

REGULAR MEETING OF THE BOARD OF COMMISSIONERS, MEMPHIS-SHELBY COUNTY AIRPORT AUTHORITY (MSCAA) February 22, 2018

CALL TO ORDER

APPROVAL OF BOARD MEETING MINUTES *January 18, 2018*

RECOGNITION OF VISITORS, OTHERS

Resolutions for Approval This Month

1. Approval of Contract – Grounds Maintenance- Package A – Enlightenment, Inc dba APS Facility Maintenance
2. Approval of Contract – Grounds Maintenance – Package B – Bean & Prince Contractors, Inc
3. Approval of Sole Source Agreement – Upgrade of the AAAE Interactive Employee Training System (IET)
4. Approval of Contract Amendment – Parking Access Revenue Control System (PARCS) – Scheidt & Bachmann USA, Inc.
5. Nomination of the 2018 Board Secretary/Treasurer

Division Reports

TREASURER and PROPERTIES REPORTS

Forrest Artz, Vice President of Finance and Administration/CFO

OPERATIONS REPORT

Terry Blue, Vice President of Operations

INFORMATION ITEMS

NEXT BOARD MEETING – March 15, 2018

RESOLUTION

WHEREAS, pursuant to public advertisement, Proposals for Grounds Maintenance for the Memphis-Shelby County Airport Authority ("Authority"), as part of the Small Business Participation Program, were received as follows:

REQUEST FOR PROPOSALS
GROUNDS MAINTENANCE - PACKAGE A
FOR MEMPHIS-SHELBY COUNTY AIRPORT AUTHORITY
Received January 26, 2018

Package A	APPROXIMATE COST	
	YEAR ONE	GRAND TOTAL (Years 1-5)
PROPOSALS RECEIVED FROM:		
Bean & Prince Contractors, Inc.	\$ 137,311.00	\$ 708,746.06
Enlightenment, Inc. dba APS Facility Maintenance	\$ 86,460.80	\$ 432,304.00

and,

WHEREAS, the scope of services for Package A will consist of providing Grounds Maintenance for the Memphis International Airport ("MEM") consisting of maintenance of landscape beds and grounds that lead up to the terminal building;

WHEREAS, pricing calculations and proposals were based on current estimated acreage to be maintained; therefore, actual costs over the maximum five-year contract period will fluctuate based on actual acreage and square footage of all sections maintained, mulch laid, turf sprayed and other chemicals applied; and,

WHEREAS, the proposal received from Michael Hatcher & Associates, Inc. was deemed to be non-responsive; and,

WHEREAS, the proposals were evaluated according to established criteria, and after review, the proposal selection committee selected Enlightenment Inc., d/b/a APS Facility Maintenance ("APS") as the top ranked proposer; and,

WHEREAS, the initial term of the contract will be for a period of one (1) year with four (4) one (1) year renewal options to be exercised at the Authority's sole discretion; and,

WHEREAS, Airport management recommends award of the contract to APS for the five-year contract term; and,

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Memphis-Shelby County Airport Authority, that the President and CEO or his designee, is hereby authorized to execute a contract with Enlightenment, Inc d/b/a APS Facility Maintenance as herein described, with costs to be paid from the Authority's Annual Operating Funds.

02/22/18

RESOLUTION

WHEREAS, pursuant to public advertisement, Proposals for Grounds Maintenance for the Memphis-Shelby County Airport Authority ("Authority"), as part of the Small Business Participation Program, were received as follows:

REQUEST FOR PROPOSALS
GROUNDS MAINTENANCE - PACKAGE B
FOR MEMPHIS-SHELBY COUNTY AIRPORT AUTHORITY
Received January 26, 2018

Package B	APPROXIMATE COST	
PROPOSALS RECEIVED FROM:	YEAR ONE	GRAND TOTAL (Years1 - 5)
Bean & Prince Contractors, Inc.	\$ 195,104.70	\$ 1,009,179.48
Enlightenment, Inc. dba APS Facility Maintenance	\$ 255,434.63	\$ 1,277,173.15

and,

WHEREAS, the scope of services for Package B will consist of providing Grounds Maintenance for Memphis International Airport ("MEM") consisting of field and finish mowing, and bank and berm maintenance; and,

WHEREAS, pricing calculations and proposals were based on current estimated acreage to be maintained; therefore, actual costs over the maximum five-year contract period will fluctuate based on actual acreage and square footage of all sections maintained, debris removed, tires removed, mulch laid, turf sprayed and other chemicals applied; and,

WHEREAS, the proposals received from Michael Hatcher & Associates, Inc. and Premier Landscapes, Inc. were deemed to be non-responsive; and,

WHEREAS, the proposals were evaluated according to established criteria, and after review, the proposal selection committee selected Bean & Prince Contractors, Inc. as the top ranked proposer; and,

WHEREAS, the initial term of the contract will be for a period of one (1) year with four (4) one (1) year renewal options to be exercised at the Authority's sole discretion; and,

WHEREAS, the Authority requested proposers provide pricing for an Add Alternate for the Maintenance of Plough Boulevard, which may be accepted at any time during the contract term when deemed appropriate by the Authority; and,

WHEREAS, Airport management recommends award of contract to Bean & Prince Contractors, Inc. for the five-year contract term with the option to amend the contract to include the Add Alternate as deemed appropriate; and,

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Memphis-Shelby County Airport Authority, that the President and CEO or his designee, is hereby authorized to execute a contract with Bean & Prince Contractors, Inc. as herein described, with costs to be paid from the Authority's Annual Operating Funds and any other funds as identified by the CFO.

02-22-18

RESOLUTION

WHEREAS, the Memphis-Shelby County Airport Authority ("Authority") currently utilizes an Interactive Employee Training (IET) System at Memphis International Airport; and,

WHEREAS, on September 24, 2004 by Resolution # 04-4295, the Board of Commissioners of the Memphis-Shelby County Airport Authority, approved the purchase and installation of the IET System as a sole source from the American Association of Airport Executives (AAAE); and,

WHEREAS, the current IET System has had minor improvements and changes over the years, so the system is now in need of a complete upgrade to allow for new software and training programs; and,

WHEREAS, as the IET System is proprietary, the Authority has determined that AA AE is the sole source provider of this upgrade to the IET Learning Suite in accordance with Authority policy; and,

WHEREAS, the upgrade will consist of airport-specific training programs as well as testing and compliance with all federal and local training requirements; and,

WHEREAS, the cost of the upgrade to the IET Learning Suite is \$152,965.00; and,

WHEREAS, Airport Management recommends approval;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Memphis Shelby County Airport Authority, that the President and CEO or his designee is hereby authorized to execute an agreement with the America Association of Airport Executives as herein described, with costs to be paid from the Authority's Annual Operating Funds or any other funds as identified by the CFO.

RESOLUTION

WHEREAS, the Memphis-Shelby County Airport Authority ("Authority") entered into a contract with Scheidt & Bachmann USA, Inc. ("S & B ") as approved by Resolution #10-4512 adopted in June of 2010 for the installation of a Parking Access Revenue Control System ("PARCS") for all parking transactions at the Memphis International Airport; and,

WHEREAS, the Authority entered into a maintenance agreement with S & B as approved by Resolution #14-4661 adopted on April 17, 2014 for a four-year maintenance period; and

WHEREAS, it has been determined that, pursuant to the Authority's policy, S & B is a sole source provider for maintenance of their proprietary PARCS system; and,

WHEREAS, the Authority's current agreement with S & B allows for a one-year extension of the contract term with a cost increase of five percent (5%) over the previous year for an annual total cost of \$ 228,550, beginning May 1, 2018; and,

WHEREAS, Airport Management recommends approval;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Memphis-Shelby County Airport Authority, that the President and CEO is hereby authorized to execute an amendment with Scheidt & Bachmann USA, Inc. as set forth herein with costs to be paid from the Authority's Annual Operating Funds or any other funds as identified by the CFO.

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02-22-18