

**GREATER ORLANDO AVIATION AUTHORITY
PROCUREMENT COMMITTEE**

DATE: November 14, 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. CONSIDERATION OF MINUTES FOR OCTOBER 31, 2023.

III. NEW BUSINESS

- A. Request for Recommendation to the Aviation Authority Board to Approve Amendment No. 3 to Purchasing Contract PS-329, Parking Access and Revenue Control System with Skidata, Inc. for the Upgrade of Parking Access and Revenue Control System Servers and Network Infrastructure.
- B. Request for Recommendation to the Aviation Authority Board to Award an Invitation for Bid 23-387-IFB, Data Center HVAC Services to Innovative Support Systems, Inc.

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., November 21, 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, November 21, 2023, at 9:30 a.m.](#)

On **TUESDAY, OCTOBER 31, 2023**, the **PROCUREMENT COMMITTEE** met at the Orlando International Airport in Carl T. Langford Board Room, One Jeff Fuqua Blvd., Orlando, FL 32827. Chair Sharman called the meeting to order at 9:15 a.m. Chair Sharman read the Lobbyist Disclosure and the Appeals Statement. The meeting was posted in accordance with Florida Statutes and a quorum was present. All Procurement Committee members confirmed no violations regarding the Aviation Authority's Code of Ethics and Business Conduct; lobbying activities policy; or the Florida Sunshine law regarding any agenda item.

Committee Members present:

Kathleen Sharman, Chair
Marquez Griffin, Vice Chair
Max Marble, Senior Vice President, Capital Programs
Jeff Daniels, Vice President, Facilities
Jay Cassens, Vice President, Real Estate & Commercial Properties

Also participating:

Karen Ryan, Legal Counsel (Nelson Mullins Riley & Scarborough)
Janice Hughes, GOAA Procurement Services
Fransheska Brown, Recording Secretary

NEW BUSINESS

REQUEST TO REJECT THE RESPONSES FOR REQUEST FOR PROPOSAL 23-339-RFP, HOTEL DEVELOPMENT CONSULTANT SERVICES.

A. Ms. Hughes presented the memorandum. Discussion ensued.

Upon motion of Mr. Marble, second by Mr. Cassens, vote carried to Reject the Responses for Request for Proposal 23-339-RFP, Hotel Development Consultant Services., there is no fiscal impact.

INFORMATION ITEMS

The following items were presented for information only:

A. Revised Memorandum for the Recommendation to the Aviation Authority Board of Approval of an Addendum to the Continuing Program and Project Management Services Agreement with AECOM Technical Services, Inc. for FY 2024 Project Management services for Engineering and Construction staff extension services. These services include, but are not limited to, providing assistance to the GOAA staff in the area of financial liaison services, coordination with Construction Finance, Furniture, Fixtures, and Equipment (FFE) support, design criteria package management, and additional tasks as required. [Original Procurement 9/5/2023, Item No. NB-H]

ADJOURNMENT

No public comments were made during the meeting. There being no further business for discussion, the meeting was adjourned at 9:23 a.m.

Kathleen M. Sharman, Chair
Procurement Committee
Chief Financial Officer



GREATER ORLANDO AVIATION AUTHORITY

Orlando International Airport
One Jeff Fuqua Boulevard
Orlando, Florida, 32827-4399

MEMORANDUM

TO: Members of the Procurement Committee

FROM: Marquez A. Griffin, Senior Vice President of Operations

DATE: November 14, 2023

ITEM DESCRIPTION

Recommendation to the Aviation Authority Board to Approve Amendment No. 3 to Purchasing Contract PS-329, Parking Access and Revenue Control System with Skidata, Inc. for the Upgrade of Parking Access and Revenue Control System Servers and Network Infrastructure

BACKGROUND

On January 15, 2014, the Aviation Authority Board awarded Contract PS-329 for Parking Access and Revenue Control System (PRCS) to Skidata, Inc. The Contract scope includes all hardware, software, interfaces, tools, equipment, materials, labor, supervision, project management, warranties, and maintenance for a new Parking System at the Orlando International Airport.

The initial term of the Contract was from Implementation through Final Acceptance and included a one-year warranty period, after which a five-year maintenance period shall begin with the Aviation Authority having options to renew for five additional periods of one year each.

The original contract scope of work has been adjusted by multiple change orders to add equipment, parts and hardware required to complete the installation and implementation of the PRCS. As a result of the multiple Change Orders, the warranty period was extended.

On April 21, 2021, the Aviation Authority Board approved Amendment No. 1 for a five-year maintenance services through April 30, 2026 in the not-to-exceed amount of \$1,519,244.

On November 16, 2021, the Concessions/Procurement Committee approved a no-cost Amendment No. 2 authorizing Skidata, Inc. to utilize a subcontractor.

ISSUES

The exiting PRCS servers and network infrastructure are nearing their end of life cycle. This amendment is to upgrade the PRCS servers and network infrastructure. The scope includes hardware, software, data storage, virtualization software, network switches, security software,

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licenses, support, installation and commissioning. The upgrade will also allow for enhanced capacity to accommodate additional parking facilities and software upgrades.

The cost of this server and network infrastructure upgrade is in the not-to-exceed amount of \$281,821.

SMALL BUSINESS

The Aviation Authority's Small Business Development Department reviewed this procurement and determined no participation goals could be established for Minority and Women Business Enterprise (MWBE), Local Developing Business (LDB) and/or Veteran Business Enterprise (VBE) due to the specialized scope.

ALTERNATIVES

There are no reasonable alternatives under consideration.

FISCAL IMPACT

The value of this procurement is a not-to-exceed amount of \$281,821. Funding is available from the Discretionary Fund.

RECOMMENDED ACTION

It is respectfully requested that the Procurement Committee approve the following be recommended to the Aviation Authority Board: 1) approve Amendment No. 2 to Purchasing Contract PS-329, Parking Access and Revenue Control System with Skidata, Inc.; 2) authorize funding from the Discretionary Fund in the not-to-exceed amount of \$281,821; 3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents, following satisfactory review by legal counsel.

ATTACHMENTS

Attachment A – Contract Summary

Attachment B – Finance Form

ATTACHMENT "A"
CONTRACT SUMMARY

CONTRACT	APPROVALS	DESCRIPTION	TERM	DOLLARS
Initial Term	<ul style="list-style-type: none"> • PSC 1/7/2014 • Board Approved Item K 1/15/2014 	Initial Term: Implementation, a sixty (60) month maintenance period commencing after Final Acceptance and a Warranty period.	07/14/14 to 04/30/2026	\$1,783,564.00
Change Order No. 1	<ul style="list-style-type: none"> • CCM Agenda Item 5-E 10/21/2014 	Contract Adjustment	07/14/14 to 04/30/2026	\$40,867.00
Change Order No. 2	<ul style="list-style-type: none"> • CCM Agenda Item 2-C 02/03/2015 • Board Agenda Item CA-L 02/18/2015 	Contract Adjustment	07/14/14 to 04/30/2026	\$266,357.00
Change Order No. 3	<ul style="list-style-type: none"> • CCM Agenda Item 2-A 06/01/2016 	Contract Adjustment	07/14/14 to 04/30/2026	\$3,546.40
Change Order No. 4	<ul style="list-style-type: none"> • CCM Agenda Item 2-G 10/11/2016 Board Agenda Item CA-Q 10/19/2016 	Contract Adjustment	07/14/14 to 04/30/2026	\$253,887.78
Change Order No. 5	<ul style="list-style-type: none"> • CCM Agenda Item 19 04/22/2017 • Board Agenda Item CA-R 04/19/2017 	Contract Adjustment	07/14/14 to 04/30/2026	\$638,420.00
Change Order No. 6	<ul style="list-style-type: none"> • CCM Agenda Item 2-I 07/11/2017 	Contract Adjustment	07/14/14 to 04/30/2026	\$21,923.75
Change Order No. 7	<ul style="list-style-type: none"> • CCM Agenda Item 2-J 07/11/2017 	Contract Adjustment	07/14/14 to 04/30/2026	\$2,000.00
Change Order No. 8	<ul style="list-style-type: none"> • CCM Agenda Item 1-I 04/24/2018 	Contract Adjustment	07/14/14 to 04/30/2026	\$32,649.41
Change Order No. 9	<ul style="list-style-type: none"> • CCM Agenda Item 25 05/22/2018 	Contract Adjustment	07/14/14 to 04/30/2026	\$39,465.00
Change Order No. 10	<ul style="list-style-type: none"> • CCM Agenda Item 1-D 01/02/2019 	Contract Adjustment	07/14/14 to 04/30/2026	\$13,962.00

Change Order No. 11	• CCM 07/30/2019 Item 1-F	Contract Adjustment	07/14/14 to 04/30/2026	\$161,229.00
Change Order No. 12	• CCM 09/24/2019 Item 1-A	Contract Adjustment	07/14/14 to 04/30/2026	\$25,532.00
Change Order No. 13	• CCM 02/18/20 Item 2-B	Contract Adjustment	07/14/14 to 04/30/2026	\$24,900.00
Change Order No. 14	• CCM 3/24/20 Item 1-D	Contract Adjustment	07/14/14 to 04/30/2026	\$111,533.07
Change Order No. 15	• CCM 6/23/20 Item 1-D	Contract Adjustment	07/14/14 to 04/30/2026	\$19,728.00
Change Order No. 16	N/A	Contract Adjustment – warranty period language	07/14/14 to 04/30/2026	\$0.00
Amendment No. 1	• CPC 4/5/2021 Board Agenda Item CA-D 04/21/2021	Contract Adjustment - 60 month maintenance period	05/01/2021 to 04/30/2026	\$1,519,244.00
Amendment No. 2	• CPC 11/16/2021	Contract Adjustment – Request to utilize Subcontractor	11/01/2021 to 04/30/2026	\$ 0.00
Amendment No. 3	• Pending PC Meeting 11/14/23	Contract Adjustment	05/01/2021 to 04/30/2026	\$281,821.00
Total Contract Value with all Changes (approved and proposed)				\$5,240,629.41

ATTACHMENT B

Greater Orlando Aviation Authority						
Finance Form						
Date:	11/1/2023		Requestor's Extension:	7847		
Requestor's Name:	Eric McClung		Preparer's Extension:	2606		
Form Preparer's Name:	Abdu EL-Baroudi		Purchasing Solicitation #:	PS-329		
Requestor's Department:	Parking Operations		CCM / PC / PSC:	PC		
Description:	Parking Access and Revenue Control System		Committee Date:	11/14/2023		
Vendor:	Skidata, Inc.		Committee Agenda Item#:	TBD		
NON-PROJECT FUNDS: O&M, CAP EX, I&D, R&R, OEA REVENUE FUNDS						
Account Code	FY 24	FY 25	FY 26	FY 27	FY 28	Total
Format: xxx.xxx.xxx.xxxxxxx.xxx.xxxxxx	Amount	Amount	Amount	Amount	Amount	Contract
305.234.601.5660003.000.501290	281,821.00					281,821.00
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
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						-
						-
						-
Total Requisition	281,821.00	-	-	-	-	281,821.00
Requisition Number	95358					
<div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 45%;"> <p style="color: blue; margin: 0;">OMB Notes:</p> <p style="color: blue; margin: 0;">Funding Approver</p> <p style="color: blue; margin: 0;">Total Requisition</p> <p style="color: blue; margin: 0;">BPA Amount</p> <p style="color: blue; margin: 0;">Grand Total - Agree to Committee Item</p> </div> <div style="width: 50%; border-left: 1px solid black; padding-left: 10px;"> <p style="font-size: 1.2em; color: blue; margin: 0;"><i>Andrea Harper</i></p> <p style="color: blue; margin: 0;">Converted into PO #:</p> <p style="color: blue; margin: 0;">Date:</p> <p style="color: blue; margin: 0;">Buyer:</p> </div> </div>						
	\$					-

Number	Description	Approval Status	Creation Date	Currency	Total	Preparer	Reserved
95358	FY24 (234) Skidata Inc (Reference PS-329 - PC Date: 11-04-23) PRCS Servers	In Process	24-OCT-2023 0	USD	281,821.00	Cason, Diane C	▼



GREATER ORLANDO AVIATION AUTHORITY

Orlando International Airport
One Jeff Fuqua Boulevard
Orlando, Florida, 32827-4399

MEMORANDUM

TO: Members of the Procurement Committee

FROM: Gary Hunt, Vice President, Facilities

DATE: November 14, 2023

ITEM DESCRIPTION

Request to recommend to the Aviation Authority the award of Invitation for Bid 23-387-IFB, Data Center HVAC Services to Innovative Support Systems, Inc.

BACKGROUND

On May 15, 2023, the Aviation Authority issued Invitation for Bid 23-387-IFB for Data Center HVAC Services. The term of the Contract will be for five years with initial service to commence on or about January 1, 2024.

The Contract is to provide all labor, supervision, parts and components, tools, equipment, consumables and all other items necessary or proper for, or incidental to, performing Data Center HVAC Preventative Maintenance and Repairs, at the Orlando International Airport ("OIA").

This Solicitation requires each HVAC technician shall to have factory certification for Liebert Equipment and have (vast/extensive) knowledge of the operation and maintenance of precision data center cooling support services. Contractor shall provide training documentation for certification to work and service Liebert equipment.

ISSUES

On May 15, 2023, the Aviation Authority issued Invitation for Bid 23-387-IFB for Data Center HVAC Services. Three responses of "No Bid" submitted on Jul 5, 2023 due to the Liebert Factory Certification requirements. On July 5, 2023, One (1) Bid was received:

<u>Name of Respondent</u>	<u>Total Five Year Bid Price</u>
Innovation Support Systems Inc.	\$4,650,760

The Solicitation document was reviewed for compliance with the submission requirements and it was determined that Innovation Support Systems Inc. was deemed responsive.

References for Innovation Support Systems Inc. were checked and based thereon were determined to be responsible. Innovative Support Systems is the Liebert local manufacturer's representative. The actual amount paid is based on actual work requested by the Aviation Authority and satisfactorily provided by the Contractor.

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The Small Business Development Department (SBDD) has reviewed the bid submitted for Purchasing Bid 23-387-IFB Data Center HVAC Services. The Aviation Authority set participation goal of 15% MWBE. SBDD received and analyzed the following response:

<u>Bidder</u>	<u>Proposed MWBE</u>
Innovative Support Systems, Inc.	15.87%

Bidder met the small business participation goal. SBDD recommends the bid be deemed responsive as it relates to the small business requirements.

ALTERNATIVES

The Committee may choose not to award/recommend this procurement to the Aviation Authority Board.

FISCAL IMPACT

The fiscal impact of this award is a not-to-exceed amount of \$4,650,760 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 Procurement Committee approve that the following be recommended to the Aviation Authority Board (1) award Invitation for Bid 23-387-IFB for Data Center HVAC Services with Innovative Support Systems, Inc. as the responsible and responsive bidder for the total not-exceed amount of \$4,650,760 (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

Attachment A – Finance Form

Attachment A Finance Form

Date:	<u>11/14/2023</u>	Requestor's Extension:	<u>x-2495</u>
Requestor's Name:	<u>John Field</u>	Preparer's Extension:	<u>x-2495</u>
Preparer's Name:	<u>John Field</u>	Solicitation #:	<u>23-387-IFB</u>
Requestor's Department:	<u>Facilities</u>	Contract # / Name:	<u>HVAC Data Center Services</u>
Description:	<u>Award 23-387-IFB</u>	Committee Date:	<u>11/14/2023</u>
Vendor:	<u>Innovative Support Systems, Inc.</u>	Agenda Item #:	<u>NB-</u>

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

Account Code Format: xxx.xxx.xxx.xxxxxxx.xxx.xxx xxx	FY 24 Amount	FY25 Amount	FY26 Amount	FY27 Amount	FY28 Amount	FY29 Amount	TOTAL CONTRACT
301.631.210.5460002.000.000 00 CPA	\$226,800	\$313,740	\$329,427	\$345,870	\$363,069	\$91,854	\$1,670,760
301.631.210.5460002.000.000 00 BPA	\$412,125	\$566,375	\$589,250	\$613,000	\$638,125	\$161,125	\$2,980,000
Total Funds (BPA / CPA):	\$638,925	\$880,115	\$918,677	\$958,870	\$1,001,194	\$252,979	\$4,650,760
Total Requisition:	\$226,800	\$313,740	\$329,427	\$345,870	\$363,069	\$91,854	\$1,670,760
Requisition Number:	95385	95386	95387	95388	95389	95390	
Funding Approver: Audrey Harper							
Number	Description	Appr	Date	Currency	Total	Preparer	Reserved
95385	FY24 Innovative Support System	In Process	25-OCT-2023 13:25:16	USD	226,800.00	Field, John M	<input checked="" type="checkbox"/>