

**GREATER ORLANDO AVIATION AUTHORITY
PROCUREMENT COMMITTEE**

DATE: March 5, 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. CONSIDERATION OF MINUTES FOR FEBRUARY 6, 2024.

III. NEW BUSINESS

- A. Request for Recommendation to the Aviation Authority Board to Terminate Purchasing Contract 23-364-IFB, Landscape Maintenance of Parking Lots with Brightview Landscape Services, Inc. and enter into direct negotiations with Helping Hand Lawn Care, LLC.
- B. Request for Recommendation to the Aviation Authority Board to Extend Single Source Contract 23-457-SGS00222 with Oceaneering International, Inc. for Mobility Vehicles at Terminal C for a Period Up to Nine Months.

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., March 12, 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, March 12, 2024, at 9:30 a.m.

On **TUESDAY, FEBRUARY 6, 2024**, 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 9:30 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, Senior Vice President, Operations
Jeff Daniels, Assistant Vice President, Facilities
Judith-Ann Jarrette, Vice President, ORL Operations
Iranetta Dennis, Vice President, Small Business
Robert Furr, Vice President, Engineering and Architecture

Also participating:

Jo Thacker, Legal Counsel (Nelson Mullins Riley & Scarborough)
Bob DeBaere, GOAA, Airport Operations
Fransheska Brown, Recording Secretary

NEW BUSINESS

REQUEST FOR RECOMMENDATION TO THE AVIATION AUTHORITY BOARD TO AWARD AN INVITATION FOR BID 24-203-IFB, 55" LED MONITORS-BACKLIGHT LCD MODEL #UN552S-NEC MULTISYNC TO SITA INFORMATION NETWORKING COMPUTING USA, INC.

A. Mr. DeBaere presented the memorandum. Discussion ensued.

Upon motion of Mr. Daniels, second by Ms. Dennis, vote carried to recommend to the Aviation Authority Board to (1) deem the following 14 respondents as non-responsive:

Alpha Sum Business Machines
B&H Photo
CGM IT Management LLC
Commercial Electronic Solutions
Filmtools, Inc.
Industrial Television Services, Inc.
Morgan Inland LLC
MDM Commercial
Property Renovations and Construction
Southern Computer Warehouse, Inc.
Telesource Services, Inc.
Total Industrial Supplies, Inc.
Upscale Vending LLC
Y&S Technologies

and, (2) approve the award of Invitation for Bid 24-203-IFB, 55" LED Monitors-Backlight LCD-Model #UN552S-NEC MultiSync to SITA Information Networking Computing USA, Inc., for the total not-to-exceed amount of \$732,838.00, with funding from the previously-approved Operations and Maintenance Fund.

ADJOURNMENT

No public comments were made during the meeting. There being no further business for discussion, the meeting was adjourned at 9:38 a.m.

Kathleen M. Sharman, Chair
Procurement Committee
Chief Financial Officer

MEMORANDUM

TO: Members of the Procurement Committee

FROM: Gary Hunt, Vice President, Facilities

DATE: March 5, 2024, 2024

ITEM DESCRIPTION

Recommend to the Aviation Authority to Terminate Purchasing Contract 23-364-IFB, Landscape Maintenance of Parking Lots with Brightview Landscape Services, Inc. (Brightview) and enter into direct negotiations with Helping Hand Lawn Care, LLC (Helping Hand).

BACKGROUND

On June 20, 2023, the Aviation Authority received the following bid responses:

- | | |
|---------------------------------------|----------------|
| • BrightView Landscape Services, Inc. | \$2,062,291.55 |
| • Helping Hand Lawn Care, LLC | \$3,681,855.00 |
| • AERO Groundtek, LLC | \$5,215,799.00 |

On October 18, 2023, the Aviation Authority Board approved award for Invitation for Bid 23-364-IFB for Landscape Maintenance of Parking Lots to Brightview Landscape Services, Inc. The contract commenced on November 6, 2023.

ISSUES

On December 6, 2023, the Aviation Authority received a letter from Brightview requesting an immediate release from Contract 23-364-IFB. They cited their pricing structure resulted in a monetary loss due to the omission of labor costs for daily trash and debris removal from each of the six parking lots.

On December 14, 2023, Purchase Order was issued to Helping Hand in the amount of \$125,604.00 to begin trash and debris removal from the parking lots and to provide as needed landscape maintenance services as BrightView was not able to continue these services.

The department is seeking approval to terminate Purchasing Contract 23-364-IFB with Brightview and recommends entering into direct negotiations for up to two years with Helping Hand while the Aviation Authority determines the appropriate procurement method to procure the services. Helping Hand has agreed to honor their bid prices from 23-364-IFB and is willing to begin providing services immediately.

The parking lot locations are:

- North Park Place located at the intersection of Bear Road and Cargo Road
- South Park Place located at the South Access Road
- Employee Parking Lot located at the north end of Casa Verde Road
- West Park Place located on Tradeport Drive
- South Cell Lot
- South Employee Parking Lot

PC
ITEM NB-A
3/5/2024

Helping Hand will furnish all labor, supervision, materials, supplies, equipment, tools, chemicals, and all other items necessary or proper for, or incidental to, performing landscape maintenance of parking lots at the Orlando International Airport in accordance with the Contract Documents.

Pricing for the services is based on Unit Prices for mowing; edging and trimming; weeding; disease and insect control; fertilization; provide and install annuals; trash and debris removal; provide and placement of mulch; and, irrigation maintenance.

SMALL BUSINESS

This Contract includes a Minority and Women Business Enterprise participation goal of 25%. The Small Business Development Department reviewed the responses submitted for 23-364-IFB for Landscape Maintenance of Parking Lots, and had recommended all three bidders be deemed responsive to this solicitation.

After meeting with the Small Business Development Department the Facilities Department, and the Procurement Department, Helping Hand has agreed to meet the 25% MWBE participation goal requirement. It should be noted that Helping Hand is a Veteran Owned Business and is certified as a VBE company.

ALTERNATIVES

The Committee may choose not to award/recommend this procurement to the Aviation Authority Board.

FISCAL IMPACT

The fiscal impact of this award is a not-to-exceed amount of \$1,470,722. for a two-year period. Funds anticipated 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) terminate Purchasing Contract 23-364-IFB, Landscape Maintenance of Parking Lots, with Brightview Landscape Services Inc. (2) Request award to Helping Hand Lawn Care, LLC; for the total not-exceed amount of \$1,470,720; (3) authorize funding from the Operations and Maintenance Fund; and, (4) authorize an Aviation Authority Officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel.

ATTACHMENTS

Attachment A – Finance Form

ATTACHMENT A
FINANCE FORM

Date:	02/27/2024	Requestor's Extension:	x-2158
Requestor's Name:	Daisily Pagan	Preparer's Extension:	x-2495
Preparer's Name:	John Field	Solicitation #:	23-364
Requestor's Department:	Facilities	Contract # / Name:	Parking Lots Landscapes Maintenance
Description:	Direct negotiations with Helping Hand	Procurement Committee Date:	03/05/2024
Vendor:	Helping Hand	Agenda Item #:	

NON-PROJECT FUNDS: O&M, CAPEX, OEA REVENUE FUNDS

Account Code Format: xxx.xxx.xxx.xxxxxxx.xxx.xxxx xx	FY 24 Amount	FY25 Amount	FY26 Amount	FY27 Amount	FY28 Amount	TOTAL CONTRACT
301.631.612.5340004.000.100004	\$428,960.58	\$735,361.00	\$306,400.42			\$1,470,722.00
Total Requisition:	\$428,960.58	\$735,361.00	\$306,400.42			\$1,470,722.00
Requisition Number:	94917	94921	94922			
Funding Approver:	Andrea Harper					
OMB Notes:						

Number	Preparer	Description	Approval Sta	Creation Date	Total	Currency	Reserved
94917	Field, John M	FY24 PC 03/05/24 23-	In Process	01-SEP-2023 08:52:08	428,960.58	USD	☒



GREATER ORLANDO AVIATION AUTHORITY

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

MEMORANDUM

TO: Members of the Procurement Committee

FROM: Tawana Allen, Vice President of Customer Experience

DATE: March 5, 2024

ITEM DESCRIPTION

Recommendation to Extend Single Source Contract 23-457-SGS00222 with Oceaneering International, Inc. for Mobility Vehicles at Terminal C for a Period Up to Nine Months

BACKGROUND

This is to provide six manually driven mobility vehicles capable of accommodating up to six passengers, with a planned future fully automated state. The current operational plan is for four vehicles to be utilized post-security on the main domestic level, assisting passengers to and from the Palm Court and gates in Terminal C. The remaining two vehicles are planned to assist passengers in the International Arrivals corridor at Terminal C. The vehicles are operated by Aviation Authority Contract personnel, with an on-site supervisor from Oceaneering. In addition, on-site maintenance and service support are provided by Oceaneering to ensure optimal operational capability.

Oceaneering's vehicle safety capabilities and design fit Terminal C requirements and measurements. The vehicle configuration, with regards to the passengers and payload, is optimal for use in an airport terminal. The operator is elevated for increased viewing capacity and line-of-sight. The passenger seating is specific to the intended guest demographic and configured optimally for the guest experience. The vehicle has accommodations for carry-on baggage with spatial allowance for the passengers to keep their belongings within their proximity.

In November of 2022, the Chief Executive Officer approved a single source contract with Oceaneering through March 2023 in order to test these enhanced mobility vehicles. The intent from the outset was to test the concept and performance of Oceaneering mobility vehicles.

On March 15, 2023, the Aviation Authority Board approved a Single Source Contract for Mobility Vehicles to Oceaneering International, Inc. for a Period of One year effective April 1, 2023 to allow for further assessments of the unit's performance and to gather the necessary data for a future competitive procurement. The one year agreement includes the mobility vehicles, on-site maintenance and support.

ISSUES

The Aviation Authority recognizes the opportunity to provide passengers at Terminal C mobility vehicle services. These services have been successful in enhancing the customer experience, and reducing the concern over the walking distances in Terminal C.

The Aviation Authority staff is in the process of developing specifications for a new procurement for mobility vehicles with an expanded scope to include operators. Currently, the mobility vehicles are operated by the Aviation Authority's customer service Ambassador contractor.

The Aviation Authority Staff recommends extending the existing Single Source agreement for a period up to nine months through December 31, 2024, at the same terms, conditions and pricing to allow adequate time to complete the new procurement.

This procurement is based on a Single Source Procurement in accordance with Aviation Authority Policy 450.03. The Aviation Authority's Policy 450.03, Non-Competitive Procurements, permits the single source procurement from one firm among others in a competitive market place which, for justifiable reasons, is found to be most advantageous for fulfilling the given purchasing need.

SMALL BUSINESS

This Contract does not include a Minority and Woman Business Enterprise (MWBE) or Local Developing Business (LDB) participation requirement due to the limited and specialized scope.

ALTERNATIVES

There are no reasonable alternatives under consideration.

FISCAL IMPACT

The fiscal impact of the nine months extension is a not-to-exceed amount of \$301,500 with funding from the Operations and Maintenance Fund, account code 301.413.210.5340007.000.000000.

RECOMMENDED ACTION

It is respectfully requested that the Procurement Committee approve that the following be recommended to the Chief Executive Officer: 1) extend Single Source Contract 23-457-SGS00222 with Oceaneering International, Inc. for mobility vehicles at Terminal C for a period up to nine months; 2) authorize funding from the Operations and Maintenance Fund in the not-to-exceed amount of \$301,500; and 3) authorize an Aviation Authority officer or the Chief Executive Officer to execute the necessary documents following satisfactory review by legal counsel.

ATTACHMENTS

Attachment A – Finance Form

ATTACHMENT A

Greater Orlando Aviation Authority Finance Form						
Date:	2/27/2024	Requestor's Extension:	2116			
Requestor's Name:	Tawana Allen	Preparer's Extension:	2116			
Form Preparer's Name:	Tawana Allen	Purchasing Solicitation #:	23-457-SGS00222			
Requestor's Department:	Customer Experience	CCM / CPC / PSC:	PC			
Description:	Mobility Vehicles	Committee Date:	3/5/2024			
Vendor:	Oceaneering International, Inc.	Committee Agenda Item#:	N/A			
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	Total Contract
mat: xxx.xxx.xxx.xxxxxxx.xxx.xxxx 301.413.210.5340007.000.00000	201,000	100,500				301,500
						-
						-
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						-
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						-
Total Requisition	201,000	100,500	-	-	-	301,500
Requisition Number	96097	96365				
OMB Notes: Funding Approver	Andrea Harper		Converted into PO #:			
Total Requisition			Date:			
BPA Amount			Buyer:			
and Total - Agree to Committee Item	\$	-				

Preparer	Description	Approval Sta	Creation Date	Total	Currency	Reserved
ason, Diane C	FY24 (413) Oceaneering	In Process	24-JAN-2024 05:04:15	201,000.00	USD	☒