



City of San Antonio

Agenda Memorandum

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Agenda Date: 6/19/2018

In Control: Audit and Accountability Committee

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

TO: Sheryl Sculley, City Manager

FROM: Russell J. Handy, Director, Aviation Department

COPY: Audit & Accountability 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 Airport Terminal A Duty Free Retail Concession

DATE: June 19, 2018

The Aviation Department will present a pre-solicitation briefing on the Airport Terminal A Duty Free Retail Concession 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 cover estimated contract value, projected 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.