

Audit and Accountability Committee



June 19, 2018



Pre Solicitation Briefing for Airport Terminal A Duty Free Retail Concession

Presented by
Russell J. Handy
Director, Aviation Department

Solicitation Overview



Originating Department

- Aviation



Solicitation Type

- Request for Proposals



High Profile Designation

- Over \$1 Million



Estimated Value

- \$5 Million Revenue



Current Contract Status

- Month to Month



Proposed Term

- 10 years

Project Overview

Purpose

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

Project Scope

- Provide a variety of duty free merchandise to be sold to passengers traveling outside the U.S.
- 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

Pricing: 20 Points

ACDBE Program: 20 Points

Additional Requirements

Audited Financial Statements: Required

Local Preference Program: Not Applicable

Veteran-Owned Small Business Preference Program: Not Applicable

SBEDA: Not Applicable

Goal Setting Committee Members

Not Applicable

Outreach Efforts

NIGP Codes Identified

- 905-35: Concessions, Airport: Specialties

Number of Vendors to be Notified

- Central Vendor Registry: 16 vendors
- Targeted Vendor Outreach: 4 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	Mark Triesch, Assistant City Attorney, Aviation Department
Russell J. Handy, Aviation Director, Aviation Department	Barbara Trevino, Small Business Coordinator, Aviation Department
Thomas Bartlett, Deputy Aviation Director, Aviation Department	Art Arispe, Compliance Manager, Aviation Department
Steve Milburn, Property & Concessions Manager, Aviation Department	
Della Guidry, President, AlliedPRA San Antonio	

Project Timeline



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