

BREAKOUT SESSION: GOODS AND SERVICES

Moderator: **Anne Lewis**

Equal Business Opportunity Specialist
Equal Opportunity Programs Department

Presenter: **Ann Helms**

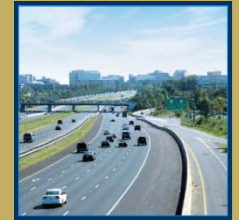
Procurement Supervisor
Materials Management Division, National

Presenter: **Vikki Smith**

Procurement Supervisor
Materials Management Division, Dulles

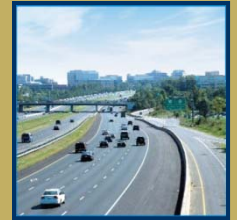
Presenter: **Cedric Kinlow**

Contracting Officer, Goods & Services
Procurement and Contracts Department



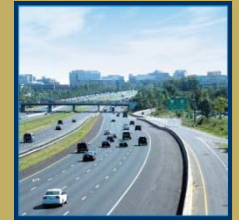
Session Highlights

- ✦ LDBE Program & Tips
- ✦ Procurement Offices
- ✦ Levels of Competition
- ✦ Sources of Procurement Information
- ✦ Website Navigation
- ✦ Common Mistakes
- ✦ Keys to an Effective Proposal
- ✦ Upcoming Opportunities



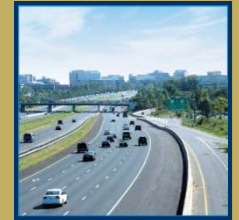
LDBE Program

- ✦ LDBE = Local Disadvantaged Business Enterprise
- ✦ An LDBE is a small business concern which is organized for profit and located within a 100-mile radius of Washington, DC's Zero Mile Marker
- ✦ Average gross receipts, based on the firm's last three years of receipts, must not exceed the SBA's small business size standard for the commodity requested
- ✦ LDBE Firms may compete on all Full and Open contracting opportunities – whether or not an LDBE requirement has been established.



Tips for Completing the LDBE Application

- ✦ Use NAICS Codes instead of SIC Codes
- ✦ For affiliates, the Airports Authority requires the following:
 - ✦ Taxpayer Identification Numbers
 - ✦ Affiliate's gross receipts for last three years
 - ✦ Complete contact information
- ✦ Please allow 30 days for the review of LDBE applications

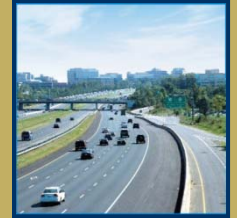


BREAKOUT SESSION: GOODS AND SERVICES

Airports Authority Purchasing Offices

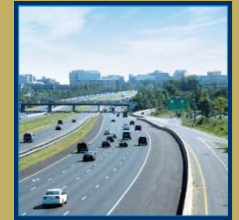
- ✦ Materials Management Division, National
- ✦ Materials Management Division, Dulles
- ✦ Procurement and Contracts Department

METROPOLITAN WASHINGTON AIRPORTS AUTHORITY
WWW.MWAA.COM



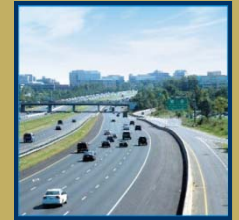
Materials Management Division – National Airport

- ✦ Responsible for procurement of goods and services at Ronald Reagan Washington National Airport which involve a total commitment of \$50,000.00 or less.
- ✦ Office Location:
Terminal A, Room 278
Ronald Reagan Washington National Airport
- ✦ Main Phone Number: 703-417-8026



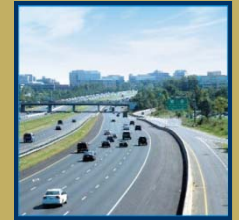
Materials Management Division – Dulles Airport

- ✦ Responsible for procurement of goods and services at Washington Dulles International Airport which involve a total commitment of \$50,000.00 or less.
- ✦ Office Location:
45025 Aviation Drive, Suite 250
Washington Dulles International Airport
- ✦ Main Phone Number: 703-572-2920



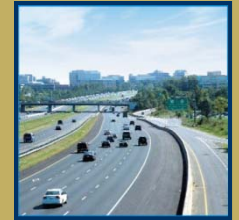
Procurement and Contracts Department

- ✦ Responsible for procurement of goods and services at both airports plus the Dulles Toll Road which involve a total commitment in excess of \$50,000.00 plus all construction projects, regardless of cost.
- ✦ Office Location:
1 Aviation Circle, Suite 154
Ronald Reagan Washington National Airport
- ✦ Main Phone Number: 703-417-8660



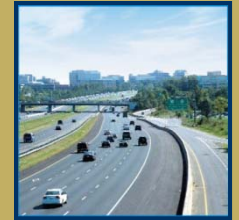
Levels of Competition

- ✦ \$1.00 to \$2,500.00 – non-competitive, as long as the agent considers price to be reasonable
- ✦ \$2,500.01 - \$25,000.00 – minimum of (3) sources
- ✦ Over \$25,000 – Full and Open Competition
(Solicitation posted on-line)

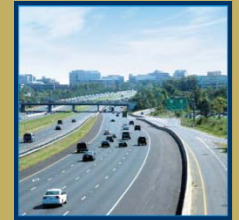
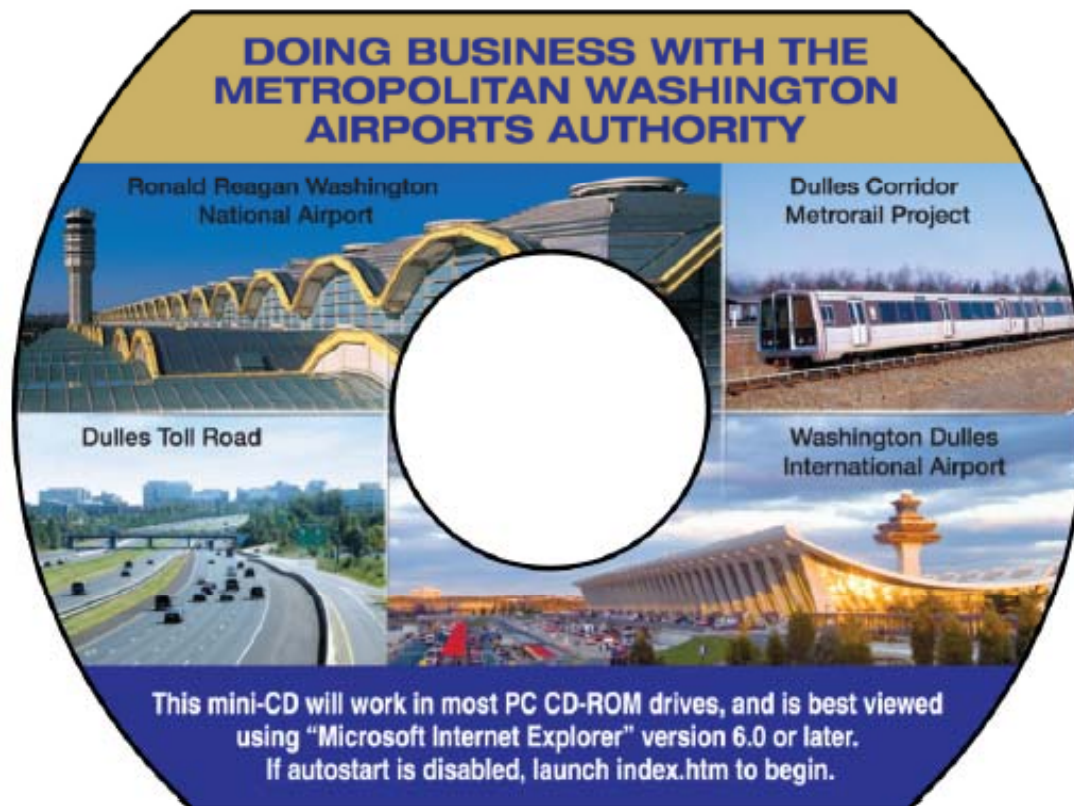


Sources of Procurement Information

- ✦ Contracting Opportunities On-Line Website
<http://www.mwaa.com/contracting>
- ✦ **PROJECT eLERT** e-newsletter
(Register at Contracting Opportunities On-Line website)
- ✦ Washington Post (Requirements over \$200,000)
- ✦ Upcoming Contracting Opportunities Lists
- ✦ Doing Business with the Airports Authority
Mini CD-ROM



Mini CD-ROM



Airports Authority Website: <http://www.mwaa.com>

The screenshot shows a Windows Internet Explorer browser window displaying the website <http://www.mwaa.com/>. The browser's address bar and menu bar are visible at the top. The website's header features a maroon background with a white compass rose logo and the text "METROPOLITAN WASHINGTON AIRPORTS AUTHORITY". A search bar is located in the top right corner. Below the header, a navigation menu includes links for "ABOUT THE AUTHORITY", "AIRPORT SERVICES", "BUSINESS INFORMATION", "NEWS & PUBLICATIONS", "CAREERS", and "EMERGENCY SERVICES". The "BUSINESS INFORMATION" link is circled in red. The main content area is divided into three columns. The left column, titled "News & Information", lists several news items and sections for "Press Releases", "Public Notices", and "New Air Service:". The middle column, titled "Our Metropolitan Washington Airports", features two sub-sections: "Dulles International Airport (IAD)" and "Ronald Reagan Washington National Airport (DCA)", each with a list of links for flight schedules, arrivals/departures, travel tips, ground transportation, directions/maps, and airlines serving the airport. The right column, titled "Local Weather Washington, DC", displays a weather icon, the current condition "Mostly Cloudy 78° F", and the update time "Updated: Tue, 12 Oct 2010 5:52 pm EDT". At the bottom right, there is a logo for "WASHINGTON FLYER TRAVEL AND ENTERTAINMENT".

http://www.mwaa.com/ - Windows Internet Explorer

http://www.mwaa.com/

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Search GO

METROPOLITAN WASHINGTON AIRPORTS AUTHORITY

Serving the Washington DC Metropolitan area
Our mission is to plan, provide and actively manage world class access to the global aviation system in a way that anticipates and serves the needs of the National Capital area.

▶ ABOUT THE AUTHORITY | ▶ AIRPORT SERVICES | ▶ BUSINESS INFORMATION | ▶ NEWS & PUBLICATIONS | ▶ CAREERS | ▶ EMERGENCY SERVICES

News & Information

- Board of Directors seek new President and CEO
- Preliminary Cost Estimate for Phase 2 of Dulles Rail Project
- 20th Annual Business Opportunity Seminar

Press Releases

Public Notices

New Air Service:

- Icelandair between Dulles and Reykjavik begins May 17, 2011
- Turkish Airlines between

Our Metropolitan Washington Airports

IAD

▶ Dulles International Airport

Washington Dulles International Airport (IAD)

- Flight Schedules
- Flight Arrivals | Departures
- Travel Tips
- Ground Transportation
- Directions & Maps
- Airlines Serving IAD

DCA

▶ Reagan National Airport

Ronald Reagan Washington National Airport (DCA)

- Flight Schedules
- Flight Arrivals | Departures
- Travel Tips
- Ground Transportation
- Directions & Maps
- Airlines Serving DCA

Local Weather Washington, DC

Mostly Cloudy 78° F

Updated: Tue, 12 Oct 2010 5:52 pm EDT
Yahoo! Weather

Dulles ▶ | National

WASHINGTON FLYER
TRAVEL AND ENTERTAINMENT

Contracting Opportunities: <http://www.mwaa.com/contracting>

The screenshot shows a Windows Internet Explorer browser window displaying the website <http://www.mwaa.com/132.htm>. The page features the MWA logo and navigation menu. The main content area is titled "Contracting Opportunities" and is divided into four sections: "Contracting Overview", "Current Opportunities", "Business Opportunity Events", and "Equal Opportunity Programs". The "Current Opportunities" section lists various categories, with "Goods and Equipment" circled in red.

Contracting Opportunities

- Contracting Overview**
 - Procurement and Contracts Department
 - Contracting Opportunities - Information, Policies and Procedures
 - Contracting Manuals, Forms, and Other Resources
 - MWA FIRST - iSupplier Portal (Coming Spring 2011)
 - PROJECT eLERT - Contracting Opportunities Newsletter
- Current Opportunities**
 - Construction
 - Design / Build
 - Architectural and Engineering
 - ~~Services~~
 - **Goods and Equipment**
 - Concessions
 - Dulles Corridor Metrorail Project
 - Development of Collateral Lands
- Business Opportunity Events**
 - 20th Annual Business Opportunity Seminar - October 14, 2010
- Equal Opportunity Programs**

Upcoming Opportunities

- Two Week Forecast
- Major Construction and Design Opportunities
- Recurring Services Opportunities
- Special Section - D2 Dulles Development

Business Information

- ▶ Contracting Opportunities
 - ▶ General Information
 - ▶ Equal Opportunity Programs
 - ▶ Concessions
 - ▶ Current Contracting Opportunities
 - ▶ Upcoming Opportunities
 - ▶ Award Information
- ▶ PROJECT eLERT
- ▶ Materials Management Division
- ▶ Tenant Information
- ▶ Building Codes Dept

Contracting Opportunities: <http://www.mwaa.com/contracting>

The screenshot shows a Windows Internet Explorer browser window displaying the website <http://www.mwaa.com/376.htm>. The page header includes the MWA logo and the text "METROPOLITAN WASHINGTON AIRPORTS AUTHORITY". A search bar is located in the top right corner. The main navigation menu includes "ABOUT THE AUTHORITY", "AIRPORT SERVICES", "BUSINESS INFORMATION", "NEWS & PUBLICATIONS", "CAREERS", and "EMERGENCY SERVICES". The "BUSINESS INFORMATION" menu is expanded, showing "Contracting Opportunities" as a sub-menu item. Under "Contracting Opportunities", there are links for "General Information", "Equal Opportunity Programs", "Concessions", "Current Contracting Opportunities", "Construction", "Design / Build", "Architectural and Engineering", "Services", "Goods and Equipment", "Concessions", "Dulles Corridor", and "Metrorail Project". The "Current Contracting Opportunities - Goods and Equipment" section is highlighted. It contains the following text: "The Metropolitan Washington Airports Authority has issued the following Goods and Equipment contracting opportunities:". Below this, there are two sections for specific RFQs. The first section is "RFQ 1-10-P210: Utility Truck, National Airport". It lists the following details: "Description: The Contractor shall provide one current year model 3/4-ton, regular cab, 2-wheel drive truck with service / utility body with the salient characteristics of a Ford F-250 Super Duty or Chevrolet Silverado 2500 HD in accordance with Airports Authority specifications for delivery to Ronald Reagan Washington National Airport.", "Issue Date: September 28, 2010", "Due Date for Quotations: October 20, 2010", "Amendments Issued: None", "LDBE Requirement: None", "Project Overview", and "Download Documents". The second section is "RFQ 2-10-0779: Uniform Pants for Police Officers, National Airport". It lists the following details: "Description: The Contractor shall provide uniform pants for Airports Authority Police Officers in accordance with Airports Authority specifications for delivery to Ronald Reagan Washington National Airport.", "Issue Date: September 28, 2010", "Due Date for Quotations: October 15, 2010", and "Amendments Issued: One".

http://www.mwaa.com/376.htm - Windows Internet Explorer

http://www.mwaa.com/376.htm

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★ Favorites http://www.mwaa.com/376.htm

Sitemap | Contact Us

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METROPOLITAN WASHINGTON AIRPORTS AUTHORITY

▶ Dulles International ▶ Reagan National Airport

MWAA Business Information

▶ ABOUT THE AUTHORITY | ▶ AIRPORT SERVICES | ▶ BUSINESS INFORMATION | ▶ NEWS & PUBLICATIONS | ▶ CAREERS | ▶ EMERGENCY SERVICES

Business Information

Contracting Opportunities

General Information

Equal Opportunity Programs

Concessions

Current Contracting Opportunities

Construction

Design / Build

Architectural and Engineering

Services

Goods and Equipment

Concessions

Dulles Corridor

Metrorail Project

Current Opportunities - Goods and Equipment

The Metropolitan Washington Airports Authority has issued the following Goods and Equipment contracting opportunities:

RFQ 1-10-P210: Utility Truck, National Airport

- **Description:** The Contractor shall provide one current year model 3/4-ton, regular cab, 2-wheel drive truck with service / utility body with the salient characteristics of a Ford F-250 Super Duty or Chevrolet Silverado 2500 HD in accordance with Airports Authority specifications for delivery to Ronald Reagan Washington National Airport.
- **Issue Date:** September 28, 2010
- **Due Date for Quotations:** October 20, 2010
- **Amendments Issued:** None
- **LDBE Requirement:** None
- **Project Overview**
- **Download Documents**

RFQ 2-10-0779: Uniform Pants for Police Officers, National Airport

- **Description:** The Contractor shall provide uniform pants for Airports Authority Police Officers in accordance with Airports Authority specifications for delivery to Ronald Reagan Washington National Airport.
- **Issue Date:** September 28, 2010
- **Due Date for Quotations:** October 15, 2010
- **Amendments Issued:** One

Contracting Opportunities: <http://www.mwaa.com/contracting>

The screenshot shows a Windows Internet Explorer browser window displaying the website <http://www.mwaa.com/3300.htm>. The page header includes the Metropolitan Washington Airports Authority logo and a search bar. The main navigation menu is located below the header, with 'BUSINESS INFORMATION' selected. On the left side, there is a sidebar menu with 'Contracting Opportunities' expanded. The main content area displays details for 'RFQ 1-10-P210: Utility Truck, National Airport'. A table with two columns, 'PROJECT OVERVIEW' and 'DOWNLOAD DOCUMENTS', is shown. The 'DOWNLOAD DOCUMENTS' button is circled in red. Below the table, there is a 'Project Summary' section and an 'LDDB Requirement' section. The page is last updated on October 5, 2010.

http://www.mwaa.com/3300.htm - Windows Internet Explorer

http://www.mwaa.com/3300.htm

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METROPOLITAN WASHINGTON AIRPORTS AUTHORITY

► Dulles International ► Reagan National Airport

MWAA Business Information

► ABOUT THE AUTHORITY | ► AIRPORT SERVICES | ► BUSINESS INFORMATION | ► NEWS & PUBLICATIONS | ► CAREERS | ► EMERGENCY SERVICES

Business Information

Contracting Opportunities

General Information

Equal Opportunity Programs

Concessions

Current Contracting Opportunities

Construction

Design / Build

Architectural and Engineering

Services

Goods and Equipment

Concessions

Dulles Corridor Metrorail Project

RFQ 1-10-P210: Utility Truck, National Airport

PROJECT OVERVIEW	DOWNLOAD DOCUMENTS
RFQ Issue Date:	September 28, 2010
Deadline for Quotations:	2:00 PM (Eastern), October 20, 2010
Question Submission:	The deadline for submitting questions has passed. No further questions will be accepted.
Project Summary:	The Contractor shall provide one current year model 3/4-ton, regular cab, 2-wheel drive truck with service / utility body with the salient characteristics of a Ford F-250 Super Duty or Chevrolet Silverado 2500 HD in accordance with Airports Authority specifications for delivery to Ronald Reagan Washington National Airport.
LDDB Requirement:	None
Amendments Issued:	None

Last Updated October 5, 2010

Contracting Opportunities: <http://www.mwaa.com/contracting>

The screenshot shows a Windows Internet Explorer browser window displaying the MWAA website. The address bar shows the URL <http://www.mwaa.com/3302.htm>. The page header includes the MWAA logo and the text "Business Information". A navigation menu at the top lists various categories: ABOUT THE AUTHORITY, AIRPORT SERVICES, BUSINESS INFORMATION (selected), NEWS & PUBLICATIONS, CAREERS, and EMERGENCY SERVICES. A left-hand sidebar menu lists various business information categories, with "Contracting Opportunities" expanded to show sub-categories like General Information, Equal Opportunity Programs, Concessions, and Current Contracting Opportunities. The main content area is titled "RFQ 1-10-P210: Utility Truck, National Airport" and features two tabs: "PROJECT OVERVIEW" (selected) and "DOWNLOAD DOCUMENTS". Under the "PROJECT OVERVIEW" tab, the page is divided into sections: "Step 1: Planholder Registration", "Step 2: Download Documents", and "Technical Assistance". The "Step 1: Planholder Registration" section contains a red circle around the text "CLICK HERE TO REGISTER DOCUMENT DOWNLOADS". Below this, there is a "PLEASE NOTE" section and a list of documents under "Base RFQ Documents", including "RFQ 1-10-P210 (166 KB)". The "Amendments to RFQ" section shows "None". The "Supplemental Information" section includes a link to "Planholder List - October 6, 2010 (12 KB)". The "Technical Assistance" section states that documents are in one or more of the following formats: Adobe Acrobat PDF - Requires Adobe Reader version 5.0 or later.

Contracting Opportunities: <http://www.mwaa.com/contracting>

1-10-P210_Planholders.pdf - Adobe Reader

File Edit View Document Tools Window Help

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PLANHOLDER LIST FOR SOLICITATION 1-10-P210 UTILITY TRUCK, DCA

CONTRACTOR NAME	PRIMARY CONTACT	STREET ADDRESS	CITY, STATE, ZIP	PHONE NUMBER	FAX NUMBER	HOW FIRM INTENDS TO PARTICIPATE IN SOLICITATION				
						PRIME	J.V.	SUB	SUPPL	OTHER
1. AMERICAN TRUCK SERVICES, INC.	KEVIN KELLER	5294 AGRO DRIVE	FREDERICK, MD 21703	301-874-5577	301-874-3711					X
2. CRISWELL CHEVROLET, INC.	FRANK BREWER	503 QUINCE ORCHARD ROAD	GAITHERSBURG, MD 20878	301-370-6537	301-948-1381	X				
3. GAITHERSBURG EQUIPMENT COMPANY	MARK HOWELL	700 EAST DIAMOND AVENUE	GAITHERSBURG, MD 20877	301-670-9300	301-926-3705	X				

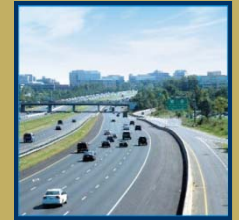
MWAA PLANHOLDER LISTS ARE AVAILABLE ON-LINE AT: <http://www.mwaa.com/contracting>

10/06/2010

Common Mistakes

Mistakes During the Solicitation Process:

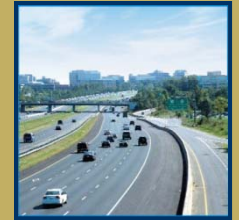
- ✦ Planholder Registration not completed
- ✦ Absence from Pre-proposal Conference
- ✦ Absence from Site Visit
- ✦ Questions not submitted online prior to deadline
- ✦ Proposal not submitted prior to deadline



Common Mistakes

Mistakes During Proposal Preparation:

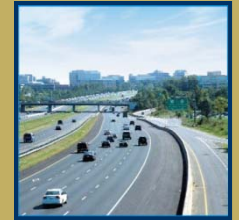
- ✦ Proposal is unsigned
- ✦ Key documents are incomplete or are not submitted
 - ✦ Solicitation Offer and Award
 - ✦ Price Schedule
 - ✦ Representations and Certifications
 - ✦ Amendments
- ✦ Proposal is qualified or additional terms are incorporated



Common Mistakes

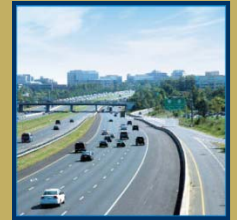
Mistakes During Preparation of Technical Proposal:

- ✦ Recycled and/or disorganized content
- ✦ Outdated References
- ✦ Inapplicable Past Experience
- ✦ Missing Table of Contents
- ✦ Contains Price-Related Information



Keys to an Effective Proposal

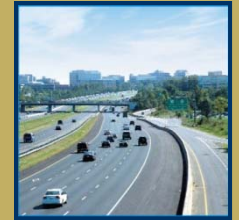
- ✓ Read the Solicitation documents thoroughly
- ✓ Sign Proposal
- ✓ Acknowledge all Amendments
- ✓ Complete all line items on Price Schedule, to include all Option Years
- ✓ References are current, complete and relevant
- ✓ Address all evaluation criteria in Technical Proposal
- ✓ Submit proposal on time



Upcoming Opportunities

Fourth Quarter 2010:

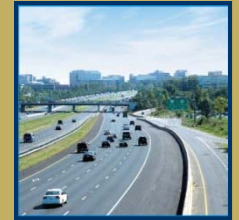
- ✦ Airports Authority Annual Report
- ✦ Custodial Services, Dulles Airport
- ✦ Irrigation System Maintenance, National Airport
- ✦ Potassium Acetate Deicing Fluid, National and Dulles Airports
- ✦ Surface Cleaning and Paint Removal, Dulles Airport
- ✦ Temporary Accounting Personnel Services
- ✦ Tires and Recaps for Mobile Lounges and ARFF Vehicles, Dulles Airport
- ✦ Traveler Assistance Services, National and Dulles Airports



Upcoming Opportunities

First Quarter 2011:

- ✦ Document Reproduction Services
- ✦ Electronic Security System Maintenance, National and Dulles Airports
- ✦ Repair & Maintain Elevators, Escalators and Moving Walkways, National Airport
- ✦ Support Personnel for Wireless Radio Systems
- ✦ Temporary Administrative Personnel Services
- ✦ Typesetting, Layout, Proofing & Printing of Airports Authority Forms



Upcoming Opportunities

Second Quarter 2011:

- ✦ Call Center Services, National and Dulles Airports
- ✦ Parking Lot Snow Removal, Dulles Airport
- ✦ Safety Training

Third and Fourth Quarters 2011:

- ✦ Bench Stock Consumables Inventory and Service, Dulles Airport
- ✦ Heating & A/C Repairs, National Airport
- ✦ Landscape Maintenance & Litter Removal, National Airport
- ✦ Operate Industrial Waste Treatment Plant, National Airport
- ✦ Trash Removal and Recycling, Dulles Airport

