

**GREATER ORLANDO AVIATION AUTHORITY  
PROCUREMENT COMMITTEE**

**DATE:** May 2, 2024

**DAY:** Thursday

**TIME:** 4:00 P.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. CONSIDERATIONS OF MINUTES FOR MARCH 12, 2024**

**III. NEW BUSINESS**

- A. Request for Approval of an Addendum to the General Consulting Services Agreement with Ricondo & Associates, Inc. for an Economic Impact Study of Advanced Air Mobility at Orlando International Airport (MCO).
- B. Recommendation to the Aviation Authority Board to Approve Amendment No. 2, Four Months Extension to Purchasing Contract 19-20, Customer Service Ambassadors Services to Real Time Services d/b/a Top Talent Staffing (Top Talent).
- C. Request for Recommendation to the Aviation Authority Board to Exercise the First Renewal Option of Purchasing Contract 10-22, Trash Removal Services at Orlando International Airport with Republic Services of Florida, LP.
- D. Request for Recommendation to the Aviation Authority Board to Issue Purchase Orders to Various Landfill Facilities to Pay Fees associated with Purchasing Contract 10-22, Trash Removal Services at Orlando International Airport.
- E. Request for Recommendation to the Aviation Authority Board to Award Invitation for Bid 24-376-IFB Trailer Complex Janitorial Maintenance Services to American Janitorial Maintenance and Services, Inc.
- F. Request for Recommendation to the Aviation Authority Board to Award Purchasing Contract 24-385-IFB Dock Leveler Preventative Maintenance and Repair Services to C&D Industrial Maintenance.

*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., May 9, 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, May 7, 2024, at 9:30 a.m.](#)**

On **TUESDAY, March 12, 2024**, the **PROCUREMENT COMMITTEE** met at the Carl T. Langford Board Room Orlando International Airport, One Jeff Fuqua Blvd. Orlando, FL 32827. Vice Chair Griffin called the meeting to order at 9:30 a.m. Vice Chair Griffin 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:

Marquez Griffin, Vice Chair, GOAA Vice President, MCO Operations

Jeff Daniels, GOAA Assistant Vice President, Facilities

Robert Furr, GOAA Vice President, Engineering and Architecture

Iranetta Dennis, GOAA Vice President, Small Business

Judith-Ann Jarrette, GOAA Vice President, ORL Operations

Also participating:

Dan Gerber, Legal Counsel (Rumberger, Kirk & Caldwell)

Karen Ryan, Legal Counsel (Nelson Mullins Riley & Scarborough LLP)

Max Marble, GOAA Senior Vice President Capital Programs, Capital Programs

Kelly Loll, GOAA Vice President, Procurement Services

Olimpia Lonsdale, GOAA Assistant Vice President, Procurement Services

Marie Dennis, GOAA Deputy Chief Financial Officer, Finance

Travaris McCurdy, GOAA Manager Small Business Programs, Small Business Development

Jill Overstreet, GOAA Manager Risk Management, Safety & Risk Management

Dillan Montenegro, GOAA Procurement Recording Secretary

#### **CONSENT AGENDA**

**A. REQUEST FOR APPROVAL OF AN ADDENDUM TO THE CONTINUING TRANSPORTATION PLANNING SERVICES AGREEMENT WITH HDR ENGINEERING, INC. FOR THE 2024 EASTER MCO TRAFFIC COUNT PROGRAM AT ORLANDO INTERNATIONAL AIRPORT.**

Upon motion by Mrs. Dennis, seconded by Mrs. Jarrette, vote carried to approve the Consent Agenda Item.

Vote carried to approve an Amendment to Addendum 10 to the Continuing Transportation Planning Services Agreement with HDR Engineering Inc. for fiscal year 2024 easter MCO traffic count program at Orlando International Airport, for the not-to exceed amount of \$90,000.00 with funding from previously approved Operations and Maintenance Funds.

**B. REQUEST FOR APPROVAL OF AN ADDENDUM TO THE GENERAL CONSULTING SERVICES AGREEMENT WITH RICONDO & ASSOCIATES, INC. FOR FISCAL YEAR 2024 ON-CALL SUPPORT SERVICES FOR THE AIRLINE RELATIONS DEPARTMENT AT ORLANDO INTERNATIONAL AIRPORT.**

Upon motion by Mrs. Dennis, seconded by Mrs. Jarrette, vote carried to approve the Consent Agenda Item.

Vote carried to approve an Amendment to Addendum 10 to the Continuing Transportation Planning Services Agreement with HDR Engineering Inc. for fiscal year 2024 easter MCO traffic count program at Orlando International Airport, for the not-to exceed amount of \$58,250.00 with funding from previously approved Capital Expenditure Funds.

**C. REQUEST FOR APPROVAL OF AN ADDENDUM TO THE GENERAL CONSULTING SERVICES AGREEMENT WITH RICONDO & ASSOCIATES, INC. FOR SUPPORT SERVICES FOR THE MODELING OF PASSENGER FLOWS AND BUS OPERATIONS DURING THE MAINTENANCE OF THE AIRSIDES 2 AND 4 AUTOMATED PEOPLE MOVER (APM) SYSTEMS AT THE ORLANDO INTERNATIONAL AIRPORT.**

Upon motion by Mrs. Dennis, seconded by Mrs. Jarrette, vote carried to approve to approve the Consent Agenda Item.

Vote carried to approve an Amendment to Addendum 10 to the Continuing Transportation Planning Services Agreement with HDR Engineering Inc. for fiscal year 2024 On-Call Transportation Planning Review Services for the Greater Orlando Aviation Authority, for the not-to exceed fee amount of \$129,650.00, with funding from previously approved Operation and Maintenance Funds

**NEW BUSINESS**

**A. REQUEST FOR RECOMMENDATION TO THE AVIATION AUTHORITY BOARD TO APPROVE THE AWARD OF SINGLE SOURCE SG00235 FOR THE IMPLEMENTATION OF THE DIGITAL AIRPORT PLATFORM AND UPGRADE OF THE ORLANDO AIRPORTS AND MCO CARES WEBSITES TO MOVE AGENCY AMSTERDAM B.V.**

Upon Motion by Mr. Daniels, seconded by Mrs. Dennis, vote carried to approve the recommendation to the Aviation Authority Board.

Upon motion by Mr. Daniels, seconded by Mrs. Dennis, vote carrier to approve the award of single source sg00235 for the implementation of the digital airport platform and upgrade of the Orlando airports and MCO cares websites to Move Agency Amsterdam B.V. for the not-to exceed fee amount of \$346,731.84. Funding required will be allocated from the Capital Expenditure Funds, as approved through the budget process and when funds become available.

**B. REQUEST THE PROCUREMENT COMMITTEE TO DEEM ARTHUR LAWRENCE LLC, AND, DATAART AS NON-RESPONSIVE TO THE REQUEST FOR PROPOSAL 24-101-RFP, INFORMATION TECHNOLOGY (IT) CONTINUING CONSULTING SERVICES.**

Upon motion by Mrs. Dennis, seconded by Mrs. Jarrette, vote carried to deem Arthur Lawrence LLC, and DataArt as non-responsive to the Request for Proposal 24-101-RFP, Information Technology (IT) Continuing Consulting Services.

Upon motion by Mrs. Dennis, seconded by Mrs. Jarrette, vote carried to deem: Arthur Lawrence, LLC as non-responsive due to not meeting the mandatory requirement of Section 3.1.c and Tab 8, which required the Proposer to attach the completed Information Technology Functional Requirements and Capabilities Matrix, Attachment "A"-Compliance Expertise Matrix. DataArt as non-responsive due to not meeting the mandatory requirements of Section 3.1.b, 3.1.c, 3.1.d, and 3.1.f, which are the required response forms. They also did not provide references or complete Attachment "A"-Compliance Expertise Matrix required under Tab 8.

**ADJOURNMENT**

1. No public comments were made during the meeting. There being no further business for discussion, the meeting was adjourned by 11:18 a.m.

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Kathleen M. Sharman, Chair

Procurement Committee

Chief Financial Officer



## **MEMORANDUM**

TO: Members of the Procurement Committee

FROM: Brad Friel, Sr. Vice President of Multi-Modal Planning and Environmental

DATE: May 2, 2024

## **ITEM DESCRIPTION**

Request for Recommendation to the Aviation Authority Board for Approval of an Addendum to the General Consulting Services Agreement with Ricondo & Associates, Inc. for an Economic Impact Study of Advanced Air Mobility at Orlando International Airport (MCO).

## **BACKGROUND**

In December 2020, Ricondo & Associates, Inc. was selected by the Aviation Authority Board through a competitive award process to provide General Consulting Services. Tasks are awarded on an as-needed or annual basis.

This no-cost base agreement established the negotiated hourly rates. The services provided as part of this agreement may include advising and supporting the Aviation Authority through assessments, studies, master planning, concept development, and preparation of design/build criteria packages, extension of staff, and other efforts as assigned for the development, management, and operation of the existing and future facilities. The services may also include interfacing with the Aviation Authority's committees and the Aviation Authority's departments, and coordinating and providing documentation required by federal, state, and local agencies including the Federal Aviation Administration (FAA); Transportation Security Administration (TSA); Florida Department of Transportation (FDOT); the Orlando Utilities Commission (OUC); the Division of Strategic Business Development; City of Orlando; Orange County, Florida; and, other agencies as required. The selected general consultant will be prohibited from providing preparation of construction documents, and Owner's Authorized Representative (OAR) Services for the Aviation Authority, and shall be precluded from submitting bids or proposals for any such services to the Aviation Authority.

## **ISSUES**

The Consultant's proposal, dated March 25, 2024, is to conduct an economic impact study of advanced air mobility within the East Airfield development area. In conducting economic impact studies, Ricondo employs general methodologies and definitions of economic impact as described by the Federal Aviation Administration (FAA). The FAA states that economic impacts measure the importance of aviation as an industry in terms of the employment it provides and the goods and services it consumes. In addition, economic impacts are the beneficial results that help to generate and sustain public support for airports.

The cumulative contract value of all addenda/amendments since the last approval by the Aviation Authority Board for the General Consulting Services Agreement with Ricondo & Associates exceeds the \$250,000 threshold; thus, this agenda item requires Board approval.

If approved, these services would be effective the date of the Aviation Authority Board approval.

**SMALL BUSINESS**

The MWBE/LDB/VBE participation has been reviewed by the Office of Small Business Development. The findings and recommendation are attached.

**ALTERNATIVES**

None.

**FISCAL IMPACT**

The fiscal impact is \$48,443.00. Funding is from previously-approved Capital Expenditure Funds.

**RECOMMENDED ACTION**

It is respectfully requested that the Procurement Committee recommend to the Aviation Authority Board approval of an addendum to the General Consulting Services Agreement with Ricondo & Associates, Inc. for the services contained herein and amount as shown below:

Not to Exceed Fees	\$48,443.00.
Lump Sum Fees	\$0.00
Not to Exceed Expenses	\$0.00
<b>TOTAL</b>	<b>\$48,443.00</b>
CRI – Compliance Review Date	<i>DL 4/19/24</i>
CRI – Funding Eligibility Review Date	<i>4/19/24</i>

**ATTACHMENT A**

**FINANCE FORM**

<b>Date:</b>	<u>April 25, 2024</u>	<b>Requestor's Extension:</b>	<u>x3139</u>
<b>Requestor's Name:</b>	<u>Brad Friel</u>	<b>Preparer's Extension:</b>	<u>x2255</u>
<b>Preparer's Name:</b>	<u>Chris DeLoatche</u>	<b>Solicitation #:</b>	<u>N/A</u>
<b>Requestor's Department:</b>	<u>Multi-Modal Planning and Environmental</u>	<b>Contract # / Name:</b>	<u>General Consulting Services</u>
<b>Description:</b>	<u>Economic Impact Analysis</u>	<b>Procurement Committee Date:</b>	<u>May 2, 2024</u>
<b>Vendor:</b>	<u>Ricondo &amp; Associates, Inc.</u>	<b>Agenda Item #:</b>	<u>NB-A</u>

**NON-PROJECT FUNDS: CAPEX**

<b>Account Code Format:</b> xxx.xxx.xxx.xxxxxxxx.xxx.xxxx xx	<b>FY 23 Amount</b>	<b>FY24 Amount</b>	<b>FY25 Amount</b>	<b>FY26 Amount</b>	<b>FY27 Amount</b>	<b>TOTAL CONTRACT</b>
308.711.170.5310005.000.50 1672		\$48,443.00				
<b>Total Requisition:</b>		\$48,443.00				
<b>Requisition Number:</b>		96742				
<b>Funding Approver:</b>	<i>Andrea Harper</i>					
<b>OMB Notes:</b>						

Number	Description	Approval Status	Creation Date	Currency	Total	Preparer	Reserved
96742	04/30/24 PC - Ricondo & Associates	In Process	15-APR-2024 13:53:51	USD	48,443.00	Wages, Alice M	<input checked="" type="checkbox"/>



**MEMORANDUM**

TO: Members of the Procurement Committee

FROM: Edelis Molina, Manager Small Business Programs

DATE: May 02, 2024

**ITEM DESCRIPTION**

Request for Recommendation to the Aviation Authority Board for Approval of an Addendum to the General Consulting Services Agreement with Ricondo & Associates, Inc. for an Economic Impact Study of Advanced Air Mobility at the Orlando International Airport (MCO)

**SMALL BUSINESS**

We have reviewed the qualifications of the subject contract's MWBE/LDB/VBE specifications and have determined that Ricondo & Associates, Inc. proposes 5% MWBE participation on this addendum.

**MWBE UTILIZATION FORM FOR NON-FEDERALLY FUNDED PROJECTS**

**PLEASE COMPLETE THIS FORM**

This form should be used to report Construction and Engineering /Professional Services activities.

Name of Airport: Orlando International Airport

Telephone No: (407) 825-7179

Address: One Jeff Fuqua Boulevard, Orlando, FL 32827

Project Name & Number: **Request for Recommendation to the Aviation Authority Board for Approval of an Addendum to the General Consulting Services Agreement with Ricondo & Associates, Inc. for an Economic Impact Study of Advanced Air Mobility at the Orlando International Airport (MCO)**

**1. Construction Information:**

Addendum Amount: \_\_\_\_\_

**2. MWBE Goal by Group Representation:**

Asian Pacific American	_____	Actual Result	_____
Asian Subcontinent American	_____	Actual Result	_____
Black American	_____	Actual Result	_____
Caucasian Female American	_____	Actual Result	_____
Hispanic American	_____	Actual Result	_____
Native American	_____	Actual Result	_____
Other	_____	Actual Result	_____
<b>Total MWBE Participation</b>	<b>-</b>	<b>Actual Result</b>	<b>_____</b>

**3.a. Prime Contractor Information:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_

**3.b. Name and Address of MWBE Subcontractor**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_

**3.c. \*Identity:** \_\_\_\_\_

Work Item(s): \_\_\_\_\_

Amount of Subcontract \_\_\_\_\_

Percent of Prime Contract (%): \_\_\_\_\_

**4. Engineering/Professional Services Information:**

Addendum Amount: \$48,443.00

**5. MWBE Goal by Group Representation:**

Asian Pacific American	-	Actual Result	0%
Asian Subcontinent American	-	Actual Result	0%
Black American	-	Actual Result	0%
Caucasian Female American	2,480.00	Actual Result	5%
Hispanic American	-	Actual Result	0%
Native American	-	Actual Result	0%
Other	-	Actual Result	0%
<b>Total MWBE Participation</b>	<b>2,480.00</b>	<b>Actual Result</b>	<b>5%</b>

**6.b. Engineering / Professional Service Firm Information:**

Name: Ricondo & Associates, Inc.  
Address: 1146 Corporate Blvd Suite 140  
City, State, Zip: Orlando, FL 32817  
Telephone: (407) 381-5730

**6.b. Name and Address of MWBE Subconsultant**

Name: Graphics Support Services, Inc., DBA GSS Creative  
Address: 20 N Clark Street, Suite 1500  
City, State, Zip: Chicago, IL 60602  
Telephone: 312-553-2111

**6.c. \*Identity:** \_\_\_\_\_

Caucasian Female American

Work Item(s): Graphics/presentation support

Amount of Subcontract \$2,480.00

Percent of Prime Contract (%): 5%

\* In Items 3.c. and 6.c. above specify the identity of MWBE Subcontractors and E/PS Firms (e.g. Black American, Hispanic American, Asian Subcontinent American, Asian Pacific American, Caucasian Female American, Native American & Other)



March 25, 2024 (Updated April 17, 2024)

Mr. Bradley Friel, A.A.E., AICP  
Senior Vice President  
Multi-Modal Planning & Environmental  
Greater Orlando Aviation Authority  
11314 Terminal C Service Road  
Orlando, FL 32824

RE: East Airfield Vertiport Development at Orlando International Airport (MCO)  
Proposal for Economic Impact Study

Dear Mr. Friel:

Ricondo & Associates, Inc. (Ricondo) appreciates the opportunity to submit this proposal to prepare an economic impact analysis for the Greater Orlando Aviation Authority (the Aviation Authority). Services to be completed include the identification of economic impacts associated with development of vertiport facilities at Orlando International Airport (MCO) on the surrounding community.

Below is a description of the anticipated services to be provided.

### *Economic Impact Overview*

In conducting economic impact studies, Ricondo employs general methodologies and definitions of economic impact as described by the Federal Aviation Administration (FAA). The FAA states that economic impacts measure the importance of aviation as an industry in terms of the employment it provides and the goods and services it consumes. In addition, economic impacts are the beneficial results that help to generate and sustain public support for airports. The following definitions of economic impact will be used in this study:

- **Direct Impacts** are consequences of economic activities carried out at the Airport by various tenants having a direct involvement in aviation (e.g., fixed base operators, airport management, etc.). Employing labor, purchasing locally produced goods and services, paying taxes, and contracting for capital improvements are good examples of activities at the Airport that generate these direct impacts. Strictly speaking, direct impacts represent economic activities that would not have occurred in the absence of the proposed vertiport facilities to be located on the east airfield.
- **Indirect Impacts** derive primarily from off-site economic activities that are partially attributable to the Airport. For these analyses, these indirect impacts will be measured by local expenditure patterns by air traveler visitors utilizing the proposed vertiport facilities.
- **Induced Impacts** are the multiplier effects of the direct and indirect impacts. These effects are the increases in employment and expenditures created by successive rounds of local spending and hiring.

Because standard economic impact studies do not project future economic impact, additional assumptions and varying methodologies will be necessary to project future economic impact of the proposed vertiport facilities and associated development. .

### *Measuring Economic Impact of East Airfield Vertiport Development in CY 2028*

Ricondo will collect all relevant data necessary to measure future economic impact of the proposed East Airfield vertiport development. To estimate the direct economic impacts of East Airfield vertiport development, it is anticipated that assumptions for the following will be made based on information to be provided by the Aviation Authority (or in the absence of information, assumptions will be made by Ricondo in collaboration with the Aviation Authority staff) for the following information for calendar year (CY) 2028<sup>1</sup>:

- Employment (full-time equivalent)
- Payroll
- Gross Sales
- Taxes (property, sales, and employee)
- Capital Improvements (three years/average)
- Other Operating Expenses (total less payroll)

Considering there are many unknown associated with the proposed project, Ricondo will work closely with the Aviation Authority's staff to refine the assumptions to be used to calculate direct and indirect impacts.

The estimated direct and indirect impacts will represent the primary impacts associated with the proposed East Airfield vertiport development and the multipliers used in this study will be derived from the US Bureau of Economic Analysis (BEA) Regional Input–Output Modeling System (RIMS) regional economic model. Estimated impacts associated with visitors utilizing the proposed vertiport facilities will **not** be included in the analysis.

### *Deliverables*

Ricondo will prepare a draft and final Economic Impact Analysis Report (in Word and PDF format) containing the results of the study. The report will include the following:

- Purpose of the study
- Profile of East Airfield vertiport development
- Identification of assumptions
- Results of the study, including metrics for direct and induced jobs, payroll, and output
- Relevant tables, maps, charts, and exhibits illustrating the key findings

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<sup>1</sup> The analysis year is currently anticipated to be CY 2028, when Phase II of the proposed project is estimated to be completed.

In addition, Ricondo will summarize the findings of the analyses in a Microsoft PowerPoint presentation format.

***Meetings***

Throughout the study, Ricondo anticipates participating in up to two (2) virtual meetings and one (1) meeting at the Airport. These meetings will provide an opportunity to discuss/review the assumptions to be used to develop the economic impact model, as well as the outcomes of the economic impact analysis. Ricondo will be responsible for the preparation of the meeting materials. This meeting will include the participation of up to three (3) Ricondo staff.

***Schedule***

The proposed services will be completed within 90 calendar days of receipt of Notice to Proceed (NTP).

***Professional Fees***

As noted in the attached **Table 1**, the Not to Exceed (NTE) professional fee amount for the proposed services is \$48,443.

**TABLE 2 – BUDGET ESTIMATE – LABOR AND REIMBURSABLE EXPENSES**

FIRM/POSITION	HOURLY RATE	LABOR HOURS	COST
Senior Director	\$295	20	\$ 5,900.00
Manager	\$180	150	\$ 27,000.00
Senior Consultant	\$139	92	\$ 12,788.00
Graphics Support Services	\$124.00	20	\$ 2,480.00
Expenses (US Bureau of Economic Analysis Dataset)			\$ 275.00
<b>GRAND TOTAL</b>			<b>\$ 48,443.00</b>
<b>WOMEN BUSINESS ENTREPRISE (WBE)/DISADVANTAGED BUSINESS ENTERPRISE PARTICIPATION</b>			<b>5.12%</b>



Mr. Bradley Friel, A.A.E., AICP  
Greater Orlando Aviation Authority  
March 25, 2024  
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We appreciate the opportunity to continue serving and supporting the Aviation Authority. If you require additional information regarding this proposal, please contact me at 407-583-6824 or via email at [scarreau@ricondo.com](mailto:scarreau@ricondo.com).

Sincerely,

RICONDO & ASSOCIATES, INC.

A handwritten signature in blue ink, appearing to read "S. Carreau", written over a horizontal line.

Sébastien Carreau  
Director

cc: 21041212

p:\\_projects\goaa (mco)\21041212 - on-call general consulting services\admin\02-scope\pending - east airfield dvpt eco impact analysis\041624\_economic impact study proposal.docx

TRUTH IN NEGOTIATION CERTIFICATION

The Consultant hereby certifies, covenants, and warrants that wage rates and other factual unit costs supporting the compensation for this project's agreement are accurate, complete, and current at the time of contracting.

The Consultant further agrees that the original agreement price and any additions thereto shall be adjusted to exclude any significant sums by which the Aviation Authority determines the agreement price was increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs. All such agreement adjustments shall be made within (1) year following the end of the contract. For purposes of this certificate, the end of the agreement shall be deemed to be the date of final billing or acceptance of the work by the Aviation Authority, whichever is later.

Consultant: Ricondo & Associates, Inc.

By:  \_\_\_\_\_

Print Name: Pete Ricondo, P.E., Senior Vice President

Date: 03/25/2024

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## **APPENDIX A      BREAKDOWN OF PROFESSIONAL FEES**

**EXHIBIT A - CONSULTANT'S COMPENSATION PROPOSAL**  
**TABLE C-5**  
**BREAKDOWN OF NOT TO EXCEED PROFESSIONAL FEES**  
 Ricondo Associates, Inc.

RICONDO & ASSOCIATES, INC. (PRIME)	SENIOR DIRECTOR		SR DIRECTOR w/Travel Premium		MANAGER		SENIOR CONSULTANT		TOTAL		
	\$295		\$330		\$180		\$139		labor hours	Cost	Avg. Hourly Rate
	hours	Cost	hours	Cost	hours	Cost	hours	Cost			
<b>Economic Impact Study</b>											
Task 1 - Data Collection	0	\$0			12	\$2,160	16	\$2,224	28	\$4,384	\$157
Task 2 - Develop Model Assumptions	4	\$1,180			40	\$7,200	20	\$2,780	64	\$11,160	\$174
Task 3 - Economic Impact Analysis Calculations	4	\$1,180			40	\$7,200	8	\$1,112	52	\$9,492	\$183
Task 4 - Meetings with GOAA	8	\$2,360			8	\$1,440	8	\$1,112	24	\$4,912	\$205
Task 5 - Prepare Economic Impact Analysis Report (PDF) & Presentation	4	\$1,180			50	\$9,000	40	\$5,560	94	\$15,740	\$167
<b>TOTAL NOT TO EXCEED PROFESSIONAL FEES:</b>	<b>20</b>	<b>\$5,900</b>	<b>0</b>	<b>\$0</b>	<b>150</b>	<b>\$27,000</b>	<b>92</b>	<b>\$12,788</b>	<b>262</b>	<b>\$45,688</b>	<b>\$174</b>

**EXHIBIT A - CONSULTANT'S COMPENSATION PROPOSAL**  
**TABLE C-5**  
**BREAKDOWN OF NOT TO EXCEED PROFESSIONAL FEES**  
**GRAPHICS SUPPORT SERVICES**

GSS	Senior Graphic Designer		TOTAL		
	hours	Cost	labor hours	Cost	Avg. Hourly Rate
Rate (\$/Hour):	\$124				
<b>Tasks</b>					
Task 5 - Prepare Economic Impact Analysis Report (PDF) & Presentation	20	\$2,480	20	\$2,480	\$124
<b>TOTAL NOT TO EXCEED PROFESSIONAL FEES:</b>	<b>20</b>	<b>\$2,480</b>	<b>20</b>	<b>\$2,480</b>	<b>\$124</b>



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## **APPENDIX B      SUBCONSULTANT PROPOSALS**



March 20, 2024

Dear Mr. Carreau:

Graphics Support Services, Inc. (dba) GSS Creative will assist Ricondo with all graphics support for the preparation of the draft and final Economic Impact Analysis Report and PowerPoint presentation. Please see our fees in Table C-5 of the proposal.

**EXHIBIT A - CONSULTANT'S COMPENSATION PROPOSAL  
TABLE C-5  
BREAKDOWN OF NOT TO EXCEED PROFESSIONAL FEES  
GSS**

GSS	Senior Graphic Designer		TOTAL		
	hours	Cost	labor hours	Cost	Avg. Hourly Rate
Rate (\$/Hour):		\$124			
Tasks					
Task 5 - Prepare Economic Impact Analysis Report (PDF) & Presentation	20	\$2,480	20	\$2,480	\$124
<b>TOTAL NOT TO EXCEED PROFESSIONAL FEES:</b>	<b>20</b>	<b>\$2,480</b>	<b>20</b>	<b>\$2,480</b>	<b>\$124</b>

Respectfully,

Michelle Piette  
President  
Graphics Support Services, Inc.

## Addenda / Amendments Awarded per Agreement - Summary for Committee

### Ricondo & Associates, Inc. -- Agreement No. 202012-GC General Consulting Services Agreement

<i>Add</i>	<i>Amd</i>	<i>Proj.</i>	<i>Description</i>	<i>PSC/CCM</i>	<i>Board</i>	<i>Exec.</i>	<i>PO#</i>	<i>\$ Amount</i>	<i>Cumul. per Add. \$ Amount</i>
000	000	-	General Consulting Services Agreement	<b>PSC</b>	12/09/20	01/08/21		\$0.00	\$0.00
001	000	-	FY21 On-Call General Consulting Services	<b>CCM</b>	02/16/21	NA	02/23/21 93305	\$25,000.00	\$25,000.00
002	000	-	FY21 On-Site Planning Support Services	<b>CCM</b>	04/06/21	NA	04/13/21 93378	\$199,856.00	\$199,856.00
003	000	-	FY21 On-Call Signage Design and Consulting Services	<b>CCM</b>	04/20/21	NA	04/30/21 93379	\$55,380.00	\$55,380.00
003	001	-	Additional FY21 On-Call Signage Design and Consulting Services	<b>CCM</b>	08/24/21	NA	09/15/21 AMD 93379	\$9,940.00	\$65,320.00
004	000	W-S00116-MCO	W-S00116-MCO S TERM C, PH 1 - SUPPORT SVCS (OTHER COSTS) FY21 Operational Readiness Staffing Support Services for W-S00116	<b>CCM</b>	06/29/21	NA	07/06/21 1006749	\$66,800.00	\$66,800.00
004	001	W-S00116-MCO	W-S00116-MCO S TERM C, PH 1 - SUPPORT SVCS (OTHER COSTS) No Cost Time Adjustment to Provide FY21 Operational Readiness Staffing Support Services for W-S00116	<b>CCM</b>	09/28/21	NA	10/05/21 AMD 1006749	\$0.00	\$66,800.00
005	000	-	FY22 Engineering Support and Construction Oversight	<b>CCM</b>	08/10/21	NA	08/23/21 93760	\$169,570.00	\$169,570.00
006	000	-	FY22 On-Call Utility Consulting Services	<b>CCM</b>	08/10/21	NA	08/23/21 94006	\$74,480.00	\$74,480.00
007	000	-	Professional Planning Consulting Services	<b>CCM</b>	08/10/21	NA	08/23/21 93673	\$9,956.00	\$9,956.00
008	000	-	FY22 On-Call Design Review Committee Support Services	<b>CCM</b>	08/31/21	NA	09/15/21 93763	\$14,974.00	\$14,974.00
009	000	-	FY22 On-Call General Consulting Services	<b>CCM</b>	08/31/21	NA	09/15/21 93829	\$25,000.00	\$25,000.00
010	000	-	FY22 On-Site Planning Support Services	<b>CCM</b>	08/31/21	09/15/21	09/20/21 93833	\$399,840.00	\$399,840.00
011	000	-	Capacity Analysis for Central Receiving and Distribution Center Sizing	<b>CCM</b>	09/07/21	NA	09/28/21 93764	\$69,652.00	\$69,652.00
012	000	-	FY22 Support Services for the Concessions Department	<b>CCM</b>	09/28/21	NA	10/05/21 93828	\$44,440.00	\$44,440.00
013	000	-	FY22 On Call Signage Design and Consulting Services	<b>CCM</b>	09/28/21	NA	10/05/21 93834	\$114,968.00	\$114,968.00
013	001	-	Additional FY22 On Call Signage Design and Consulting Services	<b>CCM</b>	05/24/22	NA	06/08/22	\$59,860.00	\$174,828.00
013	002	-	Additional FY22 On Call Signage Design and Consulting Services	<b>CCM</b>	08/23/22	NA	08/31/22	\$21,900.00	\$196,728.00
014	000	-	FY22 On-call Support Services for the Commercial Properties Department	<b>CCM</b>	11/23/21	NA	12/07/21 94312	\$25,776.00	\$25,776.00

## Addenda / Amendments Awarded per Agreement - Summary for Committee

015	000	-	South Terminal C PH1 Terminal Optimization Diagnostic for Possible Future Enhancements	CCM	12/14/21	NA	01/04/22	94234	\$237,945.00	\$237,945.00
016	000	-	FY22 On-Call Airport Planning Consulting Services	CCM	01/04/22	NA	01/19/22	94236	\$24,930.00	\$24,930.00
017	000	W-00449-MCO	W-00449-MCO AVIATION-CENTRIC ECONOMIC DEVELOPMENT STUDY Preparation of Aviation-Centric Economic Development Study for W00449	CCM	02/08/22	NA	03/30/22	1006991	\$170,800.00	\$170,800.00
018	000	-	Strategic Planning Consultant Services	CCM	07/26/22	08/17/22	08/23/22	94926	\$710,422.00	\$710,422.00
018	001	-	Additional Strategic Planning Consultant Services for the Initial Implementation Phase of the 2023 Strategic Plan	CCM	11/07/23	NA	11/09/23		\$91,852.00	\$802,274.00
018	002	-	Additional Strategic Planning Consultant Services for the Initial Implementation Phase of the 2023 Strategic Plan	CCM	04/02/24	NA	04/04/24		\$124,476.00	\$926,750.00
019	000	-	FY 22 Operational Readiness General Consulting Services	CCM	08/09/22	NA	08/23/22	94925	\$46,238.00	\$46,238.00
020	000	-	FY23 On Site Planning Support Services	CCM	08/30/22	09/21/22	09/26/22	95293	\$399,896.00	\$399,896.00
020	001	-	Additional FY23 On-Site Planning Support Services	PSC	08/01/23	NA	08/09/23		\$39,960.00	\$439,856.00
021	000	-	FY23 On Call Utility Consulting Services	CCM	09/06/22	NA	09/14/22	95294	\$60,800.00	\$60,800.00
022	000	-	FY23 On Call Signage Design and Consulting Services	CCM	09/13/22	NA	10/24/22	95302	\$114,968.00	\$114,968.00
022	001	-	Additional FY23 On Call Signage Design and Consulting Services	PSC	05/02/23	05/17/23	06/01/23	AMD 95302	\$76,040.00	\$191,008.00
023	000	-	FY23 Operational Readiness General Consulting Services	CCM	09/27/22	NA	10/20/22	95303	\$64,694.00	\$64,694.00
024	000	-	FY23 On-Call Design Review Committee (DRC) Support Services	CCM	10/04/22	NA	10/20/22	95431	\$15,828.00	\$15,828.00
025	000	-	FY23 On Call Support Services for the Concessions Department	CCM	10/25/22	NA	11/08/22	95630	\$36,852.00	\$36,852.00
026	000	-	FY23 On Call General Consulting Services	CCM	10/25/22	NA	11/08/22	95631	\$25,000.00	\$25,000.00
026	001	-	Additional FY23 On-Call General Consulting Services	PSC	05/23/23	NA	05/25/23	AMD 95631	\$75,000.00	\$100,000.00
026	002	-	Additional FY23 On-Call General Consulting Services	PSC	07/25/23	NA	07/31/23	AMD 95631	\$25,000.00	\$125,000.00
026	003	-	Additional FY23 On-Call General Consulting Services	PSC	08/22/23	NA	08/30/23		\$75,000.00	\$200,000.00
027	000	-	FY23 On Call Airline Allocation Support Services	CCM	11/01/22	NA	11/15/22	95629	\$25,320.00	\$25,320.00
028	000	W-00465-MCO	W-00465-MCO MCO TERMINAL CONCESSIONS PLANNING Professional Consulting Services for W-465	CCM	11/15/22	NA	12/07/22	1007203	\$248,260.00	\$248,260.00

## Addenda / Amendments Awarded per Agreement - Summary for Committee

028	001	W-00465-MCO	W-00465-MCO MCO TERMINAL CONCESSIONS PLANNING Additional Professional Consulting Services for W-465	CCM	12/20/22	NA	01/09/23		\$247,406.00	\$495,666.00
029	000	-	MCO Common Use Passenger Processing System (CUPPS) Evaluation Services	CCM	12/20/22	NA	01/09/23	95678	\$57,705.00	\$57,705.00
030	000	-	FY23 On Call Support Services for the Commercial Properties Department	CCM	12/20/22	NA	01/09/23	95671	\$30,132.00	\$30,132.00
031	000	-	FY23 On Call Operational Readiness Staffing and Support Services	CCM	12/20/22	NA	01/09/23	95672	\$146,022.00	\$146,022.00
032	000	V-00986-MCO	V-00986-MCO AS4 DELTA CLUB WINDOW REPLACEMENT (D/B) Design Criteria Package Preparation for V-986	CCM	01/03/23	NA	01/18/23	1007219	\$11,726.00	\$11,726.00
033	000	W-S00116-MCO	W-S00116-MCO S TERM C, PH 1 - SUPPORT SVCS (OTHER COSTS) Professional Evaluation and Recommendation Services of Moving Walk Ways for W-S116	CCM	04/11/23	NA	04/18/23	1007323	\$73,988.00	\$73,988.00
034	000	V-00995-MCO	V-00995-MCO REPLACEMENT OF ELEVATOR P58 AT AIRSIDE 4 (D/B) Design Criteria Package Preparation for V-955	CCM	04/11/23	NA	04/18/23	1007434	\$9,986.00	\$9,986.00
035	000	W-00474-MCO	W-00474-MCO ELEVATOR/ESCALATOR/MOVING WALKWAY CAPITAL PLANNING SUPPORT Professional Consulting Services for W-474	CCM	04/25/23	NA	04/27/23	1007349	\$69,622.00	\$69,622.00
036	000	W-00475-MCO	W-00475-MCO ELECTRIFICATION POLICY STUDY Professional Consulting Services for W-475	CCM	04/25/23	NA	04/27/23	1007327	\$235,781.00	\$235,781.00
037	000	W-00480-MCO	W-00480-MCO NORTH TERMINAL CAPACITY AND FACILITY CONDITION ASSESSMENT Professional Consulting Services for W-480	CCM	06/06/23	06/21/23	06/22/23	1007386	\$377,798.00	\$377,798.00
038	000	W-00481-MCO	W-00481-MCO CONSOLIDATED RAC FACILITY PROGRAM ADVISORY, TECHNICAL AND BUSINESS PLAN SERVICES Professional Consulting Services	CCM	06/13/23	NA	06/20/23	1007400	\$216,424.00	\$216,424.00
038	001	W-00481-MCO	W-00481-MCO CONSOLIDATED RAC FACILITY PROGRAM ADVISORY, TECHNICAL AND BUSINESS PLAN SERVICES Additional Professional Consulting Services for W-0481	CCM	07/18/23	08/16/23	08/18/23		\$944,282.00	\$1,160,706.00
039	000	-	Aviation Authority Solicitation Development Services for the Aviation Authority's Enterprise Digital Content Ecosystem	PSC	08/01/23	NA	08/09/23	96397	\$127,904.00	\$127,904.00

## Addenda / Amendments Awarded per Agreement - Summary for Committee

040	000	-	FY24 On Call Operational Readiness Staffing and Support Services	PSC	09/05/23	09/27/23	10/04/23	96654	\$205,506.00	\$205,506.00
041	000	-	Solicitation Development Services for the Aviation Authority's Enterprise Digital Content Ecosystem	PSC	09/12/23	09/27/23	10/04/23	96527	\$94,268.00	\$94,268.00
042	000	-	FY24 On-Call Airline Reallocation Support Services	PSC	09/12/23	09/27/23	10/04/23	96656	\$65,060.00	\$65,060.00
043	000	W-00489-MCO	W-00489-MCO NORTH TERMINAL COMPLEX BAGGAGE HANDLING SYSTEM EVALUATION Professional Consulting Services for W-489	CCM	10/03/23	10/18/23	10/26/23	1007556	\$314,799.00	\$314,799.00
044	000	-	FY24 On-Call General Consulting Services	PSC	10/05/23	10/18/23	10/26/23	96749	\$50,000.00	\$50,000.00
044	001	-	Additional FY24 On-Call General Consulting Services	PSC	01/09/24	NA	01/12/24		\$50,000.00	\$100,000.00
044	002	-	Additional FY24 On-Call General Consulting Services	PSC	04/02/24	04/24/24			\$80,000.00	\$180,000.00
045	000	-	FY24 On-Call Signage Design and Consulting Services	PSC	10/05/23	10/18/23	10/26/23	96683	\$121,294.00	\$121,294.00
046	000	-	FY24 On-Call Utility Consulting Services	PSC	10/05/23	10/18/23	10/26/23	96874	\$31,444.00	\$31,444.00
047	000	-	Noise Office Support	PSC	10/05/23	10/18/23	10/30/23		\$199,889.00	\$199,889.00
048	000	W-S00211-MCO	W-S00211-MCO TERMINAL C, PHASE 2 PROGRAM DEFINITION DOCUMENT DEVELOPMENT Development of the Program Definition Document (POD) for the Terminal C, Phase 2 Program	CCM	10/10/23	10/18/23	10/26/23	1007489	\$1,090,217.00	\$1,090,217.00
049	000	V-00995-MCO	V-00995-MCO REPLACEMENT OF ELEVATOR P58 AT AIRSIDE 4 (D/B) Bid and Award Services for V-00995	CCM	10/10/23	NA	11/09/23	1007490	\$16,730.00	\$16,730.00
050	000	-	FY24 On-Call Support Services for Commercial Properties Department	PSC	11/07/23	NA	11/09/23	97033	\$31,260.00	\$31,260.00
051	000	W-S00211-MCO	W-S00211-MCO TERMINAL C, PHASE 2 PROGRAM DEFINITION DOCUMENT DEVELOPMENT Terminal C Phase 2 Written Reevaluation	CCM	11/14/23	NA	11/21/23	1007494	\$71,219.00	\$71,219.00
052	000	W-00496-MCO	W-00496-MCO AIRSIDES 1 AND 3 INTERIOR REFRESH AND RELATED WORK North Terminal Refresh for Airsides 1, 2, and 3 Restroom Improvements	CCM	11/21/23	NA	11/29/23	1007572	\$195,303.00	\$195,303.00
052	001	W-00496-MCO	W-00496-MCO AIRSIDES 1 AND 3 INTERIOR REFRESH AND RELATED WORK Additional Estimating Services for W-496	CCM	01/23/24	NA	01/25/24		\$97,772.00	\$293,075.00

## Addenda / Amendments Awarded per Agreement - Summary for Committee

052	002	W-00496-MCO	W-00496-MCO AIRSIDES 1 AND 3 INTERIOR REFRESH AND RELATED WORK Additional Services for W-496 North Terminal Refresh for Airsides 1, 2, and 3 Restroom Improvements	CCM	03/26/24	NA	03/28/24		\$226,386.00	\$519,461.00
053	000	-	Interim Update of the Orlando International Airport (MCO) Airport Layout Plan	PSC	11/21/23	12/13/23	12/14/23	97020	\$13,840.00	\$13,840.00
054	000	-	Parking Capacity Analysis	PSC	11/21/23	12/13/23	12/14/23	97039	\$83,504.00	\$83,504.00
055	000	-	Parking Pricing Study	PSC	11/21/23	12/13/23	12/20/23	97042	\$87,100.00	\$87,100.00
056	000	-	FY24 On Call Support Services for Concessions Department	PSC	12/19/23	NA	12/27/23		\$47,440.00	\$47,440.00
057	000	V-00995-MCO	V-00995-MCO REPLACEMENT OF ELEVATOR P58 AT AIRSIDE 4 (D/B) Construction Administration Services for V-995	CCM	01/02/24	NA	01/04/24		\$96,588.00	\$96,588.00
058	000	W-00503-MCO	W-00503-MCO EXPANSION OF CKPT A, New End-AROUND TAXIWAY & SERVICE RD REALIGNMENT Study for W503	CCM	01/09/24	NA	01/10/24	1007560	\$53,086.00	\$53,086.00
059	000	-	FY24 On-Call General Consulting Services	PSC	01/09/24	NA	01/12/24	97045	\$10,000.00	\$10,000.00
060	000	W-00500-ORL	W-00500-ORL ORL MASTER PLAN UPDATE W-00500 Master Plan Update Services	CCM	01/23/24	02/21/24	02/23/24		\$795,886.00	\$795,886.00
061	000	-	Support Services for the Advanced Air Mobility Taskforce	PSC	02/27/24	NA	03/04/24		\$59,139.00	\$59,139.00
062	000	-	FY24 On-Call Support Services for the Airline Relations Department	PSC	03/12/24	NA	03/18/24		\$58,250.00	\$58,250.00
063	000	-	Support Services for the Modeling of Passenger Flows and Bus Operations during the Maintenance of the Airsides 2 and 4 Automated People Mover (APM) Systems	PSC	03/12/24	NA	03/18/24		\$129,650.00	\$129,650.00
064	000	-	Passenger Intercept Surveys	PSC	04/02/24	04/24/24			\$22,954.00	\$22,954.00

**Total for Ricondo & Associates, Inc. for Agreement No. 202012-GC**

<b>\$11,024,033.00</b>
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## **Addenda / Amendments Awarded per Agreement - Summary for Committee**

### **Addenda / Amendments in Chronological Order**

PSC	Board	Add #	Amd #	\$ Amt	Cumulative
05/02/23	05/17/23	022	001	\$76,040.00	\$76,040.00
05/23/23		026	001	\$75,000.00	\$151,040.00
07/25/23		026	002	\$25,000.00	\$176,040.00
08/01/23		020	001	\$39,960.00	\$216,000.00
08/01/23		039	000	\$127,904.00	\$343,904.00
08/22/23		026	003	\$75,000.00	\$418,904.00
09/05/23	09/27/23	040	000	\$205,506.00	\$624,410.00
09/12/23	09/27/23	041	000	\$94,268.00	\$718,678.00
09/12/23	09/27/23	042	000	\$65,060.00	\$783,738.00
10/05/23	10/18/23	044	000	\$50,000.00	\$833,738.00
10/05/23	10/18/23	045	000	\$121,294.00	\$955,032.00
10/05/23	10/18/23	046	000	\$31,444.00	\$986,476.00
10/05/23	10/18/23	047	000	\$199,889.00	\$1,186,365.00
11/07/23		050	000	\$31,260.00	\$1,217,625.00
11/21/23	12/13/23	053	000	\$13,840.00	\$1,231,465.00
11/21/23	12/13/23	054	000	\$83,504.00	\$1,314,969.00
11/21/23	12/13/23	055	000	\$87,100.00	\$1,402,069.00
12/19/23		056	000	\$47,440.00	\$1,449,509.00
01/09/24		044	001	\$50,000.00	\$1,499,509.00
01/09/24		059	000	\$10,000.00	\$1,509,509.00
02/27/24		061	000	\$59,139.00	\$1,568,648.00
03/12/24		062	000	\$58,250.00	\$1,626,898.00
03/12/24		063	000	\$129,650.00	\$1,756,548.00
04/02/24	04/24/24	044	002	\$80,000.00	\$1,836,548.00
04/02/24	04/24/24	064	000	\$22,954.00	\$1,859,502.00



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***Addenda / Amendments Awarded per Agreement - Summary for Committee***

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**MEMORANDUM**

TO: Members of the Procurement Committee  
FROM: Tawana Allen, Vice President of Customer Experience  
DATE: May 2, 2024

**ITEM DESCRIPTION**

Recommendation to the Aviation Authority Board to Approve Amendment No. 2, Four Months Extension to Purchasing Contract 19-20, Customer Service Ambassadors Services to Real Time Services d/b/a Top Talent Staffing (Top Talent).

**BACKGROUND**

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

On March 20, 2020, the Aviation Authority Board awarded Purchasing Contract 19-20, Customer Service Ambassadors at Orlando International Airport, to Top Talent. The initial term of the contract was for three years, at an initial cost of \$14,996,768 with the Aviation Authority having options to renew the contract for two additional periods of one year each.

On April 20, 2023, the Chief Executive Officer approved Amendment No. 1 in the not-to-exceed amount of \$79,320 to add passenger mobility assistance for Terminal C.

**ISSUES**

The Aviation Authority understands the importance of providing Customer Service Ambassador services to all who travel through and utilize the Airport. These services have been successful in providing a positive customer experience, providing necessary information for the customer journey, and reducing anxiety with the travel experience.

Staff recommends extending the existing Top Talent contract for a period up to four months through September 30, 2024, at the same terms, conditions, and pricing, to allow adequate time to complete the new Customer Service Ambassador procurement and to provide a transitional period for the awarded contractor(s). The Aviation Authority staff is in the process of a competitive procurement for Customer Service Ambassadors contracts which will be presented to the Procurement Committee at a later date.

**SMALL BUSINESS**

The Contract includes a Minority and Women Business Enterprise (MWBE) participation Goal of 20%. The Small Business Development Department certifies that Top Talent is in good standing as it relates to small business participation.

**ALTERNATIVES**

There are no reasonable alternatives under consideration.

**FISCAL IMPACT**

The fiscal impact of the four-month extension is a not-to-exceed amount of \$2,222,500 with funding from the Operations and Maintenance Fund.

**RECOMMENDED ACTION**

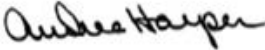
It is respectfully requested that the Procurement Committee approve that the following be recommended to the Aviation Authority Board: 1) approve Amendment No: 2, Four Months extension to Purchasing Contract 19-20 with Real Time Services d/b/a Top Talent Staffing for Customer Service Ambassador Services; 2) authorize funding from the Operations and Maintenance Fund in the not-to-exceed amount of \$2,222,500; 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 B – Contract History

ATTACHMENT A

FINANCE FORM

Greater Orlando Aviation Authority						
Finance Form						
<b>Date:</b>	4/17/2024	<b>Requestor's Extension:</b>	2116			
<b>Requestor's Name:</b>	Tawana Allen	<b>Preparer's Extension:</b>	2606			
<b>Form Preparer's Name:</b>	Abdu El-Baroudi	<b>Purchasing Solicitation #:</b>	19-20			
<b>Requestor's Department:</b>	Customer Experience	<b>CCM / PC / PSC:</b>	PC			
<b>Description:</b>	Customer Service	<b>Committee Date:</b>	5/2/2024			
<b>Vendor:</b>	Real Time Services	<b>Committee Agenda Item#:</b>	NB-B			
<b>NON-PROJECT FUNDS: O&amp;M, CAP EX, I&amp;D, R&amp;R, OEA REVENUE FUNDS</b>						
<b>Account Code</b>	<b>FY 24</b>	<b>FY 25</b>	<b>FY 26</b>	<b>FY 27</b>	<b>FY 28</b>	<b>Total</b>
format: xxx.xxx.xxx.xxxxxxxx.xxx.xxxxxx	<b>Amount</b>	<b>Amount</b>	<b>Amount</b>	<b>Amount</b>	<b>Amount</b>	<b>Contract</b>
301.009.210.5310014.000.000000	2,222,500					2,222,500
<b>Total Requisition</b>	2,222,500	0	0	0	0	2,222,500
<b>Requisition Number</b>		BPA 93608				
<b>OMB Notes:</b>						
<b>Funding Approver</b>				<b>Converted into PO #:</b>		
<b>Total Requisition</b>				<b>Date:</b>		
<b>BPA Amount</b>				<b>Buyer:</b>		
<b>and Total - Agree to Committee Item</b>	\$		-			

**ATTACHMENT B**  
**CONTRACT HISTORY**

<b>CONTRACT</b>	<b>APPROVALS</b>	<b>DESCRIPTION</b>	<b>TERM</b>	<b>DOLLARS</b>
Initial Term	<ul style="list-style-type: none"> <li>• CPC 2/24/2020</li> <li>• Board 3/18/2020</li> </ul>	36 Months Contract Award	6/1/2021 Thru 5/31/2024	\$14,996,768
Amendment No. 1	<ul style="list-style-type: none"> <li>• CPC 11/14/2022</li> <li>• CEO 04/18/2023</li> </ul>	Contract Adjustment	12/1/2022 Thru 5/31/2024	\$79,320
Amendment No. 2	PC 5/2/2024	Four Month Extension	06/01/2024 Thru 9/30/2024	\$2,222,500
<b>Total Contract Value with all Changes (approved and proposed)</b>				<b>\$17,298,588</b>

**MEMORANDUM**

TO: Members of the Procurement Committee

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

DATE: May 2, 2024

**ITEM DESCRIPTION**

Request for Recommendation to the Aviation Authority Board to Exercise the First Renewal Option of Purchasing Contract 10-22, Trash Removal Services at Orlando International Airport with Republic Services of Florida, LP

**BACKGROUND**

The Contract requires Republic Services of Florida, LP (Republic) to provide all labor, supervision, trucks, materials, equipment and tools necessary to furnish and install trash compactors and/or trash containers, pick-up and/or removal of wet and dry compacted, non-compacted trash/refuse and recyclable materials, and all other items and services necessary to perform trash removal services from various locations throughout Orlando International Airport in accordance with the contract documents.

On August 18, 2021, the Aviation Authority Board awarded Purchasing Contract 10-22 to Republic. The initial term of the contract was for three years, effective October 1, 2021, at an initial cost of \$1,995,146.58 with the Aviation Authority having options to renew the contract for two additional periods of one year each.

**ISSUES**

The three years initial term expires on September 30, 2024. Republic has performed satisfactorily during the initial term of the Contract. Republic has agreed to the first renewal option through September 30, 2025. The first renewal option value is based on estimated quantities with a CPI increase of 3.5% to the unit prices which is allowable under the contract.

The estimated value of the first renewal option is a not-to-exceed amount of \$805,500. The actual amount paid to Contractor is based on actual work requested, performed, and approved by the Aviation Authority.

**SMALL BUSINESS**

The contract did not include a Minority and Woman Enterprise (MWBE) or Local Developing Business (LDB) participation requirement due to limited scope and availability.

**ALTERNATIVES**

There are no reasonable alternatives under consideration.

**FISCAL IMPACT**

The value of the first renewal option is a not-to-exceed amount of \$805,500. Funding 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) exercise the first renewal option of Purchasing Contract 10-22, Trash Removal Services with Republic Services of Florida, LP through September 30, 2025; (2) authorize funding from the Operations and Maintenance Fund in the not-to-exceed amount of \$805,500; 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 – Contract History

Attachment B – Finance Form

## ATTACHMENT A

### CONTRACT HISTORY

#### 10-22, Trash Removal Services

CONTRACT	APPROVALS	DESCRIPTION	TERM	DOLLARS
Initial Term	<ul style="list-style-type: none"><li>• 07/26/2021 CPC</li><li>• 08/18/2021 Board Approved IFB 10-22</li></ul>	36 Months Contract Award	10/01/2021 to 09/30/2024	\$1,995,146.58
Amendment No. 1	<ul style="list-style-type: none"><li>• Pending 05/2/2024 PC</li></ul>	First Renewal Option	10/01/2024 to 09/30/2025	\$805,500.00
<b>Total Contract Value with all Changes (approved and proposed)</b>				<b>\$2,800,646.58</b>



# ATTACHMENT B

<b>Greater Orlando Aviation Authority</b>			
<b>Finance Form</b>			
<b>Date:</b>	<u>4/17/2024</u>	<b>Requestor's Extension:</b>	<u>2281</u>
<b>Requestor's Name:</b>	<u>Bob Debaere</u>	<b>Preparer's Extension:</b>	<u>2606</u>
<b>Form Preparer's Name:</b>	<u>Abdu El-Baroudi</u>	<b>Purchasing Solicitation #:</b>	<u>B10-22</u>
<b>Requestor's Department:</b>	<u>Waste Management</u>	<b>CCM / PC / PSC:</b>	<u>PC</u>
<b>Description:</b>	<u>Trash Removal Services</u>	<b>Committee Date:</b>	<u>5/2/2024</u>
<b>Vendor:</b>	<u>Republic Services of Florida, LP</u>	<b>Committee Agenda Item#:</b>	

**NON-PROJECT FUNDS: O&M, CAP EX, I&D, R&R, OEA REVENUE FUNDS**

Account Code <small>Format: xxx.xxx.xxx.xxxxxxx.xxx.xxxxx</small>	FY 24 Amount	FY 25 Amount	FY 26 Amount	FY 27 Amount	FY 28 Amount	Total Contract
301.416.170.5340007.000.000000		805,500				805,500
<b>Total Requisition</b>	<b>0</b>	<b>805,500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>805,500</b>
<b>Requisition Number</b>		<u>BPA 94015</u>				

<b>OMB Notes:</b>	
<b>Funding Approver</b> <u>Andrea Harper</u>	<b>Converted into PO #:</b>
	<b>Date:</b>
<b>Total Requisition</b>	<b>Buyer:</b>
<b>BPA Amount</b>	
<b>Grand Total - Agree to Committee Item</b> \$	-



## **MEMORANDUM**

TO: Members of the Procurement Committee

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

DATE: May 2, 2024

## **ITEM DESCRIPTION**

Request for Recommendation to the Aviation Authority Board to Issue Purchase Orders to Various Landfill Facilities to Pay Fees associated with Purchasing Contract 10-22, Trash Removal Services at Orlando International Airport

## **BACKGROUND**

Purchasing Contract 10-22 for trash removal services allows the contractor to transport and dispose of all solid waste, as requested by the Aviation Authority, at the Orange County Landfill or any other Environmental Protection Agency (EPA) approved landfill facility within a twenty-mile radius.

Per the contract documents, landfill facilities are selected by the contractor provided that the fees charged at the selected landfill facilities do not exceed the fees charged by the Orange County Landfill.

## **ISSUES**

Purchasing Contract 10-22 for trash removal services with Republic Services of Florida, LP stipulates that the Aviation Authority shall be responsible for the fees associated with the disposal of the solid waste. The fees from the landfill facilities utilized by the contractor are billed at a tonnage rate directly to the Aviation Authority.

The total estimated landfill fees associated with the first renewal option of Purchasing Contract 10-22 with Republic Services of Florida, LP for the period of October 1, 2024, through September 30, 2025, are in the not-to-exceed amount of \$622,800.

## **SMALL BUSINESS**

The contract did not include a Minority and Woman Enterprise (MWBE) or Local Developing Business (LDB) participation requirement due to limited scope and availability.

## **ALTERNATIVES**

There are no reasonable alternatives under consideration.

## **FISCAL IMPACT**

Landfill fees are estimated at \$622,800 for the first renewal option of Purchasing Contract 10-22. Funding 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) authorize that multiple purchase orders to be issued to various landfill facilities to pay for landfill fees associated with Purchasing Contract 10-22; (2) authorize funding from the Operations and Maintenance Fund in the not-to-exceed amount of \$622,800; 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 – History

Attachment B – Finance Form

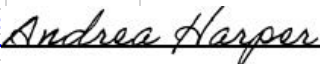
## ATTACHMENT A

### HISTORY

#### Landfill Fees Associated with Purchasing Contract 10-22

CONTRACT	APPROVALS	DESCRIPTION	TERM	DOLLARS
Initial Term	<ul style="list-style-type: none"><li>• 07/26/2021 CPC</li><li>• 08/18/2021 Board Approved IFB 10-22</li></ul>	36 Months Initial Term	10/01/2021 to 09/30/2024	\$1,322,000
First Renewal Option	<ul style="list-style-type: none"><li>• Pending 5/2/2024 PC</li></ul>	First Renewal Option	10/01/2024 to 09/30/2025	\$622,800
Total Value with all Changes (approved and proposed)				\$1,944,800

## ATTACHMENT B

Greater Orlando Aviation Authority Finance Form						
Date:	4/17/2024	Requestor's Extension:	2281			
Requestor's Name:	Bob Debaere	Preparer's Extension:	2606			
Form Preparer's Name:	Abdu El-Baroudi	Purchasing Solicitation #:	10A-22 & 10B-22			
Requestor's Department:	Waste Management	CCM / PC / PSC:	PC			
Description:	Landfill Fees	Committee Date:	4/30/2024			
Vendor:	Various Landfill Facilities	Committee Agenda Item#:	NB-D			
NON-PROJECT FUNDS: O&M, CAP EX, I&D, R&R, OEA REVENUE FUNDS						
Account Code <small>Format: xxx.xxx.xxx.xxxxxxx.xxx.xxx</small>	FY 24 Amount	FY 25 Amount	FY 26 Amount	FY 27 Amount	FY 28 Amount	Total Contract
301.416.170.5430001.000.000000		622,800				622,800
Total Requisition	0	622,800	0	0	0	622,800
Requisition Number	BPA 93993 & 94015					
OMB Notes:				Converted into PO #:		
Funding Approver				Date:		
Total Requisition		Buyer:				
BPA Amount						
and Total - Agree to Committee Item		\$ -				



**MEMORANDUM**

TO: Members of the Procurement Committee

FROM: Gary Hunt, Vice President of Facilities

DATE: May 2, 2024

**ITEM DESCRIPTION**

Request for Recommendation to the Aviation Authority Board to Award Invitation for Bid 24-376-IFB Trailer Complex Janitorial Maintenance Services to American Janitorial Maintenance and Services Inc.

**BACKGROUND**

On March 3, 2024, the Aviation Authority issued an Invitation for Bid 24-376-IFB for Trailer Complex Janitorial Maintenance Services. This solicitation is designated as a directed procurement for a Local Developing Business. The term of the contract will be for five years with initial service starting on or about June 1, 2024.

The Contractor will furnish all labor, supervision, equipment, tools, janitorial cleaning supplies (except hand soap and trash liners), paper products (except paper towels and toilet tissue), fuel, oil, lubricants, uniforms and all other items necessary or proper for, or incidental to, performing janitorial maintenance services for office trailers located at the Orlando International Airport (MCO) in accordance with the Contract documents.

**ISSUES**

On April 9, 2024, the Aviation Authority received the following responses:

<u>Name of Respondent</u>	<u>Total Five-Year Price</u>
American Janitorial Maintenance and Services Inc.	\$921,839.50
Sterling Building Services, Inc.	\$1,142,162.55
Kings Service Solutions, LLC	\$1,244,825.00
1st Choice All-Purpose	\$1,298,126.97
Central Florida Junkies	\$1,331,468.00
Heavenly Hearts Cleaning Services, Inc	\$3,681,998.74
Desired Way of Cleaning, LLC	\$4,188,540.00
Marvol Enterprises	\$4,299,424.55

The Staff’s review of the three lowest respondents’ submissions found the respondents were responsive and responsible to the IFB requirements. Therefore, Staff recommends awarding to American Janitorial Maintenance and Services Inc., as the lowest responsive and respondent for services.

The amount paid to the Contractor is based on actual work requested, performed, and approved by the Aviation Authority, based on the daily prices for each area listed and the hourly rate for additional services in accordance with the Contract documents.

## **SMALL BUSINESS**

The Aviation Authority's Small Business Development Department has reviewed the responses submitted for this Solicitation and has determined the following firms responsive to LDB Certification requirements:

American Janitorial Maintenance and Services Inc.  
Kings Service Solutions, LLC  
Heavenly Hearts Cleaning Services, Inc

Sterling Building Services, Inc.  
1st Choice All-Purpose  
Marvol Enterprises

Central Florida Junkies and Desired Way of Cleaning, LLC did not meet the LDB Certification requirement and should be considered non-responsive.

## **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 for a not-to-exceed amount of \$921,839.50 for a five-year period. Funds anticipated to be spent under the contract in the current fiscal year are within budget. Funding required in the 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**

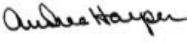
It is respectfully requested that the Procurement Committee approve that the following be recommended to the Aviation Authority Board: (1) deem the responses from Central Florida Junkies and Desired Way of Cleaning, LLC as non-responsive; (2) award Purchasing Invitation for Bids (IFB) 24-376-IFB Trailer Complex Janitorial Maintenance Services to American Janitorial Maintenance and Services Inc.; (3) authorize funding from the Operations and Maintenance Fund for a not-to-exceed amount \$921,839.50; and (4) authorize the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel.

## **ATTACHMENTS**

Attachment A – Finance Form

**ATTACHMENT A**

**FINANCE FORM**

Greater Orlando Aviation Authority							
Date:	4/18/2024			CCM / PC:	PC		
Requestor's Name:	Nina Gilbert			Requestor's Extension:			
Form Preparer's Name:	John Field			Preparer's Extension:	2495		
Requestor's Department:	Facilities			Purchasing Solicitation #:	Bid 24-376		
Description:	Award Invitation for Bid 24-376-IFB			Committee Date:	4/30/2024		
Vendor:	American Janitorial			Committee Agenda Item#:	NB-E		
	PC 4/30/2024 FY24 Award 24-376						
<b>NON-PROJECT FUNDS: O&amp;M, CAPEX, OEA REVENUE FUNDS</b>							
Account Code Format: xxx.xxx.xxx.xxxxxxx.xxx.xxxxxx	FY 24 Amount	FY 25 Amount	FY 26 Amount	FY 27 Amount	FY 28 Amount	FY 29 Amount	Total Contract
301.631.170.5340005.000.100882	61,456.00	184,367.90	184,367.90	184,367.90	184,367.90	122,911.90	921,839.50
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<b>Total Requisition</b>	61,456.00	184,367.90	184,367.90	184,367.90	184,367.90	122,911.90	921,839.50
<b>BPA or Requisition Number</b>	96777	96778	96779	96780	96781	96782	
Funding Approver:							
OMB Notes:							





**MEMORANDUM**

TO: Members of the Procurement Committee  
 FROM: Gary Hunt, Vice President of Facilities  
 DATE: May 2, 2024

**ITEM DESCRIPTION**

Request for Recommendation to the Aviation Authority Board to Award Purchasing Contract 24-385-IFB Dock Leveler Preventative Maintenance and Repair Services to C&D Industrial Maintenance.

**BACKGROUND**

On February 25, 2024, the Aviation Authority issued an Invitation for Bid 24-385-IFB for Dock Leveler Maintenance Services. The term of the contract will be for five years with initial service starting on or about June 1, 2024.

The Contractor shall furnish all labor, supervision, parts, materials, equipment, tools, and all other items necessary or proper for, or incidental to, performing dock leveler preventative maintenance and repairs services at the Orlando International Airport (MCO) in accordance with the Contract documents.

**ISSUES**

On March 22, 2024, the Aviation Authority received three responses:

<u>Name of Respondent</u>	<u>Total Five-Year Bid Price</u>
C&D Industrial Maintenance	\$428,290
Miner LTD	\$467,300
Sandford Federal, Inc.	\$1,474,460

The Staff’s review of the respondents’ submissions found the respondents were responsive and responsible to the IFB requirements. Therefore, Staff recommends awarding to C&D Industrial Maintenance, as the lowest responsive and responsible respondent for services.

The contract pricing includes quarterly inspections for fifty-three specified units located throughout MCO; hourly rates for Standard and Non-Standard working hours, and mark-up over the costs for parts, materials, rentals, and components purchased for dock leveler preventative maintenance and repair services.

**SMALL BUSINESS**

The Small Business Development Department reviewed the scope of the above referenced solicitation and did not recommend a small business participation goal due to the limited scope and the lack of certified small business firms that are ready, willing, and able to participate.

**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 for a not-to-exceed amount of \$428,290 for a five-year period. Funds anticipated to be spent under the contract in the current fiscal year are within budget. Funding required in the 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 (IFB) 24-385-IFB Dock Leveler Preventative Maintenance and Repair Services to C&D Industrial Maintenance; (2) authorize funding from the Operations and Maintenance Fund for a not-to-exceed amount of \$428,290; and (3) authorize the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel.

**ATTACHMENTS**

Attachment A – Finance Form

**ATTACHMENT A**

**FINANCE FORM**

Greater Orlando Aviation Authority

Date:	4/18/2024	CCM / PC:	PC
Requestor's Name:	Nina Gilbert	Requestor's Extension:	2685
Form Preparer's Name:	Meagan Spooner	Preparer's Extension:	3127
Requestor's Department:	Facilities	Purchasing Solicitation #:	Bid 24-385-IFB
Description:	Award Purchasing Contract 24-385-IFB	Committee Date:	4/30/2024
Vendor:	C&D Industrial Maintenance	Committee Agenda Item#:	NB-F

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

Account Code Format: xxx.xxx.xxx.xxxxxxx.xxx.xxxxxx	FY 24 Amount	FY 25 Amount	FY 26 Amount	FY 27 Amount	FY 28 Amount	FY 29 Amount	Total Contract
301.631.XXX.5460001.000.100600	28,552.67	85,658.00	85,658.00	85,658.00	85,658.00	57,105.33	428,290.00
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<b>Total Requisition</b>	28,552.67	85,658.00	85,658.00	85,658.00	85,658.00	57,105.33	428,290.00
<b>BPA or Requisition Number</b>	96783	96784	96785	96786	96787	96788	

Funding Approver: Audrea Harper  
 OMB Notes: