



Legislation Text

File #: 23-2724, Version: 1

**STRATEGIC PRIORITY:** Government Performance & Financial Management

**AGENDA DATE:** December 13, 2023

**COUNCIL DISTRICT(S):** 4

**DEPARTMENT:** Office of Procurement Services

**EXECUTIVE:** Jack Ireland

**SUBJECT**

Authorize **(1)** a three-year service contract in the amount of \$4,621,860.00, with two three-year renewal options in a total amount of \$9,949,776.00, as detailed in the Fiscal Information section, for dock master services through the sally port facility at Dallas Love Field for the Department of Aviation - Bradford Airport Logistics, LTD, only proposer; and **(2)** the ratification of \$300,597.09 for the Aviation Department to pay outstanding invoices for dock master services through the sally port facility at Dallas Love Field - Total not to exceed \$14,872,233.09 - Financing: Aviation Fund (subject to annual appropriations)

**BACKGROUND**

This action does not encumber funds; the purpose of a service contract is to establish firm pricing for services, for a specific term, which are ordered on an as needed basis.

This service contract will provide for dock master services through the sally port facility at Dallas Love Field for the Department of Aviation. The sally port is a structure located on airport grounds and serves as the host to security inspections of all concession items entering the airport except the United States Postal Service. In order to safely and efficiently supply concessionaires with products and merchandise, the Aviation Department engage a contractor to provide dock master services to manage its sally port operation. The dock master will schedule and coordinate all concession deliveries, screen all products and merchandise in accordance with the airport's policy and procedures and in compliance with the Transportation Security Administration guidelines. This approach will facilitate efficient, reliable, and secure delivery of goods necessary to ensure airport customers receive the safest concession products possible.

A four-member committee from the following departments reviewed and evaluated the qualifications:

- Department of Aviation (1)
- Department of Equipment and Fleet Management (1)
- Water Utilities Department (1)
- Office of Procurement Services (1)\*

\*The Office of Procurement Services evaluated cost and local preference, if applicable.

The committee selected the successful respondent on the basis of demonstrated competence and qualifications under the following criteria:

- Cost 30 points
- Business/technical proposal 30 points
- Experience 20 points
- Transmittal letter and proposal format 10 points
- References 5 points
- Local Preference 5 points

As part of the solicitation process and in an effort to increase competition, the Office of Procurement Services used its procurement system to send out email notifications to vendors registered under relevant commodity codes. To further increase competition, the Office of Procurement Services uses historical solicitation information, the Internet, and vendor contact information obtained from user departments to contact additional vendors.

On November 10, 2015, the City Council authorized a living wage policy that requires contractors to pay their employees a “living wage” rate as established annually by the Massachusetts Institute of Technology Living Wage Calculator for Dallas County by Resolution No. 15-2141. The calculated living wage during the solicitation process of this contract is \$17.82; the selected vendor meets this requirement.

**PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)**

On February 27, 2013, the City Council authorized a three-year service contract, with two three-year renewal options, for dock master services at Dallas Love Field with Bradford Airport Logistics, LTD by Resolution No. 13-0377.

On March 23, 2016, the City Council authorized the first three-year renewal option to the contract for dock master services at Dallas Love Field; and an increase in the contract for additional services related to the x-ray inspection system with Bradford Airport Logistics, LTD by Resolution No. 16-0414.

On June 26, 2019, the City Council authorized Supplemental Agreement No. 2 to exercise the second three-year renewal option to the service contract with Bradford Airport Logistics, LTD for dock master services at Dallas Love Field for the Department of Aviation by Resolution No. 19-1028.

[The City Council was briefed by memorandum regarding this matter on December 8, 2023. <https://dallascityhall.com/government/citymanager/Documents/FY23-24%20Memos/Bradford%20Logistics%20LTD%2012-08-23.pdf>](https://dallascityhall.com/government/citymanager/Documents/FY23-24%20Memos/Bradford%20Logistics%20LTD%2012-08-23.pdf)

**FISCAL INFORMATION**

Fund	FY 2024	FY 2025	Future Years
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Aviation Fund	\$300,597.09	\$1,540,620.00	\$13,031,016.00
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Initial Term:	\$ 4,621,860.00
Renewal Option: Year 1	\$ 4,868,796.00
Renewal Option: Year 2	\$ 5,080,980.00
<b>Total</b>	<b>\$14,571,636.00</b>

**M/WBE INFORMATION**

In accordance with the City’s Business Inclusion and Development Policy adopted on September 23, 2020, by Resolution No. 20-1430, as amended, the M/WBE participation on this contract is as follows:

Contract Amount	Procurement Category	M/WBE Goal
\$14,872,233.09	Other Services	N/A
M/WBE Subcontracting %	M/WBE Overall %	M/WBE Overall Participation \$
N/A	N/A	N/A
<ul style="list-style-type: none"> <li>• This item is Other Services which does not have an availability and disparity participation goal.</li> <li>• Bradford Airport Logistics, LTD - Non-local; Workforce - 100.00% Local</li> </ul>		

**PROCUREMENT INFORMATION**

Method of Evaluation for Award Type:

Request for Competitive Sealed Proposal	<ul style="list-style-type: none"> <li>• Utilized for high technology procurements, insurance procurements, and other goods and services</li> <li>• Recommended offeror whose proposal is most advantageous to the City, considering the relative importance of price, and other evaluation factors stated in the specifications</li> <li>• Always involves a team evaluation</li> <li>• Allows for negotiation on contract terms, including price</li> </ul>
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The Office of Procurement Services received the following proposal from solicitation number BI23-00021606. We opened it on April 14, 2023. We recommend the City Council award this service contract in its entirety to the only proposer.

<u>Proposer</u>	<u>Address</u>	<u>Score</u>
Bradford Airport Logistics, LTD	72720 Post Oak Rd. Suite 450 Houston, TX 77024	95.00

Note: The Office of Procurement Services conducted a single proposal review and found no exceptions.

**OWNER**

**Bradford Airport Logistics, LTD**

Benjamin Richter, Founder