

January 19, 2010

REQUEST FOR PROPOSAL (RFP)
CURBSIDE BAGGAGE ASSISTANCE

INTRODUCTION:

At the direction of the Commission an RFP was issued to continue the Curbside Baggage Assistance program introduced in November 2009, to provide a greater level of customer service for arriving passengers.

RESPONSES:

We received two responses to the RFP:

	Projected Annual Cost
Prime Flight Aviation Services	\$ 98,186.16
Ambassadors Plus	\$ 159,574.08

SCOPE OF AGREEMENT:

This agreement will provide curbside coverage for approximately 15 hours per day by two uniformed personnel.

DBE PARTICIPATION:

None.

RECOMMENDATION:

Staff recommends approval of Prime Flight Aviation Services at a projected cost of \$98,186.16, for a one-year agreement with two, one-year extensions available at the discretion of the Executive Director.