



# JACKSONVILLE AVIATION AUTHORITY AWARDS COMMITTEE MEETING AGENDA

December 15, 2025

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: AC2025-12-01

**Parking Management Services**

**Vendor: SP Plus, LLC**

**(Cost: \$3,929,445.00 Funding: 43605.77280)**

# SUBMISSION FOR AWARDS COMMITTEE APPROVAL

<b>Subject/Awardee:</b> Parking Management Services / SP Plus, LLC	<b>Cost:</b> \$3,929,445.00
<b>Solicitation No:</b> Amendment	<b>Budgeted, Transferred, or Contingency:</b> Budgeted
<b>On-Going Maintenance Cost:</b> NA	<b>Funding Source:</b> 43605.77280

## Attached / Supporting Documents

**Exhibit "A"** – JAA Award No. AC2022-02-03  
**Exhibit "B"** – Expenses and Spend Analysis

### BACKGROUND:

In 2022, the Jacksonville Aviation Authority (JAA) approved JAA Awards No. AC2022-02-03 to SP Plus, LLC for parking management services. Over the past two years, SP Plus, LLC has experienced challenges retaining employees due to the low hourly starting wage rates. On May 1st of both 2024 and 2025, JAA approved increases to the starting hourly rates for Assistant Managers, Auditors, Supervisors, Customer Service Clerks, Shuttle Drivers, and Tenant Employee Lot Shuttle Drivers. During these same time periods, JAA also approved annual wage adjustments for all SP Plus employees. To further address staffing challenges, on May 1, 2025, JAA approved two (2) new positions—Assistant Shuttle Manager and Shuttle Supervisor.

On October 1, 2024, JAA approved a significant amendment to the SP Plus, LLC agreement to expand the scope of services to include Airport employee transportation. Due to the importance of maintaining adequate shuttle coverage at all times, JAA determined that three (3) shuttles must be available 24 hours a day. Because of the increased number of shuttles required, the associated operating expenses rose significantly. As a result, this amendment increased the Reimbursable Expenses for wages as well as the management fee for SP Plus, LLC.

The approved spending authority with SP Plus, LLC, has since been depleted as a result of the aforementioned changes to parking management services. Therefore, this request is to obtain approval to increase the spending authority with SP Plus, LLC for the services at issue in the amount of \$3,929,445.00 through the contract expiration of April 30, 2027.

### RECOMMENDATION:

**Parking Management recommends JAA Award No. AC2022-02-03, awarded to SP Plus, LLC for parking management, operation, shuttle and related services, be amended to increase funding by \$3,929,445.00, as a result of the ongoing need for parking management services to sustain operations, for a new total potential not-to-exceed amount of \$15,187,555.00, through contract expiration.**

# SUBMISSION FOR AWARDS COMMITTEE APPROVAL

<b>Verification of Funding</b>	
<b>Title:</b>	Paul Gerrety, Senior Director, Business Development
<b>Signature:</b>	

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

**ORIGINATED AND SUBMITTED FOR APPROVAL BY:**

Nancy Coppen  
Sr. Manager, Parking & GT

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

**SUBMITTED FOR APPROVAL:**

Marilyn V. Fryar  
Contract Administrator

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

Kathleen Fisher  
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: December 15, 2025

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

**CEO APPROVAL:**

Mark VanLoh  
Chief Executive Officer

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

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



# JACKSONVILLE AVIATION AUTHORITY AWARDS COMMITTEE MEETING AGENDA

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## Noticed Agenda Item

(Exhibits available upon request)

Item 2: AC2025-12-02

**Ground Lease at Taxiway F**  
**Vendor: Signature Flight Support, LLC**  
**(Cost: Rev. Gen. Funding: N/A)**

## SUBMISSION FOR AWARDS COMMITTEE APPROVAL

**Subject/Awardee:** Ground Lease at Taxiway F /  
Signature Flight Support, LLC

**Cost:** Revenue Gen.

**Solicitation No:** RFI No. 25-05-43101

**Budgeted, Transferred,  
or Contingency:** N/A

**On-Going Maintenance Cost:** N/A

**Funding Source:** N/A

### Attached / Supporting Documents

**Exhibit "A"** – Scope of Lease, Evaluation Matrix, and SPIS Form

**Exhibit "B"** – Signature Flight Support, LLC Taxiway F Development Layout

### BACKGROUND:

Signature Flight Support, LLC ("Signature"), a long-term tenant in good standing, is a Fixed Based Operator (FBO) at Jacksonville International Airport (JAX). Signature currently has nine hangars at the Airport and is seeking to expand its operations at the Airport.

On October 10, 2024, Procurement issued Request for Interest ("RFI") No. 25-05-43101, Aeronautical Lease Opportunity for Taxiway F Parcels, seeking Statements of Interest from qualified firms desirous of leasing and constructing portions of real estate for aeronautical use at JAX. On February 13, 2025, five conforming responses were received. The submittal was evaluated and scored in alignment with Procurement's procedures, which resulted in a score of 88.75 out of 100 possible points. Signature Flight Support, LLC, along with three other Respondents, were selected to enter into contract negotiations.

JAA and Signature Flight Support, LLC have negotiated and entered into a direct ground lease to develop a minimum of two hangars off Taxiway F at JAX. This ground lease was presented and approved by JAA's Board of Directors at their November 19, 2025 meeting.

### RECOMMENDATION:

**Business Development recommends an award be made to Signature Flight Support, LLC, a top-ranked respondent to RFI No. 25-05-43101, to develop unimproved aviation property at the Airport off Taxiway F, for an initial term of twenty-five (25) years with a renewal option of ten (10) years, and a projected total initial rent of \$245,000.00 in the first lease year. Rent will commence the earlier of (1) Date of Beneficial Occupancy or (2) 730 Days after the Effective Date.**

# SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Verification of Funding	
<b>Title:</b>	N/A
<b>Signature:</b>	N/A

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

**ORIGINATED AND SUBMITTED FOR APPROVAL BY:**

  

Jonathan Stich  
Properties Administrator

Signature and Date

  

**SUBMITTED FOR APPROVAL:**

Samantha Smid  
Procurement Administrator

Signature and Date

  

Kathleen Fisher  
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: December 15, 2025

Recording Secretary

**CEO APPROVAL:**

Mark VanLoh  
Chief Executive Officer

Signature and Date

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



# JACKSONVILLE AVIATION AUTHORITY AWARDS COMMITTEE MEETING AGENDA

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## Noticed Agenda Item

(Exhibits available upon request)

Item 3: AC2025-12-03

**Emergency Vehicles, Fire Trucks, and Equipment**

**Vendor: Rev Group, Inc. (E-One Incorporated)**

**(Cost: \$1,306,417.00 Funding: LG Cap J2026-09)**

## SUBMISSION FOR AWARDS COMMITTEE APPROVAL

<b>Subject/Awardee:</b> Emergency Vehicles, Fire Trucks, and Equipment /Rev Group, Inc. (E-One Incorporated)		<b>Cost:</b> \$1,306,417.00
<b>Solicitation No:</b> Piggyback	<b>Budgeted, Transferred, or Contingency:</b>	Budgeted
<b>On-Going Maintenance Cost:</b> \$3,500.00	<b>Funding Source:</b>	LG Cap J2026-09

### Attached / Supporting Documents

**Exhibit "A"** – Sourcewell Contract No. 113021-RVG  
**Exhibit "B"** – E-One Quote and Correspondence

### BACKGROUND:

To satisfy Federal Aviation Administration Part 139 requirements, the Engineering & Facilities Department requests authorization to purchase a new Aircraft Rescue Fire Fighting (ARFF) vehicle to replace a 2006 Oshkosh Striker Fire Truck (designated Crash-18), which has exceeded its useful operational service life. The new ARFF vehicle will result in cost savings, decreased maintenance, and greater reliability. Crash-18 will be sold at auction after the new ARFF vehicle arrives and is placed in service. Crash-17 will remain in our fleet inventory as a back-up ARFF vehicle, as it is no longer adequate to serve as a front-line vehicle.

Procurement has reviewed this request against various vendors and cooperative purchasing sources and is of the opinion, pursuant to Sections §2.05 and/or §3.08 of JAA's Procurement Code, it is in the Jacksonville Aviation Authority's best interest to utilize Sourcewell Contract No. 113021-RVG for Emergency Vehicles, Fire Trucks and Equipment, which was competitively awarded to Rev Group, Inc., also doing business as E-One, Inc. The contract term is valid through February 10, 2026. Sourcewell is a procurement services cooperative created by the Minnesota legislature as a unit of government (Minn. Const. art. XII, sec. 3).

### RECOMMENDATION:

**Engineering & Facilities recommends JAA make award to Rev Group, Inc also known as E-One Inc. utilizing Sourcewell Contract No. 113021-RVG, pursuant to Sections §2.05 and/or §3.08 of JAA's Procurement Code for the purchase of Emergency Vehicles, Fire Trucks and Equipment, in the amount of \$1,306,417.00.**



## SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Verification of Funding	
<b>Title:</b>	Ashley Shorter, Sr. Manager Aviation Planning & Development
<b>Signature:</b>	

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

**ORIGINATED AND SUBMITTED FOR APPROVAL BY:**

  

Robert W. Speight  
Sr. Mgr, Airside Facilities

\_\_\_\_\_

Signature and Date

  

**SUBMITTED FOR APPROVAL:**

Meghan Miles  
Procurement Administrator

\_\_\_\_\_

Signature and Date

  

Kathleen Fisher  
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: December 15, 2025

\_\_\_\_\_  
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: AC2025-12-04

**Bond Underwriting Services**

**Vendor: JP Morgan Securities LLC; Samuel A. Ramirez & Co., Inc.; RBC Capital Markets LLC; BofA Securities, Inc.**  
**(Cost: Rev. Gen. Funding: N/A)**

# SUBMISSION FOR AWARDS COMMITTEE APPROVAL

**Subject/Awardee:** Bond Underwriting Services / JP Morgan Securities LLC; Samuel A. Ramirez & Co., Inc.; RBC Capital Markets LLC; BofA Securities, Inc. **Cost:** Revenue Gen.

**Solicitation No:** RFP No. 25-33-31001

**Budgeted, Transferred, or Contingency:** N/A

**On-Going Maintenance Cost:** N/A

**Funding Source:** N/A

## Attached / Supporting Documents

**Exhibit "A"** – Evaluation Matrix

**Exhibit "B"** – Proposal Section 1 Corporate Overview and Experience for JP Morgan Securities LLC, Samuel A. Ramirez & Co Inc, RBC Capital Markets LLC, and BofA Securities Inc

## BACKGROUND:

The Jacksonville Aviation Authority (JAA) is raising capital through the issuance of bonds with a value of approximately \$290,000,000.00.

On September 17, 2025, Procurement released Request for Proposals (RFP) No. 25-33-31001 to select one or more companies to provide Bond Underwriting Services to JAA.

On October 23, 2025, JAA received nine conforming Proposals which were evaluated and ranked as follows:

Rank Order	Respondents	Scores
1	JP Morgan Securities, LLC	92.25
2	Samuel A. Ramirez & Co., Inc.	89.25
3	RBC Capital Markets, LLC	89.00
4	BofA Securities, Inc.	87.50
5	Piper Sandler & Co.	87.25
6	Raymond James & Associates, Inc.	87.00
7	Wells Fargo Bank, N.A. Municipal Finance Group	86.75
8	Siebert Williams Shank & Co., LLC	82.00
9	Loop Capital Markets, LLC	77.00

JP Morgan Securities LLC is the highest ranked Respondent and is therefore selected as Senior Manager. Based upon Section 1.01 Receipt and Opening of Proposals of the RFP pursuant to which JAA reserved the right to make multiple awards, JAA names three Co-Managers, based on overall scores from second to fourth highest ranked Respondents.

## RECOMMENDATION:

**Finance recommends that JAA make an award to (i) JP Morgan Securities, LLC as the Senior Manager; (ii) Samuel A. Ramirez & Co., Inc. as the first Co-Manager; (iii) RBC Capital Markets, LLC as the second Co-Manager; and (iv) BofA Securities Inc. as the third Co-Manager, in response to RFP No. 25-33-31001, for Bond Underwriting and Related Services.**

# SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Verification of Funding	
<b>Title:</b>	N/A
<b>Signature:</b>	N/A

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

**ORIGINATED AND SUBMITTED FOR APPROVAL BY:**

  

Ross Jones  
Chief Financial Officer

Signature and Date

  

**SUBMITTED FOR APPROVAL:**

Kathleen Fisher  
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: December 15, 2025

\_\_\_\_\_  
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: AC2025-12-05SR**

**Standardization of NanoLumens, Inc. Products and Parts**

**Vendor: NanoLumens, Inc.**

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

**Standardization Public Posting: December 11-18, 2025**

# SUBMISSION FOR AWARDS COMMITTEE APPROVAL

**Request for Standardization:** NanoLumens, Inc. Products and Parts

**Department:** Information Technology

**Manufacturer / Brand Name:** NanoLumens, Inc.

**Competition:** N/A

**Period of Standardization:** 5 Years

## Attached / Supporting Documents

**Exhibit "A"** – Standardization Form and Public Notice Posting

**Exhibit "B"** – Standardization Justification Supplement

## BACKGROUND:

The Jacksonville Aviation Authority (JAA) solicited and deployed a large format LED screen during the TSA Security Checkpoint expansion. The procurement included spare parts, as well as technical training for JAA staff. As JAA has occasional need for new large format LED screens, standardizing on the existing manufacturer's products makes the most efficient use of spare parts inventory and staff technical knowledge.

JAA's Information Technology Department (IT) requests permission, pursuant to § 3.01(C) of JAA Procurement Code, to standardize on NanoLumens, Inc.'s products and parts for a period of five years. While there are various manufacturers of large format LED screens, NanoLumens, Inc.'s products and parts are proprietary to the manufacturer.

IT is confident this standardization will result in that outlined in attached Exhibit "B".

## RECOMMENDATION:

**Information Technology formally requests permission pursuant to § 3.01(C) of JAA's Procurement Code, to establish a properly noticed standardization of NanoLumens, Inc.'s products and parts, for a period of five years after the date of final approval, with JAA's discretion to renew or continue standardization after conducting market research. There is no funding required for this submission.**

# SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Verification of Funding	
<b>Title:</b>	N/A
<b>Signature:</b>	N/A

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

**ORIGINATED AND SUBMITTED FOR APPROVAL BY:**

Steven Schultz  
Vice President of Information Technology

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

**SUBMITTED FOR APPROVAL:**

Samantha Smid  
Procurement Administrator

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

Kathleen Fisher  
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 15, 2025

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

**CEO APPROVAL:**

Mark VanLoh  
Chief Executive Officer

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

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



# JACKSONVILLE AVIATION AUTHORITY AWARDS COMMITTEE MEETING AGENDA

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## Noticed Agenda Item

(Exhibits available upon request)

Item 6: AC2025-12-06SR

**Standardization of SITA Airport Voice Public Address Products and Related Components**

**Vendor: SITA Information Networking Computing USA, Inc.**

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

**Standardization Public Posting: December 11-18, 2025**



## SUBMISSION FOR AWARDS COMMITTEE APPROVAL

**Request for Standardization:** SITA Airport Voice Public Address  
Products and Related Components

**Department:** Information Technology

**Manufacturer /** SITA Information  
**Brand Name:** Networking Computing  
USA, Inc.

**Competition:** N/A

**Period of** 5 Years  
**Standardization:**

### Attached / Supporting Documents

**Exhibit "A"** – Standardization Form and Public Notice Posting

**Exhibit "B"** – Standardization Justification

### BACKGROUND:

The Jacksonville Aviation Authority (JAA) deployed SITA Airport Voice Public Address (PA) system. The procurement included spare parts, as well as technical training for JAA staff. As JAA has need for repairs, spare parts, and occasional expansion, standardizing on the existing manufacturer's products makes the most efficient use of spare parts inventory and staff technical knowledge.

JAA's Information Technology Department (IT) requests permission, pursuant to § 3.01(C) of JAA Procurement Code, to standardize on SITA Airport Voice Public Address products and parts for a period of five years.

IT is confident this standardization will result in that outlined in attached Exhibit "B".

### RECOMMENDATION:

**Information Technology formally requests permission pursuant to § 3.01(C) of JAA' Procurement Code, to establish a properly noticed standardization of SITA Airport Voice Public Address Products and Related Components, for a period of five years after the date of final approval, with JAA's discretion to renew or continue standardization after conducting market research. There is no funding required for this submission.**

# SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Verification of Funding	
<b>Title:</b>	N/A
<b>Signature:</b>	N/A

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

**ORIGINATED AND SUBMITTED FOR APPROVAL BY:**

Steven Schultz  
Vice President of Information Technology

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

**SUBMITTED FOR APPROVAL:**

Samantha Smid  
Procurement Administrator

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

Kathleen Fisher  
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 15, 2025

\_\_\_\_\_  
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 15, 2025

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## Noticed Agenda Item

(Exhibits available upon request)

Item 7: AC2025-12-07SR

**Standardization of SITA Common Use Products and Related Components**

**Vendor: SITA Information Networking Computing USA, Inc.**

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

**Standardization Public Posting: December 11-18, 2025**

## SUBMISSION FOR AWARDS COMMITTEE APPROVAL

**Request for Standardization:** SITA Common Use Products and  
Related Components

**Department:** Information Technology

**Manufacturer /** SITA Information  
**Brand Name:** Networking Computing  
USA, Inc.

**Competition:** N/A

**Period of** 5 Years  
**Standardization:**

### Attached / Supporting Documents

**Exhibit "A"** – Standardization Form and Public Notice Posting

**Exhibit "B"** – Standardization Justification Supplement

### BACKGROUND:

The Jacksonville Aviation Authority (JAA) deployed SITA Common Use system for use by airlines at common use gates and ticket counters. The procurement included spare parts, as well as technical training for JAA staff. As JAA has need for repairs, spare parts, and occasional expansion, standardizing on the existing manufacturer's products makes the most efficient use of spare parts inventory and staff technical knowledge.

JAA's Information Technology Department (IT) requests permission, pursuant to § 3.01(C) of JAA Procurement Code, to standardize on SITA's Common Use products and parts for a period of five years. While there are various manufacturers of Common Use software and products, SITA's solution is proprietary to the manufacturer to SITA and all related components are certified by SITA to work with their solution.

IT is confident this standardization will result in that outlined in attached Exhibit "B".

### RECOMMENDATION:

**Information Technology formally requests permission pursuant to § 3.01(C) of JAA's Procurement Code, to establish a properly noticed standardization of SITA Common Use Products and Related Components, for a period of five years after the date of final approval, with JAA's discretion to renew or continue standardization after conducting market research. There is no funding required for this submission.**

# SUBMISSION FOR AWARDS COMMITTEE APPROVAL

Verification of Funding	
<b>Title:</b>	N/A
<b>Signature:</b>	N/A

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

**ORIGINATED AND SUBMITTED FOR APPROVAL BY:**

Steven Schultz  
Vice President of Information Technology

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

**SUBMITTED FOR APPROVAL:**

Samantha Smid  
Procurement Administrator

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

Kathleen Fisher  
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 15, 2025

\_\_\_\_\_  
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*):