



JACKSONVILLE AVIATION AUTHORITY
AWARDS COMMITTEE MEETING AGENDA
NOVEMBER 18, 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: AC2019-11-01

GPS Hardware and Software

Vendor: NexTraq

(Cost: \$20,571.50 ; Funding: 45133.77280)



SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Subject/Awardee: GPS Hardware and Software / NexTraq	Cost: \$20,571.50
Solicitation No: Amendment / Sole Source	Budgeted, Transferred, or Contingency: Budgeted
On-Going Maintenance Cost:	Funding Source: 45133.77280
Attached / Supporting Documents	
Exhibit "A" – AC2018-11-08	
Exhibit "B" – NexTraq Quote	

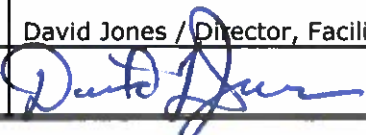
BACKGROUND:

On November 19, 2018, the Jacksonville Aviation Authority (JAA) Awards Committee approved Award No. AC2018-11-08 for GPS Hardware and Software to NexTraq. The original award includes software and monitoring services for 88 GPS units for various cost centers. Facilities Management requests authorization to amend the current award to include 50 additional GPS devices for use within JAA’s Grounds Unit. These devices will be used for small pilferable equipment for the current and remaining contract terms.

RECOMMENDATION:

Facilities recommends Award No. AC2018-11-08 to NexTraq, for GPS Hardware and Software, be amended to: (i) include an additional 50 GPS units; and (ii) increase the award by \$20,571.50, resulting in a new total not-to-exceed award amount of \$125,288.30. Funds for the additional GPS units are available within cost center 45133.77280.


SUBMISSION FOR AWARDS COMMITTEE APPROVAL

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

I have verified that, as of **11/6/2019** 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:

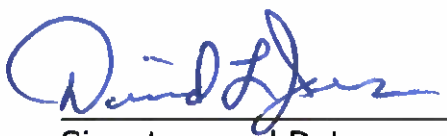
Kira Zander
Facilities Administrator

 11/6/19

 Signature and Date

SUBMITTED FOR APPROVAL BY:


David Jones
Director, Facilities

 11/6/19

 Signature and Date

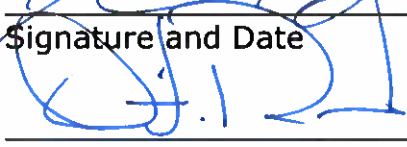
PROCUREMENT REVIEW:

Buyer: David Bonner

 11/7/19

 Signature and Date

Devin J. Reed
Contracts & Administration Director

 11-14-19

 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
AWARDS COMMITTEE MEETING AGENDA
NOVEMBER 18, 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 2: AC2019-11-02

ATLV 4300 Diesel Sweeper

Vendor: Tennant Sales

(Cost: \$39,547.83; Funding: 45133 FY 2020 Small Capital)



SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Subject/Awardee: ATLV 4300 Diesel Sweeper / Tennant Sales and Service Company	Cost: \$39,547.83
Solicitation No: Piggy-Back	Budgeted, Transferred, or Contingency: Budgeted
On-Going Maintenance Cost: \$750.00 Annually	Funding Source: 45133 FY 2020 Small Capital
Attached / Supporting Documents	
Exhibit "A" - Tennant Quote Exhibit "B" - State of Minnesota Contract Exhibit "C" - State of Minnesota Price List	

BACKGROUND:

To comply with Jacksonville Aviation Authority (JAA) requirements and effectively utilize JAA vehicles, the Facilities Department requests authorization to purchase one new Tennant ATLV 4300 Diesel Sweeper to remove Foreign Object Debris (FOD) around the airfield and concourses. FOD is any loose unwanted debris, including trash, on any pavement surface that could be ingested into an aircraft jet engine. Once ingested, FOD can cause extensive damage to a jet engine.


Procurement has reviewed this request and is of the opinion it is in JAA's best interest, pursuant to §3.08 of the Procurement Code, to utilize the State of Minnesota Contract No. S-871(5) for Industrial Sweepers, Sweeper-Scrubbers, Scrubbers and Vacuums, which contract was competitively awarded to Tennant Sales and Service Company.

The equipment comes with a two-year or 2,000 hours parts warranty and on-going maintenance costs are estimated to be \$750.00 annually for routine servicing and periodic parts replacement.

RECOMMENDATION:

Facilities recommends JAA utilize State of Minnesota Contract No. S-871(5), to make a properly noticed award to Tennant Sales and Service Company for the purchase of one new ATLV 4300 Diesel Sweeper in a total not-to-exceed amount of \$39,547.83. Funds for this purchase are budgeted within 45133 FY 2020 Small Capital.

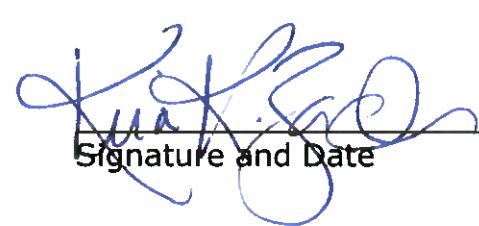
SUBMISSION FOR AWARDS COMMITTEE APPROVAL

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

I have verified that, as of **11/5/2019** 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*).

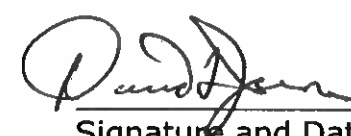
ORIGINATED BY:

Kira Zander
Facilities Administrator

 11/05/2019
 Signature and Date


SUBMITTED FOR APPROVAL BY:

David Jones
Director, Facilities

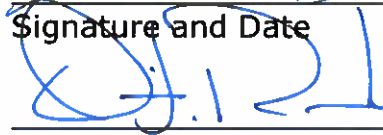
 NOV 05 2019
 Signature and Date

PROCUREMENT REVIEW:

Buyer: David Bonner

 11/6/19
 Signature and Date

Devin J. Reed
Contracts & Administration Director

 11.14.19
 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
AWARDS COMMITTEE MEETING AGENDA
NOVEMBER 18, 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 3: AC2019-11-03

AHU and Exhaust/Supply Fan Replacement
Vendor: Johnson Controls, Inc.
(Cost: \$500,000.00; Funding: FY 2020 Capital)



SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Subject/Awardee: AHU and Exhaust/Supply Fan Replacement / Johnson Controls, Inc.	Cost: \$500,000.00
Solicitation No: Standardization	Budgeted, Transferred, or Contingency: Budgeted
On-Going Maintenance Cost: N/A	Funding Source: FY 2020 Capital

Attached / Supporting Documents

- Exhibit "A"** – AC2016-06-05S-SR
- Exhibit "B"** – Johnson Controls AHU Replacement Quote
- Exhibit "C"** – Johnson Controls Exhaust and Supply Fan Replacement Quote
- Exhibit "D"** – CPED Form

BACKGROUND:

Pursuant to the approval of AC2016-06-05S-SR, which establishes standardization of the Building Automation System (BAS) at the Jacksonville International Airport (JIA), the Facilities Department requests authorization to proceed with the purchase of new maintenance equipment. Existing Air Handling Units (AHU) No. 3 and 4 at the Landside Chiller Plant need replacement, as they are approximately 30 years old and provide conditioned air to the baggage claim area. Replacement of these units will be the sixth phase of the JAA AHU replacement project. Prior phases were awarded to Johnson Controls, Inc. (JCI), the original equipment manufacturer for York AHUs and sole proprietor of the Metasys BAS. This phase of the AHU replacement project will continue the standardization of our BAS using Metasys.

In addition to the AHU replacement, Facilities requests authorization to proceed with the replacement of 30 exhaust and supply fans at the Landside Chiller Plant, which fans are components of the AHUs and BAS pursuant to the above-referenced Standardization Award. The existing equipment is over 30 years old and has exceeded its useful life.

RECOMMENDATION:

Facilities recommends a properly noticed award be made to Johnson Controls, Inc., in accordance with Standardization Award No. AC2016-06-05S-SR, in a total not-to-exceed award amount of \$500,000.00, for the: (i) purchase and installation of two Air Handling Units at JIA; and (ii) replacement of 30 exhaust and supply fans at the Landside Chiller Plant. Funds are budgeted within Project No. J2020-07, FY 2020 Capital.



SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Verification of Funding		I have verified that, as of 11/ /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:	Ashley Shorter, Planning & Grants Admin.	
Signature:		

ORIGINATED BY:
 Kira Zander
 Facilities Administrator

 Signature and Date 11/05/2019

SUBMITTED FOR APPROVAL BY:
 David Jones
 Director, Facilities

 Signature and Date NOV 05 2019

PROCUREMENT REVIEW:
 Buyer: LeNedda Edwards
 Devin J. Reed
 Contracts & Administration Director

 Signature and Date 11/5/2019

 Signature and Date 11-14-19

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
AWARDS COMMITTEE MEETING AGENDA
NOVEMBER 18, 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 4: AC2019-11-04

**Elevator, escalator and Moving Walkway Maintenance and Repair
Services at JIA**

**Vendor: Otis Elevator Company dba Coastal Elevator Company
(Cost: \$400,000.00; Funding: FY 2020 Capital)**

SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Subject/Awardee: Elevator, Escalator and Moving Walkway Maintenance and Repair Services at JIA / Otis Elevator Company dba Coastal Elevator Company		Cost: \$400,000.00
Solicitation No: Amendment	Budgeted, Transferred, or Contingency:	Budgeted
On-Going Maintenance Cost: N/A	Funding Source:	FY 2020 Capital
Attached / Supporting Documents		
Exhibit "A" – AC2018-06-01S, AC2018-09-05, and AC2018-11-06		
Exhibit "B" – Otis Quote for Daily Garage Elevator Replacement		
Exhibit "C" – Approved CPED Form		

BACKGROUND:

On June 15, 2018, the Jacksonville Aviation Authority's (JAA) Awards Committee approved Award No. AC2018-06-01S to Otis Elevator Company dba Coastal Elevator Company, pursuant to RFP No. 18-04-45123, for Elevator, Escalator and Moving Walkway Maintenance Repair Services at the Jacksonville International Airport (JIA). The following is a summary of the original award and amendments thereto:

Award	Description	Amount
AC2018-06-01S	Maintenance and Repair Services (+parts contingency); 5 years	\$2,816,372.40
AC2018-09-05	Increase Initial Year Repair Amount	\$150,000.00
AC2018-11-06	Repairs / Replacement of Four Escalators and Five Elevators	\$900,000.00
Total Award Amount:		\$3,866,372.40

Facilities requests authorization to proceed with Capital Project No. J2020-08, a second phase of modernization, which includes the replacement of Elevators 15 and 16, which are located on the northside of the Daily Garage at the south and north ends, respectively.

Otis Elevator Company has provided a quote of approximately \$150,000.00 per elevator. As such, Facilities requests \$400,000.00 to cover the above-referenced elevators.

RECOMMENDATION:

Facilities recommends Award No. AC2018-06-01S to Otis Elevator Company, dba Coastal Elevator Company, for elevator, escalator and moving walkway maintenance and repairs at JIA, be further amended to: (i) replace Elevators 15 and 16 located in the Daily Garage; and (ii) increase the award by \$400,000.00, resulting in a new total not-to-exceed award amount of \$3,866,372.40. Funds for this service are budgeted within FY 2020 Capital Project No. J2020-08.



SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Verification of Funding		I have verified that, as of 11/ /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:	Ashley Shorter, ^{Planning &} Grants Admin	
Signature:	<i>Ashley Shorter</i>	

ORIGINATED BY:

Kira Zander
Facilities Administrator

Kira Zander 11/05/2019
Signature and Date

SUBMITTED FOR APPROVAL BY:

David Jones
Director, Facilities

David Jones NOV 05 2019
Signature and Date

PROCUREMENT REVIEW:

Buyer: LeNedda Edwards

LeNedda Edwards 11/5/2019
Signature and Date

Devin J. Reed
Contracts & Administration Director

Devin J. Reed 11-14-19
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:

Empty box for conditions of approval.



JACKSONVILLE AVIATION AUTHORITY
AWARDS COMMITTEE MEETING AGENDA
NOVEMBER 18, 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 5: AC2019-11-05

**Interior Floor, Moving Walkway and Escalator Cleaning Services
at JIA**

**Vendor: Florida Cleaning Systems
(Cost: \$210,186.00; Funding: 45523.77280)**



SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Subject/Awardee: Interior Floor, Moving Walkway and Escalator Cleaning Services at JIA / Florida Cleaning Systems		Cost: \$210,186.00
Solicitation No: Amendment	Budgeted, Transferred, or Contingency: Budgeted	
On-Going Maintenance Cost:	Funding Source: 45523.77280	
Attached / Supporting Documents		
Exhibit "A"- AC2019-04-03		
Exhibit "B"- FCS Quote for Exterior Curbside Floor Coating Cleaning Services		

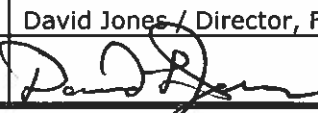
BACKGROUND:

On April 29, 2019, the Jacksonville Aviation Authority’s (JAA) Awards Committee approved Award No. AC2019-04-03 to Florida Cleaning Systems (FCS) for Interior Floor, Moving Walkway and Escalator services at the Jacksonville International Airport (JIA). Facilities would like to amend the current contract to include cleaning services for the exterior floor coating on the upper and lower curbside of the terminal building. Florida Cleaning Systems (FCS) has provided a quote for cleaning services of the exterior surfaces, to be provided five nights per week, in an annual total amount of \$42,037.20.

RECOMMENDATION:

Facilities recommends Award No. AC2019-04-03 to Florida Cleaning Systems, for Interior Floor, Moving Walkway and Escalator Cleaning Services at JIA, be amended to: (i) include cleaning services for the upper and lower level curbside floor coating at JIA; and (ii) increase the annual award amount by \$42,037.20, resulting in a new total not-to-exceed amount of \$2,133,084.58. Funds for this service are available within cost center 45523.77280.

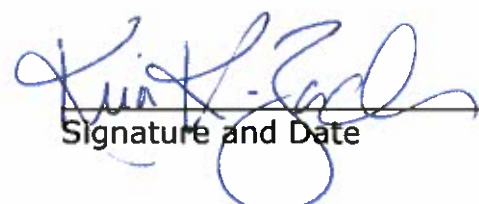
SUBMISSION FOR AWARDS COMMITTEE APPROVAL

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

I have verified that, as of **11/4/2019** 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*).

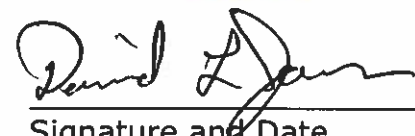
ORIGINATED BY:

Kira Zander
Facilities Administrator


 Signature and Date 11/05/2019

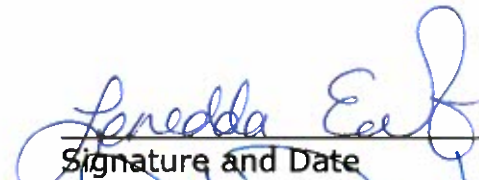
SUBMITTED FOR APPROVAL BY:

David Jones
Director, Facilities

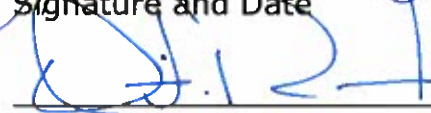

 Signature and Date NOV 05 2019

PROCUREMENT REVIEW:

Buyer: LeNedda Edwards


 Signature and Date 11/5/2019

Devin J. Reed
Contracts & Administration Director


 Signature and Date 11-14-19

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
AWARDS COMMITTEE MEETING AGENDA
NOVEMBER 18, 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 6: AC2019-11-06

Advertising Services

Vendor: Clear Channel Outdoor

(Cost: \$235,500.00; Funding: 11105)

SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Subject/Awardee: Advertising Services / Clear Channel Outdoor	Cost: \$235,500.00
Solicitation No: Exempt (§2.05(A)(14))	Budgeted, Transferred, or Contingency: Budgeted
On-Going Maintenance Cost: N/A	Funding Source: 11105

Attached / Supporting Documents

Exhibit "A" – Comprehensive Media Plan;
Exhibit "B" – Digital Advertising;
Exhibit "C" – Permanent (Outdoor) Advertising and Public Posting Notice

BACKGROUND:

In correlation with its comprehensive media plan, the Jacksonville Aviation Authority's (JAA) Marketing Department has identified the Clear Channel Outdoor digital and permanent billboard assets as an ideal medium to advertise items such as new air service, parking, economic development, etc. (reference Exhibit "A").

Due to the high volume of traffic on different highways and roads throughout the city, these billboard assets were deemed a desirable method of advertising to Northeast Florida travelers flying through Jacksonville International Airport.

JAA manages all billboard advertising purchases in-house. Doing so allows JAA to save money on third-party commission for placement. It also allows JAA to lock-in future placements. As a result of this placement, JAA is able to gain first right-of-refusal on its permanent billboard location.

RECOMMENDATION:

Marketing recommends an award be made to Clear Channel Outdoor, in an initial year not-to-exceed amount of \$78,500.00, for media advertising and scopes of work related to JAA's comprehensive media plan (this award is exempt from competition pursuant to § 2.05(A)(14)). It is also recommended that JAA retain the discretion to continue the scopes of work under this award for up to two additional years in an annual not-to-exceed amount of \$78,500.00, for a total potential award amount of \$235,500.00, based upon vendor performance, adherence to contract terms and conditions and the availability of funds. Funding for this purchase is budgeted within Cost Center 11105 for Fiscal Year 2020.

Initial Year	First Renewal	Second Renewal
\$78,500.00	\$78,500.00	\$78,500.00

SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Name/Title:	Barbara Halverstadt Director of Marketing	I have verified that, as of <u>11/5/2019</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>).
Signature:	<i>Barbara Halverstadt</i> (Delegation attached) 11/5/19	

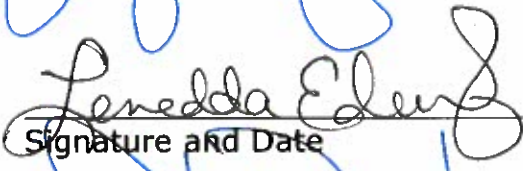
ORIGINATED AND SUBMITTED FOR APPROVAL BY:

Greg Willis
Marketing & Public Relations Manager


10/30/19
 Signature and Date

PROCUREMENT REVIEW:

Buyer: LeNedda Edwards


10/31/19
 Signature and Date

Devin J. Reed
Contracts & Administration Director


11.14.19
 Signature and Date

SUBMITTED FOR APPROVAL:

Barbara Halverstadt
Marketing Director


10/30/19
 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
NOVEMBER 18, 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 7: AC2019-11-07

Television Advertising

Vendor: Multimedia Holdings Corp dba FirstCoastNews.com
(Cost: \$150,000.00.; Funding: 11105)

SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Subject/Awardee: Television Advertising / Multimedia Holdings Corp <i>dba</i> FirstCoastNews.com	Cost: \$150,000.00
Solicitation No: Exempt (§2.05(A)(14))	Budgeted, Transferred, or Contingency: Budgeted
On-Going Maintenance Cost: N/A	Funding Source: 11105

Attached / Supporting Documents

Exhibit "A" – First Coast News Route Promotion Proposal and Public Posting Notice

BACKGROUND:

The Jacksonville Aviation Authority’s Marketing Department has identified First Coast News/First Coast Living (FCN) as an effective method for promoting new nonstop service at Jacksonville International Airport.

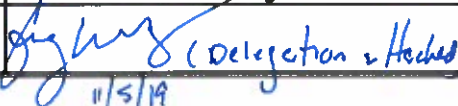
Pursuant to the Authority’s request, FCN created a cost-effective media campaign that can be rolled out with each new route. With each potential new route, JAA will receive the following: Two First Coast Living segments; Access to a database of 35,000 emails; display advertising on Firstcoastnews.com; and retargeted digital ads. Each new route campaign will be executed for a total cost to the Authority of \$10,000.00. These campaigns will be rolled out on an “as needed” basis, JAA does not expect the total cost to exceed \$50,000.00 in any fiscal year.

RECOMMENDATION:

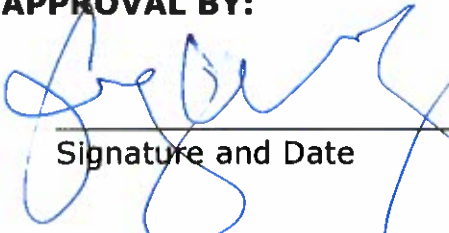
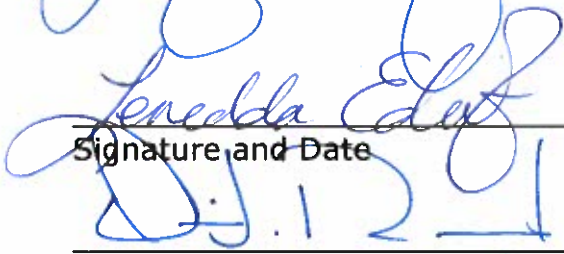
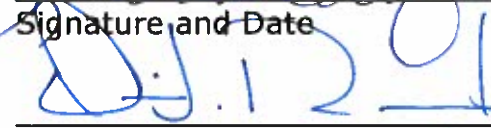
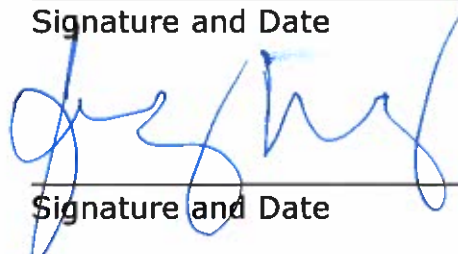
Marketing recommends a requirements award be made to Multimedia Holdings Corp *dba* FirstCoastNews.com, in an annual not-to-exceed amount of \$50,000.00, to promote new nonstop routes at Jacksonville International Airport, with renewals of up to two years. This award is exempt from competition pursuant to § 2.05(A)(14). Funding for this purchase is budgeted within Cost Center 11105 for FY20 thru FY22.

FY20	FY21	FY22
\$50,000.00	\$50,000.00	\$50,000.00

SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Verification of Funding	
Name/Title:	Barbara Halverstadt Director of Marketing
Signature:	 <i>(Delegation & Heched)</i> 11/5/19

I have verified that, as of 11/5/2019 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:	
Greg Willis Marketing & Public Relations Manager	 11/5/19 _____ Signature and Date
PROCUREMENT REVIEW:	
Buyer: LeNedda Edwards	 11/5/19 _____ Signature and Date
Devin J. Reed Contracts & Administration Director	 11.14.19 _____ Signature and Date
SUBMITTED FOR APPROVAL:	
Barbara Halverstadt Marketing Director	 11/5/19 _____ Signature and Date <i>(Delegation & Heched)</i>

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
NOVEMBER 18, 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: AC2019-11-08

DBE/ACDBE Consulting Services
Vendor: Ken Weeden & Associates, Inc.
(Cost: \$30,000.00; Funding: 26201-77230)

SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Subject/Awardee: DBE/ACDBE Consulting Services / Ken Weeden & Associates, Inc.		Cost: \$30,000.00
Solicitation No: Amendment	Budgeted, Transferred, or Contingency:	Budgeted
On-Going Maintenance Cost: N/A	Funding Source:	26201-77230

Attached / Supporting Documents

- Exhibit "A"** – Executed Contract Amendment
- Exhibit "B"** – Public Notice Posting and Contract Renewal Information

BACKGROUND:

The Jacksonville Aviation Authority (JAA) is currently under contract with Ken Weeden & Associates (KWA) for Disadvantage Business Enterprise / Airport Concession Disadvantage Business Enterprise (DBE/ACDBE) consultant services, which was informally awarded utilizing Memphis-Shelby County Airport Authority Contract No. 16-0110, pursuant to Section 3.08 of JAA’s Procurement Code. The costs associated with this contract have historically been under \$25,000.00 and, therefore, these services have not required Awards Committee approval.

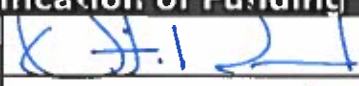
In conjunction with the contract renewal terms and conditions of the utilized contract, Procurement desires to renew its contract with KWA, which will include an additional renewal option. As such, Procurement requests authorization to amend the contract by increasing the contract amount by \$30,000.00 to cover services that may be required during the potential contract term.

First Renewal	Second Renewal
\$15,000.00	\$15,000.00

RECOMMENDATION:

Procurement recommends that JAA’s informal contract with Ken Weeden & Associates, for DBE / ACDBE consultant services, be amended to increase the potential: (i) contract term through February 14, 2021; and (ii) award amount by \$30,000.00. Funding for these services are budgeted within cost-center 26201.77230.


SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Verification of Funding	
Name/Title:	
Signature:	DR. OF CONTRACTS: ADMIN

I have verified that, as of 11/14/2019 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:

Lisa King
Vendor Outreach and Compliance Specialist

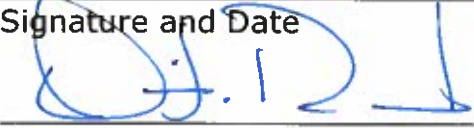
 11/12/2019
Signature and Date

PROCUREMENT REVIEW:

Buyer: Monica M. Frazier

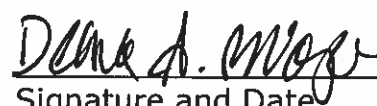
 11/12/19
Signature and Date

Devin J. Reed
Contracts and Administrator Director

 11-14-19
Signature and Date

SUBMITTED FOR APPROVAL:

Debra Braga
Chief Legal Officer

 11/14/19
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: