



JACKSONVILLE AVIATION AUTHORITY  
**AWARDS COMMITTEE MEETING AGENDA**  
OCTOBER 22, 2018

In accordance with JAA Standard Practice No. 216, the above-referenced meeting was properly noticed to the public pursuant to Florida's Public Meeting and Sunshine Laws and is being held at approximately 11:00 a.m. in the Procurement Conference Room of JAA's Administration Building, which is located at 14201 Pecan Park Road, Jacksonville, Florida 32218. The following represents an agenda of the items requiring action, recommendations and/or votes of JAA's Awards Committee and, pursuant to § 286.011(2), Florida Statutes, minutes of this meeting will be made available upon request. ***The vendors referenced in the award submissions below have been verified against the Excluded Parties List System maintained by the General Services Administration at <https://www.sam.gov/portal/public/SAM/>.***

**Noticed Agenda Item**

**(Exhibits available upon request)**

**Item 1: AC2018-10-01**

**Courier Vehicle, F-150**

**Vendor: Duval Ford**

**(Cost: \$29,020.00; Funding: Small Cap FY19 - 26201)**

**Piggyback Posting: October 15-22, 2018**



## SUBMISSION FOR AWARDS COMMITTEE APPROVAL

<b>Subject/Awardee:</b> Courier Vehicle, F-150 / Duval Ford	<b>Cost:</b> \$29,020.00
<b>Solicitation No:</b> Piggy Back	<b>Budgeted, Transferred, or Contingency:</b> Budgeted
<b>On-Going Maintenance Cost:</b> \$1,500 / per year	<b>Funding Source:</b> Small Cap FY19- 26201
<b>Attached / Supporting Documents</b>	
<b>Exhibit "A"</b> - Quotation from Duval Ford (references FSA Contract No. FSA18-VEL26.0)	
<b>Exhibit "B"</b> - Vehicle Request Form and Public Posting Notices	

### BACKGROUND:

The Jacksonville Aviation Authority's Procurement Department would like to purchase a Ford F-150 vehicle for courier use (see Exhibit "A" for vehicle specification summary). In accordance with JAA's Vehicle Standard Practice and Fleet Management Plan, the new vehicle will replace the following older, high mileage vehicle currently in JAA's Vehicle Fleet:

- 1998 Chevrolet S-10 truck- Asset No. 8561 will be removed from service; and
- 2011 Ford F-150 truck- Asset No. 51486, current courier vehicle will replace Asset No. 8561, for use as a delivery vehicle for Procurement Storeroom.

The requested vehicle has been coordinated with the JAA Garage Foreman and Fleet Manager, who has established an estimated annual on-going maintenance cost for tires, brake pads, battery replacement and related preventative maintenance for an initial five-year period totaling \$1,500 per year.

Procurement has reviewed the purchase of this vehicle against vendors and cooperative purchasing sources and believes, pursuant to 3.08 of the Procurement Code, it is in JAA's best interest to purchase the requested vehicle by piggy-backing or utilizing Florida Sheriffs Association Contract No. FSA18-VEL26.0, which was competitively awarded to Duval Ford.

### RECOMMENDATION:

**Procurement recommends that JAA utilizes Florida Sheriffs Association Contract No. FSA18-VEL26.0 to make properly noticed award to Duval Ford Government Fleet Sales in a not-to-exceed amount of \$29,020.00 for the purchase of a Ford F-150 vehicle. JAA reserves the right to make similar purchases from other vendors when it is in its best interest to do so. Funding for this purchase is within Cost Center 26201 Small Cap, FY 2019.**



# SUBMISSION FOR AWARDS COMMITTEE APPROVAL

<b>Verification of Funding</b>		I have verified that, as of 09/ 20/ 2018, there are budgeted funds in the above-referenced funding source that are sufficient to cover the amount of this award submission (directors or their designees may verify funding; however, verification of an award submission that is unbudgeted or that requires transferred or contingency funding must also attach approved documentation evidencing the same).
Name/Title:	Eric M. Powell/Warehouse Manager	
Signature:	<i>E. Powell</i>	

### ORIGINATED AND SUBMITTED FOR APPROVAL BY:

Eric Powell  
Storeroom Manager

*E. Powell* 10-10-18  
Signature and Date

### PROCUREMENT REVIEW:

Buyer: Marilyn V. Fryar

*Marilyn V. Fryar* 10.10.18  
Signature and Date

Devin J. Reed  
Procurement Director

*Devin J. Reed* 10.11.18  
Signature and Date

### SUBMITTED FOR APPROVAL:

Rosa Beckett  
Chief Administrative Officer

*Rosa Beckett* 10/18/18  
Signature and Date

**AWARDS COMMITTEE APPROVAL / DENIAL: (Vote: \_\_\_\_\_ Ayes; \_\_\_\_\_ Nays)**

Meeting Date: \_\_\_\_\_  
Recording Secretary

### CHIEF EXECUTIVE OFFICER APPROVAL:

Steven J. Grossman, CEO  
Signature and Date

### CONDITIONS OF APPROVAL, IF ANY:



JACKSONVILLE AVIATION AUTHORITY  
**AWARDS COMMITTEE MEETING AGENDA**  
OCTOBER 22, 2018

In accordance with JAA Standard Practice No. 216, the above-referenced meeting was properly noticed to the public pursuant to Florida's Public Meeting and Sunshine Laws and is being held at approximately 11:00 a.m. in the Procurement Conference Room of JAA's Administration Building, which is located at 14201 Pecan Park Road, Jacksonville, Florida 32218. The following represents an agenda of the items requiring action, recommendations and/or votes of JAA's Awards Committee and, pursuant to § 286.011(2), Florida Statutes, minutes of this meeting will be made available upon request. ***The vendors referenced in the award submissions below have been verified against the Excluded Parties List System maintained by the General Services Administration at <https://www.sam.gov/portal/public/SAM/>.***

**Noticed Agenda Item**

**(Exhibits available upon request)**

**Item 2: AC2018-10-02**

**Aviation Gallery Wall Covering and Display Banners  
Vendor: Dimension Design  
(Cost: \$4,012.00; Funding: Capital)**



# SUBMISSION FOR AWARDS COMMITTEE APPROVAL

<b>Subject/Awardee:</b> Aviation Gallery Wall Covering and Display Banners / Dimension Design		<b>Cost:</b> \$4,012.00
<b>Solicitation No:</b> RFQ No. 1827-25001	<b>Budgeted, Transferred, or Contingency:</b>	Budgeted
<b>On-Going Maintenance Cost:</b> N/A	<b>Funding Source:</b>	Capital
<b>Attached / Supporting Documents</b>		
<b>Exhibit "A"</b> – AC2018-07-05		
<b>Exhibit "B"</b> – Quote No. Q88962 and Q89141		

### BACKGROUND:

In July of 2018, the Jacksonville Aviation Authority (JAA) approved Award No. AC2018-07-05 to Dimension Design for work associated with Phase Two of the Aviation Gallery located at the Jacksonville International Airport (JIA). JAA subsequently purchased stewardess and pilot uniform memorabilia, which required revisions to Dimension Design’s initial scope.

More specifically, the JIA Art Coordinator requested that the size of two shadow box display cases be increased to display the uniforms in the gallery, as well as additional services associated with murals. Dimension Design provided revised pricing to accommodate the requested changes and, following JAA’s approval, expedited the work so that it would be completed prior to JAA’s 50<sup>th</sup> Anniversary Gala.

### RECOMMENDATION:

**External Affairs and the JIA Arts Coordinator recommend Award No. AC2018-07-05 to Dimension Design, for work associated with Phase Two of the JIA Aviation Gallery, be amended and ratified to: (i) revise the size of two display cases and include additional mural work; and (ii) increase the award amount by \$4,012.00, for a new not-to-exceed amount of \$47,306.00. The funds for this project are budgeted in Project J2018-21.**

## SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Verification of Funding	
<b>Name/Title:</b>	Kimberly Howard Sr. Manager, Planning
<b>Signature:</b>	Kimberly Howard

I have verified that, as of 10/9/2018 there are budgeted funds in the above-referenced funding source that are sufficient to cover the amount of this award submission (directors or their designees may verify funding; however, verification of an award submission that is unbudgeted or that requires transferred or contingency funding must also attach approved documentation evidencing the same).

**ORIGINATED AND SUBMITTED FOR APPROVAL BY:**

Jennifer Murray  
JIA Arts Coordinator

\_\_\_\_\_  
Signature and Date

**PROCUREMENT REVIEW:**

Buyer: Marilyn V. Fryar

Marilyn V. Fryar      10.09.18  
\_\_\_\_\_  
Signature and Date

Devin J. Reed  
Procurement Director

D. J. Reed      10.17.18  
\_\_\_\_\_  
Signature and Date

**SUBMITTED FOR APPROVAL:**

Michael Stewart  
Director External Affairs

Michael Stewart      10/10/18  
\_\_\_\_\_  
Signature and Date

**AWARDS COMMITTEE APPROVAL / DENIAL: (Vote: \_\_\_\_ Ayes; \_\_\_\_ Nays)**

Meeting Date: \_\_\_\_\_

\_\_\_\_\_  
Recording Secretary

**CEO APPROVAL:**  
Steven J. Grossman  
Chief Executive Officer

\_\_\_\_\_  
Signature and Date

**CONDITIONS OF APPROVAL, IF ANY:**



JACKSONVILLE AVIATION AUTHORITY  
**AWARDS COMMITTEE MEETING AGENDA**  
OCTOBER 22, 2018

In accordance with JAA Standard Practice No. 216, the above-referenced meeting was properly noticed to the public pursuant to Florida's Public Meeting and Sunshine Laws and is being held at approximately 11:00 a.m. in the Procurement Conference Room of JAA's Administration Building, which is located at 14201 Pecan Park Road, Jacksonville, Florida 32218. The following represents an agenda of the items requiring action, recommendations and/or votes of JAA's Awards Committee and, pursuant to § 286.011(2), Florida Statutes, minutes of this meeting will be made available upon request. ***The vendors referenced in the award submissions below have been verified against the Excluded Parties List System maintained by the General Services Administration at <https://www.sam.gov/portal/public/SAM/>.***

**Noticed Agenda Item**

**(Exhibits available upon request)**

**Item 3: AC2018-10-03**

**Leadership Training and Development  
Vendor: Center for Creative Leadership  
(Cost: \$70,870.00; Funding: 26101.77631)  
Exempt Posting: October 11-18, 2018**



# SUBMISSION FOR AWARDS COMMITTEE APPROVAL

<b>Subject/Awardee:</b> Leadership Training and Development / Center for Creative Leadership		<b>Cost:</b> \$70,870.00 +10% contingency
<b>Solicitation No:</b> Exemption P.Code §2.05(A)(8)	<b>Budgeted, Transferred, or Contingency:</b>	Budgeted
<b>On-Going Maintenance Cost:</b> N/A	<b>Funding Source:</b>	26101.77631
<b>Attached / Supporting Documents</b>		
<b>Exhibit "A"</b> – Price Proposal for Leadership at the Peak & Price Outline for Leading for Organizational Impact		
<b>Exhibit "B"</b> – Public Notice Posting		

### BACKGROUND:

In October 2017, Human Resources Training and Development conducted a leadership development learning needs analysis to: (i) identify leadership and management competencies associated with applicable JAA job categories; and (ii) identify sources to fulfill these competencies.

The Center for Creative Leadership has been identified as a reputable and credible source to provide aligned leadership and management competencies to JAA’s senior leaders. Courses focus on self-awareness, strategic thinking and planning, leading others, and networking across silos.

The prescribed training and development curriculum includes (see attached Exhibit "A"):

- "Leading for Organizational Impact" - \$30,780.00 (four directors, \$8,100.00 per person; \$7,695 after 5% discount);
- "Coaching for Human Resource Professionals" - \$11,970.00 (one human resources director and two senior human resource partners; \$4,200 per person; \$3,990 after 5% discount); and
- "Leadership Development Program" - \$28,120.00 (two facilities senior managers and two police lieutenants; \$7,400 per person; \$7,030 after 5% discount).

*\* All efforts will be made to avoid late registrations / cancellations to obtain 20% discount. A request for 10% unforeseen contingency for late registrations / cancellations fees is being requested.*

This curriculum will both equip employees with vital leadership competencies and will in-turn enhance JAA’s business goals. Additionally, by developing human resources personnel in the area of leadership coaching, we will continue to fortify our leadership pipeline and enhance our proactive leadership culture through augmentation of the previous year’s leadership development initiatives. Procurement has reviewed this request and believes the services requested herein are exempt from competition pursuant to §2.05(A)(8) of the Procurement Code.

### RECOMMENDATION:

**Human Resources recommends that a properly noticed award be made to the Center for Creative Leadership for leadership and management development courses, in a not-to-exceed amount of \$70,870, plus a 10% unforeseen contingency. Funding for this award is contained in Cost Center 26101.77631.**





# SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Verification of Funding	
Name/Title:	I have verified that, as of ___/___/2018 there are budgeted funds in the above-referenced funding source that are sufficient to cover the amount of this award submission (directors or their designees may verify funding; however, verification of an award submission that is unbudgeted or that requires transferred or contingency funding must also attach approved documentation evidencing the same).
Signature:	

**ORIGINATED AND SUBMITTED FOR APPROVAL BY:**

Jan L. Menard  
Senior Manager, Landside Facilities  
/Former Training and Development Mgr.

*Jan L. Menard* Oct 12, 2018  
Signature and Date

**PROCUREMENT REVIEW:**

Buyer: LeNedda Edwards

*LeNedda Edwards* 10/12/18  
Signature and Date

Devin J. Reed  
Procurement Director

*Devin J. Reed* 10.17.18  
Signature and Date

**SUBMITTED FOR APPROVAL:**

Rosa Beckett  
Chief Administrative Officer

\_\_\_\_\_  
Signature and Date

**AWARDS COMMITTEE APPROVAL / DENIAL: (Vote: \_\_\_\_ Ayes; \_\_\_\_ Nays)**

Meeting Date: \_\_\_\_\_

\_\_\_\_\_  
Recording Secretary

**CEO APPROVAL:**

Steven J. Grossman  
Chief Executive Officer

\_\_\_\_\_  
Signature and Date

**CONDITIONS OF APPROVAL, IF ANY:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



JACKSONVILLE AVIATION AUTHORITY  
**AWARDS COMMITTEE MEETING AGENDA**  
OCTOBER 22, 2018

In accordance with JAA Standard Practice No. 216, the above-referenced meeting was properly noticed to the public pursuant to Florida's Public Meeting and Sunshine Laws and is being held at approximately 11:00 a.m. in the Procurement Conference Room of JAA's Administration Building, which is located at 14201 Pecan Park Road, Jacksonville, Florida 32218. The following represents an agenda of the items requiring action, recommendations and/or votes of JAA's Awards Committee and, pursuant to § 286.011(2), Florida Statutes, minutes of this meeting will be made available upon request. ***The vendors referenced in the award submissions below have been verified against the Excluded Parties List System maintained by the General Services Administration at <https://www.sam.gov/portal/public/SAM/>.***

**Noticed Agenda Item**

**(Exhibits available upon request)**

**Item 4: AC2018-10-04**

**Fast 350 Solar Radar Speed Signs  
Vendor: RU2 Systems, Inc.  
(Cost: \$31,985.00; Funding: Capital)**



## SUBMISSION FOR AWARDS COMMITTEE APPROVAL

**Subject/Awardee:** Fast 350 Solar Radar Speed Signs / RU2 Systems, Inc. **Cost:** \$31,985.00

**Solicitation No:** Request for Quotes **Budgeted, Transferred, or Contingency:** Budgeted

**On-Going Maintenance Cost:** N/A **Funding Source:** Capital

### Attached / Supporting Documents

**Exhibit "A"** – Quotations from Manufacturer, U.S. Communities Government Purchasing Alliance (Tapco), and Grainger

### BACKGROUND:

The Jacksonville Aviation Authority's (JAA) Public Safety and Security Division would like to purchase Five (5) Fast 350 Solar Radar Speed Signs for traffic safety/awareness, traffic calming, and driver awareness.

Procurement requested quotations from authorized resellers, including U.S. Communities Contract No. 2013-100 that was competitively solicited by Barron County Highway Department for Traffic Control Products and Solutions. However, the manufacturer provided the best quotation.

Procurement has reviewed the purchase of these solar radar speed signs and believes it is in JAA's best interest to purchase the requested radar speed signs from the manufacturer at a cost savings of \$6,725.00 against the quote from U.S. Communities Government Purchasing Alliance.

### RECOMMENDATION:

**Public Safety and Security recommends that JAA make an award to RU2 Systems, Inc., for the purchase of five (5) RU2 Fast 350 Radar Speed Signs, in a not-to-exceed amount of \$31,985.00.**



# SUBMISSION FOR AWARDS COMMITTEE APPROVAL

<b>Verification of Funding</b>		I have verified that, as of <u>10 / 10 / 2018</u> , there are budgeted funds in the above-referenced funding source that are sufficient to cover the amount of this award submission (directors or their designees may verify funding; however, verification of an award submission that is unbudgeted or that requires transferred or contingency funding must also attach approved documentation evidencing the same).
Name/Title:	Kimberly Howard	
Signature:	<i>Kimberly Howard</i>	

**ORIGINATED AND SUBMITTED FOR APPROVAL BY:**

Mark Stevens  
Public Safety & Security Director

*Mark Stevens*      10/10/18  
Signature and Date

**PROCUREMENT REVIEW:**

Buyer: LeNedda Edwards

*LeNedda Edwards*      10/10/18  
Signature and Date

Devin J. Reed  
Procurement Director

*Devin J. Reed*      10-17-18  
Signature and Date

**SUBMITTED FOR APPROVAL:**

Tony Cugno  
Chief Operating Officer

*Tony Cugno*      10/18/19  
Signature and Date

**AWARDS COMMITTEE APPROVAL / DENIAL: (Vote: \_\_\_\_\_ Ayes; \_\_\_\_\_ Nays)**

Meeting Date: \_\_\_\_\_ Recording Secretary \_\_\_\_\_

**CEO APPROVAL:**  
 Steven J. Grossman  
 Chief Executive Officer

\_\_\_\_\_  
 Signature and Date

**CONDITIONS OF APPROVAL, IF ANY:**

---



---



---



**JACKSONVILLE AVIATION AUTHORITY**  
**AWARDS COMMITTEE MEETING AGENDA**  
OCTOBER 22, 2018

In accordance with JAA Standard Practice No. 216, the above-referenced meeting was properly noticed to the public pursuant to Florida's Public Meeting and Sunshine Laws and is being held at approximately 11:00 a.m. in the Procurement Conference Room of JAA's Administration Building, which is located at 14201 Pecan Park Road, Jacksonville, Florida 32218. The following represents an agenda of the items requiring action, recommendations and/or votes of JAA's Awards Committee and, pursuant to § 286.011(2), Florida Statutes, minutes of this meeting will be made available upon request. ***The vendors referenced in the award submissions below have been verified against the Excluded Parties List System maintained by the General Services Administration at <https://www.sam.gov/portal/public/SAM/>.***

**Noticed Agenda Item**

**(Exhibits available upon request)**

**Item 5: AC2018-10-05**

**Event Planning and Production Services**

**Vendor: PRI Productions**

**(Cost: \$10,090.13; Funding: Various)**

## **SUBMISSION FOR AWARDS COMMITTEE APPROVAL**

<b>Subject/Awardee:</b> Event Planning and Production Services / PRI Productions	<b>Cost:</b> \$10,090.13
<b>Solicitation No:</b> RFP No. 17-22-11105	<b>Budgeted, Transferred, or Contingency:</b> Budgeted
<b>On-Going Maintenance Cost:</b> N/A	<b>Funding Source:</b> Various

### **Attached / Supporting Documents**

**Exhibit "A"** – AC2017-09-05  
**Exhibit "B"** – October 11, 2018 50<sup>th</sup> Anniversary Gala Invoices  
**Exhibit "C"** – Spend Analysis

### **BACKGROUND:**

The Marketing Department was tasked with coordinating multiple events to highlight the history and celebrate JAA's 50th Anniversary throughout the 2018 calendar year. In September 2017, Request for Proposals No. 17-22-11105 (RFP) was issued in search of a production company to provide services not limited to assistance with an anniversary kick-off event and gala.

The Awards Committee approved Award No. AC2017-09-05 for PRI to provided assistance with design, décor, production elements, catering and music as needed, in the amount of \$98,524.96, plus 10% in contingency funding for a total of \$108,377.45. Total contract spend is currently at \$118,467.58, which results in a need to ratify \$10,090.13 (award remains open for future renewals available pursuant to the RFP).

### **RECOMMENDATION:**

**Marketing recommends Award No. AC2017-09-05 to PRI, for work associated with highlighting the history and celebrating JAA's 50th Anniversary, be amended and ratified to account for an overage in the amount of \$10,090.13, for a new not-to-exceed amount of \$118,467.58.**

## SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Verification of Funding	
Name/Title: <u>Greg Willis, Marketing Program Manager</u>	I have verified that, as of ___/___/2018, there are budgeted funds in the above-referenced funding source that are sufficient to cover the amount of this award submission ( <i>directors or their designees may verify funding; however, verification of an award submission that is unbudgeted or that requires transferred or contingency funding must also attach approved documentation evidencing the same</i> ).
Signature: <u>[Handwritten Signature]</u>	

<b>ORIGINATED AND SUBMITTED FOR APPROVAL BY:</b>	
Greg Willis Marketing Program Manager	<u>[Handwritten Signature]</u> 10/16/18 Signature and Date
<b>PROCUREMENT REVIEW:</b>	
Buyer: LeNedda Edwards	<u>[Handwritten Signature]</u> 10/16/18 Signature and Date
Devin J. Reed Procurement Director	<u>[Handwritten Signature]</u> 10.17.18 Signature and Date
<b>SUBMITTED FOR APPROVAL:</b>	
Barbara Halverstadt Marketing Director	<u>[Handwritten Signature]</u> 10/16/18 Signature and Date

**AWARDS COMMITTEE APPROVAL / DENIAL: (Vote: \_\_\_\_\_ Ayes; \_\_\_\_\_ Nays)**

Meeting Date: \_\_\_\_\_

\_\_\_\_\_  
Recording Secretary

**CEO APPROVAL:**  
Steven J. Grossman  
Chief Executive Officer

\_\_\_\_\_  
Signature and Date

**CONDITIONS OF APPROVAL, IF ANY:**



JACKSONVILLE AVIATION AUTHORITY  
**AWARDS COMMITTEE MEETING AGENDA**  
OCTOBER 22, 2018

In accordance with JAA Standard Practice No. 216, the above-referenced meeting was properly noticed to the public pursuant to Florida's Public Meeting and Sunshine Laws and is being held at approximately 11:00 a.m. in the Procurement Conference Room of JAA's Administration Building, which is located at 14201 Pecan Park Road, Jacksonville, Florida 32218. The following represents an agenda of the items requiring action, recommendations and/or votes of JAA's Awards Committee and, pursuant to § 286.011(2), Florida Statutes, minutes of this meeting will be made available upon request. *The vendors referenced in the award submissions below have been verified against the Excluded Parties List System maintained by the General Services Administration at <https://www.sam.gov/portal/public/SAM/>.*

**Noticed Agenda Item**

**(Exhibits available upon request)**

**Item 6: AC2018-10-06**

**First Aid and Safety Supplies**

**Vendor: Cintas**

**(Cost: \$24,578.44; Funding: Various)**

**Piggyback Posting: October 15-22, 2018**





## SUBMISSION FOR AWARDS COMMITTEE APPROVAL

<b>Subject/Awardee:</b> First Aid and Safety Supplies / Cintas	<b>Cost:</b> \$24,578.44
<b>Solicitation No:</b> Piggy-Back	<b>Budgeted, Transferred, or Contingency:</b> Budgeted
<b>On-Going Maintenance Cost:</b> N/A	<b>Funding Source:</b> Various
<b>Attached / Supporting Documents</b>	
<b>Exhibit "A"</b> – U.S. Communities Contract No. 12-JLH-011	
<b>Exhibit "B"</b> – Spend Analysis	
<b>Exhibit "C"</b> – Public Notice Posting	

### BACKGROUND:

In September 2017, Procurement reviewed U.S. Communities Contract No. 12-JLH-011 for alternative pricing for First Aid and Safety Supplies. The price comparison on JAA's standard listing of supplies was a 25% to 50% price savings. Procurement posted an informal piggyback notice to utilize the contract pricing effective October 1, 2017.

Current spend analysis reveals actual FY18 expenditures of \$8,234.44, as well as anticipated expenditures of \$9,560.00 for FY19 and \$10,994.00 for FY20. Initially, this award was under JAA's formal threshold and did not require JAA's Awards Committee consideration and approval. However, Risk Management desires formal approval for what it anticipates spending under this award over the next two years.

### RECOMMENDATION:

**Risk Management recommends that JAA amend its properly noticed informal award to Cintas, for First Aid and Safety Supplies pursuant to U.S. Communities Government Purchasing Alliance Contract/Harford County Public Schools RFP No. 12-JLH-011, to increase the not-to-exceed award amount to \$21,378.44, plus a 15% contingency of \$3,200.00, for a three-year total of \$24,578.44, to be utilized by all locations with adherence to contract terms, conditions and the availability of funds.**



# SUBMISSION FOR AWARDS COMMITTEE APPROVAL

<b>Verification of Funding</b>		I have verified that, as of <u>10/9/2018</u> , there are budgeted funds in the above-referenced funding source that are sufficient to cover the amount of this award submission (directors or their designees may verify funding; however, verification of an award submission that is unbudgeted or that requires transferred or contingency funding must also attach approved documentation evidencing the same).
Name/Title:	<u>Roger Studenski</u>	
Signature:	<u>Roger Studenski</u>	

**ORIGINATED AND SUBMITTED FOR APPROVAL BY:**

Roger Studenski  
Risk Management Administrator

Roger Studenski      10-9-18  
Signature and Date

**PROCUREMENT REVIEW:**

Buyer: LeNedda Edwards

LeNedda Edwards      10.9.2018  
Signature and Date

Devin J. Reed  
Procurement Director

Devin J. Reed      10.17.18  
Signature and Date

**SUBMITTED FOR APPROVAL:**

Rosa Beckett  
Chief Administrative Officer

Rosa Beckett      10/18/18  
Signature and Date

**AWARDS COMMITTEE APPROVAL / DENIAL: (Vote: \_\_\_\_\_ Ayes; \_\_\_\_\_ Nays)**

Meeting Date: \_\_\_\_\_

Recording Secretary

**CEO APPROVAL:**  
Steven J. Grossman  
Chief Executive Officer

\_\_\_\_\_  
Signature and Date

**CONDITIONS OF APPROVAL, IF ANY:**

---



---



---



JACKSONVILLE AVIATION AUTHORITY  
**AWARDS COMMITTEE MEETING AGENDA**  
OCTOBER 22, 2018

In accordance with JAA Standard Practice No. 216, the above-referenced meeting was properly noticed to the public pursuant to Florida's Public Meeting and Sunshine Laws and is being held at approximately 11:00 a.m. in the Procurement Conference Room of JAA's Administration Building, which is located at 14201 Pecan Park Road, Jacksonville, Florida 32218. The following represents an agenda of the items requiring action, recommendations and/or votes of JAA's Awards Committee and, pursuant to § 286.011(2), Florida Statutes, minutes of this meeting will be made available upon request. ***The vendors referenced in the award submissions below have been verified against the Excluded Parties List System maintained by the General Services Administration at <https://www.sam.gov/portal/public/SAM/>.***

**Noticed Agenda Item**

**(Exhibits available upon request)**

**Item 7: AC2018-10-07**

**Shoe Shine Services at JIA  
Vendor: Tony's Shoe Shine  
(Cost: Revenue Generating; Funding: N/A)**



# SUBMISSION FOR AWARDS COMMITTEE APPROVAL

<b>Subject/Awardee:</b> Shoe Shine Services / Tony's Shoe Shine	<b>Cost:</b> Revenue Gen.
<b>Solicitation No:</b> Public Notice	<b>Budgeted, Transferred, or Contingency:</b> N/A
<b>On-Going Maintenance Cost:</b> N/A	<b>Funding Source:</b> N/A

Attached / Supporting Documents

Exhibit "A" – Public Notice

### BACKGROUND:

Tony's Shoe Shine is the currently concessionaire providing Shoe Shine Services at Jacksonville International Airport (JAX). Shoe shine services is a niche occupation with a limited market. On or about May 8, 2018, Procurement, with concurrence from Business Development, discussed with JAA's General Counsel the concept of issuing a Public Notice stating that the Jacksonville Aviation Authority (JAA) would negotiate/award an agreement with the incumbent unless JAA received responses from other interested parties to provide these services. JAA did not receive any responses and elected to proceed with awarding a contract to Tony's Shoe Shine.

### RECOMMENDATION:

**Business Development recommends a properly noticed, non-exclusive award be made to Tony's Shoe Shine, the incumbent, for Shoe Shine Services, for an initial three-year term, with renewal options of up to two years, at JAA's sole discretion, based on contractor performance. This contract is revenue generating and, without limitations, requires annual rent due to JAA of \$2,400.00, plus applicable sales tax.**



# SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Verification of Funding		I have verified that, as of ___/___/2018 there are budgeted funds in the above-referenced funding source that are sufficient to cover the amount of this award submission (directors or their designees may verify funding; however, verification of an award submission that is unbudgeted or that requires transferred or contingency funding must also attach approved documentation evidencing the same).
Name/Title:	Not Applicable	
Signature:	Not Applicable	

**ORIGINATED AND SUBMITTED FOR APPROVAL BY:**

Jeff Taylor  
Properties Administrator

*[Signature]* 10/10/2018  
Signature and Date *Paul Gerraty on behalf of Jeff Taylor*

**PROCUREMENT REVIEW:**

Buyer: Marilyn V. Fryar

*[Signature]* 10.09.18  
Signature and Date

Devin J. Reed  
Procurement Director

*[Signature]* 10.17.18  
Signature and Date

**SUBMITTED FOR APPROVAL:**

Richard Rossi  
Chief Financial Officer

*[Signature]* 10/9/2018  
Signature and Date

**AWARDS COMMITTEE APPROVAL / DENIAL: (Vote: \_\_\_\_\_ Ayes; \_\_\_\_\_ Nays)**

Meeting Date: \_\_\_\_\_

Recording Secretary

**CEO APPROVAL:**  
Steven J. Grossman  
Chief Executive Officer

Signature and Date

**CONDITIONS OF APPROVAL, IF ANY:**

---



---



---



JACKSONVILLE AVIATION AUTHORITY  
**AWARDS COMMITTEE MEETING AGENDA**  
OCTOBER 22, 2018

In accordance with JAA Standard Practice No. 216, the above-referenced meeting was properly noticed to the public pursuant to Florida's Public Meeting and Sunshine Laws and is being held at approximately 11:00 a.m. in the Procurement Conference Room of JAA's Administration Building, which is located at 14201 Pecan Park Road, Jacksonville, Florida 32218. The following represents an agenda of the items requiring action, recommendations and/or votes of JAA's Awards Committee and, pursuant to § 286.011(2), Florida Statutes, minutes of this meeting will be made available upon request. ***The vendors referenced in the award submissions below have been verified against the Excluded Parties List System maintained by the General Services Administration at <https://www.sam.gov/portal/public/SAM/>.***

**Noticed Agenda Item**

**(Exhibits available upon request)**

**Item 8: AC2018-10-08**

**Vending Machine Services  
Vendor: Hendrickson & Associates  
(Cost: Revenue Generating; Funding: N/A)**



# SUBMISSION FOR AWARDS COMMITTEE APPROVAL

**Subject/Awardee:** Vending Machine Services / Hendrickson & Associates **Cost:** Revenue Gen.

**Solicitation No:** RFP18-20-43101 **Budgeted, Transferred, or Contingency:** N/A

**On-Going Maintenance Cost:** N/A **Funding Source:** N/A

### Attached / Supporting Documents

**Exhibit "A"** - Evaluation Matrix; **Exhibit "B"** - SPIS

### BACKGROUND:

The Jacksonville Aviation Authority (JAA) desires to provide vending machine services to the public and employees throughout the Airport System.

On July 23, 2018, JAA advertised Request for Proposals No. 18-20-43101 (RFP) for companies to provide vending machine services, including the operational maintenance services for two JAA money changing machines.

JAA received proposals from four companies which were evaluated and ranked as follows:

Rank Order	Respondents	Scores
1	Hendrickson & Associates	86.38
2	Gilly Vending	71.35
3	Right Choice	57.32
4	Instahealthy	37.35

### RECOMMENDATION:

**Business Development recommends an award be made to Hendrickson & Associates, the incumbent and highest ranked of the proposers in response to RFP No. 18-0-43101, for vending machine and related services, for an initial three-year term, with renewal options of up to two years, at the sole discretion of the JAA, based on contractor performance. As this contract is revenue generating, the commission due monthly to JAA is 30% of the public machines gross revenue, excluding sales tax.**



# SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Verification of Funding	
Name/Title:	Not Applicable
Signature:	Not Applicable

I have verified that, as of \_\_\_/\_\_\_/2018 there are budgeted funds in the above-referenced funding source that are sufficient to cover the amount of this award submission (directors or their designees may verify funding; however, verification of an award submission that is unbudgeted or that requires transferred or contingency funding must also attach approved documentation evidencing the same).

**ORIGINATED AND SUBMITTED FOR APPROVAL BY:**

Jeff Taylor  
Properties Administrator

*Paul Genety* 10/10/2018  
Signature and Date *Paul Genety on behalf of Jeff Taylor*

**PROCUREMENT REVIEW:**

Buyer: Marilyn V. Fryar

*Marilyn V. Fryar* 10.09.18  
Signature and Date

Devin J. Reed  
Procurement Director

*Devin J. Reed* 10.17.18  
Signature and Date

**SUBMITTED FOR APPROVAL:**

Richard Rossi  
Chief Financial Officer

*Richard Rossi* 10/9/2018  
Signature and Date

**AWARDS COMMITTEE APPROVAL / DENIAL: (Vote: \_\_\_ Ayes; \_\_\_ Nays)**

Meeting Date: \_\_\_\_\_

\_\_\_\_\_  
Recording Secretary

**CEO APPROVAL:**  
Steven J. Grossman  
Chief Executive Officer

\_\_\_\_\_  
Signature and Date

**CONDITIONS OF APPROVAL, IF ANY:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_





JACKSONVILLE AVIATION AUTHORITY  
**AWARDS COMMITTEE MEETING AGENDA**  
OCTOBER 22, 2018

In accordance with JAA Standard Practice No. 216, the above-referenced meeting was properly noticed to the public pursuant to Florida's Public Meeting and Sunshine Laws and is being held at approximately 11:00 a.m. in the Procurement Conference Room of JAA's Administration Building, which is located at 14201 Pecan Park Road, Jacksonville, Florida 32218. The following represents an agenda of the items requiring action, recommendations and/or votes of JAA's Awards Committee and, pursuant to § 286.011(2), Florida Statutes, minutes of this meeting will be made available upon request. ***The vendors referenced in the award submissions below have been verified against the Excluded Parties List System maintained by the General Services Administration at <https://www.sam.gov/portal/public/SAM/>.***

**Noticed Agenda Item**

**(Exhibits available upon request)**

**Item 9: AC2018-10-09**

**Cash to Debit Conversion Services**

**Vendor: Ready Credit Corporation**

**(Cost: N/A; Funding: N/A)**

**Sole Source Posting: October 15-22, 2018**



# SUBMISSION FOR AWARDS COMMITTEE APPROVAL

<b>Subject/Awardee:</b> Cash to Debit Conversion Services / Ready Credit Corporation		<b>Cost:</b> Revenue Gen.
<b>Solicitation No:</b> N/A	<b>Budgeted, Transferred, or Contingency:</b> N/A	
<b>On-Going Maintenance Cost:</b> N/A	<b>Funding Source:</b> N/A	
<b>Attached / Supporting Documents</b>		
Exhibit "A" - Sole Source Form and Public Posting Notice		

## BACKGROUND:

In 2017, United Airlines added a free-standing cash-to-debit machine (reverse ATM) in their exclusive ticketing leasehold at JAX, which is owned and operated by Ready Credit Corporation ("Ready Credit") and has proven to be a value-added customer service. Given feedback from United and the other airlines at JAX, a second machine is needed on the South end of ticketing and, for purpose of familiarity and consistency, it was suggested by the airlines that JAA enter into an agreement with Ready Credit directly, rather than each airline execute individual stand-alone agreements with Ready Credit.

Ready Credit is a Nevada based corporation and provides services to support conversion of cash to prepaid debit cards, utilizing self-serve kiosks at airports nationwide. Procurement has reviewed this service and has not yet found competitors; nevertheless, Procurement, with concurrence from Business Development, issued a Public Notice stating that JAA would negotiate/award an agreement with Ready Credit unless JAA received responses from other interested parties to provide these services. JAA did not receive any responses and has elected to proceed with negotiating a contract directly with Ready Credit.

## RECOMMENDATION:

**Business Development recommends authorization to negotiate directly with Ready Credit Corporation for cash-to-debit ATM conversion services. Upon successful negotiations, a request to amend this award will be submitted to capture the agreed upon terms and conditions.**




# SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Verification of Funding	
Name/Title:	N/A
Signature:	

I have verified that, as of \_\_\_/\_\_\_/2018 there are budgeted funds in the above-referenced funding source that are sufficient to cover the amount of this award submission (directors or their designees may verify funding; however, verification of an award submission that is unbudgeted or that requires transferred or contingency funding must also attach approved documentation evidencing the same).


**ORIGINATED AND SUBMITTED FOR APPROVAL BY:**

Paul Gerrety  
Manager, Properties

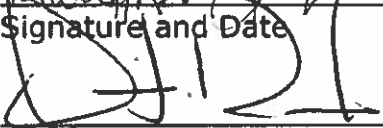
 10/11/2018  
Signature and Date

**PROCUREMENT REVIEW:**

Buyer: Marilyn V. Fryar


 10.11.18  
Signature and Date

Devin J. Reed  
Procurement Director

 10.17.18  
Signature and Date

**SUBMITTED FOR APPROVAL:**

Richard Rossi  
Chief Financial Officer

 10/11/2018  
Signature and Date

**AWARDS COMMITTEE APPROVAL / DENIAL: (Vote: \_\_\_\_\_ Ayes; \_\_\_\_\_ Nays)**

Meeting Date: \_\_\_\_\_

Recording Secretary

**CEO APPROVAL:**  
Steven J. Grossman  
Chief Executive Officer

Signature and Date

**CONDITIONS OF APPROVAL, IF ANY:**



JACKSONVILLE AVIATION AUTHORITY  
**AWARDS COMMITTEE MEETING AGENDA**  
OCTOBER 22, 2018

In accordance with JAA Standard Practice No. 216, the above-referenced meeting was properly noticed to the public pursuant to Florida's Public Meeting and Sunshine Laws and is being held at approximately 11:00 a.m. in the Procurement Conference Room of JAA's Administration Building, which is located at 14201 Pecan Park Road, Jacksonville, Florida 32218. The following represents an agenda of the items requiring action, recommendations and/or votes of JAA's Awards Committee and, pursuant to § 286.011(2), Florida Statutes, minutes of this meeting will be made available upon request. ***The vendors referenced in the award submissions below have been verified against the Excluded Parties List System maintained by the General Services Administration at <https://www.sam.gov/portal/public/SAM/>.***

**Noticed Agenda Item**

**(Exhibits available upon request)**

**Item 10: AC2018-10-10**

**Temporary Administrative and Light Industrial Staff  
Vendor: GuideSoft, Inc. dba Knowledge Services and I-Tech Personnel  
(Cost: 800,000.00; Funding: Various)  
Piggyback Posting: October 11-18, 2018**



## SUBMISSION FOR AWARDS COMMITTEE APPROVAL

<b>Subject/Awardee:</b> Temporary Administrative and Light Industrial Staff / GuideSoft, Inc. d/b/a Knowledge Services and I-Tech Personnel	<b>Cost:</b> \$800,000.00
<b>Solicitation No:</b> Piggy-back	<b>Budgeted, Transferred, or Contingency:</b> Budgeted
<b>On-Going Maintenance Cost:</b> N/A	<b>Funding Source:</b> Various
<b>Attached / Supporting Documents</b>	
Exhibit "A" – State of FL Contract No. 3141800-14-ACS Supporting Documentation	
Exhibit "B" – JEA Contract No.138413	
Exhibit "C" - Public Notice Posting	

**BACKGROUND:**

The Jacksonville Aviation Authority requests permission to utilize State of Florida Contract No. 3141800-14-ACS and JEA Contract No. 138413 for temporary administrative and light industrial staffing.

In an effort to develop a variety of non-exclusive vendor options for staff augmentation services, this request will enable HR to fill numerous upcoming temporary positions to assist with the growth and necessary maintenance JAA requires at all locations.

Funding for this award will vary based upon the departments utilizing these services.

**RECOMMENDATION:**

Human Resources recommends JAA utilize State of FL Contract No. 3141800-14-ACS and JEA Contract No. 138413 for temporary administrative and light industrial staff and make a properly noticed award to GuideSoft, Inc. d/b/a Knowledge Services and I-Tech Personnel to obtain non-exclusive staff augmentation services on a requirements basis, for a term beginning on the date of contract execution through September 30, 2020, consistent with the current terms of the utilized contracts and any revisions or extensions to the same, in an annual not-to-exceed amount of \$400,000.00, for a total potential award of \$800,000.00. Inasmuch as this is a requirements award, this purchase will be funded via transfer upon the occasion(s) of its use.



# SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Verification of Funding	
Name/Title:	N/A
Signature:	

I have verified that, as of \_\_\_/\_\_\_/2018, there are budgeted funds in the above-referenced funding source that are sufficient to cover the amount of this award submission (directors or their designees may verify funding; however, verification of an award submission that is unbudgeted or that requires transferred or contingency funding must also attach approved documentation evidencing the same).

### ORIGINATED AND SUBMITTED FOR APPROVAL BY:

Michael May  
Director, Human Resources

Michael May 10/11/18  
Signature and Date

### PROCUREMENT REVIEW:

Buyer: LeNedda Edwards

LeNedda Edwards 10/11/18  
Signature and Date

Devin J. Reed  
Procurement Director

Devin J. Reed 10-17-18  
Signature and Date

### SUBMITTED FOR APPROVAL:

Rosa Beckett  
Chief Administrative Officer

Rosa Beckett 10/18/18  
Signature and Date

**AWARDS COMMITTEE APPROVAL / DENIAL: (Vote: \_\_\_ Ayes; \_\_\_ Nays)**

Meeting Date: \_\_\_\_\_

\_\_\_\_\_  
Recording Secretary

### CEO APPROVAL:

Steven J. Grossman  
Chief Executive Officer

\_\_\_\_\_  
Signature and Date

### CONDITIONS OF APPROVAL, IF ANY:



JACKSONVILLE AVIATION AUTHORITY  
**AWARDS COMMITTEE MEETING AGENDA**  
OCTOBER 22, 2018

In accordance with JAA Standard Practice No. 216, the above-referenced meeting was properly noticed to the public pursuant to Florida's Public Meeting and Sunshine Laws and is being held at approximately 11:00 a.m. in the Procurement Conference Room of JAA's Administration Building, which is located at 14201 Pecan Park Road, Jacksonville, Florida 32218. The following represents an agenda of the items requiring action, recommendations and/or votes of JAA's Awards Committee and, pursuant to § 286.011(2), Florida Statutes, minutes of this meeting will be made available upon request. ***The vendors referenced in the award submissions below have been verified against the Excluded Parties List System maintained by the General Services Administration at <https://www.sam.gov/portal/public/SAM/>.***

**Noticed Agenda Item**

**(Exhibits available upon request)**

**Item 11: AC2018-10-11**

**Refurbishment, Carpet and Walls, Building 82 – Phase 2**

**Vendor: The Rose Group**

**(Cost: \$55,176.40; Funding: 44202.77430/420)**



# SUBMISSION FOR AWARDS COMMITTEE APPROVAL

<b>Subject/Awardee:</b> Refurbishment, Carpet and Walls, Bldg. 82, Phase 2 / The Rose Group	<b>Cost:</b> \$55,176.40 (+10% contingency)
<b>Solicitation No:</b> RFQ 1828-44202	<b>Budgeted, Transferred, or Contingency:</b> Budgeted
<b>On-Going Maintenance Cost:</b> None	<b>Funding Source:</b> FY 18 44202.77430 FY 19 44202.77420

### Attached / Supporting Documents

- Exhibit "A"** – Baseline Indoor Air Quality and Mold Assessment October 2016
- Exhibit "B"** – RFQ 1828-44202 Scope of Work and The Rose Group Proposal
- Exhibit "C"** – Unforeseen Conditions Recommendation and Quote

### BACKGROUND:

Building 82 at Cecil Airport has carpet on its walls that has been in place for 15 years. In October of 2016, an indoor air quality test was performed, which suggests certain building materials be removed and/or replaced.

The project scope exceeded the resources and expertise of the existing maintenance staff. A specification package and subsequently Request for Qualification No. 1828 - 44202 (RFQ) was developed and issued based on the General Maintenance & Construction Services/Small Construction Projects ITB No. 15-05-45123.

A pre-bid site visit was conducted on August 15, 2018. Bids were received on August 27, 2018, and two qualified bidders responded, The Rose Group being the lower of the two at \$99,176.40. Cecil Airport chose to select only certain line items of the bid: Walls - \$34,000.00; and Flooring - \$13,000.00, the total of which does not exceed JAA's informal threshold for Construction and, therefore did not require Awards Committee approval.

During construction, unforeseen conditions were discovered, and recommendations were received for the correction of the same. Cecil desires to proceed with the recommendations and with the remaining line items of the bid.

### RECOMMENDATION:

**Cecil Airport recommends that JAA's informal award to The Rose Group, for construction improvements to Building 82, be amended to: (i) proceed with the recommendations to correct unforeseen conditions; (ii) increase the scope of work to include the remaining line items of the bid; and (iii) increase the not-to-exceed amount by \$55,176.40, plus a 10% unforeseen contingency of \$5,518.00, for a new not-to-exceed amount of \$107,684.40. Funding for this purchase will come from 44202.77420/430.**





# SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Verification of Funding	
Name/Title:	Kelly Dollarhide
Signature:	

I have verified that, as of 10/10/2018 (insert date), there are budgeted funds in the above-referenced funding source that are sufficient to cover the amount of this award submission (directors or their designees may verify funding; however, verification of an award submission that is unbudgeted or that requires transferred or contingency funding must also attach approved documentation evidencing the same).

**ORIGINATED AND SUBMITTED FOR APPROVAL BY:**

Kelly Dollarhide  
Director, Cecil Airport

10/10/18  
Signature and Date

**PROCUREMENT REVIEW:**

Buyer: David Bonner

10/10/18  
Signature and Date

Devin J. Reed  
Procurement Director

10.17.18  
Signature and Date

**SUBMITTED FOR APPROVAL:**

Rusty Chandler  
Chief, Industrial/General Aviation Airports

10/10/18  
Signature and Date

**AWARDS COMMITTEE APPROVAL / DENIAL: (Vote: \_\_\_\_\_ Ayes; \_\_\_\_\_ Nays)**

Meeting Date: \_\_\_\_\_

\_\_\_\_\_  
Recording Secretary

**CHIEF EXECUTIVE OFFICER APPROVAL:**

Steven J. Grossman  
CEO

\_\_\_\_\_  
Signature and Date

**CONDITIONS OF APPROVAL, IF ANY:**



JACKSONVILLE AVIATION AUTHORITY  
**AWARDS COMMITTEE MEETING AGENDA**  
OCTOBER 22, 2018

In accordance with JAA Standard Practice No. 216, the above-referenced meeting was properly noticed to the public pursuant to Florida's Public Meeting and Sunshine Laws and is being held at approximately 11:00 a.m. in the Procurement Conference Room of JAA's Administration Building, which is located at 14201 Pecan Park Road, Jacksonville, Florida 32218. The following represents an agenda of the items requiring action, recommendations and/or votes of JAA's Awards Committee and, pursuant to § 286.011(2), Florida Statutes, minutes of this meeting will be made available upon request. ***The vendors referenced in the award submissions below have been verified against the Excluded Parties List System maintained by the General Services Administration at <https://www.sam.gov/portal/public/SAM/>.***

**Noticed Agenda Item**

**(Exhibits available upon request)**

**Item 12: AC2018-10-12**

**JIA Air Cargo High Mast Lighting Improvements  
Vendor: M. Gay Constructors, Inc.  
(Cost: \$309,425.00; Funding: Capital)**



# SUBMISSION FOR AWARDS COMMITTEE APPROVAL

**Subject/Awardee:** JIA Air Cargo High Mast Lighting Improvements, M. Gay Constructors, Inc. **Cost:** \$309,425.00

**Solicitation No:** C-829 **Budgeted, Transferred, or Contingency:** Budgeted

**On-Going Maintenance Cost:** N/A **Funding Source:** Capital

### Attached / Supporting Documents

**Exhibit "A":** Bid Tab and Solicitation Sheet

### BACKGROUND:

The project consists of the demolition/removal of the existing high mast poles/lights, and replacement with new high mast light poles and LED fixtures for Air Cargo and Concourse B areas. The new lights and poles will be installed on the existing pole foundations. New circuits will be pulled as part of the project. The package was bid as follows:

- Base Bid – Air Cargo 1 and 2 (5 poles)
- Add Alternative 1 – Concourse B Apron (2 poles)
- Add Alternative 2 – Concourse B Terminal (2 poles)
- Add Alternative 3 – Air Cargo 4 RON Apron (3 poles)

The existing poles in the area of Air Cargo and Concourse B are corroded on the interior and need to be replaced due to the potential safety issues. This was realized last year when one of the air cargo light poles fell as part of the microburst that damaged the Air Cargo 2 Roof. The Air Cargo 4 light poles do not show the corrosion that the other locations show. However, there are some metering issues with Air Cargo 4 that will need to be corrected as part of the project. In addition, the change to LED on all of the areas will provide better light at a reduced cost (i.e. energy savings).

Four bids were received on August 28, 2018. M. Gay Constructors, Inc. submitted a low total bid of \$309,425.00. The other total bids provided were: Mardant Electrical - \$382,325.00; American Infrastructure Services - \$498,631.00; and Miller Electric Company - \$812,814.18

The Engineer’s Estimate was \$342,073.00. Therefore, M. Gay Contractors’ bid is considered acceptable for award of the contract. M. Gay Contractors’ bid prices for the alternates were very competitive. With the safety concerns surrounding the Air Cargo and Conc B area and the increase in lighting and efficiency, we are recommending the base bid and three alternates be awarded.

There is currently \$163,773.41 remaining in the project budget. A \$150,000.00 budget transfer will be required prior to issuance of Notice to Proceed.

### RECOMMENDATION:

**Planning and Engineering recommends an award be made to M. Gay Contractors, Inc., the lower of four responsive, responsible bidders, for the JIA-Air Cargo Area High Mast Lighting Improvements, in the amount of \$309,425.00.**



# SUBMISSION FOR AWARDS COMMITTEE APPROVAL

<b>Verification of Funding</b>		I have verified that, as of <u>10 / 12 / 2018</u> , there are budgeted funds in the above-referenced funding source that are sufficient to cover the amount of this award submission ( <i>directors or their designees may verify funding; however, verification of an award submission that is unbudgeted or that requires transferred or contingency funding must also attach approved documentation evidencing the same.</i> )
Name/Title:	Jaime Eaton Eng.	
Signature:		

**ORIGINATED AND SUBMITTED FOR APPROVAL BY:**

Jaime Eaton  
Design & Construction Engineer

10/12/18  
Signature and Date

**PROCUREMENT REVIEW:**

Buyer: Samantha Smid

Devin J. Reed  
Procurement Director  
*Formal Approver*

10.18.18  
Signature and Date

**SUBMITTED FOR APPROVAL:**

Tony Cugno  
Chief Operating Officer

10/18/18  
Signature and Date

**AWARDS COMMITTEE APPROVAL / DENIAL: (Vote: \_\_\_\_\_ Ayes; \_\_\_\_\_ Nays)**

Meeting Date: \_\_\_\_\_

\_\_\_\_\_  
Recording Secretary

**CEO APPROVAL:**  
Steven J. Grossman  
Chief Executive Officer

\_\_\_\_\_  
Signature and Date

**CONDITIONS OF APPROVAL, IF ANY:**

---



---



---



JACKSONVILLE AVIATION AUTHORITY  
**AWARDS COMMITTEE MEETING AGENDA**  
OCTOBER 22, 2018

In accordance with JAA Standard Practice No. 216, the above-referenced meeting was properly noticed to the public pursuant to Florida's Public Meeting and Sunshine Laws and is being held at approximately 11:00 a.m. in the Procurement Conference Room of JAA's Administration Building, which is located at 14201 Pecan Park Road, Jacksonville, Florida 32218. The following represents an agenda of the items requiring action, recommendations and/or votes of JAA's Awards Committee and, pursuant to § 286.011(2), Florida Statutes, minutes of this meeting will be made available upon request. ***The vendors referenced in the award submissions below have been verified against the Excluded Parties List System maintained by the General Services Administration at <https://www.sam.gov/portal/public/SAM/>.***

**Noticed Agenda Item**

**(Exhibits available upon request)**

**Item 13: AC2018-10-13**

**Terminal Terrazzo Repair Services**

**Vendor: David Allen Company**

**(Cost: \$30,000.00; Funding: 45123.77420)**

**Sole Source Posting: October 15-22, 2018**



## SUBMISSION FOR AWARDS COMMITTEE APPROVAL

<b>Subject/Awardee:</b> Terminal Terrazzo Repair Services / David Allen Company	<b>Cost:</b> \$30,000.00
<b>Solicitation No:</b> Sole Source	<b>Budgeted, Transferred, or Contingency:</b> Budgeted
<b>On-Going Maintenance Cost:</b> N/A	<b>Funding Source:</b> 45123.77420

### Attached / Supporting Documents

**Exhibit "A"**- Requested Repair Locations  
**Exhibit "B"** - Sole Source and Public Notice Posting

*(include all relevant procurement, finance and budget information and/or forms)*

### BACKGROUND:

The Jacksonville Aviation Authority desires to repair terrazzo flooring throughout the terminal of the Jacksonville International Airport (JIA). Primary areas of repair include correcting buckling terrazzo located in front of Avis Rental Car in baggage claim and repair and replacement of terrazzo within the information booth on the first floor. A multitude of smaller-scale repairs will be conducted, as identified in a terminal walkthrough conducted by Facilities Maintenance.

David Allen Company has been confirmed as the original installer of the terrazzo, therefore, qualifying as a sole-source vendor.

Finally, this award will allow for additional just-in-time repairs as they are identified, enabling a timelier response to aesthetic issues within the JIA Terminal and enhancing the passenger experience.

### RECOMMENDATION:

**Facilities recommends a properly noticed award be made to David Allen Company in a total not-to-exceed amount of \$30,000 for terrazzo repairs. These funds are budgeted within cost center 45123.77420.**



# SUBMISSION FOR AWARDS COMMITTEE APPROVAL

<b>Verification of Funding</b>	I have verified that, as of 10/14/2018 there are budgeted funds in the above-referenced funding source that are sufficient to cover the amount of this award submission (directors or their designees may verify funding; however, verification of an award submission that is unbudgeted or that requires transferred or contingency funding must also attach approved documentation evidencing the same).
Name/Title: <u>David Jones FAC DIRECTOR</u>	
Signature: <u>[Signature]</u>	

**ORIGINATED AND SUBMITTED FOR APPROVAL BY:**

Jan L. Menard  
Sr. Manager, Landside Facilities

[Signature] Oct 16, 2018  
Signature and Date

**PROCUREMENT REVIEW:**

Buyer: Monica Frazier

[Signature] 10.16.18  
Signature and Date

Devin J. Reed  
Procurement Director

[Signature] 10-18-18  
Signature and Date

**SUBMITTED FOR APPROVAL:**

Tony Cugno  
Chief Operating Officer

[Signature] 10/18/18  
Signature and Date

**AWARDS COMMITTEE APPROVAL / DENIAL: (Vote: \_\_\_\_\_ Ayes; \_\_\_\_\_ Nays)**

Meeting Date: \_\_\_\_\_

\_\_\_\_\_  
Recording Secretary

**CEO APPROVAL:**  
Steven J. Grossman  
Chief Executive Officer

\_\_\_\_\_  
Signature and Date

**CONDITIONS OF APPROVAL, IF ANY:**

---



---



---



JACKSONVILLE AVIATION AUTHORITY  
**AWARDS COMMITTEE MEETING AGENDA**  
OCTOBER 22, 2018

In accordance with JAA Standard Practice No. 216, the above-referenced meeting was properly noticed to the public pursuant to Florida's Public Meeting and Sunshine Laws and is being held at approximately 11:00 a.m. in the Procurement Conference Room of JAA's Administration Building, which is located at 14201 Pecan Park Road, Jacksonville, Florida 32218. The following represents an agenda of the items requiring action, recommendations and/or votes of JAA's Awards Committee and, pursuant to § 286.011(2), Florida Statutes, minutes of this meeting will be made available upon request. ***The vendors referenced in the award submissions below have been verified against the Excluded Parties List System maintained by the General Services Administration at <https://www.sam.gov/portal/public/SAM/>.***

**Noticed Agenda Item**

**(Exhibits available upon request)**

**Item 14: AC2018-10-14-SR**

**Standardization: Laptops and Tablets**

**Manufacturer/Vendor: Microsoft**

**Period of Standardization: Five Years**

**(Cost: N/A; Funding: N/A)**

**Standardization Public Posting: October 18-25, 2018**



# SUBMISSION FOR AWARDS COMMITTEE APPROVAL

**Request for Standardization:** Microsoft Non-Exclusive Laptops and Tablets

**Department:** Information Technology

**Manufacturer / Brand Name:** Microsoft

**Competition:** Various Vendors for  
Installation

**Period of Standardization:** Five Years

## Attached / Supporting Documents

**Exhibit A** - Public Notice of Award

### BACKGROUND:

To achieve various efficiencies in technological support, JAA's Information Technology Department ("IT") desires and now formally requests permission pursuant to § 3.01(C), JAA Procurement Code, to standardize on an enterprise-wide Microsoft solution. More specifically, IT believes it is in JAA's best interest to use as a standard specification the Microsoft product line, particularly as it relates to laptops and tablets, for at least five years after the approval of this request. IT is confident that this standardization will result in:

1. Supportability of the Technology environment;
2. Compatibility and familiarity with currently deployed equipment; and
3. Interoperability, i.e., data exchange, interface and/or the ability of two or more computer systems to exchange information and automatically interpret the information exchanged meaningfully and accurately in order to produce useful results as defined by the end users of both systems.

This standard applies to JAA's laptops, tablets and related equipment. JAA's standard for all laptop and tablet devices is currently DELL. However, Microsoft devices have been field tested in our environment and have proven to be more effective than previous Dell alternatives. Furthermore, any products and services provided by Microsoft that are interoperable with Microsoft hardware would fall under this standard definition, such as, but not limited to, desktop peripherals, managed solutions, software, etc. Since this is not an exclusive designation, deviations from this standard are permitted and may be approved by the Director of IT, particularly where a Microsoft product is not practical in the JAA environment and a more practical alternative exists to achieve supportability, compatibility and interoperability. This standardization notwithstanding, DELL products may continue to be purchased at least during a transitional period.

### RECOMMENDATION:

**Information Technology formally requests permission pursuant to § 3.01(C), JAA Procurement Code, to establish a properly noticed, non-exclusive standardization on an enterprise-wide Microsoft laptop and tablet solution for a period of five years after the date of final approval. There is no funding required for this submission.**

## SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Verification of Funding	
<b>Name/Title:</b>	n/a
<b>Signature:</b>	

I have verified that, as of \_\_\_/\_\_\_/2018 there are budgeted funds in the above-referenced funding source that are sufficient to cover the amount of this award submission (*directors or their designees may verify funding; however, verification of an award submission that is unbudgeted or that requires transferred or contingency funding must also attach approved documentation evidencing the same*).

**ORIGINATED AND SUBMITTED FOR APPROVAL BY:**

Steven Schultz  
Director, Information Technology

  
 Signature and Date

12-OCT-2018

**PROCUREMENT FORM APPROVAL:**

Devin J. Reed  
Procurement Director

  
 Signature and Date

10-18-18

**SUBMITTED FOR APPROVAL:**

Rosa Beckett  
Chief Administrative Officer

\_\_\_\_\_  
 Signature and Date

**AWARDS COMMITTEE APPROVAL / DENIAL: (Vote: \_\_\_\_\_ Ayes; \_\_\_\_\_ Nays)**

Meeting Date: \_\_\_\_\_

\_\_\_\_\_  
Recording Secretary

**CEO APPROVAL:**

Steven J. Grossman  
Chief Executive Officer

\_\_\_\_\_  
Signature and Date

**CONDITIONS OF APPROVAL, IF ANY:**



JACKSONVILLE AVIATION AUTHORITY  
**AWARDS COMMITTEE MEETING AGENDA**  
OCTOBER 22, 2018

In accordance with JAA Standard Practice No. 216, the above-referenced meeting was properly noticed to the public pursuant to Florida's Public Meeting and Sunshine Laws and is being held at approximately 11:00 a.m. in the Procurement Conference Room of JAA's Administration Building, which is located at 14201 Pecan Park Road, Jacksonville, Florida 32218. The following represents an agenda of the items requiring action, recommendations and/or votes of JAA's Awards Committee and, pursuant to § 286.011(2), Florida Statutes, minutes of this meeting will be made available upon request. ***The vendors referenced in the award submissions below have been verified against the Excluded Parties List System maintained by the General Services Administration at <https://www.sam.gov/portal/public/SAM/>.***

**Noticed Agenda Item**

**(Exhibits available upon request)**

**Item 15: AC2018-10-15**

**Laptops and Tablets**

**Vendor: Microsoft**

**(Cost: \$125,000.00; Funding: O&M, Capital)**

**Piggyback Posting: October 18-25, 2018**

## SUBMISSION FOR AWARDS COMMITTEE APPROVAL

<b>Subject/Awardee:</b> Laptops and Tablets / Microsoft	<b>Cost:</b> \$125,000.00
<b>Solicitation No:</b> Standardization – Piggy-Back	<b>Budgeted, Transferred, or Contingency:</b> Budgeted
<b>On-Going Maintenance Cost:</b> N/A	<b>Funding Source:</b> O&M & Capital

### Attached / Supporting Documents

**Exhibit "A"** - Minnesota WSCA-NASPO Master Agreement; Contract Number: MNWNC-119  
**Exhibit "B"** - Public Notice Posting

### BACKGROUND:

Contingent upon the approval of Award No. AC2018-10-12-SR, JAA’s Information Technology Department desires a general award for the on-going break-fix, refresh and project need to purchase laptops, tablets, peripherals and related equipment.

IT and Procurement have reviewed this general purchase against vendors and cooperative purchasing sources. We are of the opinion that, pursuant to 3.08 of the Procurement Code, it is in JAA’s best interest to purchase the same by piggy-backing or utilizing Minnesota WSCA-NASPO Master Agreement; Contract Number: MNWNC-119, which was competitively awarded to Microsoft.


Based upon historical spend data, IT requests the general authority to purchase these and related commodities in an annual not-to-exceed amount of \$25,000.00, for the duration permitted under the utilized contract.

Initial Year	First Renewal	Second Renewal	Third Renewal	Fourth Renewal
\$25,000	\$25,000	\$25,000	\$25,000	\$25,000

### RECOMMENDATION:

**Information Technology recommends that, pursuant to the approval of Award No. AC2018-10-12-SR, JAA utilize Minnesota WSCA-NASPO Master Agreement; Contract Number: MNWNC-119 to make a properly noticed award to Microsoft for the general provision of laptops, tablets, peripherals and related equipment, in an annual not-to-exceed amount of \$25,000.00, for an initial one-year term relating back to October 1, 2018, with renewals consistent with the current terms of the utilized contracts and any revisions or extensions to the same.**

## SUBMISSION FOR AWARDS COMMITTEE APPROVAL

<b>Verification of Funding</b>	I have verified that, as of <u>10/12/2018</u> , there are budgeted funds in the above-referenced funding source that are sufficient to cover the amount of this award submission ( <i>directors or their designees may verify funding; however, verification of an award submission that is unbudgeted or that requires transferred or contingency funding must also attach approved documentation evidencing the same</i> ).
Name/Title: <u>Steven Schultz Dir/IT</u>	
Signature: 	

**ORIGINATED AND SUBMITTED FOR APPROVAL BY:**

Steven Schultz  
Director of Information Technology

 12-OCT-2018  
Signature and Date

**PROCUREMENT REVIEW:**

Buyer: Samantha Smid

 10/18/18  
Signature and Date

Devin J. Reed  
Procurement Director

 10-18-18  
Signature and Date

**SUBMITTED FOR APPROVAL:**

Rosa Beckett  
Chief Administrative Officer

\_\_\_\_\_  
Signature and Date

**AWARDS COMMITTEE APPROVAL / DENIAL: (Vote: \_\_\_\_\_ Ayes; \_\_\_\_\_ Nays)**

Meeting Date: \_\_\_\_\_

\_\_\_\_\_  
Recording Secretary

**CEO APPROVAL:**

Steven J. Grossman  
Chief Executive Officer

\_\_\_\_\_  
Signature and Date

**CONDITIONS OF APPROVAL, IF ANY:**



JACKSONVILLE AVIATION AUTHORITY  
**AWARDS COMMITTEE MEETING AGENDA**  
OCTOBER 22, 2018

In accordance with JAA Standard Practice No. 216, the above-referenced meeting was properly noticed to the public pursuant to Florida's Public Meeting and Sunshine Laws and is being held at approximately 11:00 a.m. in the Procurement Conference Room of JAA's Administration Building, which is located at 14201 Pecan Park Road, Jacksonville, Florida 32218. The following represents an agenda of the items requiring action, recommendations and/or votes of JAA's Awards Committee and, pursuant to § 286.011(2), Florida Statutes, minutes of this meeting will be made available upon request. ***The vendors referenced in the award submissions below have been verified against the Excluded Parties List System maintained by the General Services Administration at <https://www.sam.gov/portal/public/SAM/>.***

**Noticed Agenda Item**

**(Exhibits available upon request)**

**Item 16: AC2018-10-16-SR**

**Standardization: Desktop and Storage Solution**

**Manufacturer/Vendor: DELL**

**Period of Standardization: Five Years**

**(Cost: N/A; Funding: N/A)**

**Standardization Public Posting: October 18-25, 2018**

## SUBMISSION FOR AWARDS COMMITTEE APPROVAL

**Request for Standardization:** DELL Non-Exclusive Desktop and Storage Solution

**Department:** Information Technology

**Manufacturer / Brand Name:** DELL

**Competition:** Material Sole Source /  
Various Vendors for Installation

**Period of Standardization:** Five Years

### Attached / Supporting Documents

**Exhibit A** - Public Notice of Award

### BACKGROUND:

To achieve various efficiencies in technological support, JAA's Information Technology Department ("IT") desires and now formally requests permission pursuant to § 3.01(C), JAA Procurement Code, to continue standardization on an enterprise-wide DELL solution. More specifically, IT believes it is in JAA's best interest to continue to use DELL products as a standard specification, particularly as it relates to desktop and storage solutions, for another five years. IT is confident that this standardization will result in:

1. Supportability of the Technology environment;
2. Compatibility and familiarity with currently deployed equipment; and
3. Interoperability, i.e., data exchange, interface and/or the ability of two or more computer systems to exchange information and automatically interpret the information exchanged meaningfully and accurately in order to produce useful results as defined by the end users of both systems.

This standard applies to JAA's desktop and storage environments and is distinguishable from the Microsoft Standardization Request of AC2018-10-14-SR, which is specifically related to laptops, tablets and related equipment. JAA's standard for all desktop and storage devices is currently DELL. Furthermore, any products and services provided by DELL that are inter-operable with DELL hardware would fall under this standard definition, such as peripherals, managed solutions, software, etc. Inasmuch as this is not an exclusive designation, deviations from this standard are permitted and may be approved by the Director of IT, particularly where a DELL product is not practical in the JAA environment and a more practical alternative exists to achieve supportability, compatibility and interoperability.

### RECOMMENDATION:

**Information Technology formally requests permission pursuant to § 3.01(C), JAA Procurement Code, to establish a properly noticed, non-exclusive standardization on an enterprise-wide DELL desktop and storage solution for a period of five years after the date of final approval. There is no funding required for this submission.**

# SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Verification of Funding	
<b>Name/Title:</b>	n/a
<b>Signature:</b>	

I have verified that, as of \_\_\_/\_\_\_/2018 there are budgeted funds in the above-referenced funding source that are sufficient to cover the amount of this award submission (*directors or their designees may verify funding; however, verification of an award submission that is unbudgeted or that requires transferred or contingency funding must also attach approved documentation evidencing the same*).

**ORIGINATED AND SUBMITTED FOR APPROVAL BY:**

Steven Schultz  
Director, Information Technology

  
 Signature and Date

12-07-2018

**PROCUREMENT FORM APPROVAL:**

Devin J. Reed  
Procurement Director

  
 Signature and Date

10-18-18

**SUBMITTED FOR APPROVAL:**

Rosa Beckett  
Chief Administrative Officer

\_\_\_\_\_  
 Signature and Date

**AWARDS COMMITTEE APPROVAL / DENIAL: (Vote: \_\_\_\_\_ Ayes; \_\_\_\_\_ Nays)**

Meeting Date: \_\_\_\_\_

\_\_\_\_\_  
Recording Secretary

**CEO APPROVAL:**

Steven J. Grossman  
Chief Executive Officer

\_\_\_\_\_  
Signature and Date

**CONDITIONS OF APPROVAL, IF ANY:**





JACKSONVILLE AVIATION AUTHORITY  
**AWARDS COMMITTEE MEETING AGENDA**  
OCTOBER 22, 2018

In accordance with JAA Standard Practice No. 216, the above-referenced meeting was properly noticed to the public pursuant to Florida's Public Meeting and Sunshine Laws and is being held at approximately 11:00 a.m. in the Procurement Conference Room of JAA's Administration Building, which is located at 14201 Pecan Park Road, Jacksonville, Florida 32218. The following represents an agenda of the items requiring action, recommendations and/or votes of JAA's Awards Committee and, pursuant to § 286.011(2), Florida Statutes, minutes of this meeting will be made available upon request. *The vendors referenced in the award submissions below have been verified against the Excluded Parties List System maintained by the General Services Administration at <https://www.sam.gov/portal/public/SAM/>.*

**Noticed Agenda Item**

**(Exhibits available upon request)**

**Item 17: AC2018-10-17**

**Purchase of PC's and Peripherals**

**Vendor: DELL**

**(Cost: \$100,000.00; Funding: O&M, Capital)**

**Piggyback Posting: October 18-25, 2018**

## SUBMISSION FOR AWARDS COMMITTEE APPROVAL

<b>Subject/Awardee:</b> Purchase of PCs and Peripherals / DELL	<b>Cost:</b> \$ 100,000.00
<b>Solicitation No:</b> Piggy-Back	<b>Budgeted, Transferred, or Contingency:</b> Budgeted
<b>On-Going Maintenance Cost:</b> N/A	<b>Funding Source:</b> O&M & Capital

### Attached / Supporting Documents

**Exhibit A** – Florida State Contract No. 43211500-WSCA-15-ACS Documentation  
**Exhibit B** - Public Notice of Award

**BACKGROUND:**

Contingent upon the approval of Award No. AC2018-10-14-SR, JAA’s Information Technology Department desires a general award for the on-going break-fix, refresh and project need to purchase PCs and related equipment.

IT and Procurement have reviewed this general purchase against vendors and cooperative purchasing sources. We are of the opinion that, pursuant to 3.08 of the Procurement Code, it is in JAA’s best interest to purchase the same by piggy-backing or utilizing Florida State Contract No. 43211500-WSCA-15-ACS, which was competitively awarded to DELL.

Based upon historical spend data, IT requests the general authority to purchase these and related commodities in an annual not-to-exceed amount of \$20,000.00, for the duration permitted under the utilized contract.

Initial Year	First Renewal	Second Renewal	Third Renewal	Fourth Renewal
\$20,000	\$20,000	\$20,000	\$20,000	\$20,000

**RECOMMENDATION:**

**Information Technology recommends that, pursuant to the approval of Award No. AC2018-10-14-SR, JAA utilize Florida State Contract No. 43211500-WSCA-15-ACS to make a properly noticed award to DELL for the general provision of PCs and related equipment, in an annual not-to-exceed amount of \$20,000.00, for an initial one-year term relating back to October 1, 2018, with renewals consistent with the current terms of the utilized contracts and any revisions or extensions to the same.**

# SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Verification of Funding	
Name/Title: <u>Steven Schultz Dir IT</u>	I have verified that, as of <u>10/12/2018</u> , there are budgeted funds in the above-referenced funding source that are sufficient to cover the amount of this award submission (directors or their designees may verify funding; however, verification of an award submission that is unbudgeted or that requires transferred or contingency funding must also attach approved documentation evidencing the same).
Signature: <u>[Signature]</u>	

**ORIGINATED AND SUBMITTED FOR APPROVAL BY:**

Steven Schultz  
Director of Information Technology

[Signature]     12-OCT-2018  
Signature and Date

**PROCUREMENT REVIEW:**

Buyer: Samantha Smid

[Signature]     10/18/18  
Signature and Date

Devin J. Reed  
Procurement Director

[Signature]     10.18.18  
Signature and Date

**SUBMITTED FOR APPROVAL:**

Rosa Beckett  
Chief Administrative Officer

\_\_\_\_\_  
Signature and Date

**AWARDS COMMITTEE APPROVAL / DENIAL: (Vote: \_\_\_\_\_ Ayes; \_\_\_\_\_ Nays)**

Meeting Date: \_\_\_\_\_  
Recording Secretary \_\_\_\_\_

**CHIEF EXECUTIVE OFFICER APPROVAL:**

Steven J. Grossman  
Chief Executive Officer

\_\_\_\_\_  
Signature and Date

**CONDITIONS OF APPROVAL, IF ANY:**



JACKSONVILLE AVIATION AUTHORITY  
**AWARDS COMMITTEE MEETING AGENDA**  
OCTOBER 22, 2018

In accordance with JAA Standard Practice No. 216, the above-referenced meeting was properly noticed to the public pursuant to Florida's Public Meeting and Sunshine Laws and is being held at approximately 11:00 a.m. in the Procurement Conference Room of JAA's Administration Building, which is located at 14201 Pecan Park Road, Jacksonville, Florida 32218. The following represents an agenda of the items requiring action, recommendations and/or votes of JAA's Awards Committee and, pursuant to § 286.011(2), Florida Statutes, minutes of this meeting will be made available upon request. ***The vendors referenced in the award submissions below have been verified against the Excluded Parties List System maintained by the General Services Administration at <https://www.sam.gov/portal/public/SAM/>.***

**Noticed Agenda Item**

**Item 18: AC2018-10-18**

**PC Refresh**

**Vendor: DELL Financial Services**  
**(Cost: \$127,000.00; Funding: 24001)**  
**Standardization Posting: N/A**

## **SUBMISSION FOR AWARDS COMMITTEE APPROVAL**

<b>Subject/Awardee:</b> PC Refresh / Dell Financial Services	<b>Cost:</b> \$127,000.00
<b>Solicitation No:</b> Standardization	<b>Budgeted, Transferred, or Contingency:</b> Budgeted
<b>On-Going Maintenance Cost:</b> N/A	<b>Funding Source:</b> 24001

### **Attached / Supporting Documents**

*Award AC2018-10-16-SR is incorporated by reference, the approval of which is a condition of this award; otherwise, a sole source justification will be required.*

### **BACKGROUND:**

Contingent upon the approval of Award No. AC2018-10-16-SR, which defines DELL as the standard equipment for desktop and peripheral equipment for JAA, the Information Technology Department (IT) would like to continue leasing desktops PCs from DELL to ensure a perpetual refresh of hardware.

In reviewing this request, please note that it is only for one year. Once a determination has been made as to the exact population of computing devices that will remain on lease from DELL, IT will submit a request to amend this award for future year lease amounts.

### **RECOMMENDATION:**

**Contingent upon the approval of Award No. AC2018-10-16-SR, Information Technology recommends that JAA make an award to DELL for a one-year lease of desktop PCs and related equipment, in an estimated not-to-exceed amount of \$127,000.00, based upon historical spend data. It is anticipated that a future request to amend this award will likely be made to extend the lease term.**

# SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Verification of Funding	
Name/Title: <u>Steven Schultz Dir IT</u>	I have verified that, as of <u>10/12/2018</u> , there are budgeted funds in the above-referenced funding source that are sufficient to cover the amount of this award submission ( <i>directors or their designees may verify funding; however, verification of an award submission that is unbudgeted or that requires transferred or contingency funding must also attach approved documentation evidencing the same</i> ).
Signature: <u><i>Steven Schultz</i></u>	

**ORIGINATED AND SUBMITTED FOR APPROVAL BY:**

Steven Schultz  
Director of Information Technology

*Steven Schultz* 12-OCT-2018  
Signature and Date

**PROCUREMENT REVIEW:**

Buyer: Samantha Smid

*Samantha Smid* 10/18/18  
Signature and Date

Devin J. Reed  
Procurement Director

*D. J. Reed* 10.18.18  
Signature and Date

**SUBMITTED FOR APPROVAL:**

Rosa Beckett  
Chief Administrative Officer

\_\_\_\_\_  
Signature and Date

**AWARDS COMMITTEE APPROVAL / DENIAL: (Vote: \_\_\_\_\_ Ayes; \_\_\_\_\_ Nays)**

Meeting Date: \_\_\_\_\_

\_\_\_\_\_  
Recording Secretary

**CEO APPROVAL:**  
Steven J. Grossman  
Chief Executive Officer

\_\_\_\_\_  
Signature and Date

**CONDITIONS OF APPROVAL, IF ANY:**



JACKSONVILLE AVIATION AUTHORITY  
**AWARDS COMMITTEE MEETING AGENDA**  
OCTOBER 22, 2018

In accordance with JAA Standard Practice No. 216, the above-referenced meeting was properly noticed to the public pursuant to Florida's Public Meeting and Sunshine Laws and is being held at approximately 11:00 a.m. in the Procurement Conference Room of JAA's Administration Building, which is located at 14201 Pecan Park Road, Jacksonville, Florida 32218. The following represents an agenda of the items requiring action, recommendations and/or votes of JAA's Awards Committee and, pursuant to § 286.011(2), Florida Statutes, minutes of this meeting will be made available upon request. *The vendors referenced in the award submissions below have been verified against the Excluded Parties List System maintained by the General Services Administration at <https://www.sam.gov/portal/public/SAM/>.*

**Noticed Agenda Item**

**(Exhibits available upon request)**

**Item 19: AC2018-10-19**

**Purchase of Parking and Revenue Control System (PARCS) Enclosures**

**Vendor: Anixter**

**(Cost: \$35,991.54; Funding: Capital)**

**Piggyback Posting: October 18-25, 2018**

# SUBMISSION FOR AWARDS COMMITTEE APPROVAL

**Subject/Awardee:** Purchase of Parking and Revenue Control System (PARCS) Enclosures / Anixter **Cost:** \$35,991.54

**Solicitation No:** Piggy-Back **Budgeted, Transferred, or Contingency:** Budgeted

**On-Going Maintenance Cost:** N/A **Funding Source:** Capital

### Attached / Supporting Documents

**Exhibit "A"** – Anixter Quote; **Exhibit "B"** – Piggy-Backed Contract Summary; **Exhibit "C"** – Posted Notice

**BACKGROUND:**

JAA is currently deploying a new Parking and Revenue Control System (PARCS). As part of this deployment, JAA had expected to re-use old fiber plant, and use TIBA enclosures for much of the required electronic equipment. This request is for the necessary fiber optic cable and related parts, as well as equipment enclosures, to deploy PARCS in a stable and supportable fashion.

After deploying Economy Lot 2, it was discovered that the TIBA enclosures do not provide adequate space to properly support and maintain the equipment without causing outages to the lot or damage to the equipment. The project team is recommending different, stand-alone enclosures to facilitate proper support and maintenance once the project is complete.

In addition, a survey of the existing fiber plant in the daily surface lot and garages has found significant deficiencies in the cabling and connectivity. While this fiber is communicating today, the project team believes that this will become a support issue in the future potentially causing long outages as a result of communications failures. It is recommended that the project team remediate this infrastructure ahead of deploying TIBA equipment in these areas.

The equipment quotes from Anixter are \$31,297.54 and Information Technology recommends an additional 15% contingency of \$4,694.00 for unforeseen conditions and needs, for a total not-to-exceed potential award amount of \$35,991.54

**RECOMMENDATION:**

**Information Technology recommends JAA utilize National IPA Technology Solutions Contract No. R161701 to make a properly noticed award to Anixter for PARCS communications equipment and related parts in the amount of \$31,297.54 plus a 15% contingency for unforeseen circumstances in the amount of \$4,694.00 for a total potential not-to-exceed award of \$35,991.54.**



# SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Verification of Funding	
<b>Name/Title:</b>	<i>Kimberly Howard Sr. Manager of Planning</i>
<b>Signature:</b>	

I have verified that, as of 10/17/2018, there are budgeted funds in the above-referenced funding source that are sufficient to cover the amount of this award submission (directors or their designees may verify funding; however, verification of an award submission that is unbudgeted or that requires transferred or contingency funding must also attach approved documentation evidencing the same).

**ORIGINATED AND SUBMITTED FOR APPROVAL BY:**


Steven Schultz  
Director of Information Technology

  
 Signature and Date

*12-08-2018*

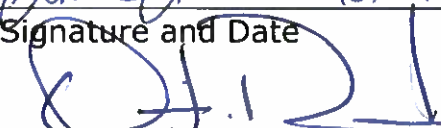
**PROCUREMENT REVIEW:**

Buyer: Samantha Smid

  
 Signature and Date

*10/10/18*

Devin J. Reed  
Procurement Director

  
 Signature and Date

*10-18-18*

**SUBMITTED FOR APPROVAL:**

Rosa Beckett  
Chief Administrative Officer

\_\_\_\_\_  
 Signature and Date

**AWARDS COMMITTEE APPROVAL / DENIAL: (Vote: \_\_\_\_\_ Ayes; \_\_\_\_\_ Nays)**

Meeting Date: \_\_\_\_\_

\_\_\_\_\_  
Recording Secretary

**CHIEF EXECUTIVE OFFICER APPROVAL:**

Steven J. Grossman,  
Chief Executive Officer

\_\_\_\_\_  
 Signature and Date

**CONDITIONS OF APPROVAL, IF ANY:**



JACKSONVILLE AVIATION AUTHORITY  
**AWARDS COMMITTEE MEETING AGENDA**  
OCTOBER 22, 2018

In accordance with JAA Standard Practice No. 216, the above-referenced meeting was properly noticed to the public pursuant to Florida's Public Meeting and Sunshine Laws and is being held at approximately 11:00 a.m. in the Procurement Conference Room of JAA's Administration Building, which is located at 14201 Pecan Park Road, Jacksonville, Florida 32218. The following represents an agenda of the items requiring action, recommendations and/or votes of JAA's Awards Committee and, pursuant to § 286.011(2), Florida Statutes, minutes of this meeting will be made available upon request. *The vendors referenced in the award submissions below have been verified against the Excluded Parties List System maintained by the General Services Administration at <https://www.sam.gov/portal/public/SAM/>.*

**Noticed Agenda Item**

**(Exhibits available upon request)**

**Item 20: AC2018-10-20**

**Purchase of Parking and Revenue Control System (PARCS) Equipment**

**Vendor: CDW-G**

**(Cost: \$38,751.00; Funding: Capital)**

**Piggyback Posting: October 18-25, 2018**

## SUBMISSION FOR AWARDS COMMITTEE APPROVAL

**Subject/Awardee:** Purchase of Parking and Revenue Control System (PARC) Equipment / CDW-G **Cost:** \$38,751.00

**Solicitation No:** Piggy-Back **Budgeted, Transferred, or Contingency:** Budgeted

**On-Going Maintenance Cost:** N/A **Funding Source:** Capital

### Attached / Supporting Documents

**Exhibit "A"** – CDW-G Quote; **Exhibit "B"** – Piggy-Back Documentation

### BACKGROUND:

JAA is currently deploying a new Parking and Revenue Control System (PARCS). As part of this deployment, JAA had expected to re-use old fiber plant and use TIBA enclosures for much of the required electronic equipment.

After deploying Economy Lot 2, it was discovered that the fiber distribution requires additional fiber switches to service Economy 1, 2 and 3.

This request to CDW-G is for fiber switches and related components, for \$33,696.00. Information Technology recommends an additional 15% contingency of \$5,060.00 be included for unforeseen conditions, for a total not-to-exceed award amount of \$38,751.00.

### RECOMMENDATION:

**Information Technology recommends that JAA utilize Florida Cisco WSCA Contract (AR233-4322000-WSCA-14-ACS) to make a properly noticed award to CDW-G for PARCS fiber communications equipment and related parts in the amount of \$33,696.00, plus a 15% contingency for unforeseen circumstances in the amount of \$5,060 for a total potential not-to-exceed award of \$38,751.00.**

# SUBMISSION FOR AWARDS COMMITTEE APPROVAL

<b>Verification of Funding</b>	
<b>Name/Title:</b>	Kimberly Howard Sr. Manager of Planning
<b>Signature:</b>	Kimberly Howard

I have verified that, as of 10/17/2018, there are budgeted funds in the above-referenced funding source that are sufficient to cover the amount of this award submission (directors or their designees may verify funding; however, verification of an award submission that is unbudgeted or that requires transferred or contingency funding must also attach approved documentation evidencing the same).

**ORIGINATED AND SUBMITTED FOR APPROVAL BY:**

Steven Schultz  
Director of Information Technology

  
 Signature and Date 12-Oct-2018

**PROCUREMENT REVIEW:**

Buyer: Samantha Smid

  
 Signature and Date 10/10/18

Devin J. Reed  
Procurement Director

  
 Signature and Date 10-18-18

**SUBMITTED FOR APPROVAL:**

Rosa Beckett  
Chief Administrative Officer

\_\_\_\_\_  
 Signature and Date

**AWARDS COMMITTEE APPROVAL / DENIAL: (Vote: \_\_\_\_\_ Ayes; \_\_\_\_\_ Nays)**

Meeting Date: \_\_\_\_\_  
 \_\_\_\_\_  
 Recording Secretary

**CHIEF EXECUTIVE OFFICER APPROVAL:**

Steven J. Grossman,  
Chief Executive Officer

\_\_\_\_\_  
 Signature and Date

**CONDITIONS OF APPROVAL, IF ANY:**



JACKSONVILLE AVIATION AUTHORITY  
**AWARDS COMMITTEE MEETING AGENDA**  
OCTOBER 22, 2018

In accordance with JAA Standard Practice No. 216, the above-referenced meeting was properly noticed to the public pursuant to Florida's Public Meeting and Sunshine Laws and is being held at approximately 11:00 a.m. in the Procurement Conference Room of JAA's Administration Building, which is located at 14201 Pecan Park Road, Jacksonville, Florida 32218. The following represents an agenda of the items requiring action, recommendations and/or votes of JAA's Awards Committee and, pursuant to § 286.011(2), Florida Statutes, minutes of this meeting will be made available upon request. ***The vendors referenced in the award submissions below have been verified against the Excluded Parties List System maintained by the General Services Administration at <https://www.sam.gov/portal/public/SAM/>.***

**Noticed Agenda Item**

**(Exhibits available upon request)**

**Item 21: AC2018-10-21**

**Text and Social Media Retention**

**Vendor: DLT**

**(Cost: \$33,052.30; Funding: 24001 O&M)**

**Piggyback Posting: October 18-25, 2018**

# SUBMISSION FOR AWARDS COMMITTEE APPROVAL

<b>Subject/Awardee:</b> Text and Social Media Retention / DLT	<b>Cost:</b> \$33,052.30
<b>Solicitation No:</b> Piggy-Back	<b>Budgeted, Transferred, or Contingency:</b> Budgeted
<b>On-Going Maintenance Cost:</b> \$16,526.15	<b>Funding Source:</b> 24001 O&M
<b>Attached / Supporting Documents</b>	
Exhibit "A" – DLT quote; Exhibit "B" – Piggy-Backed Contract Information	

**BACKGROUND:**

The Jacksonville Aviation Authority (JAA) is committed to compliance with the public records laws of Chapter 119, Florida Statutes. Consistent with this commitment, JAA must be able to retrieve and produce on demand public records in any form, including but not limited to text messages, social media and related communications. To that end, Information Technology (IT) has researched and desires to utilize services available through DLT.

DLT can provide "archiving platform content usage" for Verizon, JAA's cell phone service provider. It also provides services around social media information back-up, as well as tools to search and produce records matching provided criteria to comply with public records requests.


As DLT's services have been competitively awarded via General Services Administration (GSA) Contract No. GS-35F-267DA, and these services are a good fit for JAA's needs, IT recommends utilizing DLT to meet public records requirements for text messages and social media.

Note that the associated fees are dependent on the number of users, so IT recommends a 10% annual contingency of \$1,500.00, to allow additional users to be added to the service.

**RECOMMENDATION:**

**Information Technology recommends that JAA utilize GSA Contract No. GS-35F-267DA to make a properly noticed award to DLT for the implementation of services related to and storage of JAA social media and text messages for public record purposes, in an annual amount of \$15,026.15, with a one-year renewal at JAA's sole discretion, plus an annual 10% contingency of \$1,500.00, for a total potential not-to-exceed award amount of \$33,052.30.**

# SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Verification of Funding	
Name/Title:	Steven Schultz, Director of Information Technology
Signature:	

I have verified that, as of 10/12/2018 there are budgeted funds in the above-referenced funding source that are sufficient to cover the amount of this award submission (directors or their designees may verify funding; however, verification of an award submission that is unbudgeted or that requires transferred or contingency funding must also attach approved documentation evidencing the same).

**ORIGINATED AND SUBMITTED FOR APPROVAL BY:**

Steven Schultz  
Director of Information Technology

 12-Oct-2018  
Signature and Date

**PROCUREMENT REVIEW:**

Buyer: Samantha Smid

 10/10/18  
Signature and Date

Devin J. Reed  
Procurement Director

 10.18.18  
Signature and Date

**SUBMITTED FOR APPROVAL:**

Rosa Beckett  
Chief Administrative Officer

\_\_\_\_\_  
Signature and Date

**AWARDS COMMITTEE APPROVAL / DENIAL: (Vote: \_\_\_\_\_ Ayes; \_\_\_\_\_ Nays)**

Meeting Date: \_\_\_\_\_

\_\_\_\_\_  
Recording Secretary

**CEO APPROVAL:**

Steven J. Grossman  
Chief Executive Officer

\_\_\_\_\_  
Signature and Date

**CONDITIONS OF APPROVAL, IF ANY:**