

On **DECEMBER 14, 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 Friel 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: Brad Friel, Chairman
Kathleen Sharman, Vice Chair
Brian Engle, Director of Customer Experience
Deborah Silvers, Director of Risk Management

Staff/Others present: Bruce Gant, Manager of Purchasing Contracts
Diana Hershner, Manager of Purchasing
Abdu El Baroudi, Manager of Cost Control and Contracts
Jo Thacker, Nelson Mullins, Legal Counsel
Larissa Bou, Manager of Board Service and Recording
Secretary

Chairman Friel announced to all present that if a bidder or proposer is aggrieved by any of the proceedings of today's meeting and wishes to appeal the results of actions made by this Committee, they must file an appeal stating the item they wish to appeal and the basis for which they wish to appeal, and it must be received in writing by the Chief Executive Officer, Mr. Phillip N. Brown, via email pbrown@goaa.org with copy to larissa.bou@goaa.org, by Monday, December 21, 2020, at 4:00 p.m. (emails will be accepted during the pandemic COVID-19).

For individuals who conduct lobbying activities with Aviation Authority employees or Board members, registration with the Aviation Authority is required each year prior to conducting any lobbying activities. A statement of expenditures incurred in connection with those lobbying instances should also be filed prior to April 1 of each year for the preceding year. Lobbying any Aviation Authority Staff who are members of any committee responsible for ranking Proposals, Letters of Interest, Statements of Qualifications or Bids and thereafter forwarding those recommendations to the Board and/or Board Members is prohibited from the time that a Request for Proposals, Request for Letters of Interests, Request for Qualifications or Request for Bids is released to the time that the Board makes an award. In the event a lobbyist meets with or otherwise communicates with Staff or a Board member, including the Mayor of the City of Orlando or the Mayor of Orange County, the lobbyist shall file a Notice of Lobbying (Form 4) detailing each instance of lobbying to the Aviation Authority within 7 calendar days of such lobbying. Lobbyists will also provide a notice to the Aviation Authority when meeting with the Mayor of the City or Mayor of Orange County at their offices. The policy, forms, and instructions are available on the web site. Please contact the Chief Administration Officer with questions at (407) 825-7105.

Before proceeding to business, Ms. Thacker, asked Committee members to report any conflicts of interest or violations of the Aviation Authority's Code of Ethics and Business Conduct; lobbying activities policy; or the Florida Sunshine law with regard to any agenda item. None were expressed by any Committee member.

MINUTES

1. Upon motion by Mr. Engle, second by Vice Chair Sharman, motion passed to accept the July 13, October 19 and November 12, 2020 (P06-21 SAM Services), minutes as written.

CONSENT AGENDA

2. Chairman Friel asked if anyone in the audience would like to speak regarding any of items. Ms. Bou confirmed she had not received any speaker requests. Chairman Friel then asked if any Committee member had questions or wished to pull any of the items for discussion. There was no response to his inquiry.

Upon motion by Ms. Silvers, second by Mr. Engle, vote carried to approve the following Consent Agenda items:

A. recommend to the to the Aviation Authority Board to: (1) reject the only bid received due to lack of competition and (2) authorize Staff to revise the bid documents and to re-solicit this bid;

B. recommend to the Chief Executive Officer to: (1) approve Amendment No. 1, First Renewal Option for Purchasing Contract 10-18, Upholstery Services for Passenger

MINUTES FOR THE DECEMBER 14, 2020, CONCESSIONS/PROCUREMENT COMMITTEE

CONSENT AGENDA (Con't)

Style Seating, to New Image Upholstery, Inc.; (2) authorize funding in the not-to-exceed amount of \$53,500 from the Operations and Maintenance Fund as previously-approved; and (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel;

C. recommend to the Chief Executive Officer to: (1) approve Amendment No. 1, First Renewal Option for Software Maintenance and Support for Purchasing Contract 11-14, Airport Operation Activity & Reporting System (AOARS) with GCR, Inc.; (2) authorize funding from the Operations and Maintenance Fund in the not-to-exceed amount of \$170,000; (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel; and (4) authorize the Purchasing Office to issue the necessary Purchase Orders;

D. recommend to the Chief Executive Officer to: (1) approve the extension of RFQ 92876-19, "I" Class Contactless Proximity Cards to DTC Worldwide, for an additional 12 month period; (2) authorize funding from the Operations and Maintenance Fund in the not-to-exceed amount of \$137,400; and (3) authorize the Purchasing Office to extend the Blanket Purchase Agreement through December 31, 2021;

E. recommend to the Chief Executive Officer to: (1) approve the extension of RFQ 92951-20, Medium and Large Can Liners to Central Poly-Bag Corp. for an additional 6-month period; (2) authorize funding from the Operations and Maintenance Fund in the not-to-exceed amount of \$100,152.25; and (3) authorize the Purchasing Office to extend the Blanket Purchase Agreement through June 30, 2021.

F. recommend to the Chief Executive Officer to: (1) approve the extension of RFQ 92980-20, Folded Paper Towels to All Florida, Inc. for an additional 6 month period; (2) authorize funding from the Operations and Maintenance Fund in the not-to-exceed amount of \$76,337.90; and (3) authorize the Purchasing Office to extend the Blanket Purchase Agreement through June 30, 2021;

G. recommend to the Chief Executive Officer to: (1) award Invitation for Bid 07-21, Elevator, Escalator, Moving Walkway-Inspection and Test Witnessing Services to Bureau Veritas National Elevator Inspection Service; (2) authorize funding from the Operations and Maintenance Funds, in the not-to-exceed amount of \$149,959.50; and (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel; and

H. recommend to the Chief Executive Officer to: (1) approve Amendment No. 2, First Renewal Option to Purchasing Contract 11-17, Creative Services, with Appleton Creative, Inc.; (2) authorize funding in a not-to exceed of \$182,550.00 from the Operations and Maintenance Fund; and (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel.

RECOMMENDATION TO AWARD PURCHASING CONTRACT 14-21, AIR DUCT CLEANING SERVICES TO DUCT DYNASTY CLEAN AIR, LLC

3. Ms. Hershner presented the item. *[She provided a revised memorandum to Committee members, copy on file.]*

The term of the contract is for thirty-six (36) months with the initial service to commence on or about February 1, 2021, and with the Aviation Authority having two (2) additional periods of one (1) year each to renew the contract.

This award will result in a contract for the service provider to provide all materials, labor, supervision, miscellaneous supplies, equipment, tools, chemicals, and all other accessories, services, facilities, activities necessary for the cleaning of the air ductwork systems, on an "as-needed" basis, throughout the Landside Terminal Building, Airsides, and other Aviation Authority buildings located at the Orlando International Airport (OIA) in accordance with the Contract Documents.

On September 21, 2020, the Aviation Authority issued Purchasing Bid 14-21, Air Duct Cleaning Services.

On November 4, 2020, the following bids were received:

<u>Name of Respondent</u>	<u>Total Three (3) Year Bid Price</u>
Duct Dynasty Clean Air, LLC	\$556,125.00 ¹
ECS III, Inc.	\$575,973.00 ²
Pure Air Control Services, Inc.	\$757,363.50 ³

RECOMMENDATION TO AWARD PURCHASING CONTRACT 14-21, AIR DUCT CLEANING SERVICES TO DUCT DYNASTY CLEAN AIR, LLC (CON'T)

¹The bid submitted by Duct Dynasty Clean Air, LLC contained mathematical errors, which resulted in a \$79,200 understatement of its bid (bidder overlooked the estimated annual hours for Non-Standard Hours for Year 2). The corrected prices are reflected in the above tabulation and did not affect the rankings.

²The bid submitted by ECS III, Inc. contained mathematical errors, which resulted in a \$75,555 understatement of its bid (bidder did not add the amount of total extension correctly on Year 2). The corrected prices are reflected in the above tabulation and did not affect the rankings.

³The bid submitted by Pure Air Control Services, Inc. contained mathematical errors, which resulted in a \$29,000 overstatement of its bid (bidder overlooked the estimated annual hours for Non-Standard Hours for Year 2). The corrected prices are reflected in the above tabulation and did not affect the rankings.

Staff reviewed the submittals provided and all bidders were responsive and responsible.

The Small Business Development Department has not established MWBE/LDB goals due to limited and specialized scope of the required services.

Duct Dynasty Clean Air, LLC's bid in the amount of \$556,125 is to be funded from the Operations and Maintenance Fund 301.685.210.5460002.000.000000. 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 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 Contract 14-21, Air Duct Cleaning Services to Duct Dynasty Clean Air, LLC; (2) authorize funding from the Operations and Maintenance Fund in the not-to-exceed amount of \$556,125; and (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents, following satisfactory review by legal counsel.

Chairman Friel asked if any Committee member had questions or comments. In response to Vice Chair Sharman's question regarding the not-to-exceed amount, Ms. Hershner clarified that this is in a not-to-exceed amount "as needed".

Chairman Friel noticed that the recommended action on the memo refers to the company as Dynasty Clean Air, LLC and not as Duct Dynasty Clean Air, LLC. Staff stated they would verify the correct name as it will appear on the contract and will report to the Committee. *(Subsequent to the meeting, it was confirmed that the correct company name is Duct Dynasty Clean Air, LLC. A revised memo containing the correct information is on file).*

Motion was made by Vice Chair Sharman, second by Ms. Silvers to approve staff's recommendation. Legal counsel reminded Chairman Friel to ask if there was anyone in the audience who would like to speak regarding this item. Chairman Friel thanked Ms. Thacker and asked Ms. Bou if there were any speaker requests for this item. Ms. Bou confirmed she had not received any speaker requests.

Chairman Friel reiterated that there is a motion and a second. Motion passed to approve staff's recommendation.

RECOMMENDATION TO EXTEND THE PREVIOUSLY-APPROVED AWARD OF PURCHASING REQUEST FOR WRITTEN QUOTATION (RFQ) 92901-20, RESTROOM SUPPLIES TO ALL FLORIDA PAPER, INC. (HAND SOAP, CONTINUOUS ROLL FLEX PAPER TOWELS AND SMALL ROLL TOILET TISSUE)

4. Ms. Hershner inquired if both New Business Item B and C could be presented as one, since they are both under the same RFQ 92901-20, which resulted in two separate Blanket Purchase Orders. Legal counsel advised that both items could be presented together; however, the Committee should consider them separately.

Ms. Hershner continued by stating that this approval will result in the extension of the term of Blanket Purchase Agreement (BPA) No. 91974 with All Florida Paper, Inc., for an additional 6-month period for orders of 1600 ML Hand Soap, Continuous Roll Flex Paper Towel, and Small Roll Toilet Tissue that are ordered on an as-needed basis.

RECOMMENDATION TO EXTEND THE PREVIOUSLY-APPROVED AWARD OF PURCHASING REQUEST FOR WRITTEN QUOTATION (RFQ) 92901-20, RESTROOM SUPPLIES TO ALL FLORIDA PAPER, INC. (HAND SOAP, CONTINUOUS ROLL FLEX PAPER TOWELS AND SMALL ROLL TOILET TISSUE) (CON'T)

On October 18, 2019, the Aviation Authority received responses to RFQ 92901-20 for Restroom Supplies. At its November 11, 2019, meeting the Concessions/Procurement Committee recommended to the Aviation Authority Board the award of RFQ 92901-20 to All Florida Paper, Inc., for the 1600 ML Hand Soap, Continuous Roll Flex paper Towel, and Small Roll Toilet Tissue in the not-to-exceed amount of \$1,129,178.60. Subsequently, the Aviation Authority Board approved the recommendation at its meeting on January 15, 2020, (Consent Agenda Item Y), and Purchasing staff generated BPA No. 91974 with a term expiration date on December 31, 2020.

Since January 15, 2020, a total of \$577,023.50 has been released against BPA No. 91974, leaving a balance of \$552,155.10. The current situation with the COVID-19 pandemic has resulted in the reduction of use, and has created difficulty in estimating usage that would be required for the next 12-month period.

Janitorial staff is satisfied with the quality of the product and service provided by All Florida Paper, Inc. Purchasing staff received confirmation from All Florida Paper, Inc., that they are able to honor their unit prices provided in their response to RFQ 92901-20 for an additional 6 months, through June 30, 2021. A new solicitation will be issued prior to the new expiration date, or as funds are depleted from the BPA, as required to ensure supply is maintained.

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 balance available from All Florida Paper, Inc.'s quotation is \$552,155.10 and is to be funded from previously-approved Operations and Maintenance Fund 301.631.210.5520001.000.100235, 301.631.210.5520001.000.100234, 301.631.692.5520001.000.100234 and 301.631.210.5520001.000.100293. 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) approve the extension of RFQ 92901-20, Restroom Supplies to All Florida Paper, Inc. for the 1600 ML Hand Soap, Continuous Roll Flex Paper Towels and Small Roll Toilet Tissue for an additional 6-month period; (2) authorize funding from the previously-approved Operations and Maintenance Fund in the not-to-exceed amount of \$552,155.10; and (3) authorize the Purchasing Office to extend the Blanket Purchase Agreement through June 30, 2021.

Chairman Friel asked that Ms. Hershner present the next item.

Motions for New Business Items B and C taken at the end of Item 5

RECOMMENDATION TO EXTEND THE PREVIOUSLY-APPROVED AWARD OF PURCHASING REQUEST FOR WRITTEN QUOTATION (RFQ) 92901-20, RESTROOM SUPPLIES (JUMBO ROLL TOILET TISSUE) TO IMPERIAL DADE

5. Ms. Hershner presented the item.

The approval will result in the extension of the term of Blanket Purchase Agreement (BPA) 91981 with Imperial Dade, for an additional 6-month period for orders of Jumbo Roll Toilet Tissue that is ordered on an as-needed basis.

On October 18, 2019, the Aviation Authority received responses to RFQ 92901-20 for Restroom Supplies. At its November 11, 2019, meeting the Concessions/Procurement Committee recommended to the Aviation Authority Board the award of RFQ 92901-20 to Imperial Dade, for the Jumbo Roll Toilet Tissue in the not-to-exceed amount of \$523,636.64. Subsequently, the Aviation Authority Board approved the recommendation at its meeting on January 15, 2020 (Consent Agenda Item Y), and Purchasing staff generated BPA 91981 with a term expiration date on December 31, 2020.

RECOMMENDATION TO EXTEND THE PREVIOUSLY-APPROVED AWARD OF PURCHASING REQUEST FOR WRITTEN QUOTATION (RFQ) 92901-20, RESTROOM SUPPLIES (JUMBO ROLL TOILET TISSUE) TO IMPERIAL DADE (CON'T)

Since January 15, 2020, a total of \$181,981.80 has been released against BPA 91981 for Jumbo Roll Toilet Tissue, leaving a balance of \$341,381.84. The current situation with the COVID-19 pandemic has resulted in the reduction of use, and has created difficulty in estimating usage that would be required for the next 12-month period.

Janitorial staff is satisfied with the quality of the product and service provided by Imperial Dade. Purchasing staff received confirmation from Imperial Dade that they are able to honor their unit prices provided in their response to RFQ 92901-20 for the Jumbo Roll Toilet Tissue for an additional 6 months, through June 30, 2021. A new solicitation will be issued prior to the new expiration date, or as funds are depleted from the BPA, as required to ensure supply is maintained.

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 balance available from Imperial Dade's quotation is \$341,381.84 and is to be funded from previously-approved Operations and Maintenance Fund 301.631.210.5520001.000.100235, 301.631.210.5520001.000.100234, 301.631.692.5520001.000.100234 and 301.631.210.5520001.000.100293. 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) approve the extension of RFQ 92901-20, Restroom Supplies, to Imperial Dade for Jumbo Roll Toilet Tissue for an additional 6-month period; (2) authorize funding from the previously-approved Operations and Maintenance Fund in the not-to-exceed amount of \$341,381.84; and (3) authorize the Purchasing Office to extend the Blanket Purchase Agreement through June 30, 2021.

Chairman Friel asked if anyone in the audience would like to speak regarding New Business Items B or C. Ms. Bou confirmed she had not received any speaker requests. He then asked if any Committee member had questions or comments. Vice Chair Sharman asked if the plan is to issue an RFP at a later time. Ms. Hershner explained that Purchasing staff had planned to issue a Request for Quotation back in October; however, seeing that usage had decreased, Staff reached out to the supplier to request a price extension for a 6-month period, since the price had been set for such a big quantity. She added that there would be a Request for Quotation released before June 31, 2021, or when usage increases. Vice Chair Sharman followed up by asking if Staff will monitor usage to be able to time when to release the Request for Quotation. Ms. Hershner answered in the affirmative and indicated that if usage remains as it has been in the last 6 months, Staff will issue a Request for Quotation in April 2021 to allow enough time to present the item to both CPC and Board before June 30, 2021. However, if supply is depleted, Staff will be prepared to issue a Request for Qualification sooner.

Upon motion by Vice Chair Sharman, second by Mr. Engle, vote carried to approve staff's recommendation for New Business Item B.

Upon motion by Vice Chair Sharman, second by Ms. Silvers, vote carried to approve staff's recommendation for New Business Item C.

RECOMMENDATION TO AWARD INVITATION FOR BID (IFB) 01-21 ELEVATOR, ESCALATOR, MOVING SIDEWALKS – MAINTENANCE AND REPAIR SERVICES TO SCHINDLER ELEVATOR CORPORATION

6. Mr. Gant presented the item.

The term of the contract is for forty-eight (48) months with the initial service to commence on or about June 1, 2021, and with the Aviation Authority having the option to renew the contract for three (3) additional option periods of one (1) year each.

This contract award will be 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 Airport. The Contractor shall provide and maintain an on-site inventory of spare parts (and shall perform the task

RECOMMENDATION TO AWARD INVITATION FOR BID (IFB) 01-21 ELEVATOR, ESCALATOR, MOVING SIDEWALKS – MAINTENANCE AND REPAIR SERVICES TO SCHINDLER ELEVATOR CORPORATION (CON'T)

associated with and/or provide support and/or access to additional subcontractors for the A17 Safety code testing/witnessing inspections in accordance with the testing schedule, and shall assist the Aviation Authority with the maintenance of 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, at the Orlando International Airport (OIA) in accordance with the Contract Documents.

On November 6, 2020, the following Bids were received:

<u>Name of Respondent</u>	<u>Total One (1) Year Bid Price</u>
Schindler Elevator Corporation	\$4,133,772.56*
OTIS Elevator Company	\$7,235,201.00*

*The Bid submitted by both bidders contained a mathematical error which resulted in a \$250,000.00 understatement of their bid (bidders miscalculated the total annual value for Year 1). The corrected price is reflected in the above tabulation and did not affect the rankings.

References for both bidders were checked and based thereon were determined to be responsible. Both bidders were determined to be responsible and responsive.

This contract includes a Minority and Women Business Enterprise (MWBE) participation Goal of 18%. The Small Business Development Department reviewed both the submitted for this procurement and determined that Schindler Elevator Corporation and OTIS Elevator Company are responsive to the MWBE requirements.

Each bidder was required to provide for Year 1 its monthly cost per unit for maintenance and repair for each type of elevator, escalator and moving sidewalk times the number of units and the estimated frequency. Pricing for Year 2, Year 3, and Year 4 shall be subject to adjustments, upward or downward, in accordance with the Producer Price Index (PPI) for material price adjustments and Mechanic Rate published by the National Elevator Industry, Inc. (NEII) for labor price adjustments. The actual amount to be paid to the contractor will be based on actual work requested by the Aviation Authority and satisfactorily provided by the contractor.

Schindler Elevator Corporation's bid in the amount of \$4,133,772.56 is to be funded from the following Operations and Maintenance Funds:

- 301.631.170.5460001.000.100012
- 301.631.210.5460001.000.100012
- 301.631.330.5460001.000.100012
- 301.631.510.5460001.000.100012
- 301.631.611.5460001.000.100012
- 301.631.615.5460001.000.100012
- 301.631.692.5460001.000.100012

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 01-21, Elevator, Escalator, Moving Sidewalks Maintenance and Repair Services to Schindler Elevator Corporation as the low responsive and responsible bidder; (2) authorize funding from the Operations and Maintenance Fund in a not-to-exceed amount of \$4,133,772.56; and (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel.

Chairman Friel asked if anyone in the audience would like to speak regarding this item. Ms. Bou confirmed she had not received any speaker requests. He then asked if any

RECOMMENDATION TO AWARD INVITATION FOR BID (IFB) 01-21 ELEVATOR, ESCALATOR, MOVING SIDEWALKS – MAINTENANCE AND REPAIR SERVICES TO SCHINDLER ELEVATOR CORPORATION (CON'T)

Committee member had questions or comments. Mr. Engle noticed the substantial price difference between the proposers and asked Mr. Gant if there was any known reason for said difference. Mr. Gant replied that he does not have a definite answer for Mr. Engle's question; however, he indicated that every time OTIS Elevator Company has submitted a bid, their prices have been high.

Vice Chair Sharman stated that she had a question regarding the scope of services and asked if this solicitation includes any portion of the South Terminal. Mr. Gant indicated that the South Terminal is under another contract.

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

RECOMMENDATION TO AWARD INVITATION FOR BID (IFB) 10-21, FEDERAL INSPECTION STATIONS (FIS) CUSTOMER SERVICE AND SUPPORT STAFF SERVICES

7. Mr. Gant presented the item.

The term of the contract period is for thirty-six (36) months with the initial services to commence on or about February 1, 2021, 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 and administrative oversight, materials, supplies, equipment, and all other items necessary or proper for, or incidental to, performing FIS Customer Service and Support Staff Services at the Orlando International Airport in accordance with the contract documents.

On December 1, 2020, the following IFB's were received:

<u>Name of Respondent</u>	<u>Total Three (3) Year Bid Price</u>
Southeast Airport Services, Inc.	\$10,656,443.20*
Prospect of Orlando, LTD	\$11,210,950.40*
Baggage Airline Guest Services, Inc.	\$11,385,004.80
RealTime Services, dba Top Talent Staffing	\$11,498,552.00*
Menzies Aviation (USA), Inc.	\$11,624,329.60
Infojini, Inc.	\$12,814,318.40
Complete Staffing Solutions	Withdrawn

* The bid submitted by Southeast Airport Services, Inc., contained mathematical errors in its price schedule resulting in an understatement of their bid by \$0.20. The corrected price is reflected in the above tabulation. The errors did not affect the ranking.

* The bid submitted by Prospect of Orlando, LTD, contained mathematical errors in its price schedule resulting in an understatement of their bid by \$300.00. The corrected price is reflected in the above tabulation. The errors did not affect the ranking.

* The bid submitted by RealTime Services, dba Top Talent Staffing, contained mathematical errors in its price schedule resulting in an overstatement of their bid by \$316.00. The corrected price is reflected in the above 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 solicitation includes a Minority and Women Business Enterprise (MWBE) participation goal of 22%. The Office of Small Business Development was able to complete its review of all of the bidders' participation requirements. All of the bidders met the MWBE participation goal requirements.

This is a service contract for FIS Customer Service and Support Staff Services. The Aviation Authority pays the contractor a billable labor rate for FIS Agents, FIS Ambassadors, Support Staff, Supervisors, Administrative Assistant and an On-Site Manager. The amount paid to the contractor is based on services authorized by the Aviation Authority and actually performed by the contractor, based on the billable labor rates in accordance with the contract documents.

RECOMMENDATION TO AWARD INVITATION FOR BID (IFB) 10-21, FEDERAL INSPECTION STATIONS (FIS) CUSTOMER SERVICE AND SUPPORT STAFF SERVICES (CON'T)

Southeast Airport Services, Inc.'s bid in the amount of \$10,656,443.20 is to be funded from the Operations and Maintenance Fund 301.413.210.5340007.000.100841 and 301.413.225.5340007.000.100665. 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 Purchasing Bid 10-21, Federal Inspection Stations (FIS) Customer Service and Support Staff Services, to Southeast Airport Services, Inc., as the low responsive and responsible Bidder; (2) authorize funding from the Operations and Maintenance Fund in a not-to-exceed amount of \$10,656,443.20; and (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel.

Chairman Friel asked if anyone in the audience would like to speak regarding this item. Ms. Bou confirmed she had not received any speaker requests. He then asked if any Committee member had questions or comments. In response to Vice Chair Sharman's question regarding who is currently providing the services, Mr. Gant responded that Baggage Airline Guest Services, Inc. (BAGS) is currently providing the services. Vice Chair Sharman asked when will the services commence. Mr. Gant replied that services are set to start on February 1, 2021.

Vice Chair Sharman followed up by asking if this solicitation includes the South Terminal. Mr. Abdu El-Baroudi responded that this includes two Federal Inspection Stations, regardless of where they are located. Additionally, Vice Chair Sharman asked if the prices are in line with what the Aviation Authority has paid. Mr. Gant confirmed that the amount is actually lower, and added that Southeast Airport Services, Inc. has worked at the airport as BAGS' small business partner; therefore, they have experience with the work.

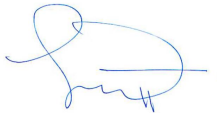
Chairman Friel asked if the contract is based on "as-needed" services. Mr. El-Baroudi confirmed that the contract is for hours requested and provided. Chairman Friel followed up by asking if there are established hourly increases for the optional Years 4 and 5 based on CPI. Mr. El-Baroudi responded in the affirmative.

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

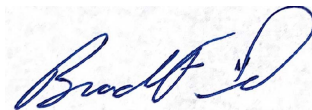
ADJOURNMENT

8. Chairman Friel asked if there was further business to discuss before the Committee. Having no further business to discuss, he adjourned the meeting at 2:03 p.m.

(Digitally signed on February 1, 2021)



Larissa Bou
Recording Secretary



Brad Friel
Chairman