



# JACKSONVILLE AVIATION AUTHORITY AWARDS COMMITTEE MEETING AGENDA

June 24, 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: AC2024-06-01**

**Cash to Debit Conversion Services**

**Vendor: Ready Credit Corporation**

**(Cost: Revenue Generating Funding: N/A)**

**Proprietary Public Notice Posting: June 17-24, 2024**

# SUBMISSION FOR AWARDS COMMITTEE APPROVAL

<b>Subject/Awardee:</b> Cash to Debit Conversion Services / Ready Credit Corporation	<b>Cost:</b> Revenue Gen.
<b>Solicitation No:</b> Sole Source / Proprietary	<b>Budgeted, Transferred, or Contingency:</b> N/A
<b>On-Going Maintenance Cost:</b> N/A	<b>Funding Source:</b> N/A

### Attached / Supporting Documents

- Exhibit "A"** – Signed Sole Source/Proprietary Form and Ready Credit Letter
- Exhibit "B"** – Public Posting Notice

**BACKGROUND:**

The Jacksonville Aviation Authority (JAA) has a continuing need at its Jacksonville International Airport (JAX) for the instant and anonymous issuance of a debit card from a self-service device, the previous agreement for which has now expired. Procurement has reviewed this service and determined that Ready Credit Corporation (Ready Credit) is the only organization that holds a U.S. patent for the same.

In 2017, United Airlines added a free-standing cash-to-debit machine or reverse ATM in its exclusive ticketing leasehold at JAX, which is owned and operated by Ready Credit and has proven to be a value-added customer service. Ready Credit is a Nevada based corporation and provides services to support conversion of cash to prepaid debit cards, utilizing self-serve kiosks at airports nationwide.

Given feedback from United and the other airlines at JAX, a second machine was added on the South end of ticketing, and, for purpose of familiarity and consistency, it was suggested by the airlines that JAA enter into an agreement with Ready Credit directly, rather than each airline executing individual stand-alone agreements with Ready Credit.

Pursuant to Section 3.09 of JAA’s Procurement Code, Procurement is of the opinion that it is in JAA’s best interest to continue these services with Ready Credit to ensure continued value-added services for JAX passengers.

**RECOMMENDATION:**

**Business Development recommends JAA make a properly noticed award, pursuant to Section 3.09 of JAA’s Procurement Code, to Ready Credit Corporation for cash-to-debit conversion services. The five-year contract term was negotiated for a duration of June 1, 2024, through May 30, 2029, and is estimated to generate \$2,000.00 in annual revenue.**

# SUBMISSION FOR AWARDS COMMITTEE APPROVAL

<b>Verification of Funding</b>	
<b>Title:</b>	Revenue Gen.
<b>Signature:</b>	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:**

Sally McMain  
Sr. Properties Administrator

\_\_\_\_\_

Signature and Date

**PROCUREMENT REVIEW:**

Meghan Miles  
Procurement Administrator

\_\_\_\_\_

Signature and Date

LeNedda Edwards  
Director of Procurement

\_\_\_\_\_

Signature and Date

**SUBMITTED FOR APPROVAL:**

Jay Cunio  
Chief Development Officer

\_\_\_\_\_

Signature and Date

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

Meeting Date: Monday, June 24, 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: AC2024-06-02

**Hold Baggage System Belts, Rollers and Pulleys**  
**Vendors: Belt Power, LLC**  
**(Cost: \$50,000.00 Funding: 00000.17111 and Various)**

## SUBMISSION FOR AWARDS COMMITTEE APPROVAL

<b>Subject/Awardee:</b> Hold Baggage System Belts, Rollers and Pulleys / Belt Power, LLC	<b>Cost:</b> \$50,000.00
<b>Solicitation No:</b> ITB No. 20-11-17111	<b>Budgeted, Transferred, or Contingency:</b> Budgeted
<b>On-Going Maintenance Cost:</b> N/A	<b>Funding Source:</b> 00000.17111 and Various

### Attached / Supporting Documents

- Exhibit "A"** – JAA Award AC2020-01-06
- Exhibit "B"** – Spend Analysis

**BACKGROUND:**

In January 2020, the Jacksonville Aviation Authority (JAA) approved JAA Award No. AC2020-01-06 to Engineered Components, Inc. In November 2021, Belt Power, LLC acquired Engineered Components and assumed the contract for belts, rollers, and pulleys to support the Hold Baggage System (HBS) for JAA, which are replenished by JAA’s Storeroom inventory on an as-needed basis.

The costs will soon exceed the \$450,000.00 approved spending authority from the previous award. Therefore, based on spend analysis, it is anticipated that an additional \$50,000.00 will be necessary to handle any further requisitions through the February 2, 2025, contract expiration. Prior to expiration, Procurement does anticipate releasing a new invitation to bid to secure a new five-year contract.

**RECOMMENDATION:**

**Procurement recommends JAA Award No. AC2020-01-06, to Engineered Components, Inc., now known as Belt Power, LLC, for belts, rollers, and pulleys be amended to increase the contract award by \$50,000.00 through contract expiration of February 2, 2025, for a new potential not-to-exceed amount of \$500,000.00.**

# SUBMISSION FOR AWARDS COMMITTEE APPROVAL

<b>Verification of Funding</b>	
<b>Title:</b>	-Various-
<b>Signature:</b>	<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:**

  

<p>Marilyn V. Fryar Contract Administrator</p>	<p>_____</p> <p style="text-align: center;">Signature and Date</p>
<p><b>PROCUREMENT REVIEW:</b> LeNedda Edwards Director of Procurement</p>	<p>_____</p> <p style="text-align: center;">Signature and Date</p>
<p><b>SUBMITTED FOR APPROVAL:</b> Devin Reed Chief Compliance Officer</p>	<p>_____</p> <p style="text-align: center;">Signature and Date</p>

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

Meeting Date: June 24, 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: AC2024-01-03

**Spaceport Launch Site Operator License Renewal  
Vendor: Kimley-Horn & Associates, Inc.  
(Cost: \$57,000.00 Funding: 44502.77450)**

## SUBMISSION FOR AWARDS COMMITTEE APPROVAL

<b>Subject/Awardee:</b> Spaceport Launch Site Operator License Renewal / Kimley-Horn & Associates, Inc.	<b>Cost:</b> \$57,000.00
<b>Solicitation No:</b> Amendment	<b>Budgeted, Transferred, or Contingency:</b> Budgeted
<b>On-Going Maintenance Cost:</b> N/A	<b>Funding Source:</b> 44502.77450

### Attached / Supporting Documents

- Exhibit "A"** – JAA Award AC2021-09-15
- Exhibit "B"** – RFQ No. 21-18-42001 Scope of Services and Kimley-Horn’s RFQ submittal pages 14-19
- Exhibit "C"** – Kimley-Horn’s Launch Site Operator License Renewal Proposal

### BACKGROUND:

In September of 2021, the Jacksonville Aviation Authority (JAA) approved JAA Award No. AC2021-09-15 to Kimley-Horn and Associates, Inc., for professional planning services for Cecil Airport’s Master Plan Update. Currently, the Cecil Airport Master Plan is awaiting Federal Aviation Administration (FAA) approval; however, the current Launch Site Operator License (LSOL) expires in January of 2025 and is due for its five-year renewal. Since Kimley-Horn’s contract under RFQ No. 21-18-42001 includes the scope of services to handle Spaceport License review, a price proposal was requested to re-evaluate and prepare a new LSOL application to ensure Cecil remains in compliance while awaiting FAA approval for the Master Plan.

Currently, all approved funds under the previous award have been encumbered and the pricing proposal of \$57,000.00 for the LSOL renewal application and written re-evaluation requires Awards Committee approval to increase funds associated with this project.

### RECOMMENDATION:

**Cecil Airport and Spaceport recommends that JAA Award No. AC2021-09-15 to Kimley-Horn and Associates, Inc., for professional planning services for Cecil Airport’s Master Plan Update, be amended to include services for the Launch Site Operator License renewal, in the amount of \$57,000.00, for a new total not-to-exceed amount of \$891,941.00. Funding for the contract is budgeted in cost center 44502.77450.**



# SUBMISSION FOR AWARDS COMMITTEE APPROVAL

<b>Verification of Funding</b>	
<b>Title:</b>	Matt Bocchino, Director, Cecil Airport & Spaceport
<b>Signature:</b>	<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:**

Matt Bocchino  
Director, Cecil Airport & Spaceport \_\_\_\_\_  
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: June 24, 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 4: AC2024-06-04

**Furniture & Furnishings – Office Furniture**

**Vendor: ARCONAS Corporation**

**(Cost: \$300,000.00 Funding: 00000.17111)**

**Piggyback Public Notice Posting: June 12-18, 2024**

# SUBMISSION FOR AWARDS COMMITTEE APPROVAL

**Subject/Awardee:** Furniture & Furnishings – Office Furniture / ARCONAS Corporation      **Cost:** \$300,000.00

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

**On-Going Maintenance Cost:** N/A      **Funding Source:** 00000.17111

### Attached / Supporting Documents

**Exhibit "A"** – JAA Award No. AC2023-10-11

**Exhibit "B"** – ARCONAS Quote No. E000009513 and Public Notice Postings

**BACKGROUND:**

The Jacksonville Aviation Authority (JAA) has purchased seating, waste receptacles and related accessories from ARCONAS Corporation (ARCONAS). Items purchased from ARCONAS in the past specifically include: (i) seat covers for seating in the courtyard area and concourse holding areas; (ii) cup holders and electrical power outlets; and (iii) waste recycling, and cigarette receptacles. Currently, all four airport locations are utilizing products from ARCONAS.

Procurement anticipates a continuing need for the above-referenced items, which were purchased from ARCONAS in accordance with JAA Award No. AC2023-10-11, via GSA Contract No. GS-27F-018GA. Based on spend analysis and inventory replenishment requirements, it is anticipated that costs will exceed the approved spending authority of the previous award. Pursuant to Sections 2.05(A)(12) and/or 3.08 of JAA’s Procurement Code, Procurement has reviewed these commodities and is of the opinion that it is in JAA’s best interest to continue to utilize GSA Contract No. GS-27F-018GA, which was competitively awarded to ARCONAS, for furniture, furnishings and related items.

**RECOMMENDATION:**

**Procurement recommends JAA Award No. AC2023-10-11, awarded to ARCONAS Corporation, for Furniture & Furnishing – Office Furniture, be amended to increase the contract award by \$300,000.00 for use through contract expiration of March 22, 2027, for a new potential not-to-exceed amount of \$365,450.00, at JAA’s sole discretion, based upon vendor performance and available funding. Funds are budgeted within various cost centers.**

# SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Verification of Funding	
<b>Title:</b>	-various-
<b>Signature:</b>	<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:**

  

Jocelyn Thomas  
Procurement Specialist

\_\_\_\_\_

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: June 24, 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 5: AC2024-06-05**

**Safety Management System Consultant  
Vendor: Landry Consulting, LLC  
(Cost: \$180,000.00 Funding: 46204)**

# SUBMISSION FOR AWARDS COMMITTEE APPROVAL

<b>Subject/Awardee:</b> Safety Management System Consultant / Landry Consulting, LLC	<b>Cost:</b> \$180,000.00
<b>Solicitation No:</b> Amendment	<b>Budgeted, Transferred, or Contingency:</b> Budgeted
<b>On-Going Maintenance Cost:</b> N/A	<b>Funding Source:</b> 46204

### Attached / Supporting Documents

- Exhibit "A"** – JAA Award No. AC2023-09-08
- Exhibit "B"** – Landry Consulting LLC Phase No. 2 Proposal

**BACKGROUND:**

In September 2023, the Jacksonville Aviation Authority (JAA) approved JAA Award No. AC2023-09-08 to Landry Consulting, LLC, for Phase-1 of the Part 139 requirements for airport certificate holders to develop, implement and maintain an Airport Safety Management System (SMS). Phase-1 consisted of consulting services to support the development of a gap analysis and activities related to producing the Implementation Plan.

The Implementation Plan (IP) was approved by the Federal Aviation Administration (FAA) on May 2, 2024. In accordance with 14 CFR 139.403 (c) and (d), JAA is required to develop an SMS Manual within 12 months from the date of IP approval.

Therefore, this request is to obtain approval to increase the spending authority in the amount of \$180,000.00 for Phase-2 of the development of the SMS Manual, which consists of consulting support for the development of an SMS Manual, including all related processes and supporting programs to align with the current FAA regulatory requirements as outlined in 14 CFR Part 139 Subpart E Amendments, and Advisory Circular 150/5200-37(series).

**RECOMMENDATION:**

**Operations recommends that JAA Award No. AC2023-09-08, to Landry Consulting, LLC, associated with the development, implementation and maintenance of an Airport Safety Management System (SMS), be amended to: (i) include services for the development of Phase-2 of the SMS Project; and (ii) increase the award amount by \$180,000.00, for a new potential not-to-exceed amount of \$233,730.00. Funds are budgeted within cost center 46204.**

# SUBMISSION FOR AWARDS COMMITTEE APPROVAL

<b>Verification of Funding</b>	
<b>Title:</b>	Terry Dlugos, Vice President of Operations
<b>Signature:</b>	<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:**

Terry Dlugos  
Vice President of Operations

\_\_\_\_\_

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: June 24, 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 6: AC2024-06-06**

**Field Maintenance Yard Fencing Emergency Repairs  
Vendor: Armstrong Fence Company  
(Cost: \$27,233.00 Funding: 45133.77420)  
Emergency Public Notice Posting: June 10-17, 2024**



# SUBMISSION FOR AWARDS COMMITTEE APPROVAL

<b>Subject/Awardee:</b> Field Maintenance Yard Fencing Emergency Repairs / Armstrong Fence Company	<b>Cost:</b> \$27,233.00
<b>Solicitation No:</b> Emergency Ratification	<b>Budgeted, Transferred, or Contingency:</b> Contingency
<b>On-Going Maintenance Cost:</b> n/a	<b>Funding Source:</b> 45133.77420

### Attached / Supporting Documents

- Exhibit "A"** – Armstrong Fence Company Invoice No. 20240912
- Exhibit "B"** – Public posting notice

**BACKGROUND:**

Early morning on Sunday June 9, 2024, a civilian burglarized and began to vandalize equipment and the fence line of the Jacksonville Aviation Authority’s (JAA) Field Maintenance Yard adjacent to the Air Operations Area (AOA) of the Jacksonville International Airport (JAX). This incident prompted an immediate response by JAA’s Police Department, Airport Operations, and Facilities Maintenance. Notification was made to Legal, Risk, and Procurement to begin an emergency response to the incident and, pursuant to Sections 2.02(M) and 3.10 of JAA’s Procurement Code, multiple vendors were contacted; however, Armstrong Fence Company was the only fence vendor that responded with the staff and materials necessary to provide immediate repairs within the timeline designated by the Transportation Security Administration.

Armstrong Fence Company was thoroughly supervised, and its invoice accurately includes the materials and emergency mobilization costs (see Exhibit "A"). The total cost associated with the emergency incident exceeds the emergency purchase threshold of the Procurement Code and, therefore, must be presented for ratification to the Awards Committee and publicly posted for seven days.

**RECOMMENDATION:**

**Engineering & Facilities, requests ratification of the emergency repair costs from Armstrong Fence Company, in response to the damage at the JAX Field Maintenance Yard on Sunday, June 9, 2024. The total amount of the repairs is \$27,233.00, which was accomplished pursuant to Sections 2.02(M) and 3.10 of JAA’s Procurement Code. Funds budgeted for a separate project in 45133.77420 were utilized for this incident.**

# SUBMISSION FOR AWARDS COMMITTEE APPROVAL

<b>Verification of Funding</b>	
<b>Title:</b>	David Jones, VP Engineering & Facilities
<b>Signature:</b>	<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:**

  

Rob Speight Senior Manager of Airside Facilities	Signature and Date
<b>PROCUREMENT REVIEW:</b> LeNedda Edwards Director of Procurement	Signature and Date
Devin Reed Chief Compliance Officer	Signature and Date
<b>SUBMITTED FOR APPROVAL:</b> Tony Cugno Chief Operating Officer	Signature and Date

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

Meeting Date: June 24, 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 7: AC2024-06-07

**Commercial Air and Cargo Service Development Consultant  
Vendor: Campbell-Hill Aviation Group, LLC  
(Cost: \$1,018,133.37, Funding: 11105.77280)**

# SUBMISSION FOR AWARDS COMMITTEE APPROVAL

**Subject/Awardee:** Commercial Air and Cargo Service **Cost:** \$1,018,133.37  
 Development Consultant / Campbell-Hill  
 Aviation Group, LLC

**Solicitation No:** RFP No. 24-07-11105 **Budgeted, Transferred, Budgeted  
or Contingency:**

**On-Going Maintenance Cost:** N/A **Funding Source:** 11105.77280

### Attached / Supporting Documents

- Exhibit "A"** – Scope of Services, Evaluation Matrix, and SPIS
- Exhibit "B"** – Campbell-Hill Aviation Group, LLC’s Proposal Form

**BACKGROUND:**

As the owner and operator for the Jacksonville International Airport, JAA must be able to clearly understand the current dynamic air service challenges, define its value proposition and promote use of its assets and services to all key stakeholders. Due to an expiring contract on June 30, 2024, Procurement released Request for Proposals (RFP) No. 24-07-11105 for a commercial air and cargo service development consultant with in-depth knowledge and expertise conducting comprehensive air service analyses, studies and forecasts. The consultant would be responsible for providing air service development strategies, monitoring changes in the industry, providing forecasts / feasibility studies, assisting with preparation of airline presentations, supporting JAA staff at airline meetings, analyzing competition and conducting leakage studies.

On May 13, 2024, Procurement received one conforming proposal from the incumbent, Campbell-Hill Aviation Group, LLC (Campbell-Hill), in response to the RFP. The proposal was evaluated and scored in alignment with Procurement’s procedures, which resulted in a score of 96.56 out of 100 possible points.

Campbell-Hill’s proposal pricing is \$988,479.00 (see Exhibit B). Marketing recommends a 3% contingency of \$29,654.37, for a total potential contract award amount of \$1,018,133.37.

**RECOMMENDATION:**

**Marketing recommends an award be made to Campbell-Hill Aviation Group, LLC, the sole respondent to RFP No. 24-07-11105, for commercial air and cargo service development consultant services, with an initial three-year term and renewal options of up to two years, in a potential amount of \$988,479.00, with a contingency request of 3%, resulting in a total potential five-year award of \$1,018,133.37.**

Initial Three-Year Term	1 <sup>st</sup> Renewal	2 <sup>nd</sup> Renewal
\$569,692.00	\$205,288.00	\$213,499.00

# SUBMISSION FOR AWARDS COMMITTEE APPROVAL

<b>Verification of Funding</b>	
<b>Title:</b>	Barbara Halverstadt, Chief Marketing Officer
<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:**

  

Greg Willis Marketing Program Manager	Signature and Date
<b>PROCUREMENT REVIEW:</b> Samantha Smid Procurement Administrator	Signature and Date
LeNedda Edwards Director of Procurement	Signature and Date
<b>SUBMITTED FOR APPROVAL:</b> Barbara Halverstadt Chief Marketing Officer	Signature and Date

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

Meeting Date: June 24, 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

June 24, 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 8: AC2024-06-08**

**Industrial Products & Services and Cleaning Supplies**

**Vendor: Cubix, Inc. (authorized service provider of SaniGLAZE International, LLC)**

**(Cost: \$7,940,759.80 Funding: 45123)**

**Piggyback Public Notice Posting: June 17-24, 2024**

# SUBMISSION FOR AWARDS COMMITTEE APPROVAL

<b>Subject/Awardee:</b> Industrial Products, Services and Supplies / SaniGLAZE International, LLC (authorized dealer- Cubix, Inc.)		<b>Cost:</b> \$7,940,759.80
<b>Solicitation No:</b> Piggyback	<b>Budgeted, Transferred, or Contingency:</b>	Budgeted
<b>On-Going Maintenance Cost:</b> N/A	<b>Funding Source:</b>	45123
<b>Attached / Supporting Documents</b>		
<b>Exhibit "A"</b> – GSA Contract 47QSMS24D004N and Terrazzo Maintenance Estimates for 2024 - 2027		
<b>Exhibit "B"</b> – Public Posting Notice		

**BACKGROUND:**

The Jacksonville International Airport (JAX) has been experiencing extremely heavy passenger traffic. Through previously awarded contracts, Engineering & Facilities has utilized the SaniGLAZE processes over the last nine months to restore, maintain and clean the terrazzo flooring throughout JAX, including the upper ticketing area, connector bridge, courtyard and food court, post-security and restrooms. The SaniGLAZE processes are proprietary in method and products, requiring a franchise to be listed as an authorized service provider. The previously awarded piggyback contracts have expired; however, Engineering & Facilities has a continuing need for the SaniGLAZE processes and products for better upkeep and maintenance of terrazzo flooring throughout JAX.

Procurement has reviewed General Services Administration (GSA) Contract No. 47QSMS24D004N, which was competitively awarded to SaniGLAZE International, LLC, for which Cubix, Inc. is an approved authorized service provider for pricing and product availability. Pursuant to Sections 2.05(A)(12) and/or 3.08 of JAA’s Procurement Code, Procurement is of the opinion that it is in JAA’s best interest to piggy-back GSA Contract No. 47QSMS24D004N through the entire contract term available of March 13, 2029. Based on historical spend and the current maintenance schedule, along with anticipated annual scopes of work (Exhibit "A"), Facilities is requesting \$7,590,759.80, plus a contingency amount of \$350,000.00, for a total not-to-exceed amount of \$7,940,759.80.

**RECOMMENDATION:**

**Engineering & Facilities recommends JAA make a properly noticed award to SaniGLAZE International, LLC, for industrial products, services and supplies, pursuant to Sections 2.05(A)(12) and/or 3.08 of the Procurement Code, utilizing GSA Contract No. 47QSMS24D004N through contract expiration of March 13, 2029, in a total potential not-to-exceed amount of \$7,940,759.80. Funds are budgeted within cost center 45123.**

# SUBMISSION FOR AWARDS COMMITTEE APPROVAL

<b>Verification of Funding</b>	
<b>Title:</b>	David Jones – VP 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 <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 and Contract Manager	_____
	Signature and Date
<b>PROCUREMENT REVIEW:</b> Meghan Miles Procurement Administrator	_____
	Signature and Date
LeNedda Edwards Director of Procurement	_____
	Signature and Date
<b>SUBMITTED FOR APPROVAL:</b> Tony Cugno Chief Operating Officer	_____
	Signature and Date

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

Meeting Date: June 24, 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

June 24, 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: AC2024-06-09**

**Mobile Vehicle Window Tinting  
Vendor: Jax Rims and Tires, LLC  
(Cost: \$30,000.00 Funding: 45133)**

# SUBMISSION FOR AWARDS COMMITTEE APPROVAL

<b>Subject/Awardee:</b> Mobile Vehicle Window Tinting / Jax Rims and Tires, LLC	<b>Cost:</b> \$30,000.00
<b>Solicitation No:</b> Sec. 3.02(G) and/or (H) ITB No. 24-12-45133	<b>Budgeted, Transferred, or Contingency:</b> Budgeted
<b>On-Going Maintenance Cost:</b> N/A	<b>Funding Source:</b> 45133

### Attached / Supporting Documents

- Exhibit "A"** – Scope of Services, matrix and SPIS
- Exhibit "B"** – Jax Rims and Tires, LLC summary of work
- Exhibit "B"** – Jax Rims and Tires, LLC Proposal Forms and Sunbiz verification

## BACKGROUND:

To reduce interior temperatures in fleet vehicles and assets, Engineering & Facilities desires to provide tinting for purposes that include but are not limited to reducing the risk of heat conditions and protecting the operators and interior components from UV rays while performing daily activities.

On March 28, 2024, Procurement released Invitation to Bid (ITB) No. 24-12-45133, Vehicle / Asset Window Tinting Services. Despite notice on JAA’s website, Jacksonville Daily Record, and Demandstar.com, only one bid was received on April 15, 2024. The sole bid was from Audio Designs and Custom Graphics, LLC, *dba* Jax Rims and Tires, LLC; however, the bid forms were incomplete and only a summary of work was submitted (Exhibit "B").

Procurement completed its due diligence in attempting to competitively solicit these services and is of the opinion that a re-solicitation would produce similar results. Procurement contacted JAX Rims and Tires, LLC to request the bid forms be completed properly. Pursuant to Section 3.02(G) and/or (H) of JAA’s Procurement Code, JAX Rims and Tires agreed to fill out JAA’s bid forms and to abide by the terms and conditions of the ITB (Exhibit "C").

## RECOMMENDATION:

**Engineering & Facilities recommends an award be made to Jax Rims and Tires, LLC., the sole responsible respondent in response to ITB No. 24-12-45133, for mobile vehicle window tinting, for a three-year term in the amount of \$25,705.00, plus a \$4,295.00 unforeseen contingency, for a total not-to-exceed amount of \$30,000.00, based on annually approved budgeted funds and vendor’s performance and adherence to all terms and conditions of the contract documents. Funds for this purchase are available in 45133.**

# SUBMISSION FOR AWARDS COMMITTEE APPROVAL

<b>Verification of Funding</b>	
<b>Title:</b>	David Jones, VP of Engineering and 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:**

  

Robert Speight Sr. Mgr. Airside Facilities	_____
	Signature and Date
<b>PROCUREMENT REVIEW:</b>	
Samantha Smid Procurement Administrator	_____
	Signature and Date
LeNedda Edwards Director of Procurement	_____
	Signature and Date
<b>SUBMITTED FOR APPROVAL:</b>	
Tony Cugno Chief Operating Officer	_____
	Signature and Date

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

Meeting Date: June 24, 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

June 24, 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: AC2024-06-10**

**Overhead Bay Door and Gate Repairs**

**Vendor: C&D Industrial Maintenance, LLC**

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

**Piggyback Public Notice Posting: June 17-24, 2024**

# SUBMISSION FOR AWARDS COMMITTEE APPROVAL

<b>Subject/Awardee:</b> Overhead Bay Door and Gate Repairs / C&D Industrial Maintenance, LLC	<b>Cost:</b> \$500,000.00
<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

### Attached / Supporting Documents

- Exhibit "A"** – COJ’s Contract with C&D Industrial Maintenance, LLC
- Exhibit "B"** – Spend analysis and public posting notice

**BACKGROUND:**

The Jacksonville Aviation Authority (JAA) has an ongoing need to repair, replace, and upgrade automatic doors, roll-up doors, and gates throughout JAA’s four airports on an as-needed basis. Due to an expired piggyback contract, Procurement researched various local agency awards for similar services and found a new City of Jacksonville contract recently awarded in April 2024.

Pursuant to Sections 2.05(A)(12) and/or 3.08 of JAA’s Procurement Code, Procurement has reviewed City of Jacksonville Contract No. SC-0338-24, which is favorable and meets JAA’s needs in providing maintenance and repairs to overhead doors and gates. As such, Procurement is of the opinion that it is in JAA’s best interest to piggyback this contract, which was competitively awarded to C&D Industrial Maintenance, LLC.

In determining the “as-needed” cost estimate, historical spend data was reviewed against the unit costs associated with this contract. Increases in materials and labor are accounting for the 40% increase over the previous piggyback contract rates from 2020.

**RECOMMENDATION:**

**Procurement recommends that JAA make a properly noticed award to C&D Industrial Maintenance, LLC, for Overhead Bay Door and Gate Repairs, pursuant to Sections 2.05(A)(12) and/or 3.08 of JAA’s Procurement Code, utilizing City of Jacksonville Contract No. SC-0338-24 through contract expiration of April 3, 2029, for a potential not-to-exceed amount of \$500,000.00. Funds are budgeted within various cost centers.**

# SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Verification of Funding	
<b>Title:</b>	-Various-
<b>Signature:</b>	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:**

Samantha Smid  
Procurement Administrator

\_\_\_\_\_

Signature and Date

**PROCUREMENT REVIEW:**

LeNedda Edwards  
Procurement Director

\_\_\_\_\_

Signature and Date

**SUBMITTED FOR APPROVAL:**

Devin Reed  
Chief Compliance Officer

\_\_\_\_\_

Signature and Date

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

Meeting Date: June 24, 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*):