



**Report to the Board of Directors**  
**for Maintenance and Repair Services of Terminal A**  
**Baggage Handling Systems**  
**at**  
**Ronald Reagan Washington National Airport**  
**December 2018**



# Purpose

The Business Administration Committee approved and recommends that the Board of Directors approve the award of a contract to Elite Line Services, Inc. (Elite) to provide maintenance and repair services for Terminal A Baggage Handling Systems at Ronald Reagan Washington National Airport (Reagan National). The contract term consists of a one-year base period with four one-year option periods.



# Background

- The contract requires the contractor to provide baggage handling system maintenance and repair services on all inbound baggage conveyance equipment as well as the shared-use (Air Canada and Frontier) outbound baggage conveyance equipment located in Terminal A, 19 hours a day, 365 days a year. The current contract expires on February 28, 2019.
- The Department of Supplier Diversity (DSD) reviewed the solicitation and established a 20 percent Local Disadvantaged Business Enterprise (LDBE) participation requirement for this contract.



## Background Cont'd.

- In January 2018, the Committee concurred with staff's recommendation to issue a solicitation for baggage handling system maintenance and repair services at Reagan National using the "Best Value" procurement method.
- The "Best Value" procurement method takes into consideration technical factors and price, which are separately evaluated, and the proposal that is found to represent the best overall value to the Airports Authority forms the basis of award.



# Evaluation

- The Request for Proposals was issued on March 19, 2018, and six proposals were received on May 17, 2018.
- The Evaluation Committee performed a technical review of the proposals using the following criteria:
  1. Past Performance and Qualifications
  2. Project Understanding
  3. Management Plan
- The Contracting Officer separately evaluated the price proposals. At the conclusion of the technical and price evaluations, it was determined that Elite's proposal offered the best overall value to the Airports Authority.



# Evaluation Cont'd.

- The proposed one-year base term price is \$881,582, and the total contract value for the five year term, inclusive of all option periods, is \$4,592,294.
- Elite also proposed to meet the 20 percent LDBE requirement with an MWAA certified firm that will provide supplementary staffing.



# Recommendation

The Business Administration Committee approved and recommends that the Board of Directors approve the award of a contract to Elite Line Services, Inc. for the Maintenance and Repair Services for Terminal A Baggage Handling System at Ronald Reagan Washington National Airport.



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## Proposed Resolution

### Selecting a Firm to Provide Maintenance and Repair Services of Terminal A Baggage Handling Systems at Ronald Reagan Washington National Airport

WHEREAS, The contract requires the contractor to provide baggage handling system maintenance and repair services on all inbound baggage conveyance equipment as well as the shared-use outbound baggage conveyance equipment located in Terminal A at Ronald Reagan Washington National Airport (Reagan National), 19 hours a day, 365 days a year;

WHEREAS, In January 2018, the Business Administration Committee concurred with the pre-solicitation terms for the provision of maintenance and repair services of Terminal A baggage handling systems at Reagan National;

WHEREAS, A 20 percent Local Disadvantaged Business Enterprise participation requirement was established for this full and open solicitation;

WHEREAS, The Evaluation Committee reviewed and evaluated the proposals submitted in response to the solicitation, and the Contracting Officer separately evaluated the price proposals; and

WHEREAS, The Business Administration Committee received the results of the Evaluation Committee's evaluation of the submitted proposals and a staff recommendation, and recommended that the Board of Directors approve the selection of Elite Line Services, Inc.; now, therefore, be it

RESOLVED, That the selection of Elite Line Services, Inc. to provide maintenance and repair services of Terminal A baggage handling systems at Reagan National for a one-year term, with four one-year option periods, at an estimated total cost of \$4,592,294, is approved; and

2. That the President and Chief Executive Officer is authorized and directed to enter into a contract with Elite Line Services, Inc., consistent with the terms presented to the Business Administration Committee at its November 14, 2018 meeting.

*Recommended by the Business Administration Committee on November 14, 2018  
For Consideration by the Board of Directors on December 12, 2018*