

**CITY OF EL PASO, TEXAS
AGENDA ITEM
DEPARTMENT HEAD'S SUMMARY FORM**

DEPARTMENT: Aviation

AGENDA DATE: February 23, 2016

CONTACT PERSON NAME AND PHONE NUMBER: Monica Lombraña, (915) 780-4724

DISTRICT(S) AFFECTED: All Districts

CITY STRATEGIC GOAL 1: Create an Environment Conducive to Strong, Sustainable Economic Development.

SUBJECT:

This item is a request to award Solicitation 2016-009R (Airport Lease Management System) to ProDIGIQ, Inc., the highest ranked Offeror based on evaluation factors established for this procurement, for an initial five (5) year term estimated award of \$118,585.64. The award is also to include two (2) additional five (5) year terms – first option of a maximum of \$151,614.45 and Option 2 with a maximum of \$244,176.59 – for a total of fifteen (15) year maximum award of \$514,376.68. Additionally, it is requested that the City Attorney's Office review and that the City Manager be authorized to execute any related contract documents and agreements necessary to effectuate this award.

BACKGROUND / DISCUSSION:

The Purchasing and Strategic Sourcing Department and the Department of Aviation are requesting award of this solicitation to ProDIGIQ, Inc. of Thousand Oaks, California, for the development, implementation, and maintenance and support of the Airport Lease Management System. The El Paso International Airport (EPIA) is comprised of approximately 7,000 acres of land used for aeronautical and non-aeronautical activities such as the airfield and terminal used for commercial airline service, cargo and, private aviation as well as industrial parks, hotels, and restaurants. EPIA has numerous sources of revenue to provide the funding needed to maintain, improve, and operate its facilities. These sources include food, beverage, news, gifts and car rental concessions at the Airport Terminal, as well as parking, on-airport hotels, two industrial parks and the Butterfield Trail Golf Club. This part of the Airport's business creates the need to manage in excess of 370 concession agreements, contracts, and land leases that generate approximately \$35 million in revenue annually. The management of these contracts and leases is integral to the successful operation of the Airport and the database currently being used is obsolete and must be replaced.

SELECTION SUMMARY:

Solicitation was advertised on 8/18/2015 and 8/25/2015. The postcards were mailed out on 8/19/2015. The solicitation was posted on City website on 8/18/2015. The email (Purmail) notification was sent out on 8/20/2015. A total of five (5) bidders were solicited, none being local vendors. A total of five (5) bids were received, none being local vendors.

PRIOR COUNCIL ACTION:

N/A

AMOUNT AND SOURCE OF FUNDING:


Airport Operating Fund: 562-3000-62030-522020 (Data Process Services Contract)

BOARD / COMMISSION ACTION:

N/A

*****REQUIRED AUTHORIZATION*****

DEPARTMENT HEAD:



for: **Monica Lombraña, A.A.E.**
Director of Aviation

(If Department Head Summary Form is initiated by Purchasing, client department should sign also)