



**JACKSONVILLE AVIATION AUTHORITY**  
**AWARDS COMMITTEE MEETING AGENDA**  
OCTOBER 24, 2022

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: AC2022-10-01**

**Purchase and Installation of HVAC Units Hangar 5**  
**Vendor: W.W. Gay Mechanical Contractor, Inc.**  
**(Cost: \$45,000.00 Funding: 44402 Small Cap)**



## SUBMISSION FOR AWARDS COMMITTEE APPROVAL

<b>Subject/Awardee:</b> Purchase and Installation of HVAC Units Hangar 5 – W.W. Gay Mechanical Contractor Inc.		<b>Cost:</b> \$45,000.00
<b>Solicitation No:</b> RFQ No. 2219-44402	<b>Budgeted, Transferred, or Contingency:</b>	Budgeted
<b>On-Going Maintenance Cost:</b> <\$100/yr	<b>Funding Source:</b>	44402 Small Cap
<b>Attached / Supporting Documents</b>		
<b>Exhibit "A"</b> – RFQ No. 2219-44402 Scope of Services		
<b>Exhibit "B"</b> – Bid Matrix and SPIS Form		

**BACKGROUND:**

There are 18 HVAC units in Hangar 5 (H5) that were installed in 2010 and are at or near the end of their useful life. These units provide heating and cooling for offices at Herlong which are currently occupied by businesses ranging from flight schools to IT companies. In the past two years, the HVAC system has required approximately \$3,000 in repairs. One unit in a vacant office needs replacement parts in excess of \$1,500 and the contractor recommended replacement in lieu of repairs due to its age and condition.

This purchase is phase one to replace nine of the 18 units. The additional units are budgeted to be replaced in the next two years: six units for phase two in FY2024 and the remaining units for phase three in FY 2025. The units requested for installation are updated versions of the current units, they are Energy Star compliant and will help reduce electrical usage.

**RECOMMENDATION:**

**Herlong Recreational Airport recommends an award be made to W.W. Gay Mechanical Contractor Inc., in a not-to-exceed amount of \$39,492.00, for the purchase and installation of nine air conditions units for Hangar 5. An additional contingency amount of \$5,508.00 is also requested to cover any unforeseen costs during installation, all of which will result in a total potential not-to-exceed amount of \$45,000.00, based on vendor performance and adherence to the contract terms and conditions, and the availability of JAA funds. Funding for this purchase is within Cost Centers 44402 FY 23 Small Capital.**

Initial Year	1 <sup>st</sup> Renewal
\$45,000.00	FYE24 Budget
10/01/22-09/30/23	10/01/23-09/30/24



# SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Verification of Funding	
<b>Title:</b>	Lauren Scott, Sr. Manager Aviation Planning and Development
<b>Signature:</b>	

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:**

Sarah Matson  
 Manager, First Coast Flight Center \_\_\_\_\_  
 Signature and Date

**PROCUREMENT REVIEW:**

Monica M. Frazier  
 Contract Administrator \_\_\_\_\_  
 Signature and Date

LeNedda Edwards  
 Director of Procurement \_\_\_\_\_  
 Signature and Date

**SUBMITTED FOR APPROVAL:**

Rolf Riechmann  
 Director of General Aviation \_\_\_\_\_  
 Signature and Date

**AWARDS COMMITTEE APPROVAL / DENIAL: (Vote: \_\_\_\_\_ Ayes; \_\_\_\_\_ Nays)**

Meeting Date: October 24, 2022

\_\_\_\_\_  
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**

**(Exhibits available upon request)**

**Item 2: AC2022-10-02**

**Herlong Janitorial Service  
Vendor: Next Level Cleaning  
(Cost: \$8,107.00 Funding:44402.77280)**



# SUBMISSION FOR AWARDS COMMITTEE APPROVAL

<b>Subject/Awardee:</b> Herlong Janitorial Service / Next Level Cleaning	<b>Cost:</b> \$8,107.00
<b>Solicitation No:</b> Amendment	<b>Budgeted, Transferred, or Contingency:</b> Budgeted
<b>On-Going Maintenance Cost:</b> N/A	<b>Funding Source:</b> 44402.77280
<b>Attached / Supporting Documents</b>	
<b>Exhibit "A" – JAA Award No. AC2018-11-12 and Contract Spend Summary</b>	

### BACKGROUND:

The Jacksonville Aviation Authority (JAA) approved AC2018-11-02 for the award of a contract for Janitorial Cleaning Services, Herlong Airport, to Next Level Cleaning. Due to operational needs, additional services have been added to the scope of services, thereby increasing the contract amount.

As of October 13, 2022, the total contract expenditure of \$38,219.02 is approaching the spending authority approved on AC2018-11-12, and therefore, requires Awards Committee consideration and approval for additional spending authority.

### RECOMMENDATION:

**Herlong Recreational Airport recommends JAA Award No. AC2018-11-12 be amended to increase the award amount by \$8,107.00 to cover expenses through the contract expiration date of November 30, 2023, for a new total not-to-exceed contract award of \$50,000.00. Funding for the contract is in Cost Center 44402.77280.**



## SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Verification of Funding	
<b>Title:</b>	Rolf Reichmann, Director of General Aviation
<b>Signature:</b>	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> ).

<b>ORIGINATED AND SUBMITTED FOR APPROVAL BY:</b>	
Sarah Matson Manager, First Coast Flight Center	_____ Signature and Date
<b>PROCUREMENT REVIEW:</b>	
Marilyn V. Fryar Contract Administrator	_____ Signature and Date
LeNedda Edwards Director of Procurement	_____ Signature and Date
<b>SUBMITTED FOR APPROVAL:</b>	
Rolf Riechmann Director of General Aviation	_____ Signature and Date

**AWARDS COMMITTEE APPROVAL / DENIAL: (Vote: \_\_\_\_\_ Ayes; \_\_\_\_\_ Nays)**

Meeting Date: October 24, 2022

\_\_\_\_\_  
Recording Secretary

**CEO APPROVAL:**

Mark VanLoh  
Chief Executive Officer

\_\_\_\_\_  
Signature and Date

<p><b>CONDITIONS OF APPROVAL, IF ANY</b> (<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 3: AC2022-10-03**

**AWOS Maintenance and Repair Services  
Vendor: Remote System Integration  
(Cost: \$13,945.00 Funding: 44402.77280)**



## SUBMISSION FOR AWARDS COMMITTEE APPROVAL

<b>Subject/Awardee:</b> AWOS Maintenance and Repair Services / Remote Systems Integration	<b>Cost:</b> \$13,945.00
<b>Solicitation No:</b> RFQ No. 1916-44402	<b>Budgeted, Transferred, or Contingency:</b> Budgeted
<b>On-Going Maintenance Cost:</b> N/A	<b>Funding Source:</b> 44402.77280
<b>Attached / Supporting Documents</b>	
<b>Exhibit "A"</b> - Initial RFQ posting and RSI quote	
<b>Exhibit "B"</b> - Contract Spend Summary and Public Notice Posting	

**BACKGROUND:**

The Jacksonville Aviation Authority (JAA) awarded a contract to Remote Systems Integration in May of 2019 through Request for Quotations No. 1916-44402, Automated Weather Observation System (AWOS) Maintenance and Repair Services, for Herlong Recreational Airport.

Inasmuch as this award was under JAA’s formal threshold, it did not initially require JAA’s Awards Committee consideration and approval. However, as of October 13, 2022, the total contract expenditure of \$21,055.00 is approaching JAA’s \$25,000.00 formal threshold and, therefore, requires Awards Committee consideration and approval.

**RECOMMENDATION:**

**Herlong Recreational Airport recommends that the informal contract awarded to Remote Systems Integration LLC for AWOS Maintenance and Repair Services in the amount of \$21,055.00 pursuant to RFQ No. 1916-44402, be amended to include an additional \$13,945.00 for a new total potential not-to-exceed amount of \$35,000.00. Funding for the contract is in Cost Center 44402.77280.**

FYE 23	FYE24
10/01/2022-09/30/2023	10/01/2023-09/30/2024
\$6,972.50	\$6,972.50





# SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Verification of Funding	
<b>Title:</b>	Rolf Reichmann, Director of General Aviation
<b>Signature:</b>	

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:**

Sarah Matson  
Manager, First Coast Flight Center

\_\_\_\_\_  
Signature and Date

**PROCUREMENT REVIEW:**

Marilyn V. Fryar  
Contract Administrator

\_\_\_\_\_  
Signature and Date

LeNedda Edwards  
Director of Procurement

\_\_\_\_\_  
Signature and Date

**SUBMITTED FOR APPROVAL:**

Rolf Riechmann  
Director of General Aviation

\_\_\_\_\_  
Signature and Date

**AWARDS COMMITTEE APPROVAL / DENIAL: (Vote: \_\_\_\_\_ Ayes; \_\_\_\_\_ Nays)**

Meeting Date: October 24, 2022

\_\_\_\_\_  
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):



JACKSONVILLE AVIATION AUTHORITY  
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**Noticed Agenda Item**

**(Exhibits available upon request)**

**Item 4: AC2022-10-04**

**Landscape Mulch Services**

**Vendor: First Coast Mulch**

**(Cost: \$60,000.00 + 10% contingency Funding: 45133.77240)**

**Piggyback Posting: October 10-17, 2022**



## SUBMISSION FOR AWARDS COMMITTEE APPROVAL

<b>Subject/Awardee:</b> Landscape Mulch Services / First Coast Mulch	<b>Cost:</b> \$60,000.00 (+10% contingency)
<b>Solicitation No:</b> Piggyback	<b>Budgeted, Transferred, or Contingency:</b> Budgeted
<b>On-Going Maintenance Cost:</b> N/A	<b>Funding Source:</b> 45133.77240
<b>Attached / Supporting Documents</b>	
<b>Exhibit "A"</b> - Landscape Areas No. 2 Diagrams.	
<b>Exhibit "B"</b> - COJ General Government Awards Committee Bid No. SC-0502-20 and Public Notice Posting	

**BACKGROUND:**

The Jacksonville Aviation Authority (JAA) requires landscape mulch services for the areas around the Jacksonville International Airport (JIA) terminal building, parking lots, Administration Building and Landscape Area No. 2 (see attached Exhibit "A"). The mulch services are required to prevent weeds and maintain the beautification of JIA grounds. JAA desires the same grounds beautification at its General Aviation (GA) Airports.

After researching this issue, Procurement 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 procure mulch services by piggyback or utilizing City of Jacksonville (COJ) Contract No. SC-0502-20, which was competitively awarded to First Coast Mulch. COJ has confirmed the second renewal is in process for the term October 15, 2022, to October 14, 2023. Nevertheless, JAA has the authority to continue services with First Coast Mulch pursuant to the potential contract duration contained in the piggy-backed contract.

**RECOMMENDATION:**

**Engineering & Facilities recommends JAA utilize COJ Contract No. SC-0502-20, pursuant to Sections 2.05(A)(12) and/or 3.08 of the Procurement Code, to make a properly noticed award to First Coast Mulch in a not-to-exceed amount of \$60,000.00, plus 10% contingency, for mulch services at GA Airport locations through October 14, 2023. JAA reserves the right to make similar purchases from other vendors when it is its best interest to do so. Funding for mulch services is budgeted within 45133.77240.**

Initial Year	1 <sup>st</sup> Renewal
\$30,000.00	\$30,000.00

## SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Verification of Funding	
<b>Title:</b>	David Jones, Sr. Director of Engineering & Facilities
<b>Signature:</b>	Signed by: David Jones Signed at: 2022-10-20 15:45:54 +00:00 Reason: Witnessing David Jones  <div style="display: flex; align-items: center; justify-content: center;"> </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).

<b>ORIGINATED AND SUBMITTED FOR APPROVAL BY:</b>  Robert Speight Sr. Mgr. Airside Facilities  <b>PROCUREMENT REVIEW:</b> Marilyn V. Fryar Contract Administrator  LeNedda Edwards Director of Procurement  <b>SUBMITTED FOR APPROVAL:</b> Tony Cugno Chief Operating Officer	<div style="margin-bottom: 20px;"> <p style="font-size: small;">Signed by: Robert Speight Signed at: 2022-10-20 17:24:33 +00:00 Reason: Witnessing Robert Speight</p> <hr style="border: 0.5px solid black;"/> <p style="text-align: center; margin: 0;"><i>Robert Speight</i> <span style="border: 1px solid black; padding: 2px 5px; font-weight: bold;">SH</span></p> <p style="text-align: center; margin: 0;">Signature and Date</p> </div> <div style="margin-bottom: 20px;"> <p style="font-size: small;">Signed by: Marilyn V. Fryar Signed at: 2022-10-20 17:45:51 +00:00 Reason: Witnessing Marilyn V. Fryar</p> <hr style="border: 0.5px solid black;"/> <p style="text-align: center; margin: 0;"><i>Marilyn V. Fryar</i> </p> <p style="text-align: center; margin: 0;">Signature and Date</p> </div> <div style="margin-bottom: 20px;"> <p style="font-size: small;">Signed by: LeNedda Edwards Signed at: 2022-10-20 13:49:36 -04:00 Reason: Witnessing LeNedda Edwards</p> <hr style="border: 0.5px solid black;"/> <p style="text-align: center; margin: 0;"><i>LeNedda Edwards</i> </p> <p style="text-align: center; margin: 0;">Signature and Date</p> </div> <div> <p style="font-size: small;">Signed by: Tony Cugno Signed at: 2022-10-20 17:59:44 +00:00 Reason: Witnessing Tony Cugno</p> <hr style="border: 0.5px solid black;"/> <p style="text-align: center; margin: 0;"><i>Tony Cugno</i> <span style="border: 1px solid black; padding: 2px 5px; font-weight: bold;">SH</span></p> <p style="text-align: center; margin: 0;">Signature and Date</p> </div>
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**AWARDS COMMITTEE APPROVAL / DENIAL: (Vote: \_\_\_\_\_ Ayes; \_\_\_\_\_ Nays)**

Meeting Date: October 24, 2022

\_\_\_\_\_  
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):



JACKSONVILLE AVIATION AUTHORITY  
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**Noticed Agenda Item**

**(Exhibits available upon request)**

**Item 5: AC2022-10-05**

**GPS and Asset Tracking Software and Hardware  
Vendor: NexTraq  
(Cost: \$142,884.00 +\$10,000.00 Funding: Various)  
Sole Source Posting: October 4-10, 2022**



## SUBMISSION FOR AWARDS COMMITTEE APPROVAL

<b>Subject/Awardee:</b> GPS and Asset Tracking Software and Hardware / NexTraq	<b>Cost:</b> \$142,884.00 (+\$10,000 Cont.)
<b>Solicitation No:</b> Sole Source	<b>Budgeted, Transferred, or Contingency:</b> Budgeted
<b>On-Going Maintenance Cost:</b> N/A	<b>Funding Source:</b> Various Cost Centers
<b>Attached / Supporting Documents</b>	
<b>Exhibit "A"</b> – NexTraq Quote <b>Exhibit "B"</b> – Public Notice Posting and Sole Source Form	

**BACKGROUND:**

The Jacksonville Aviation Authority (JAA) has been using a Global Positioning System (GPS) and Asset Tracking services for several years. The current contract is approaching expiration on November 29, 2022. Engineering & Facilities is satisfied with NexTraq’s services.

The new contract term is available from December 1, 2022, through November 30, 2027, whereby Nextraq would service all 103 GPS units and 7 Assets tracking units. Nextraq has agreed to offer current pricing for the next five years. Nextraq will also provide online access to GPS and Asset tracking services, daily reporting, and free onsite installation of units, troubleshooting services seven days a week.

Nextraq has demonstrated themselves in the past as a reputable and professional company providing and maintaining uninterrupted GPS services. Procurement has reviewed this request and is of the opinion that it would be in JAA’s best interest to secure these services through NexTraq as a sole source.

**RECOMMENDATION:**

**Engineering & Facilities recommends a properly noticed award, pursuant to Sec. 3.09 of the Procurement Code, be made to Nextraq for software, hardware and related support services associated with JAA’s Global Positioning System (GPS), for a five-year term totaling \$142,884.00, based on annual approved budgeted funds, performance and adherence to all contract terms and conditions. It is also recommended that an annual \$2,000.00 contingency be included to cover any additional units and/or out-of-scope costs and expenses.**

Initial Year	1 <sup>st</sup> Renewal	2 <sup>nd</sup> Renewal	3 <sup>rd</sup> Renewal	4 <sup>th</sup> Renewal
\$28,576.80 + \$2,000.00 Contingency	\$28,576.80 + \$2,000.00 Contingency	\$28,576.80 + \$2,000.00 Contingency	\$28,576.80 + \$2,000.00 Contingency	\$28,576.80 + \$2,000.00 Contingency



# SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Verification of Funding	
<b>Title:</b>	David Jones / Sr. Director of Engineering & Facilities
<b>Signature:</b>	

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:**

Kenneth Badger  
Fleet Manager

\_\_\_\_\_  
Signature and Date

**PROCUREMENT REVIEW:**  
Monica M. 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: October 24, 2022

\_\_\_\_\_  
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):



JACKSONVILLE AVIATION AUTHORITY  
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**Noticed Agenda Item**

**(Exhibits available upon request)**

**Item 6: AC2022-10-06**

**Heavy Equipment Purchase  
Vendor: Ring Power Corporation, Inc.  
(Cost: \$412,116.00 Funding: J2023-04)  
Piggyback Posting: October 11 -17, 2022**





# SUBMISSION FOR AWARDS COMMITTEE APPROVAL

<b>Subject/Awardee:</b> Heavy Equipment Purchase / Ring Power Corporation, Inc.		<b>Cost:</b> \$412,116.00
<b>Solicitation No:</b> Piggy- Back	<b>Budgeted, Transferred, or Contingency:</b> Budgeted	
<b>On-Going Maintenance Cost:</b> \$1,500.00/year	<b>Funding Source:</b> J2023-04	
<b>Attached / Supporting Documents</b>		
<b>Exhibit "A"</b> – Florida Sheriff’s Association Contract No. FSA20-EQU18.0 documentation		
<b>Exhibit "B"</b> – Quotes from Ring Power Corporation and Public Posting Notice		

### BACKGROUND:

The Jacksonville Aviation Authority’s (JAA) Engineering & Facilities Department desires to purchase one new 2023 Caterpillar D5 Track Type Dozer to support. The 1992 CAT D5 Dozer being replaced has been assigned JAA Asset Number 7211 and, in accordance with JAA’s Vehicle Standard Practice and Fleet Management Plan, it will be turned in for a discount to Ring Power Corporation. The requested equipment has been coordinated with JAA’s Fleet Manager, who has established an estimated average maintenance cost for related preventive maintenance for an initial five-year period totaling \$1,500.00 per year.

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 or utilizing Florida Sheriff’s Association Contract No. FSA20-EQU18.0, which was competitively awarded to Ring Power Corporation, Inc.

### RECOMMENDATION:

**Engineering & Facilities recommends JAA utilizes Florida Sheriff’s Association Contract No. FSA20-VEL18.0, pursuant to Sections 2.05(A)(12) and/or 3.08 of the Procurement Code, to make a properly noticed award to Ring Power Corporation Inc. in a not-to-exceed amount of \$412,116.00, to purchase one new 2023 Caterpillar D5 Track Type Dozer. JAA reserves the right to make similar purchases from other vendors when it is its best interest to do so. Funding for this purchase is within Cost Centers 45133 FY 23 Large Capital.**



## SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Verification of Funding	
<b>Title:</b>	Lauren Scott, Sr. Manager Aviation Planning & Development
<b>Signature:</b>	<i>Lauren Scott</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:**

Kenneth Badger  
Fleet Manager

\_\_\_\_\_

Signature and Date

**PROCUREMENT REVIEW:**

Monica M. 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: October 24, 2022

\_\_\_\_\_

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*):



JACKSONVILLE AVIATION AUTHORITY  
**AWARDS COMMITTEE MEETING AGENDA**  
OCTOBER 24, 2022

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 7: AC2022-10-07**

**Ford F-150**

**Vendor: Duval Ford**

**(Cost: \$21,990.06 Funding: Various)**

**Piggyback Posting: October 13-20, 2022**



## SUBMISSION FOR AWARDS COMMITTEE APPROVAL

<b>Subject/Awardee:</b> Ford F-150 Trucks / Duval Ford	<b>Cost:</b> \$21,990.06
<b>Solicitation No:</b> Amendment	<b>Budgeted, Transferred, or Contingency:</b> Budgeted
<b>On-Going Maintenance Cost:</b> \$1,000.00/yr/vehicle	<b>Funding Source:</b> Various Small Cap

### Attached / Supporting Documents

- Exhibit "A"** – Duval Ford Updated Pricing
- Exhibit "B"** – Awards Submissions AC2021-11-04 and AC2022-05-06
- Exhibit "C"** - Public Posting Notice

**BACKGROUND:**

On December 6, 2021 and May 26, 2022, the Jacksonville Aviation Authority’s (JAA) Awards Committee approved Awards Submissions AC2021-11-04 and AC2022-05-06 respectively, for the purchase of new 2022 Ford F-150 Trucks to replace current vehicles and/or as new trucks for multiple departments.

Due to unanticipated Ford production delays caused in part by the COVID-19 pandemic, the manufacturing cost of three of JAA’s vehicles has increased as indicated below:

Awards No.	Description	Dept.	Original Amount	New Amount	Cost Increase
AC2021-11-04	2022 F-150 Responder 4x4 Crew Cab (W1P)	Police	\$50,346.93	\$58,580.93	\$8,234.00
AC2022-05-06	2022 F-150 4X4 Crew Cab (W1E)	JaxEx	\$44,850.49	\$51,960.55	\$7,110.06
AC2022-05-06	2022 F-150 4X4 Crew Cab (W1E)	Engineering	\$42,525.24	\$49,171.24	\$6,646.00

Engineering & Facilities considers this increase reasonable under the circumstances and requests authorization to amend the original award amounts as indicated above.

**RECOMMENDATION:**

**Engineering & Facilities recommends JAA Awards AC2021-11-04 and AC2022-05-06, awarded to Duval Ford for the purchase of six Ford Trucks, be amended to increase the total not to exceed purchase amounts for: (i) AC2021-11-04 from \$50,346.93 to \$58,346.93; and (ii) AC2022-05-06 from \$254,998.22 to \$268,754.28. Funding for this purchase is within Cost Centers 46104, 42001 and 44302, FY22 Small Capital.**



# SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Verification of Funding	
<b>Title:</b>	Lauren Scott, Sr. Manager Aviation Planning and Development
<b>Signature:</b>	

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:**

Kenneth Badger  
Fleet Manager

\_\_\_\_\_  
Signature and Date

**PROCUREMENT REVIEW:**

Marilyn V. Fryar  
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: October 24, 2022

\_\_\_\_\_  
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*):



JACKSONVILLE AVIATION AUTHORITY  
**AWARDS COMMITTEE MEETING AGENDA**  
OCTOBER 24, 2022

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**Noticed Agenda Item**

**(Exhibits available upon request)**

**Item 8: AC2022-10-08**

**Custodial Department – Staff Augmentation  
Vendor: Florida Cleaning System, Inc.  
(Cost: \$100,000.00 Funding: 45123.77270)  
Piggyback Posting: October 13-19, 2022**



# SUBMISSION FOR AWARDS COMMITTEE APPROVAL

<b>Subject/Awardee:</b> Staff Augmentation (Custodial) / Florida Cleaning Systems Inc.		<b>Cost:</b> \$100,000.00
<b>Solicitation No:</b> Amendment	<b>Budgeted, Transferred, or Contingency:</b>	Transferred
<b>On-Going Maintenance Cost:</b> N/A	<b>Funding Source:</b>	45123.77270
<b>Attached / Supporting Documents</b>		
<b>Exhibit "A"</b> - Approved AC2020-09-04, AC2021-02-01, AC2021-07-02 and AC2022-04-04		
<b>Exhibit "B"</b> - Pensacola Airport Contract Extension - Amendment No. 1		
<b>Exhibit "C"</b> - Public Posting Notice		

### BACKGROUND:

On April 25, 2022, the Jacksonville Aviation Authority’s (JAA) Awards Committee approved Award No. AC2022-04-04 to Florida Cleaning Systems, Inc. for custodial staff augmentation services at Jacksonville International Airport. The amended award authorized supplemental custodial staff services through September 2022 in a total not-to-exceed amount of \$599,091.20.

Increased passenger volume and changes in traveler patterns have resulted in significant concourse activity during all business hours. This additional activity results in a higher overall demand for custodial services to maintain the spaces at JAA standards. As such, Engineering & Facilities requests authorization to increase the total award amount by \$100,000.00 to cover costs associated with supplemental custodial staff services and to continue these services through June 2023.

### RECOMMENDATION:

**Engineering & Facilities recommends JAA Award No. AC2020-09-04, which was awarded to Florida Cleaning Systems, Inc. for custodial staff augmentation services, be further amended to: (i) continue services through the end of June 2023; and (ii) include an additional \$100,000.00, for a new total potential not-to-exceed amount of \$699,091.20. Funds for these services are available within cost center 45123.77270.**



# SUBMISSION FOR AWARDS COMMITTEE APPROVAL

<b>Verification of Funding</b>		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> )
<b>Title:</b>	David Jones / Sr. Director of Engineering & Facilities	
<b>Signature:</b>		

**ORIGINATED AND SUBMITTED FOR APPROVAL BY:**

Amanda Luna  
Facilities Administrator \_\_\_\_\_  
Signature and Date

**PROCUREMENT REVIEW:**  
Monica M. 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: October 24, 2022

\_\_\_\_\_  
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*):

\_\_\_\_\_





JACKSONVILLE AVIATION AUTHORITY  
**AWARDS COMMITTEE MEETING AGENDA**  
OCTOBER 24, 2022

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: AC2022-10-09**

**Miscellaneous Accessories, Hardware, Software and Professional Services**

**Vendor: CDW-G**

**(Cost: \$350,000.00 Funding: Various)**

**Piggyback Posting: October 14-21, 2022**



## SUBMISSION FOR AWARDS COMMITTEE APPROVAL

<b>Subject/Awardee:</b> Miscellaneous Accessories, Hardware, Software and Professional Services / CDW-G		<b>Cost:</b> \$350,000.00
<b>Solicitation No:</b> Piggy-back	<b>Budgeted, Transferred, or Contingency:</b>	Budgeted
<b>On-Going Maintenance Cost:</b> N/A	<b>Funding Source:</b>	Various
<b>Attached / Supporting Documents</b>		
<b>Exhibit "A"</b> – Historical Spend Analysis		
<b>Exhibit "B"</b> – Contract Documents (Sourcewell, State of Florida NASPO) and Public Posting Notice		

**BACKGROUND:**

The Jacksonville Aviation Authority (JAA) has a need to purchase miscellaneous accessories, hardware, software, and professional services to ensure its information technology infrastructure is maintained. JAA has utilized CDW-G through various competitively awarded contracts to procure parts and services.

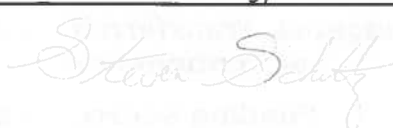
Pursuant to Sections 2.05(A)(12) and/or 3.08 of JAA’s Procurement Code, Procurement has reviewed various competitively awarded contracts with favorable pricing, including, but are not limited to Sourcewell Contract No. 081419 and State of Florida Contract No. 43220000-NASPO-19-ACS. As such, Procurement is of the opinion that it is in JAA’s best interest to purchase the miscellaneous accessories, hardware, software, and professional services by piggy-backing these contracts that were competitively awarded to CDW-G.

**RECOMMENDATION:**

**Information Technology recommends JAA utilize Sourcewell Contract No. 081419 and State of Florida Contract No. 43220000-NASPO-19-ACS, pursuant to Sections 2.05(A)(12) and/or 3.08 of the Procurement Code, to make a properly noticed award to CDW-G for miscellaneous accessories, hardware, software and professional services necessary for IT infrastructure maintenance, in an annual amount of \$175,000.00, with a retroactive date of October 1, 2022 and for a term not to exceed two years or through the expiration of piggybacked contracts, for a potential not-to-exceed award amount of \$350,000.00.**

Initial Year 10/01/22-09/30/23	1 <sup>st</sup> Renewal 10/01/23-09/30/24
\$175,000.00	\$175,000.00

## SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Verification of Funding	
<b>Title:</b>	Steven Schultz, Director of Information Technology
<b>Signature:</b>	

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: 2022-10-21 12:38:39 +00:00  
Reason: Witnessing Steven Schultz



\_\_\_\_\_  
Signature and Date

**PROCUREMENT REVIEW:**

Marilyn V. Fryar  
Contract Administrator

Signed by: Marilyn V. Fryar  
Signed at: 2022-10-21 12:40:11 +00:00  
Reason: Witnessing Marilyn V. Fryar



\_\_\_\_\_  
Signature and Date

LeNedda Edwards  
Director of Procurement

Signed by: LeNedda Edwards  
Signed at: 2022-10-21 08:42:43 -04:00  
Reason: Witnessing LeNedda Edwards



\_\_\_\_\_  
Signature and Date

**SUBMITTED FOR APPROVAL:**

Ross Jones  
Chief Financial Officer

\_\_\_\_\_  
Signature and Date

**AWARDS COMMITTEE APPROVAL / DENIAL: (Vote: \_\_\_\_\_ Ayes; \_\_\_\_\_ Nays)**

Meeting Date: October 24, 2022

\_\_\_\_\_  
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*):



JACKSONVILLE AVIATION AUTHORITY  
**AWARDS COMMITTEE MEETING AGENDA**  
OCTOBER 24, 2022

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**Noticed Agenda Item**

**(Exhibits available upon request)**

**Item 10: AC2022-10-10**

**Emergency Call Outs & Repairs**

**Vendor: Johnson Controls Security Solutions fka Johnson Controls, Inc.**

**(Cost: \$60,000.00 Funding: 24001.77410)**

**Sole Source Posting: October 18–24, 2022**



# SUBMISSION FOR AWARDS COMMITTEE APPROVAL

<b>Subject/Awardee:</b> Emergency Call Outs & Repairs / Johnson Controls Security Solutions formerly Johnson Controls Inc.		<b>Cost:</b> \$60,000.00
<b>Solicitation No:</b> Amendment	<b>Budgeted, Transferred, or Contingency:</b>	Budgeted
<b>On-Going Maintenance Cost:</b> N/A	<b>Funding Source:</b>	24001.77410
<b>Attached / Supporting Documents</b>		
<b>Exhibit "A"</b> - Approved AC2021-09-24		
<b>Exhibit "B"</b> - Historical Spend Analysis, Sole Source Form, and Public Posting Notice		

### BACKGROUND:

On September 20, 2021, the Jacksonville Aviation Authority's (JAA) Awards Committee approved Award No. AC2021-09-24 to Johnson Controls for emergency call-out and related repairs for CCure access control, video surveillance and PARCS contracts. The award authorized funding for services for two years in a total not-to-exceed amount of \$40,000.00.

The Information Technology (IT) Department experienced a staff shortage from August through October 2022, resulting in an increased need for temporary support staff from Johnson Controls to maintain and support access controls and video surveillance systems. IT anticipates the needs for these services to continue as it relates to emergency callouts and repairs. As such, IT requests authorization to increase the total award amount by \$60,000.00 to cover the costs associated with supplemental IT staff and continued use of these services.

### RECOMMENDATION:

Information Technology recommends JAA Award No. AC2021-09-24 be amended to: (i) extend the use of services through FY24; and (ii) increase the funding by \$60,000.00 to cover additional emergency call-out services and repairs at JAA's sole discretion, for a new total potential not-to-exceed award amount of \$100,000.00. Funds for these services are available within 24001 cost center.

FY23	FY24
\$30,000.00	\$30,000.00



# 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:**

Steve Schultz  
Director, Information Technology \_\_\_\_\_  
Signature and Date

**PROCUREMENT REVIEW:**

Monica M. Frazier  
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: October 24, 2022

\_\_\_\_\_  
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):



JACKSONVILLE AVIATION AUTHORITY  
**AWARDS COMMITTEE MEETING AGENDA**  
OCTOBER 24, 2022

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**Noticed Agenda Item**

**(Exhibits available upon request)**

**Item 11: AC2022-10-11**

**Common Use Deployment**  
**Vendor: SITA Information Computing USA, Inc.**  
**(Cost: \$15,000.00 Funding: J2022-01)**  
**Piggyback Posting: October 14-20, 2022**



## SUBMISSION FOR AWARDS COMMITTEE APPROVAL

<b>Subject/Awardee:</b> Common Use Deployment / SITA Information Computing USA, Inc.	<b>Cost:</b> \$ 15,000.00
<b>Solicitation No:</b> Amendment	<b>Budgeted, Transferred, or Contingency:</b> Budgeted
<b>On-Going Maintenance Cost:</b> N/A	<b>Funding Source:</b> J2022-01
<b>Attached / Supporting Documents</b>	
<b>Exhibit "A"</b> - Approved Award AC2022-03-02	
<b>Exhibit "B"</b> - SITA Change Order No. 1 and Public Notice Posting	

### BACKGROUND:

On March 28, 2022, the Jacksonville Aviation Authority’s (JAA) Awards Committee approved Award No. AC2022-03-02 to SITA Information Computing USA, Inc. for the equipment deployment and use of a common use system at the Jacksonville International Airport (JIA). The approved cost of the system was developed based on the number of common use stations in service at JIA at the time of the request.

Since the award in March of 2022, Breeze Airways has started service at JIA and, as a result, JAA’s Information Technology Department added four additional common use positions. Therefore, to complete the installation of JIA’s common use equipment, a change order to SITA is necessary. SITA has submitted a contract change order for the added common use positions in the amount of \$12,187.00.

### RECOMMENDATION:

**Information Technology recommends that JAA Award No. AC2022-03-02, which was awarded to SITA Information Computing USA, Inc. for a common use system at JIA, be amended to: (i) add Breeze Airways common use positions in the amount of \$12,187.00; and (ii) include a contingency of \$2,813.00 for additional common use positions for new airline entrants, resulting in a new total potential not-to-exceed amount of \$195,000.00.**



## SUBMISSION FOR AWARDS COMMITTEE APPROVAL

<b>Verification of Funding</b>	
<b>Title:</b>	Lauren Scott, Sr. Manager Aviation Planning & Development
<b>Signature:</b>	<i>Lauren Scott</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*).

<b>ORIGINATED AND SUBMITTED FOR APPROVAL BY:</b>	
Steven Schultz Director, Information Technology	<div style="text-align: right; font-size: small;">                     Signed by Steven Schultz                      Signed at 2022-10-21 13:36:11 +00:00                      Reason Witnessing Steven Schultz                 </div> <div style="text-align: right; margin-top: 10px;"> </div> <hr style="border: 0.5px solid black;"/> Signature and Date
<b>PROCUREMENT REVIEW:</b>	
Monica Frazier Contract Administrator	<div style="text-align: right; font-size: small;">                     Signed by Monica Frazier                      Signed at 2022-10-21 14:15:00 +00:00                      Reason Witnessing Monica Frazier                 </div> <div style="text-align: right; margin-top: 10px;"> </div> <hr style="border: 0.5px solid black;"/> Signature and Date
LeNedda Edwards Director of Procurement	<div style="text-align: right; font-size: small;">                     Signed by LeNedda Edwards                      Signed at 2022-10-21 10:26:53 -04:00                      Reason Witnessing LeNedda Edwards                 </div> <div style="text-align: right; margin-top: 10px;"> </div> <hr style="border: 0.5px solid black;"/> Signature and Date
<b>SUBMITTED FOR APPROVAL:</b>	
Ross Jones Chief Financial Officer	<hr style="border: 0.5px solid black;"/> Signature and Date

**AWARDS COMMITTEE APPROVAL / DENIAL: (Vote: \_\_\_\_\_ Ayes; \_\_\_\_\_ Nays)**

Meeting Date: October 24, 2022

\_\_\_\_\_  
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*):



JACKSONVILLE AVIATION AUTHORITY  
**AWARDS COMMITTEE MEETING AGENDA**  
OCTOBER 24, 2022

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**Noticed Agenda Item**

**(Exhibits available upon request)**

**Item 12: AC2022-10-12**

**Public Address System**

**Vendor: SITA Information Computing USA, Inc.  
(Cost: \$904,562.82 Funding: FY23 & 42001.77280)  
Piggyback Posting: October 14-20, 2022**



# SUBMISSION FOR AWARDS COMMITTEE APPROVAL

<b>Subject/Awardee:</b> Public Address System / SITA Information Computing USA Inc.		<b>Cost:</b> \$904,562.82
<b>Solicitation No:</b> Piggy-back	<b>Budgeted, Transferred, or Contingency:</b>	Budgeted
<b>On-Going Maintenance Cost:</b> \$25,317.00, +10% Escalation	<b>Funding Source:</b>	Capital FY23 & 42001.77280
<b>Attached / Supporting Documents</b>		
<b>Exhibit "A"</b> – City of San Jose and SITA Contract No. OC-001413-000		
<b>Exhibit "B"</b> – SITA Price Proposal		
<b>Exhibit "C"</b> – Public Notice Posting		

## BACKGROUND:

The Jacksonville Aviation Authority (JAA) requires a public address (PA) system to make announcements at the Jacksonville International Airport (JIA) to passengers and other stakeholders in the terminal, as well as to play regulatory required audio announcements. The current PA system is beyond end of life and is no longer supportable. It is important for continued system operation that JIA's system remain on vendor support.

The City of San Jose i.e., the San Jose Airport, recently issued Competitive Bid No. PUR-RFP2021.05.10057 to procure a new PA system. This bid was competitively awarded to SITA Information Computing USA, Inc. Having reviewed the technical specifications for this public solicitation, Information Technology (IT) is pleased with the proposed architecture and hardware devices. The solution selected by San Jose Airport also meets all functional needs for JIA.

The SITA proposal for purchase and installation of the PA system is \$748,557.79. IT recommends an additional \$1,442.21 be awarded for unforeseen circumstances encountered during system deployment, for a total not-to-exceed award amount of \$750,000.00

## RECOMMENDATION:

**Information Technology recommends JAA utilize City of San Jose Contract No. OC-001413-000 to make a properly noticed award, pursuant to Section 3.08 of the Procurement Code, to SITA Information Computing USA, Inc., for: (i) purchase, configuration, and installation of a public address system for JIA in the amount of \$750,000.00; and (ii) annual support for the initial year of \$25,317.00. It is also recommended that JAA retain the discretion to continue the annual support under this award for up to four additional renewal years at the initial year support rate plus 10% escalation annually, subject to JAA's approval, for a total potential not-to-exceed amount of \$904,562.82.**



# SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Verification of Funding	
<b>Title:</b>	Lauren Scott, Sr. Manager Aviation Planning & Development
<b>Signature:</b>	

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

\_\_\_\_\_

Signature and Date

**PROCUREMENT REVIEW:**

Monica Frazier  
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: October 24, 2022

\_\_\_\_\_

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*):



JACKSONVILLE AVIATION AUTHORITY  
**AWARDS COMMITTEE MEETING AGENDA**  
OCTOBER 24, 2022

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: AC2022-10-13**

**Purchase and Replenishment of First Aid Kits**

**Vendor: Cintas Corporation**

**(Cost: \$60,000.00 Funding: Various)**

**Piggyback Posting: October 13-19, 2022**



# SUBMISSION FOR AWARDS COMMITTEE APPROVAL

<b>Subject/Awardee:</b> Purchase and Replenishment of First Aid Kits / Cintas Corporation		<b>Cost:</b> \$60,000.00
<b>Solicitation No:</b> Amendment	<b>Budgeted, Transferred, or Contingency:</b>	Budgeted
<b>On-Going Maintenance Cost:</b> N/A	<b>Funding Source:</b>	Various
<b>Attached / Supporting Documents</b>		
<b>Exhibit "A"</b> - Approved Award AC2020-10-04		
<b>Exhibit "B"</b> - Omnia Partners Contract R-BB-19002, Spend Analysis, and Public Posting Notice		

### BACKGROUND:

On October 26, 2020, the Jacksonville Aviation Authority’s (JAA) Awards Committee approved Award No. AC2020-10-04 to Cintas Corporation for the purchase and replenishment of first aid kits for the Jacksonville International Airport and the General Aviation Airports. The award authorizes the utilization of Omnia Partners Contract No. R-BB-19002, which contained an initial duration through October 31, 2023, with renewal options of two additional two-year periods.

The annual spend amount for these services is dependent upon the actual use and replenishment of the first aid kit supplies. Risk Management anticipates a continued need for these services but elects to renew only through October 31, 2025. As such, Risk Management requests authorization to amend and increase the total award amount by \$60,000.00 to cover the cost associated with its requested extension.

### RECOMMENDATION:

**Risk Management recommends JAA Award No. AC2020-10-04, which was awarded to Cintas Corporation for first aid kit supplies and related items, be amended to (i) continue services through October 31, 2025; and (ii) include an additional \$60,000.00, for a new total potential not-to-exceed amount of \$112,000.00. Funds for these services are available within various cost centers.**



# SUBMISSION FOR AWARDS COMMITTEE APPROVAL

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

**ORIGINATED AND SUBMITTED FOR APPROVAL BY:**

Roger Studenski  
Risk and Safety Manager

\_\_\_\_\_  
Signature and Date

**PROCUREMENT REVIEW:**  
Monica M. Frazier  
Contract Administrator

\_\_\_\_\_  
Signature and Date

LeNedda Edwards  
Director of Procurement

\_\_\_\_\_  
Signature and Date

**SUBMITTED FOR APPROVAL:**  
Michael May  
VP of Human Resources

\_\_\_\_\_  
Signature and Date

**AWARDS COMMITTEE APPROVAL / DENIAL: (Vote: \_\_\_\_\_ Ayes; \_\_\_\_\_ Nays)**

Meeting Date: October 24, 2022

\_\_\_\_\_  
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):