

**GREATER ORLANDO AVIATION AUTHORITY  
PROCUREMENT COMMITTEE**

**DATE:** October 1, 2024

**DAY:** Tuesday

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

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

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

**II. CONSIDERATIONS OF MINUTES FOR SEPTEMBER 3, AND SEPTEMBER 10, 2024**

**III. CONSENT AGENDA**

- A. Request for Approval of an Addendum to the General Consulting Services Agreement with Ricondo & Associates, Inc. for Fiscal Year 2025 On-Call Design Review Team Support Services at the Orlando International Airport (MCO)

**IV. NEW BUSINESS**

- A. Request for Recommendation to the Aviation Authority Board to Exercise the First and Second Renewal Options of Purchasing Contract 19-22, Towing and Storage Services at Orlando International Airport with Able Towing and Roadside, LLC.
- B. Request for Recommendation to the Aviation Authority Board to Award Other Entity Contract 25-129-OEC for the Purchase of Six Advanced Life Support Monitor/Defibrillator Units from Stryker Sales, LLC, Utilizing Sourcewell Contract #041823-STY
- C. Request for Recommendation to the Aviation Authority Board to Purchase Five Passenger Boarding Bridges from Oshkosh AeroTech LLC in Accordance with the Terms of the Aviation Authority's Request for Proposals 23-533-RFP
- D. Request for Recommendation to the Aviation Authority Board to Approve Amendment No. 1, the First Renewal Option for Purchasing Contract 05-22, Landside Terminal Landscape Maintenance and Irrigation Services with Helping Hand Lawn Care, LLC (Helping Hand).
- E. Request for Recommendation to the Aviation Authority Board to Award Invitation for Bid 24-524-2-IFB Restoration Remediation Services to Hydradry Inc. as the Primary Contractor, and ATI Restoration as the Secondary Contractor
- F. Request for Recommendation to the Aviation Authority Board to Approve Amendment No. 2, the Second Renewal Option for Purchasing Agreement PS-647 Advertising Production Services with SIX Degrees Marketing Insights and Creative, LLC d/b/a SIX The Agency ("SIX The Agency").
- G. Request for Recommendation to the Aviation Authority Board to Award Purchasing Invitation for Bids (IFB) 24-513-IFB, Janitorial Supplies at the Orlando International Airport, to Multiple Suppliers
- H. Request for Recommendation to the Aviation Authority Board to Award Invitation for Bid 25-100-IFB Roof Repairs and Waterproofing Maintenance to Atlas Apex Roofing, LLC.

*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., October 8, 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, October 8, 2024 at 9:30 a.m.](#)**

On **TUESDAY, September 3, 2024**, the **PROCUREMENT COMMITTEE** met at the Carl T. Langford Board Room Orlando International Airport, One Jeff Fuqua Blvd. Orlando, FL 32827. Chair Griffin called the meeting to order at 9:30 a.m. 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, Chair, GOAA Senior Vice President, Operation

Judith-Ann Jarrette, GOAA Vice President, ORL Operations

Robert Furr, GOAA Vice President, Engineering & Architecture

Marie Dennis, GOAA Deputy CFO, Finance

Iranetta Dennis, GOAA Vice President, Small Business Development

Also participating:

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

Scott Shedek, GOAA Vice President, Construction

Ian Brooks, GOAA Contract Manager, Information Technology

Keegan O'Brien, GOAA Assistant Vice President, Environmental

Eric Filbert, GOAA Assistant Vice President, Facilities

Christopher DeLoatche, GOAA Manager, Planning

Kevin Toth, GOAA Manager, Airline Affairs

Arlene Grant, GOAA Manager, Tenant and Concession Projects

Tricia Cottman, GOAA Vice President, Safety & Risk Management

Dillan Montenegro, GOAA Procurement Recording Secretary

#### **CONSENT AGENDA**

Upon Motion by Mrs. Jarrette, seconded by Mrs. Marie Dennis, vote carried to approve all the Consent Agenda Items.

- A. Request for Approval of an Addendum to the Continuing Environmental Consulting Services Agreement with DRMP, Inc. for FY25 Environmental Permits Tracking Database & Hazardous Material Database for Orlando International Airport**
- B. Request for Approval of an Addendum to the Continuing Environmental Consulting Services Agreement with Vanasse Hangen Brustlin, Inc. for FY25 Environmental Permitting Assistance at Orlando International Airport**
- C. Request for Approval of an Addendum to the Continuing Environmental Consulting Services Agreement with Vanasse Hangen Brustlin, Inc. for FY25 Water Quality Monitoring at Orlando Executive Airport**
- D. Request for Approval of an Addendum to the Continuing Environmental Engineering Consultant Services Agreement with Montrose Environmental Solutions, Inc. for FY25 On-Call Environmental Engineering Services at Orlando International Airport.**
- E. Request for Approval of an Addendum to the Continuing Environmental Engineering Consultant Services Agreement with CDM Smith, Inc. for FY25 On-Call Resiliency Support for developing various Resiliency Programs and Implementation Alternatives at Orlando International Airport**
- F. Request for Approval of an Addendum to the Continuing On-Call Architecture and Engineering Consultant Services with Kimley-Horn and Associates, Inc. for FY25 On-Call Engineering Services at Orlando International Airport and Orlando Executive Airport**

**NEW BUSINESS**

**A. Request for Recommendation to the Aviation Authority Board for Approval of an Addendum to the Continuing Environmental Engineering Consultant Services Agreement with Terracon Consultants, Inc. for FY25 Oil/ Water Separator (OWS) Maintenance Services at Orlando International Airport.**

Upon Motion by Mrs. Marie Dennis, seconded by Mrs. Jarrette, vote carried to approve the recommendation to the Aviation Authority Board for approval of an Addendum to the Continuing Environmental Engineering Consultant Services Agreement with Terracon Consultants, Inc.

**B. Request for Recommendation to the Aviation Authority Board for Approval of an Addendum to the General Consulting Services Agreement with Ricondo & Associates, Inc. for FY25 On-Call Environmental Planning and National Environmental Policy Act (NEPA) Compliance Consulting Services at Orlando International Airport (MCO).**

Upon motion by Mrs. Marie Dennis, seconded by Mrs. Jarrette, vote carried to approve the recommendation to the Aviation Authority Board for approval of an Addendum to the General Consulting Services Agreement with Ricondo & Associates for FY25 On-Call Environmental Planning and National Environmental Policy Act (NEPA) Compliance Consulting Services at Orlando International Airport (MCO).

**C. Request for Recommendation to the Aviation Authority Board for Approval of an Addendum to the Continuing Environmental Engineering Consultant Services Agreement with Terracon Consultants, Inc. for FY25 On-Call Environmental Engineering Consulting Services at Orlando International Airport.**

Upon motion by Mr. Furr, seconded by Mrs. Jarrette, vote carried to approve the recommendation to the Aviation Authority Board for approval of an Addendum to the Continuing Environmental Engineering Consultant Services Agreement with Terracon Consultants, Inc. for FY25 On-Call Environmental Engineering Consultants at Orlando International Airport.

**D. Request for Recommendation to the Aviation Authority Board for Approval of an Addendum to the Continuing Environmental Engineering Consultant Services Agreement with Terracon Consultants, Inc. for FY25 Air Permit Compliance Services and Asbestos Operations & Maintenance (O&M) Monitoring at Orlando International Airport.**

Upon motion by Mr. Furr, seconded by Mrs. Jarrette, vote carried to approve the recommendation to the Aviation Authority Board for approval of an Addendum to the Continuing Engineering Consultant Services Agreement with Terracon Consultants, Inc. for FY25 Air Permit Compliance Services and Asbestos Operations & Maintenance (O&M) Monitoring at Orlando International Airport.

**E. Request for Recommendation to the Aviation Authority Board for Approval of an Addendum to Continuing Environmental Consulting Services Agreement with MSE Group, LLC for FY25 Wildlife Hazard Assessment and Abatement at Orlando International Airport** Upon motion by Mrs. Marie Dennis, seconded by Mr. Furr, vote carried to approve the recommendation to the Aviation Authority Board for approval of an Addendum to the Continuing Environmental Consulting Services Agreement with MSE Group, LLC for FY25 Wildlife Hazard Assessment and Abatement at Orlando International Airport.

**F. Request for Recommendation to the Aviation Authority Board for Approval of an Addendum to the Continuing Environmental Engineering Consultant Services Agreement with Terracon Consultants, Inc. for FY25 Industrial User Discharge Compliance Monitoring Activities at Orlando International Airport.**

Upon motion by Mrs. Marie Dennis, seconded by Mrs. Iranetta Dennis, vote carried to approve the recommendation to the Aviation Authority Board for approval of an Addendum to the Continuing Environmental Engineering Consultant Services Agreement with Terracon Consultants, Inc. for FY25 Industrial User Discharge Compliance Monitoring Activities at Orlando International Airport.

**G. Recommendation to the Aviation Authority Board for Approval of Amendment No. 1, Contract Adjustment, for Procurement Contract 24-280-C-RFP, Low Voltage Wiring and Installation Services (On Call) to Orlando Business Telephone Systems, Inc.**

Item was pulled from the agenda.

**H. Request for Recommendation to the Aviation Authority Board for Approval of Amendment No. 1, Contract Adjustment, for Procurement Contract 24-280-E-RFP, Low Voltage Wiring and Installation Services (On Call) to Quality Cable Contractors, Inc.**

Item was pulled from the agenda.

**I. Request for Recommendation to the Aviation Authority Board for Approval of Amendment No. 1, First Renewal, for Procurement Contract 23-148-OEC, Cisco Hardware, Smartnet Licenses and Related Products, Services and Solutions to Veytec, Inc.**

Upon motion by Mrs. Marie Dennis, seconded by Mr. Furr, vote carried to approve the recommendation to the Aviation Authority Board: (1) approve Amendment No.1, Contract Renewal to Procurement Supplemental Contract 23-148-OEC, Cisco Hardware, SmartNet, Licenses and Related Products, Services and Solutions to Veytec, Inc.; (2) authorize funding in the not-to-exceed amount of \$1,100,000 from the Capital Expenditure and Operations and Maintenance Funds; (3) authorize the Procurement Department to issue the necessary documents following satisfactory review by legal counsel.

**J. Request for recommendation to the Aviation Authority Board for Approval of Amendment No. 2, Contract Adjustment, for Procurement Contract 24-101-C-RFP Information Technology Continuing Consulting Services Agreement to Barich Inc.**

Item was pulled from the agenda.

**K. Request for Recommendation to the Aviation Authority Board to Approve Addendum No. 8 to the Specialty Automated People Mover (APM) and Passenger Rail Systems Consulting Services with Lea + Elliott, Inc., for the FY 2025 System Safety Program Plan (SSPP) and Operation and Maintenance (O&M) Support for the Automated People Mover (APM) Systems at Orlando International Airport (MCO)**

Upon motion by Mrs. Marie Dennis, seconded by Mrs. Jarrette, vote carried to approve the recommendation to the Aviation Authority Board: (1) approve Addendum No. 8, to the Specialty Automated People Mover (APM) and Passenger Rail Systems Consulting Services with Lea + Elliott, Inc., for the FY 2025 System Safety Program Plan and Operation and Maintenance (O&M) Support for the Automated People Mover (APM) Systems.; (2) authorize funding in the not-to-exceed amount of \$266,869.53 from the Operations and Maintenance Fund; and, (3) authorize the Chief Executive Officer or an Aviation Authority Officer to execute the necessary documents following satisfactory review by legal counsel.

**L. Request for Recommendation to the Aviation Authority Board for Approval of an Addendum to the Continuing Transportation Planning Services Agreement with HNTB Corporation for Fiscal Year 2025 Horizontal Permitting Review Services at the Orlando International Airport (MCO).**

Upon motion by Mrs. Marie Dennis, seconded by Mrs. Jarrette, vote carried to approve the recommendation to the Aviation Authority Board for approval of an Addendum to the Continuing Transportation Planning Services Agreement with HNTB Corporation for Fiscal Year 2025 Horizontal Permitting Review Services at the Orlando International Airport (MCO).

**M. Request for Recommendation to the Aviation Authority Board for Approval of an Addendum to the Continuing Transportation Planning Services Agreement with HNTB Corporation for Fiscal Year 2025 On-Call Transportation Planning Review Services at the Orlando International Airport (MCO).**

Upon motion by Mrs. Marie Dennis, seconded by Mr. Furr, vote carried to approve the recommendation to the Aviation Authority Board for approval of an Addendum to the Continuing Transportation Planning Services Agreement with HNTB Corporation for Fiscal Year 2025 On-Call Transportation Planning Review Services at the Orlando International Airport (MCO).

**N. Request for Recommendation to the Aviation Authority Board for Approval of an Addendum to the Continuing Transportation Planning Services Agreement with HDR Engineering, Inc. for Fiscal Year 2025 On-Call Transportation Planning Services at the Orlando International Airport (MCO).**

Upon motion by Mrs. Jarrette, seconded by Mrs. Marie Dennis, vote carried to approve the recommendation to the Aviation Authority Board for approval of an Addendum to the Continuing Transportation Planning Services Agreement with HDR Engineering, Inc. for Fiscal Year 2025 On-Call Transportation Planning Services at the Orlando International Airport (MCO).

**O. Request for Recommendation to the Aviation Authority Board for Approval of an Addendum to the Continuing Transportation Planning Services Agreement with HDR Engineering, Inc. for Fiscal Year 2025 Horizontal Development Review Services at the Orlando International Airport (MCO).**

Upon motion by Mrs. Marie Dennis, seconded by Mr. Furr, vote carried to approve the recommendation to the Aviation Authority Board for approval of an Addendum to the Continuing Transportation Planning Services Agreement with HDR Engineering, Inc. for Fiscal Year 2025 Horizontal Development Review Services at the Orlando International Airport (MCO).

**P. Request for Recommendation to the Aviation Authority for Approval of an Addendum to the General Consulting Services Agreement with Ricondo & Associates, Inc. for Fiscal Year 2025 On-Call General Consulting Services at the Orlando International Airport (MCO)**

Upon motion by Mrs. Marie Dennis, seconded by Mrs. Jarrette, vote carried to approve the recommendation to the Aviation Authority Board for approval of an Addendum to the General Consulting Services Agreement with Ricondo & Associates, Inc. for Fiscal Year 2025 On-Call General Consulting Services at the Orlando International Airport (MCO).

**Q. Request for Recommendation to the Aviation Authority Board for Approval of an Addendum of the General Consulting Services Agreement with Ricondo & Associates, Inc. for Fiscal Year 2025 On-Call General Consulting Services at the Orlando Executive Airport (ORL)**

Upon motion by Mrs. Marie Dennis, seconded by Mr. Furr, vote carried to approve the recommendation to the Aviation Authority Board for approval of an Addendum to the General Consulting Services Agreement with Ricondo & Associates, Inc. for Fiscal Year 2025 On-Call General Consulting Services at the Orlando Executive Airport (ORL).

**R. Request for Recommendation to the Aviation Authority Board for Approval of an Addendum to the General Consulting Services Agreement with Ricondo & Associates, Inc. for Project Implementation Staff Extension Services at the Orlando International Airport (MCO)**

Upon motion by Mr. Furr, seconded by Mrs. Marie Dennis, vote carried to approve the recommendation to the Aviation Authority Board for approval of an Addendum to the General Consulting Services Agreement with Ricondo & Associates, Inc. for Project Implementation Staff Extension Services at the Orlando International Airport (MCO).

**S. Request for Recommendation to the Aviation Authority Board to Approve an Addendum to the General Consulting Services Agreement with Ricondo & Associates, Inc. for Fiscal Year 2025 Noise Abatement Office Support Services at the Orlando International Airport (MCO)**

Upon motion by Mrs. Marie Dennis, seconded by Mrs. Jarrette, vote carried to approve the recommendation to the Aviation Authority Board for approval of an Addendum to the General Consulting Services Agreement with Ricondo & Associates, Inc. for Fiscal Year 2025 Noise Abatement Office Support Services at the Orlando International Airport (MCO).

**T. Request for Recommendation to the Aviation Authority Board for Approval of an Addendum to the General Consulting Services Agreement with Ricondo & Associates for Advanced Air Mobility Support Services at the Orlando International Airport (MCO).**

Upon motion by Mr. Furr, seconded by Mrs. Jarrette, vote carried to approve the recommendation to the Aviation Authority Board for approval of an Addendum to the General Consulting Services Agreement with Ricondo & Associates for Advanced Air Mobility Support Services at the Orlando International Airport (MCO).

**U. Request for Recommendation to the Aviation Authority for Approval of an Addendum of the General Consulting Services Agreement with Ricondo & Associates, Inc. for Fiscal Year 2025 On-Call Signage and Design Consulting Services at the Orlando International Airport (MCO).**

Upon motion by Mrs. Marie Dennis, seconded by Mrs. Jarrette, vote carried to approve the recommendation to the Aviation Authority Board for approval of an Addendum to the General Consulting Services Agreement with Ricondo & Associates, Inc. for Fiscal Year 2025 On-Call Signage and Design Consulting Services at the Orlando International Airport (MCO).

**V. Request for Recommendation to the Aviation Authority Board for Approval of an Addendum to the General Consulting Services Agreement with Ricondo & Associates, Inc. for FY25 On-Call Operational Readiness Staffing and Support Services at the Orlando International Airport**

Upon motion by Mrs. Jarrette, seconded by Mrs. Marie Dennis, vote carried to approve the recommendation to the Aviation Authority Board for approval of an Addendum to the General Consulting Services Agreement with Ricondo & Associates, Inc. for FY25 On-Call Operational Readiness Staffing and Support Services at the Orlando International Airport.

**W. Request for Recommendation to the Aviation Authority Board for Approval of an Addendum to the Continuing Program and Project Management Services Agreement with Geotech Consultants International, Inc. dba GCI Inc. to provide FY25 Staff Extension Services for Safety Manager, for the Construction Department at the Orlando International Airport**

Upon motion by Mrs. Marie Dennis, seconded by Mrs. Iranetta Dennis, vote carried to approve the recommendation to the Aviation Authority Board for approval of an Addendum to the Continuing Program and Project Management Services Agreement with Geotech Consultants International, Inc. dba GCI Inc. to provide FY25 Staff Extension Services for Safety Manager, for the Construction Department at the Orlando International Airport.

**X. Request for Recommendation of Approval to the Aviation Authority Board of an Addendum to the Continuing Program and Project Management Services Agreement with Geotech Consultants International, Inc. dba GCI Inc. to provide FY25 Staff Extension Services for Small Projects, including Project Manager and Project Coordinator services, for the Construction Department at the Orlando International Airport**

Upon motion by Mrs. Marie Dennis, seconded by Mr. Furr, vote carried to approve the recommendation to the Aviation Authority Board for approval of an Addendum to the Continuing Program and Project Management Services Agreement with Geotech Consultants International, Inc. dba GCI Inc. to provide FY25 Staff Extension Services for Small Projects, including Project Manager and Project Coordinator services, for the Construction Department at the Orlando International Airport.

**Y. Request for Recommendation to the Aviation Authority Board for Approval of an Addendum to the Continuing Program and Project Management Services Agreement with AECOM Technical Services, Inc. for Fiscal Year (FY) 2025 Project Management Services for Technology Projects at Orlando International Airport (MCO)**

Upon motion by Mrs. Marie Dennis, seconded by Mr. Furr, vote carried to approve the recommendation to the Aviation Authority Board for approval of an Addendum to the Continuing Program and Project Management Services Agreement with AECOM Technical Services, Inc. for Fiscal Year (FY) 2025 Project Management Services for Technology Projects at Orlando International Airport (MCO).

**Z. Request for Recommendation to the Aviation Authority Board for Approval to the Continuing Program and Project Management Services Agreement with AECOM Technical Services, Inc. for Fiscal Year (FY) 2025 Project Management services for Tenant/Concessions Projects at the Orlando International Airport**

Upon motion by Mr. Furr, seconded by Mrs. Jarrette, vote carried to approve the recommendation to the Aviation Authority Board for approval of an Addendum to the Continuing Program and Project Management Services Agreement with AECOM Technical Services, Inc. for Fiscal Year (FY) 2025 Project Management services for Tenant/Concessions Projects at the Orlando International Airport.

**AA. Request for Recommendation to the Aviation Authority Board to Approve Amendment No. 2, Second Renewal Option Purchasing Agreement PS-576 Business Continuity Program (BCP) Consulting Services with A Going Concern, Inc.**

Upon motion by Mrs. Marie Dennis, seconded by Mr. Furr, vote carried to approve the recommendation to the Aviation Authority Board: (1) approve Amendment No. 2, Second Renewal Option, for Purchasing Agreement PS-576, Business Continuity Program (BCP) Consulting Services with A Going Concern, Inc.; (2) authorize funding in the not-to-exceed amount of \$285,000 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 10:05 a.m.

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Marquez Griffin, Chair  
Procurement Committee  
Senior Vice President Operations

On **TUESDAY, September 10, 2024**, the **PROCUREMENT COMMITTEE** met at the Carl T. Langford Board Room Orlando International Airport, One Jeff Fuqua Blvd. Orlando, FL 32827. Chair Griffin called the meeting to order at 9:32 a.m. 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, Chair, GOAA Senior Vice President, Operations  
Judith-Ann Jarrette, GOAA Vice President, ORL Operations  
Marie Dennis, GOAA CFO, Finance  
Iranetta Dennis, GOAA Vice President, Small Business Development  
Jeff Daniels, GOAA Assistant Vice President, Facilities

Also participating:

Jo Thacker, Legal Counsel (Nelson Mullins Riley & Scarborough LLP)  
Ian Brooks, GOAA Contract Manager, Information Technology  
Dillan Montenegro, GOAA Procurement Recording Secretary

## **NEW BUSINESS**

**A. Request for recommendation to the Aviation Authority Board for Approval of Amendment No. 1, Contract Adjustment, for Procurement Contract 24-280-C-RFP, Low Voltage Wiring and Installation Services (On-Call) to Orlando Business Telephone Systems, Inc.**

Upon Motion by Mrs. Marie Dennis, seconded by Mr. Daniels, vote carried to approve the following be recommended to the Aviation Authority Board: (1) Approve Amendment No.1, Contract Adjustment to Procurement Contract 24-280-E-RFP, Low Voltage Wiring and Installation Services (On Call) with Orlando Business Telephone Systems, Inc; (2) authorize funding in the not-to-exceed amount of \$450,000 from the Capital Expenditure Fund; and (3) authorize the Chief Executive Officer or an Aviation Authority Officer to execute the necessary documents following satisfactory review by legal counsel.

**B. Request for recommendation to the Aviation Authority Board for Approval of Amendment No. 1, Contract Adjustment, for Procurement Contract 24-280-E-RFP, Low Voltage Wiring and Installation Services (On Call) to Quality Cable Contractors, Inc.**

Upon Motion by Mrs. Marie Dennis, seconded by Mr. Daniels, vote carried to approve the following be recommended to the Aviation Authority Board: (1) Approve Amendment No.1, Contract Adjustment to Procurement Contract 24-280-E-RFP, Low Voltage Wiring and Installation Services (On Call) with Quality Cable Contractors, Inc; (2) authorize funding in the not-to-exceed amount of \$450,000 from the Capital Expenditure Fund; and (3) authorize the Chief Executive Officer or an Aviation Authority Officer to execute the necessary documents following satisfactory review by legal counsel.

**C. Request for recommendation to the Aviation Authority Board for Approval of Amendment No. 2, Contract Adjustment, for Procurement Contract 24-101-A-RFP Information Technology Continuing Consulting Services Agreement to Barich Inc.**

This Item was pulled from the agenda.

## **INFORMATIONAL ITEM**

- A.** The Award of Request for Proposal 24-375-RFP Insurance Consultant Services to Siver Insurance Consultants (Siver).

## **ADJOURNMENT**

1. No public comments were made during the meeting. There being no further business for discussion, the meeting was adjourned by 9:37 a.m.

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Marquez Griffin, Chair  
Procurement Committee  
Senior Vice President Operations





## **MEMORANDUM**

TO: Members of the Procurement Committee

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

DATE: October 1, 2024

## **ITEM DESCRIPTION**

Request for Approval of an Addendum to the General Consulting Services Agreement with Ricondo & Associates, Inc. for Fiscal Year 2025 On-Call Design Review Team Support Services at the 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**

Consultant's proposal, dated August 19, 2024, is to provide Fiscal Year 2025 on-call Design Review Team (DRT) support services. These services may relate to, but not necessarily be limited to reviewing concessionaires' proposals in advance of DRT meetings, performing DRT reviews and conducting research as necessary to respond to design issues, assisting Aviation Authority staff with design coordination related to DRT recommendations and comments, and attending and advising the DRT at their regularly scheduled meetings.

Services cannot commence before the date of Procurement Committee approval. The approved addendum must be executed by the Aviation Authority before invoicing for services.

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 and Associates, Inc. does not exceed the \$250,000 threshold; thus, this agenda item does not require Board approval.

**SMALL BUSINESS**

The Minority and Women Business Enterprise (MWBE), Local Developing Business (LDB) and/or Veteran Business Enterprise (VBE) has been reviewed by the Aviation Authority’s Small Business Development Department. The findings and recommendation are attached.

**ALTERNATIVES**

None.

**FISCAL IMPACT**

The fiscal impact is \$44,504.00. Funding is from Operations and Maintenance Funds.

**RECOMMENDED ACTION**

It is respectfully requested that the Procurement Committee approve 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	\$44,504.00
Lump Sum Fees	\$0.00
Not to Exceed Expenses	\$0.00
<b>TOTAL</b>	<b>\$44,504. 00</b>
CRI – Compliance Review Date	DL 9/20/24
CRI – Funding Eligibility Review Date	9/20/24

**ATTACHMENT A**

**FINANCE FORM**

<b>Date:</b>	September 18, 2024	<b>Requestor's Extension:</b>	x3139
<b>Requestor's Name:</b>	Brad Friel	<b>Preparer's Extension:</b>	X2255
<b>Preparer's Name:</b>	Chris DeLoatche	<b>Solicitation #:</b>	N/A
<b>Requestor's Department:</b>	Multi-Modal Planning and Environmental	<b>Contract # / Name:</b>	General Consulting Services
<b>Description:</b>	On-Call DRT Support Services	<b>Procurement Committee Date:</b>	October 1, 2024
<b>Vendor:</b>	Ricondo & Associates, Inc.	<b>Agenda Item #:</b>	CA-A

**NON-PROJECT FUNDS: O&M**

Account Code Format: xxx.xxx.xxx.xxxxxxx.xxx.xxxx xx	FY 23 Amount	FY24 Amount	FY25 Amount	FY26 Amount	FY27 Amount	TOTAL CONTRACT
301.711.170.5310005.000.00 0000			\$44,504.00			
<b>Total Requisition:</b>			\$44,504.00			
<b>Requisition Number:</b>			97948			
<b>Funding Approver:</b> <i>Andrea Harper</i>						
<b>OMB Notes:</b>						

Number	Description	Approval Status	Creation Date	Currency	Total	Preparer
97948	FY25 (Dept 711) Rico	In Process	18-SEP-2024 15:24:0	USD	44,504.00	Wages, Alice M

**MEMORANDUM**

TO: Members of the Procurement Committee

FROM: Edelis Molina, Manager Small Business Programs

DATE: October 01, 2024

**ITEM DESCRIPTION**

Request for for Approval of an Addendum to the General Consulting Services Agreement with Ricondo & Associates, Inc. for Fiscal Year 2025 On-Call Design Review Team Support Services 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, due to the on-call nature of the services to be provided, Ricondo & Associates, Inc. does not propose small business participation in this addendum.

August 19, 2024

Mr. Bradley Friel, A.A.E., AICP  
Senior Vice President  
Multi-Modal Planning & Environmental  
Greater Orlando Aviation Authority  
One Jeff Fuqua Boulevard  
Orlando, FL 32824

RE: Proposal for Fiscal Year (FY) 2025 On-Call Design Review Team (DRT) Support Services

Dear Mr. Friel:

Ricondo & Associates, Inc. (Ricondo) appreciates the opportunity to submit this proposal to the Greater Orlando Aviation Authority (Aviation Authority) for an Addendum to the General Consulting Services Agreement to provide on-call Design Review Team (DRT) Support Services.

The services to be provided by Ricondo will include:

- Review concessionaires' proposals in advance of DRT meetings.
- Perform DRT reviews and conduct research as necessary to respond to design issues.
- Assist Aviation Authority staff with design coordination related to DRT recommendations and comments.
- Attend and advise DRT at monthly scheduled meetings.

### *Proposed Schedule*

The proposed services are for the period beginning October 1, 2024, through September 30, 2025.

### *Hourly Rates*

Ricondo's approved hourly rates are noted in **Table 1**.

TABLE 1 – RICONDO APPROVED HOURLY RATES FOR FY 2025

FIRM	POSITION	HOURLY RATES*
Ricondo	Senior Officer	\$400.00
Ricondo	Senior Director	\$345.00
Ricondo	Director	\$289.00

\*Hourly Rates listed above are home rates. Approved Field rates for employees traveling from Chicago, Dallas, Miami, and Washington DC allow for a \$50 travel premium to be added to the hourly rates listed above.



Brad Friel, A.A.E.  
 Greater Orlando Aviation Authority  
 August 19, 2024  
 Page 2

**Professional Fees**

As noted in **Table 2**, the Not to Exceed (NTE) fee amount for the proposed services is \$44,504.00.

TABLE 2 – PROFESSIONAL FEES

FIRM/POSITION	HOURLY RATES	LABOR HOURS	COST
Ricondo/Senior Officer	\$400.00	8	\$ 3,200.00
Ricondo/Director with Travel Premium	\$339.00	40	\$ 13,560.00
Ricondo/Director	\$289.00	96	\$ 27,744.00
Expenses			Not Applicable
<b>TOTAL COSTS</b>			<b>\$ 44,504.00</b>

We appreciate the opportunity to continue serving and supporting the Greater Orlando Aviation Authority. If you require additional information, please contact me at 305-677-0370 or via email at [pricondo@ricondo.com](mailto:pricondo@ricondo.com).

Sincerely,

RICONDO & ASSOCIATES, INC.

Pete Ricondo, P.E.  
 Senior Vice President

cc: Kevin Thompson  
 Christopher DeLoatche  
 21041212

ENCLOSURE – Truth in Negotiation Forms

p:\\_projects\goaa (mco)\21041212-general\_services\admin\02-scope\25-07-design\_reviews-drt\081924\_fy2025 proposal for on-call drc support services.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: 08/19/2024

## 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
043	001	W-00489-MCO	W-00489-MCO NORTH TERMINAL COMPLEX BAGGAGE HANDLING SYSTEM EVALUATION Additional Professional Consulting Services for W-489	CCM	09/03/24	09/18/24		AMD 1007556	\$901,811.00	\$1,216,610.00
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	04/25/24		\$80,000.00	\$180,000.00
044	003	-	Additional FY24 On-Call General Consulting Services	PSC	07/23/24	NA	08/01/24		\$80,000.00	\$260,000.00
044	004	-	Additional FY24 On-Call General Consulting Services	PSC	08/27/24	NA	08/29/24		\$89,884.00	\$349,884.00
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	97376	\$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
048	001	W-S00211-MCO	W-S00211-MCO TERMINAL C, PHASE 2 PROGRAM DEFINITION DOCUMENT DEVELOPMENT Additional Concept Planning Services for W-S00211	CCM	04/30/24	05/15/24	05/23/24		\$1,018,559.00	\$2,108,776.00
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

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

052	000	W-00496-MCO	W-00496-MCO NORTH TERMINAL REFRESH DESIGN SERVICES 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 NORTH TERMINAL REFRESH DESIGN SERVICES Additional Estimating Services for W-496	CCM	01/23/24	NA	01/25/24		\$97,772.00	\$293,075.00
052	002	W-00496-MCO	W-00496-MCO NORTH TERMINAL REFRESH DESIGN SERVICES 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
052	003	W-00496-MCO	W-00496-MCO NORTH TERMINAL REFRESH DESIGN SERVICES Incorporating Improvements on the 70s Wing at AS4 Into the Design Criteria Package for W-496	CCM	05/14/24	NA	05/24/24		\$19,802.00	\$539,263.00
052	004	W-00496-MCO	W-00496-MCO NORTH TERMINAL REFRESH DESIGN SERVICES Update of the Tenant Design Criteria Manual for W-496	CCM	05/14/24	06/19/24	06/25/24		\$453,816.00	\$993,079.00
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	97575	\$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	1007526	\$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
059	001	-	Additional FY24 On-Call General Consulting Services	PSC	07/23/24	NA	08/01/24		\$13,062.00	\$23,062.00
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	1007646	\$795,886.00	\$795,886.00
060	001	W-00500-ORL	W-00500-ORL ORL MASTER PLAN UPDATE Additional FY24 On-Call General Consulting Services	CCM	07/23/24	NA			\$0.00	\$795,886.00
061	000	-	Support Services for the Advanced Air Mobility Taskforce	PSC	02/27/24	NA	03/04/24	97492	\$59,139.00	\$59,139.00

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

062	000	-	FY24 On-Call Support Services for the Airline Relations Department	PSC	03/12/24	NA	03/18/24	97379	\$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	97381	\$129,650.00	\$129,650.00
064	000	-	Passenger Intercept Surveys	PSC	04/02/24	04/24/24	04/25/24	97493	\$22,954.50	\$22,954.50
065	000	W-00496-MCO	W-00496-MCO NORTH TERMINAL REFRESH DESIGN SERVICES Reviewing and Reporting on the Existing Infrastructure for Future Concessions Spaces at the Landside Terminals A and B for W-496	CCM	05/14/24	NA	05/24/24	1007647	\$119,384.00	\$119,384.00
065	001	W-00496-MCO	W-00496-MCO NORTH TERMINAL REFRESH DESIGN SERVICES Additional Reviewing and Reporting on the Existing Infrastructure for Future Concessions Spaces at the Landside Terminals A and B for W-496	CCM	05/28/24	NA	06/05/24	AMD 1007647	\$191,230.00	\$310,614.00
066	000	W-00516-MCO	W-00516-MCO EXECUTIVE BOARDROOM RENOVATION-DESIGN CRITERIA PACKAGE (DCP) Design Criteria Package for W-00516	CCM	06/04/24	NA			\$287,728.00	\$287,728.00
067	000	-	Update to the Graphic Standards for Airline Tenants and Airline Service Providers	PSC	06/11/24	06/19/24	06/25/24	97658	\$151,239.00	\$151,239.00
068	000	-	Pre-Planning Activities for Environmental Assessment Development	PSC	06/11/24	06/19/24	06/25/24	97659	\$227,536.00	\$227,536.00
068	001	-	Additional Pre-Planning Activities for Environmental Assessment Development	PSC	08/13/24	08/21/24	08/26/24	AMD 97659	\$7,502.51	\$235,038.51
069	000	-	Airport Layout Plan (ALP) Update Support Services	PSC	07/23/24	NA	08/01/24		\$40,000.00	\$40,000.00
070	000	-	Project Implementation Staff Support Services	PSC	07/23/24	NA	08/01/24		\$32,805.00	\$32,805.00
071	000	-	Economic Impact Study of Advanced Air Mobility	PSC	07/23/24	NA	07/29/24		\$48,443.00	\$48,443.00
072	000	W-00525-MCO	W-00525-MCO MCO MASTER PLAN UPDATE Professional Consulting Services for W-525	CCM	08/06/24	08/21/24	08/26/24		\$4,799,486.00	\$4,799,486.00
073	000	-	FY24 On-Call Environmental Planning and National Environmental Policy Act Compliance Consulting Services	PSC	08/13/24	08/21/24	08/26/24		\$38,258.00	\$38,258.00
074	000	-	FY25 On-Call Environmental Planning and National Environmental Policy Act Compliance Consulting Services	PSC	09/03/24	09/18/24			\$35,812.00	\$35,812.00
075	000	-	FY25 On-Call General Consulting Services	PSC	09/03/24	09/18/24	09/19/24		\$150,000.00	\$150,000.00
076	000	-	FY25 On-Call General Consulting Services	PSC	09/03/24	09/18/24	09/19/24		\$10,000.00	\$10,000.00

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

077	000	-	FY25 Project Implementation Staff Extension Services	PSC	09/03/24	09/18/24	09/19/24	\$100,000.00	\$100,000.00
078	000	-	FY25 Noise Abatement Office Support Services	PSC	09/03/24	09/18/24	09/19/24	\$196,096.00	\$196,096.00
079	000	-	Advanced Air Mobility Support Services	PSC	09/03/24	09/18/24	09/19/24	\$60,000.00	\$60,000.00
080	000	-	FY25 On-Call Signage and Design Consulting Services	PSC	09/03/24	09/18/24	09/19/24	\$122,712.00	\$122,712.00
081	000	-	FY25 Operational Readiness Staffing and Support Services	PSC	09/03/24	09/18/24	09/19/24	\$215,973.00	\$215,973.00
082	000	W-00530-MCO	W-00530-MCO ON-CALL UTILITY CONSULTING SERVICES - FY 2025 W-530 FY25 On-Call Utility Consulting Services	CCM	09/17/24	NA	09/19/24	\$31,654.00	\$31,654.00

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

<b>\$20,466,826.01</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	\$22,954.50	\$1,859,502.50
06/11/24	06/19/24	067	000	\$151,239.00	\$2,010,741.50
06/11/24	06/19/24	068	000	\$227,536.00	\$2,238,277.50
07/23/24		044	003	\$80,000.00	\$2,318,277.50
07/23/24		059	001	\$13,062.00	\$2,331,339.50
07/23/24		069	000	\$40,000.00	\$2,371,339.50

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

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07/23/24		070	000	\$32,805.00	\$2,404,144.50
07/23/24		071	000	\$48,443.00	\$2,452,587.50
08/13/24	08/21/24	068	001	\$7,502.51	\$2,460,090.01
08/13/24	08/21/24	073	000	\$38,258.00	\$2,498,348.01
08/27/24		044	004	\$89,884.00	\$2,588,232.01
09/03/24	09/18/24	074	000	\$35,812.00	\$2,624,044.01
09/03/24	09/18/24	075	000	\$150,000.00	\$2,774,044.01
09/03/24	09/18/24	076	000	\$10,000.00	\$2,784,044.01
09/03/24	09/18/24	077	000	\$100,000.00	\$2,884,044.01
09/03/24	09/18/24	078	000	\$196,096.00	\$3,080,140.01
09/03/24	09/18/24	079	000	\$60,000.00	\$3,140,140.01
09/03/24	09/18/24	080	000	\$122,712.00	\$3,262,852.01
09/03/24	09/18/24	081	000	\$215,973.00	\$3,478,825.01

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## **MEMORANDUM**

TO: Members of the Procurement Committee

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

DATE: October 1, 2024

## **ITEM DESCRIPTION**

Request for Recommendation to the Aviation Authority Board to Exercise the First and Second Renewal Options of Purchasing Contract 19-22, Towing and Storage Services at Orlando International Airport with Able Towing and Roadside, LLC

## **BACKGROUND**

The Contract requires the contractor to provide all labor, supervision, materials, signage, equipment, storage facility, tools, and all other accessories, activities and procedures necessary to perform standby services, vehicle towing (up to and including 10,000 pounds) and required storage services at the Orlando International Airport, in accordance with the contract documents.

On February 16, 2022, the Aviation Authority Board awarded Purchasing Contract 19-22 to Able Towing and Roadside, LLC. The initial term of the contract was for three years, effective April 2, 2021, at an initial cost of \$852,600 with the Aviation Authority having options to renew the contract for two additional periods of one year each.

On April 13, 2023, the Chief Executive Officer approved an increase in value of contract in the not-to-exceed amount of \$242,960. The increase in value was for the addition of a second stand-by truck for ten hours a day during peak time. The second stand-by truck was needed because of the increased activity at the parking facilities and at the terminal arrival and departure curbs.

## **ISSUES**

The initial term of the contract expires on March 31, 2025. Able Towing and Roadside, LLC has been performing satisfactorily. The first and second renewal options value is based on estimated services with a CPI increase of 2.9% to the standby hourly rate and no increase to the towing and storage fees.

The total value of the first and second renewal options is a not-to-exceed amount of \$934,600. 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 small business participation requirement due to limited scope and that the contractor shall maintain a single storage facility within ten miles radius of Orlando International Airport.

## **ALTERNATIVES**

There are no reasonable alternatives under consideration.

**FISCAL IMPACT**

The total value of the first and second renewal option is a not-to-exceed amount of \$934,600. 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) exercise the first and second renewal options of Purchasing Contract 19-22, Towing and Storage Services with Able Towing and Roadside, LLC; 2) authorize funding from the Operations and Maintenance Fund in the not-to-exceed amount of \$934,600; and 3) authorize the Chief Executive Officer or an Aviation Authority Officer to execute the necessary documents following satisfactory review by legal counsel.

**ATTACHMENTS**

Attachment A – Finance Form

Attachment B – Contract History



**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 1/24/2022</li><li>• Board 2/16/2022</li></ul>	36 Months Contract Award	4/1/2022 Thru 3/31/2025	\$852,600
Amendment No. 1	<ul style="list-style-type: none"><li>• CPC 11/14/2022</li></ul>	Increase in Value	4/13/2023 Thru 3/31/2025	\$242,960
Amendment No. 2	<ul style="list-style-type: none"><li>• <b>PC 10/01/2024</b></li></ul>	First and Second Renewal Options	4/1/2025 Thru 3/31/2027	\$934,600
<b>Total Contract Value with all Changes (approved and proposed)</b>				<b>\$2,030,160</b>

## **MEMORANDUM**

TO: Members of the Procurement Committee

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

DATE: October 1, 2024

## **ITEM DESCRIPTION**

Request for Recommendation to the Aviation Authority Board to Award Other Entity Contract (OEC) 25-129-OEC for the Purchase of Six Advanced Life Support Monitor/Defibrillator Units from Stryker Sales, LLC, utilizing Sourcwell Contract #041823-STY

## **BACKGROUND**

This is for the purchase of six Advanced Life Support Monitor/Defibrillator "LifePak 35" to replace the existing models that are nearing the end of their life cycle. These units are required by the Aviation Authority's Airport Rescue and Fire Fighters (ARFF) department to conduct cardiac monitoring, cardiac defibrillation, cardiac pacing, monitoring O2 saturation levels, ETCO2 monitoring, CO monitoring, ECG & ETCO2 waveform monitoring, and 12-lead ECG transmission to hospitals.

## **ISSUES**

This award is based on a publicly advertised Government Contract/Annual Contract in accordance with Aviation Authority Policy 450.02, Competitive Procurements. Per this Policy, the Aviation Authority may acquire Goods, Services, and Professional Services from a Supplier having a requirements contract, annual agreement, or multi-year contract with any public entity (e.g., federal, state, county, city, authority, school board, buying cooperative, etc.) for Goods, Services, or Professional Services described in such contract and at prices or discounts equal to or more favorable than any set forth in such Contracts.

Sourcwell Contract# 041823-STY is effective until June 30, 2027. Pursuant to the terms of the Sourcwell Contract, Stryker Sales, LLC has proposed the price of \$411,297.75 for the six new units.

## **SMALL BUSINESS**

The Small Business Development Department (SBDD) has reviewed the requirements for the above-referenced solicitation and determined that due to the limited and specialized scope of the required services, and/or lack of ready, willing, and able certified small businesses, it does not lend itself to the Minority and Women Business Enterprise (MWBE)/Local Developing Business (LDB)/Veteran Business Enterprise (VBE) participation. In addition, SBDD cannot change the terms and conditions of an existing contract such as the Sourcwell Contract# 041823 - STY.

## **ALTERNATIVES**

There are no reasonable alternatives under consideration.

**FISCAL IMPACT**

The total value of this procurement is a not-to-exceed amount of \$411,297.75. Funding required will be allocated 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 25-129-OEC for a one-time procurement of six Advanced Life Support Monitor/Defibrillator units to Stryker Sales, LLC, as the awarded Contractor; 2) authorize funding from the previously approved Capital Expenditure Fund in the not-to-exceed amount of \$411,297.75; and 3) authorize the Procurement Services Department 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, Operations

DATE: October 1, 2024

## **ITEM DESCRIPTION**

Request for Recommendation to the Aviation Authority Board to Purchase Five Passenger Boarding Bridges from Oshkosh AeroTech LLC in Accordance with the Terms of the Aviation Authority's Request for Proposals 23-533-RFP

## **BACKGROUND**

On December 13, 2023, the Aviation Authority Board awarded Request for Proposals 23-533-RFP to Oshkosh AeroTech LLC (formerly known as JBT Aerotech Corporation) in the not-to-exceed amount of \$20,348,552. The award was for ten Passenger Boarding Bridges for Terminal A and B gates and for eight Passenger Boarding Bridges for Terminal C gate expansion and affiliated equipment.

Under the terms of Request for Proposals 23-533-RFP, prices are firm for the base period from award date through January 31, 2025, with the Aviation Authority having the ability to make additional purchases for the following five years through January 31, 2030. Pricing for the five years may be adjusted annually based on and up to the Producer Price Index (PPI).

## **ISSUES**

This purchase is for five Passenger Boarding Bridges for Terminal A and B gates to replace existing units that are nearing the end of their life cycle. The purchase also includes freight, installation, commissioning, training and disposal of the old bridges.

Under the terms of Request for Proposals 23-533-RFP, the total value of this purchase is a not-to-exceed amount of \$4,149,450.

## **SMALL BUSINESS**

The contract includes a Disadvantaged Business Enterprise (DBE) participation goal of 10.4% for the installation services portion.

## **ALTERNATIVES**

There are no reasonable alternatives under consideration.

## **FISCAL IMPACT**

The total value of this procurement is a not-to-exceed amount of \$4,149,450. Funding required will be allocated 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) ) approve the purchase of five passenger boarding bridges from Oshkosh AeroTech LLC in accordance with the terms of the Aviation Authority's Request for Proposals 23-533-RFP; 2) authorize funding from the previously approved Capital Expenditure Fund in the not-to-exceed amount of \$4,149,450; and 3) authorize the Procurement Services Department to issue the necessary purchase order.

**ATTACHMENTS**

Attachment A – Finance Form

Attachment B – Contract History

## ATTACHMENT A

Greater Orlando Aviation Authority Finance Form						
Date:	9/18/2024	Requestor's Extension:	7339			
Requestor's Name:	Dave Deans	Preparer's Extension:	2606			
Form Preparer's Name:	Abdu EL Baroudi	Purchasing Solicitation #:	23-533-RFP			
Requestor's Department:	BHS GSE O eration	CCM / PC / PSC:	PC			
Description:	Purchase of 5 Passenger Boarding Bridges		Committee Date:	10/1/2024		
Vendor:	Oshkosh AeroTech LLC	Committee Agenda Item#:	NB-C			
<b>NON-PROJECT FUNDS: O&amp;M, CAP EX, I&amp;D, R&amp;R, OEA REVENUE FUNDS</b>						
Account Code	FY 25	FY 26	FY 27	FY 28	FY 29	Total
mat: xxx.xxx.xxx.xxxxxxxxx.xxx.xxx	Amount	Amount	Amount	Amount	Amount	Contract
308.413.212.5650002.000.501100	4,149,450					4,149,450
Total Requisition	4,149,450					4,149,450
Requisition Number	97957					
OMB Notes:		<i>Andrea Harper</i>		Converted into PO #:		
Funding Approver				Date:		
Total Requisition				Buyer:		
BPA Amount						
Grand Total - Agree to Committee Item		\$ -				

Number	Description	Approval Status	Creation Date	Currency	Total	Preparer
97957	FY25 (413) PC 10/1/2	In Process	19-SEP-2024 16:55:26	USD	4,149,450.00	El Baroudi, Abderr

**ATTACHMENT B**

**CONTRACT HISTORY**

<b>CONTRACT</b>	<b>APPROVALS</b>	<b>DESCRIPTION</b>	<b>TERM</b>	<b>DOLLARS</b>
Initial Purchase	<ul style="list-style-type: none"><li>• PC 10/30/2023</li><li>• Board 12/13/2023</li></ul>	Initial Contract Award: <b>Purchase of 18 Passenger Boarding Bridges</b>	12/13/2023 Thru 1/31/2030	\$20,348,552
<b>Additional Purchase</b>	<ul style="list-style-type: none"><li>• <b>PC 10/1/2024</b></li></ul>	<b>Purchase of 5 Passenger Boarding Bridges</b>	<b>12/13/2023</b> Thru <b>1/31/2030</b>	<b>\$4,149,450</b>
<b>Total Value with all Changes (approved and proposed)</b>				<b>\$24,498,002</b>

## **MEMORANDUM**

TO: Members of the Aviation Authority

FROM: Gary Hunt, Vice President, Facilities

DATE: October 1, 2024

## **ITEM DESCRIPTION**

Request for Recommendation to the Aviation Authority Board to Approve Amendment No. 1, the First Renewal Option for Purchasing Contract 05-22, Landside Terminal Landscape Maintenance and Irrigation Services with Helping Hand Lawn Care LLC (Helping Hand)

## **BACKGROUND**

The initial term of the Contract was for 36 months, which commenced on December 1, 2021, with the Aviation Authority having options to renew the Contract for two additional periods of one year each. The Original term is due to expire on November 30, 2024.

This contract requires Helping Hand to furnish all labor, supervision, materials (including any replacement plant material required), supplies, tools, equipment, licenses, permits, chemicals, fertilizer, mulch, and all other items necessary or proper for, or incidental to, performing exterior landscape maintenance and irrigation services for Terminals A and B located at the Orlando International Airport in accordance with the Contract Documents. The Contract also allows the Aviation Authority to increase, decrease, or delete any portion of the Scope of Services of the Contract.

## **ISSUES**

Helping Hand agrees to the first renewal option of the contract through November 30, 2025. Based on the information known, the Contractor has performed satisfactorily during the initial contract term.

The one-year value for the first renewal option is a total not-to-exceed amount of \$1,739,173.15. The pricing does include a CPI increase of 2.7% for Option Year 1 as allowed per the terms and conditions of the contract. The amount paid to the Contractor is based on the work requested, performed, and approved by the Aviation Authority.

## **SMALL BUSINESS**

At the time of award, a 30% Minority and Women Business Enterprise (MWBE) and 5% Local Developing Business (LDB) and Veteran Business Enterprise (VBE) participation goal was established. Currently, Helping Hand has achieved 15% MWBE and 3% LDB participation, which is below their commitment. However, Helping Hand is encountering challenges in identifying suitable small businesses to fulfill the requirements of the landscape maintenance contract. Despite these obstacles, Helping Hand is actively collaborating with the Small Business Development Department to explore potential solutions. The Small Business Development Department remains fully informed of these issues and continues to recognize the efforts of Helping Hand to achieve these goals. It is also important to note that Helping Hand is a veteran-owned business

## **ALTERNATIVES**

There are no reasonable alternatives under consideration.

**FISCAL IMPACT**

The total value of the first renewal option is a not-to-exceed amount of \$1,739,173.15 for the one-year option. 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) approve Amendment No. 1, the First Renewal Option for Purchasing Contract 05-22, Landside Terminal Landscape Maintenance and Irrigation Services with Helping Hand Lawn Care LLC.; (2) authorize funding in the not-to-exceed amount of \$1,739,173.15 from the Operations and Maintenance Fund; and, (3) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel.

**ATTACHMENTS**

Attachment A– Finance Form

Attachment B – Contract History

Attachment A– Finance Form

**Date:** 08/15/2024 **Requestor's Extension:**  
**Requestor's Name:** Daisily Pagan **Preparer's Extension:** 2495  
**Preparer's Name:** John Field **Solicitation #:**  
**Requestor's Department:** Facilities **Contract # / Name:** 05-22 LANDSIDE TERMINAL LANDSCAPE MAINTENANCE AND IRRIGATION SERVICES  
**Description:** First Renewal Option **Procurement Committee Date:** 10/01/2024  
**Vendor:** Helping Hand **Agenda Item #:** NB-D

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

<b>Account Code Format:</b> xxx.xxx.xxx.xxxxxxx.xxx.xxxx xx	<b>FY24 Amount</b>	<b>FY25 Amount</b>	<b>FY26 Amount</b>	<b>FY27 Amount</b>	<b>FY28 Amount</b>	<b>TOTAL CONTRACT</b>
301.631.210.5340004.000.100001		\$1,449,311.67	\$289,861.48			\$1,739,173.15
<b>Total Requisition:</b>		\$1,449,311.67	\$289,861.48			\$1,739,173.15
<b>Requisition Number:</b>		97627	97628			

**Funding Approver:**  
**OMB Notes:** Andrea Harper

Number	Description	Approval Status	Creation Date	Currency	Total	Preparer
97627	PC 8/27/24 A1 05-22 F	In Process	15-AUG-2024 09:43:23	USD	1,449,311.67	Field, John M

Attachment B – Contract History

**CONTRACT HISTORY**

**05-22 LANDSIDE TERMINAL LANDSCAPE MAINTENANCE AND IRRIGATION SERVICES**

<b>Contract</b>	<b>Approvals</b>	<b>Description</b>	<b>Term</b>	<b>Dollars</b>
Initial Term	CPC 8/9/2021 NB Item A Board 9/15/2021 NB Item B	36 Months Contract Award	12/1/2021 thru 11/30/2024	\$4,187,150.00
Amendment No. 1	<b>PC Approval 10/01/2024</b> <b>Board Approval 10/16/2024</b>	First Renewal Option	12/1/2024 thru 11/30/2025	\$1,739,173.15
<b>Total Contract Value with all changes (approved and proposed):</b>				<b>\$5,926,323.15</b>

**MEMORANDUM**

TO: Members of the Procurement Committee

FROM: Gary Hunt, Vice President, Facilities

DATE: October 1, 2024

**ITEM DESCRIPTION**

Request for Recommendation to the Aviation Authority Board to Award Invitation for Bid 24-524-2-IFB Restoration Remediation Services to Hydradry Inc. as the Primary Contractor, and ATI Restoration as the Secondary Contractor

**BACKGROUND**

On June 24, 2024, the Aviation Authority issued an Invitation for Bid 24-524-2-IFB for Restoration Remediation Services. The term of this Contract will be for five years with initial service starting on or about October 1, 2024.

The Contractors shall furnish all labor, materials, supplies, tools, equipment, supervision, and travel time to perform this work, and all other items necessary for, or incidental to, for providing Restoration Remediation Services at the Orlando International Airport in accordance with the Contract Documents.

The Contractors shall provide restoration and remediation services to include, but not limited to the inspection of the property for damages and repairs including carpets, tiles, walls, paint, etc. The contractor shall respond within one – two hours to respond to emergency calls. If the Primary Contractor cannot respond to an emergency call, the Secondary Contractor shall be contacted.

**ISSUES**

On July 23, 2024, the Aviation Authority received the following responses:

<u>Name of Respondent</u>	<u>Total Five Year Bid Price</u>
Hydradry Inc.	\$304,350
Kustom US, Inc.	\$817,145*
ATI Restoration	\$943,785
Lemoine Disaster Recovery, L.L.C.	\$2,041,470
United Restoration of FL, L.L.C.	\$2,586,875

\*The bid response Kustom US, Inc. was considered non-responsive, as they did not meet the minimum requirements, the firm did not provide references that could be verified.

It should be noted that Hydradry's response is more than 25% less than the next lowest response. therefore, Procurement Services contacted Hydradry, who verified their pricing was correct and services would be performed the rates listed.

The amount paid to the Contractors will be based on actual work requested, performed and approved by the Aviation Authority.

Staff's review of the submissions found the responses from the other Respondents were responsive and responsible to the requirements of the Invitation for Bid. Therefore, Staff recommends awarding to Hydradry Inc. as the Primary Contractor, for an amount of \$304,350, and to ATI Restoration as the Secondary Contractor for a total amount not to exceed \$943,785 for the five-year period.



**SMALL BUSINESS**

The Small Business 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**

There are no reasonable alternatives under consideration.

**FISCAL IMPACT**

The total value of this procurement is a not-to-exceed amount of \$943,785 for the five-year Contract 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 response from Kustom US, Inc. as non-responsive; (2) Award Invitation for Bid 24-524 IFB Restoration Remediation Services to Hydradry Inc as the Primary Contractor for an amount of \$304,350. and to ATI Restoration as the Secondary Contractor for amount of \$943,785; (3) authorize funding from the Operations and Maintenance Fund; and, (4) authorize the Chief Executive Officer or an Aviation Authority Officer to execute the necessary documents following satisfactory review by Legal Counsel.

**ATTACHMENTS**

Attachment A – Finance Form



## **MEMORANDUM**

TO: Members of the Procurement Committee

FROM: Marquez A. Griffin, Vice Chair, Procurement Committee

DATE: October 1, 2024

## **ITEM DESCRIPTION**

Request for Recommendation to the Aviation Authority Board to Approve Amendment No. 2, the Second Renewal Option for Purchasing Agreement PS-647 Advertising Production Services with SIX Degrees Marketing Insights and Creative, LLC d/b/a SIX The Agency ("SIX The Agency").

## **BACKGROUND**

The initial term of the Agreement was for thirty-six months, effective March 1, 2021, and expiring February 29, 2024. The first renewal was approved on February 21, 2024 by The Aviation Authority, and on January 9, 2024 by the Procurement Committee for the first renewal period expiring February 28, 2025. The Aviation Authority has an option to renew the Agreement for one additional period of one year.

The scope of services requires SIX The Agency to provide ongoing advertising production services that align with the Aviation Authority's marketing and branding needs in the international and domestic markets. SIX The Agency will develop advertising campaigns for targeted global audiences, which may include B2B and B2C advertising creative, digital banner ads, broadcast commercials, billboard design, collateral material, trade show material, promotional items, booth and event branding, in-stadium digital animation, video development and production, website redesign, and client branding on an as needed basis for the Orlando International Airport and Orlando Executive Airport.

## **ISSUES**

SIX The Agency agrees to exercise the second renewal option of the contract through February 28, 2026. Based on the information known, the Contractor has performed satisfactorily during the initial contract term, and first renewal period.

Pricing is based on hourly rates per project for: a) marketing/business development consulting; b) creative conceptive; c) creative/design; d) public relations-director; e) public relations - communications specialist; f) public relations -communications assistant; g) social media management; h) public relations; i) non-profit public relations; and j) other outside of hourly rates such as website design and development, branding package, custom video and TV spots are quoted on a per project basis on hard costs, delivery scope, and market value.

**SMALL BUSINESS**

This Agreement did not include a Minority and Woman Business 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 total value of the second renewal option is a not-to-exceed amount of \$437,000 for the one-year option. 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 recommended that the Procurement Committee approve that the following be recommended to the Aviation Authority Board: (1) exercise the second renewal option for Purchasing Agreement PS-647 Advertising Production Services with SIX Degrees Marketing Insights and Creative, LLC; (2) authorize funding from the Operations and maintenance Fund in the not-to-exceed amount \$437,000; and (3) authorize the Chief Executive Office or an Aviation Authority Officer to execute the necessary documents following satisfactory review by Legal Counsel

**ATTACHMENTS**

Attachment A– Finance Form

Attachment B – Contract History


**ATTACHMENT A**

**Greater Orlando Aviation Authority**

<b>Date:</b>	<u>9/16/2024</u>	<b>CCM / PC:</b>	<u></u>
<b>Requestor's Name:</b>	<u>Jerry Harris</u>	<b>Requestor's Extension:</b>	<u>3133</u>
<b>Form Preparer's Name:</b>	<u>Jerry Harris</u>	<b>Preparer's Extension:</b>	<u>3133</u>
<b>Requestor's Department:</b>	<u>Marketing</u>	<b>Purchasing Solicitation #:</b>	<u>PS-647</u>
<b>Description:</b>	<u>Advertising Production Services</u>	<b>Committee Date:</b>	<u></u>
<b>Vendor:</b>	<u>SIX Degrees Marketing Insights and Creative, LLC</u>	<b>Committee Agenda Item#:</b>	<u>NB-F</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
301.006.170.5310009.000.000000		\$58,333	41,667.00			100,000.00
301.008.170.5310009.000.000000		\$7,000	5,000.00			12,000.00
301.009.170.5480001.000.000000		\$29,167	20,833.00			50,000.00
301.021.170.5310009.000.000000		\$26,250	18,750.00			45,000.00
301.111.170.5310009.000.000000		\$35,000	25,000.00			60,000.00
301.221.220.5310009.000.000000		\$7,000	5,000.00			12,000.00
301.261.170.5480001.000.000000		\$17,500	12,500.00			30,000.00
301.311.170.5310009.000.000000		\$58,333	41,667.00			100,000.00
301.313.330.5310009.000.000000		\$2,917	2,083.00			5,000.00
301.511.170.5490002.000.000000		\$11,667	8,333.00			20,000.00
901.441.870.5480001.000.000000		\$1,750	1,250.00			3,000.00
						-
						-
						-
<b>Total Requisition</b>	-	254,917.00	182,083.00	-	-	437,000.00
<b>BPA or Requisition Number</b>						

  
**Funding Approver:** \_\_\_\_\_  
**OMB Notes:** Departments will enter requisitions as needed

ATTACHMENT B

CONTRACT HISTORY

**PS-647, ADVERTISING PRODUCTION SERVICES**

CONTRACT	APPROVALS	DESCRIPTION	TERM	DOLLARS
Initial Term	<ul style="list-style-type: none"> <li>• PSC 09/25/2020</li> <li>• Board 02/02/2021 CA-N</li> </ul>	36 Months Agreement	03/01/2021 thru 02/29/2024	\$315,000.00
Increase In Value	<ul style="list-style-type: none"> <li>• PM Approval 11/15/2022</li> </ul>	Increase In Value #01	11/01/2022 Thru 02/29/2024	\$25,000.00
Increase In Value	<ul style="list-style-type: none"> <li>• PM Approval 4/18/2023</li> </ul>	Increase In Value #02	05/01/2023 Thru 02/29/2024	\$68,000.00
Amendment No. 1	<ul style="list-style-type: none"> <li>• PC 01/09/2024</li> <li>• Board 02/21/2024</li> </ul>	First Renewal Option/Increase in Value	03/1/2024 – 02/28/2025	\$501,000.00
<b>Amendment No. 2</b>	<ul style="list-style-type: none"> <li>• <b>PC 10/01/2024</b></li> </ul>	<b>Second Renewal Option</b>	<b>03/01/2025- 02/28/2026</b>	<b>\$437,000</b>
<b>Total Contract Value with all Changes (approved and proposed)</b>				<b>\$1,347,346</b>



## MEMORANDUM

TO: Members of the Procurement Committee

FROM: Gary Hunt, Vice President, Facilities

DATE: October 1, 2024

## ITEM DESCRIPTION

Request for Recommendation to the Aviation Authority Board to Award Purchasing Invitation for Bids (IFB) 24-513-IFB, Janitorial Supplies at the Orlando International Airport, to Multiple Suppliers

## BACKGROUND

The award of this IFB will result in six primary Blanket Purchase Agreements (BPAs) for various janitorial supplies, provided on an “as-needed” basis, for a twelve-month period. The resulting term of the BPAs will be October 1, 2024, through September 30, 2025, with possible extensions if funds remain and the unit prices are honored.

The IFB listed a total of fourteen separate items, each with estimated quantities for a 12-month period. The IFB required that the unit prices submitted include all costs associated with delivery to the Aviation Authority’s Material Control Warehouse.

The fourteen items bid under 24-513-IFB were listed in six product groups:

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

Respondents to the IFB were encouraged to submit product samples for evaluation. The products were assessed on a pass/fail basis. Recycled bags and trash liners underwent a strength test, in which five reams of printer paper were placed in the bags. If the bags tore, they were disqualified. Paper towels were tested for absorbency and durability when wet. If the paper towels were non-absorbent or easily torn, they were rejected and considered unsuitable for our plumbing systems.

## ISSUES

On August 26, 2024, the Aviation Authority received twenty-nine responses to 24-513-IFB. This solicitation was advertised on GOAA’s eProcurement platform OpenGov and reached 15,413 prospective bidders. Respondents to this IFB were (in alphabetical order):

RESPONDENTS	
Agni Enterprises LLC DBA Head to Heels Safety Supplies	Mark Master Inc. (No Bid)
Alex Goodwin Electric (No Bid)	Medline Industries, LP
All Florida Paper	Mini Wing USA
Allure Hospitality Supplier, Inc.	Network Craze (No Bid)
America's Office Source	ODP Business Solutions
Brady Companies LLC, Southeastern Paper Group	Patifco Corporation
Central Poly-Bag Corp.	Pyramid School Products
Coughlan Companies LLC DBA Capstone (No Bid)	Strategic Force USA
Dade Paper & Bag DBA Imperial Dade	Trusted & Dependable Solutions
Energy Air, Inc. (No Bid)	Unipak Corp
Filterbuy Incorporated (No Bid)	United Sales USA
Gem Supply Co	Veritiv Operating Corp.
GoKlean Products	Vizocom ICT LLC
HD Supply	
Interboro Packaging Corp	WB Mason Co. Inc.

To minimize the chance of stock outs, it is most advantageous to award to six Primary lowest bid Respondents and seven Secondary low bid Respondents based on responsibility, responsiveness and low price. The Aviation Authority may order from Secondary suppliers if the supply and service needs listed in the IFB are not met by the Primary. The Aviation Authority reserves the right to purchase from the Secondary suppliers in such a case.

The award of this IFB will result in Blanket Purchase Agreements (BPA), in the not-to-exceed amount of \$4,094,625.83 which includes a fifteen percent (15%) contingency for the allocation of funds among the Bidders. While Staff provided their best estimate for usage for the upcoming time period, contingency is in place to prepare for increased travelers, possible higher traffic and also for possible unit price fluctuations by Manufacturers due to any unforeseen issues. Only company wide price variances will be considered, applicable to all customers, with Manufacturer's back-up documentation.

Line	Description	Qty	UOM	Primary	Total Amount	Secondary	Total Amount
<b>GROUP 1</b>							
1	Deodorizer, Urinal Screen Mango	20	Case	Strategic Force	2,043.20	Gem Supply	2,104.40
2	Deodorizer, Urinal Screen Citrus	100	Case	Strategic Force	10,216.00	Gem Supply	10,522.00
3	Deodorizer, Urinal Screen Ocean Mist	20	Case	Strategic Force	2,043.20	Gem Supply	2,104.40
4	Deodorizer, Urinal Screen Spiced Apple	20	Case	Strategic Force	2,043.20	Gem Supply	2,104.40
<b>GROUP 2</b>							
1	Soap, Hand, Foam, Disposable 1000 mL	10000	Case	All Florida Paper	284,400.00	Gem Supply	285,400.00
2	Soap, Hand, Redifoam Fragrance Free, Refill, 2000mL	2000	Case	Dade Paper & Bag dba Imperial Dade	165,940.00	Veritiv Response Company	170,380.00
<b>GROUP 3</b>							
1	Bag, Recycling, Blue Tint, 40 - 45 Gal	4000	Case	United Sales USA	64,000.00	Dade Paper & Bag dba Imperial Dade	69,197.60
2	Bag, Recycling, Blue Tint, 38 Gal	2000	Case	Dade Paper & Bag dba Imperial Dade	25,952.80	ODP Business Solutions	26,526.40



GROUP 4							
1	Liner, Plastic, Clear, Medium, 30-35 Gal	11000	Case	Central Poly Bag	92,510.00	Unipak	92,840.00
2	Liner, Plastic, Clear, Large, Coreless Roll, 40-45 Gal	14000	Case	Central Poly Bag	194,320.00	Unipak	195,160.00
GROUP 5							
1	Toilet Tissue, White, Small Roll	2500	Case	Strategic Force	92,400.00	Gem Supply	102,300.00
2	Toilet Tissue, Jumbo, 2-Ply	31000	Case	Strategic Force	624,340.00	Gem Supply	626,820.00
GROUP 6							
1	Towel, Paper, Folded, White	6900	Case	WB Mason	113,436.00	United Sales USA	117,645.00
2	Towel, Paper, White, Flex Continuous Roll	38000	Case	Dade Paper & Bag dba Imperial Dade	1,852,500.00	All Florida Paper	1,857,440.00

### SMALL BUSINESS

This solicitation does not include a Minority and Woman Business Enterprise (MWBE) or Local Developing Business (LDB) participation requirement but was highly encouraged. MWBE status was considered when breaking a tie between two Respondents, All Florida Paper and Gem Supply, for Group 2, Line 1 Hand Soap. Because All Florida Paper was an MWBE supplier, they were given the Primary role and Gem Supply was given the Secondary role.

### ALTERNATIVES

None.

### FISCAL IMPACT

The combined amount bid by the secondary low, responsive, and responsible Bidder is \$3,560,544.20, plus the fifteen percent (15%) for Contingency in the amount of \$534,081.83 totaling to the award amount not-to-exceed \$4,094,625.83. 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 24-513-IFB, Janitorial Supplies, at the Orlando International Airport, as shown in the following table:

PRIMARY SUPPLIER TOTALS	
Supplier	Extended Amount
Strategic Force	\$731,042.40
All Florida Paper	\$284,400.00
Dade Paper & Bag, LLC DBA Imperial Dade	\$2,044,392.80
United Sales USA	\$64,000.00
Central Polybag	\$286,830.00
WB Mason	\$113,436.00

SECONDARY SUPPLIER TOTALS	
Supplier	Extended Amount
GEM Supply	\$745,955.20
GEM Supply	\$285,400.00
Veritiv Response Company	\$170,380.00
ODP	\$26,526.40
All Florida Paper	\$1,857,440.00
Dade Paper & Bag, LLC DBA Imperial Dade	\$69,197.60
Unipak	\$288,000.00
United Sales USA	\$117,645.00

<b>TOTALS:</b>	<b>\$3,524,101.20</b>
----------------	-----------------------

<b>TOTALS:</b>	<b>\$3,560,544.20</b>
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(2) authorize funding from the Operations and Maintenance Fund; (3) allow for the allocation of funds among the Bidders as required to meet inventory requirements; (4) authorize the Purchasing Department to extend the term of the resulting BPA's if funds remain available at the end of the original BPA period; and, (5) authorize Procurement Services to issue the necessary Blanket Purchase Agreements.

**ATTACHMENTS**

Attachment A – Finance Form

**ATTACHMENT A**

**FINANCE FORM**

**Date:** 9/17/2024  
**Requestor's Name:** Nina Gilbert  
**Preparer's Name:** John Field  
**Requestor's Department:** Facilities  
**Description:** FY 2025 Janitorial Supplies  
**Vendor:** Multiple

**Requestor's Extension:** \_\_\_\_\_  
**Preparer's Extension:** 2495  
**Purchasing Solicitation:** 24-513-IFB  
**CCM / PC / PSC:** PC  
**Committee Date:** 10/01/2024  
**Committee Agenda Item #:** NB-G

**NON-PROJECT FUNDS: O&M, CAPEX, I&D, R&R, 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
301.631.210.5520001.000.100234		\$1,765,824.49				\$1,765,824.49
301.631.210.5520001.000.100235		\$896,005.01				\$896,005.01
301.631.210.5520001.000.100293		\$898,714.70				\$898,714.70
<b>Total Requisition:</b>		<b>\$3,560,544.20</b>				<b>\$3,560,544.20</b>
<b>Requisition Number:</b>		97933				

**OMB Notes:** \_\_\_\_\_

**Converted into PO #:** \_\_\_\_\_

**Funding Approver:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Total Requisition:** Andrea Harper

**Buyer:** \_\_\_\_\_

**BPA Amount:** \_\_\_\_\_

**Grand Total – Agree to Committee Item:** \_\_\_\_\_

Number	Description	Approval Status	Creation Date	Currency	Total	Preparer
97933	FY 2025 Janitorial Supp	In Process	17-SEP-2024 14:49:52	USD	3,560,544.20	Field, John M

**MEMORANDUM**

TO: Members of the Procurement Committee

FROM: Gary Hunt, Vice President, Facilities

DATE: October 1, 2024

**ITEM DESCRIPTION**

Request for Recommendation to the Aviation Authority Board to Award Invitation for Bid 25-100-IFB Roof Repairs and Waterproofing Maintenance to Atlas Apex Roofing, LLC.

**BACKGROUND**

On August 9, 2024, the Aviation Authority issued an Invitation for Bid 25-100-IFB for Roof Repairs and Waterproofing Maintenance services. The term of the Contract is for five years with the initial service starting on or about November 01, 2024.

The Contractors shall furnish all labor, materials, supplies, tools, equipment, supervision, and travel time to perform this work, and all other items necessary for, or incidental to provide Roof Repair, Waterproofing and Emergency Services for the Orlando International Airport building envelopes in accordance with the Contract Documents.

The Contractor will provide on-call roofing and waterproofing services for emergency and non-emergency repairs to building envelopes at the Orlando International Airport. This will be a time and material-based contract with the Contractor being on-site Monday through Friday 7am - 3:30 pm as well as responding to emergency calls during non-standard working hours.

**ISSUES**

On September 10, 2024, the Aviation Authority received the following responses:

<u>Respondent</u>	<u>Total Five Year Bid Price</u>
Atlas Apex Roofing, LLC-	\$1,304,200
USI Roofing LLC	\$1,571,100
CMM Roofing, Inc	\$1,585,380
P&A Roofing and Sheet Metal, Inc.	\$1,684,100
Architectural Sheet Metal, Inc.	\$1,701,739
Bowhead Roofing	\$1,789,329
Weatherproofing Technologies Inc.	\$1,831,300
CP Rankin, Inc.	\$1,871,400
Hodges Brothers Roofing LLC	\$2,802,800

Staff reviewed the submittals and references for all bidders, and based thereon, all were determined to be responsible and responsive to the Invitation for Bid requirements. Staff recommends award to Atlas Roofing, LLC as the lowest and responsible bidder for an amount not to exceed \$1,304,200 for the five-year period.

The amount paid to the Contractors will be based on actual work requested, performed and approved by the Aviation Authority.

**SMALL BUSINESS**

The Small Business 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**

There are no reasonable alternatives under consideration.

**FISCAL IMPACT**

The total value of this procurement is a not-to-exceed amount of \$1,304,200 for the five-year Contract 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 25-100-IFB to Atlas Apex Roofing, LLC. as the low responsible and responsive bidder for a total amount not to exceed \$1,304,200; (2) authorize funding from the Operations and Maintenance Fund; and, (3) authorize the Chief Executive Officer or an Aviation Authority Officer to execute the necessary documents following satisfactory review by Legal Counsel.

**ATTACHMENTS**

Attachment A – Finance Form

Attachment A

Finance Form

**Date:** 09/25/2024 **Requestor's Extension:** \_\_\_\_\_  
**Requestor's Name:** Lionel Brown **Preparer's Extension:** 2495  
**Preparer's Name:** John Field **Solicitation #:** \_\_\_\_\_  
**Requestor's Department:** Facilities **Contract # / Name:** 25-100-IFB Roof Repairs and  
Waterproofing Maintenance  
**Description:** Contract Award **Procurement Committee Date:** 10/01/2024  
**Vendor:** Atlas Apex Roofing, LLC. **Agenda Item #:** NB-H

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

Account Code Format: xxx.xxx.xxx.xxxxxxxxxxxx.xx	FY25 Amount	FY26 Amount	FY27 Amount	FY28 Amount	FY29 Amount	TOTAL CONTRACT
301.631.210.5340004.000.100001	\$260,840.00	\$260,840.00	\$260,840.00	\$260,840.00	\$260,840.00	\$1,304,200
<b>Total Requisition:</b>	\$260,840.00	\$260,840.00	\$260,840.00	\$260,840.00	\$260,840.00	\$1,304,200
<b>Requisition Number:</b>	<b>BPA</b>	<b>BPA</b>	<b>BPA</b>	<b>BPA</b>	<b>BPA</b>	

**Funding Approver:** Andrea Harper \_\_\_\_\_  
**OMB Notes:** \_\_\_\_\_