



JACKSONVILLE AVIATION AUTHORITY
AWARDS COMMITTEE MEETING AGENDA
JUNE 22, 2020

In accordance with JAA Standard Practice No. 216, the above-referenced meeting was properly noticed to the public pursuant to Florida's Public Meeting and Sunshine Laws and is being held at approximately 11:00 a.m. in the Procurement Conference Room of JAA's Administration Building, which is located at 14201 Pecan Park Road, Jacksonville, Florida 32218. The following represents an agenda of the items requiring action, recommendations and/or votes of JAA's Awards Committee and, pursuant to § 286.011(2), Florida Statutes, minutes of this meeting will be made available upon request. ***The vendors referenced in the award submissions below have been verified against the Excluded Parties List System maintained by the General Services Administration at <https://www.sam.gov/portal/public/SAM/>.***

*Teleconference Phone Number 1-866-715-6499, Access Code:9290179409#

Noticed Agenda Item

(Exhibits available upon request)

Item 1: AC2020-06-01

Amendment - Chiller Planned Service Agreement

Vendor: Johnson Controls, Inc.

(Cost: \$199,856.13; Funding: 45123.77430)



SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Subject/Awardee: Chiller Planned Service Agreement / Johnson Controls, Inc.		Cost: \$199,856.13
Solicitation No: Amendment	Budgeted, Transferred, or Contingency: Budgeted	
On-Going Maintenance Cost: N/A	Funding Source: 45123.77430	
Attached / Supporting Documents		
Exhibit "A" – Approved AC2020-05-04 Exhibit "B" – Johnson Controls Quote		

BACKGROUND:

On May 18, 2020, the Jacksonville Aviation Authority’s (JAA) Awards Committee approved Award No. AC2020-05-04 to Johnson Controls, Inc. (JCI), increasing the annual contingency amount for repair costs outside the scope of service from \$397,000.00 to \$612,294.58 for the current year. The increase over the current amount was required for landside cooling towers repairs.

Facilities requests authorization to proceed with the replacement of chilled water pipe insulation behind the ticketing areas and on the roof near the Airside Cooling Towers at the Jacksonville International Airport (JIA). The chilled water pipes are components of the chiller system, which is essential to airport operations. The existing insulation is original to the system and has exceeded its useful life. The deteriorating condition is causing ongoing issues, such as moisture condensation and mold, which reduces insulation value and wastes energy. Improper pipe insulation could result in a failure within the chill water system and damage to our facilities.

As such, Facilities requests authorization to increase the annual not-to-exceed amount for outside the scope chiller repair expenses by \$199,856.13 for the current year of the maintenance contract.

Current Year	Third Renewal Year	Fourth Renewal Year	Final Renewal Year
\$44,313.00 plus \$812,150.71 contingency	\$45,643.00 plus \$397,000 contingency	\$47,013.00 plus \$397,000 contingency	\$48,424.00 plus \$202,000 contingency

RECOMMENDATION:

Facilities recommends Award No. AC2020-05-04 to Johnson Controls, Inc. for JIA’s Planned Service Agreements associated with both Metasys and five York Chillers, be further amended to increase the annual not-to-exceed contingency amount for outside the scope chiller repairs from \$612,294.58 to \$812,150.71 for the current term, representing a total contingency increase of \$199,856.13. Funds for these repairs are budgeted within cost center 45123.77430. The authority for this unforeseen out of scope contingency is requested and budgeted within the referenced cost center, only to be used as needed as part of this award.



SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Verification of Funding		I have verified that, as of <u>06/04/2020</u> 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>).
Name/Title:	David Jones / Director, Facilities	
Signature:	<i>David Jones</i>	

<p>ORIGINATED BY:</p> <p>Kira Zander Facilities Administrator</p>	<p style="font-size: small;">Signed by: Kira Zander (Correct Email) Signed at: 2020-06-04 12:26:48 +00:00 Reason: Witnessing Kira Zander (Correct)</p> <div style="text-align: right; border-top: 1px solid black; padding-top: 5px;"> 06/04/2020 Signature and Date </div>
<p>SUBMITTED FOR APPROVAL BY:</p> <p>David Jones Director, Facilities</p>	<p style="font-size: small;">Signed by: David Jones Signed at: 2020-06-04 12:38:04 +00:00 Reason: Witnessing David Jones</p> <div style="text-align: right; border-top: 1px solid black; padding-top: 5px;"> 06/04/2020 Signature and Date </div>
<p>PROCUREMENT REVIEW:</p> <p>Buyer: Monica Frazier</p>	<p style="font-size: small;">Signed by: Monica Frazier Signed at: 2020-06-04 14:47:14 +00:00 Reason: Witnessing Monica Frazier</p> <div style="text-align: right; border-top: 1px solid black; padding-top: 5px;"> 06/03/2020 Signature and Date </div>
<p>Devin J. Reed Director of Administration</p>	<p style="font-size: small;">Signed by: Devin J. Reed Signed at: 2020-06-12 16:55:46 +00:00 Reason: Witnessing Devin J. Reed</p> <div style="text-align: right; border-top: 1px solid black; padding-top: 5px;"> 06/16/2020 Signature and Date </div>
<p>SUBMITTED FOR APPROVAL:</p> <p>Anthony Cugno Chief Operating Officer</p>	<p style="font-size: small;">Signed by: Tony Cugno Signed at: 2020-06-18 20:07:49 +00:00 Reason: Witnessing Tony Cugno</p> <div style="text-align: right; border-top: 1px solid black; padding-top: 5px;"> 06/18/2020 Signature and Date </div>

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

Meeting Date: _____

Recording Secretary

CEO APPROVAL:
Mark VanLoh
Chief Executive Officer

Signature and Date

CONDITIONS OF APPROVAL, IF ANY:



JACKSONVILLE AVIATION AUTHORITY
AWARDS COMMITTEE MEETING AGENDA
JUNE 22, 2020

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*Teleconference Phone Number 1-866-715-6499, Access Code:9290179409#

Noticed Agenda Item

(Exhibits available upon request)

Item 2: AC2020-06-02

**Electrical Switchgear and Substation Maintenance and Repair Services
Vendor: Suncoast Industrial Testing Services, Inc.
(Cost: \$724,891.00; Funding: 45133.77280/77420)**



SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Subject/Awardee: Electrical Switchgear and Substation Maintenance and Repair Services / Suncoast Industrial Testing Services, Inc.		Cost: \$724, 891.00
Solicitation No: ITB 20-06-45133	Budgeted, Transferred, or Contingency:	Budgeted
On-Going Maintenance Cost: N/A	Funding Source:	45133.77280 45133.77420
Attached / Supporting Documents		
Exhibit "A" – Suncoast Industrial Testing Services, Inc. Bid Documents		

BACKGROUND:

The Jacksonville Aviation Authority (JAA) utilizes a contract for preventative maintenance service, inspections, testing and repairs for JAA’s Electrical Switchgears and Substation. The previous contract has expired, and services have been provided on a month-to-month basis pending completion of the solicitation process.

Procurement issued ITB No. 20-06-45133 for Electrical Switchgear and Substation Maintenance and Repair Services and received three bids. Suncoast Industrial Testing Services, Inc. was selected as the lowest, most responsive bidder.

Bidder	Five-Year Total
Suncoast Industrial Testing Services, Inc.	\$474,892.00
Siemens Industry, Inc.	\$530,916.00
J.H. Ham Engineering, Inc.	\$1,068,308.00

Facilities also requests approval for \$50,000.00 per year for unforeseen hourly repair costs and materials outside of the general maintenance scope of service resulting in the following:

Initial Three-Year Term	Renewal Option 1	Renewal Option 2
\$276,474.00	\$ 97,742.00	\$100,675.00
+ \$150,000.00 Hourly Services	+ \$50,000.00 Hourly Services	+\$50,000.00 Hourly Services
\$426,474.00	\$147,742.00	\$150,675.00

RECOMMENDATION:

Facilities recommends a five-year award be made to Suncoast Industrial Testing Services, Inc., the lowest of three responsive, responsible bidders, for Electrical Switchgear and Substation Maintenance and Repair Services, for \$474,892.00 in testing services and \$250,000.00 in unforeseen repair costs and materials outside of the general maintenance scope of service. Funds are budgeted within cost center 45133.77280 and 77420. The authority for this unforeseen out of scope contingency is requested and budgeted within the referenced cost centers, only to be used as needed as part of this award.



SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Verification of Funding		I have verified that, as of 5/21/2020 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>).
Name/Title:	David Jones / Director, Facilities	
Signature:	<i>David Jones</i>	

ORIGINATED BY:

Kira Zander
Facilities Administrator

Signed by: Kira Zander (Cognate Email)
Signed at: 2020-06-18 16:21:08 +00:00
Reason: Witnessing Kira Zander (Cognate)



Signature and Date

SUBMITTED FOR APPROVAL BY:

David Jones
Director, Facilities

Signed by: David Jones
Signed at: 2020-06-18 17:58:48 +00:00
Reason: Witnessing David Jones



Signature and Date

PROCUREMENT REVIEW:

Buyer: David Bonner

Signed by: David Bonner
Signed at: 2020-06-18 18:19:26 +00:00
Reason: Witnessing David Bonner



Signature and Date

Devin J. Reed
Contracts & Administration Director

Signed by: Devin Reed
Signed at: 2020-06-18 17:44:44 +00:00
Reason: Witnessing Devin Reed



Signature and Date

SUBMITTED FOR APPROVAL:

Anthony Cugno
Chief Operating Officer

Signed by: Tony Cugno
Signed at: 2020-06-18 20:08:39 +00:00
Reason: Witnessing Tony Cugno

Tony Cugno



06/18/2020

Signature and Date

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

Meeting Date: _____

Recording Secretary

CEO APPROVAL:

Mark VanLoh
Chief Executive Officer

Signature and Date

CONDITIONS OF APPROVAL, IF ANY:

Empty box for conditions of approval.



JACKSONVILLE AVIATION AUTHORITY
AWARDS COMMITTEE MEETING AGENDA
JUNE 22, 2020

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*Teleconference Phone Number 1-866-715-6499, Access Code:9290179409#

Noticed Agenda Item

(Exhibits available upon request)

Item 3: AC2020-06-03

Purchase of two (2) Gas Golf Carts

Vendor: XL Carts, Inc.

(Cost: \$24,382.80; Funding: FY20 Small Cap/43605)



SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Subject/Awardee: Purchase of Two Gas Golf Carts / XL Carts Inc.	Cost: \$24,382.80
Solicitation No: RFQ No. 2022-43605	Budgeted, Transferred, or Contingency: Budgeted
On-Going Maintenance Cost: N/A	Funding Source: 43605-Small Cap, FY20
Attached / Supporting Documents	
Exhibit "A" - RFQ Scope, Quotes from XL Carts, Inc and National Carts	

BACKGROUND:

The Jacksonville International Airport (JIA) has two 2017 gas golf carts that currently operate the Daily Surface Lot. JIA's Parking function is responsible for the maintenance and repair costs incurred in operating these gas golf carts to transport passengers between the terminal and Daily Surface Lot, 24-hours a day, seven days a week. Inasmuch as these carts are at end of life for their current use, Parking & Grounds Transportation approached Procurement for a solution (current carts will be retained as spare equipment).


Procurement released JAA RFQ No. 2022-43605 and received two quotes from XL Carts Inc. and National Carts. JAA's Ground Transportation. Garage and Procurement personnel reviewed the quotes and selected XL Carts Inc. as being able to supply two (2) gas golf carts at the lowest cost of \$24,382.80.

RECOMMENDATION:

Parking & Grounds Transportation recommends an award to XL Carts Inc., the lower of two bidders in response to JAA No. RFQ 2022-43605, for the purchase of two gas golf carts in an amount not to exceed \$24,382.80.



SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Verification of Funding	
Name/Title:	Lauren Scott, Sr Manager of Planning
Signature:	<small>Signed by: Lauren Scott Signed at: 2020-06-15 17:05:00 +00:00 Reason: Witnessing Lauren Scott</small>  SH

I have verified that, as of ___/___/2020 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:


Nancy Coppen
Manager, Parking & Ground Transportation

Nancy Coppen

Signature and Date


PROCUREMENT REVIEW:

Buyer: David Bonner

Signed by: David Bonner
Signed at: 2020-06-15 18:40:45 +00:00
Reason: Witnessing David Bonner
 JAA

Signature and Date


Devin J. Reed
Director of Administration

Signed by: Devin Reed
Signed at: 2020-06-15 16:51:01 +00:00
Reason: Witnessing Devin Reed
 JAA

Signature and Date

SUBMITTED FOR APPROVAL:

Jay Cunio
Director, Business Development

Signed by: Jay Cunio
Signed at: 2020-06-16 19:22:28 +00:00
Reason: Witnessing Jay Cunio
 SH

Signature and Date

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

Meeting Date: _____

Recording Secretary

CEO APPROVAL:

Mark VanLoh
Chief Executive Officer

Signature and Date

CONDITIONS OF APPROVAL, IF ANY:



JACKSONVILLE AVIATION AUTHORITY
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*Teleconference Phone Number 1-866-715-6499, Access Code:9290179409#

Noticed Agenda Item

(Exhibits available upon request)

Item 4: AC2020-06-04

**Art Program Coordinator
Vendor: Jennifer Jones Murray
(Cost \$49,500.00; Funding: 11105.77280)**



SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Subject/Awardee: Art Program Coordinator / Jennifer Jones Murray	Cost: \$49,500.00
Solicitation No: Request for Qualifications No. 20-20-11105	Budgeted, Transferred, or Contingency: Budgeted FY19/20 and FY20/FY21
On-Going Maintenance Cost: N/A	Funding Source: 11105
Attached / Supporting Documents	
Exhibit "A" - Letter of Partnership	
Exhibit "B" - RFQ Scope of Services & Evaluation Matrix	

BACKGROUND:

The Jacksonville Aviation Authority (JAA) and the Jacksonville International Airport's (JIA) Arts Commission utilize the services of an Art Program Coordinator to administer the rotating art programs at JAA owned airports. The Coordinator also acts as a liaison between the Arts Commission board members and JAA management, regarding issues related to the ongoing art and cultural program. Due to the COVID-19 environment, the existing contract was cancelled under the previous Award Submission.

On June 2, 2020, the Jacksonville Aviation Authority (JAA) released a Request for Qualifications No. 20-20-11105 for Art Program Coordinator to fulfill the remaining 15 months required under Letter of Partnership with the JIA Arts Commission, which expires on September 30, 2021.

Only one Statement of Qualification was received on Friday, June 12, 2020. The packet was reviewed, evaluated and scored in accordance with RFQ requirements. Jen Jones Murray received 65.40 out of 70 possible points. Inasmuch as Ms. Murray is the incumbent in good standing, Marketing and Procurement are of the opinion that resoliciting this matter is not necessary.

RECOMMENDATION:

Marketing recommends an award be made to Jen Jones Murray as JAA's Art Program Coordinator for a duration of 15 months starting July 1, 2020 through September 30, 2021, for a not-to-exceed amount of \$49,500.00. Funding for this purchase is budgeted within 11105.77280.

SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Verification of Funding	
Name/Title:	Barbara Halverstadt Director, Marketing
Signature:	<i>Barbara Halverstadt</i>

I have verified that, as of 06 / 16 /2020, 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:

Wendi Howard
Community Program Manager

Signed by: Wendi Howard
Signed at: 2020-06-18 19:12:52 +00:00
Reason: Witnessing Wendi Howard
Wendi Howard 

PROCUREMENT REVIEW:

LeNedda Edwards
Procurement Manager

Signed by: LeNedda Edwards
Signed at: 2020-06-18 19:28:52 +00:00
Reason: Witnessing LeNedda Edwards
LeNedda Edwards

Devin J. Reed
Director of Administration

Signed by: Devin Reed
Signed at: 2020-06-18 21:25:35 +00:00
Reason: Witnessing Devin Reed
Devin Reed 

SUBMITTED FOR APPROVAL:

Barbara Halverstadt
Director of Marketing

Signed by: Barbara Halverstadt
Signed at: 2020-06-18 18:37:40 +00:00
Reason: Witnessing Barbara Halverstadt
Barbara Halverstadt 

Signature and Date

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

Meeting Date: _____

Recording Secretary

CEO APPROVAL:
Mark VanLoh
Chief Executive Officer

Signature and Date

CONDITIONS OF APPROVAL, IF ANY:



JACKSONVILLE AVIATION AUTHORITY
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*Teleconference Phone Number 1-866-715-6499, Access Code:9290179409#

Noticed Agenda Item

(Exhibits available upon request)

Item 5: AC2020-06-05

Amendment - External Audit and Related Service

Vendor: RSM US LLP

(Cost: \$153,155.00; Funding: 31001.77210)



SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Subject/Awardee: External Audit and Related Service / RSM US LLP **Cost:** \$153,155.00

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

On-Going Maintenance Cost: N/A **Funding Source:** 31001.77210

Attached / Supporting Documents

Exhibit "A" - AC2014-07-07, AC2015-03-05, and AC2019-04-10

BACKGROUND:

In July 2014, the Jacksonville Aviation Authority (JAA) approved Award No. AC2014-07-07 to make a formal award to RSM U.S. LLP (f.k.a., McGladrey & Pullen, LLP and McGladrey LLP) to provide external audit services in a not-to-exceed amount of \$678,508.00 for a total duration of September 2014 through September 2019. This award was subsequently amended by Award No. AC2015-03-05, to include scopes associated with Florida Statutes Section 218.415, increasing the award amount by \$25,000.00 (see also Award Nos. AC2013-05-01 and AC2017-01-08, approved for RSM to provide internal audit and related services). AC2019-04-10 approved a one-year extension to assist with under-staffed positions and, consistent with the scope of Award No. AC2014-07-07, RSM is assisting JAA's Finance Department in the implementation of Governmental Accounting Standards Board ("GASB") No. 87 (GASB 87 addresses a material change in how leases are recognized and recorded).

As award expiration approaches, a request has been made for further extension. More specifically, the solicitation for External Auditor would require detailed on-site walkthroughs, interviews with key personnel, and high-level process and systems testing, which in the current COVID-19 environment, would be extremely difficult. Pursuant to §§ 2.02(M) and 3.10 of JAA's Procurement Code, Finance is requesting an additional one-year extension to continue services for business continuity.

RECOMMENDATION:

Finance recommends that JAA Award No. AC2014-07-07 to RSM U.S. LLP for external audit and related services, be further amended to: (i) include an extension for one additional year, commencing October 1, 2020 through September 30, 2021; and (ii) increase the not-to-exceed amount by \$153,500.00, for a new total potential award amount of \$1,022,008.00. Funding for this award is in account 31001.77210.



AC2020-06-05

SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Verification of Funding		I have verified that, as of <u>6/9/2020</u> 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>).
Name/Title:	Ross Jones / Chief Financial Officer	
Signature:		

ORIGINATED AND SUBMITTED FOR APPROVAL BY:

Ross Jones
Chief Financial Officer

Signature and Date

PROCUREMENT REVIEW:

Buyer: LeNedda Edwards

Signature and Date

Signed by: Devin Reed
Signed at: 2020-06-18 19:03:01 +00:00
Reason: Witnessing Devin Reed

Devin J. Reed
Director of Administration

JAA

Signature and Date

SUBMITTED FOR APPROVAL:

Ross Jones
Chief Financial Officer

Signed by: Ross Jones
Signed at: 2020-06-18 19:12:57 +00:00
Reason: Witnessing Ross Jones

SH

Signature and Date

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

Meeting Date: _____

Recording Secretary

CEO APPROVAL:

Mark VanLoh
Chief Executive Officer

Signature and Date

CONDITIONS OF APPROVAL, IF ANY:



JACKSONVILLE AVIATION AUTHORITY
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*Teleconference Phone Number 1-866-715-6499, Access Code:9290179409#

Noticed Agenda Item

(Exhibits available upon request)

Item 6: AC2020-06-06

Misc. Bulbs and Lamps

Vendor: World Electric Supply

(Cost: \$160,000.00; Funding: 00000.17111 and Various)



SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Subject/Awardee: Misc. Bulbs and Lamps / World Electric Supply	Cost: \$160,000.00
Solicitation No: RFQ 2023-17111	Budgeted, Transferred, or Contingency: Budgeted
On-Going Maintenance Cost: N/A	Funding Source: 00000.17111 and Various

Attached / Supporting Documents

- Exhibit "A"** - Bid Tabulation
- Exhibit "B"** - Public Posting

BACKGROUND:

The Jacksonville Aviation Authority (JAA) purchases and stocks a variety of lamps and bulbs for the continued maintenance and functioning of airport procedures. Recent initiatives to transition to more LED bulbs have impacted inventory and spend for ultimate cost savings for JAA. Also impacting inventory and purchasing is the decrease in passenger traffic due to Covid-19. This has resulted in more projects being started and completed in recent months.

For this fiscal year, JAA's spend totals nearly \$22,000.00 to date for our main Lamps and Bulbs vendor alone. With several months left in the fiscal year, JAA issued RFQ 2023-17111 for Assorted Lamps and Bulbs to secure pricing for our most frequently purchased items. JAA received three bids in response to RFQ 2023-1711. After review, the low bidder was established as World Electric Supply. Procurement intends to enter into a three-year contract, with renewals of up to two years. This contract will allow JAA to have secured, competitive pricing for some of our most frequently purchased lamps and bulbs.

RECOMMENDATION:

Based off historical spend data, JAA Storeroom and Procurement recommend an award be made to World Electric Supply, the lowest of three bidders in response to RFQ 2023-17111, for Assorted Lamps and Bulbs, for a potential not to exceed amount of \$160,000.00, to be used over the potential five-year term of the contract.



SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Verification of Funding	
Name/Title:	Eric Powell, Storeroom Manager
Signature:	<i>Eric Powell</i>

I have verified that, as of 6/16/2020 there are budgeted funds in the above-referenced funding source that are sufficient to cover the amount of this award submission (directors or their designees may verify funding; however, verification of an award submission that is unbudgeted or that requires transferred or contingency funding must also attach approved documentation evidencing the same).

ORIGINATED AND SUBMITTED FOR APPROVAL BY:

Eric Powell
Storeroom Manager

Signed by: Eric Powell
Signed at: 2020-06-16 16:29:53 +00:00
Reason: Witnessing Eric Powell
Eric Powell  06/16/2020

Signature and Date

PROCUREMENT REVIEW:

Buyer: Meghan Miles

Signed by: Meghan Miles
Signed at: 2020-06-16 16:32:24 +00:00
Reason: Witnessing Meghan Miles
Meghan Miles 06/16/2020

Signature and Date

Devin J. Reed
Director of Administration

Signed by: Devin Reed
Signed at: 2020-06-16 16:50:15 +00:00
Reason: Witnessing Devin Reed
DJR  06/16/2020

Signature and Date

SUBMITTED FOR APPROVAL:

Devin J. Reed
Director of Administration

-same as above-

Signature and Date

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

Meeting Date: _____
Recording Secretary

CEO APPROVAL:
Mark VanLoh
Chief Executive Officer
Signature and Date

CONDITIONS OF APPROVAL, IF ANY:



JACKSONVILLE AVIATION AUTHORITY
AWARDS COMMITTEE MEETING AGENDA
JUNE 22, 2020

In accordance with JAA Standard Practice No. 216, the above-referenced meeting was properly noticed to the public pursuant to Florida's Public Meeting and Sunshine Laws and is being held at approximately 11:00 a.m. in the Procurement Conference Room of JAA's Administration Building, which is located at 14201 Pecan Park Road, Jacksonville, Florida 32218. The following represents an agenda of the items requiring action, recommendations and/or votes of JAA's Awards Committee and, pursuant to § 286.011(2), Florida Statutes, minutes of this meeting will be made available upon request. *The vendors referenced in the award submissions below have been verified against the Excluded Parties List System maintained by the General Services Administration at <https://www.sam.gov/portal/public/SAM/>.*

*Teleconference Phone Number 1-866-715-6499, Access Code:9290179409#

Noticed Agenda Item

(Exhibits available upon request)

Item 7: AC2020-06-07

Access Control Misc. Supplies

Vendor: IRIS Ltd., Inc.

(Cost: \$170,000.00; Funding: 00000.17111 and Various)



SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Subject/Awardee: Access Control Misc. Supplies / IRIS Ltd Inc.	Cost: \$170,000.00
Solicitation No: 20-10-17111	Budgeted, Transferred, or Contingency: Budgeted
On-Going Maintenance Cost: N/A	Funding Source: 00000.17111 and Various

Attached / Supporting Documents

- Exhibit "A"** - Bid Tabulation/Quote Sheet
- Exhibit "B"** - Spend Report

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. Items like proximity cards are very specific to JAA and must be purchased with certain specifications and coding to maintain security.

On December 6, 2019, JAA received bids in response to ITB 20-10-17111 for Access Control Supplies. Two bids were received, with one deemed nonconforming. IRIS became the sole responsive respondent and was awarded the contract, which allows for a potential five-year term. Inasmuch as IRIS is the incumbent in good standing, the Storeroom and Procurement are of the opinion that resoliciting this matter is not necessary.

To date for fiscal year 2020, JAA's spend with IRIS totals \$23,594.00. While passenger traffic and company hiring has diminished due to Covid-19, funds are requested to maintain JAA's average passenger traffic for the upcoming years in the contract term, ensuring necessary supplies will be on hand when needed to maintain security. Based on spend history to date, Procurement requests \$170,000.00 to be used over the potential five-year contract term with IRIS.

RECOMMENDATION:

JAA's Storeroom and Procurement recommends an award be made to IRIS Ltd Inc., the sole conforming bidder in response to ITB 20-10-17111, for Access Control Supplies, resulting in a total potential not-to-exceed award amount of \$170,000.00, over a potential five-year term.




SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Verification of Funding		I have verified that, as of <u>06</u> / <u>10</u> / 2020 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>).
Name/Title:	Eric Powell, Storeroom Manager	
Signature:	<i>Eric Powell</i>	

ORIGINATED AND SUBMITTED FOR APPROVAL BY:

Eric Powell
Storeroom Manager

Signed by: Eric Powell
Signed at: 2020-06-10 16:03:43 +00:00
Reason: Witnessing Eric Powell
Eric Powell 

06/10/2020

Signature and Date

PROCUREMENT REVIEW:


Buyer: Meghan Miles

Signed by: Meghan Miles
Signed at: 2020-06-10 19:20:44 +00:00
Reason: Witnessing Meghan Miles
 Meghan Miles

06/10/2020

Signature and Date

Devin J. Reed
Director of Administration

Signed by: Devin Reed
Signed at: 2020-06-16 16:52:31 +00:00
Reason: Witnessing Devin Reed
DR 

06/16/2020

Signature and Date

SUBMITTED FOR APPROVAL:

Devin J. Reed
Director of Administration

-same as above-

Signature and Date

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

Meeting Date: _____

Recording Secretary

CEO APPROVAL:
Mark VanLoh
Chief Executive Officer

Signature and Date

CONDITIONS OF APPROVAL, IF ANY:



JACKSONVILLE AVIATION AUTHORITY
AWARDS COMMITTEE MEETING AGENDA
JUNE 22, 2020

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*Teleconference Phone Number 1-866-715-6499, Access Code:9290179409#

Noticed Agenda Item

(Exhibits available upon request)

Item 8: AC2020-06-08

Access Control Misc. Supplies

Vendor: IRIS Ltd., Inc.

(Cost: \$170,000.00; Funding: 00000.17111 and Various)



SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Subject/Awardee: Tire Purchase and Related Services / Goodyear Tire & Rubber Company	Cost: \$28,343.69
Solicitation No: Piggy-Back	Budgeted, Transferred, or Contingency: Budgeted
On-Going Maintenance Cost: N/A	Funding Source: 00000.17111
Attached / Supporting Documents	
Exhibit "A" – AC2016-12-07 and Spend Report	

BACKGROUND:

The Jacksonville Aviation Authority (JAA) has an ongoing need for automotive tires for company vehicles. In December 2018, JAA utilized NASPO Cooperative Contract No. 25172500-WSCA-15ACS to award these services to Goodyear Rubber Company via Award No. AC2016-12-07, in the amount of \$30,000.00. Due to an administrative oversight, JAA’s tire purchases have exceeded the award amount by \$28,343.69 and, in order to properly close out this award, Awards Committee approval of a retroactive amendment is required.

RECOMMENDATION:

Procurement recommends and requests that JAA Award No. AC2016-12-07, to Goodyear Rubber Company for tire purchases and related services, be retroactively amended to increase the originally authorized amount by \$28,343.69, to address an administrative oversight as part of contract closeout, resulting in a total award amount of \$58,343.69 (a request for continued tire services will be made pursuant to a separate award submission).



SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Verification of Funding		I have verified that, as of 5/21/2020 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>).
Name/Title:	David Bonner / Procurement Admin	
Signature:		

ORIGINATED BY:

David Bonner
Procurement Administrator

Signed by David Bonner
Signed at 5/21/2020 10:44:23 AM
Procurement Administrator

Signature and Date

SUBMITTED FOR APPROVAL BY:

LeNedda Edwards
Procurement Manager

Signed by LeNedda Edwards
Signed at 5/21/2020 11:17:21 AM
Procurement Manager

Signature and Date

SUBMITTED FOR APPROVAL:

Devin J. Reed
Contracts & Administration Director

Signed by Devin Reed
Signed at 5/21/2020 11:44:11 AM
Contracts Administration Director

Signature and Date

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

Meeting Date: _____

Recording Secretary

CEO APPROVAL:
Mark VanLoh
Chief Executive Officer

Signature and Date

CONDITIONS OF APPROVAL, IF ANY:



JACKSONVILLE AVIATION AUTHORITY
AWARDS COMMITTEE MEETING AGENDA
JUNE 22, 2020

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*Teleconference Phone Number 1-866-715-6499, Access Code:9290179409#

Noticed Agenda Item

(Exhibits available upon request)

Item 9: AC2020-06-09

Assorted Tires

Vendor: Goodyear Tire & Rubber Co.

(Cost: \$180,000.00; Funding: 00000.17111 and Various)



SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Subject/Awardee: Assorted Tires / Goodyear Tire & Rubber Co.	Cost: \$180,000.00
Solicitation No: Piggyback	Budgeted, Transferred, or Contingency: Budgeted
On-Going Maintenance Cost: N/A	Funding Source: 00000.17111 and Various
Attached / Supporting Documents	
Exhibit "A" - Contract Summary	
Exhibit "B" - Public Posting	

BACKGROUND:

The Jacksonville Aviation Authority (JAA) has a large fleet of vehicles that are serviced and maintained internally by JAA's Garage. Part of this maintenance involves the purchase of a variety of tires.


JAA utilizes a piggyback contract with Goodyear through the State of Iowa that was competitively awarded in response to RFP No. 1118005083. This piggyback has a contract term beginning April 1, 2019 and expiring March 31, 2024. From April 1, 2019, to September 31, 2019, JAA's spend under this piggyback totals \$18,477.07. For the current fiscal year beginning October 1, 2019 through May 11, 2020, JAA's total spend with Goodyear is \$17,831.32.

Based upon this data, JAA has estimated a yearly spend of \$32,000.00 with Goodyear. An award of \$180,000.00 is requested to retroactively cover the period beginning on April 1, 2019 and potentially continuing through the remaining term of the State of Iowa piggyback award.






RECOMMENDATION:

Based off historical spend data, JAA's Storeroom and Procurement recommend a properly noticed award be made to Goodyear Tire & Rubber Co., utilizing State of Iowa Contract No. RFP-1118005083, in a total not to exceed award amount of \$180,000.00, with a potential five-year retroactive duration from April 1, 2019 through March 31, 2024, based upon vendor performance and the availability of appropriated funds.

SUBMISSION FOR AWARDS COMMITTEE APPROVAL

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

I have verified that, as of ___/___/2020 there are budgeted funds in the above-referenced funding source that are sufficient to cover the amount of this award submission (*directors or their designees may verify funding; however, verification of an award submission that is unbudgeted or that requires transferred or contingency funding must also attach approved documentation evidencing the same*).

ORIGINATED AND SUBMITTED FOR APPROVAL BY:	
Eric Powell Storeroom Manager	<div style="text-align: right; font-size: small;"> Signed by: Eric Powell Signed at: 2020-06-10 20:38:28 +00:00 Reason: Witnessing Eric Powell </div> <div style="text-align: center;">   </div> <div style="text-align: right; font-weight: bold;">06/10/2020</div> <hr/> Signature and Date
PROCUREMENT REVIEW:	
Buyer: Meghan Miles	<div style="text-align: right; font-size: small;"> Signed by: Meghan Miles Signed at: 2020-06-10 20:40:31 +00:00 Reason: Witnessing Meghan Miles </div> <div style="text-align: center;">  </div> <div style="text-align: right; font-weight: bold;">06/10/2020</div> <hr/> Signature and Date
Devin J. Reed Director of Administration	<div style="text-align: right; font-size: small;"> Signed by: Devin Reed Signed at: 2020-06-16 16:51:52 +00:00 Reason: Witnessing Devin Reed </div> <div style="text-align: center;">   </div> <div style="text-align: right; font-weight: bold;">06/16/2020</div> <hr/> Signature and Date
SUBMITTED FOR APPROVAL:	
Devin J. Reed Director of Administration	<div style="text-align: right;"> -same as above- </div> <hr/> Signature and Date

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

Meeting Date: _____

Recording Secretary

CEO APPROVAL:

Mark VanLoh
Chief Executive Officer

Signature and Date

CONDITIONS OF APPROVAL, IF ANY:



JACKSONVILLE AVIATION AUTHORITY
AWARDS COMMITTEE MEETING AGENDA
JUNE 22, 2020

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*Teleconference Phone Number 1-866-715-6499, Access Code:9290179409#

Noticed Agenda Item

(Exhibits available upon request)

Item 10: AC2020-06-10

Type III Glass Beads

Vendor: Swarco

(Cost: \$200,000.00; Funding: 00000.17111 and Various)



SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Subject/Awardee: Type III Glass Beads / Swarco		Cost: \$200,000.00
Solicitation No: RFQ 2026-17111	Budgeted, Transferred, or Contingency:	Budgeted
On-Going Maintenance Cost: N/A	Funding Source:	00000.17111 and Various
Attached / Supporting Documents		
Exhibit "A" - Bid Tabulation Exhibit "A" - Public Posting		

BACKGROUND:

The Jacksonville Aviation Authority (JAA) uses Type III Glass Beads in its runway painting to allow for proper reflective properties. For this fiscal year, JAA utilized a piggyback award through Columbus Airport that was competitively awarded in response to Solicitation No. AFM-2016-004. This piggyback expired June 15, 2020.

Due to Covid-19, airport maintenance projects have increased with the reduced passenger and air traffic. Therefore, JAA has used an above average quantity of Type III Glass Beads this fiscal year, such that JAA's informal threshold was exceeded by May of 2020. In response to usage and the expiration of the piggyback, JAA issued RFQ 2026-17111 for Type III Glass Beads.

On June 15, 2020, JAA received three bids and, after review, Swarco was established as the lowest responsive bidder. Procurement intends to enter into a three-year contract, with renewals of up to two years. This contract will allow JAA to have secured, competitive pricing for Type III Glass Beads.

RECOMMENDATION:

Based upon historical spend data, JAA's Storeroom and Procurement recommend an award be made to Swarco, the lowest of three bidders in response to RFQ 2026-17111, for Type III Glass Beads, for a potential not to exceed amount of \$200,000.00 over a potential five-year term, based upon vendor performance and the availability of appropriated funds.



SUBMISSION FOR AWARDS COMMITTEE APPROVAL


Verification of Funding	
Name/Title:	Eric Powell, Storeroom Manager
Signature:	<i>Eric Powell</i>

I have verified that, as of ___/___/2020 there are budgeted funds in the above-referenced funding source that are sufficient to cover the amount of this award submission (*directors or their designees may verify funding; however, verification of an award submission that is unbudgeted or that requires transferred or contingency funding must also attach approved documentation evidencing the same*).

ORIGINATED AND SUBMITTED FOR APPROVAL BY:

Eric Powell
Storeroom Manager

Signed by: Eric Powell
Signed at: 2020-06-16 16:31:30 +00:00
Reason: Witnessing Eric Powell

Eric Powell  06/16/2020

Signature and Date

PROCUREMENT REVIEW:

Buyer: Meghan Miles


Signed by: Meghan Miles
Signed at: 2020-06-16 16:32:46 +00:00
Reason: Witnessing Meghan Miles

Meghan Miles 06/16/2020

Signature and Date

Devin J. Reed
Director of Administration

Signed by: Devin Reed
Signed at: 2020-06-16 16:48:48 +00:00
Reason: Witnessing Devin Reed

DJR  06/16/2020

Signature and Date

SUBMITTED FOR APPROVAL:

Devin J. Reed
Director of Administration

-same as above-

Signature and Date

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

Meeting Date: _____

Recording Secretary

CEO APPROVAL:

Mark VanLoh
Chief Executive Officer

Signature and Date

CONDITIONS OF APPROVAL, IF ANY:



JACKSONVILLE AVIATION AUTHORITY
AWARDS COMMITTEE MEETING AGENDA
JUNE 22, 2020

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*Teleconference Phone Number 1-866-715-6499, Access Code:9290179409#

Noticed Agenda Item

(Exhibits available upon request)

Item 11: AC2020-06-11

**Small Construction, General Repair and Maintenance Services
Vendor: Various Awardees
(Cost: Various; Funding: Operating and Capital)**



SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Subject/Awardee: Small Construction, General Repair and Maintenance Services / Various Awardees	Cost: Various
Solicitation No: Amendment	Budgeted, Transferred, or Contingency: Budgeted
On-Going Maintenance Cost: N/A	Funding Source: Operating and Capital

Attached / Supporting Documents

Exhibit "A" - AC2015-03-03 and AC2019-02-04

BACKGROUND:

Procurement issued Invitation to Bid Nos. 15-05-45123, 15-08-45123 and 19-01-45123 (ITBs) for Small Construction, General Repair and Maintenance Services, which include various general maintenance and construction scopes of services and allow JAA to make "requirements contract" awards to top-ranked small and/or local businesses, who compete for various maintenance and construction projects as needed.

On March 23, 2015 and February 25, 2019, JAA's Awards Committee approved Award Nos. AC2015-03-03 and AC2019-02-04 to various companies in response to the ITBs (see attached Exhibit "A"). Procurement now requests that these awards be extended one year for purposes of business continuity. Pricing during the one-year extension will be consistent with the final year pricing of the current awards.

RECOMMENDATION:

Procurement recommends JAA Award Nos. AC2015-03-03 and AC2019-02-04, to various vendors for on-call general maintenance, repair and small construction scopes of services or projects in accordance with ITB No. 15-05-08-45123, 15-08-45123 and 19-01-45123, be amended to include an extension for one additional year, retroactive from April 15, 2020 to April 14, 2021. Pricing during the one-year extension will be consistent with the final year pricing of the current awards. Funding is currently budgeted within various cost centers.



SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Verification of Funding	
Name/Title:	N/A - Funds verified when individual project is identified.
Signature:	N/A

I have verified that, as of N/A (insert date), 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*).

<p>ORIGINATED AND SUBMITTED FOR APPROVAL BY:</p> <p>Monica M. Frazier Procurement Administrator</p> <p>PROCUREMENT REVIEW:</p> <p>LeNedda Edwards Manager, Procurement</p> <p>SUBMITTED FOR APPROVAL:</p> <p>Devin Reed Director of Administration</p>	<p style="font-size: small;">Signed by: Monica Frazier Signed at: 2020-06-04 20:59:55 +00:00 Reason: Witnessing Monica Frazier</p> <p style="text-align: center;"><i>Monica Frazier</i> 06/04/2020</p> <hr/> <p style="text-align: center;">Signature and Date</p> <p style="font-size: small;">Signed by: LeNedda Edwards Signed at: 2020-06-04 21:04:15 +00:00 Reason: Witnessing LeNedda Edwards</p> <p style="text-align: center;"><i>LeNedda Edwards</i> 06/04/2020</p> <hr/> <p style="text-align: center;">Signature and Date</p> <p style="font-size: small;">Signed by: Devin Reed Signed at: 2020-06-18 16:53:03 +00:00 Reason: Witnessing Devin Reed</p> <p style="text-align: center;"><i>DR</i> 06/18/2020</p> <hr/> <p style="text-align: center;">Signature and Date</p>
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AWARDS COMMITTEE APPROVAL / DENIAL: (Vote: _____ Ayes; _____ Nays)

Meeting Date: _____

Recording Secretary

CEO APPROVAL:

Mark VanLoh
Chief Executive Officer

Signature and Date

CONDITIONS OF APPROVAL, IF ANY: