



JACKSONVILLE AVIATION AUTHORITY
AWARDS COMMITTEE MEETING AGENDA
DECEMBER 20, 2021

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. at the JAA Administration Building, 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: AC2021-12-01

**HVACR Maintenance & Repair
Vendor: Howard Services, Inc.
(Cost: \$40,000.00 Funding: Various)**

SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Subject/Awardee: HVACR Maintenance & Repair / Howard Services, Inc. **Cost:** \$40,000.00

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

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

Attached / Supporting Documents

Exhibit "A" - AC2017-06-02S / AC2017-08-08 / AC2017-10-08 / AC2018-01-04 / 2018-04-03 / AC2018-08-02S / AC2019-03-01

Exhibit "B" - Contract Spend Analysis

BACKGROUND:

The Jacksonville Aviation Authority (JAA), pursuant to Request for Proposals No. 17-13-44202, awarded a contract to Howard Services, Inc. to provide HVACR, water treatment and cooling tower preventative maintenance and repair services for the GA Airports. The original award and subsequent additional funds requests were approved on the Awards Submissions shown below and attached hereto as **"Exhibit A"**.

Award No.	Award Total
AC2017-06-02S	\$290,708.00
AC2017-08-08	\$82,525.00
AC2017-10-08	\$86,890.00
AC2018-01-04	\$209,672.00
AC2018-04-03	\$54,876.00
AC2018-08-02S	\$101,940.00
AC2019-03-01	\$59,575.00
Award Totals:	\$886,186.00

Due to unforeseen maintenance and repairs, the GA Airports require approval to increase the contract award for HVACR repair and maintenance expenses through the contract expiration of July 31, 2022. The contract spend analysis as of November 30, 2021, is attached hereto as **"Exhibit B"**.

RECOMMENDATION:

JaxEx and Herlong Management, in concurrence with the Director, Cecil Airport, recommends that Award No. AC2017-06-02S, to Howard Services, Inc. for HVACR, Maintenance and Repair, be amended to: (i) increase the FYE22 contract amount by \$40,000.00. This recommendation represents a new total potential award to Howard Services, Inc. of \$926,186.00. Funding for this purchase is within the respective GA Airports O&M and Small Cap budgets.

SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Verification of Funding	
Title:	
Signature:	<p>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 (<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>).</p>

ORIGINATED AND SUBMITTED FOR APPROVAL BY:	
Brad Martin GA Operations and Facilities Manager	<hr style="border: 0; border-top: 1px solid black;"/> Signature and Date
PROCUREMENT REVIEW:	
Marilyn V. Fryar Contract Administrator	<hr style="border: 0; border-top: 1px solid black;"/> Signature and Date
LeNedda Edwards Director of Procurement	<hr style="border: 0; border-top: 1px solid black;"/> Signature and Date
SUBMITTED FOR APPROVAL:	
Rolf Riechmann Director of General Aviation	<hr style="border: 0; border-top: 1px solid black;"/> Signature and Date

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

Meeting Date: December 20, 2021 _____
Recording Secretary

CEO APPROVAL:
Mark VanLoh
Chief Executive Officer _____
Signature and Date

<p>CONDITIONS OF APPROVAL, IF ANY (<i>if over \$325,000.00, Board approval or ratification must be made pursuant to Sec 332.0075(3)(b), Florida Statutes</i>):</p>



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Noticed Agenda Item

(Exhibits available upon request)

Item 2: AC2021-12-02

Temporary Staffing Services

Vendor: Robert Half International, Inc.

(Cost: \$500,000.00 Funding: Various)

Piggyback Posting: December 13 – 20, 2021

SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Subject/Awardee: Temporary Staffing, Direct-Hire and other Employer Services / Robert Half International, Inc. **Cost:** \$500,000.00

Solicitation No: Piggy-back HGAC-Buy Contract No. TS06-21 **Budgeted, Transferred, or Contingency:** Budgeted

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

Attached / Supporting Documents

Exhibit "A" – Public Notice Posting

Exhibit "B" – Houston-Galveston Area Council of Governments Cooperative Purchasing Program for Contract No. TS06-21

BACKGROUND:

The Jacksonville Aviation Authority has utilized Houston-Galveston Area Council (HGAC) Contract No. TS06-21 to make a properly noticed award to Robert Half International, Inc., for staff augmentation services for a large variety of positions, such as professional, technical, craft, skilled, and administrative (HGAC is a political subdivision of the State of Texas).

JAA has had continual success with utilizing Robert Half to fill temporary staffing needs that arise, especially in the Finance and Information Technology departments. The Piggy-back HGAC-Buy Contract No. TS06-17 which we utilized expired May 31, 2021, and a new contract was executed in June 2021. HR would like to continue to have Robert Half as a non-exclusive option for temporary staffing services. Funding for this award will vary based upon the departments utilizing these services.

RECOMMENDATION:

Human Resources recommends a properly noticed award be made to Robert Half International, Inc. for non-exclusive staff augmentation services, in a collective not-to-exceed amount of \$500,000.00 effective until May 31, 2024, in accordance with Houston-Galveston Area Council of Governments Cooperative Purchasing Program for Contract No. TS06-21. Additionally, Human Resources also requests authority to further revise this award consistent with the current terms of the utilized contract, as well as any revisions or extensions to the same. Inasmuch as this is a requirements award, this purchase will be funded via transfer upon each occasion of its use.

FY22	FY23	FY24
\$200,000.00	\$200,000.00	\$100,000.00

SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Verification of Funding	
Title:	Michael May VP of Human Resources
Signature:	<i>Michael May</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*).

<p>ORIGINATED AND SUBMITTED FOR APPROVAL BY:</p> <p>Michael May VP of Human Resources</p>	<p>Signed by: michael may Signed at: 2021-12-16 19:21:11 +00:00 Reason: Witnessing michael may</p> <p style="text-align: center;"><i>Michael May</i> </p> <hr/> <p style="text-align: center;">Signature and Date</p>
<p>PROCUREMENT REVIEW:</p> <p>Monica Frazier Contract Administrator</p>	<p>Signed by: Monica Frazier Signed at: 2021-12-16 21:13:36 +00:00 Reason: Witnessing Monica Frazier</p> <p style="text-align: center;"><i>Monica Frazier</i> </p> <hr/> <p style="text-align: center;">Signature and Date</p>
<p>LeNedda Edwards Director of Procurement</p>	<p>Signed by: LeNedda Edwards Signed at: 2021-12-16 16:17:36 -05:00 Reason: Witnessing LeNedda Edwards</p> <p style="text-align: center;"><i>LeNedda Edwards</i> </p> <hr/> <p style="text-align: center;">Signature and Date</p>
<p>SUBMITTED FOR APPROVAL:</p> <p>Devin Reed Chief Compliance Officer</p>	<p>Signed by: Devin Reed Signed at: 2021-12-16 22:06:33 +00:00 Reason: Witnessing Devin Reed</p> <p style="text-align: center;"><i>DR</i> </p> <hr/> <p style="text-align: center;">Signature and Date</p>

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

Meeting Date: December 20, 2021

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 Sec 332.0075(3)(b), Florida Statutes*):



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Noticed Agenda Item

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Item 3: AC2021-12-03

ASQ Survey Fieldwork and Analysis Services
Vendor: Global Resource Management, Inc.
(Cost: \$68,885.00 Funding: 46204.77230)

SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Subject/Awardee: ASQ Fieldwork Survey Services / Global Resources Management, Inc. (GRM)	Cost: \$68,885.00
Solicitation No: ITB No. 22-01-46204	Budgeted, Transferred, or Contingency: Budgeted
On-Going Maintenance Cost: N/A	Funding Source: 46204.77230

Attached / Supporting Documents

- Exhibit "A"** – SPIS Form
- Exhibit "B"** – GRM bid documents

BACKGROUND:

Jacksonville International Airport (JAX) participates in the Airport Service Quality (ASQ) Survey with Airports Council International, which survey is conducted in over 300 airports worldwide. The survey is conducted through in-person interviews with approximately 350 departing passengers each quarter, using a computer tablet in accordance with strict protocol. These reports provide tangible insight for management into customer opinions in over 20 specific areas of their airport experience, as well as demographic information.

Procurement released Invitation to Bid (ITB) No. 22-01-46204 in November 2021 for ASQ Fieldwork and Survey Services and received one proposal from the incumbent vendor Global Resources Management (GRM). GRM has been providing Fieldwork services in support of the ASQ since 2017. Participation in the survey was restarted in Q4 of 2021 after being suspended for six consecutive quarters due to COVID. The current contract expires on December 31, 2021.

Operations has no performance concerns with GRM and, after reviewing its bid, it determined GRM’s proposal is responsible, responsive, and addresses acceptable fee schedules throughout the initial year and subsequent renewal years.

RECOMMENDATION:

Airport Operations recommends an award be made to Global Resources Management, Inc., the sole bidder in response to ITB No. 22-01-46204, to provide fieldwork services associated with the collection and distribution of Airport Service Quality survey data for an initial three-year term in the amount of \$39,125.00, beginning January 1, 2022, with renewal options of up to two years at JAA’s sole discretion, for a total not-to-exceed amount of \$68,885.00, based on annually approved budgeted funds, vendor performance and adherence to all terms and conditions of the contract documents. Year one of the contract has been adjusted to align with JAA’s Fiscal Year.

Initial Three-Year Term	1 st Renewal	2 nd Renewal
\$39,125.00	\$14,640.00	\$15,120.00

SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Verification of Funding	
Title:	Terry Dlugos Senior Director of Operations
Signature:	<i>Terrence W Dlugos</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*).

<p>ORIGINATED AND SUBMITTED FOR APPROVAL BY:</p> <p>Bryan Long Terminal Operations Manager</p>	<p>Signed by: Bryan Long Signed at: 2021-12-16 18:27:37 +00:00 Reason: Witnessing Bryan Long</p> <p style="text-align: center;"><i>Bryan Long</i> </p> <hr/> <p style="text-align: center;">Signature and Date</p>
<p>PROCUREMENT REVIEW:</p> <p>Monica Frazier Contract Administrator</p>	<p>Signed by: Monica Frazier Signed at: 2021-12-16 18:28:18 +00:00 Reason: Witnessing Monica Frazier</p> <p style="text-align: center;"><i>Monica M. Frazier</i> </p> <hr/> <p style="text-align: center;">Signature and Date</p>
<p>LeNedda Edwards Director of Procurement</p>	<p>Signed by: LeNedda Edwards Signed at: 2021-12-16 13:44:35 -05:00 Reason: Witnessing LeNedda Edwards</p> <p style="text-align: center;"><i>LeNedda Edwards</i> </p> <hr/> <p style="text-align: center;">Signature and Date</p>
<p>SUBMITTED FOR APPROVAL:</p> <p>Terry Dlugos Senior Director of Operations</p>	<p>Signed by: Terry Dlugos Signed at: 2021-12-16 18:26:41 +00:00 Reason: Witnessing Terry Dlugos</p> <p style="text-align: center;"><i>Terrence W Dlugos</i> </p> <hr/> <p style="text-align: center;">Signature and Date</p>

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Mark VanLoh
Chief Executive Officer

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