RECOMMENDATION TO APPROVE AMENDMENT NO. 5, SECOND RENEWAL OPTION FOR PURCHASING CONTRACT 09-16, SATELLITE BUILDINGS JANITORIAL MAINTENANCE WITH STERLING BUILDING SERVICES, INC. (STERLING)**

6. Ms. Schneider presented the item.

The initial term of the contract was for thirty-six (36) months, effective June 1, 2016, expiring May 31, 2019, with the Aviation Authority having two (2) options to renew the contract for an additional period of one (1) year each. The first renewal option is due to expire on May 31, 2020.

This contract requires Sterling to furnish all labor, supervision, equipment, tools, janitorial cleaning supplies, (except hand soap and trash liners), paper products (except paper towels and toilet tissue), dispensers and electronically dispensed air-freshener in all bathrooms, fuel, oil, lubricants, uniforms and all other items necessary or proper for, or incidental to, performing janitorial maintenance of the satellite buildings located at the Orlando International Airport in accordance with the contract documents.

Second Renewal Option: June 1, 2020 - May 31, 2021.

Department - Concurs 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 Contract has been designated as a direct procurement for a Local Developing Business (LDB). The Small Business Development department certifies that this contract is in good standing as it relates to LDB participation.

This is a service contract for janitorial maintenance of the Aviation Authority's satellite buildings. Pricing for this service is based on square foot price and additional service hourly rate for the areas specified in the contract. Additionally, Sterling has requested an increase to the square foot price and additional service hourly rates based on the Consumer Price Index (CPI) pursuant to the contract escalation clause. The current CPI for Option Year Two is 1.9%. The second renewal option prices were adjusted to reflect the 1.9% increase for a total not-to-exceed amount of \$356,512.14.

The fiscal impact is a not-to-exceed amount of \$356,512.14 with funding from the OIA Operations and Maintenance Fund codes: 301.631.170.5340005.000.100229, 301.631.110.5340005.000.100229, 301.631.611.5340005.000.100229 and 301.631.330.5340005.000.100229, 301.631.613.5340005.000.100229 and OEA Operations and Maintenance Fund 901.443.870.5340005.000.000000. 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 Funds as approved through the budget process and when funds become available.

**RECOMMENDATION TO APPROVE AMENDMENT NO. 5, SECOND RENEWAL OPTION FOR PURCHASING CONTRACT 09-16, SATELLITE BUILDINGS JANITORIAL MAINTENANCE WITH STERLING BUILDING SERVICES, INC. (STERLING) – (con't)**

It was respectfully requested that the Concessions/Procurement Committee approve that the following be recommended to the Aviation Authority Board: (1) approve Amendment No. 5, Second Renewal Option for Purchasing Contract 09-16, Satellite Buildings Janitorial Maintenance, with Sterling Building Services, Inc.; (2) authorize funding in the total not-to-exceed amount of \$356,512.14, which includes a not-to-exceed amount of \$331,666.12 from OIA Operations and Maintenance Funds and a not-to-exceed amount of \$24,846.02 from OEA 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.

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 made reference to Attachment C (copy on file) and ask if the south trailer complex is part of the list of buildings. Mr. Pue replied that the trailer complex is under a separate contract. Vice Chair Sharman asked if Sterling is currently servicing the trailers. Mr. Pue clarified that Sterling currently services the Annex building, buildings 5850 A and B, Maintenance building, Purchasing building, Airside Operations building, and U.S. Customs and Border Protection (CBP) building.

Discussion ensued regarding the south trailer complex and when janitorial services will commence for those buildings.

Mr. Engle asked if the Orlando Executive Airport is included in these services. Ms. Schneider replied in the affirmative.

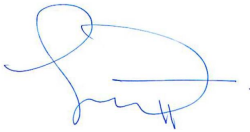
Upon motion by Mr. Friel, second by Mr. Draper, vote carried to approve staff's recommendation.

**ADJOURNMENT**

7. Chairman Anderson asked if there was further business to discuss before the Committee. Having no further business to discuss, he adjourned the meeting at 2:00 p.m.

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

*(Digitally signed on April 7, 2020)*



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Larissa Bou  
Recording Secretary



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Raymond Anderson  
Chairman