

On **TUESDAY, May 21, 2024**, the **PROCUREMENT COMMITTEE** met at the Carl T. Langford Board Room Orlando International Airport, One Jeff Fuqua Blvd. Orlando, FL 32827. Vice Chair Griffin called the meeting to order at 9:30 a.m. Vice 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, Vice Chair, GOAA Senior Vice President, MCO Operations

Jeff Daniels, GOAA Assistant Vice President, Facilities

Robert Furr, GOAA Vice President, Engineering and Architecture

Iranetta Dennis, GOAA Vice President, Small Business

Tawana Allen, GOAA Vice President, Customer Experience

Also participating:

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

Kelly Lott, GOAA Vice President, Procurement Services

Ingrid Lamour-Thomas, GOAA Senior Small Business Administrator, Small Business Development

Jill Overstreet, GOAA Manager, Risk Management

Angela Howard, GOAA Assistant Vice President, Customer Experience

Marie Dennis, GOAA Deput Chief Financial Officer, Finance

Dillan Montenegro, GOAA Recording Secretary, Procurement Services

Greg Rothwell, GOAA Electrical Systems Manager, Facilities

CONSIDERATIONS OF MINUTES FOR April 2, and April 9, 2024

Upon motion by Mr. Daniels, seconded by Mrs. Allen.

CONSENT AGENDA

Request for Approval of an Addendum to the Continuing Civil Engineering Services Agreement with Kimley-Horn and Associates, Inc. for Master Planning Services of the East Airfield at Orlando International Airport (MCO).

Upon motion by Mr. Daniels, seconded by Mrs. Allen, vote carried to approve an addendum to the Continuing Civil Engineering Services Agreement with Kimley-Horn and Associates, Inc.

NEW BUSINESS

Recommendation to Approve Amendment No. 1, the First and Second Renewal Option for Purchasing Contract 17-21, Management of Electrical Switchgear Equipment, Generators, Uninterruptible Power Supplies (UPS) and Batteries, and Emergency Generator Fuel Delivery System (FDS) Testing, Maintenance and Repair Services with Electric Services, Inc.

Upon motion by Mr. Furr, seconded by Mr. Daniels, vote carried to approve following be recommended to the Aviation Authority Board: (1) approved Amendment No. 1, First and Second Renewal Option, for Purchasing Contract 17-21, Management of Electrical Switchgear Equipment, Generators, Uninterruptible Power Supplies (UPS) and Batteries, and Emergency Generator Fuel Delivery System (FDS) Testing, Maintenance and Repair Services with Electric Services, Inc.; (2) authorize funding in the not-to-exceed amount of \$5,171,063.45 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.

EVALUATION OF FIRMS FOR 24-163-RFP, CUSTOMER AMBASSADOR SERVICES

Kelly Loll presented the memorandum. Discussion ensued. Scores were allocated across five specific criteria: Experience & Qualifications/References, Knowledge and Expertise of the Team, Approach & Methodology, and Additional Requirements such as prior or pending Legal matters, Proof of Insurance, MWBE Participation Plan and Management Fee. The total maximum combined score achievable was 100. The Procurement Committee evaluated the submitted proposals as follows for Location 1 and Location 2:

Location 1

EVALUATION CRITERIA	Max Points	ABM Aviation, Inc.	BAGS	Flagship Aviation Services	GC Services	Realtime Services	Sunshine Enterprises, USA LLC	Triangle Services, Inc.	VIP Hospitality, LLC
Experience and Qualifications and References- Provide a list of similar projects/contracts to demonstrate that Respondent has a minimum of 5 years' experience within the last 10 years, in the successful direct management and operation of premium Customer Service Ambassador services at an airport or similar facility within the travel, tourism or hospitality industries, with a total of at least twenty million annual guests. Respondent's references should demonstrate that the Respondent and the key individuals have the experience required, and reasonably has the reputation to perform the Scope of Services. References shall be able to validate the Respondent's capabilities and qualifications.	25.00	24.00	18.00	15.00	15.00	17.00	16.00	16.00	24.00
Knowledge and Experience of Key Personnel, Manager & Staff. Identified the On-site Manager to be assigned to the Aviation Authority's account who has at least three (3) years of successful experience, describe the Manager's experience, which is with similar scope to that of the Orlando International Airport. Key Personnel, and other Personnel. Included Relationship and Org Chart.	20.00	19.00	17.00	13.00	13.00	15.00	13.00	14.00	19.00
Approach and Methodology- Staffing Plan, Quality Management Plan, Feedback, Coordinate Customer Movement, Training and Engagement Plan and Transition Plan, Innovative Solutions	25.00	24.00	20.00	16.00	15.00	16.00	15.00	15.00	24.00
Additional Requirements of the Proposal MWBE Participation Plan, Prior Pending Convictions, Indictments, Investigations, Regulatory Investigations, Conflict of Interest.	10.00	9.00	8.00	6.00	8.00	7.00	9.00	8.00	7.00
Sub - Total	80.00	76.00	63.00	50.00	51.00	55.00	53.00	53.00	74.00
Location 1 Management Fee	20.00	15.13	11.39	11.37	6.37	20.00	8.99	14.11	15.02
Total	100.00	91.13	74.39	63.37	57.37	75.00	61.99	67.11	89.02

Location 2

EVALUATION CRITERIA	Max Points	ABM Aviation, Inc.	BAGS	Flagship Aviation Services	GC Services	Realtime Services	Sunshine Enterprises, USA LLC	Triangle Services, Inc.	VIP Hospitality, LLC
Experience and Qualifications and References- Provide a list of similar projects/contracts to demonstrate that Respondent has a minimum of 5 years' experience within the last 10 years, in the successful direct management and operation of premium Customer Service Ambassador services at an airport or similar facility within the travel, tourism or hospitality industries, with a total of at least twenty million annual guests. Respondent's references should demonstrate that the Respondent and the key individuals have the experience required, and reasonably has the reputation to perform the Scope of Services. References shall be able to validate the Respondent's capabilities and qualifications.	25.00	24.00	18.00	15.00	15.00	17.00	16.00	16.00	24.00
Knowledge and Experience of Key Personnel, Manager & Staff. Identified the On-site Manager to be assigned to the Aviation Authority's account who has at least three (3) years of successful experience, describe the Manager's experience, which is with similar scope to that of the Orlando International Airport. Key Personnel, and other Personnel. Included Relationship and Org Chart.	20.00	19.00	17.00	13.00	13.00	15.00	13.00	14.00	19.00
Approach and Methodology- Staffing Plan, Quality Management Plan, Feedback, Coordinate Customer Movement, Training and Engagement Plan and Transition Plan, Innovative Solutions	25.00	24.00	20.00	16.00	15.00	16.00	15.00	15.00	24.00
Additional Requirements of the Proposal MWBE Participation Plan, Prior Pending Convictions, Indictments, Investigations, Regulatory Investigations, Conflict of Interest.	10.00	9.00	7.00	6.00	9.00	6.00	8.00	7.00	7.00
Sub - Total	80.00	76.00	62.00	50.00	52.00	54.00	52.00	52.00	74.00
Location 2 Management Fee	20.00	15.73	11.52	12.61	6.30	20.00	9.43	14.93	16.14
Total	100.00	91.73	73.52	63.61	58.30	74.00	61.43	66.93	90.14

The Procurement Committee discussed and agreed that it would be in the best interest of the Aviation Authority to have two different proposers for the two different locations, so on Location 2 the Procurement Committee recommended the proposer that had the second highest score.

Upon motion by Mr. Daniels, seconded by Mrs. Dennis, vote carried to rank the proposers for Location 1 and award to the first highest firm:

- First: ABM Aviation, Inc.
- Second: VIP Hospitality, LLC.
- Third: Realtime Services
- Fourth: BAGS
- Fifth: Triangle Services, Inc.
- Sixth: Flagship Aviation Services
- Seventh: Sunshine Enterprise, USA LLC.
- Eighth: GC Services

Upon motion by Mr. Daniels, seconded by Mrs. Dennis, vote carried to rank the proposers for Location 2 and award to the second highest firm:

First: VIP Hospitality, LLC.

Second: ABM Aviation, Inc.

Third: Realtime Services

Fourth: BAGS

Fifth: Triangle Services, Inc.

Sixth: Flagship Aviation Services

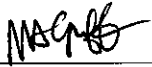
Seventh: Sunshine Enterprise, USA LLC.

Eighth: GC Services

Upon Motion by Vice Chair Griffin, vote carried to award Location 1 to ABM Aviation Inc. and Location 2 to VIP Hospitality, LLC. Votes were also carried to deem Tryfacta, Inc, as non-responsible and Innovative Services and Aircraft Holdings as non-responsive to the RFP, due to not meeting the minimum requirements.

ADJOURNMENT

1. No public comments were made during the meeting. There being no further business for discussion, the meeting was adjourned by 11:17 a.m.



Marquez Griffin, Vice Chair

Procurement Committee

Senior Vice President of Airport Operations