

PROCEEDINGS OF THE LAFAYETTE AIRPORT COMMISSION MEETING OF THE LAFAYETTE REGIONAL AIRPORT OF LAFAYETTE, STATE OF LOUISIANA, TAKEN AT A SPECIAL MEETING OF DECEMBER 21, 2021 HELD AT 200 TERMINAL DRIVE, LAFAYETTE, LA.

ATTENDANCE

COMMISSIONERS: Samuel Pierre (Commissioner), Paul Guilbeau (Vice Chairman), Paul Segura (Chairman), John Hebert, Terry Hurd

ABSENT: Lynn Guidry, Charles Schilling

ADMINISTRATIVE STAFF: Executive Director Picou, Todd Swartzendruber (Legal Counsel), Rene Cotton (Properties Administrator), Jennifer Comeaux (Asst. Properties Manager), Catina Theriot (Secretary).

GENERAL AUDIENCE: Robert Callahan (Sides & Associates)

I. CALL TO ORDER: (2:00:00)

Chairman Segura called the Special Meeting of December 21, 2021 to order at 2:00 p.m.

II. Introduction/Roll Call

III. Pledge of Allegiance Led by Chairman Paul Segura and recited by all.

IV. Scheduled Business – Discussion Items

V. Scheduled Business – Consensus Items

1. Lafayette Terminal Program Construction Administration Services – Work Order #91 – Amendment #1 – Approval
2. 2016 Master Services Agreement Extension – RS&H – Approval
3. Oakwells Commuter Rail, LLC (Acadiana Tap House) – Terminal Concessionaire – 3rd Amendment to Agreement – Approval
4. Dailey’s Landscape Management – Final Option Term Renewal – Approval
5. Siemens – HVAC Automation System Preventative Maintenance Contract – Air Traffic Control Tower – Approval
6. Siemens – HVAC Automation System Preventative Maintenance Contract – Existing Terminal Building – Approval
7. HUB Enterprises, Inc. – Professional Services Contract – Approval
8. Schindler Elevators – Preventative Maintenance for Elevators/Escalators – Existing Terminal – Month to Month Agreement – Approval
9. Schindler Elevators – Preventative Maintenance for Elevators/Escalators – New Airport Terminal and Air Traffic Control Tower – Contract – Approval
10. FuelTrac Inc. (Mansfield Oil) – State Contractor for Bulk Fueling Services – Extension of Current Contract – Notification Purposes Only
11. Janitorial Services Request for Proposal (New Terminal and Quick Turn Around Facility) – Selection Committee Recommendation – Approval – Executive Director Picou stated at the Special Meeting held at 1:30 p.m. on December 21, 2021 the Selection Committee recommends a janitorial company. Selection Committee Review of Submitted Janitorial Services Proposals – Discussion and Recommendation to the Lafayette Airport Commission – Executive Director Picou stated The LAC

approved advertisement of Janitorial Services Request for Proposal (RFP) for the new Airport Terminal and the Quick Turn Around Facility (QTA) at its September 8, 2021 meeting. A Selection Committee of four (4) members (Commissioner Pierre, Executive Director Steven Picou, Comptroller Mary Green and LAC Facilities Manager Mark Thibodeaux) were recommended by the Executive Director and approved by Chairman Segura to review and score the submitted proposals. There were ten (10) companies to request a proposal packet in which five (5) companies submitted proposals on December 13, 2021; Unlimited Cleaners, Jani-King, Ramelli Janitorial, Kellermeyer Bergensons Services and United Maintenance. Submitted Proposals, review feedback by LAC Legal and the LAC's DBE consulting firm (Metro Source) and Proposal tab have been provided to each Selection Committee member for review and discussion. After review and discussion, the Selection Committee votes and recommends to the Lafayette Airport Commission Unlimited Cleaners, LLC agency to move forward for the Janitorial Services Request for Proposal (RFP) for the New Terminal and Quick Turnaround Facility (QTA), in the annual amount of \$499,996.30, for a twenty-four month term commencing on 1/1/22 – 12/31/23 with three (3) one-year option terms.

12. Janitorial Services Request for Proposal (New Terminal and Quick Turn Around Facility) – Award of Contract – Approval
13. Lafayette Parish Sheriff's Office (LPSO) – Amendment to Airport Security Services Contract – Approval
Executive Director Picou stated the Sheriff was unable to sign prior to the meeting, but the document will be compared when the agreement acquires the Sheriff's signature.

Chairman Segura asked why is the Janitorial Services in two items for approval. Executive Director Picou stated last time the Commission had to accept the committee's recommendation before proceeding to the full Commission approval. Chairman Segura stated when choosing the company for recommendation isn't it the same as awarding the contract. Mr. Swartzendruber, Legal Counsel, stated the timeline suggested for the documents did not suggest the items be separated. Chairman Segura asked for a little more information on the janitorial selection.

Executive Director Picou stated there were three companies and Unlimited Cleaners is owned and operated by Cheryl Campbell. Executive Director Picou stated Mrs. Campbell was a former employee of Three Frenchmen and was working at the airport with Commissioner Pierre. Executive Director Picou stated Mrs. Campbell is a very tenacious person with a good head on her shoulders. Executive Director Picou stated Mrs. Campbell is a local and the airport thinks she will do a good job for the airport. Mrs. Campbell is currently cleaning the airport administrative area and the restrooms on the lower level of the new terminal as part of the contract on a temporary basis. Executive Director Picou stated under this contract Unlimited Cleaners would have the entire terminal and the QTA as well. Executive Director Picou stated Mrs. Campbell is cleaning Hangar 7 at this time. Executive Director Picou stated Jani-King is a national company and the second lowest in cost. Executive Director Picou stated Ramelli was next and he was not very familiar with them. Mrs. Comeaux stated Ramelli was out of New Orleans, LA. Executive Director Picou stated Kellermeyer Bergensons Services is the current company servicing the airport and there have been some challenges. Executive Director Picou stated United Maintenance is a very large National company that services Chicago O'Hara airport and quite a few other institutions, but they were high on their cost. Executive Director Picou stated the RFP was not all about cost, but it did align that Unlimited Cleaners was the lowest in cost.

Chairman Segura asked if any more personnel would be need to clean the terminal. Executive Director Picou stated Unlimited does not have the staffing needed for the terminal, but Mrs. Campbell has resources she can reach into. Executive Director Picou stated Mrs. Campbell managed Three Frenchmen and has the ability to manage a large project. Executive Director Picou stated there will be challenges

ahead, but with Mrs. Campbell's perseverance the airport will be successful. Executive Director Picou stated the airport will be watching very closely and working with Unlimited Cleaners.

Commissioner Pierre interjected with stating within the proposal there were certain mandates for staffing and the company must abide the mandated staffing. Commissioner Pierre stated the airport and Commission would monitor to make sure the staffing requirements be maintained and if not then there will be violations in the contract.

RESOLUTION - #2021-12-SR1-01– Scheduled Business – Consensus Item(s)

MOTION: Commissioner Pierre made a motion to accept and approve Consensus Items 1 thru 13. The motion was seconded by Commissioner Hurd and the vote was as follows:

AYES: Guilbeau, Hebert, Pierre, Hurd

NAYS: None

ABSENT: Guidry, Schilling

MOTION CARRIES

VI. Other Business – None

VII. Adjourn (2:11p.m.)

RESOLUTION - #2021-12-SR1-02– Adjourn

MOTION: Commissioner Guilbeau made a motion to Adjourn. The motion was seconded by Commissioner Hurd and the vote was as follows:

AYES: Guilbeau, Hebert, Pierre, Hurd

NAYS: None

ABSENT: Guidry, Schilling

MOTION CARRIES

A recorded copy of the Minutes of the Meeting can be obtained by contacting the Lafayette Airport Commission, 200 Terminal Drive, Lafayette, LA 70508. 337.703.4800

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ATTENDANCE

JANITORIAL SELECTION COMMITTEE: Samuel Pierre (Commissioner), Steven Picou (Executive Director), Mary Green (Financial Comptroller), Mark Thibodeaux (Facilities Manager).

ABSENT: None

ADMINISTRATIVE STAFF: Rene Cotton (Properties Administrator), Jennifer Comeaux (Asst. Properties Manager), Catina Theriot (Secretary).

GENERAL AUDIENCE: Robert Callahan (Sides & Associates), Paul Guilbeau (Commissioner), Terry Hurd (Commissioner), John Hebert (Commissioner), Paul Segura (Commissioner).

I. CALL TO ORDER:

Commissioner Pierre called the Special Meeting of December 21, 2021 to order at 1:30 p.m.

II. Introduction/Roll Call

III. Pledge of Allegiance

Commissioner Pierre stated he went out of order with the Pledge of Allegiance and the Introduction/Roll Call.

Commissioner Pierre asked everyone on the committee to give a synopsis of who they chose.

Mrs. Mary Green, Financial Comptroller, stated she chose her company selection basically for their resources to personnel in Lafayette. Mrs. Green stated some of the other companies' bid price was too high and one company's financials were concerning. Mrs. Green stated she chose her selection based on the company's size, experience, and their resources to access personnel.

Mr. Mark Thibodeaux, Facilities Manger, stated while looking at all the companies involved based on price and able to save taxpayers a significant amount of money, he chose Unlimited Cleaners.

Executive Director Picou stated he went with United Cleaners and stated each company provided information. Executive Director Picou stated he agreed with Mrs. Green that some were more on the higher side and based on the airport's current experience with the current provider they scored lower. Executive Director Picou stated everyone received a passing score of 70. Executive Director Picou stated there are some potential challenges for the proposer with the lowest dollar amount - the size of the airport facility and the size of staff for the company. Executive Director Picou stated Mrs. Campbell has a tenacity to do things and succeeds to get things done, but was concerned with the size of her staff and the size of projects she completed in the past.

Commissioner Pierre stated he based his selection on similar items that Mrs. Green stated. Commissioner Pierre stated he believed in giving folks a chance and saving tax payers money and although Unlimited is the lowest bidder people can grow and give a person a chance to redeem themselves. Commissioner Pierre stated it is nice to be able to touch, taste, and feel the person in our area. Commissioner Pierre stated with the facility being new

it would be fitting to have a new company come in and survive. Commissioner Pierre stated if the company does not survive then plan B would be put into place. Commissioner Pierre stated his selection was based on location and he is a firm believer that the airport is in the City of Lafayette and giving a firm a chance within our area would be priority. Commissioner Pierre stated in parallel to other items scored though Mrs. Campbell's company may be small she parallels to other companies.

Commissioner Pierre stated the committee members should state their scores for the record.

Executive Director Picou read aloud his scores for the following companies in highest to lowest scores:

Unlimited Cleaners 98%
Jani King 95%
Ramelli 90%
Kellermeyer 85%
United Maintenance 78%

Mr. Mark Thibodeaux read aloud his scores for the following companies in highest to lowest scores:

Unlimited Cleaners 87%
Jani King 86%
Ramelli 81%
Kellermeyer 80%
United Maintenance 73%

Mr. Thibodeaux was also concerned about the size of the contract Unlimited Cleaners had up to date, but they proved to be very reliable.

Mrs. Mary Green read aloud her scores for the following companies in highest to lowest scores:

Jani King 90%
Unlimited Cleaners 86%
Ramelli 83%
Kellermeyer 78%
United Maintenance 77%

Mrs. Green stated her scoring was based on access and resources to personnel.

Commissioner Pierre read aloud his scores for the following companies in highest to lowest scores:

Unlimited Cleaners 100% due to the location
Jani King 93%
Ramelli 92%
Kellermeyer 92%
United Maintenance 91%

Executive Director Picou asked Commissioner Pierre to have Mrs. Green added up all the scoring.

Commissioner Pierre restated this was only recommendations and Executive Director Picou stated the recommendation would be voted on by the full Commission at the 2:00 p.m. meeting.

Commissioner Pierre stated all the companies were fairly robust in completion of the proposal except for United Maintenance. Commissioner Pierre stated he couldn't understand what United Maintenance failed to submit.

Executive Director Picou stated Mrs. Jennifer Comeaux could provide more details. Mrs. Comeaux stated all

potential proposers had the opportunity to submit proposals electronically with the caveat proposals were due on Monday, December 13, 2021 at 9am and by Friday, December 17, 2021 an affidavit was sent stating the Appendix A Insurance Requirements and the Bid Security proposals were to be original copies and both items received were copy forms in their proposal.

Executive Director Picou read aloud the total combined scores:

- Unlimited Cleaners 371
- Jani-King 364
- Ramelli 346
- Kellermeyer 335
- United Maintenance 319

Executive Director Picou stated per these scores Unlimited Cleaners scored the highest and had a complete packet.

IV. Scheduled Business – Discussion Items

Selection Committee Review of Submitted Janitorial Services Proposals – Discussion and Recommendation to the Lafayette Airport Commission – Executive Director Picou stated The LAC approved advertisement of Janitorial Services Request for Proposal (RFP) for the new Airport Terminal and the Quick Turn Around Facility (QTA) at its September 8, 2021 meeting. A Selection Committee of four (4) members (Commissioner Pierre, Executive Director Steven Picou, Comptroller Mary Green and LAC Facilities Manager Mark Thibodeaux) were recommended by the Executive Director and approved by Chairman Segura to review and score the submitted proposals. There were ten (10) companies to request a proposal packet in which five (5) companies submitted proposals on December 13, 2021; Unlimited Cleaners, Jani-King, Ramelli Janitorial, Kellermeyer Bergensons Services and United Maintenance. Submitted Proposals, review feedback by LAC Legal and the LAC’s DBE consulting firm (Metro Source) and Proposal tab have been provided to each Selection Committee member for review and discussion. After review and discussion, the Selection Committee votes and recommends to the Lafayette Airport Commission ___ fill-in _____ agency to move forward for the Janitorial Services Request for Proposal (RFP) for the New Terminal and Quick Turnaround Facility (QTA), in the annual amount of ___ fill-in _____, for a twenty-four month term commencing on 1/1/22 – 12/31/23 with three (3) one-year option terms.

RESOLUTION - #2021-12-SR1-01– Scheduled Business - Discussion Item(s) Selection Committee Review of Submitted Janitorial Services Proposals

MOTION: Executive Director Picou moved to move forward with the scores and Unlimited Cleaners move forward to the full Commission. The motion was seconded by Committee Member Green and the vote was as follows:

- AYES: Pierre, Picou, Green, Thibodeaux
- NAYS: None
- ABSENT: None
- MOTION CARRIES

V. Other Business – None

VI. Adjourn (1:47p.m.)

RESOLUTION - #2021-12-SR1-02– Adjourn

MOTION: Executive Director Picou made a motion to Adjourn. The motion was seconded by Mark Thibodeaux and the vote was as follows:

AYES: Pierre, Picou, Green, Thibodeaux

NAYS: None

ABSENT: None

MOTION CARRIES

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