

FULFILLING CONTRACT COMMITMENTS

City of Phoenix Aviation Department
AVIATION BUSINESS SUMMIT

Cadle C. Collins

PHX DVT BYR



Agenda

Division Duties



Keys to Success



Common Oversights



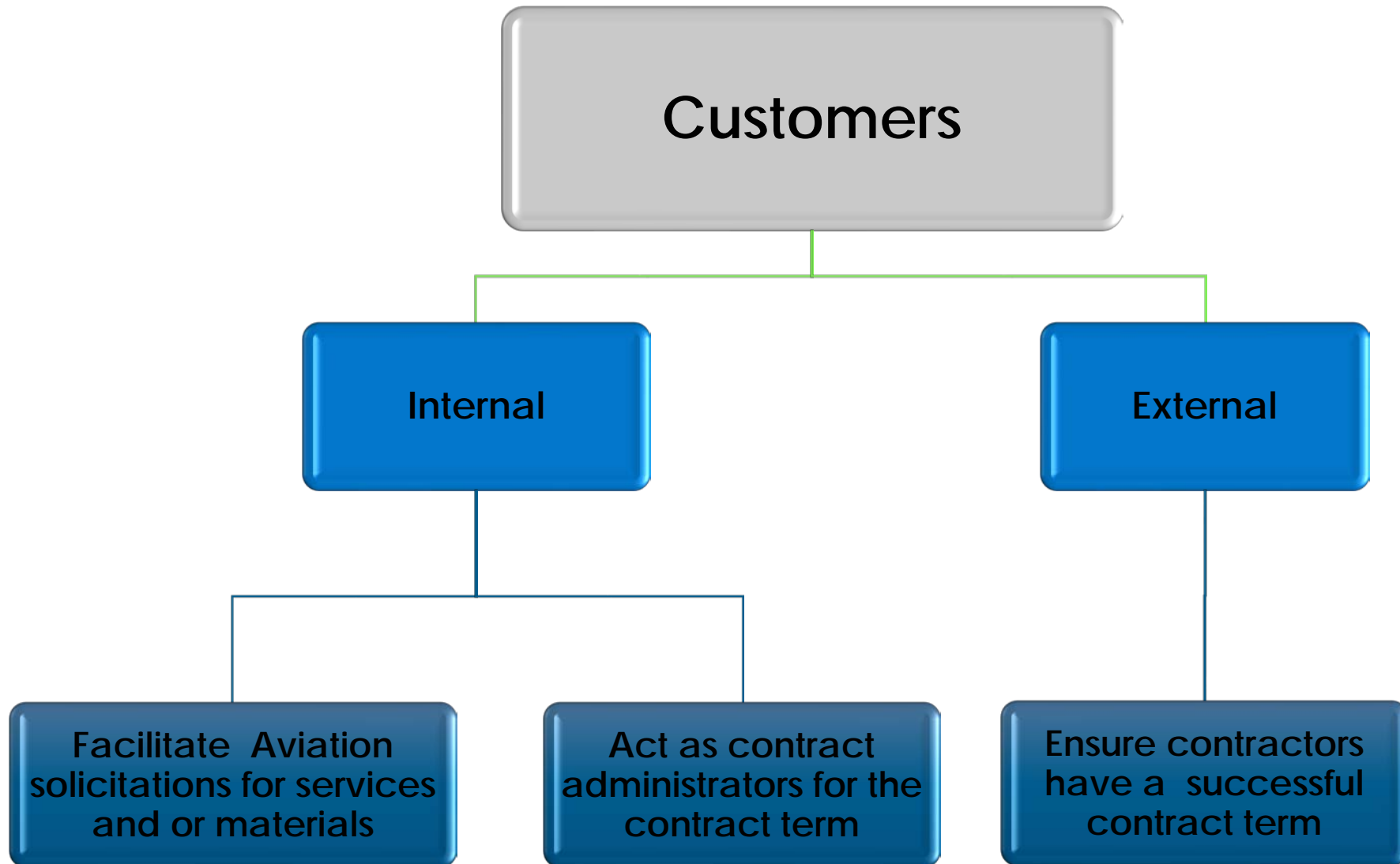
Contracts Success



Q&A



Contracts Administration Team



Keys To Success

Pre - Award

Carefully read the entire Solicitation.

Clarification before the inquiry date.

Are the Scope & Terms feasible?

Sign Offer

Post - Award

Accurate Invoicing of goods & services
"Fee Schedule"

Accurate Invoicing for Material/Services rendered

Quality & Performance per the Scope

Proper Compensation



Common Oversights



Common Oversights (cont'd)



Scope of Work



Common Oversights (cont'd)

Scope of Work

Formal written description of requirements

Provides clear understanding of the requirements

Determines how the city will monitor the deliverables

Baseline for performance measures

Compensation



Common Oversights (cont'd)



Scope of Work

Make sure you are submitting for the correct solicitation

Review all plans and specifications

Visit the site

Seek clarification with the "Procurement Officer"

Factor in all your cost



Common Oversights (cont'd)

Contract Surety Obligations

Bid Bonds

guarantees the low bidder will enter into a contract with the owner and provide final performance and payment bonds

Performance Bonds

guarantees that the contractor will perform all specifications of the contract

Payment Bonds

guarantees to third parties that all labor and material suppliers will be paid

Maintenance Bonds

warrants that faulty workmanship and defective materials will be corrected



Common Oversights (cont'd)



Badging & Background **AVIATION SECURITY PROCEDURES**

- Contractor & Subcontractor subject to screening.
- Contractor & Subcontractor will not be allowed on PHX property without a city issued badge.
- Screening and badge cost will be at the expense of the contractor.
- Cost change
 - <https://www.skyharbor.com/airport-business/security-badging/>



Common Oversights (cont'd)

➤ **Standard limits for most contracts:**

- **General Liability, Auto Liability Limits = \$1,000,000 per occurrence / \$2,000,000 aggregate**

- **Workers' Compensation/Employers Liability**

Statutory Work Comp

Employers Liability

Each Accident \$100,000

Disease – Each Employee \$100,000

Disease – Policy Limit \$500,000

- **Higher limits may be required for more hazardous operations (i.e. activities / services on airside of an airport)**



Successful Contract

Success

- Performed per the contract requirements
- Performed from contract execution to contract expiration
- Contract success is measured by performance
- Measured with your deliverables
- Goal is a Win/Win for Aviation and the Contractor
- Aviation wants you to succeed



QUESTIONS



PHX PHOENIX SKY HARBOR
INTERNATIONAL AIRPORT

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