

AVIATION DEPARTMENT

LANDING AVIATION CONTRACTS: FINAL APPROACH TO PROCUREMENTS

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DEPUTY AVIATION DIRECTOR
FEBRUARY 25, 2025



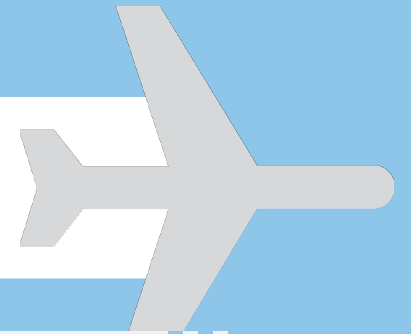
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What's Drier Than the Arizona Desert...?

Procurements and Contracts



AGENDA



1 AVN Contract & Solicitation Types/Methods

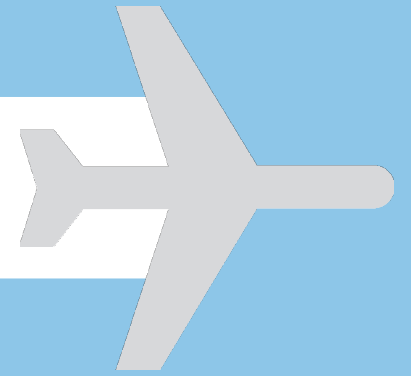
2 AVN Procurement Cycle

3 Preparing an Effective Offer

4 Tips for Responsive Offer

5 Panel Introductions & Questions

PHOENIX SKY HARBOR – AT A GLANCE



Two Major Terminals

- 47,000+ jobs at the Airport
- \$44.3 billion total economic impact



Home for 20+ Airlines

- 140+ destinations (US & International)
- One of the busiest 3 runway airports in the world



Award Winning Airport

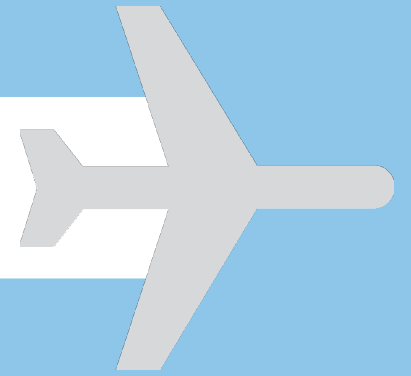
- USA Today 10 Best Readers Choice Awards (In Concessions)
- Airport of the Year at the Airport Minority Advisory Council's Business Diversity Conference Catalyst Awards



Record 52 Million+ Passengers in 2024

- Avg. 140,000+ passengers daily
- Avg. 1,200+ flight operations daily

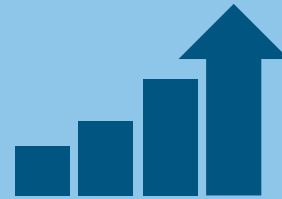
CONTRACT & SOLICITATION TYPES



Expenditure

- General Goods & Services
- Professional Services

A contract in which City monies and/or resources are expended, or a financial obligation is created on the part of the City of Phoenix Aviation Department



Revenue

- Terminal Premier Vending
- Terminal F&B Concession

A contract between the City of Phoenix Aviation Department and a contractor (with or without concessions), wherein the contractor agrees to pay the City in exchange for the right to conduct business on City property.



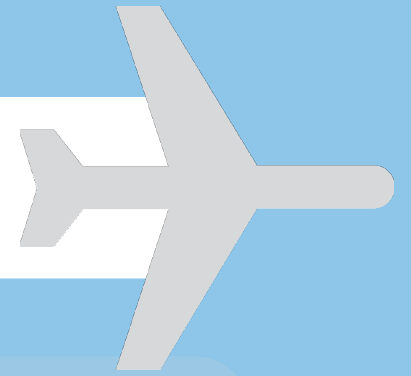
Construction

- Procured by the Office of the Engineer

Contact Kandi Kawolsky

- Kandi.Kawolsky@phoenix.gov
- (602) 256-4108

CONTRACT & SOLICITATION METHODS



1

EXPENDITURE

- Request for Quotes (RFQ)
- Invitation for Bids (IFB)
- Request for Proposals (RFP)
- Request for Qualifications (RFQu)

REVENUE

- Revenue Contract Solicitation (RCS)

2

3

PRICE BASED

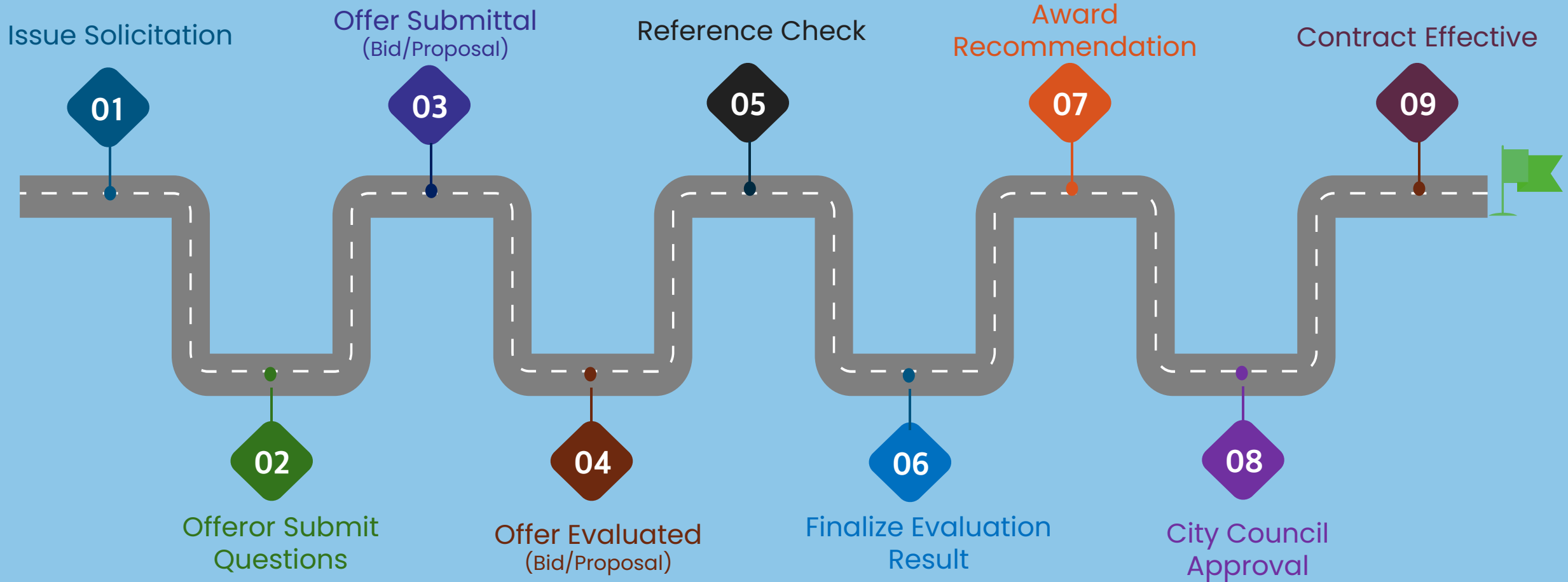
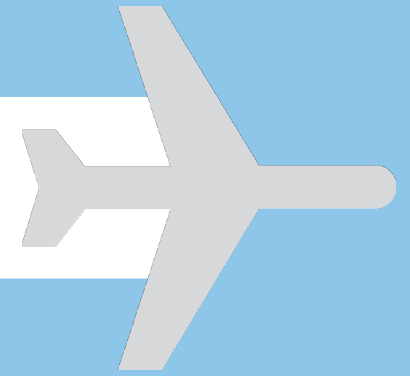
- Request for Quote (RFQ)
- Invitation for Bid (IFB)

QUAL EXP BASED

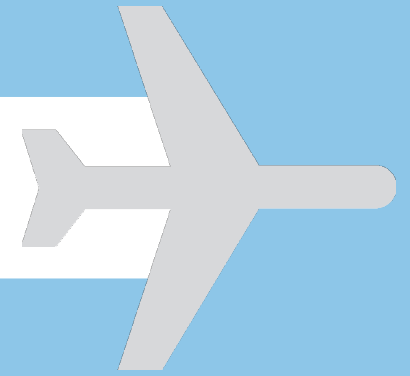
- Request for Proposal (RFP)
- Request for Qualification (RFQu)
- Revenue Contract Solicitation (RCS)

4

PROCUREMENT CYCLE



PREPARING AN EFFECTIVE OFFER



Ready, Set, Go

- Read & understand requirements.
- Attend Pre-Bid/Offer Meeting
- Ask questions before set deadline.

On the Look Out

- Check solicitation website often for Solicitation requirement changes via addendum

Am I Qualified?

- Satisfy the minimum qualifications listed in the Solicitation

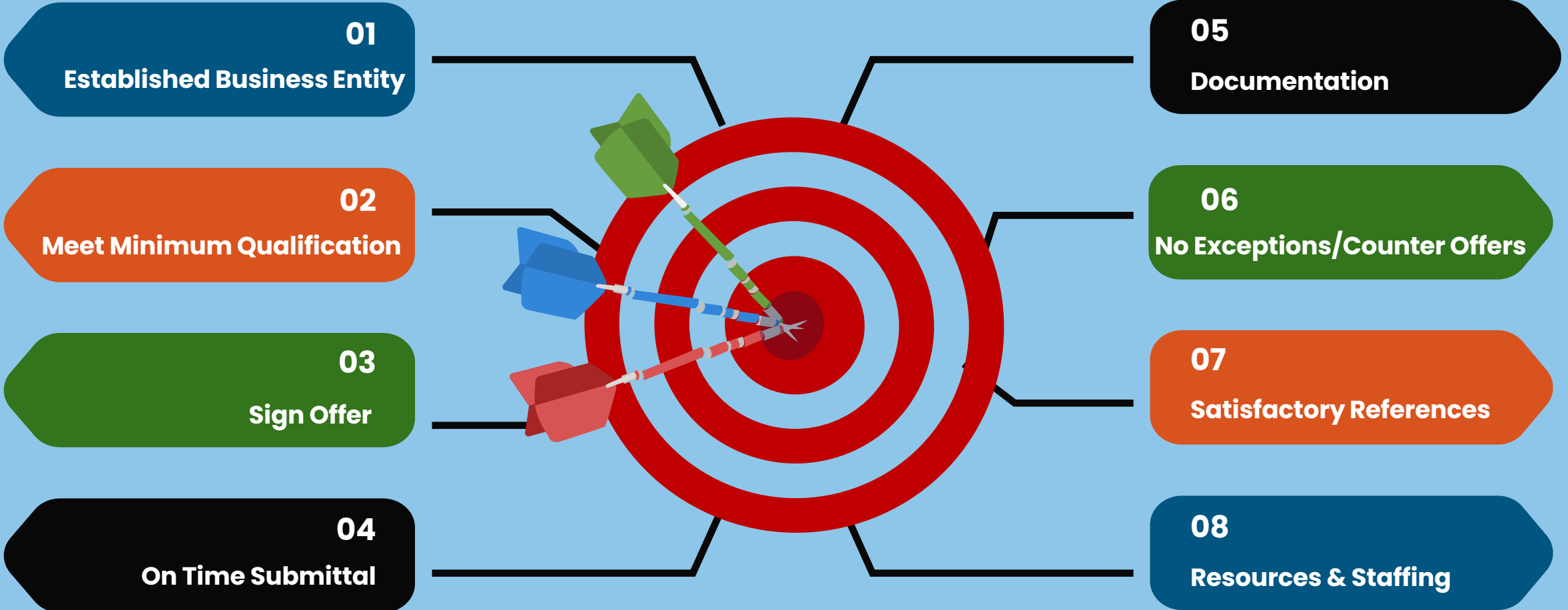
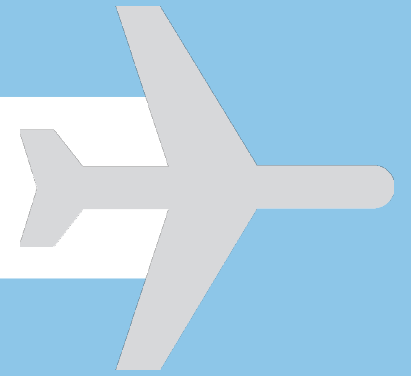
Getting Ready

- Provide all required document and license(s)
- Make sure your references provided are available when called

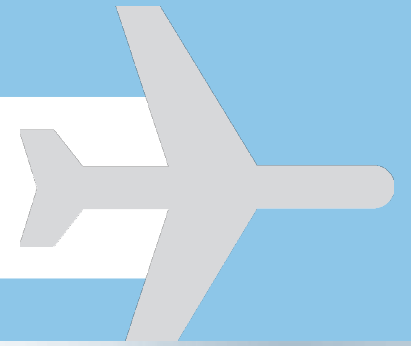
Bullseye You are on Target!

- Offer/price takes into account all applicable requirements i.e., badging, insurance, freight...etc.

BEING RESPONSIVE



SOLICITATION TRANSPARENCY POLICY

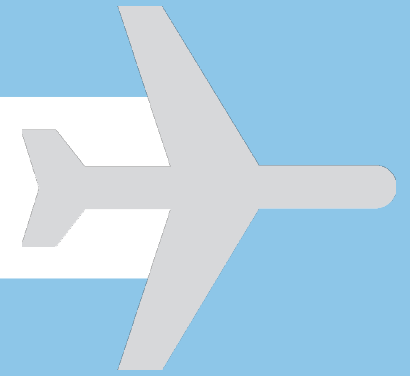


ONCE ISSUED POLICY REMAINS IN EFFECT UNTIL CITY COUNCIL AWARDS THE CONTRACT.

- LEVEL PLAYING FIELD
- PROTECT ALL OFFERORS
- PROCESS INTEGRITY

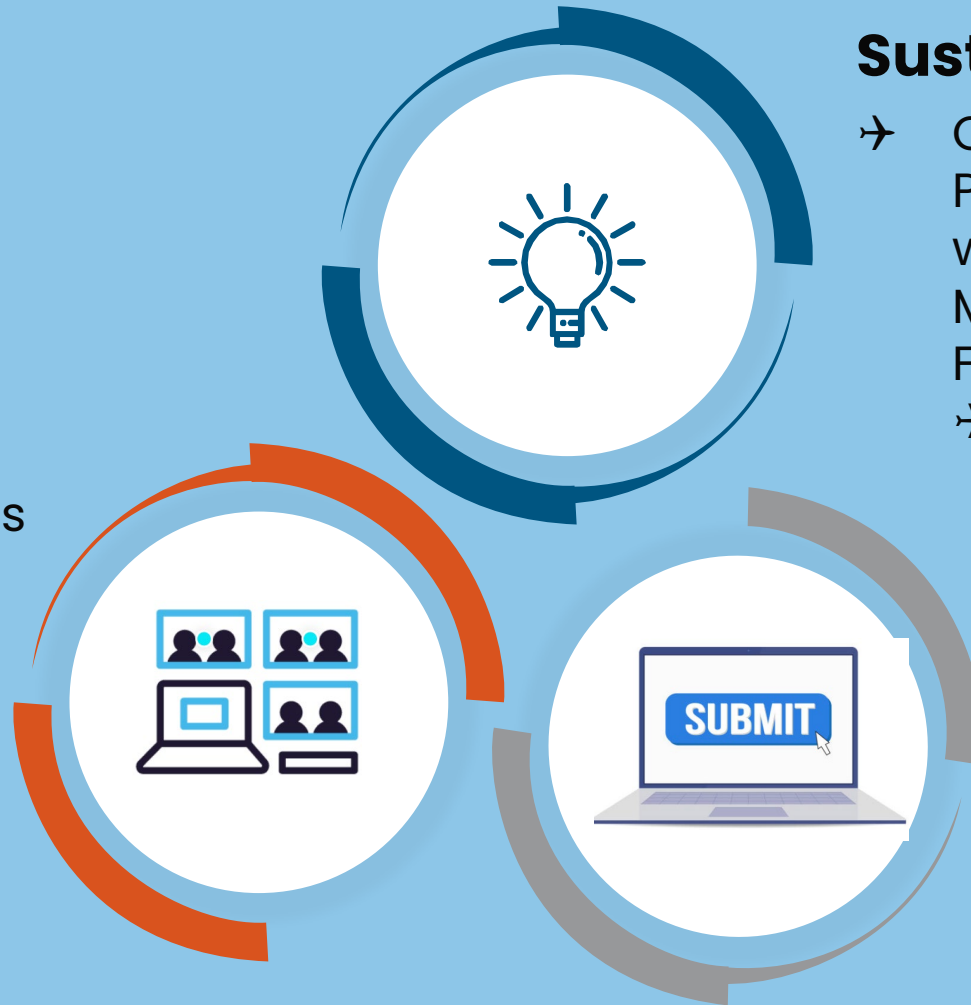
**VIOLATION OF THIS POLICY WILL RESULT IN DISQUALIFICATION
ONLY TALK TO THE PROCUREMENT OFFICER**

NEW TRENDS / REQUIREMENTS



Virtual Meeting

- Pre-Offer meetings
- Offer Opening



Sustainability

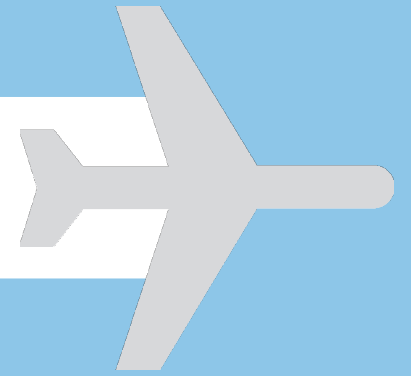
- Offeror's Sustainability Program Consistent with PHX Sustainability Management Plan and Focus
- Minimum Qualification



Automation

- Solicitation Issuance
- Offer/Proposal Submittal

CONTACT INFORMATION



- **Aviation Department**
- **Contracts & Services Division**

Michael Hughes
Deputy Aviation Director
(602) 525-1584
michael.hughes @phoenix.gov

PANELISTS



Ivy Huang

Procurement
Manager



Cadle Collins

Procurement
Manager



Kelly Garrett

Contracts
Specialist II* Lead



Annie Sleeper

Contracts
Specialist II* Lead

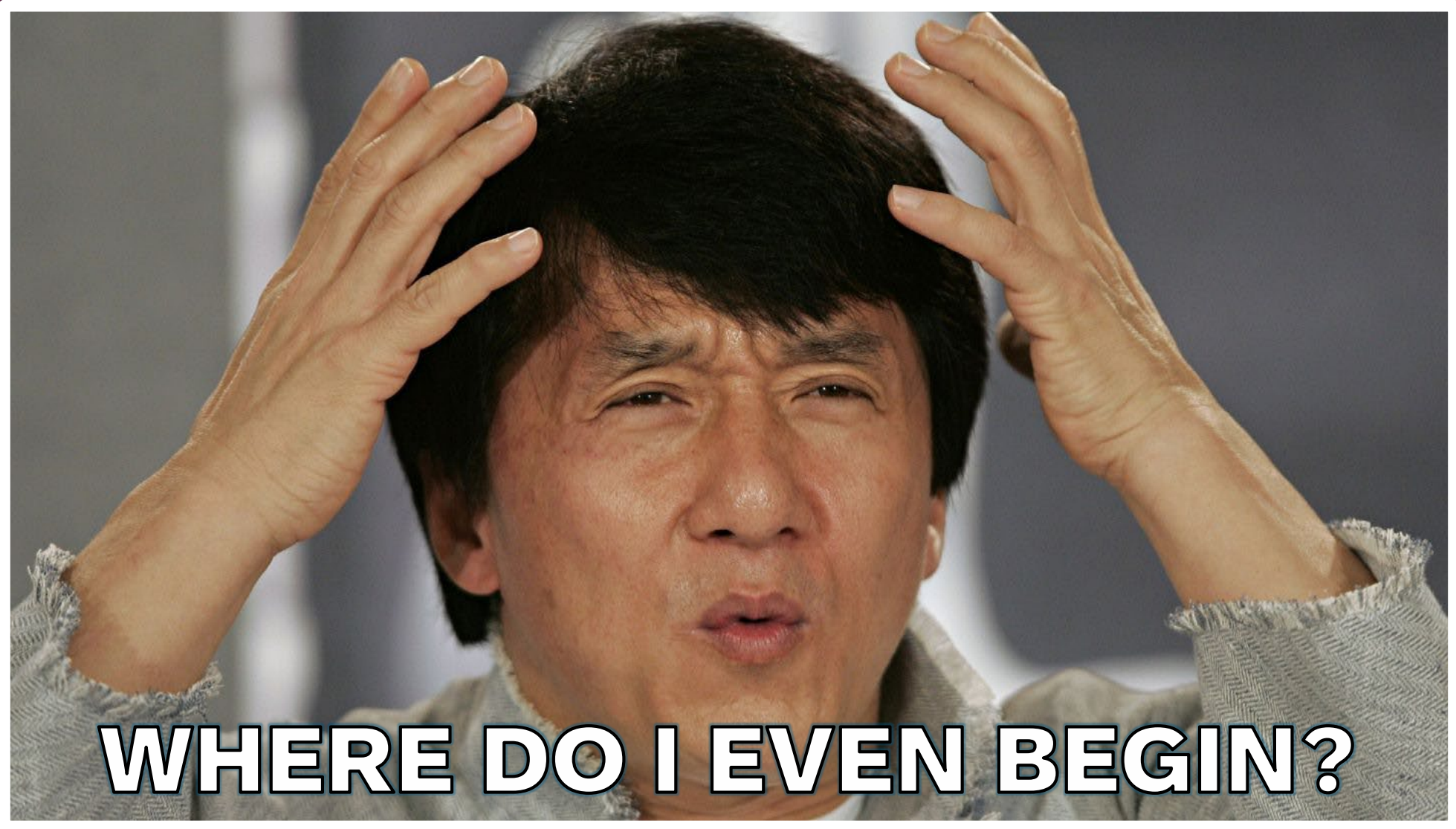


QUESTION

**HOW DO I FIND OUT WHAT
BUSINESS OPPORTUNITIES ARE
AVAILABLE AND HOW DO I
PARTICIPATE?**



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RESOURCES



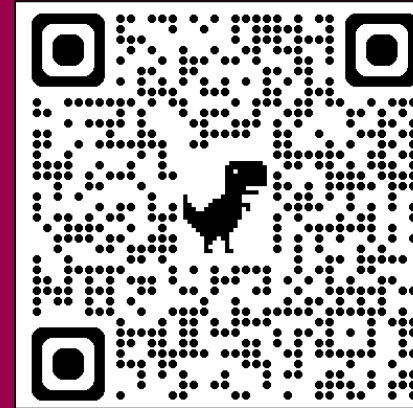
BECOME A VENDOR



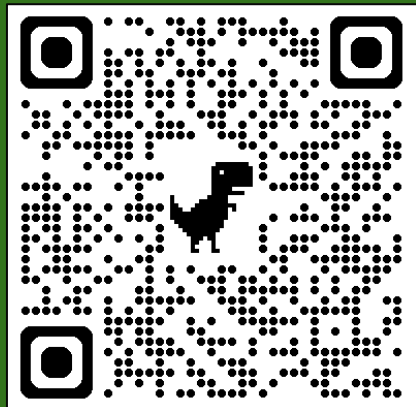
1. **Gather** Your Business Info
2. **Scan** Your Signed W-9
3. **Register** in System
4. **Set-Up** ID & Password

Steps to Success!

REGISTER WITH THE CITY:



CITYWIDE SOLICITATIONS:



REGISTRATION HELP:

Call Help Desk
(602) 262-1819

Email Help Desk
Vendor.support@phoenix.gov

RESOURCES

To be added to the **Aviation Department Interest List**, send an email to busopps.aviation@phoenix.gov

Include the following information in your email:

- Company Name
- Email address (for notification)
- Identify interested business area(s) such as: Retail, Food & Beverage, Ground Transportation



QUESTION

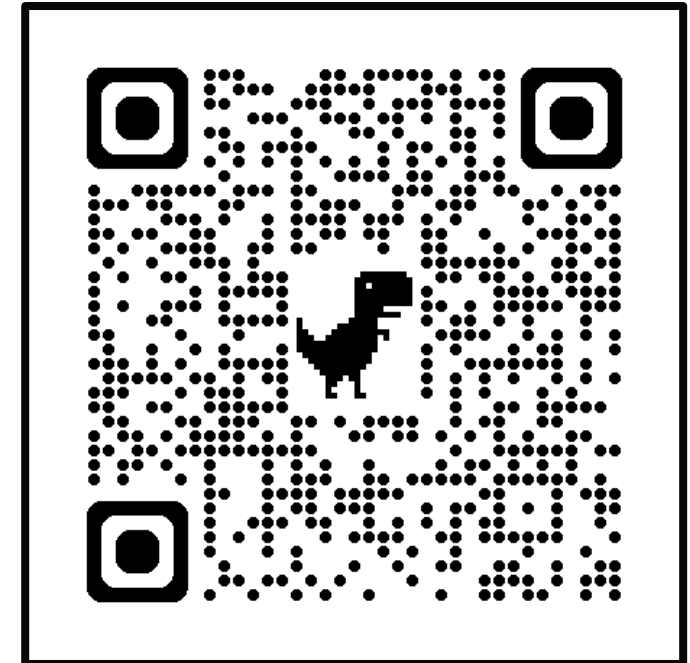
**HOW CAN I REACH OUT TO
THE CITY TO INTRODUCE MY
COMPANY?**



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PUBLIC RECORDS

The screenshot shows the City of Phoenix website interface. At the top left is the City of Phoenix logo and name. A search bar is located below the header. A navigation menu contains several links: myPHX311, PHX Pay Online, Map It, Find Public Records (highlighted with a red box), PHX Newsroom, and Translate. Below the navigation is a banner for 'PHX WATER SMART' featuring a scenic image of a river and mountains. At the bottom, there are three main categories: 'Living in Phoenix', 'Doing Business in Phoenix', and 'Visiting Phoenix'. Under 'Living in Phoenix', there are links for Mayor & City Council, City Services Bill, Police, Jobs & Volunteering, Departments, Trash & Recycling, Major Events, and Parks. A link for 'More for Residents >' is also present.



QUESTION

**HOW DO I WIN A CITY
CONTRACT?**



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People who
create RFPs



People who
respond to RFPs



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QUESTION

**WHY DO GOVERNMENT
SOLICITATION DOCUMENTS TEND
TO BE SO LENGTHY?**



QUESTION

**WHAT STRATEGIES CAN BIDDERS
USE TO NAVIGATE CONTRACTS
EFFECTIVELY?**



QUESTION

**THE FEE SCHEDULE DOESN'T
MATCH THE WAY I INVOICE. CAN
I SUBMIT MY OWN PRICING
INSTEAD?**



AUTO REPAIR PRICE LIST

Ping-Ping-Ping 35.00

Plunk-Ping-Plunk 50.00

Klunk-Ping-Klunk 125.00

Thud-Klunk-Thud 200.00

Clank-Thud-Klank 325.00



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FEE SCHEDULE

ITEM NUMBER	LOCATION	CONTROLS MAINTENANCE COST PER MONTH
1	Aviation Department Headquarters	\$
2	Bus Maintenance Facility	\$
3	Command Center	\$
4	Core Network Building	\$
5	Deer Valley Airport	\$
6	East Economy Parking Toll Plaza (EEL)	\$
7	Parking Operations	\$
8	RCC Train Station	\$
9	PHX Sky Train Facilities	\$
10	Terminal Three (3)	\$
11	Terminal Three (3) Annex	\$
12	Terminal Four (4)	\$
13	Terminal Four (4) International Concourse	\$
	TOTAL MONTHLY BID: GROUP I	\$



QUESTION

**WHAT ARE SOME COMMON
PITFALLS WHEN SUBMITTING
AN OFFER?**



QUESTION

WHAT HAPPENED TO MY BID? I SUBMITTED AND IT SEEMS LIKE IT GOT LOST IN A BIG BLACK HOLE.



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waiting to hear back on that proposal we sent



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SCHEDULE OF EVENTS

Solicitation Issue Date	Date
Pre-Offer Conference (Non-Mandatory)	Date, Time
Site Visit	Date, Time
Written Inquiries Due Date	Date, Time
Offer Due Date	Date, Time
Evaluation of Responses/Offers	Month
Interview (if required)	Month
Award Recommendation (protest period begins – 7 days)	Month
City Council Approval	Month



QUESTION

**HOW CAN I ENSURE I'M
SUCCESSFUL WHEN STARTING A
NEW CONTRACT?**



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THE CONTRACT AWARD GOES TO...

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QUESTIONS
???



PHX PHOENIX SKY HARBOR
INTERNATIONAL AIRPORT

America's Friendliest Airport®



THANK YOU!



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