

Audit and Accountability Committee



Post Solicitation Briefing for Airport Parking Valet Services

Date: November 13, 2018

Presented by: Russell J. Handy, Director, Aviation Department

Solicitation Overview

Project Overview

- Operate a 24/7/365 Valet Parking Services concession.
- Meeting demand – enhanced experience for premium customer.
- Value added services will include car washes, oil changes, and food delivery.

Solicitation Type

Request for Proposal

Minimum Annual
Guarantee

\$200,000

Proposed Term

5 Years

Evaluation

Evaluation Voting Members

Thomas Bartlett, Deputy Director, Aviation Department

Ryan Rocha, Chief of Operations, Aviation Department

Mukesh Patel, Chief Administration Officer, Aviation Department

Tamera Marberry, Parking Manager, Aviation Department

Steve Milburn, Property & Business Development Manager, Aviation Department

Aurora Perkins, Facilities Administrator, City Center Development and Operations

Criteria

- Experience, Background, Qualifications: 35 points
- Proposed Plan: 50 points
- Compensation Schedule: 15 points
- Airport Concessionaire Disadvantaged Business Enterprise Program: Pass/Fail

SBEDA Subcontracting Requirements: N/A (ACDBE applied on a Pass/Fail basis)

Local Preference Program: N/A

Veteran Owned Small Business Preference Program: N/A

* With one responsive bidder, the evaluation committee met and reviewed the proposal. The committee reached a consensus to move forward with negotiations after interviewing the proposer.

Due Diligence

Finance Department – Due Diligence Results

Number of vendors notified:	211
Number of vendors at pre-submittal conference:	14
Number of responses received:	3
Results of Minimum Requirements Review	2 proposals deemed Non-Responsive (Neither included proposal bond)
Results of Due Diligence Review	No Findings