

# LANDING *The Right* OPPORTUNITY

When business plans take flight, make sure we're one of the stops on your route.

## 21<sup>ST</sup> ANNUAL BUSINESS OPPORTUNITY SEMINAR

December 9, 2011



Ronald Reagan  
Washington  
National Airport



Dulles Toll Road



Dulles Metrorail



Washington Dulles  
International Airport



METROPOLITAN WASHINGTON AIRPORTS AUTHORITY

### EQUAL OPPORTUNITY PROGRAMS

1 Aviation Circle, Washington, DC 20001

Call: (703) 417-8625 • Fax: (703) 417-8930



December 9, 2011

Dear Business Representative:

On behalf of the Metropolitan Washington Airports Authority (Airports Authority), I would like to welcome each of you to our Twenty-First Annual Business Opportunity Seminar (BOS).

Today's BOS will provide insight into how to do business with the Airports Authority and the varied contracting opportunities that will be available over the next 12-18 months. The program offers workshops, information sessions, and networking opportunities. The afternoon will conclude with our popular Exhibit Hall.

While new contract offerings for the Airports Authority's aviation Capital Improvement Program are limited, contract opportunities are available for general maintenance and other goods and services needs at Ronald Reagan Washington National (Reagan National), Washington Dulles International (Dulles International) Airports, and the Dulles Toll Road.

At Reagan National, construction contract opportunities include runway and taxiway rehabilitation, expansion of Terminal A, and a new river rescue support facility. At Dulles International, some of the many varied work projects will include the construction of a new equipment storage facility, the rehabilitation of three cargo buildings and exterior renovations to the historic air traffic control tower. At the Dulles Corridor Toll Road, work will include sound wall rehabilitation and reconstruction, Administration Building generator replacement and HVAC work, and Toll Plaza tunnel rehabilitation.

Additionally, work is well underway on the Dulles Corridor Metrorail Project Phase 1. The Phase 2 preliminary design is in progress and the design build solicitation material is expected to be released in 2012.

Your handbook features excellent reference information that will explain our programs including the Local Disadvantaged Business Enterprise Program, the Federal Disadvantaged Business Enterprise Program, the Airports Authority's Concessions Program, and the Airports Authority's contracting procedures.

We hope you will use the information in the handbook and network with Airports Authority representatives, exhibitors, and fellow business owners. We welcome the opportunity to connect you with Airports Authority business opportunities and thank you for coming to our Twenty-First Annual Business Opportunity Seminar.

Sincerely,

A handwritten signature in black ink, appearing to read "John E. Potter".

John E. Potter  
President and Chief Executive Officer

A handwritten signature in black ink, appearing to read "Steven C. Baker".

Steven C. Baker  
Vice President, Business Administration

A handwritten signature in black ink, appearing to read "Richard E. Gordon".

Richard E. Gordon  
Manager, Equal Opportunity Programs

The Metropolitan Washington Airports Authority's  
21st Annual Business Opportunity Seminar  
Renaissance Washington, DC Hotel  
999 9th Street, N.W.  
Washington, DC 20001

## Schedule of Events

Friday, December 9, 2011

Time	Activity
9:00 am - 12:00 pm	Registration – Grand Registration Desk
9:00 am - 12:00 pm	Exhibitor Registration – Congressional Registration Desk
10:00 am - 11:15 am	Concurrent Session I – Grand Ballroom
	<b>Construction – South Salon</b> An overview of upcoming construction opportunities at Ronald Reagan Washington National Airport, Washington Dulles International Airport, Dulles Toll Road, and the Dulles Corridor Metrorail Project.
	<b>Goods and Services – Central Salon</b> An overview of goods and services opportunities.
	<b>Concessions – Meeting Rooms 8/9</b> An overview of upcoming concession business opportunities at both Airports.
	<b>Doing Business with the Metropolitan Washington Airports Authority – North Salon</b>
11:15 am - 11:30 am	Break
11:30 am - 12:15 pm	Lunch Reception/Business Card Exchange – Grand Ballroom
12:15 pm - 1:15 pm	Opening Session–Grand Ballroom
	Welcome remarks and overview of seminar.
1:15 pm - 1:30 pm	Break
1:30 pm - 2:30 pm	Dulles Corridor Rail – Phase 2– South/Central Salons
1:30 pm - 2:30 pm	Concurrent Session II
	<b>Doing Business with the Metropolitan Washington Airports Authority – North Salon</b>
2:30 pm - 5:30 pm	Exhibit Hall – Congressional Hall



## PROGRAM

Friday, December 9, 2011

### TIME

### ACTIVITY

9:00 am–12:00 pm

General Registration/Exhibitor Registration

10:00 am–11:15 am

Concurrent Session I

Session: Construction

Moderator

**Cynthia Lipscomb**

Assistant Manager

Equal Opportunity Programs

Capital Operating Maintenance

Operations and Maintenance Program

**Zachary Coleman**

Manager, Airport Facilities Engineering

Engineering and Maintenance (National)

**Mark Waslo**

Deputy Manager

Engineering and Maintenance (Dulles)

Capital Improvement Program

**Diane Hirsch**

Manager, Design Department

Office of Engineering

Session: Goods and Services

Moderator

**Anne C. Lewis**

Small Business Opportunities Specialist

Equal Opportunity Programs

Goods and Services \$50K and above

**Katherine Ruhl**

Contracting Manager

Goods and Services

Procurement and Contracts

Goods and Services below \$50K

**Regina Leigh**

Lead Purchasing Agent

Materials Management (National)

**Vikki Smith**

Procurement Supervisor

Materials Management (Dulles)

Session: Concessions  
Moderator

**Betty Toulson**  
Assistant Manager  
Equal Opportunity Programs

Leasing Process and Opportunities

**Rosa Minus**  
Manager, Terminal Services and  
Concessions (National)  
Concessions and Property Development

**Stephanie Powers**  
Manager, Terminal Services and  
Concessions (Dulles)  
Concessions and Property Development

**Gary Myers**  
Manager, Contract Management  
Landside Concessions (National)

**Gary Davis**  
Manager, Contract Management  
Landside Concessions (Dulles)

Session:

**Doing Business with the Metropolitan Washington  
Airports Authority**

Moderator

**Terry Woodson**  
Assistant Manager  
Equal Opportunity Programs

**Darren Durbin**  
Contracts Manager  
Design/Construction (National & Dulles)  
Procurement and Contracts

**Ann Helms**  
Manager  
Materials Management (National)

**Mike Giardina**  
Contracting Officer  
Procurement Technology Specialist  
Procurement and Contracts

11:30 am-12:15 pm  
**Lunch Reception/Business Card Exchange**

12:15 pm-1:15 pm  
**Opening Session**

**Welcoming Remarks**

**Richard Gordon**  
Manager, Equal Opportunity Programs  
**Steven Baker**  
Vice President for Business Administration

**John E. Potter**  
President and Chief Executive Officer

**The Honorable H.R. Crawford**  
Board of Directors

1:30 pm-2:30 pm

**Dulles Corridor Metrorail Project**

**Moderator**

**Richard Gordon**  
Manager, Equal Opportunity Programs

**Patrick Nowakowski**  
Executive Project Director  
Office of Engineering

**Eric Carey**  
Contracts Manager  
Dulles Corridor Toll Road & Metrorail Project  
Procurement and Contracts

**Concurrent Session II  
Session:**

**Doing Business with the Metropolitan Washington  
Airports Authority**

**Moderator**

**Betty Toulson**  
Assistant Manager  
Equal Opportunity Programs

**Darren Durbin**  
Contracts Manager  
Dulles Toll Road & Metrorail Project  
Procurement and Contracts

**Ann Helms**  
Manager  
Materials Management (National)

**Mike Giardina**  
Contracting Officer  
Procurement Technology Specialist  
Procurement and Contracts

2:30 pm – 5:30 pm  
**Exhibit Hall**





# Local, Small, Minority and Woman-Owned Businesses Working with the Metropolitan Washington Airports Authority



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### **LANDING** *The Right* **OPPORTUNITY**



Ronald Reagan  
Washington  
National Airport



Dulles Corridor  
Metrorail Project



Dulles Toll Road



Washington Dulles  
International Airport





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Local, Small, Minority and  
Woman-Owned Businesses  
Working with the  
Metropolitan Washington  
Airports Authority

LDBE/DBE  
Program

**LANDING** *The Right* **OPPORTUNITY**



Ronald Reagan  
Washington  
National Airport



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Metrorail Project



Dulles Toll Road



Washington Dulles  
International Airport



METROPOLITAN WASHINGTON AIRPORTS AUTHORITY  
WWW.MWAA.COM



## About the Airports Authority

The Metropolitan Washington Airports Authority (Airports Authority) is a public body, corporate and politic, created through an interstate compact between the Commonwealth of Virginia and the District of Columbia. It is governed by a Board of Directors consisting of five members appointed by the Governor of Virginia, three members appointed by the Mayor of the District of Columbia, two members appointed by the Governor of Maryland, and three members appointed by the President of the United States. The Airports Authority was established by and pursuant to legislation enacted by the Commonwealth of Virginia, the District of Columbia, and the United States Congress. As authorized by this legislation, Ronald Reagan Washington National and Washington Dulles International Airports have been leased to the Airports Authority by the federal government. The Airports Authority is charged with the protection, promotion, operation and maintenance of the two Airports.

### About the Airports Authority's Local Disadvantaged Business Enterprise (LDBE) and Disadvantaged Business Enterprise (DBE) Programs

#### Minority Business Enterprise (MBE) and Woman Business Enterprise (WBE) Policy

It is the policy of the Airports Authority to aggressively seek MBE and WBE participation in its contract opportunities through all lawful means. The Airports Authority has two programs for achieving this policy objective – a Local Disadvantaged Business Enterprise Program for contracts that do not include any U.S. Department of Transportation (US DOT) funds and a Disadvantaged Business Enterprise Program for US DOT funded contracts and for concession contracts.

#### Local Disadvantaged Business Enterprise Program (LDBE)

The LDBE Program was established in June 1990 to provide significant opportunities to local small

business enterprises, including minority- and woman-owned business enterprises. The Airports Authority's goal is to achieve significant participation of minority- and woman-owned businesses through its outreach programs.

#### LDBE Program Key Features include:

- Open to all firms eligible for LDBE certification;
- Preference for local small enterprises;
- Small business size standards;
- A compliance program with required levels of LDBE contract participation, including Airports Authority program goals of 25% for the Capital Construction Program, 25% for the Capital Maintenance and Investment Program, and 20% for the Operations and Maintenance Program;
- A waiver request provision if an offeror or bidder is unable to meet the required level of LDBE participation

A series of initiatives to enhance LDBE participation, especially MBE/WBE participation:

1. Elimination of the cost of bonding from the Airports Authority's consideration of the bid or offer price;
2. Relaxed bonding requirements on contracts of \$100,000.00 or less;
3. Prompt payment requirements;
4. Expanded outreach activities, such as:
  - a. Annual Business Opportunity Seminar
  - b. Promotion at Procurement Fairs
  - c. Open Houses
  - d. Exhibit Halls
  - e. Website
  - f. Newsletter
  - g. Announcements on LDBE and DBE contract awards
5. Linked Deposit Program

Prime Contractors are encouraged to use MBE/WBE firms as subcontractors under the LDBE Program.



### **LDBE Certification**

An LDBE is defined as a small business concern that is organized for profit and that is located within a 100-mile radius of the District of Columbia's zero mile marker. Those business entities located within counties that fall partially within the aforementioned boundary are also eligible to participate in the Airports Authority's LDBE program. "Located" means that as of the date of its LDBE application, a business entity has an established office or place of business within the 100-mile radius referenced above. Evidence of whether a business is "located" within the region include: an office address within the 100-mile radius that is not a post office box and that is not an office principally devoted to the performance of work on a single project, and, the firm's owner, management or the firm's employees are present and conduct the firm's business on a regular and frequent basis at that address. In addition, the firm must have one or more of the following: a business license or registration to do business locally, if applicable to the business; receipts showing payment of local taxes by the business; current performance of work in the local area; or other evidence that demonstrates that the business entity has an established local presence, and that its local presence is not just in connection with performance of a contract or contract that it has received, or that it anticipates receiving, from the Authority or any other entity. A residential address will not be considered an office address unless the firm demonstrates to the Airports Authority that the residence is used on a full-time basis during business hours for conducting the firm's business.

Further, a local office that principally serves to market the firm locally is not considered to have an established local presence, unless the office is used full-time by principals and employees of the firm, the firm pays local taxes and the office is used for the current performance of work in the local area. A firm that is doing business from a local telework center, or similar facility in which

businesses share facilities, such as receptionists or copiers, or a short or long term basis, will not be considered to have a sufficient local presence unless the firm's principals and employees use it on a full-time basis.

A "small business" is defined, for LDBE purposes, as a firm that is not dominant in its field, and that meets the Airports Authority's small business size standards for the goods or services it will be performing in a specific solicitation. The Airports Authority has established for all business industry types small business size standards.

The receipts of the business or the number of employees, whichever is applicable to the size standard in question, including all affiliates, will be counted in determining size of the firm. The Airports Authority uses the Small Business Administration regulations, 13 CFR Part 121, as guidance in determining whether firms are affiliates of each other. A firm is not considered dominant in its field of operation when it does not exercise a controlling or major influence in a kind of business activity in which a number of business concerns are primarily engaged. In determining whether dominance exists, consideration will be given to all appropriate factors, including volume of business, number of employees, financial resources, and competitive status or position.

**Appendix A** shows a representative list of zip codes that fall within the LDBE Program's 100 mile radius. To meet the local disadvantaged small business size standard, the average gross receipt of the business entity, based on the firm's last three years of receipts, shall not exceed the size standard for the type of work that the firm is performing, or goods that it is supplying for the contract. Further, the receipts of all affiliates shall be included in the counting of the business entity's gross receipts. If the small business size standard is based on the number of employees, the business entity, including all affiliates, shall not exceed that standard.

For information on the Airports Authority's LDBE certification process and requirements, call the Equal Opportunity Programs Department at 703-417-8625.

### **Disadvantaged Business Enterprise (DBE) Program (Federally Assisted Program)**

The Airports Authority is a federal grant recipient subject to the U. S. Department of Transportation's DBE requirements under 49 CFR Part 26.

Federally funded contracts are generally in the professional services (architectural, engineering), construction service and security-related areas.

To qualify as a DBE under 49 CFR Part 26, a business concern must be a small business, which is at least 51 percent owned by one or more socially and economically disadvantaged persons, and whose management and operations are controlled by one or more of the socially and economically disadvantaged owners. Black Americans, Hispanic Americans, Native Americans, Subcontinent Asian Americans, Asian- Pacific Americans, women, and other minorities approved by the SBA are presumed to be socially and economically disadvantaged.

The receipts of affiliate companies are counted in determining size. Business concerns are affiliates of each other when either directly or indirectly:

- (1) one concern controls or has the power to control the other, or
- (2) a third party (or parties) has the power to control both.

Consideration is given to such factors as common ownership, common management, contractual relationships and overlapping authority.

DBE certification applicants' Personal Net Worth (PNW) must not exceed \$1.32 million, excluding the equity in owners' primary residence and ownership interest in the applicant firm.

### **Airport Concessions Disadvantaged Business Enterprise (ACDBE) Program**

Business opportunities currently covered by US DOT requirements under 49 CFR Part 23 (ACDBE Program) include:

- Airport Advertising
- Airport News and Information Broadcast
- ATM and Banking Services
- Baggage Cart Rentals
- Duty Free
- Food and Beverage
- Foreign Currency Exchange
- Hotel (Dulles)
- Pay Telephones (including calling cards)
- Public Parking
- Rental Cars (on airport facilities)
- Retail (including specialty retail, newsstands, shoe shine and therapeutic massage)
- Retail Gas Station (Dulles)
- Scheduled Bus Service (Dulles)
- Shared Ride (passenger vans)
- Taxicab Concession (Dulles)
- Taxicab Dispatch (National & Dulles)

Businesses that conduct an aeronautical activity are not considered concessionaires. Aeronautical activities include scheduled and non-scheduled air carriers, air taxis, air charters, and air couriers, in their normal passenger or freight carrying capacities; fixed base operators, flight schools; and skydiving, parachute jumping, flying guide services, and helicopter or air tours. Businesses not covered by the definition include flight kitchens, in-flight caterers servicing air carriers, government agencies, industrial plants, farm leases, individuals leasing hangar space, custodial and security contracts, individual taxis with permits, telephone and electric utilities and skycap services under contract with an air carrier.

### **ACDBE Participation**

The Airports Authority is committed to achieving significant participation from minority, woman-owned and disadvantaged businesses in

its concessions program, and evaluates each concession opportunity for ACDBE participation. Where ACDBE participation is determined to be available, ACDBE goals are set for the concession opportunity. For information on the ACDBE size standards for the Airports Authority's concessions, contact the Equal Opportunity Programs Department at (703) 417-8625.

Firms serving as prime contractors/concessionaires, subcontractors and joint venture partners may achieve ACDBE participation. In subcontracting and joint venture participation arrangements, the ACDBE participation should meet and/or exceed the stated ACDBE goal. In arrangements where the ACDBE firm is not the prime, the ACDBE(s) should be responsible for a clearly defined portion of the concession operation, and share in the ownership, control, management responsibilities, risks and profits of the operation. In the joint venture arrangement, the ACDBE firm(s) is also required to contribute capital in proportion to their ownership interest in the concession. ACDBE participation in a concession contract may also be achieved through the purchase or lease of goods and services from certified ACDBE firms. The utilization of ACDBE goods and services providers for achieving ACDBE goals on a concession opportunity will be determined by the requirements set forth in the concession solicitation.

#### **ACDBE Certification**

All firms interested in participating in a concession opportunity as a ACDBE must become certified as an Airport Concession Disadvantaged Business Enterprise (ACDBE) prior to contract award.

- I. Businesses operating under the following structures may be eligible for certification as ACDBEs:
  - a. Sole Proprietorships
  - b. Corporations
  - c. Partnerships
  - d. Limited Liability Companies

- II. Businesses operating under the following arrangements are not eligible for certification as ACDBEs:
  - a. Joint Venture entities
  - b. Limited Partnerships, in which a non-ACDBE is the general partner.
  - c. Other arrangements that do not provide for majority ownership and control by the socially and economically disadvantaged owners (e.g., employment arrangements, contracts or services provided by an ACDBE to a prime, and/or other arrangements that lack meaningful participation and control by the ACDBEs in the business operations).

Qualifications for certification as an ACDBE are similar to the certification qualifications for a firm interested in DBE opportunities in federally assisted contracts. Applicants presumed to be socially and economically disadvantaged are required to submit a Personal Net Worth (PNW) statement. The disadvantaged owner(s) of DBE concession firms are required to submit along with the DBE certification application a personal financial statement. PNW is calculated only for the owner(s) whose social and economic disadvantaged status is/are relied on for ACDBE certification. Certain reasonable exclusions are allowable and will be reviewed by the Equal Opportunity Programs Department on an individual basis. DOT regulations provide the following PNW exclusions for qualifying owners of ACDBE applicant firms:

- 1) Equity ownership in the ACDBE applying for certification
- 2) Equity in owner's primary residence
- 3) Other personal assets pledged or necessary to obtain financing or a franchise agreement for the ACDBE applying for certification (this exclusion has a \$3 million limit).

### How To Apply

For more information on ACDBE and DBE Programs, contact the Equal Opportunity certification requirements, Programs Department at (703) 417-8625.

### Virginia Unified Certification Program

The Virginia Unified Certification Program includes two certifying agencies for DBE and ACDBE certification, the Airports Authority is one of them. The other is the Virginia Department of Minority Business Enterprise (DMBE). Federal DBE certification by either agency is fully accepted throughout Virginia.

### LDBE and DBE Accomplishments for Calendar Year 2010

The Airports Authority's efforts to encourage and increase the participation of DBEs and LDBEs, especially MBEs and WBEs in contracting opportunities is the primary focus of the Equal Opportunity Programs Department. In 2010, these efforts resulted in the following:

#### Calendar Year 2010 Dollars Awarded

DBE firms	\$9,707,174	37.8% of Federally Assisted Contracts
LDBE firms	\$107,530,982	48% of Non-Federally Assisted Contracts
MBE & WBE	\$80,378,399	32.2% of Total Contract Activity

### ACDBE Concessions Achievements

At the end of calendar year 2010, gross receipts earned by ACDBEs topped \$32.6 million at Ronald Reagan Washington National Airport and \$64.3 million at Washington Dulles International Airport. The following ACDBE

firms currently operate concession businesses at Reagan National and/or Dulles Airports:

4 Pretzels, Inc.  
 Branded Works, Inc.  
 BZB Public Relations & Marketing Consultants  
 CalTor Dulles LLC  
 Capital Executive Limousine Service, Inc.  
 Carmen Morris Agency  
 CLS Management Services, Inc.  
 Concourse Concessions, Inc.  
 DP Consultants, Inc.  
 DPR Enterprises, Inc.  
 Field, Inc.  
 Gulf Coast Real Estate  
 GVM Associates, Inc.  
 GVM Associates II, Inc.  
 GVM Associates III, Inc.  
 ILJ Washington DC, LLC  
 ILJ IAD LLC  
 J.J.'s Juice & Java, Inc.  
 Massage Bar, Inc.  
 Matsutake National, Inc.  
 Matsutake IAD, Inc.  
 Mitchell DC, LLC  
 NRB Enterprises, Inc.  
 Olde Mill Company, Inc.  
 OSI MB, Inc.  
 Pen & Prose, Inc.  
 PIA Services, Inc.  
 RAMG, Inc.  
 Reed of Virginia, Inc.  
 Robinson Hill Group, Inc.  
 Ruak, Inc.  
 SAS Management, Inc.  
 Seva Enterprises, Inc.  
 Stellar Partners, Inc.  
 Symbiont, Inc.  
 Taxco Sterling Company, Inc.  
 Technical & Professional Services, Inc.  
 The Grove, Inc.  
 U Street Parking, Inc.



Local, Small, Minority and  
Woman-Owned Businesses  
Working with the  
Metropolitan Washington  
Airports Authority

## Contract Opportunities

### **LANDING** *The Right* **OPPORTUNITY**



Ronald Reagan  
Washington  
National Airport



Dulles Corridor  
Metrorail Project



Dulles Toll Road



Washington Dulles  
International Airport



METROPOLITAN WASHINGTON AIRPORTS AUTHORITY  
[WWW.MWAA.COM](http://WWW.MWAA.COM)



## DESIGN/CONSULTING & CONSTRUCTION OPPORTUNITIES



Dulles Toll Road



Metropolitan Washington  
Airports Authority



Ronald Reagan Washington  
National Airport

Washington Dulles International Airport



Dulles Corridor Metrorail Project



## Introduction

Pursuant to the Airports Authority's LDBE and DBE programs, many of the projects listed below have potential for an LDBE participation requirement or a DBE goal. Specific projects may be candidates for 100% LDBE set aside. Actual LDBE participation requirements or DBE goals will be determined when project scopes have been completely defined.

## Ronald Reagan Washington National Airport



### Runway 15-33 RSA Improvements (\$31,000,000 or Less)

Install EMAS Bed on the end of Runways 15, 33, and 22 and fill or deck the end of Runway 33 and extend Runway 4 end.

### Terminal A Near-Term Project (\$8,000,000 or Less)

Expand the secured corridor and Security Checkpoint at Terminal A.

### North Substation Gear Replacement (\$3,500,000 or Less)

Replace obsolete 34.5K volt switchgear in the North substation.

### River Rescue Support Facility (\$2,000,000 or Less)

Construct a new river rescue facility to protect the emergency boats and to provide space for equipment storage.

### Corporate Office Building (COB) Backup Power (\$1,500,000 or Less)

Provide full backup power to the COB and improve emergency power distribution to Hangar 11/12. Replace main power breakers at both hangars.

### Taxiway C Rehabilitation (\$1,000,000 or Less)

Provide pavement rehabilitation on Taxiway C.

### Terminal A Emergency Generator Upgrade (\$1,000,000 or Less)

Replace existing controllers and transfer switches in Terminal A's emergency generators.

### Storm Drain Line Repair (\$900,000 or Less)

Replace approximately 350 linear feet of corroded 60" corrugated metal pipe with new reinforced concrete pipe.

### Hangar 4 Restroom Replacement (\$900,000 or Less)

Replace 55,000 square feet of hypalon roof membrane and insulation.

### Terminal A Restroom Renovation (\$900,000 or Less)

Renovate two sets of restrooms in Terminal A. Replace all fixtures and tile.

### Dedicated Fire System (DFS) Modifications (\$200,000 or Less)

Install appropriately rated surge tank and associated piping within the DFS building to mitigate surge conditions within the system.

### Next Generation Public Safety Communications System (P25) (\$200,000 or Less)

Provide enhancements to the 800MHz radio system including new tower site selection and construction, additional talk channels, purchase of elite dispatch consoles, system management terminal and software, and other improvements.

## Washington Dulles International Airport



### **Snow Equipment Storage Facility (\$9,000,000 or Less)**

Construct a facility to properly house the new snow removal equipment and supplies for snow removal operations on the new Fourth Runway.

### **Fuel Settling Tank Farm Inbound Filter Separators (\$3,500,000 or Less)**

Install strainers and filter separators on the inbound fuel delivery line to the airport. Work includes concrete work, piping, valves, fuel drain tank, filter separators, lighting, instrumentation and controls, and system commissioning.

### **International Arrivals Building (IAB) HVAC System Renovation (\$3,000,000 or Less)**

Renovate the downstream air distribution system in the IAB.

### **Unmanned Exit Doors at Baggage Claim Level – Main Terminal (\$2,500,000 or Less)**

Install five passenger automatic security revolving doors at the three Main Terminal exit points, two at the east and west exits, and one at the current South Finger exit.

### **Cargo Buildings Rehabilitation (\$2,500,000 or Less)**

Rehabilitate the exterior of Cargo Buildings 1, 2

and 3 and the life-safety systems within the three cargo buildings.

### **Historic Air Traffic Control Tower (ATCT) Exterior Preservation**

**(\$2,000,000 or Less)**

Renovate the exterior of the ATCT at the Main Terminal.

### **Electrical Feeder Laterals Replacement (\$2,000,000 or Less)**

Replace the existing electrical laterals at IAD.

### **Fire Station Alerting System for ARFF 302/303 (\$1,000,000 or Less)**

Upgrade the fire alerting systems at Fire Stations 302 and 303.

### **Expansion Joint & Terrazzo Replacement Phase II, Main Terminal, Ticketing Level (\$860,000 or Less)**

Replace failing expansion joint material and terrazzo in the Main Terminal.

### **Airfield Storm Sewer Inlet Erosion/Sinkhole Repairs, Phase IV (\$800,000 or Less)**

Seal and rehabilitate portions of the airfield storm drainage system and correct grading and erosion issues around storm drain inlets.

### **HVAC Improvements to Shop 1 and Vehicle Body Shop (\$750,000 or Less)**

Install new air handling unit with energy recovery and new chilled water piping that will tie-in to the central cooling plant.

### **Terrazzo Replacement – Landside Walkback Tunnel (\$730,000 or Less)**

Repair and replace cracked/failed terrazzo in the landside walk-back tunnel.

### **Zone E Signs – Greenway Ramp E (\$675,000 or Less)**

Install four large zone signs on the Dulles Greenway ramp leading to the airport.

**Culvert Replacement on Vortac Lane  
(\$450,000 or Less)**

Replace the existing culverts with a large box culvert under Vortac Lane.

**Public Parking Operations Enhancement  
(\$410,000 or Less)**

Provide enhancements to the revenue control system and customer for the public parking operation. The work includes expansion joint replacement, installation of electronic parking exit signs at the hourly exit plaza, and replacement of safes used for revenue collection.

**Main Terminal Window Wall Rehabilitation  
(\$400,000 or Less)**

Replace high window neopane gaskets in the north and south window walls.

**Access Control and Monitoring System Interim Infrastructure Upgrades  
(\$400,000 or Less)**

Upgrade the Access Control and Monitoring System infrastructure.

**Dulles East Building Rehabilitation, Phase I  
(\$350,000 or Less)**

Upgrade life-safety systems issues, address ADA compliance requirements, and rehabilitate the mechanical systems.

**JP Morgan Chase Building – HVAC System Connection Energy Management Control System (EMCS)  
(\$350,000 or Less)**

Establish an EMCS connection to the mechanical room and major mechanical equipment (air handler, chillers, boilers, etc.) serving the JPM Chase Building.

**Carpet Replacement  
(\$310,000 or Less)**

Replace the carpet in the temporary Mobile Lounge Docks at the Main Terminal, Mobile Lounge Docks in Concourses A & B, Jet Bridges Concourse A & B, and grey wall carpet in Plane-Mates.

**Plane-Mate Lift Controller System Upgrade Phase II**

**(\$265,000 or Less)**

Replace obsolete electronic passenger pod electronic controllers on Plane-Mates. Phase II will consist of the rehabilitation of 10 Plane-Mate units.

**Reroof Buildings**

**(\$250,000 or Less)**

Replace/repair roofs on approximately 10 buildings Airport-wide.

**Roof Top Unit (RTU) Replacement Program**

**(\$250,000 or Less)**

Replace old/damaged RTUs on approximately seven buildings Airport-wide.

**Elevators, Escalators and Moving Walks Rehabilitation**

**(\$190,000 or Less)**

Rehabilitate the aging conveyance system units per the Original Equipment Manufacturer (OEM) requirements.

**Main Terminal Loading Dock Door Rehabilitation  
(\$100,000 or Less)**

Install double swing doors at the Main Terminal Ground Level west end of the Loading Dock tunnel.

## Dulles Corridor – Toll Road



### **Toll Plaza Tunnel Rehabilitation (\$4,500,000 or Less)**

Renovate the existing revenue collection tunnel at the Dulles Toll Road main toll plaza.

### **Sound Wall Reconstruction (\$4,000,000 or Less)**

Demolish and reconstruct existing Dulles Toll Road sound walls.

### **Sound Wall Rehabilitation (\$3,000,000 or Less)**

Repair acoustic material, concrete and failed clip angle connections on the existing Dulles Toll Road sound walls.

### **Sound Wall Rehabilitation (\$3,000,000 or Less)**

Repair acoustic material, concrete and failed clip angle connections on the existing Dulles Toll Road sound walls.

### **Administration Building Generator Replacement (\$1,000,000 or Less)**

Replace the existing generator in the Dulles Toll Road Administration Building.

### **Administration Building HVAC Rehabilitation (\$600,000 or Less)**

Renovate the existing HVAC system in the Dulles Toll Road Administration Building to incorporate a Variable Air Volume system.

## Dulles Corridor Metrorail Project (Phase 1)



Refer to Dulles Transit Partners (DTP) website at [www.DullesTransitPartners.com](http://www.DullesTransitPartners.com) or DTP in the Exhibit Hall for Phase 1 opportunities.

## Dulles Corridor Metrorail Project (DCMP) (Phase 2)



### **Design and Construction (Contract Packaging and Magnitude Undetermined)**

Provide all administrative, design, engineering, procurement, transportation, quality assurance, inspection, installation, construction, supervision, management, documentation, maintenance, and demonstration for Phase 2 DCMP.

### **Owner Controlled Wrap-Up Insurance Program (OCWIP)**

In 1988, the Airports Authority's Board of Directors adopted an Owner Controlled Wrap-up Insurance Program (OCWIP) to provide primary and excess insurance coverage to eligible, enrolled contractors working at Reagan National and Washington Dulles International Airports.

A wrap-up removes the contractor's obligation to individually purchase insurance and replace it with an Airports Authority wide insurance program.

OCWIP covers all tiers of contractors performing work under the Capital Construction Program, Capital Maintenance and Investment Program, and tenant construction.

The Airports Authority created the wrap-up for three main reasons: to maintain control over construction risks, reduce the cost of insurance to an affordable price, and promote customer service and diversity. Maintaining control over the safety aspects of the construction program has been the most important element of the OCWIP because it allows the Airports Authority to institute and enforce standards. The following describes some of the program advantages.

**Control** — Wrap-up insurance program can: Standardize the contractors' insurance policies - Wrap-ups eliminate conflicting insurance provisions, remove overlapping policies, and close coverage "gaps." They also provide the flexibility to write special coverage to meet specific needs.

**Obtain substantially higher liability limits** — Contractors usually purchase \$2 – \$5 million in general liability coverage. These limits would not adequately pay for most types of aviation accidents; therefore, it was important for the Airports Authority to buy additional protection. Under the OCWIP, the Airports Authority was able to obtain a \$250 million limit to cover airside catastrophic exposures.

**Offer dedicated limits only for the specific project** — the contractor's coverage under the OCWIP will not be eroded by a major accident that happens while the contractor is working on a non-airport project.

**Eliminate the need for verification of every policy provided by the contractors** — eliminating this requirement keeps the project moving; the selection process is not delayed by insurance verification. Make the construction projects as safe as possible — Safety is the most important aspect within a wrap-up insurance program. A proactive, successful program requires everyone's participation and safety is no exception; it is everyone's responsibility.

**Provide a coordinated approach to claims management** — Wrap-ups use one agency to provide all the on-site claims administration. This simplifies the process and eliminates the conflicts that arise when multiple insurance carriers each share an insurable interest in one claim.

**Minimize inter-contractor lawsuits** — Consolidating the insurance protection into one set of policies to cover all the insured, helps eliminate the endless possibilities for cross claims among the engineers, architects, contractors, and subcontractors.

**Customer Service and Diversity — Wrap-ups enhance these goals by:**

Expediting claim payment to injured parties – if someone is not paid, the Airports Authority can control the adjusting activities and insist on prompt claim payments.

**Encouraging and supporting minority and women business enterprises** – many minorities and small contractors have difficulty purchasing all or part of the insurance required to bid on construction contracts. Wrap-ups eliminate the cost and unavailability

### **Safety Management**

The long-range goal is to have all parties involved in construction recognize the importance of a

structured safety program. To maintain an effective, comprehensive safety program, the Airports Authority provides qualified safety personnel, a construction safety manual, training for contractors and their employees, informational materials such as orientation and operational safety videos, contractor's safety committee meetings, safety incentives, performance awards, first aid facilities, and regular safety inspections. Safety personnel file reports to indicate safety problems or violations that have been observed, and offer recommendations to correct the hazard.

#### **Non-Eligible Contractors**

Certain types of work cannot be covered under the OCWIP. Material dealers, suppliers, vendors, haulers, environmental remediation, design, architects, and other service agencies connected with the project are required to carry their own insurance at the contractor's expense. Also, all contractors and subcontractors must carry and maintain, at their own expense, insurance pertaining to operations away from the airport job site.

#### **Coverage**

The Owner Controlled Wrap-up Insurance Program includes the following coverage:

- **Asbestos Abatement Liability** – Policy provides third-party liability for bodily harm or property damage to an airport user as the result of asbestos removal or exposure to asbestos fibers, or lead abatement.
- **Auto Liability** – Program provides on-site automobile liability coverage for all enrolled contractors.
- **Builder's Risk** – Pays direct expenses for the repair or replacement of Airports Authority owned or leased property damaged or destroyed by the construction activity.

- **Commercial General Liability** – Third-party liability protection for any bodily harm or property damage incurred to an airport user as a result of construction.
- **Contractor's Pollution Liability** – Third-party liability coverage for bodily harm or property damage incurred from the remediation of soil and ground materials or the removal of any underground storage tank located on either airport. The policy covers the Airports Authority, contractor removing the tank, and the owner of the tank (e.g. airlines, car rental agencies, etc.).
- **Workers' Compensation** – Medical and wage payments applied according to the Virginia statutory limits for enrolled contractors injured while on an airport construction project.

All of this coverage is detailed in the Owner Controlled Wrap-up Insurance Program Manual provided to all enrolled contractors.

It is important to note that each of these policies contains its own terms, conditions and exclusions. All of the OCWIP policies have been coordinated to protect the Airports Authority, its tenants, contractors, construction employees, and the public during construction at each Airport.





Dulles Toll Road



Metropolitan Washington  
Airports Authority



Ronald Reagan Washington  
National Airport

Washington Dulles International Airport



Dulles Corridor Metrorail Project



## GOODS AND SERVICES OPPORTUNITIES (OTHER THAN CONSTRUCTION)



## Introduction

The Airports Authority has three offices that handle procurement of goods and services. The Procurement and Contracts Department oversees purchases of goods and services in excess of \$50,000 and all construction. The Purchasing Offices of the Materials Management Divisions at Ronald Reagan Washington National and Washington Dulles International Airports oversee purchases of goods and services \$50,000 and less. Many of these purchases recur on a yearly basis.

## RECURRING GOODS & SERVICES OPPORTUNITIES SCHEDULED TO BE ISSUED BETWEEN JANUARY 2012 AND DECEMBER 2012

Projects \$500,000 – \$1,000,000

**Audit of Authority Financial Statements**  
Provide certified public accountant services for the audit of the Airports Authority's annual financial statements.

**MUFIDS Operation and Maintenance, Dulles**  
Provide services to operate and maintain the Multi-User Flight Information Display System (MUFIDS) at Washington Dulles International Airports.

**Sodium Acetate Deicing Solid, National & Dulles**  
Provide Sodium Acetate based deicing/anti-deicing solid in the form of a free flowing sphere for runways, taxiways and sidewalks at Ronald Reagan Washington National and Washington Dulles International Airports.

Projects \$250,000 – \$500,000

**Maintain 800MHz Radio System, National & Dulles**  
Provide maintenance, repair and engineering services for the 800 MHz radio system in-building,

supplemental radiating system at Washington Dulles International Airport.

**Road Salt for Snow & Ice Control, Dulles**  
Provide bulk sodium chloride road salt for snow and ice control at Washington Dulles International Airport.

Projects \$100,000 – \$250,000

**Bulk Propane Gas, Dulles**  
Provide bulk propane gas to the Live Fire Training Facility at Washington Dulles International Airport.

**Compensation Support Services**  
Provide professional consulting services including conducting market pay and compensation studies, job analyses and other related services to assist the Authority's Office of Human Resources.

Projects \$100,000 or less

**Disposal of Hazardous Waste, National**  
Supply environmental services to identify, package, label, load, transport, and dispose of hazardous or universal waste material from Ronald Reagan Washington National Airport.

**Mobile Radio Maintenance & Installation, National & Dulles**  
Provide mobile radio installations, repairs and preventative maintenance to designated radio equipment in vehicles belonging to the Public Safety Division at Ronald Reagan Washington National and Washington Dulles International Airports.



## **Annual Contracting Opportunities Below \$50,000 for Ronald Reagan Washington National Airport**

The following are service Blanket Purchase Orders (BPOs) established within the Ronald Reagan Washington National Airport Procurement Division on a yearly basis. These service contracts are normally valid for the period of one base year and two option years. All requirements listed run Calendar Year January 1 – December 1.

### **Contracts with Estimated Issue Date: December 2011**

**Contact Person: Regina Leigh (703) 417-8108**

- Bottled Water & Filtration Systems  
(5 contracts)  
Estimated Dollar Value Not to Exceed  
\$11,400, \$7,500, \$1,500, \$1,000, \$500

**Contact Person: Kimberly Tran (703) 417-8107**

- Blueprinting Services  
Estimated Dollar Value Not to Exceed \$8,000
- CADD Drafting Services  
Estimated Dollar Value Not to Exceed \$15,000
- Printing of Business Cards  
Estimated Dollar Value Not to Exceed \$10,500
- Printing & Reproduction – Miscellaneous  
(2 contracts)  
Estimated Dollar Value Not to Exceed \$25,000  
each

**Contact Person: Yvonne Perry (703) 417-8106**

- Dress Uniforms for Police and Fire  
Estimated Dollar Value Not to Exceed \$10,000
- Testing High Voltage Protective Equipment  
Estimated Dollar Value Not to Exceed \$6,370

### **Contracts with Estimated Issue Date: 2012**

**Contact Person: Regina Leigh (703) 417-8108**

- Asphalt  
Estimated Dollar Value Not to Exceed \$25,000
- Coffee Services (6 Contracts)  
Estimated Dollar Value Not to Exceed  
\$32,000, \$22,500, \$11,000, \$5,200, \$2,500  
and \$2,000
- Generators and Fire Pumps Inspect and Test  
Estimated Dollar Value Not to Exceed \$10,000
- Lease and Refill Nitrogen Tanks  
Estimated Dollar Value Not to Exceed \$7,000
- Oxygen & Nitrogen Refill  
Estimated Dollar Value Not to Exceed \$12,000
- Plant Purchase & Maintenance  
(Headquarters) (2 contracts)  
Estimated Dollar Value Not to Exceed \$15,000  
and \$5,000
- Runway Sand  
Estimated Dollar Value Not to Exceed \$30,000
- Underground Utility Location  
Estimated Dollar Value Not to Exceed \$10,000
- Voice Mail Conversion  
Estimated Dollar Value Not to Exceed \$5,300
- Water Filtration System  
Estimated Dollar Value Not to Exceed \$4,000

- Welding Services  
Estimated Dollar Value Not to Exceed \$23,000

**Contact Person: Kimberly Tran (703) 417-8107**

- Courier Services (Local)  
Estimated Dollar Value Not to Exceed \$13,000
- HVAC Duct Cleaning  
Estimated Dollar Value Not to Exceed \$16,400
- Insulation Services  
Estimated Dollar Value Not to Exceed \$14,000
- Printing and Reproduction – Access Passes  
Estimated Dollar Value Not to Exceed \$6,000
- Printing and Reproduction – Miscellaneous  
Estimated Dollar Value Not to Exceed \$10,000
- Rental of Equipment  
Estimated Dollar Value Not to Exceed \$8,000

**Contact Person: Yvonne Perry (703) 417-8106**

- Moving Services  
Estimated Dollar Value Not to Exceed \$8,300
- Rotating Equipment Repair  
Estimated Dollar Value Not to Exceed \$18,000
- Steam Flow and Btu Metering Systems  
Estimated Dollar Value Not to Exceed \$14,300
- Towing Services  
Estimated Dollar Value Not to Exceed \$10,000
- Water Testing (Collection and Analysis)  
Estimated Dollar Value Not to Exceed \$20,000

**Contracts with Estimated Issue Date: 2013**

**Contact Person: Regina Leigh (703) 417-8108**

- Certified Inspections of Crane  
Estimated Dollar Value Not to Exceed \$4,000

**Contact Person: Kimberly Tran (703) 417-8107**

- Courier/Transport Internal Mail  
Estimated Dollar Value Not to Exceed \$25,000
- Motor Repairs, Single and 3-Phase  
Estimated Dollar Value Not to Exceed \$15,000
- Printing Services for Newsletter  
Estimated Dollar Value Not to Exceed \$13,200
- Printing of Stationary Products  
Estimated Dollar Value Not to Exceed \$18,000

**Contact Person: Yvonne Perry (703) 417-8106**

- Car Wash Service (2 contracts)  
Estimated Dollar Value Not to Exceed \$8,000 and \$4,000
- Stationary Air Compressor Service and Repair  
Estimated Dollar Value Not to Exceed \$8,800

**Warehouse Stock and Store Items**

The following is a generalization of the type of commodities, which are stocked in the Warehouse at Ronald Reagan Washington National Airport:

Administrative Supplies  
Automotive Parts  
Cleaning Supplies  
Electrical Supplies  
Gases  
Hand Tools  
Locksmith Supplies  
Paint and Sundries  
Plumbing and Industrial Supplies  
Structures and Grounds Supplies

Questions regarding Goods and Services contracting opportunities below \$50,000 at Ronald Reagan Washington National Airport should be directed to the Materials Management Division at 703-417-8026.

## Annual Contracting Opportunities Below \$50,000 for Washington Dulles International Airport



The following are Blanket Purchase Orders (BPOs) established within the Washington Dulles International Procurement Division on a yearly basis. These BPOs are staggered throughout the calendar year. These contracts are normally valid for the period of one base year and one or two option years.

### Estimated Contracts with Issue Date: December 2011

**Contact Person: Ernest Lecure (703) 572-2777**

- Fuel System Maintenance and Programming  
Estimated Dollar Value Not to Exceed \$18,000

**Contact Person: Debbie Cooper (703) 572-2927**

- Interior Plant Maintenance  
Estimated Dollar Value Not to Exceed \$1,560
- Voice Mail Conversion for Lost and Found  
Estimated Dollar Value Not to Exceed \$7,328

**Contact Person: Cordell Myers (703) 572-8477**

- Portable Toilet Rentals  
Estimated Dollar Value Not to Exceed \$12,000

### Contracts with Estimated Issue Date: December 2011

**Contact Person: Ernest Lecure (703) 572-2777**

- Crushed Stone  
Estimated Dollar Value Not to Exceed \$50,000
- Fleet Cleaning Services  
Estimated Dollar Value Not to Exceed \$27,000
- Front and Rear Brake Rotors  
Estimated Dollar Value Not to Exceed \$30,200
- HVAC System Maintenance  
Estimated Dollar Value Not to Exceed \$50,000
- Lift Devices Maintenance  
Estimated Dollar Value Not to Exceed \$9,000
- Moving Services  
Estimated Dollar Value Not to Exceed \$10,000
- Parking Permits and Decals  
Estimated Dollar Value Not to Exceed \$13,000

**Contact Person: Joe Recca, CPPO (703) 572-2925**

- Rock Maintenance-Live Fire Training Burn Facility  
Estimated Dollar Value Not to Exceed \$35,000
- Bottled Spring Water  
Estimated Dollar Value Not to Exceed \$10,000
- Holiday Decorations for Terminals  
Estimated Dollar Value Not to Exceed \$30,000
- Norco Rolling Door Maintenance  
Estimated Dollar Value Not to Exceed \$10,000

**Contact Person: Debbie Cooper (703) 572-2927**

- Parts Washer Cleaning  
Estimated Dollar Value Not to Exceed \$9,895

- Service and Repair Hydro-Tek Steam Jenny  
Estimated Dollar Value Not to Exceed \$2,500

**Contact Person: Cordell Myers (703) 572-8477**

- General Purpose Batteries  
Estimated Dollar Value Not to Exceed \$6,500
- Portable Toilet Rentals  
Estimated Dollar Value Not to Exceed \$5,000
- Truck Wash System Maintenance Services  
Estimated Dollar Value Not to Exceed \$12,353

**Contact Person: Linda Donovan (703) 572-2922**

- Armored Car Service  
Estimated Dollar Value Not to Exceed \$3,500

Questions regarding Goods and Services contracting opportunities at Washington Dulles International Airport should be directed to the Materials Management Division at 703-572-2920.

**Contracts with Estimated Issue Date: 2013**

**Contact Person: Ernest Lecure (703) 572-2777**

- Hot Plant Mix Asphalt  
Estimated Dollar Value Not to Exceed \$51,000
- ID Badge Making Printing Supplies  
Estimated Dollar Value Not to Exceed \$34,000
- Sloan Plumbing Products  
Estimated Dollar Value Not to Exceed \$48,777
- Sprinkler System Testing  
Estimated Dollar Value Not to Exceed \$32,000

**Contact Person: Debbie Cooper (703) 572-2927**

- Underground Storage Tanks  
Estimated Dollar Value Not to Exceed \$10,000

**Contact Person: Cordell Myers (703) 572-8477**

- Cathodic Protection Test on Natural Gas System  
Estimated Dollar Value Not to Exceed \$7,000
- Leakage Survey on Gas and Water  
Estimated Dollar Value Not to Exceed \$9,000





# DULLES CORRIDOR METRORAIL PROJECT (DCMP)

Dulles Toll Road



Metropolitan Washington  
Airports Authority



Ronald Reagan Washington  
National Airport

Washington Dulles International Airport



Dulles Corridor Metrorail Project



## Dulles Corridor Metrorail Project (DCMP)



The Airports Authority, in cooperation with the Virginia Department of Rail and Public Transportation (VDRPT), Washington Metropolitan Area Transit Authority (WMATA) and Fairfax and Loudoun counties, is planning to construct an extension to the WMATA Metrorail transit system in the Dulles Corridor area of Northern Virginia. The DCMP will consist of a 23.1 mile extension of the region's existing Metrorail system, 11 new stations, a rail yard site on Washington Dulles International Airport (Dulles Airport) property, and an expansion of the existing rail yard at the West Falls Church station.

The project will be constructed in two major phases. The Wiehle Avenue extension (Phase 1)

would complete the first segment of the planned extension from the existing Metrorail Orange Line at the East Falls Church station in Fairfax County to Wiehle Avenue in Reston, Virginia. The Route 772/Dulles Airport Extension (Phase 2) would complete the remainder of the project and will follow after the initiation of Phase 1.

The Airports Authority leads the capital funding and general oversight of the final design and capital construction program for the project. WMATA will operate the system and be the lead agency for ongoing operation and maintenance funding when completed.

**Phase 1** Construction began in March 2009. Phase 2 preliminary design is in progress and design build solicitation material is expected to be released in 2012.

Dulles Transit Partners, LLC (a joint venture of Bechtel Infrastructure, Inc. and the Washington Group International) is the Airports Authority's design-build contractor for Phase 1. DTP has established a DBE Program in accordance with requirements of the Airports Authority and US Department of Transportation regulations.

**Phase 2** DBE/LDBE participation is yet to be determined.

### Dulles Corridor Metrorail Project (DCMP) DBE Opportunities

For more information on DBE opportunities with DTP; contact the DTP DBE Liaison or visit the DTP website at [www.DullesTransitPartners.com](http://www.DullesTransitPartners.com)

**Nicole Wiley**  
(Phase 1 Design & Construction opportunities)  
DBE Liaison  
Dulles Transit Partners, LLC  
1595 Spring Hill Road, Suite 600  
Vienna, VA 22182  
703-852-5848  
[nicole.wiley@DullesTransitPartners.com](mailto:nicole.wiley@DullesTransitPartners.com)

## Concession Opportunities for 2012-2014:

Concession Type	Airport	Current Expiration Date	* Projected Solicitation Date
Terminal			
Branch Banks & ATMs	Both	01/2013	06/2012
Duty Free	Both	07/2014	01/2014
Food, Beverage & Retail	Both	12/2012	09/2012
Foreign Currency	1/2013	01/2013	06/2012
Baggage Carts	National	09/2010	03/2012
Landside			
Rental Cars	National	05/2016	08/2015
Rental Cars (6 locations)	Dulles	06/2013	10/2012
Shared Ride Vans	National	04/2012	11/2011
Shared Ride Vans	Dulles	04/2012	11/2011
Taxi Dispatch	Dulles	01/2013	05/2012
Taxi Operator	Dulles	01/2013	05/2012

\*Projected Solicitation Date is the date that the RFP may be issued.

## Introduction

The Airports Authority's concession opportunities are divided into two general categories. In very basic and general terms: Terminal Concessions are those concessions that generally provide services to passengers inside the airports terminals; Landside Concessions are those concessions that provide services to passengers arriving to or leaving the airports terminals.

The management of airport concession contracts is conducted by two departments within the Airports Authority. Terminal concession contracts are managed by the Concessions and Property Development Department and Landside concession contracts are managed by the Airport Administration departments at each airport.

## Airport Concessions DBE Program

The Airports Authority's policy is to aggressively seek significant participation by small businesses owned by minorities, women and disadvantaged business enterprises in its concession-contracting program and to maximize opportunities for these firms to compete for Airports Authority-sponsored contracts. The Airports Authority is committed to achieving significant participation from these firms in all areas of the concessions program.

The Airports Authority's ACDBE program policy is mandated by and is developed in accordance with provisions of DOT regulation, 49 CFR Part 23 – Participation by Disadvantaged Business Enterprises in Airports Authority Concessions.

Terminal concession contracts managed by the Concessions and Property Development Department that are included in the ACDBE program are:

- 1) Airport Advertising
- 2) Airport News and Information Network (cable television)
- 3) Baggage Carts
- 4) Branch Banks and ATM Services
- 5) Common Wireless Access System (CWAS)
- 6) Duty Free
- 7) Food and Beverage concessions
- 8) Foreign Currency Exchange (business traveler services)
- 9) Hotel (Dulles Airport)
- 10) Pay Telephones
- 11) Retail (including newsstands, shoe shine, therapeutic massage) concessions
- 12) Retail Gas Station (Dulles Airport)

Landside concession contracts managed by the Airport Administration Departments that are included in the ACDBE program are:

- 1) Public Parking
- 2) Scheduled Bus Service (Dulles)
- 3) Shared Ride (passenger vans)
- 4) Rental Cars (on airport facilities)
- 5) Taxicab Concession (Dulles)
- 6) Taxicab Dispatch (National & Dulles)

Food and beverage and retail concessions play an essential role in the Airports Authority's ability to meet its objectives of significant participation by small businesses owned by minorities, women and disadvantaged business enterprises in its concession-contracting program.

The Airports Authority contracts for food and beverage and retail concessions at both Airports through management contracts and sub-leases to the individual concessionaires. All of the food and beverage and retail facilities at each Airport are currently leased by the Airports Authority's

management contractor, Westfield Concession Management, LLC (Westfield). These sub-leases are between the concessionaire and Westfield and cover varying lengths and terms, depending on the type of concept and the capital investment required. Currently, there are approximately 38 sub-leases for food and beverage concessions and 25 sub-leases for retail concessions at National Airport. There are approximately 44 sub-leases for food and beverage concessions and 40 sub-leases for retail concessions at Dulles Airport. In addition, there are numerous opportunities for retail carts at both Airports. These retail cart opportunities are available for shorter periods, normally three months, to test new retailing concepts and/or products and require a minimal investment by the cart operator. There are current retail operators that started at the Airport with a cart and have since moved into an in-line retail store.

The concession management contracts at both Airports require that a percentage of the food and beverage and retail sales are generated by ACDBE operators. The percentage is based on the overall sales for each area and is currently 35% of sales for food and beverage and 25% of sales for retail concessions. The Airport environment is constantly changing; and as a result, opportunities may arise from time to time. To propose a successful business concept, considerable lead time is required. Businesses interested in pursuing retail and food and beverage opportunities are encouraged to discuss their interest directly with the Westfield leasing staff. Leasing inquiries with Westfield should be directed to:

Jaime Ambrosio  
Senior Leasing Manager  
Westfield Concession Management  
North Office Building  
2730 University Building, Suite 900  
Wheaton, MD 20902  
(240) 669-0347  
jambrosio@Westfield.com

## The Metropolitan Washington Airports Authority's Website

**[www.mwaa.com](http://www.mwaa.com)**

The Airports Authority created a website to better inform the general public and interested business owners about its services and opportunities.

Information on contracting opportunities is located under the Business Information link on the main page. This site contains information on Procurement/Purchasing Offices, Equal Opportunity Programs, Contracting Opportunities, and Concession Opportunities. To assist persons interested in upcoming construction, architectural, engineering and/or goods and services opportunities, the Airports Authority provides a project summary and lists the solicitation issue date, pre-proposal conference date, proposal due date, number of amendments issued, estimated dollar value, fees for plans, and links to downloadable documents and the Planholders List. Persons interested in concession opportunities can choose from Retail, Food & Beverage, and Other Concession Opportunities.



Dulles Toll Road



Metropolitan Washington  
Airports Authority



Ronald Reagan Washington  
National Airport

Washington Dulles International Airport



Dulles Corridor Metrorail Project







# Local, Small, Minority and Woman-Owned Businesses Working with the Metropolitan Washington Airports Authority

## Contracting Resources

### **LANDING** *The Right* **OPPORTUNITY**



Ronald Reagan  
Washington  
National Airport



Dulles Corridor  
Metrorail Project



Dulles Toll Road



Washington Dulles  
International Airport



METROPOLITAN WASHINGTON AIRPORTS AUTHORITY  
WWW.MWAA.COM



## Equal Opportunity Programs Department

The Equal Opportunity Programs Department has lead responsibility for the implementation of the Airports Authority's Local Disadvantaged Business Enterprise (LDBE) Program, as well as its Disadvantaged Business Enterprise (DBE) Program for Federally funded contracts and concession opportunities. The Equal Opportunity Programs Department promotes the participation of Minority and Women Business Enterprises (MBE/WBE) in the Airports Authority's contracting programs.

The goal of the Equal Opportunity Programs Department is to maximize the opportunity of small, disadvantaged, minority, and women business enterprises in competing for Airports Authority-sponsored contracts. In conjunction with this goal, the Equal Opportunity Programs Department has the lead for determining LDBE requirements, DBE goals and voluntary MBE/WBE goals on all Airports Authority-sponsored contracts. In addition, the Department is also responsible for monitoring prime contractors' compliance with LDBE and DBE requirements and reporting on the Airports Authority's LDBE/DBE/MBE/WBE accomplishments.

The Equal Opportunity Programs Department is one of two DBE certifying agencies under the Virginia Unified Certification Program (UCP). The other is the Virginia Department of Minority Business Enterprise (DMBE). Federal DBE certification by either agency is fully accepted throughout Virginia. There is no need to submit an application to both agencies.

The Equal Opportunity Programs Department is the office to contact if you are interested in:

- LDBE and DBE contract opportunities
- Marketing your firm as an LDBE or DBE
- LDBE or DBE certification

### Key Personnel:

**Richard Gordon**  
Manager

**Phyllis Johnson**  
Secretary

**Betty Toulson**  
Assistant Manager  
Certification

**Cynthia Lipscomb**  
Assistant Manager  
LDBE/DBE Compliance

**Terry Woodson**  
Assistant Manager  
Outreach and Compliance

**Anne C. Lewis**  
Specialist  
LDBE Certification & Compliance

**Judith DeVastey**  
Data Analyst

### Mailing Address:

Metropolitan Washington Airports Authority  
Equal Opportunity Programs Department, MA-410  
1 Aviation Circle, Suite 144  
Washington, DC 20001-6000  
Telephone: (703) 417-8625  
Facsimile: (703) 417-8930

### Hours of Operation:

8:00 AM - 5:00 PM, Monday – Friday

## Procurement and Contracts Department

The procurement function at the Airports Authority is accomplished through several offices. The office responsible for requirements in excess of \$50,000 is the Procurement and Contracts

Department. This office provides procurement support to the entire Airports Authority in amounts generally exceeding \$50,000 for goods and services and all construction projects, regardless of cost. The Airports Authority also has two Materials Management Divisions, one located at each Airport. These two offices provide support for goods and services requirements of \$50,000 and less.

**Key Personnel:**

**E. Fred Seitz, Jr.**  
Manager

**Mike Giardina**  
Contracting Officer  
Procurement Technology Specialist  
Webmaster, Contracting Opportunities  
On-Line

**Katherine Ruhl**  
Contracts Manager  
Goods & Services (National & Dulles)

**Cedric Kinlow**  
Contracting Officer  
Goods & Services (National & Dulles)

**Juletta Mims**  
Contracting Specialist  
Goods & Services (National & Dulles)

**Betty Boothe**  
Contracts Manager  
Design/Construction (National & Dulles)

**Ramon Paez**  
Contracting Officer  
Goods & Services (National & Dulles)

**Janice Balzarini**  
Contract Specialist  
Design/Construction (National/Dulles)

**Gerald Sievers**  
Contract Specialist  
Design/Construction (National & Dulles)

**Eric Carey**  
Contracts Manager  
Dulles Corridor Toll Road and Metrorail Project

**Shirley Diamond**  
Contracting Officer  
Dulles Corridor Toll Road and Metrorail Project

**Darren Durbin**  
Contracts Manager  
Design/Construction (National & Dulles)

**Richard Myrah**  
Contracts Manager – Special Projects  
Design/Construction/Special Projects  
(National & Dulles)

**Kim Westerhaus**  
Contracting Officer  
Services (National & Dulles)

**Karen Mallicoat**  
Procurement Technician

**Barbara Smith**  
Procurement Technician

**Mailing Address:**

Metropolitan Washington Airports Authority  
Procurement and Contracts Department, MA-440  
1 Aviation Circle, Suite 154  
Washington, DC 20001-6000  
Telephone: (703) 417-8660  
Facsimile: (703) 417-8993  
General E-Mail Address: [contracting@mwaa.com](mailto:contracting@mwaa.com)

**Hours of Operation:**

8:30 AM – 4:30 PM, Monday – Friday

## CONTRACTUAL RESPONSIBILITIES

### Janice Balzarini (PMC)

- Architect / Engineering Design
- Construction Projects
- Travel Assistance Services
- Vertical Door Maintenance

### Betty Boothe

- Architect / Engineering Design
- Construction, DCA & IAD  
(New, Repair/Rehabilitation, On-Call)
- Environmental Services

### Shirley Diamond (PMC)

- Architect / Engineering Design
- Baggage Handling System Services
- Construction, IAD (New, Repair/Rehabilitation, On-Call)
- Dulles Toll Road (Construction, A/E Services)
- Electronic Security System Maintenance
- Utilities Locating/Marking
- Passenger Boarding Bridges

### Eric Carey

- Dulles Corridor Rail (Construction, A/E Services)
- Dulles Toll Road (Construction, A/E Services)

### Darren Durbin

- Architect / Engineering Design
- Baggage Handling System Maintenance, DCA
- Construction, DCA & IAD (New, Repair/Rehabilitation, On-Call)
- Clean Oil/Water Separators, IAD
- Fire Extinguisher Maintenance
- HVAC & Chiller Maintenance
- Real Estate Appraisal Services
- Rubber Removal, DCA
- Sludge Disposal
- Transformer & Switchgear Maintenance, DCA
- Utilities Repair

### Mike Giardina

- Specialty IT Goods and Services

### Cedric Kinlow

- Aerial Topographic Surveys
- Baggage Cart Retrieval
- Bench Stock Consumables Inventory & Service
- Bulk Lubricants
- Business Opportunity Seminar
- Call Center Services
- Chemical Water Treatment, IAD
- Chemicals for Fire Department
- Computer Equipment & Peripherals (Purchase & Maintenance)
- Document Reproduction & Scanning Services
- Forms Typeset, Layout, Proofing & Printing
- Fuels/Propane Gas
- Furniture
- Heavy Equipment - Purchase and Lease
- Horticulture Consulting Services
- HTHW Generator & Boiler Maintenance
- Medical Services / EMS Billing
- Office Equipment (Copiers, FAX Machines, Postal Equipment)
- Payroll Services / Financial Programs
- Police Promotional Testing
- Public Safety (Fire/Police Goods, Services, Boats, Heavy Equipment, Firearms)
- Safety Training
- Snow & Ice Control Materials (Deicing Agents, Salt, Sand)
- Software and Software Maintenance
- Temporary Personnel Services (Accounting & Administrative)
- Temporary Skilled Trades Labor Services
- Trash Receptacles, Stanchions, etc.
- Uniforms - Purchase & Rental
- Vehicles - Purchase & Lease (Light Duty, Heavy Duty, Specialized Equipment, Buses)

### Richard Myrah

- Airline Reimbursements
- Airport and Toll Road Planning
- Architect / Engineering Design
- Automated People Mover System
- Concessions (Solicitation and Reimbursables)
- Construction, IAD (New)
- Green Technologies
- Organizational Studies

- ERP System
- Parking Control Systems (DCA/IAD)
- Program Management Consultant
- P25 Radio Replacement
- VDOT

**Ramon Paez**

- Architect/Engineering Design
- Construction, DCA/IAD (New, Repair/Rehabilitation, On-Call)

**Katherine Ruhl**

- Air Filtration Modules
- Airport Consultant Services
- Annual Report
- Auctioneering Services
- Audit Services
- Aviation Consultant Services
- Bond Counsel
- Compensation & Benefits Programs
- Diversity Consulting Services
- Economic Impact Studies
- Equipment Cleaning, IAD
- Financial Services
- Ground Transportation Services
- Human Resources Consultant Services
- Information Systems Support Programs
- Mosquito Abatement
- OCWIP/Operational Insurance Broker Services
- Personnel Programs
- Purchasing Card Services
- Recruitment Services
- Recurring Passenger Surveys
- Surface Cleaning & Paint Removal, IAD
- Systems/Services
- Telecommunications Equipment & Services

**Gerry Sievers (PMC)**

- Construction, DCA & IAD (New, Repair/Rehabilitation, On-Call)
- Environmental Services

**Vacant**

- Airport Operations Services
- Cellular Telephone and Pager Services

- Construction Materials (Crushed Stone, Asphalt, Concrete, Traffic Paint, etc.)
- Domestic Waste Pumping, IAD
- Express Shipping Services
- Local and Long Distance Telecommunications Services
- Moving Services
- Natural Gas
- Noise Monitoring Equipment and Services
- Sewage Treatment
- Sweeper Maintenance and Supplies
- Terminal and Parking Guide Printing
- Tires for Mobile Lounges & Plane Mates
- Waste Water Removal Services

**Kim Westerhaus**

- Automatic Doors Maintenance/Repair
- Automated Control System Maintenance
- Custodial Services
- Electrical Services
- Elevator/Escalator Maintenance/Repairs/Inspection
- Engineering Services
- Glycol Recovery Program
- Grounds Maintenance
- Hazardous Waste Disposal
- Inspect & Maintain High Temperature Hot Water Valves, IAD
- Irrigation System Maintenance
- Landscape Consulting
- MUSE and MUFIDS Maintenance
- Pest Control Services
- Refuse Removal
- Security Guard Services
- Snow Removal Services
- Surveillance of Ground Transportation System, IAD
- Temporary Plumbers, DCA
- Unarmed Security Guard Service
- Wash Plane Mates/Snow Equipment
- Water Treatment (Boiler/Chiller)
- Window Washing
- Wireless and Radio Systems – Consultants, Technicians & Software Maintenance

Miscellaneous requirements will be assigned based on individual workloads.

## Procurement's Role in the Contracting Process

The Procurement and Contracts Department is responsible for the entire spectrum of contracting activities which includes, but is not limited to, the following:

- a) Receiving requirements from requesting offices in the form of Procurement Requests
- b) Preparing and issuing solicitations and advertisements (as appropriate)
- c) Conducting pre-proposal conferences and site visits
- d) Receiving offers
- f) Negotiating and awarding contracts/purchase orders/blanket purchase orders
- g) Issuing Notices to Proceed/Notices of Award
- h) Administering contracts
- i) Closing out or terminating contracts

For more information on the Airports Authority's procurement process, visit the Contracting Opportunities On-Line website at <http://www.mwaa.com/contracting> or contact the Procurement and Contracts Department at 703-417-8660 or e-mail [contracting@mwaa.com](mailto:contracting@mwaa.com).

## Where to Obtain Procurement Information

### A. Solicitation Information is advertised in one or more of the following sources:

1. The Airports Authority's Contracting Opportunities On-Line website at <http://www.mwaa.com/contracting>
2. PROJECT eLERT – The Airport Authority's e-mail based contracting opportunities newsletter. Register at the Airports Authority's Contracting Opportunities On-Line website.

### 3. The Washington Post

### 4. Construction publications and organizations, to include:

- American Minority Contractors & Business Association
- CDC News (Construction Data Company)
- D.C. Department of Small and Local Business Development
- Maryland-Washington Minority Contractors Association
- McGraw Hill Construction Dodge
- Reed Construction Data
- Virginia Department of Minority Business Enterprise

### 5. Other outreach programs sponsored by the Airports Authority's Equal Opportunity Programs Department

### 6. Other media identified for use by the Airports Authority

### B. Additional Information the offeror needs to know:

1. The physical location of the Airports Authority's Procurement Office at Ronald Reagan Washington National Airport
2. The offeror needs to be thoroughly familiar with the Airports Authority's contract requirements, including a clear understanding of the proposed project. This may be accomplished by:
  - a) Visiting our office to discuss standard contract formats
  - b) Reviewing solicitations which have already been issued



### C. Additional tasks for the offeror:

1. Offerors should register for PROJECT eLERT, the Airports Authority's weekly e-mail based publication providing the latest information regarding current and upcoming contracting opportunities. Register on-line at: <http://www.mwaa.com/contracting>
2. Offerors should also ensure they understand the procedures for becoming certified as an LDBE and/or DBE with the Airports Authority

### Obtaining Planholders Lists

LDBE, DBE, MBE and WBE firms interested in a particular contracting opportunity with the Airports Authority are encouraged to obtain the Planholders List associated with that opportunity. A Planholders List is a listing of the firms that have obtained the solicitation documents for a particular project. This list will include the name, address, telephone number and contact person's name for each firm listed. The Procurement and Contracts Department maintains a Planholders List for each contracting opportunity. By utilizing the Planholders List associated with a particular project, LDBE, DBE, MBE and WBE firms are able to better market their services or products. The listing of planholders facilitates LDBE, DBE, MBE, and WBE firms teaming up as subcontractors, joint ventures, or partnerships with other non-LDBE, DBE, MBE, and WBE firms.

Planholders Lists for all current projects are available through the Airports Authority's Contracting Opportunities On-Line website at <http://www.mwaa.com/contracting>. Firms that do not have access to the Internet may request a copy of a Planholders List by faxing a request to the Procurement and Contracts Department at 703-417-8993.

Appendix A shows a representative list of zip codes that fall within the Airports Authority's trading area. To meet the local disadvantaged small business size standard, the average gross receipt of the business entity, based on the firm's last three years of receipts, shall not exceed the size standard for the type of work that the firm is performing, or goods that it is supplying for the contract. Further, the receipts of all affiliates shall be included in the counting of the business entity's gross receipts. If the small business size standard is based on the number of employees, the business entity, including all affiliates, shall not exceed that standard.

### Materials Management Divisions

The Materials Management Division offices at Ronald Reagan Washington National and Washington Dulles International Airports are authorized to procure goods and supplies for each Airport that involve a total commitment of \$50,000.00 or less, excluding construction.

The staff is committed to provide procurement of equipment, supplies and services by striking a balance among quality, price, delivery requirements, and total vendor services offered. Acquisitions range from office supplies to heavy mobile equipment, from industrial gases to replacement parts for air-conditioning systems, from minor repairs to management support services.

Only Purchasing Agents and Buyers are authorized to act as agents on behalf of the Metropolitan Washington Airports Authority, to prepare and execute purchase orders generated by the Materials Management Division offices.

### Competition

The level of competition for requisitions submitted to the Airport Procurement Office is as follows:

- \$1 - \$2,500 – May be non-competitive, as long as the agent/buyer considers the telephone or fax solicited price to be fair and reasonable.
- \$2,501 - \$10,000 – Minimum of three (3) sources may be solicited by telephone or fax. If the requirement is complex or lengthy, written solicitation (RFQ) method will be used.
- \$10,001 - \$25,000 – Written Request For Quotation (RFQ) should be sent to a minimum of three qualified vendors, if available.
- \$25,001 - \$50,000 – Solicitations are posted to the Airports Authority's Contracting Opportunities website and PROJECT eLERT.

#### **Outreach to LDBEs**

The Materials Management Division Offices encourage solicitation competition from LDBEs, especially MBEs and WBEs. All notifications of Requests for Quotations (RFQs) are provided to the Airports Authority's Equal Opportunity Programs Department in an effort to reach LDBE entities.

#### **Vendor Appointments**

We welcome vendors visiting the Materials Management Divisions at each Airport, but request that you make an appointment before coming into see one of the purchasing agents or buyers. This allows us to set aside time for you.

#### **Vendor Application**

The Airports Authority is utilizing the Oracle Software iSupplier Portal which is a self-service application, enabling registered "suppliers" (including contractors, vendors, and service providers) to conduct e-business transactions online with the Airports Authority via the internet. Please refer to Appendix B for instructions and Frequently Asked Questions.

#### **Procurement Form**

There is one type of form that supplies and services are purchased from in response to Airport Authority requirements:

1) Procurement Request Form Purchase Orders – To request all supplies or specific services and for all personal property items regardless of cost. The Procurement Request is converted into a Purchase Order, which is given to the vendor, and will be the official document to control the acquisition of the goods and/or services.

#### **Invoicing**

Authorized Airports Authority personnel must receive the goods/services before payment may be made to the vendor. The Accounting Disbursement Office must have an invoice, in triplicate, from the vendor referencing the Airports Authority's Purchase Order number, item quantity, unit price and total amount due before payment can be issued. Normal payment terms are Net-30 basis.

Blanket Purchase Order itemized invoices must be submitted to the Accounting Disbursement Office at least monthly or upon expiration of the orders, whichever occurs first, for all deliveries made during the billing period.

The itemized invoice should identify every delivery ticket covered, the release number, quantity, unit price and delivery dates.

**Procurement Card (PCard)**  
The Airports Authority's PCard (credit card) is used as a method of payment to vendors. The use of the PCard has enhanced the accounts payable process by sharply reducing paperwork. Currently, the PCard is used only in the field offices outside procurement and is restricted to \$500 to \$2,500 per transaction.

**Ronald Reagan Washington  
National Airport Procurement Office**

The Ronald Reagan Washington National Airport Materials Management Division supports Ronald Reagan Washington National Airport, Consolidated Functions at 1 Aviation Circle and the Public Safety Division at Ronald Reagan Washington National and Washington Dulles International Airports.

**Key Personnel:**

- J. Paul Malandrino, Jr.**  
Vice President and Airport Manager
- Ronald W. Stange**  
Department Manager  
Airport Administration Department
- Ann Helms**  
Manager  
Material Management Divison  
703-417-8105
- Vacant**  
Procurement Supervisor  
703-417-8110
- Regina Leigh**  
Lead Purchasing Agent  
703-417-8108
- Yvonne Perry**  
Purchasing Agent  
703-417-8106

- Kimberly Tran**  
Purchasing Agent  
703-417-8107
- Tracey Cohen**  
Purchasing Agent  
703-417-8102
- Karen Dart**  
Procurement Technician  
703-417-8026

**Mailing Address:**  
Metropolitan Washington Airports Authority  
Ronald Reagan Washington National Airport  
Materials Management Division (MA-133)  
Terminal A, Room 278  
Washington, DC 20001-4901  
Telephone: 703-417-8026  
Facsimile: 703-417-8438

**Hours of Operation:**  
7:30 AM – 4:00 PM, Monday – Friday

**Responsibilities**  
The Purchasing Agents and Buyers are responsible for procuring goods and services for approximately fifty-five branches in the Airports Authority, in addition to supporting a warehouse, which stocks approximately 1,500 line items.

**Commodities**  
Fifty commodities including equipment, service and supplies are rotated every six months between the purchasing staff. The current effective listing is as follows:

- Regina Leigh, Lead Purchasing Agent**  
Administrative Equipment  
Administrative Services  
Catering  
Furniture  
Office Supplies  
Promotional Items  
Propane and Gases

Roads & Grounds Supplies and Services  
Training Equipment

**Yvonne Perry, Purchasing Agent**

Clothing  
Electrical Supplies and Services  
Maintenance Equipment  
Medical Equipment and Supplies  
Police and Fire Equipment  
Public Safety Supplies and Services

**Kimberly Tran, Purchasing Agent**

Data Processing Supplies and Services  
Environmental Supplies  
Fire Extinguishers  
Hazardous Waste  
Printing Services  
Shop Supplies  
Telecommunication Equipment and Services

**Tracey Cohen, Purchasing Agent**

Automotive Supplies and Services  
Building and Structures Supplies and Services  
Paint and Sign Supplies and Services  
Utility System Repairs, Services and Supplies

**Karen Dart, Procurement Technician**

Items under \$2,500 for:  
Training/Seminars  
Memberships  
Office Supplies  
Periodicals  
Training Supplies

## **Washington Dulles International Airport Procurement Office**

The Washington Dulles International Airport Materials Management Division provides procurement services to support the operations at Washington Dulles International Airport, with a total dollar commitment of \$50,000 or less, excluding construction. The Division is also responsible for property management, warehousing and storage functions.

The warehouse stocks approximately 4,000 line items supporting most commodity groups.

### **Key Personnel:**

**Christopher U. Browne**

Vice President and Airport Manager

**Mike Stewart**

Manager  
Airport Administration Department

**John T. Jackson, CPPO**

Manager  
Materials Management Division  
(703) 572-2920

**Vikki L. Smith**

Procurement Supervisor  
(703) 572-2924

**Ernest Lecure**

Lead Purchasing Agent  
(703) 572-2777

**Debbie Cooper**

Purchasing Agent  
(703) 572-2927

**Cordell Myers**

Purchasing Agent  
(703) 572-8477

**Joe Reca, CPPO**  
Purchasing Agent  
(703) 572-2925

**Linda Donovan**  
Purchasing Agent  
(703) 572-2922

**Ruthellyn Ward, CPPB**  
Procurement Technician  
(703) 572-2926

**Craig Marlowe**  
Administrative Assistant  
(703) 572-2588

**Mailing Address:**  
Metropolitan Washington Airports Authority  
Materials Management Division, MA-238  
PO Box 17045  
Washington, DC 20041  
Telephone: (703) 572-2920  
Facsimile: (703) 572-0186

**Physical Address**  
Metropolitan Washington Airports Authority  
Washington Dulles International Airport  
Materials Management Division  
45025 Aviation Drive, Suite 250  
Dulles, VA 20166

**Hours of Operations:**  
7:30AM – 5:00PM, Monday – Friday

**Responsibilities**  
The purchasing staff is responsible for procuring goods and services to support the operations at Washington Dulles International Airport. The below lists reflect commodity assignments for the respective teams:

## COMMODITY TEAMS

**Joe Reca, CPPO and Linda Donovan**  
Appraisals  
Armored Car Service

Automatic Door Repair/ Parts  
Bottled Drinking Water  
Catering Services  
Clothing  
Communication Equipment/ Supplies  
Furniture/Bedding  
ID Supplies  
Industrial Gases  
Office Supplies  
Overhead Door Service/Parts  
Printing/Copying/Blueprint Reproduction  
Training  
Welding Utility Services

**Ernest Lecure & Debbie Cooper**  
Antifreeze/Coolant  
Appliances  
Automotive Parts/Supplies  
Ambulance  
Batteries/Automotive  
Bus Repair/Parts  
Coffee Service  
Rental Equipment  
Moving Services  
Mower Parts  
Planemates/Lounge Parts  
Radios  
Safety Glass Replacement  
Shop Supplies  
Tires  
Towing Service  
Vehicle Repair Services

**Cordell Myers & Joe Reca, CPPO**  
Airport Lighting  
Batteries/Industrial  
Building Equipment/Supplies  
Boiler Repair/Parts  
Ground Maintenance Supplies  
Electrical Supplies/Service  
Fire Sprinkler Testing and Inspection  
HVAC Filters  
HVAC Repairs  
Lamps  
Locksmith Supplies/Parts

Tools  
Portable Toilets  
Industrial Equipment/Supplies  
Paint & Sign Supplies  
Plumbing  
Safety Supplies/Equipment  
Utility Equipment/Components  
Water Testing Services

**Ruthellyn Ward, CPPB and Craig Marlowe**

Miscellaneous  
Memberships  
Office Equipment Maintenance  
Office Supplies  
Periodicals

## **Concessions and Property Development**

The Concessions & Property Development Department is located at Ronald Reagan Washington National Airport, 1 Aviation Circle, Washington, DC 20001-6000 and supports all of the in-terminal concessions and most land and building leases at Ronald Reagan Washington National and Washington Dulles International Airports. Landside concessions such as taxis, rental cars, and parking are managed by each Airport Administration Department at National and Dulles.

### **Key Personnel:**

**Kathleen Verret**  
Manager  
Revenue Development  
Concessions and Property Development  
(703) 417-8755

**Rosa Minus**  
Manager  
Terminal Concessions & Services – National  
(703) 417-8646

**Carol Gabriel**  
Contract Manager – National  
Food/Beverage Concessions and Services  
(703) 417-8035

**Stephanie Powers**  
Manager  
Terminal Concessions and Services – Dulles  
(703) 572-8469

**Kimberly Barnes**  
Contract Manager – Dulles  
(703) 572-2917  
Food/Beverage Concessions and Services

**Eugene Sharpe**  
Contract Manager – Dulles  
Retail Concessions and Services  
(703) 572-2916

### **Mailing Address:**

Metropolitan Washington Airports Authority  
Concessions & Property Development, MA-430  
1 Aviation Circle, Suite 158  
Washington, DC 20001-6000  
Telephone: (703) 417-8756  
Facsimile: (703) 417-8996

## **Airport Administration Department – Landside Concessions (National/Dulles)**

**Gary L. Myers**  
Manager  
Contract Management Division  
Landside Concessions – National  
(Parking/Shuttle Bus, Taxi Dispatch,  
Shared-Ride Vans, Rental Car)  
(703) 417-8024

**Gary Davis**  
Manager  
Contract Management Division  
Landside Concessions – Dulles

(Parking/Shuttle Bus, Taxi, Scheduled Bus Service, Shared-Ride Vans, Rental Car)  
(703) 572-2900

**Hours of Operation:**

8:00 AM – 5:00 PM, Monday – Friday.

**Concessions & Property Development**

The Concessions & Property Development Department, as part of the Office of Business Administration, is responsible for developing general business policies for in-terminal concessions and the leasing of land at the Airports. The Contract Managers at each Airport are part of the Concessions & Property Development Department. This Department works closely with other appropriate offices in the coordination of overall concession activity, concession contract management and Request for Proposals process.

**Concession Development**

The Concessions & Property Development Department is responsible for the initiation and development of policies and guidelines governing the in-terminal concession programs for both airports, Washington Dulles International and Ronald Reagan Washington National Airport. This Department is also responsible for in-terminal concession planning including the development and coordination of retail and food and beverage programs. This Department conducts the in-terminal concession contracting process and oversees the negotiation, finalization and management of in-terminal concession contracts and concession subcontracts.

The Concessions & Property Development Department determines when and how a contract solicitation will be conducted and oversees subcontracting activities conducted by its retail and food/beverage developers. The Department evaluates how the contract fits in

with the current and future available concession space. This Department also determines the proposed rental structures based on an analysis of the market and the economics for each in-terminal concession.

Within the Airports Authority, the Concessions & Property Development Department is the initial point of contact for anyone wanting to discuss the possibility of operating an in-terminal concession at either Airport. Department staff will discuss briefly with the interested party opportunities, which are or may be available, and provide guidance on becoming an Airport tenant. If the concession opportunity proposed involves a services operation or Airport land development, the Concessions and Property Development Department will discuss with the interested party the overall concession development plan for the Airport and the schedule of potential opportunity.

If the concession opportunity proposed involves a food and beverage operation or a retail operation, the individual will be referred to Westfield Concession Management, Inc., which works with prospective tenants for both food and beverage and retail at both Airports. Food and beverage and retail subcontracts are typically multi-year.

Prospective tenants should carefully develop pro forma income statements in their evaluation of conducting business at the Airports. A wide range of historical data is available to individuals developing concession or land-use ideas. Prospective tenants should plan to submit a Business Plan to the Concessions & Property Development Department or its developers for evaluation of the viability of the concept in the context of the Airport's concession environment. Such opportunities are limited, as terminal space and land is carefully planned to balance the needs for operations, public circulation and airport support functions, as well as commercial opportunities.

## Contract Management

The Concessions & Property Development Department is also responsible for the day-to-day management of all in-terminal concession contracts and some land and building leases at both Airports. The goal of the Contract Managers at each Airport is to ensure that concessionaires and the Airports Authority operate within an environment of excellent customer service, strong business opportunity, diversity among business owners, and revenue maximization. These goals are accomplished through such functions as planning, advising, monitoring, evaluating and analyzing the activities of the concessions in cooperation with concession managers and owners.

The Contract Managers assigned to each Airport have specific contracts on which they represent the interests of the Airports Authority through ensuring concessionaire's compliance with the terms and provisions of each contract. They attempt to fulfill this role with assistance and cooperation of the concessionaires within an atmosphere of partnership. The Contract Manager handles the coordination of all necessary communication between the concessionaire and various Airports Authority departments in connection with desired facility modifications, repairs or maintenance and for the review and consideration of operational changes. The Contract Managers interact with the concessionaires on at least a weekly basis, and in many cases, on a daily basis.

### Request for Proposals (RFP) Process

The issuance of a Request for Proposals (RFP) is the typical procedure by which the Airports Authority invites businesses, organizations, or individuals to deliver the services or products as required to serve the traveling public. RFPs dealing with concession opportunities will have the typical technical components with a focus on the needs relevant to the airport retail environment. The procedures to

be followed can be similarly characterized.

From the time the Concessions and Property Development Department starts the planning process, it can take more than one full year to complete the RFP process. However, from the time the RFP is released to prospective offerors, the process normally takes approximately six months. The Airports Authority does conduct some very limited testing of new and innovative concession operations at both Airports without issuing a RFP; however, these tests are short term in nature. Any food/beverage or retail operation, with the exception of duty free, would be directed by Westfield for both Airports and would not fall under the RFP process conducted by the Concessions and Property Development Department.

### Contents of the RFP

RFPs soliciting concessions are different from RFPs soliciting construction, design, and other goods and services for the Airports Authority in content, focus, and purpose. A RFP for concession opportunities includes the following:

#### Facilities Information and Responsibilities

All pertinent information regarding the facility in which the firm that is awarded the concession contract will operate is given in this section along with specific responsibilities in the contract.

#### Pre-Proposal Conference

Experience has shown that no matter how well a RFP is prepared, it cannot always cover all the information that a potential concessionaire would like to know. Prospective concessionaires preparing a proposal in response to the RFP usually seek explanations and interpretations of certain aspects of the solicitation. A pre-proposal conference is held shortly after the release of the RFP, during which Airports Authority staff are available to answer questions.



**Proposal Submission**

This section provides information regarding the date and mode of submission of the proposal, number of copies to be submitted, modification procedures, rights and obligation of the offeror and the Authority, format of the proposal, etc.

**Proposal Guarantee**

The purpose, amount, and method of providing a proposal guarantee are outlined in this section.

**Submittal Requirements**

This section sets forth specific issues that the offeror must cover within its proposal. An example of some of the categories of information requested can be found in the sample evaluation criteria and weights below. The goal of this section is to require the offeror to provide enough information so that the Airports Authority can adequately evaluate the proposal.

**Evaluation of Proposals**

Proposals are evaluated by Airports Authority staff based upon the published evaluation criteria (RFP only) and are treated with the utmost confidentiality. Proposals are compared to the RFP requirements, rather than to competing proposals. The same evaluation criteria weights are applied to all proposals submitted in response to a single RFP. The offeror should be aware of the weight assigned to each of the evaluation criteria. The following is an example of how proposal criteria might be weighted.

**Evaluation Criteria Weights**

Financial Offer	15%
Proposed Management and Operational Plan	30%
Marketing and Merchandising Plan	20%
DBE Participation	15%
Qualifications and Demonstrated Past Performance	20%
Total	100%

**Amendments to the Request For Proposals**

Amendments are arranged and transmitted formally, in written format and never orally.

**Advertisement of RFPs**

Information on the availability of the RFP is made public through the following sources:

- The Airports Authority's Concessions and Property Development Department
- The Airports Authority's Equal Opportunity Programs Department
- The Airports Authority's Website: [www.mwaa.com](http://www.mwaa.com)
- Opportunity Alerts (where appropriate)
- The Washington Post (where appropriate)
- Other publications and periodicals; such as The Wall Street Journal (where appropriate)

**Award of Contract**

The Concessions & Property Development Department receives all submitted proposals and provides the award according to the Airports Authority's current procedures. The winner of the award is informed through established procedures – made public earlier in the RFP. All award notices are made in writing to the successful offeror. Such notices are considered to be binding contracts with the Airports Authority. After an award has been made, the selected offeror and the Airports Authority will execute a contract, and begin (or continue) a mutually beneficial relationship.



# Metropolitan Washington Airports Authority

## ZIP CODE REFERENCE - LOCAL AREA OF TRADE

Zip Code	State	County	Zip Code	State	County	Zip Code	State	County	Zip Code	State	County
20001	DC	DISTRICT OF COLUMBIA	20613	MD	PRINCE GEORGE'S	20774	MD	PRINCE GEORGE'S	21071	MD	BALTIMORE
20002	DC	DISTRICT OF COLUMBIA	20615	MD	CALVERT	20776	MD	ANNE ARUNDEL	21074	MD	CARROLL
20003	DC	DISTRICT OF COLUMBIA	20616	MD	CHARLES	20777	MD	HOWARD	21075	MD	HOWARD
20004	DC	DISTRICT OF COLUMBIA	20617	MD	CHARLES	20778	MD	ANNE ARUNDEL	21076	MD	ANNE ARUNDEL
20005	DC	DISTRICT OF COLUMBIA	20618	MD	ST. MARY'S	20779	MD	ANNE ARUNDEL	21077	MD	ANNE ARUNDEL
20006	DC	DISTRICT OF COLUMBIA	20619	MD	ST. MARY'S	20781	MD	PRINCE GEORGE'S	21078	MD	HARFORD
20007	DC	DISTRICT OF COLUMBIA	20620	MD	ST. MARY'S	20782	MD	PRINCE GEORGE'S	21082	MD	BALTIMORE
20008	DC	DISTRICT OF COLUMBIA	20621	MD	ST. MARY'S	20783	MD	PRINCE GEORGE'S	21084	MD	HARFORD
20009	DC	DISTRICT OF COLUMBIA	20622	MD	ST. MARY'S	20784	MD	PRINCE GEORGE'S	21085	MD	HARFORD
20010	DC	DISTRICT OF COLUMBIA	20623	MD	PRINCE GEORGE'S	20785	MD	PRINCE GEORGE'S	21087	MD	BALTIMORE
20011	DC	DISTRICT OF COLUMBIA	20624	MD	ST. MARY'S	20794	MD	HOWARD	21090	MD	ANNE ARUNDEL
20012	DC	DISTRICT OF COLUMBIA	20626	MD	ST. MARY'S	20812	MD	MONTGOMERY	21093	MD	BALTIMORE
20015	DC	DISTRICT OF COLUMBIA	20628	MD	ST. MARY'S	20814	MD	MONTGOMERY	21102	MD	CARROLL
20016	DC	DISTRICT OF COLUMBIA	20630	MD	ST. MARY'S	20815	MD	MONTGOMERY	21104	MD	CARROLL
20017	DC	DISTRICT OF COLUMBIA	20632	MD	CHARLES	20816	MD	MONTGOMERY	21108	MD	ANNE ARUNDEL
20018	DC	DISTRICT OF COLUMBIA	20634	MD	ST. MARY'S	20817	MD	MONTGOMERY	21111	MD	BALTIMORE
20019	DC	DISTRICT OF COLUMBIA	20636	MD	ST. MARY'S	20818	MD	MONTGOMERY	21113	MD	ANNE ARUNDEL
20020	DC	DISTRICT OF COLUMBIA	20637	MD	CHARLES	20832	MD	MONTGOMERY	21114	MD	ANNE ARUNDEL
20024	DC	DISTRICT OF COLUMBIA	20639	MD	CALVERT	20833	MD	MONTGOMERY	21117	MD	BALTIMORE
20032	DC	DISTRICT OF COLUMBIA	20640	MD	CHARLES	20837	MD	MONTGOMERY	21120	MD	BALTIMORE
20036	DC	DISTRICT OF COLUMBIA	20645	MD	CHARLES	20838	MD	MONTGOMERY	21122	MD	ANNE ARUNDEL
20037	DC	DISTRICT OF COLUMBIA	20646	MD	CHARLES	20839	MD	MONTGOMERY	21128	MD	BALTIMORE
20045	DC	DISTRICT OF COLUMBIA	20650	MD	ST. MARY'S	20841	MD	MONTGOMERY	21131	MD	BALTIMORE
20099	DC	DISTRICT OF COLUMBIA	20653	MD	ST. MARY'S	20842	MD	MONTGOMERY	21132	MD	HARFORD
20260	DC	DISTRICT OF COLUMBIA	20656	MD	ST. MARY'S	20850	MD	MONTGOMERY	21133	MD	BALTIMORE
20336	DC	DISTRICT OF COLUMBIA	20657	MD	CALVERT	20851	MD	MONTGOMERY	21136	MD	BALTIMORE
20374	DC	DISTRICT OF COLUMBIA	20658	MD	CHARLES	20852	MD	MONTGOMERY	21140	MD	ANNE ARUNDEL
20376	DC	DISTRICT OF COLUMBIA	20659	MD	ST. MARY'S	20853	MD	MONTGOMERY	21144	MD	ANNE ARUNDEL
20388	DC	DISTRICT OF COLUMBIA	20662	MD	CHARLES	20854	MD	MONTGOMERY	21146	MD	ANNE ARUNDEL
20391	DC	DISTRICT OF COLUMBIA	20664	MD	CHARLES	20855	MD	MONTGOMERY	21152	MD	BALTIMORE
20398	DC	DISTRICT OF COLUMBIA	20667	MD	ST. MARY'S	20860	MD	MONTGOMERY	21154	MD	HARFORD
20500	DC	DISTRICT OF COLUMBIA	20670	MD	ST. MARY'S	20861	MD	MONTGOMERY	21155	MD	BALTIMORE
19701	DE	NEW CASTLE	20674	MD	ST. MARY'S	20862	MD	MONTGOMERY	21156	MD	BALTIMORE
19702	DE	NEW CASTLE	20675	MD	CHARLES	20866	MD	MONTGOMERY	21157	MD	CARROLL
19707	DE	NEW CASTLE	20676	MD	CALVERT	20868	MD	MONTGOMERY	21158	MD	CARROLL
19709	DE	NEW CASTLE	20677	MD	CHARLES	20871	MD	MONTGOMERY	21160	MD	HARFORD
19711	DE	NEW CASTLE	20678	MD	CALVERT	20872	MD	MONTGOMERY	21161	MD	HARFORD
19713	DE	NEW CASTLE	20680	MD	ST. MARY'S	20874	MD	MONTGOMERY	21162	MD	BALTIMORE
19716	DE	NEW CASTLE	20684	MD	ST. MARY'S	20876	MD	MONTGOMERY	21163	MD	HOWARD
19717	DE	NEW CASTLE	20685	MD	CALVERT	20877	MD	MONTGOMERY	21201	MD	BALTIMORE (CITY)
19720	DE	NEW CASTLE	20687	MD	ST. MARY'S	20878	MD	MONTGOMERY	21202	MD	BALTIMORE (CITY)
19734	DE	NEW CASTLE	20688	MD	CALVERT	20879	MD	MONTGOMERY	21204	MD	BALTIMORE
19735	DE	NEW CASTLE	20689	MD	CALVERT	20882	MD	MONTGOMERY	21205	MD	BALTIMORE (CITY)
19736	DE	NEW CASTLE	20690	MD	ST. MARY'S	20886	MD	MONTGOMERY	21206	MD	BALTIMORE (CITY)
19801	DE	NEW CASTLE	20692	MD	ST. MARY'S	20895	MD	MONTGOMERY	21207	MD	BALTIMORE
19802	DE	NEW CASTLE	20693	MD	CHARLES	20901	MD	MONTGOMERY	21208	MD	BALTIMORE
19804	DE	NEW CASTLE	20695	MD	CHARLES	20902	MD	MONTGOMERY	21209	MD	BALTIMORE (CITY)
19805	DE	NEW CASTLE	20701	MD	HOWARD	20903	MD	MONTGOMERY	21210	MD	BALTIMORE (CITY)
19806	DE	NEW CASTLE	20705	MD	PRINCE GEORGE'S	20904	MD	MONTGOMERY	21211	MD	BALTIMORE (CITY)
19807	DE	NEW CASTLE	20706	MD	PRINCE GEORGE'S	20905	MD	MONTGOMERY	21212	MD	BALTIMORE (CITY)
19808	DE	NEW CASTLE	20707	MD	PRINCE GEORGE'S	20906	MD	MONTGOMERY	21213	MD	BALTIMORE (CITY)
19901	DE	KENT	20708	MD	PRINCE GEORGE'S	20910	MD	MONTGOMERY	21214	MD	BALTIMORE (CITY)
19902	DE	KENT	20710	MD	PRINCE GEORGE'S	20912	MD	MONTGOMERY	21215	MD	BALTIMORE (CITY)
19904	DE	KENT	20711	MD	ANNE ARUNDEL	21001	MD	HARFORD	21216	MD	BALTIMORE (CITY)
19906	DE	KENT	20712	MD	PRINCE GEORGE'S	21005	MD	HARFORD	21217	MD	BALTIMORE (CITY)
19931	DE	SUSSEX	20714	MD	CALVERT	21009	MD	HARFORD	21218	MD	BALTIMORE (CITY)
19933	DE	SUSSEX	20715	MD	PRINCE GEORGE'S	21010	MD	HARFORD	21219	MD	BALTIMORE
19934	DE	KENT	20716	MD	PRINCE GEORGE'S	21012	MD	ANNE ARUNDEL	21220	MD	BALTIMORE
19938	DE	KENT	20720	MD	PRINCE GEORGE'S	21013	MD	BALTIMORE	21221	MD	BALTIMORE
19939	DE	SUSSEX	20721	MD	PRINCE GEORGE'S	21014	MD	HARFORD	21222	MD	BALTIMORE
19940	DE	SUSSEX	20722	MD	PRINCE GEORGE'S	21015	MD	HARFORD	21223	MD	BALTIMORE (CITY)
19941	DE	SUSSEX	20723	MD	HOWARD	21017	MD	HARFORD	21224	MD	BALTIMORE (CITY)
19943	DE	KENT	20724	MD	ANNE ARUNDEL	21028	MD	HARFORD	21225	MD	BALTIMORE (CITY)
19946	DE	KENT	20732	MD	CALVERT	21029	MD	HOWARD	21226	MD	ANNE ARUNDEL
19947	DE	SUSSEX	20733	MD	ANNE ARUNDEL	21030	MD	BALTIMORE	21227	MD	BALTIMORE
19950	DE	SUSSEX	20735	MD	PRINCE GEORGE'S	21031	MD	BALTIMORE	21228	MD	BALTIMORE
19952	DE	KENT	20736	MD	CALVERT	21032	MD	ANNE ARUNDEL	21229	MD	BALTIMORE (CITY)
19953	DE	KENT	20737	MD	PRINCE GEORGE'S	21034	MD	HARFORD	21230	MD	BALTIMORE (CITY)
19954	DE	KENT	20740	MD	PRINCE GEORGE'S	21035	MD	ANNE ARUNDEL	21231	MD	BALTIMORE (CITY)
19956	DE	SUSSEX	20743	MD	PRINCE GEORGE'S	21036	MD	HOWARD	21233	MD	BALTIMORE (CITY)
19960	DE	SUSSEX	20744	MD	PRINCE GEORGE'S	21037	MD	ANNE ARUNDEL	21234	MD	BALTIMORE
19962	DE	KENT	20745	MD	PRINCE GEORGE'S	21040	MD	HARFORD	21236	MD	BALTIMORE
19963	DE	SUSSEX	20746	MD	PRINCE GEORGE'S	21042	MD	HOWARD	21237	MD	BALTIMORE
19964	DE	KENT	20747	MD	PRINCE GEORGE'S	21043	MD	HOWARD	21239	MD	BALTIMORE (CITY)
19968	DE	SUSSEX	20748	MD	PRINCE GEORGE'S	21044	MD	HOWARD	21240	MD	ANNE ARUNDEL
19973	DE	SUSSEX	20751	MD	ANNE ARUNDEL	21045	MD	HOWARD	21244	MD	BALTIMORE
19977	DE	KENT	20754	MD	CALVERT	21046	MD	HOWARD	21286	MD	BALTIMORE
19979	DE	KENT	20755	MD	ANNE ARUNDEL	21047	MD	HARFORD	21401	MD	ANNE ARUNDEL
20601	MD	CHARLES	20758	MD	ANNE ARUNDEL	21048	MD	CARROLL	21402	MD	ANNE ARUNDEL
20602	MD	CHARLES	20759	MD	HOWARD	21050	MD	HARFORD	21403	MD	ANNE ARUNDEL
20603	MD	CHARLES	20762	MD	PRINCE GEORGE'S	21051	MD	BALTIMORE	21405	MD	ANNE ARUNDEL
20606	MD	ST. MARY'S	20763	MD	HOWARD	21053	MD	BALTIMORE	21530	MD	ALLEGANY
20607	MD	PRINCE GEORGE'S	20764	MD	ANNE ARUNDEL	21054	MD	ANNE ARUNDEL	21555	MD	ALLEGANY
20608	MD	PRINCE GEORGE'S	20769	MD	PRINCE GEORGE'S	21057	MD	BALTIMORE	21601	MD	TALBOT
20609	MD	ST. MARY'S	20770	MD	PRINCE GEORGE'S	21060	MD	ANNE ARUNDEL	21607	MD	QUEEN ANNE'S
20611	MD	CHARLES	20772	MD	PRINCE GEORGE'S	21061	MD	ANNE ARUNDEL	21610	MD	KENT

# Metropolitan Washington Airports Authority

## ZIP CODE REFERENCE - LOCAL AREA OF TRADE

Zip Code	State	County	Zip Code	State	County	Zip Code	State	County	Zip Code	State	County
21612	MD	TALBOT	21784	MD	CARROLL	17220	PA	FRANKLIN	17535	PA	LANCASTER
21613	MD	DORCHESTER	21787	MD	CARROLL	17221	PA	FRANKLIN	17536	PA	LANCASTER
21617	MD	QUEEN ANNE'S	21788	MD	FREDERICK	17222	PA	FRANKLIN	17538	PA	LANCASTER
21619	MD	QUEEN ANNE'S	21790	MD	FREDERICK	17223	PA	FULTON	17540	PA	LANCASTER
21620	MD	KENT	21791	MD	CARROLL	17224	PA	FRANKLIN	17543	PA	LANCASTER
21622	MD	DORCHESTER	21793	MD	FREDERICK	17225	PA	FRANKLIN	17545	PA	LANCASTER
21623	MD	QUEEN ANNE'S	21794	MD	HOWARD	17228	PA	FULTON	17547	PA	LANCASTER
21625	MD	TALBOT	21795	MD	WASHINGTON	17229	PA	FULTON	17551	PA	LANCASTER
21626	MD	DORCHESTER	21797	MD	HOWARD	17232	PA	FRANKLIN	17552	PA	LANCASTER
21627	MD	DORCHESTER	21798	MD	FREDERICK	17233	PA	FULTON	17554	PA	LANCASTER
21629	MD	CAROLINE	21801	MD	WICOMICO	17236	PA	FRANKLIN	17557	PA	LANCASTER
21631	MD	DORCHESTER	21804	MD	WICOMICO	17237	PA	FRANKLIN	17560	PA	LANCASTER
21632	MD	CAROLINE	21814	MD	WICOMICO	17238	PA	FULTON	17562	PA	LANCASTER
21634	MD	DORCHESTER	21817	MD	SOMERSET	17239	PA	HUNTINGDON	17563	PA	LANCASTER
21635	MD	KENT	21821	MD	SOMERSET	17240	PA	CUMBERLAND	17565	PA	LANCASTER
21636	MD	CAROLINE	21822	MD	WORCESTER	17241	PA	CUMBERLAND	17566	PA	LANCASTER
21638	MD	QUEEN ANNE'S	21824	MD	SOMERSET	17243	PA	HUNTINGDON	17572	PA	LANCASTER
21639	MD	CAROLINE	21826	MD	WICOMICO	17244	PA	FRANKLIN	17576	PA	LANCASTER
21640	MD	CAROLINE	21830	MD	WICOMICO	17246	PA	FRANKLIN	17579	PA	LANCASTER
21643	MD	DORCHESTER	21835	MD	DORCHESTER	17252	PA	FRANKLIN	17582	PA	LANCASTER
21644	MD	QUEEN ANNE'S	21837	MD	WICOMICO	17255	PA	HUNTINGDON	17584	PA	LANCASTER
21645	MD	KENT	21838	MD	SOMERSET	17257	PA	CUMBERLAND	17601	PA	LANCASTER
21648	MD	DORCHESTER	21840	MD	WICOMICO	17262	PA	FRANKLIN	17602	PA	LANCASTER
21649	MD	CAROLINE	21849	MD	WICOMICO	17265	PA	FRANKLIN	17603	PA	LANCASTER
21650	MD	KENT	21850	MD	WICOMICO	17266	PA	CUMBERLAND	19310	PA	CHESTER
21651	MD	KENT	21851	MD	WORCESTER	17267	PA	FULTON	19311	PA	CHESTER
21654	MD	TALBOT	21853	MD	SOMERSET	17268	PA	FRANKLIN	19317	PA	DELAWARE
21655	MD	CAROLINE	21856	MD	WICOMICO	17271	PA	FRANKLIN	19320	PA	CHESTER
21657	MD	QUEEN ANNE'S	21865	MD	WICOMICO	17301	PA	ADAMS	19330	PA	CHESTER
21658	MD	QUEEN ANNE'S	21869	MD	DORCHESTER	17302	PA	YORK	19348	PA	CHESTER
21659	MD	DORCHESTER	21871	MD	SOMERSET	17304	PA	ADAMS	19350	PA	CHESTER
21660	MD	CAROLINE	21872	MD	WORCESTER	17307	PA	ADAMS	19352	PA	CHESTER
21661	MD	KENT	21874	MD	WICOMICO	17309	PA	YORK	19362	PA	CHESTER
21662	MD	TALBOT	21875	MD	WICOMICO	17313	PA	YORK	19363	PA	CHESTER
21663	MD	TALBOT	21901	MD	CECIL	17314	PA	YORK	19365	PA	CHESTER
21665	MD	TALBOT	21903	MD	CECIL	17315	PA	YORK	19374	PA	CHESTER
21666	MD	QUEEN ANNE'S	21904	MD	CECIL	17316	PA	ADAMS	19390	PA	CHESTER
21667	MD	KENT	21911	MD	CECIL	17319	PA	YORK	20105	VA	LOUDOUN
21668	MD	QUEEN ANNE'S	21912	MD	CECIL	17320	PA	ADAMS	20106	VA	CULPEPER
21671	MD	TALBOT	21915	MD	CECIL	17321	PA	YORK	20107	VA	LOUDOUN
21672	MD	DORCHESTER	21917	MD	CECIL	17322	PA	YORK	20109	VA	PRINCE WILLIAM
21673	MD	TALBOT	21918	MD	CECIL	17324	PA	CUMBERLAND	20110	VA	MANASSAS (CITY)
21675	MD	DORCHESTER	21919	MD	CECIL	17325	PA	ADAMS	20111	VA	PRINCE WILLIAM
21676	MD	TALBOT	21921	MD	CECIL	17327	PA	YORK	20112	VA	PRINCE WILLIAM
21677	MD	DORCHESTER	08070	NJ	SALEM	17329	PA	YORK	20115	VA	FAUQUIER
21678	MD	KENT	08079	NJ	SALEM	17331	PA	YORK	20117	VA	LOUDOUN
21679	MD	TALBOT	08323	NJ	CUMBERLAND	17339	PA	YORK	20119	VA	FAUQUIER
21701	MD	FREDERICK	15533	PA	BEDFORD	17340	PA	ADAMS	20120	VA	FAIRFAX
21702	MD	FREDERICK	15535	PA	BEDFORD	17344	PA	ADAMS	20121	VA	FAIRFAX
21703	MD	FREDERICK	15536	PA	FULTON	17345	PA	YORK	20124	VA	FAIRFAX
21704	MD	FREDERICK	16689	PA	FULTON	17347	PA	YORK	20129	VA	LOUDOUN
21710	MD	FREDERICK	17007	PA	CUMBERLAND	17349	PA	YORK	20130	VA	CLARKE
21711	MD	WASHINGTON	17011	PA	CUMBERLAND	17350	PA	ADAMS	20132	VA	LOUDOUN
21713	MD	WASHINGTON	17013	PA	CUMBERLAND	17352	PA	YORK	20135	VA	CLARKE
21716	MD	FREDERICK	17019	PA	YORK	17353	PA	ADAMS	20136	VA	PRINCE WILLIAM
21718	MD	FREDERICK	17022	PA	LANCASTER	17354	PA	YORK	20137	VA	FAUQUIER
21719	MD	WASHINGTON	17025	PA	CUMBERLAND	17356	PA	YORK	20141	VA	LOUDOUN
21722	MD	WASHINGTON	17033	PA	DAUPHIN	17360	PA	YORK	20143	VA	PRINCE WILLIAM
21723	MD	HOWARD	17034	PA	DAUPHIN	17361	PA	YORK	20144	VA	FAUQUIER
21727	MD	FREDERICK	17036	PA	DAUPHIN	17362	PA	YORK	20147	VA	LOUDOUN
21733	MD	WASHINGTON	17043	PA	CUMBERLAND	17363	PA	YORK	20148	VA	LOUDOUN
21737	MD	HOWARD	17050	PA	CUMBERLAND	17364	PA	YORK	20151	VA	FAIRFAX
21738	MD	HOWARD	17053	PA	PERRY	17365	PA	YORK	20152	VA	LOUDOUN
21740	MD	WASHINGTON	17055	PA	CUMBERLAND	17366	PA	YORK	20155	VA	PRINCE WILLIAM
21742	MD	WASHINGTON	17057	PA	DAUPHIN	17368	PA	YORK	20158	VA	LOUDOUN
21750	MD	WASHINGTON	17065	PA	CUMBERLAND	17370	PA	YORK	20164	VA	LOUDOUN
21754	MD	FREDERICK	17070	PA	CUMBERLAND	17372	PA	ADAMS	20165	VA	LOUDOUN
21755	MD	FREDERICK	17078	PA	LEBANON	17375	PA	ADAMS	20166	VA	LOUDOUN
21756	MD	WASHINGTON	17090	PA	PERRY	17401	PA	YORK	20169	VA	PRINCE WILLIAM
21757	MD	CARROLL	17101	PA	DAUPHIN	17402	PA	YORK	20170	VA	FAIRFAX
21758	MD	FREDERICK	17102	PA	DAUPHIN	17403	PA	YORK	20171	VA	FAIRFAX
21764	MD	CARROLL	17103	PA	DAUPHIN	17404	PA	YORK	20175	VA	LOUDOUN
21766	MD	ALLEGANY	17104	PA	DAUPHIN	17406	PA	YORK	20176	VA	LOUDOUN
21767	MD	WASHINGTON	17109	PA	DAUPHIN	17407	PA	YORK	20180	VA	LOUDOUN
21769	MD	FREDERICK	17110	PA	DAUPHIN	17501	PA	LANCASTER	20181	VA	PRINCE WILLIAM
21770	MD	FREDERICK	17111	PA	DAUPHIN	17502	PA	LANCASTER	20184	VA	FAUQUIER
21771	MD	FREDERICK	17112	PA	DAUPHIN	17505	PA	LANCASTER	20186	VA	FAUQUIER
21773	MD	FREDERICK	17113	PA	DAUPHIN	17509	PA	LANCASTER	20187	VA	FAUQUIER
21774	MD	FREDERICK	17129	PA	DAUPHIN	17512	PA	LANCASTER	20190	VA	FAIRFAX
21776	MD	CARROLL	17201	PA	FRANKLIN	17516	PA	LANCASTER	20191	VA	FAIRFAX
21777	MD	FREDERICK	17211	PA	BEDFORD	17518	PA	LANCASTER	20194	VA	FAIRFAX
21778	MD	FREDERICK	17212	PA	FULTON	17520	PA	LANCASTER	20197	VA	LOUDOUN
21779	MD	WASHINGTON	17214	PA	FRANKLIN	17522	PA	LANCASTER	20198	VA	FAUQUIER
21780	MD	FREDERICK	17215	PA	FULTON	17527	PA	LANCASTER	22002	VA	RAPPAHANNOCK
21782	MD	WASHINGTON	17217	PA	FRANKLIN	17529	PA	LANCASTER	22003	VA	FAIRFAX
21783	MD	WASHINGTON	17219	PA	FRANKLIN	17532	PA	LANCASTER	22015	VA	FAIRFAX

# Metropolitan Washington Airports Authority

## ZIP CODE REFERENCE - LOCAL AREA OF TRADE

Zip Code	State	County	Zip Code	State	County	Zip Code	State	County	Zip Code	State	County
22026	VA	PRINCE WILLIAM	22504	VA	ESSEX	22827	VA	ROCKINGHAM	23229	VA	HENRICO
22027	VA	FAIRFAX	22508	VA	ORANGE	22835	VA	PAGE	23230	VA	HENRICO
22030	VA	FAIRFAX (CITY)	22509	VA	ESSEX	22840	VA	ROCKINGHAM	23232	VA	RICHMOND (CITY)
22031	VA	FAIRFAX	22511	VA	NORTHUMBERLAND	22842	VA	SHENANDOAH	23233	VA	HENRICO
22032	VA	FAIRFAX	22514	VA	CAROLINE	22844	VA	SHENANDOAH	23238	VA	GOOCHLAND
22033	VA	FAIRFAX	22520	VA	WESTMORELAND	22845	VA	SHENANDOAH	23249	VA	RICHMOND (CITY)
22034	VA	FAIRFAX	22534	VA	SPOTSYLVANIA	22847	VA	SHENANDOAH	23250	VA	HENRICO
22035	VA	FAIRFAX	22535	VA	CAROLINE	22849	VA	PAGE	23294	VA	HENRICO
22036	VA	FAIRFAX	22538	VA	CAROLINE	22851	VA	PAGE	23298	VA	RICHMOND (CITY)
22039	VA	FAIRFAX	22539	VA	NORTHUMBERLAND	22853	VA	ROCKINGHAM	25401	WV	BERKELEY
22041	VA	FAIRFAX	22542	VA	ORANGE	22901	VA	ALBEMARLE	25411	WV	MORGAN
22042	VA	FAIRFAX	22546	VA	CAROLINE	22904	VA	CHARLOTTESVILLE (CITY)	25413	WV	BERKELEY
22043	VA	FAIRFAX	22553	VA	SPOTSYLVANIA	22911	VA	ALBEMARLE	25414	WV	JEFFERSON
22044	VA	FAIRFAX	22554	VA	STAFFORD	22923	VA	ORANGE	25419	WV	BERKELEY
22046	VA	FALLS CHURCH (CITY)	22556	VA	STAFFORD	22935	VA	GREENE	25420	WV	BERKELEY
22060	VA	FAIRFAX	22560	VA	ESSEX	22936	VA	ALBEMARLE	25422	WV	MORGAN
22066	VA	FAIRFAX	22567	VA	ORANGE	22940	VA	ALBEMARLE	25425	WV	JEFFERSON
22067	VA	FAIRFAX	22572	VA	RICHMOND	22942	VA	ORANGE	25427	WV	BERKELEY
22079	VA	FAIRFAX	22576	VA	LANCASTER	22947	VA	ALBEMARLE	25428	WV	BERKELEY
22081	VA	FAIRFAX	22578	VA	LANCASTER	22948	VA	MADISON	25430	WV	JEFFERSON
22101	VA	FAIRFAX	22580	VA	CAROLINE	22960	VA	ORANGE	25431	WV	HAMPSHIRE
22102	VA	FAIRFAX	22601	VA	WINCHESTER (CITY)	22963	VA	FLUVANNA	25434	WV	MORGAN
22124	VA	FAIRFAX	22602	VA	FREDERICK	22968	VA	GREENE	25437	WV	HAMPSHIRE
22134	VA	PRINCE WILLIAM	22603	VA	FREDERICK	22972	VA	ORANGE	25438	WV	JEFFERSON
22150	VA	FAIRFAX	22610	VA	WARREN	22973	VA	GREENE	25442	WV	JEFFERSON
22151	VA	FAIRFAX	22611	VA	CLARKE	22974	VA	FLUVANNA	25443	WV	JEFFERSON
22152	VA	FAIRFAX	22620	VA	CLARKE	23005	VA	HANOVER	25444	WV	HAMPSHIRE
22153	VA	FAIRFAX	22624	VA	FREDERICK	23009	VA	KING WILLIAM	25446	WV	JEFFERSON
22172	VA	PRINCE WILLIAM	22625	VA	FREDERICK	23014	VA	GOOCHLAND	26704	WV	HAMPSHIRE
22180	VA	FAIRFAX	22627	VA	RAPPAHANNOCK	23015	VA	HANOVER	26711	WV	HAMPSHIRE
22181	VA	FAIRFAX	22630	VA	WARREN	23023	VA	KING AND QUEEN	26714	WV	HAMPSHIRE
22182	VA	FAIRFAX	22637	VA	FREDERICK	23024	VA	LOUISA	26722	WV	HAMPSHIRE
22191	VA	PRINCE WILLIAM	22639	VA	FAUQUIER	23032	VA	MIDDLESEX	26755	WV	HAMPSHIRE
22192	VA	PRINCE WILLIAM	22640	VA	RAPPAHANNOCK	23038	VA	GOOCHLAND	26757	WV	HAMPSHIRE
22193	VA	PRINCE WILLIAM	22641	VA	SHENANDOAH	23039	VA	GOOCHLAND	26761	WV	HAMPSHIRE
22201	VA	ARLINGTON	22642	VA	WARREN	23047	VA	HANOVER	26763	WV	HAMPSHIRE
22202	VA	ARLINGTON	22643	VA	FAUQUIER	23059	VA	HENRICO	26801	WV	HARDY
22203	VA	ARLINGTON	22644	VA	SHENANDOAH	23060	VA	HENRICO	26808	WV	HAMPSHIRE
22204	VA	ARLINGTON	22645	VA	FREDERICK	23063	VA	GOOCHLAND	26810	WV	HARDY
22205	VA	ARLINGTON	22649	VA	WARREN	23065	VA	GOOCHLAND	26812	WV	HARDY
22206	VA	ARLINGTON	22650	VA	PAGE	23069	VA	HANOVER	26817	WV	HAMPSHIRE
22207	VA	ARLINGTON	22652	VA	SHENANDOAH	23070	VA	MIDDLESEX	26851	WV	HARDY
22209	VA	ARLINGTON	22654	VA	FREDERICK	23071	VA	MIDDLESEX	26865	WV	HAMPSHIRE
22211	VA	ARLINGTON	22655	VA	FREDERICK	23075	VA	HENRICO			
22213	VA	ARLINGTON	22656	VA	FREDERICK	23079	VA	MIDDLESEX			
22214	VA	ARLINGTON	22657	VA	SHENANDOAH	23084	VA	FLUVANNA			
22301	VA	ALEXANDRIA (CITY)	22660	VA	SHENANDOAH	23085	VA	KING AND QUEEN			
22302	VA	ALEXANDRIA (CITY)	22663	VA	CLARKE	23086	VA	KING WILLIAM			
22303	VA	FAIRFAX	22664	VA	SHENANDOAH	23091	VA	KING AND QUEEN			
22304	VA	ALEXANDRIA (CITY)	22701	VA	CULPEPER	23092	VA	MIDDLESEX			
22305	VA	ALEXANDRIA (CITY)	22709	VA	MADISON	23093	VA	LOUISA			
22306	VA	FAIRFAX	22711	VA	MADISON	23102	VA	GOOCHLAND			
22307	VA	FAIRFAX	22712	VA	FAUQUIER	23103	VA	GOOCHLAND			
22308	VA	FAIRFAX	22713	VA	CULPEPER	23106	VA	KING WILLIAM			
22309	VA	FAIRFAX	22714	VA	CULPEPER	23108	VA	KING AND QUEEN			
22310	VA	FAIRFAX	22715	VA	MADISON	23110	VA	KING AND QUEEN			
22311	VA	ALEXANDRIA (CITY)	22716	VA	RAPPAHANNOCK	23111	VA	HANOVER			
22312	VA	FAIRFAX	22718	VA	CULPEPER	23116	VA	HANOVER			
22314	VA	ALEXANDRIA (CITY)	22719	VA	MADISON	23117	VA	LOUISA			
22315	VA	FAIRFAX	22720	VA	FAUQUIER	23124	VA	NEW KENT			
22331	VA	ALEXANDRIA (CITY)	22722	VA	MADISON	23126	VA	KING AND QUEEN			
22332	VA	ALEXANDRIA (CITY)	22724	VA	CULPEPER	23129	VA	GOOCHLAND			
22401	VA	FREDERICKSBURG (CITY)	22725	VA	MADISON	23141	VA	NEW KENT			
22405	VA	STAFFORD	22726	VA	CULPEPER	23146	VA	HANOVER			
22406	VA	STAFFORD	22727	VA	MADISON	23148	VA	KING AND QUEEN			
22407	VA	SPOTSYLVANIA	22728	VA	FAUQUIER	23149	VA	MIDDLESEX			
22408	VA	SPOTSYLVANIA	22729	VA	CULPEPER	23150	VA	HENRICO			
22427	VA	CAROLINE	22730	VA	MADISON	23153	VA	GOOCHLAND			
22432	VA	NORTHUMBERLAND	22731	VA	MADISON	23156	VA	KING AND QUEEN			
22433	VA	ORANGE	22732	VA	MADISON	23160	VA	GOOCHLAND			
22435	VA	NORTHUMBERLAND	22733	VA	CULPEPER	23161	VA	KING AND QUEEN			
22436	VA	ESSEX	22734	VA	FAUQUIER	23169	VA	MIDDLESEX			
22437	VA	ESSEX	22735	VA	CULPEPER	23175	VA	MIDDLESEX			
22438	VA	ESSEX	22736	VA	CULPEPER	23176	VA	MIDDLESEX			
22443	VA	WESTMORELAND	22737	VA	CULPEPER	23177	VA	KING AND QUEEN			
22448	VA	KING GEORGE	22738	VA	MADISON	23180	VA	MIDDLESEX			
22454	VA	ESSEX	22740	VA	RAPPAHANNOCK	23181	VA	KING WILLIAM			
22460	VA	RICHMOND	22741	VA	CULPEPER	23192	VA	HANOVER			
22469	VA	WESTMORELAND	22742	VA	FAUQUIER	23219	VA	RICHMOND (CITY)			
22473	VA	NORTHUMBERLAND	22743	VA	MADISON	23220	VA	RICHMOND (CITY)			
22476	VA	ESSEX	22746	VA	CULPEPER	23221	VA	RICHMOND (CITY)			
22480	VA	LANCASTER	22747	VA	RAPPAHANNOCK	23222	VA	RICHMOND (CITY)			
22482	VA	LANCASTER	22749	VA	RAPPAHANNOCK	23223	VA	RICHMOND (CITY)			
22485	VA	KING GEORGE	22810	VA	SHENANDOAH	23226	VA	HENRICO			
22488	VA	WESTMORELAND	22815	VA	ROCKINGHAM	23227	VA	HENRICO			
22503	VA	LANCASTER	22824	VA	SHENANDOAH	23228	VA	HENRICO			

## Vendor Registration Instructions

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The Metropolitan Washington Airports Authority reached a significant contracting milestone with the implementation of its MWAA FIRST Enterprise Resource Planning (ERP) System on June 27, 2011. A key component of the system is the Oracle iSupplier Portal, a self-service application, enabling registered "suppliers" (including contractors, vendors and service providers) to conduct e-business transactions online with the Airports Authority via the internet.

Implementation of the Airports Authority's iSupplier Portal means that registered users will be able to access the latest information regarding your procurement activities. You will also be able to manage the following events in the Procure-to-Pay cycle:

- acknowledge Purchase Orders (POs) and monitor their status
- create advance shipment notices
- view invoices and payment histories
- view accounts payable reports

With the iSupplier Portal, the Airports Authority will be able to support its suppliers' and contractors' various procurement and contracting needs.

Please note that companies will not be not required to use the iSupplier Portal system, as the Airports Authority recognizes that some companies will elect to conduct business as usual, and they can continue processing Purchase Orders, invoices and communications manually.

### Registration Instructions

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Companies can register to use iSupplier Portal at <http://www.mwaa.com/iSupplier>

Please note that only one person from a company desiring to use iSupplier Portal needs to register. Once one person is registered, they will become the "primary" contact for that firm. Once the primary contact accesses iSupplier Portal, he/she can register any number of additional employees that they desire or require.

### Frequently Asked Questions

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1. What is Oracle iSupplier Portal? iSupplier Portal is a self-service applications within the MWAA FIRST Enterprise Resource Planning (ERP) System that enables registered Suppliers to communicate and conduct electronic business transactions with the Airports Authority via the internet.

**NOTE:** The term "Supplier" applies to all Vendors, Contractors and Service Providers that the Airports Authority does business with.

2. Can I continue to conduct business with the Airports Authority without registering to use iSupplier Portal? Yes. The Airports Authority fully recognizes that some Suppliers may not be capable of, or have an interest in, accessing their procurement activities online at this time. Any Supplier that prefers to continue doing business with the Airports Authority as they always have may continue to do so.
3. Should I register to use iSupplier Portal? The Airports Authority is encouraging all active Suppliers to request that they be registered to access the new iSupplier Portal to conduct and respond to e-business transactions.

4. Do I need the internet in order to access the Oracle iSupplier Portal? Yes. The minimum requirement to access iSupplier Portal is Internet Explorer, version 8.
5. Does it cost me anything to use iSupplier Portal? No. The iSupplier Portal is being provided as a free service to interested Airports Authority vendors and service providers.

6. Will I need any additional software? No. You will only need access to the internet, nothing more.

7. What are the benefits of registering as a user of iSupplier Portal?

- View existing orders from the Airports Authority
- Acknowledge and submit change requests to Purchase Orders
- Submit an electronic signature while acknowledging a purchase order
- View current purchase agreements with the Airports Authority
- View an audit trail of any revisions for a purchase order
- Inform Airports Authority buyers that goods are ready for shipment by uploading a routing request
- View the Airports Authority's responses to routing requests
- Alert the Airports Authority of any upcoming deliveries by sending advance shipping notices (ASNs) or advance shipment billing notices (ASBNs)
- Upload ASNs or ASBNs to iSupplier Portal using spreadsheet technology
- View receipts, returns and delivery performance
- View invoices and payment history

8. Will there be any training materials available on how to use iSupplier Portal?

Yes. An interactive tutorial, Managing MWAA Accounts for Vendors, is available at <http://www.mwaa.com/iSupplier>

9. Can I request to register for iSupplier Portal at any time?

Yes. Suppliers are not required to register for iSupplier Portal during any specific period of time.

10. Can more than one person from my company be registered to use iSupplier Portal?

Yes. iSupplier Portal allows multiple employees from a single company to register, with an important caveat. The Airports Authority will register one "primary" contact from each existing Supplier company that provides an e-mail address for that contact. Once the primary contact gains access to iSupplier Portal, he/she can register any number of additional employees that they desire or require.

## Goods, Services, Design and Construction Contracts

### \*Airports Authority Staff Resources to Assist LDBE/DBE Firms

Area	Key Authority Office to Contact	Telephone Number
Invoice/Contractor Payment Information	Accounting	(703) 417-8730
Payment Disputes	Equal Opportunity Programs Designated Contract Officer Purchasing Agent (for purchases less than \$50,000)	(703) 417-8625 (703) 417-8660 National: (703) 417-8026 Dulles: (703) 572-2920
Scope of Work Disputes	Equal Opportunity Programs Designated Contracting Officer	(703) 417-8625 (703) 417-8660
Security Requirements	Ronald Reagan National Security Officer Dulles Security Officer	(703) 417-8052 (703) 572-2780
Bonds and Insurance	Designated Contracting Officer	(703) 417-8660
Contract Terms and Conditions	Designated Contracting Officer Purchasing Agent (for purchases less than \$50,000)	National: (703) 417-8660 Dulles: (703) 572-2920
LDBE/DBE Requirements, Contractor Compliance	Equal Opportunity Programs	(703) 417-8625
Identification of Financial, Managerial and Other Resources for DBEs and Small Businesses	Equal Opportunity Programs	(703) 417-8625

\*Go to the Airports Authority staff person in the designated office that oversees your contract. It would be helpful to provide the contract number and task description. A list of the Airports Authority Contracting Officers with specific contract information is also located in this handbook.



# Concessions Program

## Directory of Assistance for DBE Tenants with Tenant and other Contract Related Questions

Area	Key Contact	Telephone Number
Scope of Service Issues	<b><u>Prime Contractor – Food/Beverage &amp; Retail</u></b> Westfield Concessions Management, Inc.	
Contractual Interpretations	Food & Beverage	
Lease Payment Issues	Reagan National – Ron Tranquill Dulles International – Kierah Casey	(703)-417-0565 (703) 572-6080
Marketing, Sales and Other Assistance	Retail	
Operational & Logistical Issues	Reagan National – Open Dulles International – Rosalyn Wentz	(703) 417-0565 (703) 572-6080
Airport Security Requirements		
Design & Construction (Contract Managers act as liaison between tenants and Authority Architectural Engineering and Building Code staff)	<b>Authority Contract Managers</b>  <b><u>Ronald Reagan Washington National Airport</u></b>	
	Carol Gabriel – Food & Beverage, Pay Telephones, Advertising, Broadcast Channel	(703) 417-8646
DBE Compliance	Vacant – Retail, Banking Services, Baggage Carts, Foreign Currency, CWAS, Duty Free	(703) 417-8039
	<b><u>Washington Dulles International Airport</u></b>	
	Kimberly Barnes – Food & Beverage, Baggage Carts, Pay Phones & Foreign Currency	(703) 572-2917
	Eugene Sharpe – Retail, Duty Free, Hotel, Broadcast Channel, Gas Station & Real Estate, Banking Services, Advertising	(703) 572-2916



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Mark Waslo

## The Metropolitan Washington Airports Authority's Projects in the Region.



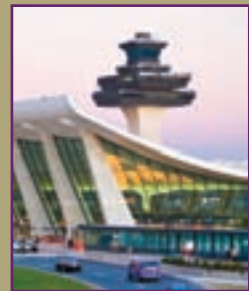
Ronald Reagan  
Washington  
National Airport



Dulles Corridor  
Metrorail Project



Dulles Toll Road



Washington Dulles  
International Airport

For more information on contracting opportunities with the Metropolitan Washington Airports Authority,  
visit our Website at: [www.mwaa.com](http://www.mwaa.com)



METROPOLITAN WASHINGTON AIRPORTS AUTHORITY  
[WWW.MWAA.COM](http://WWW.MWAA.COM)