



**REPORT TO THE
BUSINESS ADMINISTRATION COMMITTEE
RECOMMENDATION TO AWARD CONTRACTS
FOR
TAXICAB CONCESSIONS
AT
WASHINGTON DULLES INTERNATIONAL
AIRPORT**

May 2018



PURPOSE

Staff requests that the Business Administration Committee approve and recommend that the Board of Directors approve contract awards to Dulles Airport Taxi, Inc. and Checker Airport Taxi, Inc. for taxicab concessions at Washington Dulles International Airport (Dulles International). The term of the contracts will consist of a two-year base with three one-year options to extend the contracts at the Airports Authority's discretion.

BACKGROUND

- Three companies: Checker Airport Taxi, Inc., Dulles Airport Taxi, Inc., and Regency Cab, Inc. currently provide a fleet of 720 taxicabs (240 from each company) to provide dedicated taxicab services to and from Dulles International under the Washington Flyer brand.
- These concession contracts commenced on October 1, 2013 and expire on September 30, 2018.

DISCUSSION

- In December 2017, the Business Administration Committee concurred with staff's recommendation to issue a solicitation for two taxicab concessions (with authorization to operate 300 taxicabs under each contract) using the Best Price, Technically-Acceptable procurement method.
 - Under this procurement method, award is made to the two qualified offerors with the two highest financial offers for the contract term.
- A Request for Proposals (RFP) was issued on February 14, 2018. The RFP included the following technical evaluation criteria:
 - Industry Experience and Qualifications
 - Operations and Management Plan
 - Financial Ability to Perform
- The RFP required that offerors bid a minimum Annual Per Taxicab fee of \$3,300 with a minimum 3 percent escalation each year of the contract term.

DISCUSSION

- Three proposals were received on March 28, 2018.
- The Technical Evaluation Committee determined that all three proposals were technically-acceptable.
- The two highest offers were submitted by Dulles Airport Taxi, Inc. (\$7,410,000) and Checker Airport Taxi, Inc. (\$6,388,200), guaranteeing the Airports Authority a five-year minimum revenue amount of \$13,798,200.
 - The combined five-year offers by Dulles Airport Taxi, Inc. and Checker Airport Taxi, Inc. are \$3,304,902 above the Annual Per Taxicab fees paid by the three concession contractors under the current five-year contract.

RECOMMENDATION

Staff requests that the Business Administration Committee approve and recommend that the Board of Directors approve contract awards to Dulles Airport Taxi, Inc. and Checker Airport Taxi, Inc. for taxicab concessions at Washington Dulles International Airport (Dulles International).



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Proposed Resolution

Selecting Firms to Provide Taxicab Concession at Dulles International

WHEREAS, Three companies (Checker Airport Taxi, Inc., Dulles Airport Taxi, Inc., and Regency Cab, Inc.) currently each provide a fleet of 240 taxicabs for the provision of dedicated taxicab services to and from Washington Dulles International Airport (Dulles International) under the Washington Flyer brand;

WHEREAS, All three of these taxicab concession contracts commenced on October 1, 2013 and expire on September 30, 2018;

WHEREAS, In December 2017, staff presented a pre-solicitation paper to the Business Administration Committee regarding the provision of dedicated taxicab services at Dulles International;

WHEREAS, The Request for Proposals required that offerors bid a minimum Annual Per Taxicab fee of \$3,300 with a minimum 3 percent escalation each year of the contract term;

WHEREAS, The Technical Evaluation Committee reviewed and evaluated the proposals submitted in response to the solicitation; and

WHEREAS, The Business Administration Committee received the results of the Technical Evaluation Committee's evaluation of the submitted proposals and a staff recommendation, and recommended that the Board of Directors approve contract awards to Dulles Airport Taxi, Inc. and Checker Airport Taxi, Inc. for taxicab concessions at Dulles International;

RESOLVED, That the recommendation to approve contract awards to Dulles Airport Taxi, Inc. and Checker Airport Taxi, Inc. for a base term of two years, with three one-year options, is approved; and

2. That the President and Chief Executive Officer is authorized and directed to enter into contracts with Dulles Airport Taxi, Inc. and Checker Airport Taxi, Inc., consistent with the terms presented to the Business Administration Committee at its May 16, 2018 meeting.

*For Consideration by the Business Administration Committee Meeting
May 16, 2018*