



**JACKSONVILLE AVIATION AUTHORITY**  
**AWARDS COMMITTEE MEETING AGENDA**  
APRIL 27, 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: AC2020-04-01**

**Dues and Memberships**

**Vendor: Airports Council International (ACI)**  
**(Cost: \$64,717.00; Funding: 11001.77520)**

# SUBMISSION FOR AWARDS COMMITTEE APPROVAL

|   |  |
|---|--|
| <b>Subject/Awardee:</b> Dues & Memberships / Airports Council International (ACI) | <b>Cost:</b> \$64,717.00                               |
| <b>Solicitation No:</b> Exempt 2.05(8)  | <b>Budgeted, Transferred, or Contingency:</b> Budgeted |
| <b>On-Going Maintenance Cost:</b> N/A   | <b>Funding Source:</b> 11001.77520                     |

### Attached / Supporting Documents

**Exhibit "A"** – JAA’s invoice for FY2019-20 dues

**BACKGROUND:**

The Jacksonville Aviation Authority (JAA) has been a long-time member of the Airports Council International, the voice of airports in the industry. For the base membership, members can take advantage of many benefits, including participation in all activities, access to first-class tools and resources, and regulatory advocacy. In addition to this base membership, the total dues amount also includes the following:

- a) legislative participation, which allows ACI to provide current information to members on legislative activities and congressional hearings, while educating Capitol Hill on airport concerns;
- b) policy participation, which covers research and review of policies and regulations impacting the industry; and
- c) legal participation, which provides resources for legal actions that require court action, as well as guidance in specialized areas.

The dues amount is formula-based using an airport’s passenger and cargo activity.


In the past, large dues payments were done via a direct payment voucher; however, Finance and Procurement both agree that such payments should follow the standard requisition process. Inasmuch as the amount of this dues payment exceeds JAA’s formal purchasing threshold, Awards Committee approval is required.

**RECOMMENDATION:**

**Management recommends a properly noticed award be made to Airports Council International (ACI) for Jacksonville Aviation Authority’s fiscal year 2019-20 ACI membership dues totaling \$64,717.00.**

# SUBMISSION FOR AWARDS COMMITTEE APPROVAL

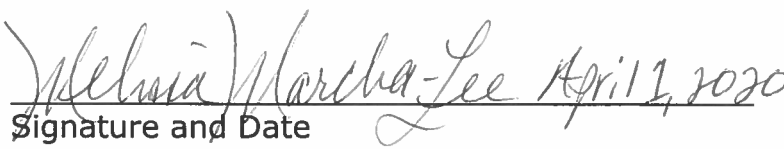
JAA/ACI dues payment

| Verification of Funding |   |
|-------------------------|---|
| <b>Name/Title:</b>      | Melissa Marcha-Lee<br>Senior Executive Assistant to CEO                           |
| <b>Signature:</b>       |  |

I have verified that, as of 4/1/2020 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:**

Melissa Marcha-Lee  
Senior Executive Assistant to CEO

  
 Signature and Date  
Signed by: David Bonner  
Signed at: 2020-04-17 14:27:51 +00:00  
Reason: Witnessing David Bonner

**PROCUREMENT REVIEW:**

Buyer: David Bonner


  
 Signature and Date  
Signed by: Devin Reed  
Signed at: 2020-04-17 17:32:09 +00:00  
Reason: Witnessing Devin Reed

Devin J. Reed  
Contracts & Administration Director

  
 Signature and Date  
Signed by: Mark VanLoh  
Signed at: 2020-04-17 17:38:33 +00:00  
Reason: Witnessing Mark VanLoh

**SUBMITTED FOR APPROVAL:**

Mark D. VanLoh  
CEO

  
 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**  
APRIL 27, 2020

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

**Noticed Agenda Item**

**(Exhibits available upon request)**

**Item 2: AC2020-04-02**

**Dell PC Lease**

**Vendor: Dell Financial**

**(Cost: \$87,324.00; Funding: 24001)**

**Sole Source Posting: April 15-27, 2020**

## SUBMISSION FOR AWARDS COMMITTEE APPROVAL

|  |  |
|--|--|
| <b>Subject/Awardee:</b> Dell PC Lease / Dell Financial   | <b>Cost:</b> \$87,324.00                               |
| <b>Solicitation No:</b> Sole Source  | <b>Budgeted, Transferred, or Contingency:</b> Budgeted |
| <b>On-Going Maintenance Cost:</b>  | <b>Funding Source:</b> 24001                           |
| <b>Attached / Supporting Documents</b>   |  |
| <b>Exhibit "A"</b> – Dell Financial Award AC2018-10-18<br><b>Exhibit "B"</b> – Dell Lease Schedule<br><b>Exhibit "C"</b> – Sole Source Form and Public Posting |  |

**BACKGROUND:**

The Jacksonville Aviation Authority (JAA) previously entered into a lease agreement with Dell Financial for the lease of PC desktops, laptops and related peripherals to ensure a perpetual refresh of computer hardware according to standards defined in Award No. AC2018-10-16SR.

Subsequently, JAA has changed standards for desktops from Dell to HP with Award No. AC2019-05-04SR. However, as there are a number of Dell computers under lease at the time, these leases need to run to completion.

This award represents completing the final lease agreements with Dell, at which time JAA will have fully migrated off Dell PC and laptop equipment.

This is a sole source purchase, as the lease is with Dell Financial.

**RECOMMENDATION:**

**Information Technology recommends that a properly noticed sole source award be made to Dell Financial associated with a PC and laptop lease, in an initial year amount of \$50,266.00, with two renewals for a total potential award amount of \$87,324.00.**

| Initial Year | First Renewal | Second Renewal |
|--------------|---------------|----------------|
| \$50,266.00  | \$18,529.00   | \$18,529.00    |

# SUBMISSION FOR AWARDS COMMITTEE APPROVAL

|                                |  |  |
|--------------------------------|--|--|
| <b>Verification of Funding</b> |  | I have verified that, as of <u>04/20/2020</u> (insert date), there are budgeted funds in the above-referenced funding source that are sufficient to cover the amount of this award submission ( <i>directors or their designees may verify funding; however, verification of an award submission that is unbudgeted or that requires transferred or contingency funding must also attach approved documentation evidencing the same</i> ). |
| <b>Name/Title:</b>             | Steven Schultz, Director of Information Technology |  |
| <b>Signature:</b>              | <i>Steven Schultz</i>                              |  |

**ORIGINATED AND SUBMITTED FOR APPROVAL BY:**

Steven Schultz  
Director of Information Technology

Signed by: Steven Schultz  
Signed at: 2020-04-20 17:39:37 +00:00  
Reason: Witnessing Steven Schultz

*Steven Schultz*

04/20/2020

---

Signature and Date

**PROCUREMENT REVIEW:**

Buyer: Samantha Smid

Signed by: Samantha Smid  
Signed at: 2020-04-20 17:51:38 +00:00  
Reason: Witnessing Samantha Smid

*Samantha Smid*

04/20/2020

---

Signature and Date

Devin J. Reed  
Director of Contracts and Administration

Signed by: Devin Reed  
Signed at: 2020-04-20 18:03:23 +00:00  
Reason: Witnessing Devin Reed

*Devin Reed*

04/20/2020

---

Signature and Date

**SUBMITTED FOR APPROVAL:**

Tony Cugno  
Chief Operating Officer

Signed by: Tony Cugno  
Signed at: 2020-04-23 17:07:58 +00:00  
Reason: Witnessing Tony Cugno

*Tony Cugno*

04/23/2020

---

Signature and Date

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

Meeting Date: \_\_\_\_\_

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

**CHIEF EXECUTIVE OFFICER APPROVAL:**

Mark VanLoh  
Chief Executive Officer

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

**CONDITIONS OF APPROVAL, IF ANY:**

Page 2 of 2

Form Revision Date: 07-14-2015



**JACKSONVILLE AVIATION AUTHORITY**  
**AWARDS COMMITTEE MEETING AGENDA**  
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***\*Teleconference Phone Number 1-866-715-6499, Access Code:9290179409#***

**Noticed Agenda Item**

**(Exhibits available upon request)**

**Item 3: AC2020-04-03**

**GA Airports Gate and Roll-Up Door Maintenance and Repair Services**

**Vendor: Vigneaux Corp.**

**(Cost: \$50,000.00; Funding: Various)**

## SUBMISSION FOR AWARDS COMMITTEE APPROVAL

|  |                          |
|--|--------------------------|
| <b>Subject/Awardee:</b> GA Airports Gate and Roll-Up Door Maintenance and Repair Services / Vigneaux Corp. | <b>Cost:</b> \$50,000.00 |
|--|--------------------------|

|   |                        |                     |                 |
|---|------------------------|---------------------|-----------------|
| <b>Solicitation No:</b> Piggyback Amendment | <b>Budgeted,</b>       | <b>Transferred,</b> | <b>Budgeted</b> |
|   | <b>or Contingency:</b> |                     |                 |

|                                       |                                |
|---------------------------------------|--------------------------------|
| <b>On-Going Maintenance Cost:</b> N/A | <b>Funding Source:</b> Various |
|---------------------------------------|--------------------------------|

### Attached / Supporting Documents

- Exhibit "A"** – AC2018-02-01
- Exhibit "B"** – GA Airport Spend Summary

**BACKGROUND:**

The Jacksonville Aviation Authority (JAA) approved Award No. AC2018-02-01 to Vigneaux Corporation for gate and roll-up doors maintenance and repair services for Jacksonville International Airport (JAX) utilizing JEA Contract No. 150115, pursuant to Section 3.08 of JAA’s Procurement Code. The General Aviation (GA) Airports have gate and roll-up doors that require maintenance and repair services and, therefore, have been utilizing the Contract under the informal threshold.

Inasmuch as these individual awards were under JAA’s formal threshold, they did not initially require JAA’s Awards Committee consideration and approval. However, as of April 10, 2020, the total collective contract expenditure for the GA Airports of \$22,841.09 is approaching JAA’s \$25,000.00 formal threshold and, therefore, requires Awards Committee consideration and approval.

**RECOMMENDATION:**

**GA Airports recommends JAA’s Award No. AC2018-02-01 to Vigneaux Corporation, for gate and roll-up door maintenance and repair services, be amended to increase the annual spend amount from \$25,000.00 to \$50,000.00 for the remaining contract year and any renewal years of the utilized contract, as may be amended. Funds are budgeted within each GA Airport’s cost center.**





# SUBMISSION FOR AWARDS COMMITTEE APPROVAL

| Verification of Funding |  |
|-------------------------|--|
| Name/Title:             |  |
| 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:**

Brad Martin  
JAXEX Operations & Facilities Manager

Signed by: Martin  
Signed at: 2020-04-20 18:58:00 +00:00  
Reason: Witnessing Martin

*Brad Martin PE* 04/20/2020

Signature and Date

---

**PROCUREMENT REVIEW:**

Buyer: Marilyn V. Fryar

Signed by: Marilyn Fryar  
Signed at: 2020-04-21 12:30:24 +00:00  
Reason: Witnessing Marilyn Fryar

*Marilyn V. Fryar* 04/20/2020

Signature and Date

---

Devin J. Reed  
Contracts & Administration Director

*[Handwritten Signature]* 04.23.2020

Signature and Date

---

**SUBMITTED FOR APPROVAL:**

Kelly Dollarhide  
Director, Cecil Airport

Signed by: Kelly Dollarhide  
Signed at: 2020-04-21 12:16:58 +00:00  
Reason: Witnessing Kelly Dollarhide

*Kelly Dollarhide* 04/21/2020

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:**



**JACKSONVILLE AVIATION AUTHORITY**  
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**Noticed Agenda Item**

**(Exhibits available upon request)**

**Item 4: AC2020-04-04**

**Cecil Airport Taxiway A Concrete Repairs  
Vendor: JD Hinson Company  
(Cost: \$212,124.25; Funding: O&M Budget 77430)**

## **SUBMISSION FOR AWARDS COMMITTEE APPROVAL**

|   |   |                           |
|---|---|---------------------------|
| <b>Subject/Awardee:</b> Cecil Airport Taxiway A Concrete Repairs /<br>JD Hinson Company |   | <b>Cost:</b> \$212,124.25 |
| <b>Solicitation No:</b> C-849   | <b>Budgeted, Transferred, or Contingency:</b> Contingency |                           |
| <b>On-Going Maintenance Cost:</b> N/A   | <b>Funding Source:</b> O&M Budget<br>77430                |                           |

### **Attached / Supporting Documents**

**Exhibit "A":** Bid Tab and Solicitation Sheet  
**Exhibit "B":** Budget Transfer Form

### **BACKGROUND:**

The project includes repairs to existing Portland cement concrete pavement along Taxiway A between Taxiway A4 and A5. The repairs include spall repairs, crack sealing and isolated panel replacement. Restriping of pavement markings for disturbed areas are also included as part of the project.

Three bids were received on April 7<sup>th</sup>, 2020. JD Hinson Company submitted a total low bid of \$212,124.25. The other total bids provided were:

|                       |              |
|-----------------------|--------------|
| The Rose Group        | \$395,910.00 |
| Superior Construction | \$439,600.00 |



The Engineer's Estimate was \$172,150.00. Therefore, the JD Hinson Company is considered acceptable for award of the contract.

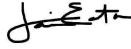





A transfer from contingency will be required in the amount of \$212,124.25 in order to complete the project.

### **RECOMMENDATION:**

**Planning and Engineering recommends an award be made to JD Hinson Company, the lowest responsive, responsible bidder of three bidders, in response to ITB C-849, for the Cecil Airport Taxiway A Concrete Repair project, in the amount of \$212,124.25.**

# SUBMISSION FOR AWARDS COMMITTEE APPROVAL

| Verification of Funding |   | I have verified that, as of <u>04/21/2020</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> ). |
|-------------------------|---|--|
| <b>Name/Title:</b>      | Derek Powder, Sr Engineering & Construction   |  |
| <b>Signature:</b>       | <small>Signed by: Derek Powder<br/>Signed at: 2020-04-21 17:12:09 +00:00<br/>Reason: Witnessing Derek Powder</small><br>  |  |

|  |  |
|--|--|
| <b>ORIGINATED AND SUBMITTED FOR APPROVAL BY:</b>                       |  |
| Jaime Eaton<br>Design & Construction Engineer                          | <small>Signed by: Jaime Eaton<br/>Signed at: 2020-04-20 17:37:51 +00:00<br/>Reason: Witnessing Jaime Eaton</small><br>  <hr style="border: 0.5px solid black;"/> Signature and Date   |
| <b>PROCUREMENT REVIEW:</b>   |  |
| Buyer: n/a<br><br>Devin J. Reed<br>Contracts & Administration Director | <small>Signed by: Devin Reed<br/>Signed at: 2020-04-23 18:08:00 +00:00<br/>Reason: Witnessing Devin Reed</small><br>  <hr style="border: 0.5px solid black;"/> Signature and Date   |
| <b>SUBMITTED FOR APPROVAL:</b>   |  |
| Tony Cugno<br>Chief Operating Officer                                  | <small>Signed by: Tony Cugno<br/>Signed at: 2020-04-23 20:04:27 +00:00<br/>Reason: Witnessing Tony Cugno</small><br>  <div style="text-align: right; margin-top: 5px;">04/23/2020</div> <hr style="border: 0.5px solid black;"/> 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:**