

On **MAY 4, 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: Denise Schneider, Assistant Director of Purchasing
Bruce Gant, Manager of Purchasing Contracts
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, via email pbrown@goaa.org with copy to dsnyder@goaa.org, by Monday, May 11, 2020 at 4:00 p.m. (emails will be accepted during the pandemic COVID-19).

For individuals who conduct lobbying activities with Aviation Authority employees or Board members, registration with the Aviation Authority is required each year prior to conducting any lobbying activities. A statement of expenditures incurred in connection with those lobbying instances should also be filed prior to April 1 of each year for the preceding year. 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. In the event a lobbyist meets with or otherwise communicates with Staff or a Board member, including the Mayor of the City of Orlando or the Mayor of Orange County, the lobbyist shall file a Notice of Lobbying (Form 4) detailing each instance of lobbying to the Aviation Authority within 7 calendar days of such lobbying. As of January 16, 2013, lobbyists will also provide a notice to the Aviation Authority when meeting with the Mayor of the City or Mayor of Orange County at their offices. The policy, forms, and instructions are available on the web site. Please contact the Director of Board Services with questions at (407) 825-2032.

MINUTES

1. Upon motion by Mr. Draper, second by Mr. Friel, motion passed unanimously by roll call vote to accept the April 6, 2020, minutes as written.

RECOMMENDATION TO AWARD INVITATION FOR BID (IFB) 23-20 SPECIALIZED COMMERCIAL CLEANING SERVICES TO FLORIDA CLEANING SYSTEMS, INC.

2. Ms. Schneider presented the item.

The contract period will be for thirty-six (36) months with the initial service to commence on or about August 1, 2020, and with the Aviation Authority having two additional option periods of one (1) year each.

This award will result in a contract for the service provider to provide all labor, supervision, chemicals, materials, water trucks, equipment (including aerial lift equipment) and all other items necessary or proper for, or incidental to, performing interior/exterior window, interior/exterior skylights, interior/exterior canopy and specialty surface cleaning services as well as all accessories necessary to effectively perform pressure washing services to remove all gum, oil, stickers, soil, algae, grease deposits and other foreign substances from roadway bridge abutments, knee-walls, piers, and ticket and toll structures at the Orlando International Airport (OIA) in accordance with the Contract documents.

MINUTES FOR THE MAY 4, 2020, CONCESSIONS/PROCUREMENT COMMITTEE

RECOMMENDATION TO AWARD INVITATION FOR BID (IFB) 23-20 SPECIALIZED COMMERCIAL CLEANING SERVICES TO FLORIDA CLEANING SYSTEMS, INC. (con't)

The specifications were revised from the current contract to include the South Automated People Mover (APM), Intermodal Transport Facility (ITF) and Passenger Drop off Lobby (PDL) to the scope of services.

On March 9, 2020, the Aviation Authority issued Invitation for Bid 23-20, Specialized Commercial Cleaning Services. A total of 508 notifications were sent out to potential vendors registered under Window Washing Services, Janitorial Management Services, and Cleaning and Janitorial Services categories, of which 50 vendors viewed, and 27 downloaded the solicitation. On March 16, 2020, four (4) vendors attended the Pre-Bid Conference.

On April 3, 2020, the following bids were received:

<u>Name of Respondent</u>	<u>Total Three (3) Year Bid Price</u>
Florida Cleaning Systems, Inc.	\$1,365,389.40
D&A Window Cleaning Services, Inc.	\$1,897,432.00
GPC Maintenance Systems, Inc.	No Bid

References for D&A Window Cleaning Services, Inc. and Florida Cleaning Systems, Inc. were checked and based thereon were determined to be responsive. Staff reviewed the submittals provided and the bidders were found to be responsive and responsible.

This contract includes services for the South APM/ITF/PDL which were amended into the current contract (09-15). The addition of the South APM/ITF/PDL increased the total value of the current contract's last renewal option to \$385,457.01.

This contract includes a Minority and Women Business Enterprise (MWBE) participation goal of 20%. The Office of Small Business Development has reviewed the bids submitted for this procurement and has determined D&A Window Cleaning Services, Inc. and Florida Cleaning Systems, Inc. are responsive to the MWBE requirements.

Florida Cleaning Systems, Inc.'s bid in the amount of \$1,365,389.40 is to be funded from the following Operations and Maintenance Fund codes:

- 301.631.210.5340005.000.100229
- 301.631.692.5340005.000.100229
- 301.631.330.5340005.000.100229
- 301.631.510.5340005.000.100229
- 301.631.611.5340005.000.100229
- 301.631.110.5340005.000.100229
- 301.631.661.5340005.000.100229

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 Invitation for Bid 23-20, Specialized Commercial Cleaning Services to Florida Cleaning Systems, Inc.; (2) authorize funding from the Operations and Maintenance Funds, in the not-to-exceed amount of \$1,365,389.40; 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 on the call would like to speak regarding this item. Hearing none, he then asked if any Committee member had questions or comments. There was no reply to either inquiry.

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

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OLD BUSINESS

3. Mr. Gant presented the following Old Business Items:
 - A. Contract Reduction - Amendment No. 15, Renewal Option 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) [March 23, 2020, Concessions/Procurement Committee - New Business Item B]
 - B. Contract Reduction - Amendment No. 5 to Purchasing Contract 09-16 Satellite Building Janitorial Maintenance with Sterling Building Services, Inc. [March 9, 2020, Concessions/Procurement Committee - New Business Item D]

Chairman Anderson asked if anyone on the call would like to speak regarding this item. Hearing none, he then asked if any Committee member had questions or comments. Vice Chair Sharman asked if the Old Business items required Committee action. Discussion ensued as to whether an action is required by the Committee. Both Mr. Gerber and Ms. Thacker concurred that an action is not needed, since the item was approved by the Committee at a higher amount and scope.

Ms. Schneider clarified that these two items are being presented to the Aviation Authority Board on May 20, 2020 for approval.

Vice Chair Sharman expressed her concerns about not taking action at this time, before the items move forward to the Aviation Authority Board for approval. Mr. Gerber stated that there is no prohibition for the Committee to reaffirm its prior action through a motion.

Upon motion by Vice Chair Sharman, second by Mr. Draper, motion passed unanimously by roll call vote, to approve staff's recommendation.

ADJOURNMENT

4. Chairman Anderson asked if there was further business to discuss before the Committee. Having no further business to discuss, he adjourned the meeting at 1:54 p.m.

The next scheduled CPC meeting will be held on Monday, May 18, 2020 at 1:30 p.m.

(Digitally signed on June 17, 2020)



Larissa Bou
Recording Secretary



Raymond Anderson
Chairman