

**GREATER ORLANDO AVIATION AUTHORITY  
PROCUREMENT COMMITTEE**

**DATE:** April 9 2024

**DAY:** Tuesday

**TIME:** 9:30 A.M.

**PLACE:** Gemini Conference Room, Aviation Authority Annex, 5855 Cargo Rd., Orlando International Airport, Orlando, FL 32827

**I. CALL TO ORDER / ROLL CALL / ANNOUNCEMENTS**

**II. CONSIDERATIONS OF MINUTES FOR FEBRUARY 27, 2024**

**III. NEW BUSINESS**

- A. Request the Procurement Committee to deem Corporate Aircraft Holdings LLC dba Aviotech Services and Innovative Systems Group of Florida as non-responsive to the Request for Proposal 24-163-RFP, Customer Service Ambassadors.

**IV. CONSIDERATION OF FIRMS FOR AIRSIDES RESTROOM REFURBISHMENTS (W501) AT THE ORLANDO INTERNATIONAL AIRPORT. (Five firms responded by March 26, 2024).**

- Balfour Beatty Construction, LLC
- Beck Architecture, LLC
- Clancy & Theys Construction Co.
- Collage Design and Construction Group, Inc. dba The Collage Companies
- Gomez Construction Co.

*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](mailto:kevin.thibault@goaa.org) with copy to [yovannie.rodriquez@goaa.org](mailto:yovannie.rodriquez@goaa.org) by 4:00 p.m., April 16, 2024.*

*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](mailto: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, April 23, 2024, at 9:30 a.m.](#)**

On **TUESDAY, FEBRUARY 27, 2024**, the **PROCUREMENT COMMITTEE** met at Orlando International Airport in Carl T. Langford Board Room, One Jeff Fuqua Blvd., Orlando, FL 32827. Chair Sharman called the meeting to order at 9:35 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, Senior Vice President, MCO Operations  
Iranetta Dennis, Vice President, Small Business  
Jeff Daniels, Assistant Vice President, Facilities  
Judith-Ann Jarrette, Vice President, ORL Operations  
Robert Furr, Vice President, Engineering and Architecture

Also participating:

Karen Ryan, Legal Counsel (Nelson Mullins Broad & Cassel)  
Kelly Loll, GOAA Procurement Services  
Ian Brooks, GOAA Information Technology  
Joe Furnari, GOAA Information Technology  
Fransheska Brown, Recording Secretary

**CONSIDERATION OF MINUTES FOR NOVEMBER 21, AND DECEMBER 19, 2023, AND JANUARY 2, JANUARY 9, JANUARY 23, AND JANUARY 30, 2024.**

Upon motion of Ms. Dennis, second by Mr. Daniels, vote carried to approve the Procurement Committee Minutes for November 21, 2023; December 19, 2023; January 2, 2024; January 9, 2024; January 23, 2024: and January 30, 2024, as presented.

**CONSENT AGENDA**

**A. REQUEST FOR APPROVAL OF AN ADDENDUM TO THE GENERAL CONSULTING SERVICES AGREEMENT WITH RICONDO & ASSOCIATES, INC. FOR SUPPORT SERVICES OF THE ADVANCED AIR MOBILITY TASKFORCE FOR BOTH ORLANDO INTERNATIONAL AIRPORT AND ORLANDO EXECUTIVE AIRPORT.**

Upon motion of Mr. Daniels, second by Ms. Dennis, vote carried to approve Consent Agenda Item A.

Vote carried to approve an Addendum to the General Consulting Services Agreement with Ricondo & Associates, Inc. for Support Services of the Advanced Air Mobility Taskforce for both Orlando International Airport and Orlando Executive Airport, for the not-to-exceed fee amount of \$59,139.00, with funding from previously approved Operations and Maintenance Funds.

**NEW BUSINESS**

**REQUEST FOR RECOMMENDATION TO THE AVIATION AUTHORITY BOARD TO APPROVE THE AWARD OF SINGLE SOURCE SG-00235 FOR THE IMPLEMENTATION OF THE DIGITAL AIRPORT PLATFORM AND UPGRADE OF THE ORLANDO AIRPORTS AND MCO CARES WEBSITES TO MOVE AGENCY AMSTERDAM B.V.**

This item was deferred.

**ADJOURNMENT**

No public comments were made during the meeting. There being no further business for discussion, the meeting was adjourned at 9:47 a.m.

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Marquez Griffin, Vice Chair  
Procurement Committee  
Senior Vice President of Operations

**MEMORANDUM**

TO: Members of the Procurement Committee

FROM: Kelly Loll, Vice President of Procurement Services

DATE: April 9, 2024

**ITEM DESCRIPTION**

Request the Procurement Committee deem Corporate Aircraft Holdings LLC dba Aviotec Services and Innovative Systems Group of Florida as non-responsive to the Request for Proposal 24-163-RFP, Customer Service Ambassadors

**BACKGROUND**

The term of the Agreement will be for sixty (60) months with the initial service to commence on or about July 1, 2024.

The Awarded Proposer(s) is to provide all labor, supervision, management, administrative oversight, supplies, and all other items necessary or proper for, or incidental to, provide Customer Service Ambassador Services at the Orlando International Airport in accordance with the Contract Documents.

**ISSUES**

On January 21, 2024, the Aviation Authority issued a Request for Proposal for Customer Service Ambassadors. On February 27, 2024, the following Responses were received:

- |                            |  |
|----------------------------|--|
| 1) ABM Aviation, Inc.      | 2) Corporate Aircraft Holdings LLC dba Aviotec Services* |
| 3) Bags                    | 4) Flagship Aviation Services                            |
| 5) GC Services             | 6) Innovative Systems Group of Florida*                  |
| 7) Realtime Services, Inc. | 8) Sunshine Enterprise, USA LLC                          |
| 9) Triangle Services, Inc  | 10) Tryfacta, Inc.                                       |
| 11) VIP Hospitality, LLC   |  |

(\*Non-Responsive)

Procurement Services and Small Business' staff has reviewed the responses submitted for Customer Service Ambassadors., and recommends the Procurement Committee deem:

Corporate Aircraft Holdings LLC dba Aviotec Services and Innovative Systems Group of Florida as non-responsive due to not meeting Minimum Requirement of Vendor Submission Section 7.4 Small Business Program and Section 7.5 Letter of Intent/Affirmation. This Solicitation includes a Minority and Women Business Enterprise (MWBE) goal of 20%.

Corporate Aircraft Holding LLC dba Aviotec Services could not be identified as a MWBE firm. Innovative Systems Group of Florida is a certified MWBE firm; however as stated in the RFP Section 2.12 of the RFP, which in part states the following:

- 1) The Response will be considered non-responsive to the Solicitation and rejected if the Respondent fails to demonstrate, to the reasonable satisfaction of the Aviation Authority, as required by the MWBE policy, that the Respondent has met or has made a good faith effort to meet the established MWBE goal.
- 2) *Respondents including MWBE(s) shall meet the MWBE participation goal through first-tier participation unless otherwise stated in the proposal.*

Therefore, Staff recommendation is to deem Corporate Aircraft Holdings LLC dba Aviotec Services and Innovative Systems Group of Florida as non-responsive

The Procurement Committee will evaluate the remaining nine responsive responses at a later date using the established criteria listed in the RFP.

**SMALL BUSINESS**

This Solicitation does include a MWBE goal of 20%. At a later date, the Small Business Development Department will provide a report to the Procurement Committee regarding the remaining responses meeting the Small Business participation goals.

**ALTERNATIVES**

Not Applicable.

**FISCAL IMPACT**

Not Applicable.

**RECOMMENDED ACTION**

It is respectfully requested that the Procurement Committee deem Corporate Aircraft Holdings LLC dba Aviotec Services and Innovative Systems Group of Florida as non-responsive to the Request for Proposal 24-163-RFP, Customer Service Ambassadors

**ATTACHMENTS**

Attachment A – Evaluation Criteria

**ATTACHMENT A**

**EVALUATION CRITERIA**

- a. *Respondent(s) must meet the requirements as stated in 5. Vendor Submissions, Section 5. Minimum Requirements in the eProcurement Platform and demonstrate the capability required to provide the services described in the RFP.*
- registered/qualified to do business in the State of Florida
  - minimum of five years' experience within the last ten years
  - Provided proof of experience
  - Return of Response Forms to include Proof of Insurance, Respondents Certification Form, Conflict of Interest Forms, Certification Regarding Prohibition Against Contracting with Scrutinized Companies, and E-Verification Certification Form.
  - Meets the MWBE Goal Requirement of 20%
- b. Responses will be evaluated using the following criteria:

<b>EVALUATION CRITERIA</b>	
<b>CATEGORY</b>	<b>POINTS</b>
Experience and Qualifications of Respondent; Successful Completion of Similar Projects and References.	25
Knowledge and Experience of Key Individuals and Team	20
Approach and Methodology: Operational and Customer Service Plan, Management & Innovative Tools, Training and Engagement Plan, Staffing Plan, Technology Plan, Transition Plan and has demonstrated the capacity and ability to provide the requested services.	25
Additional Requirements of the Response MWBE Participation Goal Level, Prior or Pending Convictions, Indictments, Investigations, Claims, other response requirements and Proof of Insurance	10
Management Fee.	20
<b>TOTAL</b>	<b>100</b>