

On **JANUARY 11, 2021**, 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
Thomas Draper, Senior Director of Operations
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
Doug Starcher, 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 Tuesday, January 18, 2021, 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, Mr. Starcher, 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.

CONSENT AGENDA

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

Upon motion by Mr. Draper, second by Mr. Engle, vote carried to approve the following Consent Agenda item:

A. recommend to the Chief Executive Officer to: (1) award of Purchasing Request for Written Quotation (RFQ) 93110-21, Purchase of IBM Maximo software licenses plus one (1) year subscription and support through the Utilization of the State of Florida Alternate Contract Source #43230000-NASPO-16-ACS-SVAR, to Insight Public Sector Inc., in the not-to-exceed amount of \$224,011.00; (2) authorize funding from the previously-approved Capital Expenditure Fund and Operations and Maintenance Fund; and (3) authorize the Purchasing Department to issue the necessary Purchase Order. [A revised memorandum and finance form were provided to Committee members, copy on file.]

RECOMMENDATION TO APPROVE AMENDMENT NO. 5 FOR A THREE (3) MONTH EXTENSION OF PURCHASING CONTRACT 04-16, MANAGEMENT OF ELECTRICAL SWITCHGEAR EQUIPMENT, GENERATORS, UNINTERRUPTIBLE POWER SUPPLIES (UPS) AND BATTERIES, AND EMERGENCY GENERATOR FUEL DELIVERY SYSTEM (FDS) TESTING, MAINTENANCE AND REPAIR SERVICES WITH ELECTRIC SERVICES, INC.

2. Ms. Hershner presented the item. [A revised memorandum was provided to Committee members, copy on file.]

The initial term of the Contract was for thirty-six (36) months, which commenced on May 1, 2016, with the Aviation Authority having options to renew the Contract for two (2) additional periods of one (1) year each. The second renewal option is due to expire on April 30, 2021.

This Contract requires Electric Services, Inc. to provide management oversight for all labor, supervision, test and safety equipment, tools, hardware to perform inspection and testing services, materials, supplies, accessories, infrared testing, document and inspection services, and all other items necessary or proper for, or incidental to, performing annual inspections, cleaning, calibrating, adjusting, testing (annual services), and repairs of: (i) Electrical Switchgear Equipment; (ii) Generators, (iii) Uninterruptible Power Supplies (UPS) and Batteries; and (iv) Emergency Generator Fuel Delivery System (FDS) Testing, Maintenance and Repair at the Orlando International Airport and Orlando Executive Airport in accordance with the Contract Documents.

On November 11, 2020, the Aviation Authority only received one bid and the Aviation Authority is aware of several contractors who provide these types of services in Central Florida. On December 14, 2020, the Purchasing Department with the approval of the Maintenance Department, requested to the Concessions/Procurement Committee to revise and re-solicit the above referenced services due to the lack of competition. In accordance with State Statute 119.071(1)(B)3, the rejected Bid is exempt from public records requests until notice of an intended decision concerning the re-solicited services is provided. Per policy 450.04(b) extensions are allowed and require Board Approval.

The Aviation Authority is currently in the re-solicitation process of a new contract for the Management of Electrical Switchgear Equipment, Generators, Uninterruptible Power Supplies (UPS) and Batteries, and Emergency Generator Fuel Delivery System (FDS) Testing, Maintenance and Repair Services. A three (3) month extension of the Contract is needed for the continued service until the new competitive Contract is awarded. The Contract extension contains a thirty (30) day notice of termination.

Electric Services, Inc. has agreed to the three (3) month extension and agreed to extend the current contracted rates for the three (3) month extension.

This contract includes a Minority and Women Business Enterprise (MWBE) and a Local Developing Business (LDB) participation requirement. The participation goal for this contract is 17% for MWBE and 1.7% for LDB. The Small Business Development office certifies that Electric Services Inc. is in good standing as it relates to small business participation (see Attachment B).

Three Month Extension: May 1, 2021 through July 31, 2021.

Department - Concurs with the renewal.

Contractor - Based on the information known at this time, the Contractor has performed satisfactorily during the second renewal option.

Pricing is based on the following:

1. Switchgear Maintenance Services:

- 1.1. hourly service rate for each of the Original Equipment Manufacturers (OEMs): EATON, Russ Electric and CATISO Electric.
- 1.2. mark-up percentage over its costs for parts, materials, rentals and components purchased for switchgear maintenance;
- 1.3. standard and non-standard hourly rate for journeyman, mechanic and helper.

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2. Generators:

- 2.1. unit price for: monthly, intermediate (quarterly and annual), annual generator inspections and services, and 2-Hour Load bank for generator maintenance and test services;
- 2.2. standard and non-standard hours for additional work; and
- 2.3. mark-up percentage over its costs for materials, rentals, components purchased for generator and other expenses.

3. UPS & Battery Preventive Maintenance & Repair Services:

- 3.1 quarterly rate for the preventive maintenance and repair;
- 3.2 mark-up percentage over its costs for parts, materials, specialized subcontractor costs, and components purchased; and
- 3.3 hourly rate for standard and non-standard hours.

4. Emergency Generator Fuel Delivery System:

- 4.1 unit price for the testing and analysis of fuel tanks, cleaning of fuel tanks, and transfer of fuel;
- 4.2 hourly rate for standard and non-standard additional work hours for maintenance and repairs; and
- 4.3 mark-up percentage over its costs for parts, materials, disposal fees and subcontractors.

The annual value for the three-month extension is for a total not-to-exceed amount of \$600,000. The actual amount paid to contractor is based on actual work requested, performed, and approved by the Aviation Authority with no rate increases.

This will increase the original term Contract value from \$10,192,280.37 to \$10,792,280.37.

The fiscal impact anticipated for the three-month extension is a not-to-exceed amount of \$600,000. Funding will be from the Operations and Maintenance Fund

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- 901.443.870.5460002.000.100117

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 a contract extension of 3-months for Purchasing Contract 04-16, Management Of Electrical Switchgear Equipment, Generators, Uninterruptible Power Supplies (UPS) And Batteries, And Emergency Generator Fuel Delivery System (FDS) Testing, Maintenance and Repair Services with Electric Services,

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Inc.; (2) authorize funding from the Operation and Maintenance Fund in the not-to-exceed amount of \$600,000; 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. There was no response to his inquiry.

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

ADJOURNMENT

3. Chairman Friel asked if there was further business to discuss before the Committee. Having no further business to discuss, he adjourned the meeting at 1:38 p.m.

(Digitally signed on February 1, 2021)



Larissa Bou
Recording Secretary



Brad Friel
Chairman