



HILLSBOROUGH COUNTY
AVIATION AUTHORITY

REQUEST FOR INFORMATION

FOR

AUTOMATED MAIL SERVICES

SOLICITATION NUMBER: 12-534-801
ISSUE DATE: December 9, 2011

1.0 Description

This summary is intended only to provide prospective companies with a brief familiarization with the Hillsborough County Aviation Authority ("Authority") and Tampa International Airport ("Airport") and to generally advise of future plans.

The Authority is an independent special district governed by the Hillsborough County Aviation Authority Act, Chapter 2003-370, Laws of Florida. The Authority owns and operates the Airport and three general aviation airports: Plant City, Peter O. Knight and Tampa Executive. The Airport is primarily an origination-destination airport that serves Hillsborough, Pinellas, Pasco and surrounding counties and handles approximately 17 million total annual passengers. The Airport and its three general aviation facilities occupy approximately 4,100 acres.

The Authority is soliciting INFORMATION ONLY responses to this Request for Information (RFI) from Companies that may be interested in submitting technical information for an automated mail service for the four (4) Airsides at the Airport. The automated mail service will allow travelers to mail prohibited items as an alternative to confiscation at security checkpoints. Mailing of prohibited items, including lighters and non-hazardous liquids, are items accepted by the U. S. Postal Service. The Company will not be required to provide for items that are considered illegal or are prohibited by the U.S. Postal Service.

The operation of the automated mail service will include, at a minimum, the following:

- A. The Company's equipment (Equipment) must be fully operational 24 hours a day, seven days a week.
- B. Technical support and a designated Company representative will be provided 24 hours a day, seven days a week via telephone to assist the public in use of the Equipment. The technical support telephone number will be listed on the front of the Equipment.
- C. Envelopes and mailing containers, label printer rolls, and all other supplies will be restocked, as needed, to provide a continuously adequate supply.

The Authority does not intend to award a contract as a result of this RFI. Nor does the Authority guarantee that a formal solicitation, Request for Proposal (RFP), Invitation to Bid (ITB) or other procurement process will be issued as a result of this RFI.

2.0 Background

The Authority currently has a contract with ReturnKey Systems, Inc. for automated mail service and the contract is due to expire in 2012. The purpose of this RFI is to determine if other companies are available to provide the same service.

3.0 Response Requirements

The Authority requests interested Companies to submit hardcopy brochures and marketing information. Companies are requested to submit a minimum of four (4) complete copies of all hardcopy brochures and marketing information for distribution to Authority staff.

A. In addition to marketing information, brochures, etc, responses should contain the following information:

- (1) Company Legal/Registered Name;
- (2) Company Mailing and Physical Address;
- (3) Company Website URL;
- (4) Name of Company Representative that will be the primary point of contact for inquiries;
- (5) Contact Representative's Telephone Number;
- (6) Contact Representative's E-mail Address; and
- (7) List of other Airports or facilities currently using Company's automated mailing service.

B. Submission of Information

- (1) Responses may be submitted only by Hand-delivery/Mail/Commercial Courier.
- (2) Submit written response materials, etc. NO LATER THAN January 5, 2012 at 2:00 p.m. EST.

C. Delivery Information

The Authority's office is open Monday through Friday, 8:30 a.m. to 5:00 p.m., EST, excluding major holidays.

Response must be delivered as follows:

Hand, Mail or Courier Delivery: Attn: Tim Shoby, CPPO/CPPB
Purchasing and Materials Manager
Hillsborough County Aviation Authority Office
Tampa International Airport
Main Terminal, 3rd Floor, Blue Side
4100 George J. Bean Parkway, Suite 3311
Tampa, Florida 33607

D. Cost of Preparation

All costs associated with preparing and delivering a response to this RFI will be borne entirely by the Company. The Authority will not compensate the Company for any expenses incurred by the Company as a result of this RFI process.

E. RFI Inquiries

All questions concerning the RFI documents, such as discrepancies, omissions and exceptions to any term or condition, must be submitted in writing to: tshoby@tampaairport.com by December 21, 2011 at 2:00 p.m. EST.

F. Opening

There will be no "formal" opening for this RFI. The RFI response is due no later than January 5, 2012 at 2:00 p.m. EST.