GREATER ORLANDO AVIATION AUTHORITY

PROCUREMENT COMMITTEE

DATE: October 8, 2024 DAY: Tuesday **TIME**: 9:30 A.M.

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

Meeting Cancelled
Agenda will be rescheduled to October 15, 2024

I. CALL TO ORDER / ROLL CALL / ANNOUNCEMENTS

II. INFORMATION ITEM

A. 24-513-IFB Janitorial Supplies

III. CONSIDERATION OF FIRMS FOR DESIGN-BUILD SERVICES FOR AIRSIDE 1 AND 3 INTERIOR RENOVATION AT THE ORLANDO INTERNATIONAL AIRPORT (BP-00500). (*Five firms responded by September 23, 2024).*

- Balfour Beatty Construction (US)
- Beck
- Clayco, Inc.
- DPR Construction, A General Partnership
- Leopardo Construction

NOTE: If a bidder or proposer is aggrieved by any of the proceedings of today's meeting and wishes to appeal the results of actions made by this Committee, they must file an appeal stating the item they wish to appeal and the basis for which they wish to appeal. Any decision made at these meetings will need record of the proceedings and for that purpose may need to ensure that a verbatim record of the proceeding is made which includes the testimony and evidence upon which the appeal is to be based. Any appeal must be received in writing by the Chief Executive Officer, Mr. Kevin J. Thibault, via email kevin.thibault@goaa.org with copy to yovannie.rodriguez@goaa.org by 4:00 p.m., October 15, 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, October 15, 2024 at 9:30 a.m.

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INFORMATION ITEM
Approved at the Procurement Committee meeting on October 1, 2024. The recommended action was revised to include the Primary and Secondary Suppliers not to exceed amount of the Secondary Supplier bids plus 15% contingency ($4,094,625.83).

MEMORANDUM

TO: Members of the Procurement Committee

FROM: Gary Hunt, Vice President, Facilities

DATE: September 17, 2024

ITEM DESCRIPTION

Request to Recommend 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 effective October 16, 2024, through October 15, 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 East 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	WB Mason Co. Inc.
Interboro Packaging Corp	

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
GROUP 1							
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
GROUP 2							
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
GROUP 3							
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 fifteen percent (15%) for contingency in the amount of $534,081.63 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, to Primary and Secondary Suppliers not to exceed the total amount of the Secondary Supplier bids plus 15% contingency ($4,094,625.83), as shown in the table on the following page:

PRIMARY SUPPLIER TOTALS		SECONDARY SUPPLIER TOTALS		**AWARD AMOUNT = SECONDARY SUPPLIER TOTAL + 15% CONTINGENCY**
Supplier	Extended Amount	Supplier	Extended Amount	

Strategic Force	$731,042.40	GEM Supply	$745,955.20	**$857,848.48**
All Florida Paper	$284,400.00	GEM Supply	$285,400.00	**$328,210.00**
Dade Paper & Bag, LLC DBA Imperial Dade	$2,044,392.80	Veritiv Response Company	$170,380.00	**$195,937.00**
		ODP	$26,526.40	**$30,505.36**
		All Florida Paper	$1,857,440.00	**$2,136,056.00**
United Sales USA	$64,000.00	Dade Paper & Bag, LLC DBA Imperial Dade	$69,197.60	**$79,577.24**
Central Polybag	$286,830.00	Unipak	$288,000.00	**$331,200.00**
WB Mason	$113,436.00	United Sales USA	$117,645.00	**$135,291.75**
TOTAL AWARD AMOUNT REQUESTED WITH 15% CONTINGENCY:				**$4,094,625.83**

(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 Procurement Services 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

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ATTACHMENT A

FINANCE FORM

Date:	9/17/2024	**Requestor's Extension:**	
Requestor's Name:	Nina Gilbert	**Preparer's Extension:**	2495
Preparer's Name:	John Field	**Purchasing Solicitation:**	24-513-IFB
Requestor's Department:	Facilities	**CCM / PC / PSC:**	PC
Description:	FY 2025 Janitorial Supplies	**Committee Date:**	10/01/2024
Vendor:	Multiple	**Committee Agenda Item #:**	TBD

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 Amoun t**	**FY 27 Amount**	**FY 28 Amount**	**TOTAL CONTRACT**
301.631.210.5520001.000.100234		$2,299,906.12				$2,299,906.12
301.631.210.5520001.000.100235		$896,005.01				$896,005.01
301.631.210.5520001.000.100293		$898,714.70				$898,714.70
Total Requisition:		$4,094,625.83				$4,094,625.83
Requisition Number:		97933				

OMB Notes:		**Converted into PO #:**	
Funding Approver:		**Date:**	
		Buyer:	
Total Requisition:			
BPA Amount:			
Grand Total – Agree to Committee Item:			