

On **MARCH 22, 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. Vice Chair Sharman 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: Kathleen Sharman, Vice Chair
Thomas Draper, Chief of Operations
Brian Engle, Director of Customer Experience

Staff/Others present: Gary Hunt, Director of Maintenance
Richard Schultz, Manager of Electric Systems
Diana Hershner, Senior Manager of Purchasing
Bruce Gant, Manager of Purchasing Contracts
Jo Thacker, Nelson Mullins, Legal Counsel
Larissa Bou, Manager of Board Service and Recording
Secretary

Vice Chair Sharman 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, March 29, 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, 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.

CONSENT AGENDA

1. Vice Chair Sharman asked if anyone in the audience would like to speak regarding any of the Consent Agenda items. Ms. Bou confirmed she had not received any speaker requests. Vice Chair Sharman then asked if any Committee member had questions or wished to pull an 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 items:

A. recommend to the Chief Executive Officer to: (1) approve Amendment No. 4, Second Renewal Option to Purchasing Contract 01-18, Woven Level Loop & Cut and Loop Carpet Procurement Services, with Bloomsburg Carpet Industries, Inc.; (2) authorize funding in the not-to-exceed amount of \$234,280 from the Capital Expenditure 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; and

B. Recommend to the Chief Executive Officer to: (1) approve Amendment No. 6, Contract Extension for Purchasing Contract 19-14, Travel and Support Services with AAA Club Alliance, Inc. d/b/a AAA Corporate Travel Services; (2) authorize funding in a not-

MINUTES FOR THE MARCH 22, 2021, CONCESSIONS/PROCUREMENT COMMITTEE

CONSENT AGENDA (con't)

to-exceed amount of \$15,000 from the Operations and Maintenance Travel and Per Diem Fund; and (3) authorize the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel;

RECOMMENDATION TO APPROVE AMENDMENT NO. 4, SECOND RENEWAL OPTION FOR PURCHASING CONTRACT 02-18, ROADWAY ELECTRICAL MAINTENANCE SERVICES WITH AMERICAN LIGHTING & SIGNALIZATION, LLC

2. Mr. Gant presented the item.

The initial term of the Contract was for thirty-six (36) months, which commenced on December 1, 2017, and expired on November 30, 2020, with the Aviation Authority having options to renew the Contract for two (2) additional periods of one (1) year each. The first renewal option is due to expire on November 30, 2021.

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.

At the time the contract was awarded, MWBE or LDB/VBE goals were not established.

Second Renewal Option - December 1, 2021 through November 30, 2022.

Department - Concurs with the renewal.

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

Pricing is based on unit prices for: (1) total roadway sign lamp replacement and inspection; (2) total bridge lamp replacement and inspection; (3) monthly inspections; and (4) hourly labor rates for standard and non-standard work hours for additional services. The annual value for the second renewal option is a total not-to-exceed amount of \$331,215 with no unit price and hourly labor rate increases from the first renewal option.

The fiscal impact anticipated for the second renewal option is a not-to-exceed amount of \$331,215. Funding will be from OEA Operations and Maintenance Fund 901.443.810.5460002. 000.100118 and the following Operations and Maintenance Fund, account 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 |

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, and OEA 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. 4, Second Renewal Option for Purchasing Contract 02-18, Roadway Electrical Maintenance Services to American Lighting & Signalization, LLC; (2) authorize funding in the total not-to-exceed amount of \$331,215, which includes \$325,715 from the OIA Operation and Maintenance Fund and a not-to-exceed amount of \$5,500 from the OEA 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.

Vice Chair Sharman asked if anyone in the audience would like to speak regarding this item. Ms. Bou confirmed she had not received any speaker requests for this item. She then asked if any Committee member had questions or comments. There was no response to her inquiry.

RECOMMENDATION TO APPROVE AMENDMENT NO. 4, SECOND RENEWAL OPTION FOR PURCHASING CONTRACT 02-18, ROADWAY ELECTRICAL MAINTENANCE SERVICES WITH AMERICAN LIGHTING & SIGNALIZATION, LLC (CON'T)

Vice Chair Sharman made an observation regarding the Finance Form (copy on file), which did not match the amount breakdown provided in the memorandum. Mr. Schultz indicated that staff will correct the information. Vice Chair Sharman stated that approval for this item is subject to receiving the corrected finance form as an Information Item.

Upon motion by Mr. Engle, second by Mr. Draper, vote carried to approve staff's recommendation; subject to the Committee obtaining the corrected financial form as an Information Item. *[Subsequent to the meeting, a revised Finance Form was received and presented to the Concessions/Procurement Committee as Information Item No. 1-A on the April 5, 2021.]*

RECOMMENDATION TO APPROVE AMENDMENT NO. 2, FIRST RENEWAL OPTION FOR PURCHASING CONTRACT 11-18, LANDSCAPE MAINTENANCE OF PARKING LOTS WITH HELPING HAND LAWN CARE LLC (HELPING HAND)

3. Mr. Gant presented the item.

The initial term of the Contract was for thirty-six (36) months, which commenced on October 15, 2018, 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 October 14, 2021.

The Contract will be to furnish all labor, supervision, materials, supplies, equipment, tools, chemicals, and all other items necessary or proper for, or incidental to, performing landscape maintenance of parking lots at the Orlando International Airport (OIA) in accordance with the contract documents located at:

- (i) the North Park located at the intersection of Bear Road and Cargo Road;
- (ii) the South Park located at the South Access Road;
- (iii) the Employee Parking Lot located at the north end of Casa Verde Road,
- (iv) the West Park Place located on Tradeport Drive, and
- (v) South Cell Parking Lot.

First Renewal Option - October 15, 2021 through October 14, 2022.

Department - Concurs with the renewal option.

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

The annual value for the first renewal option is for a total not-to-exceed amount of \$276,200 with no rate increase. The actual amount paid to the contractor is based on actual work requested, performed, and approved by the Aviation Authority, based on the unit prices.

This Contract has been designated as a directed procurement for a Local Developing Business (LDB). The Small Business Development department certifies that this Contract is in good standing as it relates to the LDB direct procurement.

The fiscal impact for the first renewal option is a not-to-exceed amount of \$276,200 with funding from the Operations and Maintenance Fund 301.631.612.5340004.000.100004 and 301.631.613.5340004.000.100004. 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 the following be recommended to the Aviation Authority Board: (1) approve Amendment No. 2, First Renewal Option for Purchasing Contract 11-18, Landscape Maintenance of Parking Lots with Helping Hand Lawn Care, LLC; (2) authorize funding from the Operations and Maintenance Fund in the not-to-exceed amount of \$276,200; 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 APPROVE AMENDMENT NO. 2, FIRST RENEWAL OPTION FOR PURCHASING CONTRACT 11-18, LANDSCAPE MAINTENANCE OF PARKING LOTS WITH HELPING HAND LAWN CARE LLC (HELPING HAND) – (CON'T)

Vice Chair Sharman asked if anyone in the audience would like to speak regarding this item. Ms. Bou confirmed she had not received any speaker requests for this item. She then asked if any Committee member had questions or comments. There was no response to her inquiry.

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

RECOMMENDATION TO AWARD PURCHASING BID 17-21, MANAGEMENT OF ELECTRICAL SWITCHGEAR EQUIPMENT, GENERATORS, UNINTERRUPTIBLE POWER SUPPLIES (UPS) AND BATTERIES, AND EMERGENCY GENERATOR FUEL DELIVERY SYSTEM (FDS) TESTING, MAINTENANCE AND REPAIR SERVICES

4. 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, 2021, and with the Aviation Authority having options to renew the Contract for two (2) additional option periods of one (1) year each.

This will result in a Contract for the service provider 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), modifications, upgrades 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 Services at the Orlando International Airport (OIA) and Orlando Executive Airport (OEA) in accordance with the Contract documents.

On February 3, 2021, the Aviation Authority issued Purchasing Bid 17-21, Management of Electrical Switchgear Equipment, Generators, Uninterruptible Power Supplies (UPS) and Batteries, and Emergency Generator Fuel Delivery System (FDS) Testing, Maintenance and Repair Services.

On March 8, 2021, the following Bids were received:

| <u>Name of Respondent</u> | <u>Total Three (3) Year Bid Price</u> |
|---------------------------------------|---------------------------------------|
| Electric Services, Inc. | \$7,196,318.45 |
| M&M Electric of Central Florida, Inc. | \$8,235,946.73 ¹ |
| Bergelectric Corporation | \$8,811,653.66 ² |
| Eau Gallie Electric Inc. | \$8,939,724.20 ³ |
| Transportation Systems Inc. | \$9,652,172.00 |

¹The bid submitted by M&M of Central Florida, Inc. contained mathematical errors which resulted in a \$1,842.82 understatement of its Bid. The corrected prices are reflected in the above tabulation and did not affect the rankings.

²The bid submitted by Bergelectric Corporation contained mathematical errors, which resulted in a \$192.99 understatement of its Bid. The corrected prices are reflected in the above tabulation and did not affect the rankings.

³The bid submitted by Eau Gallie Electric Inc. contained mathematical errors, which resulted in a \$61,090.10 overstatement of its Bid. The corrected prices are reflected in the above tabulation and did not affect the rankings.

References for the five bidders were checked and based thereon were determined to be responsible.

Bidders were required to submit the following documentation with their bids: (1) a letter of bondability on a surety company letterhead or a letter from a US Bank for a letter of credit confirming that the bidder can obtain one or the other; (2) a statement of coverage on a U.S. insurance company/ broker letterhead confirming that the bidder can obtain the insurance coverage requirements as described in Section 5 of the General Conditions; (3)

RECOMMENDATION TO AWARD PURCHASING BID 17-21, MANAGEMENT OF ELECTRICAL SWITCHGEAR EQUIPMENT, GENERATORS, UNINTERRUPTIBLE POWER SUPPLIES (UPS) AND BATTERIES, AND EMERGENCY GENERATOR FUEL DELIVERY SYSTEM (FDS) TESTING, MAINTENANCE AND REPAIR SERVICES (CON'T)

name and current resume for the contractor's proposed on-site lead technician; (4) a signed statement from the Original Equipment Manufacturer (OEM) stating that full support of the OEM will be available to the bidder or Aviation Authority for parts, materials, components, and technical assistance when required; and (5) listing of authorized sub-contractors for each manufacturer: company name, physical address, qualifications, proof of authorized maintenance service provider, and personnel name responsible for the management of the Switchgear, Electrical Systems and Generators Maintenance Services. Electric Services, Inc., M&M Electric of Central Florida, Inc., Bergelectric Corporation, and Eau Gallie Electric Inc. submitted the requested submittals. Transportation Systems Inc. did not submit any documentation.

Staff reviewed the bids provided and Electric Services, Inc., M&M Electric of Central Florida, Inc., Bergelectric Corporation, and Eau Gallie Electric Inc. are deemed responsive and responsible. Transportation Systems Inc. was determined to be non-responsive.

Pricing is based on the following:

1. Switchgear Maintenance Services:

- 1.1. Hourly service rate for each of the Original Equipment Manufacturers (OEMs): EATON and CATISO Electric.
- 1.2. Purchases for switchgear maintenance;
- 1.3. Standard and non-standard hourly rate for journeyman, mechanic and helper.

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 hourly rates for EATON, CATISO, and the additional work hours for electrical work repairs are less than the current contract. The actual amount paid to contractor is based on actual work requested, performed, and approved by the Aviation Authority.

A Minority and Women Business Enterprise (MWBE) and Local Developing Business (LDB) participation goal has been established at 15% MWBE and 2% LDB for this Contract. The

RECOMMENDATION TO AWARD PURCHASING BID 17-21, MANAGEMENT OF ELECTRICAL SWITCHGEAR EQUIPMENT, GENERATORS, UNINTERRUPTIBLE POWER SUPPLIES (UPS) AND BATTERIES, AND EMERGENCY GENERATOR FUEL DELIVERY SYSTEM (FDS) TESTING, MAINTENANCE AND REPAIR SERVICES (CON'T)

Small Business Development Department determined that Bergelectric Corp., Electric Services, Inc., M&M Electric of Central Florida, Inc. and Transportation Systems, Inc. are deemed responsive; and Eau Gallie Electric, Inc. is deemed non-responsive as it relates to the small business requirements.

Electric Services, Inc.'s bid in the amount of \$7,196,318.45 is to be funded from the following Operations and Maintenance Fund account codes:

301.631.110.5460001.000.100016
301.631.170.5460001.000.100016
301.631.210.5460001.000.100016
301.631.330.5460001.000.100016
301.631.510.5460001.000.100016
301.631.611.5460001.000.100016
301.631.612.5460001.000.100016
301.631.615.5460001.000.100016
301.631.692.5460001.000.100016
901.443.810.5460002.000.100118
901.443.870.5460002.000.100117

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 Eau Gallie Electric Inc. and Transportation Systems Inc. non-responsive; (2) award Purchasing Contract 17-21, Management Of Electrical Switchgear Equipment, Generators, Uninterruptible Power Supplies (UPS) And Batteries, And Emergency Generator Fuel Delivery System (FDS) Testing, Maintenance and Repair Services to Electric Services, Inc.; (3) authorize funding from the Operations and Maintenance Fund in the not-to-exceed amount of \$7,196,318.45 and (4) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel.

Vice Chair Sharman asked if anyone in the audience would like to speak regarding this item. Ms. Bou confirmed she had not received any speaker requests for this item. She then asked if any Committee member had questions or comments. There was no response to her inquiry.

Vice Chair Sharman asked if Electric Services, Inc. is the incumbent. Mr. Shultz responded in the affirmative. She followed up by asking if staff considers the price reasonable. Mr. Schultz responded that the price is in line with what the Aviation Authority is currently paying for the second renewal option.

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

RECOMMENDATION TO APPROVE AMENDMENT NO. 4, SECOND RENEWAL OPTION FOR PURCHASING CONTRACT 18-17, SOUTH AUTOMATED PEOPLE MOVER (APM) LANDSCAPE MAINTENANCE AND IRRIGATION SERVICES WITH HELPING HAND LAWN CARE, LLC. (HELPING HAND)

5. Mr. Gant presented the item.

The initial term of the Contract was for thirty-six (36) months, which commenced on September 1, 2017, and expired August 31, 2020, with the Aviation Authority having options to renew the Contract for two (2) additional periods of one (1) year each. The first renewal option is due to expire on August 31, 2021.

This Contract requires Helping Hand to furnish all labor, supervision, materials (including any replacement plant material required), supplies, tools, equipment, licenses, permits, chemicals, fertilizer, pine bark mulch, pine straw, and all other items necessary or proper for, or incidental to, performing exterior landscape maintenance and irrigation

RECOMMENDATION TO APPROVE AMENDMENT NO. 4, SECOND RENEWAL OPTION FOR PURCHASING CONTRACT 18-17, SOUTH AUTOMATED PEOPLE MOVER (APM) LANDSCAPE MAINTENANCE AND IRRIGATION SERVICES WITH HELPING HAND LAWN CARE, LLC. (HELPING HAND) – (CON'T)

maintenance services of specified South APM area located at the Orlando International Airport in accordance with the contract documents.

Second Renewal Option - September 1, 2021 through August 31, 2022.

Department - Concurs with the renewal option.

Contractor - Based on the information known at this time, Helping Hand has performed satisfactorily during the initial term and the first renewal option.

The annual value for the second renewal option is for a total not-to-exceed amount of \$342,923.33. The actual amount paid to contractor is based on actual work requested, performed, and approved by the Aviation Authority, based on the unit prices. There are no changes to the unit prices.

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 the LDB direct procurement.

The fiscal impact for the second renewal option is for a not-to-exceed amount of \$342,923.33 with funding from the Operations and Maintenance Fund, account code 301.631.692.5340004.000.100001. 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 the Concessions/Procurement Committee approve the following be recommended to the Aviation Authority Board: (1) approve Amendment No. 4, Second Renewal Option for Purchasing Contract 18-17, South APM Landscape Maintenance and Irrigation Services with Helping Hand Lawn Care, LLC.; (2) authorize funding from the Operations and Maintenance Fund in the not-to-exceed amount of \$342,923.33; and (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute necessary documents following satisfactory review by legal counsel.

Vice Chair Sharman asked if anyone in the audience would like to speak regarding this item. Ms. Bou confirmed she had not received any speaker requests for this item. She then asked if any Committee member had questions or comments. There was no response to her inquiry.

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

ADJOURNMENT

6. Vice Chair Sharman asked if there was further business to discuss before the Committee. Having no further business to discuss, she adjourned the meeting at 1:54 p.m.

(Digitally signed on April 6, 2021)



Larissa Bou
Recording Secretary



Kathleen Sharman
Vice Chair