



Supplier Guide

HOW TO DO BUSINESS WITH HILLSBOROUGH COUNTY AVIATION AUTHORITY

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Who We Are

The Hillsborough County Aviation Authority (Authority) was created in 1945 and is an independent special district governed by the Hillsborough County Aviation Authority Act, Chapter 2012-234, Laws of Florida. The Authority owns and operates Tampa International Airport (Airport) and three general aviation airports: Peter O. Knight Airport, Plant City Airport, and Tampa Executive Airport. The Authority Procurement Department is responsible for the acquisition of goods and services that are required by the Authority and functions as the liaison between suppliers and departmental users.

The mission of the Authority is to be a major driver in the economic growth of the Tampa Bay Region. We will be leading edge innovators to create global access and extraordinary customer experiences through our people and facilities to build prosperity for our stakeholders and the region. The vision of the Authority is to be a vibrant aviation gateway for Tampa Bay, providing access and economic opportunity for our stakeholders.

The Procurement Department has adopted the following mission and vision statements and core values in support of the Authority mission and vision:

Mission Statement

To create value for the Authority and the Tampa Bay Region with timely procurement and efficient management of goods and services in a professional and transparent manner.

Vision Statement

To attain the highest level of accreditation, achievement, and recognition in public procurement for innovation, excellence, and customer service.

Values

The values by which we operate are:

- Professional. We will conduct ourselves in a professional manner, consistent with the highest standards of conduct.
- Partner. We will operate by the principle that “none of us is as good as all of us”¹.
- Transparent. We will operate in a transparent way that promotes accountability and fiscal responsibility.
- Credible. We will operate with honesty and integrity that instills confidence that we will do what we say we will do.
- Efficient. We will develop and execute innovative and creative measures that enhance productivity, improve operations and utilize our resources effectively.
- Customer Focused. We will provide outstanding customer service by listening to our customers and acting upon their needs.

1. Ray Kroc, McDonalds Founder

Purpose

The purpose of this document is to provide a general overview of the Authority procurement policies, procedures and processes utilized to provide goods and services to the Authority. For additional information, contact the Procurement Helpline at 813-870-8796.

Website

Information such as current formal and informal solicitation opportunities, archived solicitations, the 12 Month Planned Procurement Report, minority business information, cone of silence, protest policy, and department contact information can be accessed from the **Procurement Department webpage**: <http://www.tampaairport.com> > Learn about TPA > Airport Business > Procurement.

Business Hours and Location

Business hours are 8:30 a.m. through 5:00 p.m., except Authority holidays.

Mailing address:

Hillsborough County Aviation Authority
Tampa International Airport
Procurement Department
Administrative Offices Building
P.O. Box 22287
Tampa, FL 33622

Physical address:

Hillsborough County Aviation Authority
Tampa International Airport
4160 George J. Bean Pkwy
Suite 2400, Administrative Offices Bldg.
2nd Level, Red Side
Tampa, Florida 33607-1470

The Administrative Offices Building is adjacent to the Main Terminal. Take the red Yeager elevators to the 2nd floor of the Main Terminal. Exit through the sliding glass doors to the right of the Yeager elevators. Take the crosswalk that leads to the Administrative Offices Building.

Supplier Registration

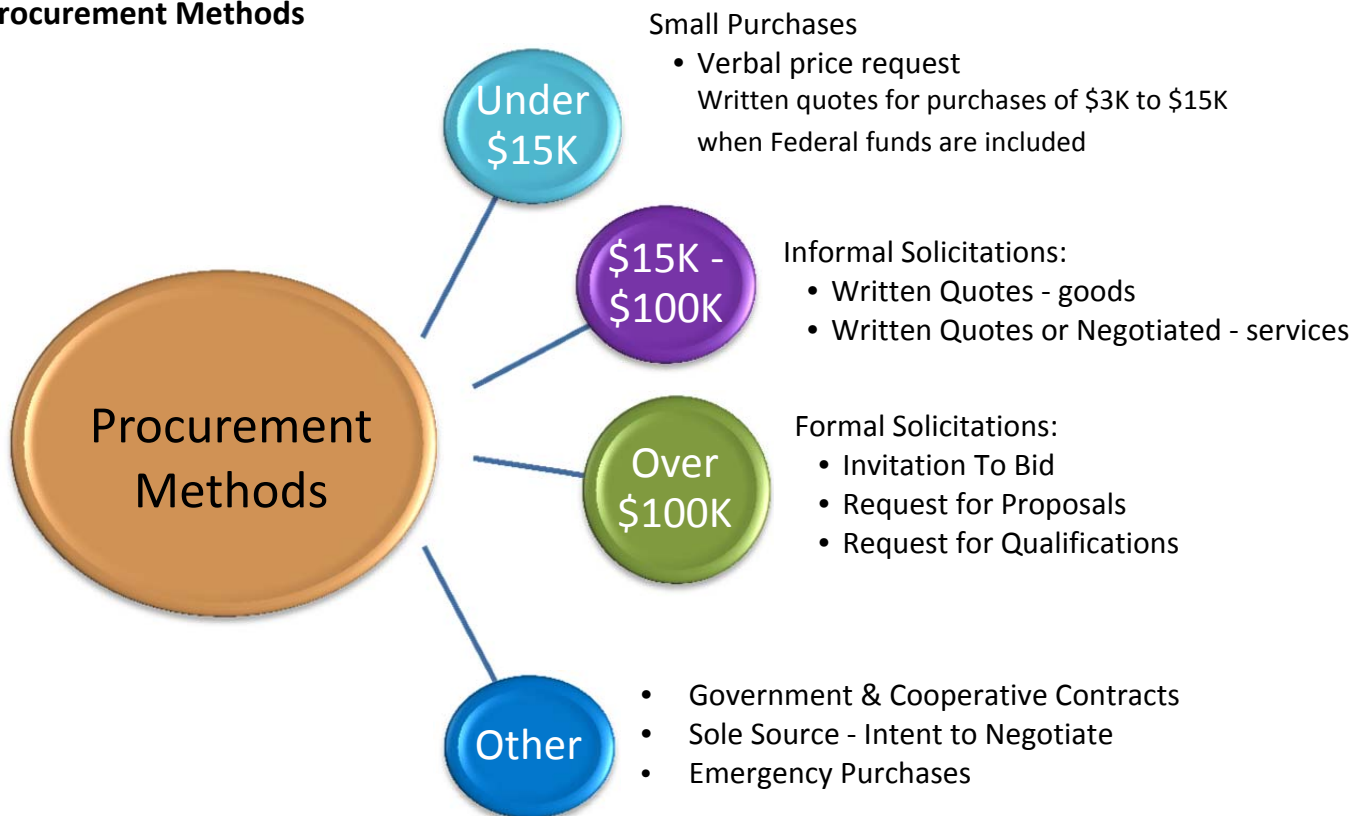
The Authority has an on-line business registration program (Supplier Registration). The Supplier Registration link is located on the Procurement Department webpage. Registration is required prior to submitting a response to a solicitation.

The on-line Supplier Registration application is Internet based, captures and updates business data including the supplier's Federal Identification Number (FEIN), and generates automated e-mail notifications newly issued solicitations to active registered businesses that elect to receive these notices. The FEIN is used as a unique identifier for the supplier and is not viewable by public users of the database. Each registered supplier will designate an administrator who will have the capability to update the supplier's information. Note: a completed W-9 is required to finalize the application process.

Upon completion of Supplier Registration, an e-mail confirmation is sent to the supplier confirming that the application has been submitted for approval. Once the application has been approved a User ID and temporary password will be e-mailed to the supplier. It is the supplier's responsibility to maintain accurate profile information including the supplier's e-mail contact information.

For general questions regarding the Supplier Registration process, contact the Procurement Helpline at Procurementhelpline@TampaAirport.com or 813-870-8796.

Procurement Methods



Depending on the dollar amount of the purchase, small purchases will be made via verbal price requests, informal solicitations via written quotes, or issue formal solicitations via an Invitation to Bid (ITB), Request for Proposals (RFP), or Request for Qualifications (RFQ).

Government contracts and cooperative contracts are used when pricing and delivery of the goods or services are advantageous to the Authority. All government and cooperative contract must comply with Florida procurement law and Authority policies.

Sole Source purchases are made when an item is highly specialized or proprietary or available from only one authorized supplier. In this instance the Authority will issue Intent to Negotiate (ITN) to inform suppliers the Authority intends to negotiate and subsequently award a sole source contract with a specified supplier for specific goods and/or services. Suppliers who believe they can provide the specific goods and/or services and meet or exceed the requirements stated in the ITN are required to provide, in writing, convincing technical data sufficient for the Authority to determine the capability of the supplier prior to the submission deadline listed in the ITN.

The Authority may issue a Request for Information (RFI) to gather information regarding a specific good and/or service, determine the level of interest and competition in the marketplace, and/or identify industry standards, best practices, potential performance measures, and cost or price structures. Information received from an RFI may result in a formal or informal solicitation or direct contract negotiation.

Cone of Silence

To ensure a proper and fair evaluation of responses to formal solicitations, the Authority adheres to a cone of silence that is applicable to all formal solicitation competitive procurement processes. The cone of silence is imposed beginning with advertisement of the solicitation and ending with the Authority Board of Directors (Board) selection or award.

- A. The cone of silence prohibits any communications regarding a formal solicitation between:
- (1) A potential respondent (which includes vendors, service providers, bidders, proposers, lobbyists and consultants) and their representative(s) and Authority staff, except for communications with the Authority procurement agent or other supporting procurement staff responsible for administering the procurement, provided the communication is strictly limited to procedural matters.
 - (2) A potential respondent and their representative(s) and a Board member.
 - (3) A potential respondent and their representative(s) and any member of the technical evaluation committee.
 - (4) A Board member and any member of the technical evaluation committee.

- B. Unless specifically provided otherwise, in addition to the exceptions set forth above, the cone of silence does not apply to:
 - (1) Communications with the Authority Legal Affairs Department.
 - (2) Oral communications at the pre-proposal or pre-bid conference.
 - (3) Oral communications during publicly noticed technical evaluation committee meetings including those specifically for presentations, demonstrations or interviews.
 - (4) Oral communications during any duly noticed Board meeting.
 - (5) Communications relating to protests made in accordance with the Authority Procurement Protest Policy revised October 1, 2015.
- C. Any person who knows of a violation of the cone of silence should immediately report such violation to the Authority Legal Affairs Department. Any violation of the cone of silence will render voidable the response as well as any awarded contracts.
- D. Any communications regarding matters of process or procedure from a potential respondent and their representatives must be submitted to the Procurement Agent responsible for the formal solicitation

Advertisement

The Procurement Department seeks maximum competition, where practicable. Formal solicitations (ITB, RFP, and RFQ) and RFIs are posted on the Procurement Department webpage; More Information, Current Solicitation Opportunities. A Procurement Agent is identified for each posting and may be contacted for further information.

ITN's are posted on the Procurement Department webpage; More Information, Public Notices.

Formal solicitations, ITNs and RFIs are advertised in local newspapers of general circulation and, depending on the type of the project, other applicable specialized trade publications and websites such as Airports Council International (ACI), American Association of Airport Executives (AAAE), Airport Minority Advisory Council (AMAC), Florida Aviation Trades Association (FATA), and Florida Register.

Cost of Preparation

All costs associated with preparing and delivering a response to a solicitation are solely the responsibility of the supplier including any cost associated with interviews, demonstrations, and/or presentations as part of an evaluation process.

Delivery of Responses

Responses to all formal and informal solicitations must be received prior to the submission deadline date and time specified in the solicitation in order to be considered. Instructions, requirements and delivery information for each solicitation are provided in the respective solicitation document.

Solicitation Selection and Award

A. ITBs and Written Quotes

ITBs and requests for written quotes are awarded to the lowest responsive and responsible supplier whose bid or quote meets the established specification requirements and criteria. Responsive means that the supplier has provided all documents and/or information as required in the solicitation. Responsible means that the supplier has the capability in all respects to fully provide the goods and/or services in accordance with the specification requirements. A Notice of Intent to Award will be posted on the Authority website at www.TampaAirport.com > Learn about TPA > Airport Business > Current Solicitation Opportunities with the Solicitation documents at least 21 business days prior to the date award for an ITB. Award for written quotes is not posted on the Authority; however, the information may be requested from the assigned Procurement Agent.

B. RFPs and RFQs

Responses to RFPs and RFQs are evaluated by a technical evaluation committee and awarded to the responsive and responsible supplier whose response is determined to serve the best interest of the Authority. The technical evaluation is performed based on the evaluation criteria established in the solicitation. In addition, the Director of Procurement may include a process to short list respondents and/or include a request for a best and final offer (BAFO). If included, the process for short listing and for the BAFO will be detailed in the RFP or RFQ. The technical evaluation committee's findings are presented to the Authority Chief Executive Officer (CEO). The CEO presents the findings and a recommendation to the Board at a scheduled Board meeting. A Notice of Intent to Select/Award will be posted on the Authority website at www.TampaAirport.com > Learn about TPA > Airport Business > Current Solicitation Opportunities with the Solicitation documents at least 21 business days prior to the date for selection/award for an RFP and selection for an RFQ. east Authority staff negotiates with the selected RFQ supplier and the final contract is presented to the Board for approval at another scheduled Board meeting.

Bid Results

Bid tabulations resulting from a formal ITB solicitation are posted with the ITB document on the Procurement Department webpage; More Information, Current Solicitation Opportunities. Submitted bids are reviewed and evaluated by the Procurement Department.

Taxes

The Authority is exempt from any taxes imposed by the State of Florida and/or Federal Government. Exemption certificates will be provided upon request.

Deliveries

All purchases are made F.O.B. destination unless otherwise specifically stated. Title to the goods occurs upon satisfactory delivery. All shipments must be made to the location designated on the purchase order. The purchase order number must appear on the shipping or delivery ticket. Failure to meet specified delivery schedules may result in cancellation of order.

Invoice and Payment Process

In order to receive payment for goods and/or services suppliers must submit a proper invoice to the Authority Finance Department. The supplier's original invoice must be in compliance with the terms of the purchase order or contract governing the purchase and must contain the following information:

- Supplier name;
- Invoice date;
- Invoice number to facilitate identification;
- Purchase order number
- Description of the supplies or services;
- Quantity, unit price, applicable discounts, and total cost;
- Delivery date and location, if applicable; and
- Address to which the payment should be sent.

After the Authority has accepted the goods and/or services and upon receipt of an invoice from a supplier, the Finance Department then issues payment to the supplier for the amount due in accordance with the applicable payment method. Information regarding the electronic payment options is provided on the Procurement Department webpage; More Information, Electronic Payment Methods.

Payment of supplier invoices are made in accordance with the Local Government Prompt Payment Act, Chapter 218, Florida State Statutes which requires payment of proper invoices be made within 45 days for non-construction services and 25 business days for construction services.

Insurance

Suppliers who provide a service to the Authority are generally required to submit proof of insurance coverage. This includes services such as construction, remodeling, repairs and maintenance, teaching, training, consulting, delivery and installation services. The amount and type of insurance coverage required is a function of the extent of the risk inherent in the contract and is not related to the value of the contract.

Bonding and Surety

The Authority utilizes several types of bonds when procuring goods and services:

A. Bid Bond

A bid bond provides the financial assurance that the bid has been submitted in good faith and that the supplier intends to enter into a contract at the price bid. If a bidder does not accept the award, the bid bond is forfeited.

B. Performance and Payment Bond

A performance bond protects against financial loss should the supplier default or fail to complete work according to the terms and conditions of the contract. These bonds are used for technical and complex service contracts such as management services, construction and concessions.

C. Public Construction Bond

Florida Statutes, Section 255.05 requires a payment and performance bond in the sum of the contract amount for all public construction contracts exceeding \$200,000. This bond guarantees that a contractor on public works or public construction contracts will perform the contract in accordance with the contract terms and guarantees the contractor will pay all suppliers and subcontractors who assist in the performance of the work. The surety who issued the bond may either complete the contract or pay damages up to the bond limit.

Public Records Requirements, Retention and Disclosure

The Authority is subject to the open records requirements of Florida Statute Chapter 119, and as such, all materials and documents submitted by the supplier to the Authority will become the property of the Authority and are subject to public disclosure except those exempt under Florida Statutes, Chapter 119.

The Authority is required to comply with State of Florida General Records Schedules: GS1-SL for State and Local Government Agencies; and GS2 for Law Enforcement, Correctional Facilities, and District Medical Examiners. In some situations the Authority has established retentions longer than required.

All public records, except those exempt under Florida Statutes, Chapter 119, shall be made available upon request to the public. A service charge may be assessed for providing information when the nature or volume of the records requested requires extensive use of technology resources, clerical, and supervisory assistance. Payment is due at the time the copies are made and may be paid via cash or check. Public Records requests should be directed to the Authority Central Records Department by calling 813-870-8721.

In addition, suppliers are required to comply with the public records law in accordance with Florida Statute Section 119.0701 as follows:

- A. Keep and maintain public records that ordinarily and necessarily would be required by the Authority.
- B. Provide the public with access to public records on the same terms and conditions that the Authority would provide the public records and at a cost that does not exceed the cost provided in Chapter 119 of the Florida Statutes or as otherwise provided by law.

- C. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law.
- D. Meet all requirements for retaining public records and transfer, at no cost, to the Authority all public records in possession of the Contractor/Firm/Company upon termination of the Agreement/Contract and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the Authority in a format that is compatible with the Authority information technology systems.

Procurement Protest

Failure to follow the Authority procurement protest policy constitutes a waiver of the supplier's protest and resulting claims. A copy of the procurement protest policy may be obtained on the Procurement Department webpage; Additional Supplier Resources, Procurement Protest Policy.

Ethical Standards

The ethical responsibilities of Authority employees and agents of the Authority having official responsibility for a procurement transaction are set out in the Florida Statutes, Section 112.313. Furthermore, employees of the Procurement Department are held to ethical standards of the National Institute of Governmental Purchasing, Inc. (NIGP) Code of Ethics and the Universal Public Purchasing Certification Council (UPPCC). Further information is provided in the Procurement Ethics Guide which is available on the Procurement Department webpage; Additional Supplier Resources, Procurement Ethics Guide.

Woman and Minority Owned Business Enterprise (W/MBE), Disadvantaged Business Enterprise (DBE), and Airport Concession Disadvantaged Business Enterprise (ACDBE) Participation

It is the policy of the Authority that disadvantaged and woman and minority owned business enterprises have full and fair opportunities to compete for and participate in the performance of non-federally funded contracts, in the purchase of goods and services, and in concession contracting opportunities.

More information on the Authority W/MBE, DBE, and ACDBE programs is available on the Authority website at www.TampaAirport.com/business-diversity. Assistance may be obtained by calling the Authority DBE Program Manager at (813) 870-8738.

Surplus Equipment and Supplies

Periodically the Authority has surplus equipment and supplies. Surplus items that have market value are normally sold at auction utilizing either Tampa Machinery Auction (www.tmauction.com), a traditional auction house located in Tampa, or GovDeals (www.govdeals.com), an online auction service. Tampa Machinery's auctions are open to the public. Visit these websites to view the items available for sale.

**For further information,
contact the Procurement Helpline
at Procurementhelpline@TampaAirport.com or
813.870.8796.**