

**GREATER ORLANDO AVIATION AUTHORITY
PROCUREMENT COMMITTEE**

DATE: January 30, 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. CONSENT AGENDA

- A. Request for Approval of an Addendum to the Continuing MEP Engineering Services Agreement with Matern Professional Engineering, Inc. to provide Fiscal Year 2024 On-Call Mechanical, Electrical and Plumbing Engineering Services at the Orlando Executive Airport.

III. NEW BUSINESS

- A. Request for Recommendation to the Aviation Authority Board to Approve Migration to UKG Pro Workforce Manager, Google Cloud Platform for UKG TeleStaff, and the Implementation of UKG Pro People Center (24-298-OEC) through the Utilization of US Communities Agreement #18220.
- B. Request for Procurement Committee to deem 24 Hours, Inc., and Tryfacta, Inc., non-responsive to the Request for Proposal 23-380-RFP, Janitorial Maintenance Services for Terminals A & B.

NOTE: If a bidder or proposer is aggrieved by any of the proceedings of today's meeting and wishes to appeal the results of actions made by this Committee, they must file an appeal stating the item they wish to appeal and the basis for which they wish to appeal. Any decision made at these meetings will need record of the proceedings and for that purpose may need to ensure that a verbatim record of the proceeding is made which includes the testimony and evidence upon which the appeal is to be based. Any appeal must be received in writing by the Chief Executive Officer, Mr. Kevin J. Thibault, via email kevin.thibault@goaa.org with copy to yovannie.rodriquez@goaa.org by 4:00 p.m., February 6, 2024.

For individuals who conduct lobbying activities with Aviation Authority employees or Board members, registration with the Aviation Authority is required each year prior to conducting any lobbying activities. A statement of expenditures incurred in connection with those lobbying instances should also be filed prior to April 1st of each year for the preceding year. Lobbying any Aviation Authority Staff who are members of any committee responsible for ranking Proposals, Letters of Interest, Statements of Qualifications or Bids and thereafter forwarding those recommendations to the Board and/or Board Members is prohibited from the time that a Request for Proposals, Request for Letters of Interests, Request for Qualifications or Request for Bids is released to the time that the Board makes an award. The policy, forms, and instructions are available on the Aviation Authority's offices web site. Please contact the Chief Administrative Officer with questions at (407) 825-7105.

(Pursuant to Florida Statute 286.0113 (2)(b)1., the portion of the Procurement Committee meeting, when interviews are being conducted, will be exempt from public meeting requirements.)

Any member of the public who wishes to address the committee on an agenda item being considered at this meeting must notify the committee in writing by submitting a completed Appearance Request Form. This form may be requested from and submitted to the Recording Secretary via email at PC@goaa.org, or in person on the date of the meeting. Each speaker will be allowed up to three minutes, and speakers will be limited to no more than five speakers per group or joint effort; excluding businesses and other such entities, which will be limited to one speaker to represent the entity, as a whole.

The next Procurement Committee Meeting is scheduled for Tuesday, February 6, 2024, at 9:30 a.m.



GREATER ORLANDO AVIATION AUTHORITY

Orlando International Airport
One Jeff Fuqua Boulevard
Orlando, Florida 32827-4392

MEMORANDUM

TO: Members of the Procurement Committee

FROM: Tuan Nguyen, P.E., Assistant Vice President, Engineering

DATE: January 30, 2024

ITEM DESCRIPTION

Request for Approval of an Addendum to the Continuing MEP Engineering Services Agreement with Matern Professional Engineering, Inc. (MPE) to provide fiscal year 2024 (FY24) On-Call Mechanical, Electrical and Plumbing Engineering Services at the Orlando Executive Airport.

BACKGROUND

In 2017, the firms providing Continuing Mechanical, Electrical and Plumbing (MEP) Engineering Services were selected through a competitive award process. These services are procured on an as-needed or annual basis.

On August 16, 2017, the Aviation Authority Board approved a Continuing MEP Engineering Services Agreement with the following firms:

- Matern Professional Engineering, Inc.
- C&S Engineers, Inc.
- SGM Engineering, Inc.
- RTM Engineering Consultants, LLC
- Graef-USA, Inc.

These no-cost base agreements established the negotiated hourly rates. The services may include the performance of MEP engineering and related professional services, including, but are not limited to, mechanical, electrical and plumbing design; fire protection engineering; security and systems design; structural design; utility and infrastructure cost estimating; scheduling and any associated architecture and all other related services including coordination with the Aviation Authority, its consultants, the City of Orlando and all agencies having jurisdiction over the Orlando International and Orlando Executive Airports. The services may also include studies and preparation of reports involving scope definition and validation of projects, analysis of design parameters, budget development, evaluation and documentation of existing conditions; design, bid/procurement and award, design/build, permitting, documents prepared by others, design management support on various Aviation Authority projects and all other engineering and related professional services which may be required where the Aviation Authority elects not to solicit letters of interest by means of public advertisement.

On January 18, 2023, the Aviation Authority Board approved exercising an additional renewal option and extending the Continuing MEP Engineering Consulting Services Agreement with MPE to September 30, 2023. This extension was necessary to maintain coverage of these MEP services while the Aviation Authority continues its evaluation regarding continuing agreement alternatives.

On September 27, 2023, the Aviation Authority Board again approved exercising an additional renewal option and extending the Continuing MEP Engineering Consulting Services Agreement with MPE to March 31, 2024. This extension was necessary to maintain coverage of these MEP services while the Aviation Authority continues its evaluation regarding continuing agreement alternatives.

ISSUES

Consultant's proposal, dated January 12, 2024, is to provide FY24 On-Call MEP engineering consulting services to the Orlando Executive Airport.

The cumulative contract value of all addenda/amendments since the last approval by the Aviation Authority Board to the Continuing MEP Engineering Services Agreement with Matern Professional Engineering, Inc. (MPE) is below the \$250,000 threshold; thus, this agenda item does not require Board approval.

If approved, these services would be effective the date of Procurement Committee approval and extend through September 30, 2024.

SMALL BUSINESS

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

ALTERNATIVES

None.

FISCAL IMPACT

The fiscal impact is \$19,844.00. Funding is from FY24 Previously Approved ORL Revenue Funds; code 901.441.870.5310009.000.000000.

RECOMMENDED ACTION

It is respectfully requested that the Procurement Committee approve of an Addendum to the Continuing MEP Engineering Services Agreement with Matern Professional Engineering, Inc. for the services contained herein and the amount as shown below:

Not-to-Exceed Fees	\$19,844.00
Lump Sum Fees	\$0.00
Not-to-Exceed Expenses	\$0.00
TOTAL	\$19,844.00
AAC – Compliance Review Date	<i>SJ</i> 01/19/24
AAC – Funding Eligibility Review Date	01/19/24

ATTACHMENTS

Attachment A: Finance Form

Attachment B: OSBD Memo

ATTACHMENT A

FINANCE FORM

Date:	January 16, 2024	Requestor's Extension:	4662
Requestor's Name:	Tuan Nguyen, P.E.	Preparer's Extension:	4662
Preparer's Name:	Tuan Nguyen, P.E.	Solicitation #:	N/A
Requestor's Department:	Engineering	Contract # / Name:	Continuing MEP Engineering Consultant Services
Description:	FY24 On-Call MEP Consulting	Procurement Committee Date:	January 30, 2024
Vendor:	Matern Professional Engineering, Inc.	Agenda Item #:	

NON-PROJECT FUNDS: O&M

Account Code Format: xxx.xxx.xxx.xxxxxxx.xxx.xxxxxx	FY 23 Amount	FY24 Amount	FY25 Amount	FY26 Amount	FY27 Amount	TOTAL CONTRACT
901.441.870.5310009.000.000000		\$19,844.00				
Total Requisition:		\$19,844.00				
Requisition Number:		96086				
Funding Approver:	Andrea Harper					
OMB Notes:						

Number	Description	Approval Status	Creation Date	Currency	Total	Preparer	Reserved
96086	FY24 (OEA) Matern P	In Process	22-JAN-2024 1	USD	19,844.00	Cason, Diane C	☒



MEMORANDUM

TO: Members of the Construction Committee

FROM: Edelis Molina, Manager Small Business Programs

DATE: January 30, 2024

RE: Request for Approval of an Addendum to the Continuing MEP Engineering Services Agreement with Matern Professional Engineering, Inc. (MPE) to provide fiscal year 2024 (FY24) On-Call Mechanical, Electrical and Plumbing Engineering Services at the Orlando Executive Airport.

We have reviewed the qualifications of the subject contract's MWBE/LDB/VBE specifications and determined that, due to the on-call nature of the services to be provided, Matern Professional Engineering, Inc. does not propose small business participation at this time.

Our analysis indicates that Matern Professional Engineering, Inc. is eligible for award of the subject addendum.

PROPOSAL

DATE: January 12, 2024

CLIENT: Tuan Nguyen, PE,
Assistant Vice President, Engineering
Greater Orlando Aviation Authority
Engineering and Construction
11314 Terminal C Service Road
Orlando, FL 32824

RE: Orlando Executive Airport On-Call MEP Services
MPE Project No.: T-6803

Dear Tuan:

Attached is our proposal for Mechanical, Electrical, Plumbing, and Fire Protection Operations and Support Services for the scope described below.

1. Project Scope:

- 1.1. Provide general Mechanical, Electrical and Plumbing On-Call Services as requested at Orlando Executive Airport.

2. Fee (NTE)

2.1.	Not to Exceed Fee:	\$19,844.00
2.1.1.	Matern	\$9,964.00
2.1.2.	Spencer Consulting Services	\$9,880.00

If you so desire, your acceptance of this proposal for contract will be witnessed by your signature below. Please call if you have any questions in regards to this proposal.

Sincerely,
MATERN PROFESSIONAL ENGINEERING, INC.



Thomas C. Croff
Aviation Project Manager

TCC/eh

Authorization to provide the above
Engineering Services:

Signed: _____

Name: _____

Title: _____

Date: _____



December 6, 2023

Work to be performed under Matern Engineering. Spencer Consulting Services, Inc., Scope of work for Greater Orlando Aviation Authority (GOAA), ORL Executive Airport.

OVERVIEW:

On-Call Services to be completed by Spencer Consulting Services (SCS) will encompass:

1. Water, Waste Water, Electric
2. OUC Billing
3. Orlando Utilities Commission Interfaces
4. Miscellaneous Utility Issues

This scope of work is proposed to be focused on the following areas, but not limited to:

- Orlando Executive Airport

SCOPE OF WORK:

Water, Waste Water and Electric Connection Fees:

SCS provides extensive services to estimate water, waste water, and electric connection fees. The goal of SCS is to work with the engineers of each project to develop consumption data that is consistent with actual usage rather than typical design methodologies.

GOAA has a standard agreement that OUC connection fees (SDC) are calculated based on the flows of month 13 to 24 after initial operation. SCS, monitors these flows and works with OUC to determine the flows for the fee calculation. Waste water flows are calculated by standards issued by the City of Orlando. SCS applies the same logic to determine a more appropriate flow. If the flow is less than the flow produced by the City standards, GOAA can apply to the City to pay a certain agreed to fee and have the fee reviewed at a later date. After the review, there is a true up of the fee.

Electric connection fees are established by OUC and are based on the kilovolt-ampere (kVa) of transformers and a percentage of the onsite costs. SCS works with the electrical designer to minimize these fees.

OUC Billing:

SCS provides knowledge to assist GOAA in avoiding financial losses on the OUC bill. SCS reviews for appropriate rate structures and other services such as credit meters on cooling towers. GOAA and OUC have agreed to allow GOAA to not pay certain water fees at the time of the water meter sets. Payment will be made two years after operation. This will require an escrow of appropriate funds. These calculations will be critical to appropriate funds for future payments. SCS will work with OUC to have the calculated water consumption to be a net add of all GOAA facilities.

OUC Interfaces:

Every significant project has many utility options available. SCS works with the owner to establish issues that will need to be addressed with OUC. SCS has the contacts within OUC to move these issues through the process quickly and efficiently involving only the correct players in the process.

OUC Electric

SCS provides knowledge of the OUC process to plan and install electric infrastructure. SCS will review ORL needs for power, coordinate with OUC and Matern Engineering to develop comprehensive plans for current and future power needs. As specific projects develop, SCS will coordinate with OUC to develop the design and assist with the implementation as required by OUC. Basic process below:

1. Develop overall ORL power needs
2. Assist with each specific project
 - a. Receive Power requirements for project
 - b. Provide project to OUC and have OUC project number assigned
 - c. Work with OUC on the OUC design to deliver the power, to include conduit and transformer locations.
 - d. Work with GOAA to install the required infrastructure
 - e. Assist with OUC scheduling to install the infrastructure
 - f. Assist with Sketch and descriptions for License Agreements
 - g. Assist with account set up
3. Assist with other OUC communications as required

Summary of Proposed Not To Exceed Professional Fees:

Spencer Consulting is requesting a Not to Exceed Fee of \$9,880.00 (52 hours x \$190) in funding for this scope of work which will be developed at the direction of GOAA staff on an as needed basis. This funding request is for Fiscal Year 2024, effective January 30, 2024 and extend through September 30, 2024.

Hourly Rates:

Our approved hourly rates are as follows:

FIRM	POSITION	HOURLY RATES
Spencer Consulting Services, Inc.	Program Director	\$190.00

EXHIBIT A - CONSULTANT'S COMPENSATION PROPOSAL

1/12/2024

TABLE C-1 SUMMARY OF TOTAL CONTRACT VALUE

Phase of Project:	Preliminary Design	Schematic 30%	Development 60%	Const. Docs. 95%	Bidding & Award	SUBTOTAL	Const. Admin.	Record Documents	TOTAL CONTRACT
1.0 Lump Sum Fee:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2.0 Not to Exceed Reimbursable Fee:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$19,844.00	\$0.00	\$19,844.00
3.0 Not to Exceed Reimbursable Expenses:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4.0 TOTAL CONTRACT VALUE:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$19,844.00	\$0.00	\$19,844.00

Total Lump Sum Labor Hours:	0	0	0	0	0	0	0	0	0
Total Not to Exceed Reimbursable Labor Hours:	0	0	0	0	0	0	124	0	124
TOTAL LABOR HOURS:	0	0	0	0	0	0	124	0	124
Average Hourly Rate:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$160.03	\$0.00	\$160.03

Notes:

1. The lump sum cells in Table C-1 are linked to Table C-2 values
2. The Not to Exceed cells in Table C-1 are linked to Table C-4 values
3. The linked cells are based on a maximum of 5 subconsultants; if more than 5 are included enter all values manually.

EXHIBIT A - CONSULTANT'S COMPENSATION PROPOSAL

1/12/2024

TABLE C-4

SUMMARY OF NOT TO EXCEED REIMBURSABLE FEES AND EXPENSES

Phase of Project:	Preliminary Design		Schematic (30%)		Development (60%)		Const. Docs. (95%)		Bidding & Award		Const. Admin.		Record Documents		TOTAL		
	labor hours	Total Fee	labor hours	Total Fee	labor hours	Total Fee	labor hours	Total Fee	labor hours	Total Fee	labor hours	Total Fee	labor hours	Total Fee	labor hours	Cost	Avg. Rate
Matern Professional Engineering																	
Not to Exceed Reimbursable Fee	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	72	\$9,964	0	\$0	72	\$9,964	138.389
Not to Exceed Reimbursable Expenses		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0	
Sub-Total Designer	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	72	\$9,964	0	\$0	72	\$9,964	138.389
Spencer Consulting Services																	
Not to Exceed Reimbursable Fee			0	\$0	0	\$0	0	\$0	0	\$0	52	\$9,880	0	\$0	52	\$9,880	190
Not to Exceed Reimbursable Expenses																\$0	
Sub-Total Subconsultant No. 1	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	52	\$9,880	0	\$0	52	\$9,880	190
Subconsultant No. 2																	
Not to Exceed Reimbursable Fee			0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0
Not to Exceed Reimbursable Expenses																\$0	
Sub-Total Subconsultant No. 2	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0
Subconsultant No. 3																	
Not to Exceed Reimbursable Fee	0		0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0
Not to Exceed Reimbursable Expenses																\$0	
Sub-Total Subconsultant No. 3	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0
Subconsultant No. 4																	
Not to Exceed Reimbursable Fee			0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0
Not to Exceed Reimbursable Expenses																\$0	
Sub-Total Subconsultant No. 4	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0
Subconsultant No. 5																	
Not to Exceed Reimbursable Fee			0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0
Not to Exceed Reimbursable Expenses																\$0	
Sub-Total Subconsultant No. 5	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0
Total Not to Exceed Amount:	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	124	\$19,844	0	\$0	124	\$19,844	160.032

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

1/19/2024

Position:	Principal		QC Reviewer		Senior Project Manager		Sr. Engineer		Engineer		Senior CADD Designer		CADD Technician		Administrative Assistant		TOTAL		
Rate (\$/Hour):	\$341.00		\$247.00		\$152.00		\$128.00		\$118.00		\$109.00		\$87.00		\$77.00		Labor Hours	Cost	Avg. Hourly Rate
	Labor Hours	Cost	Labor Hours	Cost	Labor Hours	Cost	Labor Hours	Cost	Labor Hours	Cost	Labor Hours	Cost	Labor Hours	Cost	Labor Hours	Cost			
Preliminary Design																			
Sub-Total Preliminary Design	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	\$0.00
Schematic Design (30%)																			
Sub-Total Schematic Design (30%)	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	\$0.00
Design Development (60%)																			
Construction Documents (100%)																			
Sub-Total Construction Documents (95-100%)	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	\$0.00
Pricing Phase																			
Sub-Total Pricing Phase	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	\$0.00
Permitting																			
Sub-Total Permitting	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	\$0.00
Construction Administration																			
Provide Mechanical, Electrical, Plumbing and Fire Protection Services to support Operations and Maintenance.	4	\$1,364.00		\$0.00	30	\$4,560.00		\$0.00	10	\$1,180.00	22	\$2,398.00		\$0.00	6	\$462.00	72	\$9,964	\$138.39
Sub-Total Construction Administration	4	\$1,364	0	\$0	30	\$4,560	0	\$0	10	\$1,180	22	\$2,398	0	\$0	6	\$462	72	\$9,964	\$138.39
Closeout																			
		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	0	\$0	\$0.00
O & M Manual Review		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	0	\$0	\$0.00
Review Contractors As-Built Dwgs		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	0	\$0	\$0.00
		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	0	\$0	\$0.00
Incorporate AS-Built Changes into Record Dwgs		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	0	\$0	\$0.00
Prepare Mylar Record Docs		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	0	\$0	\$0.00
Burn CD with drawings and specs		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	0	\$0	\$0.00
		\$0		\$0		\$0		\$0		\$0.00		\$0.00		\$0.00		\$0.00	0	\$0	\$0.00
Sub-Total Closeout	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	\$0.00
TOTAL ELECTRICAL FEE:	4	\$1,364	0	\$0	30	\$4,560	0	\$0	10	\$1,180	22	\$2,398	0	\$0	6	\$462	72	\$9,964	\$138
NOTES:																			
1. A separate spreadsheet is required for each consultant with any portion of it's services to be compensated on a lump sum basis.																			
2. Each spreadsheet to be customized to accurately indicate the actual services to be provided for each phase of the Project.																			

1/19/2024

CONTRACT HOURLY RATES

[illegible]

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 Greater Orlando 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 one (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 Greater Orlando Aviation Authority, whichever is later.

Consultant: Matern Professional Engineering, Inc.



By: _____

Print Name: Thomas C. Croff

Date: January 12, 2024



GREATER ORLANDO AVIATION AUTHORITY

Orlando International Airport
One Jeff Fuqua Boulevard
Orlando, Florida, 32827-4399

MEMORANDUM

TO: Members of the Procurement Committee

FROM: Marie Dennis, Senior Vice President, Deputy Chief Financial Officer

DATE: January 30, 2024

ITEM DESCRIPTION

Recommendation to Approve Migration to UKG Pro Workforce Manager, Google Cloud Platform for UKG TeleStaff, and the Implementation of UKG Pro People Center (24-298-OEC) through the Utilization of US Communities Agreement #18220

BACKGROUND

The Aviation Authority currently utilizes UKG Workforce Central in the Kronos Private Cloud (KPC). This Software as a Solution (SaaS) provides time tracking, attendance, leave, scheduling, payroll solutions, and related products, services and systems. UKG Workforce Central in the KPC will transition to End of Engineering (EOE) and End of Life (EOL) effective December 31, 2025. On this date, all associated engineering for defects and service releases, support from our UKG Global Support organization, and SaaS and professional services will end.

In addition, the Aviation Authority utilizes UKG TeleStaff, an automated staff scheduling solution specifically designed for public safety organizations, for the Aviation Authority's Airport Rescue Fire Fighter (ARFF) staff with the intent to implement to portions of the Operations department this year. UKG Telestaff also operates in the KPC which will transition to EOE and EOL effective December 31, 2025.

The Human Resources department is currently using multiple systems to manage their day-to-day functionality:

Oracle HR, the system of record for Aviation Authority employee data including employment history, date tracking (seniority/time in position), and other position/time information. Presently, managers, employees, and many Human Resources staff members do not have access to Oracle HR to obtain information about employees for whom they manage, including employment history, seniority, and time in position. This information must be requested through a Human Resources Information Systems employee which slows down the development and decision process.

My Career and Cornerstone (the company that houses My Career) is used for recruiting, onboarding, goal setting, performance reviews, employee training, and surveys. This system does not have the flexibility that the Aviation Authority needs for a streamlined and high performing recruiting and onboarding process. Cornerstone only partially supports the recruiting and onboarding module, minimal updates and maintenance options are available, and the developer supports no new major changes or upgrades.

Because there are multiple systems, several independent logs and spreadsheets must be maintained manually to manage information related to key Human Resources functions such as hiring, terminations, transfers/changes, and organization charts. This results in Human Resources staff having to revert to multiple locations and sources to obtain reports and other information critical to making informed and timely decisions.

ISSUES

All UKG products will transition from the KPC to the Google Cloud Platform (GCP) between now and the KPC EOL date. To ensure no loss or interruption of services, the Business Application Team recommends that the Aviation Authority transition to the new UKG application, UKG Workforce operated in the GCP, and transition UKG TeleStaff to the GCP, as soon as possible. UKG Workforce will continue to track employee time and attendance, time off requests and accruals, scheduling, payroll solutions, and related products, services and systems.

UKG Workforce Manager and TeleStaff are uniquely capable of satisfying the needs of the Aviation Authority at this time as they are both on the same platform and will seamlessly integrate. Changing to another platform would risk the possibility of having to revert back to a manual process for what is captured in the interface. ARFF payroll processing is a significant undertaking and it is not in the Aviation Authority's best interest to revert back to a manual system as it would have a negative impact on multiple departments. In addition, the existing 19 UKG InTouch time clocks will also work seamlessly with UKG Workforce. A seamless integration will allow for the most economical implementation in terms of cost and time to the Aviation Authority.

Also, moving towards a single platform will give us a comprehensive view of the functionality, integrations and customizations required across the various modules as well as a more streamlined cost structure. This consolidation will allow the Aviation Authority the ability to compare costs with other similar employee management platforms, making it easier to determine if a new system is more advantageous and cost effective in the future.

Staff also recommends transitioning from the current Human Resources systems to UKG Pro People Center, which includes UKG Pro People Analytics, Talent Acquisition, Recruiting, and Onboarding. Moving to one system of record will significantly streamline processes and give all Aviation Authority Employees more effective tools. Efficiencies and benefits will include:

- Enhanced workflow management
- An employee self-service portal
- Automatic system notifications
- Real-time system updates
- Customized dashboards
- Single sign-on capabilities
- A simplified user interface

These tools will significantly increase the Human Resources department's efforts and efficiency in employee management, talent acquisition, recruiting, and onboarding.

Staff is recommending approval to migrate to UKG Pro Workforce Manager and UKG TeleStaff in the GCP, and implementation of UKG Pro People Center (24-298-OEC) through the Utilization of US Communities Agreement #18220 for a term of 60 months. Implementation is expected to begin within the next 90-120 days.

SMALL BUSINESS

The Aviation Authority's Small Business Development Department reviewed this procurement and determined no participation goals could be established for Minority and Women Business Enterprise (MWBE), Local Developing Business (LDB) and/or Veteran Business Enterprise (VBE) due to the specialized scope, and terms and conditions of 24-298-OEC US Communities Agreement #18220.

ALTERNATIVES

No alternatives are recommended at this time.

FISCAL IMPACT

The fiscal impact of the implementation is a not-to-exceed amount of \$350,000, and will be funded from previously approved Capital Expenditure Funds 308.111.170.5640002.000.501654, subject to approval by the Construction Finance Oversight Committee. UKG has offered the Aviation Authority a 60 month term for SaaS fees with no annual increase. Funding for SaaS fees for 60 months is a not-to-exceed amount of \$1,250,000 will be from the Operations and Maintenance Fund 301.111.170.5540001.000.000000. Funds expected to be spent under the contract in the current fiscal year are within budget. Funding required in 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 Procurement Committee approve that the following be recommended to the Aviation Authority Board: (1) Approve Migration to UKG Pro Workforce Manager, Google Cloud Platform for UKG TeleStaff, and the Implementation of UKG Pro People Center (24-298-OEC) through the Utilization of US Communities Agreement #18220; (2) authorize funding for implementation in the not-to-exceed amount of \$350,000 from previously approved Capital Expenditure Funds 308.111.170.5640002.000.501654, subject to approval by the Construction Finance Oversight Committee; (3) authorize funding for SaaS fees for 60 months is a not-to-exceed amount of \$1,250,000 will be from the Operations and Maintenance Fund 301.111.170.5540001.000.000000; (4) authorize staff to take any and all actions and execute any and all documents deemed necessary subject to satisfactory legal review; and (5) request concurrence from Orlando City Council for this unbudgeted expenditure.

ATTACHMENTS

Attachment A – Finance Form

Date:1/23/2024Requestor's Name:LuAnn FisherForm Preparer's Name:LuAnn FisherRequestor's Department:Finance

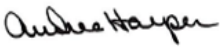
Requestor's Extension:x2026Preparer's Extension:x2026Purchasing Solicitation #:24-298-OECContract # / Name:US Communities Agreement #18220

Description:UKG Pro Workforce & People CenterVendor:Ultimate Kronos Group

Procurement Committee:1/30/2024Board Date:2/21/2024

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

Account Code	FY 24 Amount	FY 25 Amount	FY 26 Amount	FY 27 Amount	FY 28 Amount	FY 29 Amount	Total Contract
Format: XXX.XXX.XXX.XXXXXXX.XXX.XXXXXX							
308.111.170.5640002.000.501654	\$ 350,000.00	Subject to CFOC Approval on 02/06/2024					\$ 350,000.00
301.111.170.5540001.000.000000		\$233,000	\$ 241,000.00	\$ 250,000.00	\$ 258,000.00	\$ 268,000.00	\$ 1,250,000.00
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
Total Requisition	\$ 350,000.00	\$ 233,000.00	\$ 241,000.00	\$ 250,000.00	\$ 258,000.00	\$ 268,000.00	\$ 1,600,000.00
Requisition Number	96041	96042	96043	96044	96045	96046	

OMB Notes: 

Funding Approver: _____

Total Requisition: \$ 1,600,000.00

BPA Amount: \$ -

Grand Total - Agree to

Committee Item: \$ 1,600,000.00

Converted into PO #: _____

Date: _____

Buyer: _____



GREATER ORLANDO AVIATION AUTHORITY

Orlando International Airport
One Jeff Fuqua Boulevard
Orlando, Florida, 32827-4399

MEMORANDUM

TO: Members of the Procurement Committee

FROM: Kelly Loll, Vice President of Vice President of Purchasing & Procurement

DATE: January 30, 2024

ITEM DESCRIPTION

Request the Procurement Committee deem 24 Hours, Inc. (24 Hours) and Tryfacta, Inc., non-responsive to the Request for Proposal 23-380-RFP, Janitorial Maintenance Services for Terminals A & B.

BACKGROUND

On August 15, 2023, the Aviation Authority issued Request for Proposals 23-380-RFP, Janitorial Maintenance for Terminals A and B. The term of the Contract will be for five years, with the initial service to commence on or about May 1, 2024.

The Awarded Contractor(s) shall provide all labor, supervision, management oversight, training, materials, equipment, tools, submissions, reports, consumables, uniforms, janitorial cleaning supplies (except hand soap, trash liners and baling wire), paper products (except paper towels and toilet tissue), trash can inserts, fuel, oil, lubricants, and all other items with no markup necessary or proper for, or incidental to, performing janitorial maintenance of Terminals A and B, located at the Orlando International Airport in accordance with the Contract Documents.

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

ISSUES

On Monday, October 9, 2023, the following firms (in alphabetical order) submitted a Response:

24 Hours Inc.

ABM
C&W Services
Flagship Facility Services
LGC Global Energy FM LLC
Owens, Renz & Lee Co., Inc.
Sunshine Cleaning Systems Inc.

Tryfacta, Inc.

The Procurement Department Staff has reviewed the responses submitted for 23-380-RFP, Janitorial Maintenance Services for Terminals A & B, and recommends the Procurement Committee deem 24 Hours and Tryfacta as non-responsive as neither Proposer provided the required five year management pricing with their response.

24 Hours did not provide a five year pricing table with their response. They submitted a "Staff Sheet Form" which was incomplete and no prices were provided.

PC
NEW BUSINESS B
1/30/2024

Tryfacta did not use the five year pricing table with their response. They submitted their management fee using the "Staff Sheet Form". The "Staff Sheet Form" indicated was a Contract Five Year Summary.

On Friday, December 22, 2023, a clarification letter was sent to Tryfacta requesting to confirm that Tryfacta agrees with the Reimbursable Expenses provided by the Aviation Authority in the RFP and the prices listed in their response is the total annual management fees proposed for each year of the five year contract for each location. A warning was provided that prices could not be altered or raised with the clarification letter.

Location 1 terminal A & B: \$2,706,745.74

Location 2 Airsides 1 & 3: \$1,950,069.89

Location 3 Airsides 2 & 4: \$1,723,971.28

On Wednesday, December 27, 2023, Tryfacta confirmed the management fees provided with their response is for the first year, and that the management fee prices provided will increase 3% annually for years two through five. Therefore, Tryfacta did not provide complete pricing with their original response for years two through five.

SMALL BUSINESS

This Solicitation does include a Minority and Women Business Enterprise goal of 20% and a Local Developing Business participation goal of 17% has been established. At a later date, the Small Business Development Department will provide a report to the Procurement Committee regarding the remaining responses meeting the Small Business participation goals.

ALTERNATIVES

Not Applicable.

FISCAL IMPACT

Not Applicable.

RECOMMENDED ACTION

It is respectfully requested that the Procurement Committee approve the following Proposers be deemed non-responsive for Request for Proposal 23-380-RFP, Janitorial Maintenance Services for Terminals A & B: 24 Hours, Inc. and Tryfacta, Inc.



GREATER ORLANDO AVIATION

Orlando International Airport
One Jeff Fuqua Boulevard
Orlando, Florida, 32827-4399

PCM HANDOUT

1/30/2024

**Item NB-B
Revised Memo**

MEMORANDUM

TO: Members of the Procurement Committee

FROM: Kelly Loll, Vice President of ~~Vice President of Purchasing & Procurement~~ **Services**

DATE: January 30, 2024

ITEM DESCRIPTION

Request the Procurement Committee deem 24 Hours, Inc. (24 Hours) and Tryfacta, Inc., and (Tryfacta).non-responsive to the Request for Proposal 23-380-RFP, Janitorial Maintenance Services for Terminals A & B

BACKGROUND

On August 15, 2023, the Aviation Authority issued Request for Proposals 23-380-RFP, Janitorial Maintenance for Terminals A and B. The term of the Contract will be for five years, with the initial service to commence on or about May 1, 2024.

The Awarded Contractor(s) shall provide all labor, supervision, management oversight, training, materials, equipment, tools, submissions, reports, consumables, uniforms, janitorial cleaning supplies (except hand soap, trash liners and baling wire), paper products (except paper towels and toilet tissue), trash can inserts, fuel, oil, lubricants, and all other items with no markup necessary or proper for, or incidental to, performing janitorial maintenance of Terminals A and B, located at the Orlando International Airport in accordance with the Contract Documents.

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

ISSUES

On Monday, October 9, 2023, the following firms (in alphabetical order) submitted a Response:

24 Hours Inc.

ABM
C&W Services
Flagship Facility Services
LGC Global Energy FM LLC
Owens, Renz & Lee Co., Inc.
Sunshine Cleaning Systems Inc.

Tryfacta, Inc.

The Procurement Department Staff has reviewed the responses submitted for 23-380-RFP, Janitorial Maintenance Services for Terminals A & B, and recommends the Procurement Committee deem 24 Hours and Tryfacta as non-responsive as neither Proposer provided the required five year management pricing with their response.

**PC
NEW BUSINESS B
1/30/2024**

24 Hours did not provide a five year pricing table with their response. They submitted a "Staff Sheet Form" which was incomplete and no prices were provided.

Tryfacta did not use the five year pricing table with their response. They submitted their management fee using the "Staff Sheet Form". The "Staff Sheet Form" indicated was a Contract Five Year Summary.

On Friday, December 22, 2023, a clarification letter was sent to Tryfacta requesting to confirm that Tryfacta agrees with the Reimbursable Expenses provided by the Aviation Authority in the RFP and the prices listed in their response is the total annual management fees proposed for each year of the five year contract for each location. ~~A warning was provided that prices could not be altered or raised with the clarification letter.~~

On Wednesday, December 27, 2023, Tryfacta ~~failed to~~ confirmed ~~ed~~ the ~~above request.~~ ~~management fees provided with their response is for the first year, and that the management fee prices provided will increase 3% annually for years two through five.~~ Therefore, Tryfacta did not provide complete pricing with their original response for years two through five.

SMALL BUSINESS

This Solicitation does include a Minority and Women Business Enterprise goal of 20% and a Local Developing Business participation goal of 17% has been established. At a later date, the Small Business Development Department will provide a report to the Procurement Committee regarding the remaining responses meeting the Small Business participation goals.

ALTERNATIVES

Not Applicable.

FISCAL IMPACT

Not Applicable.

RECOMMENDED ACTION

It is respectfully requested that the Procurement Committee deem 24 Hours, Inc. and Tryfacta, Inc. non-responsive to the Request for Proposal 23-380-RFP, Janitorial Maintenance Services for Terminals A & B.



GREATER ORLANDO AVIATION AUTHORITY

Orlando International Airport
One Jeff Fuqua Boulevard
Orlando, Florida, 32827-4399

MEMORANDUM

TO: Members of the Procurement Committee

FROM: Kelly Loll, Vice President of Purchasing & Procurement

DATE: January 30, 2024

ITEM DESCRIPTION

Request the Procurement Committee deem 24 Hours, Inc. (24 Hours) and Tryfacta, Inc., and (Tryfacta).non-responsive to the Request for Proposal 23-380-RFP, Janitorial Maintenance Services for Terminals A & B

BACKGROUND

On August 15, 2023, the Aviation Authority issued Request for Proposals 23-380-RFP, Janitorial Maintenance for Terminals A and B. The term of the Contract will be for five years, with the initial service to commence on or about May 1, 2024.

The Awarded Contractor(s) shall provide all labor, supervision, management oversight, training, materials, equipment, tools, submissions, reports, consumables, uniforms, janitorial cleaning supplies (except hand soap, trash liners and baling wire), paper products (except paper towels and toilet tissue), trash can inserts, fuel, oil, lubricants, and all other items with no markup necessary or proper for, or incidental to, performing janitorial maintenance of Terminals A and B, located at the Orlando International Airport in accordance with the Contract Documents.

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

ISSUES

On Monday, October 9, 2023, the following firms (in alphabetical order) submitted a Response:

24 Hours Inc.

ABM
C&W Services
Flagship Facility Services
LGC Global Energy FM LLC
Owens, Renz & Lee Co., Inc.
Sunshine Cleaning Systems Inc.

Tryfacta, Inc.

The Procurement Department Staff has reviewed the responses submitted for 23-380-RFP, Janitorial Maintenance Services for Terminals A & B, and recommends the Procurement Committee deem 24 Hours and Tryfacta as non-responsive as neither Proposer provided the required five year management pricing with their response.

PC
NEW BUSINESS B
1/30/2024

24 Hours did not provide a five year pricing table with their response. They submitted a "Staff Sheet Form" which was incomplete and no prices were provided.

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ALTERNATIVES

Not Applicable.

FISCAL IMPACT

Not Applicable.

RECOMMENDED ACTION

It is respectfully requested that the Procurement Committee deem 24 Hours, Inc. and Tryfacta, Inc. non-responsive to the Request for Proposal 23-380-RFP, Janitorial Maintenance Services for Terminals A & B.