



JACKSONVILLE AVIATION AUTHORITY
AWARDS COMMITTEE MEETING AGENDA
NOVEMBER 30, 2020

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/>.***

**** Teleconference Phone Number 1-904-900-2303, Access Code: 132 392 136 3.***

****Please note this meeting is held in accordance with Governor's Order #20-69.***

Noticed Agenda Item

(Exhibits available upon request)

Item 1: AC2020-11-01

Merchant Card Services

Vendor: Elavon Inc & Regions Bank

(Cost: \$285,000.00 Funding: 31001.77280 & 43605.77280)



AC2020-11-01

SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Subject/Awardee: Merchant Card Services / Elavon, Inc.		Cost: \$285,000.00
Solicitation No: RFP No. 20-27-31001	Budgeted, Transferred, or Contingency:	Budgeted
On-Going Maintenance Cost: N/A	Funding Source:	31001.77280 43605.77280
Attached / Supporting Documents		
Exhibit "A" – Scope of Work, Evaluation Matrix, and SPIS		
Exhibit "B" – Elavon, Inc & Regions Bank Proposal Documents		

BACKGROUND:

Due to an expiring contract, the Jacksonville Aviation Authority (JAA) released RFP No. 20-27-31001 in July 2020 for Merchant Card Services. JAA requires a third-party financial services firm to process credit card payments. These payments are taken mainly at parking payment terminals, Herlong Airport, as well as through an online payment portal.

On September 10, 2020, in response to the RFP, the Authority received proposals from nine respondents. After review and evaluation, the firms ranked in the following order:

92.78	REGIONS \ ELAVON, INC.
76.33	U.S. BANK \ ELAVON, INC.
71.89	JPMORGAN \ PAYMENTECH
67.33	SYNOVUS
63.66	BB&T SUNTRUST now TRUIST
58.66	HANCOCK WHITNEY \ FIRST DATA MERCHANT SERVICES
51.33	BBVA \ FIRST DATA MERCHANT SERVICES
45.34	GILA dba MUNICIPAL SERVICES BUREAU
40.00	PAYZANG

RECOMMENDATION:

The Finance Department recommends an award be made to Elavon, Inc., the highest ranked of nine proposers in response to RFP No. 20-27-31001 for Merchant Card Services, with annual fees and costs not to exceed \$57,000.00, based on historical spend, for an initial three-year term beginning upon contract execution, with renewal options of up to two years at JAA’s sole discretion, based on the vendor’s performance, adherence to contract terms and conditions, and approved budgeted funds. Funds are budgeted within two GL accounts cost center 31001.77280 and 43605.77280.

Initial Year	Second Year	Third Year	First Renewal	Second Renewal
\$57,000	\$57,000	\$57,000	\$57,000	\$57,000



AC2020-11-01

SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Verification of Funding	
Title:	Chief Financial Officer
Signature:	<i>Ross Jones</i>

I have verified that 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:

Ross Jones
Chief Financial Officer


Ross Jones

Signature and Date

PROCUREMENT REVIEW:

LeNedda Edwards
Procurement Manager


Signed by: LeNedda Edwards
Signed at: 2020-11-23 16:00:41 -05:00
Reason: Witnessing LeNedda Edwards

LeNedda Edwards 

Signature and Date

Devin J. Reed
Director of Administration

Signed by: Devin Reed
Signed at: 2020-11-24 14:38:13 +00:00
Reason: Witnessing Devin Reed


DR 

Signature and Date

SUBMITTED FOR APPROVAL:

Ross Jones
Chief Financial Officer

Signed by: Ross Jones
Signed at: 2020-11-23 20:58:10 +00:00
Reason: Witnessing Ross Jones

Ross Jones 

Signature and Date

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

Meeting Date: 11/23/2020 _____
Recording Secretary

CEO APPROVAL:
Mark VanLoh
Chief Executive Officer

Signature and Date

CONDITIONS OF APPROVAL, IF ANY: (*if over \$325,000.00 board approval or ratification must be made pursuant to HB-915*)



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Noticed Agenda Item

(Exhibits available upon request)

Item 2: AC2020-11-02

Cecil Airport Tower Maintenance and Repair, Amendment

Vendor: RVA, Inc

(Cost: \$75,292.92 Funding: 44202.77280)



AC2020-11-02

SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Subject/Awardee: Cecil Airport Tower Maintenance and Repair Amendment / RVA, Inc.		Cost: \$75,292.92
Solicitation No: Amendment	Budgeted, Transferred, or Contingency:	Budgeted
On-Going Maintenance Cost: N/A	Funding Source:	44202-77280/ FY20 Small Cap
Attached / Supporting Documents		
Exhibit "A" – Approved Award No. AC2016-09-06		
Exhibit "B" – RVA Air Traffic Control Window Replacement		

BACKGROUND:

On or about June 22, 2016, in accordance with Jacksonville Aviation Authority (JAA) Award No. AC2016-09-06, JAA entered into a contract with RVA, Inc. for air traffic control tower (the "Tower") equipment maintenance and repair services (see attached **Exhibit "A"**).

Though currently scheduled for completion in March of next year, delays in constructing the new air traffic control tower have resulted in continued and unforeseen equipment issues, maintenance concerns, and repair expenses of approximately \$33,726.33 on the existing Tower. Additionally, the existing Tower experienced a window crack, resulting in repair costs of \$32,566.59 being encumbered as an "emergency," as defined in § 2.01(M) of JAA's Procurement Code. This amendment also includes a \$9,000.00 request for future unforeseen maintenance and repairs.

RECOMMENDATION:

Cecil Airport recommends JAA Award No. AC2016-09-06, which was awarded to RVA, Inc. to perform tower equipment maintenance and repair services, be amended and ratified to: (i) increase the scope of work associated with continued and unforeseen equipment issues, maintenance concerns, and repairs to the existing air traffic control tower, as a result of delays in constructing the new air traffic control tower; and (ii) include an additional \$75,292.92, for a new total not-to-exceed amount of \$285,433.92. Funds are budgeted within 44202.77280 and small capital FY20 budget.



AC2020-11-02

SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Verification of Funding	
Title:	Kelly Dollarhide, Cecil Airport Director
Signature:	<i>Kelly Dollarhide</i>

I have verified that 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

Kelly Dollarhide

Signature and Date

PROCUREMENT REVIEW:

Buyer: Marilyn V. Fryar

Signed by: Marilyn V. Fryar
Signed at: 2020-11-23 19:44:50 +00:00
Reason: Witnessing Marilyn V. Fryar

Marilyn V. Fryar

Signature and Date

Devin J. Reed
Director of Administration

Signed by: Devin Reed
Signed at: 2020-11-24 14:41:28 +00:00
Reason: Witnessing Devin Reed

Devin Reed

Signature and Date

SUBMITTED FOR APPROVAL:

Kelly Dollarhide
Cecil Airport Director

Signed by: Kelly Dollarhide
Signed at: 2020-11-23 19:41:42 +00:00
Reason: Witnessing Kelly Dollarhide

Kelly Dollarhide

Signature and Date

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

Meeting Date: 11/30/2020

Recording Secretary

CEO APPROVAL:

Mark VanLoh
Chief Executive Officer

Signature and Date

CONDITIONS OF APPROVAL, IF ANY (*if over \$325,000.00, Board approval or ratification must be made pursuant to HB-915*):



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Noticed Agenda Item

(Exhibits available upon request)

Item 3: AC2020-11-03

JIA Courtyard and Ticketing Roof Rehab
Vendor: Jenkins Roofing, Inc.
(Cost: \$3,871,475.00 Funding: Capital)



AC2020-11-03

SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Subject/Awardee: JIA Courtyard and Ticketing Roof Rehab / Jenkins Roofing, Inc. **Cost:** \$3,871,475.00

Solicitation No: C-837 **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:

This project includes rehabilitation efforts for the roof of the external ticketing building and terminal building main courtyard roof area located at Jacksonville International Airport (JIA). The work includes the removal and replacement of corroded roof panel sections, damaged interior dry wall, broken insulated glass windows, and Built-Up roof replacement. All down spouts, gutters, and associated flashing prone to leakage will also be removed and replaced.

Three bids were received on November 17, 2020. Jenkins Roofing, Inc. submitted a total low base bid of \$3,871,475.00. The other total base bids provided were:

Register Roofing & Sheet Metal, Inc.	\$ 4,307,400.00
BBG Contracting Group, Inc.	\$ 4,965,197.00

Total combined funding remaining for the JIA Roof Rehab project (J2017-05 & J2018-13) is \$4,046,296.00. A transfer will be required to combine the two projects prior to issuing the Purchase Order.

RECOMMENDATION:

Engineering and Facilities recommends an award be made to Jenkins Roofing, Inc., the lowest responsive, responsible bidder of three bidders, in response to ITB C-837, for the JIA Courtyard and Ticketing Roof Rehab project, in the amount of \$3,871,475.00.



AC2020-11-03

SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Verification of Funding	
Title:	Derek Powder, Sr Engineering & Construction
Signature:	<div style="font-size: 8px; margin-bottom: 5px;">Signed by: Derek Powder Signed at: 2020-11-23 15:48:22 -05:00 Reason: Witnessing Derek Powder</div>

I have verified that 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 AND SUBMITTED FOR APPROVAL BY:</p> <p>Jaime Eaton Design & Construction Engineer</p>	<div style="font-size: 8px; margin-bottom: 5px;">Signed by: Jaime Eaton Signed at: 2020-11-23 20:50:52 +00:00 Reason: Witnessing Jaime Eaton</div>
	_____ Signature and Date
<p>PROCUREMENT REVIEW:</p> <p>Buyer: n/a</p>	
<p>Devin J. Reed Director of Administration</p>	<div style="font-size: 8px; margin-bottom: 5px;">Signed by: Devin Reed Signed at: 2020-11-24 14:36:50 +00:00 Reason: Witnessing Devin Reed</div>
	_____ Signature and Date
<p>SUBMITTED FOR APPROVAL:</p> <p>Tony Cugno Chief Operating Officer</p>	
	_____ Signature and Date

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

Meeting Date: 11/30/2020 _____
Recording Secretary

CEO APPROVAL:
Mark VanLoh
Chief Executive Officer

Signature and Date

CONDITIONS OF APPROVAL, IF ANY (*if over \$325,000.00, Board approval or ratification must be made pursuant to HB-915*):