



JACKSONVILLE AVIATION AUTHORITY
AWARDS COMMITTEE MEETING AGENDA
September 23, 2024

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: AC2024-09-01

Human Resource Software Subscription
Vendor: Benchmark Essentials / Payscale, Inc.
(Cost: \$47,250.00 Funding: 26101.77280)
Sole Source Public Posting Notice Sept 13-Sept.27, 2024

SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Subject/Awardee: Human Resource Software Subscription Benchmark Essentials / Payscale, Inc.		Cost: \$47,250.00
Solicitation No: Proprietary	Budgeted, Transferred, or Contingency: Budgeted	
On-Going Maintenance Cost: N/A	Funding Source: 26101.77280	

Attached / Supporting Documents

- Exhibit "A"** – JAA PayScale Quote
- Exhibit "B"** – Sole Source / Proprietary Form and Public Notice Posting

BACKGROUND:

Since 2016, Human Resources (HR) has reviewed and selected Payscale, the existing software subscription for job market benchmark essentials and onboarding. Pursuant to §3.09 of the Procurement Code, this software subscription is proprietary.

The annual expense has historically been informal; however, HR continued satisfaction and increased use this service, as well as a need to enhance Payscale services – to include Payfactors Professional, Employee Reported Data, HR Market Analysis-US, and Peer Global Network – now requires formal Awards Committee approval. As indicated by attached Exhibit "A", these added services will be for a 36-month term, effective beginning November 27, 2024.

RECOMMENDATION:

Human Resources recommends that JAA make a properly noticed award, pursuant to Section 3.09 of the Procurement Code, to Payscale, Inc., for market compensation benchmark data and related services, in a potential not-to-exceed amount of \$47,250.00 for a term of 36 months. Funds are budgeted within cost Center 26101.77280.

SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Verification of Funding	
Name/Title:	Michael May, VP of Human Resources
Signature:	

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:

Michael May VP of Human Resources	Signature and Date
PROCUREMENT REVIEW:	
Jocelyn Thomas Procurement Specialist	Signature and Date
LeNedda Edwards Director of Procurement	Signature and Date
SUBMITTED FOR APPROVAL:	
Devin Reed Chief Compliance Officer	Signature and Date

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

Meeting Date: September 23, 2024 _____
Recording Secretary

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

CONDITIONS OF APPROVAL, IF ANY (*if over \$1,000,000.00, Board approval or ratification must be made pursuant to Sec 332.0075(3)(b), Florida Statutes*):



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Noticed Agenda Item

(Exhibits available upon request)

Item 2: AC2024-09-02

LinkedIn Learning Subscription

Vendor: LinkedIn Corporation

(Cost: \$38,430.00 Funding: 26101.77280)

Sole Source Public Posting Notice Sept 13-Sept.27, 2024

SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Subject/Awardee: LinkedIn Learning Subscription / LinkedIn Corporation	Cost: \$38,430.00
Solicitation No: Proprietary	Budgeted, Transferred, or Contingency: Budgeted
On-Going Maintenance Cost: N/A	Funding Source: 26101.77630

Attached / Supporting Documents

- Exhibit "A"** – Annual Subscription Quote for Learning Hub
- Exhibit "B"** – Historical spend, Sole Source / Proprietary Form and Public Notice Posting

BACKGROUND:

Since 2019, Human Resources (HR) began using a LinkedIn Learning Pro subscription which is a skill-building solution that empowers employees to develop the right skills to grow in their role and to align skills with business goals. The initial 25 subscriptions were targeted to employees enrolled in the leadership development training plan. HR now desires to expand its subscriptions from 25 to 35.

Pursuant to Sections 2.05 and 3.09 of the Procurement Code, this software subscription is proprietary and exempt from competitive solicitation. The historical annual expense has been informal; however, HR continued satisfaction and increased use of this service requires Awards Committee approval. Procurement has identified this increasing expense over the last four years and, to increase efficiency in processing annual payments, this request is for funding for the next three years.

RECOMMENDATION:

Human Resources recommends that JAA make a properly noticed award, pursuant to Sections 2.05 and 3.09 of the Procurement Code, to the LinkedIn Corporation, for LinkedIn Learning Pro subscriptions and related services, in a total potential not-to-exceed amount of \$38,430.00, for the provision of these services over the next three years. Funds are budgeted within cost Center 26101.77280

SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Verification of Funding	
Title:	Michael May, VP of Human Resources
Signature:	

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:

Michael May VP of Human Resources	Signature and Date
PROCUREMENT REVIEW:	
Jocelyn Thomas Procurement Specialist	Signature and Date
LeNedda Edwards Director of Procurement	Signature and Date
SUBMITTED FOR APPROVAL:	
Devin Reed Chief Compliance Officer	Signature and Date

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

Meeting Date: September 23, 2024 _____
Recording Secretary

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

CONDITIONS OF APPROVAL, IF ANY (*if over \$1,000,000.00, Board approval or ratification must be made pursuant to Sec 332.0075(3)(b), Florida Statutes*):



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Noticed Agenda Item

(Exhibits available upon request)

Item 3: AC2024-09-03

E-Commerce Marketplace

Vendor: Amazon.com

(Cost: \$100,000.00 Funding: Various)

Piggyback Public Notice Posting September 12-18, 2024

SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Subject/Awardee: E-Commerce Marketplace / Amazon.com	Cost: \$100,000.00
Solicitation No: Amendment	Budgeted, Transferred, or Contingency: Budgeted
On-Going Maintenance Cost: N/A	Funding Source: Various

Attached / Supporting Documents

Exhibit "A" – JAA Awards No. AC2022-12-05; AC2021-11-13
Exhibit "B" – Piggyback documentation, Public Posting Notices and Spend Analysis (full 89 pages available upon request)

BACKGROUND:

The Jacksonville Aviation Authority (JAA) previously approved JAA Awards No. AC2021-11-13-09 and AC2022-12-05 for on-line e-commerce marketplace purchases. The intent of these awards is to cover purchasing needs for various commodities "as needed" for all JAA departments. Contract spend analysis indicates the approved spending authority will reach depletion in FYE24, despite the award as amended continuing under Omnia Partners Contract No. MA3457 through May 5, 2025.

To continue providing seamless on-line purchases through contract expiration, Procurement requests authorization to increase the total award amount by \$100,000.00 to cover future on-line purchases by all JAA departments.

RECOMMENDATION:

Procurement recommends that JAA Award No. AC2021-11-13, awarded to Amazon.com for on-line e-commerce marketing purchases utilizing Omnia Partners Contact No. MA3457, be further amended to increase the not-to-exceed amount by an additional \$100,000.00, for use on an as-needed basis through May 5, 2025, representing a new potential not-to-exceed award total of \$500,000.00. JAA reserves the right to make similar purchases from other vendors when it is in its best interest to do so. Funds are budgeted within various cost centers.

SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Verification of Funding	
Title:	-Various-
Signature:	N/A

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:

Monica M. Frazier
Contract Administrator

Signature and Date

PROCUREMENT REVIEW:

LeNedda Edwards
Director of Procurement

Signature and Date

SUBMITTED FOR APPROVAL:

Devin Reed
Chief Compliance Officer

Signature and Date

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

Meeting Date: September 23, 2024

Recording Secretary

CEO APPROVAL:

Mark VanLoh
Chief Executive Officer

Signature and Date

CONDITIONS OF APPROVAL, IF ANY (*if over \$1,000,000.00, Board approval or ratification must be made pursuant to Sec 332.0075(3)(b), Florida Statutes*):



JACKSONVILLE AVIATION AUTHORITY AWARDS COMMITTEE MEETING AGENDA

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Noticed Agenda Item

(Exhibits available upon request)

Item 4: AC2024-09-04

Port-O-let and Hygiene Station Rentals

Vendor: Floaters Portable Sanitation, Inc.

(Cost: \$157,850.00 Funding: Various)

Emergency/Piggyback Public Notice Posting: September 9-23, 2024

SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Subject/Awardee: Port-O-let and Hygiene Station Rentals / Floaters Portable Sanitation, Inc.	Cost: \$157,850.00
Solicitation No: Emergency / Amendment	Budgeted, Transferred, or Contingency: Budgeted
On-Going Maintenance Cost: NA	Funding Source: Various

Attached / Supporting Documents

- Exhibit "A"** – Approved Award AC2024-02-01
- Exhibit "B"** – PO No. 60003 with quote and Historical Spend Summary
- Exhibit "C"** – Public Notice Postings

BACKGROUND:

The Jacksonville Aviation Authority’s (JAA) Awards Committee previously approved JAA Award No. AC2024-02-01 to Floaters Portable Sanitation, Inc., for port-o-let and hygiene station rentals on an as-needed basis throughout JAA’s airport system. On August 29, 2024, Cecil Airport and Spaceport received notification that Hangar 13, occupied by the United States Coast Guard, failed a water quality inspection and, therefore, notified Procurement of the need for temporary restroom and shower trailers.

Notification was made to Legal, Risk, Environmental and Procurement to begin an urgent and emergency response to the incident and, pursuant to Sections 2.02(M) and 3.10 of JAA’s Procurement Code, two companies were contacted; however, Floaters Portable Sanitation was the only vendor available to schedule and deliver the units the following Thursday, September 5, 2024. One month’s rental for one, six-stall shower trailer and a four-stall restroom trailer with daily water tank refill, pump-out, and related services totaled \$27,850.00. As there is no timeline for resolution, Procurement is estimating funds to cover two additional months for Hangar 13 and funding for other “as-needed” requests throughout JAA’s airport system.

RECOMMENDATION:

Cecil Airport and Spaceport requests a properly noticed ratification of the emergency costs from Floaters Portable Sanitation, Inc. (Floaters), associated with environmental water testing, in the amount of \$27,850.00, pursuant to Sections 2.02(M) and 3.10 of JAA’s Procurement Code. Additionally, Procurement recommends JAA Award No. AC2024-02-01 to Floaters be amended to increase funding by \$130,000.00, for “as-needed” port-o-let and hygiene station rental and related services, for a new total potential not-to-exceed amount of \$180,000.00, through contract expiration of April 14, 2026. Funds are budgeted within various cost centers.

SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Verification of Funding	
Title:	N/A - Various
Signature:	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>).

ORIGINATED AND SUBMITTED FOR APPROVAL BY:	
Monica M. Frazier Contract Administrator	_____ Signature and Date
PROCUREMENT REVIEW:	
LeNedda Edwards Director of Procurement	_____ Signature and Date
Devin Reed Chief Compliance Officer	_____ Signature and Date
SUBMITTED FOR APPROVAL:	
Tony Cugno Chief Operating Officer	_____ Signature and Date

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

Meeting Date: September 23, 2024

Recording Secretary

CEO APPROVAL:

Mark VanLoh
Chief Executive Officer

Signature and Date

CONDITIONS OF APPROVAL, IF ANY (<i>if over \$1,000,000.00, Board approval or ratification must be made pursuant to Sec 332.0075(3)(b), Florida Statutes</i>):



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Noticed Agenda Item

(Exhibits available upon request)

Item 5: AC2024-09-05

**Miscellaneous Accessories, Hardware,
Software, and Professional Services
Vendor: CDW-G**

(Cost: \$2,500,000.00 Funding: Various)

Piggyback Public Notice Posting: September 12-19, 2024

SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Subject/Awardee: Miscellaneous Accessories, Hardware, Software, and Professional Services / CDW-G	Cost: \$2,500,000.00
Solicitation No: Amendment	Budgeted, Transferred, or Contingency: Budgeted
On-Going Maintenance Cost: N/A	Funding Source: Various

Attached / Supporting Documents

- Exhibit "A"** – JAA Awards No. AC2023-12-02, AC2023-02-09, and AC2022-10-09
- Exhibit "B"** – Spend Analysis Summary
- Exhibit "C"** – State of Florida and Sourcewell Contract documentation and Public Posting Notice

BACKGROUND:

The Jacksonville Aviation Authority (JAA) previously approved JAA Awards Nos. AC2022-10-09, AC2023-02-09 and AC2023-12-02 to CDW-G, for miscellaneous Information Technology (IT) accessories, hardware, software, and professional services. The intent of these awards is to cover purchasing needs to maintain IT infrastructure and devices "as needed." Due to on-going technological needs, to include upgrades to software and hardware, the contract spend analysis indicate the approved spending authority will reach depletion in FYE25.

IT is requesting additional funding and usage of multiple piggyback contracts in which CDW-G was awarded and/or is an authorized reseller for miscellaneous IT accessories, hardware, software and professional services. Quotations are provided based upon a best pricing analysis across the piggyback contracts referenced below and/or any applicable replacements awarded to CDW-G:

Contracts	Expiration Date
State of Florida Contract No. 43230000-23-NASPO-ACS	April 24, 2027
Sourcewell Contract No. 081419-CDW	October 30, 2024

Pursuant to Sections 2.05(A)(12) and/or 3.08 of JAA’s Procurement Code, Procurement has reviewed this award against various cooperative and competitively awarded contracts which offer favorable pricing and deemed it to be in JAA’s best interest to utilize the various contracts awarded to CDW-G for "as-needed" purchases through contract expiration.

RECOMMENDATION:

Information Technology recommends that JAA Award No. AC2022-10-09, for miscellaneous IT accessories, hardware, software, and professional services with CDW-G, be further amended to increase funding by \$2,500,000.00 for a new total potential not-to-exceed amount of \$4,505,665.00, through piggybacking various publicly and competitively awarded contracts pursuant to Sections 2.05(A)(12) and/or 3.08 of JAA’s Procurement Code, through April 24, 2027. JAA reserves the right to make similar purchases from other vendors when it is in its best interest to do so. Funds are budgeted within various cost centers.

SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Verification of Funding	
Title:	n/a
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:

Steven Schultz
Director of Information Technology

Signature and Date

PROCUREMENT REVIEW:

Marilyn V. Fryar
Contract Administrator

Signature and Date

LeNedda Edwards
Director of Procurement

Signature and Date

SUBMITTED FOR APPROVAL:

Ross Jones
Chief Financial Officer

Signature and Date

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

Meeting Date: September 23, 2024

Recording Secretary

CEO APPROVAL:

Mark VanLoh
Chief Executive Officer

Signature and Date

CONDITIONS OF APPROVAL, IF ANY (*if over \$1,000,000.00, Board approval or ratification must be made pursuant to Sec 332.0075(3)(b), Florida Statutes*):



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Noticed Agenda Item

(Exhibits available upon request)

Item 6: AC2024-09-06

Subscription Services

Vendor: LoopNet

(Cost: \$50,001.00 Funding: Various)

Exemption Public Notice Posting September 12-19, 2024

SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Subject/Awardee: Subscription Services / LoopNet	Cost: \$50,001.00
Solicitation No: Exempt / Amendment	Budgeted, Transferred, or Contingency: Budgeted
On-Going Maintenance Cost: N/A	Funding Source: Various

Attached / Supporting Documents

Exhibit "A" – Spend Analysis Summary and Public Notice Posting

BACKGROUND:

The Jacksonville Aviation Authority (JAA) publicly posted an informal award to LoopNet for subscription services for access to online subscriptions to include, but are not limited to, Commercial Real Estate Database and Office Listing Advertisement. The informal award did not require Awards Committee approval.

JAA continues to have a need for accessing online subscription services through LoopNet. Therefore, this request is to obtain approval to increase the spending authority with LoopNet.

Pursuant to Section 2.05 (A)(8) of JAA’s Procurement Code, subscriptions services are exempt from competitive solicitation. As such, Procurement posted a public notice for this award in accordance with JAA’s Procurement Code.

RECOMMENDATION:

Procurement recommends JAA’s informal award to LoopNet for subscription services, pursuant to Section 2.05 (A)(8) of JAA’s Procurement Code, be amended to increase the not-to-exceed amount by an additional \$50,001.00 for use through September 30, 2029, as indicated by the proper public notice, resulting in a new potential not-to-exceed award total of \$75,000.00. Funds are budgeted within various cost centers.

SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Verification of Funding	
Title:	N/A
Signature:	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>).

ORIGINATED AND SUBMITTED FOR APPROVAL BY:	
Marilyn V. Fryar Contract Administrator	_____ Signature and Date
PROCUREMENT REVIEW:	
Marilyn V. Fryar Contract Administrator	_____ Signature and Date
LeNedda Edwards Director of Procurement	_____ Signature and Date
SUBMITTED FOR APPROVAL:	
Devin Reed Chief Compliance Officer	_____ Signature and Date

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

Meeting Date: September 23, 2024

Recording Secretary

CEO APPROVAL:

Mark VanLoh
Chief Executive Officer

Signature and Date

<p>CONDITIONS OF APPROVAL, IF ANY (<i>if over \$1,000,000.00, Board approval or ratification must be made pursuant to Sec 332.0075(3)(b), Florida Statutes</i>):</p>



JACKSONVILLE AVIATION AUTHORITY AWARDS COMMITTEE MEETING AGENDA

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Noticed Agenda Item

(Exhibits available upon request)

Item 7: AC2024-09-07

Bond and Tax Counsel Services

Vendor: Butler Snow LLP

(Cost: \$1,500,000.00 Funding: 00001 non-operating)

SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Subject/Awardee: Bond and Tax Counsel Services / Butler Snow LLP	Cost: \$1,500,000.00
Solicitation No: RFP No. 24-10-31001	Budgeted, Transferred, Budgeted or Contingency:
On-Going Maintenance Cost: N/A	Funding Source: 00001 non-operating

Attached / Supporting Documents

- Exhibit "A"** – Scope of Services, Opening Tabulation, Evaluation Matrix and SPIS Form
- Exhibit "B"** – Butler Snow, LLC proposal forms and Office of General Counsel Engagement Letter for Bond and Tax Counsel

BACKGROUND:

The Jacksonville Aviation Authority (JAA) retains bond and tax counsel services in connection with the issuance of debt. These services ensure JAA bonds are legally enforceable, meet tax exempt and city ordinance requirements, and adhere to JAA bond indentures. Bond counsel typically communicates with the Chief Financial Officer and other Finance personnel during periods leading up to the issuance of new debt or the retirement of existing debt.

In April 2024, Procurement issued Request for Proposal No. 24-10-31001 for bond and tax counsel services to secure a new contract. Procurement received three conforming responses that were reviewed, evaluated and scored. The evaluation committee ranked the proposals as follows:

Respondents	Total Points Awarded
Butler Snow	95.34
McGuire Woods	67.43
Bryant Miller Olive	66.43

Amounts charged by bond and tax counsel are typically a percentage of the amounts financed, with a maximum per issuance and a maximum per year. Unlike other attorney fees, there is no hourly billing structure and charges are only associated with new financings or refinancings. Butler Snow, LLP has proposed a maximum annual fee of \$300,000.00 and contract value is dependent on future JAA debt issuances.

RECOMMENDATION:

Finance recommends an award be made to Butler Snow, LLC, the highest ranked of three respondents in response to RFP No. 24-10-31001, for bond and tax counsel services, with an initial three-year term and renewal options of up to two years, for a total potential not-to-exceed amount of \$1,500,000.00, at JAA’s sole discretion, based on vendor performance and adherence to contract terms and conditions, and approved budgeted funds.

SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Verification of Funding	
Title:	Ross Jones, Chief Financial Officer
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:

Ross Jones
Chief Financial Officer

Signature and Date

PROCUREMENT REVIEW:

Meghan Miles
Procurement Administrator

Signature and Date

LeNedda Edwards
Director of Procurement

Signature and Date

SUBMITTED FOR APPROVAL:

Ross Jones
Chief Financial Officer

Signature and Date

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

Meeting Date: September 23, 2024

Recording Secretary

CEO APPROVAL:
Mark VanLoh
Chief Executive Officer

Signature and Date

CONDITIONS OF APPROVAL, IF ANY (*if over \$1,000,000.00, Board approval or ratification must be made pursuant to Sec 332.0075(3)(b), Florida Statutes*):



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Noticed Agenda Item

(Exhibits available upon request)

Item 8: AC2024-09-08

JIA – Valet Parking Lot Modifications
Vendor: C.W. Mathews Contracting Co., Inc.
(Cost: \$1,612,630.10 Funding: Capital)

SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Subject/Awardee: JIA – Valet Parking Lot Modifications / C.W. Mathews Contracting Co., Inc.	Cost: \$1,612,630.10
Solicitation No: C-879	Budgeted, Transferred, or Contingency: Budgeted
On-Going Maintenance Cost: N/A	Funding Source: Capital

Attached / Supporting Documents

- Exhibit "A"** – Bid Tab, Solicitation Sheet, and DBE Memo
- Exhibit "B"** – Bid Form, Certified Bid Tabulation and Pond Letter of recommendation of award

BACKGROUND:

The proposed valet parking site is currently serving as a Vendor Lot, Premier Parking Visitor Lot, and a Jacksonville Aviation Authority (JAA) Staff Parking Lot located south of the terminal on JAA property. The Jacksonville International Airport (JIA) Valet Parking Lot Modifications Project (Project) will modify the existing Employee Parking Lot into two areas. JAA employees parking spaces at the southern portion and Valet parking spaces at the northern portion of the existing Employee Parking Lot. The existing JAA Vendor parking will be modified to accommodate the Valet staging / Vendor parking area. The Project will provide 37 Valet staging spaces, 28 Vendor spaces, 215 Valet Parking spaces and 229 employee parking spaces. Tenant parking was relocated to Economy Lot 3.

The Project consists of: (i) demolition of existing pavement, curb and gutter; (ii) relocation and reuse of existing PARC equipment; (iii) new asphalt pavement and concrete islands; (iv) electrical and communication work; and (v) civil / site and stormwater work.

Three bids were received on August 27, 2024. But only two were reviewed and read, as one bid was rejected due to non-conforming without the appropriate documents submitted. The remaining two bidders, Hubbard and C.W. Mathews Contracting Co., Inc., were read as shown in the table below:

Proposer	Base Bid Schedule
C.W. Mathews Contracting Co, Inc.	\$1,612,630.10
Hubbard	\$1,880,958.66

The lowest bid, submitted by C.W. Mathews Contracting Co, Inc., is approximately 32% above the engineer’s estimate of \$1,103,252.50 and approximately 14% lower than the second low bidder. Based on a review of bid prices, C.W. Mathews Contracting Co., Inc. is considered acceptable for a contract award.

RECOMMENDATION:

Engineering & Facilities recommends an award be made to C.W. Mathews Contracting Co, Inc., the lower of two responsive, responsible bidders in response to ITB No. C-879, for construction of Jax Valet Parking Lot Modifications, in the amount of \$1,612,630.10.

SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Verification of Funding	
Title:	Ashley Shorter, Sr. Manager Aviation Planning and Development
Signature:	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>).

ORIGINATED AND SUBMITTED FOR APPROVAL BY:

Amani Dudley
Design & Construction Engineer

Signature and Date

PROCUREMENT REVIEW:

LeNedda Edwards
Director of Procurement

Signature and Date

Devin Reed
Chief Compliance Officer

Signature and Date

SUBMITTED FOR APPROVAL:

Tony Cugno
Chief Operating Officer

Signature and Date

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

Meeting Date: September 23, 2024

Recording Secretary

CEO APPROVAL:

Mark VanLoh
Chief Executive Officer

Signature and Date

CONDITIONS OF APPROVAL, IF ANY (*if over \$1,000,000.00, Board approval or ratification must be made pursuant to Sec 332.0075(3)(b), Florida Statutes*):



JACKSONVILLE AVIATION AUTHORITY
AWARDS COMMITTEE MEETING AGENDA
September 23, 2024

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 9: AC2024-09-09

Pest Control Services
Vendor: McCall Service NW, LLC
(Cost: \$155,040.00 +\$20,000.00 contingency
Funding: Various)

SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Subject/Awardee: Pest Control Services / McCall Service NW, LLC	Cost: \$155,040.00 (+\$20,000.00 contingency)
Solicitation No: ITB 24-16-26201	Budgeted, Transferred, Budgeted or Contingency:
On-Going Maintenance Cost: N/A	Funding Source: Various

Attached / Supporting Documents

- Exhibit "A"** – Scope of Services, Bid Tab, and SPIS
- Exhibit "B"** – McCall Service NW, LLC bid forms

BACKGROUND:

The Jacksonville Aviation Authority has an ongoing need for preventative pest control services within its Airport System. This maintenance includes monthly interior and exterior treatments for flying, stinging, biting and crawling insects, as well as rodent and snake control. Jacksonville International Airport (JAX), Jacksonville Executive Airport at Craig (JAXEX) and Cecil Airport and Spaceport (CECIL) utilize these services routinely, and Herlong Recreational Airport is on an as-needed basis. Cecil Airport and Spaceport also utilize lawn pest services. The current pest control contract expires September 30, 2024.

On August 7, 2024, Procurement issued Invitation to Bid (ITB) No. 24-16-26201. On September 5, 2024, Procurement received two responsive and responsible bids. The pricing below reflects the cost for five total years of service at each location:

Bidder	JAX	Cecil (Pest and Lawn)	JAXEX
McCall Service Inc.	\$88,320.00	\$65,220.00	\$1,500.00
Orkin	\$102,600.00	\$94,056.00	\$1,580.00

McCall Service NW, LLC was the lower responsible bidder for the ITB and provided competitive pricing for all locations. A contingency of \$20,000.00 (\$5,000.00 per contract year) is being requested for unforeseen services, to cover potential new areas such as Concourse B, and "as needed" services for Herlong Recreational Airport.

RECOMMENDATION:

Procurement recommends an award be made to McCall Service NW, LLC, the lower of two responsive bidders for pest control services in response to ITB No. 24-16-26201, for JIA and JAXEX and pest and lawn services at CECIL, in a total five-year not-to-exceed amount of \$155,040.00, with a \$5,000.00 annual contingency for unforeseen and "as needed" services, with a contract term of an initial three years with renewal options of up to two years.

SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Verification of Funding	
Title:	David Jones, Vice President of Engineering and Facilities
Signature:	

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:

Tanmay Bhatt
Projects & Contract Manager

Signature and Date

PROCUREMENT REVIEW:

Meghan Miles
Procurement Administrator

Signature and Date

LeNedda Edwards
Director of Procurement

Signature and Date

SUBMITTED FOR APPROVAL:

Tony Cugno
Chief Operating Officer

Signature and Date

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

Meeting Date: September 23, 2024

Recording Secretary

CEO APPROVAL:

Mark VanLoh
Chief Executive Officer

Signature and Date

CONDITIONS OF APPROVAL, IF ANY (*if over \$1,000,000.00, Board approval or ratification must be made pursuant to Sec 332.0075(3)(b), Florida Statutes*):



JACKSONVILLE AVIATION AUTHORITY
AWARDS COMMITTEE MEETING AGENDA
September 23, 2024

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 10: AC2024-09-10

High Dusting and Window Cleaning Services
Vendor: Emerald Facility Management
(Cost: \$696,600.00 + 10% contingency \$69,660.00
Funding: 45523.77420)

SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Subject/Awardee: High Dusting and Window Cleaning Services / Emerald Facility Management	Cost: \$696,600.00 (+10% contingency \$69,660.00)
Solicitation No: ITB No. 24-18-45123	Budgeted, Transferred, or Contingency: Budgeted
On-Going Maintenance Cost: N/A	Funding Source: 45523.77420

Attached / Supporting Documents

- Exhibit "A"** – Scope of Services, bid tab, and SPIS
- Exhibit "B"** – Emerald Facility Management bid forms

BACKGROUND:

The Jacksonville International Airport (JIA) and Jacksonville Aviation Authority’s (JAA) Administration Building have a continuing need for high dusting, window cleaning and related services. JAA’s current contract for these services expires September 30, 2024. On August 2, 2024, Procurement issued Invitation to Bid (ITB) No. 24-18-45123, and, on September 4, 2024, Procurement received four conforming responses. Bid pricing for these responses are shown below:

Rank Order	Respondents	Bid Price - Total for Years 1-5
1	Emerald Facility Mgmt.	\$696,600.00
2	Marsden Services	\$716,950.62
3	Florida Cleaning Systems	\$794,128.00
4	A-1 Orange Cleaning	\$1,605,987.03

Based upon bid results for a potential five-year contract term, Procurement recommends an award be made to Emerald Facility Management for high dusting, window cleaning and related services. Engineering & Facilities is requesting a 10% contingency of \$69,660.00 to account for additional areas that may become operational during the term of this award.

RECOMMENDATION:

Engineering & Facilities recommends an award be made to Emerald Facility Management, the lowest responsive bidder for high dusting, window cleaning and related services, in response to ITB No. 24-18-45123, in an amount of \$696,600.00, with a 10% contingency of \$69,660.00, for a total potential not-to-exceed amount of \$766,260.00 for a potential five-year contract term. Funds are budgeted within cost center 45523.77420.

SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Verification of Funding	
Title:	David Jones, VP of Engineering & Facilities
Signature:	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>).

ORIGINATED AND SUBMITTED FOR APPROVAL BY:

Tanmay Bhatt
Projects & Contract Manager _____
Signature and Date

PROCUREMENT REVIEW:

Meghan Miles
Procurement Administrator _____
Signature and Date

LeNedda Edwards
Director of Procurement _____
Signature and Date

SUBMITTED FOR APPROVAL:

Tony Cugno
Chief Operating Officer _____
Signature and Date

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

Meeting Date: September 23, 2024

Recording Secretary

CEO APPROVAL:

Mark VanLoh
Chief Executive Officer

Signature and Date

CONDITIONS OF APPROVAL, IF ANY (*if over \$1,000,000.00, Board approval or ratification must be made pursuant to Sec 332.0075(3)(b), Florida Statutes*):



JACKSONVILLE AVIATION AUTHORITY
AWARDS COMMITTEE MEETING AGENDA
September 23, 2024

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 11: AC2024-09-11

**Purchase of Three 2025 Ford Interceptor
Utility Responder w/ Police package**

Vendor: Bozard Ford

(Cost: \$237,000.00 Funding: 46104 FY25 Small Cap)

Piggyback Public Notice Posting: September 18-24, 2024

SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Subject/Awardee: Purchase of three 2025 Ford Interceptor Utility Responder w/ Police package / Bozard Ford	Cost: \$ 237,000.00
Solicitation No: Piggyback	Budgeted, Transferred, or Contingency: Budgeted
On-Going Maintenance Cost: \$18,333.00 (three vehicles over next five years)	Funding Source: 46104 FY 25 Small Cap

Attached / Supporting Documents

- Exhibit "A"** – Florida Sheriffs Association Contract No. FSA23-VEL31.0
- Exhibit "B"** – Quotation from Bozard Ford / Dana Safety Systems
- Exhibit "C"** – Vehicle Request Form and Public Posting Notice

BACKGROUND:

The Jacksonville Aviation Authority’s (JAA) Public Safety and Security Department desires to purchase three new 2025 Ford Explorer Police Responders with the Police Interceptor Package to replace the current vehicles used by the Public Safety & Security Department due to high hours / mileage. The vehicles being replaced will be repurposed in the JAA Fleet. Vehicles replaced in the Fleet will be disposed of and auctioned off due to reaching the end of their lifecycle.

The requested vehicles have been coordinated with JAA’s Fleet Manager. Each vehicle is quoted at \$72,889.00 for a total of \$218,667.00. The remaining \$18,333.00 will be utilized toward estimated five-year maintenance costs for tires, brake pads, battery replacement and related preventive maintenance for all three vehicles.

Procurement has reviewed this purchase against vendors and cooperative purchasing sources and is of the opinion that, pursuant to Sections 2.05(A)(12) and/or §3.08 of the Procurement Code, it is in JAA’s best interest to purchase the requested vehicles by piggyback by utilizing the Florida Sheriffs Association Contract No. FSA23-VEL31.0, which was competitively awarded to Duval and Bozard Ford.

RECOMMENDATION:

Engineering & Facilities recommends JAA utilizes Florida Sheriffs Association Contract No. FSA23-VEL31.0, pursuant to Sections 2.05(A)(12) and/or §3.08 of the Procurement Code, to make a properly noticed award to Bozard Ford in the amount of \$218,667.00, for the purchase of three new 2025 Ford Interceptor Utility AWD 3.3L Gas K8A Vehicles and \$18,333.00 for maintenance costs related to the three vehicles over the next five years, for a not-to-exceed total of \$237,000.00. JAA reserves the right to make similar purchases from other vendors when it is in its best interest to do so. Funding for this purchase is within Cost Center 46104 FY 25 Small Cap.

SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Verification of Funding	
Title:	Ashley Shorter, Sr. Manager Aviation Planning and Development
Signature:	

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:

Robert Speight
Sr. Mgr. Airside Facilities

Signature and Date

PROCUREMENT REVIEW:

Marsha Veal
Procurement Specialist

Signature and Date

LeNedda Edwards
Director of Procurement

Signature and Date

SUBMITTED FOR APPROVAL:

Tony Cugno
Chief Operating Officer

Signature and Date

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

Meeting Date: September 23, 2024

Recording Secretary

CEO APPROVAL:

Mark VanLoh
Chief Executive Officer

Signature and Date

CONDITIONS OF APPROVAL, IF ANY (*if over \$1,000,000.00, Board approval or ratification must be made pursuant to Sec 332.0075(3)(b), Florida Statutes*):



JACKSONVILLE AVIATION AUTHORITY AWARDS COMMITTEE MEETING AGENDA

September 23, 2024

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 12: AC2024-09-12

**Three Shuttle Buses for Parking Operation
Vendor: Model 1 Commercial Vehicles, Inc.
(Cost: \$450,000.00 Funding: J2025-08 Large Cap FY25)
Piggyback Public Notice Posting September 18-24, 2024**

SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Subject/Awardee: Three Shuttle Buses for Parking Operation / Model 1 Commercial Vehicles, Inc.	Cost: \$450,000.00
Solicitation No: Piggyback	Budgeted, Transferred, or Contingency: Budgeted
On-Going Maintenance Cost: 1,500.00 / year	Funding Source: J2025-08 Large Cap FY25

Attached / Supporting Documents

Exhibit "A" – HGAC Buy No. BT01-21 documentation
Exhibit "B" – HGAC Buy Contract Pricing Worksheet, Product Specs, & Vehicle Request Form and Public Notice Posting

BACKGROUND:

The Jacksonville International Airport (JIA) has 15 buses and two electric carts that currently operate at its four parking facilities: Daily Surface; Economy 1; Economy 2; and Economy 3 / Employee Parking Lot. JIA’s Parking function is responsible for the maintenance, repair and fuel costs incurred in operating these buses, which are required 24 hours a day, seven days a week to transport passengers between the terminal and its parking facilities.

JIA has completed the construction for Economy Lot 3 / Employee Lot due to an increase in passenger traffic. The surge in cars parking at the airport, coupled with construction projects, has JIA to capacity at peak times and/or days. To decrease the wait times for employees and passengers, JAA must purchase three ADA shuttle buses at a total cost of \$405,913.00 (12-passenger with two wheelchair positions). This will allow other shuttles to be placed temporary out of service for routine preventive maintenance without impacting customer / employee wait times.

Pursuant to Sections 2.05(A)(12) and/or 3.08 of JAA’s Procurement Code, Procurement has reviewed Houston-Galveston Area Council Contract No. BT01-21 awarded to Model 1 Commercial Vehicles, Inc. (formerly known as Creative Bus Sales), which offers current and favorable pricing for the services contemplated herein. As such, Procurement is of the opinion that it is in JAA’s best interest to utilize this cooperative contract.

RECOMMENDATION:

Engineering & Facilities, along with Parking, recommends JAA make a properly noticed award to Model 1 Commercial Vehicles, Inc., pursuant to Sections 2.05(A)(12) and/or 3.08 of JAA’s Procurement Code, utilizing HGAC Buy Contract No. BT01-21 to purchase three ADA shuttle buses (12-passenger with two wheelchair positions), for \$405,913.00, plus a \$44,087.00 unforeseen contingency, representing a total potential not-to-exceed amount of \$450,000.00.

SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Verification of Funding	
Title:	Ashley Shorter, Sr. Manager Aviation Planning and Development
Signature:	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>).

ORIGINATED AND SUBMITTED FOR APPROVAL BY:	
Robert Speight Sr. Mgr. Airside Facilities	_____
	Signature and Date
PROCUREMENT REVIEW:	
LeNedda Edwards Director of Procurement	_____
	Signature and Date
SUBMITTED FOR APPROVAL:	
Tony Cugno Chief Operating Officer	_____
	Signature and Date

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

Meeting Date: Monday, September 23, 2024 _____

Recording Secretary

CEO APPROVAL:
Mark VanLoh
Chief Executive Officer _____

Signature and Date

<p>CONDITIONS OF APPROVAL, IF ANY (<i>if over \$1,000,000.00, Board approval or ratification must be made pursuant to Sec 332.0075(3)(b), Florida Statutes</i>):</p>



JACKSONVILLE AVIATION AUTHORITY
AWARDS COMMITTEE MEETING AGENDA
September 23, 2024

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 13: AC2024-09-13

Two Portable Message Signs for Parking Operations
Vendor: Crimson Technology Products
(Cost: \$34,598.00 Funding: 43605- Small Capital FY25)
Piggyback Public Notice Posting September 18-24,2024

SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Subject/Awardee: Two Portable Message Signs for Parking Operations / Crimson Technology Products	Cost: \$34,598.00
Solicitation No: Piggyback	Budgeted, Transferred, or Contingency: Budgeted
On-Going Maintenance Cost: N/A	Funding Source: 43605-Small Capital FY25

Attached / Supporting Documents

- Exhibit "A"** – FSA23-EQU21.0 documentation
- Exhibit "B"** – Crimson Technology Products (authorized reseller of American Signal Company) quote and public notice posting

BACKGROUND:

Currently, Parking Management does not have portable changeable message signs to alert customers about parking lot openings, closings, or construction besides the Jumbotron. Parking usually rents signs during the holidays and/or borrows the Police Department’s portable signs. The purchase of these signs will give Parking the ability to alert its customers quickly, instead of renting signs from an outside vendor. These portable message signs will also assist JAA with alerting the public of emergencies.

Procurement has reviewed this request and is of the opinion that it is in JAA’s best interest to piggyback or utilize Florida Sheriffs Association Cooperative Purchasing Contract No. FSA23-EQU21.0, Item 322, which was competitively awarded to the manufacturer American Signal Company of which Crimson Technology Products is the authorized reseller.

RECOMMENDATION:

Parking Management recommends JAA utilize Florida Sheriffs Association Cooperative Purchasing Contract No. FSA23-EQU21.0, Item 322, pursuant to Sections 2.05(A)(12) and 3.08 of the Procurement Code, to make a properly noticed piggyback award to Crimson Technology Products the authorized reseller of American Signal Company, for the purchase of two portable message signs for a total not-to-exceed amount \$34,598.00. Funding for this purchase is within Cost Center 43605 FY25 Small Cap.

SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Verification of Funding	
Title:	Ashley Shorter, Sr. Manager Aviation Planning and Development
Signature:	

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:

Robert Speight
Sr. Mgr. Airside Facilities _____
Signature and Date

PROCUREMENT REVIEW:

LeNedda Edwards
Director of Procurement _____
Signature and Date

SUBMITTED FOR APPROVAL:

Tony Cugno
Chief Operating Officer _____
Signature and Date

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

Meeting Date: September 23, 2024 _____
Recording Secretary

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

CONDITIONS OF APPROVAL, IF ANY (*if over \$1,000,000.00, Board approval or ratification must be made pursuant to Sec 332.0075(3)(b), Florida Statutes*):



JACKSONVILLE AVIATION AUTHORITY AWARDS COMMITTEE MEETING AGENDA

September 23, 2024

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 14: AC2024-09-14

**Hazardous and Non-Hazardous Waste Pickup
Vendor: Heritage-Crystal Clean LLC
(Cost: \$150,000.00 Funding: Various)
Public Notice Posting September 17-23,2024**

SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Subject/Awardee: Hazardous and Non-Hazardous Waste Pickup / Heritage-Crystal Clean LLC	Cost: \$150,000.00
Solicitation No: Amendment	Budgeted, Transferred, or Contingency: Budgeted
On-Going Maintenance Cost: N/A	Funding Source: Various

Attached / Supporting Documents

- Exhibit "A"** – Heritage-Crystal Clean Contract
- Exhibit "B"** - Public Notice Posting

BACKGROUND:

The Jacksonville Aviation Authority (JAA) awarded a contract to Heritage-Crystal Clean, LLC in October of 2023, through informal Request for Quotations (RFQ) released via email on April 25, 2023, to three companies, for hazardous and non-hazardous waste pickup and related services, on an "as needed" basis.

Inasmuch as this award was under JAA’s formal purchasing threshold, it did not initially require JAA’s Awards Committee consideration and approval. However, due to hazardous waste disposal services resulting from the Federal Aviation Administration’s (FAA) mandated transition from aqueous film forming foam (AFFF) to fluorine-free foam (F3) for aircraft rescue and firefighting (ARFF) vehicles, as well as for other potential future uses, the total contract expenditure will exceed JAA’s formal purchasing threshold amount. Therefore, Awards Committee approval is required.

RECOMMENDATION:

Engineering and Facilities recommends that the informal contract awarded to Heritage-Crystal Clean, LLC, for hazardous and non-hazardous waste pickup and related services, awarded pursuant to informal RFQ requested on 4/25/2023, be amended to include an additional \$150,000.00 to, in pertinent part, address the FAA’s mandated transition from AFFF to F3 for JAA’s ARFF vehicles, for a new potential total not-to-exceed amount of \$174,999.99, through contract expiration of September 30, 2026. Funding for the award is in various cost centers.

SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Verification of Funding	
Title:	-Various-
Signature:	N/A

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:

Robert Speight
Sr. Mgr. Airside Facilities

Signature and Date

PROCUREMENT REVIEW:

Monica Frazier
Contract Administrator

Signature and Date

LeNedda Edwards
Director of Procurement

Signature and Date

SUBMITTED FOR APPROVAL:

Tony Cugno
Chief Operating Officer

Signature and Date

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

Meeting Date: September 23, 2024 _____

Recording Secretary

CEO APPROVAL:

Mark VanLoh
Chief Executive Officer

Signature and Date

CONDITIONS OF APPROVAL, IF ANY (*if over \$1,000,000.00, Board approval or ratification must be made pursuant to Sec 332.0075(3)(b), Florida Statutes*):