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COMMISSION

AGENDA MEMORANDUM Item No. 8d

ACTION ITEM Date of Meeting August 9, 2022

DATE: July 6, 2022

TO: Stephen P. Metruck, Executive Director

FROM: Mike Tasker, Director, Aviation Maintenance

Brendalynn Taulelei, Senior Manager, Aviation Maintenance

SUBJECT: Commission Authorization to Execute Two Snow Removal Contracts

Amount of this request: \$4,000,000

Total estimated contract value: \$4,000,000

ACTION REQUESTED

Request Commission authorization for Executive Director to execute two contracts totaling \$4,000,000 to provide snow removal services for the Airport Operations Area at Seattle-Tacoma International Airport.

EXECUTIVE SUMMARY

The current snow removal contracts expire in 2023. We have completed four years of our current contracts which were structured as one-year base agreements with four one-year renewal options to be determined by the Port.

The ability to remove snow from the north and south ramp operation areas is crucial to the operation of the Airport during a snow event. We must have a snow removal plan and necessary resources in place by October 1, 2022, in time for snow season.

We are requesting to execute two new snow removal contracts prior to the current ones expiring to ensure we are allowing other contractors within the region the opportunity to bid Port of Seattle contracts via a competitive bid process.

JUSTIFICATION

Snow removal is required at Seattle-Tacoma International Airport to sustain commercial airline operations, passenger movements, and air cargo operations during snow and ice conditions. We do not currently have the internal resources and equipment to accomplish all snow removal requirements during winter snow and ice storms.

Template revised January 10, 2019.

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Diversity in Contracting

Aviation Maintenance will work closely with the Central Procurement Office and Diversity in Contracting to explore opportunities to incorporate a small or disadvantaged business component to the bid which aligns with the Port's Century Agenda strategy to "use our influence as an institution to promote small business".

Scope of Work

The scope of work in the preferred alternative is to develop an RFP and generate two contracts to provide services necessary for snow removal and transfer within the Airport Operations Area ramp area as well as to support Aviation Maintenance airfield staff as needed for clearing snow. The bids will include costs for all services necessary.

Schedule

Activity

Commission authorization Quarter 3 2022

Bid Quarter 3 2022

Contract in place Quarter 4 2022

Annual Budget Status and Source of Funds

The anticipated cost will be included in the annual operating budget. The funding source will be the Airport Development Fund.

Future Revenues and Expenses (Total cost of ownership)

Contracts will be budgeted within Aviation Maintenance through the annual Aviation Division budgeting process. The costs attributable to the airfield apron area cost center will be recovered from airlines through apron fees. The costs attributable to the airfield commercial area will reduce the net operating income of that cost center.

ATTACHMENTS TO THIS REQUEST

PREVIOUS COMMISSION ACTIONS OR BRIEFINGS

January 25, 2022 – Commission approved \$1,100,000 for two emergency snow removal contracts.

November 9, 2021 – Commission approved an increased contract value for two existing snow removal contracts by \$1,200,000, to a new contract value of \$4,000,000.

November 12, 2019 – Commission approved an increased contract value for two existing snow removal contracts by \$1,200,000, to a new contract value of \$2,800,000.

Template revised June 27, 2019 (Diversity in Contracting).

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June 26, 2018 – Commission authorized \$1,600,000 for two new snow removal contracts with a duration of up to five years.

Template revised June 27, 2019 (Diversity in Contracting).