

On **TUESDAY, MAY 23, 2023**, the **PROCUREMENT COMMITTEE** met at the Orlando International Airport in Carl T. Langford Board Room, One Jeff Fuqua Blvd., Orlando, FL 32827. Chair Sharman called the meeting to order at 9:33 a.m. Chair Sharman read the Lobbyist Disclosure and the Appeals Statement. The meeting was posted in accordance with Florida Statutes and a quorum was present. All Procurement Committee members confirmed no violations regarding the Aviation Authority's Code of Ethics and Business Conduct; lobbying activities policy; or the Florida Sunshine law regarding any agenda item.

Committee Members present:

Kathleen Sharman, Chair  
Marquez Griffin, Vice Chair  
Max Marble, Senior Vice President, Capital Programs  
Tracy Harris, Vice President, Concessions  
Jeff Daniels, Assistant Vice President, Facilities

Also participating:

Karen Ryan, Legal Counsel (Nelson Mullins Broad & Cassel)  
Debbie McKeown, GOAA Project Controls  
Daisily Pagan, GOAA Maintenance  
Fransheska Archbold-Brown, Transcribing Secretary  
Nadege Cadet, Recording Secretary

#### **CONSIDERATION OF MEETING MINUTES**

Upon motion of Ms. Harris, second by Mr. Daniels, vote carried to approve the Procurement Committee (PC) Minutes from the meeting held on May 2 and 9, 2023.

#### **CONSENT AGENDA**

Consent Agenda Items A, B and C were considered in one motion made by Mr. Marble, second by Mr. Griffin, and approved.

**A. REQUEST FOR APPROVAL FOR ENGAGEMENT NO. 04, TEMPORARY ADMINISTRATIVE SERVICES, WITH ROBERT HALF INTERNATIONAL INC. FOR THE RISK MANAGEMENT DEPARTMENT THROUGH THE UTILIZATION OF THE HGACBUY INTERLOCAL CONTRACT FOR COOPERATIVE PURCHASING ILC NO: ILC21-11483.**

Vote carried to approve Engagement No. 04, Temporary Administrative Services, with Robert Half International Inc. for the Risk Management Department through the Utilization of the HGACBuy Interlocal Contract for Cooperative Purchasing ILC No: ILC21-11483., for the not-to-exceed amount of \$32,000.00, with funding from previously approved Operations and Maintenance Funds.

**B. REQUEST FOR APPROVAL OF AN AMENDMENT TO ADDENDUM NO. 4 TO THE CONTINUING ENVIRONMENTAL CONSULTING SERVICES AGREEMENT WITH DRMP, Inc. FOR A NO-COST REALLOCATION OF FUNDS FOR THE FY 2023 ENVIRONMENTAL PERMIT TRACKING DATABASE & HAZARDOUS MATERIAL DATABASE SERVICES AT THE ORLANDO INTERNATIONAL AIRPORT.**

Vote carried to approve an Amendment to Addendum No. 4 to the Continuing Environmental Consulting Services Agreement with DRMP, Inc. for a No-Cost Reallocation of Funds for the FY 2023 Environmental Permit Tracking Database & Hazardous Material Database Services for the total amount of \$0.00, with funding from the previously approved Operations and Maintenance Funds.

**C. REQUEST FOR APPROVAL OF AN AMENDMENT TO ADDENDUM NO. 26 TO THE GENERAL CONSULTING SERVICES PROFESSIONAL AGREEMENT WITH RICONDO & ASSOCIATES, INC. FOR ADDITIONAL FISCAL YEAR 2023 ON-CALL GENERAL CONSULTING SERVICES AT THE ORLANDO INTERNATIONAL AIRPORT.**

Vote carried to approve an Amendment to Addendum No. 26 to the General Consulting Services Agreement with Ricondo & Associates, Inc. for Additional FY 2023 On-Call General Consulting Services for the total not-to-exceed fee of \$75,000.00, with funding from the previously approved Operations and Maintenance Funds.

**NEW BUSINESS**

**A. REQUEST FOR RECOMMENDATION OF APPROVAL FOR THE AWARD OF INVITATION FOR BID 23-234-IFB, UPHOLSTERY SERVICES FOR AGATI SEATING TO A&A UNLIMITED DESIGN, INC.**

Daisily Pagan presented the memorandum. Discussion ensued.

Upon motion of Mr. Griffin, second by Ms. Harris, vote carried to recommend to the Aviation Authority Board to (1) deem the bid submitted by Designer's West Interior, Inc. as non-responsive; and, (2) award Purchasing Bid 23-234-IFB, Upholstery Services for Agati Seating, to A&A Unlimited Design, Inc. as the responsive and responsible bidder, for the total not-to-exceed amount of \$491,110.32, with funding from the previously-approved Operations and Maintenance Funds.

**INFORMATION ITEM**

The following item was presented for information only:

- A. Revised Memorandum for the Change of Scope of Services for Finance Department Temporary Services Engagement 02 with Robert Half International Inc. for the Finance Department through the Utilization of the HGACBuy Interlocal Contract for Cooperative Purchasing ILC No: ILC21-11483 *[From the Procurement Committee on January 24, 2023, Item No. IV-B]*

**ADJOURNMENT**

No public comments were made during the meeting. There being no further business for discussion, the meeting was adjourned at 9:35 a.m.

*Kathleen M. Sharman, CFO*

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Kathleen Sharman, Chair  
Procurement Committee  
Chief Financial Officer