



JACKSONVILLE AVIATION AUTHORITY
AWARDS COMMITTEE MEETING AGENDA
APRIL 29, 2019

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: AC2019-04-01

**Yankee Clipper Drive Electrical Cable Rehab
Vendor: Mardant Electrical Construction Co.
(Cost: \$50,567.00; Funding: 45133.77430)**



SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Subject/Awardee: Yankee Clipper Drive Electrical Cable Rehab/ Mardant Electrical Construction Co.		Cost: \$50,567.00
Solicitation No: RFQ No. 1919-45133	Budgeted, Transferred, or Contingency:	Budgeted
On-Going Maintenance Cost: N/A	Funding Source:	45133.77430
Attached / Supporting Documents		
Exhibit "A" - RFQ No. 1919-45133 Bid Matrix		
Exhibit "B" - Solicitation Process Information Sheet		

BACKGROUND:

The Facilities Department requests authorization to proceed with an electrical cable rehab project along Yankee Clipper Drive at the Jacksonville International Airport. The project will include the installation of 5KV copper cable and wire for the ground between transformers SMD, SME, SMA and switch cabinet. The impact of losing this 5KV feeder cable will be the loss of power to the Cell Phone Courtesy Lot, Hoy es Hoy, Pond 1 and 2 fountains, all roadway lighting along Yankee Clipper from Pecan Park and Hotel Road to the terminal, Terminal Return Road, and the North portion of the Daily Surface Lot.

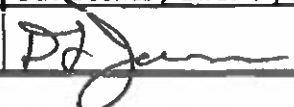
Procurement issued Request for Quotes No. 1919-45133 and received four responses. Mardant Electrical Construction Company was selected as the lowest, most responsive bidder.

Bidder	Cost
Mardant Electrical Construction Co.	\$50,567.00
White Electrical Construction	\$72,450.36
Ezell Power Distribution Services Inc.	\$76,864.99
W.W. Gay Mechanical Contractor Inc.	\$87,549.16

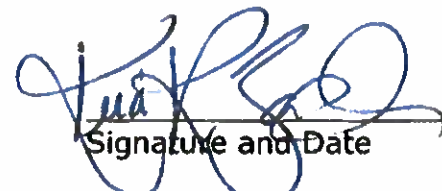
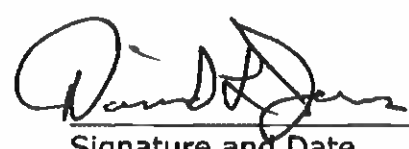


RECOMMENDATION:

Facilities recommends an award be made to Mardant Electrical Construction Company, the lowest of four bidders in response to RFQ No. 1919-45133, in a total not-to-exceed amount of \$50,567.00, for the electrical cable rehab project along Yankee Clipper Drive at the Jacksonville International Airport, plus a 10 percent contingency for unforeseen circumstances that may result from this award. Funds for this project are budgeted within cost center 45133.77430.

SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Verification of Funding	
Name/Title:	David Jones / Director, Facilities
Signature:	

I have verified that, as of 4/10/2019 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).

<p>ORIGINATED BY:</p> <p>Kira Zander Facilities Administrator</p>	 4/10/19 _____ Signature and Date
<p>SUBMITTED FOR APPROVAL BY:</p> <p>David Jones Director, Facilities</p>	 10 APR 2019 _____ Signature and Date
<p>PROCUREMENT REVIEW:</p> <p>Buyer: Monica Frazier</p> <p>Devin J. Reed Procurement Director</p>	 4/10/19 _____ Signature and Date  04.24.19 _____ Signature and Date
<p>SUBMITTED FOR APPROVAL:</p> <p>Anthony Cugno Chief Operating Officer</p>	_____ Signature and Date

AWARDS COMMITTEE APPROVAL / DENIAL: (Vote: _____ Ayes; _____ Nays)

Meeting Date: _____

Recording Secretary

CEO APPROVAL:
Mark VanLoh
Chief Executive Officer

Signature and Date

CONDITIONS OF APPROVAL, IF ANY:



JACKSONVILLE AVIATION AUTHORITY
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APRIL 29, 2019

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Noticed Agenda Item

(Exhibits available upon request)

Item 2: AC2019-04-02

**Jetway Passenger Boarding Bridge Preventative Maintenance
and Repair Services**

**Vendor: John Bean Technologies Corporation
(Cost: \$200,000.00; Funding: 45123.77280)**



SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Subject/Awardee: Jetway Passenger Boarding Bridge Preventative Maintenance and Repair Services / John Bean Technologies Corporation **Cost:** \$200,000.00

Solicitation No: Amendment **Budgeted, Transferred, or Contingency:** Transferred

On-Going Maintenance Cost: N/A **Funding Source:** 45123.77280

Attached / Supporting Documents

- Exhibit "A" - Original and Amended Awards
- Exhibit "B" - Approved Contingency Budget Transfer

BACKGROUND:

On August 25, 2014, the Jacksonville, Aviation Authority's (JAA) Awards Committee approved Award No. AC2014-08-01 to John Bean Technologies Corporation (JBT) for Jetway Passenger Boarding Bridge Preventative Maintenance and Repair Services required at the Jacksonville International Airport (JIA). The original award and subsequent amendments can be summarized as follows:

Award	Scope	Total
AC2014-08-01	Jetway maintenance and repair services	\$2,016,331
AC2015-09-06	Inclusion of parts (\$290k initial year; \$250k each renewal year)	\$1,290,000
AC2016-07-03	Add \$100,000 for each of four renewal year	\$400,000
AC2017-07-05	Add \$150,000 for each of remaining three renewal year	\$450,000
AC2019-03-02	Add \$300,000 for the final renewal year	\$300,000
Total:		\$4,456,331


The current preventative maintenance agreement allows for approximately 16 hours of JBT manpower per week. Due to increased passenger traffic and earlier flight schedules, Facilities would like to increase the JBT manpower to seven (7) days a week, 24 hours a day. The additional manpower will add \$200,000.00 annually to the preventative maintenance contract. Additional dollars were granted in FY 2019 utilizing contingency funds to begin the 24/7/365 manpower increase.

RECOMMENDATION:


Facilities recommends Award No. AC2014-08-01 to John Bean Technologies Corporation, for Jetway passenger boarding bridge preventative maintenance and repair services at JIA, be further amended to: (i) add 24/7/365 manpower; and (ii) add \$200,000.00 which results in a potential final contract year not-to-exceed amount of \$1,419,394.00 and a total potential award amount of \$4,656,331.00. A contingency budget transfer has been processed and funds for this service are within cost center 45123.77280.





SUBMISSION FOR AWARDS COMMITTEE APPROVAL

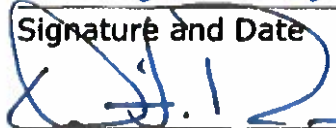
Verification of Funding	
Name/Title:	David Jones / Director, Facilities
Signature:	

I have verified that, as of 4/10/2019 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 BY:
 Kira Zander
 Facilities Administrator
 4/10/19
 Signature and Date

SUBMITTED FOR APPROVAL BY:
 David Jones
 Director, Facilities
 10 APR 2019
 Signature and Date

PROCUREMENT REVIEW:
 Buyer: Monica Frazier
 4/10/19
 Signature and Date

Devin J. Reed
 Procurement Director
 04.24.19
 Signature and Date

SUBMITTED FOR APPROVAL:
 Anthony Cugno
 Chief Operating Officer

 Signature and Date

AWARDS COMMITTEE APPROVAL / DENIAL: (Vote: _____ Ayes; _____ Nays)

Meeting Date: _____

Recording Secretary

CEO APPROVAL:
 Mark VanLoh
 Chief Executive Officer

Signature and Date

CONDITIONS OF APPROVAL, IF ANY:



JACKSONVILLE AVIATION AUTHORITY
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Noticed Agenda Item

(Exhibits available upon request)

Item 3: AC2019-04-03

**Interior Floor, Moving Walkway and Escalator Cleaning Services at JIA
Vendor: Florida Cleaning Systems
(Cost: \$1,728,981.80; Funding: 45523.77280)**



SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Subject/Awardee: Interior Floor, Moving Walkway and Escalator Cleaning Services at JIA / Florida Cleaning Systems	Cost: \$1,728,981.80 + 10% Cont.
Solicitation No: ITB No. 19-19-45123	Budgeted, Transferred, or Contingency: Contingency
On-Going Maintenance Cost: N/A	Funding Source: 45523.77280

Attached / Supporting Documents

- Exhibit "A"** – Bid Price Matrix
- Exhibit "B"** – Solicitation Process Information Sheet
- Exhibit "C"** - Processed Contingency Budget Transfer to Cost Center 45523

BACKGROUND:

The Facilities Department requests authorization to enter into a service contract for interior terrazzo floor, moving walkway and escalator cleaning services at the Jacksonville International Airport (JIA). Terrazzo floor cleaning services will be provided five (5) nights per week and moving walkway and escalator cleaning services will be provided on a quarterly basis.

Procurement issued Invitation to Bid No. 19-19-45123 and received three bids for services. Following a detailed review, only one bid was deemed responsive. As such, Procurement recommends an award of contract to Florida Cleaning Systems in the amounts specified below:

Respondent	Floor Cleaning Services (Total Cost for Years 1-5)	Moving Walkway and Escalator Cleaning Services (Total Cost for Years 1-5)
Florida Cleaning Systems	\$1,677,085.80	\$51,896.00
Grand Total	\$1,728,981.80 + 10% contingency	

RECOMMENDATION:

Facilities recommends an award be made to Florida Cleaning Systems, the only responsive of three bidders in response to ITB No. 19-19-45123, for Interior Floor, Moving Walkway and Escalator Cleaning Services, in a potential total five-year amount of \$1,728,981.80, plus a 10 percent contingency to cover unforeseen required services, for a total potential not-to-exceed amount of \$1,901,879.98. A contingency budget transfer has been processed to cover the contract costs for the remainder of fiscal year 2019. Funds are available within cost center 45523.77280.



SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Verification of Funding		I have verified that, as of 4/15/2019 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:	David Jones, Director, Facilities	
Signature:		

ORIGINATED BY:

Kira Zander
Facilities Administrator

4/16/19
Signature and Date

SUBMITTED FOR APPROVAL BY:

David Jones
Director, Facilities

16 APRIL 2019
Signature and Date

PROCUREMENT REVIEW:

Buyer: Monica Frazier

4/16/19
Signature and Date

Devin J. Reed
Procurement Director

04.25.19
Signature and Date

SUBMITTED FOR APPROVAL:

Anthony Cugno
Chief Operating Officer

Signature and Date

AWARDS COMMITTEE APPROVAL / DENIAL: (Vote: _____ Ayes; _____ Nays)

Meeting Date: _____

Recording Secretary

CEO APPROVAL:
Mark VanLoh
Chief Executive Officer

Signature and Date

CONDITIONS OF APPROVAL, IF ANY:



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Noticed Agenda Item

(Exhibits available upon request)

Item 4: AC2019-04-04

**Electric Vehicle Charging Stations
Vendor: NovaCharge and Chargepoint
(Cost: N/A; Funding: 45133)**



SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Subject/Awardee: Electric Vehicle Charging Stations / NovaCharge and Chargepoint	Cost: N/A
Solicitation No: Piggy-Back/Ratify	Budgeted, Transferred, or Contingency: N/A
On-Going Maintenance Cost: \$840.00 / year	Funding Source: 45133

Attached / Supporting Documents

Exhibit "A" - Public Posting Notice
Exhibit "B" - University of Florida, ITN17KO-104 Memorandum of Understanding (MOU)

BACKGROUND:

Based upon customer surveys and in a continuous effort towards innovation that enhances the passenger experience, the Jacksonville Aviation Authority (JAA) is in pursuit of electric vehicle (EV) charging stations being installed in the Daily Surface Lot, Courtesy Waiting Lot and Hourly Garage at the Jacksonville International Airport (JIA). Charging stations were installed in the Courtesy and Daily Surface Lots on March 19, 2019 and April 4, 2019, respectively. An additional charging station is desired for the Hourly Garage.

The EV charging stations were purchased utilizing a Transportation Planning Organization (TPO) grant that covers Duval, Clay, Nassau and St. Johns counties and, once installed, these stations become JAA's property. The TPO grant covers three years of networking expenses and two years of warranty. The electrical charging stations' infrastructure is provided by NovaCharge and their software is provided by Chargepoint. JAA will be responsible for networking costs after the initial three-year period, at which time JAA will have the option of remaining with the incumbents or selecting different service providers.

Costs for these services may vary based on customers usage and/or power consumption. After a three-year period covered by the TPO grant, the budgeted recurring operating costs are estimated to be approximately \$280.00 per station or \$840 annually for networking fees.

RECOMMENDATION:

Facilities recommends JAA utilize University of Florida (UF) Contract No. ITN17KO-104, to ratify and make a properly noticed award to NovaCharge and Chargepoint, for electrical vehicle charging infrastructure, networking services and warranties, covered under the Transportation Planning Organization grant for three years. JAA's contract duration will coincide with UF's contract terms and conditions, with an effective date through April 30, 2022, with renewals of up to five years at JAA's sole discretion. After the initial three-year period, networking costs will be JAA's responsibility at an estimated cost of \$840.00 annually, which funds will be budgeted within cost center 45133.



SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Verification of Funding		I have verified that, as of 4/15/2019 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:	David Jones / Director, Facilities	
Signature:		

ORIGINATED BY:

Kira Zander
Facilities Administrator

4/17/19
Signature and Date

SUBMITTED FOR APPROVAL BY:

David Jones
Director, Facilities

17 APR 2019
Signature and Date

PROCUREMENT REVIEW:

Buyer: Monica Frazier

4/17/19
Signature and Date

Devin J. Reed
Procurement Director

04.25.19
Signature and Date

SUBMITTED FOR APPROVAL:

Anthony Cugno
Chief Operating Officer

Signature and Date

AWARDS COMMITTEE APPROVAL / DENIAL: (Vote: _____ Ayes; _____ Nays)

Meeting Date: _____

Recording Secretary

CEO APPROVAL:
Mark VanLoh
Chief Executive Officer

Signature and Date

CONDITIONS OF APPROVAL, IF ANY:



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Noticed Agenda Item

(Exhibits available upon request)

Item 5: AC2019-04-05

ADB Airfield Lighting Parts

Vendor: Allen Enterprises

(Cost: \$203,634.80 \$; Funding: 00000.17111 & (Various))



SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Subject/Awardee: ADB Airfield Lighting Parts / Allen Enterprises **Cost:** \$203,634.80

Solicitation No: RFQ / Sole Source **Budgeted, Transferred, or Contingency:** Budgeted

On-Going Maintenance Cost: N/A **Funding Source:** 00000.17111 & (Various)

Attached / Supporting Documents

Exhibit "A"- Award No. AC2016-12-08 and Contract for RFQ 1710-17111

Exhibit "B"- Quote and Price Sheet

Exhibit "C"- Contract Total Spend

BACKGROUND:

A large percentage of the Jacksonville Aviation Authority's (JAA) airfield lighting equipment is manufactured by ADB Airfield Solutions, which is Federal Aviation Administration or FAA approved. Procurement has identified Allen Enterprises as the sole source provider of ADB Airfield Solutions and related replacement parts. Nevertheless, in an effort to test the market and to secure long term pricing, JAA issued Request for Quotes No. 1710-17111 and ultimately made an \$80,000.00 annual award to Allen Enterprises to provide these parts for an initial one-year period, with renewal options of up to two years.

FY2017	FY2018	FY2019
\$80,000.00	\$80,000.00	\$80,000.00

As a result of unexpected airfield repairs, costs associated with this commodity have exceeded the total original award by \$63,634.80. Based upon conversations with the Facilities Department and the General Aviation Airports, it is anticipated that an additional \$140,000.00 will be expended for these parts through the end of this final contract year.

RECOMMENDATION:

Procurement recommends that JAA Award No. AC2016-12-08 to Allen Enterprises Inc., for ADB airfield lighting parts, be amended to: (i) ratify the purchase of additional airfield lighting parts totaling \$63,634.80; and (ii) include \$140,000.00 in additional parts and/or services estimated to be expended through the end of this final contract year.



SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Verification of Funding	
Name/Title:	Eric Powell/Warehouse Manager
Signature:	

I have verified that, as of 4/8/2019, 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:

Eric Powell
Storeroom Manager

4-8-19
Signature and Date

PROCUREMENT REVIEW:

Buyer: David Bonner

Signature and Date

Devin J. Reed
Procurement Director

04.25.19
Signature and Date

SUBMITTED FOR APPROVAL:

Tony Cugno
Chief Operations Officer

Signature and Date

AWARDS COMMITTEE APPROVAL / DENIAL: (Vote: _____ Ayes; _____ Nays)

Meeting Date: _____

Recording Secretary

CEO APPROVAL:

Mark Vanloh
Chief Executive Officer

Signature and Date

CONDITIONS OF APPROVAL, IF ANY:



JACKSONVILLE AVIATION AUTHORITY
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Noticed Agenda Item

(Exhibits available upon request)

Item 6: AC2019-04-06

**Timber and Mulching Sale
Vendor: Agri-Timber
(Revenue Generated); Funding: 44202)**



SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Subject/Awardee: Timber and Mulching Sale / Agri-Timber	Cost: \$157,132.62 (Revenue)
Solicitation No: ITB 19-25-44202	Budgeted, Transferred, or Contingency: Budgeted
On-Going Maintenance Cost: N/A	Funding Source: 44202
Attached / Supporting Documents	
Exhibit "A"- ITB 19-25-44202	
Exhibit "B"- Bid Summary	

BACKGROUND:

The Jacksonville Aviation Authority (JAA) and the City of Jacksonville have entered into an agreement with the State Department of Agriculture and Consumer Services' Florida Forestry Service (FFS) to manage the forestry programs of Cecil Airport and Cecil Commerce Center. The managing forestry document is a Five-Year Resource Management Plan (the Plan), which is valid through calendar year 2020.

Under the Plan, annual harvesting for 2018 / 2019 includes a 316-acre seed tree harvest with natural reforestation and a 153-acre removal cut for 14 CFR Part 77 and Automated Weather Observing System or AWOS clearings. This includes three separate parcels of matured pine growth on the East and Northeast sections of Cecil Airport.

To procure these services, Invitation to Bid No. 19-25-44202 (ITB) was issued, in response to which bids were received from three qualified vendors and Agri-Timber was selected as the highest qualified bidder. Based upon forest inventory and Agri-Timber pricing, JAA should receive \$157,132.62 from this harvest. The FFS Cecil Airport Forester, Shawn Lewandowski, has reviewed the bid and recommends this award.

RECOMMENDATION:

Cecil Airport recommends an award be made to Agri-Timber, the highest ranked of three qualified vendors in response to ITB No. 19-25-44202, for the 2018 / 2019 103rd Timber and Mulching Sales Contract, with the potential of generating \$157,132.62 in estimated revenue.



SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Verification of Funding	
Name/Title:	Kelly Dollarhide / Cecil Airport Director
Signature:	<i>[Handwritten Signature]</i>

I have verified that, as of 04/05 /2019 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
Cecil Airport Director

[Handwritten Signature] 4/3/19
Signature and Date

PROCUREMENT REVIEW:

Buyer: David Bonner

[Handwritten Signature] 4/17/19
Signature and Date

Devin J. Reed
Procurement Director

[Handwritten Signature] 04.25.19
Signature and Date

SUBMITTED FOR APPROVAL:

Rusty Chandler
Chief, Industrial and General Aviation

[Handwritten Signature] 4/4/19
Signature and Date

AWARDS COMMITTEE APPROVAL / DENIAL: (Vote: _____ Ayes; _____ Nays)

Meeting Date: _____

Recording Secretary _____

CEO APPROVAL:

Mark VanLoh
Chief Executive Officer

Signature and Date _____

CONDITIONS OF APPROVAL, IF ANY:



JACKSONVILLE AVIATION AUTHORITY
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Noticed Agenda Item

(Exhibits available upon request)

Item 7: AC2019-04-07

**USCG Walls and Flooring
Vendor: The Rose Group
(Cost: \$59,000.00; Funding: 44202-77430)**



SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Subject/Awardee: USCG Walls and Flooring / The Rose Group	Cost: \$59,000.00
Solicitation No: RFQ 1923-44202	Budgeted, Transferred, or Contingency: Budgeted
On-Going Maintenance Cost: N/A	Funding Source: 44202-77430

Attached / Supporting Documents

Exhibit "A" - RFQ 1923-44202 with Addendum No. 1
Exhibit "B" - Bid Tabulation Sheet

BACKGROUND:

This submission is presented for the Wall and Flooring Replacement project at Hangar 13 and Building 1846 for The United States Coast Guard. Under the lease agreement, JAA is responsible for all repairs at Hangar 13 and Building 1846 to include walls replacement and paint and floors carpet or tile replacement.

The hangar has eight office spaces slated for floor replacement, which include Rooms 201, 202, 203, 251-254 and 263. Room 123 of Building 1846 also has one training that will be replaced as well.

The project consists of replacement of floors and base cove, replacement or repair to wall board, and paint to match. The project scope exceeded the resources and expertise of the existing maintenance staff. Therefore, Request for Quotation No. 1923-44202 (RFQ) was issued based on the General Maintenance & Construction Services / Small Construction Projects ITB No. 15-05-45123. Following a pre-bid site visit, bids were received, in response to which two qualified and responsive bidders provided quotes, resulting in The Rose Group being the lowest responsive bidder.

Budget: There are sufficient funds within Cecil Airport's 44202, O&M, FY2019 budget 77430 (Maintenance Projects > \$12K) to support this recommendation.

RECOMMENDATION:

Cecil Airport recommends an award be made to The Rose Group, the lower of two bidders in response to RFQ No. 1923-44202, for Wall and Flooring Replacement at Hangar 13 and Building 1846 for the United States Coast Guard in a not-to-exceed amount of \$59,000.00. Funding for this purchase will come out of 44202-77430.



SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Verification of Funding	
Name/Title:	Kelly Dollarhide/Cecil Airport Director
Signature:	

I have verified that, as of 04/10/2019 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
Cecil Airport Director

4/12/19
Signature and Date

PROCUREMENT REVIEW:

Buyer: David Bonner

Devin J. Reed
Procurement Director

04.25.19
Signature and Date

SUBMITTED FOR APPROVAL:

Rusty Chandler
Chief, Industrial and General Aviation

4/16/19
Signature and Date

AWARDS COMMITTEE APPROVAL / DENIAL: (Vote: _____ Ayes; _____ Nays)

Meeting Date: _____

Recording Secretary

CEO APPROVAL:
Mark VanLoh
Chief Executive Officer

Signature and Date

CONDITIONS OF APPROVAL, IF ANY:



JACKSONVILLE AVIATION AUTHORITY
AWARDS COMMITTEE MEETING AGENDA
APRIL 29, 2019

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: AC2019-04-08

**Receptacles, Seating Parts and Accessories
Vendor: Arconas**

(Cost: \$251,232.80; Funding: 00000.17111, 45123.77350)



SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Subject/Awardee: Receptacles, Seating Parts and Accessories / Arconas **Cost:** \$251,232.80

Solicitation No: Amendment **Budgeted, Transferred, or Contingency:** Budgeted

On-Going Maintenance Cost: N/A **Funding Source:** 00000.17111
45123.77350

Attached / Supporting Documents

Exhibit "A" - GSA Contract No. GS-27F-018GA Active Contract Sheet, AC2017-06-09 and Sole Source Form
Exhibit "B" - Formal Public Posting Notice

BACKGROUND:

The seating, waste receptacles and related accessories located throughout the Jacksonville International Airport (JIA) are manufactured by and purchased from Arconas. Items purchased from Arconas in the past specifically include: (i) seat covers for seating in the courtyard area and holding areas on the concourses; (ii) cup holders and electrical power outlets; and (iii) waste, recycling and cigarette receptacles.

The Jacksonville Aviation Authority's (JAA) Awards Committee approved Award No. AC2017-06-09 for the utilization of General Services Administration (GSA) Contract No. GS-27F-018GA to make a properly noticed award to Arconas for the purchase of waste, recycling and cigarette receptacles, and seating parts for JIA (the GSA Contract may be utilized through March 22, 2022).

Due to an administrative oversight, the Facilities Department has exceeded the amount awarded by \$6,232.80. Additionally, it is anticipated that an increase in the not-to-exceed amount of Award No. AC2017-06-09 will be needed to accommodate Facilities' average purchases made from Arconas of approximately \$7,101.49 per month.

RECOMMENDATION:

Procurement recommends that JAA Award No. AC2017-06-09 to Arconas, for the receptacles and electrical power outlets, seating components and other accessories at JIA, be amended to: (i) ratify additional purchases made totaling \$6,232.80; and (ii) include \$245,000.00 in additional purchases within the scope and duration of this award. This request will increase the originally awarded not-to-exceed amount from \$150,000.00 to \$401,232.80. Funds are budgeted under 00000.17111 and 45123.77350.



AC2019-04-08

SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Verification of Funding	
Name/Title:	Eric M Powell Warehouse Manager
Signature:	

I have verified that, as of 4-22-19 (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:

Eric Powell,
Warehouse Manager

4-22-19
Signature and Date

PROCUREMENT REVIEW:

Buyer: David Bonner

Devin J. Reed
Procurement Director

04.25.19
Signature and Date

SUBMITTED FOR APPROVAL:

Anthony Cugno,
Chief Operating Officer

Signature and Date

AWARDS COMMITTEE APPROVAL / DENIAL: (Vote: ____ Ayes; ____ Nays)

Meeting Date: _____
Recording Secretary

CHIEF EXECUTIVE OFFICER APPROVAL:
Mark VanLoh
Chief Executive Officer

Signature and Date

CONDITIONS OF APPROVAL, IF ANY:



JACKSONVILLE AVIATION AUTHORITY
AWARDS COMMITTEE MEETING AGENDA
APRIL 29, 2019

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Noticed Agenda Item

(Exhibits available upon request)

Item 9: AC2019-04-09

**Event Planning and Production Services
Vendor: PRI Productions
(Cost: \$31,641.60; Funding: Various)**



SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Subject/Awardee: Event Planning and Production Services / PRI Productions		Cost: \$31,641.60
Solicitation No: Piggy Back	Budgeted, Transferred, or Contingency:	Budgeted
On-Going Maintenance Cost: N/A	Funding Source:	Various
Attached / Supporting Documents		
Exhibit "A" – RFP No. 17-22-11105 Scope of Work; Award No. AC2017-09-05		
Exhibit "B" – Evaluation Matrix Sheets		
Exhibit "C" – PRI Proposal Estimates for Cecil Airport 20-year Anniversary		

BACKGROUND:

On May 16, 2017, Procurement released Request for Proposals No. 17-22-11105 (RFP), Event Planning and Production Services, in search of a production company to assist with the JIA’s 50th Anniversary celebration and related events leading up to the same. The RFP also includes the provision of assistance with design, décor, production elements, catering and music for other celebratory events as needed throughout the contract duration. The RFP was awarded to PRI Productions pursuant to Award No. AC2017-09-05, which can be amended or piggy-backed for applicable events.

Rather than amending, Cecil Airport has elected to piggy-back and enter a separate contract in accordance with Award No. AC2017-09-05, for the Cecil Airport and Commerce Center 20-Year Anniversary, which will be held on Cecil Airport, jointly hosted by the City of Jacksonville’s Office of Economic Development and the City’s Developer, Hillwood, a Perot Company®. The event will be held on October 1, 2019 and, therefore, the actual scope of work will span two budget years.

RECOMMENDATION:

Cecil Airport requests permission to utilize JAA Award No. AC2017-09-05 to make an award to PRI Productions to assist with design, décor, production elements, catering, music and related services permitted under the “as needed” language of RFP No. 17-22-11105, for the Cecil Airport and Commerce Center 20-Year Anniversary, in a not-to-exceed amount of \$31,641.60. Funding for this purchase will come out of FY 19/20 44202-77540



SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Verification of Funding	
Name/Title:	Kelly Dollarhide/Cecil Airport Director
Signature:	<i>[Handwritten Signature]</i>

I have verified that, as of 04/12/2019, 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 of Cecil Airport

[Handwritten Signature] 4/12/19
Signature and Date

PROCUREMENT REVIEW:

Buyer: LeNedda Edwards

[Handwritten Signature]
Signature and Date

Devin J. Reed
Procurement Director

[Handwritten Signature] 04.25.19
Signature and Date

SUBMITTED FOR APPROVAL:

Rusty Chandler
Chief, Industrial and General Aviation

[Handwritten Signature] 4/16/19
Signature and Date

AWARDS COMMITTEE APPROVAL / DENIAL: (Vote: _____ Ayes; _____ Nays)

Meeting Date: _____

Recording Secretary

CEO APPROVAL:

Mark VanLoh
Chief Executive Officer

Signature and Date

CONDITIONS OF APPROVAL, IF ANY:

[Empty box for conditions of approval]



JACKSONVILLE AVIATION AUTHORITY
AWARDS COMMITTEE MEETING AGENDA
APRIL 29, 2019

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: AC2019-04-10

External Audit and Related Service

Vendor: RSM US LLP

(Cost: \$165,000.00; Funding: 31001.77210)



SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Subject/Awardee: External Audit and Related Service / RSM US LLP – Extension **Cost:** \$165,000.00

Solicitation No: Amendment **Budgeted, Transferred, or Contingency:** Budgeted

On-Going Maintenance Cost: N/A **Funding Source:** 31001-77210

Attached / Supporting Documents

Exhibit "A" – AC2014-07-07; AC2015-03-05

BACKGROUND:

In July 2014, the Jacksonville Aviation Authority (JAA) approved Award No. AC2014-07-07 to make a formal award to RSM U.S. LLP (f.k.a., McGladrey & Pullen, LLP and McGladrey LLP) to provide external audit services in a not-to-exceed amount of \$678,508.00 for a total duration of September 2014 through September 2019. This award was subsequently amended by Award No. AC2015-03-05, to include scopes associated with Florida Statutes Section 218.415, which scopes increased the award amount by \$25,000.00 (see also Award Nos. AC2013-05-01 and AC2017-01-08, approved for RSM to provide internal audit and related services).

JAA's Finance Department is currently under staffed by two positions and, consistent with the scope of Award No. AC2014-07-07, RSM is providing assistance regarding implementation of Governmental Accounting Standards Board ("GASB") No. 87. GASB 87 addresses a material change in how leases are recognized and recorded. To issue an external auditor RFP while in the process of implementing a material accounting policy change could result in duplicity of work efforts, increased expenses, and delays in implementation. Finance recommends that a one-year extension agreement be executed with RSM for the period October 1, 2019 through September 30, 2020.

RECOMMENDATION:

Finance recommends that JAA Award No. AC2014-07-07 to RSM U.S. LLP for external audit and related services, be further amended to: (i) include an extension for one additional year, commencing October 1, 2019 through September 30, 2020; and (ii) increase the not-to-exceed amount by \$165,000.00, for a new total potential award amount of \$868,508.00. Funding for this award is in account 31001-77210.



SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Verification of Funding		I have verified that, as of April <u>10</u> , 2019, 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:	Richard Rossi, CFO	
Signature:		

ORIGINATED AND SUBMITTED BY:

Ross Jones
Director of Finance
 4/18/19
Signature and Date

PROCUREMENT REVIEW:

Marilyn Fryar
Buyer
 04.18.19
Signature and Date

Devin J. Reed
Procurement Director
 04.25.19
Signature and Date

SUBMITTED FOR APPROVAL:

Richard Rossi
Chief Financial Officer
 4/18/2019
Signature and Date

AWARDS COMMITTEE APPROVAL / DENIAL: (Vote: _____ Ayes; _____ Nays)

Meeting Date: _____

Recording Secretary

EXECUTIVE DIRECTOR APPROVAL:

Mark VanLoh
Chief Executive Officer

Signature and Date

CONDITIONS OF APPROVAL:



JACKSONVILLE AVIATION AUTHORITY
AWARDS COMMITTEE MEETING AGENDA
APRIL 29, 2019

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: AC2019-04-11

General Banking Services

Vendor: TD Bank, N.A.

(Cost: \$25,000.00; Funding: 31001.77280)



SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Subject/Awardee: General Banking Services / TD Bank, N.A.	Cost: \$25,000.00
Solicitation No: RFP 19-06-31001	Budgeted, Transferred, or Contingency: Budgeted
On-Going Maintenance Cost: N/A	Funding Source: 31001-77280

Attached / Supporting Documents

Exhibit "A"- Evaluation Matrix
Exhibit "B"- SPIS Sheet

BACKGROUND:

In 2015, the Jacksonville Aviation Authority (JAA) issued RFP No. 15-03-31001 for General Banking, Merchant Card and Custody / Bond Trustee Services. The General Banking Services contract was awarded to BBVA Compass Bank (Compass). The award was for an initial three-year term with two consecutive one-year renewal options. In September 2018, Compass notified JAA that it could no longer honor the interest rate proposed under RFP No. 15-03-31001, which action constituted a termination of the agreement by Compass.


As JAA needed a replacement bank for General Banking Services, RFP No. 19-06-31001 was issued in October 2018, in response to which six conforming proposals were received and evaluated on experience, qualifications, services offered, proximity, proposed fees, and compensation. The evaluation committee unanimously recommended TD Bank, N.A., as the highest-ranked Respondent.

Based on its account balance history, JAA does not anticipate having to compensate TD Bank, N.A., for providing General Banking Services and, to the extent it is compensated, the amount is estimated not to exceed \$25,000.00 for the full potential five-year contract term.

RECOMMENDATION:


Finance Department recommends that an award be made to TD Bank, N.A., the highest ranked of six proposers in response to RFP No. 19-06-31001, to provide General Banking Services in an estimated not-to-exceed amount of \$25,000.00, for an initial three-year term beginning upon contract execution, with renewal options of up to two years, all in JAA's sole discretion, based on the vendor's performance and adherence to contract terms and conditions, and approved budgeted funds.

SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Verification of Funding		I have verified that, as of <u>April 18 2019</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:	Richard Rossi, CFO	
Signature:		


ORIGINATED AND SUBMITTED FOR APPROVAL BY:

Ross Jones
Director of Finance

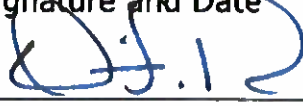
 4/18/19
Signature and Date

PROCUREMENT REVIEW:

Buyer: Marilyn V. Fryar


 04.18.19
Signature and Date

Devin J. Reed
Procurement Director

 04.25.19
Signature and Date

SUBMITTED FOR APPROVAL:

Richard Rossi
CFO

 4/18/2019
Signature and Date

AWARDS COMMITTEE APPROVAL / DENIAL: (Vote: _____ Ayes; _____ Nays)

Meeting Date: _____
Recording Secretary

CHIEF EXECUTIVE OFFICER APPROVAL:

Mark VanLoh, CEO

Signature and Date

CONDITIONS OF APPROVAL, IF ANY: