



JACKSONVILLE AVIATION AUTHORITY
AWARDS COMMITTEE MEETING AGENDA
DECEMBER 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: 132 979 486 9.***

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

Noticed Agenda Item

(Exhibits available upon request)

Item 1: AC2020-12-01

Janitorial Supplies and Services

Vendor: Home Depot Pro

(Cost: \$295,000.00 Funding: 00000.17111, Various)



AC2020-12-01

SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Subject/Awardee: Cleaning Supplies, Equipment and Custodial Services and Solutions / Home Depot Pro.	Cost: \$295,000.00
Solicitation No: Piggy-Back	Budgeted, Transferred, or Contingency: Budgeted
On-Going Maintenance Cost: N/A	Funding Source: 00000.17111 & (Various)
Attached / Supporting Documents	
Exhibit "A" - U.S. Communities RFP 17-21 Contract Extension Letter	
Exhibit "B" - AC2017-12-05 Supplyworks US Communities	

BACKGROUND:

The Jacksonville Aviation Authority's (JAA) Storeroom, a unit of the Procurement Department, has a continuing need to stock various Janitorial products. Procurement researched this need against various vendors and cooperative purchasing sources and determined it would be in JAA's best interest to piggy-back U.S. Communities contract 17-21 for the replenishment of applicable stock located in JAA's inventory.

Procurement presented award submission AC2017-12-05 Supplyworks US Communities which was subsequently approved for a three-year initial term, November 1, 2017 to October 31, 2020 with an option to renew for two additional one-year periods for a five-year total of \$640,000.00. In October 2019, the cooperative contract was extended through October 31, 2022.

As a result of JAA's response to COVID-19 readiness and related issues, the five-year not to exceed amount of \$640,000.00 has been greatly depleted. As of November 2020, total contract spend was approximately \$555,000.00. To account for this spend and future needs related to both passenger traffic and the continuation of COVID-19, Storeroom and Procurement request an additional \$295,000.00 to cover expected expenses through the end of the contract period on October 31, 2022.


RECOMMENDATION:








Procurement recommends that JAA Award No. AC2017-12-05 to Home Depot Pro, formerly Supplyworks, for the continual purchase of janitorial supplies, be amended to: (i) add an additional \$295,000.00 to cover expected expenses, for a new total not-to-exceed award amount of \$935,000.00; and (ii) align the award term consistent with the utilized contract, which is currently through October 31, 2022. JAA reserves the right to make future purchases of this commodity from other vendors when it is in JAA's best interest to do so.



AC2020-12-01

SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Verification of Funding	
Title:	Eric Powell, Warehouse Manager
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:	
Eric Powell Warehouse Manager	<p>Signed by:Eric Powell Signed at:2020-12-11 18:37:26 +00:00 Reason:Witnessing Eric Powell</p>  
	Signature and Date
PROCUREMENT REVIEW: Buyer: Meghan Miles	<p>Signed by:Meghan Miles Signed at:2020-12-11 18:42:51 +00:00 Reason:Witnessing Meghan Miles</p> 
	Signature and Date
LeNedda Edwards Procurement Manager	<p>Signed by:LeNedda Edwards Signed at:2020-12-11 13:44:10 -05:00 Reason:Witnessing LeNedda Edwards</p>  
	Signature and Date
SUBMITTED FOR APPROVAL: Devin J. Reed Chief Legal Officer	<p>Signed by:Devin Reed Signed at:2020-12-11 19:43:19 +00:00 Reason:Witnessing Devin Reed</p>  
	Signature and Date

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

Meeting Date: 12/15/2020

Recording Secretary

CEO APPROVAL:
Mark VanLoh
Chief Executive Officer

Signature and Date



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DECEMBER 30, 2020

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

Noticed Agenda Item

(Exhibits available upon request)

Item 2: AC2020-12-02

Toll Plaza Signs

Vendor: Art of Context

(Cost: \$111,605.55 Funding: Capital)



AC2020-12-03

SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Subject/Awardee: Toll Plaza Digital Wayfinding / Art of Context	Cost: \$111,606.55
Solicitation No: Sole Source	Budgeted, Transferred, or Contingency: Budgeted
On-Going Maintenance Cost: \$1,811.52	Funding Source: Capital
Attached / Supporting Documents	
Exhibit "A" – Art of Context Quote	
Exhibit "B" – Sole Source Document and Public Posting	

BACKGROUND:

The parking toll plaza is the main collection point for parking revenues. Patrons are directed to the proper lane based on lane availability or customer needs by means of digital signs above each lane. The current signs have been in production for over 10 years and are failing due to their age. Parts are no longer available, and the system is generally unsupported.

JAA utilizes Four Winds Interactive to control content being displayed on all of its digital signs, providing a central point of management, support, and content control.

JAA also utilizes Art of Context's (AoC) proprietary Emergency Messaging System (EMS) to generate emergency messages sent to digital signs. As AoC is the Four Winds authorized reseller for Four Winds license and product, the recommended signs must be installed, configured, and licensed to work on JAA's Four Winds platform. Since JAA is utilizing AoC's EMS system, this award request represents a sole source purchase.

Please note that this purchase will increase JAA's annual cost for Four Winds licenses by an amount of \$1,811.52, which will be contemplated in a separate award. Also, this request includes an additional 5%, or \$5,315.55, for unforeseen circumstances.

RECOMMENDATION:

Information Technology recommends a properly noticed sole source award be made to Art of Context pursuant to section 3.09 of the Procurement Code, for the procurement, configuration, deployment, and turn-up of digital wayfinding signs at the JAA toll plaza in the amount of \$106,291.00, plus an additional 5%, or \$5,315.55, for unforeseen circumstances, for a total not-to-exceed award amount of \$111,605.55.



AC2020-12-03

SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Verification of Funding	
Title:	Steven Schultz, Director of Information Technology
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:

Steven Schultz
Director, Information Technology

Signed by: Steven Schultz
Signed at: 2020-12-11 19:14:57 +00:00
Reason: Witnessing Steven Schultz

Signature and Date

PROCUREMENT REVIEW:

Buyer: Samantha Smid

Signed by: Samantha Smid
Signed at: 2020-12-11 14:17:32 -05:00
Reason: Witnessing Samantha Smid

Signature and Date

LeNedda Edwards
Procurement Manager

Signed by: LeNedda Edwards
Signed at: 2020-12-11 14:18:48 -05:00
Reason: Witnessing LeNedda Edwards

Signature and Date

SUBMITTED FOR APPROVAL:

Tony Cugno
Chief Operating Officer

Signature and Date

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

Meeting Date: 12/15/2020

Recording Secretary

CEO APPROVAL:
Mark VanLoh
Chief Executive Officer

Signature and Date



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Noticed Agenda Item

(Exhibits available upon request)

Item 3: AC2020-12-03

Membership Dues

Vendor: Airports Council International (ACI)

(Cost: \$363,842.40 Funding: 11001.77520)



AC2020-12-03

SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Subject/Awardee: Membership Dues / Airports Council International (ACI)	Cost: \$363,842.40
Solicitation No: Exempt 2.05(A)(8)	Budgeted, Transferred, or Contingency: Budgeted
On-Going Maintenance Cost: N/A	Funding Source: 11001 - 77520
Attached / Supporting Documents	
Exhibit "A" – Invoice Exhibit "B" – Exempt Purchase Public Posting	

BACKGROUND:

The Jacksonville Aviation Authority (JAA) has been a long-time member of Airports Council International (ACI), the voice of airports in the industry. For the base membership, members can take advantage of many benefits, including participation in all activities, access to first-class tools and resources, and regulatory advocacy. The dues amount is formula-based using an airport's passenger and cargo activity; therefore, it will increase or decrease each year, accordingly.

The membership dues for 2021 are \$63,268.80. Historically, the membership cost has increased 7% per year. As this may be the pattern for future annual increases, Management recommends including an additional 7% per renewal year for potential annual rate increases over the next five years.

RECOMMENDATION:

Management recommends a properly noticed award be made to Airports Council International for Jacksonville Aviation Authority (JAA) membership for fiscal years 2021-2025, for a five-year total amount of \$363,842.40. This purchase is exempt from competition pursuant to section 2.05(A)(8) of JAA's Procurement Code.

FYE21	FYE22	FYE23	FYE24	FYE25
\$63,268.80	\$67,697.62	\$72,436.45	\$77,507.00	\$82,932.49



AC2020-12-03

SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Verification of Funding	
Title:	Senior Executive Assistant/Executive Office
Signature:	<i>Melissa Marcha-Lee</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:

Melissa Marcha-Lee
Senior Executive Assistant/Executive Ofc.

Signed by:Melissa Marcha-Lee
Signed at:2020-12-11 16:57:56 +00:00
Reason:Witnessing Melissa Marcha-Lee

Melissa Marcha-Lee

Signature and Date

Signed by:David Bonner
Signed at:2020-12-11 16:59:41 +00:00
Reason:Witnessing David Bonner

J. J. B.

Signature and Date

Signed by:LeNedda Edwards
Signed at:2020-12-11 12:12:44 -05:00
Reason:Witnessing LeNedda Edwards

LeNedda Edwards

Signature and Date

Signed by:Mark VanLoh
Signed at:2020-12-11 18:51:48 +00:00
Reason:Witnessing Mark VanLoh

Mark VanLoh

Signature and Date

PROCUREMENT REVIEW:

Buyer: David Bonner

LeNedda Edwards
Procurement Manager

SUBMITTED FOR APPROVAL:

Mark VanLoh
Chief Executive Officer

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

Meeting Date: 12/15/2020

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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(Exhibits available upon request)

Item 3: AC2020-12-04

Membership Dues

Vendor: American Association of Airport Executives (AAAE)

/Airport Legislative Alliance(ALS)

(Cost: \$34,500.00 11001.77520)



AC2020-12-04

SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Subject/Awardee: Membership / American Association of Airport Executives Airport Legislative Alliance (AAAE/ALA)	Cost: \$34,500.00
Solicitation No: Exempt 2.05(A)(8)	Budgeted, Transferred, or Contingency: Budgeted
On-Going Maintenance Cost: N/A	Funding Source: 11001-77520
Attached / Supporting Documents	
Exhibit "A" – Pricing Exhibit "B" – Public Posting	

BACKGROUND:

The Jacksonville Aviation Authority (JAA) supports the American Association of Airport Executives (AAAE) and its Airport Legislative Alliance (ALA), and several JAA employees are accredited members of AAAE. Participation as an ALA member helps defray the cost of services provided, staffing and other resources dedicated to airport legislative and regulatory issues, as well as access to AAAE policy department communications including: airport, security and regulatory alerts, Washington update, security and regulatory videos, hearing reports and videos, and access to member only webinars.

RECOMMENDATION:

Management recommends a properly noticed award be made to American Association of Airport Executives / Airport Legislative Alliance for Jacksonville Aviation Authority's fiscal year 2020-21 membership dues totaling \$34,500.00. This purchase is exempt from competition pursuant to section 2.05(A)(8) of JAA's Procurement Code.



AC2020-12-04

SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Verification of Funding	
Title:	Senior Executive Assistant/Executive Office
Signature:	<i>Melissa Marcha-Lee</i>

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ORIGINATED AND SUBMITTED FOR APPROVAL BY:

Melissa Marcha-Lee
Senior Executive Assistant/Executive Ofc.

Signed by:Melissa Marcha-Lee
Signed at:2020-12-11 17:06:45 +00:00
Reason:Witnessing Melissa Marcha-Lee

Melissa Marcha-Lee

Signature and Date

PROCUREMENT REVIEW:

Buyer: David Bonner

Signed by:David Bonner
Signed at:2020-12-11 17:08:06 +00:00
Reason:Witnessing David Bonner

David Bonner

Signature and Date

LeNedda Edwards
Procurement Manager

Signed by:LeNedda Edwards
Signed at:2020-12-11 12:12:15 -05:00
Reason:Witnessing LeNedda Edwards

LeNedda Edwards

Signature and Date

SUBMITTED FOR APPROVAL:

Mark VanLoh
Chief Executive Officer

Signed by:Mark VanLoh
Signed at:2020-12-11 18:52:21 +00:00
Reason:Witnessing Mark VanLoh

Mark VanLoh

Signature and Date

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

Meeting Date: 12/14/2020

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):