



City of Atlanta
Concessions Procurement
Transportation Committee

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JOHN SELDON, AIRPORT GENERAL MANAGER

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Topics of Discussion

- The Procurement Process
- The Minimum Annual Guarantee
- Explanation of Joint Venture Provision and Percentage Breakdown for Each Subcontractor



Procurement Process Overview

Procurement Stages Summarized

1. Needs/ Requirements Identification
2. Solicitation of Requirement
3. Evaluation and Selection
4. Contract Execution



Needs/ Requirements Identification

- Concessions space becomes available
- Concessions Development Team recommends best use of space based on criteria
- Preferred concept for space
- Scope of Services
- Projected Revenue and Rent
- Project Book submitted to DOP requesting initiating of the project



Solicitation of the Need/ Requirement

- DOP Receives an actionable requirement from a City Department or Agency
- DOP prepares and posts a Synopsis (Pre-solicitation notice) to the DOP Procurement website:
<https://www.atlantaga.gov/government/departments/procurement>
- DOP prepares the solicitation document and posts to the DOP Procurement Portal and the State of Georgia Procurement Portal:
<https://www.atlantaga.gov/government/departments/procurement>
https://ssl.doas.state.ga.us/PRSapp/GPR_P_start.jsp?
- Preproposal Conference
- Procurement Training for Vendors



Evaluation and Selection

- Proposals reviewed for responsiveness
 - DOP – Procurement Forms
 - OCC – Appendix A
 - DOF – Financial risk, Insurance and Bonding
- Proposals reviewed for responsibility
 - City Department or Agency
- Negotiations if necessary
- Recommendation for award
- Legislation prepared and sent to City Council



Contract Execution

- City Council Approves Legislations for Contract Award
- DOP prepares contract and forwards for signature
 - Contractor
 - City Department of Agency
 - Finance Department
 - Law Department
 - Procurement Department
 - Mayor (If over \$100,000)
 - City Clerk



Minimum Annual Guarantee (MAG)

- Concessionaire retains all Sales Revenues
- Concessionaire pays Rent to the City the greater of the MAG or percentage rent of sales revenues in the lease
- 1st year MAG rent is the amount offered by winning Proponent
- Minimum and Maximum MAG are specified in the Procurement
- Minimum MAG is set at 85% of the projected rent
- Concessionaires are allowed to charge street prices +10%
- All prices must be approved by Concessions Management staff



Explanation of Joint Venture Provision and Percentage Breakdown for Subcontractors

I. EBO, SBO, DBE and ACDBE Programs

II. ACDBE Joint Ventures: 49 CFR Part 23.2

III. Monitoring

IV. Percentage/Participation Goals: 49 CFR 23.41 et seq. Subpart D

a. Car Rental b. Non-Car Rental Concessions
Calculation



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