

# Doing Business with Lee County Port Authority





Dear Potential Vendor:

Thank you for your interest in doing business with Lee County Port Authority (Port Authority). This guide has been developed to demonstrate the ease of doing business with the Port Authority and to provide helpful information. For existing vendors, this guide may serve as a quick reference tool.

The Purchasing Office is responsible for the acquisition of all products and services necessary to the operation of the Port Authority's airports. Purchases are performed in accordance with policies and procedures adopted by the Board of Port Commissioners and laws adopted by the state of Florida.

I encourage you to visit our website at [www.flylcpa.com](http://www.flylcpa.com) and register to do business with us through IonWave, our e-procurement platform. By registering, you can position your business to receive automatic notification when the Port Authority has a need to procure the types of commodities or services offered by your company. In addition, our webpage provides valuable procurement related information, including a link to our Terms and Conditions, and Purchasing Manual.

On behalf of the purchasing office, I would like to personally invite you to participate in the opportunity to provide goods and services to Lee County Port Authority and to thank you for your interest in doing business with us. We look forward to working with you!

Sincerely,

**Melissa M. Wendel**

Melissa M. Wendel, CPPO  
Procurement Manager

The Lee County Port Authority Purchasing Office adopts the values and guiding principles of public procurement, which set forth the standards of accountability, ethics, impartiality, professionalism, service and transparency by which our actions as procurement professionals are governed. LCPA expects the same standards of ethical conduct from the vendors who are doing business with us.

### **Accountability**

Taking ownership and being responsible to all stakeholders for our actions. This value is essential to preserve the public trust and protect the public interest.

### **Ethics**

Doing the right thing.  
This value is essential to deserve the public's trust.

### **Impartiality**

Unbiased decision making and actions. This value is essential to ensure fairness for the public good.

### **Professionalism**

Upholding high standards of job performance and ethical behavior.  
This value is essential to balance diverse public interests.

### **Service**

Obligation to assist stakeholders.  
This value is essential to support the public good.

### **Transparency**

Easily accessible and understandable policies and processes.  
This value is essential to demonstrate responsible use of public funds.

## **PROCUREMENT MISSION AND VISION**

Our procurement mission and vision statements are clear, straightforward and simple to put into action. The procurement team has adopted the following mission and vision because it is vitally important to our team to provide the highest level of procurement service possible.

### ❖ **Procurement Mission Statement**

To administer the procurement process in an open, competitive and fair manner without conflict of interest or impropriety

### ❖ **Procurement Vision Statement**

To continually implement and improve best practices, expertise and approaches, and to maintain a high quality and efficient procurement office

## **OUR VALUES**

The procurement team performs according to the following values in support of our objective of ensuring Lee County Port Authority is able to meet its overall mission to provide a safe, convenient, comfortable and technologically advanced environment for air transportation in Southwest Florida.

- **ACCOUNTABLE** – We are reliable and can be counted on to perform;
- **COLLABORATIVE** – We believe in teamwork & client collaboration;
- **ETHICAL** – We value integrity and we work to earn trust.

## **VENDOR CODE OF ETHICS**

As a current or potential vendor for Lee County Port Authority, it is essential that you adhere to the highest standard of ethical practice at all times. LCPA requires the businesses with whom it does business and those that seek to do business with the Port Authority, including employees, to conduct themselves lawfully and with the best interest of the public in mind at all times.

Participation in the Port Authority's procurement process and your conduct as you carry out your responsibilities pursuant to an awarded contract reflects upon the Port Authority; therefore, current or potential vendors must not engage in improper conduct or take any action that may create even the *appearance* of impropriety.

The following basic standards of ethical conduct for vendors cover a wide range of circumstances, but it does not cover every issue that may arise.

### **As a current and/or a potential vendor, you:**

- Will promptly disclose any conflict of interests.
- Will not offer, give or agree to give compensation of any kind to any LCPA employee(s) for the performance of any activity related to the performance of his or her official duties.
- Will not make illegal political contributions.
- Will not profit, directly or indirectly, from the use of any secret or confidential knowledge or data of the Port Authority that the vendor learns of while conducting business with LCPA.

- Will not influence, attempt to influence or cause to be influenced, any LCPA employee in his or her official capacity or in any manner that might tend to impair his or her objectivity or independence of judgment.
- Will not cause or influence, or attempt to cause or influence, any LCPA employee to use, or to attempt to use, his or her official position to secure privileges or advantages for the vendor or any other person or entity.
- Will not send holiday gifts, office-warming gifts, token of appreciation or other items of any value to LCPA employees given to influence the official actions or judgement of an employee or employees. In addition, it is improper to invite LCPA employees to meals, parties, sporting events, theatrical performances and similar social functions to influence the official actions or judgement of an employee or employees.

### **PROCUREMENT PROFESSIONAL CODE OF CONDUCT**

Procurement professionals are required to place professional and job related responsibilities before personal gain and individual interest. Procurement professionals may not:

- Engage in or give the appearance of engaging in, dishonest or unethical actions.
- Show favoritism. Actions and decisions must be based on merit in accordance with established law, policy and procedure.
- Accept a gift of any kind under any circumstance in which it could be reasonably be inferred that the gift was intended to influence the performance of official duties as a reward for any official action.
- Directly or indirectly purchase, rent or lease goods or services for the Port Authority from any business entity of which the procurement professional or their spouse or child is an officer or has a material interest.

### **REGISTERING AS A VENDOR**

The best way to begin doing business with the Lee County Port Authority is to register as a vendor. By registering, LCPA has the means to contact you when it has a need for the products and/or services your company provides. Potential suppliers are encouraged to participate in competitive opportunities to sell commodities and/or services to the Port Authority. However, before conducting business with LCPA, vendors are required to complete a vendor application and provide a W-9 IRS form. To assist in this process, the Purchasing Office has developed a vendor onboarding tool, which can be found on the RSW website under Business Opportunities.

### **NOTIFICATION OF SOLICITATIONS AND ELECTRONIC BIDDING**

Formal competitive solicitations are advertised on the Lee County Port Authority's website at [www.flylcpa.com/legalnotices/](http://www.flylcpa.com/legalnotices/). The Port Authority utilizes IonWave Technologies to distribute automatic solicitation notifications to registered vendors.

### **PROCUREMENT METHODS**

LCPA commonly uses the following methods of procurement. For additional information on any of these methods, please contact the Purchasing Office.

**Informal Procurement Methods:**

- Small purchases of commodities and contractual services from one cent (\$.01) to \$10,000.00 are acquired through written or verbal quotation.
- Purchases of commodities and contractual services from \$10,000.00 to \$100,000.00 (unless the purchases are made pursuant to an existing approved contract) are acquired through a minimum of three written quotations for all purchases of goods or services.
- Request for Offer (RFO) - The RFO may be used to obtain written offers to select a vendor to perform services and/or provide goods when the purchase amount is less than the threshold amount provided in s.287.017 for Category Three and the criteria for award is based on a combination of qualifications and price.

**Formal Competitive Procurement Methods:**

Most purchases of commodities or contractual services that exceed the threshold amount provided in s.287.017 for Category Three are made by utilizing formal competitive procurement methods. Exceptions may occur in accordance with s.287.057, or in case of an immediate danger to public health, safety or welfare, or in the event emergency action is required to prevent substantial loss to the airports. The formal competitive procurement methods used by the Port Authority include:

- Request for Bid (RFB) - The RFB may be used to select a contractor for construction or repair projects in accordance with s. 255.20 or for the purchase of goods or contractual services. Award is typically made to the lowest, responsive and responsible bidder(s).
- Request for Proposals (RFP) – An RFP is a formal 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.
- Requests for Letters of Qualifications (LOQ) – A request for LOQ is issued when qualifications and experience, not cost, are the primary selection factors. This procurement method is used for the acquisition of professional services, as defined by the Consultants' Competitive Negotiation Act at s. 287.055. This procurement method may also be used for other professional services not defined by the Consultants' Competitive Negotiation Act.

**Utilization of Other Competitively Procured Contracts:**

This procurement method may be used when the Purchasing Manager determines that doing so is in the Port Authority's best interest and allows LCPA to take advantage of efficiencies in the procurement process under the following circumstances:

- State of Florida contracts under FAC Rule Section 60A-1.005;
- Cooperative purchases in which the Port Authority enters into an agreement with another local governmental entity;
- GSA Agreements established by the federal government;
- Piggybacking the source contract of another governmental entity or other qualified agency.

### ***Exceptions to Competitive Methods of Procurement:***

- Sole Source – A contract may be awarded without competition when the Purchasing Manager determines in writing that there is only one authorized source for the item or service to be provided OR if use of a specific item is necessary to preserve preexisting contractual or warranty rights OR if the item is proprietary per s. 812.081, and is required to maintain compatibility with existing or proposed items.
- Emergency Purchases – Emergency and other special procurements are not required to be procured competitively. Additionally, certain commodities and services are exempt from the procurement process as defined in the Lee County Port Authority Purchasing Manual.

### **SALE OF PUBLIC SURPLUS EQUIPMENT AND MATERIALS**

When applicable, the Port Authority sells obsolete and surplus equipment and materials. Surplus is defined as any tangible personal property owned by LCPA, which is not needed at present or foreseeable future or is no longer of value or use to the Port Authority.

### **LOBBYING PROHIBITED**

Vendors or persons acting on behalf of a vendor are not to contact any member of the Lee County Port Authority, Airports Special Management Committee, Board of Port Commissioners or any representatives of the Port Authority. Inquiries must be made only to the Purchasing Office and specifically to the procurement representative named in any formal competitive solicitation. This important anti-lobbying provision is in effect from the time a solicitation is released and does not expire until a contract is fully executed or until the solicitation is cancelled.

### **INSURANCE**

The Lee County Port Authority requires any vendor performing services on Port Authority property to provide proof of insurance, which meets the Port Authority's requirements prior to the issuance of any purchase order or agreement. This includes services such as construction, repairs, maintenance, consulting, training, delivery and installation. The Port Authority must be listed as an additional insured for liability insurance.

### **DISADVANTAGED BUSINESS ENTERPRISES**

The Lee County Port Authority is dedicated to promoting the full participation of disadvantaged business enterprises in all aspects of airport contracting. The Port Authority has a designated Disadvantaged Business Enterprise Liaison Officer (DBELO). The DBELO is responsible for implementing all aspects of the DBE program and ensuring compliance with all provisions of 49 CFR Part 26.

Vendors are encouraged to contact the Port Authority's DBE Program Manager concerning any disadvantaged business enterprise matters by email to [jarodriguez@flylcpa.com](mailto:jarodriguez@flylcpa.com) at any time, including during any active procurement process.

### **CONTACT**

For more information, please contact the Lee County Port Authority Purchasing Office at 239.590.4560.