

# CONSTRUCTION COMMITTEE MEETING AGENDA

DATE: Tuesday, December 9, 2025

TIME: 9:00 AM

PLACE: Carl T. Langford Board Room / Orlando International Airport/ One Jeff Fuqua Blvd. / Orlando, FL 32827

[ITEMS IN BOLD REQUIRE APPROVAL BY THE AVIATION AUTHORITY BOARD]

## I. CALL TO ORDER/ ROLL CALL/ ANNOUNCEMENTS

## II. CONSIDERATION OF MINUTES (*THIS SECTION INTENTIONALLY LEFT BLANK*)

## III. CHANGE ORDERS (REFERENCE CHANGE ORDER AGENDA PAGE)

## IV. NEW BUSINESS

### GENERAL

- A. REQUEST FOR APPROVAL OF AN ADDENDUM TO THE CONTINUING ENVIRONMENTAL ENGINEERING CONSULTANT SERVICES AGREEMENT WITH CDM SMITH, INC., FOR FY26 SEMI-ANNUAL GROUNDWATER MONITORING AND REPORTING, FOR **PR-005**, CARGO ROAD LANDFILL (SITE), AT THE ORLANDO INTERNATIONAL AIRPORT.
- B. REQUEST FOR APPROVAL TO PROCESS A TARIFF RELATED COST ADJUSTMENT FOR SESCO LIGHTING, INC., UNDER PO NO. 1007854 FOR **V-01050**, HYATT CONTINENTAL BALLROOM AND PREFUNCTION RENOVATION, AT THE ORLANDO INTERNATIONAL AIRPORT.
- C. REQUEST FOR APPROVAL OF AN AMENDMENT TO ADDENDUM NO. 39 TO THE CONTINUING PROGRAM AND PROJECT MANAGEMENT SERVICES AGREEMENT WITH THE RODERICK GROUP, INC., DBA ARDMORE RODERICK, FOR ADDITIONAL CONSTRUCTION ESTIMATING SERVICES FOR **V-01068**, LANDSIDE A AND B NON CURBSIDE CANOPY REFURBISHMENT - DESIGN/BUILD, AT THE ORLANDO INTERNATIONAL AIRPORT.
- D. REQUEST FOR APPROVAL OF AN ADDENDUM TO THE CONTINUING ENVIRONMENTAL ENGINEERING CONSULTANT SERVICES AGREEMENT WITH CDM SMITH, INC., FOR **W-00072**, OEA REMEDIATION OF DAYRON PLUME, AT THE ORLANDO EXECUTIVE AIRPORT.
- E. **REQUEST FOR RECOMMENDATION OF APPROVAL OF AN ADDENDUM NO. 44 TO THE CONTINUING PROGRAM AND PROJECT MANAGEMENT SERVICES AGREEMENT WITH AECOM TECHNICAL SERVICES, INC., FOR OAR SERVICES FOR W-00453, AIRSIDES 2 AND 4 APM PROGRAM OVERSIGHT, AT THE ORLANDO INTERNATIONAL AIRPORT.**
- F. REQUEST FOR APPROVAL OF AMENDMENT TO AN ADDENDUM NO. 3 TO THE CONTINUING PROGRAM AND PROJECT MANAGEMENT SERVICES WITH WSP USA, INC., FOR OAR SERVICES FOR **W-00453**, AIRSIDES 2 AND 4 APM PROGRAM OVERSIGHT, AT THE ORLANDO INTERNATIONAL AIRPORT.
- G. REQUEST FOR APPROVAL OF AN AMENDMENT TO ADDENDUM NO. 69 TO THE CONTINUING PROGRAM AND PROJECT MANAGEMENT SERVICES AGREEMENT WITH GEOTECH CONSULTANTS INTERNATIONAL, INC., DBA GCI, INC., FOR CONSTRUCTION PHASE OAR SERVICES FOR **W-S00111**, S TERM C, PH 1 - PROGRAM & PROJECT MGMT SERVICES (OAR), AT THE INTERNATIONAL AIRPORT.
- H. CONTRACTOR FINAL PAYMENT AUTHORIZATION FOR E-S00009, RUNWAY 17L ALSF-2 MODIFICATIONS.

## V. INFORMATION ITEMS

- A. Field Change Order Log
- B. Revised Memorandum of a Job Order Construction Services Addendum to the Continuing Horizontal Construction Services Agreement with Prime Construction Group, Inc., for H-00407, North Terminal A and B Tunnel Leak Assessment Phase 2, at the Orlando International Airport. [From the Construction Committee on November 25, 2023, Item IV-C]
- C. Revised Memorandum of an Addendum to the Continuing Program and Project Management Services Agreement with The Roderick Group, Inc., dba Ardmore Roderick for OAR Services for H-00407, North Terminal A and B Tunnel Leak Assessment Phase 2, at the Orlando International Airport. [From the Construction Committee on November 25, 2023, Item IV-D]
- D. Revised Memorandum of an Addendum to the Continuing On-Call Architecture and Engineering Consulting Services Agreement with Garver, LLC, for Engineering Consulting for H-00407, North Terminal A and B Tunnel Leak Assessment Phase 2, at the Orlando International Airport. [From the Construction Committee on November 25, 2023, Item IV-E]

- E. Revised Backup Request for Recommendation for Approval of the Purchase of a Custom Direct View LED Screen System from Sharp for **W-S00161**, Terminal C GTF/RAC Lobby FF and E AND IT Items, at the Orlando International Airport. [From the Construction Committee on November 25, 2023, Item IV-N]
- F. Revised Memorandum of an Addendum to the Continuing Program and Project Management Services Agreement with AECOM Technical Services, Inc., for OAR Services for W-00453, Airsides 2 and 4 APM Oversight, at the Orlando International Airport. [From the Construction Committee on December 02, 2023, Item IV-A]

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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. 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. In the event a lobbyist meets with or otherwise communicates with Staff or a Board member, including the Mayor of the City of Orlando or the Mayor of Orange County, 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. Lobbyists will also provide a notice to the Aviation Authority when meeting with the Mayor of the City or Mayor of Orange County at their offices. The policy, forms, and instructions are available on the Aviation Authority's web site. Please contact Jeff Aaron, General Counsel, with questions at (407) 349-3949.

Any appeals of decisions made by the Construction Committee must be filed with the Chief Executive Officer within five business days, no later than 4:00 p.m. on the fifth business day. If a bidder or proposer 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 Chief Executive Officer, Mr. Lance Lyttle, via email at lance.lyttle@goaa.org, with a copy to jeff.aaron@downsaaron.com.

Any member of the public who wishes to address the committee on an agenda item being considered at this meeting must notify the committee in writing by submitting a completed Appearance Request Form. This form may be requested from and submitted to the Recording Secretary via email at CCM@goaa.org, or in person on the date of the meeting. Each speaker will be allowed up to three minutes, and speakers will be limited to no more than five speakers per group or joint effort; excluding businesses and other such entities, which will be limited to one speaker to represent the entity, as a whole.

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**[The next Construction Committee Meeting is scheduled for Tuesday, December 16, 2025, at 09:00 am](#)**

**CONSTRUCTION COMMITTEE MEETING  
CHANGE ORDER AGENDA**

**Tuesday, December 9, 2025**

ITEM	CHANGE ORDER	AMOUNT	TIME IMPACT	DESCRIPTION OF CO
III-A	V-01032-02	\$ 32,924.69	0 (Substantial) 0 (Final)	VARIOUS REVISIONS  NORTH TERMINAL PREMIER PARKING RECONFIGURATION  <b>Contractor: Clancy &amp; Theys Construction Co.</b>

\*Requires Board approval.

## CHANGE ORDER AGENDA FOR CONSTRUCTION COMMITTEE

CHANGE ORDER NO. 02	AMOUNT \$ 32,924.69	Extension Of Time (Subst.): 0 Days	
		Extension Of Time (Final): 0 Days	
CONTRACT NO. & DESCRIPTION:	V-01032 MCO North Terminal Premier Parking Reconfiguration	DATE:	12/09/2025
CONTRACTOR:	Clancy & Theys Construction Company		
A/E:	AVCON		
DESCRIPTION OF CHANGE TO CONTRACT:			
<p>Item #1: Epoxy Coat RFI 05 (RCO# 2)- Prep and seal approximately 19,000 square feet of concrete parking deck on level 4 of the Terminal Top Parking Garage within Phase No. 1 as noted on sheet C62.4.01. Apply two (2) coats of H&amp;C ColorTop Solvent-Based Solid Color Concrete Sealer (Haze Grey). Provide 3-Year limited material and labor warranty for delamination and hot tire pickup. Add: \$32,924.69</p> <p><i>(NOTE: The language above will be exactly what will appear on the actual Change Order under "Description of Change".)</i></p>			
REASON FOR CHANGE:			
<p>Item #1: Owner Requested – This project is divided into four (4) phases to limit the number of reduced parking spaces during construction. Per the Contract Documents, the parking deck is to be ground per DOT specifications. This full grinding of the deck will leave the deck in a semi-rough and porous condition. Applying an epoxy sealant to the concrete deck in each of the four phases will aid in preventing contaminants from penetrating the concrete and will help protect the integrity of the concrete deck.</p>			
SOURCE OF FUNDS: Line of Credit to be reimbursed by General Airport Revenue Bonds (GARBs)			
Is above change within the intended scope of the original contract? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
EXPLAIN:			
Bulletin(s) or RFI(s) resolved by this CO:	RFI 05	(Copy Attached)	
Previously Approved Field Change Order(s) resolved by this CO:	N/A	(Copy Attached)	
Does this CO resolve all requests for costs and time as a result of the above-referenced Bulletin / RFI / FCO? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
If No, EXPLAIN what is excluded and why: It was requested by GOAA Parking that all four phases receive epoxy sealant. Phase 1 was requested by GOAA Parking to be completed and open to vehicle traffic prior to the December holiday period.			
Contractor's Original RCO Submission	\$	32,924.69	
GOAA/OAR Estimate	\$	30,062.00	
(a) Change Contract Amount By		\$	32,924.69
(b) Amount of Associated Additional A/E Fees	(Not for Approval / For Info. Only)	\$	0.00
(c) Amount of Associated Additional OAR Fees	(Not for Approval / For Info. Only)	\$	0.00
(d) Total Cost Impact of this Change (d = a + b + c)		\$	32,924.69
Is there any potential backcharge to the A/E? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Omissions	\$	0.00
	Errors	\$	0.00
PREPARED BY: Don Corthell, PSA	PHONE:		(407) 492-6319
NOTE: All Agenda Items are to be submitted via Box procedures. The deadline for the agenda items is no later than 3:00 p.m. Tuesdays, two weeks preceding the intended Construction Committee meeting.			
GOAA's Financial Auditor:	Date Received:	Date Review Completed:	Initials of Reviewer: Verification of Funding by Finance:
			<i>Melvin Martinez</i>

## REQUEST FOR INFORMATION (RFI)

**To: GREATER ORLANDO AVIATION AUTHORITY**  
**Senior Project Manager**

RFI No.: 05

Date: 11/14/2025

Sheet: 1 of 1

**Project No. / Name: V-01032 MCO North Terminal Premier**  
**Parking Reconfiguration**

Date Information Required: 11/15/2025

Reference: Contract Drawing: **C5.4.01** Specification: NA  
Shop Drawings: **NA** Other: \_\_\_\_\_

**Subject: 1. Seal or epoxy coat parking deck**

**Description**

1. Due to DOT grinding of all surfaces per plans, it may be best to seal, or epoxy coat the deck to prevent absorption of leaked or spilled substances. The total approximate area is 117,000 Sq. Feet

1. Response: Set up field walk to review mock-up provided by Percopo.

Contractor Signature: Kevin Harvey, Clancy & Theys

1. PSA Response: Confirmed, based on field walk with GOAA Parking, PSA and Clancy & Theys on 11/07/25, provide RCO-02 to include drawing of area to be coated with H&C grey topcoat sealer. Ensure the product and installation comes with a warranty.
2. AVCON Response: The proposed surface treatment is not required and was not discussed during the design process. However, AVCON supports placing H&C grey topcoat sealer to the ground concrete surface, as the coating will act as a barrier against future penetration of contaminants into the slab. The Contractor shall perform a test strip prior to full installation.

A/E Signature: Chris Winardi, AVCON

GOAA (or OAR) Signature: Don Corthell, PSA

cc: A/E, OAR, GOAA

**Greater Orlando Aviation Authority  
Construction Committee Item Review Checklist**

**Change Orders**

CCM Date:	December 9, 2025
Contractor Name:	Clancy & Theys
OAR Project Manager:	Don Corthell, PSA
Preparer (Person listed as Prepared By on CO Agenda form):	Don Corthell, PSA 407-492-6319
GOAA Project Number:	V-01032

Change Order Agenda Form properly completed, including the appropriate funding source	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
General Contractor's proposal – both the original submission and the final, negotiated proposal	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
General Contractor's Request for Change Order (RCO) form with enough detail describing the change.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Documents generating the change order (RFIs, Bulletins, Field Change Order, etc.)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Independent Cost Estimate or OAR Cost Estimate	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Recapitulation Sheet - Original Contractor's pricing, OAR Estimate and Final Agreed-Upon Change Order cost.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Itemized back-up documentation (Labor, material and equipment invoices and/or receipts, etc.)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>For Sole Source or Single Source Items</b> , provide the "Notice of Intent to Award a Sole Source Procurement" form.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> N/A <input type="checkbox"/> No
<b>Provide explanation for any items marked "No"</b>	

Don Corthell, PSA

November 14, 2025

Submitted By (Please Print Name) \_\_\_\_\_

Date / Time \_\_\_\_\_

To be Completed by Anser Advisory:

All documents listed on the checklist are included and ready for review:

Accepted Date \_\_\_\_\_  Rejected Date \_\_\_\_\_



**RCO# - 2 - Add H&C Color Top Coatings to Parking Deck, Phase 1**  
**47567-25 V-01032, North Terminal Premier Parking Reconfiguration**

**To:** Greater Orlando Aviation Auth  
 5850 Cargo Road  
 Orlando, FL 32827

**From:** Clancy & Theys Construction Company  
 1401 Beulah Road, Suite 124  
 Winter Garden, FL 34787

**RCO# - 2 - Add H&C Color Top Coatings to Parking Deck, Phase 1**

**Description:** This pricing represents the cost to add Sherwin Williams H&C Color Top to phase 1 of the the level 4 terminal top parking deck. Grinding and re-striping are included in the base contract scope of work. Pricing includes additional cleaning prior to application, and 2 coats of haze gray H&C Color Top.

Approximately 19,000 square feet of deck is included to cover the area shown as phase 1 on sheet C62.4.0.

Description	Scope of Work	Cost
Painting- PCC - Subcontract		30,150.78
<b>Cost of Work Subtotal</b>		<b>\$30,150.78</b>
<b>Markup</b>		
Liability Insurance	0.8113%	244.61
Technology Services	0.2975%	90.43
Fee	8%	2,438.87
<b>Markup Subtotals</b>		<b>\$2,773.91</b>
<b>PCO Total:</b>		<b>\$32,924.69</b>

Greater Orlando Aviation Auth

Clancy & Theys Construction Company

**By:** \_\_\_\_\_

**By:** \_\_\_\_\_

**Print:** \_\_\_\_\_

**Print:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**PCC Itemized Cost Breakdown  
for Directives/Change Orders  
(Contractors, Subcontractors & Sub-subcontractors)**

Submitted By: PCC/Percopo Coatings Company

Project Name: V-1032 North Terminal Reconfiguration  
Description: Add H&C Colortop after DOT Grind

Date: November 10, 2025  
Directive/Pending Item: \_\_\_\_\_

<u>Labor Classification</u>	<u>Total Hours</u>	Base (unburdened) <u>Hourly Rate</u>	<u>Total</u>
Foreman	52.00 @	42.50 /hr	2,210.00
Labor	- @	32.50 /hr	-
Painter	312.00 @	32.50 /hr	10,140.00
	- @	- /hr	-
	- @	- /hr	-
	- @	- /hr	-

Sub-Total Direct Labor: \$ 12,350.00  
 12% Mark-Up (OH&P): \$ 1,482.00  
 (on base labor only)  
 Direct Labor Burden: \$ 5,187.00  
 (taxes/insurance/Work Comp.)  
 Union Benefits (if applicable) \$ \_\_\_\_\_

**Total Labor: \$ 19,019.00**

<u>Materials (itemize)</u>	<u>Units</u>	<u>Unit Cost</u>	<u>Total</u>
H&C Colortop	212	\$ 39.54	\$ 8,382.48
	1	\$ -	\$ -
	0	\$ -	\$ -
Sundries / Misc.	950	\$ 1.00	\$ 950.00
	0	\$ -	\$ -
	0	\$ -	\$ -
	0	\$ -	\$ -
	0	\$ -	\$ -

Sub-Total Material: \$ 9,332.48  
 Transportation: \$ \_\_\_\_\_  
 12% Mark-Up (OH&P) \$ 1,119.90  
 Sales Tax on Material \$ 679.40

**Total Materials: \$ 11,131.78**

**Equipment Rental (itemize and /or attach invoices)**

Sub-Total Equipment: \$ \_\_\_\_\_  
 0% Mark-Up on Equip: \$ \_\_\_\_\_

**Total Equip. Rental: \$ \_\_\_\_\_**

**Subcontractors (attach Itemized Cost Breakdown and signed proposals)**

Sub-Total Subcontractors: \$ \_\_\_\_\_  
 6% Mark-Up on Subs: \$ \_\_\_\_\_

**Total Subs: \$ \_\_\_\_\_**

Directive/Change Order Sub-Total: \$ 30,150.78

Permits (if applicable): \$ \_\_\_\_\_

Bonds (if applicable): \$ \_\_\_\_\_

**Total Cost of this Directive/Change Order Request: \$ 30,150.78**











AVCON, INC.  
ENGINEERS & ARCHITECTS  
5111 E. MCGRAW ST. SUITE 200 - ORLANDO, FL 32827  
ORLANDO, FL 32827  
CORPORATE CONTACT TELEPHONE NUMBER: 407.224.1111  
WWW.AVCON.COM

This form has been electronically signed and sealed by the individual named below, using a sealed Digital Signature in the digital format, per F.S. 316.063(2)(b) 01/13/2014. Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies.

State of Florida Seal



Name: SEAN T. DAY  
License/Registration #: 81296

Revisions

No.	Date	Description

Key Plan

Project No.: 2024.0070.04

Designed By: SD

Drawn By: KB

Checked By: SD

Issue Date: FEBRUARY 26, 2025

Drawing Scale:

Drawing Title:

TECHNOLOGY PLAN

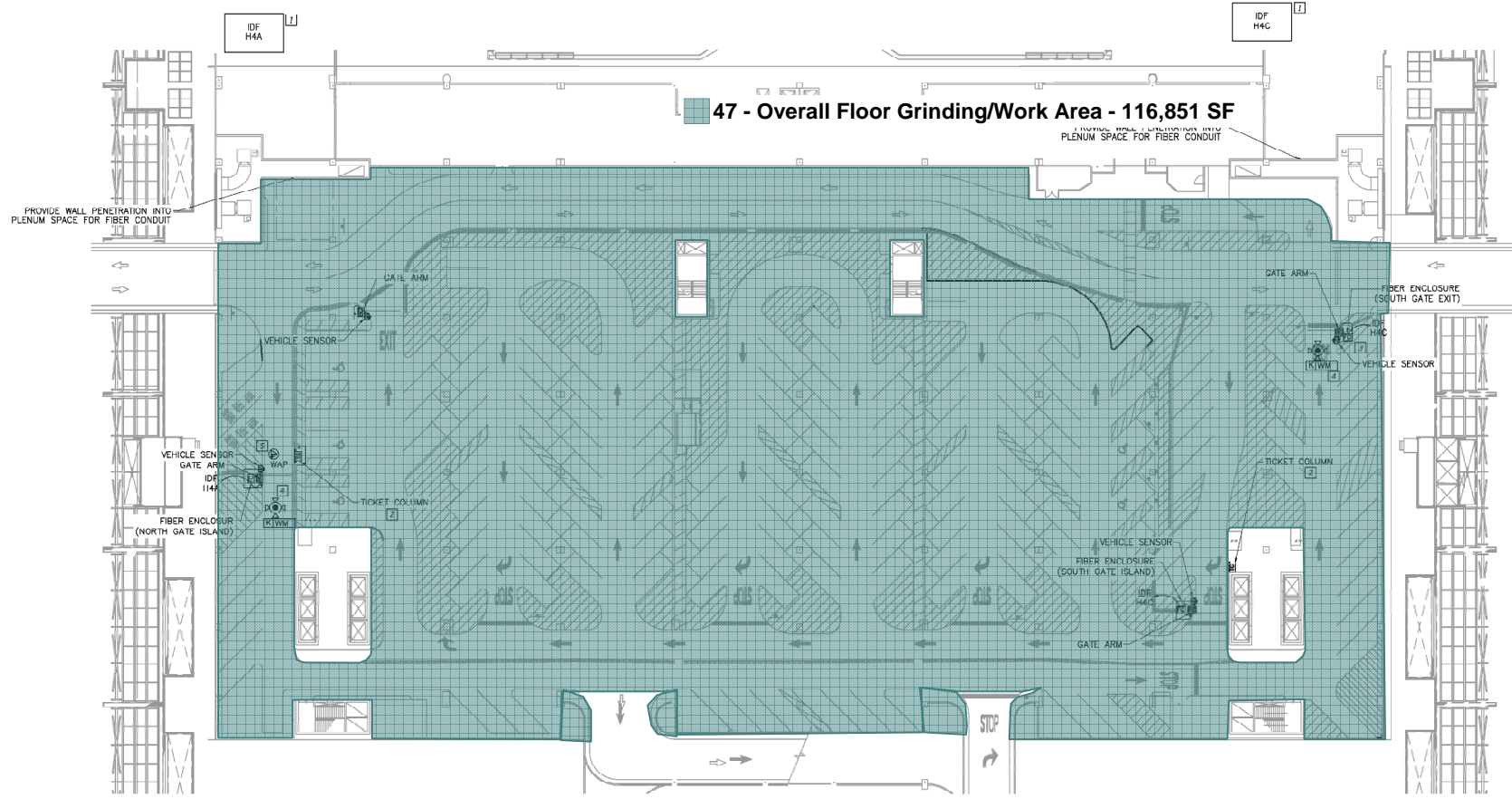
BID DOCUMENTS

Drawing No.

T3.4.01

- 4. GOA TYPE CAMERA: PENDANT CEILING MOUNT ROUTE GATE IN 1' C TO GOA SWITCH IN FIBER ENCLOSURE. REFER TO 25/20/00
- 5. WALL MOUNT 4" SQUARE JERU FOR SUX FOR FIBER ENCLOSURE ACCESS POINT MOUNTING. ROUTE GATE CABLE IN TC TO GOA SWITCH. GOA TO FUTURE ACCESS POINT.

47 - Overall Floor Grinding/Work Area - 116,851 SF



UPDATE ON: 04 FEB 2025, 4:11 PM BY: SOMMER  
Drawing Title: T3.4.01-2025 GOA Terminal Top Premier Parking; 2025 Bids -5 May - 1; 11/17/2025 12:16 PM



# H&C® COLORTOP™ SOLVENT-BASED SOLID COLOR CONCRETE SEALER



## PRODUCT DESCRIPTION

**H&C® COLORTOP™ Solvent-Based Solid Color Concrete Sealer** is a solid color sealer designed to add deep penetrating protection and long-lasting beauty to exterior concrete. Available in a variety of pre-packaged and tintable colors. For interior surfaces, use H&C COLORTOP Water-Based Solid Color Concrete Stain.

*\* H&C COLORTOP Solvent-Based Solid Color Concrete Sealer is formerly known as H&C® Concrete Sealer Solid Color Solvent-Based.*

## FEATURES & BENEFITS

- Protects and beautifies exterior concrete and masonry.
- Bonds with the surface for long lasting protection.
- Has a low film build to maintain architectural details
- Resists salt, acids, alkalis, water, ultraviolet light, oil, gasoline and hot tire marks.
- Packaged colors & tint bases
- No sealer required

## RECOMMENDED USES

H&C COLORTOP Solvent-Based Solid Color Concrete Sealer is formulated for use on concrete and masonry exterior surfaces such as driveways, walkways, patios, athletic courts and more.

## COVERAGE RATES

Substrate*	sq ft/gal
Concrete floors	200-250
Porous concrete	150-200
Concrete block	125-150
Split-faced block	100-125
Fluted block	75-100
Brick (clay)	100-150

\*Coverage will vary depending on the porosity and texture of the substrate.

## JOBSITE TEST SECTION

Due to the wide variety of substrates, preparation methods, application methods and environments, it is important to create a test sample.

## LIMITATIONS

Do not use on asphalt or other areas sensitive to solvent attack.

Do not apply if rain is expected within 12 hours following application.

## SURFACE PREPARATION

**New Concrete:** Allow new concrete to cure at least 28 days. Concrete surfaces should be able to absorb water. To test absorption, spray various sections of the surface to be stained with water. If the water does not absorb rapidly, then acid etch the surface using H&C® CONCRETEREADY® Etching Solution, following label instructions. After proper etching, the surface should feel like 120-grit sandpaper. If not, then etch again. Mechanical abrasion methods may be necessary to achieve proper profile. Do not apply the stain until all surfaces are porous. Allow all surfaces to dry at least 24 hours before staining. Prepared concrete must have a pH of 6 to 10.

**Existing and Previously Painted Concrete:** All concrete must be porous, clean, dry and free of grease, oil and other contaminants. To spot clean, use H&C CONCRETEREADY Cleaner Degreaser, following label directions. If mold, mildew, or fungus is present, kill and remove with a solution of 1 cup household bleach to 1 gallon of water. For best performance on previously painted surfaces apply H&C® Acryla-Deck® according to product instructions. Rinse away sanding dust before stain application. \* DO NOT ETCH PREVIOUSLY PAINTED SURFACES. For garage floors, apply H&C® SHIELD-CRETE® Water-Based Epoxy Garage Floor Coating. On driveways, use H&C® Heavy Shield™ Water-Based Solid Color Concrete and Driveway Enamel/Stain.

**\*WARNING:** Removal of old paint by sanding, scraping or other means may generate dust or fumes that contain lead. To avoid exposure to lead dust, wear proper protective equipment, such as a properly fitted respirator (NIOSH approved) and follow proper containment and cleanup procedures. For more information, call the National Lead Information Center at 1-800-424-LEAD (in U.S.) or contact your local health authority.

**Repair:** For the best repair on vertical and horizontal concrete and masonry surfaces, use H&C CONCRETEREADY Quick Patch and Repair to fill low spots and spalled concrete. Please note that patching compounds will generally be visible through clear coatings.

## TOOLS REQUIRED

- Synthetic bristle paint brush
- Synthetic roller cover (3/8 to 1/2-inch nap)
- Airless sprayer 2000 psi; tip .015 to .017 inch
- Eye Protection
- Respiratory Protection
- Gloves

**NOTE:** Back rolling is recommended after spraying.

**APPLICATION INSTRUCTIONS**

Apply H&C COLORTOP Solvent-Based Solid Color Concrete Sealer onto itself or bare, properly prepared, dry concrete surfaces only. Air, surface and material temperatures must be between 50° and 90° F and at least 5° F above the dew point during and for 24 hours after application. Do not apply H&C COLORTOP Solvent-Based Solid Color Concrete Sealer if rain is expected within 12 hours following application.

**How to Apply:** Apply with a brush, roller, or sprayer. Stir product thoroughly before and during application. When using more than one container, intermix all containers together to ensure color uniformity. Prior to applying the first coat, dry sweep the concrete with a stiff broom or shop vacuum to remove all loose surface contaminants.

**First Coat:** Apply first coat evenly, working in one direction. Allow to dry at least 4 hours before applying the second coat. Do not overwork the product. Brushing or back rolling over partially dried material may cause lifting of the coating from the surface.

**Second Coat:** For best coverage, apply the second coat perpendicular to the first coat. Two coats of H&C COLORTOP Solvent-Based Solid Color Concrete Sealer are usually sufficient.

**SLIP RESISTANCE**

Some surfaces such as inclined driveways, garages, steps and patios may require a slip-resistant additive for safety. Add H&C® SHARKGRIP® Slip-Resistant Additive to the final coat, following label directions. This product should not be used in place of a nonskid finish.

**CLEANUP**

Clean tools with H&C™ D-100 solvent, xylene or toluene. Follow solvent manufacturer’s safety instructions. Use waterless hand cleaner to remove dried material from skin.

**DISPOSAL**

Follow your state or local regulations for disposal methods.

**MAINTENANCE**

Surfaces treated with H&C COLORTOP Solvent-Based Solid Color Concrete Sealer are easily cleaned using 3 parts water to 1 part H&C CONCRETEREADY Cleaner Degreaser.

**PHYSICAL PROPERTIES**

Typical Physical Properties and Characteristics		
Property	Test Method	Value
Dry Time (@ 77°F, 50% RH)	Dry-to-touch	15 minutes
	Light traffic and Recoat	4 hours
	Heavy traffic	72-96 hours
	Full cure	7-14 days
Flash Point	ASTM D93, PMCC	80°F
VOC	EPA Method 24	542 g/L; 4.52 b/gal*
Water-Vapor Transmission	ASTM D1653, Method A	0.6 grains/sq ft/hr 10.8 grams/sq m/24 hrs
Perm Rating	ASTM D1653	6.8 grains/(hr ft <sup>2</sup> in Hg)
Water Repellency on Masonry	SS-W-110C, weight gain	0.1% on mortar cube 0.0% on concrete brick 0.0% on clay brick
Weatherometer	G23 F Type, 2000 hours	No failure
Wind-Driven Rain	TT-P-555B	No visible water leaks 0.0 oz. weight gain
Chemical Resistance (SA)		
Alkali	2% NaOH 5% Tide 2% Ivory Flakes	Slight dulling No effect No effect
Acid	5% Citric Acid 100% Milk 5% Hydrochloric Acid 5% Phosphoric Acid Mustard Ketchup	No effect Slight discoloring Slight discoloring No effect Slight stain No effect
Reflectivity (white base only)	ASTM C1549	81.5%
Sheen (Pigmented )	ASTM D523	Satin
Sheen (Clear)		Gloss
Volume Solids		
Solids by Weight	ASTM D2832	56% ± 2%*
Solids by Volume		34% ± 2%*
Weight per Gallon	ASTM D1475	9.85 lbs. ± 2%*

\*May vary depending on color

**Custom Tinting**

**Tint Load**

Extra White Base 1's	0-3 oz
Deep Base 1's	3-6 oz

## **ORDERING INFORMATION**

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**Extra White**      **Part Number/SMIS**  
1 gallon            10.114014-16/6507-11997  
5 gallons           10.114015-20/6507-11427

**Deep Base**        **Part Number/SMIS**  
1 gallon            10.106014-16/6507-11435  
5 gallons           10.106015-20/6507-11443

**Ultra Deep Base** **Part Number/SMIS**  
1 gallon            10.117014-16/6512-57024  
5 gallons           10.117015-20/6512-62735

**Bombay**            **Part Number/SMIS**  
1 gallon            10.100054-16/6507-11211  
5 gallons           10.100055-20/6507-11229

**Sandstone**        **Part Number/SMIS**  
1 gallon            10.100124-16/6507-11336  
5 gallons           10.100125-20/6507-11344

**Autumn Brown** **Part Number/SMIS**  
1 gallon            10.100034-16/6507-11195  
5 gallons           10.100035-20/6507-11203

**Tile Red**           **Part Number/SMIS**  
1 gallon            10.100164-16/6507-11393  
5 gallons           10.100165-20/6507-11401

**Terracotta**        **Part Number/SMIS**  
1 gallon            10.100154-16/6507-11377  
5 gallons           10.100155-20/6507-11385

**Patio Green**      **Part Number/SMIS**  
1 gallon            10.100104-16/6507-11294  
5 gallons           10.100105-20/6507-11302

**Pearl Gray**        **Part Number/SMIS**  
1 gallon            10.100114-16/6507-11310  
5 gallons           10.100115-20/6507-11328

**Gull Gray**         **Part Number/SMIS**  
1 gallon            10.100084-16/6507-11278  
5 gallons           10.100085-20/6507-11286

**Silver Gray**       **Part Number/SMIS**  
1 gallon            10.100144-16/6507-11351  
5 gallons           10.100145-20/6507-11369

**Black**                **Part Number/SMIS**  
1 gallon            10.100024-16/6507-11179  
5 gallons           10.100025-20/6507-11187

**Charcoal**          **Part Number/SMIS**  
1 gallon            10.100074-16/6507-11252  
5 gallons           10.100075-20/6507-11260

## **CAUTION**

---

**CAUTIONS: CONTAINS XYLENE.** Contents are **FLAMMABLE**. Vapors may cause flash fires. Keep away from heat, sparks and open flame. During use and until all vapors are gone: Keep area ventilated - Do not smoke - Extinguish all flames, pilot lights, and heaters - Turn off stoves, electric tools and appliances, and any other sources of ignition. **VAPOR HARMFUL.** Use only with adequate ventilation. To avoid overexposure, open windows and doors or use other means to ensure fresh air entry during application and drying. If you experience eye watering, headaches, or dizziness, increase fresh air, or wear respiratory protection (NIOSH approved) or leave the area. Avoid contact with eyes and skin. Wash hands after using. Keep container closed when not in use. Do not transfer contents to other containers for storage. **FIRST AID:** In case of eye contact, flush thoroughly with large amounts of water for 15 minutes and get medical attention. For skin contact, wash thoroughly with soap and water. In case of respiratory difficulty, provide fresh air and call physician. If swallowed, call Poison Control Center, hospital emergency room, or physician immediately. **DELAYED EFFECTS FROM LONG-TERM OVEREXPOSURE.** Contains solvents which can cause permanent brain and nervous system damage. Intentional misuse by deliberately concentrating and inhaling the contents can be harmful or fatal. **WARNING:** This product contains chemicals known to the State of California to cause cancer and birth defects or other reproductive harm. **DO NOT TAKE INTERNALLY. KEEP OUT OF THE REACH OF CHILDREN.**

## **LIMITED WARRANTY**

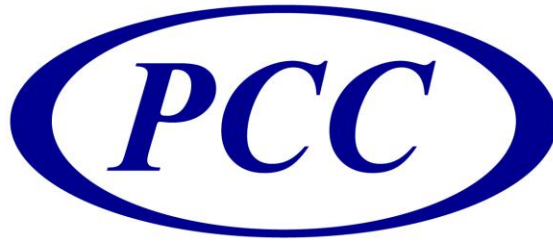
This warranty is only valid when the product is applied and maintained according to product application and maintenance instructions to a properly prepared surface. If the product fails to perform in accordance with applicable product literature H&C shall either replace an equivalent quantity of product free of charge or refund the original purchase price. For a replacement or a refund, return the product to the place of purchase accompanied by the original proof of purchase. This warranty shall not apply to any defect, damage or product failure resulting from improper surface preparation, structural defects, environmental damage, failure of a previous product, deterioration or defect in the underlying substrate, or improper application and maintenance of the product. Your exclusive remedy is the replacement of product or refund and does not include labor or costs associated with the application or removal of any product. IN NO EVENT SHALL H&C BE LIABLE FOR ANY TYPE OF INCIDENTAL, CONSEQUENTIAL, SPECIAL, EXEMPLARY, PUNITIVE, OR INDIRECT DAMAGES WHETHER OR NOT PURCHASER IS ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. ALL IMPLIED WARRANTIES, INCLUDING WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, SHALL HAVE THE SAME DURATION AS THE ABOVE EXPRESS WARRANTY. Some states do not allow limitations on how long an implied warranty lasts or limitations on incidental or consequential damages, so portions of the limitations above might not apply to you. This warranty gives you specific legal rights, and you may have other rights, which vary from state to state.

## **TECHNICAL SERVICES**

The information and recommendations set forth in this product data sheet are based on tests conducted by or on behalf of H&C Products Group and The Sherwin-Williams® Company. Such information and recommendations set forth herein are subject to change and pertain to the product offered at the time of publication. Consult your H&C or Sherwin-Williams representative to obtain the most recent product data sheet.

For technical assistance, call 1-800-867-8246 or visit [www.hcconcrete.com](http://www.hcconcrete.com).

421 Gold Metal Ct.  
Longwood, FL 32750  
Phone: 407-331-3805  
Fax: 407-331-4019



**Percopo Coatings Company**

- *Painting & Coatings*
- *Seamless flooring*
- *Special Finishes*
- *Waterproofing*
- *Wall coverings*
- *Restoration & Repair*
- *Project Management*

November 24, 2025

Kevin Harvey  
Clancy & Theys Construction Co.  
7308 Greenbriar Parkway  
Orlando, FL 32819

Re: GOAA Terminal Top Premier Parking Level H&C Color Top Intent to Warranty Labor.

Dear Kevin,

Per our conversations and commitment to the project, please consider this letter as official notice that PCC will issue a Labor Warranty in conjunction with the Manufacturer's warranty to cover both the specifics of coverage and the duration.

If you have any questions, please call me @ 407-331-3805. Thank you for this opportunity.

Sincerely,

A handwritten signature in black ink, appearing to read "Mike Percopo", written in a cursive style.

Mike Percopo  
CEO  
Percopo Coatings Company  
Cc: B0503-2025 Bid File



**THE SHERWIN-WILLIAMS COMPANY  
THREE (3) YEAR LIMITED WARRANTY  
MATERIALS ONLY**

This Limited Warranty is issued by The Sherwin-Williams Company ("SW") to OWNER NAME & ADDRESS ("Owner") for the Coating System applied by Owner's painting contractor to a Suitable Substrate at the Project.

1. **LIMITED WARRANTY.** In the event that a Covered Warranty Claim occurs during the Warranty Period, SW shall supply the replacement coatings necessary to repair such Covered Warranty Claim.

2. **SCOPE OF WARRANTY.** This Limited Warranty is issued by SW to Owner for the Coating System purchased by Owner from SW and applied to a Suitable Substrate at the Project; provided, however, in the event that the Coating System used on the Project is purchased from SW by Owner's painting contractor rather than by Owner directly, SW and Owner acknowledge and agree that this Limited Warranty shall be for the benefit of Owner.

3. **CONDITIONS OF WARRANTY.** SW's obligation to supply replacement coatings pursuant to this Limited Warranty is contingent upon the following conditions being satisfied. The failure of Owner and/or Owner's painting contractor to comply with any of the conditions specified in this Paragraph 3 shall relieve SW of any liability under this Limited Warranty.

(a) Owner and/or Owner's painting contractor shall obtain written specifications and instructions from SW prior to the application of the Coating System and the Owner's painting contractor shall apply the Coating System in strict accordance with such specifications and instructions.

(b) The specifications and instructions shall be followed in all respects with regard to storage, product handling, surface preparation, application and other requirements.

(c) Owner has complete responsibility for ensuring that the Owner's painting contractor complies fully with such specifications and instructions, notwithstanding periodic visits to the Project by any representative of SW and notwithstanding any representations made by any representative of SW to the contrary.

(d) Owner and Owner's painting contractor shall maintain application records to assist SW in evaluating the validity of any claim made by Owner under this Limited Warranty.

(e) It shall be the responsibility of Owner and/or Owner's painting contractor to perform repairs on the Coating System at the Project if a defect is discovered which is not the responsibility of SW pursuant to this Limited Warranty. Such repairs shall be made by Owner, at the expense of Owner and/or Owner's painting contractor. All repairs shall be made by using only those products satisfactory to SW and in accordance with repair specifications supplied by SW.

(f) Owner shall submit all claims pursuant to this Limited Warranty in accordance with Paragraph 4 of this Limited Warranty.

(g) Owner shall have made full payment to SW for the Coating System under this Limited Warranty.

4. **CLAIMS.** To assert any claim under this Limited Warranty, Owner shall notify SW in writing within thirty (30) days after Owner has actual or constructive notice of an alleged Covered Warranty Claim. Such claim shall be sent to: The Sherwin-Williams Company, Orlando District, 5776 Hoffner Ave, Suite 301, Orlando, FL 32822, ATTENTION: District Manager. All claims shall include proof of purchase and shall provide details explaining the nature of the claim and the date of

detection. Owner waives any claims not made in this manner during the Warranty Period. SW shall have a full and complete opportunity to inspect any alleged Covered Warranty Claim and review any records concerning the alleged Covered Warranty Claim.

5. **WARRANTY PERIOD APPLICABLE TO A REPAIR.** The Warranty Period shall not be extended by the repair of any Covered Warranty Claim pursuant to this Limited Warranty. Any replacement coatings furnished by SW pursuant to this Limited Warranty shall be covered by the terms of this Limited Warranty for the remaining term of the original Warranty Period provided that such replacement coatings are applied in accordance with SW's specifications and instructions.

6. **EXCLUSIVE REMEDY.**

(a) **THE LIMITED WARRANTY PROVIDED HEREIN IS EXPRESSLY IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, REGARDING THE QUALITY AND/OR THE PERFORMANCE OF THE COATING SYSTEM. EXCEPT AS EXPRESSLY PROVIDED IN THIS LIMITED WARRANTY, SW MAKES NO WARRANTIES OF ANY KIND RELATING TO THE COATING SYSTEM AND/OR THE PERFORMANCE THEREOF AND SW DISCLAIMS ALL WARRANTIES OF ANY KIND, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO THE IMPLIED WARRANTY OF MERCHANTABILITY, THE IMPLIED WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE AND ANY WARRANTY CONTAINED ON THE PAINT CONTAINER LABEL AND/OR OTHER LITERATURE OF SW. THIS LIMITED WARRANTY IS NOT A WARRANTY BY SW TO OWNER CONCERNING THE APPLICATION OF THE COATING SYSTEM AND OWNER ACKNOWLEDGES AND AGREES THAT IF OWNER HAS ANY CLAIM FOR IMPROPER APPLICATION OF THE COATING SYSTEM OWNER SHALL RESOLVE SUCH CLAIM DIRECTLY WITH THE PARTY WHO APPLIED THE COATING SYSTEM.**

(b) **SW'S ENTIRE LIABILITY RELATING IN ANY MANNER TO THIS LIMITED WARRANTY SHALL BE LIMITED EXCLUSIVELY TO PROVIDING REPLACEMENT COATINGS TO REPAIR THE COVERED WARRANTY CLAIM TO THE EXTENT PROVIDED IN THIS LIMITED WARRANTY. SW SHALL IN NO EVENT BE LIABLE TO OWNER OR OWNER'S PAINTING CONTRACTOR, OR TO ANY PERSON CLAIMING THROUGH OWNER OR OWNER'S PAINTING CONTRACTOR, WHETHER IN CONTRACT, TORT, OR STRICT PRODUCT LIABILITY, FOR INDIRECT, SPECIAL, INCIDENTAL OR CONSEQUENTIAL DAMAGES, LOSS OF PROFITS, LOSS OF USE, DEMURRAGE, OR PENALTIES, ARISING FROM ANY CAUSE WHATSOEVER.**

7. **ASSIGNMENT.** This Limited Warranty may not be transferred or assigned by Owner.

8. **DEFINITIONS.** The following terms when used in this Limited Warranty shall have the meanings set forth below.

(a) "Coating System" shall mean the paint system consisting of **H&C COLORTOP SOLVENT-BASED.**

(b) "Covered Warranty Claim" shall mean a contiguous area of five percent (5%) or more, per year, on a cumulative basis, of the Coating System applied to a Suitable Substrate at the Project that is:

- i. peeling; and/or
- ii. blistering

but does not include any other defect or damage including, but not limited to, any defect or damage resulting from:

- (1) the failure of Owner and/or Owner's painting contractor to follow and adhere to all of the specifications and instructions provided by SW;
- (2) improper surface preparation;
- (3) improper application of the Coating System;
- (4) improper film thickness of the Coating System;
- (5) ordinary wear and tear, abnormal usage or misuse;
- (6) failure to properly maintain the coated Suitable Substrate in accordance with reasonable and customary maintenance procedures;
- (7) standing water or pooling water;
- (8) design, construction or structural defects in any Suitable Substrate and/or structural settling or movement;
- (9) the use or application of any patches, fillers, undercoats or topcoats not recommended and supplied by SW, whether applied prior to, concurrently with or after the application of the Coating System;
- (10) improper repair;
- (11) causes unrelated to the performance of the Coating System under normal operating conditions;
- (12) abrasion, mechanical damage, abrasive cleaning, abuse, or damage resulting from use of chemicals or cleaning agents;
- (13) exposure to harmful solids, liquids or gases;

- (14) exposure to abnormal conditions including, without limitation, corrosive or aggressive atmospheres such as those contaminated with chemical fumes;
- (15) improper substrate installation;
- (16) damage caused by any person or entity other than SW;
- (17) staining, rust staining, or bleeding resulting from rusting of ungalvanized bolts;
- (18) any defect occurring on hidden surfaces or at connections which cannot feasibly be painted;
- (19) any defect in coating materials, including thinners, not manufactured by SW; and
- (20) causes beyond the reasonable control of SW including, but not limited to, damage or defects caused in whole or in part by reason of fire, explosion, flood, war, riots, civil commotion, radiation, acts of God, unusual weather conditions (including but not limited to, hurricane, tornado and/or earthquake), falling objects, external forces, matters normally covered by force majeure, misuse, alteration, abuse, vandalism, negligence, or any other similar or dissimilar circumstance or event beyond the reasonable control of SW.

(c) "Project" shall mean **[PROJECT NAME, ADDRESS].**

(d) "Suitable Substrate(s)" shall mean **[SUBSTRATE]** located at the Project.

(e) "Warranty Period" shall mean the **THREE (3)** year period commencing on the date that Owner and/or Owner's painting contractor purchased the Coating System for the Project from SW.

9. **APPLICABLE LAW.** This Limited Warranty shall be governed by and construed in accordance with the internal laws of the State of Ohio without regard to the principles of conflicts of laws.

10. **ENTIRE AGREEMENT.** This Limited Warranty constitutes the entire agreement between SW and Owner concerning the subject matter hereof and supersedes all prior or contemporaneous agreements or warranties between the parties concerning the subject matter hereof. This Limited Warranty shall not be binding upon SW unless it is signed by Owner and a SW District Manager.

**THE SHERWIN-WILLIAMS COMPANY**

**OWNER:**

By: XXXXXXXXXXXXXXXXXXXX

By: XXXXXXXXXXXXXXXXXXXX

Title: XXXXXXXXXXXXXXXXXXXX

Title: XXXXXXXXXXXXXXXXXXXX

Date: XX/XX/XX

Date: XX/XX/XX

**OAR Summary of Probable Construction Costs**  
**V-01032 Premier Parking Reconfiguration**  
**CO-02 11.13.25**

Item No.	Epoxy Coat	Materials				Labor				Subtotals
		Qty	Units	Unit Cost	Material Cost	Man hours	Unit Cost	Labor Cost		
1	2 coats H&C Eoxy Sealer	1190	GAL	\$ 42.57	\$ 50,658.30	2100	\$ 32.50	\$ 68,250.00	\$ 118,908.30	
2	vac-prep 117,000	117,000	SF	\$ 0.10	\$ 11,700.00	35	\$ 32.50	\$ 1,137.50	\$ 12,837.50	
3	disposable rollers, denatured alcohol, rags, cleaners, brushes	1	LS	\$ 3,750.00	\$ 3,750.00	0	\$ 35.00	\$ -	\$ 3,750.00	
4		0	Gal	\$ 92.00	\$ -	0	\$ 35.00	\$ -	\$ -	
5				Materials	\$ 66,108.30	2135	Labor	\$ 69,387.50		
6				7% Tax	\$ 4,627.58		Burden	\$ 29,142.75		
7				Total Mat.	\$ 70,735.88		Labor Total	\$ 98,530.25		
8								<b>SUBS-Total</b>	<b>\$ 169,266.13</b>	
9										
10	Working Foreman	0	HRS	\$ 49.00	\$ -			Total GC Equipment. & Labor	\$ 2,142.00	
11	Electricians	0	Hrs	\$ 61.50	\$ -			Total GC and Sub	\$ 171,408.13	
12	Construction Clean-up	0	LS	\$ 275.00	\$ -			GC Mark-up 8%	\$ 13,712.65	
13	Security UON's	0	LS	\$ 984.00	\$ -			<b>Sub-Total</b>	<b>\$ 185,120.78</b>	
14	Phone for forman	0	MO	\$ 185.00	\$ -			Allowance	\$ -	
15	Truck	84	HRS	\$ 25.50	\$ 2,142.00			Total Estimate	\$ 185,121	
16	Boom Lift	0	MO	\$ -	\$ -					
17	P&P Bonds	0	LS	\$ -	\$ -					
18		1	LS	\$ -	\$ -					
19	Permit Fees direct cost per city calculator	0	LS	\$ -	\$ -					
20				PP/Engineering	\$ -					
21				Labor	\$ -					
22				Burden 42%	\$ -					
23				Equipment	\$ 2,142.00					
24				Total GC	\$ 2,142.00					

Established unit price of \$1.58 SF

## MEMORANDUM

TO: Members of the Construction Committee

FROM: Keegan O'Brien, P.E., Assistant Vice President, Environmental

DATE: December 9, 2025

## ITEM DESCRIPTION

Request for Approval of an Addendum to the Continuing Environmental Engineering Consultant Services Agreement with CDM Smith Inc. for FY26 Semi-annual Groundwater Monitoring and Reporting for PR-005 Cargo Road Landfill (Site) at Orlando International Airport.

## BACKGROUND

On December 13, 2023, the Aviation Authority Board approved an agreement with CDM Smith Inc. for Continuing Environmental Engineering Consultant Services at the Orlando International Airport, Orlando Executive Airport, and other facilities operated by the Aviation Authority.

## ISSUES

Consultant's proposal, dated November 10, 2025, is to provide Semiannual Groundwater Monitoring and Reporting for the Cargo Road Landfill (Site) for December 2025 and April 2026 along with a proposal for No-Further Action with Conditions. These activities are required for the site by the Florida Department of Environmental Protection (FDEP), pursuant to the Monitoring Plan Implementation Schedule dated January 31, 2006.

If approved, services will be effective on date of Construction Committee approval.

This continuing consultant was selected for this task based on ( all that apply):

- Experience                       Available Personnel                       Current Workload  
 Expertise                               Equitable Distribution                       Other: \_\_\_\_\_

## SMALL BUSINESS

The Small Business participation has been reviewed by the Office of Business Opportunity & Exchange. The findings and recommendation are attached.

## ALTERNATIVES

None.

## FISCAL IMPACT

Funding is from GASB 49 – 006.OIA (PR-005). Funding source verified by Melvin Martinez of Finance on 12/03/25 as correct and available.

RECOMMENDED ACTION

It is respectfully requested that the Construction Committee approve of an Addendum to the Continuing Environmental Engineering Consultant Services Agreement with CDM Smith Inc. for the services contained herein and the amount as shown below:

Not to Exceed Fees	\$69,888.00
Lump Sum Fees	\$0.00
Not to Exceed Expenses	\$4,198.00
TOTAL	\$74,086.00
AAC – Compliance Review Date	
AAC – Funding Eligibility Review Date	

**Greater Orlando Aviation Authority**  
**Construction Committee (CC) Item Review Checklist**  
**Professional Services**

CC Date:	December 9, 2025
Vendor Name:	CDM Smith, Inc.
Sponsor (Person listed in FROM section on memo):	Keegan O'Brien
Preparer (Person listed as Prepared By under FROM section on memo):	Keanu Dziczek
GOAA Project Number:	PR-005

Appropriate GOAA Cover Memo (EDC document) properly completed, including the appropriate funding source	X Yes	<input type="checkbox"/> No
Proposal letter from the Prime Consultant to GOAA detailing the scope of services, deliverables, schedule and fees	X Yes	<input type="checkbox"/> No
Proposal letter from the Subconsultant(s) to the Prime detailing the scope of services, deliverables, schedule and fees	X Yes	<input type="checkbox"/> No
Is the Truth-in-Negotiation Certification included and signed by Prime Consultant	X Yes	<input type="checkbox"/> No
Breakdown of hourly rates by position for each job role required (C-9 Table or Equivalent)	X Yes	<input type="checkbox"/> No
Breakdown of hours being worked for each task or project related to that item (C-3 Table and/or C-5 Table or Equivalent)	X Yes	<input type="checkbox"/> No
Breakdown of Reimbursable Expenses (C-6 Table or Equivalent)	X Yes <input type="checkbox"/> No	<input type="checkbox"/> N/A
Cumulative project staffing sheet (Required for Prime OAR Services ONLY)	<input type="checkbox"/> Yes <input type="checkbox"/> No	X N/A
Have services already been performed? If Yes, please explain	<input type="checkbox"/> Yes	X No
<b>Provide explanation for any items marked "No"</b>		

Keegan O'Brien

11/18/25

Submitted By (Please Print Name)

Date / Time

To be Completed by Anser Advisory:

All documents listed on the checklist are included and ready for review:

**Accepted**    Date \_\_\_\_\_     **Rejected**    Date \_\_\_\_\_



November 10, 2025

Mrs. Keegan O'Brian, P.E.  
Greater Orlando Aviation Authority  
5855 Cargo Road  
Orlando, Florida 32827

Subject: Cargo Road Landfill  
FY 2026 Ground Water Monitoring and Reporting / No Further Action Proposal  
ERIC\_12695  
**Greater Orlando Aviation Authority**

Dear Mrs. O'Brien:

CDM Smith Inc. (CONSULTANT) is pleased to submit this Addendum to provide services as described in the scope of work below for the semi-annual groundwater monitoring and reporting for the Cargo Road Landfill facility located at the Orlando International Airport (OIA). The scope of work detailed below will be executed in accordance with the Agreement for Continuing Environmental Engineering Consultant Services Orlando International and Executive Airports, between Greater Orlando Aviation Authority (GOAA) (OWNER) and CONSULTANT, dated July 1, 2024, hereafter referred to as the Agreement.

## Project Background

The Cargo Road Landfill facility is located at OIA on the north and south sides of Cargo Road, between Casa Verde Road to the west, and Heintzelman Boulevard to the east. Refer to Exhibit 1 – United States Geographical Survey topographic map and Exhibit 2 – Aerial Photograph (**Attachment A**).

Since being initially constructed by the City of Orlando, both the City of Orlando and OWNER have disposed of materials within the landfill. The site was originally used by the City of Orlando as a Class 1 landfill beginning around 1970 and continuing until about 1977. During the period 1982 to 1984, GOAA was permitted by the Florida Department of Environmental Protection (FDEP) to utilize the western portion of this landfill for disposal of construction and demolition (C&D) debris. GOAA removed approximately 43,000 tons of C&D debris and 68,000 tons of municipal waste (Class I) from the landfill area between 1994 and 2002.

A cleared area north of the landfill was developed for stormwater retention. Areas to the east of the landfill consist of woodlands, while areas to the south and west have been previously developed. Several years ago, a large drainage canal was constructed around the landfill on its northern and eastern sides approximately 150 to 1,500 feet beyond the limits of landfill use.

Surface water quality monitoring was performed from July 1993 to July 1994 in the OIA canal system. Influent and effluent sampling results indicated that there were no increases in the analytes sampled. The FDEP approved a groundwater Monitoring Plan Implementation Schedule (MPIS), which was initiated in August 2000. MPIS sampling was discontinued by the FDEP in November 2006. A Supplemental Groundwater Monitoring Event was performed in 2007, with the results identifying exceedances of benzene, vinyl chloride (VC), and naphthalene. Semi-annual groundwater monitoring



Mrs. Keegan O'Brien, P.E.  
November 10, 2025  
Page 2

has been performed since 2007, with the latest sampling event being completed in April 2025. The latest semi-annual groundwater sampling event identified Groundwater Cleanup Target Level exceedances of benzene, cumene, VC, ammonia, chloride, and iron, with iron exceeding Natural Attenuation Default Concentrations in some monitoring wells.

This Addendum, as detailed in sections below, describes the CONSULTANT's scope of work as requested by OWNER for fiscal year 2026. Below is a summary of the deliverables that will be prepared under this Addendum:

- Semi-Annual Groundwater Monitoring Report – December 2025 Event
- Proposal for No Further Action with Conditions
- Semi-Annual Groundwater Monitoring Report – April 2026 Event

## Scope of Work

### Task 1.0 – Semi-Annual Groundwater Monitoring Report – December 2025 Event

This task outlines the approach for conducting the first semi-annual 2026 groundwater monitoring and reporting activities. CONSULTANT proposes to conduct a groundwater sampling event in October 2025 to support the development of a proposal for no further action with conditions.

#### *Subtask 1.1 – Initial Site Visit and GIS Site Mapping*

Prior to the December 2025 semi-annual groundwater sampling event, CONSULTANT will perform a site visit to assess each monitoring well for accessibility and verify field coordinates of all monitoring wells as shown on **Attachment A-Exhibit 2**, and listed in **Attachment B**. This information will be used to create a GIS map layer with the monitoring well location information to be provided to OWNER. This data will also be used to transition site maps, groundwater elevation maps, and analytical maps, as requested by OWNER.

#### *Subtask 1.2 – Semi-Annual Groundwater Sampling – December 2025 Event*

CONSULTANT will conduct a semi-annual sampling event during the month of December 2025. These sampling events will include the collection of groundwater samples to be analyzed for the parameters as listed below for the 29 monitoring wells listed in **Attachment B**:

- Depth to water in 38 monitoring wells
- Field Parameters (collected by CONSULTANT) dissolved oxygen (DO), pH, specific conductivity, temperature, and turbidity.
- Laboratory analysis for volatile organic compounds (VOCs) by United States Environmental Protection Agency (EPA) Method 8260, polynuclear aromatic hydrocarbons by EPA Method 8270, ammonia by EPA Method 350.1, chloride by EPA Method 300.0/9053, and iron and thallium by EPA Method 6020. A sampling schedule is provided in **Attachment B**.



Mrs. Keegan O'Brien, P.E.  
November 10, 2025  
Page 3

Groundwater samples will be submitted to Southern Research Laboratories, Inc. (SRL) for a National Environmental Laboratory Accreditation Program (NELAP) certified laboratory, located in Altamonte Springs, Florida, for laboratory analysis. Purge water will be containerized within 55-gallon drums for proper off-site disposal.

### *Subtask 1.3 – Semi-Annual Monitoring Report – December 2025 Event*

CONSULTANT, upon completion of the groundwater sampling and receipt of analytical results from SRL, as described in Subtask 1.1 above, will analyze the data and compile for submittal to OWNER, a DRAFT Semi-Annual Groundwater Monitoring Report (GMR). The DRAFT GMR will be submitted to OWNER at least ten business days prior to submittal deadline of December 31, 2025, to provide time to review and comment prior to submittal of the FINAL Semi-Annual Groundwater Monitoring Report to OWNER and FDEP. The Groundwater Monitoring Report will include the following:

- Data Review and Site Assessment – Compilation and review of historical site data, including hydrogeography, contaminant plume behavior, and previous remedial activities. Also evaluate existing monitoring well network and identify any data gaps.
- Updated groundwater elevation and analytical maps for the shallow and deep zones of the surficial aquifer.
- A statistical analysis of contaminant concentration trends in select monitor wells.
- Conceptual Site Model (CSM) Refinement – Refine current CSM to identify potential contaminant sources, transport pathways, and attenuation processes.
- Assessment of site conditions and provide defensible data to determine suitability for conditional closure.

Upon submittal of the Semi-Annual Groundwater Monitoring Report, CONSULTANT will facilitate and attend a meeting with FDEP and OWNER to review it. As part of the meeting with the FDEP, CDM Smith will provide a PowerPoint summary of the Site and include initial information to support a No Further Action discussion with the FDEP.

### **Task 2.0 – Proposal for No Further Action with Conditions**

Based on the outcome of the meeting with the FDEP and OWNER, CONSULTANT will prepare a Proposal for No Further Action with Conditions (NFAC). The objective of the Proposal will be to provide documentation and justification for NFAC under Chapter 62-780, Florida Administrative Code (FAC).

Based on the size of the impacted area (larger than 0.25 acres), CONSULTANT anticipates applying Risk Management Option (RMO) III as provided in Chapter 62-780.680(3) F.A.C. This option is similar to a RMO II but may be used for areas of contamination larger than ¼ acre. This option allows a site to be closed using ACTLs and institutional and/or engineering controls with a site-specific risk assessment to



Mrs. Keegan O'Brien, P.E.  
November 10, 2025  
Page 4

determine site specific exposure issues. Implementation of institutional and/or engineering controls are established to prevent exposure to contaminated soils and groundwater. The Proposal for NFAC will include a comprehensive summary of historical and recent assessment activities for soil and groundwater, a statistical analysis of historical and current groundwater analytical data to establish contaminant concentration trends, a description of any proposed institutional or engineering controls, development of alternative cleanup target levels based on potential exposure scenarios and proposed future use of the property, and an overall demonstration the criteria for condition closure are met with respect to Chapter 62-780, FAC.

Please note that the proposal for NFAC will be prepared based on discussions with the FDEP following submittal of the First 2026 Semi-Annual Monitoring Report, and all stakeholders agree that the site meets the requirements of NFAC. A second 2026 semi-annual groundwater sampling event is included in this Addendum in the event additional data is required by the FDEP to support an NFAC proposal. As such, the timing for the submittal of the Proposal for NFAC may change based on the October sampling results and subsequent discussion with the FDEP.

Upon submittal of the NFAC Plan, CONSULTANT will facilitate and attend a meeting with FDEP and OWNER to review.

### **Task 3 – Semi-Annual Groundwater Monitoring Report – April 2026 Event**

This task outlines the approach for conducting the semi-annual groundwater monitoring and reporting activities for the April 2026 event. CONSULTANT proposes to conduct a groundwater sampling event in April 2026 to support the development of a proposal for no further action with conditions. Based on our planned meeting with the FDEP, the second semi-annual 2026 groundwater monitoring sampling schedule might be altered but until a formal agreement to alter the sampling schedule is received from the FDEP the current sampling schedule is proposed.

#### *Subtask 3.1 – Semi-Annual Groundwater Sampling – April 2026 Event*

CONSULTANT will conduct a semi-annual sampling event during the month of April 2026. These sampling events will include the collection of groundwater samples to be analyzed for the parameters as listed below for the 29 monitoring wells listed in **Attachment B**:

- Depth to water in 38 monitoring wells.
- Field Parameters (collected by CONSULTANT) DO, pH, specific conductivity, temperature, and turbidity.
- Laboratory analysis for VOCs by EPA Method 8260, polynuclear aromatic hydrocarbons by EPA Method 8270, ammonia by EPA Method 350.1, chloride by EPA Method 300.0/9053, and iron and thallium by EPA Method 6020. A sampling schedule is provided in **Attachment B**.



Mrs. Keegan O'Brien, P.E.  
November 10, 2025  
Page 5

Groundwater samples will be submitted to SRL, a NELAP certified laboratory, located in Altamonte Springs, Florida, for laboratory analysis. Purge water will be containerized within 55-gallon drums for proper off-site disposal.

### *Subtask 3.2 –Semi-Annual Monitoring Report – April 2026 Event*

CONSULTANT, upon completion of the groundwater sampling and receipt of analytical results from SRL, as described in Subtask 3.1 above, will analyze the data and compile for submittal to OWNER, a DRAFT GMR DRAFT. The GMR DRAFT will be submitted to OWNER at least ten business days prior to submittal deadline of June 30, 2026 to provide time to review and comment prior to submittal of the FINAL Semi-Annual Groundwater Monitoring Report to OWNER and FDEP. The Groundwater Monitoring Report will include the following:

- Data Review and Site Assessment – Compilation and review of historical site data, including hydrogeography, contaminant plume behavior, and previous remedial activities. Also evaluate existing monitoring well network and identify any data gaps.
- Updated groundwater elevation and analytical maps for the shallow and deep zones of the surficial aquifer.
- A statistical analysis of contaminant concentration trends in select monitor wells.
- Conceptual Site Model (CSM) Refinement – Refine current CSM to identify potential contaminant sources, transport pathways, and attenuation processes.
- Assessment of site conditions and provide defensible data to determine suitability for conditional closure.

Upon submittal of the Semi-Annual Groundwater Monitoring Report, CONSULTANT will facilitate and attend a meeting with FDEP and OWNER to review.

### **Task 4 – Project and Quality Management**

Activities performed under this task consist of those administrative functions required to maintain the project on schedule, within budget, and that the quality of the work products defined within this scope is consistent with CONSULTANT's quality standards.

#### Project Meetings

CONSULTANT expects to hold the following meetings:

- OWNER Project Kickoff, Project Execution and Planning Meeting -December 2025
- OWNER Proposal for NFA with Conditions Review -June 2026

CONSULTANT will prepare meeting agendas and notes for each of these meetings.



Mrs. Keegan O'Brien, P.E.  
November 10, 2025  
Page 6

#### Subcontractor Management

CONSULTANT will develop scopes of work and enter into subcontractor agreements with selected subcontractors to execute the work described in this Addendum. Subcontractor costs will be managed, tracked, and related deliverables reviewed for quality and completeness. CONSULTANT anticipates the procurement of the following subcontractors to execute the work:

- Southern Research Laboratories, Inc. for the analysis of groundwater samples and to provide the groundwater sampling kits.

#### Project Quality Technical Review

CONSULTANT's Quality Management System guidelines will be followed. Internal quality technical specialist reviews will be conducted on project deliverables.

#### Project Status Reports

CONSULTANT's Project Manager will prepare and submit monthly status reports to accompany each invoice throughout the duration of this project.



Mrs. Keegan O'Brien, P.E.  
November 10, 2025  
Page 7

## Assumptions

The above scope of work is based upon the following assumptions:

- The OWNER will assist in providing access to the monitoring wells.
- All historical sampling results data tables from the previously submitted 2025 Semi-Annual Monitoring Report will be provided by the OWNER in Microsoft Excel format or a file type convertible to Microsoft Excel.
- All monitoring wells to be sampled will be accessible. Field grubbing and/or well maintenance activities are not included. CONSULTANT shall trim and/or remove grass from on/around the monitoring well pads for access.
- Each semi-annual sampling event is budgeted for four 10-hour days; a total of eight field days are included to include depth to water measurements.
- All work will be conducted during normal business hours, defined as 8:00 A.M. to 6:00 P.M., Monday through Friday, excluding federal and state holidays.
- Existing monitoring well elevations and depths information as provided from site records are assumed accurate. Surveying to verify accuracy of all monitoring well top-of-casing elevations and depths is not included.
- Subcontractors can perform work as provided in the budget shown in **Attachment C and E**.
- Health and safety concerns will not prevent the completion of the general scope of work herein.
- Meetings will be held virtually via Microsoft Teams (or similar) unless specifically stated to be held in-person.



Mrs. Keegan O’Brien, P.E.  
November 10, 2025  
Page 8

## Deliverables and Schedule

It is anticipated that the work will take 32 weeks to complete, starting within two weeks (or 10 business days) of receipt of a formal notice to proceed (NTP). The first semi-annual sampling and reporting is expected to be completed by December 31, 2025, and the second semi-annual sampling and reporting is expected to be completed prior to June 30, 2026. The estimated project delivery schedule by task is provided in **Table 1**. CONSULTANT will prepare an updated detailed schedule within the first thirty (30) calendar days after Notice to Proceed.

*Table 1 – Schedule Summary*

<b>Task No.</b>	<b>Description</b>	<b>Duration from NTP (weeks)</b>
1.0	Project Kickoff	1 weeks
1.1	Initial Site Visit and GIS Site Mapping	2 weeks
1.2	Semi-Annual Groundwater Sampling – December 2025 Event	2 weeks
1.3	Semi-Annual Monitoring Report -December 2025 Event	8 weeks
2.0	Proposal for NFA with Conditions	17 weeks
3.1	Semi-Annual Groundwater Sampling – April 2026 Event	26 weeks
3.2	Semi-Annual Monitoring Report -April 2026 Event	32 weeks

### Project Deliverables

1. Semi-Annual Monitoring Report – December 2025 Event
2. Proposal for NFA with Conditions
3. Semi-Annual Monitoring Report – April 2026 Event



Mrs. Keegan O'Brien, P.E.  
November 10, 2025  
Page 9

## Compensation and Payment

CONSULTANT will complete the work described on a time and materials basis not-to-exceed (NTE) the amount of **\$74,086**; with NTE fees for CONSULTANT labor at \$55,900, NTE fees for subcontracted services at \$13,988, and NTE fees for reimbursable expenses at \$4,198. A budget summary of these costs by task can be found as **Attachment C** with a summary of sub participation as **Attachment D**. CONSULTANT will submit monthly invoices for the work performed based on the hours incurred and the CONTRACT hourly billing rates plus reimbursable expenses (other direct costs) and subcontractor rates included in **Attachment E**. CONSULTANT's Truth In Negotiation Certification for this request is included as **Attachment F**.

## Authorization

If this Addendum meets with your approval, work may be initiated by executing it in accordance with the Agreement for Continuing Environmental Engineering Services Contract dated July 1, 2024.

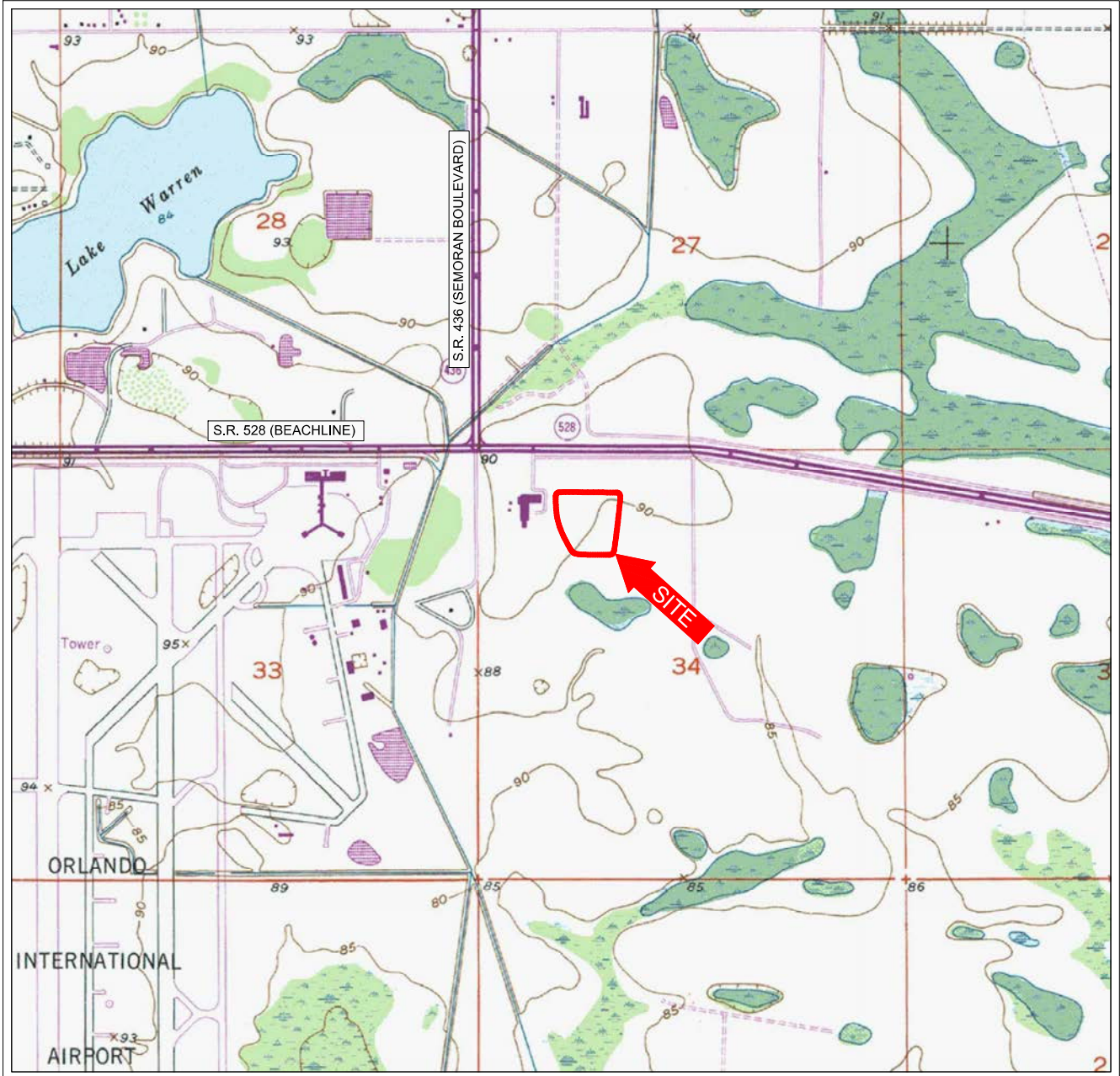
We look forward to working on this important project. Contact me at 407.497.8921 or by email with any questions or comments.

Sincerely,

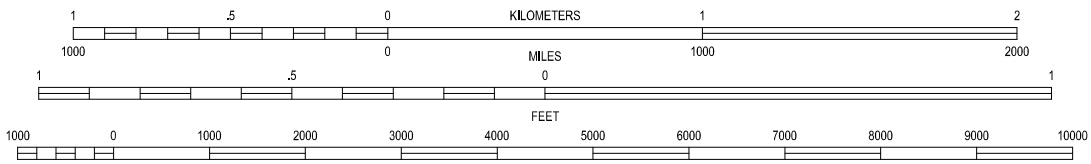
Krishna "KC" Cole, P.E., P.M.P.  
Project Manager  
CDM Smith  
[colekc@cdmsmith.com](mailto:colekc@cdmsmith.com)

Joshua Hirten, P.G.  
Client Sales Leader  
CDM Smith  
[hirtenj@cdmsmith.com](mailto:hirtenj@cdmsmith.com)

**Attachment A**  
**Exhibit 1 – USGS Topographical Map**  
**Exhibit 2 – Aerial Photograph**



SCALE 1:24 000



CONTOUR INTERVAL 5 FEET  
NATIONAL GEODETIC VERTICAL DATUM OF 1929

SECTION: 34  
TOWNSHIP: 23 SOUTH  
RANGE: 30 EAST

ORLANDO EAST, FLORIDA  
1953; PHOTOREVISED 1980  
7.5 MINUTE SERIES (QUADRANGLE)



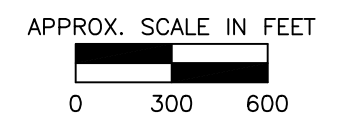
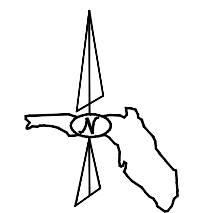
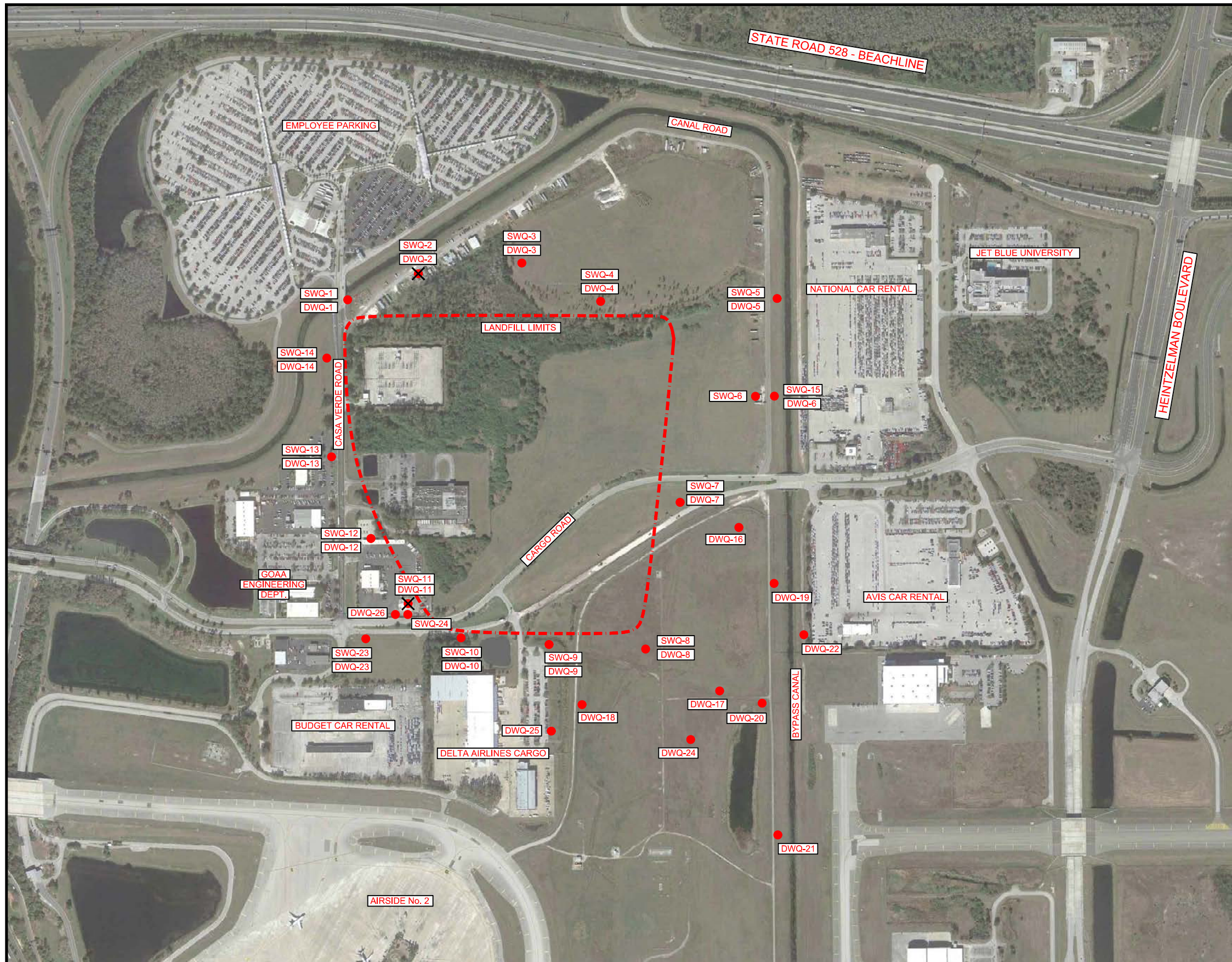
Project Mgr:	LW	Project No.	H1247C39
Drawn By:	AS	Scale:	AS SHOWN
Checked By:	LW	File No.	H1247C39
Approved By:	MWM	Date:	5-2-25

**Terracon**  
Explore with us

1675 LEE ROAD WINTER PARK, FLORIDA 32789  
PH. (407) 740-6110 FAX. (407) 740-6112

TOPOGRAPHIC VICINITY MAP
CARGO ROAD LANDFILL ORLANDO INTERNATIONAL AIRPORT ORLANDO, ORANGE COUNTY, FLORIDA

EXHIBIT
1



**LEGEND**

- APPROXIMATE LOCATION OF SHALLOW AND DEEP MONITORING WELL CLUSTER
- ✕ APPROXIMATE LOCATION OF ABANDONED OR DESTROYED MONITORING WELL
- - - BOUNDARY LINE OF LANDFILL PERIMETER

**NOTES:**

1. SWQ = SHALLOW WELL
2. DWQ = DEEP WELL

NOTE:  
IMAGE SOURCE: GOOGLE EARTH, 1/22/2013.

C:\Users\veerfuorah\AppData\Local\Temp\VerPublish\_2630A\H1247C39.dwg

Project Mngr:	LW	Project No.	H1247C39
Drawn By:	MG	Scale:	AS SHOWN
Checked By:	LW	File No.	H1247C39
Approved By:	MM	Date:	5-2-25

1675 LEE ROAD WINTER PARK, FLORIDA 32789  
PH. (407) 740-6110 FAX. (407) 740-6112

AERIAL PHOTOGRAPH  
CARGO ROAD LANDFILL  
ORLANDO INTERNATIONAL AIRPORT  
ORLANDO, ORANGE COUNTY, FLORIDA

EXHIBIT  
2

**Attachment B**  
**Groundwater Monitoring Well Sampling Schedule**

## Attachment B - Monitoring Well Sampling Schedule

MONITOR WELL:	AQUIFER ZONE:	EPA 8260 VOCS	EPA 8270 PAHS	EPA 300.0/9053 CHLORIDE	EPA 350.1 AMMONIA	EPA 6020 IRON	EPA 6020 THALLIUM	DTW
SWQ-1	Shallow							X
SWQ-3	Shallow	X	X	X	X	X	X	X
SWQ-4	Shallow					X		X
SWQ-5	Shallow							X
SWQ-6	Shallow	X	X	X	X	X	X	X
SWQ-7	Shallow					X		X
SWQ-8	Shallow	X	X	X	X	X	X	X
SWQ-9	Shallow				X	X		X
SWQ-10	Shallow					X	X	X
SWQ-12	Shallow	X	X	X	X	X	X	X
SWQ-13	Shallow	X	X	X	X	X	X	X
SWQ-14	Shallow							X
SWQ-15	Shallow							X
SWQ-23	Shallow					X		X
SWQ-24	Shallow	X	X	X	X	X	X	X
DWQ-1	Deep							X
DWQ-3	Deep	X	X	X	X	X	X	X
DWQ-4	Deep					X		X
DWQ-5	Deep							X
DWQ-6	Deep	X	X	X	X	X	X	X
DWQ-7	Deep	X	X	X	X	X	X	X
DWQ-8	Deep	X	X	X	X	X	X	X
DWQ-9	Deep	X	X	X	X	X	X	X
DWQ-10	Deep					X		X
DWQ-12	Deep	X	X	X	X	X	X	X
DWQ-13	Deep							X
DWQ-14	Deep							X
DWQ-16	Deep	X	X	X	X	X	X	X
DWQ-17	Deep	X	X	X	X	X	X	X
DWQ-18	Deep	X	X	X	X	X	X	X
DWQ-19	Deep	X	X	X	X	X	X	X
DWQ-20	Deep	X	X	X	X	X	X	X
DWQ-21	Deep							X
DWQ-22	Deep	X	X	X	X	X	X	X
DWQ-23	Deep					X		X
DWQ-24	Deep	X	X	X	X	X	X	X
DWQ-25	Deep					X		X
DWQ-26	Deep		X			X	X	X
<b>Total Samples:</b>		<b>19</b>	<b>20</b>	<b>19</b>	<b>20</b>	<b>29</b>	<b>21</b>	<b>38</b>

**Attachment C**  
**Budget Summary by Task**

**ATTACHMENT C - COST ESTIMATE**  
**FY 2026 - Cargo Road Landfill Groundwater Monitoring & Reporting**  
11/10/2025

	Senior Officer	Senior Technical Specialist	Technical Manager	Project III Professional	Project Controls Specialist	Contract Administrator	Project II Professional	Document Control	Subcontract Lab Fees	Reimbursable Expenses		Total Hours	Total Budget
CDM Smith Billing Rates	\$308	\$270	\$202	\$162	\$127	\$122	\$119	\$113					
Subtask 1.1 Site Visit and GIS Mapping		2		12			12					26	\$3,912
Subtask 1.2 Semi-Annual Groundwater Sampling - Nov 2025				40			40		\$6,994	\$2,099		80	\$20,333
Subtask 1.3 Semi-Annual Monitoring Report - Dec 2025		4	2	24			4	2				36	\$6,074
Subtask 2.0 Proposal for NFA with Conditions		6		30			6	2				44	\$7,420
Subtask 2.1 FDEP Meeting		8	2	4								14	\$3,212
Subtask 3.1 Semi-Annual Groundwater Sampling - April 2026				40			40		\$6,994	\$2,099		80	\$20,333
Subtask 3.2 Semi-Annual Monitoring Report - May 2026		2	2	20			4	2				30	\$4,886
Task 4.0 Project & Quality Management	2	4	16		12	12						46	\$7,916
<b>Total</b>	<b>2</b>	<b>26</b>	<b>22</b>	<b>170</b>	<b>12</b>	<b>12</b>	<b>106</b>	<b>6</b>	<b>\$13,988</b>	<b>\$4,198</b>	<b>\$0</b>	<b>356</b>	<b>\$74,086</b>
<b>Not to Exceed (NTE) Fees for Labor</b>													\$55,900
<b>NTE Fees for Subcontracted Services</b>													\$13,988
<b>NTE Fees for Reimbursable Expenses</b>													\$4,198
<b>PROJECT TOTAL</b>													<b>\$74,086</b>

<sup>1</sup> The hourly billing rates in Table 1 are used for project cost estimate purposes only. Labor hours will be billed based on actual assigned resources and actual hours incurred and will be billed in accordance with CONSULTANT labor rates as provided and approved in the latest Agreement.

**TABLE 2: Hourly Billing Rates**

Positions	Hourly Rates <sup>2</sup>
Senior Officer	\$ 308.00
Senior Technical Specialist	\$ 270.00
Project Controls Manager	\$ 229.00
Senior Professional	\$ 212.00
Technical Manager	\$ 202.00
Project III Professional	\$ 162.00
Senior Technician	\$ 157.00
Project Controls Specialist	\$ 127.00
Contract Administrator	\$ 122.00
Project II Professional	\$ 119.00
Document Control	\$ 113.00
Technical Staff	\$ 93.00
Project I Professional	\$ 88.00
Clerical/Support Staff	\$ 86.00

<sup>2</sup> Hourly rates effective on 6/4/2024 (renegotiable after 6/4/2025). Actual approved rates may differ in accordance with the latest Agreement.

**Table 3: Reimbursable Expense Estimate**

Equipment	Unit	Cost	# of Units	Total Budget
GPS Trimble Geo 7X (or similar)	Day	\$ 190.00	1	\$ 190.00
Flow Cell (w/pH, Cond, Temp, turb, DO, ORP)	Day	\$ 135.00	8	\$ 1,080.00
Water Level Indicator (electric tape)	Day	\$ 27.00	8	\$ 216.00
Peristaltic	Day	\$ 33.00	8	\$ 264.00
Tubing, Poly/HDPE (1/4")	per foot	\$ 0.33	2000	\$ 660.00
Drum	per	\$ 108.00	2	\$ 216.00
Drum Disposal	per	\$ 136.00	2	\$ 272.00
Vehicle	Day	\$ 87.00	10	\$ 870.00
Expendables	Day	\$ 43.00	10	\$ 430.00
<b>Equipment Total</b>				<b>\$ 4,198.00</b>

**Attachment D**  
**Sub Participation**

**ATTACHMENT D - SUB PARTICIPATION SCHEDULE**  
**FY 2026 - Cargo Road Landfill Groundwater Monitoring & Reporting**  
 CDM Smith  
 11/10/2025

Name of Subconsultant	Address	Proposed Scope of Services	Fee	Proposed Participation
Southern Research Laboratories, Inc.	279 Douglas Ave., Suite1110 Altamonte Springs, FL 32714	Sample Analysis	\$13,988.00	19%
Total Proposal Participation			\$13,988.00	19%

**Attachment E**  
**CDM Smith Equipment Billing Rates and**  
**Subcontractor Billing Rates**



279 Douglas Ave., Suite 1110  
 Altamonte Springs, Florida 32714  
 (407) 522-7100

**PRICING SCHEDULE FY2025**  
**PREPARED FOR : CDM Smith**

**VOLATILE ORGANIC COMPOUNDS**

PARAMETER	EPA/STANDARD METHOD TEST	COST OF ANALYSIS	
		WATER	SOIL/SOLIDS
Volatile Organic Halocarbons (VOH)	EPA 8260	\$65.00	\$70.00
BTEX/MTBE (VOA)	EPA 8260	\$55.00	\$60.00
Volatile Organics (8260)	EPA 8260	\$125.00	\$135.00
1,4 Dioxane	EPA 8260SIM (Heated Purge)	\$125.00	\$130.00
Library Search (peaks > 10 ug/L)	EPA 8260 TIC	\$50.00	\$50.00

**SEMIVOLATILE COMPOUNDS**

PARAMETER	EPA/STANDARD METHOD TEST	COST OF ANALYSIS	
		WATER	SOIL/SOLIDS
Semivolatile Compounds (BNA)	EPA 8270	\$295.00	\$295.00
Polynuclear Aromatic Hydrocarbon Compounds	EPA 8270 SIM	\$110.00	\$125.00
EDB	EPA 8260SIM	\$50.00	\$60.00
Organochlorine Pesticides (Chlorinated )	EPA 8081	\$125.00	\$135.00
Organophosphorus Pesticides	EPA 8141	\$175.00	\$185.00
PCBs	EPA 8082	\$90.00	\$90.00
Chlorophenoxy Herbicides	EPA 8151	\$195.00	\$195.00
FLPRO	FLPRO	\$85.00	\$90.00
Library Search (peaks > 10 ug/l)	EPA 8270 TIC	\$50.00	\$50.00

**METALS**

PARAMETER	EPA/STANDARD METHOD TEST	COST OF ANALYSIS	
		WATER	SOIL/SOLIDS
Metals by ICP/ICP-MS	EPA 200.7/6010/6020	\$16.00	\$20.00
RCRA 8 Metals	EPA200.7/6010/245.1/7471	\$135.00	\$165.00
Mercury by Cold Vapor	EPA 245.1/7471	\$40.00	\$45.00
Mercury, Low Level	EPA 1631	\$125.00	NA
Laboratory Filtration for Dissolved Metal	SOP	\$10.00	NA

**RCRA/WASTE CHARACTERIZATION**

PARAMETER	EPA/STANDARD METHOD TEST	COST OF ANALYSIS
TCLP Metals, RCRA 8*	EPA 6010/7471	\$165.00
TCLP Volatiles*	EPA 8260	\$135.00
TCLP Semivolatiles*	EPA 8270	\$295.00
TCLP Pesticides*	EPA 8081	\$125.00
TCLP Herbicides*	EPA 8151	\$195.00
TCLP/SPLP Extraction	EPA 1311/1312	\$65.00
ZHE Volatile Extraction	EPA 1311/1312	\$65.00
Ignitability	EPA 1010	\$75.00
Flashpoint	ASTM D93	\$75.00
Corrosivity (pH)	EPA 9056	\$15.00

\*TCLP Extraction Fees not Included



279 Douglas Ave., Suite 1110  
 Altamonte Springs, Florida 32714  
 (407) 522-7100

**PRICING SCHEDULE FY2025**  
**PREPARED FOR : CDM Smith**

**UST GROUP TESTS**

PARAMETER	EPA/STANDARD METHOD TEST	COST OF ANALYSIS	
		WATER	SOIL/SOLIDS
Table B, 62-777 (KAG)	Various	\$310.00	\$265.00
Table C, 62-777	Various	\$675.00	\$690.00
Virgin Preburn 62-713 (VOH/4 RCRA/FLPRC)	Various	NA	\$250.00
Non Virgin Preburn, 62-713 (VOH/FLPRO/4 RCRA/TOX/PCBs)	Various	NA	\$399.00
MA-EPH/VPH [MA-EPH (Extractable Petroleum)] [MA VPH (Volatile Petroleum Hydrocarbons)]	Various	NA	\$325.00

**GENERAL CHEMISTRY and Miscellaneous**

PARAMETER	EPA/STANDARD METHOD TEST	COST OF ANALYSIS	
		WATER	SOIL/SOLIDS
Alkalinity	EPA 310.1/SM2320B	\$25.00	NA
CBOD	SM5210B	\$50.00	NA
Chloride	EPA 300.0/9053	\$25.00	\$35.00
Hardness	SM 2340C	\$35.00	NA
Hexavalent Chromium	EPA 7196A/SM 3500-CR	\$35.00	\$50.00
Nitrogen, Ammonia	350.1/350.3	\$50.00	\$50.00
Nitrogen, Nitrate	EPA 300.0/SM4500-NO3	\$25.00	\$35.00
Nitrogen, Nitrite	EPA 300.0/SM4500-NO2	\$25.00	\$35.00
Nitrogen, Nitrate+Nitrite	EPA 300.0/SM4500-NO3-NO2	\$50.00	\$35.00
Nitrogen, Total	TKN+NOX	\$65.00	\$85.00
Oil and Grease SGT-HEM	EPA 1664	\$125.00	\$125.00
pH	EPA 150.1/SM4500-H+B	\$15.00	\$15.00
Phenols, Total	420.2	\$95.00	NA
Phosphorus, Ortho	EPA 300.0/EPA 365.3	\$35.00	\$35.00
Phosphorus, Total	EPA 365.3	\$35.00	\$35.00
Residue, Filterable (TDS)	SM 2540C	\$25.00	NA
Residue, Non Filterable (TSS)	EPA 160.1	\$25.00	NA
RSK-175 (MEE)	RSK-175 (Gases)	\$175.00	NA
Sulfate	EPA 300.0/375.4	\$35.00	\$35.00
Sulfide	EPA 376.1/SM 4500-S-F	\$35.00	\$35.00
Total Halogens		\$125.00	\$125.00

**MISC CHARGES**

ITEM	COST PER SAMPLE
Rush Fee 24 Hr.	200% Surcharge
Rush Fee 48 Hr.	175% Surcharge
Rush Fee 72 Hr.	100% Surcharge
Courier Service per hr	\$35.00
Environmental Impact Fee (per work order)	\$15.00
Sample Disposal Fee (per sample)	\$3.00
Holds OR Cancellations (Per sample)	\$7.00
25g EnCore Sampler (SPLP ZHE)	\$25.00

Prices quoted reflect a 5-10 business day turnaround and include the following service options:

- All necessary sampling containers, coolers, and preservatives
- Pre-printed labels, • Sampling kits DELIVERY only
- Data delivery via email.

Contractor: CDM Smith Inc.

<b>Equipment Rates</b>				
Item	Make/Model	Fully Loaded Rates		
		Day	Week	Month
<b>Air Sampling/Monitoring</b>				
Air Sampling Pump	Gillian GilAir5	\$29.00	\$117.00	\$351.00
OVA (Flame Ionization Detector)	TVA2020	\$135.00	\$542.00	\$1,626.00
PID/FID Combination OVA	TVA2020	\$135.00	\$542.00	\$1,626.00
Photoionization Meter	miniRAE 3000	\$95.00	\$381.00	\$1,144.00
HNu		\$93.00	\$373.00	\$1,118.00
Explosimeter	QRAE3	\$52.00	\$208.00	\$624.00
Portable GC	FROG 4000	\$515.00	\$2,059.00	\$6,177.00
Respiration Dust Monitor	TSI Dusttrak	\$130.00	\$520.00	\$1,561.00
Aneroid Barometer		\$15.00	\$61.00	\$182.00
Tedlar Bag	One Liter, each	\$22.00		
Draeger Pump		\$22.00	\$87.00	\$260.00
Gas Vapor Probe	gem5000	\$114.00	\$455.00	\$1,365.00
Air Velocity Meter	Tsi Velocicalc 9565	\$36.00	\$143.00	\$429.00
Air Flow Meter	Anemometer	\$36.00	\$143.00	\$429.00
Air Sampling Canister	Summa	\$36.00	\$143.00	\$429.00
Sampling Pump		\$22.00	\$87.00	\$260.00
PCE Detector Tubes (low range)	package of 10	\$260.00		
PCE Detector Tubes (high range)	package of 10	\$98.00		
TCE Detector Tubes	package of 10	\$98.00		
Vinyl Chloride Detector Tubes	package of 10	\$98.00		
<b>Soil/Sediment</b>				
Altimeter		\$16.00	\$65.00	\$195.00
Hand Auger	stainless steel	\$13.00	\$52.00	\$156.00
John Boat		\$98.00	\$390.00	\$1,170.00
Power Auger	Bosch	\$81.00	\$325.00	\$975.00
Soil Gas Vapor Probe		\$108.00	\$433.00	\$1,300.00
Core Sampler, Sediment		\$27.00	\$108.00	\$325.00
Sediment Dredge		\$33.00	\$130.00	\$390.00
XRF (X-ray Fluorescence)	Olympus DP2000	\$629.00	\$2,514.00	\$7,543.00
Encore Sampler	each	\$17.00		
Terra Core Sampler	each	\$12.00		

NOTE: rates are for equipment with designated make/models as specified or equivalent

Contractor: CDM Smith Inc.

<b>Equipment Rates</b>				
Item	Make/Model	Fully Loaded Rates		
		Day	Week	Month
<b>Groundwater/Surface Water</b>				
Ammonia Meter		\$43.00	\$173.00	\$520.00
Bailer (Teflon)	each	\$27.00		
Bailer (Stainless Steel)		\$27.00	\$108.00	\$324.00
Bailer (Disposable, HDPE)	each	\$8.00		
Bailer (Disposable, Teflon)	each	\$30.00		
Diffusion Sampler,each	Large Diameter (4" well)	\$43.00		
Diffusion Sampler, each	Small Diameter (2" well)	\$39.00		
Diffusion Sampler Kit, each	Weight/Fill Kit/Hanger Assembly	\$49.00		
Diffusion Sampler Well Cap	2", Magnetic Locking	\$16.00		
Diffusion Sampler Well Cap	4", Magnetic Locking	\$21.00		
Multimeter (Temp, pH, Cond, DO, Orp)	YSI ProPlus	\$114.00	\$455.00	\$1,365.00
Turbidity Meter	Hach 2100Q	\$29.00	\$117.00	\$351.00
Flow Cell ( w/pH,cond, temp, turb,DO,ORP)	YSI Pro Dss / or equivalent	\$135.00	\$542.00	\$1,626.00
Flow Meter	Hach FH950	\$70.00	\$282.00	\$845.00
Data Logger (with 4 Transducers)		\$193.00	\$772.00	\$2,315.00
Tubing, Teflon	3/16 or 1/4 inch (per foot)	\$2.17		
Tubing, Poly/HDPE	per foot	\$0.33		
Tubing, Poly/HDPE 1/2 x 5/8	per foot	\$0.43		
Tubing, Poly/LDPE	per foot	\$0.27		
Tubing, Silicon 3/8 x 5/8	per foot	\$4.33		
Tubing, Silicon 3/16 x 3/8	per foot	\$3.25		
Tubing, Silicon 1/4 x 7/16	per foot	\$3.25		
In-line Filter (1 Micron)	each	\$23.00		
In-line Filter (0.45 Micron)	each	\$23.00		
Oil/Water Interface Probe		\$49.00	\$195.00	\$585.00
Water Level Indicator	electric tape	\$27.00	\$108.00	\$325.00
Pump: Centrifugal (1.5")		\$43.00	\$173.00	\$520.00
Peristaltic		\$33.00	\$130.00	\$390.00
Submersible (2")	with controller	\$87.00	\$347.00	\$1,040.00
Submersible (4")	with controller	\$92.00	\$368.00	\$1,105.00
Scavenger		\$41.00	\$165.00	\$494.00
Bladder Pump	QED MP50	\$145.00	\$581.00	\$1,743.00
Hand Pump (filter)		\$17.00	\$69.00	\$208.00
Test Kit: Alkalinity	Hach 2314500	\$76.00		
Chloride	Hach 208601	\$200.00		
CO2	Hach 143601	\$49.00		
Ferrous Iron	Hach 2667200	\$54.00		
Hardness	Hach 145400	\$49.00		
H2S	Hach 2537800	\$81.00		
Nitrate	Hach 146803	\$87.00		
Phosphorous	Hach 224800	\$173.00		
Sulfate	Hach 225100	\$92.00		
Digital Colorimeter	Hach DR900	\$60.00	\$238.00	\$715.00
Colorimeter Test Vials (all tests)	each, pk of 6	\$89.00		

NOTE: rates are for equipment with designated make/models as specified or equivalent

Contractor: CDM Smith Inc.

<b>Equipment Rates</b>				
		Fully Loaded Rates		
Item		Cost		
<b>Surface Geophysical</b>				
	<b>Make/Model</b>	<b>Day</b>	<b>Week</b>	<b>Month</b>
Magnetic and Cable Locator		\$55.00	\$221.00	\$663.00
Cond. Meter Data Logger		\$98.00	\$390.00	\$1,170.00
Conductivity Meter	Hanna 991301	\$27.00	\$108.00	\$325.00
Ground Penetrating Radar	MALA HDR	\$412.00	\$1,647.00	\$4,942.00
Magnetometer		\$49.00	\$195.00	\$585.00
Metal Detector		\$43.00	\$173.00	\$520.00
Resistivity Meter		\$81.00	\$325.00	\$975.00
<b>Surveying</b>				
	<b>Make/Model</b>	<b>Day</b>	<b>Week</b>	<b>Month</b>
Global Positioning System	Trimble Geo7x	\$190.00	\$759.00	\$2,276.00
Total GPS Station		\$190.00	\$759.00	\$2,276.00
Total Survey Station	transit/rod/level/tape	\$54.00	\$217.00	\$650.00
<b>Miscellaneous</b>				
	<b>Make/Model</b>	<b>Day</b>	<b>Week</b>	<b>Month</b>
Portable Compressor		\$54.00	\$217.00	\$650.00
Portable Generator	5 KW	\$76.00	\$303.00	\$910.00
Portable Generator 25 KW	15-25 KW	\$271.00	\$1,084.00	\$3,251.00
Steam Cleaner		\$98.00	\$390.00	\$1,170.00
Pressure Washer	2500 psi	\$81.00	\$325.00	\$975.00
Concrete/Asphalt Saw		\$65.00	\$260.00	\$780.00
Concrete Core Drill		\$114.00	\$455.00	\$1,365.00
Concrete Core Bit	4-inch ; per rental event	\$89.00		
Noise (Decibal) Meter	Quest Sound Pro DL1	\$43.00	\$173.00	\$520.00
Drum	New 55-gallon, each	\$108.00		
Poly Drum (water)		\$81.00		
Vacuum Gauges	low, medium and high	\$21.00	\$82.00	\$247.00
Differential Pressure Gauge		\$20.00	\$78.00	\$234.00
Radiation Monitor	Ludlum M3	\$43.00	\$173.00	\$520.00
Regenerative Blower		\$195.00	\$780.00	\$2,341.00
Hammer Drill		\$65.00	\$260.00	\$780.00
Well Cap, 2"	lockable compression plug	\$18.00		
Well Cap, 4"	lockable compression plug	\$23.00		
Lock, Key Operated		\$8.00		
Carbon Drum	100 pound	\$154.00	\$616.00	\$1,847.00
Compactor, walk behind		\$107.00	\$429.00	\$1,287.00
Jack Hammer		\$94.00	\$377.00	\$1,131.00

NOTE: rates are for equipment with designated make/models as specified or equivalent

Contractor: CDM Smith Inc.

<b>Equipment Rates</b>		<b>Fully Loaded Rates</b>		
<b>Kits</b>		<b>Day</b>	<b>Week</b>	<b>Month</b>
<b>Site Reconnaissance Kit</b> Hand Auger; Camera; Survey Equipment; Water Level Indicator; GPS Unit		\$163.00	\$650.00	\$1,951.00
<b>Monitor Well Installation Kit</b> PID/FID OVA; Water Level Indicator; GPS Unit; Field Geology Kit; Measuring Wheel; Groundwater Parameter Meters		\$352.00	\$1,409.00	\$4,226.00
<b>Hydrogeological Evaluation Kit</b> Water Level Indicator; Survey Equipment; Data Logger with four (4) transducers and slug test assembly		\$320.00	\$1,279.00	\$3,836.00
<b>Shallow Groundwater Sampling Kit</b> Water Level Indicator; Centrifugal, Peristaltic or Bladder Pump; Flow Cell (w/pH, cond, temp, turb, DO, ORP); Tubing; portable compressor		\$314.00	\$1,257.00	\$3,771.00
<b>Deep Groundwater Sampling Kit</b> Water Level Indicator; Submersible Pump; Generator; Flow Cell (w/pH, cond, temp, turb, DO, ORP); Tubing; portable compressor		\$450.00	\$1,799.00	\$5,397.00
<b>Shallow Groundwater / Soil Vapor Screening Kit</b> OVA; Stainless Steel Sampling Equipment; Peristaltic/Vacuum Pump Assembly; Sample Containers (jars, Tedlar bags); Measuring Wheel; portable compressor		\$314.00	\$1,257.00	\$3,771.00
<b>Soil Assessment Kit</b> PID/FID OVA; Hand Auger		\$190.00	\$759.00	\$2,276.00
<b>Soil Vapor Sampling Kit</b> PID/FID OVA; Air Sampling Pump; Gas Vapor Probe; Tedlar Bags (3)		\$314.00	\$1,257.00	\$3,771.00
<b>Construction/O&amp;M Supplies</b> Various small items for minor work/repairs (valves,PVC fittings, gaskets, float switches,etc.)		\$81.00	\$325.00	\$975.00
<b>Soil Sampling Kit (through concrete)</b> Core Drill (with concrete bit); generator; hand auger		\$255.00	\$1,019.00	\$3,056.00
<b>Construction/O&amp;M/Pilot Test Kit</b> PID/FID; Tedlar bags (2); Air Sampling Pump; Vacuum Gauges; Flow Cell (w/pH, cond, temp, turb, DO, ORP); Electric Multi-meter		\$390.00	\$1,561.00	\$4,682.00
<b>MAGS Investigation Kit</b> Trailer; Generator; Blower; Vacuum Gauges; PID OVA; Air Sampling Pump; Tedlar Bags (3); Manometer; Anemometer; Vacuum Hoses		\$542.00	\$2,167.00	\$6,502.00

Contractor: CDM Smith Inc.

<b>VEHICLE RENTAL RATES*</b>			
<b>Fully Loaded Rates</b>			
Item	Cost		
	Day	Week	Month
Automobile	\$87.00	\$347.00	\$1,040.00
Mileage Costs	Included	Included	Included
Equipment Van	\$130.00	\$520.00	\$1,561.00
Mileage Costs	Included	Included	Included
Truck	\$130.00	\$520.00	\$1,561.00
Mileage Costs	Included	Included	Included

\*CDM Smith employee vehicle mileage, tolls, parking, and taxi costs are reimbursable up to the daily rental rates for Automobiles

<b>PERSONAL PROTECTION</b>								
<b>Fully Loaded Rates</b>								
Item	Units	Level B		Level C		Level D		
		Units per Man-Day	Cost	Units per Man-Day	Cost	Units per Man-Day	Cost	
tyvek, poly laminated	each	2		1				
tyvek, standard	each	2		2		2		
SCBA unit	each	1						
respirator, full face	each			1				
respirator, half mask	each			1				
cartridges	each			2				
Escape Mask	each	1						
Gloves, Latex	box	0.5		0.5		0.5		
Gloves, Nitrile	pair	1		1		1		
Gloves, Neoprene	pair	1		1		1		
Boots, Chemical Resistant	pair	1		1				
Booties, tyvek or latex	pair	2		2		1		
work gloves, pair	pair	1	\$0.00	1	\$0.00	1	\$0.00	
hard hat	each	1	\$0.00	1	\$0.00	1	\$0.00	
safety glasses	each	1	\$0.00	1	\$0.00	1	\$0.00	
Boots, Steel Toe	pair	1	\$0.00	1	\$0.00	1	\$0.00	
Ear Protection	pair	1	\$0.00	1	\$0.00	1	\$0.00	
Total:			\$249.00	Total:		\$163.00	Total:	\$38.00

Contractor: CDM Smith Inc.

### EXPENDABLES

**43 \$ per day**

The items listed below are included as expendables. Although some of these items are not expendable in the sense that they are used once and discarded, these items are indicative of the numerous small items that are used during fieldwork activities. This is a list of items that are compensated under the expendables rate for those days in which the Contractor is conducting fieldwork.

The list of frequently used expendables includes, but may not be limited to, the following:

Absorbent pads	Liquid hand soap
Alconox	Liquinox soap
Aluminum foil	Paper Towels
Asphalt/concrete patching material	pH paper
Bailer twine	Plastic buckets
Barricades (Plastic safety fence)	Plastic sheeting (Visqueen)
Cleaning brushes	PVC fittings
Deionized water	Sample jars
Disposable face covering	Sample labels
Drop cloths	Sample preservatives
Dry ice	Spray Paint
Duct tape	Sprayer bottles
Galvanized wash tubs	Stainless steel buckets/bowls
Garbage cans and bags	Survey tape
Gloves, Nitrile	Thermometers
Gloves, Surgical Latex	Transfer pipettes
Hand Sanitizer	Tubing (tygon/plastic/garden)
Ice and vermiculite packing	

Specific items that are not listed above may also be considered as expendables.

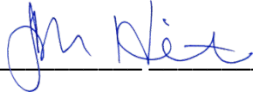
**Attachment F**  
**CDM Smith's Truth in Negotiation Certification**

ATTACHMENT F - TRUTH IN NEGOTIATION CERTIFICATION

The Consultant hereby certifies, covenants, and warrants that wage rates and other factual unit costs supporting the compensation for this project's agreement are accurate, complete, and current at the time of contracting.

The Consultant further agrees that the original agreement price and any additions thereto shall be adjusted to exclude any significant sums by which the Aviation Authority determines the agreement price was increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs. All such agreement adjustments shall be made within (1) year following the end of the contract. For purposes of this certificate, the end of the agreement shall be deemed to be the date of final billing or acceptance of the work by the Aviation Authority, whichever is later.

Consultant CDM Smith, Inc.

By:  \_\_\_\_\_

Print Name: Joshua Hirten

Date: 11/10/2025

## MEMORANDUM

TO: Members of the Construction Committee

FROM: Arlene Grant, Senior Project Manager

DATE: December 9th, 2025

### ITEM DESCRIPTION

Request for approval to process a tariff related cost adjustment for SESCO Lighting under PO#1007854 for the V-01050 Hyatt Lobby Renovation Phase I – Continental Ballroom and Prefunction at the Orlando International Airport.

### BACKGROUND

As part of the ongoing Hyatt Lobby Renovation Project, SESCO Lighting was contracted to provide custom chandeliers and associated components for the Continental Ballroom. The original invoice (INV261667) submitted on July 7, 2025, included a tariff charge of \$33,646.30. Following internal review and revisions by Accenture, the tariff amount was reduced to \$13,730.81.

### ISSUES

The tariff amount of \$13,730.81 exceeds the 5% variance threshold and must be formally approved before it can be added as a line item to the existing PO. This adjustment is necessary to reconcile the actual tariff costs incurred by SESCO. As the revised amount is not currently reflected in the original GOAA Purchase Order, it requires Construction Committee Management (CCM) approval for processing and payment.

In accordance with GOAA Procurement for Aviation-Owned Hotel Facility Policy 450.03, due to the nature of the goods and services provided by the Aviation Authority owned hotel, the hotel management may designate items of specific brand and model for purchase, and the Aviation Authority shall use whatever process it deems appropriate to best procure such designated items, even if this results in limited or no competition.

### SMALL BUSINESS

The small business participation has been reviewed by the Office of Business Opportunity & Exchange Development. There is no participation recommendation for this project.

### ALTERNATIVES

None.

### FISCAL IMPACT

Funding is from approved capital expenditure funds. Funding source verified by Melvin Martinez of Finance on 12/04/25 as correct and available.

### RECOMMENDED ACTION

**CC**  
**ITEM IV-B**  
**12/09/2025**

It is respectfully requested that the Construction Committee (1) approve the requisition line item to PO#1007854 for the payment of tariffs for the Hyatt Lobby Renovation. (2) approve Procurement Services to issue the necessary Purchase Order:

Lump Sum	\$13,730.81
NTE Expense	
TOTAL	\$13,730.81
Financial Auditor – Compliance Review Date	
Financial Auditor – Funding Eligibility Review Date	

**Greater Orlando Aviation Authority  
Construction Committee Item Review Checklist**

## Purchase Orders

CCM Date:	12/09/2025
Vendor Name:	Sesco Lighting
Sponsor (Person listed in FROM section on memo):	Arlene Grant
Preparer (Person listed as Prepared By under FROM section on memo):	Wendy Abreu EXT #: 2117
GOAA Project Number:	V-01050

Appropriate GOAA Cover Memo (EDC document forthcoming) properly completed, including the appropriate funding source	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Signed Request for Requisition form	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>For items less than \$5,000</b> , provide vendor quotes for items being purchased where the expiring date of the quote will still be current for the CCM the item applies to	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A
<b>For items more than \$5,000 that are sent out to bid</b> , provide the bid tabulation sheet and the proposed awarded bidder's quote	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A
<b>For Sole Source or Single Source Items</b> , provide the "Notice of Intent to Award a Sole Source Procurement" form.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A
Have Goods/Services already been ordered? If Yes, please explain. Line item for additional tariffs needs to be included in existing PO.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Provide explanation for any items marked "No"</b> <b>This request is to process a tariff related cost adjustment.</b>	

Arlene Grant \_\_\_\_\_  
Submitted By (Please Print Name)

11/20/2025 \_\_\_\_\_  
Date / Time

To be Completed by Anser Advisory:  
All documents listed on the checklist are included and ready for review:

**Accepted**    Date: \_\_\_\_\_     **Rejected**    Date: \_\_\_\_\_



**Request for REQUISITION**

**Date:** 9/26/2025 **Request #:** 24-204-4-IFB  
**Requestor's Name:** Arlene Grant, Senior Project Manager  
**Department:** Construction **Purchasing Contract #:** \_\_\_\_\_  
**Project Number** V-01050  
**Project Name:** Hyatt Lobby Renovation Phase II  
**Vendor:** NOTE: Pls. complete Vendor's info *only* if Cost of item(s) Cost is/are *less than (\$5,000)*;

If you have a Vendor's Quote, pls. attached it to this Request;  
 If more than \$5,000, the item(s) will be sent out for bid.)

**Name:** Sesco Lighting  
**Address:** 222 W Maitland Blvd.  
Maitland, FL 32751  
**Phone:** 407-629-6100 **Contact Name (Vendor)** Sesco Lighting (21698)  
**Fax:** 407-629-6213

**ITEMS NEEDED:**

GOAA Part Number	Product Description	Vendor Part Number	Quantity	Unit Cost	Extended Cost
SCF00342	Chandeliers	Tariffs	1	\$13,730.81	\$13,730.81
<b>Total</b>					<b>13,730.81</b>

If Designee for any of the authorized directors listed below, please attach a designee form.

ARLENE GRANT  
 box SIGN 4ZQ9P781-1J23RV9R  
 Requisition Requestor *Scott Szedek*

Sep 30, 2025  
 Date

box SIGN 19RL7LV4-1J23RV9R  
 Director's Signature (approval amount \$10,000)

Sep 30, 2025  
 Date

Senior Director's Signature (approval amount \$50,000)

\_\_\_\_\_ Date

Deputy Executive Director's Signature (approval amount \$75,000)

\_\_\_\_\_ Date

Chief Financial Officer Signature (approval up to \$10M for capital items)

\_\_\_\_\_ Date

**For Vikki's Note:**  
**Funding Approval** \_\_\_\_\_  
**Requisition #:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

**For NAME Note:**  
**Converted into PO #:** \_\_\_\_\_  
**Date:** \_\_\_\_\_  
**Buyer:** \_\_\_\_\_

**Greater Orlando Aviation Authority  
Project Payment Request Form**

**PO # : 1007854**

*Form to be completed electronically*

*(Prepared by: Tammy Dobbyn on 07/10/2025)*

To Construction Finance Date July 10, 2025  
 Requestor Arlene Grant Requesting Dept Engineering & Construction

**Payee Information**

Payee SESCO Lighting

**Disperse Check To (check one)**

Vendor  Employee If employee, enter name and phone number \_\_\_\_\_

Amount Requested \$185,610.06 Invoice Number INV261667

*A separate \$151,963.76 Form should be completed for each invoice*

<b>Purpose of Service(s)</b>	Period Ending	<u>07/07/2025</u>
Bid Package	Agreement #	<u>00</u>
	Addendum #	<u>000</u>
Description	Amendment #	<u>000</u>
	Consultant Project	_____

**V01050 HYATT CONTINENTAL BALLROOM AND PREFUNCTION RENOVATION**  
**Chandeliers**

**Special Handling (check one, if applicable)**

Time Sensitive Payment must be received by \_\_\_\_\_ to avoid late fee penalties  
 Urgent Payment Send payment via FedEx- charge FedEx fees to Vendor ID # \_\_\_\_\_  
 Other \_\_\_\_\_

**For Construction Finance Use Only**

Line # _____	Line # _____
Line # _____	Line # _____
Line # _____	Line # _____
Line # _____	TOTAL _____

**Approvals**

<u>ARLENE GRANT</u> Department Approval 4ZQ9P781-1386L9JV <i>Scott Shedeck</i>	Arlene Grant Print Name	<u>Aug 11, 2025</u> Date
<u>Scott Shedeck</u> Vice President / Senior Vice President* 19RL7LV4-1386L9JV	Max E. Marble Print Name	<u>Sep 15, 2025</u> Date
_____ CAO / COO*	_____ Print Name	_____ Date
_____ CEO	_____ Print Name	_____ Date
_____ CFO/ Finance Approval	_____ Print Name	_____ Date

*\* If Temporary Designee, attach a copy of authorization memo*

Todd Sarmiento, Accenture Sep 15, 2025  
 Eligibility Completed 198XKZY4-1386L9JV Date Sep 15, 2025 **SESCO PO 100...**

**ORLANDO**

**222 W Maitland Blvd  
Maitland FL 32751  
P 407-629-6100 | F: 407-629-6213**

"If there is a problem with a SESCO product that you specified or we supplied, we will fix it... PERIOD"



Invoice # **INV261667**  
Date **7/7/2025**  
Master # **PJ00097915**

**RECEIVED**  
By Tammy Dobbyn at 8:33 am, Jul 09, 2025

**INVOICE**

<b>Bill To:</b> GREATER ORLANDO AVIATION AUTHORITY 5855 CARGO RD BLDG 854 ANNEX 2ND FLOOR ORLANDO FL 32827 Attn: CONSTRUCTION FINANCE CFaccountspayable@goaa.org	<b>Ship To:</b> HILLDRUP MOVING, STORAGE & LOGISTICS 8000 VISTA RESERVE, STE. 400 ORLANDO FL 32829
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<b>Job:</b> GOAA HYATT REGENCY BALLROOM	<b>Customer PO #:</b> 1007854
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<b>Payment Terms:</b> 50% Down with Balance 30 Days	<b>Freight:</b> FREIGHT FOB ORIGIN PREPAYCHRG
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**Remarks:**  
REVISED QUOTE WITH 7" GLOBES

Invoice Qty	Type	Description	Price	Ext Price
14.00	PF-400	BALLROOM CHANDELIER A	\$11,449.75	\$160,296.50
2.00	PF-401	BALLROOM CHANDELIER B	\$11,449.75	\$22,899.50
4.00	PF-402	PREFUNCTION CHANDELIER A	\$9,048.92	\$36,195.68
15.00	PF-400.STEM	STEMS FOR PF-400, 401, 402	\$30.80	\$462.00
30.00	PF-400.GLOBE	SEEDED GLASS GLOBE FOR PF-400, 401, 402	\$148.50	\$4,455.00
1.00		DUTIES	\$33,646.30	\$33,646.30
1.00		FREIGHT	\$25,095.00	\$25,095.00

**Important Comments:**

<b>REMIT PAYMENT TO:</b> SESCO Lighting ATTN: Accounts Receivable 222 W. Maitland Blvd. Maitland, FL 32751 For Electronic Payment: Bank: Regions Bank Acct #: 0252107876 ACH Routing #: 063104668 Wire Routing #: 062005690	<b>PAYMENT INFORMATION:</b> <b>Payment Due Date:</b> <b>8/6/2025</b>	<b>INVOICE TOTALS:</b> Subtotal: \$283,049.98 Freight: \$0.00 Sales tax: \$0.00 (Less Deposit): \$97,439.92 Total Due: \$185,610.06
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**PLEASE INCLUDE PROJECT NAME OR ORDER NUMBER WITH DEPOSIT REMITTANCE TO ENSURE PROPER CREDIT TO YOUR ACCOUNT!**

*Lighting for a Greener Tomorrow®*



# STANDARD PURCHASE ORDER

**Supplier:** SESCO Lighting Inc  
 222 W Maitland Blvd  
 Maitland, FL 32751  
 United States

<b>PURCHASE ORDER NUMBER</b> 1007854	<b>REVISION:</b> 11	Page 1 of 4
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<b>PURCHASING AGENT:</b> Yepez, Dorie	<b>ORDER DATE:</b> 28-JAN-2025
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<b>PHONE:</b> 407-825-2267	<b>EMAIL:</b> dorie.yepez@goaa.org	<b>FAX:</b>
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<b>CONTACT:</b>	<b>FREIGHT TERMS:</b> Prepay & Add	<b>Ship To:</b> Hyatt Regency OIA Attn: Receiving Dept 9300 Jeff Fuqua Blvd Orlando, FL 32827
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<b>PHONE:</b> 407-629-6100	<b>F.O.B.:</b> Destination
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<b>FAX:</b>	<b>SHIP VIA:</b> CF Pay Only	<b>Bill To:</b> Greater Orlando Aviation Authority Construction Finance (CFaccounts payable@goaa.org) 5855 Cargo Rd. Bldg 854 Annex 2nd Floor Orlando, FL 32827-4348
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<b>VENDOR NO.:</b> 21698	<b>Payment Terms</b> Immediate
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Quote# SQ238472-01 dated 1/9/2025 provided by Carlos Abreu

24-204-4-IFB Hyatt Lobby Reno BP-00485 - Chandeliers

**PAYMENT TERMS:**  
 A DEPOSIT OF 50% IS REQUIRED AT TIME ORDER IS PLACED. SESCO LIGHTING WILL NEED TO PROVIDE A PROFORMA INVOICE IN THE AMOUNT OF \$97,439.92 TO FACILITATE THIS PAYMENT. BALANCE OF ORDER AND ALL ASSOCIATED FREIGHT COSTS WILL BE DUE NET 30 AFTER RECEIPT OF ALL ITEMS.

**NOTE TO VENDOR:** LABEL ALL BOXES/CRATES/INVOICES/PACKING SLIPS AND REFERENCE THE FOLLOWING ON ALL PAPERWORK/CORRESPONDANCE: PROJECT# 24-204-4-IFB PO 1007854

LEAD TIME: 20 WEEKS

**REVISION 10:**  
 THIS EXPENDITURE WAS RECOMMENDED FOR APPROVAL BY THE CONSTRUCTION COMMITTEE AT ITS 4/29/25 MEETING, NEW BUSINESS AGENDA ITEM IV-E. COPIES OF THE DOCUMENTS AND APPROVED SPECIFICATIONS ARE ATTACHED TO THIS PO IN ORACLE. PREVIOUS 50% DEPOSIT OF \$97,439.92 PAID; APPLICABLE FREIGHT & TARIFFS WILL BE ADDED AT A LATER DATE. DY 5/8/25

**REVISION 11:**  
 ADD NEW DELIVERY ADDRESS UNDER LINE# 13. ALL OTHER ITEMS, TERMS AND CONDITIONS REMAIN THE SAME. DY 5/16/25

Line	Item / Description	Due Date	Quantity	UOM	Unit Price	Extended
1	NCF02035 Lamp, Chandelier	15-JUN-2025	0	Each	\$9,917.76	\$0.00

Tag: PF-400 Ballroom Chandelier A

<p><b>This line CANCELLED on 21-MAR-2025</b>  <b>Original quantity ordered: 14</b>  <b>Quantity CANCELLED: 14</b></p>
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2	NCF02035 Lamp, Chandelier	15-JUN-2025	0	Each	\$9,917.76	\$0.00
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Tag: PF-401 Ballroom Chandelier B

**PURCHASE ORDER TOTAL \$249,403.68**

- Purchase Order Number must appear on all packing lists, cartons, invoice and correspondence.
1. Unless otherwise stated above, acceptance of this PO includes acceptance of [GOAA's Purchasing General Terms And Conditions](#).
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  4. Invoices must be submitted only for items and services accepted by GOAA.
  5. Invoices must be sent to the address listed in the Bill To box above.
  6. GOAA is exempt from all State and Federal Taxes (Florida Tax Exempt Certificate No. 85-8012668935C-5).

SIGNATURE IMAGE



AUTHORIZED SIGNATURE



# STANDARD PURCHASE ORDER

**Supplier:** Sesco Lighting Inc  
222 W Maitland Blvd  
Maitland, FL 32751  
United States

<b>PURCHASE ORDER NUMBER</b> 1007854	<b>REVISION:</b> 11	Page 2 of 4
<b>PURCHASING AGENT:</b> Yepez, Dorie		<b>ORDER DATE:</b> 28-JAN-2025
<b>PHONE:</b> 407-825-2267	<b>EMAIL:</b> dorie.yepez@goaa.org	<b>FAX:</b>

Line	Item / Description	Due Date	Quantity	UOM	Unit Price	Extended
	<div style="border: 1px solid black; padding: 5px;"> <p>This line CANCELLED on 21-MAR-2025 Original quantity ordered: 2 Quantity CANCELLED: 2</p> </div>					
3	NCF02035 Lamp, Chandelier	15-JUN-2025	0	Each	\$9,048.92	\$0.00
	Tag: PF-402 Prefunction Chandelier A  <div style="border: 1px solid black; padding: 5px;"> <p>This line CANCELLED on 21-MAR-2025 Original quantity ordered: 4 Quantity CANCELLED: 4</p> </div>					
4	NCF02035 Lamp, Chandelier	30-SEP-2025	0	Each	\$9,917.76	\$0.00
	Tag: PF-400 Ballroom Chandelier A  <div style="border: 1px solid black; padding: 5px;"> <p>This line CANCELLED on 01-MAY-2025 Original quantity ordered: 14 Quantity CANCELLED: 14</p> </div>					
5	NCF02035 Lamp, Chandelier	30-SEP-2025	0	Each	\$9,917.76	\$0.00
	Tag: PF-401 Ballroom Chandelier B  <div style="border: 1px solid black; padding: 5px;"> <p>This line CANCELLED on 01-MAY-2025 Original quantity ordered: 2 Quantity CANCELLED: 2</p> </div>					
6	NCF02035 Lamp, Chandelier	30-SEP-2025	0	Each	\$9,048.92	\$0.00
	Tag: PF-402 Prefunction Chandelier A					

**PURCHASE ORDER TOTAL \$249,403.68**

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# STANDARD PURCHASE ORDER

**Supplier:** SESCO Lighting Inc  
222 W Maitland Blvd  
Maitland, FL 32751  
United States

<b>PURCHASE ORDER NUMBER</b> 1007854	<b>REVISION:</b> 11	Page 3 of 4
<b>PURCHASING AGENT:</b> Yepez, Dorie		<b>ORDER DATE:</b> 28-JAN-2025
<b>PHONE:</b> 407-825-2267	<b>EMAIL:</b> dorie.yepez@goaa.org	<b>FAX:</b>

Line	Item / Description	Due Date	Quantity	UOM	Unit Price	Extended
<div style="border: 1px solid black; padding: 5px;"> <p>This line CANCELLED on 01-MAY-2025 Original quantity ordered: 4 Quantity CANCELLED: 4</p> </div>						
7	SCF40640 Freight (Estimated)		0	US Dollar	\$1.00	\$0.00
<div style="border: 1px solid black; padding: 5px;"> <p>This line CANCELLED on 01-MAY-2025 Original quantity ordered: 16800 Quantity CANCELLED: 16800</p> </div>						
8	NCF02035 Lamp, Chandelier	25-JUN-2025	14	Each	\$11,449.75	\$160,296.50
<p>PF-400 BALLROOM CHANDELIER A 67 1/8" W X 67 1/8" L X 71" H</p> <p>ORDER ACKNOWLEDGMENT# CUST057784 DATED 4/11/25</p>						
9	NCF02035 Lamp, Chandelier	25-JUN-2025	2	Each	\$11,449.75	\$22,899.50
<p>PF-401 BALLROOM CHANDELIER B 67 1/8" W X 67 1/8" L X 71" H</p>						
10	NCF02035 Lamp, Chandelier	25-JUN-2025	4	Each	\$9,048.92	\$36,195.68
<p>PF-402 PREFUNCTION CHANDELIER A 42" W X 42" L X 114" H</p>						
11	NCF02148 Globes, Chandelier	25-JUN-2025	30	Each	\$148.50	\$4,455.00
<p>PF-400.GLOBE; SEEDED GLASS GLOBES FOR PF-400, PF-401, PF-402 Overall: 7" Dia. Finish: Clear Seeded Glass with Internal LED</p>						
12	NCF02320 Stems for Chandelier Globes	25-JUN-2025	15	Each	\$30.80	\$462.00

**PURCHASE ORDER TOTAL \$249,403.68**

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AUTHORIZED SIGNATURE



Supplier: Sesco Lighting Inc  
222 W Maitland Blvd  
Maitland, FL 32751  
United States

## STANDARD PURCHASE ORDER

PURCHASE ORDER NUMBER <b>1007854</b>	REVISION: <b>11</b>	Page 4 of 4
PURCHASING AGENT: Yepez, Dorie		ORDER DATE: <b>28-JAN-2025</b>
PHONE: <b>407-825-2267</b>	EMAIL: <b>dorie.yepez@goaa.org</b>	FAX:

Line	Item / Description	Due Date	Quantity	UOM	Unit Price	Extended
	PF-400.STEM; STEMS FOR PF-400, PF-401, PF-402 11" Stems Black					
<b>13</b>	<b>SCF40640</b> <b>Freight (Estimated)</b>	<b>25-JUN-2025</b>	<b>25,095</b>	<b>US Dollar</b>	<b>\$1.00</b>	<b>\$25,095.00</b>

OCEAN FREIGHT

DELIVERY ADDRESS:  
HILLDRUP MOVING AND LOGISTICS  
8000 VISTA RESERVE  
SUITE 400  
ORLANDO, FL 32829

PLEASE CONTACT CHERYL WADE AT (407) 851-3040, (407) 340-0447, cheryl.wade@hilldrup.com, cs.logistics@hilldrup.com  
TO SCHEDULE/COORDINATE ALL DELIVERIES

**PURCHASE ORDER TOTAL \$249,403.68**

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SIGNATURE IMAGE

AUTHORIZED SIGNATURE

## Sarmiento, Todd

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**From:** Kurek, Michael  
**Sent:** Friday, September 12, 2025 4:36 PM  
**To:** Sarmiento, Todd  
**Cc:** Hill, James B.; Grozev, Ivaylo  
**Subject:** RE: Invoice Review Complete - Sesco Invoice # INV261667

I have completed my review of Sesco Lighting BP-00485 invoice INV261667. Please use this email as my approval. Thank you.



**Michael Kurek**  
Director  
Infrastructure & Capital Projects (I&CP)

Orlando, FL, USA | Mobile: 941.587.2142  
[accenture.com](https://www.accenture.com) | [We are hiring!](#)



---

**From:** Sarmiento, Todd <todd.sarmiento@accenture.com>  
**Sent:** Thursday, September 11, 2025 3:18 PM  
**To:** Kurek, Michael <michael.kurek@accenture.com>  
**Subject:** Invoice Review Complete - Sesco Invoice # INV261667

Mike,

I've completed my review and electronically signed off on the Accenture worksheets (attached and uploaded to Egnyte) for the subject invoice.

Thank you,



**Todd Sarmiento**  
Senior Manager  
Infrastructure & Capital Projects (I&CP)

Orlando, FL, USA | Mobile: 386.547.2915  
[accenture.com](https://www.accenture.com) | [We are hiring!](#)





GREATER ORLANDO AVIATION AUTHORITY  
PROJECT FUNDING FORM - CONSULTANT

**APPROVED** REVIEW DATE: \_\_\_\_\_  
By Todd Sarmiento at 3:16 pm, Sep 11, 2025  
REVIEW COMPLETED BY: \_\_\_\_\_

TO: CONSTRUCTION FINANCE DEPARTMENT  
FROM: Accenture

VENDOR NAME: Sesco Lighting, Inc.  
PROJECT No.: BP00485  
PO NUMBER: 1007854  
AGREEMENT No.: 24-204-4-IFB  
ADDENDUM No.: 000  
AMENDMENT No.: 000

INVOICE NUMBER: INV261667  
INVOICE DATE: Jul-07-25  
PERIOD ENDING: Jul-07-25

**ADD 000 AMD 000 FUNDING**

PROJECT NUMBER	ADD/AMD	FUNDING SOURCE	PO LINE	CONTRACT TYPE	CONTRACT AMOUNT	AMOUNT BILLED TO DATE	PREVIOUSLY BILLED	BILLED THIS PERIOD	CONTRACT BALANCE
BP00485	000/000	CAPEX	8	NTE R/E	\$ 160,296.50	\$ 160,296.50	\$ 69,424.32	\$ 90,872.18	\$ -
BP00485	000/000	CAPEX	9	NTE R/E	\$ 22,899.50	\$ 22,899.50	\$ 9,917.76	\$ 12,981.74	\$ -
BP00485	000/000	CAPEX	10	NTE R/E	\$ 36,195.68	\$ 36,195.68	\$ 18,097.84	\$ 18,097.84	\$ -
BP00485	000/000	CAPEX	11	NTE R/E	\$ 4,455.00	\$ 4,455.00	\$ -	\$ 4,455.00	\$ -
BP00485	000/000	CAPEX	12	NTE R/E	\$ 462.00	\$ 462.00	\$ -	\$ 462.00	\$ -
BP00485	000/000	CAPEX	13	NTE R/E	\$ 25,095.00	\$ 25,095.00	\$ -	\$ 25,095.00	\$ -
<b>TOTAL</b>					<b>\$ 249,403.68</b>	<b>\$ 249,403.68</b>	<b>\$ 97,439.92</b>	<b>\$ 151,963.76</b>	<b>\$ -</b>

PREPARED BY: BP



**COST DETAIL**

**APPROVED** REVIEW DATE: \_\_\_\_\_  
 By Todd Sarmiento at 3:16 pm, Sep 11, 2025

Invoice Date	Invoice #	Consultant	Amendment	Cost Category	Phase	Description	Invoice Amount	Submitted Amount	Reviewed Amount	Proposed Cost Adjustments
8/11/2025	INV261667	Sesco Lighting, Inc.	000	NTE R/E	NCF02035: PF-400 Ballroom Chandelier A	HYATT Lobby Renovation (Design/Build) Custom Lighting Chandeliers - NCF02035 Lamp, Chandelier	\$ 90,872.18	\$ 90,872.18	\$ 90,872.18	\$ -
8/11/2025	INV261667	Sesco Lighting, Inc.	000	NTE R/E	NCF02035: PF-401 Ballroom Chandelier B	HYATT Lobby Renovation (Design/Build) Custom Lighting Chandeliers - NCF02035 Lamp, Chandelier	\$ 12,981.74	\$ 12,981.74	\$ 12,981.74	\$ -
8/11/2025	INV261667	Sesco Lighting, Inc.	000	NTE R/E	NCF02035: PF-402 Pre-Function Chandelier A	HYATT Lobby Renovation (Design/Build) Custom Lighting Chandeliers - NCF02035 Lamp, Chandelier	\$ 18,097.84	\$ 18,097.84	\$ 18,097.84	\$ -
8/11/2025	INV261667	Sesco Lighting, Inc.	000	NTE R/E	NCF02148 GLOBE; SEEDED GLASS GLOBES FOR PF-400, PF-401, PF-402	HYATT Lobby Renovation (Design/Build) Custom Lighting Chandeliers - NCF02148 Globes, Chandelier	\$ 4,455.00	\$ 4,455.00	\$ 4,455.00	\$ -
8/11/2025	INV261667	Sesco Lighting, Inc.	000	NTE R/E	NCF02320 PF-400.STEM; STEMS FOR PF-400, PF-401, PF-402	HYATT Lobby Renovation (Design/Build) Custom Lighting Chandeliers - NCF02320 Stems for Chandelier Globes	\$ 462.00	\$ 462.00	\$ 462.00	\$ -
8/11/2025	INV261667	Sesco Lighting, Inc.	000	NTE R/E	Freight	HYATT Lobby Renovation (Design/Build) Custom Lighting Chandeliers - SCF40640 Freight	\$ 25,095.00	\$ 25,095.00	\$ 25,095.00	\$ -
8/11/2025	INV261667	Sesco Lighting, Inc.	000	NTE R/E	Tariffs	HYATT Lobby Renovation (Design/Build) Custom Lighting Chandeliers -Tariffs	\$ 33,646.30	\$ 33,646.30		\$ (33,646.30)
<b>Grand Total</b>							<b>\$ 185,610.06</b>	<b>\$ 185,610.06</b>	<b>\$ 151,963.76</b>	<b>\$ (33,646.30)</b>

Cost Category	Submitted Amount	Reviewed Amount	Proposed Cost Adjustments
NTE R/E	\$ 185,610.06	\$ 151,963.76	\$ (33,646.30)
<b>Grand Total</b>	<b>\$ 185,610.06</b>	<b>\$ 151,963.76</b>	<b>\$ (33,646.30)</b>



REVIEW DATE: \_\_\_\_\_  
**APPROVED**  
 By Todd Sarmiento at 3:16 pm, Sep 11, 2025

**EXCEPTIONS AND OBSERVATIONS REPORT**  
**Thursday, September 11, 2025**

**Vendor:** Sesco Lighting, Inc.  
**Project No.:** BP00485  
**Addendum No.:** 000  
**Invoice No.:** INV261667  
**Invoice Date:** Jul-07-25  
**Period Ending:** Jul-07-25

**EXCEPTIONS**

		<b>Amount</b>
<b>Issue #:</b> 1	<b><u>Sesco invoice 261667: Tariffs</u></b>	<b>\$ (33,646.30)</b>
	<p>The original Invoice 261667 included \$33,646.30 in tariff-related costs. Revised invoices subsequently reduced this amount to \$13,730.81. However, as of 9/11/2025, tariffs are not reflected on the GOAA PO.</p>	
<b>Resolution:</b>	<p>Accenture recommends proceeding with payment based on the currently approved PO. The tariff-related costs may be rebilled once they are approved by CCM and the GOAA Board and are incorporated into the PO.</p>	

**OBSERVATIONS**

**Observation #:** 1 **No Observations**

## MEMORANDUM

TO: Members of the Construction Committee  
FROM: Tuan Nguyen, PE, Assistant Vice President, Engineering  
DATE: December 9, 2025

## ITEM DESCRIPTION

Request for Approval of an Amendment to Addendum No. 39 to the Continuing Program and Project Management Services Agreement with The Roderick Group, Inc., dba Ardmore Roderick for construction estimating services for V-01068 Landside A&B Non-Curbside Canopy Refurbishment - (Design/Build) at Orlando International Airport

## BACKGROUND

On April 22, 2025, the Construction Committee approved Addendum No. 39 in the amount of \$29,219.00 to the above-referenced agreement.

## ISSUES

Since then, it has been determined that independent construction ROM estimates are needed, as further described in the Consultant's proposal, dated November 25, 2025. Ardmore Roderick is to provide two independent construction ROM estimates. One estimate for A-side canopies and one estimate for B-side canopies for the above-mentioned project at Orlando International Airport (MCO).

If approved, services will be effective the date of Construction Committee approval.

This continuing consultant was selected for this task based on ( all that apply):

- |  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> Experience | <input checked="" type="checkbox"/> Available Personnel | <input type="checkbox"/> Current Workload |
| <input checked="" type="checkbox"/> Expertise  | <input type="checkbox"/> Equitable Distribution         | <input type="checkbox"/> Other: _____     |

## SMALL BUSINESS

The small business participation has been reviewed by the Office of Business Opportunity & Exchange. The findings and recommendations are attached.

## ALTERNATIVES

None.

## FISCAL IMPACT

Funding is from Operation & Maintenance (O&M) fund 301.631.210.5310009.000.000000. Funding source verified by Melvin Martinez of Finance on 12/04/25 as correct and available.

## RECOMMENDED ACTION

CC  
ITEM IV-C  
12/09/2025

It is respectfully requested that the Construction Committee approve an Amendment to Addendum No. 39 to the Continuing Program and Project Management Services Agreement with The Roderick Group, Inc., dba Ardmore Roderick for the services contained herein and the amount as shown below:

Not to Exceed Fees	\$12,540.00
Lump Sum Fees	\$0.00
Not to Exceed Expenses	\$0.00
TOTAL	\$12,540.00
Financial Auditor – Compliance Review Date	
Financial Auditor – Funding Eligibility Review Date	

**Greater Orlando Aviation Authority  
Construction Committee (CC) / Professional Services Committee (PSC) Item Review Checklist**

**Professional Services**

CC/PSC Date:	December 9, 2025
Vendor Name:	Ardmore Roderick
Sponsor (Person listed in FROM section on memo):	Tuan Nguyen, PE, Assistant Vice President, Engineering
Preparer (Person listed as Prepared By under FROM section on memo):	Colin Paterson
GOAA Project Number:	V-01068

Appropriate GOAA Cover Memo (EDC document) properly completed, including the appropriate funding source	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Proposal letter from the Prime Consultant to GOAA detailing the scope of services, deliverables, schedule and fees	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Proposal letter from the Subconsultant(s) to the Prime detailing the scope of services, deliverables, schedule and fees	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Is the Truth-in-Negotiation Certification included and signed by Prime Consultant	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Breakdown of hourly rates by position for each job role required (C-9 Table or Equivalent)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Breakdown of hours being worked for each task or project related to that item (C-3 Table and/or C-5 Table or Equivalent)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Breakdown of Reimbursable Expenses (C-6 Table or Equivalent)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> N/A <input type="checkbox"/> No
Breakdown of DBE/MWBE/LDB (C-7 a, b, c Table or Equivalent)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> N/A <input type="checkbox"/> No
Cumulative project staffing sheet (Required for Prime OAR Services ONLY)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> No
Have services already been performed? If Yes, please explain.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Provide explanation for any items marked "No"</b> No Service has been provided prior to this date.	

Colin Paterson \_\_\_\_\_  
Submitted By (Please Print Name)

11/25/25 \_\_\_\_\_  
Date / Time

To be Completed by Accenture:  
All documents listed on the checklist are included and ready for review:

Accepted Date \_\_\_\_\_  Rejected Date \_\_\_\_\_



November 25, 2025

Mr. Tuan Nguyen, PE  
Assistant Vice President, Engineering  
**GREATER ORLANDO AVIATION AUTHORITY**  
11314 Terminal C Service Road  
Orlando, FL 32824

Subject: **V-01068 Landside A&B Non-Curbside Canopy Refurbishment – (Design/Build)**  
Orlando International Airport (MCO)

Dear Mr. Nguyen,

Ardmore Roderick is pleased to submit this proposal to provide Construction ROM Estimating services for the above referenced project at the Orlando International Airport. This proposal has been prepared based on our understanding of the requested scope of work attached.

The scope of our services for the proposed project will consist of providing two independent construction ROM estimates to GOAA for the above-mentioned project. One estimate for A-side canopies and one estimate for B-side canopies.

Our estimated man-hour requirements and applicable unit rates for completion of the project are attached to this proposal. The total contract value is estimated at **\$12,540.00**. This amount consists of \$12,540.00 for Not to Exceed Fees for estimating services, \$0.00 for closeout, and \$0.00 for Not to Exceed Expenses.

The services for this project will be performed in accordance with the provisions of GOAA's standard agreement for professional services and as indicated in the attached project schedule showing the proposed staffing levels for the duration of the project.

We appreciate the opportunity to present this proposal, and we look forward to working with GOAA on this most important project. Should you have any questions or if we may be of further assistance, do not hesitate to contact the undersigned.

Sincerely,

Ardmore Roderick

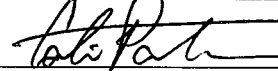
Colin Paterson, CCM  
Sr. Project Manager, Aviation

TRUTH IN NEGOTIATION CERTIFICATION

The Consultant hereby certifies, covenants, and warrants that wage rates and other factual unit costs supporting the compensation for this project's agreement are accurate, complete, and current at the time of contracting.

The Consultant further agrees that the original agreement price and any additions thereto shall be adjusted to exclude any significant sums by which the Greater Orlando Aviation Authority determines the agreement price was increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs. All such agreement adjustments shall be made within one (1) year following the end of the contract. For purposes of this certificate, the end of the agreement shall be deemed to be the date of final billing or acceptance of the work by the Greater Orlando Aviation Authority, whichever is later.

Consultant: Ardmore Roderick

By:  \_\_\_\_\_

Print Name: Colin Paterson, CCM

Date: 11/25/25





Position	CCM	Project Status	Project #	Description	25		26							Total			
					Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		Jul	Aug	Sep
<b>22-034 OAR</b>																	
<b>Colin Paterson</b>																	
Sr PM	12/17	approved	V-01042	B-Side Canopy Repairs - <b>Construction</b>													
Sr PM	2/18	approved	V-01059	Building 616 Demolition - <b>D/B/A</b>													
Sr PM	4/8	approved	V-00986	AS4 Delta Club Window Replacement - <b>D/B/A</b>													
Sr PM	4/29	approved	V-01054	ARFF Fire Alert/Emergency System Replacement													
Sr PM	4/29	approved	V-01048	APM 2&4 Exterior Glass Reseal - <b>Const</b>													
Sr PM	8/26	approved	W-00594	North Terminal Roof Remediation Oversight	84	26	4									114	
Sr PM	10/15	approved	W-00607	Ardmore Staff Extension 2026	70	66	65	58	52	56						367	
Sr PM	10/16	approved	EP-00641	A&B Tunnel Raised Flooring Support	6	6										12	
Sr PM	11/4	approved	W-00616	Main Terminals A&B Tunnel Leak Assessment		6										6	
Sr PM	11/18	approved	H-00386	Centerfield ARFF Station Improvements		10	28	16								54	
Sr PM	11/25	approved	H-00407	Terminals A&B Tunnel Leak Assessment Phase 2			4	6								10	
Total:					160	114	101	80	52	56							563
<b>Gonzalo Larivera</b>																	
APM	10/1	approved	V-01033	Centerfield ARFF - New Kitchen - Const													
PM	12/17	approved	V-01042	B-Side Canopy Repairs - <b>Const</b>	12											12	
PM	4/29	approved	V-01054	ARFF Fire Alert/Emergency System Replacement	4	4	1									9	
PM	4/29	approved	V-01048	APM 2&4 Exterior Glass Reseal - <b>Const</b>	4	9										13	
PM	8/26	approved	W-00594	North Terminal Roof Remediation Oversight	20	16	4									40	
PM	10/15	approved	W-00607	Ardmore Staff Extension 2026	13	12	16	30	29	32						132	
PM	11/4	approved	V-01093	Airside 3 Wing 1 Ramp LVL Corridor & Stairs Refurb		4	0	4	4	4	4	15	15			50	
PM	11/18	approved	H-00386	Centerfield ARFF Station Improvements		8	18	16	6							48	
PM	11/25	approved	V-01059	Building 616 Demolition				4	20	27	22	21	12	10		116	
PM	11/25	approved	H-00407	Terminals A&B Tunnel Leak Assessment Phase 2			14	5	1	4						24	
PM	11/25	future	V-01083	North Terminal Roof Replacement Area-1						8	16	16	20	16	16	20	176
Total:					53	53	53	59	60	75	42	52	47	26	16	20	620
<b>Jhon Hoyos</b>																	
APM	8/26	approved	W-00594	North Terminal Roof Remediation Oversight	92											92	
APM	9/30	approved	W-00607	Ardmore Staff Extension 2026	9	8	10	14	13	15						69	
APM		approved	EP-00641	A&B Tunnel Raised Flooring Support	36	36										72	
APM	11/4	approved	V-01093	Airside 3 Wing 1 Ramp Lvl Corridor & Stairs Refurb		4	4	20	20	20	12					80	
APM	11/4	approved	W-00616	Main Terminals A&B Tunnel Leak Assessment		34	10									44	
APM	11/25	approved	V-01059	Building 616 Demolition				2	30	22	22	36	12	6		130	
APM	11/25	approved	H-00407	Terminals A&B Tunnel Leak Assessment Phase 2			14	5	4	4						27	
APM	11/25	future	V-01083	North Terminal Roof Replacement Area-1							76	84	88	92	84	88	810
Total:					137	82	38	41	67	61	110	120	100	98	84	88	1324
<b>Kelly Weaver</b>																	
APM	4/8	approved	V-00986	AS4 Delta Club Window Replacement - <b>D/B/A</b>													
APM	4/29	approved	V-01054	ARFF Fire Alert/Emergency System Replacement	14	10	10									34	
APM	7/15	approved	BP-00511	North Terminal Roof Replacement- reas 2-6- <b>Design</b>	24	4	4									32	
APM	8/11	approved	EP-00635	A-Side Level 3 Column 23 Gutter													
APM	8/26	approved	W-00594	North Terminal Roof Remediation Oversight	92	144	40									276	
APM	9/30	approved	W-00607	Ardmore Staff Extension 2026	9	8	10	14	13	15						69	
APM	11/18	approved	H-00386	Centerfield ARFF Station Improvements		21	53	40	8	8						130	
APM		approved	BP-00497													98	
APM	11/25	future	V-01083	North Terminal Roof Replacement Area-1				16	16	20	76	84	88	92	84	88	922
Total:					139	187	117	70	37	43	76	84	88	92	84	88	1561

Position	CCM/Board	Project Status	Project #	Description	25		26									Total	
					Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug		Sep
<b>Mauricio Botelho</b>																	
APM	11/25	approved	V-01059	Building 616 Demolition				2	30	22	22	36	12	6			130
Total:								2	30	22	22	36	12	6			130
<b>Aksa Pena</b>																	
Sr PM	7/15	approved	BP-00511	Term A&B Roof Replacement- Area 2-6-Design	32	10	20	6									68
Sr PM	8/26	approved	W-00594	North Terminal Roof Remediation Oversight	120	134	40										294
Sr PM	10/15	approved	W-00607	Ardmore Staff Extension 2026	32	28	147	53	48	55							363
Sr PM	12/17	future	V-01083	NT Buildings Roof Replace Area 1			20	84	80	88	164	140	88	92	84	88	1250
Total:					184	172	227	143	128	143	164	140	88	92	84	88	
<b>Britt Rittman</b>																	
Lead Ins		approved	BP-S-00196	Term C, Phs 1X Airfield Civil Apron and Taxi Paving	160	160	160	160	160	160	160	160	160	160	160	160	1920
Total:					160	160	160	160	160	160	160	160	160	160	160	160	1920
<b>Bolivar De La Cruz</b>																	
Jr Insp		approved	BP-S-00196	Term C, Phs 1X Airfield Civil Apron and Taxi Paving	160	160	160	160	160	160	160	160	160	160			1600
Total:					160	160	160	160	160	160	160	160	160	160			1600
<b>Michael Norket</b>																	
Scheduler	8/26	approved	W-00594	North Terminal Roof Remediation Oversight	26	32	8										66
Total:					26	32	8										66
<b>Jignesh Shah</b>																	
SR Est	11/18	approved	BP-00511	Terminals A & B Roof Replacement Areas 2-6 - D/B		40											40
SR Est	11/25	approved	V-00986	AS4 Delta Club Window Replacement - D/B		40											40
SR Est	11/25	approved	V-01019	Hyatt Atrium/East Checkpoint Skylight Refurbish - D/B		40											40
SR Est	12/9	future	V-01068	Landside A&B Non Curbside Canopy Refurb - D/B			60										60
SR Est	12/17	future	V-01083	North Terminal Roof Replacement Area-1									40				40
Total:						120	60						40				220
<b>Total OAR Staff Hours</b>					993	1048	916	711	634	676	690	680	671	622	428	444	3103

**ATTACHMENT A**

**FINANCE FORM**

<b>Date:</b>	<u>12/03/2025</u>	<b>CCM / PC:</b>	<u>CCM</u>
<b>Requestor's Name:</b>	<u>Colin Paterson</u>	<b>Requestor's Extension:</b>	<u></u>
<b>Form Preparer's Name:</b>	<u>John Field</u>	<b>Preparer's Extension:</b>	<u>2495</u>
<b>Requestor's Department:</b>	<u>Facilities</u>	<b>Purchasing Solicitation #:</b>	<u></u>
<b>Description:</b>	<u>V-01068 Landside A&amp;B Non-Curbside Canopy Refurbish</u>	<b>Committee Date:</b>	<u>12/9/2025</u>
<b>Vendor:</b>	<u>Ardmore Roderick (OAR)</u>	<b>Committee Agenda Item #:</b>	<u></u>

**NON-PROJECT FUNDS: O&M, CAPEX, OEA REVENUE FUNDS**

<b>Account Code Format:</b> 301.631.210.5310009.000.000000	<b>FY 24 Amount</b>	<b>FY25 Amount</b>	<b>FY26 Amount</b>	<b>FY27 Amount</b>	<b>FY28 Amount</b>	<b>TOTAL CONTRACT</b>
F/E fees - Design/Bid/Award			\$12,540.00			\$12,540.00
<b>Total Requisition:</b>			\$12,540.00			\$12,540.00
<b>Requisition Number:</b>			102071			
<b>Funding Approver:</b>						
<b>OMB Notes:</b>						

# Greater Orlando Aviation Authority

## Planning, Engineering, & Construction REQUEST FOR STARTUP PACKAGE

Revised 01/16/24

<b>Project Type:</b>	V - Vertical (Continuing)
<b>Project Title (please use CAPS):</b>	LANDSIDE A&B NON CURBSIDE CANOPY REFURBISHMENT
<b>New Startup or Revised?</b>	New
<b>Airport:</b>	Orlando International Airport
<b>Project Location:</b>	North Terminal
<b>Project Manager:</b>	Levent Ozpercin

# Greater Orlando Aviation Authority

## Planning, Engineering, & Construction

### REQUEST FOR STARTUP PACKAGE

<b>Contractor (name of firm):</b>			
<b>Contract Type:</b>	Design / Build (DB)		
<b>Work Period:</b>	Day		
<b>Project Priority:</b>	High		
<b>Life Expectancy (in Years):</b>	<u>20</u>		
<b>Project Scope:</b>	Provide design criteria package to refurbish the structural steel, canopy membranes and gutters at terminals A&B non curbside commercial lanes.		
<b>FM Global Project:</b>	Does this project include any of the following: building construction, roof assembly, fire protection systems, fuel-fired equipment, and special hazards (such as ignitable liquid mixing and dispensing, dust collection equipment, critical process equipment or support systems, etc.)? <div style="text-align: right;"><input type="checkbox"/> YES      <input checked="" type="checkbox"/> NO</div>		
<b>Program:</b>	Facilities Improvement Projects		
<b>Sub-Program:</b>	Facilities Improvement Projects - Maintenance		
<b>Sub-Sub-Program:</b>	*Other FIP Projects by Maintenance (FIP)		
<b>Schedule (enter dates):</b> <i>(type n/a if not applicable)</i>			
	<b>04/22/25</b>	C.C. Approval of A/E Negotiated Fee	
	<b>n/a</b>	A/E Fee's, Receive approval to award from Board (If > \$250k)	
	<b>05/06/25</b>	Contract Execution & Design NTP	
	<b>n/a</b>	Receive approval to bid	
	<b>n/a</b>	Advertise for bids	
	<b>n/a</b>	Pre-bid meeting	
	<b>n/a</b>	Bid opening	
	<b>n/a</b>	Receive approval to award from CC	
	<b>n/a</b>	Receive approval to award from Board (If > \$250k)	
	<b>n/a</b>	Complete contract execution	
	<b>05/06/25</b>	Issue Design NTP (effective date)	
<b>Enter Duration to Subst:</b>	<b>133</b>		
<b>Enter Duration to Final:</b>	<b>15</b>		
	<b>09/15/25</b>	<b>Substantial Completion (calendar days from NTP)</b>	
	<b>09/30/25</b>	<b>Final Completion (calendar days from Subst.)</b>	
<b>A/E (name of firm):</b>	Michael Baker		
<b>A/E Contact:</b>	Mark Kistler		
<b>OAR (name of firm):</b>	Ardmore Roderick		
<b>OAR Contact:</b>	Colin Paterson		
<b>Budget Item:</b>	<b>Current Budget</b>	<b>New Request</b>	<b>Total Budget</b>
A/E Fees – Design	\$ -	\$ 185,937.00	\$ 185,937.00
A/E Fees – Construction	\$ -	\$ -	\$ -
Construction	\$ -	\$ -	\$ -

# Greater Orlando Aviation Authority

## Planning, Engineering, & Construction

### REQUEST FOR STARTUP PACKAGE

OAR Fees – Design	\$ -		\$ 29,219.00	\$ 29,219.00
OAR Fees – Estimate	\$ -		\$ 12,540.00	\$ 12,540.00
OAR Fees – Construction	\$ -		\$ -	\$ -
*Miscellaneous	\$ -		\$ -	\$ -
Contingency	\$ -		\$ -	\$ -
<b>TOTAL</b>	<b>\$ -</b>		<b>\$ 227,696.00</b>	<b>\$ 227,696.00</b>

\*Miscellaneous Comments:

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**Funding Dept (Sponsor):** Engineering & Construction

**Funding Source:** O&M (Operations & Maintenance Fund)

-

-

-

-

**Funding Detail or Code:** 301.631.210.53100009.000.000000

**Permits Required:** NO

**Permit Types (List):**

**Anticipate Dispute Resolution Board (DRB)?** NO

**Airport Security Program Approval Required?** NO

*(TSA - 45 days in advance)*

**GOAA Systems/Areas Affected:** -None

-

-

-

-

**Major Trades:** For BP Projects Only (type "x" next to trade names)

<b>100 General Building</b>	<b>200 Site / Civil</b>
Airfield Operations	Airfield Construction
Electrical (BHS)	Airport Lighting and Equipment
Electrical (Interior & Exterior)	Airport Runway Cleaning Services
Electroncis (Inc., PA, Parking Revenue)	Asphalt Pavement
Enviro-Hazardous Matls / UST	Bridges
Finishes	Box Culverts
GSE (Inc. PC Air, 400 Hz)	Clearing and Grubbing
HVAC (Incl. BAS)	Concrete & Corrugated Metal Pipes
Hyatt Hotel	Concrete Pavement
Irrigation	Earthwork and grading
Landscaping	Equipment Rental
Life Safety (Incl. Fire Alarm, Sprinklers)	Landscaping and Irrigation Systems
NONE	Painting and Striping
Pavement (Incl. Drainage, Markings)	Retaining Walls
Plumbing	Roadway Construction
Roofing & Glazing	Underground Storage Tanks
Security (Incl. Access Contrl & AOA Fences)	Utilities

# Greater Orlando Aviation Authority

## Planning, Engineering, & Construction

### REQUEST FOR STARTUP PACKAGE

	Signage		Waste Removal
	Tenant Space		
	Vertical Circulation (Elev, Esc, APM)		

## MEMORANDUM

TO: Members of the Construction Committee

FROM: Keegan O'Brien, P.E., Assistant Vice President, Environmental

DATE: December 9, 2025

## ITEM DESCRIPTION

Request for Approval of an Addendum to the Continuing Environmental Engineering Consultant Services Agreement with CDM Smith Inc. for W-00072-ORL Implementation of FY26 Former Dayron Groundwater Monitoring and Reporting at Orlando Executive Airport.

## BACKGROUND

On December 13, 2023, the Aviation Authority Board approved an agreement with CDM Smith Inc. for Continuing Environmental Engineering Consultant Services at the Orlando International Airport, Orlando Executive Airport, and other facilities operated by the Aviation Authority.

## ISSUES

Consultant's proposal, dated November 10, 2025, is to provide implementation of two-semi-annual groundwater monitoring event at the former Dayron Facility and a Natural Attenuation Monitoring (NAM) Plan at the Orlando Executive Airport as required by the Florida Department of Environmental Protection (Florida DEP).

If approved, services will be effective on date of Construction Committee approval. This continuing consultant was selected for this task based on ( all that apply):

- |  |   |  |
|--|---|--|
| <input checked="" type="checkbox"/> Experience | <input checked="" type="checkbox"/> Available Personnel | <input checked="" type="checkbox"/> Current Workload |
| <input checked="" type="checkbox"/> Expertise  | <input type="checkbox"/> Equitable Distribution         | <input type="checkbox"/> Other: _____                |

## SMALL BUSINESS

The Small Business participation has been reviewed by the Office of Business Opportunity & Exchange. The findings and recommendation are attached.

## ALTERNATIVES

None.

## FISCAL IMPACT

Funding is from OEA Revenue Funds (Dayron GASB 49). Funding source verified by *Melvin Martinez* of Finance on 12 / 03 / 25 as correct and available.

## RECOMMENDED ACTION

It is respectfully requested that the Construction Committee approve of an Addendum to the Continuing Environmental Engineering Consultant Services Agreement with CDM Smith Inc. for the services contained herein and the amount as shown below:

**CC**  
**ITEM IV-D**  
**12/09/2025**

Not to Exceed Fees	\$69,940.00
Lump Sum Fees	\$0.00
Not to Exceed Expenses	\$4,813.00
TOTAL	\$74,753.00
AAC – Compliance Review Date	
AAC – Funding Eligibility Review Date	

**Greater Orlando Aviation Authority**  
**Construction Committee (CC) Item Review Checklist**  
**Professional Services**

CC Date:	December 9, 2025
Vendor Name:	CDM Smith, Inc.
Sponsor (Person listed in FROM section on memo):	Keegan O'Brien
Preparer (Person listed as Prepared By under FROM section on memo):	Keanu Dziczek
GOAA Project Number:	W-00072

Appropriate GOAA Cover Memo (EDC document) properly completed, including the appropriate funding source	X Yes <input type="checkbox"/> No
Proposal letter from the Prime Consultant to GOAA detailing the scope of services, deliverables, schedule and fees	X Yes <input type="checkbox"/> No
Proposal letter from the Subconsultant(s) to the Prime detailing the scope of services, deliverables, schedule and fees	X Yes <input type="checkbox"/> No
Is the Truth-in-Negotiation Certification included and signed by Prime Consultant	X Yes <input type="checkbox"/> No
Breakdown of hourly rates by position for each job role required (C-9 Table or Equivalent)	X Yes <input type="checkbox"/> No
Breakdown of hours being worked for each task or project related to that item (C-3 Table and/or C-5 Table or Equivalent)	X Yes <input type="checkbox"/> No
Breakdown of Reimbursable Expenses (C-6 Table or Equivalent)	X Yes <input type="checkbox"/> N/A <input type="checkbox"/> No
Cumulative project staffing sheet (Required for Prime OAR Services ONLY)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> N/A <input type="checkbox"/> No
Have services already been performed? If Yes, please explain	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Provide explanation for any items marked "No"</b>	

Keegan O'Brien

11/18/25

Submitted By (Please Print Name)

Date / Time

To be Completed by Anser Advisory:

All documents listed on the checklist are included and ready for review:

**Accepted**    Date \_\_\_\_\_     **Rejected**    Date \_\_\_\_\_



November 10, 2025

Mrs. Keegan O'Brian, P.E.  
Greater Orlando Aviation Authority  
5855 Cargo Road  
Orlando, Florida 32827

Subject: Former Dayron Facility  
FY 2026 Ground Water Monitoring and Reporting  
ERIC\_12565  
**Greater Orlando Aviation Authority**

Dear Mrs. O'Brien:

CDM Smith Inc. (CONSULTANT) is pleased to submit this Addendum to provide services as described in the scope of work below for the Post Active Remediation Monitoring (PARM) and reporting for the former Dayron facility located at the Orlando Executive Airport (OEA). The scope of work detailed below will be executed in accordance with the Agreement for Continuing Environmental Engineering Consultant Services Orlando International and Executive Airports, between Greater Orlando Aviation Authority (OWNER) and CONSULTANT, dated July 1, 2024, hereafter referred to as the Agreement.

## Project Background

The former Dayron facility is located on the western portion of Orlando Executive Airport (OEA). The site is east of the intersection of Livingston Street and Maguire Boulevard in Orlando, Florida and geographically located in Section 29, Township 22 South, Range 30 East at latitude 28° 32' 35" North and longitude 81° 20' 41" West. Refer to Figure 1 – Dayron Site Layout (**Attachment A**) for a site layout map.

In the early 1990s, Dayron occupied the site, providing manufacturing and storage of materials used by the Army. A contamination assessment was conducted, and a Contamination Assessment Report (CAR) and five CAR Addendums were submitted by others in documents dated from 1999 to 2003. A 2005 Supplemental Assessment Report by AECOM Technical Services, Inc. (AECOM, then known as Metcalf & Eddy) defined the contaminant plumes in the shallow, intermediate, and deep zones of the surficial aquifer. The presence of chlorinated hydrocarbons above their respective Natural Attenuation Default Concentrations (NADCs) given in Table 5 of Chapter 62-777, Florida Administrative Code (FAC) necessitated remedial action at the site. The source of the chlorinated hydrocarbon plumes originated from Dayron operations in area of the current building on **Figure 1** (above), located between monitoring wells MW-81I and MW-84I.

As detailed in the February 2024 AECOM Post Active Remediation Monitoring Report (PARM 2024), a Remedial Action Plan (RAP) was developed for the site in 2009 and modified after baseline sampling in 2011. Active remediation was to be followed with Monitored Natural Attenuation (MNA) of the shallow, intermediate, and deep zones until contaminant concentrations decreased below their respective Groundwater Cleanup Target Levels (GCTLs) given in Table 1 of Chapter 62-777, FAC. One fixed treatment system and one mobile treatment system were proposed to deliver Emulsified Oil Substrate (EOS) and a sodium bicarbonate buffer to create and maintain suitable conditions to support the Sirem



Mrs. Keegan O'Brien, P.E.

November 10, 2025

Page 2

dehalococcoides inoculum (KB-1). The Baseline Sampling Report and RAP Modification (BSR/RAPMOD), submitted in April 2011, detailed additional site assessment utilizing direct push technology, baseline monitor well groundwater sampling, monitor well installation, and proposed remedial optimizations based upon the new data

The Construction Completion and First Quarterly Report (CCQ1) was completed in 2012 and monitoring as detailed in PARM 2024 continued until 2016. After February 2016, to avoid collecting redundant data, remedial and semi-annual monitoring reporting were consolidated into single semi-annual reports. On March 8, 2017, prior to Phase I construction of the OEA, members of GOAA, Florida Department of Environmental Protection (FDEP), and AECOM met at FDEP offices to discuss conditional site closure under Risk Management Option Level III as described in Chapter 62-780.680(3) FAC, requiring four sampling events over a minimum of one year (one already conducted in October 2016). Phase I construction at the OEA, commenced in 2017, including the construction of a building and hangar resulting in changes to and/or abandonment of some monitoring wells within the construction footprint (as detailed in PARM 2024). In July 2019, the fourth semi-annual PARM report was submitted FDEP indicating that the requirements to demonstrate plume stability for site closure were completed. However, on December 2, 2019, FDEP issued a review letter not approving the recommendation for conditional closure and requested the continuation of Semi-Annual sampling and installation of several replacement sampling wells and additional monitoring wells in order to better define the plume boundaries. Following issuance of the December 2, 2019 letter, monitoring events five (5) through twelve (12) have been completed with the resulting disposition of some monitoring wells meeting closure criteria and approved for closure by FDEP as described in PARM 2024. CONSULTANT in fiscal year 2025 completed well sampling, sample analysis, and reporting for March 2025 and August 2025 PARM reporting events.

This Addendum, as detailed in sections below, describes the CONSULTANT's scope of work as requested by OWNER for fiscal year 2026. Below is a summary of the deliverables that will be prepared under this Addendum:

- Semi-Annual PARM Report – December 2025 Event
- Natural Attenuation Monitoring (NAM) Plan
- Semi-Annual PARM Report – June 2026 Event



Mrs. Keegan O'Brien, P.E.  
November 10, 2025  
Page 3

## Scope of Work

### Task 1 – Semi-Annual PARM and Reporting – December 2025 and June 2026 Events

CONSULTANT will conduct two semi-annual sampling events; one in December 2025 and another in June 2026 and provide subsequent monitoring reports due in February 2026 and August 2026, respectively. Please note that the proposed scope of work mimics the previous Post Active Remediation Monitoring (PARM) activities. Until the FDEP approves the proposed NAM Plan, the current PARM sampling plan will remain in place.

#### *Subtask 1.1 – Semi-Annual PARM Sampling - December 2025 and June 2026 Events*

CONSULTANT will conduct two semi-annual sampling events during the months of December 2025 and June 2026. These sampling events will include the collection of groundwater samples to be analyzed for the parameters as listed below for the 41 monitoring wells listed in **Attachment B**:

- Depth to water
- Field Parameters (collected by CONSULTANT) DO, pH, ORP, specific conductivity, temperature, and turbidity
- Laboratory analysis for volatile organic compounds (VOCs) by EPA Method 8260.

Additionally, the groundwater samples collected from monitoring wells MW-42I, MW-67IR, MW-81I, MW-112I, MW-118I, and UNK-1 will be submitted for laboratory analysis for sodium by United States Environmental Protection Agency (EPA) Method 200.7, total alkalinity by Standard Method 2320, dissolved gases (methane, ethane, and ethene) by EPA Compendium Method RSK-175, and total organic carbon (TOC) by Standard Method 5310.

In order to support the development of the NAM Plan, during the December 2025 sampling event CONSULTANT will collect ground water samples from seven existing monitoring wells: shallow monitoring well MW-29; intermediate monitoring wells MW-44IR, MW-67IR, MW-75I, and MW-112I; and deep monitoring wells MW-113DR and MW-126D. The groundwater samples collected from these monitoring wells will be submitted for laboratory analysis by Standard Method 5310 for TOC and EPA Compendium Method RSK-175 for dissolved gasses (methane, ethane, and ethene). Field parameters including dissolved oxygen (DO), pH, temperature, specific conductivity, turbidity, and oxidation/reduction potential (ORP) will also be recorded.

Groundwater samples will be submitted to Southern Research Laboratories, Inc. (SRL) a National Environmental Laboratory Accreditation Program (NELAP) certified laboratory, located in Altamonte Springs, Florida, for laboratory analysis. Purge water will be containerized within 55-gallon drums for proper off-site disposal.



Mrs. Keegan O'Brien, P.E.  
November 10, 2025  
Page 4

### *Subtask 1.2 – Semi-Annual PARM Reporting – December 2025 and June 2026 Events*

CONSULTANT, upon completion of the groundwater sampling and receipt of analytical results from SRL, as described in Subtask 3.1 above, will analyze the data and compile for submittal to OWNER, a DRAFT Semi-Annual PARM Report (PARM DRAFT) for each sampling event. Each PARM DRAFT will be submitted to OWNER at least ten business days prior to submittal deadlines in February 2026 and August 2026 to provide time to review and comment prior to submittal of the FINAL Semi-Annual PARM Reports to OWNER and FDEP.

### **Task 2–NAM Plan**

This task outlines the approach for developing a NAM Plan for the Former Dayron site. As outlined in Subtask 1.1, CONSULTANT will collect groundwater samples as part of the December 2025 sampling event to support the development of a NAM Plan.

#### *Subtask 2.1 – NAM Plan*

Following receipt of the laboratory analytical data collected during the December 2025 sampling event, CONSULTANT will develop a NAM Plan for submittal to the FDEP. The purpose of the NAM Plan is to evaluate the feasibility and effectiveness of MNA and propose a plan for implementing MNA as a remedial strategy for groundwater rehabilitation at the site. The NAM Plan will have the following objectives:

- Assess site conditions to determine suitability for MNA,
- Identify contaminants of concern and attenuation mechanisms,
- Design a monitoring program to track contaminant trends and geochemical indicators,
- Ensure compliance with applicable regulatory requirements (Chapter 62-780, FAC), and
- Provide defensible data to support the transition the site from PARM to NAM.

The NAM Plan will include the following:

- Data Review and Site Assessment – Compilation and review of historical site data, including hydrogeography, contaminant plume behavior, and previous remedial activities. Also evaluate existing monitoring well network and identify any data gaps.
- Conceptual Site Model (CSM) Refinement – Refine current CSM to identify potential contaminant sources, transport pathways, and attenuation processes; and identify key indicators relevant to MNA.
- Monitoring Plan Design – Define monitoring objectives, frequency, and parameters. Select applicable monitoring wells for sampling and specify laboratory analytical methods.

Upon submittal of the NAM Plan, CONSULTANT will facilitate and attend a meeting with FDEP and OWNER to review.



Mrs. Keegan O'Brien, P.E.  
November 10, 2025  
Page 5

### **Task 3 – Project and Quality Management**

Activities performed under this task consist of those generally administrative functions required to maintain the project on schedule, within budget, and that the quality of the work products defined within this scope is consistent with CONSULTANT's quality standards.

#### Project Meetings

CONSULTANT expects to hold the following meetings:

- OWNER Project Kickoff
- CONSULTANT Project Execution and Planning Meeting

CONSULTANT will prepare meeting agendas and notes for each of these meetings.

#### Subcontractor Management

CONSULTANT will develop scopes of work and enter into subcontractor agreements with selected subcontractors to execute the work described in this Addendum. Subcontractor costs will be managed, tracked, and related deliverables reviewed for quality and completeness. CONSULTANT anticipates the procurement of the following subcontractors to execute the work:

- Southern Research Laboratories, Inc. for the analysis of groundwater samples and to provide the groundwater sampling kits.
- Erwin Remediation, Inc. for the transport and disposal of Investigation Derived Waste derived from the groundwater sampling events.

#### Project Quality Technical Review

CONSULTANT's Quality Management System guidelines will be followed. Internal quality technical specialist reviews will be conducted on project deliverables.

#### Project Status Reports

CONSULTANT's Project Manager will prepare and submit monthly status reports to accompany each invoice throughout the duration of this project.



Mrs. Keegan O'Brien, P.E.  
November 10, 2025  
Page 6

## Assumptions

The above scope of work is based upon the following assumptions:

- The OWNER will assist in providing access to the monitoring wells.
- All monitoring wells to be sampled will be accessible. Field grubbing and/or well maintenance activities are not included. CONSULTANT shall trim and/or remove grass from on/around the monitoring well pads for access.
- Each semi-annual PARM sampling event is budgeted for four 10-hour days; a total of eight field days are included.
- All work will be conducted during normal business hours, defined as 8:00 A.M. to 6:00 P.M., Monday through Friday, excluding federal and state holidays.
- Existing monitoring well elevations and depths information as provided from site records are assumed accurate. Surveying to verify accuracy of all monitoring well top-of-casing elevations and depths is not included.
- Subcontractors can perform work as provided in the budget shown in **Attachment C and E**.
- Health and safety concerns will not prevent the completion of the general scope of work herein.
- Meetings will be held virtually via Microsoft Teams (or similar) unless specifically stated to be held in-person.



Mrs. Keegan O’Brien, P.E.  
November 10, 2025  
Page 7

## Deliverables and Schedule

It is anticipated that the work will take 10 months to complete, starting within two weeks (or 10-business days) of receipt of a formal notice to proceed (NTP). This project is anticipated to progress in accordance with the project delivery schedule provided in **Table 1. The schedule, as presented in Table 1, assumes a start date on or before November 19, 2025.** CONSULTANT will prepare an updated detailed schedule within the first thirty (30) calendar days after Notice to Proceed.

*Table 1 – Schedule Summary*

Description	Completion By
Project Kickoff	10 business days from start
Subtask 1.1 Semi-Annual PARM -December 2025 Sampling	12/31/2025
Subtask 1.2 Semi-Annual PARM Draft Report -December 2025 Event	02/14/2026
Subtask 1.2 Semi-Annual PARM Final Report -December 2025 Event	02/28/2026
Subtask 2.1 NAM Plan	03/28/2026
Subtask 1.1 Semi-Annual PARM – June 2026 Sampling	06/30/2026
Subtask 1.2 Semi-Annual PARM Draft Report – June 2026 Event	08/15/2026
Subtask 1.2 Semi-Annual PARM Final Report – June 2026 Event	08/31/2026

### Project Deliverables

1. Semi-Annual PARM Report December 2025 Event
2. NAM Plan
3. Semi-Annual PARM Report June 2026 Event



Mrs. Keegan O'Brien, P.E.  
November 10, 2025  
Page 8

## Compensation and Payment

CONSULTANT will complete the work described on a time and materials basis not-to-exceed (NTE) the amount of **\$74,753**; with NTE fees for CONSULTANT labor at \$53,542, NTE fees for subcontracted services at \$16,398, and NTE fees for reimbursable expenses at \$4,813. A budget summary of these costs by task can be found as **Attachment C** with a summary of sub participation as **Attachment D**. CONSULTANT will submit monthly invoices for the work performed based on the hours incurred and the CONTRACT hourly billing rates plus reimbursable expenses (other direct costs) and subcontractor rates included in **Attachment E**. CONSULTANTS Truth In Negotiation Certification for this request is included as **Attachment F**.

## Authorization

If this Addendum meets with your approval, work may be initiated by executing it in accordance with the Agreement for Continuing Environmental Engineering Services Contract dated July 1, 2024.

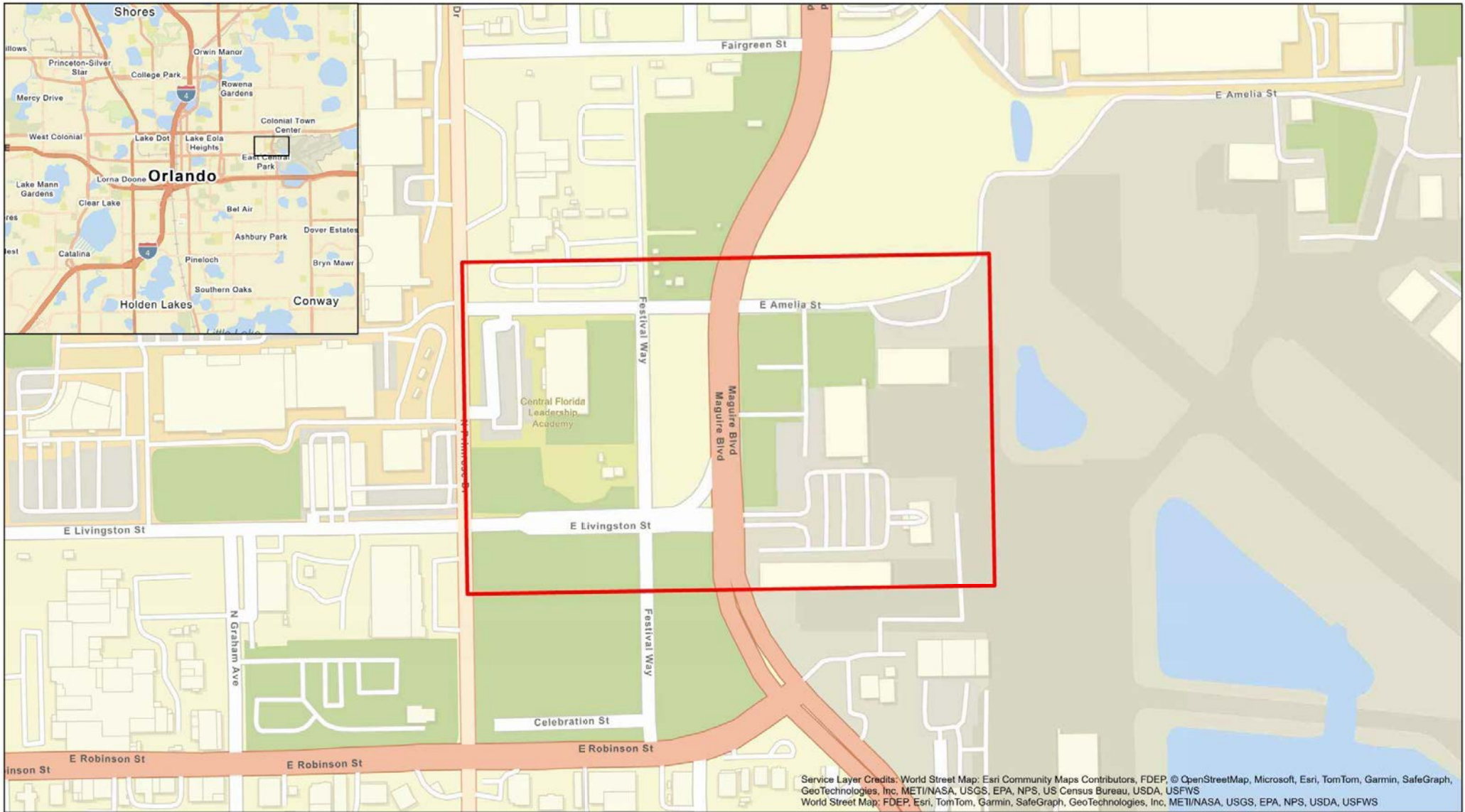
We look forward to working on this important project. Contact me at 407.497.8921 or by email with any questions or comments.

Sincerely,

Krishna "KC" Cole, P.E., P.M.P.  
Project Manager  
CDM Smith  
[colekc@cdmsmith.com](mailto:colekc@cdmsmith.com)

Joshua Hirten, P.G.  
Client Sales Leader  
CDM Smith  
[hirtenjj@cdmsmith.com](mailto:hirtenjj@cdmsmith.com)

**Attachment A**  
**Figure 1 – Dayron Site Layout**

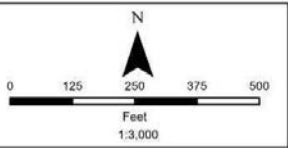


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Date:	8/8/2025
Requested by:	COLEKC
Drawn by:	RYANAJ

**Figure 1: Site Location Map**  
 Post Active Remediation Monitoring Report  
 Former Dayron Facility (ERIC\_12565)  
 Orlando Executive Airport  
 Orlando, Orange County, FL

<b>LEGEND</b>	
	Approximate Project Area



**Attachment B**  
**List of Existing Dayron Monitoring Wells**

### Attachment B - Monitoring Well Sampling Schedule

MONITOR WELL:	AQUIFER ZONE:	Notes
MW-26	Shallow	
MW-29	Shallow	Additional NAM Sampling (Dec 2025 Event)
MW-31	Shallow	
MW-33	Shallow	
MW-42I	Intermediate	Additional UIC Sampling
MW-44IR	Intermediate	Additional NAM Sampling (Dec 2025 Event)
MW-46I	Intermediate	
MW-61I	Intermediate	
MW-62I	Intermediate	
MW-67IR	Intermediate	Additional UIC and NAM Sampling (Dec 2025 Event)
MW-70I	Intermediate	
MW-72IR	Intermediate	
MW-74IR	Intermediate	
MW-75I	Intermediate	Additional NAM Sampling (Dec 2025 Event)
MW-76I	Intermediate	
MW-81I	Intermediate	Additional UIC Sampling
MW-84I	Intermediate	
MW-102I	Intermediate	
MW-111I	Intermediate	
MW-112I	Intermediate	Additional UIC and NAM Sampling (Dec 2025 Event)
MW-115I	Intermediate	
MW-116I	Intermediate	
MW-117I	Intermediate	
MW-118I	Intermediate	Additional UIC Sampling
MW-120I	Intermediate	
MW-123I	Intermediate	
MW-125I	Intermediate	
MW-127I	Intermediate	
MW-129I	Intermediate	
MW-130I	Intermediate	
UNK-1	Intermediate	Additional UIC Sampling
MW-52DR	Deep	
MW-93D	Deep	
MW-94D	Deep	
MW-103D	Deep	
MW-113DR	Deep	Additional NAM Sampling (Dec 2025 Event)
MW-114D	Deep	
MW-122D	Deep	
MW-124D	Deep	
MW-126D	Deep	Additional NAM Sampling (Dec 2025 Event)
MW-133D	Deep	

**UIC = Underground Injection Control**

**NAM = Natural Attenuation Monitoring**

**Attachment C**  
**Budget Summary by Task**

**ATTACHMENT C - COST ESTIMATE**  
**FY 2026 - Dayron Groundwater Monitoring & Reporting**  
**11/10/2025**

**Table 1: Project Cost Estimate**

	Senior Officer	Senior Technical Specialist	Technical Manager	Project III Professional	Project Controls Specialist	Contract Administrator	Project II Professional	Document Control	Subcontract Lab Fees	Reimbursable Expenses (Table 3)	Total Hours	Total Budget
CDM Smith Billing Rates <sup>1</sup>	\$308	\$270	\$202	\$162	\$127	\$122	\$119	\$113				
Task 1.1 NAM/PARM Semi-Annual Groundwater Sampling Events		4	2	80			80		\$16,398	\$4,813	166	\$45,175
Task 1.2 Semi-Annual Groundwater Sampling Reports		12	4	40			20	4			80	\$13,360
Task 2.1 NAM Plan		6	2	24			16	4			52	\$8,268
Task 3 Project & Quality Management	4		16		14	14					48	\$7,950
<b>Total</b>	<b>4</b>	<b>22</b>	<b>24</b>	<b>144</b>	<b>14</b>	<b>14</b>	<b>116</b>	<b>8</b>	<b>\$16,398</b>	<b>\$4,813</b>	<b>346</b>	<b>\$74,753</b>
<b>Not to Exceed (NTE) Fees for Labor</b>												\$53,542
<b>NTE Fees for Subcontracted Services</b>												\$16,398
<b>NTE Fees for Reimbursable Expenses</b>												\$4,813
<b>PROJECT TOTAL</b>												<b>\$74,753</b>

<sup>1</sup> The hourly billing rates in Table 1 are used for project cost estimate purposes only. Labor hours will be billed based on actual assigned resources and actual hours incurred and will be billed in accordance with CONSULTANT labor rates as provided and approved in the latest Agreement.

**TABLE 2: Hourly Billing Rates**

Positions	Hourly Rates <sup>2</sup>
Senior Officer	\$ 308.00
Senior Technical Specialist	\$ 270.00
Project Controls Manager	\$ 229.00
Senior Professional	\$ 212.00
Technical Manager	\$ 202.00
Project III Professional	\$ 162.00
Senior Technician	\$ 157.00
Project Controls Specialist	\$ 127.00
Contract Administrator	\$ 122.00
Project II Professional	\$ 119.00
Document Control	\$ 113.00
Technical Staff	\$ 93.00
Project I Professional	\$ 88.00
Clerical/Support Staff	\$ 86.00

**Table 3: Reimbursable Expense Estimate**

Equipment	Unit	Cost	# of Units	Total Budget
Turbidity Meter	Day	\$ 29.00	8	\$ 232.00
Flow Cell (w/pH, Cond, Temp, turb, DO, ORP)	Day	\$ 136.00	8	\$ 1,088.00
Water Level Indicator (electric tape)	Day	\$ 27.00	8	\$ 216.00
Peristaltic	Day	\$ 33.00	8	\$ 264.00
Tubing, Poly/HDPE (1/4")	per foot	\$ 0.33	4500	\$ 1,485.00
Drum	per	\$ 108.00	2	\$ 216.00
Drum Disposal	per	\$ 136.00	2	\$ 272.00
Vehicle	Day	\$ 87.00	8	\$ 696.00
Expendables	Day	\$ 43.00	8	\$ 344.00
<b>Equipment Total</b>				<b>\$ 4,813.00</b>

<sup>2</sup> Hourly rates effective on 6/4/2024 (renegotiable after 6/4/2025). Actual approved rates may differ in accordance with the latest Agreement.

**Attachment D**  
**Sub Participation**

**ATTACHMENT D - SUB PARTICIPATION SCHEDULE**  
 FY2026 Dayron Ground Water Monitoring and Reporting  
 CDM Smith  
 11/10/2025

Name of Subconsultant	Address	Proposed Scope of Services	Fee	Proposed Participation
Southern Research Laboratories, Inc.	279 Douglas Ave., Suite1110 Altamonte Springs, FL 32714	Sample Analysis	\$16,398.00	22%
Total Proposal Participation			\$16,398.00	22%

**Attachment E**  
**CDM Smith Equipment Billing Rates and**  
**Subcontractor Billing Rates**



279 Douglas Ave., Suite 1110  
 Altamonte Springs, Florida 32714  
 (407) 522-7100

**PRICING SCHEDULE FY2025**  
**PREPARED FOR : CDM Smith**

**VOLATILE ORGANIC COMPOUNDS**

PARAMETER	EPA/STANDARD METHOD TEST	COST OF ANALYSIS	
		WATER	SOIL/SOLIDS
Volatile Organic Halocarbons (VOH)	EPA 8260	\$65.00	\$70.00
BTEX/MTBE (VOA)	EPA 8260	\$55.00	\$60.00
Volatile Organics (8260)	EPA 8260	\$125.00	\$135.00
1,4 Dioxane	EPA 8260SIM (Heated Purge)	\$125.00	\$130.00
Library Search (peaks > 10 ug/L)	EPA 8260 TIC	\$50.00	\$50.00

**SEMIVOLATILE COMPOUNDS**

PARAMETER	EPA/STANDARD METHOD TEST	COST OF ANALYSIS	
		WATER	SOIL/SOLIDS
Semivolatile Compounds (BNA)	EPA 8270	\$295.00	\$295.00
Polynuclear Aromatic Hydrocarbon Compounds	EPA 8270 SIM	\$110.00	\$125.00
EDB	EPA 8260SIM	\$50.00	\$60.00
Organochlorine Pesticides (Chlorinated )	EPA 8081	\$125.00	\$135.00
Organophosphorus Pesticides	EPA 8141	\$175.00	\$185.00
PCBs	EPA 8082	\$90.00	\$90.00
Chlorophenoxy Herbicides	EPA 8151	\$195.00	\$195.00
FLPRO	FLPRO	\$85.00	\$90.00
Library Search (peaks > 10 ug/l)	EPA 8270 TIC	\$50.00	\$50.00

**METALS**

PARAMETER	EPA/STANDARD METHOD TEST	COST OF ANALYSIS	
		WATER	SOIL/SOLIDS
Metals by ICP/ICP-MS	EPA 200.7/6010/6020	\$16.00	\$20.00
RCRA 8 Metals	EPA200.7/6010/245.1/7471	\$135.00	\$165.00
Mercury by Cold Vapor	EPA 245.1/7471	\$40.00	\$45.00
Mercury, Low Level	EPA 1631	\$125.00	NA
Laboratory Filtration for Dissolved Metal	SOP	\$10.00	NA

**RCRA/WASTE CHARACTERIZATION**

PARAMETER	EPA/STANDARD METHOD TEST	COST OF ANALYSIS
TCLP Metals, RCRA 8*	EPA 6010/7471	\$165.00
TCLP Volatiles*	EPA 8260	\$135.00
TCLP Semivolatiles*	EPA 8270	\$295.00
TCLP Pesticides*	EPA 8081	\$125.00
TCLP Herbicides*	EPA 8151	\$195.00
TCLP/SPLP Extraction	EPA 1311/1312	\$65.00
ZHE Volatile Extraction	EPA 1311/1312	\$65.00
Ignitability	EPA 1010	\$75.00
Flashpoint	ASTM D93	\$75.00
Corrosivity (pH)	EPA 9056	\$15.00

\*TCLP Extraction Fees not Included



279 Douglas Ave., Suite 1110  
 Altamonte Springs, Florida 32714  
 (407) 522-7100

**PRICING SCHEDULE FY2025**  
**PREPARED FOR : CDM Smith**

**UST GROUP TESTS**

PARAMETER	EPA/STANDARD METHOD TEST	COST OF ANALYSIS	
		WATER	SOIL/SOLIDS
Table B, 62-777 (KAG)	Various	\$310.00	\$265.00
Table C, 62-777	Various	\$675.00	\$690.00
Virgin Preburn 62-713 (VOH/4 RCRA/FLPRC)	Various	NA	\$250.00
Non Virgin Preburn, 62-713 (VOH/FLPRO/4 RCRA/TOX/PCBs)	Various	NA	\$399.00
MA-EPH/VPH [MA-EPH (Extractable Petroleum)] [MA VPH (Volatile Petroleum Hydrocarbons)]	Various	NA	\$325.00

**GENERAL CHEMISTRY and Miscellaneous**

PARAMETER	EPA/STANDARD METHOD TEST	COST OF ANALYSIS	
		WATER	SOIL/SOLIDS
Alkalinity	EPA 310.1/SM2320B	\$25.00	NA
CBOD	SM5210B	\$50.00	NA
Chloride	EPA 300.0/9053	\$25.00	\$35.00
Hardness	SM 2340C	\$35.00	NA
Hexavalent Chromium	EPA 7196A/SM 3500-CR	\$35.00	\$50.00
Nitrogen, Ammonia	350.1/350.3	\$50.00	\$50.00
Nitrogen, Nitrate	EPA 300.0/SM4500-NO3	\$25.00	\$35.00
Nitrogen, Nitrite	EPA 300.0/SM4500-NO2	\$25.00	\$35.00
Nitrogen, Nitrate+Nitrite	EPA 300.0/SM4500-NO3-NO2	\$50.00	\$35.00
Nitrogen, Total	TKN+NOX	\$65.00	\$85.00
Oil and Grease SGT-HEM	EPA 1664	\$125.00	\$125.00
pH	EPA 150.1/SM4500-H+B	\$15.00	\$15.00
Phenols, Total	420.2	\$95.00	NA
Phosphorus, Ortho	EPA 300.0/EPA 365.3	\$35.00	\$35.00
Phosphorus, Total	EPA 365.3	\$35.00	\$35.00
Residue, Filterable (TDS)	SM 2540C	\$25.00	NA
Residue, Non Filterable (TSS)	EPA 160.1	\$25.00	NA
RSK-175 (MEE)	RSK-175 (Gases)	\$175.00	NA
Sulfate	EPA 300.0/375.4	\$35.00	\$35.00
Sulfide	EPA 376.1/SM 4500-S-F	\$35.00	\$35.00
Total Halogens		\$125.00	\$125.00

**MISC CHARGES**

ITEM	COST PER SAMPLE
Rush Fee 24 Hr.	200% Surcharge
Rush Fee 48 Hr.	175% Surcharge
Rush Fee 72 Hr.	100% Surcharge
Courier Service per hr	\$35.00
Environmental Impact Fee (per work order)	\$15.00
Sample Disposal Fee (per sample)	\$3.00
Holds OR Cancellations (Per sample)	\$7.00
25g EnCore Sampler (SPLP ZHE)	\$25.00

Prices quoted reflect a 5-10 business day turnaround and include the following service options:

- All necessary sampling containers, coolers, and preservatives
- Pre-printed labels, • Sampling kits DELIVERY only
- Data delivery via email.

Contractor: CDM Smith Inc.

<b>Equipment Rates</b>				
Item	Make/Model	Fully Loaded Rates		
		Day	Week	Month
<b>Air Sampling/Monitoring</b>				
Air Sampling Pump	Gillian GilAir5	\$29.00	\$117.00	\$351.00
OVA (Flame Ionization Detector)	TVA2020	\$135.00	\$542.00	\$1,626.00
PID/FID Combination OVA	TVA2020	\$135.00	\$542.00	\$1,626.00
Photoionization Meter	miniRAE 3000	\$95.00	\$381.00	\$1,144.00
HNu		\$93.00	\$373.00	\$1,118.00
Explosimeter	QRAE3	\$52.00	\$208.00	\$624.00
Portable GC	FROG 4000	\$515.00	\$2,059.00	\$6,177.00
Respiration Dust Monitor	TSI Dusttrak	\$130.00	\$520.00	\$1,561.00
Aneroid Barometer		\$15.00	\$61.00	\$182.00
Tedlar Bag	One Liter, each	\$22.00		
Draeger Pump		\$22.00	\$87.00	\$260.00
Gas Vapor Probe	gem5000	\$114.00	\$455.00	\$1,365.00
Air Velocity Meter	Tsi Velocicalc 9565	\$36.00	\$143.00	\$429.00
Air Flow Meter	Anemometer	\$36.00	\$143.00	\$429.00
Air Sampling Canister	Summa	\$36.00	\$143.00	\$429.00
Sampling Pump		\$22.00	\$87.00	\$260.00
PCE Detector Tubes (low range)	package of 10	\$260.00		
PCE Detector Tubes (high range)	package of 10	\$98.00		
TCE Detector Tubes	package of 10	\$98.00		
Vinyl Chloride Detector Tubes	package of 10	\$98.00		
<b>Soil/Sediment</b>				
Altimeter		\$16.00	\$65.00	\$195.00
Hand Auger	stainless steel	\$13.00	\$52.00	\$156.00
John Boat		\$98.00	\$390.00	\$1,170.00
Power Auger	Bosch	\$81.00	\$325.00	\$975.00
Soil Gas Vapor Probe		\$108.00	\$433.00	\$1,300.00
Core Sampler, Sediment		\$27.00	\$108.00	\$325.00
Sediment Dredge		\$33.00	\$130.00	\$390.00
XRF (X-ray Fluorescence)	Olympus DP2000	\$629.00	\$2,514.00	\$7,543.00
Encore Sampler	each	\$17.00		
Terra Core Sampler	each	\$12.00		

NOTE: rates are for equipment with designated make/models as specified or equivalent

Contractor: CDM Smith Inc.

<b>Equipment Rates</b>				
Item	Make/Model	Fully Loaded Rates		
		Day	Week	Month
<b>Groundwater/Surface Water</b>				
Ammonia Meter		\$43.00	\$173.00	\$520.00
Bailer (Teflon)	each	\$27.00		
Bailer (Stainless Steel)		\$27.00	\$108.00	\$324.00
Bailer (Disposable, HDPE)	each	\$8.00		
Bailer (Disposable, Teflon)	each	\$30.00		
Diffusion Sampler, each	Large Diameter (4" well)	\$43.00		
Diffusion Sampler, each	Small Diameter (2" well)	\$39.00		
Diffusion Sampler Kit, each	Weight/Fill Kit/Hanger Assembly	\$49.00		
Diffusion Sampler Well Cap	2", Magnetic Locking	\$16.00		
Diffusion Sampler Well Cap	4", Magnetic Locking	\$21.00		
Multimeter (Temp, pH, Cond, DO, Orp)	YSI ProPlus	\$114.00	\$455.00	\$1,365.00
Turbidity Meter	Hach 2100Q	\$29.00	\$117.00	\$351.00
Flow Cell ( w/pH,cond, temp, turb,DO,ORP)	YSI Pro Dss / or equivalent	\$135.00	\$542.00	\$1,626.00
Flow Meter	Hach FH950	\$70.00	\$282.00	\$845.00
Data Logger (with 4 Transducers)		\$193.00	\$772.00	\$2,315.00
Tubing, Teflon	3/16 or 1/4 inch (per foot)	\$2.17		
Tubing, Poly/HDPE	per foot	\$0.33		
Tubing, Poly/HDPE 1/2 x 5/8	per foot	\$0.43		
Tubing, Poly/LDPE	per foot	\$0.27		
Tubing, Silicon 3/8 x 5/8	per foot	\$4.33		
Tubing, Silicon 3/16 x 3/8	per foot	\$3.25		
Tubing, Silicon 1/4 x 7/16	per foot	\$3.25		
In-line Filter (1 Micron)	each	\$23.00		
In-line Filter (0.45 Micron)	each	\$23.00		
Oil/Water Interface Probe		\$49.00	\$195.00	\$585.00
Water Level Indicator	electric tape	\$27.00	\$108.00	\$325.00
Pump: Centrifugal (1.5")		\$43.00	\$173.00	\$520.00
Peristaltic		\$33.00	\$130.00	\$390.00
Submersible (2")	with controller	\$87.00	\$347.00	\$1,040.00
Submersible (4")	with controller	\$92.00	\$368.00	\$1,105.00
Scavenger		\$41.00	\$165.00	\$494.00
Bladder Pump	QED MP50	\$145.00	\$581.00	\$1,743.00
Hand Pump (filter)		\$17.00	\$69.00	\$208.00
Test Kit: Alkalinity	Hach 2314500	\$76.00		
Chloride	Hach 208601	\$200.00		
CO2	Hach 143601	\$49.00		
Ferrous Iron	Hach 2667200	\$54.00		
Hardness	Hach 145400	\$49.00		
H2S	Hach 2537800	\$81.00		
Nitrate	Hach 146803	\$87.00		
Phosphorous	Hach 224800	\$173.00		
Sulfate	Hach 225100	\$92.00		
Digital Colorimeter	Hach DR900	\$60.00	\$238.00	\$715.00
Colorimeter Test Vials (all tests)	each, pk of 6	\$89.00		

NOTE: rates are for equipment with designated make/models as specified or equivalent

Contractor: CDM Smith Inc.

<b>Equipment Rates</b>				
		Fully Loaded Rates		
Item		Cost		
<b>Surface Geophysical</b>				
	<b>Make/Model</b>	<b>Day</b>	<b>Week</b>	<b>Month</b>
Magnetic and Cable Locator		\$55.00	\$221.00	\$663.00
Cond. Meter Data Logger		\$98.00	\$390.00	\$1,170.00
Conductivity Meter	Hanna 991301	\$27.00	\$108.00	\$325.00
Ground Penetrating Radar	MALA HDR	\$412.00	\$1,647.00	\$4,942.00
Magnetometer		\$49.00	\$195.00	\$585.00
Metal Detector		\$43.00	\$173.00	\$520.00
Resistivity Meter		\$81.00	\$325.00	\$975.00
<b>Surveying</b>				
	<b>Make/Model</b>	<b>Day</b>	<b>Week</b>	<b>Month</b>
Global Positioning System	Trimble Geo7x	\$190.00	\$759.00	\$2,276.00
Total GPS Station		\$190.00	\$759.00	\$2,276.00
Total Survey Station	transit/rod/level/tape	\$54.00	\$217.00	\$650.00
<b>Miscellaneous</b>				
	<b>Make/Model</b>	<b>Day</b>	<b>Week</b>	<b>Month</b>
Portable Compressor		\$54.00	\$217.00	\$650.00
Portable Generator	5 KW	\$76.00	\$303.00	\$910.00
Portable Generator 25 KW	15-25 KW	\$271.00	\$1,084.00	\$3,251.00
Steam Cleaner		\$98.00	\$390.00	\$1,170.00
Pressure Washer	2500 psi	\$81.00	\$325.00	\$975.00
Concrete/Asphalt Saw		\$65.00	\$260.00	\$780.00
Concrete Core Drill		\$114.00	\$455.00	\$1,365.00
Concrete Core Bit	4-inch ; per rental event	\$89.00		
Noise (Decibal) Meter	Quest Sound Pro DL1	\$43.00	\$173.00	\$520.00
Drum	New 55-gallon, each	\$108.00		
Poly Drum (water)		\$81.00		
Vacuum Gauges	low, medium and high	\$21.00	\$82.00	\$247.00
Differential Pressure Gauge		\$20.00	\$78.00	\$234.00
Radiation Monitor	Ludlum M3	\$43.00	\$173.00	\$520.00
Regenerative Blower		\$195.00	\$780.00	\$2,341.00
Hammer Drill		\$65.00	\$260.00	\$780.00
Well Cap, 2"	lockable compression plug	\$18.00		
Well Cap, 4"	lockable compression plug	\$23.00		
Lock, Key Operated		\$8.00		
Carbon Drum	100 pound	\$154.00	\$616.00	\$1,847.00
Compactor, walk behind		\$107.00	\$429.00	\$1,287.00
Jack Hammer		\$94.00	\$377.00	\$1,131.00

NOTE: rates are for equipment with designated make/models as specified or equivalent

Contractor: CDM Smith Inc.

<b>Equipment Rates</b>		<b>Fully Loaded Rates</b>		
<b>Kits</b>		<b>Day</b>	<b>Week</b>	<b>Month</b>
<b>Site Reconnaissance Kit</b> Hand Auger; Camera; Survey Equipment; Water Level Indicator; GPS Unit		\$163.00	\$650.00	\$1,951.00
<b>Monitor Well Installation Kit</b> PID/FID OVA; Water Level Indicator; GPS Unit; Field Geology Kit; Measuring Wheel; Groundwater Parameter Meters		\$352.00	\$1,409.00	\$4,226.00
<b>Hydrogeological Evaluation Kit</b> Water Level Indicator; Survey Equipment; Data Logger with four (4) transducers and slug test assembly		\$320.00	\$1,279.00	\$3,836.00
<b>Shallow Groundwater Sampling Kit</b> Water Level Indicator; Centrifugal, Peristaltic or Bladder Pump; Flow Cell (w/pH, cond, temp, turb, DO, ORP); Tubing; portable compressor		\$314.00	\$1,257.00	\$3,771.00
<b>Deep Groundwater Sampling Kit</b> Water Level Indicator; Submersible Pump; Generator; Flow Cell (w/pH, cond, temp, turb, DO, ORP); Tubing; portable compressor		\$450.00	\$1,799.00	\$5,397.00
<b>Shallow Groundwater / Soil Vapor Screening Kit</b> OVA; Stainless Steel Sampling Equipment; Peristaltic/Vacuum Pump Assembly; Sample Containers (jars, Tedlar bags); Measuring Wheel; portable compressor		\$314.00	\$1,257.00	\$3,771.00
<b>Soil Assessment Kit</b> PID/FID OVA; Hand Auger		\$190.00	\$759.00	\$2,276.00
<b>Soil Vapor Sampling Kit</b> PID/FID OVA; Air Sampling Pump; Gas Vapor Probe; Tedlar Bags (3)		\$314.00	\$1,257.00	\$3,771.00
<b>Construction/O&amp;M Supplies</b> Various small items for minor work/repairs (valves,PVC fittings, gaskets, float switches,etc.)		\$81.00	\$325.00	\$975.00
<b>Soil Sampling Kit (through concrete)</b> Core Drill (with concrete bit); generator; hand auger		\$255.00	\$1,019.00	\$3,056.00
<b>Construction/O&amp;M/Pilot Test Kit</b> PID/FID; Tedlar bags (2); Air Sampling Pump; Vacuum Gauges; Flow Cell (w/pH, cond, temp, turb, DO, ORP); Electric Multi-meter		\$390.00	\$1,561.00	\$4,682.00
<b>MAGS Investigation Kit</b> Trailer; Generator; Blower; Vacuum Gauges; PID OVA; Air Sampling Pump; Tedlar Bags (3); Manometer; Anemometer; Vacuum Hoses		\$542.00	\$2,167.00	\$6,502.00

Contractor: CDM Smith Inc.

VEHICLE RENTAL RATES*			
Fully Loaded Rates			
Item	Cost		
	Day	Week	Month
Automobile	\$87.00	\$347.00	\$1,040.00
Mileage Costs	Included	Included	Included
Equipment Van	\$130.00	\$520.00	\$1,561.00
Mileage Costs	Included	Included	Included
Truck	\$130.00	\$520.00	\$1,561.00
Mileage Costs	Included	Included	Included

\*CDM Smith employee vehicle mileage, tolls, parking, and taxi costs are reimbursable up to the daily rental rates for Automobiles

PERSONAL PROTECTION								
Fully Loaded Rates								
Item	Units	Level B		Level C		Level D		
		Units per Man-Day	Cost	Units per Man-Day	Cost	Units per Man-Day	Cost	
tyvek, poly laminated	each	2		1				
tyvek, standard	each	2		2		2		
SCBA unit	each	1						
respirator, full face	each			1				
respirator, half mask	each			1				
cartridges	each			2				
Escape Mask	each	1						
Gloves, Latex	box	0.5		0.5		0.5		
Gloves, Nitrile	pair	1		1		1		
Gloves, Neoprene	pair	1		1		1		
Boots, Chemical Resistant	pair	1		1				
Booties, tyvek or latex	pair	2		2		1		
work gloves, pair	pair	1	\$0.00	1	\$0.00	1	\$0.00	
hard hat	each	1	\$0.00	1	\$0.00	1	\$0.00	
safety glasses	each	1	\$0.00	1	\$0.00	1	\$0.00	
Boots, Steel Toe	pair	1	\$0.00	1	\$0.00	1	\$0.00	
Ear Protection	pair	1	\$0.00	1	\$0.00	1	\$0.00	
Total:			\$249.00	Total:		\$163.00	Total:	\$38.00

Contractor: CDM Smith Inc.

### EXPENDABLES

**43 \$ per day**

The items listed below are included as expendables. Although some of these items are not expendable in the sense that they are used once and discarded, these items are indicative of the numerous small items that are used during fieldwork activities. This is a list of items that are compensated under the expendables rate for those days in which the Contractor is conducting fieldwork.

The list of frequently used expendables includes, but may not be limited to, the following:

Absorbent pads	Liquid hand soap
Alconox	Liquinox soap
Aluminum foil	Paper Towels
Asphalt/concrete patching material	pH paper
Bailer twine	Plastic buckets
Barricades (Plastic safety fence)	Plastic sheeting (Visqueen)
Cleaning brushes	PVC fittings
Deionized water	Sample jars
Disposable face covering	Sample labels
Drop cloths	Sample preservatives
Dry ice	Spray Paint
Duct tape	Sprayer bottles
Galvanized wash tubs	Stainless steel buckets/bowls
Garbage cans and bags	Survey tape
Gloves, Nitrile	Thermometers
Gloves, Surgical Latex	Transfer pipettes
Hand Sanitizer	Tubing (tygon/plastic/garden)
Ice and vermiculite packing	

Specific items that are not listed above may also be considered as expendables.

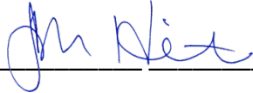
**Attachment F**  
**CDM Smith's Truth in Negotiation Certification**

ATTACHMENT F - TRUTH IN NEGOTIATION CERTIFICATION

The Consultant hereby certifies, covenants, and warrants that wage rates and other factual unit costs supporting the compensation for this project's agreement are accurate, complete, and current at the time of contracting.

The Consultant further agrees that the original agreement price and any additions thereto shall be adjusted to exclude any significant sums by which the Aviation Authority determines the agreement price was increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs. All such agreement adjustments shall be made within (1) year following the end of the contract. For purposes of this certificate, the end of the agreement shall be deemed to be the date of final billing or acceptance of the work by the Aviation Authority, whichever is later.

Consultant CDM Smith, Inc.

By:  \_\_\_\_\_

Print Name: Joshua Hirten

Date: 11/10/2025

## MEMORANDUM

TO: Members of the Construction Committee  
FROM: Scott Shedek, P.E., Vice President, Construction  
DATE: December 9, 2025

## ITEM DESCRIPTION

Request for Recommendation of Approval of an Amendment to Addendum No. 44 to the Continuing Program and Project Management Services Agreement with AECOM Technical Services, Inc. for Owner Authorized Representative (OAR) Services for W-00453 Airsides 2 & 4 APM Program Oversight at Orlando International Airport.

## BACKGROUND

On December 2, 2025, the Construction Committee approved Addendum No. 44 in the amount of \$241,888.00 to the above-referenced agreement.

## ISSUES

Since then, it has been determined that additional program and project management services are required past the limited authorization, as further described in the Consultant's proposal, dated November 25, 2025. AECOM Technical Services, Inc., is to provide OAR project management services that includes supporting the GOAA staff in areas of project management, project controls, contract administration, and construction coordination for the Airsides 2 & 4 APM Program. These services will be billed under the AECOM contract for services through December 31, 2027.

Detailed proposals for each firm will be brought back to the Construction Committee via information items at a future date.

If approved, services will be effective January 1, 2026.

This continuing consultant was selected for this task based on ( all that apply):

- |  |  |  |
|--|--|--|
| <input checked="" type="checkbox"/> Experience | <input checked="" type="checkbox"/> Available Personnel    | <input checked="" type="checkbox"/> Current Workload |
| <input checked="" type="checkbox"/> Expertise  | <input checked="" type="checkbox"/> Equitable Distribution | <input type="checkbox"/> Other: _____                |

## SMALL BUSINESS

The small business participation has been reviewed by the Office of Business Opportunity & Exchange. The findings and recommendations are attached.

## ALTERNATIVES

None.

## FISCAL IMPACT

Funding is from General Airport Revenue Bonds. Funding source verified by \_\_\_\_\_ of Finance on \_\_\_/\_\_\_/\_\_\_ as correct and available.

**RECOMMENDED ACTION**

It is respectfully requested that the Construction Committee recommend to the Aviation Authority Board approval of an Amendment to Addendum No. 44 to the Continuing Program and Project Management Services Agreement with AECOM Technical Services, Inc. for the services contained herein and the amount as shown below:

Not to Exceed Fees	\$6,345,724.00
Lump Sum Fees	\$0.00
Not to Exceed Expenses	\$100,000.00
<b>TOTAL</b>	<b>\$6,445,724.00</b>
Financial Auditor – Compliance Review Date	
Financial Auditor – Funding Eligibility Review Date	



#### MEMORANDUM

DATE: December 09, 2025

TO: Members of the Construction Committee

FROM: Amber Johnson, AVP, Business Opportunity and Exchange

#### ITEM DESCRIPTION

Request for Recommendation of Approval of an Amendment to Addendum No. 44 to the Continuing Program and Project Management Services Agreement with AECOM Technical Services, Inc. for Owner Authorized Representative (OAR) Services for W-00453 Airsides 2 & 4 APM Program Oversight at Orlando International Airport.

#### SMALL BUSINESS

We have reviewed the qualifications of the subject contract's LDB/VBE specifications and determined that AECOM Technical Services proposes 35% LDB participation in this addendum.

**LDB& VBE UTILIZATION FORM FOR NON-FEDERALLY FUNDED PROJECTS**  
**PLEASE COMPLETE THIS FORM**

This form should be used to report Construction and Engineering /Professional Services activities.

Name of Airport: Orlando International Airport

Telephone No: (407) 825-7179

Address: One Jeff Fuqua Boulevard, Orlando, FL 32827

Project Name & Number: Request for Recommendation of Approval of an Amendment to Addendum No. 44 to the Continuing Program and Project Management Services Agreement with AECOM Technical Services, Inc. for Owner Authorized Representative (OAR) Services for W-00453 Airsides 2 & 4 APM Program Oversight at Orlando International Airport.

**1. Construction Information:**

Addendum Amount: \_\_\_\_\_

**2. LDB/VBE Goal by Group Representation:**

Asian Pacific American	_____	Actual Result	_____
Asian Subcontinent American	_____	Actual Result	_____
Black American	_____	Actual Result	_____
Caucasian Female American	_____	Actual Result	_____
Hispanic American	_____	Actual Result	_____
Native American	_____	Actual Result	_____
Other	_____	Actual Result	_____
Total LDB/VBE Participation	<u>-</u>	Actual Result	<u>0.0%</u>

**3.a. Prime Contractor Information:**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Telephone: \_\_\_\_\_

**3.b. Name and Address of Subcontractor**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Telephone: \_\_\_\_\_

**3.c. \*Identity:**

Work Item(s): \_\_\_\_\_  
 Amount of Subcontract \_\_\_\_\_  
 Percent of Prime Contract (%): \_\_\_\_\_

**4. Engineering/Professional Services Information:**

Addendum Amount: \$6,445,724.00

**5. LDB/VBE Goal by Group Representation:**

Asian Pacific American	_____	Actual Result	<u>0%</u>
Asian Subcontinent American	_____	Actual Result	<u>0%</u>
Black American	<u>2,112,576.00</u>	Actual Result	<u>33%</u>
Caucasian Female American	<u>171,600.00</u>	Actual Result	<u>3%</u>
Hispanic American	_____	Actual Result	<u>0%</u>
Native American	_____	Actual Result	<u>0%</u>
Other	_____	Actual Result	<u>0%</u>
Total LDB/VBE Participation	<u>2,284,176.00</u>	Actual Result	<u>35%</u>

**6.b. Engineering / Professional Service Firm Information:**

Name: AECOM Technical Services  
 Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Telephone: \_\_\_\_\_

**6.b. Name and Address of Subconsultant**

Name: Please see attached  
 Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Telephone: \_\_\_\_\_

**6.c. \*Identity:**

Work Item(s): \_\_\_\_\_  
 Amount of Subcontract \_\_\_\_\_  
 Percent of Prime Contract (%): \_\_\_\_\_

\* In Items 3.c. and 6.c. above specify the identity of MWBE Subcontractors and E/PS Firms (e.g. Black American, Hispanic American, Asian Subcontinent American, Asian Pacific American, Caucasian Female American, Native American & Other)

LDB&VBE Subcontractor/Subconsultant Certification

Project Name & Number: Request for Recommendation of Approval of an Amendment to Addendum No. 44 to the Continuing Program and Project Management Services Agreement with AECOM Technical Services, Inc. for Owner Authorized Representative (OAR) Services for W-00453 Airsides 2 & 4 APM Program Oversight at Orlando International Airport.

Prime Firm: AECOM

Addendum Amount: \$6,445,724.00

Company Name Chace Construction Group  
 Address 2595 Amaya Terrace  
 City, State, Zip Lake Mary, FL 32746  
 Phone 407-484-6661  
 Identity Black American  
 LDB or VBE ? LDB  
 Work Item \_\_\_\_\_  
 Amount of Subcontract \$2,112,576.00  
 Percentage 32.8%

Artistic Identity  
100 E Pine Street  
Orlando, FL 32801  
321-231-0566  
Caucasian Female American  
LDB  
 \_\_\_\_\_  
171,600.00  
2.7%

Company Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Identity \_\_\_\_\_  
 Work Item \_\_\_\_\_  
 Amount of Subcontract \_\_\_\_\_  
 Percentage \_\_\_\_\_

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Company Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Identity \_\_\_\_\_  
 Work Item \_\_\_\_\_  
 Amount of Subcontract \_\_\_\_\_  
 Percentage \_\_\_\_\_

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Company Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Identity \_\_\_\_\_  
 Work Item \_\_\_\_\_  
 Amount of Subcontract \_\_\_\_\_  
 Percentage \_\_\_\_\_

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\$2,284,176.00      35%  
\$6,445,724.00



November 25, 2025

Scott Shedek, P.E.  
Vice President, Construction  
**GREATER ORLANDO AVIATION AUTHORITY**  
5850 Cargo Road  
Orlando, Florida 32827-4399

Subject:           Airsides 2 and 4 APM Program Oversight  
                          Orlando International Airport

Dear Mr. Shedek:

AECOM is pleased to submit this proposal to provide construction phase OAR services for the project defined by the Vice President of Construction at the Orlando International Airport. This proposal has been prepared based on our understanding of the following scope of work: Program Management services to support the Airsides 2 and 4 APM Program efforts.

AECOM Technical Services, Inc. hours are proposed for charges incurred for Project Management Services that will include but not be limited to the APM Program: stakeholder and adjacent project coordination, project management, estimating support, cost management, scheduling services, technical reviews, and other duties as requested.

This Task will be an Amendment to Addendum 44 to AECOM's Continuing Program and Project Management Services, dated July 12, 2022. This work will be billed as a Not-to-Exceed Fees amount of \$6,345,724.00 and Not-to-Exceed Expenses of \$100,000.00 for a total amount of \$6,445,724.00.

The services for this project will be performed in accordance with the provisions of GOAA's standard agreement for professional services and as indicated in the attached project proposed staffing for the project. For budgetary purposes, a rate increase of approximately 5% has been included for subsequent fiscal years.

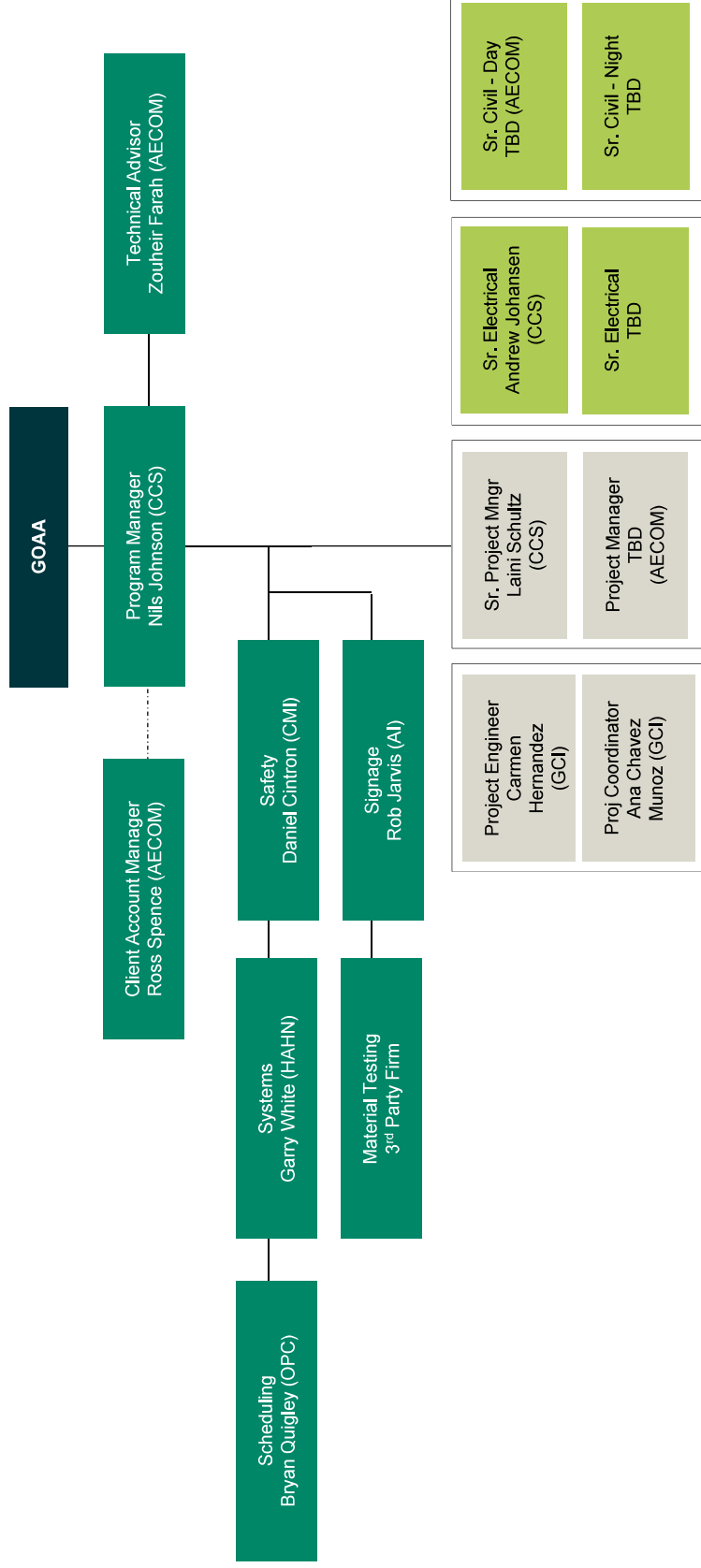
We appreciate the opportunity to present this proposal and we look forward to working with GOAA on these important services. Should you have any questions or if we may be of further assistance, do not hesitate to contact the undersigned.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Ross Spence', is written over a light blue horizontal line.

Ross Spence  
Vice President  
**AECOM Technical Services, Inc.**

# GOAA – APM Program



Key

- Client
- Program Wide Support
- Inspection Team
- Project Team

Continuing Program and Project Management Services

Airside 2 and 4 Program Management and Oversight

Program Management and Oversight OAR Staffing Estimate

Role	Individual	Firm	FY26			FY27			FY28			TOTAL
			Rates	Hours	Fee	Rates	Hours	Fee	Rates	Hours	Fee	
Technical Advisor	Zouheir Farah	AECOM	\$355.00	576	\$204,480.00	\$373.00	400	\$149,200.00	\$392.00	24	\$9,408.00	\$393,088.00
Program Manager	Nils Johnson	CCS	\$203.00	1,512	\$306,816.00	\$214.00	2,016	\$431,424.00	\$225.00	504	\$113,400.00	\$851,760.00
Senior Project Manager - APW	Laini Schultz	CCS	\$172.00	1,512	\$260,064.00	\$181.00	2,016	\$364,896.00	\$191.00	504	\$96,264.00	\$721,224.00
Project Manager I	TBD	AECOM	\$142.00	1,504	\$213,568.00	\$149.00	1,480	\$220,520.00	\$156.00	120	\$18,720.00	\$452,808.00
Sr. Electrical Inspector - Lead	Andrew Johansen	CCS	\$135.00	1,512	\$204,120.00	\$142.00	2,016	\$286,272.00	\$150.00	328	\$49,200.00	\$539,592.00
Sr. Civil Inspector - Day	TBD	AECOM	\$150.00	1,512	\$226,800.00	\$158.00	2,032	\$321,656.00	\$166.00	168	\$27,888.00	\$575,744.00
Sr. Civil Inspector - Night	TBD	AECOM	\$150.00	1,512	\$226,800.00	\$158.00	2,016	\$318,528.00	\$166.00	168	\$27,888.00	\$573,216.00
Sr. Electrical Inspector	Garry White	AECOM	\$135.00	1,512	\$204,120.00	\$142.00	2,016	\$286,272.00	\$150.00	168	\$25,200.00	\$515,592.00
Systems - Sr. Project Manager	Laura Hahn	HAHN	\$166.00	360	\$59,760.00	\$174.00	480	\$83,520.00	\$183.00	120	\$21,960.00	\$185,240.00
Systems - Principal	Laura Hahn	HAHN	\$201.00	360	\$72,360.00	\$211.00	480	\$101,280.00	\$222.00	120	\$26,640.00	\$200,280.00
Asst. Project Coordinator	Ana Chavez Munoz	GCI	\$92.00	1,512	\$139,104.00	\$97.00	2,016	\$195,552.00	\$102.00	248	\$25,296.00	\$359,952.00
Chief Scheduler	Bryan Quigley	OPC	\$176.00	450	\$79,200.00	\$185.00	540	\$99,900.00	\$194.00	60	\$11,640.00	\$190,740.00
Director of Safety	Daniel Citron	CHI	\$168.00	450	\$75,600.00	\$176.00	480	\$84,480.00	\$185.00	120	\$22,200.00	\$182,280.00
Project Manager - Signage	Rob Jarvis	AI	\$172.00	360	\$61,920.00	\$181.00	480	\$86,880.00	\$190.00	120	\$22,800.00	\$171,600.00
Project Engineer	Carmen Hernandez	GCI	\$121.00	1,512	\$182,952.00	\$127.00	2,016	\$256,032.00	\$133.00	328	\$43,624.00	\$482,608.00
<b>TOTALS:</b>					<b>\$2,517,784.00</b>			<b>\$3,285,812.00</b>				<b>\$6,345,724.00</b>

Project Staffing \$6,345,724.00  
 Concrete Testing \$50,000.00  
 Reimbursables \$50,000.00

**Grand Total: \$6,445,724.00**

\* All roles and rates to be approved by GOAA prior to billing



**EXHIBIT A - CONSULTANT'S COMPENSATION PROPOSAL  
TABLE C-9  
BREAKDOWN OF NOT TO EXCEED REIMBURSABLE FEES**

**Project Management Services**

All amounts invoiced by the Consultant as Reimbursable Fees shall be calculated on the basis of the actual number of hours of services rendered under this Agreement by each of the positions defined and by the new positions as identified below, multiplied by the corresponding Contract Hourly Rate, up to the Not to Exceed limit defined by the Agreement. Include information on positions held by both the design consultant and each subconsultant.

<b>FIRM</b>	<b>POSITION</b>	<b>CONTRACT HOURLY RATE</b>
AECOM Technical Services, Inc.	Technical Advisor	\$355.00
AECOM Technical Services, Inc.	Project Manager I	\$142.00
AECOM Technical Services, Inc.	Sr. Civil Inspector - Day	\$150.00
AECOM Technical Services, Inc.	Sr. Civil Inspector - Night	\$150.00
AECOM Technical Services, Inc.	Sr. Electrical Inspector	\$135.00
Chace Construction Services	Sr. Project Manager	\$190.00
Chace Construction Services	Project Manager	\$158.00
Chace Construction Services	Sr. Electrical Inspector	\$135.00
Hahn Integrated Systems, Inc.	Sr. Project Manager	\$166.00
Hahn Integrated Systems, Inc.	Principal	\$201.00
GCI	Asst. Project Coordinator	\$92.00
GCI	Project Engineer	\$121.00
Orlando Project Controls	Chief Scheduler	\$176.00
Cost Management Inc.	Safety Director	\$168.00
Artistic Identity	Project Manager	\$172.00



November 10, 2025

Mr. Ross Spence  
AECOM  
11340 Terminal C Service Road  
Orlando International Airport  
Orlando, FL 32824

SUBJECT: Airsides 2 and 4 APM Program Oversight – Construction Phase

Dear Mr. Spence,

Chace Construction Services, LLC (D.B.A. CCS) is pleased to present our *Not-to-Exceed Cost Proposal* to provide Construction Phase Owner's Authorized Representative (OAR) Project and Program Management Services for the replacement of the AS2 and AS4 Automated People Mover (APM) Systems.

Our detailed *Scope of Work* for these services is attached, along with the *hourly rate schedule* and *budget breakdown*. The proposed services will be performed from January 1, 2026, through December 31, 2027.

We sincerely appreciate the opportunity to collaborate with AECOM on this significant project and look forward to supporting its successful delivery. Should you have any questions or require additional information, please don't hesitate to contact me.

Sincerely,

Chace Construction Services, LLC

A handwritten signature in blue ink, appearing to read 'Nils Johnson', with a long horizontal flourish extending to the right.

Nils Johnson  
President

## Scope of Services

### Airsides 2 and 4 APM Program Management and Oversight

#### Task 1

#### **SCOPE OF WORK**

In this task, *Chace Construction Services, LLC (CCS)* will continue to provide project and program management services in support of the replacement of both the Airside 2 (AS2) and Airside 4 (AS4) Automated People Mover (APM) systems. The scope of work includes delivering comprehensive program management oversight, project management services for individual projects within the overall program, and project coordination to ensure the successful completion of the AS2 and AS4 APM system replacements.

#### **SCHEDULE**

The proposed schedule outlined in Task 1 is based on the labor hours shown in the attached table. Should additional time be required due to unforeseen circumstances, CCS will promptly notify AECOM in writing and request an appropriate budget adjustment for review and approval.

Continuing Program and Project Management Services  
 Airsides 2 and 4 APM Program Management and Oversight  
 Program Management and Oversight OAR Staffing Estimate

Role	Firm	2026												2027												2028			Total Hours
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	
Program Manager	CCS	108	108	108	108	108	108	108	108	108	108	108	108	108	108	108	108	108	108	108	108	108	108	108	108	108	108	4032	
Project Manager	CCS	108	108	108	108	108	108	108	108	108	108	108	108	108	108	108	108	108	108	108	108	108	108	108	108	108	108	4032	
Sr. Electrical Inspector - Lead	CCS	108	108	108	108	108	108	108	108	108	108	108	108	108	108	108	108	108	108	108	108	108	108	108	108	108	108	3696	

Role	Firm	FY26			FY27			FY28		
		Hours	Rates	Fee	Hours	Rates	Fee	Hours	Rates	Fee
Program Manager	CCS	1,912	\$235.00	\$306,995.00	2,016	\$214.00	\$431,424.00	804	\$225.00	\$181,400.00
Project Manager	CCS	1,912	\$172.00	\$328,864.00	2,016	\$191.00	\$386,996.00	804	\$191.00	\$153,564.00
Sr. Electrical Inspector - Lead	CCS	1,912	\$355.00	\$676,720.00	2,016	\$172.00	\$346,752.00	328	\$150.00	\$49,200.00
				\$771,120.00			\$1,062,972.00			\$238,664.00



TRUTH IN NEGOTIATION CERTIFICATION

The Consultant hereby certifies, covenants, and warrants that wage rates and other factual unit costs supporting the compensation for this project's agreement are accurate, complete, and current at the time of contracting.

The Consultant further agrees that the original agreement price and any additions thereto shall be adjusted to exclude any significant sums by which the Aviation Authority determines the agreement price was increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs. All such agreement adjustments shall be made within (1) year following the end of the contract. For purposes of this certificate, the end of the agreement shall be deemed to be the date of final billing or acceptance of the work by the Aviation Authority, whichever is later.

Consultant AECOM Technical Services, Inc.

By:  \_\_\_\_\_

Print Name: Ross Spence

Date: 11/25/25

**Greater Orlando Aviation Authority**  
AECOM Technical Services, Inc.  
Continuing Program and Project Management Services  
Projected Hours by Task for FY2026 (October 1, 2025 - September 30, 2026)

Legend:

Proposal submitted for review
Previously approved
Future proposal

Name	Position	Sponsor	Task Description	TOTAL
TBD	Project Manager I	Ozpercin	V-01079 North Terminal Complex Food Court Pipe Repl	36
			<b>TOTAL</b>	<b>36</b>
TBD	Project Manager II	Ozpercin	V-01079 North Terminal Complex Food Court Pipe Repl	12
			<b>TOTAL</b>	<b>12</b>
TBD	Project Coordinator II	Ozpercin	V-01079 North Terminal Complex Food Court Pipe Repl	6
			<b>TOTAL</b>	<b>6</b>
Ross Spence	Sr. Program Director	Furr	W-00497 North Terminal Refresh	2016
			<b>TOTAL</b>	<b>2016</b>
Steve Fuller	Project Manager II - Structu	Furr	W-00497 North Terminal Refresh	2016
			<b>TOTAL</b>	<b>2016</b>
Lisa Stoeckert	Project Coordinator III	Furr	W-00497 North Terminal Refresh	1536
			<b>TOTAL</b>	<b>1536</b>
Chayla German	Project Coordinator II	Furr	W-00497 North Terminal Refresh	144
			<b>TOTAL</b>	<b>144</b>
Kern Grimshaw	Project Manager I	Furr	W-00497 North Terminal Refresh	864
			<b>TOTAL</b>	<b>864</b>
Zouheir Farah	Technical Advisor	Shedek	W-00453 Airsides 2 and 4 APM Program	640
			<b>TOTAL</b>	<b>640</b>
TBD	Project Manager I	Shedek	W-00453 Airsides 2 and 4 APM Program	1504
			<b>TOTAL</b>	<b>1504</b>
TBD	Sr. Civil Inspector	Shedek	W-00453 Airsides 2 and 4 APM Program	1680
			<b>TOTAL</b>	<b>1680</b>
TBD	Sr. Civil Inspector	Shedek	W-00453 Airsides 2 and 4 APM Program	1680
			<b>TOTAL</b>	<b>1680</b>
TBD	Sr. Electrical Inspector	Shedek	W-00453 Airsides 2 and 4 APM Program	1680
			<b>TOTAL</b>	<b>1680</b>



## MEMORANDUM

TO: Members of the Construction Committee

FROM: Scott Shedek, P.E., Vice President of Construction

DATE: December 9, 2025

## ITEM DESCRIPTION

Request for Approval of an Amendment to Addendum No.3 to the Continuing Program and Project Management Services Agreement with WSP USA, Inc. to decrease the duration of the project for Owner Authorized Representative (OAR) Services for W-00453 – Airsides 2 & 4 APM Program Oversight at Orlando International Airport

## BACKGROUND

On May 30, 2023, the Construction Committee approved Addendum No.3 in the amount of \$242,857.00 to the above-referenced agreement. The initial approval and all subsequently approved amendments are shown in the table below.

Amd #	CCM Date	Description	Total
000	5/30/2023	Initial Addendum Program Management and Oversight OAR Services	242,857.00
001	7/25/2023	Additional Program Management and Oversight OAR Services	93,177.00
002	8/29/2023	FY24 OAR Services	1,929,320.00
R02	10/3/2023	Rescission of Amendment 002	(1,929,320.00)
003	10/3/2023	Partial FY24 OAR Services (October 2023)	117,400.00
004	10/3/2023	Multiple Year - Additional OAR Services	9,635,022.00
005	4/9/2024	Amendment - FY24 Staff Positions & Adjustment of Hours	0.00
006	4/1/2025	Amendment - FY25-FY28 Staff Positions & Adjustment of Hours	0.00
007	4/22/2025	Amendment – Rates Increase for Management and Oversight OAR Services for W-453	0.00
008	7/1/2025	Amendment – FY25 FY28 Staff Positions & Adjustment of Hours	0.00
009	9/23/2025	Amendment – FY26 Rate Increase	0.00
			<b>10,088,456.00</b>

## ISSUES

On October 18, 2023, the Aviation Authority Board approved Amendment No.4 in the amount of \$9,635,022.00, extending the OAR services associated with BP-477 from November 1, 2023, through December 31, 2027. This Amendment is to reduce the duration of services so that services will be complete by December 31, 2025 and descope the remainder of the services.

W-00453 WSP Airside 2 and 4 APM Program Oversight			
Fiscal Year	Addendum 3 Amendment 4 Approval	Reduction in Scope	Remaining Fee
2024	\$1,230,909.00	\$0.00	\$1,230,909.00
2025	\$2,349,056.00	\$0.00	\$2,349,056.00
2026	\$3,152,387.00	-\$2,152,387.00	\$1,000,000.00
2027	\$2,649,572.00	-\$2,649,572.00	\$0.00
2028	\$203,098.00	-\$203,098.00	\$0.00
Reimbursable Fee	\$50,000.00	\$0.00	\$50,000.00
<b>Total</b>	<b>\$9,635,022.00</b>	<b>-\$5,005,057.00</b>	<b>\$4,629,965.00</b>

If approved, the credit will be effective the date of Construction Committee approval.

This continuing consultant was selected for this task based on ( all that apply):

- Experience       Available Personnel       Current Workload  
 Expertise       Equitable Distribution       Other: Reduction of services

**SMALL BUSINESS**

The small business participation has been reviewed by the Office of Business Opportunity & Exchange. The findings and recommendation are attached.

**ALTERNATIVES**

None.

**FISCAL IMPACT**

Funding is from General Airport Revenue Bonds (GARBs). Funding source verified by \_\_\_\_\_ of Finance on \_\_\_/\_\_\_/\_\_\_ as correct and available.

**RECOMMENDED ACTION**

It is respectfully requested that the Construction Committee approve an Amendment to Addendum No. 3 to the Continuing Program and Project Management Services Agreement with WSP USA, Inc. for the credit amount as shown below:

Not to Exceed Fees	(\$5,005,057.00)
Lump Sum Fees	\$0.00
Not to Exceed Expenses	\$0.00
<b>TOTAL</b>	<b>(\$5,005,057.00)</b>
Financial Auditor – Compliance Review Date	
Financial Auditor – Funding Eligibility Review Date	



## MEMORANDUM

DATE: December 9, 2025

TO: Members of the Construction Committee

FROM: Amber Johnson, AVP, Business Opportunity & Exchange

## ITEM DESCRIPTION

Request for Approval of an Amendment to Addendum No.3 to the Continuing Program and Project Management Services with WSP USA, Inc. to decrease the duration of the project for Owner Authorized Representative (OAR) Services for W-00453 – Airsides 2 & 4 APM Program Oversight at Orlando International Airport.

## SMALL BUSINESS

There is no participation associated with this Addendum.

## MEMORANDUM

TO: Members of the Construction Committee

FROM: Scott Shedek, P.E., Vice President of Construction

DATE: December 9, 2025

## ITEM DESCRIPTION

Request for Approval of an Amendment to Addendum No. 69 to the Continuing Program and Project Management Services Agreement with Geotech Consultants International Inc., dba GCI, Inc., for Construction Phase Owner's Authorized Representative (OAR) Services for W-S00111 S TERM C, PH 1 – Program & Project Management Services at Orlando International Airport

## BACKGROUND

On October 15, 2025, the Aviation Authority Board approved Addendum No. 69 in the amount of \$2,585,208.00 to the above-referenced agreement. The purpose of this Addendum was to define the OAR services specifically for the W-S00111 GTF RAC Lobby portion of the BP-S00198 project, explicitly excluding the pedestrian bridge segment. The total contract cost incorporated Subconsultant Allowances in a total Not-To-Exceed (NTE) amount of \$600,000.00. The Subconsultant Allowances included the subconsultant services shown below. Pursuant to contract stipulations, no costs may be incurred under these allowances until the respective subconsultant submits a detailed proposal, outlining both the scope of work and associated fees, to the Construction Committee for formal prior approval. On November 18, 2025 the Construction Committee approved Amendment No. 1 to Addendum No. 69 for Threshold and Scheduling services.

## ISSUES

Since then, a proposal has been received for Commissioning Agent services as further described in the Consultant's proposal, dated December 1, 2025. The Amendment provides a detailed proposal from Hanson Professional Services Inc. to provide commissioning services for the construction of the BP-S198 project. This W-S00111 GTF RAC Lobby proposal is based on an anticipated substantial completion date of March 15, 2026.

The table below identifies the previously approved subconsultant allowances and includes pricing for the Hanson proposal. The proposal is within the total approved allowance, and these services will be provided within the original Addendum pricing.

Position	Subconsultant	Allowance	Amend No. 1	Amend No. 2	Allowance Reconciled	Allowance Balance
Threshold Allowance	UES Prof. Solutions	\$50,000.00	(\$19,488.65)	(\$5,286.40)	(\$24,775.05)	\$25,224.95
Commiss. Agent Allowance	Hanson	\$50,000.00	\$0.00	(\$50,000.00)	(\$50,000.00)	\$0.00
Compliance/ Small Bus. Allowance	Elipsis	\$50,000.00	\$0.00	\$0.00	\$0.00	\$50,000.00
Scheduler	Orlando Project Controls	\$50,000.00	(\$49,200.00)	\$0.00	(\$49,200.00)	\$800.00

Estimator Allowance	TBD	\$300,000.00	\$0.00	\$0.00	\$0.00	\$300,000.00
Building Envelope Allowance	CMC	\$50,000.00	\$0.00	\$0.00	\$0.00	\$50,000.00
Material Testing Allowance	Elipsis	\$50,000.00	\$0.00	\$0.00	\$0.00	\$50,000.00
Threshold NTE Fee	UES Prof. Solutions	\$0.00	\$19,488.65	\$0.00	\$0.00	\$0.00
Scheduler NTE Fee	Orlando Project Controls	\$0.00	\$49,200.00	\$0.00	\$0.00	\$0.00
Commiss. Agent NTE Fee	Hanson	\$0.00	\$0.00	\$55,286.40	\$0.00	\$0.00
<b>Total:</b>		\$600,000.00	\$0.00	\$0.00	(\$123,975.05)	\$476,024.95

If approved, services will be effective the date of Construction Committee approval.

This continuing consultant was selected for this task based on ( all that apply):

- Experience                       Available Personnel                       Current Workload  
 Expertise                               Equitable Distribution                       Other: \_\_\_\_\_

**SMALL BUSINESS**

The small business participation has been reviewed by the Office of Business Opportunity & Exchange. The findings and recommendation are attached.

**ALTERNATIVES**

None.

**FISCAL IMPACT**

Funding is from General Airport Revenue Bonds (GARBs). Funding source verified by Malvin Martinez of Finance on 12 / 03 / 25 as correct and available.

**RECOMMENDED ACTION**

It is respectfully requested that the Construction Committee approve an Amendment to Addendum No. 69 to the Continuing Program and Project Management Services Agreement with Geotech Consultants International Inc., dba GCI, Inc., for the services contained herein and the amount as shown below:

Not to Exceed Fees (Amendment No. 2)	\$55,286.40
Not to Exceed Expenses	\$0.00
Allowance Reconciliation	(\$55,286.40)
Lump Sum Fees	\$0.00
<b>TOTAL</b>	<b>\$0.00</b>
Financial Auditor – Compliance Review Date	12/03/2025 <i>ZTA</i>
Financial Auditor – Funding Eligibility Review Date	12/03/2025



## MEMORANDUM

DATE: December 9, 2025

TO: Members of the Construction Committee

FROM: Amber Johnson, AVP, Business Opportunity & Exchange

## ITEM DESCRIPTION

Request for Approval of an Amendment to Addendum No.69 to the Continuing Program and Project Management Services Agreement with Geotech Consultants International Inc., dba GCI, Inc., for Construction Phase Owner's Authorized Representative (OAR) Services for W-S00111 S Term C, PH 1- Program & Project Management Services at Orlando International Airport.

## SMALL BUSINESS

We have reviewed the qualifications of the subject contract's LDB/VBE specifications and determined that Geotech Consultants International Inc., dba GCI, Inc., does not propose participation in this Addendum.



December 1, 2025

Mr. Scott Shedek, P.E.  
 Vice President of Construction  
 Greater Orlando Aviation Authority  
 11314 Terminal C Service Road  
 Orlando, FL 32824

Subject: W-S111 GTF Program and Project Management Services (RAC Lobby)  
 Orlando International Airport

Dear Mr. Shedek:

GCI Inc. is pleased to submit this proposal to provide Construction Phase Owner Authorized Representative (OAR) services for the W-S111 project at Orlando International Airport. This proposal has been prepared based on our understanding of the following scope of work.

The scope of services for this project includes Construction Phase OAR program and project management services to oversee the completion of the construction of the RAC Lobby portion of the BP-S00198 project. The scope does not include any work associated with the pedestrian bridge portion of BP-S00198.

We will provide assistance to the GOAA staff in the areas of construction project management, project controls, contract administration, inspection, construction coordination, and project closeout in support of this project. This proposal is based on an anticipated substantial completion date of March 15, 2026.

This proposal is to present one (1) subconsultant proposal for approval by the Construction Committee. This proposal is for Hanson Professional Services Inc. to provide commissioning agent services. The table below identifies the previously approved subconsultant allowance and includes pricing for the identified proposal. The proposal are within the approved allowance and there are no added costs to the previously approve Addendum proposal. We are in the process of obtaining the remaining proposals from the subconsultants listed and will present a future request for amendment to Addendum 69 for these services.

Position	Subconsultant	Approved Allowance	Amend 1 11/18/2025	Proposed Amend 2 12/09/2025	Balance
Threshold	UES Professional Solutions, LLC	\$ 50,000.00	\$ 19,488.65	\$ -	\$ 30,511.35
Commissioning Agent	Hanson	\$ 50,000.00	\$ -	\$ 55,286.40	\$ (5,286.40)
Compliance / Small Business	Elipsis	\$ 50,000.00	\$ -	\$ -	\$ 50,000.00
Scheduler	OPC	\$ 50,000.00	\$ 49,200.00	\$ -	\$ 800.00
Estimator	TBD	\$ 300,000.00	\$ -	\$ -	\$ 300,000.00
Building Envelope	CMC	\$ 50,000.00	\$ -	\$ -	\$ 50,000.00

Program/Project Management • Owner's Authorized Representative •  
 Maintenance Management Consultant • Construction Engineering and Inspection

Headquarters: 2290 North Ronald Reagan Blvd., Suite 100, Longwood, FL 32750 • Phone 407•331•6332 • Fax 407•331•9066  
 Offices: •Orlando •Tampa •New Orleans •Miami



Material Testing	Elipsis	\$ 50,000.00	\$ -	\$ -	\$ 50,000.00
	Total Allowances	\$ 600,000.00	\$ 68,688.65	\$ 55,286.40	\$ 476,024.95

Small Business participation as proposed by GCI Inc. has been reviewed by the Office of Small Business Development. Their findings and recommendation are attached.

The services for this project will be performed in accordance with the provisions of GOAA's standard agreement for professional services and as indicated in the attached project schedule showing the proposed staffing levels for the duration of the project.

We appreciate the opportunity to present this proposal, and we look forward to working with GOAA on this most important project. Should you have any questions or if we may be of further assistance, do not hesitate to contact the undersigned.

Sincerely,

**GCI, Inc.**

*Owusu Amaning*  
 Owusu Amaning  
 Managing Principal

TRUTH IN NEGOTIATION CERTIFICATION

The Consultant hereby certifies, covenants, and warrants that wage rates and other factual unit costs supporting the compensation for this project's agreement are accurate, complete, and current at the time of contracting.

The Consultant further agrees that the original agreement price and any additions thereto shall be adjusted to exclude any significant sums by which the Aviation Authority determines the agreement price was increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs. All such agreement adjustments shall be made within (1) year following the end of the contract. For purposes of this certificate, the end of the agreement shall be deemed to be the date of final billing or acceptance of the work by the Aviation Authority, whichever is later.

Consultant GCI Inc.

By: *Jamie McGonagill*

Print Name: Jamie McGonagill

Date: 12/01/2025

November 24, 2025

(Via email to [jmcgonagill@goaa.org](mailto:jmcgonagill@goaa.org) )

Mr. Jamie McGonagill  
Project Manager  
GCI, Inc.  
11306 Terminal C Services Road  
Orlando, FL 32827

Re: Commissioning Services Proposal  
GOAA South Terminal C Phase 1X Rental Car Lobby Building (RAC) MEP  
Commissioning  
Hanson # 23A1058AP AS1

Dear James:

Hanson Professional Services Inc. (Hanson) is pleased to provide this proposal for professional Commissioning (Cx) services associated with the RAC Lobby portion of the BP-S00198 project MEP systems.

Enclosed, please find the following Attachments related to our proposal.

- Attachment A – Project Scope of Services
- Attachment B – Charges for Services
- Attachment C – Basis of Payment for Additional Services

Please review the enclosed attachments and contact me with any questions or if you require additional backup information. We look forward to working with you and appreciate the opportunity to be of service.

Sincerely,

HANSON PROFESSIONAL SERVICES INC.



Wade H. Conlan, P.E., CxA, BCxP, LEED AP  
Assistant Vice President  
Commissioning and Energy Discipline Manager

Attachments (as noted)  
cc: Dave Poole / Hanson File

**Hanson Professional Services Inc.  
Hanson No. 23A1058AP AS1  
Attachment A - SCOPE OF SERVICES**

Agreement Date: November 24, 2025

Project: GOAA South Terminal C Rental Car Lobby Building (RAC) MEP Commissioning

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**PROJECT DESCRIPTION:**

This project involves commissioning (Cx) for the Rental Car Lobby Building for MEP Systems.

This is design build with The Weitz Company as the contractor, Rhodes + Brito Architects, Inc. as the Architect of Record and TLC Engineering Solutions as the MEP Engineer of Record.

Hanson's commissioning methodology conforms to ASHRAE Guidelines 0-2019 and 1.1-2007 and Standard 202-2024. In addition, Hanson subscribes to the recommended practices of the AABC Commissioning Group (ACG) and the Building Commissioning Association (BCA). Hanson is an ACG certified commissioning provider firm.

Hanson uses CxAlloy as the commissioning documentation database that includes the Functional Performance Tests as well as the commissioning issues.

**BASIC SERVICES**

***Rental Car Lobby Building MEP Commissioning***

The systems and sub-systems to be commissioned for this project are expected to be approximately as follows:

<b>HVAC Equipment</b>	<b>Quantity</b>
CHW VAV Air Handling Unit	5
CHW Air Handling Unit - Electrical Rooms	3
DOAS Unit w CHW CC and Energy Wheel	1
Electric Duct Heater	6
CRAC Unit - CHW Only	1
Dx Mini-Splits	5
Chilled Water Pumps	1
Exhaust Fan	1
BAS	1
<b>Plumbing Equipment</b>	<b>Quantity</b>
Tank-Type Electric Water Heater	2
DHW Circulator Pump for Tank Type WH	2
Elevator Sump Pump	1
<b>Lighting Systems Equipment</b>	<b>Quantity</b>
Lighting Controls - Switch (Note 1)	10 of 40
Lighting Controls - Occupancy Sensor (Note 1)	23 of 45
<b>Electrical Systems Equipment</b>	<b>Quantity</b>
Panelboards (Note 2)	21
UPS	1
Transformer (Non-Utility) (Note 2)	2
<b>Note 1:</b> The quantity of items to be Functionally Performance Tested is listed as (# of X). X is the total number of items and the # represents the quantity to be tested.	
<b>Note 2:</b> This item only has a checklist. There are no Functional Performance Tests for this equipment.	

*Table 1- Equipment to be Commissioned.*

***Rental Car Lobby Building Construction Phase Cx***

Commissioning during the construction phase is intended to provide the Owner and Users with an understanding that the project requirements, as defined by the contract documents, are met and to achieve the following specific objectives.

The Commissioning Provider (CxP) shall complete the following tasks during the construction phase:

- Familiarity review of the construction documents. The intent is to review the plans and specifications to understand the intent of the Design Team.

- There will be no anticipated commissioning comments, other than on the Commissioning Specifications, or review meetings for this familiarity review.
- Provide mark-ups on the Commissioning Specifications to align with the approved scope with the CxP and Owner to align with the accepted scope of work for commissioning. This is mainly adding the equipment in the RAC to the sections.
- Coordinate the Commissioning work with the Contractor; and verify that commissioning activities are being scheduled into the master schedule.
- Review contractor submittals applicable to systems being commissioned to develop Component Verification Checklists (CVCs) and Functional Performance Tests (FPTs). Our proposal includes an initial review of the submittals / shop / coordination drawings, after review by the design team (architect / engineer), and one re-submittal. Review of additional re-submittals is excluded from our proposal, but will be performed on an hourly basis, if required.
- Create CVCs to be completed by the contractors. Checklists will be based on accepted submittals by the designer of record.
- Attend periodic Team meetings for review of progress, coordination, and issues resolution. Hanson has assumed nine (9) Team meetings.
- Perform periodic site observation during rough-in of systems and equipment, to be commissioned. Hanson has assumed that there be no more than nine (9) two-hour visits for site observation. Site observation reports will be issued after each visit.
- Maintain a Cx Issues Log of items identified as potential problems, poorly installed, or issues identified through the Cx process. It is assumed that issues identified will be tracked in CxAlloy.
- Commissioning meetings for review of progress, coordination, and issues resolution. Hanson has assumed meetings will be time adjacent with Team meetings.
- Review the duct pressure tests performed by the contractor. The CxP does require copies of all completed (and passed) pressure tests for the Cx files.
- Review the pipe flushing test reports. The CxP does require copies of all completed (and passed) flushing tests for the Cx files.
- Review Start-up forms from the major pieces of equipment.
  - Hanson has assumed witnessing of equipment start-up is not required. The CxP does require copies of all completed (and passed) start-up forms for the Cx files.
- Review the Test, Adjust and Balance (TAB) Contractor prepared TAB Execution plan.

### ***Rental Car Lobby Building Acceptance Phase Cx***

Commissioning during the acceptance phase is intended to demonstrate the performance of the equipment and systems installed during the construction phase meet the requirements of the Contract Documents. The CxA will complete the following tasks during the acceptance phase:

- Coordinate with the Contractor regarding schedule throughout construction.
- Develop functional performance test (FPT) procedures and submit for comments from the Project Team. FPT procedures (scripts) should include each step in the sequence of operations under central and packaged equipment control, including startup, shutdown, capacity modulation, emergency and failure modes, alarms and interlocks to other equipment.
- Review and verify (through random sampling) the final (Engineer of Record accepted) Test and Balance (TAB) report. Hanson has assumed that this will be no more than one-half (1/2) person day on site.
- Provide the code required report for TAB Process.
- Witness functional testing of equipment identified earlier in this scope (in the project description) to demonstrate that the piece of equipment and the system are operating according to the Design Intent and contract documents. Functional testing shall include

operating the system and components through each of the written sequences of operation (actual operation of equipment is to be performed by Contractor).

- Hanson has assumed five (5) person days of testing on site.
- Hanson has assumed one (1) person day on site for FPT re-testing.
- If re-tests are required for a specific system, or re-tests exceed the noted allowance; time spent by Hanson to direct and witness additional testing will only be performed on a time and materials basis, at the Contractors expense, as approved by the Owner.
- Provide troubleshooting to assist in resolving control problems, as they are uncovered. Functional testing shall be performed on control points.
- Keep a log of functional tests performed on each system.
- Update Cx Issues Log of any items found to be a problem during FPT testing.
- Review Operation and Maintenance manuals prepared by the contractors and related subcontractors and provide comments to the A/E & Owner.
- Review the equipment warranties for clearly document responsibilities of the Owner.
- Review the training plan with the contractors, who will coordinate the schedule for training sessions with the Owner's facility staff. Verify that the requirements for training the Owner's O&M personnel are completed. Include verification documentation in the final Commissioning Report. Hanson has assumed attendance at representative M/E/P systems training sessions, not to exceed 4 hours of training time, for the O & M personnel, based on the schedule and curricula issued.
- Prepare and submit an electronic (pdf) copy and post to the CxAlloy, of the Preliminary reports, as required by Florida Building Code.
- Prepare and submit an electronic (pdf) copy and post to the CxAlloy, of the Final Commissioning Report, as required by Florida Building Code.
- Prepare a Systems Narrative in alignment with the FBC C408. This is not a Systems Manual as defined by ASHRAE Std 202.

## ***GTF Connector MEP Post Acceptance (Occupancy and Operation) Phase Cx***

- Creation of a Systems Manual for the facility for the systems and equipment commissioned. This systems manual will align with ASHRAE Standard 202 and is more detailed and informative than the Systems Narrative required by FBC.
- Obtain the Contractor Maintained records of Owner Training. This shall include the schedule of training, as well as the sign-in sheets and course syllabus for each training session.

### **Qualifications:**

The Scope of Services specifically excludes the following:

- a. Acting as Engineer-of-Record for the design of any building systems associated with this project. In addition, generation of construction documents associated with the design and layout of systems for this facility is excluded from our work.
- b. Commissioning of any other building systems and/or components, beyond those specifically denoted above. Systems **excluded** from this commissioning effort include, but is not limited to the following:
  - Security / Access Control / Video Surveillance
  - Tenant / Concession Kitchen Equipment
  - Baggage Handling Equipment
  - TSA Screening Equipment
  - Lightning Protection System
  - Aircraft Fueling Systems
  - Visual Docking Guidance System
  - Public address (PA) systems
  - Telephone, Data, DAS, and Wi-Fi
  - Elevators
  - Escalators
  - People Movers
  - Smoke Control System Operation for Code (Only Connection to BAS is Included)
- c. Full time construction observation. Hanson's field visits shall be related to Cx activities and tasks, including verification of system installation and functional performance testing.
- d. Directing work by the Contractor. Hanson has no authority to direct work by the Contractor, issue change orders, or answer Requests for Information (RFIs).
- e. Construction inspection and/or supervision. Services performed by Hanson during construction will be limited to providing contractual commissioning activities and dealing with questions by the Contractor's representative concerning conformance with the Contractor's performance requirements, basis of design documents, drawings and specifications. This activity is not to be interpreted as an inspection service, a construction supervision service, or guaranteeing the Contractor's performance. Hanson will not be responsible for construction means, methods, techniques, sequences or procedures, or for safety precautions and programs.
- f. Detailed code review of documents. Contractor / Client agrees that Hanson's review of drawings, specifications, and other contract documents, shall be solely for their general conformance with the Project's design intent.
- g. Complete verification and testing of all sub-systems. Verification and testing of similar types of sub-system HVAC equipment may employ a sampling strategy, as is typically utilized in functional performance testing for commissioning.

- h. All reports and documents will be provided electronically. There will be no printed reports or documents provided by Hanson.
- i. Development and maintenance of Owner's Project Requirements.
- j. Cx efforts extending beyond the current scheduled project completion of May 2026.
- k. Acting as code-required Special Inspector for applicable systems, such as Smoke Control.

**Client / Contractor Obligations:**

1. Client agrees to provide copies of available documents (contract drawings, product data submittals, shop drawings, etc.) depicting equipment and systems involved with this project, to assist Hanson in the development of checklists and functional performance test procedures.
2. Project Manager shall share proposed schedule (electronic and hard copy) for sequence of construction, system start-up, test & balance and training activities, so such activities can be incorporated into the Cx Plan.
3. The Owner, contractors and Subcontractors agree to utilize the cloud-based Cx web application, CxAlloy for tracking and responding to issues on the project.
4. Contractor and Equipment supplier/vendor will provide all required test equipment and operational/support equipment needed for system start-up, and functional performance testing.
5. The contractor and/or subcontractors shall provide Hanson access to Contractors' staging equipment (lifts, scaffolding, ladders, etc.) for testing purposes; and shall cooperate and assist the CxA in setting up testing apparatus, as required.
6. System Test & Balance shall be performed by others; specifically qualified T&B professionals, experienced in the balancing of similar type systems and members of AABC or NEBB.

**Hanson Professional Services Inc.  
Hanson No. 23A1058AP AS1  
Attachment B - CHARGES FOR SERVICES**

Agreement Date: November 25, 2025

Project: GOAA South Terminal C Rental Car Lobby Building (RAC) MEP Commissioning

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**BASIS OF CHARGES:**

**Basic Services- Fundamental Commissioning**

Charges for professional services performed by our firm for all services listed in the SCOPE OF SERVICES for Commissioning tasks will be made on a lump sum of for direct labor and expenses for the project as noted in the table below:

<b>Rental Car Lobby Building (RAC) MEP Cx</b>	<b>Fee (\$)</b>
Construction Phase	\$ 21,526.10
Acceptance Phase	\$ 29,393.10
Post-Acceptance Phase	\$ 4,367.20
<b>Additional Service 1 Total</b>	<b>\$ 55,286.40</b>

Billings will be issued monthly based on the percentage of hours expended, including expenses incurred at the time of billing.

**Hanson Professional Services Inc.**  
**Hanson No. 23A1058AP**  
**Attachment C – Basis of Payment for Additional Services**

Agreement Date: November 25, 2025

Project: GOAA South Terminal C Rental Car Lobby Building (RAC) MEP Commissioning

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**Engineer/Architect/Scientist Positions:**

Principal	\$ 355.00
Senior Commissioning Authority	\$ 259.00
Senior Project Manager	\$ 191.00
Quality Review	\$ 272.00
Commissioning Authority	\$ 186.00
Senior Commissioning Specialist	\$ 149.00
Commissioning Specialist	\$ 100.00

**Administrative:**

Senior Administrative	\$ 99.00
Administrative	\$ 77.00

1. Charges for special services, expert testimony, etc., will be negotiated.
2. The above rates cover straight time only. Overtime directed by the client will be surcharged by 25 percent.
3. Services will be billed monthly and at the completion of the project. There will be an additional charge of 1 1/2 percent per month compounded monthly on amounts outstanding more than 30 days.



Hanson Professional Services Inc.  
 2300 Maitland Center Pkwy, Suite 310  
 Maitland, FL 32751  
 (407) 622-2050  
 Fax: (217) 788-2450  
 www.hanson-inc.com

Task #	Task Description	Labor	Expenses	Multiplier	Total	% of	Vehicle	Perks, meals & shng	Hotel	Alc/hr	Sub	Caddy	Hourly Rate	Hours	Role/Person:																					
															Principal	SubPrncpl	QA	QC	QA	QC	QA	QC	QA	QC	QA	QC	QA	QC	QA	QC						
<b>Totals</b>		\$ 55,286.40	\$		\$ 55,286.40	100%							\$ 176.24	314	Principal	32.5	QA	10.4	QA	10.4	QC	11.1	QC	3.0	QA	149.5	QA	186.00	100.00	99.00	1.00					
<b>RAC-Connector - Construction MEP</b>		\$ 21,526.10	\$		\$ 21,526.10	39%							\$ 184.14	116.9	Principal	12.0	QA	5.3	QA	7.0	QC	22.6	QC	2.0	QA	75.0	QA	186.00	100.00	99.00	1.00					
401	Family Review of Drawings and Specs	\$ 780.00	\$		\$ 780.00								\$ 195.00	4.0																						
403	Cx Spec Markups - New equipment	\$ 242.00	\$		\$ 242.00								\$ 161.33	1.5																						
404	Coordinate Cx Work with Master Schedule	\$ 631.00	\$		\$ 631.00								\$ 210.33	3.0																						
405	Review Submittals	\$ 782.00	\$		\$ 782.00								\$ 156.40	5.0																						
406	Checklist preparation	\$ 3,015.00	\$		\$ 3,015.00								\$ 156.68	19.0																						
407	Attend Team Meetings	\$ 1,674.00	\$		\$ 1,674.00								\$ 186.00	9.0																						
408	Field Observations (through October) 9	\$ 8,836.20	\$		\$ 8,836.20								\$ 188.81	46.8																						
409	Cx Meetings - time adjacent to Team Mtgs	\$ 1,674.00	\$		\$ 1,674.00								\$ 186.00	9.0																						
410	Maintain Issues Log	\$ 311.90	\$		\$ 311.90								\$ 194.94	1.6																						
411	Review Pipe Pressure Tests	\$ 186.00	\$		\$ 186.00								\$ 186.00	1.0																						
412	Review Pipe Pressure Tests	\$ 186.00	\$		\$ 186.00								\$ 186.00	1.0																						
413	Review Start-up forms (AHJs and UPS)	\$ 372.00	\$		\$ 372.00								\$ 186.00	2.0																						
414	Review TAB Execution Plan	\$	\$		\$								\$																							
415	PM	\$ 2,836.00	\$		\$ 2,836.00								\$ 202.57	14.0																						
460		\$	\$		\$								\$																							
<b>RAC-Acceptance MEP</b>		\$ 29,393.10	\$		\$ 29,393.10	53%							\$ 171.99	170.9	Principal	17.0	QA	4.9	QA	6.80	QC	79.0	QC	1.0	QA	68.0	QA	186.00	100.00	99.00	1.00					
461	Coordinate Cx Work with Master Schedule	\$ 186.00	\$		\$ 186.00								\$ 186.00	1.0																						
462	PPT Prep	\$ 1,564.00	\$		\$ 1,564.00								\$ 156.40	10.0																						
463	Sampling of TAB onsite - 1/2 day	\$ 1,260.80	\$		\$ 1,260.80								\$ 188.18	6.7																						
464	TAB Report for Code	\$ 369.90	\$		\$ 369.90								\$ 217.59	1.7																						
465	PPT on site - 5 days	\$ 8,560.00	\$		\$ 8,560.00								\$ 171.20	50.0																						
466	PPT - re-vis - 1 day	\$ 1,860.00	\$		\$ 1,860.00								\$ 186.00	10.0																						
467	Issues Resolution	\$ 441.20	\$		\$ 441.20								\$ 183.83	2.4																						
468	Review O&M manuals	\$ 149.00	\$		\$ 149.00								\$ 149.00	1.0																						
469	Review warranties	\$ 149.00	\$		\$ 149.00								\$ 149.00	1.0																						
470	Review the training plan	\$ 149.00	\$		\$ 149.00								\$ 149.00	1.0																						
471	Witness training - 4 hours	\$ 1,136.00	\$		\$ 1,136.00								\$ 151.47	7.5																						
472	Create Preliminary Cx Report	\$ 1,561.90	\$		\$ 1,561.90								\$ 161.02	9.7																						
473	Create Final Cx Report	\$ 4,314.90	\$		\$ 4,314.90								\$ 167.89	25.7																						
474	Create Systems Narrative	\$ 4,444.40	\$		\$ 4,444.40								\$ 169.63	26.2																						
475	PM	\$ 3,247.00	\$		\$ 3,247.00								\$ 191.00	17.0																						
520		\$	\$		\$								\$																							
<b>RAC-Post-Acceptance MEP</b>		\$ 4,367.20	\$		\$ 4,367.20	8%							\$ 168.62	25.9	Principal	3.5	QA	0.2	QA	8.5	QC	13.5	QC	1.0	QA	0.2	QA	168.62	100.00	99.00	1.00					
521	Create Systems Manual	\$ 2,042.20	\$		\$ 2,042.20								\$ 168.62	12.4																						
522	Obtain Training Records for CxAlly	\$ 484.00	\$		\$ 484.00								\$ 161.33	3.0																						
523	CxAlly	\$ 502.50	\$		\$ 502.50								\$ 167.50	3.0																						
524	Badging Time	\$ 670.00	\$		\$ 670.00								\$ 167.50	4.0																						
525	PM	\$ 668.50	\$		\$ 668.50								\$ 191.00	3.5																						
526		\$	\$		\$								\$																							
527		\$	\$		\$								\$																							
528		\$	\$		\$								\$																							
580		\$	\$		\$								\$																							

## **MEMORANDUM**

**TO: Members of the Construction Committee**

**FROM: Scott Shedek**  
**Vice President of Construction**

**DATE: December 9, 2025**

**RE: CONTRACTOR FINAL PAYMENT AUTHORIZATION**  
**E-S00009 Runway 17L ALSF-2 Modifications**

**CONTRACTOR: H.L. Pruitt Corporation**

The construction project for the above referenced project has been completed and all issues involving the contractor have been addressed and resolved. Attached is a copy of the current overall project status.

It is respectfully requested that the Construction Committee authorize final payment to H.L. Pruitt Corporation for E-S00009 Runway 17L ALSF-2 Modifications.

SS:kc

Attachment

**CONTRACTOR FINAL PAYMENT AUTHORIZATION**

**December 9, 2025**

**E-S00009 Runway 17L ALSF-2 Modifications**

Page 2 of 6

1. **SCOPE:** This project modified the Approach Lighting System with Sequence Flashing Lights (ALSF-2) at Runway 17L to accommodate the Virgin Trains rail easement, by adjusting the light fixture heights and light lane slope, as well as shifting Stations 15 and 16, at the Orlando International Airport. The project included approximately 15,000 LF of wire and cablings, grounding, replacement of duct between Station 15 and Station 16 and removal and replacement of all lighting masts from Station 3 through Station 24. Construction was according to the project plans documents, the GOAA continuing contract and the project specific technical specifications. All work was built to current FAA requirements and accepted by FAA, who provided a Resident Engineer for the project. The contractor coordinated the flight check with FAA and made any required adjustments to the system to satisfy FAA. The contractor provided the MOT requirements for Cargo Road and for SR 528 and all measures required to keep the airfield free from debris including, but not limited to, low-profile barricades, operational lights and sweeping of all work areas and haul routes. All runway work within the Runway Safety Area was to be completed during the 45 days that Runway 17L-35R was closed. Any additional work in the safety area after the closure was coordinated with GOAA Airfield Operations during routine maintenance closures or nighttime closures.

2. **SCHEDULE:**

Notice to Proceed		<u>06/10/19</u>
Original Contract Completion	180 Days	<u>12/06/19</u>
Time Extensions Approved	551 Days	
Time Suspensions Approved	0 Days	
Revised Contract Completion	731 Days	<b><u>06/09/21</u></b>
Contract Required Milestone		
▪ No milestones established for this project		<u>N/A</u>
Partial Occupancy / Use Agreement		
▪ None issued		<u>N/A</u>
Certificate of Occupancy / Agency Sign Off		
▪ No permits issued		<u>N/A</u>
Actual Substantial Completion *		<b><u>11/08/23</u></b>
Contractually Required Final Completion	30 Days	<u>12/08/23</u>
Actual Final Completion *		<u>11/05/25</u>
Final Inspection w/FAA/FDOT (If Required)		<u>N/A</u>

**CONTRACTOR FINAL PAYMENT AUTHORIZATION**

December 9, 2025

E-S00009 Runway 17L ALSF-2 Modifications

Page 3 of 6

**\*Comments:** Substantial completion was achieved 882 calendar days late. The initial timing for the light lane modifications assumed a Brightline construction start date that was much earlier than anticipated. When the project was initially developed and funded, it only included the modification of the light stanchions, but, ultimately, the FAA required all of the lighting conductors to be replaced. Working through the modifications and funding of that issue with Brightline and FAA took a significant amount of time. By the time the financial package was ready, FAA had already started the construction of a new approach light system for RWY 17R, which meant that construction could not begin on RWY 17L until the completion of the other approach lights. Once the timing had been disrupted, Airfield Ops worked to coordinate a time with the GOAA construction program dates. The next available window to close RWY 17L was in coordination with GOAA project BP-495, East Airfield Taxiways Rehabilitation & Related Work – Phase 1 in April and May 2022, to install the new light stanchions and wire. From there, our contractor had to wait for FAA staff and a third-party contractor to connect and integrate the system. Their availability was limited, so the process took until spring of 2023. Turning the system over to the FAA required a successful flight check, which could not be scheduled until May of 2023. The Aviation Authority did not incur any added costs because of this late completion. The contract documents define liquidated damages for late substantial completion as \$0.00/Day.

Final completion was achieved 698 calendar days late. Late submission of closeout documents from the contractor delayed closeout of this project. The Aviation Authority had beneficial occupancy and full use of the project facilities at substantial completion with no resulting impacts on operations. The Aviation Authority did not incur any added costs because of this late completion. The contract documents define liquidated damages for late final completion as \$0.00/Day.\*

*\*Please see **OAR/Section C** below, for further explanation regarding the delay in final completion and closeout.*

3. TEAM:

**A. DESIGNER:** N/A

**B. CONTRACTOR:** H.L. Pruitt Corporation  
Performance - Construction Phase = Good  
Performance - Close-Out Phase = Good  
(Project Manager: Scott Pride)

Work Performed by LDB Minority Subcontractors:	0.0%
Work Performed by MWBE Minority Subcontractors:	0.0%
Work Performed by SDVOBE Minority Subcontractors:	0.0%
Work Performed by DBE Minority Subcontractors:	0.0%

<b>Total Work Performed by Minority Subcontractors:</b>	<b>0.0%</b>
<b>Work Performed by Minority Prime Contractor:</b>	<b>0.0%</b>
<i>Proposed LDB Participation at Award</i>	<i>0.0%</i>
<i>Proposed MWBE Participation at Award</i>	<i>0.0%</i>
<i>Proposed SDVOBE Participation at Award</i>	<i>0.0%</i>
<i>Proposed DBE Participation at Award</i>	<i>0.0%</i>
<b>Total Proposed Minority Subcontractors:</b>	<b>0.0%</b>

**C. OWNER'S AUTHORIZED REPRESENTATIVE:** Loyal Wingman, LLC \*  
(Representative: Ben Brown, Sr. Project Manager)

Performance - Construction Phase = Good  
Performance - Close-Out Phase = Good

\* This project was originally included within the program oversight for the Brightline construction. The assigned OAR was WSP USA Inc. Their Senior Project Manager, Ben Brown, moved to A2 Group, Inc. WSP USA, Inc. retained A2 Group, Inc. to continue Mr. Brown's role on the Brightline Program. Mr. Brown later left A2 Group, Inc. to join Loyal Wingman, LLC. A2 Group, Inc.'s continuing contract with GOAA expired. Loyal Wingman, LLC completed the project and the closeout.

**D. TESTING LABORATORY:** N/A

**E. GOAA ENGINEERING SENIOR PROJECT MANAGER:** None

**F. GOAA CONSTRUCTION SENIOR PROJECT MANAGER:** Scott Shedek

**G. GOAA SPONSOR:** Engineering & Construction

**H. DISPUTE REVIEW BOARD (DRB) MEMBERS:** N/A

**CONTRACTOR FINAL PAYMENT AUTHORIZATION**

**December 9, 2025**

**E-S00009 Runway 17L ALSF-2 Modifications**

Page 5 of 6

4. CONSTRUCTION COST SUMMARY: (Oracle PO No. 1006190)

Funding Source(s): .005 Brightline / DFO Prepaid Brightline

Original Construction Contract	\$	768,000.00		
Change Orders (2 issued)	\$	519,953.71	67.7%	Increase
Final Construction Contract	\$	<b>1,287,953.71</b>		

**Breakdown of Change Orders**

Owner-Requested (additional scope)	\$	414,092.71	53.92%	Increase
Unforeseen Conditions	\$	105,861.00	13.78%	Increase
A/E Errors & Omissions	\$	0.00		
Other	\$	0.00		
Total Amount of Change Orders	\$	<u>519,953.71</u>	67.70%	Increase

<i>Total DBE/MWBE/LDB <b>Subcontractor</b> Participation</i>	\$	<u>0.00</u>	<u>0.0%</u>	
<i>Total DBE/MWBE/LDB <b>Contractor</b> Participation</i>	\$	<u>0.00</u>	<u>0.0%</u>	
<i><b>Total</b> DBE/MWBE/LDB Participation</i>	\$	<u>0.00</u>	<u>0.0%</u>	

5. OWNER FURNISHED MATERIAL SUMMARY: N/A

6. CONSTRUCTION CLAIMS: N/A

7. PROBLEM AREAS TO BE CONSIDERED ON FUTURE PROJECTS: N/A

8. LEED CERTIFICATIONS: N/A

9. ATTIC STOCK RECEIVED: Per the specifications, there is no attic stock required for this project.

10. CLOSEOUT DOCUMENTS:

- ~~1) Late Completion Analysis / Recommendation Letter [Form 013C] (If Required)~~
- 2) Change Order/GMP Amendment Summary
- ~~3) Subcontractor Modification Summary (GMP's only)~~
- 4) Summary of Disbursements
- 5) Project and DBE/MWBE Payment Summary Reports
- 6) Construction Department Receipt/Acceptance of Record Drawings [Form 011]

CONTRACTOR FINAL PAYMENT AUTHORIZATION

December 9, 2025

E-S00009 Runway 17L ALSF-2 Modifications

Page 6 of 6

- 7) Construction Department Receipt/Acceptance of As-built Drawings [Form 011A]
- ~~8) Copy of Transmittal to Maintenance Department for O&M Manuals~~
- ~~9) Parking Permit Office Release [Form 001]~~
- ~~10) Badge & I.D. Office Release [Form 002]~~
- ~~11) Key Shop Release [Form 003]~~
- ~~12) Environmental Group Letter of Concurrence for Closeout (If Required)~~
- 13) Certificate(s) of Substantial Completion (w/Substantial Completion Acceptance Form)
- ~~14) GMP Milestone Completion or Partial Occupancy/Use Agreements (If Required)~~
- ~~15) Certificate(s) of Occupancy / Agency Sign Off~~
- 16) Current Certificate of Insurance
- 17) Consent of Surety to Final Payment [w/Power of Attorney] (Standard AIA Form)
- 18) Final Release Form from General Contractor
- ~~19) Final Release Forms from Subcontractors/Suppliers (as required)~~
- 20) Warranties
- ~~21) Commissioning Check Out Form (if applicable)~~
- ~~22) Proof of Training Sessions / Start-up (if applicable)~~
- ~~23) LEED Sign-Off (if applicable)~~
- ~~24) Attic Stock Receipt Forms (if applicable)~~
- 25) Project Contact List
- 26) Final Payment Application

*Benjamin Brown*

~~Ben Brown~~  
Ben Brown, Sr. Project Manager  
Loyal Wingman, LLC

*Scott Shedek*

~~Scott Shedek~~  
Scott Shedek  
Vice President of Construction

SS:kc

Attachments

Document ID: 19Z7VK5Z

Signed document security hash: 2d2ef0d3e3cb57aa3b02697bbbc9a6aa85776574467293b398a313f8e3c55f9d

**Sender: GOAA Eng-Const Invoices (goaa-ec-invoices@goaa.org)**

Document name: ES009 PA-08F HL PRUITT - KC - FINAL & CLOSEOUT LETTER for Scott & OAR to sign.pdf  
Request initiated on: Nov 21, 2025, 05:33:00:989 p.m. (UTC)  
Notification Email Subject: GOAA Eng-Const Invoices (goaa-ec-invoices@goaa.org) has requested your signature on a document

**Notification Email Message:**

Please sign this document.  
Kind regards,  
GOAA Eng-Const Invoices ([goaa-ec-invoices@goaa.org](mailto:goaa-ec-invoices@goaa.org))

IP address: 198.136.190.254  
User agent: Mozilla/5.0 (Windows NT 10.0; Win64; x64; rv:145.0) Gecko/20100101 Firefox/145.0

**Signer: BenjaminBrown (benjamin.brown@goaa.org)**

Accessed via emailed link sent to: benjamin.brown@goaa.org

Signature added, ES009 PA-08F HL PRUITT - KC - FINAL & CLOSEOUT LETTER for Scott & OAR to sign.pdf, page 7:

*Benjamin Brown*  
box SIGN 4K3R3XX4-19Z7VK5Z

IP address: 198.136.190.254  
User agent: Mozilla/5.0 (Windows NT 10.0; Win64; x64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/142.0.0.0 Safari/537.36 Edg/142.0.0.0

Document Signed: Nov 21, 2025, 06:18:43:381 p.m. (UTC)  
Signature frame id: 4K3R3XX4-19Z7VK5Z

**Signer: Scott Shedek (scott.shedek@goaa.org)**

Logged in to Box account at time of signing: scott.shedek@goaa.org

Signature added, ES009 PA-08F HL PRUITT - KC - FINAL & CLOSEOUT LETTER for Scott & OAR to sign.pdf, page 1:

*Scott Shedek*  
box SIGN 19RL7LV4-19Z7VK5Z  
Nov 24, 2025

Text added, ES009 PA-08F HL PRUITT - KC - FINAL & CLOSEOUT LETTER for Scott & OAR to sign.pdf, page 1:  
Signature added, ES009 PA-08F HL PRUITT - KC - FINAL & CLOSEOUT LETTER for Scott & OAR to sign.pdf, page 7:

*Scott Shedek*  
box SIGN 19RL7LV4-19Z7VK5Z

IP address: 198.136.190.9  
User agent: Mozilla/5.0 (Windows NT 10.0; Win64; x64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/142.0.0.0 Safari/537.36

Document Signed: Nov 24, 2025, 09:25:06:894 p.m. (UTC)  
Signature frame id: 19RL7LV4-19Z7VK5Z

Gets a copy: GOAA Eng-Const Invoices ([goaa-ec-invoices@goaa.org](mailto:goaa-ec-invoices@goaa.org))

# Information Items

**Project Controls  
Field Change Order (FCO) Tracking Log**

**INFORMATION ITEM  
SUPPLEMENTAL  
INFORMATION**

Project	FCO No.	Amount	FCO Date	Converted to Change Order
BP-S00195	27	\$ 50,000.00	12-Nov-25	Open
BP-S00195	28	\$ 5,000.00	13-Nov-25	Open
BP-S00198	04	\$ 13,652.87	7-Jul-25	Open
V-01023	01	\$ 49,762.18	5-Nov-25	Open
V-01063	01	\$ 8,631.54	27-Oct-25	Open

**INFORMATION ITEM**  
**Original CCM**  
**11/25/2025**  
**Item No. IV-C**

## MEMORANDUM

TO: Members of the Construction Committee

FROM: Tuan Nguyen, PE, Assistant Vice President, Engineering

DATE: November 25, 2025

## ITEM DESCRIPTION

Request for Approval of a Job Order Construction Services Addendum to the Continuing Horizontal Construction Services Agreement with Prime Construction Group, Inc. for H-00407, North Terminal A & B Tunnel Leak Assessment Phase 2 at the Orlando International Airport

## BACKGROUND

The above-referenced project is to provide all labor, equipment and materials to excavate the planter area at the Ground Transportation level (Level 1) of Terminal B West side, Terminal A West side and Terminal A East side by the elevator pits to expose the top of the tunnel and expansion joint so that the engineering contractor can investigate the leakage into the tunnels and provide an assessment report with proposed solutions. The general contractor will then backfill the excavation site, put new mulch and sod, reconnect the irrigation service, and restore the area to original condition.

## ISSUES

Duration of the project is 40 calendar days for Substantial Completion and 60 calendar days for Final Completion, with an anticipated Notice-to-Proceed date of ~~December 1, 2025~~. Liquidated Damages are defined as \$100.00 per calendar day for late Substantial Completion, and \$50.00 per calendar day for late Final Completion.

January 5, 2026

This continuing contractor was selected for this project based on ( all that apply):

- |  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> Experience | <input checked="" type="checkbox"/> Available Personnel | <input type="checkbox"/> Current Workload |
| <input checked="" type="checkbox"/> Expertise  | <input type="checkbox"/> Equitable Distribution         | <input type="checkbox"/> Other: _____     |

## SMALL BUSINESS

The small business participation has been reviewed by the Office of Business Opportunity & Exchange. The findings and recommendation are attached.

## ALTERNATIVES

None.

## FISCAL IMPACT

Funding is from Operations & Maintenance Fund 301.631.210.5310009.000.000000. Funding source verified by Melvin Martinez of Finance on 11/20/25 as correct and available.

**CC**  
**ITEM V-B**  
**12/09/2025**

RECOMMENDED ACTION

It is respectfully requested that the Construction Committee approve a Job Order Construction Services Addendum to the Continuing Horizontal Construction Services Agreement with above-referenced continuing contractor in the total direct-negotiated amount of \$98,441.63 which includes a Lump Sum amount of \$98,441.63 and allowance(s) totaling the amount of \$0.00 and waive the requirement for Performance and Payment Bonds.

The invoicing method for this Job Order Contract will be:

Lump Sum w/o Allowances

Lump Sum	\$98,441.63
Allowance(s) (NTE)	\$0.00
TOTAL	\$98,441.63
Financial Auditor – Compliance Review Date	
Financial Auditor – Funding Eligibility Review Date	

**Greater Orlando Aviation Authority  
Construction Committee Item Review Checklist**

## Job Orders

CCM Date:	11/25/2025
Vendor Name:	Prime Construction Group, Inc.
Sponsor (Person listed in FROM section on memo):	Tuan Nguyen, PE, Assistant Vice President, Engineering
Preparer (Person listed as Prepared By under FROM section on memo):	Gonzalo LaRivera EXT #: 407.797.5148
GOAA Project Number:	H-00407

Appropriate GOAA Cover Memo (EDC document) properly completed, including the appropriate funding source	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Copy of Section 01 11 00, Summary of Work, describing the scope of work and performance period	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Identify any Allowances defined in the Contract (Section 01 21 00) and provide copy of section	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Contractor's proposal per the scope of work which shall include labor rates, burden, time, equipment, etc.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Supporting documents, including but not limited to, subcontractor's quote and payroll costs for general conditions	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Independent Cost Estimates (OAR Estimate, Designer's Estimate, Historical Data, Multiple Quotes)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Start-up package (A DRAFT is required, at minimum)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Have services already been performed? If Yes, please explain.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Provide explanation for any items marked "No"</b>	
<b>No allowances</b>	

Gonzalo LaRivera

11/11/2025 @ 12:00pm

Submitted By (Please Print Name) \_\_\_\_\_

Date / Time \_\_\_\_\_

To be Completed by Anser Advisory:

All documents listed on the checklist are included and ready for review:

Accepted Date \_\_\_\_\_  Rejected Date \_\_\_\_\_

**Investigate Tunnel @ 3 Additional Places**



Owner Request #: **Horizontal**  
 Owner Reference: **Investigate B Tunnel @ Elevator**  
 Description: **Dig Down to Top of Tunnel, Expose for Engineer Investigation, Backfill**

Date: 5-Nov-25

Crew Size    Quantity    Unit    Unit Price    Extension

**PCG Labor with Burden**

Excavate, remove shrubs, soils and investigate tunnel 3 Locations	PROJECT MANAGER	1	48	HRS	\$95.00	\$4,560.00
	GENERAL FOREMAN	1	72	HRS	\$66.00	\$4,752.00
	EXCAVATOR OPERATOR	1	72	HRS	\$41.00	\$2,952.00
	LOADER OPERATOR	1	72	HRS	\$41.00	\$2,952.00
	LABORER - SKILLED	1	72	HRS	\$30.00	\$2,160.00
Transport	TRUCK DRIVER	1	72	HRS	\$45.00	\$3,240.00
	TRUCK DRIVER	1	24	HRS	\$45.00	\$1,080.00
Replace, soils along wall	GENERAL FOREMAN	1	72	HRS	\$66.00	\$4,752.00
	EXCAVATOR OPERATOR	1	72	HRS	\$41.00	\$2,952.00
	LOADER OPERATOR	1	72	HRS	\$41.00	\$2,952.00
	LABORER - SKILLED	1	72	HRS	\$30.00	\$2,160.00
Transport	TRUCK DRIVER	1	72	HRS	\$45.00	\$3,240.00
	TRUCK DRIVER	1	24	HRS	\$45.00	\$1,080.00
Mulch along wall, irrigation, sod repairs	GENERAL FOREMAN	1	24	HRS	\$66.00	\$1,584.00
	LABORER - SKILLED	1	24	HRS	\$30.00	\$720.00
<b>Prime Labor Subtotal</b>			<i>Total Manhours &gt;</i>	864		\$41,136.00
	<b>PCG Labor Markup</b>	15.00%				\$6,170.40

**Materials**

Orange Fencing w/ Stakes		12	Rolls	\$50.00	\$600.00
Demo Pipe/Plants/Mulch Dump Fee		3	LS	\$250.00	\$750.00
New Mulch		150	Bgs	\$4.00	\$600.00
Sod		3	EA	\$200.00	\$600.00
<b>Material Subtotal</b>					\$2,550.00
	<b>Material Tax</b>	7.00%			\$178.50
	<b>Material Markup</b>	15.00%			\$409.28

**Equipment and Other Rentals**

Truck, Pickup - PM		48	Hour	\$31.08	\$1,491.84
Truck, Pickup - Foreman		72	Hour	\$31.08	\$2,237.76
Excavator 5-6 MT		72	Hour	\$42.63	\$3,069.36
Loader 2 < 3 CY		72	Hour	\$45.77	\$3,295.44
Truck, Rolloff		72	Hour	\$64.44	\$4,639.68
Truck, Transport		24	Hour	\$89.43	\$2,146.32
MOT Sign / Cones Rentals for Lane Closure		15	DY	\$50.00	\$750.00
Truck, Pickup - Foreman		72	Hour	\$31.08	\$2,237.76
Excavator 5-6 MT		72	Hour	\$42.63	\$3,069.36
Loader 2 < 3 CY		72	Hour	\$45.77	\$3,295.44
Truck, Rolloff		72	Hour	\$64.44	\$4,639.68
Truck, Transport		24	Hour	\$89.43	\$2,146.32
MOT Sign / Cones Rentals for Lane Closure		15	DY	\$50.00	\$750.00
Truck, Pickup - Foreman		24	Hour	\$31.08	\$745.92
<b>Rental Subtotal</b>					\$34,514.88
	<b>Rental Tax</b>	7.00%			\$2,416.04
	<b>Rental Markup</b>	15.00%			\$5,539.64

**Subcontracts**

1 GPR Planter Area for Unknown Utilities		18	Hour	\$267.00	\$4,806.00
<b>Subcontractor Subtotal</b>					\$4,806.00
	<b>Subcontractor Markup</b>	15.00%			\$720.90
	Subtotal				\$98,441.63
	Daily Jobsite Overhead		Days	\$250.00	
	Small Tool Allowance			\$98,441.63	
					\$98,441.63
	Bond Amount				
	Grandtotal				\$98,441.63

Contract Time requested

Days

The items listed above are for classification only, this is a Lump Sum proposal. This estimate is valid for 30 days.

**Rental Rate Blue Book®**

April 21, 2025

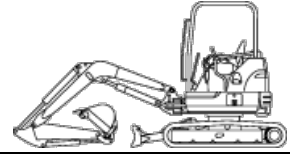
**Case CX57C**

Crawler Mounted Compact Excavators

Size Class:

**5.5 - 6.4 mt**

Weight:

**N/A**

**Configuration for CX57C**

 Horsepower  
Operator Protection

**65.0 hp**  
**Enclosed cab**

 Operating Weight  
Power Mode

**12320 lbs**  
**Diesel**
**Blue Book Rates**

\*\* FHWA Rate is equal to the monthly ownership cost divided by 176 plus the hourly estimated operating cost.

	Ownership Costs				Estimated Operating Costs Hourly	FHWA Rate** Hourly
	Monthly	Weekly	Daily	Hourly		
Published Rates	USD \$3,930.00	USD \$1,100.00	USD \$275.00	USD \$41.00	USD \$20.30	USD \$42.63
<b>Adjustments</b>						
Region ( 100%)	-	-	-	-		
Model Year (2025: 100%)	-	-	-	-		
Adjusted Hourly Ownership Cost (100%)	-	-	-	-		
Hourly Operating Cost (100%)					-	
<b>Total:</b>	<b>USD \$3,930.00</b>	<b>USD \$1,100.00</b>	<b>USD \$275.00</b>	<b>USD \$41.00</b>	<b>USD \$20.30</b>	<b>USD \$42.63</b>

**Non-Active Use Rates**

Standby Rate

**Hourly**

USD \$13.83

Idling Rate

USD \$31.22

**Rate Element Allocation**

Element	Percentage	Value
Depreciation (ownership)	26.99%	USD \$1,060.62/mo
Overhaul (ownership)	38.05%	USD \$1,495.49/mo
CFC (ownership)	16.74%	USD \$657.99/mo
Indirect (ownership)	18.22%	USD \$715.90/mo
Fuel (operating) @ USD 3.70	43.79%	USD \$8.89/hr

Revised Date: 2nd quarter 2025

These are the most accurate rates for the selected Revision Date(s). However, due to more frequent online updates, these rates may not match Rental Rate Blue Book® Print. Visit the Cost Recovery Product Guide on our Help page for more information.

The equipment represented in this report has been exclusively prepared for (mallen@primeconstructiongroup.com)

**Adjustments for 2630 T880 ROLLOFF in undefined**
**Kenworth T800**

On-Highway Truck Tractors

 Size Class:  
**45,001 - 60,000 lbs**  
 Weight:  
**13750 lbs**

**Configuration for T800**

 Horsepower **330.0 hp** Power Mode **Diesel**
**Blue Book Rates**

\*\* FHWA Rate is equal to the monthly ownership cost divided by 176 plus the hourly estimated operating cost.

	Ownership Costs				Estimated Operating Costs Hourly	FHWA Rate** Hourly
	Monthly	Weekly	Daily	Hourly		
Published Rates	USD \$3,435.00	USD \$960.00	USD \$240.00	USD \$36.00	USD \$44.93	USD \$64.45
<b>Adjustments</b>						
Region ( 100%)	-	-	-	-		
Model Year (2023: 99.95%)	(USD \$1.86)	(USD \$0.52)	(USD \$0.13)	(USD \$0.02)		
Adjusted Hourly Ownership Cost (100%)	-	-	-	-		
Hourly Operating Cost (100%)					-	
<b>Total:</b>	<b>USD \$3,433.14</b>	<b>USD \$959.48</b>	<b>USD \$239.87</b>	<b>USD \$35.98</b>	<b>USD \$44.93</b>	<b>USD \$64.44</b>

**Non-Active Use Rates**

	Hourly
Standby Rate	USD \$12.22
Idling Rate	USD \$49.40

**Rate Element Allocation**

Element	Percentage	Value
Depreciation (ownership)	42.23%	USD \$1,450.66/mo
Overhaul (ownership)	37.34%	USD \$1,282.46/mo
CFC (ownership)	9.35%	USD \$321.30/mo
Indirect (ownership)	11.08%	USD \$380.57/mo
Fuel (operating) @ USD 3.70	66.53%	USD \$29.89/hr

Revised Date: 2nd quarter 2025

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**Adjustments for 2610 TRANSPORT TRAILER in undefined**

April 21, 2025

**Miscellaneous DROP 3 50**  
 Fixed Gooseneck Equipment Trailers

 Size Class:  
**All**  
 Weight:  
**15500 lbs**

**Configuration for DROP 3 50**

Capacity	<b>50.0 t</b>	Deck Length	<b>17' - 18'</b>
Deck Type	<b>Drop</b>	Number Of Axles	<b>3.0</b>
Power Mode	<b>Manual</b>		

**Blue Book Rates**

\*\* FHWA Rate is equal to the monthly ownership cost divided by 176 plus the hourly estimated operating cost.

	Ownership Costs				Estimated Operating Costs Hourly	FHWA Rate** Hourly
	Monthly	Weekly	Daily	Hourly		
Published Rates	USD \$2,370.00	USD \$665.00	USD \$165.00	USD \$25.00	USD \$9.56	USD \$23.03
<b>Adjustments</b>						
Region ( 100%)	-	-	-	-		
Model Year (2023: 99.74%)	(USD \$6.05)	(USD \$1.70)	(USD \$0.42)	(USD \$0.06)		
Adjusted Hourly Ownership Cost (100%)	-	-	-	-		
Hourly Operating Cost (100%)					-	
<b>Total:</b>	<b>USD \$2,363.95</b>	<b>USD \$663.30</b>	<b>USD \$164.58</b>	<b>USD \$24.94</b>	<b>USD \$9.56</b>	<b>USD \$22.99</b>

**Non-Active Use Rates**

	<b>Hourly</b>
Standby Rate	USD \$8.73
Idling Rate	USD \$13.43

**Rate Element Allocation**

Element	Percentage	Value
Depreciation (ownership)	42.48%	USD \$1,006.76/mo
Overhaul (ownership)	35.02%	USD \$829.99/mo
CFC (ownership)	10.13%	USD \$240.00/mo
Indirect (ownership)	12.37%	USD \$293.24/mo

Fuel cost data is not available for these rates.

Revised Date: 2nd quarter 2025

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**Rental Rate Blue Book®**

April 21, 2025

**Mack PINNACLE CXU613**  
 On-Highway Truck Tractors

 Size Class:  
**45,001 - 60,000 lbs**  
 Weight:  
 N/A

**Configuration for PINNACLE CXU613**

 Horsepower **390.0 hp** Power Mode **Diesel**
**Blue Book Rates**

\*\* FHWA Rate is equal to the monthly ownership cost divided by 176 plus the hourly estimated operating cost.

	Ownership Costs				Estimated Operating Costs Hourly	FHWA Rate** Hourly
	Monthly	Weekly	Daily	Hourly		
Published Rates	USD \$2,955.00	USD \$830.00	USD \$210.00	USD \$32.00	USD \$49.65	USD \$66.44
<b>Adjustments</b>						
Region ( 100%)	-	-	-	-		
Model Year (2025: 100%)	-	-	-	-		
Adjusted Hourly Ownership Cost (100%)	-	-	-	-		
Hourly Operating Cost (100%)					-	
<b>Total:</b>	<b>USD \$2,955.00</b>	<b>USD \$830.00</b>	<b>USD \$210.00</b>	<b>USD \$32.00</b>	<b>USD \$49.65</b>	<b>USD \$66.44</b>

**Non-Active Use Rates**

	Hourly
Standby Rate	USD \$10.52
Idling Rate	USD \$52.11

**Rate Element Allocation**

Element	Percentage	Value
Depreciation (ownership)	42.23%	USD \$1,247.95/mo
Overhaul (ownership)	37.34%	USD \$1,103.25/mo
CFC (ownership)	9.35%	USD \$276.40/mo
Indirect (ownership)	11.08%	USD \$327.39/mo
Fuel (operating) @ USD 3.70	71.14%	USD \$35.32/hr

Revised Date: 2nd quarter 2025

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**Adjustments for 1212 LOADERS in undefined**

April 21, 2025

**Komatsu WA200-7 (disc. 2017)**  
 4-Wd Articulated Wheel Loaders

 Size Class:  
**120 - 134 hp**  
 Weight:  
 N/A

**Configuration for WA200-7 (disc. 2017)**

Horsepower	<b>128 hp</b>	Operator Protection	<b>EROPS</b>
Power Mode	<b>Diesel</b>		

**Blue Book Rates**

\*\* FHWA Rate is equal to the monthly ownership cost divided by 176 plus the hourly estimated operating cost.

	Ownership Costs				Estimated Operating Costs Hourly	FHWA Rate** Hourly
	Monthly	Weekly	Daily	Hourly		
Published Rates	USD \$3,910.00	USD \$1,095.00	USD \$275.00	USD \$41.00	USD \$23.55	USD \$45.77
<b>Adjustments</b>						
Region ( 100%)	-	-	-	-		
Model Year (2017: 100%)	-	-	-	-		
Adjusted Hourly Ownership Cost (100%)	-	-	-	-		
Hourly Operating Cost (100%)					-	
<b>Total:</b>	<b>USD \$3,910.00</b>	<b>USD \$1,095.00</b>	<b>USD \$275.00</b>	<b>USD \$41.00</b>	<b>USD \$23.55</b>	<b>USD \$45.77</b>

**Non-Active Use Rates**

	Hourly
Standby Rate	USD \$14.66
Idling Rate	USD \$31.65

**Rate Element Allocation**

Element	Percentage	Value
Depreciation (ownership)	39.18%	USD \$1,531.93/mo
Overhaul (ownership)	34.01%	USD \$1,329.90/mo
CFC (ownership)	16.71%	USD \$653.40/mo
Indirect (ownership)	10.1%	USD \$394.77/mo
Fuel (operating) @ USD 3.70	40.04%	USD \$9.43/hr

Revised Date: 2nd quarter 2025

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## SECTION 01 10 00 – SUMMARY OF WORK

### PART 1 - GENERAL

#### 1.1 RELATED DOCUMENTS

- A. Drawings and Agreement/Provisions of Contract, including Contractual Conditions and other Division 1 Specification Sections, apply to this Section.

#### 1.2 PROJECT DESCRIPTION

- A. Project/Work Identification:

- 1. The General overall description of the Work of the Contract for the:

H-00407 North Terminal A & B Tunnel Leak Assessment, Phase 2  
Orlando International Airport  
Orlando, Florida

can be summarized for purposes of administration and payment in the manner of project segments as follows:

- 2. The Project shall consist of excavation and removal of all soil, landscaping irrigation within the confines of the planter area located at the Ground Transportation Level (level 1) of Terminal B, West side, Terminal A, West side and Terminal A, East side elevator pits to expose the top of the tunnel and expansion joint so Garver can investigate the leaking into the tunnels and provide an assessment for the owner. Contractor shall backfill the excavated area, install new mulch and sod, and return irrigation service back to pre-excavation conditions. Contractor shall provide and maintain all fall protection safety provisions related to excavation activities beginning at Notice To Proceed through Substantial Completion.
- ~~3. Sustainable Design: The Project will be seeking LEED v4 BD+C certification.~~
- ~~4. The specific scope included in this bid package is defined in the scope documents prepared by the CM@R.~~

#### 1.3 CONTRACTOR USE OF PREMISES

- A. Limit use of the premises to construction activities within areas indicated; allow for any Owner and tenant occupancy and use by the public on the airport roadways.
  - 1. Minimize any disruption to all operating areas, including roadway and parking areas.
    - a. Existing public services and utility systems shall remain in operation during the construction period, excluding times required for installation of new work unless specifically allowed by the Contract.
    - b. Schedule and coordinate outages and interruptions of public service with the OAR. See the specific forms for processes and time constraints. Utilize the following forms list below and in the "Construction Forms" Section:
      - 1) Form #018 System Interruption/Utility Outage Notification.
      - 2) Form #018a System Interruption/Utility Outage Notification Procedures.
      - 3) Form #018b Roofing Impact Notification

- 4) Form #018c Security System Interruption/Outage Request
2. Provide all temporary directional signage, safety, and barricading required for passenger services in the North Terminal or along roadways.
  - a. Submit a plan indicating signage, safety, and barricading for access routes, storage areas and work sites, at the pre-construction meeting.
  - b. Directional signing at the access gate and or along the delivery route to the storage area or work site shall be as directed by the OAR.
3. Confine operations to areas within Contract limits indicated. Portions of the site beyond areas in which construction operations are indicated are not to be disturbed.
4. Access to site shall be shown on the plans or as directed by the OAR. Do not permit any unauthorized construction personnel or traffic on the site. Provide for traffic control to and from the various construction areas. Immediately clean-up any debris deposited along the access road as a result of construction traffic.
  - a. Keep driveways and entrances serving the premises clear and available to the Owner, Tenant, their employees at all times, and the public. Do not use these areas for parking or storage of materials. Schedule deliveries to minimize space and time requirements for storage of materials and equipment on site.
5. All material orders for delivery to the site will use as a delivery address the access point at the Contractor's storage site.
  - a. Coordinate with the OAR and allow for the least possible disruption of the facilities normal operations for delivery of materials and removal of demolished and discarded materials.
  - b. Delivery of materials and removal of demolished and discarded materials shall be scheduled as follows:
    - 1) Schedule and coordinate all deliveries and removal of debris at the North Terminal between the hours of 7:00 AM and 5:00 PM each day of the work week.
    - 2) Schedule all other deliveries and removal of debris as directed by the OAR.
6. The limits of construction material storage areas, equipment storage areas, and parking areas shall be as indicated in the approved site utilization plan or as directed by the OAR. Erect and maintain suitable fencing, marking and warning devices suitable for both day/night use to delineate the perimeter of all such areas. Refer to specification Section 01 55 30.01 Requirements for Use of South Canal Road.
  - a. Parking management cards may be used to provide contractor parking in the terminal garages and terminal top parking for the NTS work only. These cards will cost \$60 per card per month, taxes not included.
7. Coordinate construction activities with those of the APM/ITF contractor.

#### 1.4 OWNER OCCUPANCY

- A. Full Owner Occupancy: The Owner, its tenants, and the public will occupy the site and existing building and adjacent facilities (outside the limits of the construction area unless specified) during the entire construction period. Cooperate with the Owner during construction operations to minimize conflicts, facilitate occupancy usage, and protect persons and property in the project area during the entire

construction period. Perform the Work so as not to interfere with the Owner's operations.

1. All work may be carried out without time restrictions, unless otherwise directed by the Owner except for below:

#### 1.5 LAWS, PERMITS, AND REGULATIONS

- A. Comply with all applicable laws, ordinances, regulations, codes, ADA requirements.
- B. Obtain and pay for all license and permits, all fees and charges for connection to outside services and parking for Contractor's vehicles.
- C. Abide by FAA and Owner's safety and security regulations and procedures relative to access to, and work in, Airport Operations Areas and secured facilities.
- D. Comply with Owner's insurance requirements.

#### 1.6 EARLY COMPLETION OF WORK

- A. MDF type rooms and IDF type rooms shall have substantial completion dates prior to the project substantial completion date as follows:
  1. MDF type rooms: Substantial completion not less than 6-months prior to project substantial completion.
  2. IDF type rooms: Substantial completion not less than 3-months prior to project substantial completion.
- B. Early completion of work includes but is not limited to the following for each room:
  1. Room dried in
    - a. Confirm no leaks from overhead or rising water
  2. Racks/cabinets completed and properly secured
  3. Fire suppression complete and fully operational
  4. Mechanical System complete and providing design temperature and humidity levels
  5. Bonding completed
  6. Power complete
    - a. Provide clean power in cabinets/racks
  7. Lighting complete
  8. Wall and floor finishes complete
  9. Clean and dust free
  10. Door hardware and access control complete

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 10 00

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January 5, 2026



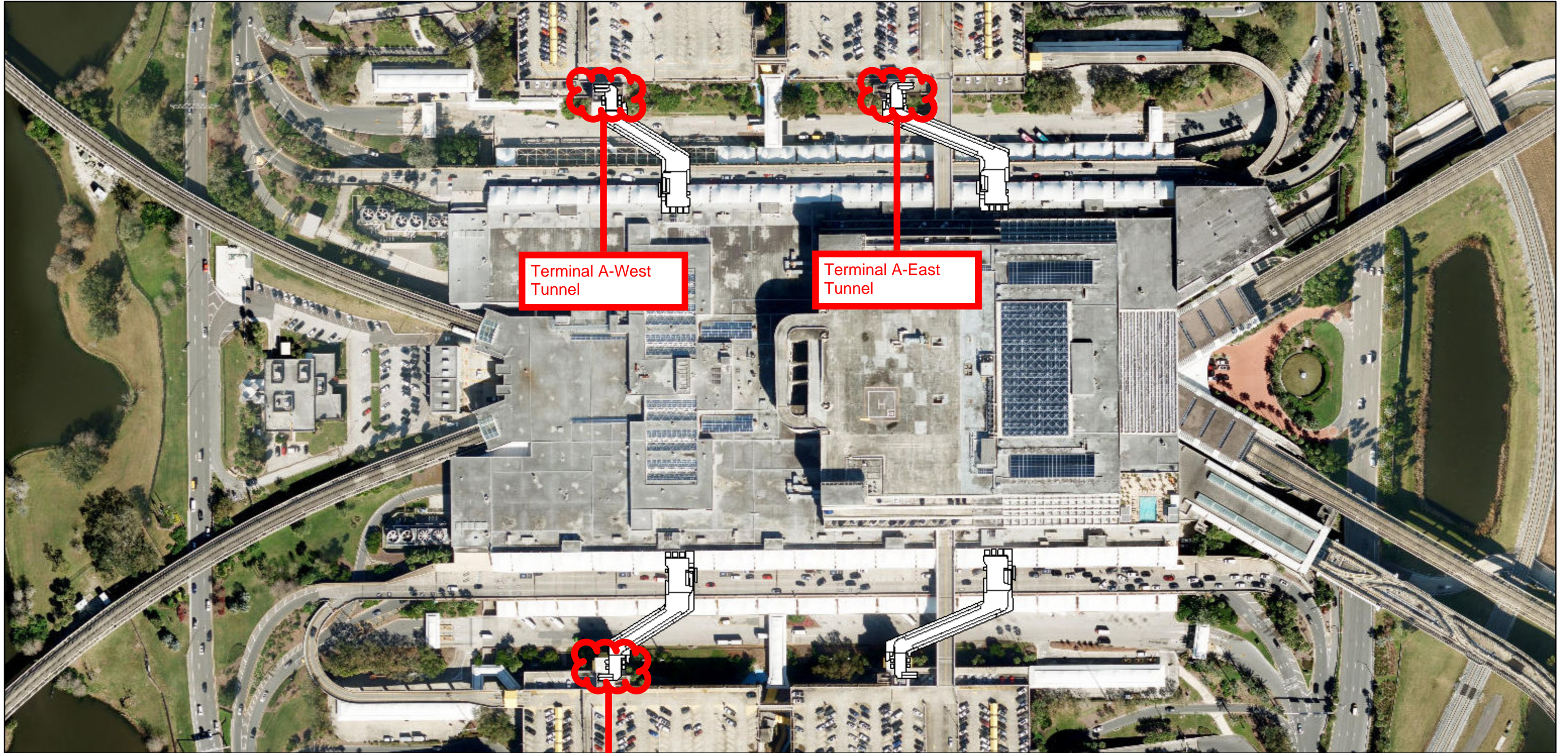
H-00407 NTP December 1, 2026  
 SC February 14, 2026  
 FC April 15, 2026

Info Item  
 4-C

# JANUARY 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	1	2	3
			GOAA BLACK OUT DATES	→		
GOAA BLACK OUT DATES	H-00407 NTP		H-00407 OAR-MOT Notification			
4	5	6	7	8	9	10
→						
11	Excavate B-West 12	Excavate B-West 13	Excavate B-West 14	Excavate A-West 15	Excavate A-West 16	17
18	Excavate A-West 19	Excavate A-East 20	Excavate A-East 21	Excavate A-East 22	Garver Assessment 23	24
	GOAA BLACK OUT DATE HOLIDAY MLK					
25	Backfill A-East 26	Backfill A-East 37	Backfill A-East 28	Backfill A-West 29	Backfill A-West 30	31
February 1	February 2 Backfill A-West	February 3 Backfill B-West	February 4 Backfill B-West	February 5 Backfill B-West	February 6	February 7

# ArcGIS Web Map



11/5/2025, 2:30:16 PM

LEVEL0T

LEVEL0T

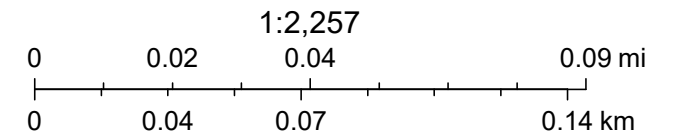
Public

Terminal B-West Tunnel

Terminal A-West Tunnel

Terminal A-East Tunnel

**H-00407 North Terminal A&B Tunnel Leak Assessment Phase 2**



State of Florida, Microsoft, Vantor

# PROJECT START-UP PACKAGE FOR H-00407-MCO

*PROJECT ASSESSMENT FORM (PAF)*

Coding by Construction Finance :

**DATE:** November 12, 2025

**TO:** Jeffrey Brown, Chief Development Officer

**FROM:** Kasim Levent-Ozpercin, Senior Project Manager

**SUBJECT: Project Start-Up**

Short Name:
Template:
Campus:
Cost Center:
Organization:
Program:
Subprogram:

**H-00407-MCO NORTH TERMINAL A & B TUNNEL LEAK ASSESSMENT  
PHASE 2  
Orlando International Airport**

**PROGRAM: Facilities Improvements Projects / Other FIP Projects by Maintenance (FIP)**

**DESCRIPTION OF PROJECT:**

**SPONSOR:** Facilities

Excavate the planter area at the ground transportation level (Level 1) of Terminal B West side, Terminal A West side and Terminal A East side by the elevator pits to expose the top of the tunnel and expansion joint so Garver can investigate the leaking into the tunnels and provide an assessment report for each location.

**PROPOSED DELIVERY METHOD:** (Proposed)

**A/E:** Garver LLC

**Construction:** Direct Negotiated - Traditional

**OAR Design Phase:** The Roderick Group, Inc. dba Ardmore Roderick

**OAR Constr. Phase:** The Roderick Group, Inc. dba Ardmore Roderick

**SCHEDULE:** (See Details under "CURRENT STATUS" Below)

Advertise:

Pre-Bid Conference:

Bid Opening:

Ant. Notice to Proceed: 12/01/2025

Ant. Subst. Completion: 01/09/2026 **40 Calendar Days**

Ant. Final Completion: 03/10/2026 **60 Calendar Days**

**PROJECT PRIORITY:** High Priority

**LIFE EXPECTANCY OF PROJECT:**

**FUNDING:** O&M (Operations & Maintenance Fund)

**CONTROL BUDGET:**

Task	\$ Amount	BY CONSTRUCTION FINANCE:		Comments
		\$ FUNDED	\$ UNFUNDED	
A/E Consultant Fees - Design Phase (Base)	\$12,000.00			
A/E Consultant Fees - Construction Phase (Base)	\$0.00			
Construction	\$98,442.00			
OAR Fees - Design Phase	\$0.00			
OAR Fees - Construction Phase	\$10,000.00			
Miscellaneous	\$0.00			
Contingency	\$15,558.00			
<b>TOTAL</b>	<b>\$136,000.00</b>			

**Comments by Construction Finance**

FAA/AIP				
FDOT				
PFCs				
Authority Funds				
Other Funds				
<b>TOTAL</b>				

CC: Fully executed copy will be posted to \GROUPS\CONST\_ENG\PDF- Start-Up Packages\

# PROJECT START-UP PACKAGE FOR H-00407-MCO

## CURRENT STATUS:

FUNDING: O&M (301.631.210.5310009.000.000000)

## TENTATIVE SCHEDULE:

11/25/25 Receive approval to award from CC

12/01/25 Complete contract execution

12/01/25 Issue Construction NTP (effective date)

01/09/26 Substantial Completion (40 calendar days from NTP)

03/10/26 Final Completion (60 calendar days from Subst.)

---

## DRB (DISPUTE REVIEW BOARD):

DRB requirement IS NOT anticipated.

---

## SYSTEMS / AREAS AFFECTED:

NONE

---

## ANTICIPATED PERMITS:

### PERMITS

Agency :	Type Of Permit:	Permit No:	Issued:	Expires:	Final:	Comments:	Address:

# PROJECT START-UP PACKAGE FOR H-00407-MCO

REVIEWED BY:

---

PROJECT MANAGER:

\_\_\_\_\_ Date: \_\_\_\_\_  
Kasim (Levent) Ozpercin, RA, Senior Project Manager, Architecture

\_\_\_\_\_ Date: \_\_\_\_\_  
Tuan Nguyen, Assistant Vice President, Engineering

---

ENGINEERING & CONSTRUCTION SENIOR STAFF:

\_\_\_\_\_ Date: \_\_\_\_\_  
Scott Shedek, Vice President, Construction

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

---

*If signing as a Temporary Designee, attach a copy of authorization memo (or e-mail)*



**INFORMATION ITEM**  
**Original CCM**  
**11/25/2025**  
**Item No. IV-D**

## MEMORANDUM

TO: Members of the Construction Committee  
FROM: Tuan Nguyen, PE, Assistant Vice President, Engineering  
DATE: November 25, 2025

## ITEM DESCRIPTION

Request for Approval of an Addendum to the Continuing Program and Project Management Services Agreement with The Roderick Group, Inc., dba Ardmore Roderick for Owner Authorized Representative (OAR) Services for H-00407 North Terminal A&B Tunnel Leak Assessment, Phase 2 at the Orlando International Airport

## BACKGROUND

The Roderick Group Inc., dba Ardmore Roderick has an agreement with the Aviation Authority since May 18, 2022, for Continuing Program and Project Management Services at Orlando International and Executive Airports.

## ISSUES

Consultant's proposal, dated November 10, 2025, is to provide OAR project management services. Services will include assisting the GOAA staff in the areas of project management, project control, contract administration, and project closeout in the development of a leak assessment and remediation report for the tunnels from parking garages A & B to the Main Terminal.

If approved, services will be effective the date of Construction Committee approval.

This continuing consultant was selected for this task based on ( all that apply):

- |  |   |  |
|--|---|--|
| <input checked="" type="checkbox"/> Experience | <input checked="" type="checkbox"/> Available Personnel | <input checked="" type="checkbox"/> Current Workload |
| <input checked="" type="checkbox"/> Expertise  | <input type="checkbox"/> Equitable Distribution         | <input type="checkbox"/> Other: _____                |

## SMALL BUSINESS

The small business participation has been reviewed by the Office of Business Opportunity & Exchange. The findings and recommendations are attached.

## ALTERNATIVES

None.

## FISCAL IMPACT

Funding is from Operation & Maintenance Funds 301.631.210.5310009.000.000000 Funding source verified by Melvin Martinez of Finance on 11 / 20 / 25 as correct and available.

**CC**  
**ITEM V-C**  
**12/09/2025**

**RECOMMENDED ACTION**

It is respectfully requested that the Construction Committee approve an Addendum to the Continuing Program and Project Management Services with The Roderick Group, Inc. dba Ardmore Roderick for the services contained herein and the amount as shown below:

Not to Exceed Fees	\$9,835.00
Lump Sum Fees	\$0.00
Not to Exceed Expenses	\$0.00
<b>TOTAL</b>	<b>\$9,835.00</b>
Financial Auditor – Compliance Review Date	
Financial Auditor – Funding Eligibility Review Date	

**Greater Orlando Aviation Authority  
Construction Committee (CC) / Professional Services Committee (PSC) Item Review Checklist**

## Professional Services

CC/PSC Date:	November 25, 2025
Vendor Name:	Ardmore Roderick
Sponsor (Person listed in FROM section on memo):	Tuan Nguyen, PE, Assistant Vice President, Engineering
Preparer (Person listed as Prepared By under FROM section on memo):	Gonzalo LaRivera
GOAA Project Number:	H-00407

Appropriate GOAA Cover Memo (EDC document) properly completed, including the appropriate funding source	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Proposal letter from the Prime Consultant to GOAA detailing the scope of services, deliverables, schedule and fees	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Proposal letter from the Subconsultant(s) to the Prime detailing the scope of services, deliverables, schedule and fees	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Is the Truth-in-Negotiation Certification included and signed by Prime Consultant	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Breakdown of hourly rates by position for each job role required (C-9 Table or Equivalent)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Breakdown of hours being worked for each task or project related to that item (C-3 Table and/or C-5 Table or Equivalent)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Breakdown of Reimbursable Expenses (C-6 Table or Equivalent)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> N/A <input type="checkbox"/> No
Breakdown of DBE/MWBE/LDB (C-7 a, b, c Table or Equivalent)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> N/A <input type="checkbox"/> No
Cumulative project staffing sheet (Required for Prime OAR Services ONLY)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> No
Have services already been performed? If Yes, please explain.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Provide explanation for any items marked "No"</b> No Subconsultant(s) No Service has been provided prior to this date.	

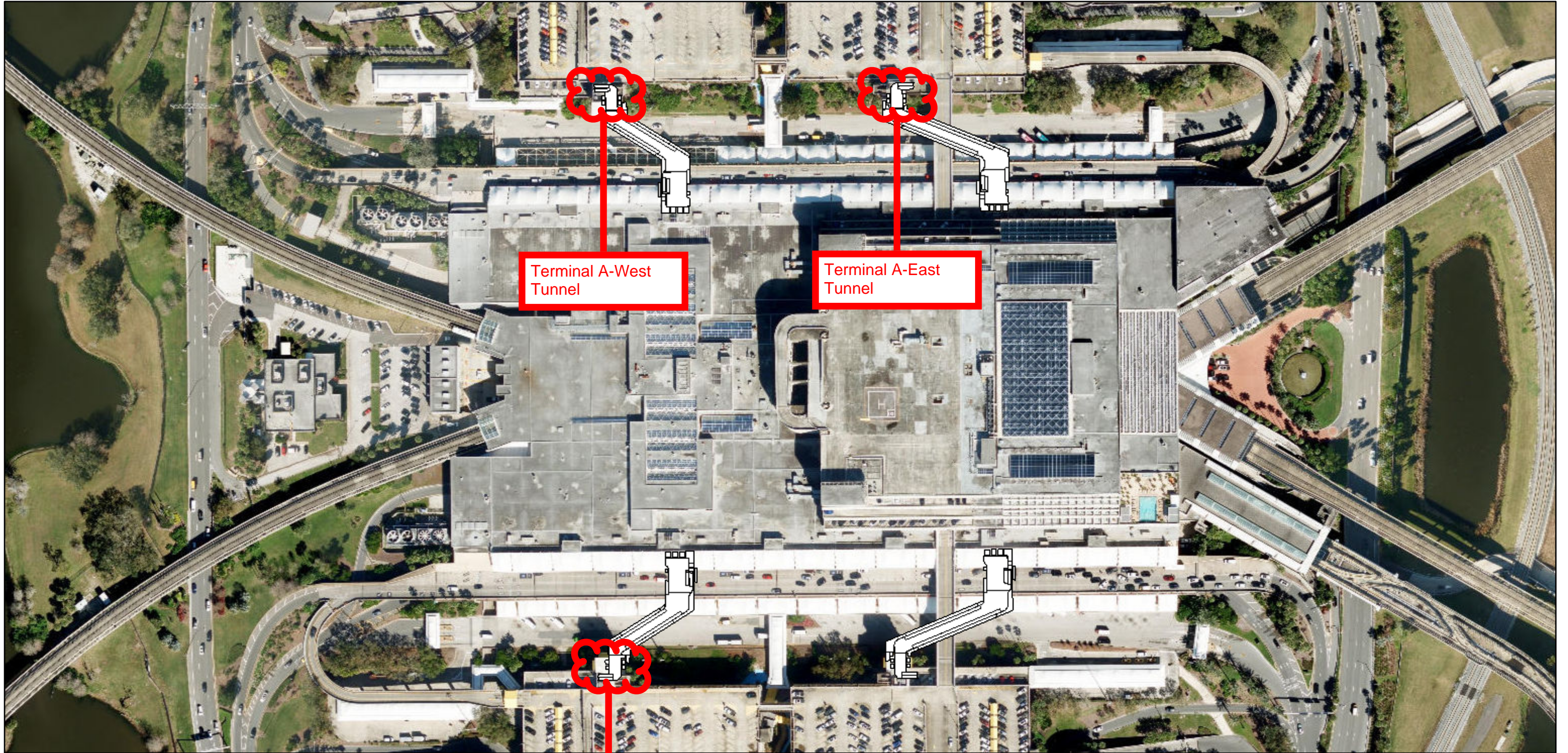
Gonzalo LaRivera  
Submitted By (Please Print Name)

11/11/2025 12:00pm  
Date / Time

To be Completed by Accenture:  
All documents listed on the checklist are included and ready for review:

**Accepted**   Date \_\_\_\_\_    **Rejected**   Date \_\_\_\_\_

# ArcGIS Web Map



11/5/2025, 2:30:16 PM

LEVEL0T

LEVEL0T

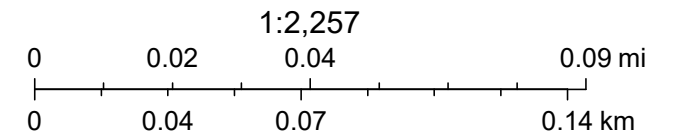
Public

Terminal B-West Tunnel

Terminal A-West Tunnel

Terminal A-East Tunnel

**H-00407 North Terminal A&B Tunnel Leak Assessment Phase 2**



State of Florida, Microsoft, Vantor

January 5, 2026



H-00407 NTP ~~December 1, 2026~~  
 SC February 14, 2026  
 FC April 15, 2026

Info Item  
 4-D

# JANUARY 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	1	2	3
			GOAA BLACK OUT DATES	→		
GOAA BLACK OUT DATES	H-00407 NTP		H-00407 OAR-MOT Notification			
4	5	6	7	8	9	10
→						
11	Excavate B-West 12	Excavate B-West 13	Excavate B-West 14	Excavate A-West 15	Excavate A-West 16	17
18	Excavate A-West 19	Excavate A-East 20	Excavate A-East 21	Excavate A-East 22	Garver Assessment 23	24
	GOAA BLACK OUT DATE HOLIDAY MLK					
25	Backfill A-East 26	Backfill A-East 27	Backfill A-East 28	Backfill A-West 29	Backfill A-West 30	31
February 1	February 2 Backfill A-West	February 3 Backfill B-West	February 4 Backfill B-West	February 5 Backfill B-West	February 6	February 7



**Ardmore Roderick**

November 10, 2025

Mr. Tuan Nguyen, PE  
Assistant Vice President, Engineering  
**GREATER ORLANDO AVIATION AUTHORITY**  
11314 Terminal C Service Road  
Orlando, FL 32824

Subject: **H-00407 North Terminal A&B Tunnel Leak Assessment Phase 2**  
Orlando International Airport (MCO)

Dear Mr. Nguyen,

Ardmore Roderick is pleased to submit this proposal to provide OAR Project Management services for the above referenced project at the Orlando International Airport. This proposal has been prepared based on our understanding of the requested scope of work attached.

The scope of our services for the proposed project will consist of providing assistance to the GOAA staff in the areas of project management, project control, and contract administration. The scope of this project is to excavate the planter area at the ground transportation level (Level 1) of Terminal B West side, Terminal A West side and Terminal A East side by the elevator pit to expose the top of the tunnel and expansion joint so Garver can investigate the leaking into the tunnels and provide an assessment report with suggested solutions and a cost estimate for repairs.

Our estimated man-hour requirements and applicable unit rates for completion of the project are attached to this proposal. The total contract value is estimated at **\$9,835.00**. This amount consists of \$7,853.00 for Not to Exceed Fees for construction administration, \$1,982.00 for closeout, and \$0.00 for Not to Exceed Expenses.

The services for this project will be performed in accordance with the provisions of GOAA's standard agreement for professional services and as indicated in the attached project schedule showing the proposed staffing levels for the duration of the project.

We appreciate the opportunity to present this proposal, and we look forward to working with GOAA on this most important project. Should you have any questions or if we may be of further assistance, do not hesitate to contact the undersigned.

Sincerely,

Ardmore Roderick

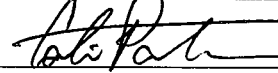
Colin Paterson, CCM  
Sr. Project Manager, Aviation

TRUTH IN NEGOTIATION CERTIFICATION

The Consultant hereby certifies, covenants, and warrants that wage rates and other factual unit costs supporting the compensation for this project's agreement are accurate, complete, and current at the time of contracting.

The Consultant further agrees that the original agreement price and any additions thereto shall be adjusted to exclude any significant sums by which the Greater Orlando Aviation Authority determines the agreement price was increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs. All such agreement adjustments shall be made within one (1) year following the end of the contract. For purposes of this certificate, the end of the agreement shall be deemed to be the date of final billing or acceptance of the work by the Greater Orlando Aviation Authority, whichever is later.

Consultant: Ardmore Roderick

By:  \_\_\_\_\_

Print Name: Colin Paterson, CCM

Date: 11/10/2025



**Greater Orlando Aviation Authority  
Orlando International Airport**

H-00407 North Terminal A&B Tunnel Leak Assessment Phase 2

11/10/2025

**OAR Staffing Estimate**

Role	Individual	Firm	2025 2026						Total	
			Dec	Jan	Feb	Mar	Apr	May		Jun
Senior Project Manager	Colin Paterson	Ardmore Roderick	4	6						10
Project Manager	Gonzalo Larivera	Ardmore Roderick	14	5						19
Project Manager-Closeout	Gonzalo Larivera	Ardmore Roderick			1	4				5
Asst Project Manager	Jhon Hoyos	Ardmore Roderick	14	5						19
Asst Project Manager-Closeout	Jhon Hoyos	Ardmore Roderick			4	4				8
<b>Total Staff Hours</b>			<b>32</b>	<b>16</b>	<b>5</b>	<b>8</b>				<b>61</b>

Position	CCM	Project Status	Project #	Description	25		26							Total				
					Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep		
<b>22-034 OAR</b>																		
<b>Colin Paterson</b>																		
Sr PM	12/17	approved	V-01042	B-Side Canopy Repairs - Construction														
Sr PM	2/18	approved	V-01059	Building 616 Demolition - D/B/A														
Sr PM	4/8	approved	V-00986	AS4 Delta Club Window Replacement - D/B/A														
Sr PM	4/29	approved	V-01054	ARFF Fire Alert/Emergency System Replacement														
Sr PM	4/29	approved	V-01048	APM 2&4 Exterior Glass Reseal - Const														
Sr PM	8/26	approved	W-00594	North Terminal Roof Remediation Oversight	84	26	4										114	
Sr PM	10/15	approved	W-00607	Ardmore Staff Extension 2026	70	66	65	58	52	56							367	
Sr PM	10/16	approved	EP-00641	A&B Tunnel Raised Flooring Support	6	6											12	
Sr PM	11/4	approved	W-00616	Main Terminals A&B Tunnel Leak Assessment													6	
Sr PM	11/18	future	H-00386	Centerfield ARFF Station Improvements		10	28	16									54	
Sr PM	11/25	future	H-00407	Terminals A&B Tunnel Leak Assessment Phase 2			4	6									10	
<b>Projects in the Pipeline</b>																		
Sr PM		future	V-00986	AS4 Delta Club Window Replacement - Const														
Sr PM		future	V-01019	Hyatt Atrium/East Checkpnt Skylight - Const														
Sr PM	11/25	future	V-01083	NT Buildings Roof Replace Area 1														
Sr PM		future	BP-00511	Term A&B Roof Replace Areas 2-6														
					Total:	160	114	101	80	52	56						563	
<b>Gonzalo Larivera</b>																		
APM	10/1	approved	V-01033	Centerfield ARFF - New Kitchen - Const														
PM	12/17	approved	V-01042	B-Side Canopy Repairs - Const	12												12	
PM	4/29	approved	V-01054	ARFF Fire Alert/Emergency System Replacement	4	4	1										9	
PM	4/29	approved	V-01048	APM 2&4 Exterior Glass Reseal - Const	4	9											13	
PM	8/26	approved	W-00594	North Terminal Roof Remediation Oversight	20	16	4										40	
PM	10/15	approved	W-00607	Ardmore Staff Extension 2026	13	12	16	30	29	32							132	
PM	11/4	approved	V-01093	Airside 3 Wing 1 Ramp LVL Corridor & Stairs Refurb	4	0	4	4	4	4	15	15					50	
PM	11/18	future	V-01059	Building 616 Demolition				4	20	27	22	21	12	10			116	
PM	11/18	future	H-00386	Centerfield ARFF Station Improvements		8	18	16	6								48	
PM	11/25	future	V-01083	North Terminal Roof Replacement Area-1					8	16	16	20	16	16	20		176	
PM	11/25	future	H-00407	Terminals A&B Tunnel Leak Assessment Phase 2			14	5	1	4							24	
					Total:	53	53	53	59	60	75	42	52	47	26	16	20	620
<b>Jhon Hoyos</b>																		
APM	8/26	approved	W-00594	North Terminal Roof Remediation Oversight	92													92
APM	9/30	approved	W-00607	Ardmore Staff Extension 2026	9	8	10	14	13	15								69
APM		approved	EP-00640	A&B Tunnel Raised Flooring Support	36	36												72
APM	11/4	approved	V-01093	Airside 3 Wing 1 Ramp Lvl Corridor & Stairs Refurb	4	4	20	20	20	12								80
APM	11/4	approved	W-00616	Main Terminals A&B Tunnel Leak Assessment	34	10												44
APM	11/18	future	V-01059	Building 616 Demolition				2	30	22	22	36	12	6			130	
APM	11/25	future	V-01083	North Terminal Roof Replacement Area-1						76	84	88	92	84	88		810	
APM	11/25	future	H-00407	Terminals A&B Tunnel Leak Assessment Phase 2			14	5	4	4							27	
					Total:	137	82	38	41	67	61	110	120	100	98	84	88	1324
<b>Kelly Weaver</b>																		
APM	4/8	approved	V-00986	AS4 Delta Club Window Replacement - D/B/A														
APM	4/29	approved	V-01054	ARFF Fire Alert/Emergency System Replacement	14	10	10											34
APM	7/15	approved	BP-00511	North Terminal Roof Replacement- reas 2-6-Design	24	4	4											32
APM	8/11	approved	EP-00635	A-Side Level 3 Column 23 Gutter														
APM	8/26	approved	W-00594	North Terminal Roof Remediation Oversight	92	144	40											276
APM	9/30	approved	W-00607	Ardmore Staff Extension 2026	9	8	10	14	13	15								69
APM	11/18	future	H-00386	Centerfield ARFF Station Improvements		21	53	40	8	8							130	
APM	11/25	future	V-01083	North Terminal Roof Replacement Area-1				16	16	20	76	84	88	92	84	88		922
					Total:	139	187	117	70	37	43	76	84	88	92	84	88	1463
<b>Britt Rittman</b>																		
Lead Ins		approved	BP-S-00196	Term C, Phs 1X Airfield Civil Apron and Taxi Paving	160	160	160	160	160	160	160	160	160	160	160	160	160	1920
					Total:	160	160	160	160	160	160	160	160	160	160	160	160	1920
<b>Bolivar De La Cruz</b>																		
Jr Insp		approved	BP-S-00196	Term C, Phs 1X Airfield Civil Apron and Taxi Paving	160	160	160	160	160	160	160	160	160	160	160	160	160	1600
					Total:	160	160	160	160	160	160	160	160	160	160	160	160	1600
<b>Aksa Pena</b>																		
Sr PM	7/15	approved	BP-00511	Term A&B Roof Replacement- Area 2-6-Design	32	10	20	6										68
Sr PM	8/26	approved	W-00594	North Terminal Roof Remediation Oversight	120	134	40											294
Sr PM	10/15	approved	W-00607	Ardmore Staff Extension 2026	32	28	147	53	48	55								363
Sr PM	11/25	future	V-01083	NT Buildings Roof Replace Area 1			20	84	80	88	164	140	88	92	84	88		1250
					Total:	184	172	227	143	128	143	164	140	88	92	84	88	
<b>Michael Norket</b>																		
Scheduler	8/26	approved	W-00594	North Terminal Roof Remediation Oversight	26	32	8											66
					Total:	26	32	8										66
<b>Jignesh Shah</b>																		
SR Est	11/18		BP-00511	Terminals A & B Roof Replacement Areas 2-6 - D/B		40												40
SR Est	11/25		V-00986	AS4 Delta Club Window Replacement - D/B		40												40
SR Est	11/25		V-01019	Hyatt Atrium/East Checkpoint Skylight Refurbish - D/B		40												40
SR Est	11/25	future	V-01083	North Terminal Roof Replacement Area-1									40					40
					Total:		120						40					160
<b>Total OAR Staff Hours</b>					993	1048	856	713	664	698	712	716	683	628	428	444		3103



**INFORMATION ITEM**  
**Original CCM**  
**11/25/2025**  
**Item No. IV-E**

## MEMORANDUM

TO: Members of the Construction Committee  
FROM: Tuan Nguyen, PE, Assistant Vice President, Engineering  
DATE: November 25, 2025

## ITEM DESCRIPTION

Request for Approval of an Addendum to the Continuing On-Call Architecture and Engineering Consulting Services Agreement with Garver LLC for Engineering Consulting, for H-00407 North Terminal A&B Tunnel Leak Assessment Phase 2 at the Orlando International Airport

## BACKGROUND

Garver, LLC has an agreement with the Aviation Authority since May 15, 2024, for Continuing On-Call Architecture and Engineering Consulting Services at Orlando International and Executive Airports.

## ISSUES

Consultant's proposal, dated November 10, 2025, is to provide professional services for a Site Investigation and Assessment Report of the waterproofing within the Main Terminal Tunnels at Orlando International Airport (MCO).

If approved, services will be effective the date of Construction Committee approval.

This continuing consultant was selected for this task based on ( all that apply):

- Experience       Available Personnel       Current Workload  
 Expertise       Equitable Distribution       Other: \_\_\_\_\_

## SMALL BUSINESS

The small business participation has been reviewed by the Office of Business Opportunity & Exchange. The findings and recommendations are attached.

## ALTERNATIVES

None.

## FISCAL IMPACT

Funding is from Operation & Maintenance Funds 301.631.210.5310009.000.000000 Funding source verified by Melvin Martinez of Finance on 11 / 20 / 25 as correct and available.

**CC**  
**ITEM V-D**  
**12/09/2025**

**RECOMMENDED ACTION**

It is respectfully requested that the Construction Committee approve an Addendum to the Continuing On-Call Architecture and Engineering Consulting Services Agreement with Garver, LLC for the services contained herein and the amount as shown below:

Not to Exceed Fees	\$11,924.00
Lump Sum Fees	\$0.00
Not to Exceed Expenses	\$0.00
<b>TOTAL</b>	<b>\$11,924.00</b>
Financial Auditor – Compliance Review Date	
Financial Auditor – Funding Eligibility Review Date	

**Greater Orlando Aviation Authority  
Construction Committee (CC) / Professional Services Committee (PSC) Item Review Checklist**

## Professional Services

CC/PSC Date:	November 25, 2025
Vendor Name:	Garver, LLC
Sponsor (Person listed in FROM section on memo):	Tuan Nguyen, PE, Assistant Vice President, Engineering
Preparer (Person listed as Prepared By under FROM section on memo):	Gonzalo LaRivera
GOAA Project Number:	H-00407

Appropriate GOAA Cover Memo (EDC document) properly completed, including the appropriate funding source	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Proposal letter from the Prime Consultant to GOAA detailing the scope of services, deliverables, schedule and fees	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Proposal letter from the Subconsultant(s) to the Prime detailing the scope of services, deliverables, schedule and fees	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Is the Truth-in-Negotiation Certification included and signed by Prime Consultant	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Breakdown of hourly rates by position for each job role required (C-9 Table or Equivalent)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Breakdown of hours being worked for each task or project related to that item (C-3 Table and/or C-5 Table or Equivalent)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Breakdown of Reimbursable Expenses (C-6 Table or Equivalent)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> N/A <input type="checkbox"/> No
Breakdown of DBE/MWBE/LDB (C-7 a, b, c Table or Equivalent)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> N/A <input type="checkbox"/> No
Cumulative project staffing sheet (Required for Prime OAR Services ONLY)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> N/A <input type="checkbox"/> No
Have services already been performed? If Yes, please explain.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Provide explanation for any items marked "No"</b> No Subconsultant(s) No Service has been provided prior to this date.	

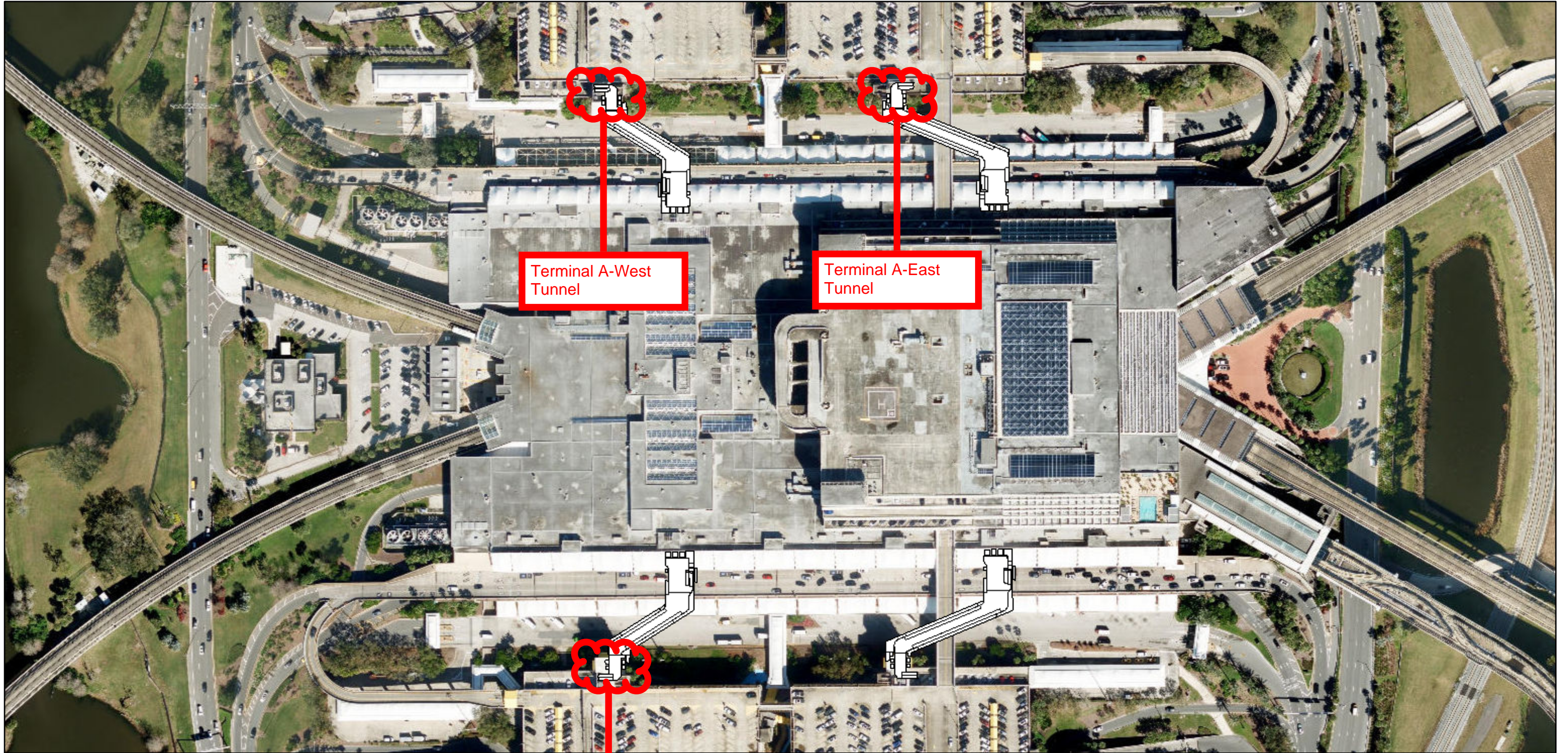
Gonzalo LaRivera \_\_\_\_\_  
Submitted By (Please Print Name)

11/10/2025 @ 12:00pm \_\_\_\_\_  
Date / Time

To be Completed by Accenture:  
All documents listed on the checklist are included and ready for review:

**Accepted**   Date \_\_\_\_\_    **Rejected**   Date \_\_\_\_\_

# ArcGIS Web Map



11/5/2025, 2:30:16 PM

LEVEL0T

LEVEL0T

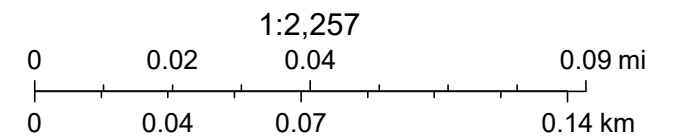
Public

Terminal B-West Tunnel

Terminal A-West Tunnel

Terminal A-East Tunnel

**H-00407 North Terminal A&B Tunnel Leak Assessment Phase 2**



State of Florida, Microsoft, Vantor

January 5, 2026



H-00407 NTP ~~December 1, 2026~~  
 SC February 14, 2026  
 FC April 15, 2026

Info Item  
 4-E

# JANUARY 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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			GOAA BLACK OUT DATES	→		
GOAA BLACK OUT DATES	H-00407 NTP		H-00407 OAR-MOT Notification			
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→						
11	Excavate B-West 12	Excavate B-West 13	Excavate B-West 14	Excavate A-West 15	Excavate A-West 16	17
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February 1	February 2 Backfill A-West	February 3 Backfill B-West	February 4 Backfill B-West	February 5 Backfill B-West	February 6	February 7



4211 West Boy Scout Blvd.  
 Suite 290  
 Tampa, FL 33607  
 TEL 813.509.2416  
 www.GarverUSA.com

November 10, 2025

Mr. Gonzalo LaRivera  
 Ardmore Roderick / OAR-GOAA  
 Orlando International Airport  
 One Jeff Fuqua Boulevard  
 Orlando, Florida 32827

**Re: Proposal for Main Terminal A&B Tunnel/Parking Garage Interface Inspection**

Dear Mr. LaRivera:

Garver is pleased to present you with our scope and fee proposal for the above referenced project under cover of this letter. This proposal entails the following:

**PROJECT SCOPE SUMMARY**

- The Scope of Services includes professional services associated with an inspection of the interface of the Main Terminal Tunnels/Parking Garages at Orlando International Airport (MCO).
- The project includes Project Management and Site Investigation.
- The overall proposed schedule is tied to the excavation of the landscape beds by others.

**PROPOSED FEE SUMMARY**

Phase of Project:	Project Management	Site Investigations	TOTAL CONTRACT
1.0 Lump Sum Fee:	\$0	\$0	\$0
2.0 Not to Exceed Reimbursable Fee:	\$770	\$11,154	\$11,924
3.0 Not to Exceed Reimbursable Expenses:	\$0	\$0	\$0
<b>4.0 TOTAL CONTRACT VALUE:</b>	<b>\$770</b>	<b>\$11,154</b>	<b>\$11,924</b>
Total Lump Sum Labor Hours:	0	0	0
Total Not to Exceed Reimbursable Labor Hours:	3	42	45
<b>TOTAL LABOR HOURS:</b>	<b>3</b>	<b>42</b>	<b>45</b>
<b>Average Hourly Rate:</b>	<b>\$257</b>	<b>\$266</b>	<b>\$265</b>

Mr. LaRivera  
November 10, 2025  
Page 2 of 2

Again, Garver is pleased to present this project proposal and are excited to start the work. Please let us know if you have any questions.

Sincerely,

GARVER

A handwritten signature in blue ink, appearing to be 'MS', is positioned below the typed name.

Matthew Serynek, PE  
Aviation Regional Leader

Attachments:   Garver Scope of Services  
                  CMC Scope of Services  
                  C-Tables  
                  Truth In Negotiations Certification



## EXHIBIT A

### SCOPE OF SERVICES

#### FOR

#### MAIN TERMINAL A&B TUNNEL/PARKING GARAGE INTERFACE INSPECTION

The Scope of Services includes professional services associated with site investigations to review the existing conditions of the joint at the interface of the Terminal A&B Tunnels and the parking garage elevator lobbies. The landscape beds above the joints will be excavated by others (coordinated by GOAA) and Garver will observe the joints at three (3) of the four (4) existing tunnels. Note the review of the remaining tunnel is occurring as part of a separate project.

As the prime consultant, Garver will provide all project management, will be onsite of the inspections, and will coordinate with the moisture consultant. The specific roles and work elements for which Garver and supporting subconsultants are responsible are as follows:

- Garver – Prime – Will provide overall project management and site investigations.
- Construction Moisture Consulting (CMC) – Moisture – Will conduct site investigations.

**The following tasks represent the detailed scope of services that will be provided as part of this project.**

#### 1. PROJECT MANAGEMENT

As the prime consultant, Garver will provide overall project management throughout the duration of the project.

- 1.1. Project Management: Garver will monitor the overall project budget and schedule and will work with subconsultants to ensure that correct resources are applied to meet budget and schedule requirements. Garver will prepare/compile and submit invoices meeting GOAA invoicing requirements monthly. Invoices will include a status report.

#### 2. SITE INVESTIGATIONS AND ASSESSMENT REPORT

Garver will conduct site visits to review the tunnel/parking garage interfaces.

- 2.1. Site Visit: Garver will conduct one site visit at each of the three (3) tunnels to observe the condition of the tunnel to garage interface. The intent of the site visit is to assist with determining the cause of water intrusion in that location. The interfaces are located below existing landscape beds which will be excavated by others prior to inspection. Excavation will be conducted by others and coordinated by GOAA. Up to three (3) separate site visits are included to accommodate timing of excavations..

#### 3. SCHEDULE

No specific timeframe is provided for this work. GOAA shall notify Garver when the excavation is complete and the tunnel to parking garage interface is exposed.

**END OF EXHIBIT A**



**CMC**  
Construction Moisture  
Consulting  
Roofing/Waterproofing/Exterior Walls/Glazing  
Complete Building Envelope Specialists

**CMC PROPOSAL FOR ADDITIONAL SERVICES  
FOR SELECT BUILDING ENVELOPE CONSULTING SERVICES**

**PREPARED FOR:**

**GARVER**

**Orlando International Airport  
Tunnel Waterproofing Repairs  
Orlando, Florida  
CMC Project No.: 25-09059**

Prepared by:  
Construction Moisture Consulting  
Charles Beardslee, RRO/IIBEC, MSI/ICC  
CEO  
Carey A. Hunt, RRO, IIBEC  
Vice President/Senior Consultant  
November 10, 2025



November 10, 2025

Garver  
600 W. Hillsboro Boulevard, Suite 602  
Deerfield Beach, Florida 33441

Attn: Mr. John Carrigan, PE, SE, LEED AP  
South Florida Aviation Leader

Project: Orlando International Airport  
Tunnel Waterproofing Repairs  
Orlando, Florida  
CMC Project No.: 25-09059

Re: CMC Proposal  
for Additional Services for Select Building Envelope Consulting Services

Dear Mr. Carrigan:

Pursuant to your request, Cornerstone Special Inspections, LLC DBA Construction Moisture Consulting (CMC) is pleased to provide this proposal to perform additional services select building envelope consulting services for the above referenced project. Based on our understanding of what you wish accomplished, we herein furnish the following for your review and use.

**1.0 SCOPE**

**1.1 Field Investigation Phase**

1.1.1 CMC will complete an abbreviated visual survey to review the excavated (by others) below-grade areas where the pedestrian tunnel connects with the typical parking garage elevator tower. This will include up to 3 site visits to review the 3 tunnel assemblies, which is in addition to our original field investigation proposal which will be focused on the first tunnel. These observations will be included within CMC's electronic (PDF) report outlining our field observations with corresponding photographs depicting examples of items reported as needed, and identifying potential solutions for corrective action as well as further investigations.

- CMC Senior Consultant - Based on 24 @ \$185.00 per Hour  
..... \$4,440.00


*All excavation work to expose below-grade conditions, including safety and maintenance of traffic requirements, are to be completed and coordinated by a GOAA continuing contractor (by others) and is expressly excluded from CMC's scope of work.*


**1.2 TOTAL NOT-TO-EXCEED FEE..... \$4,440.00**  
*The above allowance is based on not-to-exceed 24 hours at the GOAA approved  
CMC Senior Consultant Rate of \$185.00 per hour.*

Should you have any questions or wish to further discuss any element of this proposal, please do not hesitate to contact our office at your convenience.

Respectfully,

CONSTRUCTION MOISTURE CONSULTING

  
Charles Beardslee, RRO/IIBEC, MSI/ICC  
CEO

  
Carey A. Hunt, RRO, IIBEC  
Vice President/Senior Consultant

Attachment: Applicable “C” Tables

**EXHIBIT A - CONSULTANT'S COMPENSATION PROPOSAL**  
**TABLE C-1**  
**SUMMARY OF TOTAL CONTRACT VALUE**

Phase of Project:	Project Management	Site Investigations	TOTAL CONTRACT
1.0 Lump Sum Fee:	\$0	\$0	\$0
2.0 Not to Exceed Reimbursable Fee:	\$770	\$11,154	\$11,924
3.0 Not to Exceed Reimbursable Expenses:	\$0	\$0	\$0
<b>4.0 TOTAL CONTRACT VALUE:</b>	<b>\$770</b>	<b>\$11,154</b>	<b>\$11,924</b>

Total Lump Sum Labor Hours:	0	0	0
Total Not to Exceed Reimbursable Labor Hours:	3	42	45
<b>TOTAL LABOR HOURS:</b>	<b>3</b>	<b>42</b>	<b>45</b>
<b>Average Hourly Rate:</b>	<b>\$257</b>	<b>\$266</b>	<b>\$265</b>

Notes:

1. The lump sum cells in Table C-1 are linked to Table C-4 values
2. The Not to Exceed cells in Table C-1 are linked to Table C-4 values
3. The linked cells are based on a maximum of 5 subconsultants; if more than 5 are

**EXHIBIT A - CONSULTANT'S COMPENSATION PROPOSAL**  
**TABLE C-4**  
**SUMMARY OF NOT TO EXCEED REIMBURSABLE FEES AND EXPENSES**

Phase of Project:	Project Management		Investigation		TOTAL		
	labor hours	Total Fee	labor hours	Total Fee	labor hours	Cost	Avg. Rate
<b>Garver</b>							
Not to Exceed Reimbursable Fee	3	\$770	18	\$6,714	21	\$7,484	356
Not to Exceed Reimbursable Expenses		\$0		\$0		\$0	
<b>Sub-Total Garver</b>	<b>3</b>	<b>\$770</b>	<b>18</b>	<b>\$6,714</b>	<b>21</b>	<b>\$7,484</b>	<b>356</b>
<b>Construction Moisture Consulting (CMC)</b>							
Not to Exceed Reimbursable Fee	0	\$0	24	\$4,440	24	\$4,440	185
Not to Exceed Reimbursable Expenses		\$0		\$0		\$0	
<b>Sub-Total CMC</b>	<b>0</b>	<b>\$0</b>	<b>24</b>	<b>\$4,440</b>	<b>24</b>	<b>\$4,440</b>	<b>185</b>
<b>Total Not to Exceed Amount:</b>	<b>3</b>	<b>\$770</b>	<b>42</b>	<b>\$11,154</b>	<b>45</b>	<b>\$11,924</b>	<b>265</b>

**EXHIBIT A - CONSULTANT'S COMPENSATION PROPOSAL**  
**TABLE C-5**  
**BREAKDOWN OF NOT TO EXCEED REIMBURSABLE FEES**

Garver

Position:	PROJECT MANAGER		BUILDINGS LEADER		BUILDINGS LEADER (TRAVEL)		ADMIN ASSISTANT		TOTAL		
	labor hours	Cost	labor hours	Cost	labor hours	Cost	labor hours	Cost	labor hours	Cost	Avg. Hourly Rate
<b>Rate (\$/Hour):</b>	\$333.00		\$333.00		\$373.00		\$104.00				
<b>Project Management</b>											
Project Management	2	\$666	0	\$0	0	\$0	1	\$104	3	\$770	\$257
<b>Sub-Total</b>	<b>2</b>	<b>\$666</b>	<b>0</b>	<b>\$0</b>	<b>0</b>	<b>\$0</b>	<b>1</b>	<b>\$104</b>	<b>3</b>	<b>\$770</b>	<b>\$257</b>
<b>Site Investigations</b>											
Site Visit	0	\$0	0	\$0	18	\$6,714	0	\$0	18	\$6,714	\$373
<b>Sub-Total</b>	<b>0</b>	<b>\$0</b>	<b>0</b>	<b>\$0</b>	<b>18</b>	<b>\$6,714</b>	<b>0</b>	<b>\$0</b>	<b>18</b>	<b>\$6,714</b>	<b>\$373</b>
<b>TOTAL NOT TO EXCEED REIMBURSABLE FEE:</b>	<b>2</b>	<b>\$666</b>	<b>0</b>	<b>\$0</b>	<b>18</b>	<b>\$6,714</b>	<b>1</b>	<b>\$104</b>	<b>21</b>	<b>\$7,484</b>	<b>\$356</b>

**NOTES:**

1. A separate spreadsheet is required for each consultant/subconsultant with any portion of it's services to be compensated on a not to exceed reimbursable basis.
2. Each spreadsheet to be customized to accurately indicate the actual services to be provided for each phase of the Project.

**EXHIBIT A - CONSULTANT'S COMPENSATION PROPOSAL**

**TABLE C-5**

**BREAKDOWN OF NOT TO EXCEED REIMBURSABLE FEES**

Construction Moisture Consulting (CMC)

Position:	SENIOR CONSULTANT		TOTAL		
	labor hours	Cost	labor hours	Cost	Avg. Hourly Rate
Rate (\$/Hour):	\$185.00				
Site Investigation and Assessment Report					
Field Investigation	24	\$4,440	24	\$4,440	\$185
<b>Sub-Total</b>	<b>24</b>	<b>\$4,440</b>	<b>24</b>	<b>\$4,440</b>	<b>\$185</b>
<b>TOTAL NOT TO EXCEED REIMBURSABLE FEE:</b>	<b>24</b>	<b>\$4,440</b>	<b>24</b>	<b>\$4,440</b>	<b>\$185</b>

**EXHIBIT A - CONSULTANT'S COMPENSATION PROPOSAL**  
**TABLE C-7a, C-7b and C-7c**  
**PARTICIPATION SCHEDULES**

**TABLE C-7b MWBE PARTICIPATION SCHEDULE**

NAME OF SUBCONSULTANT	ADDRESS	MWBE CLASSIFICATION	PROPOSED SCOPE OF SERVICES	FEE	PROPOSED PARTICIPATION
CMC Design Group, Inc.	4508 Oak Fair Blvd., Ste. 290, Tampa, Florida 33610-7368	Women Business Certification	Building Envelope Consultant	\$4,440.00	37.24%
<b>TOTAL PROPOSED PARTICIPATION</b>				<b>\$4,440.00</b>	<b>37.24%</b>

**EXHIBIT A - CONSULTANT'S COMPENSATION PROPOSAL**  
**TABLE C-9**  
**CONTRACT HOURLY RATES**

All amounts invoiced by the Consultant as Reimbursable Fees shall be calculated on the basis of the actual number of hours of services rendered under this Agreement by each of the positions defined and by the new positions as identified below, multiplied by the corresponding Contract Hourly Rate, up to the Not to Exceed limit defined by the Agreement. Include information on positions held by both the design consultant and each subconsultant.

FIRM	POSITION	CONTRACT HOURLY RATE
Garver	Principal	\$334.00
Garver	Project Manager	\$333.00
Garver	Buildings Leader	\$333.00
Garver	Civil Leader	\$260.00
Garver	Engineer 6	\$306.00
Garver	Engineer 5	\$260.00
Garver	Engineer 4	\$226.00
Garver	Engineer 3	\$195.00
Garver	Engineer 2	\$173.00
Garver	Engineer 1	\$135.00
Garver	Architect 6	\$273.00
Garver	Architect 4	\$222.00
Garver	Architect 3	\$180.00
Garver	Architect 2	\$148.00
Garver	Architect 1	\$127.00
Garver	Planner 3	\$280.00
Garver	Planner 2	\$214.00
Garver	Planner 1	\$130.00
Garver	Environmental Specialist	\$217.00
Garver	Technician 2	\$128.00
Garver	Technician 1	\$103.00
Garver	Project Controls 4	\$212.00
Garver	Project Controls 3	\$175.00
Garver	Project Controls 1	\$106.00
Garver	Admin Assistant	\$106.00
Garver	Tampa Travel Premium	\$30.00
Garver	Ft Lauderdale Travel Premium	\$40.00

**EXHIBIT A - CONSULTANT'S COMPENSATION PROPOSAL**  
**TABLE C-9**  
**CONTRACT HOURLY RATES**


Construction Moisture Consulting	Senior Consultant	\$185.00

TRUTH IN NEGOTIATION CERTIFICATION

The Consultant hereby certifies, covenants, and warrants that wage rates and other factual unit costs supporting the compensation for this project's agreement are accurate, complete, and current at the time of contracting.

The Consultant further agrees that the original agreement price and any additions thereto shall be adjusted to exclude any significant sums by which the Greater Orlando Aviation Authority determines the agreement price was increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs. All such agreement adjustments shall be made within one (1) year following the end of the contract. For purposes of this certificate, the end of the agreement shall be deemed to be the date of final billing or acceptance of the work by the Greater Orlando Aviation Authority, whichever is later.

Consultant: Garver, LLC

By:  \_\_\_\_\_

Print Name: Matthew Serynek, PE

Date: 11/10/25

# PROJECT START-UP PACKAGE FOR H-00407-MCO

*PROJECT ASSESSMENT FORM (PAF)*

Coding by Construction Finance :

**DATE:** November 12, 2025

**TO:** Jeffrey Brown, Chief Development Officer

**FROM:** Kasim Levent-Ozpercin, Senior Project Manager

**SUBJECT: Project Start-Up**

Short Name:
Template:
Campus:
Cost Center:
Organization:
Program:
Subprogram:

**H-00407-MCO NORTH TERMINAL A & B TUNNEL LEAK ASSESSMENT  
PHASE 2  
Orlando International Airport**

**PROGRAM: Facilities Improvements Projects / Other FIP Projects by Maintenance (FIP)**

**DESCRIPTION OF PROJECT:**

**SPONSOR:** Facilities

Excavate the planter area at the ground transportation level (Level 1) of Terminal B West side, Terminal A West side and Terminal A East side by the elevator pits to expose the top of the tunnel and expansion joint so Garver can investigate the leaking into the tunnels and provide an assessment report for each location.

**PROPOSED DELIVERY METHOD:** (Proposed)

**A/E:** Garver LLC

**Construction:** Direct Negotiated - Traditional

**OAR Design Phase:** The Roderick Group, Inc. dba Ardmore Roderick

**OAR Constr. Phase:** The Roderick Group, Inc. dba Ardmore Roderick

**SCHEDULE:** (See Details under "CURRENT STATUS" Below)

Advertise:

Pre-Bid Conference:

Bid Opening:

Ant. Notice to Proceed: 12/01/2025

Ant. Subst. Completion: 01/09/2026 **40 Calendar Days**

Ant. Final Completion: 03/10/2026 **60 Calendar Days**

**PROJECT PRIORITY:** High Priority

**LIFE EXPECTANCY OF PROJECT:**

**FUNDING:** O&M (Operations & Maintenance Fund)

**CONTROL BUDGET:**

Task	\$ Amount	BY CONSTRUCTION FINANCE:		Comments
		\$ FUNDED	\$ UNFUNDED	
A/E Consultant Fees - Design Phase (Base)	\$12,000.00			
A/E Consultant Fees - Construction Phase (Base)	\$0.00			
Construction	\$98,442.00			
OAR Fees - Design Phase	\$0.00			
OAR Fees - Construction Phase	\$10,000.00			
Miscellaneous	\$0.00			
Contingency	\$15,558.00			
<b>TOTAL</b>	<b>\$136,000.00</b>			

**Comments by Construction Finance**

FAA/AIP				
FDOT				
PFCs				
Authority Funds				
Other Funds				
<b>TOTAL</b>				

CC: Fully executed copy will be posted to \GROUPS\CONST\_ENG\PDF- Start-Up Packages\

# PROJECT START-UP PACKAGE FOR H-00407-MCO

## CURRENT STATUS:

FUNDING: O&M (301.631.210.5310009.000.000000)

## TENTATIVE SCHEDULE:

11/25/25 Receive approval to award from CC

12/01/25 Complete contract execution

12/01/25 Issue Construction NTP (effective date)

01/09/26 Substantial Completion (40 calendar days from NTP)

03/10/26 Final Completion (60 calendar days from Subst.)

---

## DRB (DISPUTE REVIEW BOARD):

DRB requirement IS NOT anticipated.

---

## SYSTEMS / AREAS AFFECTED:

NONE

---

## ANTICIPATED PERMITS:

### PERMITS

Agency :	Type Of Permit:	Permit No:	Issued:	Expires:	Final:	Comments:	Address:

# PROJECT START-UP PACKAGE FOR H-00407-MCO

REVIEWED BY:

---

PROJECT MANAGER:

\_\_\_\_\_ Date: \_\_\_\_\_  
Kasim (Levent) Ozpercin, RA, Senior Project Manager, Architecture

\_\_\_\_\_ Date: \_\_\_\_\_  
Tuan Nguyen, Assistant Vice President, Engineering

---

ENGINEERING & CONSTRUCTION SENIOR STAFF:

\_\_\_\_\_ Date: \_\_\_\_\_  
Scott Shedek, Vice President, Construction

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

---

*If signing as a Temporary Designee, attach a copy of authorization memo (or e-mail)*



**INFORMATIONAL  
ITEM FOR CCM  
11/25/2025 ITEM  
4-N  
REVISED  
BACKUP**

**Request for REQUISITION**

Date: 11/12/2025  
 Requestor's Name: Ksenia Merck  
 Department: Construction  
 Project Number: W-S00161  
 Project Name: Terminal C GTF / RAC Lobby FF&E and Items

Request #:  
 Purchasing Contract #: 112124-SEC

Vendor: **NOTE:** Pls. complete Vendor's info (address/phone) **only** if Cost of item(s) Cost is/are **less than (\$5,000)**;

If you have a Vendor's Quote, pls. attached it to this Request;  
 If more than \$5,000, the item(s) will be sent out for bid.)

**Name:** Sharp

**Address:** 3250 Lacey Rd Suite 500  
Downers Grove, Illinois 60515

**Phone:** 727.709.9997 **Contact Name (Vendor)** Ken Silvestri / Manny Cuza

**Email:** SilvestriK@Sharpusa.com / ManuelCuza@Sharpusa.com

**ITEMS NEEDED:**

GOAA Part Number	Product Description	Vendor Part Number	Quantity	Unit Cost	Extended Cost
NCF02488	FE 1.5MM Custom dvLED Screen for RAC	FE1.5mm(i3) dvLED Option LED 7868p15356-A	1	918,273.00	918,273.00
SCF00396	SHARP ExtWarr, 7YR, DVLED Hardware only-i3	DVLEDY7786815-A	1	37,776.00	37,776.00
SCF00395	Tariffs	LED 7868TARIFF	1	121,847.00	121,847.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
<b>Grand Total</b>					<b>1,077,896.00</b>

If Designee for any of the authorized directors listed below, please attach a designee form.

Ksenia J. Merck *Ksenia Merck*  
box SIGN 4K378RW4-110RW732

Nov 21, 2025  
 Date

Scott Shedek *Scott Shedek*  
box SIGN 19B171V4-172KW859  
 Vice President's Signature (approval amount \$10,000)

Nov 25, 2025  
 Date

Scott Shedek *Scott Shedek*  
box SIGN 19B171V4-172KW859  
 Sr. Vice President's Signature (approval amount \$50,000)

Nov 25, 2025  
 Date

Jeffrey Brown *Jeffrey Brown*  
box SIGN 17BY81V4-172KW859  
 EVP - Chief Development Officer's Signature (approval amount \$75,000.00)

Nov 25, 2025  
 Date

Kathleen Sharman  
 Chief Financial Officer Signature (approval up to \$10M for capital items)

\_\_\_\_\_  
 Date

**TABULATION OF RESPONSES**

ID #:	26-298-OEC
TITLE:	Sharp Monitor LED Wall
WEB POSTING DATE:	N/A
DUE DATE:	N/A
TIME:	N/A
PROJECT #:	WS161
CONTRACT #:	N/A
# OF NOTIFICATIONS:	1
# OF RESPONSES:	1

RANK	COMPANY NAME	TOTAL BID AMOUNT
1	Sharp	\$ 1,077,896.00

END OF BIDTAB



**26-298-OEC**  
**Sharp Monitor LED Wall (WS161)**

**QUOTE TABULATION - DETAIL**  
**VENDORS LISTED IN ALPHABETICAL ORDER**

		Sharp				Sharp			
GOAA #	DESCRIPTION	UOM	QTY	UNIT PRICE	BID TOTAL	UNIT PRICE	BID TOTAL	UNIT PRICE	BID TOTAL
1	NCF02488 FE 1.5mm (i3) dVLED Option, *Overall dimensions: 177.5' x 4.5', Native Resolution: 34176 x 864, Requires 9x HDMI inputs: #LED7868p15356-A	Ea	1	\$ 918,273.00	\$ 918,273.00				
2	SCF00395 Any additional fees or costs charged to Sharp for the goods ordered and which are applied at time of import at a US Port of Entry will be passed on and are the responsibility of the customer; #LED7868TARIFF	USD	1	\$ 121,847.00	\$ 121,847.00				
3	SCF00396 SHARP ExtWarr, 7 YR, DVLED Hardware ONLY - i3; #DVLEDY7786815-A	USD	1	\$ 37,776.00	\$ 37,776.00				
4				\$ -					
5				\$ -					
6				\$ -					
7				\$ -					
8				\$ -					
9				\$ -					
10				\$ -					
11				\$ -					
<b>GRAND TOTAL:</b>					<b>\$ 1,077,896.00</b>				



Greater Orlando Aviation Authority RAC dvLED

Quote #007868 v5

Prepared For:  
**Greater Orlando Aviation Authority**  
 Greater Orlando Aviation Authority .

Prepared by:  
**SHARP**  
 Ken Silvestri  
 3250 Lacey Rd  
 Suite 500  
 DOWNERS GROVE, Illinois 60515

Date Issued:  
**11/12/2025**  
 Expires:  
**12/31/2025**

FE 1.5mm **CUSTOM** dvLED Screen for RAC

**Sourcewell Contract# 112124-SEC**

Description	Price	Qty	Ext. Price
<b>LED7868p15356-A FE 1.5mm (i3) dvLED Option</b> * Overall dimensions: 177.5' x 4.5' * Native Resolution: 34176 x 864 * Requires 9x HDMI inputs	<b>\$918,273.00</b>	<b>1</b>	<b>\$918,273.00</b>
<b>LED-FE015i3 Module</b> 10% Spares H9 Controller (9x HDMI 2.0 Inputs/4x 20-Port Output Cards) Service Tool Sharp Wall-Mount DvLED Design Engineering for Custom dvLED Wall		356 1 1 1 1 1	
<b>LEDINST356 Installation charge for (1) 89 x 4 DvLED Display. Installation will take place during normal business hours. Training for Hardware and Support (reseller/integrator must be present for install.</b> *SNDS field rep will train on pixel card removal, controller configuration and cable diagram. The reseller/integrator will be responsible for the first level of support for any troubleshooting for the dvLED wall. SNDS onsite support/troubleshooting not included with quote. SNDS is not responsible for content or content creation. * Assumes 3 weeks (5 day week) on site		1	
<b>LED7868SHIP Standard Shipping</b>		1	
<b>LED7868TARIFF Tariffs are included</b>	<b>\$121,847.00</b>	1	<b>\$121,847.00</b>
<b>LEDSERVONSITE Site Survey Prior to Installation</b>		1	
<b>Subtotal:</b>			<b>\$1,040,120.00</b>



Optional Warranty/Services for 1.5mm

\* Optional

Description	Price	Qty	Ext. Price
DVLEDY7786815-A SHARP ExtWarr, 7 YR, DVLED Hardware ONLY - i3	\$37,776.00	1	\$37,776.00
* Optional Subtotal:			<b>\$37,776.00</b>

Acceptance	
SHARP	Greater Orlando Aviation Authority
<i>Greg Burket</i>	Greater Orlando Aviation Authority .
Signature / Name	Signature / Name Initials
11/20/2025	
Date	Date



## Terms and Conditions

1. This quote is strictly for pricing consideration. A formal agreement between the customer and SHARP will be submitted upon agreement of pricing.
2. The standard delivery time is 12-16 weeks upon receipt of Purchase Agreement.
3. Payment terms per the established Terms and Conditions of Sale Agreement.
4. Quoted prices are valid for 60 days from quotation date.
5. An executed purchase agreement is required to complete this transaction.
6. Quoted prices do NOT include applicable local, state, federal taxes, import duties, import VAT and shipping & handling unless otherwise specified.
7. Quoted products are non-cancelable and non-returnable.
8. Product warranty covers three years parts, with 2% onsite spare units.
9. In the event that SHARP provides installation services, such services are warranted by SHARP for the first ninety (90) days from the completed installation date. SHARP warrants that such services will be performed in a workmanlike manner in accordance with the written customer installation specifications. SHARP must be notified of any defect within the ninety (90) day warranty period.
10. If for any reason the client changes the scope of the project once it has started, all pricing, due dates, availability of components, etc., are subject to change per this document.
11. Warranty will become void if the wall is dismantled and relocated from the initial install location
12. SHARP is not responsible for the installation of products not purchased from SHARP.
13. SHARP is not responsible for structural support.
14. SHARP is not responsible for modifying structures, floors, and ceilings, or installing conduit.
15. Standard product warranty terms and conditions govern any product defects discovered during Services.
16. In the event of damage or failure of the product and no spares are available at the installation site, the customer will follow standard warranty procedures and receive an RMA for the repair of the defective product. Technicians will not extend the engagement to wait for the arrival of replacement parts. If the repair product does not arrive during the current installation, Customer will need to schedule a service call once the parts arrive.
17. The customer is always responsible for the storage of the equipment and materials, prior to the physical installation of the product.
18. Customer will coordinate SHARP technician security access to the installation site.
19. SHARP technicians will not consolidate trash and other debris; the Customer will be responsible for trash removal from the installation site.
20. SHARP reserves the right to invoice additional charges for Services delivered outside the scope set forth in this statement of work or if site conditions do not meet the requirements stated herein.
21. SHARP is not responsible for lifts or scaffolding and not included in price quoted. **[Required on installations that begin 6ft or higher off the flooring or and projects where the screen height is higher than 9ft off the floor]**
22. Content, CMS and or Scaler not included
23. Any additional fees or costs charged to Sharp for the goods ordered and which are applied at time of import at a US Port of Entry will be passed on and are the responsibility of the customer.



RESPONSIBILITY MATRIX - FULL INSTALL FROM SHARP					
Task	SHARP	Reseller	End User/Contractor	Completed or N/A	Date/Time Confirmed
<b>Post-Sale</b>					
Provide Electrical and Data Line Drawings of dvLED wall	x				
Provide Mechanical drawings of dvLED wall (non-stamped)	x				
<b>Pre-Installation</b>					
Pre-Install Project Review	x	x	x		
SOW/responsibility Matrix Review	x	x	x		
Provide complete BOM/packing slip with shipment tracking	x				
Provide 3/4" AA grade Plywood/Support Structure @ 0.25" tolerance flatness across wall		x	x		
If the plywood backing is not flat, unistrut will be required		x			
Verify there is no covering (i.e. drywall/sheetrock) over backing material		x	x		
Unterminated electrical Cable Pulls to dvLED wall location, extra slack required (length TBD)			x		
Upstream Image Processing/Scaling/Windowing of Content (custom resolution)		x	x		
CAT6 shielded Data Cable Pulls to dvLED wall location with 6' terminated whip at wall		x	x		
SPARE/SERVICE CAT6 shielded control access cable provided at wall		x	x		
CAT6 shielded connections verified/tested on site and ready for termination		x	x		
CAT6 shielded data runs to be tested/verified and labeled		x	x		
Installation of Sharp NEC Controller(s) and light sensor box (if needed)		x	x		
Permits, Engineering Stamps & Necessary Inspections		x	x		
Provide scissor lift(s), ladders or scaffold (if AFF height is above 6' and/or top of screen is above 9')		x	x		
Provide 6ft bubble level if possible		x			
Setup, movement, removal of scaffold		x			
Pre-Install progress pictures		x			
Pre-Install Site Survey, if needed (may be live or virtual)	x	x	x		
Delivery of product to loading dock (or specific if a liftgate truck is needed)	x				
Delivery of product from loading dock to install location		x	x		
Floor Protection, if needed		x	x		
On site secure storage prior to install			x		
Overnight storage of materials during install process			x		
<b>Installation</b>					
Termination of data/power cables at wall (prior to Sharp/NEC arrival)		x	x		
Worksite clear of dust and debris (required for install to proceed)		x	x		
Inventory of dvLED wall components on site	x				
Unrestricted or supervised access to equipment/control space during install process			x		
Open workspace with minimum of 2x work tables		x	x		
Unpacking of components	x	x			
Mounting of vertical wall mount brackets, power bar, modules, trim and pixel cards.	x				
Pixel Card Z-Axis Alignment	x				
Commission/Configuration of DvLED wall	x				
Provide actual test content player/source for testing and configuration		x	x		
Connection of content source to controller(s)		x			
<b>Post Installation (on site)</b>					
Clean Up Job Site of All Debris related to dvLED installation	x				
Waste disposal		x	x		
Cover dvLED wall with double layer of visqueen (if applicable)		x			
On site training on use of system	x	x	x		
Pixel Card replacement training	x	x	x		
dvLED Software Training	x	x	x		
Final System Testing & Commissioning		x			
Signoff of COA		x	x		

**MASTER AGREEMENT #112124**

**CATEGORY: Copiers, Printers, and Multi-Function Devices with Related Supplies,  
Accessories, and Services**

**SUPPLIER: Sharp Electronics Corporation**

This Master Agreement (Agreement) is between Sourcewell, a Minnesota service cooperative located at 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479 (Sourcewell) and Sharp Electronics Corporation, 100 Paragon Drive, Montvale, NJ 07645 (Supplier).

Sourcewell is a local government and service cooperative created under the laws of the State of Minnesota (Minnesota Statutes Section 123A.21) offering a Cooperative Purchasing Program to eligible participating government entities.

Under this Master Agreement entered with Sourcewell, Supplier will provide Included Solutions to Participating Entities through Sourcewell's Cooperative Purchasing Program.

**Article 1:  
General Terms**

The General Terms in this Article 1 control the operation of this Master Agreement between Sourcewell and Supplier and apply to all transactions entered by Supplier and Participating Entities. Subsequent Articles to this Master Agreement control the rights and obligations directly between Sourcewell and Supplier (Article 2), and between Supplier and Participating Entity (Article 3), respectively. These Article 1 General Terms control over any conflicting terms. Where this Master Agreement is silent on any subject, Participating Entity and Supplier retain the ability to negotiate mutually acceptable terms.

- 1) **Purpose.** Pursuant to Minnesota law, the Sourcewell Board of Directors has authorized a Cooperative Purchasing Program designed to provide Participating Entities with access to competitively awarded cooperative purchasing agreements. To facilitate the Program, Sourcewell has awarded Supplier this cooperative purchasing Master Agreement following a competitive procurement process intended to meet compliance standards in accordance with Minnesota law and the requirements contained herein.
- 2) **Intent.** The intent of this Master Agreement is to define the roles of Sourcewell, Supplier, and Participating Entity as it relates to Sourcewell's Cooperative Purchasing Program.
- 3) **Participating Entity Access.** Sourcewell's Cooperative Purchasing Program Master Agreements are available to eligible public agencies (Participating Entities). A Participating Entity's authority to access Sourcewell's Cooperative Purchasing Program is determined through the laws of its respective jurisdiction.
- 4) **Supplier Access.** The Included Solutions offered under this Agreement may be made available to any Participating Entity. Supplier understands that a Participating Entity's use of this Agreement is at the Participating Entity's sole convenience. Supplier will educate its sales and service forces about

Sourcewell eligibility requirements and required documentation. Supplier will be responsible for ensuring sales are with Participating Entities.

- 5) **Term.** This Agreement is effective upon the date of the final signature below. The term of this Agreement is four (4) years from the effective date. The Agreement expires at 11:59 P.M. Central Time on January 10, 2029, unless it is cancelled or extended as defined in this Agreement.
  - a) **Extensions.** Sourcewell and Supplier may agree to up to three (3) additional one-year extensions beyond the original four-year term. The total possible length of this Agreement will be seven (7) years from the effective date.
  - b) **Exceptional Circumstances.** Sourcewell retains the right to consider additional extensions as required under exceptional circumstances.
- 6) **Survival of Terms.** Notwithstanding the termination of this Agreement, the obligations of this Agreement will continue through the performance period of any transaction entered between Supplier and any Participating Entity before the termination date.
- 7) **Scope.** Supplier is awarded a Master Agreement to provide the solutions identified in (Solicitation #112124) to Participating Entities. In-Scope solutions include:
  - a) Copiers, printers, scanners, and multi-function devices for the purpose of print, specialty print, duplication, reproduction, or imaging of documents or material across a broad range of output formats, qualities, and sizes, in a variety of device capabilities, such as mobile, desktop, and production units, and black and white or color format;
  - b) Proposers may offer hardware, software, and accessories, to the extent that they are complementary and directly related to the solutions described in 7)a above;
  - c) Services related to the solutions described in 7)a – b) above, including managed print services (MPS), access or security controls, networking, installation, monitoring or testing, maintenance or repair, and warranty programs. However, this solicitation should NOT be construed to include MPS-only or service-only solutions.
- 8) **Included Solutions.** Supplier's Proposal to the above referenced RFP is incorporated into this Master Agreement. Only those Solutions included within Supplier's Proposal and within Scope (Included Solutions) are included within the Agreement and may be offered to Participating Entities.
- 9) **Indefinite Quantity.** This Master Agreement defines an indefinite quantity of sales to eligible Participating Entities.
- 10) **Pricing.** Pricing information (including Pricing and Delivery and Pricing Offered tables) for all Included Solutions within Supplier's Proposal is incorporated into this Master Agreement.
- 11) **Not to Exceed Pricing.** Suppliers may not exceed the prices listed in the current Pricing List on file with Sourcewell when offering Included Solutions to Participating Entities. Participating Entities may request adjustments to pricing directly from Supplier during the negotiation and execution of any transaction.

12) **Open Market.** Supplier's open market pricing process is included within its Proposal.

13) **Supplier Representations:**

i) **Compliance.** Supplier represents and warrants it will provide all Included Solutions under this Agreement in full compliance with applicable federal, state, and local laws and regulations.

ii) **Licenses.** As applicable, Supplier will maintain a valid status on all required federal, state, and local licenses, bonds, and permits required for the operation of Supplier's business with Participating Entities. Participating Entities may request all relevant documentation directly from Supplier.

iii) **Supplier Warrants.** Supplier warrants that all Included Solutions furnished under this Agreement are free from liens and encumbrances, and are free from defects in design, materials, and workmanship. In addition, Supplier warrants the Solutions are suitable for and will perform in accordance with the ordinary use for which they are intended.

14) **Bankruptcy Notices.** Supplier certifies and warrants it is not currently in a bankruptcy proceeding. Supplier has disclosed all current and completed bankruptcy proceedings within the past seven years within its Proposal. Supplier must provide notice in writing to Sourcewell if it enters a bankruptcy proceeding at any time during the term of this Agreement.

15) **Debarment and Suspension.** Supplier certifies and warrants that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from programs operated by the State of Minnesota, the United States federal government, or any Participating Entity. Supplier certifies and warrants that neither it nor its principals have been convicted of a criminal offense related to the subject matter of this Agreement. Supplier further warrants that it will provide immediate written notice to Sourcewell if this certification changes at any time during the term of this Agreement.

16) **Provisions for non-United States federal entity procurements under United States federal awards or other awards (Appendix II to 2 C.F.R § 200).** Participating Entities that use United States federal grant or other federal funding to purchase solutions from this Agreement may be subject to additional requirements including the procurement standards of the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, 2 C.F.R. § 200. Participating Entities may have additional requirements based on specific funding source terms or conditions. Within this Section, all references to "federal" should be interpreted to mean the United States federal government. The following list applies when a Participating Entity accesses Supplier's Included Solutions with United States federal funds.

i) **EQUAL EMPLOYMENT OPPORTUNITY.** Except as otherwise provided under 41 C.F.R. § 60, all agreements that meet the definition of "federally assisted construction contract" in 41 C.F.R. § 60-1.3 must include the equal opportunity clause provided under 41 C.F.R. § 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 C.F.R. §, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing

regulations at 41 C.F.R. § 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.” The equal opportunity clause is incorporated herein by reference.

ii) **DAVIS-BACON ACT, AS AMENDED (40 U.S.C. § 3141-3148).** When required by federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. § 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 C.F.R. § 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-federal entity must report all suspected or reported violations to the federal awarding agency. The contracts must also include a provision for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. § 3145), as supplemented by Department of Labor regulations (29 C.F.R. § 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-federal entity must report all suspected or reported violations to the federal awarding agency. Supplier must comply with all applicable Davis-Bacon Act provisions.

iii) **CONTRACT WORK HOURS AND SAFETY STANDARDS ACT (40 U.S.C. § 3701-3708).** Where applicable, all contracts awarded by the non-federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. §§ 3702 and 3704, as supplemented by Department of Labor regulations (29 C.F.R. § 5). Under 40 U.S.C. § 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. § 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies, materials, or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence. This provision is hereby incorporated by reference into this Agreement. Supplier certifies that during the term of an award for all Agreements by Sourcewell resulting from this procurement process, Supplier must comply with applicable requirements as referenced above.

iv) **RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT.** If the federal award meets the definition of “funding agreement” under 37 C.F.R. § 401.2(a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient

must comply with the requirements of 37 C.F.R. § 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency. Supplier certifies that during the term of an award for all Agreements by Sourcewell resulting from this procurement process, Supplier must comply with applicable requirements as referenced above.

v) **CLEAN AIR ACT (42 U.S.C. § 7401-7671Q.) AND THE FEDERAL WATER POLLUTION CONTROL ACT (33 U.S.C. § 1251-1387).** Contracts and subgrants of amounts in excess of \$150,000 require the non-federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. § 7401- 7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. § 1251- 1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA). Supplier certifies that during the term of this Agreement it will comply with applicable requirements as referenced above.

vi) **DEBARMENT AND SUSPENSION (EXECUTIVE ORDERS 12549 AND 12689).** A contract award (see 2 C.F.R. § 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 C.F.R. § 180 that implement Executive Orders 12549 (3 C.F.R. § 1986 Comp., p. 189) and 12689 (3 C.F.R. § 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. Supplier certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency.

vii) **BYRD ANTI-LOBBYING AMENDMENT, AS AMENDED (31 U.S.C. § 1352).** Suppliers must file any required certifications. Suppliers must not have used federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Suppliers must disclose any lobbying with non-federal funds that takes place in connection with obtaining any federal award. Such disclosures are forwarded from tier to tier up to the non-federal award. Suppliers must file all certifications and disclosures required by, and otherwise comply with, the Byrd Anti-Lobbying Amendment (31 U.S.C. § 1352).

viii) **RECORD RETENTION REQUIREMENTS.** To the extent applicable, Supplier must comply with the record retention requirements detailed in 2 C.F.R. § 200.333. The Supplier further certifies that it will retain all records as required by 2 C.F.R. § 200.333 for a period of 3 years after grantees or subgrantees submit final expenditure reports or quarterly or annual financial reports, as applicable, and all other pending matters are closed.

ix) **ENERGY POLICY AND CONSERVATION ACT COMPLIANCE.** To the extent applicable, Supplier must comply with the mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.

- x) **BUY AMERICAN PROVISIONS COMPLIANCE.** To the extent applicable, Supplier must comply with all applicable provisions of the Buy American Act. Purchases made in accordance with the Buy American Act must follow the applicable procurement rules calling for free and open competition.
- xi) **ACCESS TO RECORDS (2 C.F.R. § 200.336).** Supplier agrees that duly authorized representatives of a federal agency must have access to any books, documents, papers and records of Supplier that are directly pertinent to Supplier's discharge of its obligations under this Agreement for the purpose of making audits, examinations, excerpts, and transcriptions. The right also includes timely and reasonable access to Supplier's personnel for the purpose of interview and discussion relating to such documents.
- xii) **PROCUREMENT OF RECOVERED MATERIALS (2 C.F.R. § 200.322).** A non-federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. § 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.
- xiii) **FEDERAL SEAL(S), LOGOS, AND FLAGS.** The Supplier cannot use the seal(s), logos, crests, or reproductions of flags or likenesses of Federal agency officials without specific pre-approval.
- xiv) **NO OBLIGATION BY FEDERAL GOVERNMENT.** The U.S. federal government is not a party to this Agreement or any purchase by a Participating Entity and is not subject to any obligations or liabilities to the Participating Entity, Supplier, or any other party pertaining to any matter resulting from the Agreement or any purchase by an authorized user.
- xv) **PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS OR RELATED ACTS.** The Contractor acknowledges that 31 U.S.C. § 38 (Administrative Remedies for False Claims and Statements) applies to the Supplier's actions pertaining to this Agreement or any purchase by a Participating Entity.
- xvi) **FEDERAL DEBT.** The Supplier certifies that it is non-delinquent in its repayment of any federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowance, and benefit overpayments.
- xvii) **CONFLICTS OF INTEREST.** The Supplier must notify the U.S. Office of General Services, Sourcewell, and Participating Entity as soon as possible if this Agreement or any aspect related to the anticipated work under this Agreement raises an actual or potential conflict of interest (as described in 2 C.F.R. Part 200). The Supplier must explain the actual or potential conflict in writing in sufficient detail so that the U.S. Office of General Services, Sourcewell, and Participating Entity are able to assess the actual or potential conflict; and provide any additional information as necessary or requested.

xviii) **U.S. EXECUTIVE ORDER 13224.** The Supplier, and its subcontractors, must comply with U.S. Executive Order 13224 and U.S. Laws that prohibit transactions with and provision of resources and support to individuals and organizations associated with terrorism.

xix) **PROHIBITION ON CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT.** To the extent applicable, Supplier certifies that during the term of this Agreement it will comply with applicable requirements of 2 C.F.R. § 200.216.

xx) **DOMESTIC PREFERENCES FOR PROCUREMENTS.** To the extent applicable, Supplier certifies that during the term of this Agreement, Supplier will comply with applicable requirements of 2 C.F.R. § 200.322.

## **Article 2: Sourcewell and Supplier Obligations**

The Terms in this Article 2 relate specifically to Sourcewell and its administration of this Master Agreement with Supplier and Supplier's obligations thereunder.

- 1) **Authorized Sellers.** Supplier must provide Sourcewell a current means to validate or authenticate Supplier's authorized dealers, distributors, or resellers which may complete transactions of Included Solutions offered under this Agreement. Sourcewell may request updated information in its discretion, and Supplier agrees to provide requested information within a reasonable time.
- 2) **Product and Price Changes Requirements.** Supplier may request Included Solutions changes, additions, or deletions at any time. All requests must be made in writing by submitting a Sourcewell Price and Product Change Request Form to Sourcewell. At a minimum, the request must:
  - Identify the applicable Sourcewell Agreement number;
  - Clearly specify the requested change;
  - Provide sufficient detail to justify the requested change;
  - Individually list all Included Solutions affected by the requested change, along with the requested change (e.g., addition, deletion, price change); and
  - Include a complete restatement of Pricing List with the effective date of the modified pricing, or product addition or deletion. The new pricing restatement must include all Included Solutions offered, even for those items where pricing remains unchanged.

A fully executed Sourcewell Price and Product Change Request Form will become an amendment to this Agreement and will be incorporated by reference.

- 3) **Authorized Representative.** Supplier will assign an Authorized Representative to Sourcewell for this Agreement and must provide prompt notice to Sourcewell if that person is changed. The Authorized Representative will be responsible for:
  - Maintenance and management of this Agreement;
  - Timely response to all Sourcewell and Participating Entity inquiries; and
  - Participation in reviews with Sourcewell.

Sourcewell's Authorized Representative is its Chief Procurement Officer.

- 4) **Performance Reviews.** Supplier will perform a minimum of one review with Sourcewell per agreement year. The review will cover transactions to Participating Entities, pricing and terms, administrative fees, sales data reports, performance issues, supply chain issues, customer issues, and any other necessary information.
- 5) **Sales Reporting Required.** Supplier is required as a material element to this Master Agreement to report all completed transactions with Participating Entities utilizing this Agreement. Failure to provide complete and accurate reports as defined herein will be a material breach of the Agreement and Sourcewell reserves the right to pursue all remedies available at law including cancellation of this Agreement.
- 6) **Reporting Requirements.** Supplier must provide Sourcewell an activity report of all transactions completed utilizing this Agreement. Reports are due at least once each calendar quarter (Reporting Period). Reports must be received no later than 45 calendar days after the end of each calendar quarter. Supplier may report on a more frequent basis in its discretion. Reports must be provided regardless of the amount of completed transactions during that quarter (i.e., if there are no sales, Supplier must submit a report indicating no sales were made).

The Report must contain the following fields:

- Participating Entity Name (e.g., City of Staples Highway Department);
- Participating Entity Physical Street Address;
- Participating Entity City;
- Participating Entity State/Province;
- Participating Entity Zip/Postal Code;
- Sourcewell Participating Entity Account Number;
- Transaction Description;
- Transaction Purchased Price;
- Sourcewell Administrative Fee Applied; and
- Date Transaction was invoiced/sale was recognized as revenue by Supplier.

If collected by Supplier, the Report may include the following fields as available:

- Participating Entity Contact Name;
- Participating Entity Contact Email Address;
- Participating Entity Contact Telephone Number;

- 7) **Administrative Fee.** In consideration for the support and services provided by Sourcewell, Supplier will pay an Administrative Fee to Sourcewell on all completed transactions to Participating Entities utilizing this Agreement. Supplier will include its Administrative Fee within its proposed pricing. Supplier may not directly charge Participating Entities to offset the Administrative Fee.
- 8) **Fee Calculation.** Supplier's Administrative Fee payable to Sourcewell will be calculated as a stated percentage (listed in Supplier's Proposal) of all completed transactions utilizing this Master Agreement within the preceding Reporting Period. For certain categories, a flat fee may be proposed. The Administrative Fee will be stated in Supplier's Proposal.

- 9) **Fee Remittance.** Supplier will remit fee to Sourcewell no later than 45 calendar days after the close of the preceding calendar quarter in conjunction with Supplier's Reporting Period obligations defined herein. Payments should note the Supplier's name and Sourcewell-assigned Agreement number in the memo; and must be either mailed to Sourcewell above "Attn: Accounts Receivable" or remitted electronically to Sourcewell's banking institution per Sourcewell's Finance department instructions.
- 10) **Noncompliance.** Sourcewell reserves the right to seek all remedies available at law for unpaid or underpaid Administrative Fees due under this Agreement. Failure to remit payment, delinquent payments, underpayments, or other deviations from the requirements of this Agreement may be deemed a material breach and may result in cancellation of this Agreement and disbarment from future Agreements.
- 11) **Audit Requirements.** Pursuant to Minn. Stat. § 16C.05, subdivision 5, the books, records, documents, and accounting procedures and practices relevant to this Agreement are subject to examination by Sourcewell and the Minnesota State Auditor for a minimum of six years from the end of this Agreement. Supplier agrees to fully cooperate with Sourcewell in auditing transactions under this Agreement to ensure compliance with pricing terms, correct calculation and remittance of Administrative Fees, and verification of transactions as may be requested by a Participating Entity or Sourcewell.
- 12) **Indemnification.** Supplier must indemnify, defend, save, and hold Sourcewell, including their agents and employees, harmless from any third-party claims or causes of action, including attorneys' fees incurred by Sourcewell, arising out of the performance of this Agreement by the Supplier or its agents or employees; this indemnification includes injury or death to person(s) or property alleged to have been caused by some defect in design, condition, or performance of Included Solutions under this Agreement. Sourcewell's responsibility will be governed by the State of Minnesota's Tort Liability Act (Minnesota Statutes Chapter 466) and other applicable law. Supplier is not responsible for any indirect damages to include lost revenues, lost profits, incidental, special, punitive or consequential damages.
- 13) **Data Practices.** Supplier and Sourcewell acknowledge Sourcewell is subject to the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13. As it applies to all data created and maintained in performance of this Agreement, Supplier may be subject to the requirements of this chapter.
- 14) **Grant of License.**
- a) **During the term of this Agreement:**
- i) **Supplier Promotion.** Sourcewell grants to Supplier a royalty-free, worldwide, non-exclusive right and license to use the trademark(s) provided to Supplier by Sourcewell in advertising, promotional materials, and informational sites for the purpose of marketing Sourcewell's Agreement with Supplier.
- ii) **Sourcewell Promotion.** Supplier grants to Sourcewell a royalty-free, worldwide, non-exclusive right and license to use Supplier's trademarks in advertising, promotional materials, and informational sites for the purpose of marketing Supplier's Agreement with Sourcewell.

- b) **Limited Right of Sublicense.** The right and license granted herein includes a limited right of each party to grant sublicenses to their respective subsidiaries, distributors, dealers, resellers, marketing representatives, partners, or agents (collectively "Permitted Sublicensees") in advertising, promotional, or informational materials for the purpose of marketing the Parties' relationship. Any sublicense granted will be subject to the terms and conditions of this Article. Each party will be responsible for any breach of this section by any of their respective sublicensees.
- c) **Use; Quality Control.**
- i) Neither party may alter the other party's trademarks from the form provided and must comply with removal requests as to specific uses of its trademarks or logos.
  - ii) Each party agrees to use, and to cause its Permitted Sublicensees to use, the other party's trademarks only in good faith and in a dignified manner consistent with such party's use of the trademarks. Each party may make written notice to the other regarding misuse under this section. The offending party will have 30 days of the date of the written notice to cure the issue or the license/sublicense will be terminated.
- d) **Termination.** Upon the termination of this Agreement for any reason, each party, including Permitted Sublicensees, will have 30 days to remove all Trademarks from signage, websites, and the like bearing the other party's name or logo (excepting Sourcewell's pre-printed catalog of suppliers which may be used until the next printing). Supplier must return all marketing and promotional materials, including signage, provided by Sourcewell, or dispose of it according to Sourcewell's written directions.
- 15) **Venue and Governing law between Sourcewell and Supplier Only.** The substantive and procedural laws of the State of Minnesota will govern this Agreement between Sourcewell and Supplier. Venue for all legal proceedings arising out of this Agreement between Sourcewell and Supplier will be in court of competent jurisdiction within the State of Minnesota. This section does not apply to any dispute between Supplier and Participating Entity. This Agreement reserves the right for Supplier and Participating Entity to negotiate this term to within any transaction documents.
- 16) **Severability.** If any provision of this Agreement is found by a court of competent jurisdiction to be illegal, unenforceable, or void then both parties will be relieved from all obligations arising from that provision. If the remainder of this Agreement is capable of being performed, it will not be affected by such determination or finding and must be fully performed.
- 17) **Force Majeure.** Neither party to this Agreement will be held responsible for delay or default caused by acts of God or other conditions that are beyond that party's reasonable control. A party defaulting under this provision must provide the other party prompt written notice of the default.
- 18) **Insurance Coverage.** At its own expense, Supplier must maintain valid insurance policy(ies) during the performance of this Agreement with insurance company(ies) licensed or authorized to do business in the State of Minnesota having an "AM BEST" rating of A- or better, with coverage and limits of insurance not less than the following:
- a) **Commercial General Liability Insurance.** Supplier will maintain insurance covering its operations, with coverage on an occurrence basis, and must be subject to terms no less broad than the

Insurance Services Office (“ISO”) Commercial General Liability Form CG0001 (2001 or newer edition), or equivalent. At a minimum, coverage must include liability arising from premises, operations, bodily injury and property damage, independent contractors, products-completed operations, contractual liability, blanket contractual liability, and personal injury and advertising injury. All required limits, terms and conditions of coverage must be maintained during the term of this Agreement.

- \$1,500,000 each occurrence Bodily Injury and Property Damage
- \$1,500,000 Personal and Advertising Injury
- \$2,000,000 aggregate for products liability-completed operations
- \$2,000,000 general aggregate

- b) **Certificates of Insurance.** Prior to execution of this Agreement, Supplier must furnish to Sourcewell a certificate of insurance, as evidence of the insurance required under this Agreement. Prior to expiration of the policy(ies), renewal certificates must be mailed to Sourcewell, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479 or provided to in an alternative manner as directed by Sourcewell. The certificates must be signed by a person authorized by the insurer(s) to bind coverage on their behalf. Failure of Supplier to maintain the required insurance and documentation may constitute a material breach.
- c) **Additional Insured Endorsement and Primary and Non-contributory Insurance Clause.** Supplier agrees to list Sourcewell, including its officers, agents, and employees, as an additional insured under the Supplier’s commercial general liability insurance policy with respect to liability arising out of activities, “operations,” or “work” performed by Supplier, and products and completed operations of Supplier. The policy provision(s) or endorsement(s) must further provide that coverage is primary and not excess over or contributory with any other valid, applicable, and collectible insurance or self-insurance in force for the additional insureds.
- d) **Waiver of Subrogation.** Supplier waives and must require (by endorsement or otherwise) all its insurers to waive subrogation rights against Sourcewell and other additional insureds for losses paid under the insurance policies required by this Agreement or other insurance applicable to the Supplier or its subcontractors. The waiver must apply to all deductibles and/or self-insured retentions applicable to the required or any other insurance maintained by the Supplier or its subcontractors. Where permitted by law, Supplier must require similar written express waivers of subrogation and insurance clauses from each of its subcontractors.
- e) **Umbrella/Excess Liability/SELF-INSURED RETENTION.** The limits required by this Agreement can be met by either providing a primary policy or in combination with umbrella/excess liability policy(ies), or self-insured retention.

19) **Termination for Convenience.** Sourcewell or Supplier may terminate this Agreement upon 60 calendar days' written notice to the other Party. Termination pursuant to this section will not relieve the Supplier’s obligations under this Agreement for any transactions entered with Participating Entities through the date of termination, including reporting and payment of applicable Administrative Fees.

20) **Termination for Cause.** Sourcewell may terminate this Agreement upon providing written notice of material breach to Supplier. Notice must describe the breach in reasonable detail and state the intent to terminate the Agreement. Upon receipt of Notice, the Supplier will have 30 calendar days

in which it must cure the breach. Termination pursuant to this section will not relieve the Supplier's obligations under this Agreement for any transactions entered with Participating Entities through the date of termination, including reporting and payment of applicable Administrative Fees.

### **Article 3: Supplier Obligations to Participating Entities**

The Terms in this Article 3 relate specifically to Supplier and a Participating Entity when entering transactions utilizing the General Terms established in this Master Agreement. Article 1 General Terms control over any conflict with this Article 3. Where this Master Agreement is silent on any subject, Participating Entity and Supplier retain the ability to negotiate mutually acceptable terms.

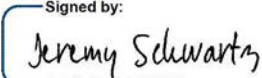
- 1) **Quotes to Participating Entities.** Suppliers are encouraged to provide all pricing information regarding the total cost of acquisition when quoting to a Participating Entity. Suppliers and Participating Entities are encouraged to include all cost specifically associated with or included within the Suppliers proposal and Included Solutions within transaction documents.
- 2) **Shipping, Delivery, Acceptance, Rejection, and Warranty.** Supplier's proposal may include proposed terms relating to shipping, delivery, inspection, and acceptance/rejection and other relevant terms of tendered Solutions. Supplier and Participating Entity may negotiate final terms appropriate for the specific transaction relating to non-appropriation, shipping, delivery, inspection, acceptance/rejection of tendered Solutions, and warranty coverage for Included Solutions. Such terms may include, but are not limited to, costs, risk of loss, proper packaging, inspection rights and timelines, acceptance or rejection procedures, and remedies as mutually agreed include notice requirements, replacement, return or exchange procedures, and associated costs.
- 3) **Applicable Taxes.** Participating Entity is responsible for notifying supplier of its tax-exempt status and for providing Supplier with any valid tax-exemption certification(s) or related documentation.
- 4) **Ordering Process and Payment.** Supplier's ordering process and acceptable forms of payment are included within its Proposal. Participating Entities will be solely responsible for payment to Supplier and Sourcewell will have no liability for any unpaid invoice of any Participating Entity.
- 5) **Transaction Documents.** Participating Entity may require the use of its own forms to complete transactions directly with Supplier utilizing the terms established in this Agreement. Supplier's standard form agreements may be offered as part of its Proposal. Supplier and Participating Entity may complete and document transactions utilizing any type of transaction documents as mutually agreed. In any transaction document entered utilizing this Agreement, Supplier and Participating Entity must include specific reference to this Master Agreement by number and to Participating Entity's unique Sourcewell account number.
- 6) **Additional Terms and Conditions Permitted.** Participating Entity and Supplier may negotiate and include additional terms and conditions within transaction documentation as mutually agreed. Such terms may supplant or supersede this Master Agreement when necessary and as solely determined by Participating Entity. Sourcewell has expressly reserved the right for Supplier and Participating Entity to address any necessary provisions within transaction documents not expressly included within this Master Agreement, including but not limited to transaction cancellation, dispute

resolution, governing law and venue, non-appropriation, insurance, defense and indemnity, force majeure, and other material terms as mutually agreed.

- 7) **Subsequent Agreements and Survival.** Supplier and Participating Entity may enter into a separate agreement to facilitate long-term performance obligations utilizing the terms of this Master Agreement as mutually agreed. Such agreements may provide for a performance period extending beyond the full term of this Master Agreement as determined in the discretion of Participating Entity.
- 8) **Participating Addendums.** Supplier and Participating Entity may enter a Participating Addendum or similar document extending and supplementing the terms of this Master Agreement to facilitate adoption as may be required by a Participating Entity.

Sourcewell

Sharp Electronics Corporation

Signed by:  
  
 By: C0FD2A139D06489...  
 Jeremy Schwartz  
 Title: Chief Procurement Officer  
 Date: 1/11/2025 | 5:52 AM CST

DocuSigned by:  
  
 By: 57C1C7F6CAF04F4...  
 Mike Marusic  
 Title: President and CEO  
 Date: 1/9/2025 | 12:26 PM PST

# RFP 112124 - Copiers, Printers, and Multi-Function Devices with Related Supplies, Accessories, and Services

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## Vendor Details

Company Name: Sharp Electronics Corporation  
Does your company conduct business under any other name? If yes, please state: New Jersey  
Address: 100 Paragon Drive  
Montvale, NJ 07645  
Contact: Erica Calise  
Email: calisee@sharpsec.com  
Phone: 201-529-8565  
HST#:

## Submission Details

Created On: Thursday October 03, 2024 13:29:57  
Submitted On: Wednesday November 20, 2024 15:07:50  
Submitted By: Joe Gillio  
Email: gillioj@sharpsec.com  
Transaction #: c2784781-4854-4942-b27f-5f094c59da31  
Submitter's IP Address: 160.72.136.34

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**Specifications**

**Table 1: Proposer Identity & Authorized Representatives (Not Scored)**

**General Instructions** (applies to all Tables) Sourcewell prefers a brief but thorough response to each question. Do not merely attach additional documents to your response without also providing a substantive response. Do not leave answers blank; respond "N/A" if the question does not apply to you (preferably with an explanation).

Table 1 Specific Instructions. Sourcewell requires identification of all parties responsible for providing Solutions under a resulting master agreement(s) (Responsible Supplier). Proposers are strongly encouraged to include all potential Responsible Suppliers including any corporate affiliates, subsidiaries, D.B.A., and any other authorized entities within a singular proposal. All information required under this RFP must be included for each Responsible Supplier as instructed. Proposers with multiple Responsible Supplier options may choose to respond individually as distinct entities, however each response will be evaluated individually and only those proposals recommended for award may result in a master agreement award. Unawarded entities will not be permitted to later be added to an existing master agreement through operation of Proposer's corporate organization affiliation.

Line Item	Question	Response *
1	Provide the legal name of the Proposer authorized to submit this Proposal.	Sharp Electronics Corporation Sharp Electronics of Canada Ltd.
2	In the event of award, is this entity the Responsible Supplier that will execute the master agreement with Sourcewell? Y or N.	Yes
3	Identify all subsidiaries, D.B.A., authorized affiliates, and any other entity that will be responsible for offering and performing delivery of Solutions within this Proposal (i.e. Responsible Supplier(s) that will execute a master agreement with Sourcewell).	N/A
4	Provide your CAGE code or Unique Entity Identifier (SAM):	SAM JNKHJNPN7CD1 Cage Code 0BDN7
5	Provide your NAICS code applicable to Solutions proposed.	532420,333248,334118
6	Proposer Physical Address:	Sharp Electronics Corporation 100 Paragon Drive Montvale, NJ 07645  Sharp Electronics of Canada Ltd. 5995 Avebury Road Suite 900 Mississauga, ON L5R 3P9
7	Proposer website address (or addresses):	<a href="https://business.sharpusa.com/">https://business.sharpusa.com/</a> <a href="http://www.sharp.ca">www.sharp.ca</a>
8	Proposer's Authorized Representative (name, title, address, email address & phone) (The representative must have authority to sign the "Proposer's Assurance of Compliance" on behalf of the Proposer):	Sharp Electronics Corporation Mike Marusic President and CEO 100 Paragon Drive Montvale, NJ 07645 MarusicM@sharpsec.com 201-529-8768  Sharp Electronics of Canada Ltd. Carmine Cinerari, President Sharp Electronics of Canada Ltd. 5995 Avebury Road, Suite 900, Mississauga, ON L5R 3P9 P: (905) 890-2100 x7203 E: cinerarc@sharpsec.com

9	Proposer's primary contact for this proposal (name, title, address, email address & phone):	<p>Sharp Electronics Corporation</p> <p>Joe Gillio                  Manager Bids &amp; Proposals                  100 Paragon Drive                  Montvale, NJ 07645</p> <p>gillioj@sharpusa.com, 201-529-9476</p> <p>Sharp Electronics of Canada Ltd.                  Dale Perna, Sales Analyst                  Sharp Electronics of Canada Ltd.                  5995 Avebury Road, Suite 900, Mississauga, ON L5R 3P9                  P: (905) 890-2100 x7053 E: tenders@sharpsec.com</p>
10	Proposer's other contacts for this proposal, if any (name, title, address, email address & phone):	<p>Sharp Electronics Corporation                  Sourcewell Account Manager</p> <p>Erica Calise                  Director Corporate &amp; Government Marketing                  100 Paragon Drive                  Montvale, NJ 07645</p> <p>calisee@sharpsec.com                  201-529-8565</p> <p>Sharp Electronics of Canada Ltd                  Ken Newberry, National Account Manager                  Sharp Electronics of Canada Ltd.                  5995 Avebury Road, Suite 900, Mississauga, ON L5R 3P9                  P: (416) 707-9894 E: newberryk@sharpdirect.ca</p>

**Table 2A: Financial Viability and Marketplace Success (50 Points)**

Line Item	Question	Response *
11	Provide a brief history of your company, including your company's core values, business philosophy, and industry longevity related to the requested Solutions.	<p><b>SHARP HISTORY, STRUCTURE &amp; CULTURE</b></p> <p>Since its founding in 1912, Sharp Corporation has innovated and endeavored to pioneer new fields. Sharp's founder, Tokuji Hayakawa, coined the phrase, "Make products that others want to imitate", which the company has lived up to ever since. From the invention of mechanical pencils, the inspiration from which the Sharp name was derived, to long-life laser diodes, the 14" color TFT LCD unit and LCD View cam; Sharp has harnessed originality and creativity in the pursuit of convenience and quality for its consumers.</p> <p>In 1935, Sharp grew to become a major radio manufacturer. Shortly after, the company demonstrated the country's first working prototype of the television in Japan. While constantly innovating and expanding, Sharp began producing washing machines, refrigerators, and a variety of other products including the first microwave oven in 1961. Sharp used this early research to mass produce the world's first all-transistor diode calculator, as well as microwave ovens and solar cells.</p> <p>Sharp entered the "photocopier" market in 1972 with a wet-type electrostatic copier. In the early 1980s, the company converted to a full-range electronic office equipment manufacturer and distributor by having products in the categories of computers, word processors, copiers and fax machines. Through the following years and decades, Sharp continued to lead the way in office copier and printer innovation, consistently being the go-to office machine for business. In 2000, Sharp's total worldwide copier production reached 10 million. Sharp became the second copier manufacturer in history to achieve this outstanding milestone.</p> <p>During its more than 100-year history, Sharp Corporation has been repeatedly called the "first" in the sphere of new technologies and inventions. Currently, Sharp's global footprint consists of a wide network of branches, engaged in the production and marketing of its innovative products, as well as several large research centers and laboratories involved in the development of new technologies. Sharp has always been on the cutting edge of technology, lately focusing on one-of-a-kind office equipment, LCD/LED monitors and displays and consumer electronics, while aiming to change the personal and business lives of people around the world.</p> <p>History in US Market</p> <p>Due to success in Japan and hopes to grow and develop, Sharp Electronics</p>

Corporation (SEC), Sharp Corporation's first overseas sales subsidiary, was incorporated in the State of New York in May 1962. Continuing to provide one of the broadest and innovative lines of business products, electronic components, consumer electronics and services world-wide, SEC has always concentrated on providing consumers with easy to use, customizable and secure products while helping business spend more time doing business.

In 2018, Sharp Corporation acquired Dynabook, Inc as a subsidiary and re-entered the business of PC development, manufacture, and sales. The Sharp Dynabook portfolio of professional grade mobile computing solutions delivers the power, performance and security features packed into durable mobile designs ideal for K-12 and Higher Education as well as State, Local and Federal Government agencies. All Sharp Dynabook laptops are designed and manufactured by Sharp in our ISO 14001 Certified facilities.

To leverage the strength of the display division, Sharp and NEC created a joint venture in 2020 with Sharp obtaining controlling shares. This division is now called Sharp NEC (SNDS). They are combining synergies to address the visualization needs of their global customers focusing on the production and development of high-quality products and professional service offerings.

Sharp Imaging and Information Company of America (SIICA), a division of Sharp Electronics Corporation, markets multifunction copiers and printers, LCD/LED Monitors and Collaboration Displays, AQUOS BOARD® Interactive Display Systems and other innovative solutions including the new Sharp Synappx™ Technology.

Today, SIICA's products and solutions include collaboration displays, commercial displays, DV-LED displays, laptops, desktop monitors and a full suite of copier and printer solutions. SIICA markets, sells and services business products and solutions that help companies manage workflow efficiently and increase productivity so they can work smarter. Sharp does this effectively through both an independent dealer network and our own Sharp Business Systems (SBS) branches.

Sharp continues to possess a 'gene of creativity' that began in 1912 to become a leader in the electronic office products market today. Our longevity is assured through our commitment to the philosophy and core values established more than a century ago and our continual product improvements to keep ahead of the current business environment.

#### Canadian Market

Sharp Electronics of Canada Ltd. (SECL) presence in Canada was established in 1974 and is now represented by over 700 associates within our Sharp direct sales offices and Sharp authorized dealers. SECL's corporate office is located in Mississauga, ON, which is situated 30 minutes from the core of Toronto, ON. We manage sales of, installation, servicing of print device fleets within the broader public sector, MASH, and government institutions across all provinces and territories within Canada.

#### SHARP CULTURE:

##### Business Philosophy

We do not seek merely to expand our business volume. Rather, we are dedicated to the use of our unique, innovative technology to contribute to the culture, benefits, and welfare of people throughout the world.

It is the intention of our corporation to grow hand-in-hand with our employees, encouraging and aiding them to reach their full potential and improve their standard of living. Our future prosperity is directly linked to the prosperity of our customers, dealers and shareholders ... indeed, the entire Sharp family.

##### Vision & Mission

Sharp's vision statement enables us to deliver "one-of-a-kind" solutions that drive our customers' success and growth – creating profitable new sales opportunities for us and our partners.

We will take our customers and partners beyond individual products and their capabilities. We will inspire new ideas from technology.

In 1973, Sharp reviewed the spirit and ideas guiding the company and spelled these ideas out in its Business Philosophy, Creed and Principals. Our Business Philosophy describes ideas in line with what is now our corporate social responsibility (CSR), and aims to promote the mutual health and growth of society and stakeholders. It includes contributing "to the culture, benefits, welfare of people throughout the world". In addition to Sharp's creed of Sincerity, Creativity and Courage, there are five key ideas to the basic Business Philosophy; to develop unique technology, to create the best products, to remain committed to customer-oriented sales, to build cooperative relationships for mutual prosperity, and to equate the growth of the company with the happiness of everybody. These are the philosophies that Sharp's founder envisioned

		<p>when he began what would become Sharp Corporation.</p> <p>Creed Sharp Corporation is dedicated to two principal ideas: "Sincerity and Creativity"</p> <p>By committing ourselves to these ideals, we can derive genuine satisfaction from our work, while making a meaningful contribution to society. Sincerity is a virtue fundamental to humanity - always be sincere. Creativity promotes progress - remain constantly aware of the need to innovate and improve. Harmony brings strength - trust each other and work together. Politeness is a merit - always be courteous and respectful. Courage is the basis of a rewarding life - accept every challenge with a positive attitude.</p>
12	<p>What are your company's expectations in the event of an award?</p>	<p>As a longtime Sourcewell supplier and partner, Sharp anticipates that we will continue to build upon the reputation that we have established with Sourcewell and its participating entities. Sharp strives to provide not only comprehensive workplace solutions to Sourcewell participating entities, but to also work closely with participating entities to develop cost-saving, and broad-reaching results. Sharp is also committed to ensuring that participating entities realize the overall benefit of the Sourcewell contract and the value the contract provides.</p> <p>Sharp is also excited to provide a more robust offering through our Sharp Canada sales and marketing team. We are truly committed to working closely with Sharp Canada to provide Sourcewell participating entities in Canada the same outstanding products and service that we have provided in the U.S. over the last 20+ years. It is an exciting time for Sharp as technological advancements and shifting processes require that we embrace change and strive to better serve Sourcewell participating entities. Sharp continues to expand our product offering and capability set. Since last responding to Sourcewell's RFP opportunity, Sharp has solidified our relationship with both NEC Display and Dynabook laptops. This technology offering expansion demonstrates our commitment to providing technology on multiple levels to our customers.</p> <p>As a solutions provider, Sharp embraces the opportunity to work closely with government, education and non-profit organizations to improve their processes. The value of contract purchasing is vital and our experience and success with Sourcewell positions Sharp as an entrusted partner and solutions provider.</p> <p>Sharp Electronics of Canada Ltd.</p> <p>In the event of an award, Sharp Canada will continue efforts to strengthen relationships with The Canoe Procurement Group of Canada to market and promote Sourcewell's procurement solution.</p>
13	<p>Demonstrate your financial strength and stability with meaningful data. This could include such items as financial statements, SEC filings, credit and bond ratings, letters of credit, and detailed reference letters. Upload supporting documents (as applicable) in the document upload section of your response. <b>DO NOT PROVIDE ANY TAX INFORMATION OR PERSONALLY IDENTIFIABLE INFORMATION.</b></p>	<p>Sharp Electronics Corporation (SEC) is a financially stable and secure U.S. company incorporated in New York State. Sharp Imaging and Information Company of America (SIICA) is the business products division within SEC, contributing a large share of sales and profitability to overall reported US sales.</p> <p>The strategic financial alliance between Sharp and Hon Hai Precision Industry (also known as Foxconn), an international Fortune 500 company (#26) further fortifies our financial resolve. The Japan Times described the relationship as, "Having invested ¥388.8 billion (US \$3.8B) in Sharp, the Hon Hai group is now its top shareholder, with an equity stake of 66 percent in terms of voting rights." The corporate alliance fortifies Sharp's financial resilience, and long-term stability. With Hon Hai's financial support and manufacturing expertise, Sharp is well positioned to expand our product offering.</p> <p>In 2023, Hon Hai recorded over US \$189 billion in revenue with Sharp Corporation contributing US \$16.5 billion.</p> <p>Sharp Electronics of Canada Ltd. is a wholly owned Canadian subsidiary of Osaka, Japan based Sharp Corporation.</p> <p>Copies of the past three years of Sharp's Annual Reports are provided for reference purposes. (Table 2A – Company Information and Financial Strength)</p>

14	What is your US market share for the Solutions that you are proposing?	<p>Overall US MFD Market Share 10.4% YTD</p> <p>International Data Corporation (IDC) which is the premier global provider of market intelligence, advisory services, and events for the information technology, telecommunications, and consumer technology reported that Sharp continues to gain market share in both the A3 color and mono categories, while the majority of our industry competitors are losing market share.</p> <p>2021: 10% 2022: 10.1% 2023: 10.2% 2024 YTD: 10.4%</p>
15	What is your Canadian market share for the Solutions that you are proposing?	2023 (Q1-Q3) 9.0%
16	Disclose all current and completed bankruptcy proceedings for Proposer and any included possible Responsible Party within the past seven years. Proposer must provide notice in writing to Sourcewell if it enters a bankruptcy proceeding at any time during the pendency of this RFP evaluation.	<p>Sharp Electronics Corporation has never petitioned for bankruptcy protection.</p> <p>Sharp Electronics of Canada Ltd. has never petitioned for bankruptcy protection.</p>
17	<p>How is your organization best described: is it a manufacturer, a distributor/dealer/reseller, or a service provider? Answer the question that best applies to your organization, either a) or b).</p> <p>a) If your company is best described as a distributor/dealer/reseller (or similar entity), provide your written authorization to act as a distributor/dealer/reseller for the manufacturer of the products proposed in this RFP. If applicable, is your dealer network independent or company owned?</p> <p>b) If your company is best described as a manufacturer or service provider, describe your relationship with your sales and service force and with your dealer network in delivering the products and services proposed in this RFP. Are these individuals your employees, or the employees of a third party?</p>	<p>Sharp Electronics is both a manufacturer and a distributor and service provider of the products proposed. Sharp utilizes two primary means of distribution and customer support. Sharp Business Systems (SBS) is a direct sales organization which includes 19 branch locations with 40+ satellite sales offices. In addition, Sharp's nationwide dealer network consists of more than 350 Sharp authorized dealers throughout the U.S. Sharp dealers are independently owned businesses which provide local sales, service and installation of equipment.</p> <p>Sharp Canada As a wholly owned subsidiary of Sharp Corporation (Japan), Sharp Canada would best be defined as a manufacturer which provides print device products and services to end-users. Sharp Canada provides these products and services both directly and via authorized distributors and dealers. Sharp Canada will provide Sourcewell's Participating Entities products and services directly from our Sharp Canada corporate operations Sourcewell Participating Entities located in the Ontario region of known as the Greater Toronto-Hamilton Area (GTHA). Sourcewell Participating Entities outside of the aforementioned region, within the ten Canadian provinces, will be provided with Sharp products and services, by Sharp authorized dealers strategically located within provinces and territories across Canada. At this time, Sharp Canada does not support the three Canadian territories. For certainty, Sharp Canada is fully represented by Sharp Canada employees, and Sharp authorized and supported dealers are independently owned and operated.</p>

<p>18</p>	<p>If applicable, provide a detailed explanation outlining the licenses and certifications that are both required to be held, and actually held, by your organization (including third parties and subcontractors that you use) in pursuit of the business contemplated by this RFP.</p>	<p>Below is a list of licenses and certifications held by Sharp Electronics, its sales and service staff, as well as many salespeople and technicians in our SBS and Dealer network:</p> <p>Manufacturer Certifications</p> <ul style="list-style-type: none"> <li>• ISO 9001 certification – a globally recognized standard that demonstrates Sharp Corporation’s commitment to quality and ability to consistently meet customer expectations.</li> <li>• ISO 14001 certification – Sharp Corporation has met the requirements for an Environmental Management System (EMS) as specified by the International Organization for Standardization (ISO):</li> <li>• ISO 15408/Common Criteria Certifications for comprehensive security features such as data encryption, End-of-Lease feature, administrator audit logs and more. This certification provides a high level of confidence in the security functions of the products evaluated. Sharp was the first MFD manufacturer to achieve certification against the new Common Criteria Protection Profile for Hardcopy Devices v1.0 (HCD-PP v1.0).</li> <li>• ISO 27001 certification - globally recognized mark that an organization's information security management system (ISMS) meets international best practices.</li> <li>• McKesson and Cerner Certified – these certifications are recognized in the healthcare industry which set the standard for Electronic Health/Medical Records (EHR/EMR). Customers can seamlessly integrate their networked Sharp printers and MFDs with leading solutions such as Epic, Cerner Millennium and McKesson STAR 2000 with confidence.</li> </ul> <p>Sales &amp; Service Personnel Certifications:</p> <p>Licenses and certifications for the sale and service of copiers, printers and multi-function devices are not a requirement within the industry. However, Sharp Electronics has a corporate mandated requirement that all Sharp direct sales and service team members hold CompTIA's CDIA+ certification (details below).</p> <p>In addition, many of Sharp’s sales and service personnel hold additional certifications that enable them to provide advanced knowledge and services to our customers. By incorporating a “distributed intelligence” approach to our accounts, Sharp can leverage the vast experience and credentials of our sales and service teams when developing proposals for Sourcewell participating entities.</p> <p>Below is a list of the current certifications held by Sharp sales and service staff:</p> <ul style="list-style-type: none"> <li>• CompTIA CDIA+ Certified Document Imaging Architect certification ensures critical knowledge for a career in the document imaging and document management industry. [Requirement for all direct salespeople]</li> <li>• CompTIA A+ certification validates foundation-level knowledge and skills necessary for a career in IT support. It is the starting point for a career.</li> <li>• CompTIA PDI+ Printing and Document Imaging certification ensures foundation-level knowledge and skills necessary for a career in service and support of printing and document imaging devices.</li> <li>• CompTIA Security+ certification designates knowledgeable professionals in the field of security, one of the fastest-growing fields in IT.</li> <li>• CompTIA Network+ certification is the sign of a qualified networking professional.</li> <li>• Microsoft Certified Professional (MCP) is a program of professional certifications awarded by Microsoft. Individual certifications are received upon passing one or more exams. The MCP program itself is designed for software developers and IT Professionals. Microsoft also awards a variety of more targeted certifications (e.g., Microsoft Certified IT Professional).</li> <li>• This technical series with the MC (Microsoft Certified) prefix includes Microsoft Certified IT Professional (MCITP), Microsoft Certified Master (MCM), Microsoft Certified Architect (MCA), Microsoft Certified Professional Developer (MCPD), and Microsoft Certified Technology Specialist (MCTS).</li> </ul> <p>Many of these certifications are also held by Sharp’s nationwide network of dealer and SBS sales and service professionals.</p> <p>Sharp Canada</p> <p>Sharp Canada is compliant with all business license registrations and requirements at all levels of government where required (i.e. municipal, provincial/territorial and federal). Authorized Sharp Canada dealers are equally compliant and are contractually obligated to Sharp Canada to maintain these registrations and requirements. All Sharp field service technicians, whether employed by Sharp Canada or authorized dealers, are required to complete Sharp factory training and acquire and maintain Sharp factory service certification.</p> <p>Sharp Canada’s advance technical support staff located at our corporate office who provide support to all field service technicians (inclusive of dealer field service) are also required to complete advanced training and acquire and maintain appropriate advanced factory certification.</p> <p>Sharp Canada employs a certified Project Management Professional (PMP) to lead and manage successful print device fleet transitions and implementations for both Sharp Clients and Sharp Canada authorized dealer clients.</p>
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19	<p>Disclose all current and past debarments or suspensions for Proposer and any included possible Responsible Party within the past seven years. Proposer must provide notice in writing to Sourcewell if it enters a debarment or suspension status any time during the pendency of this RFP evaluation.</p>	<p>Sharp Electronics Corporation has not been suspended or debarred during the past ten years.</p> <p>Sharp Electronics of Canada Ltd. has not been suspended or debarred during the past ten years.</p>
20	<p>Describe any relevant industry awards or recognition that your company has received in the past five years.</p>	<p>ORGANIZATIONAL AWARDS:</p> <p>2024 Awards                  The Cannata Frank Awards are a prestigious recognition within the office technology and managed services industry. Named after Frank Cannata, a prominent figure in the industry who founded The Cannata Report (a well-known publication focusing on the business technology and office equipment sector), the awards are given to individuals and companies who have demonstrated exceptional leadership, innovation, and achievement in the field. Winners are determined by an Annual Peer Recognition survey.</p> <ul style="list-style-type: none"> <li>• 2024 The Cannata Report's Frank Awards - Best Manufacturer, Best-in-Class, Best Marketing Strategy and Excellence in Innovation - Sharp's B2B division received four 2024 Frank Awards based on independent survey results of Sharp dealers.                         <ul style="list-style-type: none"> <li>o Best Manufacturer, which recognizes the outstanding portfolio of products and services for the dealer community.</li> <li>o Best-in-Class, which recognizes the wonderful support and value adds that Sharp offers to its dealers.</li> <li>o Best Marketing Strategy, which recognizes the superior marketing tools and support Sharp offers to its dealers.</li> <li>o Excellence in Innovation, which recognizes Excellence in Product Development.</li> </ul> </li> <li>• 2024 NJBIZ Best Place to Work in New Jersey – 4th straight year.</li> <li>• 2024 Best Place to Work in South Carolina</li> <li>• 2024 Best Place to Work in Technology</li> </ul> <p>2023 Awards</p> <ul style="list-style-type: none"> <li>• 2023 The Cannata Report's Frank Awards - Best Manufacturer, Best-in-Class, Best Marketing Strategy and Excellence in Innovation - Sharp's B2B division received three 2023 Frank Awards based on independent survey results of Sharp dealers.                         <ul style="list-style-type: none"> <li>o Best Manufacturer, which recognizes the outstanding portfolio of products and services for the dealer community.</li> <li>o Best-in-Class, which recognizes the wonderful support and value adds that Sharp offers to its dealers.</li> <li>o Best Male Executive, Mike Marusic, President and CEO, Sharp Imaging and Information Company of America</li> </ul> </li> <li>• 2023 NJBIZ Best Place to Work in New Jersey – 3rd straight year</li> <li>• 2023 Fortune World's Most Admired Companies List</li> <li>• 2023 NJBIZ Empowering Women Award - recognizes companies and organizations that have shown a strong commitment to supporting and elevating women in New Jersey.</li> <li>• 2023 Supplier Horizon Award - from Premier, Inc. for the 3rd Consecutive Year</li> <li>• 2023 CRN Channel Chiefs - John Sheehan, Senior VP of Sales</li> <li>• 2023 CRN Partner Program Guide Listing.</li> </ul> <p>2022 Awards</p> <ul style="list-style-type: none"> <li>• 2022 The Cannata Report's Frank Awards - Best Manufacturer, Best in Class, Best Male Executive and Best Marketing Strategy                         <ul style="list-style-type: none"> <li>o Best Manufacturer, which recognizes the outstanding portfolio of products and services for the dealer community.</li> <li>o Best in Class, which recognizes outstanding products and support</li> <li>o Best Marketing Strategy, which recognizes the superior marketing tools and support Sharp offers to its dealers.</li> <li>o Best Male Executive Mike Marusic, President and CEO, Sharp Imaging and Information Company of America</li> </ul> </li> <li>• 2022 NJBIZ Best Place to Work in New Jersey – 2nd straight year</li> <li>• 2022 Fortune World's Most Admired Companies List</li> <li>• 2022 Supplier Horizon Award – 2nd Consecutive Year</li> <li>• 2022 Sourcewell Legendary Leadership Award – awarded to Erica Calise, Director of Corporate and Government Marketing</li> </ul> <p>2021 Awards</p> <ul style="list-style-type: none"> <li>• 2021 The Cannata Report's Frank Awards - Best Manufacturer, Best Male Executive and Best Marketing Strategy                         <ul style="list-style-type: none"> <li>o Best Manufacturer, which recognizes the outstanding portfolio of products and services for the dealer community.</li> <li>o Best Marketing Strategy, which recognizes the superior marketing tools and support Sharp offers to its dealers.</li> <li>o Best Male Executive Mike Marusic, President and CEO, Sharp Imaging and</li> </ul> </li> </ul>

Information Company of America

- 2021 NJBIZ Best Place to Work in New Jersey
- 2021 Supplier Horizon Award

2020 Awards

- 2020 The Cannata Report's Frank Awards - Best Manufacturer, Best-in-Class, Best Male Executive - Sharp's B2B division received three 2020 Frank Awards based on independent survey results of Sharp dealers.
  - o Best Manufacturer, which recognizes the outstanding portfolio of products and services for the dealer community.
  - o Best-in-Class, which recognizes the wonderful support and value adds that Sharp offers to its dealers.
  - o Best Male Executive, Mike Marusic, President and CEO, Sharp Imaging and Information Company of America
- 2020 Fortune World's Most Admired Companies

2019 Awards

- 2019 The Cannata Report's Frank Awards - Best Manufacturer, Best-in-Class, Best Male Executive - Sharp's B2B division received three 2019 Frank Awards based on independent survey results of Sharp dealers.
  - o Best Manufacturer, which recognizes the outstanding portfolio of products and services for the dealer community.
  - o Best-in-Class, which recognizes the wonderful support and value adds that Sharp offers to its dealers.
  - o Best Male Executive, Mike Marusic, President and CEO, Sharp Imaging and Information Company of America
- CRN 2019 Channel Chiefs - John Sheehan, Senior VP of Sales

MFP CATEGORY AWARDS:

2024 Awards

- CRN 2024 Managed Print Services Provider 500
  - o CRN's Managed Service Provider 500 list recognizes the top technology providers and consultants in the IT channel

2020 Awards

- Buyers Lab 2020 Outstanding Achievement in Innovation - Sharp Synappx Smart Office Platform
- 14 Winter 2020 Pick Awards from Buyers Lab - Received the most Pick awards in the Copier MFP category than any other manufacturer. Includes awards for every color model, from 26 – 60 pages per minute as well as every tested monochrome model.
- 15 Highly Recommended Awards from Buyers Lab - Received awards for both monochrome and color multifunction printers
- 14 Reliability Certified Awards from Buyers Lab - Received awards for both monochrome and color multifunction printers

2019 Awards

- Buyers Lab 2019 Copier MFP Line of the Year Award - Awarded for the entire multifunction printer product line
- 9 Buyers Lab Pick Awards - Received awards for both monochrome and color multifunction printers
- 6 Reliability Certified Awards from Buyers Lab - Received awards for both monochrome and color multifunction printers
- 6 Highly Recommended Awards from Buyers Lab - Received awards for both monochrome and color multifunction printers

DISPLAY CATEGORY AWARDS:

2024 Awards

- 2024 Best of InfoComm Award From rAVe - Most Creative New Projector for XP-A201U-B
- 2024 Commercial Integrator - P Series Wins Award at Infocomm for Best Conference/Classroom
- 2024 Best of Show Tech & Learning - 4WB Series Wins the Tech & Learning Best of Show Award
- 2024 Commercial Integrators' Top New Technology (TNT) Award- For the Sharp PN-LC2 AQUOS BOARD® Collaboration Displays in the "Video Monitors" category
- 2024 Sharp wins AV Technology Pro AV Best in Market 2024 Award for 1.90mm FE Series 3 Indoor dvLED
- 2024 Digital Signage Awards Finalist The PN-LC2 AQUOS BOARD collaboration display series has been named a finalist for the Digital Signage Awards in both the Large-format Digital Canvases and Innovation in Display Technology categories!

- Sharp ePaper Display wins iF Design Award The iF DESIGN AWARD, with almost 11,000 submissions from 72 countries this year, stands as one the most prestigious design awards in the world.

		<ul style="list-style-type: none"> <li>NSCA Reveals Excellence in Product Innovation Winners at BLC 2024 Sharp ePaper wins overall grand prize winner!</li> </ul> <p>2023 Awards</p> <ul style="list-style-type: none"> <li>2023 Top New Technology (TNT) Award – for Sharp 4P-B AQUOS® 4K Ultra-HD Commercial TV Series in the "TV" category.</li> <li>2023 Digital Signage Magazine Best of Show Award – For The 4W-B AQUOS BOARD Collaboration Display series has won the 2023 Digital Signage Magazine Best in Show Award at InfoComm 2023</li> </ul> <p>2022 Awards</p> <ul style="list-style-type: none"> <li>2022 Top New Technology (TNT) Award – for the Sharp 4T-B AQUOS Board Interactive Display Series in the "Video Monitor Category</li> <li>2022 Commercial Integrator Best Award – For Sharp's PN-L2B AQUOS BOARD Interactive Display Series at InfoComm 2022</li> <li>2022 Digital Signage Award Finalist – For The Sharp 70" (69.5" diagonal) and 80" (80.5" diagonal) 4T-B AQUOS BOARD interactive display line has been selected as a winner of the Digital Signage Awards 2022</li> </ul> <p>2021 Awards</p> <ul style="list-style-type: none"> <li>2021 CRN Tech Innovator Award Finalist - For the Sharp 70" (69.5" diagonal) 4T-B AQUOS BOARD® interactive display in the Collaboration Devices Category.</li> </ul> <p>2020 Awards</p> <ul style="list-style-type: none"> <li>2020 CRN Tech Innovator Award Finalist - The Windows collaboration display from Sharp was decreed a finalist in the Display Collaboration/Signage category of the 2020 CRN Tech Innovators Award</li> <li>2020 InfoComm Best of Show Special Edition Award from Sound &amp; Video Contractor – Received for the Sharp Synappx Workspaces IoT solution</li> </ul> <p>2019 Awards</p> <ul style="list-style-type: none"> <li>2019 Best of InfoComm Award from rAve - For the Windows collaboration display from Sharp</li> <li>2019 Best of Show Award from Sound &amp; Video Contractor – Awarded for the PN-L861H, PN-L751H and PN-L651H 4K UHD AQUOS BOARD® interactive display systems at InfoComm 2019</li> <li>2019 NAB Show Product of the Year – The 8K Camera from Sharp won a Product of the Year Award at the 2019 NAB Show in the cameras, camera support and accessories category</li> </ul>	
21	What percentage of your sales are to the governmental sector in the past three years?	Sharp Electronics Corporation's business product sales to the governmental sector in the past three years accounted for 10% of overall business.	*
22	What percentage of your sales are to the education sector in the past three years?	Sharp Electronics Corporation's business product sales to the education sector in the past three years accounted for 17% of overall business.	*
23	List all state, cooperative purchasing agreements that you hold. What is the annual sales volume for each of these agreement over the past three years?	<p>Sharp Electronics Corporation holds multiple state and cooperative purchasing contracts. Total sales volume for these contracts over the past three years is approximately \$175,000,000. Our largest cooperative contract is Sourcewell which accounts for more than 50% of this total.</p> <p>Sharp holds several other cooperative contracts, including NASPO ValuePoint with Participating Agreements with over 23 States, as well as Texas BuyBoard, Equalis Group, PEPPM and several other smaller regional cooperative contracts. Current State contracts include Georgia, Mississippi, New York, North Carolina, Ohio, Pennsylvania, South Carolina, Virginia and Texas.</p> <p>Sharp considers sales reporting data for these contracts proprietary.</p>	*
24	List any GSA contracts or Standing Offers and Supply Arrangements (SOSA) that you hold. What is the annual sales volume for each of these contracts over the past three years?	<p>Sharp's GSA contract GS-25F-0037M expired 9/30/21. This contract has been phased out and currently accounts for service and supply sales associated with legacy equipment.</p> <p>Total US sales over the past three years were less than \$500,000.</p> <p>Sharp Canada</p> <ul style="list-style-type: none"> <li>Sourcewell/Canoe</li> <li>OECM</li> </ul>	*

**Table 2B: References/Testimonials**

**Line Item 25.** Supply reference information from three customers who are eligible to be Sourcewell participating entities.

Entity Name *	Contact Name *	Phone Number *	
Round Rock ISD, Round Rock, TX	Danny Poolman	512-464-6953	*
School District of Palm Beach County FL	Karen L. Adducci	561-434-8214	*
City of Miami	Richard Rios	305-329-4717	*
Appalachian State University	Jordi Davis	828-262-7800	
Regional Municipality of York	Joseph Rodek Senior Business Support Analyst	905-806-5225	

**Table 3: Ability to Sell and Deliver Solutions (150 Points)**

Describe your company's capability to meet the needs of Sourcewell participating entities across the US and Canada, as applicable. Your response should address in detail at least the following areas: locations of your network of sales and service providers, the number of workers (full-time equivalents) involved in each sector, whether these workers are your direct employees (or employees of a third party), and any overlap between the sales and service functions.

Line Item	Question	Response *
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<p>26</p>	<p>Sales force.</p>	<p>Sharp is fully equipped and ready to maximize the potential of an awarded Sourcewell contract through our strategically structured and experienced sales force. Our dedicated teams, including Government Sales, Channel Sales, Technology Sales, and Sharp Business Systems (SBS) Sales, each play a crucial role in ensuring seamless service delivery and contract implementation. Here is how our sales force is structured to guarantee exceptional support and results:</p> <p><b>Government Sales Team</b>  Our Government Sales Team is committed to serving State and Local Government, Educational, and Non-Profit accounts, ensuring efficient implementation of the Sourcewell contract's overall sales strategy. This team is responsible for relaying all necessary messaging about contract terms, product offerings, processes, and requirements.</p> <p>Sharp's Government and Major Account Managers (GMAMs) are experts in the Sourcewell contract, providing comprehensive training and guidance to our authorized dealers and SBS sales teams. GMAMs collaborate closely with end-user customers across their assigned territories to guarantee optimal contract performance. Our team consists of two Government Sales Directors and ten GMAMs, all of whom work in concert with our Operations, Finance, Dealers, and SBS locations.</p> <p>To ensure top-notch account management, we have designated one GMAM, Matt Huggins, as the dedicated Sourcewell Account Manager. Matt will oversee account reviews and collaborate with the GMAM team to drive contract success,</p> <p><b>Channel Sales Team</b>  Our Channel and Inside Sales Teams oversee Sharp's expansive network of over 350 authorized dealers nationwide. These sales teams ensure that our dealers are well-versed in Sharp's product offerings and are continuously updated on our latest solutions and product offerings. The Channel and Inside Sales Teams are structured into three Zones: Eastern, Central, and Western, each led by a Zone Director, with 22 Territory Business Managers (TBMs) and four Inside Sales Managers assigned to specific territories.</p> <p>In addition to this robust structure, the dealer channel benefits from four regional Print Production Managers (PPMs), specialists who offer expertise in light production and color solutions. This ensures comprehensive dealer support and optimal service delivery for Sourcewell participants.</p> <p><b>Technology Sales Team</b>  Sharp's Technology Sales Team brings unmatched expertise in advanced product functions, workflow solutions, and security. This team comprises eight regional Technology Integration Managers (TIMs) who partner with the Government and Channel Sales Teams to design and deliver solutions tailored to end-user needs. TIMs are masters in developing creative and productivity-enhancing solutions for today's demanding office environments.</p> <p><b>Sharp Business Systems (SBS) Sales</b>  With 19 direct branches and over 40 sales offices nationwide, Sharp Business Systems (SBS) Sales provides full-scale support for Sourcewell participating entities. Each branch features Major Account Executives dedicated to the education, government, and non-profit sectors. Our SBS team's proficiency in creating workflow solutions is evident in the numerous customer references included in our Sourcewell response. This team's dedication ensures outstanding service and project development for our clients.</p> <p><b>Sharp Canada</b>  Sharp Electronics of Canada Ltd. (SECL) is prepared to directly serve Sourcewell participating entities in key regions, including the Greater Toronto-Hamilton Area, Niagara Peninsula, and Greater Montreal Region. These areas represent approximately 31% of Canada's population (based on the 2016 census). SECL will leverage corporate resources to provide exceptional Sharp products and services to these entities.</p> <p>Our structured and knowledgeable sales teams are prepared to deliver outstanding service and strategic solutions to Sourcewell participating entities, ensuring a successful and impactful partnership.</p>
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<p>27</p>	<p>Describe the network of Authorized Sellers who will deliver Solutions, including dealers, distributors, resellers, and other distribution methods.</p>	<p>Sharp Electronics has two primary channels for product sales, consulting and customer support – our extensive dealer network and Sharp Business Systems (SBS). Sharp’s dealer network includes over 350 authorized dealers across the United States, each committed to delivering, installing, servicing and maintaining Sharp products for Sourcewell participating entities. SBS, a direct sales organization, operates 19 branch locations with more than 40 satellite sales offices nationwide. These networks work closely with Sourcewell participating entities to provide solutions designed to improve processes, as well as the delivery, installation, service and maintenance of recommended products.</p> <p>Cumulatively, Sharp’s dealer network comprises over 3,400 sales professionals, including managers, representatives and specialists. Sharp’s sales network is further supported by SBS branch offices, which blend Sharp’s corporate policies with the adaptability of a local business, allowing them to address regional needs effectively. SBS employees, under Sharp Electronics Corporation’s guidance, manage sales, delivery, installation and service operations in support of a Sourcewell awarded contract. The SBS team includes nearly 300 sales professionals dedicated to providing personalized solutions for Sourcewell participating entities.</p> <p>Both dealer and SBS sales account executives work closely with Sharp’s Government and Major Account Managers (GMAMs) to develop service and product plans for Sourcewell participating entities. They offer a range of additional services, including networking solutions, Managed Print Services (MPS), data collection and support for enterprise servers or cloud services.</p> <p>To maintain reliable service quality, Sharp’s authorized dealers are contractually committed under the Sharp National Account Program (SNAP) Representative Agreement to follow Sharp’s product and service guidelines. This includes requiring dealer technicians to complete the same rigorous training as Sharp employees. Both dealers and SBS branches uphold Sharp’s service standards, including a commitment to responding within four-hours of a service request and a goal to keep devices operating at 95% efficiency or higher.</p> <p>Under the SNAP Representative Agreement, each dealer must:</p> <ul style="list-style-type: none"> <li>• Be fully trained and certified on all serviced products</li> <li>• Maintain sufficient parts and supplies to support national accounts</li> <li>• Uphold Sharp’s warranty and service policies</li> <li>• Meet Sharp’s defined service response times</li> <li>• Provide loaner equipment in emergencies</li> <li>• Supply equipment from dealer inventory when needed</li> </ul> <p>An additional distribution channel is provided by Sharp’s 220 Certified Channel Resellers (CCRs) who employ sales and service teams to install, maintain and support Sharp products included in this RFP, further expanding the reach and reliability of Sharp’s sales and service network.</p> <p>A map detailing Sharp’s extensive nationwide sales and service locations is provided as an attachment (Table 3 – Ability to Sell and Deliver Service) A complete list of all Sharp Dealers and SBS locations will be provided upon request.</p> <p>Sharp Canada Sourcewell participating entities outside of the Greater Toronto Hamilton Area, Niagara Peninsula, and the Geter Montreal Region will be provided with Sharp products services by SECL authorized dealers strategically locate within provinces and territories.</p> <p>All SECL authorized and supported dealers are independently owned and operated. A map detailing Sharp Canada’s sales and service locations is provided an an attachment (Table 3 – Ability to Sell and Deliver Service) A complete list of all Sharp Canada Dealers will be provided upon request.</p>
<p>28</p>	<p>Service force.</p>	<p>Sharp is fully equipped to provide unparalleled service and support across all 50 states, Puerto Rico, the Virgin Islands, and throughout most of Canada. Our extensive Field Service Team, structured into two zones (East and West), is led by experienced Directors of Field Services, ensuring optimal regional management. This team of 12 Document System Support Specialists partners directly with our Servicing Dealers to deliver expert customer training and resolve service-related concerns efficiently.</p> <p>Service Excellence Programs Our Dealer Service Specialists (DSS) provide comprehensive monitoring, reporting, and problem-solving expertise for hardware, firmware, software, and network-related issues. By employing advanced tools and diagnostic methodologies, our DSS personnel promptly address escalated technical concerns, ensuring rapid root cause analysis and resolution. Our goal is to guarantee that our dealer partners are well-equipped and our customers experience top-tier service, especially Government and Education clients, including Sourcewell participating entities.</p> <p>Key Programs and Initiatives</p> <p>Service Success Center: Sharp’s commitment to maintaining exceptional service standards is supported by our 24/7 Service Success Center. This dedicated online platform provides service</p>

personnel with immediate access to essential resources, including bulletins, manuals, training modules, technical support, and the latest software/firmware updates.

**Technical Service Hotline:**

Our specialized hotline connects Sharp technicians to a team of highly trained technical professionals. These experts offer real-time, guided troubleshooting to expedite problem resolution, ensuring minimal downtime and maximum customer satisfaction. Sharp recently modernized its service call infrastructure by onboarding Salesforce Service Cloud. The new system provides better information sharing, AI-based help for call-center attendees and faster time to resolutions for dealer service inquiries.

**Platinum Level Service Program:**

Recognizing and rewarding service excellence, our Platinum Level Service Provider (PLSP) program sets high-performance benchmarks. Dealers who achieve PLSP status demonstrate a strong commitment to training, with requirements including:

- Core Competencies and advanced model training.
- Certified technicians for all current models and specialty equipment.
- A certified network technician for connectivity support.
- Adherence to established internal escalation procedures.
- Utilization of Sharp's Machine Intelligence Call Assistance System (MICAS).

**Efficient Service Call Escalation Process**

Sharp's structured escalation protocol ensures that every service call receives the appropriate attention, with proactive measures to resolve issues swiftly. Our timeline outlines:

- Initial contact within one hour and a targeted on-site technician response within 2-4 hours.
- Progressive use of support resources, including the Sharp Helpdesk and MySharp Online Support, to address unresolved problems.

If necessary, we provide service loaners and engage Field Service Managers and manufacturer support for complex cases.

In addition to providing excellent service, Sharp provides all Sourcewell participating entities a Three-Year Performance Guarantee on all equipment ordered off the awarded contract. The Three-Year Performance Guarantee begins at the date of installation. The procured equipment must be maintained under a full Service Maintenance Agreement offered through the awarded contract with a Sharp Authorized Dealer or SBS branch and operated using only genuine Sharp supplies and parts. This guarantee applies to all products procured through and billed through our National Account Program, but is not applicable to equipment that has been damaged by accident or misuse, including improper voltage. If it is determined that the equipment was maintained using other than genuine Sharp supplies and parts, the Three Year Performance Guarantee will no longer be valid. This Three Year Performance Guarantee is provided as an assurance that Sharp is committed to Sourcewell's total satisfaction.

**Sharp Canada Commitment**

Sharp Electronics of Canada Ltd. (SECL) extends this high level of service across Canada. Through our authorized dealer network, SECL ensures skilled technicians and service parts depots are readily available in all provinces and territories. All Sharp Certified Service Technicians are comprehensively trained and experienced in handling our Copier, Printer, and MFD resources, fully supporting Sourcewell's participating entities.

By leveraging our strategic programs, expert personnel, and efficient escalation processes, Sharp is committed to delivering exceptional service solutions that meet and exceed client expectations.

<p>29</p>	<p>Describe the ordering process. If orders will be handled by distributors, dealers or others, explain the respective roles of the Proposer and others.</p>	<p>All Sourcewell orders are processed directly by Sharp through our National Account Program. Sharp has two dedicated order processors who receive and process all orders at Sharp's Montvale headquarters. These National Account Team members are highly experienced and knowledgeable, and they are fully dedicated to providing exceptional service and resolving any concerns or issues.</p> <p>Responsibilities of the Customer Service Manager will include, and not be limited to:</p> <p>Order Processing</p> <ul style="list-style-type: none"> <li>• End to end accountability for all aspects of the order flow, from order entry to product shipping.</li> <li>• Order maintenance and prompt resolution of exceptions</li> <li>• Inventory Control and Management .</li> <li>• Tracking inventory flow for orders to ensure they are fulfilled quickly and completely.</li> <li>• Manage adjustments to orders, including re-ships, to expedite the installation process.</li> </ul> <p>Order Staging</p> <p>Large orders or orders with multiple locations/Dealers are assigned a team who is accountable for a smooth order to install process. All orders are tracked on asset level detail also capturing historical status dates. All aspects of each order are monitored from order entry to install (or funding) status, to ensure accurate and timely resolution. This includes:</p> <ul style="list-style-type: none"> <li>• Coordination with inventory and logistics to meet the Participating Entity's shipping and/or installing instructions.</li> <li>• Coordination and communications with Sharp authorized Dealer(s) or Branch(es) on status changes and follow-up on install process for the Participating Entity.</li> <li>• Resolve changes to original Participating Entity order, including customer modifications, re-ships, damages, upgrades and downgrades.</li> <li>• Provide update reports on the current status, challenges or results to Sharp management, Dealers, Branches and Participating Entities.</li> </ul> <p>Sharp's established Sourcewell order business process enables us to fully manage Sourcewell orders, thus providing us all required reporting data, and further reinforces our commitment to providing Sourcewell superior support as a vendor.</p>
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<p>30</p>	<p>Describe in detail the process and procedure of your customer service program, if applicable. Include your response-time capabilities and commitments, as well as any incentives that help your providers meet your stated service goals or promises.</p>	<p>Sharp takes pride in delivering a structured and highly effective account management process for Sourcewell, ensuring exceptional service both locally and nationwide. Our multi-tiered strategy leverages dedicated teams across Order Administration, Finance, Marketing, and Sales to guarantee swift and reliable responses.</p> <p>The leadership of this awarded contract will be spearheaded by Matt Huggins, Sharp's Government and Major Account Manager. Matt will collaborate closely with our Finance Administration Team, dealers, Sharp Business Systems (SBS), and management staff to fulfill all outlined proposal requirements. Matt will also coordinate extensively with our Government and Major Account Managers (GMAMs) across the U.S., ensuring seamless interaction with branches and authorized dealers in their respective territories.</p> <p><b>Exceptional Customer Service Team</b>                  Sharp's Sourcewell Customer Service Department, located in Montvale, NJ, will oversee all customer service operations from Monday to Friday, 9 a.m. to 8 p.m. (EST). Two dedicated Sourcewell Customer Service Managers will be responsible for daily contract management, order processing, tracking, and comprehensive customer support. Orders submitted to our specialized Sourcewell Account email receive top priority, with a guarantee of processing within one business day.</p> <p><b>Key Responsibilities of the Sourcewell Customer Service Team:</b></p> <ul style="list-style-type: none"> <li>• Order Processing: Full accountability for the Sourcewell order cycle, from entry to shipment, with quick resolution of any order exceptions.</li> <li>• Inventory Management: Active monitoring of inventory to ensure prompt and complete fulfillment of orders, as well as adjustments for expedited installations.</li> <li>• Order Installation: A specialized team handles large and multi-location orders, overseeing the process from entry to installation to ensure accurate and timely completion. Coordination with inventory and logistics teams is critical for meeting shipping and installation instructions.</li> <li>• Order Resolution: Quick adaptation to changes, including customer modifications, re-ships, or upgrades, ensuring seamless transitions.</li> <li>• Problem Escalation: Proactive collaboration with Sharp's Sourcewell Account Manager to address any issues related to performance requests.</li> </ul> <p><b>Management Team Contacts:</b></p> <ul style="list-style-type: none"> <li>• Deepak Yadav, AVP, Business Plan Operations &amp; Supply Chain: (201) 529-3342</li> <li>• Fran McNicholas, Manager, Finance Administration: (201) 529-8601</li> <li>• Jessica Gerhold, Manager, Business Operations: (201) 529-9557</li> </ul> <p>The Sourcewell Customer Service Team is composed of seasoned professionals, well-versed in the contract's specifics, and dedicated to delivering top-tier service.</p> <p><b>Sharp Canada: Comprehensive Support Structure</b></p> <p>In Canada, Sourcewell participating entities benefit from a robust support system. Each entity is assigned a Client Operations Manager (COM) who serves as a single point of contact for fleet management, service delivery, reporting, and issue resolution. Additionally, local Account Managers (AM) attend quarterly business reviews and, together with the COM, analyze fleet performance to recommend continuous improvements.</p> <p>Our Solutions Consultants are available for Managed Print Services (MPS) and software integration, offering both on-site and remote support. Initial account setups and specialized billing requirements are managed by our Director of Administration, with ongoing support handled by our Administrative Team.</p> <p>All Sourcewell participating entities have direct access to SECL corporate support, including a toll-free HelpDesk available in both English and French for designated regions. Technical service accountability is managed by the SECL Director of Operations and Service, supported by our Regional Service and Dealer Service Managers. We uphold a four-hour onsite response standard, with accommodations for remote locations as necessary.</p>
<p>31</p>	<p>Describe your ability and willingness to provide your products and services to Sourcewell participating entities.</p>	<p>Sharp is dedicated to delivering exceptional products and services that meet the diverse needs of Sourcewell participating members. Leveraging our extensive network, we provide comprehensive geographic coverage through Sharp Business Systems (SBS) direct branches, a strong alliance of local independent authorized dealers, and Certified Channel Resellers. Our experienced sales and service teams possess in-depth knowledge of the Sourcewell contract and have a proven history of successfully implementing tailored solutions that drive results.</p>
<p>32</p>	<p>Describe your ability and willingness to provide your products and services to Sourcewell participating entities in Canada.</p>	<p>Sharp Electronics of Canada Ltd. (Sharp Canada) maintains a dedicated team which is responsible for identifying and responding to opportunities within the broader public and MASH sectors in all regional, provincial/territories and federal levels throughout Canada.</p> <p>SECL will support Sourcewell by promoting Sourcewell's proven procurement program when/where responding to appropriate publicly posted RFPs. SECL will also promote Sourcewell to current Sharp direct and authorized dealer Clients who may not be aware of Sourcewell's procurement benefits to the broader public and MASH sectors.</p>

33	Identify any geographic areas of the United States or Canada that you will NOT be fully serving through the proposed agreement.	<p>The combination of Sharp's extensive dealer network and direct branch operations enables us to provide service and support throughout the United States. Certainly, remote areas may have longer delivery timelines and may incur additional cost for delivery and service. This will be provided to the Sourcewell entity at time of project development.</p> <p>Sharp Canada Sharp Canada and our network of authorized dealers provide service throughout all 10 Canadian provinces. At this time, Sharp Canada does not support the three Canadian territories.</p>	*
34	Identify any account type of Participating Entity which will not have full access to your Solutions if awarded an agreement, and the reasoning for this.	<p>Sharp Electronics will fully service all geographic areas throughout the United States. However, in certain instances where devices are outside of a 25-mile radius from an authorized dealer or branch servicing location, these remote locations may be charged additional fees. If applicable, any additional charges will be provided in advance to the Sourcewell participating entity.</p> <p>Sharp Canada Sharp Canada and our network of authorized dealers provide service throughout all 10 Canadian provinces. At this time, Sharp Canada does not support the three Canadian territories.</p>	*
35	Define any specific requirements or restrictions that would apply to our participating entities in Hawaii and Alaska and in US Territories.	<p>There are no specific contract requirements or restrictions that apply to Sourcewell's participating entities. Sharp has the ability to deliver and service products in Hawaii, Alaska and in US Territories. Where applicable, the Sourcewell participating entity would be responsible for shipping, additional tax filings, export or import fees, etc. as applied to the shipment. In addition, Sharp's transit and delivery time may be impacted due to the customer location.</p>	*
36	Will Proposer extend terms of any awarded master agreement to nonprofit entities?	<p>Sharp will absolutely extend terms of an awarded master agreement to nonprofit entities. In fact, a large percentage of our current Sourcewell customer engagement is attributed to the nonprofit sector. Working with nonprofits gives Sharp the ability to be more involved in community service and reinforces our commitment to providing cost-effective solutions to a broad spectrum of customers.</p>	*

**Table 4: Marketing Plan (100 Points)**

Line Item	Question	Response *
37	Describe your marketing strategy for promoting this opportunity. Upload representative samples of your marketing materials (if applicable) in the document upload section of your response.	<p>Sharp's marketing strategy for the promotion of the Sourcewell contract is multi-layered. A great deal of our strategy is based upon the fundamental approach that we have taken since our first Sourcewell award. This contract is our primary contract vehicle for all local government, education, and non-profit opportunities. Given this level of importance, the following programs are currently in place, and we will continue to explore additional means of promoting the contract.</p> <p>Sales Marketing / Contract Education:</p> <p>The following are Sourcewell contract specific materials developed for Sharp Dealer and SBS sales representatives. The intent of these materials is to both educate and reinforce sales reps on the value of the contract and how to best communicate the award.</p> <p>Training Webinars Sharp provides both scheduled and ad-hoc training webinars for our dealer and SBS sales reps. These webinars include Sourcewell messaging (as provided via the Sourcewell vendor portal), as well as information on the many Sourcewell-specific marketing materials that Sharp makes available to our salespeople.</p> <p>Sharp Success Center To ensure that Sharp's dealer sales force, Sharp Business Systems sales reps and Certified Channel Resellers maintain a high level of product knowledge and expertise, Sharp provides an online site designed to provide continued 24/7 access to resources, innovative tools, ongoing training and technical support needed to exceed Sharp's customer service reputation.</p> <p>This online platform includes a dedicated Sourcewell landing page which contains a multitude of marketing resources that can be downloaded and used by our sales teams. Resources include: pricing, a contract overview, press releases, a training presentation, a Sourcewell contract "benefits of selling" flyer, Sourcewell customer success stories and more. This site enables Sharp to keep our sales team fully engaged and aware of any new product additions, major Sourcewell successes and program enhancements.</p> <p>Vertical-Specific Training Materials Sharp's vertical-specific training materials provide essential selling tips and resources for our key markets. Sales reps have access to customer flyers and internal sales tools which provide information about the need</p>

**Sourcewell / Sharp Videos – “Why Sourcewell”**

In conjunction with Sourcewell, Sharp has developed a series of “Why Sourcewell” mini video clips which reinforce the value of cooperative contract selling, and why a Sharp dealer or branch sales rep would want to propose Sourcewell’s contract. These video clips range from 30-seconds to 2-minutes and answer questions like, explaining Sourcewell’s .gov delineation, Sharp’s history with Sourcewell, and more. Our Government and Major Account Managers have the ability to share these mini clips with salespeople, thus reinforcing the “Why Sourcewell” message.

**Dealer Road Shows**

Sharp Dealer Road Shows are scheduled approximately every 18 months. The three to five shows are scheduled over an eight-week period and are held in major cities throughout the U.S. All Sharp authorized dealer and SBS location sales reps are encouraged to attend. The agenda for the road show has historically included a dedicated Sourcewell seminar which outlines the benefits of the contract and highlights regional success stories.

**National Dealer Meeting**

Sharp’s National Dealer Meeting is also scheduled approximately every 18 months. This two day plus event includes a 40,000 sq. ft. product showcase which consists of a Sharp Partner Pavilion with a Sourcewell Premier Booth staffed by both Sourcewell and Sharp representatives, as well as vertical market demonstrations highlighting educational opportunities using the Sourcewell contract. In addition, all attendees are encouraged to attend a dedicated Education/Sourcewell breakout session.

**GMAM Dealer Training**

All Sharp Government and Major Account Managers (GMAMs) are required to meet with the Sharp dealers and SBS locations in their assigned territories. When meeting with Sharp Dealers and SBS sales reps, a large component of the GMAM “talk track” is the Sourcewell contract including the benefits and the opportunities it provides. In addition, the above referenced marketing materials and events are always identified throughout these training sessions.

**Customer Engagement:****Customized Website**

Sharp currently maintains a customized Sourcewell website for customer usage. This site includes contract-specific information regarding product information, customer testimonials, a customer benefits flyer, as well as a MySharp™ site. The MySharp site includes customer “how to” tutorials ranging from how to duplex to more advanced features on our copiers and printers. In addition, the website provides information on Sharp’s free toner recycling program and our commitment to the environment. This site is continually updated and enables Sharp to provide Sourcewell participating entities the most up to date information regarding the award.

**Trade Shows**

Sharp participates in all major local government and educational trade shows and demonstrates a strong Sourcewell commitment through our marketing banners and collateral materials. In addition, Sharp will continue to provide co-branded giveaways for all show attendees.

**Sharp Executive Experience Center**

Sharp’s three Executive Experience Centers throughout the country enable customers to engage firsthand with Sharp’s products. This includes our production printers, A3 and A4 MFPs and printers, laptops, digital displays, as well as software and workflow document technologies. This hands-on experience enables customers to see the synergy of Sharp’s technology in industry specific use cases.

**Sourcewell Contract Benefits**

Sharp provides our customers a variety of collaterals designed to reinforce the value of the Sourcewell contract, including a single page “Customer Benefits” document which highlights customer testimonials and the benefits of cooperative purchasing. Our Simply Smarter Procurement with Sourcewell brochure dives deeper into the benefits of the contract and providing a total office solution to Sourcewell participating entities.

**Vertical-Specific Marketing**

Sharp has developed a series of marketing flyers designed specifically for vertical markets which identify technology solutions for government, education and nonprofit organizations. Each of these provide customers with an overview of Sharp’s product offering and ability to address needs specific to each market.

**RFP vs Cooperative Contract Process**

This infographic demonstrates the value of cooperative contract purchasing vs issuing a RFP. We provide this document to potential Sourcewell customers to further reinforce the value of cooperative purchasing. This valuable visual tool is a fabulous “extra kick” when it comes to relaying the benefits of Sourcewell.

		<p>Marketing material samples provided in Documents section (Table 4 – Marketing Plan)</p> <p>Sharp Canada                  Sharp Electronics of Canada Ltd. will leverage many of the marketing materials that Sharp's HQ marketing team has developed. The access to existing materials and ability to easily modify messaging for the Canadian market enables the Canadian sales and marketing teams to literally hit the ground running.</p>	
38	Describe your use of technology and digital data (e.g., social media, metadata usage) to enhance marketing effectiveness.	<p>Sharp has many technology and digital approaches to enhancing our marketing for our overall solutions and Sourcewell client engagement. These include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Social media promotion and/or targeted promotional advertising on platforms such as LinkedIn, Facebook, Twitter and Instagram</li> <li>• Digital marketing promotions including paid-search, display ad retargeting and sponsored content on online communities</li> <li>• Significant digital-video production of our core messages, for use on our web properties, YouTube and across social media</li> <li>• Email nurture campaigns to both end-users and our channel audiences via event-captured, sales-captured and website-gathered leads, driven by our digital marketing automation platform (Pardot) that is tied to our CRM system (Salesforce)</li> <li>• Online events and webinars accelerate sales cycles, build contact lists to deliver messaging about solutions, contracts and GPO buying options</li> <li>• Web-presence over our corporate site (business.sharppusa.com), our direct-branch-sales site and partner extranet sites (Sharp Success Center) for our channel to gain valuable selling information</li> <li>• To enhance prospecting and sales effectiveness, Sharp has deployed ZoomInfo across our direct sales organization to improve prospect identification and targeting. We also offer social selling training for platforms like LinkedIn.</li> </ul>	*
39	In your view, what is Sourcewell's role in promoting agreements arising out of this RFP? How will you integrate a Sourcewell-awarded agreement into your sales process?	<p>By and large we view the promotion of an awarded contract as Sharp's responsibility. Certainly, Sourcewell's reinforcement of its message in the provided vendor "Sourcewell University" training events and webinars provides reinforcement and education for our Dealers and SBS salespeople. Sharp truly appreciates Sourcewell's commitment to provide training regarding industry and sales trends in cooperative purchasing, as well as tips on how to position the Sourcewell contract to boost sales.</p> <p>The annual H2O conference provides management the ability to meet with fellow vendors and to share and exchange best practices and to discover optimum methods of contract promotion. Joint co-marketing activity with Sharp has proven successful in the past. We absolutely intend to build upon the relationship that we have established with Sourcewell as an active participant in all Sourcewell marketing activities where appropriate.</p> <p>The inclusion of Sourcewell in Sharp's dealer and SBS training webinars has been well received and provides additional messaging. As well, Sharp's historical inclusion of Sourcewell in our National Dealer Meetings and Road Shows has been invaluable. Finally, the recently launched Sourcewell vendor portal provides serves as an outstanding educational resource for our salespeople.</p> <p>A Sourcewell awarded contract will continue to be fully integrated into Sharp's internal sales process. The Sourcewell contract is a key component of the sales quota for all Sharp sales employees, as this quota requirement is incorporated at all sales levels – management, dealer sales and government sales.</p> <p>Sharp will continue to provide incentives for using the Sourcewell contract to salespeople through our Ultimate Rewards Program. This program is a versatile, online sales program designed to reward Sharp dealer, CCR and SBS sales reps for selling Sharp products through the contract. All Sharp dealer sales reps and sales managers are encouraged to improve their level of sales and technical competency by completing the Sharp Academy online training program, which is an in-depth and up-to-date education on Sharp products, software and solutions. The Ultimate Rewards point values earned are directly related to the Sharp Academy level of training completed. This business model encourages our sales reps to continuously train and maintain a high level of industry and product knowledge.</p>	*
40	Are your Solutions available through an e-procurement ordering process? If so, describe your e-procurement system and how governmental and educational customers have used it.	<p>The complex nature of our products and our solutions-based approach does not lend itself to a commoditized e-procurement ordering process. We are currently exploring an e-procurement platform for the ordering of "drop ship" type products such as desktop printers and monitors. Once available, Sharp would make this e-procurement system available to Sourcewell participating entities.</p>	*

**Table 5A: Value-Added Attributes (100 Points)**

Line Item	Question	Response *
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<p>41</p>	<p>Describe any product, equipment, maintenance, or operator training programs that you offer to Sourcewell participating entities. Include details, such as whether training is standard or optional, who provides training, and any costs that apply.</p>	<p>To ensure the highest level of satisfaction in training and support of all product installations, Sharp's dealers and SBS branches provide on-site introductory training with each new copier, printer or multi-function device (MFD) installation.</p> <p>Product Training is customizable. The installing service provider will develop a program using one or more of the options below.</p> <ul style="list-style-type: none"> <li>• Small group classroom training - Group of 10-20 with Lead Trainer             <ul style="list-style-type: none"> <li>o In this setting, we utilize a feature of the Sharp MFD called Remote Front Panel. This feature allows us to broadcast the MFD's user interface to a Screen or Monitor so that many can easily see the screen from a comfortable position.</li> </ul> </li> <li>• Department Training             <ul style="list-style-type: none"> <li>o Trainers will schedule a time with each department or group and do hands-on product training in the user's area.</li> </ul> </li> <li>• Power User Training- Train the Trainer             <ul style="list-style-type: none"> <li>o In this training, a select group of power users will go through an extended training session and after completion should be able to help others as needed.</li> </ul> </li> <li>• Follow Up Training - Can be made available. An additional cost may be incurred             <ul style="list-style-type: none"> <li>o When you have new staff or want more advanced training with your technology we will be there to support you. Our goal is to ensure our customers are utilizing their equipment to its fullest potential.</li> </ul> </li> </ul> <p>The initial one hour on-site introductory training is included at no additional charge with all equipment acquired on an awarded Sourcewell Contract.</p> <p>Before a machine is delivered and installed, the customer will be contacted by the installing dealer or SBS location to schedule training. Training will be scheduled within 48 hours of delivery and is usually scheduled to take place during the installation process. However, training could be scheduled at a date and time convenient to the participating entity after the time of delivery and installation.</p> <p>Sharp also provides an online tool for end user guidance and assistance, MySharp™ is an additional resource which is available 24/7. This web-based site is Sharp's free internet resource designed to help Sourcewell participating entities with any questions regarding the functions of the copier, printer or MFD. This website will provide participating entities with access to video demonstrations, tutorials, tips and tricks for using the Sharp equipment to its full potential. Additionally, the site is customized to include information and tutorials on all awarded MFDs and printers. The website's sleek look and easy navigation to videos and PDFs makes this unique resource a great way to access critical information any time of day! A link and screen shots are provided in the Documents section of our response (Table 5A - Value Add)</p> <p>Sharp Canada</p> <p>Sharp Canada's training ensures that key operators and end users are fully equipped to use MFDs (Multi-Function Devices) efficiently, driving cost savings through best practices. Training programs are tailored to meet the specific needs of each client, addressing common user questions and optimizing device usage.</p> <p>Training at the Time of Installation</p> <p>At the time of MFD installation, Sharp Canada provides comprehensive training, which includes:</p> <ul style="list-style-type: none"> <li>• Technical Assistance: Support with server software setup and configuration of sample workstations.</li> <li>• MFD Software Management: Training for IT staff on MFD management utilities (up to 2 hours of initial training).</li> <li>• Driver Interface Training: Instruction for up to 5-10 primary users per session on how to effectively use the MFD drivers.</li> </ul> <p>Training Delivery Methods</p> <p>Sharp trainers utilize a combination of on-site, hands-on, and web-based training resources:</p> <ul style="list-style-type: none"> <li>• On-Site Training: Hands-on sessions at the time of installation, as well as group classroom training with a working MFD.</li> <li>• Web-Based Training: Access to online modules, 24/7 help documentation, FAQs, and webinars/conference calls for additional locations or ongoing support.</li> </ul> <p>Key Operator and End User Training</p> <p>Training for key operators and end users covers all functions and features in use, including:</p> <ul style="list-style-type: none"> <li>• Basic Functions: Copy, print, scan, fax, and paper selection.</li> <li>• Advanced Features: Confidential print, address books, job status tracking, and document filing.</li> <li>• Key Operator Responsibilities: Training on essential tasks such as changing consumables, troubleshooting, ordering supplies via the Sharp web-based service portal, and following service call protocols.</li> <li>• Additional Skills: Training on advanced tasks such as inserting tabs, creating booklets with different paper types, and creating custom job builds.</li> </ul> <p>Data Monitoring &amp; Support</p> <p>As requested, diagnostic and usage data can be routed to key operators, fleet administrators, or Sharp's fleet support team for ongoing monitoring and management.</p> <p>Tailored IT Support Training</p> <p>IT support training is customized to the agreed-upon level of involvement, ensuring that IT teams are fully prepared to support the MFD systems. Additionally, Client HelpDesk teams can receive separate training at no extra charge.</p>
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42	Describe any technological advances that your proposed Solutions offer.	<p>Sharp has a strong history of developing leading edge technologically advanced products. Sharp was the first manufacturer to introduce document security in 2000 and the first to receive the Federal Government's Common Criteria certification for our MFD security solution in 2001. Our commitment to providing our customers superior products and services sets Sharp apart from our competitors and allows us to provide Sourcewell participating entities a best-in-class experience.</p> <p>Here are some highlights:</p> <p>Smart Office Solutions:</p> <ul style="list-style-type: none"> <li>• <b>Interactive Whiteboards:</b> Sharp's interactive whiteboards, like the AQUOS BOARD series, are designed for collaboration in meetings and classrooms. They support multi-touch functionality and seamless integration with other smart office devices.</li> <li>• <b>Document Solutions:</b> Sharp provides multifunctional printers and copiers with features like cloud integration, enhanced security, and AI-driven maintenance to streamline document management.</li> </ul> <p>Display Technology:</p> <ul style="list-style-type: none"> <li>• <b>8K Ultra-HD Technology:</b> Sharp was a pioneer in developing and mass-producing 8K televisions, which offer ultra-high resolution for stunning picture clarity.</li> <li>• <b>IGZO Displays:</b> Sharp developed IGZO (Indium Gallium Zinc Oxide) technology, which allows for higher pixel density and improved energy efficiency in displays for TVs, laptops, and mobile devices.</li> </ul> <p>These technologies demonstrate Sharp's commitment to enhancing user experience through innovation, efficiency, and smart connectivity.</p> <p>Technology for New "Normal" Office Environments</p> <p>The COVID-19 pandemic caused us to reevaluate how we work. Sharp has developed technologies that allow organizations to be flexible and promote safe working environments, either while in the office or while collaborating from a home office.</p> <p>Touchless Job Release</p> <p>Sharp remains committed to keeping your work environment safe and sanitary by supporting features to help employees safely and hygienically operate shared devices. With that in mind, Sharp has enhanced the Print Hold feature on select A3 and A4 workgroup models, enabling users to release their jobs automatically by simply swiping their ID card when authentication is used. With this workflow, users do not need to physically touch the MFD, allowing for a true contactless experience.</p> <p>Cloud/Email Connect</p> <p>Through the Cloud/Email Connect feature on the latest generation of Sharp multi-function products, organizations can seamlessly integrate their paper-based document workflows with popular cloud services. For an optimal user experience, single sign-on is supported. Users can login once and conveniently scan documents or access cloud-stored documents directly from the Sharp MFD while IT administrators maintain full security control.</p> <p>Cloud Connect For:</p> <ul style="list-style-type: none"> <li>• OneDrive® for Business</li> <li>• SharePoint Online®</li> <li>• Google Drive™</li> <li>• Box Connector (Available through the Sharp Application Portal)</li> <li>• Dropbox Connector (Available through the Sharp Application Portal)</li> </ul> <p>Email Connect For:</p> <ul style="list-style-type: none"> <li>• Exchange Server</li> <li>• Exchange Online/Office 365</li> <li>• Gmail™ Webmail</li> </ul> <p>Synappx™ Builds a Smarter Hybrid Workplace</p> <p>As businesses aim to rebound in 2021, the workplace will continue to be a place where people come to connect with colleagues and collaborate. Sharp's Synappx applications help organizations create a safer and smarter workplace experience by providing contactless device access and simplifying collaboration in shared spaces.</p> <p>With a mobile device, Synappx Go enables the quick, safe access and sharing of content through the Sharp MFD or interactive display, all without ever touching the shared device. Synappx Meeting creates more productive meetings by helping users connect technology in meeting rooms, from their desks or at home.</p> <p>Synappx™ applications ease communication between office technology such as, hardware, software, data stores and data communication platforms; already in use in the office. With Sharp Synappx, these technologies communicate with each other, seamlessly. Remove frustrating technology hassles from meetings. Share or print information right where it's needed. Get smarter about meeting spaces, all to drive better collaboration.</p> <p>Windows Collaboration Display</p> <p>Sharp's Windows Collaboration Display (WCD) includes a built-in microphone, 4K camera and IoT sensor hub that works seamlessly with Microsoft 365 collaboration tools. This</p>
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product is backed by the cloud to deliver outstanding ease of use and enable the continual analysis of meeting room conditions, allowing for comfortable business meetings with better space utilization, more productive collaboration and minimal setup. With the WCD, users can share material from any device. Plus, built-in wireless casting can connect up to five devices simultaneously.

#### Technological Advances of Sharp Products

##### MFD Customization

The Sharp first-of-a-kind user interface can be customized with one-touch access to the functions, files or applications that are most important to an organization or user. The experience is fully personalized from the simple to the more complex, allowing you to add custom backgrounds and icons, change the display language and much more.

##### Retractable Keyboard

Designed to simplify e-mail address and subject line entries, as well as repetitive scanning tasks and user authentication, the built-in keyboard offers users a familiar ergonomic interface.

##### Sharp Mobile Print and Scan Solution

Sharp's mobile applications are designed to give users powerful, cutting edge solutions that integrate their Windows® 8, Windows RT, iPhone®, iPad®, or Android™ device with Sharp's award-winning MFDs. Sharpdesk Mobile provides users with an innovative mobile print and scan solution for Smartphones, Tablets, and AQUOS Boards.

##### Hassle-Free Printing

Connect to a Wi-Fi network, select a document, preview and print directly to a supported Sharp MFD from your iPhone® or iPad®.

##### Simplified Scanning

Scan hard-copy documents to PDF for easy access by simply scanning from a Sharp MFD to your iPhone® or iPad®. The mobile device's profile can be stored as a "scan-to" location on the MFD for easy access.

##### Seamless Collaboration with Other Applications

Sharpdesk Mobile allows seamless file sharing with other applications. Users can attach scanned files to e-mail, share documents with other iPhone®/iPad® applications or print files from other iPhone®/iPad® applications.

##### Security

Sharp Electronics is recognized as an industry leader in security which provides Sourcewell participating entities proven protection for confidential data, device access and network safeguards. Securely managing business and user data is critical for organizations to be successful, Sharp addresses these concerns by providing a suite of integrated security features designed to help protect your information and document assets.

Sharp continues to lead in the industry by incorporating advanced Security (AES 256 bit encryption, HDD overwrite) as a standard feature. Sharp has also introduced additional Security measures with Firmware Attack Prevention and Self Recovery, Application Whitelisting, and an "End-of-Lease" feature that sanitizes and reverts the MFD to defaults when reaching end of life. Sharp addresses the need for governmental compliance by the introduction of optional data security kits that provided the ability to encrypt data further residing on the device in addition to the already present AES 256 bit encryption, data overwrite, port management and administrator control of feature accessibility. In addition, a firmware-based operating system is deployed in Sharp MFDs that does not allow for vulnerabilities that could potentially introduce harmful software such as a virus or malware.

##### Sharp Remote Device Manager (SRDM)

SRDM is a device management and monitoring tool to facilitate centralized management of Sharp MFDs and SNMP-compliant printers to allow for optimum device uptime. From the console, IT Managers can view detailed information on each device, such as network connectivity, consumable levels and impression counts. The direct access to remote front panel enables support staff to view and control the LCD panel from anywhere on the network, as well as the ability to review service logs and update firmware. For more intuitive views and to expedite trouble shooting, devices can be grouped together in the utility by model, department, location, network status, IP address and more. Rapid deployment of MFDs can also be accomplished by distributing print drivers to network clients and cloning the settings of a reference device to other similar models all at the click of a button. Toner level is monitored in one percent increments on select models.

##### Key features include but are not limited to:

- Manual or automated device discovery
- Remote device monitoring on status and consumables
- Remote device security, network and system configurations
- Remote access to device's front panel to provide quick user assistance
- Driver distribution to reduce IT support time
- Security dashboard to centrally enforce security policies
- Scheduled power management to optimize energy usage

		<ul style="list-style-type: none"> <li>• Device cloning and storage backup to facilitate deployment and business continuity</li> <li>• Email notifications to keep IT administrators aware of critical issues</li> </ul> <p><b>Edge-to-Edge Printing</b>                  Sharp is the first and only manufacturer to offer edge-to-edge printing on light production MFDs. Edge-to-edge printing enables operators to output high quality, full-bleed booklets in-line, helping to reduce outsourcing costs as well as production times. Sharp's exclusive solution uses 11 x 17 paper and automatically trims only one edge of the paper, producing a lower cost full bleed booklet. Other manufacturers accomplish this by printing on larger (12 x 18) paper which costs more than ledger paper and by using an expensive finisher that trims three sides of the finished booklet. Not only does this type of paper trimming unit cost more, it also slows down the productivity of the device. This feature has been especially well-received by Sourcewell participating entities who opt for in-house printing of materials such as churches and other non-profits.</p> <p><b>PANTONE® Matching System</b>                  PANTONE® colors are commonly found in logos, letterhead, and business cards. Traditionally, to accurately reproduce these colors manufacturers would turn to a third-party company for a specialized print controller. Sharp has taken a different approach. All Sharp 30+ page per minute color models have the ability to match PANTONE colors. This unique approach saves customers money by not requiring a costly third-party print controller. In addition, training time is saved as a result of not needing to train users on a different print driver while providing excellent color matching.</p> <p><b>Fiery® Command Workstation®</b>                  Sharp also received an innovation award from BLI for our integration of Fiery® Command Workstation® at the MFD panel. Utilizing a large 15.4" touch screen on our light production models, Sharp has chosen to offer more convenience while reducing costs for Sourcewell participating entities. In the past, a key operator would run a light production MFD and utilize a nearby PC running Command Workstation. This creates a lot of back and forth for the key operator to load paper, offload finished jobs and check on incoming print jobs. By giving key operators the convenience of running Command Workstation through the control panel, key operators are more productive. Competitive models require a costly FASCI Kit with an external keyboard can cost much more.</p> <p><b>Sharp OSA®</b>                  Designed to deliver powerful customization, the Sharp OSA development platform opens the door to a broad array of value-added functionality and flexibility. Sharp OSA-enabled MFDs allow users to work smarter and be more productive. Completing routine tasks are easier.</p> <p>With next generation Sharp OSA technology, applications deployed in the cloud can be integrated with any Sharp OSA v4 enabled MFD. By delivering applications to the MFD directly from the cloud, enterprises gain the ability to quickly scale MFD functionality without the need to purchase server hardware and software. The deployment time is significantly reduced by avoiding the lengthy capital approval process often used for IT projects.</p> <p>Links to pertinent brochures and marketing materials further describing Sharp's technological advances are provided in the Documents section of our response (Table 5A – Value Add)</p>
43	Provide two (2) examples of how your devices support seamless workflows with cloud-based document management systems.	<p>Sharp multifunction devices (MFDs) are equipped with advanced features that support seamless workflows with cloud-based document management systems. Here's how they enable this integration:</p> <p><b>Cloud Connectivity:</b> Sharp MFDs come with built-in cloud services that allow users to easily scan documents to, or print documents from, popular cloud storage platforms like Google Drive, OneDrive, SharePoint, Dropbox, and Box. This ensures documents are accessible and manageable from anywhere. Users can scan documents directly from the copier to cloud-based document management systems without needing a computer. This reduces the steps required to upload and organize files, improving productivity and efficiency.</p> <p>Sharp's Open Systems Architecture (OSA) enables Sourcewell participating entities to seamlessly integrate their MFDs with cloud document solution of their choice. This unique approach to third party integration allows users to retain maximum flexibility.</p> <p>These features make Sharp copiers a vital part of efficient, cloud-integrated office environments, enhancing productivity and making document management easier and more secure.</p>
44	Describe any "green" initiatives that relate to your company or to your Solutions, and include a list of the certifying agency for each.	<p><b>Sharp's "Green" Initiatives</b>                  Sharp is deeply committed to its corporate sustainability plan and promotes an overall company strategy for protecting the global environment. Critical policies, strategies, and measures relating to environmental sustainability management are implemented across the entire Sharp Corporation. Specifically, Sharp Corporation's Environmental Department in charge of Environmental Affairs serves as the chair of the semiannual General Global Environmental Conferences, where general managers responsible for environmental affairs from each division and overseas base become thoroughly familiar with Sharp Corporation's environmental policies and discuss environmental policies, objectives and measures for each division.</p>

Sharp also holds Company-Wide GP (Green Product) and GF (Green Factory) Conferences in Japan and regional environmental conferences to ensure that Sharp Corporation's environmental policies are thoroughly disseminated and to discuss environmental policies and measures for each department and site. Sharp also works closely with members of environmental departments at each site in Japan and worldwide through various committees, project activities, and Eco Best Practice Forums, while promoting various environmental initiatives across the entire Sharp Group.

Sharp is taking active measures to curb greenhouse gas emissions resulting from its business activities by reducing CO2 emissions through the introduction of cogeneration systems and energy-efficient equipment, the installation of solar power generation systems, and the meticulous implementation of energy-saving activities at plants and offices. At the same time, Sharp is also reducing emissions of greenhouse gases such as PFCs (perfluorocarbons) by installing abatement systems and adopting replacement gases with lower global warming potential.

To support these environmental initiatives, Sharp introduced its long-term Eco Vision 2050 which sets forth two key goals to reach by 2050: to create more clean energy than the total amount of energy consumed in Sharp's entire supply chain and to achieve net zero CO2 emission in Sharp's business activities.

Sharp's 2023 Sustainability Report is included in the Documents section of our response (Table 5A – Value Add)

Sharp's Recycling Initiatives

Toner Recycling

Sharp's Toner Recycling Program is FREE to all users and provides for the recycling of all consumables, including toner cartridges, bottles, toner collection containers and drum units. As part of our commitment to preserving the environment and reducing landfill waste, Sharp Electronics partnered with a Zero Waste to Landfill Recycler for recycling all Sharp consumables.

We encourage our customers to recycle in bulk by providing all collection and shipping materials, as well as all shipping and recycling costs, for the return of all used Sharp toner cartridges and consumables. Upon registration, customers receive a Recycling Kit that contains 3 pre-addressed collection/shipping cartons. The carton can be conveniently placed in the customer's mail room or near the copier for easy collection and shipment of up to 10 used cartridges. Since the program's inception, each month over 4 tons of used toner cartridges have been prevented from ending up in a landfill.

For more information on our recycling program, please visit [www.sharppusa.com/recycle](http://www.sharppusa.com/recycle)

Machine End-of-Life Product Recycling

As part of Sharp's Super Green Strategy, Sharp provides our customers a recycling option for Sharp Copiers, Printers and MFDs which have reached their end of life.

These models, with authorizing documentation, can be shipped to one of three regional Sharp recycling centers. Sharp will be responsible for all disposition and Zero-Waste-to-Landfill recycling costs associated with the disposition of Sharp equipment.

Additional information is included in the Documents section of our response (Table 5A – Value Add)

Sharp Canada

Sharp Canada has long been committed to sustainability and environmental responsibility, with a range of "green" initiatives embedded into our products, services, and operations. Sharp Corporation ("Sharp") integrates eco-friendly practices across its product design, manufacturing processes, and corporate activities, ensuring that its offerings are not only high-performance but also environmentally conscious.

Energy-Efficient Products

Sharp designs its products with energy efficiency in mind, helping businesses and consumers reduce their environmental footprint. Many of Sharp's devices, including its printers, multi-functional devices (MFDs), and displays, are ENERGY STAR® certified. ENERGY STAR® is a global standard for energy efficiency, indicating that these devices consume less energy during operation and standby mode, contributing to lower greenhouse gas emissions and reduced operational costs.

For example:

- Sharp's printers and MFDs feature energy-saving modes that minimize power consumption without sacrificing performance.
- Sharp's large-format displays also incorporate energy-efficient technologies like LED backlighting, which significantly reduces energy usage compared to traditional fluorescent lighting.

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		<p><b>Recycling Programs</b></p> <p>Sharp Canada has implemented various recycling initiatives to reduce waste and promote the reuse of materials. This includes product take-back programs, where consumers and businesses can return old or non-functioning devices for proper disposal and recycling. Sharp Canada partners with R2 certified e-waste recyclers to ensure that products are dismantled in an environmentally responsible manner and that components are either reused or recycled.</p> <p>Sharp Canada's Toner Cartridge Recycling Program is another example, which allows Sharp Canada customers to return used toner cartridges for recycling, helping to reduce the number of cartridges that end up in landfills. This program aligns with Sharp Canada's broader goal of reducing waste and promoting circular economy principles.</p> <p><b>Eco-Friendly Packaging:</b> Sharp also prioritizes sustainable packaging for its products. The company uses minimal packaging materials and strives to utilize recyclable or biodegradable materials for the boxes, wraps, and inserts used in the shipping and packaging process. This reduces the environmental impact of packaging waste.</p> <p><b>Sustainable Manufacturing Practices:</b> Sharp's commitment to sustainability extends to its manufacturing processes. The company adheres to environmentally responsible practices to minimize the ecological impact of its production facilities. Sharp's factories are designed to comply with global environmental standards, such as ISO 14001, which is a certification for effective environmental management systems.</p> <p>Sharp's global manufacturing facilities have taken significant steps to reduce water and energy consumption in its production processes and to minimize the use of hazardous substances. For instance, Sharp has committed to eliminating harmful materials such as PVC and certain flame retardants from its products in favor of safer, more environmentally friendly alternatives.</p> <p><b>Eco-Friendly Product Design:</b> Sharp incorporates sustainable design principles into the creation of its products. Many of its devices are built with energy-saving technologies, long-lasting components, and recyclable materials. Sharp products are designed for ease of maintenance, which extends their useful life and helps reduce waste over time. For example, Sharp's solar-powered calculators and eco-friendly printing solutions reflect a commitment to using renewable energy and minimizing paper waste. By utilizing technologies that lower environmental impact, Sharp's product lineup contributes to a greener planet.</p> <p><b>Carbon Footprint Reduction:</b> Sharp Canada is actively involved in reducing its corporate carbon footprint. This includes improving energy efficiency within our corporate headquarters and warehouse/distribution facilities, optimizing logistics to reduce transportation-related emissions, and sourcing renewable energy where possible. Sharp has set ambitious sustainability targets and works to track and reduce its carbon emissions on a global scale.</p> <p><b>Corporate Social Responsibility (CSR) Initiatives:</b> Sharp's environmental commitment extends beyond product development. As part of Sharp's broader corporate social responsibility initiatives, Sharp works to raise awareness about environmental issues and promotes green practices through its partnerships with local communities and organizations. The company is involved in a number of environmental advocacy programs and educational initiatives that encourage sustainable living and responsible consumption.</p> <p>Sharp's "green" initiatives reflect a holistic approach to sustainability. By offering energy-efficient products, implementing recycling programs, adopting sustainable manufacturing practices, and promoting environmentally conscious design, Sharp is helping organizations reduce their environmental impact while also offering high-quality, high-performance solutions. These efforts not only support global sustainability goals but also provide customers with environmentally responsible options for their technology needs.</p>
45	Identify any third-party issued eco-labels, ratings or certifications that your company has received for the Solutions included in your Proposal related to energy efficiency or conservation (e.g. life-cycle management, energy consumption, and end-of-life disposal options), or other green/sustainability factors.	<p>As Sharp strives for sustainable product design, we consider environmental friendliness a key factor in all stages of a product's life cycle, from design to manufacture to disposal. Sharp's environmental initiatives and dedication to developing energy efficient document systems set a high standard in the industry.</p> <p>Most Sharp models utilize a built-in walk-up motion sensor which automatically detects approaching users and immediately wakes the machine, making it ready for use within seconds, saving energy while in sleep mode without sacrificing convenience.</p> <p>Sharp's advanced micro-fine toner technology offers a lower consumption rate and produces less waste than conventional toners, resulting in longer replacement intervals. Long-life consumable parts help minimize service intervals and down time, resulting in lower operating costs and all Sharp copier supplies are packaged using fully recyclable materials. Additionally, all models being proposed are RoHS compliant to restrict the use of hazardous</p>

substances.

#### Energy Efficiency

With two different energy saving modes, power can be reduced or shut off at set intervals and all Sharp copiers, printers and MFDs being proposed are ENERGY STAR® certified. These models are third party certified to be energy efficient by using the least amount of energy when working and when they are in stand-by mode.

#### Sharp Business Products are EPEAT® Registered

EPEAT (Electronic Product Environmental Assessment Tool) is a third-party global rating system for greener electronics that requires ongoing independent verification of manufacturer claims. Customers can use EPEAT as the environmental benchmark to help them make informed purchasing decisions. By using EPEAT standards to purchase greener electronics, customers are assured their organization's environmental sustainability goals are met and will help to preserve our natural resources. All Sharp Copiers, Printers and MFDs being proposed in this Sourcewell RFP are EPEAT registered.

#### ISO Certifications

The International Standards Organization (ISO) establishes performance objectives and environmental management systems to prevent pollution, ensure compliance with regulations and achieve continual improvement. Sharp Electronics Corporation Headquarters undergoes annual audits and has been certified since 2004.

In 1995, Sharp Corporation in Japan, began the process of acquiring ISO Environmental Management System Certification for its production facilities. Currently, all Sharp manufacturing facilities worldwide are ISO 9001 and ISO 14001 certified. Further, in 2002, Sharp introduced its own Environmental Management System, which adds 49 additional control points for all our plants to supplement those specified by ISO standards, which is maintained today.

The following links and documents are included in the Documents section (Table 5A – Value Add)

- Energy Star Listing
- EPEAT Registry
- ISO 9001 Certification
- ISO 14001 Certification

Sharp Corporation (“Sharp”) has received several prestigious third-party eco-labels, certifications, and ratings for its products and operations related to energy efficiency, sustainability, and environmental responsibility. These certifications underscore Sharp's commitment to reducing its environmental impact and ensuring that its products align with global standards for sustainability.

#### ENERGY STAR® Certification:

ENERGY STAR® is one of the most widely recognized energy efficiency certifications worldwide. Sharp products, including its printers, multi-functional devices (MFDs), and displays, are ENERGY STAR® certified. This certification indicates that these products meet stringent energy efficiency criteria set by Natural Resources Canada (Federal Ministry), the U.S. Environmental Protection Agency (EPA) and the U.S. Department of Energy (DOE). ENERGY STAR® certified products consume less energy during operation and standby, which helps reduce greenhouse gas emissions and lowers operating costs for businesses and consumers.

#### Key Products with ENERGY STAR®:

- Sharp printers and MFDs (multifunctional devices)
- Sharp LED displays and digital signage solutions

#### ISO 14001: Environmental Management System (EMS) Certification:

ISO 14001 is an internationally recognized standard for environmental management systems (EMS). Sharp has achieved this certification for many of its manufacturing facilities, demonstrating its commitment to managing and reducing the environmental impact of its operations. ISO 14001 helps organizations identify, manage, and reduce their environmental footprint across the entire lifecycle of products—from design and manufacturing to packaging, use, and disposal.

Sharp's adherence to ISO 14001 standards ensures that its production processes are efficient, use fewer resources, and reduce waste and emissions. The certification also emphasizes Sharp's ongoing efforts to improve its environmental performance.

#### RoHS (Restriction of Hazardous Substances) Compliance:

The RoHS directive restricts the use of certain hazardous substances in electrical and electronic products. Sharp is compliant with RoHS regulations, which means its products are free from restricted substances such as lead, mercury, cadmium, and other harmful chemicals that can pose environmental and health risks. By adhering to RoHS standards, Sharp helps minimize environmental pollution and ensures safer products for users and the planet.

#### TCO Certified:

The TCO Certified label is a globally recognized certification that focuses on sustainability criteria for IT products, including monitors, displays, and printers. It evaluates products based on a wide range of environmental and social factors, including energy efficiency, environmental

		<p>impact, ergonomics, and the sustainability of the materials used.</p> <p>Sharp's products, including certain displays and monitors, have earned TCO Certified status, ensuring they meet high standards for energy consumption, sustainable manufacturing processes, and overall product lifecycle sustainability.</p> <p>EPEAT (Electronic Product Environmental Assessment Tool) Certification: EPEAT is an environmental rating system that helps organizations identify greener electronics. Sharp has earned EPEAT Gold certification for many of its products, particularly monitors and printers. EPEAT certification evaluates products based on a number of environmental criteria, such as energy efficiency, recyclability, use of hazardous materials, and product longevity.</p> <p>EPEAT Gold status indicates that a product meets high sustainability standards and is designed to have a minimal environmental impact over its lifecycle—from production and use to disposal and recycling.</p> <p>Green Mark: Sharp's Green Mark certification is awarded to products that meet stringent energy efficiency and environmental standards in certain regions, particularly in markets such as Japan and parts of Asia. The Green Mark program evaluates products based on factors like energy savings, material usage, and overall environmental impact throughout the product lifecycle.</p> <p>WEEE Compliance (Waste Electrical and Electronic Equipment): Sharp complies with the WEEE Directive, which mandates that manufacturers take responsibility for the recycling and proper disposal of electronic products at the end of their life. This ensures that Sharp's products are disposed of responsibly, reducing the burden on landfills and encouraging the recycling of valuable components.</p> <p>Summary of Sharp's Eco-Certifications:</p> <ul style="list-style-type: none"> <li>• ENERGY STAR® (energy-efficient products)</li> <li>• ISO 14001 (environmental management system)</li> <li>• RoHS Compliance (restriction of hazardous substances)</li> <li>• TCO Certified (sustainable IT products)</li> <li>• EPEAT Gold (environmental assessment for electronics)</li> <li>• Green Mark (regional certification for energy efficiency and sustainability)</li> <li>• WEEE Compliance (electronic waste management)</li> </ul> <p>These certifications confirm Sharp's ongoing commitment to sustainability, energy efficiency, and responsible manufacturing practices, helping to ensure that our products not only perform well but also have a minimal environmental impact.</p> <p>EnergyStar, EPEAT, RoHS certifications are also applicable in Canada.</p>
<p>46</p>	<p>What unique attributes does your company, your products, or your services offer to Sourcewell participating entities? What makes your proposed solutions unique in your industry as it applies to Sourcewell participating entities?</p>	<p>There are several unique attributes that Sharp provides through our products, services and tenured experience with Sourcewell.</p> <p>Unique Services Offering Sharp's unique Maintenance Intelligence Call Assistance System (MICAS) provides Sourcewell participating entities with state-of-the-art service monitoring. MICAS is a cloud-based device management application that uses Sharp's Remote Email Diagnostics (R.E.D.) and SNMP to collect device data and alerts. Sharp Authorized Dealers can use the MICAS service to help monitor and track the status of Sourcewell participating entities devices, making device management hands-free. This unique service tool helps generate automated meter data, real-time service alerts and advanced device monitoring tools. Service providers may offer remote service capabilities and OEM device support via the MICAS Agent, a locally-installed software. Whether an organization is large or small, local or remote, the MICAS service will help keep the devices up and running, increase call efficiency, reduce unnecessary service visits and enhance the end user experience.</p> <p>Unique Products Offering Sharp copiers, printers and MFDs are designed to make device setup easier and faster. These are not your typical all-in-one copier, printing, faxing and scanning devices. Precision engineered to help increase workflow efficiency for Sourcewell participating entities and provide exceptional image quality, Sharp copiers, printers and MFDs are easier to operate, control, monitor, manage and maintain, helping take business functions to the next level of productivity and performance.</p> <p>Sharp has always been known for enhancing MFD productivity in the workplace by offering innovative, easy-to-use features. Sharp's reputation for innovation is evident with the new MFD voice feature supported on most models. With Sharp's MFD voice feature, the user can interact with the machine just by using the power of natural language. With simple voice commands, Sourcewell participating entities can ask the Sharp document system to make copies or scan a document, hands-free.</p> <p>Unique Distribution and Deployment of Products Sharp's third-party logistics business model enables us to provide delivery of products in a most efficient manner. Sharp leverages the strength of TD Synnex who has built a reputation</p>

as a leader in the distribution channel for 40 years by focusing on service, cost savings and continuous development. TX Synnex's state-of-the-art logistics centers are strategically located to enable next-day service to most major metropolitan areas and because of their volume of business, their carrier partners provide our dealers with the latest outbound pull times possible.

#### Sharp's total office technology approach

Sharp Electronics positions itself as a comprehensive Total Office Technology provider, delivering a full range of solutions to support the modern office environment. Here's how Sharp fulfills this role:

**Multifunction Printers (MFPs) and Copiers:** Sharp offers advanced MFPs that not only print, scan, and copy but also feature integrated smart capabilities for seamless cloud and mobile workflows. They are designed to increase productivity through features like high-speed printing, automated workflows, and secure document management.

**Interactive Display Solutions:** Sharp's AQUOS BOARD interactive whiteboards and display systems facilitate collaboration in meeting rooms, classrooms, and office environments. These displays come with multi-touch functionality and the ability to connect with other devices, making them ideal for presentations and collaborative work.

**IT Services and Network Security:** As a Total Office Technology provider, Sharp also offers IT services, including network security, data backup, and managed IT solutions. Their IT services ensure that a company's network infrastructure is secure, efficient, and reliable.

**Smart Office and AIoT Solutions:** Sharp uses AIoT (Artificial Intelligence of Things) technology to provide smart office solutions. This includes features like automated room booking, energy management systems, and AI-powered data analysis to create more efficient and connected office spaces.

**Unified Communications:** Sharp offers unified communication solutions, such as integrated audio-visual systems and video conferencing platforms. These solutions are designed to enhance communication and collaboration, especially for hybrid or remote work models.

By providing a wide array of technologies—from hardware like printers and interactive displays to software solutions and managed services—Sharp Electronics serves as a one-stop-shop for businesses aiming to create a more connected, efficient, and secure office environment.

#### Uniquely Positioned to Support the Sourcewell Contract

As a Sourcewell contract holder, Sharp has had a long standing and successful relationship with Sourcewell for more than 20 years. Our internal sales teams, administrative staff, dealers and SBS branches have an extensive and strong familiarity with the contract. The Sourcewell contract is an extremely critical component of Sharp's business model, sales training programs, marketing initiatives and management focus.

Furthermore, it is our intention to further leverage our U.S. business model in the Canadian marketplace. Sharp Canada has demonstrated a commitment to the sector served by Sourcewell as shown in the attached press release. By replication of our U.S. sales and marketing strategies, we believe that the additional focus in Canada will be beneficial for Sourcewell participating entities to the North.

Sharp Canada press release provided in Documents Section (Table 5A – Value Add)

Sharp Canada proposed solution is inclusive of products and services beyond print management.

Through our "Simply Smarter Business" initiative Sharp Canada is able to provide Sourcewell Participating Agencies with innovative, efficient, and user-friendly solutions that help streamline operations, enhance productivity, and support sustainability. The program highlights Sharp Canada's commitment to offering our BPS customers smarter ways to handle their processes through integrated technology, reliable products, and support services. Here are the key benefits and features of Sharp's Simply Smarter Business offerings:

#### Enhanced Productivity and Workflow:

Sharp Canada's business solutions, including multi-functional devices (MFDs), printers, and digital displays, are designed to improve workflow efficiency and productivity. With integrated features such as document management, cloud connectivity, and mobile printing, Sharp devices enable employees to work more efficiently, reduce time spent on manual tasks, and collaborate seamlessly.

- **Cloud-based integration:** Sharp's cloud-enabled devices, such as MFDs and printers, support various cloud storage and collaboration platforms (e.g., Google Drive, Microsoft OneDrive, Box) that allow for seamless access, printing, and sharing of documents from virtually anywhere.
- **Mobile and Remote Printing:** Sharp's mobile printing capabilities enable employees to print from smartphones or tablets, making it easier for businesses with remote or mobile teams to maintain workflow without needing to be physically present at a desktop.
- **Streamlined document workflows:** Sharp OSA (Open Systems Architecture) platform

allows customers to integrate custom workflows into their MFDs, automating repetitive tasks like scanning, filing, and document routing.

#### Cost Savings and Efficiency:

Sharp's solutions help businesses reduce costs by optimizing their printing, energy consumption, and resource usage. These solutions offer customers more control over their operations and resources, ensuring smarter budget management.

- **Cost-per-page tracking:** Sharp's print management software allows businesses to track printing costs by user, department, or device, helping identify opportunities for reducing waste or controlling unnecessary printing.
- **Energy-saving technology:** Sharp's products are designed with energy efficiency in mind, reducing the total cost of ownership. Many of Sharp's devices are ENERGY STAR® certified, meaning they meet rigorous energy efficiency standards and help businesses lower their energy consumption.
- **Paperless workflows:** Sharp's document management solutions enable businesses to reduce paper usage by digitizing paper-based processes, storing documents electronically, and reducing the need for physical file storage.

#### Advanced Security Features:

Security is a top concern for businesses today, and Sharp offers comprehensive security solutions to protect sensitive data and ensure compliance with industry regulations and privacy laws.

- **Layered security:** Sharp's MFDs and printers come equipped with advanced security features such as user authentication, data encryption, and secure printing. These features ensure that only authorized users can access or print confidential documents.
- **Data overwrite and erasure:** Sharp's devices include features that automatically overwrite and erase sensitive data stored on the device's hard drive after each job is completed. This ensures that no residual data is left behind, mitigating the risk of data breaches.
- **Compliance with standards:** Sharp's solutions support compliance with various regulatory requirements, such as PIPEDA, HIPAA, PCI-DSS, and GDPR, making it easier for BPS clients to meet legal and industry-specific data and privacy protection standards.

#### Sustainability and Environmental Responsibility:

Sharp Canada's Simply Smarter Business approach also includes a strong focus on environmental sustainability, helping businesses reduce their environmental footprint.

- **Eco-friendly products:** Many of Sharp's products are ENERGY STAR® certified and designed with sustainable materials. Sharp promotes energy-efficient technology that reduces the carbon footprint of businesses.
- **Recycling programs:** Sharp offers a cost free toner cartridge recycling programs and encourages customers to recycle their equipment when it reaches the end of its lifecycle.
- **Sustainable packaging:** Sharp uses recyclable and eco-friendly packaging materials for its products, reducing waste and promoting sustainability.

#### User-Friendly and Customizable Solutions:

Sharp Canada aims to make business technology accessible and customizable for every BPS entity, regardless of size or sector. The Simply Smarter Business program focuses on delivering solutions that can be tailored to meet specific business needs.

- **Intuitive interfaces:** Sharp's MFDs and printers feature user-friendly touchscreens with customizable settings and workflows, making it easier for employees to interact with the device and complete tasks without complex training.
- **Customizable apps:** Through Sharp's Sharp OSA platform, businesses can integrate third-party applications and tailor their MFDs to match unique business processes. Whether for scanning, document management, or workflow automation, Sharp offers flexibility to suit any need.
- **Flexible deployment options:** Sharp provides both on-premise and cloud-based solutions, allowing businesses to choose the deployment model that works best for their IT infrastructure and organizational needs.

#### Reliable Service and Support:

Sharp Canada is committed to providing our BPS clients with high-quality support and service, ensuring that devices are always running at peak performance and minimizing downtime.

- **Sharp Remote Service (SRS):** Sharp offers remote diagnostic services, allowing technical support teams to identify and resolve potential issues with devices before they become problems, reducing the need for on-site visits.
- **Dedicated account management:** Sharp provides businesses with dedicated account managers to help tailor solutions, manage device fleets, and ensure ongoing customer satisfaction.

#### Scalable Solutions for Growth:

Sharp Canada's business solutions are designed to scale with the growing needs of BPS organizations. Whether for a small business or a large enterprise, Sharp's products can be scaled to accommodate increasing demands, from adding more devices to expanding digital workflows.

- **Modular systems:** Sharp MFDs can be customized with additional features, such as finishing options, extra paper trays, or advanced scanning capabilities, to meet the evolving needs of a business.
- **Flexible lease and financing options:** Sharp Canada provides flexible leasing, financing, and subscription models to accommodate businesses of all sizes. This makes it easier for companies to adopt the latest technology without heavy upfront investments.

#### Summary of Key Benefits:

- Increased productivity through cloud integration, mobile printing, and streamlined workflows.
- Cost savings from energy-efficient devices, print management, and reduced paper usage.

		<ul style="list-style-type: none"> <li>Advanced security to protect sensitive data and ensure regulatory compliance.</li> <li>Environmental sustainability through energy-efficient devices, recycling programs, and eco-friendly packaging.</li> <li>Customizable and user-friendly solutions tailored to specific BPS client needs and processes.</li> <li>Reliable service and support with remote diagnostics and dedicated account management.</li> <li>Scalable solutions that grow with the business, offering flexible deployment and financing options.</li> </ul> <p>By focusing on these core benefits, Sharp Canada's Simply Smarter Business program empowers BPS organizations to operate more efficiently, sustainably, and securely, while also fostering a more productive and collaborative workplace.</p>
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**Table 5B: Value-Added Attributes**

Line Item	Question	Certification	Offered	Comment
47	Select any Women or Minority Business Entity (WMBE), Small Business Entity (SBE), or veteran owned business certifications that your company or hub partners have obtained. Upload documentation and a listing of dealerships, HUB partners or resellers if available. Select all that apply.		<input checked="" type="radio"/> Yes <input type="radio"/> No	See Attachment 5A/5B Value Added Attributes Page 272 Sharp Canada: this is not a Canadian metric
48		Minority Business Enterprise (MBE)	<input checked="" type="radio"/> Yes <input type="radio"/> No	See Attachment 5A/5B Value Added Attributes Page 272
49		Women Business Enterprise (WBE)	<input checked="" type="radio"/> Yes <input type="radio"/> No	See Attachment 5A/5B Value Added Attributes Page 272
50		Disabled-Owned Business Enterprise (DOBE)	<input checked="" type="radio"/> Yes <input type="radio"/> No	See Attachment 5A/5B Value Added Attributes Page 272
51		Veteran-Owned Business Enterprise (VBE)	<input checked="" type="radio"/> Yes <input type="radio"/> No	See Attachment 5A/5B Value Added Attributes Page 272
52		Service-Disabled Veteran-Owned Business (SDVOB)	<input type="radio"/> Yes <input checked="" type="radio"/> No	N/A
53		Small Business Enterprise (SBE)	<input checked="" type="radio"/> Yes <input type="radio"/> No	See Attachment 5A/5B Value Added Attributes Page 272
54		Small Disadvantaged Business (SDB)	<input type="radio"/> Yes <input checked="" type="radio"/> No	N/A
55		Women-Owned Small Business (WOSB)	<input checked="" type="radio"/> Yes <input type="radio"/> No	See Attachment 5A/5B Value Added Attributes Page 272

**Table 6: Pricing (400 Points)**

Provide detailed pricing information in the questions that follow below.

Line Item	Question	Response *
56	Describe your payment terms and accepted payment methods.	Sharp's standard payment terms are net 30 days. Accepted payment methods include: check, ACH and credit card.  Sharp Canada Sharp Canada has Net 30-day payment terms upon account approval . Sharp Canada also accepts Versapay, Visa, MasterCard, P-Cards, Electronics Funds Transfer.
57	Describe any leasing or financing options available for use by participating entities.	There are a number of leasing and financing programs available to Sourcwell participating entities.

Describe how these options account for upgrading to newer models to mitigate the risk of equipment obsolescence.

General Acquisition Types/Terms:

- Fair Market Value Lease
- \$1 Buyout Lease
- Straight Lease
- 12, 18, 24, 36, 48 and 60 month options

All financing options should be evaluated by Sourcewell participating entities at the time of equipment selection.

Sourcewell participating entities may utilize a 3rd Party Leasing option to provide custom financing plans that would best meet the requirements of the organization. Sharp Dealers and SBS work closely with several leasing partners that can provide Sourcewell participating entities customized leasing arrangements. Sharp Dealers work closely with their preferred leasing partners to obtain competitive rates.

Sourcewell participating entities may also have the option of a direct financing agreement with the local authorized dealer.

Another option available to Sourcewell participating entities is National Cooperative Leasing (NCL). NCL has extensive expertise and experience working with state, local government, education, and non-profit organizations to create custom finance plans that meet the unique term, structure, legal requirement, and budgetary needs of Sourcewell participating entities.

The value of leasing equipment is that Sourcewell participating entities have the option to upgrade equipment. Sharp Dealers and SBS will work closely with our leasing partners to provide the most flexible leasing options in order to ensure that Sourcewell participating entities have the ability to upgrade equipment and mitigate technology obsolescence .

Investing in newer copiers can lead to cost savings, greater efficiency, and a lower risk of disruptions caused by outdated equipment.

Benefits of upgrading obsolete copier equipment includes:

**Improved Security Features:** Newer copiers come with enhanced security features that protect sensitive documents and data. As cyber threats become more sophisticated, having up-to-date security protocols helps safeguard your organization's information.

**Increased Compatibility:** Modern copiers are designed to integrate seamlessly with current software, cloud services, and network environments, ensuring better compatibility and reducing the risk of compatibility issues as technology evolves.

**Enhanced Functionality:** Upgraded models often have advanced features such as faster printing speeds, higher-quality output, better document management systems, and automated workflows that improve efficiency and productivity.

**Reduced Maintenance and Downtime:** Older copiers are more prone to breakdowns and require frequent maintenance. Newer models are generally more reliable and require less upkeep, reducing downtime and associated repair costs.

**Energy Efficiency:** Modern copiers are designed with energy-saving features that can reduce operational costs and support sustainability goals, making them more cost-effective in the long run.

Sharp Canada

Sourcewell Participating Entities have the flexibility to purchase or lease their equipment through Sharp Canada. We partner with multiple financial institutions to ensure that Sourcewell Participating Entities receive the best-value and most competitive rates available. Sharp Canada offers three, four, or five-year leasing terms, allowing entities to access the latest generation of Sharp products at the end of each term. This ensures that Sourcewell Participating Entities remain at the forefront of technology without the burden of obsolescence. Typically, Sharp Canada does not exceed five-year leasing terms, maintaining a balance between affordability and technological advancement.

\*

58	Describe any standard transaction documents that you propose to use in connection with an awarded agreement (order forms, terms and conditions, service level agreements, etc.). Upload all template agreements or transaction documents which may be proposed to Participating Entities.	<p>Sharp provides our Dealers and SBS offices a "Sharp Sourcewell Contract Purchase Order Form" to be used for ordering equipment under an awarded contract. This form is available on our Sharp Success Center and can be downloaded for use as needed. This document references the contract number, thus all applicable terms and conditions are accounted for upon order placement.</p> <p>Sample provided - please refer to the Documents Section (Table 6 – Pricing)</p> <p>Sharp Canada Sharp Canada is provided the following agreement templates as separate uploaded files: Purchase Agreement for outright purchased products. Where products are leased, Sharp Canada requires a Rental Agreement to be executed. Regardless of whether the equipment is purchased or leased, a separate Maintenance Service Agreement is offered to all Participating Entities, ensuring ongoing support and maintenance for Sharp products.</p>	*
59	Do you accept the P-card procurement and payment process? If so, is there any additional cost to Sourcewell participating entities for using this process?	<p>The P-card procurement and payment process is accepted. An additional cost may be incurred when using the P-card payment process.</p> <p>Sharp Canada Yes, SECL accepts P-Cards for payment process.</p>	*
60	Describe your pricing model (e.g., line-item discounts or product-category discounts). Provide detailed pricing data (including standard or list pricing and the Sourcewell discounted price) on all of the items that you want Sourcewell to consider as part of your RFP response. If applicable, provide a SKU for each item in your proposal. Upload your pricing materials (if applicable) in the document upload section of your response.	<p>The proposed Sharp Electronics pricing model is based on line-item pricing discounts. We have provided a detailed proposed price list which contains current model numbers, MSRP and our proposed Sourcewell contract price for all products being proposed.</p> <p>Please refer to the Sourcewell Proposed Pricing in the Documents Section. (Table 6 – Pricing)</p> <p>Sharp Canada Pricing for Sharp Canada is also based on line-item pricing. In order to provide best value, Sharp Canada reviews each item individually and prices appropriately. A "blanket discount" is not used. Please refer to the Documents Section (Table 6 – Pricing)</p>	*
61	Quantify the pricing discount represented by the pricing proposal in this response. For example, if the pricing in your response represents a percentage discount from MSRP or list, state the percentage or percentage range.	<p>The average discount from MSRP that is represented in the pricing proposal in this response is as follows:</p> <p>MFD mainframes &amp; printer: 66% MFD/printer accessories: 58% Display products: 29%</p> <p>Sharp Canada In order to provide best value, Sharp Canada reviews each item individually and prices appropriately. A "blanket discount" is not used.</p>	*
62	Describe any quantity or volume discounts or rebate programs that you offer.	<p>Sharp offers the following discounts on the Sourcewell Contract:</p> <ul style="list-style-type: none"> <li>• Copier, Printer and MFD Products: \$50K+ Pricing, \$100K+ Pricing and Negotiated Pricing for large opportunities</li> <li>• Professional Display Products: 25 Unit Pricing and Negotiated Pricing for large opportunities</li> </ul> <p>Sharp Canada</p> <p>Sharp Canada Sharp Canada provides Sourcewell Participating Entities best value upfront and does not offer rebates or volume discounts.</p>	*

63	<p>Propose a method of facilitating "sourced" products or related services, which may be referred to as "open market" items or "non-contracted items". For example, you may supply such items "at cost" or "at cost plus a percentage," or you may supply a quote for each such request.</p>	<p>Sharp Dealers and Branches will work with the Sourcewell participating entity to complete a needs analysis to help determine what additional products or related services will be required to fulfill the proposed solution. The sourced products and related services will then be procured from Sharp authorized dealers or SBS branches. The ability for Sharp dealers and SBS to procure these products from TD Synnex provides Sourcewell participating entities greater access to a vast array of ancillary products to provide a complete solution. The complete solution will be presented to the Sourcewell participating entity in a quote with the nonstandard options identified and priced for each request.</p> <p>Sharp Canada Sharp Canada can provide specially-sourced products for Sourcewell clients. We do not have a straight-line pricing method but will use best-value to the Client based upon product[s] sourced and methods utilized</p>
64	<p>Identify any element of the total cost of acquisition that is NOT included in the pricing submitted with your response. This includes all additional charges associated with a purchase that are not directly identified as freight or shipping charges. For example, list costs for items like pre-delivery inspection, installation, set up, mandatory training, or initial inspection. Identify any parties that impose such costs and their relationship to the Proposer.</p>	<p>The pricing submitted includes the cost of shipping charges. Standard installation and set-up are also included for locations within a 25-mile radius of the authorized dealer or branch. However, additional charges may apply for extenuating circumstances or excessive installation requirements (e.g. special rigging, access alterations, and access to non-ground floors via stairs). After-hours, weekend deliveries and/or non-standard installation may incur additional charges. These charges will be provided by the installing dealer or branch to the participating entity prior to installation and set-up.</p> <p>On-site one-hour introductory training is included. Additional charges for subsequent training, if any, will be imposed by the installing and servicing authorized dealer or SBS location.</p> <p>Sharp Canada After-hours, week-end deliveries and/or non-standard installation may incur additional charges. Deliveries to remote locales may incur additional delivery charges. Rates vary by destination, Remote locales are defined as anywhere located outside of a 50 km radius of any city, town, village, or equivalent, with a total population greater than 20,000 persons.</p>
65	<p>Describe your applicable quality control/chain of custody protocols related to delivery of genuine and authentic equipment, parts, and supplies.</p>	<p>All Sourcewell orders are processed at Sharp headquarters. This process ensures quality control and proper chain of custody with genuine and authentic equipment, parts and supplies as all of these items are shipped directly by Sharp to the installing Dealer or SBS branch. In addition, Sharp provided all Sourcewell participating entities with a 3-Year Performance Guarantee on all equipment procured under the contract. This Agreement requires that equipment be maintained with only Sharp genuine parts and supplies. Sharp Dealers and SBS service teams are aware of this requirement and adhere to this policy.</p> <p>Sharp Canada Sharp Corporation, as a global leader in manufacturing electronics, office equipment, and other technology products, typically adheres to strict quality control and chain of custody protocols to ensure the delivery of genuine and authentic equipment, parts, and supplies. While specific protocols may vary by product category or region, Sharp's general approach to quality control and chain of custody can be outlined in the following key areas:</p> <p>Supplier and Manufacturing Oversight Approved Supplier Network: Sharp works with a vetted and approved network of suppliers and manufacturers to ensure that parts and materials meet rigorous standards. These suppliers are required to meet Sharp's criteria for quality, reliability, and ethical sourcing practices.</p> <p>Component Testing: Before parts are approved for manufacturing, they undergo extensive testing to ensure they meet Sharp's specifications. This may include electrical testing, stress tests, and compatibility checks to ensure the integrity and safety of each component.</p> <p>ISO Certifications: Sharp maintains multiple ISO certifications, such as ISO 9001 for quality management systems and ISO 14001 for environmental management. These certifications reflect Sharp's commitment to standardized processes that ensure quality control from design through production.</p>

		<p><b>Manufacturing and Assembly Quality Control</b></p> <p><b>In-Process Inspections:</b> During the manufacturing process, Sharp implements in-line quality checks. These may include visual inspections, dimensional checks, functional testing, and performance verification to ensure that each product meets Sharp's quality standards.</p> <p><b>End-of-Line Testing:</b> At the end of the production line, Sharp typically conducts final inspections and functional tests to verify that the completed products are fully operational and meet safety standards.</p> <p><b>Traceability and Serial Numbers:</b> Sharp uses serial numbers and batch codes for traceability purposes, ensuring that each piece of equipment or part can be tracked back to its source, production date, and testing records.</p> <p><b>Logistics and Chain of Custody</b></p> <p><b>Secure Supply Chain:</b> Sharp works with certified logistics partners to ensure the secure and reliable transportation of products from factories to distribution centers, and eventually to customers. This process is closely monitored to prevent tampering and ensure authenticity.</p> <p><b>Customs and Import Documentation:</b> For international shipments, Sharp ensures all shipments comply with local regulations, including proper documentation for customs and import-export processes, which guarantees that goods are legitimate and conform to the required standards.</p> <p><b>Packaging and Tamper-Evident Seals:</b> Sharp often uses tamper-evident packaging or seals for parts and products to ensure that items have not been altered or compromised during transit or storage.</p> <p><b>Authenticity Verification</b></p> <p><b>Authorized Resellers and Service Partners:</b> Sharp collaborates only with authorized resellers and service providers who are trained and certified to handle Sharp products. This network ensures that customers receive genuine, authentic parts and equipment.</p> <p><b>Authentication Labels and QR Codes:</b> Some products or parts may feature authentication labels or QR codes, which customers can scan to verify that they are receiving authentic Sharp products.</p> <p><b>Warranty and Service Support:</b> Sharp's warranty and service protocols are designed to protect customers against the purchase of counterfeit goods. Only genuine parts and products are covered under Sharp's warranty terms, which further ensures the authenticity of the items delivered. Sharp Corporation's quality control and chain of custody protocols focus on ensuring that products, parts, and supplies are genuine, safe, and meet high standards of quality. This includes stringent supplier requirements, in-process testing, traceability through serial numbers, secure logistics, tamper-evident packaging, and customer-facing authentication tools. These processes ensure that customers receive authentic Sharp products that adhere to the company's high standards for performance and reliability.</p>
66	<p>If freight, delivery, or shipping is an additional cost to the Sourcewell participating entity, describe in detail the complete freight, shipping, and delivery program.</p>	<p>The pricing submitted includes the cost of shipping charges. Standard installation and set-up are also included for locations within a 25-mile radius of the authorized dealer or branch. However, additional charges may apply for extenuating circumstances or excessive installation requirements (e.g. special rigging, access alterations, and access to non-ground floors via stairs). These charges will be provided by the installing dealer or branch to the participating entity prior to installation and set-up.</p> <p><b>Sharp Canada</b> standard freight, delivery and installation to non-remote locations, is included with all MFD pricing. After-hours, week-end deliveries and/or non-standard installation may incur additional charges.</p>

67	Specifically describe freight, shipping, and delivery terms or programs available for Alaska, Hawaii, Canada, or any offshore delivery.	<p>For Sourcewell participating entities located in Alaska and Hawaii, delivery is included for locations within 25 miles of a Sharp authorized dealer or SBS branch location. When the participating entity location is outside of a 25-mile radius from an authorized support location, there may be an additional delivery charge.</p> <p>Delivery programs for Canada and offshore delivery will be developed based on the location of the Sourcewell participating entity. Any additional costs incurred by the authorized dealer or SBS location will be passed on to the Sourcewell participating entity. However, these additional costs will be presented and approved by the participating entity prior to processing the order.</p> <p>Sharp Canada standard freight, delivery and installation to non-remote locations, is included with all MFD pricing. After-hours, week-end deliveries and/or non-standard installation may incur additional charges.</p>	*
68	Describe any unique distribution and/or delivery methods or options offered in your proposal.	<p>Sharp's third-party logistics business model enables us to provide delivery of product to Sourcewell participating entities in a most efficient manner.</p> <p>Sharp leverages the strength of TD Synnex, who has built a reputation as a leader in the distribution channel for more than 40 years, by focusing on service, cost savings and continuous development.</p> <p>TD Synnex's state-of-the-art logistics centers provide strategically located secure warehousing to deliver rapid access and quality inventory management. By leveraging transportation hubs near the installing dealer or branch location, TD Synnex can provide next-day service to most major metropolitan areas. In addition, their transportation partners can provide our dealers better order tracking and ETA visibility because of their well-established and mature global transportation and logistics capabilities.</p> <p>Sharp Canada Sharp's third-party logistics business model enables us to provide delivery of product to Sourcewell participating entities in a most efficient manner. Sharp leverages the strength of UPS, who has built a reputation as a leader in the distribution channel by focusing on service, cost savings and continuous development.</p>	*
69	Specifically describe any self-audit process or program that you plan to employ to verify compliance with your proposed agreement with Sourcewell. This process includes ensuring that Sourcewell participating entities obtain the proper pricing.	<p>Sharp provides access to all Sourcewell contract pricing via the Sharp Success Center - our internal training and information site. This site includes a designated Sourcewell contract section in which all current product and pricing information is posted. Sharp dealers and SBS sales representatives can easily access and download the most up to date information regarding the contract.</p> <p>Per Sharp's established order process, all Sourcewell orders are forwarded to Sharp directly either via an established email address or faxed when necessary. Two dedicated Sourcewell Customer Service Managers are assigned to manage the day-to-day operations of the contract, including order entry, tracking and overall customer support. These individuals are extremely familiar with the Sourcewell contract and review and confirm all contract pricing prior to entering an order. All orders are entered into SAP which enables Sharp to easily generate the required quarterly reporting and thus determine the administrative fee .</p> <p>Sharp Canada Sharp Canada will assign a Client Operations Manager, by geographic region, who is responsible for ensuring contract compliance, verified pricing to Sourcewell participating entities, submission of quarterly sales reports and payment of administrative fees to Sourcewell.</p> <p>SECL's Client Operations Manager is Sourcewell's single point of contact for all matters related to managing the Sourcewell program.</p>	*

70	If you are awarded an agreement, provide a few examples of internal metrics that will be tracked to measure whether you are having success with the agreement.	Sharp utilizes Salesforce as our CRM platform. This enables our sales management team to analyze sales trends and achievement versus quota. As well, we track customer retention and new customer adoption. In addition, monthly reports are distributed to sales and marketing teams for review and analysis. Sharp tracks Dealer and SBS engagement. This data enables Sharp to develop targeted sales and marketing campaigns based upon need and identified opportunity in specific geographical locations, as well as specific verticals. An example of this would be a marketing and sales campaign specifically designed to increase awareness of the Sourcewell contract in the non-profit sector in a particular city or state. Lastly, Sharp's Ultimate Rewards sales incentive program provides an additional data point for analysis.
71	Provide a proposed Administration Fee payable to Sourcewell. The Fee is in consideration for the support and services provided by Sourcewell. The propose an Administrative Fee will be payable to Sourcewell on all completed transactions to Participating Entities utilizing this Agreement. The Administrative Fee will be calculated as a stated percentage, or flat fee as may be applicable, of all completed transactions utilizing this Master Agreement within the preceding Reporting Period defined in the agreement.	<p>Sharp Electronics proposes a 2% administrative fee for all MFD and Display hardware at the following price levels:</p> <ul style="list-style-type: none"> <li>• MFD Products: Standard Pricing, \$50K+ Pricing and \$100K+ Pricing</li> <li>• Display Products: Standard Pricing and 25 Unit Pricing</li> </ul> <p>Sharp Electronics proposes a 1% administrative fee for all MFD and Display hardware at the following price levels:</p> <ul style="list-style-type: none"> <li>• MFD and Display Products: Negotiated Pricing (based upon competition and circumstances)</li> </ul> <p>Sharp Canada                  Sharp Canada will provide Sourcewell with a 2% Cost Recovery Fee on all hardware purchases based on prices provided in tis response. With any downward deviation on this pricing, Sharp Canada will provide Sourcewell with a 1% Cost Recovery Fee on the total hardware purchase</p>

**Table 7: Pricing Offered**

Line Item	The Pricing Offered in this Proposal is: *	Comments
72	The pricing offered is as good as or better than pricing typically offered through existing cooperative contracts, state contracts, or agencies.	Sharp's offered pricing is consistent with currently offered pricing. We have elected to not increase pricing despite market pressure and increased material and shipping costs.

**Table 8A: Depth and Breadth of Offered Solutions (200 Points)**

Line Item	Question	Response *
73	Provide a detailed description of all the Solutions offered, including used, offered in the proposal.	<p>The Sharp portfolio is built to deliver Sourcewell participating entities the technology needed to build a simply smarter work environment. Sharp offers a full suite of office technology, with a complete line of printers and multifunction (print, copy, scan) devices, surrounded by advanced custom, professional and support services from our Sharp Business Systems direct-sales/support organization and our extensive dealer network.</p> <p>When it comes to the impact of technology on our processes, change is the only constant. In fact, now more than ever, simple-to-use, up-to-date office technology can help remove any business barriers and create what we call the Simply Smarter Workplace. The aim of our Simply Smarter Workplace strategy is straightforward.</p> <ul style="list-style-type: none"> <li>• Accelerate collaboration</li> <li>• Improve efficiencies</li> <li>• Digitize workflows</li> <li>• Increase information security</li> </ul> <p>Sharp's proposed products and solutions enable Sourcewell participating entities to achieve these objectives.</p> <p><b>Multifunction Device (MFD) Product Line</b>                  Sharp MFDs are designed for ease of use, extreme reliability and integration with advanced software and cloud platforms. Built in features help save costs while an open-architecture allow best-of-breed solutions for workflow, content management and cost-control within any print/scan environment. With monochrome and color options, speeds from 20 pages per minute (PPM) to 125 PPM and with many simplified and common features across the portfolio, these advanced systems are engineered to increase workflow efficiency and provide exceptional image quality. Innovative features</p>

		<p>and advanced security have always been a hallmark of Sharp MFDs, and first-to-market Amazon Alexa voice control and unique security management via trusted-device support with Microsoft Active Directory continue that trend.</p> <p>Sharp's Copiers, Printers and MFDs are designed with ease-of-use in mind by utilizing a similar platform and an easy to use control panel. The commonality allows an organization to right-size the equipment without losing any functionality. A significant portion of the machines offered - 22 workgroup models ranging from 26-60 pages per minute have the same options, supplies and end user experience.</p> <p>Many other Copiers, Printers and MFDs on the market have operation panels that require in depth selection choices to find the required feature. Sharp MFDs offer an easy-to-use tablet-like user interface that allows customization by the end user, as well as "Easy" buttons for quick functionality selection; all with the industry's first integrated retractable keyboard that provides intuitive control of even the most advanced functions.</p> <p>Sharp MFDs also feature dual head scanning or Scan2. This enables Sourcewell participating entities to scan large volumes of documents in half the time it would normally take. Documents can be scanned directly to designated folders, the cloud or even to the device itself.</p> <p>Sharp's recently introduced production line of duplicators enable schools and government offices with in-house printing to easily create eye-catching brochures, handouts and more. These models provide advanced capabilities at a highly competitive price point.</p> <p>Sharp's Universal Print Drivers are seamlessly integrated with Microsoft Windows OS and their popular applications such as Microsoft Office for a smooth printing experience. Specific features are available through a user-friendly interface that helps meet each user's unique output requirements. The driver includes all the most popular features and offers the following benefits:</p> <ul style="list-style-type: none"> <li>• Quick device discovery to find Sharp MFDs on the network</li> <li>• Versatile finishing support to maintain productivity with a convenience</li> <li>• Simplified printing process through selectable default printer</li> <li>• Printer list feature to always keep your favorite printers accessible</li> <li>• Color management for an optimized output result</li> <li>• Verified and trusted Citrix Ready print driver</li> <li>• Client-server and peer-to-peer print environment for IT managers to provide flexible options in networking</li> </ul> <p><b>Smart Office Software Platform</b>  The Sharp Synappx™ software platform complements our MFDs (and other technology) by making Sharp technology easier to use. Synappx Go works with our MFDs to enable mobile app-based control of copy and print functions, especially useful when office-workers are looking to reduce unnecessary touches on shared devices.</p> <p><b>Managed Print Services</b>  Many customers want to experience the reliability and ease-of-use of Sharp MFDs but are not interested in the day-to-day management of a print environment. Sharp and our dealer network optimize an organization's print environment leveraging our experts and technologies, such as Sharp's Machine Intelligence Call Assistance System (MICAS) technology as well as other leading software platforms. This approach improves cost effectiveness and efficiency, by right-sizing a Sourcewell member's print environment by removing redundant devices and replacing aging equipment. The environment is also simplified for users by standardizing models, drivers and processes, while streamlining support through a consolidated maintenance contract.</p> <p><b>Commercial Display Product Line</b>  Sharp offers a complete line of displays, including interactive whiteboards, collaboration displays, desktop monitors, commercial televisions and video walls. These products can be integrated into a total office solution, providing ease of use and wireless connectivity – all enhanced by support of Sharp's Synappx smart-office software. Sharp's professional displays range from 24" to 70", commercial displays with tuner from 43" to 86", and Sharp's full line of AQUOS BOARD interactive display systems with screen sizes from 60" to 85".</p>
74	<p>Within this RFP category there may be subcategories of solutions. List subcategory titles that best describe your products and services.</p>	<ul style="list-style-type: none"> <li>• Device Management</li> <li>• Fleet Management</li> <li>• Print Usage and Audit Tracking</li> <li>• Managed Print Services</li> <li>• Document Digitization and Workflow</li> </ul>

75	Describe how your copiers, printers, and multi-function devices integrate with popular cloud storage services.	<p>Sharp MFDs integrate with some of the most popular cloud storage solutions including Google Drive, OneDrive For Business, Box, Dropbox, SharePoint Online and Teams. Users can scan documents directly into the storage solution of choice and can browse through folders to access documents for printing.</p> <p>Sharp's "Cloud Connect," allows users to directly scan documents to the cloud and print files stored in these services directly from the copier by logging into their cloud accounts on the machine itself; most Sharp multifunction printers support this functionality, enabling seamless document workflows between physical paper and cloud storage.</p> <p>This intuitive scanning experience can be set up on the control panel as an "Easy Scan" button, thus enabling users to easily scan documents.</p>
76	Describe what security features are integrated into your copiers, printers, and multi-function devices.	<p>Sharp helps IT administrators and organizations achieve optimal document security through the Sharp Security Suite. The Sharp Security Suite is effective at helping prevent unauthorized access to an organization's network and its most confidential information. Sharp MFPs utilize a multi-layered approach for protection—providing exceptional and extensive control over the users, devices, ports, protocols and applications that access Sharp MFPs on the network.</p> <p>Standard MFP security protects and controls the major MFP systems and subsystems (print, copy, scan, fax jobs, network settings, memory components, and local user interface). The Sharp data encryption method uses the 256-bit Advanced Encryption Standard (AES) algorithm on all data before it is written to RAM and the hard disk drive. It also provides overwriting routines (up to 10-times overwrite) to ensure that all information is virtually irretrievable by unauthorized users. In addition, an End-Of-Lease feature ensures that all data is overwritten before returning, or relinquishing control of the MFP. After the erasing process is completed, the MFP will be rebooted automatically, and a completion report can be printed.</p> <p>For select MFPs, ID card authentication is supported to provide a greater convenience for user authentication. "secure mode" is supported for ID card authentication minimizing a risk of passwords being compromised.</p> <p>Single-Sign-On (SSO) capability to network and cloud resources enables IT administrators to satisfy productivity while maintaining security. IT administrators can provide secure Kerberos toner-based SSO to network and home folders, as well as exchange servers. In addition, access security such as scan only to home folder, or logged in users' email address can be applied. Further, when Google Drive™ and Gmail™ are used, OAuth token is used to establish SSO. Sharp provides IT administrators greater flexibility and options to provide convenience to users without compromising organizations data and information security.</p> <p>Sharp MFPs offer email security through various options such as TSL protocol for SMTP, limiting users to send only to their email address or within domains.</p> <p>Sharp's granular audit trail and job log features provide comprehensive auditing of all user and device activity. In addition, the IT team can monitor and review logs such as when/what setting changes were made, or which IP addresses have accessed the device. Such logs can be exported for further analysis or archiving.</p> <p>Serverless print release adds more convenience with security by enabling users to designating a MFP to be a print server and have the job released on another supported machine that is on the same network. Users can simply walk up to the most convenient printer and securely release their print jobs.</p> <p>In addition to standard security features, Sharp offers Bitdefender Antimalware Threat Protection. Bitdefender antimalware technology provides an additional layer of protection against all known and unknown malware threats including viruses, trojans, worms, ransomware, spyware, and more.</p>

**Table 8B: Depth and Breadth of Offered Solutions**

Indicate below if the listed types or classes of Solutions are offered within your proposal. Provide additional comments in the text box provided, as necessary.

Line Item	Category or Type	Subcategory (e.g., laser, inkjet, high speed, low volume) *	Offered *	Number of Models Proposed *	Device Capabilities (e.g., mobile, desktop, production) *	Comments
77	Copiers	N/A	<input type="radio"/> Yes <input checked="" type="radio"/> No	N/A	N/A	All proposed Sharp Solutions incorporate Copier functionality. Sharp does not offer a standalone copier.
78	Printers	Laser, low, Mid and High Speed	<input checked="" type="radio"/> Yes <input type="radio"/> No	Seven (7)	Desktop, Network, finishing	Details provided in Table 8A Response and Document upload
79	Scanners	N/A	<input type="radio"/> Yes <input checked="" type="radio"/> No	N/A	N/A	N/A
80	Multi-Function Devices	Laser, low, mid, High Speed, Production	<input checked="" type="radio"/> Yes <input type="radio"/> No	Forty Five (45)	mobile, desktop, stand alone, light-production, production, networking, scanning, built in security, fax	Details provided in Table 8A Response and Document upload

**Table 8C: Depth and Breadth of Offered Solutions**

Indicate below if the listed types or classes of Solutions are offered within your proposal. Provide additional comments in the text box provided, as necessary.

Line Item	Category or Type	Subcategory	Offered *	Comments
81	Hardware, software, and accessories, to the extent that they are complementary and directly related to the devices specified in 76 through 80.		<input checked="" type="radio"/> Yes <input type="radio"/> No	Sharp is offering a range of office technology solutions designed to enhance productivity and streamline workflow. Sharp offers users document management solutions, as well as the ability for Sourcewell participating entities to collaborate share content and enhance team communication and interactivity. Sharp's proposed solutions help organizations increase productivity, ensure data security, and adapt to the evolving needs of a modern workplace.  (Details regarding Sharp's product offering can be found in Attachment Table 5A/5B and Table 8A)
82	Services related to the solutions described in 76 through 81:		<input checked="" type="radio"/> Yes <input type="radio"/> No	Document management and total office solutions combining hardware, software and additional services will be provided by Sharp authorized Dealers and SBS locations. And as new and innovative approaches to streamlining business processes are developed, Sourcewell can be rest assured that Sharp is well positioned to meet the needs of Sourcewell's participating entities.
83		Managed Print Services (MPS)	<input checked="" type="radio"/> Yes <input type="radio"/> No	Sharp Dealers and Sharp direct SBS Branch offices are extremely familiar with Managed Print Service customized solutions. Sharp's full line of MFDs and printers coupled with 3rd party solutions provide Sourcewell participating entities a complete solution which can be customized to meet the specific needs of an organization.

84		Access and/or security controls	<input checked="" type="radio"/> Yes <input type="radio"/> No	<p>Sharp MFDs provide IP/Mac address filtering, Port management, SNMPv3, IEEE 802.1x authentication, Active Directory integration to network domain as a computer, Active Directory Group Policy, Admin audit log, job log, event log, SIEM integration, trusted platform module, segregated fax line from network connection, TLS encryption (2048 bit key), Security policy central management through Sharp Remote Device Manager (SRDM), restricted feature access, page limit control, secure print release, hidden pattern print and detection, as well as scheduled MFP admin password reset.</p>
85		Networking	<input checked="" type="radio"/> Yes <input type="radio"/> No	<p>Sharp devices support both Ethernet (up to 10/1000 Mbps) and also 802.11 Wireless.</p>
86		Installation	<input checked="" type="radio"/> Yes <input type="radio"/> No	<p>Sharp authorized Dealers and Sharp Business Systems (SBS) will provide Sourcewell participating entities installation of all procured equipment. Dealers and SBS service technicians are required to be fully trained and must pass service training courses in order to receive equipment installation authorization.</p>
87		Monitoring and/or testing	<input checked="" type="radio"/> Yes <input type="radio"/> No	<p>Sharp offers two solutions for device management, first is SRDM (Sharp Remote Device Manager), which is a server based application that can be installed onsite for IT administrators to utilize, There is also Synappx Manage, which is a cloud-based device management solution that can be used by both customers and dealers. Synappx Manage can be utilized remotely (off site), while SRDM is a on-premises application. Sharp MFPs utilize real-time event management, so reporting of monitored events is immediate. Also, Sharp MFPs support RFC 5424/3164 standard Syslog protocol, sending real-time events to the IT department's Syslog or SIEM server to alert IT managers to trigger immediate actions to help prevent potential security breaches.</p>
88		Maintenance and/or repair	<input checked="" type="radio"/> Yes <input type="radio"/> No	<p>Sharp authorized Dealers and Sharp Business Systems (SBS) will provide service, maintenance and support for all proposed products.</p> <p>See Table 3 Ability to Sell and Deliver Solutions for details on Service and Support</p>

89		Warranty program	<input checked="" type="radio"/> Yes <input type="radio"/> No	<p>Sharp Electronics provides our Sourcewell participating entities our Sharp Three Year Performance Guarantee. The Three Year Performance Guarantee begins at the date of installation. The equipment purchased must be maintained under a full Service Maintenance Agreement offered through the awarded contract with a Sharp Authorized Dealer or SBS branch and operated using only genuine Sharp supplies and parts. This guarantee applies to all products procured through and billed through our National Account Program, but is not applicable to equipment that has been damaged by accident or misuse, including improper voltage. If it is determined that the equipment was maintained using other than genuine Sharp supplies and parts, the Three Year Performance Guarantee will no longer be valid. This Three Year Performance Guarantee is provided as an assurance that Sharp Products and the Sharp Authorized Dealer network are committed to your total satisfaction.</p> <p>See Table 3 Ability to Sell and Deliver Solutions for details on the Three Year Performance</p> <p>Sharp Canada Our standard warranty period on new equipment is 90 days. Warranty coverage beyond the standard 90 days can be included with the purchase of an optional Service and Maintenance agreement for the duration of the agreement. Cost is typically covered in a Cost-per-Impression maintenance agreement.</p>
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**Table 9: Exceptions to Terms, Conditions, or Specifications Form**

Only those Proposer Exceptions to Terms, Conditions, or Specifications that have been accepted by Sourcewell have been incorporated into the contract text.

**Line Item 90. NOTICE:** To identify any exception, or to request any modification, to Sourcewell standard Master Agreement terms, conditions, or specifications, a Proposer must submit the proposed exception(s) or requested modification(s) via redline in the Master Agreement Template provided in the "Bid Documents" section. Proposer must upload the redline in the "Requested Exceptions" upload field. All exceptions and/or proposed modifications are subject to review and approval by Sourcewell and will not automatically be included in the Master Agreement.

Do you have exceptions or modifications to propose?	Acknowledgement *
	<input checked="" type="radio"/> Yes <input type="radio"/> No

**Documents**

Ensure your submission document(s) conforms to the following:

1. Documents in PDF format are preferred. Documents in Word, Excel, or compatible formats may also be provided.
2. Documents should NOT have a security password, as Sourcewell may not be able to open the file. It is your sole responsibility to ensure that the uploaded document(s) are not either defective, corrupted or blank and that the documents can be opened and viewed by Sourcewell.
3. Sourcewell may reject any response where any document(s) cannot be opened and viewed by Sourcewell.
4. If you need to upload more than one (1) document for a single item, you should combine the documents into one zipped file. If the

zipped file contains more than one (1) document, ensure each document is named, in relation to the submission format item responding to. For example, if responding to the Marketing Plan category save the document as "Marketing Plan."

- [Pricing](#) - Table 6\_Pricing.pdf - Wednesday November 20, 2024 09:53:39
- [Financial Strength and Stability](#) - Table 2A\_Financial Viability and Marketplace Success.pdf - Wednesday November 20, 2024 09:53:58
- [Marketing Plan/Samples](#) - Table 4\_Marketing Plan.pdf - Wednesday November 20, 2024 09:57:59
- WMBE/MBE/SBE or Related Certificates (optional)
- [Standard Transaction Document Samples](#) - Sharp Standard Transaction Documents V1.0.zip - Wednesday November 20, 2024 12:16:28
- [Requested Exceptions](#) - Table 9 - Exceptions to Terms.zip - Monday November 18, 2024 14:26:24
- [Upload Additional Document](#) - Sharp Sourcewell RFP 112124 Additional Documents .zip - Wednesday November 20, 2024 10:04:38

## Addenda, Terms and Conditions

### PROPOSER AFFIDAVIT OF COMPLIANCE

I certify that I am an authorized representative of Proposer and have authority to submit the foregoing Proposal:

1. The Proposer is submitting this Proposal under its full and complete legal name, and the Proposer legally exists in good standing in the jurisdiction of its residence.
2. The Proposer warrants that the information provided in this Proposal is true, correct, and reliable for purposes of evaluation for award.
3. The Proposer certifies that:
  - (1) The prices in this Proposal have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other Proposer or competitor relating to-
    - (i) Those prices;
    - (ii) The intention to submit an offer; or
    - (iii) The methods or factors used to calculate the prices offered.
  - (2) The prices in this Proposal have not been and will not be knowingly disclosed by the Proposer, directly or indirectly, to any other Proposer or competitor before award unless otherwise required by law; and
  - (3) No attempt has been made or will be made by Proposer to induce any other concern to submit or not to submit a Proposal for the purpose of restricting competition.
4. To the best of its knowledge and belief, and except as otherwise disclosed in the Proposal, there are no relevant facts or circumstances which could give rise to an organizational conflict of interest. An organizational conflict of interest is created when a current or prospective supplier is unable to render impartial service to Sourcewell due to the supplier's: a. creation of evaluation criteria during performance of a prior agreement which potentially influences future competitive opportunities to its favor; b. access to nonpublic and material information that may provide for a competitive advantage in a later procurement competition; c. impaired objectivity in providing advice to Sourcewell.
5. Proposer will provide to Sourcewell Participating Entities Solutions in accordance with the terms, conditions, and scope of a resulting master agreement.
6. The Proposer possesses, or will possess all applicable licenses or certifications necessary to deliver Solutions under any resulting master agreement.
7. The Proposer will comply with all applicable provisions of federal, state, and local laws, regulations, rules, and orders.
8. Proposer its employees, agents, and subcontractors are not:
  1. Included on the "Specially Designated Nationals and Blocked Persons" list maintained by the Office of Foreign Assets Control of the United States Department of the Treasury found at: <https://www.treasury.gov/ofac/downloads/sdnlist.pdf>;
  2. Included on the government-wide exclusions lists in the United States System for Award Management found at: <https://sam.gov/SAM/>; or
  3. Presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from programs operated by the State of Minnesota; the United States federal government, as applicable; or any Participating Entity. Vendor certifies and warrants that neither it nor its principals have been convicted of a criminal offense related to the subject matter of this solicitation.

By checking this box I acknowledge that I am bound by the terms of the Proposer's Affidavit, have the legal authority to submit this Proposal on behalf of the Proposer, and that this electronic acknowledgment has the same legal effect, validity, and enforceability as if I had hand signed the Proposal. This signature will not be denied such legal effect, validity, or enforceability solely because an electronic signature or electronic record was used in its formation. - Joe Gillio, Manager- Bids and Proposals, Sharp Electronics Corporation

The Proposer declares that there is an actual or potential Conflict of Interest relating to the preparation of its submission, and/or the Proposer foresees an actual or potential Conflict of Interest in performing the obligations contemplated in the solicitation proposal.

Yes  No

The Bidder acknowledges and agrees that the addendum/addenda below form part of the Bid Document.

Check the box in the column "**I have reviewed this addendum**" below to acknowledge each of the addenda.

File Name	I have reviewed the below addendum and attachments (if applicable)	Pages
<b>Addendum_7_Copiers_Printers_MFDs_RFP112124</b> Wed November 13 2024 04:31 PM	<input checked="" type="checkbox"/>	2
<b>Addendum_6_Copiers_Printers_MFDs_RFP112124</b> Mon November 11 2024 04:01 PM	<input checked="" type="checkbox"/>	2
<b>Addendum_5_Copiers_Printers_MFDs_RFP112124</b> Wed November 6 2024 02:34 PM	<input checked="" type="checkbox"/>	1
<b>Addendum_4_Copiers_Printers_MFDs_RPF112124</b> Fri October 25 2024 07:52 AM	<input checked="" type="checkbox"/>	2
<b>Addendum_3_Copiers_Printers_MFDs_RPF112124</b> Wed October 23 2024 02:19 PM	<input checked="" type="checkbox"/>	1
<b>Addendum_2_Copiers_Printers_MFDs_RPF112124</b> Thu October 17 2024 12:47 PM	<input checked="" type="checkbox"/>	3
<b>Addendum_1_Copiers_Printers_MFDs_RPF112124</b> Wed October 16 2024 08:33 AM	<input checked="" type="checkbox"/>	1

**INFORMATIONAL ITEM  
REVISED MEMO  
CCM 12/02/2025  
ITEM 4-A**

**MEMORANDUM**

TO: Members of the Construction Committee  
FROM: Scott Shedek, P.E., Vice President, Construction  
DATE: December 2, 2025

**ITEM DESCRIPTION**

Request for Approval of an Addendum to the Continuing Program and Project Management Services Agreement with AECOM Technical Services, Inc. for Owner Authorized Representative (OAR) Services for W-00453 Airsides 2 & 4 APM Program Oversight at Orlando International Airport.

**BACKGROUND**

On May 18, 2022, the Aviation Authority Board approved an agreement with AECOM Technical Services, Inc. for Continuing Program and Project Management Services at the Orlando International Airport.

**ISSUES**

Consultant's proposal, dated November 25, 2025, is to provide OAR project management services. Services will include supporting the GOAA staff in areas of project management, project controls, contract administration, and construction coordination for the Airsides 2 & 4 APM Program. These services will be billed under the AECOM contract. This is a limited authorization to perform OAR services through December 31, 2025.

Detailed proposals for each firm will be brought back to the Construction Committee via information items at a future date.

If approved, services will be effective the date of Construction Committee Approval.

This continuing consultant was selected for this task based on ( all that apply):

- |  |  |  |
|--|--|--|
| <input checked="" type="checkbox"/> Experience | <input checked="" type="checkbox"/> Available Personnel    | <input checked="" type="checkbox"/> Current Workload |
| <input checked="" type="checkbox"/> Expertise  | <input checked="" type="checkbox"/> Equitable Distribution | <input type="checkbox"/> Other: _____                |


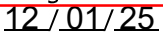
**SMALL BUSINESS**

The small business participation has been reviewed by the Office of Business Opportunity & Exchange. The findings and recommendations are attached.

**ALTERNATIVES**

None.

**FISCAL IMPACT**

Funding is from General Airport Revenue Bonds. Funding source verified by  of Finance on  as correct and available.

**RECOMMENDED ACTION**

It is respectfully requested that the Construction Committee approve an Addendum to the Continuing Program and Project Management Services Agreement with AECOM Technical Services, Inc. for the services contained herein and the amount as shown below:

Not to Exceed Fees	\$241,888.00
Lump Sum Fees	\$0.00
Not to Exceed Expenses	\$0.00
<b>TOTAL</b>	<b>\$241,888.00</b>
Financial Auditor – Compliance Review Date	12/01/2025 ZTG
Financial Auditor – Funding Eligibility Review Date	12/02/2025