



# City of San Antonio

## Agenda Memorandum

**File Number:** 17-1794

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**Agenda Item Number:** 7.

**Agenda Date:** 2/21/2017

**In Control:** Audit Committee

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

**TO:** Sheryl Sculley, City Manager

**FROM:** Russ Handy, Director, Aviation Department

**COPY:** Audit Committee; 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 Duty Free Retail Concession

**DATE:** February 21, 2017

The Aviation Department will present a pre-solicitation briefing on the Terminal A Duty Free Retail Concession which was included in the FY17 Annual High Profile Report. This briefing will allow an opportunity for input and direction from Committee members.

This pre-solicitation briefing will cover estimated contract value, project timeline, high profile designation, scope of the project, terms of the contract, audited financial statements, proposed scoring criteria, evaluation committee members, project considerations, local preference program applicability, veteran owned small business preference program applicability and SBEDA Program requirements.

The Terminal A Duty Free Retail Concession will provide a variety of duty free merchandise to be sold to passengers traveling outside the United States and limited merchandise for non-international travelers. Duty free items will include, but not be limited to: liquor, tobacco products, cameras, cologne and perfumes (domestic and international brands), cosmetics, packaged food gifts, leather goods, fashion accessories, crystal, jewelry, watches, pens, and electronics.