How to Do Business with the Lee County Port Authority

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INTRODUCTION

The purpose of this guide is to explain the procurement and contracting process by which the Lee County Port Authority (LCPA) Purchasing Office provides needed commodities and services to the airport.

The Lee County Port Authority is a free-enterprise fund, totally supported by revenue generated from its operations. No ad valorem (property) taxes are utilized in operations or construction.

MISSION

The Purchasing Office's mission is to serve, in a customer-focused manner, its operating departments and vendors by procuring goods and services in conformance with established specifications and quality requirements at the lowest reasonable cost. The goods and services are to be procured in a timely and efficient manner taking advantage of the latest technologies afforded to the procurement profession. In all procurements, LCPA will use its best efforts to ensure that disadvantaged business enterprises have an equitable opportunity to participate in the procurement process. Procurement processes shall be highly ethical, consistently applied, professional and in compliance with applicable codes and statutes.

MARKETING TO DEPARTMENTS

LCPA policy is that a vendor's first point of contact should be the appropriate Purchasing Agent in the Purchasing Office. Vendors are encouraged to contact Purchasing to make an appointment to discuss the products/services offered by your company. Information provided to the Purchasing Agent will be disseminated to user department personnel as appropriate. Prospective vendors are also required to complete a vendor application and must complete a W-9 IRS form before conducting business with LCPA. These documents can be found on the LCPA Web site at http://www.flylcpa.com/doingbusiness/ or contact the Purchasing Office directly at the phone number/address on the front of this brochure.

NOTIFICATION OF SOLICITATIONS

Solicitations are advertised in local newspapers as well as in various airport trade publications and posted on the airport's Web site. LCPA utilizes Public Purchase to distribute automatic solicitation notifications to all interested businesses. This improves communication with suppliers, reduces administrative costs and has streamlined the process. To be sure you are notified of new solicitations as soon as they are issued, please call toll free 1- (801) 932-7000 to activate your complimentary agency subscription or visit https://www.publicpurchase.com/gems/register/vendor/register

Although this service is not a mandatory requirement in bidding with LCPA, it is the only way to be notified automatically of solicitations.

PROCUREMENT METHODS

Small Purchases

- *Verbal Quotations* - Verbal quotations are encouraged for all purchases of goods or services from one cent ($.01) to $10,000.00.
- *Written Quotations* - Three written quotations shall be used to purchase goods or services from $10,000.01 to $75,000.00 unless under existing contract.

Utilization of Other Contracts

It has been determined that it may be in LCPA's best interest to utilize other competitively procured contracts to take advantage of efficiencies in the procurement process. These contracts include:

- State of Florida contracts
- Cooperative purchases
- General Service Administration agreements (GSA)
- Other governmental entity qualified agreements (piggybacking)

Competitive Sealed Bids (RFB)

Capital construction projects and the purchase of goods or services with clear specifications are acquired through formal sealed bids to the lowest responsive, responsible bidder. Protest procedures may be utilized by a vendor affected adversely by an intended decision with respect to a bid.

Competitive Sealed Proposals (RFP)

Competitive sealed proposals is a competitive method used to acquire goods or services, which due to their uniqueness, are established around general guidelines or a description of a need for a service or a performance expectation of a particular service, rather than a firm specification written in detail, and is used when limited to no fixed criteria exists. Judgmental factors may be used to determine if items offered meet the criteria and cost is not the determining factor.

Competitive Requests for Letters of Qualifications (CCNA and non-CCNA)

Competitive Letters of Qualifications is a competitive method with qualifications and experience, not cost, being the primary selection factor. This procurement method is utilized for the acquisition of Professional Services as defined under the Consultants' Competitive Negotiations Act ("C.C.N.A.") Section 287.055, Florida Statutes, or as otherwise required under Florida Statutes (e.g., Florida Statutes, Section 218.391, etc.). Judgmental factors are utilized to determine the most qualified and experienced firm for the work to be completed.

Exceptions

Sole source, emergencies and other special procurements are not required to be procured in this fashion. Additionally, select commodities and services are exempt from the procurement process.

EVALUATION/AWARD PROCESS

The Lee County Port Authority is operated under the supervision of a five-member Board of Port Commissioners and a Board appointed Airports Special Management Committee (ASMC).

Depending on the solicitation method, the ASMC, at its discretion, may request oral, written or visual presentations from; conduct interviews with; or conduct visits to the office, facilities or projects of the firms it selects from among those recommended by the Staff Evaluation Committee.

The Staff Evaluation Committee (SEC) shall be responsible for evaluating the qualifications and capabilities of firms who have submitted proposals in response to the request for proposals/qualifications. After final review of the submittals, the SEC will forward its evaluation to the ASMC. The ASMC shall consider the recommendation and review all submittals. The ASMC shall make selections based on its evaluation of submittals and forward recommendations to the Board of Port Commissioners for a final decision. All evaluations may include such activity as is deemed appropriate to the solicitation.

These meetings will be conducted at a publicly noticed meeting in accordance with all applicable policies and laws.

To maintain integrity and place trust in the public procurement process, LCPA places lobbying restrictions on potential vendors during active solicitations. All firms are placed on notice that the LCPA Board of Port Commissioners, members of the ASMC, and all LCPA employees (with the exception of the Purchasing Office personnel designated to receive questions, requests for interpretations or corrections) are not to be lobbied, either individually or collectively, regarding any active solicitation.

DISADVANTAGED BUSINESS ENTERPRISES

LCPA is dedicated to promoting the full participation of disadvantaged business enterprises in all aspects of airport contracting.

LCPA has designated the following individual as our Disadvantaged Business Enterprise Liaison Officer (DBELO):

Julio A. Rodriguez
DBE Program Manager
Phone: (239) 590-4625
jarodriguez@flylcpa.com

In that capacity, the manager is responsible for implementing all aspects of the DBE program and ensuring that LCPA complies with all provisions of 49 CFR Part 26. Mr. Rodriguez has direct, independent access to the Executive Director concerning DBE program matters.

Vendors are encouraged to contact Mr. Rodriguez at any time and during any solicitation concerning any disadvantaged business enterprise matters.