



City of San Antonio

Agenda Memorandum

File Number:18-6195

Agenda Item Number: 13.

Agenda Date: 11/13/2018

In Control: Audit and Accountability Committee

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

TO: Sheryl Sculley, City Manager

FROM: Russell J. Handy, Aviation Director, Aviation Department

COPIES: Audit and 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: Post-Solicitation Briefing for Airport Parking Valet Services at San Antonio International Airport

DATE: November 13, 2018

The recommended firm will operate a 24/7/365 Valet Parking Services concession at the San Antonio International Airport. This customer service enhancement will offer airport users the opportunity to drop their car at the curb and have it waiting for them there when they return. Value added services available to the customers will include car washes, oil changes, and food delivery.

On April 26, 2018, a Request for Proposal (RFP) was released seeking qualified and experienced firms to provide the Aviation Department with a parking valet services concession. The RFP was advertised in the San Antonio Express News Legal Notices on Monday, April 30, 2018 and on City's website. The solicitation closed on June 27, 2018. One responsive proposal was received. The RFP was not solicited as High Profile. However, a post-solicitation briefing is being provided to the committee since projected revenue from this agreement will exceed \$1 million.

A selection committee consisting of staff from the Aviation Department and Center City Development and Operations Department evaluated the proposal based the published criteria which included: Experience, Background and Qualifications; Proposed Plan; Compensation; and Airport Concessionaire Disadvantaged Business Enterprise Program. Based on the evaluation, the selection committee recommended negotiation of a contract with the responsive firm.

This contract is guaranteed to generate a minimum of \$1,000,000 in revenue to the City over a five-year contract term.

This item is tentatively scheduled for City Council consideration on December 6, 2018.