

On **TUESDAY, NOVEMBER 7, 2023**, the **PROCUREMENT COMMITTEE** met at the Carl T. Langford Board Room, Orlando International Airport, One Jeff Fuqua Blvd., Orlando, FL 32827. Chair Sharman called the meeting to order at 1:00 p.m. Chair Sharman read the Lobbyist Disclosure and the Appeals Statement. The meeting was posted in accordance with Florida Statutes and a quorum was present. All Procurement Committee (PC) 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, GOAA Vice President, MCO Operations
Max Marble, GOAA Senior Vice President, Capital Programs
Jay Cassens, GOAA Vice President, Real Estate

Also participating:

Dan Gerber, Legal Counsel (Rumberger, Kirk & Caldwell)
K Jo Thacker, Legal Counsel (Nelson Mullins Riley & Scarborough LLP)
Armando Herrero, King Service Solutions, LLC
Kevin Tallaksen, King Service Solutions, LLC
Yanet Herrero, King Service Solutions, LLC
David Figueiredo, Southeast Airport Services
Clinton Williams, Southeast Airport Services
Gerald Montgomery, Southeast Airport Services
Cesar Bermudez, Sterling Building Services
Andrea Vancuren, Sterling Building Services
Michael Vancuren, Sterling Building Services
Fransheska Brown, Recording Secretary

CONSIDERATION OF MEETING MINUTES FOR OCTOBER 5, 2023.

Upon motion of Mr. Griffin, second by Mr. Marble, vote carried to approve the PC Minutes for October 5, 2023.

CONSENT AGENDA

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

A. REQUEST FOR APPROVAL OF AN ADDENDUM TO THE GENERAL CONSULTING SERVICES AGREEMENT WITH RICONDO & ASSOCIATES, INC. FOR FY 2024 ON-CALL SUPPORT SERVICES FOR COMMERCIAL PROPERTIES DEPARTMENT, AT THE ORLANDO INTERNATIONAL AIRPORT.

Vote carried to approve an Addendum to the General Consulting Services Agreement with Ricondo & Associates, Inc. for FY 2024 On-Call Support Services for Commercial Properties Department, for the total not-to-exceed fee amount of \$31,260.00, with funding from previously approved Operation and Maintenance Funds.

B. REQUEST FOR APPROVAL OF THE PROCUREMENT COMMITTEE MEETING SCHEDULE FOR CALENDAR YEAR 2024.

Vote carried to approve the Procurement Committee Meeting Schedule for Calendar Year 2024. There is no fiscal impact.

CONSIDERATION OF PROPOSERS SHORTLISTED FOR 23-281-RFP, MCO TRAIN STATION JANITORIAL MAINTENANCE.

1. Pursuant to the actions of the PC at its meeting on October 24, 2023, the three shortlisted firms listed below (*in alphabetical order*) were interviewed for further consideration for the subject services:

- **King Service Solutions, LLC**
- **Southeast Airport Services**
- **Sterling Building Services, Inc.**

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

Chair Sharman reviewed the interview schedule and closed the opening portion of the PC meeting.

[The PC recessed at 1:45 p.m., and reconvened at 1:47 p.m.]

The closed session for Kings Service Solutions, LLC was conducted and recorded.

Kings Service Solutions, LLC: Kings Service Solutions, LLC provided a copy of their presentation, which is on file with the Aviation Authority.

Upon conclusion of the introduction/presentation, Chair Sharman directed the PC to pose questions based upon the introduction/presentation and submitted proposal of Kings Service Solutions, LLC. Several questions were addressed.

Chair Sharman closed the interview session with Kings Service Solutions, LLC and announced that from this point forward, no discussion regarding the procurement may take place between the Proposer and the Aviation Authority.

[The PC recessed at 2:23 p.m., and reconvened at 2:30 p.m.]

The closed session for Southeast Airport Services was conducted and recorded.

Southeast Airport Services: Southeast Airport Services provided a copy of their presentation, which is on file with the Aviation Authority.

Upon conclusion of the introduction/presentation, Chair Sharman directed the PC to pose questions based upon the introduction/presentation and submitted proposal of Southeast Airport Services. Several questions were addressed.

Chair Sharman closed the interview session with Southeast Airport Services and announced that from this point forward, no discussion regarding the procurement may take place between the Proposer and the Aviation Authority.

[The PC recessed at 2:47 p.m., and reconvened at 3:11 p.m.]

The closed session for Sterling Building Services, Inc. was conducted and recorded.

Sterling Building Services, Inc.: Sterling Building Services, Inc. provided a copy of their presentation, which is on file with the Aviation Authority.

Upon conclusion of the introduction/presentation, Chair Sharman directed the PC to pose questions based upon the introduction/presentation and submitted proposal of Sterling Building Services, Inc. Several questions were addressed.

Chair Sharman closed the interview session for Sterling Building Services, Inc., and announced that from this point forward, no discussion regarding the procurement may take place between the Proposer and the Aviation Authority.

[The PC recessed at 2:20 p.m., and reconvened at 2:50 p.m.]

Chair Sharman asked Legal Counsel to address the procedure regarding the next step in the selection process. Mr. Gerber stated that all three shortlisted proposers timely submitted its Price Proposal. These submissions contained the proposed Small Business participation based upon the proposer's price proposal.

Chair Sharman directed Legal Counsel to extract the Small Business participation from the price proposals to allow the Small Business Development Department to evaluate and present its evaluation to the PC for scoring.

[The PC recessed at 3:11 p.m., and reconvened at 3:15 p.m.]

Chair Sharman asked the PC if there was anything to address before proceeding with the deliberations. As there were none, deliberations ensued. The PC reviewed each firm's proposal and considered each interview. In accordance with the Submission Requirements, the PC evaluated each Proposer and ranked each as follows:

The PC calculated an adjusted score for each proposer, as follows:

PROPOSAL EVALUATION SCORE SHEET
23-381-RFP MCO TRAIN STATION JANITORIAL MAINTENANCE

CRITERIA	TAB #	MAX. POINTS	Kings Service Solutions, LLC SCORE	Southeast Airport Services SCORE	Sterling Building Services SCORE
<u>Experience and Qualifications of Respondent; Knowledge and Client References</u>					
1. Details of related experience of Proposer and Site Manager, including services to airports or similar regulated transportation environment as requested in this Invitation to Negotiate that demonstrates the ability to perform this service successfully. 2. Provide a listing of Contracts for airports or other similar regulated transportation environment for which the Proposer has provided terminal janitorial maintenance services within at any time on or after January 1, 2019 and describe those services. If any services were terminated prior to the end of the Contract, the Proposer shall explain why.	3	25	18	20	15
<u>Experience of Key Individuals and Leadership and Management Team</u> Leadership and Management Team 1. Identify Site Manager and Assistant Managers that will be committed to the project. 2. Provide an organization chart of the proposed team including the proposed Site Manager and Assistant Managers. 3. Proposer shall provide resumes, which shall include the number of years of experience for the Site Manager and specific experience as a terminal janitorial maintenance services manager in an airport, transportation or other public access facility as large in size and scope to that being proposed in terms of square footage. 4. Proposer understands that the qualifications and experience of key personnel proposed will be factored into the evaluation process; therefore, key personnel must not be replaced without the approval of the Aviation Authority. Any approved substitutions must be with personnel of equal or better qualifications. In addition, any other commitments must not conflict with the level of commitment proposed for this project.	4	25	20	22	15
<u>Approach and Methodology – Staffing, Training, Quality Control, Customer Services, Transition Plans</u> A- Staffing Plan B- Safety Plan C- Training Plan D- Quality Control/Continuous Improvement Plan E- Customer Services Plan F- Transition Plan G- Equipment	5	20	17	18	12
<u>Additional Requirements of the Proposal</u> (Legal Information, Proof of Insurance, Return of Required Proposal Forms)	7	10	8	8	8
Sub-Total		80	63	68	50
PRICE PROPOSAL					
Price Proposal/Cost Proposal schedule	8	20	20.00	15.01	15.63
Grand Total		100	83.00	83.01	65.63

Upon motion of Mr. Marble, second by Mr. Griffin, vote carried to recommend to the Aviation Authority Board the award of MCO Train Station Janitorial Maintenance to Southeast Airport Services.

Chair Sharman stated that there would be a cone-of-silence in effect until after the Aviation Authority Board meets to consider the PC's recommendation.

The Aviation Authority Board is scheduled to consider the PC's recommendation on January 17, 2024.

ADJOURNMENT

2. No public comments were made during the meeting. There being no further business for discussion, the meeting adjourned at 3:50 p.m.

Kathleen M. Sharman, CFO

Kathleen M. Sharman, Chair
Procurement Committee
Chief Financial Officer