

SUMMARY MINUTES
BUSINESS ADMINISTRATION COMMITTEE
MEETING OF DECEMBER 16, 2015

Mr. McDermott chaired the December 16 Business Administration Committee Meeting, calling it to order at 11:10 a.m. A quorum was present during the Meeting: Mr. Chapman, Mr. Griffin, Mr. Mims, Mr. Pozen, Ms. Wells, Mr. Williams and Mr. Conner (*ex officio*). Mr. Caputo, Mr. Curto, Ms. Hanley, Mr. Kennedy, Ms. Lang and Ms. Merrick were also present.

Pre-Solicitation Terms for Contractual Snow Removal Services at Ronald Reagan Washington National Airport and Washington Dulles International Airport. Chris Browne, Vice President and Airport Manager, stated that the best value method would be used in the procurement for a combined solicitation with one contract award for Dulles International and one for Reagan National. He noted that the selected firm would provide all necessary labor, materials, supplies, equipment, transportation and management services. The new contract, which would begin November 1, 2016, would be a 100 percent Local Disadvantaged Business Enterprise set aside; consist of a one-year base term with four one-year option periods; and total approximately \$5.5 million for the five-year combined contract. Mr. Browne noted that the contract did not include a retainer; therefore, no payments would be required if services were not provided. He reviewed the services that the contractor would provide at each Airport noting that those at Dulles International would be more robust and that supplemental services would be provided to augment services performed by in-house staff at Reagan National. Mr. Browne reported that Paul Malandrino, Vice President and Airport Manager, and his team at Reagan National could summon up to 40 additional dump trucks which would be guaranteed to arrive within four hours to ensure that the services would be provided when needed. He reviewed the criteria that the Technical Evaluation Committee would use to select the contractor.

Mr. Griffin inquired whether the contractor would also provide snow removal services on the Dulles Toll Road (DTR). Mr. Browne responded negatively and stated that those services were provided under a separate solicitation and separate account. Mr. Chapman inquired about how the boundaries are determined. Mr. Browne responded that the Authority has an agreement with the Virginia Department of Transportation (VDOT) and that staff meets twice annually with VDOT to ensure that

required snow removal services would be provided on the slip ramps and cloverleaves.

The Committee concurred with the pending procurement.

The meeting was thereupon adjourned at 11:18 a.m.