



JACKSONVILLE AVIATION AUTHORITY AWARDS COMMITTEE MEETING AGENDA

December 16, 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: AC2024-12-01

Airline Supplemental Advertising

Vendor: R&R Partners

(Cost: \$37,475.99 Funding: 11105.77545)

Public Posting Notice December 10-18, 2024

SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Subject/Awardee: Airline Supplemental Advertising / R&R Partners	Cost: \$37,475.99
Solicitation No: Exempt (§2.05(A)(14))	Budgeted, Transferred, or Contingency: Budgeted
On-Going Maintenance Cost: N/A	Funding Source: 11105.77545

Attached / Supporting Documents

- Exhibit "A"** – Outdoor Digital Advertising Invoices and Performance Report Summaries
- Exhibit "B"** – PO No. 61136 and Public Notice Posting

BACKGROUND:

Allegiant Airlines has started flying nonstop from Jacksonville International Airport (JAX) to two new destinations: Harrisburg, PA; and Knoxville, TN. As part of the air service incentive program, the Jacksonville Aviation Authority (JAA) endeavors to promote all new routes for the first two years of their operation. These are new markets that qualify for the program. Allegiant’s success on these routes means additional capacity at JAX, lower fares for the community and new nonstop markets.

Allegiant currently has a marketing relationship with R&R Partners, its agent-of-record, from which relationship JAA desires to benefit, particularly as it relates to continued and consistent advertising promotions and similar services relating to JAX. The agency has secured outdoor billboard and digital posters advertising to promote the new nonstop flights in the outbound markets.

This award was to be presented in October or November; however, due to prior scheduled international travel the Marketing department was unable to present. This award is for the ratification of the past due invoices on PO No. 61136 schedule for payment this month. This award request is exempt from competition pursuant to § 2.05(A)(14) of JAA’s Procurement Code.

RECOMMENDATION:

Marketing recommends that JAA make a properly noticed award, pursuant to § 2.05(A)(14) of the Procurement Code, to R&R Partners, as agent-of-record for Allegiant Air, for airline supplemental advertising of various platforms, in a not-to-exceed amount of \$37,475.99. This award is consistent with FAA guidance. Funding for this purchase is budgeted within Cost Center 11105.77545

SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Verification of Funding	
Title:	Barbara Halverstadt, Chief Marketing Officer
Signature:	<p>I have verified that there are budgeted funds in the above-referenced funding source that are sufficient to cover the amount of this award submission (<i>directors or their designees may verify funding; however, verification of an award submission that is unbudgeted or that requires transferred or contingency funding must also attach approved documentation evidencing the same</i>).</p>

ORIGINATED AND SUBMITTED FOR APPROVAL BY:

Tabitha Edwards
Marketing Specialist _____
Signature and Date

PROCUREMENT REVIEW:

LeNedda Esquivel
Director of Procurement _____
Signature and Date

Devin Reed
Chief Compliance Officer _____
Signature and Date

SUBMITTED FOR APPROVAL:

Barbara Halverstadt
Chief Marketing Officer _____
Signature and Date

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

Meeting Date: Monday, December 16, 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: AC2024-12-02

Financial and Performance Audits

Vendor: RSM, LLC

(Cost: \$200,000.00 Funding: 31001)

Public Posting Notice December 10-18, 2024

SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Subject/Awardee: Financial and Performance Audits / RSM, LLC	Cost: \$200,000.00
Solicitation No: Piggyback	Budgeted, Transferred, or Contingency: Budgeted
On-Going Maintenance Cost: N/A	Funding Source: 31001

Attached / Supporting Documents

- Exhibit "A"** – State of Florida Contract documentation
- Exhibit "B"** – RSM Internal Audit Overview and Public Posting Notice

BACKGROUND:

The Jacksonville Aviation Authority (JAA) seeks to enhance its internal controls by broadening the review of its own internal processes. Previously, JAA utilized our Revenue Compliance Specialist role to perform functions typically associated with internal audit services. At times, this has been augmented by one-off process reviews performed by an external accounting firm.

With the resignation of our Revenue Compliance Specialist, JAA has determined that the timing is right to outsource our internal audit service function. Fully outsourcing the function will provide JAA with a team of specialists that can more effectively conduct audits of internal processes. In addition, a larger number of internal audits can be completed during any given year.

In making this award, Finance recommends JAA consider utilizing the State of Florida’s competitively awarded contract with accounting firm, RSM US LLP. JAA has used RSM in the past for both internal and external audit services. Audit fees can vary depending on the size and complexity of the audit. Finance anticipates an average of \$55,000.00 for each audit, with a maximum of three audits per year, for a total of \$165,000.00. Finance also requests an additional \$35,000.00 for unforeseen additional audit requests, for a total of \$200,000.00. The remaining term of the State Contract expires February 28, 2025, with an additional one-year renewal option, and Finance is seeking approval to utilize any future applicable renewals, not to exceed five years, based on State of Florida Contract No. 84111600-20-1, Financial and Performance Audits.

RECOMMENDATION:

Finance recommends that JAA utilize State of Florida Contract No. 84111600-20-1 to make a properly noticed award, pursuant to §§ 2.05(A)(12) and 3.08 of the Procurement Code, to RSM, LLC, for financial and performance audit services on an "as-needed" basis, in a total potential not-to-exceed amount of \$200,000.00. Funding is budgeted within Cost Center 31001.

SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Verification of Funding	
Title:	Ross Jones, Chief Financial Officer
Signature:	<p>I have verified that there are budgeted funds in the above-referenced funding source that are sufficient to cover the amount of this award submission (<i>directors or their designees may verify funding; however, verification of an award submission that is unbudgeted or that requires transferred or contingency funding must also attach approved documentation evidencing the same</i>).</p>

ORIGINATED AND SUBMITTED FOR APPROVAL BY:

Ross Jones
Chief Financial Officer _____
Signature and Date

PROCUREMENT REVIEW:

LeNedda Esquivel
Director of Procurement _____
Signature and Date

Devin Reed
Chief Compliance Officer _____
Signature and Date

SUBMITTED FOR APPROVAL:

Ross Jones
Chief Financial Officer _____
Signature and Date

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

Meeting Date: Monday, December 16, 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: AC2024-12-03

Transfer of Federal Wetland Credits

**Vendor: Roberts Land & Timber Investment Corp dba Longleaf Mitigation
Development Company, LLC
(Cost: N/A Funding: Capital)**

SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Subject/Awardee: Transfer of Federal Wetland Credits / Roberts Land & Timber Investment Corp <i>dba</i> Longleaf Mitigation Development Company, LLC	Cost: N/A
Solicitation No: Amendment	Budgeted, Transferred, or Contingency: Budgeted
On-Going Maintenance Cost: N/A	Funding Source: Capital

Attached / Supporting Documents

- Exhibit "A"** – JAA Award AC2024-07-06
- Exhibit "B"** – PO No. 58973 deposit/final payment and Agreement for purchase of Federal Wetland Credits

BACKGROUND:

In July 2024, the Awards Committee approved JAA Award No. AC2024-07-06 for Federal Mitigation Credits for the Arnold Road Canal Project to be awarded to Roberts Land & Timber Investment Corp *dba* Longleaf Mitigation Development Company, LLC in response to JAA-IFB-24-001M.

As of December 1, 2024, Engineering & Facilities has not received the permit from the Army Corps of Engineers and, for transparency, has received approval from Longleaf Mitigation Development Company, LLC to reserve the credits for use by JAA and re-assignment to any adjacent project within the basin. The purpose of this award is to remain transparent regarding the usage of the Federal Wetland Credits procured from JAA-IFB-24-001M and were specifically slated for use on the Arnold Road Canal project.

Federal Wetland Credits must be assigned a project permit and, since no permit has been assigned, JAA has verified the credits are transferrable to any adjacent project within the same basin. Engineering & Facilities, Procurement, and Finance have collaborated to ensure that Purchase Order No. 58973 and any future purchase orders reflect the correct project cost center once the permit is assigned.

RECOMMENDATION:

Engineering & Facilities recommends that JAA Award No. AC2024-07-06 be amended to allow the purchased Federal Wetland Credits referenced therein and in response to JAA-IFB-24-001M be reserved for usage on any applicable project within the mandatory requirements upon receipt of a permit from the Army Corps of Engineers. There is no funding change for this request.

SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Verification of Funding	
Title:	Ashley Shorter, Sr. Manager of Aviation Planning
Signature:	<div style="border: 1px solid black; height: 40px; width: 100%;"></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*).

ORIGINATED AND SUBMITTED FOR APPROVAL BY:

Ashley Shorter Sr. Manager, Aviation Planning	_____
	Signature and Date

PROCUREMENT REVIEW:

LeNedda Esquivel Director of Procurement	_____
	Signature and Date

Devin Reed Chief Compliance Officer	_____
	Signature and Date

SUBMITTED FOR APPROVAL:

Tony Cugno Chief Operating Officer	_____
	Signature and Date

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

Meeting Date: Monday, December 16, 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: AC2024-12-04

**Mobile Vehicle Window Tinting
Vendor: Jax Rims and Tires, LLC
(Cost: \$42,270.00 Funding: 45133)**

SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Subject/Awardee: Mobile Vehicle Window Tinting/ Jax Rims and Tires, LLC	Cost: \$42,270.00
Solicitation No: Amendment	Budgeted, Transferred, or Contingency: Budgeted
On-Going Maintenance Cost: N/A	Funding Source: 45133

Attached / Supporting Documents

- Exhibit "A"** – Approved Award AC2024-06-09
- Exhibit "B"** – Historical Spend Analysis

BACKGROUND:

On June 24, 2024, the Jacksonville Aviation Authority (JAA) approved JAA Award No. AC2024-06-09 to Jax Rims and Tires, LLC, for mobile vehicle window tinting for fleet vehicles and equipment.

Engineering & Facilities has been satisfied with the service and quality of the work from Jax Rims and Tires, LLC. Additional equipment can benefit from these services; however, remaining approved funds for this award are currently \$4,640.00. As such, Engineering & Facilities estimates \$42,270.00 to cover future vehicles and equipment through contract expiration.

RECOMMENDATION:

Procurement recommends JAA Award No. AC2024-06-09 to Jax Rims and Tires, LLC, for mobile vehicle window tinting, be amended to increase awarded funding by \$42,270.00, for additional as-needed services through contract expiration of July 31, 2027, resulting in a new total potential not-to-exceed amount of \$77,270.00.

SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Verification of Funding	
Title:	Robert Speight, Sr. Manager Landside Facilities
Signature:	I have verified that there are budgeted funds in the above-referenced funding source that are sufficient to cover the amount of this award submission (<i>directors or their designees may verify funding; however, verification of an award submission that is unbudgeted or that requires transferred or contingency funding must also attach approved documentation evidencing the same</i>).

ORIGINATED AND SUBMITTED FOR APPROVAL BY:

Kenneth Badger Fleet Manager	Signature and Date
PROCUREMENT REVIEW: Monica Frazier Contract Administrator	Signature and Date
LeNedda Edwards Director of Procurement	Signature and Date
SUBMITTED FOR APPROVAL: Tony Cugno Chief Operating Officer	Signature and Date

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

Meeting Date: Monday, December 16, 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 5: AC2024-12-05

**HBS Baggage High Speed Diverts
Replacement Phase II**

Vendor: Siemens Postal,

Parcel & Airport Logistics, LLC

(Cost: \$182,967.00 Funding: J2024-06)

Sole Source Public Notice Posting: December 13-31, 2024

SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Subject/Awardee: HBS Baggage High Speed Diverts Replacement Phase II / Siemens Postal, Parcel & Airport Logistics, LLC	Cost: \$182,967.00
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Solicitation No: Amendment	Budgeted, Transferred, or Contingency: Budgeted
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On-Going Maintenance Cost: N/A	Funding Source: J2024-06
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Attached / Supporting Documents

Exhibit "A" – JAA Award AC2023-11-07

Exhibit "B" – Siemens HSD Proposal, Verification Letter and Sole Source/Proprietary Form

BACKGROUND:

The usage rate of Siemens High-Speed Diverters (HSD) installed at the Jacksonville International Airport (JIA) has increased exponentially with the TSA-mandated Round Robin software randomizing baggage delivery to the in-system scanners. Inaugurated in 2006, these HSDs have reach end of life and are two generations behind current systems. The Round Robin protocol creates increased stress for the HSDs and related components, potentially impacting system reliability. This, in addition to increased passenger traffic, has negatively impacted the baggage handling system, resulting in reduced reliability and increased maintenance requirements.

In November of 2023, the Jacksonville Aviation Authority’s (JAA) Awards Committee approved JAA Award No. AC2023-11-07 for Phase I of JIA’s HSD replacement. Engineering & Facilities requests authorization to proceed with Phase II of JIA’s baggage handling system HSD replacement. Given the age and condition of the diverts, Siemens Logistics, LLC, the original equipment manufacturer, recommends these upgrades be completed to increase reliability while reducing overall maintenance costs.

RECOMMENDATION:

Engineering & Facilities recommends JAA Award No. AC2023-11-07, awarded to Siemens Postal, Parcel, & Airport Logistics, LLC, for the purchase of and installation of Baggage High Speed Diverters at Jacksonville International Airport-Phase 1, be amended to: (i) add scope of services for Phase 2; and (ii) increase the award by \$182,968.00, for a new total potential award amount of \$346,934.00. Funds are budgeted within Capital Project J2024-06.

SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Verification of Funding	
Title:	Ashley Shorter, Sr. Manager Aviation Planning & Development
Signature:	<p>I have verified that there are budgeted funds in the above-referenced funding source that are sufficient to cover the amount of this award submission (<i>directors or their designees may verify funding; however, verification of an award submission that is unbudgeted or that requires transferred or contingency funding must also attach approved documentation evidencing the same</i>).</p>

ORIGINATED AND SUBMITTED FOR APPROVAL BY:

Amanda Pomeroy Facilities Administrator	_____
	Signature and Date
PROCUREMENT REVIEW: Monica M. Frazier Contract Administrator	_____
	Signature and Date
LeNedda Esquivel Director of Procurement	_____
	Signature and Date
SUBMITTED FOR APPROVAL: Tony Cugno Chief Operating Officer	_____
	Signature and Date

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

Meeting Date: Monday, December 16, 2024 _____
Recording Secretary

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

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



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Noticed Agenda Item

(Exhibits available upon request)

Item 6: AC2024-12-06

**Valet Parking Services
Vendor: SP Plus Corporation
(Cost: Revenue Generating Funding: N/A)**

SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Subject/Awardee: Valet Parking Services/SP Plus Corporation	Cost:	Revenue Gen.
Solicitation No: RFP 24-19-43605	Budgeted, Transferred, or Contingency:	N/A
On-Going Maintenance Cost: N/A	Funding Source:	N/A

Attached / Supporting Documents

Exhibit "A" – Scope of Services, Bid Opening Matrix, Evaluation Matrix, and SPIS form
Exhibit "B" – SP+ Proposal Forms

BACKGROUND:

The Jacksonville Aviation Authority (JAA) has a need to provide valet parking services to the traveling public at Jacksonville International Airport (JAX). On September 30, 2024, the Valet Parking and Concession Agreement expired between the Jacksonville Aviation Authority (JAA) and SP Plus Corporation. The agreement is currently in month-to-month holdover status.

On September 23, 2024, Procurement advertised Request for Proposals (RFP) No. 24-19-43605 for Valet Parking Services to contract with a qualified firm that can proficiently manage and operate a Valet Parking Service Concession seven days a week, 365 days per year.

On November 4, 2024, JAA received two conforming proposals which were evaluated and ranked as follows:

Rank Order	Respondents	Scores
1	SP Plus Corporation	86.21
2	Parking Veterans	82.42

RECOMMENDATION:

Business Development / Parking recommends an award be made to SP Plus Corporation, the higher ranked of the two respondents in response to RFP No. 24-19-43605, for valet parking services. The Minimum Annual Guarantee (MAG) for Contract Year 1 will be \$675,000.00 (first 12-month period after contract execution). The MAG for Contract Years 2 through 5 will be the greater of SP+ Corporation proposed MAG for Contract Year 1 or 75% of the aggregate Privilege Fees due and payable for the prior Contract Year, whichever is greater. The Percentage Fees to be applied to Operator’s Gross Revenues beginning on the Commencement Date shall be 20%.

SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Verification of Funding	
Title:	N/A
Signature:	<p>I have verified that there are budgeted funds in the above-referenced funding source that are sufficient to cover the amount of this award submission (<i>directors or their designees may verify funding; however, verification of an award submission that is unbudgeted or that requires transferred or contingency funding must also attach approved documentation evidencing the same</i>).</p>

ORIGINATED AND SUBMITTED FOR APPROVAL BY:

Nancy Coppen
Manager of Parking & Grounds
Business Development

Signature and Date

PROCUREMENT REVIEW:

Samantha Smid
Procurement Administrator

Signature and Date

LeNedda Esquivel
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, December 16, 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: AC2024-12-07

Network Video Recorder Upgrade

Vendor: Johnson Controls, Inc.

(Cost: \$1,347,961.52.00 Funding: 24001)

Public Posting Notice July 25-August 1, 2024

SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Subject/Awardee: Network Video Recorder Upgrade / Johnson Controls, Inc.		Cost: \$1,347,961.52
Solicitation No: Amendment	Budgeted, Transferred, or Contingency:	Budgeted
On-Going Maintenance Cost: \$0	Funding Source:	24001

Attached / Supporting Documents

- Exhibit "A"** – JAA Award AC2024-07-13
- Exhibit "B"** – Sourcewell Contract No. 070121-JHN documentation
- Exhibit "C"** – Johnson Controls, Inc. Quote and Updated Public Notice Posting

BACKGROUND:

In July 2024, Jacksonville Aviation Authority (JAA) Awards Committee approved AC2024-0713. Information Technology has identified that the Sourcewell Contract #70121-JHN includes coverage for equipment and maintenance of the Victor Video Edge video surveillance system. This is a critical system to the JAA, important to situational awareness and passenger safety. To keep this system operational, the NVR (network video recorder) storage needs to be replaced as the current storage is at end of life.

Johnson Controls provides this equipment through the Sourcewell Agreement Contract #70121-JHN, a valid purchasing vehicle for the JAA, for \$1,332,961.52. Information Technology also recommends an additional \$15,000.00 be included for unanticipated parts or other needs, for a total potential not to exceed award amount of \$1,347,961.52.

RECOMMENDATION:

Information Technology recommends JAA Award No. AC2024-07-13, which was awarded to Johnson Controls, Inc. for Security Access Control, Video Preventative Maintenance, CCure 9000, Victor Video Surveillance and PARCS be amended to (i) include the Network Video Recorder Upgrade for a not-to-exceed amount of \$1,347,961.52, for a new potential not-to-exceed amount of \$1,908,958.52. Funding for this purchase is within Cost Center 24001.

SUBMISSION FOR AWARDS COMMITTEE APPROVAL

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

I have verified that there are budgeted funds in the above-referenced funding source that are sufficient to cover the amount of this award submission (*directors or their designees may verify funding; however, verification of an award submission that is unbudgeted or that requires transferred or contingency funding must also attach approved documentation evidencing the same*).

ORIGINATED AND SUBMITTED FOR APPROVAL BY:

Steven Schultz
Director of 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: December 16, 2024

Recording Secretary

CEO APPROVAL:

Mark VanLoh
Chief Executive Officer

Signature and Date

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



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Noticed Agenda Item

(Exhibits available upon request)

Item 8: AC2024-12-08

Audio Visual Equipment Accessories and Services

Vendor: Best Buy

(Cost: \$50,000.01 Funding: Various)

Piggyback Public Posting Notice

December 4 - 10,2024

SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Subject/Awardee: Audio Visual Equipment Accessories and Services/ Best Buy	Cost: \$50,000.01
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Solicitation No: Amendment	Budgeted, Transferred, or Contingency:	Budgeted
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On-Going Maintenance Cost: N/A	Funding Source: Various
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Attached / Supporting Documents

Exhibit "A" – Omnia Partners Contract No. R201203
Exhibit "B" –Spend Analysis and Public Notice Postings

BACKGROUND

In April 2024, the Jacksonville Aviation Authority (JAA) utilized Omnia Partners Contract No. R201203 to make an informal to Best Buy for audio visual equipment accessories and services on an as-needed basis throughout JAA’s airport system. The informal award up to \$24,999.99 did not require Awards Committee approval, only a public notice posting.

JAA’s airport system continues to have a need for audio visual equipment accessories and services on an as-needed basis, Contract spend analysis indicates the approved spending authority will reach depletion.

Pursuant to Sections 2.05(A)(12) and/or 3.08 of JAA’s Procurement Code, Procurement’s initial and current review of Omnia Partners Contract No. R201203 reveal that it remains favorable and continues to meet JAA’s needs for such purchases. As such, Procurement is of the opinion that it is still in JAA’s best interest to continue piggybacking this contract, which was competitively awarded to Best Buy.

To continue providing seamless on-line and instore purchases through contract expiration, Procurement requests authorization to increase the total award amount by \$50,000.01 to cover future purchases by all JAA departments.

RECOMMENDATION:

Procurement recommends JAA’s informal award to Best Buy, utilizing Omnia Partners Contract No. R201203, for audio visual equipment accessories and services, be amended to increase the not-to-exceed amount by an additional \$50,000.01 for use on an as-needed basis through March 31, 2026, representing a new potential not-to-exceed award total of \$75,000.00. JAA reserves the right to make similar purchases from other vendors when it is in its best interest to do so. Funds are budgeted within various cost centers.

SUBMISSION FOR AWARDS COMMITTEE APPROVAL

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

I have verified that there are budgeted funds in the above-referenced funding source that are sufficient to cover the amount of this award submission (*directors or their designees may verify funding; however, verification of an award submission that is unbudgeted or that requires transferred or contingency funding must also attach approved documentation evidencing the same*).

ORIGINATED AND SUBMITTED FOR APPROVAL BY:

Monica M. Frazier
Contract Administrator

Signature and Date

PROCUREMENT REVIEW:

LeNedda Edwards
Director of Procurement

Signature and Date

Devin Reed
Chief Compliance Officer

Signature and Date

SUBMITTED FOR APPROVAL:

Devin Reed
Chief Compliance Officer

Signature and Date

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

Meeting Date: December 16, 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

December 16, 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: AC2024-12-09

Access Control Supplies

Vendor: IRIS Ltd Inc.

(Cost: \$325,000.00 Funding: 00000.17111 and Various)

SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Subject/Awardee: Access Control Supplies / IRIS Ltd Inc.	Cost: \$325,000.00
Solicitation No: ITB 25-02-17111	Budgeted, Transferred, or Contingency: Budgeted
On-Going Maintenance Cost: N/A	Funding Source: 00000.17111 and Various

Attached / Supporting Documents

- Exhibit "A"** – Technical documentation, Matrix, and SPIS
- Exhibit "B"** – IRIS Bid Forms

BACKGROUND:

The Jacksonville Aviation Authority (JAA) purchases and stocks supplies needed for Access Control such as access / proximity cards, ribbon cartridges, and badge holders and clips, among other necessary items that are critical for safety and security. Items like proximity cards are specific to JAA and must be purchased with certain specifications and coding to maintain security.

On December 2, 2024, JAA received bids in response to Invitation to Bid 25-02-17111 for Access Control Supplies. One responsive bid was received from IRIS Ltd Inc. Inasmuch as IRIS is the incumbent in good standing, the Storeroom and Procurement are of the opinion that resoliciting this matter is not necessary. The contract term for this solicitation is five years.

Based on historic spend, future growth and unit pricing over the five-year term, Procurement and Access Control estimate the need for \$325,000.00. This estimate is supported by anticipation of increase in passenger traffic, airport expansion, and inventory needs to maintain security.

RECOMMENDATION:

Storeroom and Procurement recommend an award be made to IRIS Ltd Inc., the sole responsive and responsible bidder in response to Invitation to Bid No. 25-02-17111, for Access Control Supplies, resulting in a total potential not-to-exceed award amount of \$325,000.00, over a five-year term. Funding is located in various cost centers.

SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Verification of Funding	
Title:	Eric Powell, Storeroom Manager
Signature:	

I have verified that there are budgeted funds in the above-referenced funding source that are sufficient to cover the amount of this award submission (*directors or their designees may verify funding; however, verification of an award submission that is unbudgeted or that requires transferred or contingency funding must also attach approved documentation evidencing the same*).

ORIGINATED AND SUBMITTED FOR APPROVAL BY:

Charles Smith
Procurement Clerk II

Signature and Date

PROCUREMENT REVIEW:

Meghan Miles
Procurement Administrator

Signature and Date

LeNedda Esquivel
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: Monday, December 16, 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*):