

**GREATER ORLANDO AVIATION AUTHORITY
PROCUREMENT COMMITTEE**

DATE: September 19, 2023

DAY: Tuesday

TIME: 9:30 A.M.

PLACE: Carl T. Langford Board Room, Orlando International Airport, One Jeff Fuqua Blvd., Orlando, FL 32827

I. CALL TO ORDER / ROLL CALL / ANNOUNCEMENTS

II. NEW BUSINESS

- A. Request for Recommendation to the Aviation Authority Board to Award an Invitation for Bid 23-364-IFB, Landscape Maintenance of Parking Lots to Brightview Landscape Services Inc.
- B. Request for Recommendation to the Aviation Authority Board to Award Purchasing Invitation for Bids (IFB) 24-103-IFB, Janitorial Supplies at the Orlando International Airport, to Multiple Suppliers.

NOTE: 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. Any decision made at these meetings will need record of the proceedings and for that purpose may need to ensure that a verbatim record of the proceeding is made which includes the testimony and evidence upon which the appeal is to be based. Any appeal must be received in writing by the Chief Executive Officer, Mr. Kevin J. Thibault, via email kevin.thibault@goaa.org with copy to yovannie.rodriquez@goaa.org by 4:00 p.m., September 26, 2023.

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 1st 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. The policy, forms, and instructions are available on the Aviation Authority's offices web site. Please contact the Chief Administrative Officer with questions at (407) 825-7105.

(Pursuant to Florida Statute 286.0113 (2)(b)1., the portion of the Procurement Committee meeting, when interviews are being conducted, will be exempt from public meeting requirements.)

Any member of the public who wishes to address the committee on an agenda item being considered at this meeting must notify the committee in writing by submitting a completed Appearance Request Form. This form may be requested from and submitted to the Recording Secretary via email at PC@goaa.org, or in person on the date of the meeting. Each speaker will be allowed up to three minutes, and speakers will be limited to no more than five speakers per group or joint effort; excluding businesses and other such entities, which will be limited to one speaker to represent the entity, as a whole.

[The next Procurement Committee Meeting is scheduled for Tuesday, September 26, 2023, at 9:30 a.m.](#)



GREATER ORLANDO AVIATION AUTHORITY

Orlando International Airport
One Jeff Fuqua Boulevard
Orlando, Florida 32827-4392

AGENDA REVIEW

Department: Facilities
Drafted by: John Field
Reviewed by: Daisily Pagan, Janice Hughes, Olimpia Lonsdale
Final approval of changes after agenda review (s): _____

MEMORANDUM

TO: Members of the Procurement Committee

FROM: Gary Hunt, Vice President, Facilities

DATE: September 19, 2023

ITEM DESCRIPTION

Recommendation to Award Invitation for Bid 23-364-IFB, Landscape Maintenance of Parking Lots to Brightview Landscape Services Inc.

BACKGROUND

On May 14, 2023, the Aviation Authority issued Invitation for Bid 23-364-IFB for Landscape Maintenance of Parking Lots. The term of the Contract will be for five years with initial service to commence on or about October 1, 2023.

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 in accordance with the Contract Documents. The parking lots locations are:

- North Park Place located at the intersection of Bear Road and Cargo Road
- South Park Place located at the South Access Road
- Employee Parking Lot located at the north end of Casa Verde Road
- West Park Place located on Tradeport Drive
- South Cell Lot
- South Employee Parking Lot

ISSUES

On June 20, 2023, the Aviation Authority received the following responses:

- | | |
|---------------------------------------|----------------|
| • BrightView Landscape Services, Inc. | \$2,062,291.55 |
| • Helping Hand Lawn Care, LLC | \$3,681,855.00 |
| • AERO Groundtek, LLC | \$5,215,799.00 |

Staff reviewed the submittals and references for the three bidders, and based thereon, were determined to be responsible and responsive to the Invitation for Bid.

The services will be for landscaping services. Pricing for the services are based on Unit Prices for mowing; edging and trimming; weeding; disease and insect control; fertilization; provide and install annuals; trash and debris removal; provide and placement of mulch; and, irrigation maintenance.

SMALL BUSINESS

This Contract includes a Minority and Women Business Enterprise participation goal of 25%. The Small Business Development Department has reviewed the responses submitted for 23-364-IFB for Landscape Maintenance of Parking Lots, and recommends all three bidders be deemed responsive to this solicitation.

ALTERNATIVES

None.

FISCAL IMPACT

The value of this procurement is a not-to-exceed amount of \$2,062,291.55 for the five year period. Funds anticipated 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.

RECOMMENDED ACTION

It is respectfully requested that the Procurement Committee approve/accept that the following be recommended to the Aviation Authority Board: (1) award Invitation for Bid 23-364-IFB, Landscape Maintenance of Parking Lots, to Brightview Landscape Services Inc. as the lowest responsible and responsive bidder, for the total not-exceed amount of \$2,062,291.55; (2) authorize funding 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.

Attachments

A –Finance Form

Date:	<u>09/27/2023</u>	Requestor's Extension:	<u>x- 2158</u>
Requestor's Name:	<u>Daisily Pagan</u>	Preparer's Extension:	<u>x-2496</u>
Preparer's Name:	<u>John Field</u>	Solicitation #:	<u>23-379-IFB</u>
Requestor's Department:	<u>Facilities</u>	Contract # / Name:	<u>Landscape Maintenance of Parking Lots</u>
Description:	<u>Award Invitation for Bid 23-364- IFB</u>	Committee Date:	<u>09/27/2023</u>
Vendor:	<u>Brightview Landscape Services Inc.</u>	Agenda Item #:	<u></u>

NON-PROJECT FUNDS: O&M, CAPEX, OEA REVENUE FUNDS

Account Code Format: xxx.xxx.xxx.xxxxxxx.xxx.xxxxxx	FY 23 Amount	FY24 Amount	FY25 Amount	FY26 Amount	FY27 Amount	FY28 Amount	TOTAL CONTRACT
301.631.612.5340004.000.100004		412,458.31	412,458.31	412,458.31	412,458.31	412,458.31	2,062,291.55
Total Requisition:		412,458.31	412,458.31	412,458.31	412,458.31	412,458.31	2,062,291.55
Requisition Number:		94917	94921	94922	94923	94924	
Funding Approver:							
		<i>Aubrey Harper</i>					
OMB Notes:							



GREATER ORLANDO AVIATION AUTHORITY

Orlando International Airport
One Jeff Fuqua Boulevard
Orlando, Florida 32827-4392

MEMORANDUM

TO: Members of the Procurement Committee

FROM: Gary M. Hunt, Director of Maintenance

DATE: September 19, 2023

ITEM DESCRIPTION

Recommendation to Award Purchasing Invitation for Bids (IFB) 24-103-IFB, Janitorial Supplies at the Orlando International Airport, to Multiple Suppliers.

BACKGROUND

The award of this IFB will result in five (5) Blanket Purchase Agreements (BPAs) for various janitorial supplies, provided on an "as-needed" basis, for a twelve-month period. The IFB listed a total of fourteen (14) separate items, each with estimated quantities for a 12-month period. The IFB required that the unit prices submitted include all costs associated with delivery to the Aviation Authority's Material Control Warehouse.

The fourteen (14) items bid under 24-103-IFB were listed in six (6) product groups:

- Urinal screens (Group 1) (Items 1-)
- Hand soaps (Group 2) (Items ____)
- Blue recycling bags (Group 3) (Items
- Clear can liners (Group 4)
- Toilet tissue, jumbo roll (Group 5)
- Toilet tissue, small roll (Group 5)
- Paper towel, folded (Group 6) and
- Paper towel, roll (Group 6)

The resulting BPA's term is October 1, 2023, through September 30, 2024, with possible extensions if funds remain and the unit prices are honored.

The Invitation for Bids 24-103-IFB, Janitorial Supplies did not include a Minority and Women Business Enterprise (MWBE) or a Local Developing Business (LDB) participation requirement, but was highly encouraged.

ISSUES

On July 25, 2023, the Aviation Authority received twenty-one (21) responses to 24-103-IFB. This solicitation was (1) advertised in the Orlando Sentinel on June 29, 2023; (2) email sent to 46 different Chamber of Commerce & other local business community groups within Central Florida; and (3) posted to the Aviation Authority's website via OpenGov. A total of 1,988 email notifications were sent via OpenGov.

The Respondents to this IFB were (in alphabetical order):

- Agni Enterprises LLC DBA Head to Heels Safety Supplies
- All Florida Paper
- B&R Supply, Inc.

- Brady Companies LLC
- Central Poly-Bag Corp.
- Cheney Brothers Inc
- Dade Paper & Bag DBA Imperial Dade
- Gem Supply Co
- HD Supply
- Hemera Holding LLC – No Bid
- Interboro Packaging Corp
- McKesson Medical-Surgical Government Solutions LLC – No Bid
- Primest Inc
- Social Glass Inc
- Southeastern Paper Group LLC
- Strategic Force USA
- Total Industrial Supplies Inc
- Unipak Corp
- United Sales USA
- Veritiv Operating Corp.
- WB Mason Co. Inc.

Staff reviewed all bids and found that:

- Social Glass Inc provided an incorrect price for line 6 on bid response.
- If an alternate product was bid, actual samples were required to be turned in to be tested to determine whether the alternate product was acceptable. The testing took place at the same time as the public Bid opening on July 25, 2023. Aviation Authority [maintenance?] staff reviewed all alternate products at that time and determined whether each was acceptable..

The following items were deemed not acceptable by Staff:

Bidder

Dade Paper & Bag DBA Imperial Dade
 Dade Paper & Bag DBA Imperial Dade
 Dade Paper & Bag DBA Imperial Dade
 Dade Paper & Bag DBA Imperial Dade
 Interboro Packaging Corp
 Interboro Packaging Corp
 Southeastern Paper Group LLC
 Southeastern Paper Group LLC
 Southeastern Paper Group LLC
 Southeastern Paper Group LLC
 Strategic Force USA
 Strategic Force USA
 Total Industrial Supplies Inc
 Total Industrial Supplies Inc
 Total Industrial Supplies Inc
 United Sales USA
 WB Mason Co. Inc.
 WB Mason Co. Inc.
 WB Mason Co. Inc.
 WB Mason Co. Inc.

Product

Recycling Bag, Large
 Recycling Bag, Medium
 Clear Bag, Large
 Clear Bag, Medium
 Recycling Bag, Large
 Recycling Bag, Medium
 Recycling Bag, Large
 Recycling Bag, Medium
 Clear Bag, Large
 Clear Bag, Medium
 Clear Bag, Large
 Clear Bag, Medium
 Recycling Bag, Large
 Clear Bag, Large
 Clear Bag, Medium
 Recycling Bag, Large
 Recycling Bag, Large
 Recycling Bag, Medium
 Clear Bag, Large
 Clear Bag, Medium

It is most advantageous to award to five (5) Bidders as follows based responsibility, responsiveness and low price. The Bidder with the low price for each Item is listed below:

Bidder	Group # - Item #	Total Amount	Total Amount with contingency
All Florida Paper	2 – #5 1,000mL Hand Soap 2 – #6 1,600mL Hand Soap 6 – #14 Towel, Paper Flex Roll	\$2,856,240.00	\$3,284,676.00
Dade Paper & Bag DBA Imperial Dade	5 – #12 Toilet tissue, Jumbo	\$956,340.00	\$1,099,791.00

Gem Supply Company	5 – #11 Toilet Tissue, Small Roll 6 – #13 Towel, Paper Folded	\$329,360.00	\$378,764.00
Southeastern Paper Group LLC	1 – #1 Urinal Screen, Mango 1 – #2 Urinal Screen, Ocean Mist 1 – #3 Urinal Screen, Spicy Apple 1 – #4 Urinal Screen, Citrus	\$48,130.00	\$55,349.52
Unipak Corp.	3 – #7 Recycling Bag, Large 3 – #8 Recycling Bag, Medium 4 – #9 Clear Bag, Medium 4 – #9 Clear Bag, Large	\$1,141,600.00	\$1,312,840.00

The award of this IFB will result in five (5) Blanket Purchase Agreements (BPA), in the not-to-exceed amount of \$6,131,420.52, which includes a fifteen percent (15%) contingency for the allocation of funds among the Bidders. While Staff provided their best estimate for usage for the upcoming time period, contingency is in place to prepare for increased travelers, possible higher traffic after operations begin at Brightline Terminal, and also for possible unit price fluctuations by Manufacturers due to any unforeseen issues. Only company wide price variances will be considered, applicable to all customers, with Manufacturer's back-up documentation.

SMALL BUSINESS

This solicitation does not include a Minority and Woman Business Enterprise (MWBE) or Local Developing Business (LDB) participation requirement but was highly encouraged.

ALTERNATIVES

None.

FISCAL IMPACT

The combined bid amount by the five (5) low, responsive and responsible Bidders, by Item number with Contingency, is \$6,131,420.52. Funds anticipated 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.

RECOMMENDED ACTION

It is respectfully requested that the Procurement Committee approve that the following be recommended to the Aviation Authority Board: (1) award Purchasing Invitation for Bids 24-103-IFB, Janitorial Supplies, at the Orlando International Airport, by Bidder, to All Florida Paper for \$3,284,676.00, Dade Paper & Bag DBA Imperial Dade for \$1,099,791.00, Gem Supply Company for \$378,764, Southeastern Paper Group LLC for \$55,349.52, and Unipak Corp for \$1,312,840, for a total not-to-exceed combined value of \$6,131,420.52, with funding from the Operations and Maintenance Fund; (2) deem Social Glass non-responsive on line 6 and deem the alternate products itemized above not acceptable; (3) authorize Staff to contact the next ranked firm for items should products not be available; (4) allow for the allocation of funds among the Bidders as required to meet inventory requirements; (5) in case of Manufacturer's companywide price increase, allow for unit price adjustments with Manufacturer's price increase letter, to the extent of the Manufacturer's increase, or move to the next ranked firm whichever is more advantageous to the Aviation Authority; (6) authorize the Purchasing Department to extend the term of the resulting BPA's if funds remain available at the end of the original BPA period; (7) authorize Procurement Services to issue the necessary Blanket Purchase Agreements.

Attachments
A – Finance Form

Attachment A

Date:	<u>09/13/2023</u>	Requestor's Extension:	<u>x- 2685</u>
Requestor's Name:	<u>Nina Gilbert</u>	Preparer's Extension:	<u>x-2495</u>
Preparer's Name:	<u>John Field</u>	Solicitation #:	<u>24-103 -IFB</u>
Requestor's Department:	<u>Facilities</u>	Contract # / Name:	<u>Janitorial Supplies</u>
Description:	<u>Award Invitation for Bid 24-103-IFB</u>	Committee Date:	<u>09/19/2023</u>
Vendor:	<u>Multiple</u>	Agenda Item #:	<u></u>

NON-PROJECT FUNDS: O&M, CAPEX, OEA REVENUE FUNDS

Account Code Format: xxx.xxx.xxx.xxxxxxx.xxx.xxxxxx	FY 23 Amount	FY24 Amount	FY25 Amount	FY26 Amount	FY27 Amount	FY28 Amount	TOTAL CONTRACT
301.631.210.5340004.000.100004		6,131,420.52					6,131,420.52
Total Requisition:		6,131,420.52					6,131,420.52
Requisition Number:		BPA					
Funding Approver:		<i>Andrea Harper</i>					
OMB Notes:							