

**GREATER ORLANDO AVIATION AUTHORITY
PROCUREMENT COMMITTEE**

DATE: June 4, 2024

DAY: Tuesday

TIME 11:30 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. CONSIDERATIONS OF MINUTES FOR APRIL 23, AND MAY 2, 2024.

III. CONSENT AGENDA

- A. Request for Approval of an Addendum to the Construction Payment Application and Invoice Review and Audit and Advisory Services Agreement with Talson International, LLC for Fiscal Year (FY) 2024 Invoice Review Process.

IV. NEW BUSINESS

- A. Request for Recommendation to the Aviation Authority Board to Award Invitation for Bid 24-506-IFB, Purchase of Ten Pre-Conditioned Air Units, to ITW GSE, Inc.
- B. Request for Recommendation to the Aviation Authority Board to Award Invitation for Bid 24-392-IFB, Purchase of One Mobile Pre-Conditioned Air Unit, to Twist Aero, LLC.
- C. Request for Recommendation to the Aviation Authority Board to Award Invitation for Bid 24-535-IFB, Holiday Decoration Services to Miller Lights, Inc.

V. CONSIDERATION OF FIRMS FOR AIRSIDES RESTROOM REFURBISHMENTS (W501) AT THE ORLANDO INTERNATIONAL AIRPORT. (Five firms responded by May 21, 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 with copy to yovannie.rodriguez@goaa.org by 4:00 p.m., June 11, 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, 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, June 11, 2024, at 9:30 a.m.](#)

On **TUESDAY, April 23, 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:

Jo Thacker, Legal Counsel (Nelson Mullins Riley & Scarborough LLP)

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:

Greg Rothwell, GOAA Manager of Electrical Systems, Facilities

Daisily Pagan, GOAA Manager, Facilities

Kelly Loll, GOAA Vice President, Procurement Services

Janice Hughes, GOAA Assistant Manager, Procurement Services

Dillan Montenegro, GOAA Procurement Recording Secretary

CONSIDERATION OF MINUTES FOR MARCH 5, 2024

Upon Motion by Mr. Daniels, seconded by Mrs. Jarrette, vote carried to approve the meeting minutes for March 5, 2024.

NEW BUSINESS

A. REQUEST THE PROCUREMENT COMMITTEE TO DEEM COTG2021 AND VERIFIED FIRST AS NON-RESPONSIVE TO THE REQUEST FOR PROPOSAL 24-260-RFP. PRE-EMPLOYMENT BACKGROUND SCREENING SERVICES.

Upon Motion by Mrs. Jarrette, seconded by Mr. Daniels, vote carried to deem COTG2021 and Verified First as non-responsive to the Request for Proposal 24-260-RFP, Pre-Employment Background Screening Services due to not meeting the Minimum Requirements. COTG2021 did not provide necessary documents or addressed areas of the vendor submissions such as information on their Engagement Team & Qualification and their Approach & Methodology. References were not provided, and they did not meet the minimum years of service. Verified First did not provide necessary documents. None of the required items listed below were submitted: 1. Respondent's Certification Form 2. Conflict of Interest Disclosure Form 3. Certification Regarding Prohibition Against Contracting with Scrutinized Companies 4. E-Verification Certification Form 5. Current W9 6. Proof of Insurance. The Procurement Committee will evaluate the remaining six responsive responses later using the established criteria listed in the RFP.

B. REQUEST THE PROCUREMENT COMMITTEE TO REJECT THE RESPONSES FOR INVITATION FOR BID 24-162-IFB, FIRE SPRINKLER MAINTENANCE SERVICES.

Upon motion by Mr. Daniels, seconded by Mrs. Dennis, vote carried to reject the responses for Invitation for Bid 24-162-IFB, Fire Sprinkler Maintenance Services. Procurement Services and Facilities staff have reviewed the two responses submitted for Fire Sprinkler Maintenance Services and believe additional language clarifying the Scope of Work and pricing tables is necessary. The Procurement Services and Facilities Department will revise and re-solicit the above-referenced services. The Procurement Committee approved the following: (1) reject the responses from ADT Commercial, LLC and Randall Mechanical, Inc., for Invitation for Bid 24-162-IFB, Fire Sprinkler Maintenance Services; and (2) authorize Staff to revise the Solicitation Documents and to re-issue the Solicitation.

C. REQUEST THE PROCUREMENT COMMITTEE TO REJECT THE RESPONSES FOR INVITATION FOR BID 24-320-IFB, PEST CONTROL SERVICES.

Upon motion by Mr. Daniels, seconded by Mrs. Dennis, vote carried to reject the responses for Invitation for Bid 24-320-IFB, Pest Control Services. Procurement Services and Facilities staff have reviewed the responses submitted for Pest Control Services and have determine the following: McCall's response has significantly exceeded the department's budget. Sanford Federal Response is also over budget and is non-

responsive as they did not meet the minimum requirements, nor could their references be validated. The Procurement Services and Facilities Department will revise and re-solicit the above referenced services.

D. REQUEST TO RECOMMEND TO THE AVIATION AUTHORITY BOARD THE APPROVAL OF THE SECOND RENEWAL OPTION OF PURCHASING CONTRACT 10-20, ROADWAY LANDSCAPE MAINTENANCE AND IRRIGATION SERVICES WITH HELPING HAND LAWN CARE (HELPING HAND)

Mr. Daniels, seconded by Mrs. Jarrette, vote carried to approve the following to the Aviation Authority Board: (1) exercise the second and final renewal option of Purchasing Contract No. 10-20, Roadway Landscape Maintenance and Irrigation Services, (2) authorize funding from the Operations and maintenance Fund in the not-to-exceed amount of \$594,771.37; and (3) authorize an Aviation Authority Officer to execute the necessary documents following satisfactory review by Legal Counsel.

E. REQUEST TO RECOMMEND TO THE AVIATION AUTHORITY BOARD THE APPROVAL OF AMENDMENT NO. 3, SECOND RENEWAL OPTION, FOR PURCHASING CONTRACT 14-20, ELECTRICAL & RELAMPING SERVICES, WITH M&M ELECTRIC OF CENTRAL FLORIDA INC.

Upon motion by Mr. Daniels, seconded by Mrs. Dennis, vote carried to approve the following be recommended to the Aviation Authority Board: (1) approve Amendment No. 3, Second Renewal Option, for Purchasing Contract 14-20, Electrical & Relamping Services, with M&M Electric of Central Florida Inc.; (2) authorize funding in the not-to-exceed amount of \$752,282.95. 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.

ADJOURNMENT

1. No public comments were made during the meeting. There being no further business for discussion, the meeting was adjourned by 9:50 a.m.

Marquez Griffin, Vice Chair
Procurement Committee
Senior Vice President Operations

On **TUESDAY, April 23, 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 10:00 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, ORL Vice President, Operations

Also participating:

- Jo Thacker, Legal Counsel (Nelson Mullins Riley & Scarborough LLP)
- David Harris, GOAA Senior Purchasing Manager, Procurement Services
- Danny Palakal, GOAA Assistant Vice President, Information Technology
- Marie Dennis, GOAA Deputy Chief Financial Officer, Finance
- Ingrid Lamour-Thomas, GOAA Manager, Small Business Development
- Tricia Cottman, GOAA Vice President, Risk Management

RECOMMENDATION TO REVIEW/RANK/AWARD CONSIDERATION OF FIRMS FOR 24-117-RFP, IT SPECIALIST STAFF AT THE ORLANDO INTERNATIONAL AIRPORT.

David Harris presented the memorandum. Discussion ensued. The Procurement Committee evaluated the submitted proposals as follows.

Upon motion by Mr. Furr, seconded by Mrs. Dennis, vote carried to deem LanceSoft, Inc. as non-responsive due to not meeting minimum requirements for the Finance, Insurance and Small Business portion of the requirements.

24-117-RFP for Information Technology Specialist Staff (ITOC)						
Evaluation Scoresheet						
FIRMS			22nd Century	LanceSoft, Inc	ServiceTech International Inc	SoftSages LLC
Criteria	Tab #	Max Points				
Experience and Qualifications of Respondent; Successful Completion of Similar Projects and References	3.A.2-3	35	31		34	24
Knowledge and Experience of Key Individuals and Team	4	35	31		34	25
Approach and Methodology - Ability to provide the requested services	3.A.1	10	8		9	6
Additional Requirements of the Response (Prior or Pending Convictions, Indictments, Investigations, Claims, and MWBE Participation Goal Level.	5	10	8		9	7
Price Response/Cost Response schedule	6	10	10.00		7.06	5.77
Grand Total			88.00	0.00	93.06	67.77

Scores were allocated across five specific criteria: Experience & Qualifications, Knowledge and Expertise of the Team, Approach & Methodology, Additional Requirements such as prior or pending legal matters and MWBE Participation Goal Level, and Price Response/Cost Response schedule. The total maximum combined score achievable was 100.

Upon motion by Mr. Furr, seconded by Mr. Daniels, vote carried to recommend to the Aviation Authority Board the below ranking of the proposers and award to the first-place firm, 24-117-RFP IT Specialist Staff at the Orlando International Airport:

First: Service Tec International, Inc.

Second: 22nd Century Technologies, Inc.

Third: SoftSages, LLC.

ADJOURNMENT

1. No public comments were made during the meeting. There being no further business for discussion, the meeting was adjourned by 10:25 a.m.

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

On **THURSDAY, MAY 2, 2024**, the **PROCUREMENT COMMITTEE** met at the Carl T. Langford Board Room Orlando International Airport, One Jeff Fuqua Blvd. Orlando, FL 32827. Chair Sharman called the meeting to order at 4:00 p.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:

Jo Thacker, Legal Counsel (Nelson Mullins Riley & Scarborough LLP)

Kathleen Sharman, GOAA Chief Financial Officer, Finance

Jeff Daniels, GOAA Assistant Vice President, Facilities

Robert Furr, GOAA Vice President, Engineering and Architecture

Judith-Ann Jarrette, GOAA Vice President, ORL Operations

Also Participating:

Nina Gilbert, GOAA Manager, Maintenance Admin

Abdu El-Baroudi, GOAA Manager, Operations Administration

Kelly Loll, GOAA Vice President, Procurement Services

Dillan Montenegro, GOAA Procurement Recording Secretary

CONSIDERATION OF MINUTES FOR MARCH 12, 2024

Upon Motion by Mrs. Jarrette, seconded by Mr. Daniels, vote carried to approve the meeting minutes for March 12, 2024

Procurement Committee Regular meeting.

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).

This Item was deferred from the agenda.

B. RECOMMENDATION TO THE AVIATION AUTHORITY BOARD TO APPROVE AMENDMENT NO. 2, FOUR MONTHS EXTENSION TO PURCHASING CONTRACT 19-20, CUSTOMER SERVICE AMBASSADOR'S SERVICES TO REAL TIME SERVICES D/B/A TOP TALENT STAFFING (TOP TALENT).

Upon motion by Mr. Daniels, seconded by Mrs. Jarrette, vote carried to approve 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.

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.

Upon motion by Mr. Furr, seconded by Mrs. Jarrette, vote carried to approve 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.

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.

Upon motion by Mr. Daniels, seconded by Mrs. Jarrette, vote carried to approve the following to the Aviation Authority Board: (1) exercise the second and final renewal option of Purchasing Contract No. 10-20, Roadway Landscape Maintenance and Irrigation Services, (2) authorize funding from the Operations and maintenance Fund in the not-to-exceed amount of \$594,771.37; and (3) authorize an Aviation Authority Officer to execute the necessary documents following satisfactory review by Legal Counsel.

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.

Upon a motion to amend by Mr. Daniels, seconded by Mrs. Jarrette, vote carried to approve the following be recommended to the Aviation Authority Board: (1) deem the responses from Central Florida Junkies and Desired Way of Cleaning, LLC as nonresponsive; (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

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.

Upon motion by Mrs. Jarrette, seconded by Mr. Daniels, vote carried to approve 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

ADJOURNMENT

1. No public comments were made during the meeting. There being no further business for discussion, the meeting was adjourned by 4:23 p.m.

Kathleen M. Sharman, Chair
Procurement Committee Senior
Chief Financial Officer

MEMORANDUM

TO: Members of the Procurement Committee

FROM: Tianna Dumond, Sr. Vice President, Internal Audit

DATE: June 4, 2024

ITEM DESCRIPTION

Request for Approval of an Addendum to the Construction Payment Application and Invoice Review and Audit and Advisory Services Agreement with Talson International, LLC for Fiscal Year (FY) 2024 Invoice Review Process at the Orlando International Airport and Orlando Executive Airport.

BACKGROUND

In 2022, the firms providing Construction-Engineering-Financial Consulting, Capital Planning, Grant Management, Invoice Review, and Construction Audit Services were selected through a competitive award process. These services are procured on an as-needed or annual basis.

On August 17, 2022, the Aviation Authority Board approved a Construction-Engineering-Financial Consulting, Capital Planning, Grant Management, Invoice Review, and Construction Audit Services with the following firms:

- Anser Advisory Consulting, LLC
- Carr, Riggs & Ingram, LLC
- CohnReznick, LLP
- R.M. Chin & Associates, Inc.
- Talson International, LLC

These no-cost base agreements established the negotiated hourly rates. These services may include, but not be limited to, financial consulting for construction, maintenance, environmental and other projects services: construction payment application and invoice review services: financial consulting for the Capital Improvement Program (CIP) and Capital Initiation Requests (CIR) services; grant and Passenger Facility Charges (PFC) application services; extension of staff services; and audit and advisory services.

ISSUES

Consultant's proposal, dated May 9, 2024 is to perform a review of the invoice process, including identifying areas for process improvements and providing recommendations to streamline the process for greater effectiveness and efficiency. The primary objectives of the review are to benchmark Best Practices, identify gaps, and make recommendations for improvements. Services will be provided through September 30, 2024.

Upon completion of all required documentation, services will be effective no earlier than the Procurement Committee approval.

The cumulative contract value of all addenda/amendments since the last approval by the Aviation Authority Board for the Construction Payment Application and Invoice Review and Audit and Advisory Services Agreement with

Talson International, LLC does not exceed the \$250,000 threshold; thus, this agenda item does not require Board approval.

Consultant shall, with each monthly invoice, certify that the assigned work and services are on schedule to be completed within the contracted lump sum price, or provide at time of certification a written notice to the Aviation Authority of any deviations.

SMALL BUSINESS

The Minority and Woman Business Enterprise (MWBE) or Local Developing Business (LDB) or Veteran Business Enterprise (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 \$51,882.00. Funding is from previously approved Operation and Maintenance Funds.

RECOMMENDED ACTION

It is respectfully requested that the Procurement Committee approve an Addendum to the Construction Payment Application and Invoice Review and Audit and Advisory Services Agreement with Talson International, LLC for the services contained herein and the amount as shown below:

Not to Exceed Fees	\$0.00
Lump Sum Fees	\$51,882.00
Not to Exceed Expenses	\$0.00
TOTAL	\$51,882.00
CRI – Compliance Review Date	DL 5/23/24
CRI – Funding Eligibility Review Date	5/23/24

ATTACHMENT A
FINANCE FORM

Date:	<u>May 20, 2024</u>	CCM / PC:	<u></u>
Requestor's Name:	<u>Tianna Dumond</u>	Requestor's Extension:	<u>X3537</u>
Form Preparer's Name:	<u>Tianna Dumond</u>	Preparer's Extension:	<u>X3537</u>
Requestor's Department:	<u>Internal Audit</u>	Purchasing Solicitation #:	<u>W452/ 202207-CEF5 / Talson International</u>
Description:	<u>Invoice Review Process</u>	Committee Date:	<u>June 4, 2024</u>
Vendor:	<u>Talson International, LLC</u>	Committee Agenda Item #:	<u>TBD</u>

NON-PROJECT FUNDS: O&M

Account Code Format: xxx.xxx.xxx.xxxxxxx.xxx.xxxxxx	FY 24 Amount	FY25 Amount	FY26 Amount	FY27 Amount	FY28 Amount	TOTAL CONTRACT
301.011.170.5340007.000.000000	\$51,882					
Total Requisition:	\$51,882					
Requisition Number:	97009					
Funding Approver: <i>Andrea Harper</i>						
OMB Notes:						

Number	Description	Approval Status	Creation Date	Currency	Total	Preparer	Reserved
97009	Talson Solution, LLC	In Process	20-MAY-2024 09:47:3	USD	51,882.00	Salas, Kathleen R	<input checked="" type="checkbox"/>

MEMORANDUM

TO: Members of the Procurement Committee

FROM: Edelis Molina, Manager Small Business Programs

DATE: June 04, 2024

ITEM DESCRIPTION

Request for Approval of an Addendum to the Construction Payment Application and Invoice Review and Audit and Advisory Services Agreement with Talson Solutions, LLC for Fiscal Year (FY) 2024 Invoice Review Process at the Orlando International Airport and Orlando Executive Airport.

SMALL BUSINESS

We have reviewed the qualifications of the subject contract's MWBE/LDB/VBE specifications and determined that Talson Solutions, LLC does not propose small business participation on this addendum.



41 N. 3rd Street
Philadelphia, PA 19106

(P) 215-592-9634
(F) 215-592-9636

www.talsonsolutions.com

May 9, 2024

Tianna Dumond
Senior Vice President
Internal Audit
Greater Orlando Aviation Authority
5855 Cargo Road
Orlando, FL 32827-4349

Re: Invoice Review Process Enhancement

Dear Ms. Dumond:

Talson Solutions, LLC (Talson) is pleased to submit its proposal to assess Greater Orlando Aviation Authority (GOAA)'s invoice review process, including identifying areas for process improvements and providing recommendations to streamline the process for greater effectiveness and efficiency. Talson looks to enhance the audit activity with our knowledge gained from completed engagements.

Our Understanding

The primary objectives of the proposal request are to benchmark Best Practices, identify gaps, and make recommendations for improvements to the invoice review process.

Proposed Scope of Work

Talson's review activities will include but are not limited to the following:

1. Gain a comprehensive understanding of GOAA's complete construction business cycle, from procurement to payment, as well as the invoice/payment application review process. Leverage existing documentation (narratives, flow charts, etc.) and create a process map to include but will not be limited to intake, receipt, review, approval, and payment.
2. Interview team members from the Finance, Engineering & Construction (Project Controls) departments, and contracted staff, and document an understanding of the verification and review process. Utilizing available checklists, SOPs, etc., document the review activities being performed by each function.
3. Determine if there is appropriate segregation of duties between functions.

4. Benchmark Best Practices, identify gaps, and make recommendations as applicable. Identify areas for process improvement or ways to streamline the process for greater efficiency.

Approach

Talson is prepared to immediately commence the Invoice Review Process Enhancement. Upon the receipt of the Notice to Proceed, Talson will initiate a virtual engagement kick-off meeting to confirm the engagement objectives, identify key contacts, and propose an activity schedule. Subsequent to the meeting, Talson will prepare a documentation request in order to familiarize our team with the current invoice process and related organization, policies, procedures, project data, contracts, etc.

Talson anticipates two site visits to GOAA to conduct interviews with department team members from Finance, Engineering & Construction (Project Controls), and potentially third-party consultants, Anser Advisory and Carr, Riggs & Ingram to become familiar with GOAA's organization and operations that are essential to the invoice review process for the Capital Improvement Program and CapEx expenses.

Talson will issue bi-weekly engagement status updates informing GOAA of actual progress and planned audit activities in addition to risks to successful engagement completion.

Talson will submit a draft and Final Report of observations and recommendations to GOAA inclusive of GOAA Management comments, if requested.

Key Personnel

Robert S. Bright will lead Talson's team serving as Engagement Director providing engagement oversight and will participate as needed in select meetings, personnel interviews, and project documentation reviews. Jennifer Venth, Audit Manager, will facilitate engagement coordination and participate in regular engagement activities with our review team. As noted below, additional Talson staff will also participate in the engagement.

Robert S. Bright, Engagement Director, has more than 42 years of experience conducting design and construction contract audits, developing internal audit plans for multi-billion-dollar capital programs, performing investigations, conducting risk assessments, and serving as litigation consultant, including claims analysis. Mr. Bright holds a B.S. in Mechanical Engineering from Rensselaer Polytechnic Institute and an M.B.A. in Finance from The Wharton School, University of Pennsylvania.

Jennifer McAtee Venth, CPA, CCA, Audit Manager, is a Certified Public Accountant with 31 years of experience in construction consulting, construction payment application, and invoice review services for projects in the healthcare, commercial real estate, highway and heavy construction, infrastructure, retail, theme park, transportation, and sports facilities industries. Ms. Venth holds a B.S. in Business Administration in Accounting from Drexel University.

Kelli L. Arnold, PMP, Audit Manager, is a Project Controls and Project Management Professional with 21 years of experience in aviation, transportation, industrial, and commercial construction projects. She is well-versed and dedicated to enhancing project controls to facilitate project success. Ms. Arnold holds a B.A. in Political Science from Creighton University.

Sam Panella, Budget Analyst, has two years of construction auditing experience in all facets of design and construction auditing including document analysis, application for payment reviews, risk management, and analytics. Mr. Panella holds a B.S. in Architectural Design from Temple University.

Quentin P. Nietz, Budget Analyst, has auditing experience including document analysis and review, application for payment reviews, and risk management. He assists the engagement team in construction and quality auditing, and contract compliance reviews across multiple industries. Mr. Nietz holds a B.B.A. in Financial Planning from Temple University.

Schedule and Fees

Talson will submit a draft and Final Report of Observations and Recommendations to GOAA prior to September 1, 2024. The Final report will be completed on or before September 30, 2024. Talson estimates approximately 314 hours to complete the engagement at a proposed Fixed Fee of \$51,882 inclusive of travel and lodging for two site visits for two Talson personnel to GOAA's offices.

Name/Position	Hours	Contract -\$/Hr	Fee
Robert S. Bright, <i>Engagement Director</i>	70	\$325	\$22,750
Jennifer McAtee Venth, CPA, CCA, <i>Audit Manager</i>	101	\$158	\$15,958
Kelli L. Arnold, PMP, <i>Audit Manager</i>	9	\$158	\$1,422
Sam Panella, <i>Budget Analyst</i>	66	\$89	\$5,874
Quentin P. Nietz, <i>Budget Analyst</i>	62	\$89	\$5,518
Administrative	6	\$60	\$360
Total Fixed Fee	314		\$51,882

Thank you for this opportunity and we welcome your comments and questions on this proposal. We look forward to commencing the engagement.

Respectfully submitted,
Robert S. Bright
Robert S. Bright
President

cc: Kathleen M. Sharman, EVP, Chief Financial Officer

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

By:

Print Name:

Date:

TALSON SOLUTIONS, LLC
[Signature]
ROBERT S. BRIGHT, PRESIDENT
05/17/2024

Addenda / Amendments Awarded per Agreement - Summary for Committee

Talson International, LLC -- Agreement No. 202207-CEF5

Construction-Engineering-Financial Consulting, Capital Planning, Grant Management, Invoice Review, and Construction Audit Services

<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	-	Construction-Engineering-Financial Consulting, Capital Planning, Grant Management, Invoice Review, and Construction Audit Services	PSC	07/13/22	08/17/22	12/27/22	\$0.00	\$0.00	
001	000	-	FY 23 Peer Review of the Capital Program Risk Register	PSC	08/01/23	NA	08/11/23	96418	\$37,200.00	\$37,200.00
002	000	BP-S00193-MCO	BP-S00193-MCO SOUTH EMPLOYEE LOT FY23 Construction Close-Out Audit of BP-S00193	PSC	08/29/23	NA	08/31/23	96451	\$31,536.00	\$31,536.00

Total for Talson International, LLC for Agreement No. 202207-CEF5

\$68,736.00

Addenda / Amendments Awarded per Agreement - Summary for Committee

Terms of Agreement

Firm	Agreement Execution Date	Original Duration 1st Extension 2nd Extension	Current Expiration Date
Continuing Agreement Consultant - Const/Eng/Financial (CEF)			
Talson International, LLC	12/27/22	Original Dur: 3 Yrs 1st Ext Dur: 0 Yrs 2nd Exr Dur: 0 Yrs	12/27/25

Addenda / Amendments in Chronological Order

PSC	Board	Add #	Amd #	\$ Amt	Cumulative
08/01/23		001	000	\$37,200.00	\$37,200.00
08/29/23		002	000	\$31,536.00	\$68,736.00



MEMORANDUM

TO: Members of the Procurement Committee

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

DATE: June 4, 2024

ITEM DESCRIPTION

Request for Recommendation to the Aviation Authority Board to Award Invitation for Bid 24-506-IFB, Purchase of Ten Pre-Conditioned Air Units, to ITW GSE, Inc.

BACKGROUND

On April 15, 2024, the Aviation Authority issued an Invitation for Bid 24-506-IFB, Purchase of Ten Pre-Conditioned Air Units.

Pre-Conditioned Air (PCA) units are used by air carriers to keep aircraft cool while the aircraft is parked at the gate. The units are mounted to the passenger boarding bridges and are considered an airport asset. The new PCA unit will replace existing units that are nearing the end of their life cycle.

The IFB requires bidders to submit 60-Ton and 90-Ton PCA units with a minimum life expectancy of ten years and that spare parts remain available for a minimum of fifteen years after the commissioning of the units. The IFB also requires that the unit prices submitted include all costs associated with the delivery of the units and two years warranty.

ISSUES

On May 2, 2024, the Aviation Authority received the following responses:

<u>Respondent</u>	<u>Bid Amount</u>
ITW GSE, Inc.	\$1,226,525
Twist Aero, LLC	\$1,284,120
TLD America Corporation	\$1,397,500
Oshkosh AeroTech, LLC	\$1,552,279
Advance Industrial Mechanical, LLC	\$3,309,653

Staff reviewed the submittals and references for all bidders, and based thereon, all were determined to be responsible and responsive to the IFB requirements.

SMALL BUSINESS

This solicitation does not include a Minority and Woman Business Enterprise (MWBE) or Local Developing Business (LDB) participation requirement due to the limited and specialized scope.

ALTERNATIVES

There are no reasonable alternatives under consideration.

FISCAL IMPACT

The value of this procurement is a not-to-exceed amount of \$1,226,525. Funding is available from the previously approved Capital Expenditure Fund.

RECOMMENDED ACTION

It is respectfully requested that the Procurement Committee approve that the following be recommended to the Aviation Authority Board: 1) award Invitation for Bid 24-506-IFB to ITW GSE, Inc. as the low responsible and responsive bidder; 2) authorize funding from the previously approved Capital Expenditure Fund in the not-to-exceed amount of \$1,226,525; and 3) authorize the Procurement Office to issue the necessary purchase order.

ATTACHMENTS

Attachment A – Finance Form



MEMORANDUM

TO: Members of the Procurement Committee

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

DATE: June 4, 2024

ITEM DESCRIPTION

Request for Recommendation to the Aviation Authority Board to Award Invitation for Bid 24-392-IFB, Purchase of One Mobile Pre-Conditioned Air Unit, to Twist Aero, LLC.

BACKGROUND

On April 15, 2024, the Aviation Authority issued an Invitation for Bid 24-392-IFB, Purchase of One Mobile Pre-Conditioned Air Unit.

Mobile Pre-Conditioned Air units are used by air carriers to keep aircraft cool while the aircraft is parked at the gate, when the point of use Pre-Conditioned Air unit is inoperative. The unit is towable to the aircraft’s parking gate and considered an airport asset. The new unit will supplement the four existing mobile units.

The IFB requires bidders to submit one 90-Ton mobile PCA unit with a minimum life expectancy of ten years and with spare parts remaining available for a minimum of fifteen years after the commissioning of the unit. The IFB also requires that the unit price submitted includes all costs associated with the delivery of the units and two years warranty.

ISSUES

On May 2, 2024, the Aviation Authority received the following responses:

<u>Respondent</u>	<u>Bid Amount</u>
Twist Aero, LLC	\$266,850
Technology International, Inc.	\$328,901

Staff reviewed the submittals and references for all bidders, and based thereon, all were determined to be responsible and responsive to the IFB requirements.

SMALL BUSINESS

This solicitation does not include a Minority and Woman Business Enterprise (MWBE) or Local Developing Business (LDB) participation requirement due to the limited and specialized scope.

ALTERNATIVES

There are no reasonable alternatives under consideration.

FISCAL IMPACT

The value of this procurement is a not-to-exceed amount of \$266,850. Funding is available from the previously approved Capital Expenditure Fund.

RECOMMENDED ACTION

It is respectfully requested that the Procurement Committee approve that the following be recommended to the Aviation Authority Board: 1) award Invitation for Bid 24-392-IFB to Twist Aero, LLC as the low responsible and responsive bidder; 2) authorize funding from the previously approved Capital Expenditure Fund in the not-to-exceed amount of \$266,850; and 3) authorize the Procurement Office to issue the necessary purchase order.

ATTACHMENTS

Attachment A – Finance Form

MEMORANDUM

TO: Members of the Procurement Committee
FROM: Gary Hunt, Vice President of Facilities
DATE: June 4, 2024

ITEM DESCRIPTION

Request for Recommendation to the Aviation Authority Board to Award Invitation for Bid 24-535-IFB Holiday Decoration Services to Miller Lights Inc.

BACKGROUND

On April 14, 2024, the Aviation Authority issued an Invitation for Bid 24-535-IFB Holiday Decoration Services. The term of this contract will be for five years with initial service starting on or about July 1, 2024.

The Contractor shall provide all labor, supervision, materials, miscellaneous supplies and consumables, equipment, tools, transportation, and other accessories and all other items necessary for, performing commercial holiday decoration services in Terminals/Airside A, B, and C, including Train Station, and other Aviation Authority buildings in outlying areas located at the Orlando International Airport in accordance with this Specification.

ISSUES

On May 14, 2024, the Aviation Authority received the following two responses:

- Miller Lights Inc. \$1,312,198.40
- St. Nick’s Christmas Lighting and Décor \$2,197,261.06

The Staff confirms that adequate steps were taken to maximize responses for this Solicitation. In addition to the 1320 notifications that were automatically generated from the E-Procurement system, a pre-invitational email was sent to forty-four companies, advising them of this opportunity, based on extensive research.

The Staff’s review of the submissions confirms that there is a 31% difference in Total Bid Price proposed. However, in reviewing Year 1 total price of Miller Lights (lowest responsive and responsible bidder), it was found to be about 1.7% percent more than the Aviation Authority’s current Purchasing Contract 02-19 for comparable services.

The Staff’s review of the submissions found that both Respondents were responsive and responsible to the requirements of the Invitation for Bid. Therefore, Staff recommends awarding to Miller Lights Inc. as the lowest responsive and responsible bidder for an amount not to exceed \$1,312,198.40 for the five-year period.

SMALL BUSINESS

This solicitation does not include a Minority and Woman Business Enterprise (MWBE) or Local Developing Business (LDB) participation on requirement due to the limited and specialized scope.

ALTERNATIVES

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

FISCAL IMPACT

The value of this procurement is a not-to-exceed amount of \$1,312,198.40 for the 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 Invitation for Bid 24-535-IFB Holiday Decoration Services, to Miller Lights Inc. as the lowest responsible and responsive bidder, for the total not-exceed amount of \$1,312,198.40; (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

Greater Orlando Aviation Authority

Date:	<u>5/28/2024</u>	CCM / PC:	<u>PC</u>
Requestor's Name:	<u>Daisily Pagan</u>	Requestor's Extension:	<u></u>
Form Preparer's Name:	<u>John Field</u>	Preparer's Extension:	<u>2495</u>
Requestor's Department:	<u>Facilities</u>	Purchasing Solicitation #:	<u>24-535 IFB</u>
Description:	<u>Award Invitation for Bid 24-535 IFB</u>	Committee Date:	<u>6/4/2024</u>
Vendor:	<u>Miller Lights, Inc.</u>	Committee Agenda Item#:	<u></u>

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	Total Contract
301.631.210.5460001.000.100239	\$30,907.54	\$381,184.94	\$206,050.24	\$212,671.97	\$218,944.03	1,049,758.72
301.631.692.5460001.000.100239	\$7,726.88	\$95,296.24	\$51,512.56	\$53,167.99	\$54,736.01	262,439.68
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
Total Requisition	38,634.42	476,481.18	257,562.80	265,839.96	273,680.04	1,312,198.40
BPA or Requisition Number	BPA	BPA	BPA	BPA	BPA	

Funding Approver: 
 OMB Notes: _____