



City of San Antonio

Agenda Memorandum

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Agenda Date: 8/16/2016

In Control: Audit Committee

**CITY OF SAN ANTONIO
AVIATION DEPARTMENT
INTERDEPARTMENTAL CORRESPONDENCE**

TO: Sheryl Sculley, City Manager

FROM: Tom Jones, Aviation Director

COPY: Audit Committee; Carlos Contreras, Assistant City Manager; Ben Gorzell Jr., CPA, Chief Financial Officer; Kevin Barthold, City Auditor; Troy Elliott, CPA, Deputy Chief Financial Officer

SUBJECT: Pre-Solicitation Briefing for Terminal A Food & Beverage Prime Concessionaire for San Antonio International Airport

DATE: August 16, 2016

The Aviation Department will provide a pre-solicitation briefing on the Food & Beverage Prime Concessionaire for the San Antonio International Airport which was presented in the Annual High Profile Report. This briefing will allow an opportunity for input and direction from Committee members.

This pre-solicitation briefing will include, as applicable, an overview of the procurement, estimated contract value, high profile designation, term of resulting contract, project scope and considerations, proposed scoring criteria, ACDBE program requirements, audited financial statements, project timeline, and evaluation committee members.

This project will provide the Aviation Department with a prime concessionaire to manage various food and beverage concessions in Terminal A. The City intends to award the right to lease, operate, manage, and/or sublease six food and beverage concessions comprised of approximately 5,079 square feet.