CONCESSIONS/PROCUREMENT COMMITTEE (CPC) AGENDA

DATE: April 25, 2016 **DAY:** Monday **TIME:** 1:30 p.m.

LOCATION: Carl T. Langford Board Room, OIA, One Jeff Fuqua Boulevard, Orlando, FL

I. CALL TO ORDER

II. ANNOUNCEMENTS - Appeal Process and Lobbying Activities

NOTE: If anyone is aggrieved by any of the proceedings of today's meeting and wishes to appeal the results of actions made by this committee, they must file an appeal stating the item they wish to appeal and the basis for which they wish to appeal, and it must be received in writing by the Executive Director, Mr. Phillip N. Brown, in his office at One Jeff Fuqua Boulevard, Main Terminal Building by Monday, May 2, 2016 at 4:00 p.m.

For individuals who conduct lobbying activities with Aviation Authority employees or Board members, registration with the Aviation Authority is required each year prior to conducting any lobbying activities. A statement of expenditures incurred in connection with those lobbying instances should also be filed prior to April 1 of each year for the preceding year. As of January 16, 2013, lobbying any Aviation Authority Staff who are members of any committee responsible for ranking Proposals, Letters of Interest, Statements of Qualifications or Bids and thereafter forwarding those recommendations to the Board and/or Board Members is prohibited from the time that a Request for Proposals, Request for Letters of Interests, Request for Qualifications or Request for Bids is released to the time that the Board makes an award. As adopted by the Board on September 19, 2012, lobbyists are now required to sign-in at the Aviation Authority offices prior to any meetings with Staff or Board members. In the event a lobbyist meets with or otherwise communicates with Staff or a Board member at a location other than the Aviation Authority offices, the lobbyist shall file a Notice of Lobbying (Form 4) detailing each instance of lobbying to the Aviation Authority within 7 calendar days of such lobbying. As of January 16, 2013, lobbyists will also provide a notice to the Aviation Authority when meeting with the Mayor of the City of Orlando or the Mayor of Orange County at their offices. The policy, forms, and instructions are available in the Aviation Authority's offices and the web site. Please contact the Director of Board Services with questions at (407) 825-2032.

III. CONSIDERATION OF MARCH 28, 2016 MINUTES

IV. CONSENT AGENDA

A. Purchasing Bid 02-17, Wood Furniture Refurbishment and Repair Services Award Recommendation

B. Purchase of Microsoft Corporation (Microsoft) Software Licenses from SHI Intenational Corp. (SHI) – Award Recommendation

C. Purchasing Request for Written Quotations 92143-16, Bus Wrapping and Bus Wrap Repair Services Procurement – Award Recommendation

V. NEW BUSINESS

A. Award of Purchasing Contract 04-17, Trane Chiller Maintenance Services with Trane U.S., Inc.

B. Purchasing Bid 06-16, Orlando Executive Airport (OEA), Landscape Maintenance Services, Local Developing Business (LDB) – Award Recommendation

C. Purchasing Contract 12-12, Cut and Loop Carpet Procurement with Bloomsburg Carpet Industries, Inc.

D. Amendment to Purchasing Contract 14-16, McQuay Chiller Maintenance Services with Daikin Applied Americas, Inc.

E. Approval of Purchase – Two Agriculture Type Tractors with Boom Mower (4 Wheel Drive and Selected Options) – Award Recommendation

F. Amendments to Purchasing Contract 23-05, Multi-User Flight Information Display System Installation and Maintenance with Signature Technologies

VI. ADJOURNMENT

NOTE: Any person who desires to appeal any decision made at these meetings will need record of the proceedings and for that purpose may need to ensure that a verbatim record of the proceedings is made which includes the testimony and evidence upon which the appeal is to be based.

NEXT SCHEDULED CONCESSIONS/PROCUREMENT COMMITTEE MEETING
MONDAY, MAY 9, 2016 AT 1:30 P.M. IN THE CARL T. LANGFORD BOARDROOM