


TO: David Billingsley, Chief Procurement Officer

FROM: Charles Leone Jr, Deputy Chief Venues Officer 

DATE: April 21, 2026

SUBJECT: Approval Request – Negotiated Procurement with Controlled Dehumidification

Orlando Venues is requesting approval to utilize a negotiated procurement with **Controlled Dehumidification** to replace components of the arena bowl desiccant units at the Kia Center. This work is critical to maintaining proper humidity control within the facility and ensuring optimal performance of the arena’s HVAC systems..

The scope of work includes:

- Remove and dispose of desiccant wheels, exhaust fan motors and wheel blowers
- Provide and install replacement desiccant wheels, exhaust fan motors and wheel blowers
- Inspect and integrate new units into the current dehumidification infrastructure
- Test and commission the system to ensure proper operation and performance
- Provide any necessary calibration and operational verification

### **Justification for Negotiated Procurement**

Controlled Dehumidification has maintained the dehumidification system since its inception and currently serves as the segmented rotor replacement rep for WR Bradeley Company DBA CDIMS. Their extensive knowledge of the system’s design, configuration, and performance history makes them uniquely qualified to perform this specialized work.

The replacement of desiccant units requires highly specialized expertise in desiccant-based dehumidification systems, which significantly limits the pool of qualified vendors. Engaging another contractor would introduce unnecessary risk, including potential system incompatibility, extended downtime, and increased costs associated with system familiarization.

A negotiated procurement is therefore requested due to:

- Specialized nature of the equipment and services
- Continuity of service with the current maintenance provider
- Proven performance and institutional knowledge of the system
- Limited availability of qualified vendors capable of performing this work

---

## Conclusion

Based on Controlled Dehumidification's role as the ongoing maintainer of the systems, and the highly specialized nature of the work, a negotiated procurement is in the best interest of the City. This approach will ensure technical continuity, reduce project risk, and support timely and successful completion of the replacement project.

The project will be funded with TDT Capital Funding in VEN0028\_P.

Please direct any questions to Clyde Boutte at (407) 440-7051.

Thank you for your time and consideration.