

On **MARCH 23, 2020**, the **CONCESSIONS/PROCUREMENT COMMITTEE** of the **GREATER ORLANDO AVIATION AUTHORITY** met in regular session telephonically with the meeting live streamed on You Tube (OrlandoAirports). Chairman Anderson 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:** 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, Manager of Purchasing Contracts  
Carl Weaver, Life Safety Manager, Maintenance  
Diana Hershner, Manager of Purchasing  
Pete Pelletier, Director of Information Technology  
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 30, 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.

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

A. recommendation to the Chief Executive Officer to approve the following: (1) award the Purchase of Two (2) Vehicles, pursuant to the State of Florida Contract #02-25100000-G, to Coggin Ford in the total amount of \$100,159.20; (2) authorize funding from previously-approved Capital Expenditure Funds; and (3) authorize the Purchasing Office to issue the necessary Purchase Order;

B. recommendation to Chief Executive Officer to approve the following: (1) find the quotations received from Continental & Global Services LLC, A.M. Cleaning & Supplies LLC, Malor & Company Inc. and Michigan Expedited Logistics LLC as non-responsible, for the reason stated in the memorandum; (2) award Purchasing Request for Written Quotation 92980-20, Folded Paper Towel to All Florida Paper for the not-to-exceed amount of \$176,300; (3)

MINUTES FOR THE MARCH 23, 2020, CONCESSIONS/PROCUREMENT COMMITTEE

**CONSENT AGENDA (con't)**

authorize funding from previously-approved Operations and Maintenance Fund; and (4) authorize the Purchasing Office to issue the necessary Blanket Purchase Agreement;

C. recommendation to the Chief Executive Officer to approve the following: (1) authorize the purchase of 80 sets of Bunker Gear for Aircraft Rescue & Fire Fighting (ARFF) personnel from Bennett Fire Products Co., Inc. pursuant to the Lake County, Florida Contract #17-0606B, for the not-to-exceed total amount of \$184,925.60; (2) authorize funding from previously-approved Operations and Maintenance Fund; and (3) authorize the Purchasing Office to issue the necessary Purchase Order;

D. recommendation to the Chief Executive Officer to approve the following: (1) approve Amendment No. 2 for the Increase in Value for Purchasing Contract 05-19, Fire Sprinkler Systems Maintenance Services (Wet, Dry & Pre-Action), with Convergent Technologies LLC; (2) authorize funding in the not-to-exceed amount of \$130,000.00 from the Capital Expenditure or Operations and Maintenance Fund; and (3) authorize an Aviation Authority officer or Chief Executive Officer to execute an Amendment following satisfactory review by legal counsel.

Chairman Anderson indicated that he had questions regarding Consent Agenda Items A, C, and D. In regards to Consent Agenda Item A, he asked Ms. Hershner to elaborate on Alan Jay's quotation. Ms. Hershner indicated that the quotation received from Alan Jay, under the Sourcewell contract, was in an amount of \$117,295.

In regards to Consent Agenda Item C, Chairman Anderson asked Ms. Hershner if staff conducted a price comparison. Ms. Hershner responded that after staff reached out to Bennet Fire Products Co., they were able to determine that the discount under the Sheriff's Association contract is 44%, whereas the discount under the Lake County Florida Contract #17-0606B is 50%. Moreover, staff reached out to Ten-8, who also sells bunker gear, and confirmed that they do not provide this product under any contract.

Lastly, Chairman Anderson inquired about Consent Agenda Item D, and noticed that Attachment C shows that 25% of the 272 valves in the North Terminal required replacement. He followed by asking if this request is for 1/5 of those valves, which are approximately 14 or 15 valves. Mr. Weaver explained that they are looking to replace the remaining valves, which are a total of 90. Mr. Weaver clarified that they had previously replaced 30 valves through an Emergency Procurement (EP), and this request will allow them to finish all of the valves. Additionally, the Maintenance Department had set aside money that was to be used for sprinklers, head replacement and mains, and gave the money back in order to get the valves fixed.

By roll call vote, motion passed unanimously.

**RECOMMENDATION TO AWARD INVITATION FOR BID (IFB) 10-20 ROADWAY LANDSCAPE MAINTENANCE AND IRRIGATION SERVICES**

2. 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 August 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 Award will be to furnish all labor, supervision, materials (including any replacement plant material 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 services of specified roadway landscape areas at the Orlando International Airport in accordance with the Contract Documents.

On February 18, 2020, the following Bids were received:

<u>Name of Respondent</u>	<u>Total Three (3) Year Bid Price</u>
Helping Hand Lawn Care	\$1,382,319.00
Millennium Services of Florida, LLC	\$1,471,425.00
Carol King Landscape Maintenance, Inc.	\$1,471,680.00
Groundteck of Central Florida, Inc.	\$1,611,387.00
ASI Landscape Management	\$1,795,602.42

**RECOMMENDATION TO AWARD INVITATION FOR BID (IFB) 10-20 ROADWAY LANDSCAPE MAINTENANCE AND IRRIGATION SERVICES (cont')**

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

This Contract includes a Minority and Women Business Enterprise (MWBE) goal of 19% and a Local Developing Business (LDB) goal of 5%. The Office of Small Business Development reviewed all of the bids submitted for this procurement and determined that Helping Hand, Millennium of Florida, Carol King, and ASI Landscape were responsive to the MWBE and LDB requirements.

Groundtek of Central Florida, Inc. did not meet the 19% MWBE goal and proposed to meet the LDB/VBE goal with a firm that is not a certified LDB/VBE; therefore, staff recommends they are deemed non-responsive as it pertains to the small business participation requirements.

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 \$1,382,319 is to be funded from the Operations and Maintenance Fund 301.631.661.5340004.000.100263. 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) deem the bid from Groundtek of Central Florida, Inc. as non-responsive due to the reasons stated above; (2) award Invitation for Bid (IFB) 10-20, Roadway Landscape Maintenance and Irrigation Services to Helping Hand Lawn Care as the lowest responsive and responsible bidder; (3) authorize funding from the Operations and Maintenance Fund in a not-to-exceed amount of \$1,382,319; 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. Vice Chair Sharman stated that, since Good Faith effort was not requested by the Office of Small Business Development, Groundtek of Central Florida, Inc. should not be deemed non-responsive. Ms. Thacker concurred with Vice Chair Sharman and requested that the language be stricken from staff's memorandum, both under "Issues" and under "Recommended Action". Chairman Anderson clarified that this does not impact the ranking or recommendation to award IFB to Helping Hand Lawn Care as the lowest responsive and responsible bidder.

Upon motion by Vice Chair Sharman, second by Mr. Draper, motion passed unanimously by roll call vote, to approve staff's recommendation, with inclusion of the corrections discussed.

**RECOMMENDATION TO APPROVE AMENDMENT NO. 15, THE SIXTH RENEWAL OPTION AND A CONTRACT ADJUSTMENT OF 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)**

3. Mr. Gant presented the item.

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.

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.

Sixth Renewal Option - May 22, 2020 - May 21, 2021.

Contract Adjustment- Staff is requesting to implement Windows 10 upgrade.

Department - Concurs with the Sixth Renewal Option and 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 is a service contract for the support and maintenance of the CUPPS and CUSS. The renewal option pricing is based on existing hourly labor rates for support with a 1.9% allowable CPI increase, maintenance and operating services as requested by the Aviation Authority; and unit prices for various components. Some of the components are new items and some of the component prices have changed.

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

The total fiscal impact for the Sixth Renewal Option and the Contract Adjustment is a total not-to-exceed amount of \$2,530,652. Funding for the Sixth Renewal Option will be from Operations and Maintenance Funds 301.521.214.5340007.000.100425 in the amount of \$911,580; 301.521.214.5340007.000.100483 in the amount of \$812,900; 301.521.214.5520002.000.100483 in the amount of \$200,000; and an amount of \$234,000 from Capital Expenditure Fund 308.521.214.5640003.000.501400.

Funding for the Contract Adjustment will be from the General Airport Revenue Bond ZC-319 in the amount of \$372,172. Funds expected to be spent under the contract in the current fiscal year are within budget. Funding required in current and subsequent fiscal year will be allocated from the Operations and Maintenance Fund and Project Funds 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. 15, Sixth Renewal Option and Contract Adjustment to Purchasing Contract 02-11 with SITA Information Networking Computing USA, Inc.; (2) authorize funding in the total not-to-exceed amount of \$2,530,652.00, which includes a not-to-exceed amount of \$1,724,680 from Operation and Maintenance Funds, a not-to-exceed amount of \$234,000 from Capital Expenditure Fund, and a not-to-exceed amount of \$372,172 from General Airport Revenue Bond; and (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents 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.

**RECOMMENDATION TO APPROVE AMENDMENT NO. 15, THE SIXTH RENEWAL OPTION AND A CONTRACT ADJUSTMENT OF 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)**

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

Vice Chair Sharman noticed that, when subtracting the purchase amount of the Windows Upgrade under Amendment No. 13, there is an increase of \$627,000 dollars. She asked Mr. Pelletier to provide the reason for the increase. Mr. Pelletier stated that there were a few reasons for the increase. First, there was a project that completed with 64 E-gate lanes that are coming off the first year of maintenance support. Additionally, it includes effort to add the Common Use equipment for all gates in combination with some proprietary airline equipment, which increases the Common Use footprint. Lastly, he indicated that there have also been general increases of CUSS and CUPPS equipment. Vice Chair Sharman followed by asking if these increases are reasonable. Mr. Pelletier responded in the affirmative.

Chairman Anderson asked if the contract allows for changes in components' prices. Mr. Pelletier confirmed yes. Furthermore, Chairman Anderson asked if staff was satisfied with SITA's price when compared to prices given to other airports. Mr. Pelletier responded that staff reviewed the price list to ensure that prices were fair market value and indicated that he could not speak to other airports' prices.

Mr. Draper second the motion. By roll call vote, motion passed unanimously to approve staff recommendation.

**OLD BUSINESS**

4. The status of this item was updated:

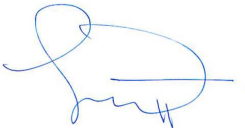
A. Recommendation to Approve Amendment No. 14, Contract Adjustment for Purchasing Contract 02-11, Common Use Passenger Processing System (CUPPS) and Common Use Self Service (CUSS) with SITA Information Networking Computing USA, Inc. (SITA)- [February 24, 2020, Concessions/Procurement Committee New Business Item A, which was subject to funding ratification by the Construction Finance Oversight Committee at its March 10, 2020, meeting]

**ADJOURNMENT**

5. Chairman Anderson asked if there was further business to discuss before the Committee. Having no further business to discuss, he adjourned the meeting at 2:05 p.m.

The next scheduled CPC meeting will be held on Monday, March 24, 2020 at 1:30 p.m.

*(Digitally signed on April 22, 2020)*



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Larissa Bou  
Recording Secretary



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Raymond Anderson  
Chairman