

City Council-Regular

Meeting Date: 10/03/2022

Initiated By: Rosario Cabello, Deputy City Manager

Staff Source: Gilberto Sanchez, Interim Airport Director; Jose F. Castillo, Finance Director; Miguel A. Pescador, Purchasing Agent

SUBJECT

Consideration to award RFP contract FY22-082 Flight Tracking/Automatic Billing System—Airport to Vector Airport Systems, Herndon, VA for an annual amount not to exceed \$150,000.00 which includes percentage range (4% to 17%), charged at the point of billing all aircraft landing fees. This service contract includes auditing and billing all aircraft landing fees at the Laredo International Airport. The term of this contract shall be for a one (1) year period; contract is subject to future budget appropriations. Contract has an option to renew for an additional five (5) one (1) year periods, upon mutual agreement of the parties. Funding for this contract is available in the Airport Fund.

VENDOR INFORMATION FOR COMMITTEE AGENDA

None.

PREVIOUS COUNCIL ACTION

None.

BACKGROUND

The City of Laredo solicited Request for Proposals through Cit-E-Bid and received two proposals for the Flight Tracking/Automatic Billing System, proposals were received from GCR Inc., New Orleans, LA; and Vector Airport Systems, Herndon, VA. Both proposals were evaluated by the City of Laredo International Airport Evaluation Committee. Vendors were evaluated using the following criteria, Respondent's experience and qualification; Respondent's ability to provide customer service; Respondent's ability to provide online payment portals for customers; Fee structure and price and Flight tracking system's software functionality, database structure, and technical design. After the vendors were evaluated, the department recommended this contract be awarded to Vector Airport Systems, Herndon, VA.

Collected Fee Range Start	Collected Fee Range Stop	Airline	Signatory	NSNT (Non-sig Non-tenant)	Uncategorized
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\$0	\$250,000	5%	13.0%	22%	22%
\$250,001	\$500,000	5%	12.5%	21%	21%
\$500,001	\$750,000	5%	12.0%	20%	20%
\$750,001	\$1,000,000	5%	11.5%	19%	19%
\$1,000,001	\$1,500,000	4%	11.0%	18%	18%
\$1,500,001	\$2,000,000	4%	10.5%	17%	17%
\$2,000,001	\$10,000,000	4%	10.0%	16%	16%

COMMITTEE RECOMMENDATION

None.

STAFF RECOMMENDATION

It is recommended that this contract be approved.

Fiscal Impact

Fiscal Year: FY2023
Budgeted Y/N?: Y
Source of Funds: Airport
Account #: 24236205823010

Change Order: Exceeds 25% Y/N:

FINANCIAL IMPACT:

The purpose of this contract is to establish prices for the commodities or services needed should the City need to purchase these commodities or services. The City's obligation for performance of an annual supply contract beyond the current fiscal year is contingent upon the availability of appropriated funds from which payments for the contract purchases can be made. If no funds are appropriated and budgeted during the next fiscal year, this contract becomes null and void.

Attachments

[FY22-082 Scoring Detail](#)
[FY22-082 Supplier Response](#)
[FY22-082 Collection Fee Table](#)
