



AUDIT COMMITTEE

INDIVIDUAL PRE-SOLICITATION BRIEFING FOR AIRPORT TERMINAL A DUTY FREE RETAIL CONCESSION

February 21, 2017

Russ Handy
Director
Aviation Department

Solicitation Overview



Originating Department: Aviation



Solicitation Type: Request for Proposals (RFP)



High Profile Designation: Over \$1 Million



Estimated Value: \$5 Million Revenue



Current Contract Status: Expires May 31, 2017



Proposed Term: 10 years

Project Overview

Purpose

- Provide customer service through diverse concession opportunities
- Provide Aviation with non-airline revenue

Project Scope

- Provide a variety of duty free merchandise to be sold to passengers traveling outside the United States
- Non-international travelers may purchase limited merchandise

Product Summary

- Duty free items include, but are not limited to: liquor, tobacco products, electronics, perfumes, cosmetics, packaged food gifts, fashion accessories, and jewelry
- Duty paid items include all the above except for: liquor and tobacco products

Solicitation Requirements



Evaluation Criteria

- Experience, Background, Qualifications: 20 Points
- Proposed Plan: 40 Points
- Compensation: 20 Points
- ACDBE Program: 20 Points



Additional Requirements

- Audited Financial Statements: Required

Outreach Efforts

NIGP Codes Identified

- 905-35: Concessions, Airport: Specialties

Number of Vendors notified

- Central Vendor Registry: 16 vendors
- Targeted Vendor Outreach: 3 vendors

Advertising

- TVSA channel 21
- COSA Bidding Opportunities website
- Express News
- Industry Publications: American Association of Airport Executives, Airports Council International, and Airport Revenue News

Project Evaluation Committee

Voting Members	Advisory Members
Carlos Contreras, Assistant City Manager, City Manager's Office	Katinka Howell, Assistant City Attorney, Aviation Department
Russ J. Handy, Director, Aviation Department	Lisa Brice, Special Projects Manager, Aviation Department
Henrietta Brown, Chief Administration Officer, Aviation Department	Rod Rodriguez, Compliance Manager, Aviation Department
Steve Milburn, Property & Concessions Manager, Aviation Department	Judith Byrd, Unison Consulting Inc.
TBD, Industry Expert	

Project Timeline

Pre-Solicitation

- Audit Committee Pre Solicitation Briefing:**
 - February 21, 2017
- Release RFP:**
 - **March 1, 2017**

Solicitation

- Pre-Submittal Conference:**
 - March 13, 2017
- Deadline for Questions:**
 - March 17, 2017
- RFP Due:**
 - **April 3, 2017**

Post – Solicitation

- Evaluation Complete:**
 - May 2017
- Contract Negotiated:**
 - May 2017
- Audit Committee Post Solicitation Briefing:**
 - June 20, 2017

Finalization

- City Council Consideration:**
 - **August 3, 2017**
- Contract Start Date:**
 - August 3, 2017



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