

Steps to Success

Preparation is the key to success as a vendor or contractor with the Phoenix Aviation Department.

1. Make sure your company is on Aviation Department interest lists. Email busopps.aviation@phoenix.gov and include the following information:
 - Company name
 - Email address
 - Areas of business interest (examples include retail, food and beverage, information technology or a specific professional service)
2. Visit phoenix.gov/procure to register your business in ProcurePHX. Aviation staff use this database to find businesses that can provide needed products or services.
3. Introduce yourself and ask questions:
 - Email busopps.aviation@phoenix.gov and invite the Aviation Department to speak to your business organization
 - Call the Small Business Engagement manager at 602-273-2024
 - Attend Airport outreach events, including the Business Summit in Spring 2018
 - Visit skyharbor.com/business to learn more about opportunities
4. Attend pre-proposal meetings.
5. Follow all instructions when submitting a bid or proposal – one omission will disqualify you.
6. Deliver your proposal on time.

Don't miss the PHX Aviation Business Summit Spring 2018



Details at:
skyharbor.com/aviationsummit

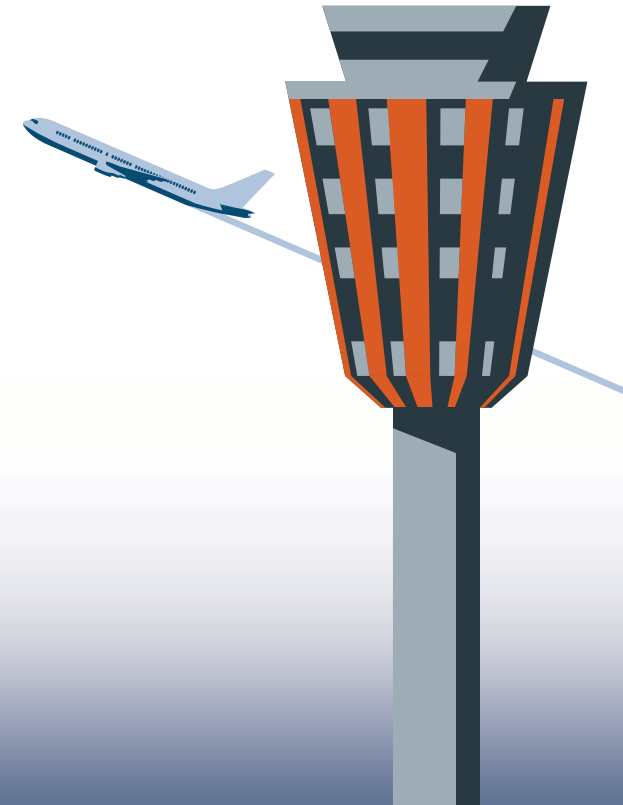
PHX DVT BYR
CITY OF PHOENIX AVIATION DEPARTMENT

skyharbor.com
busopps.aviation@phoenix.gov

City of Phoenix Aviation Department
2485 East Buckeye Road
Phoenix, AZ 85034-4301
602-273-2116



How to do business with Phoenix Sky Harbor Deer Valley & Goodyear Airports



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CITY OF PHOENIX AVIATION DEPARTMENT
America's Friendliest Airport®

The City of Phoenix owns and operates three airports, which serve as major economic engines for Arizona. Connecting passengers and cargo around the world, Phoenix Sky Harbor, Phoenix Deer Valley and Phoenix Goodyear Airports stimulate business activity and provide a \$38 billion economic impact to the local economy. The Phoenix Aviation Department oversees all three City-owned airports.

The Phoenix Aviation Department procures:

- Design and construction services
- General goods and services
 - Supplies (paper, carpet, apparel, etc.)
 - MRO (maintenance, repair and operations)
- Professional services such as:
 - Consulting (planning, environmental, aviation, etc.)
 - Accounting
 - Legal (experts in environmental, real estate, etc.)
 - Graphic design, photography, video production, etc.

Design and Construction

The Phoenix Aviation Department's construction procurements are handled through the City of Phoenix Street Transportation Department. Procurements include planning, design, construction for airport buildings, facilities, runway, taxiway, or airfield projects. Current opportunities can be found at phoenix.gov/solicitations under the Street Transportation link.

Concessions Contracts

Concessions contracts require a Revenue Contract Solicitation (RCS) process and typically consist of food, beverage, retail, parking, etc.

All RCS opportunities are posted on phoenix.gov/solicitations.

All Other Procurements

Procurements that do not fall into the Design & Construction or Concessions categories are solicited by the City of Phoenix, based on the amount of the purchase or contract.

- **Purchases under \$8,600**

If Aviation department staff plan to spend less than \$8,600 on a product or service, they will obtain at least three fair and reasonable price quotes. Staff members use the ProcurePHX database as a resource for finding businesses that can provide the needed product or service. Visit phoenix.gov/procure to register your business in ProcurePHX. In order to do business with any City of Phoenix Airport, you must be willing to accept a purchase order.

- **Purchases between \$8,600 - \$100,000**

In this dollar range, Phoenix Aviation department staff work with the Aviation Contracts and Services division to conduct competitive processes to procure products and services. At least three proposals or price quotes from vendors are requested. The ProcurePHX database is used as a resource to find businesses that can provide the needed product or service.

- **Purchases in Excess of \$100,000**

Procurements higher than \$100,000 must be solicited and awarded using a formal method such as: Invitation for Bid (IFB); Request for Proposal (RFP); or Request for Qualifications (RFQ). All solicitations are posted on the City of Phoenix Central Procurement website at phoenix.gov/solicitations.

The Aviation Department keeps an interest list of prospective vendors/contractors. To add your company to this list, email busopps.aviation@phoenix.gov. You will be notified when opportunities are available in your line of business.

