

	Board of County Commissioners PURCHASE ORDER Broward County, Florida www.broward.org		PURCHASE ORDER: AVA2100049 Show this number on all packages, invoices, and shipping papers		Change Number 0	Change Date
			Contract Number	Order Date 12/31/2020	Page No. 1 of 1	
Supplier: AIRPORTS COUNCIL INTERNATIONAL PO BOX 5007 CLIENT ID 500022 MERRIFIELD VA 22116-5007			Ship To: AVIATION DEPARTMENT 320 TERMINAL DRIVE SUITE 200 ADMINISTRATION FORT LAUDERDALE FL 33315 Attn To: See Detail Below			
Supplier Contact:			Bill To: Broward County Commission P.O. Box 14740 Fort Lauderdale, FL 33302-4740 Attn: Accounts Payable Or email to AccountsPayable@Broward.org Florida State Sales Tax Exemption Number: 85-8013924140C-7 Federal Tax Identification Number: 59-6000531			
Supplier Phone:						
Supplier Email:						
Supplier Number: VC00017632						
Line	Due Date	Item ID	Quantity	Unit	Unit Price	Extended Price
1	01/15/2021		1.0000	EA	\$145,259.0500	\$145,259.05
Description: 2021 Premier Airport Membership Dues						
Total Amount:						\$145,259.05

Freight Terms: FOB DEST	Requisition Number: AVA0001704	Buyer Name: Buyer Phone: Buyer Email:	
Ship Via: COMMON	Requestor: Nicole Latoya Davis	Supplier Instructions: Important NO C.O.D.'s or COLLECT shipments will be accepted	
Payment Terms: N30	Requestor Phone: 954/359-6977		
<u>Authorized By:</u> Digitally signed by DN: co - UNAUTHORIZED On behalf of Brenda J. Billingsley, Director of Purchasing		<u>Date Authorized:</u> 12/31/2020	



Airports Council International - North America
1615 L Street, NW Suite 300
Washington, DC 20036
www.airportscouncil.org
Phone: (202) 293-4547
Email: memberservices@airportscouncil.org

Member Number: 10040
Invoice: # 9214
Invoice Date: September 28, 2020
Taxpayer ID # 53-0209303

Please remit payment upon receipt.

Mr. Mark Gale, A.A.E.
Broward County Aviation Department
Fort Lauderdale-Hollywood Intl. Airport
2200 SW 45 Street
Suite 101
Fort Lauderdale, FL 33312-5731

Please remit payments to:
P.O. Box 5007, Client ID 500022
Merrifield, VA 221 6-5007

Please pay in U.S. funds drawn on a U.S. bank. To pay by wire transfer or ACH, please contact Praneet Mathur at (202) 293-8500 or memberservices@airportscouncil.org.

2021 AIRPORT MEMBER DUES

	on-Discounted Regular Dues	COVID -19 Relief 5% Savings	Early Bird Add'l 5% discount by 12/31/20
Total 2021 Airport Membership Dues††	\$145,893.00	\$131,509.05	\$126,714.40
What's Included:			
2021 Base Membership Dues: Members in good standing are able to take full advantage of the many benefits of membership, including participation in all ACI-NA committee activities, access to first-in-class tools and resources, and legislative and regulatory advocacy to benefit our members.	\$95,893.00	\$81,509.05	\$76,714.40
2021 Legislative Assessment†: The Legislative Assessment allows ACI-NA to provide the most up-to-date information to members on legislative activities and congressional hearings, while educating Capitol Hill on airport financial issues and operational concerns.	\$27,500.00		
2021 Policy Assessment†: The Policy Assessment covers research and review of federal policies or proposed regulations that could impact the industry.	\$15,000.00		
2021 Legal Assessment†: The Legal Assessment provides resources for airport legal issues that require court action. ACI-NA can file an amicus brief on issues affecting member airports using outside expert legal counsel. The assessment also helps us provide legal guidance in specialized areas.	\$7,500.00		

SHOW YOUR SUPPORT FOR THE AIRPORT INDUSTRY BY RENEWING TODAY AS A PREMIER LEGISLATIVE SUPPORTER

	on-Discounted Regular Dues	COVID -19 Relief 5% Savings	Early Bird Add'l 5% discount by 12/31/20
Total 2021 Premier Airport Membership Dues††	\$159,643.00	\$145,259.05	\$140,464.40
By contributing 150 percent of your legislative assessment to actively support the work being done on behalf of airports, you will receive all of the benefits listed above and additional value-added benefits including:	\$41,250.00		
• Two (2) complimentary registrations to the Spring Washington Legislative Conference • Invitations to special events • Recognition as a Premier Airport member throughout the year			

HOW ACI-NA DUES ARE CALCULATED

All airport membership dues are formula-based using an airport's passenger and cargo activity. See reverse for more information.

2019 Traffic Units:	37,791,512.00
Total Passengers	36,747,622
Total Cargo (Metric Tonnes)*	104,389
Total International	8,844,072

*One Traffic Unit=100 kilograms (220.46lbs.) freight or mail.

Thank you for your prompt payment.

†While assessments are voluntary, the legislative, policy and legal assessments support ACI-NA efforts to advance airport priorities.

††Contributions or gifts to ACI-NA are not tax deductible as charitable contributions for federal income tax purposes. However, they may be tax deductible as ordinary and necessary business expenses subject to restrictions imposed as a result of ACI-NA's lobbying activities. ACI-NA estimates that the nondeductible portion of your member dues allocable to lobbying is 21.84 percent.

UNDERSTANDING YOUR DUES INVOICE

As a member-based trade association, ACI-NA's success in advancing airport priorities is only possible through the strong support of members who contribute financial resources to help ACI-NA fulfill its mission to ensure a modern and competitive airport industry.

Members in good standing are able to take full advantage of the many benefits of membership, including participation in all ACI-NA committee activities, access to first-in-class tools and resources, and legislative and regulatory advocacy to benefit our members. Additionally, ACI- A provides a forum where airport industry leaders can network with industry peers to discuss and develop cost-effective solutions for enhanced safety, security, and efficiency. Participation in ACI-NA also provides access to ACI World programs and data. This includes the Airport Service Quality Program (ASQ); the only global airport survey based on measuring passengers satisfaction while they are at the airport.

All airport membership dues are formula-based and are a function of an airport's passenger and cargo activity, except for general aviation airports. The passenger and cargo levels are accounted for thro gh the determination of an airport's "traffic units" (TUs). For the determination of traffic units, a TU is assigned for the following

- Each enplaned passenger = 1 TU
- Each deplaned passenger = 1 TU
- Each 100 kilograms (220.46 lbs) of enplaned freight and mail = 1 TU
- Each 100 kilograms (220.45 lbs) of deplaned freight and mail = 1 TU

Dues levels are based on total TUs at an airport for the year in which a full year of traffic data is available from ACI World Traffic Reports. 2021 membership dues are based on 2019 traffic data since the information is calculated in the fall 2020 time period.

2019 Traffic Units (TUs)	Dues Calculation	2021 Dues Amount
Zero - 99,999	Flat Fee	\$ 895
100,000-299,999	Flat Fee	\$ 2,821
300,000-599,999	Flat Fee	\$ 4,195
600,000-999,999	Flat Fee	\$ 6,433
1,000,000-100,000,000	Formula *	Varies by Traffic Unit
100,000,001+	Flat Fee	\$ 143,065

* Formula:
Dues Amount=1,499+0.002TUs-[1.887E- *(TUs-1.885E7)^2]+[5.1 14E-20*(TUs-1.885E7)^3]

U.S. INTERNATIONAL AIR SERVICE PROGRAM DUES

This fee gives U.S. airports information on U.S. government negotiations on Open Skies, air service and international agreements, allowing airports to promote and protect their interests with U.S. and foreign decision makers. ACI- A staff participates as a member of the U.S. delegations which negotiate international aviation issues and in preparations leading up to aviation consultations and decisions. The direct participation ensures that the U.S. is aware of general and specific U.S. airport/community interests during the consultations. It also enables staff to inform participating airports of ongoing developments so they can effectively pursue their interests with airlines and the governments.

2021 USIAS Program Dues	
2019 Enplaned International Passengers	Amount
0-49,999	\$2,300
50,000-99,999	\$3,500
100,000-249,999	\$7,000
250,000 and Above	\$9,000

AS ES MENT PROGRAMS

In addition to base membership dues, the ACI-NA Board of Directors established three voluntary assessments to support our efforts in research, the use of expert consultants and outside legal counsel, and staff costs associated with ensuring that airport policies and recommendations as directed by our Board of Airport Directors are heard by the appropriate parties.

Legislative Assessment: The ACI-NA Government Affairs team not only provides the most up to date information to members on legislative activities and Congressional hearings, but educates Members of Congress and their staff on airport financial issues and operational concerns. Whether working for additional airport financial reso rces; improved airport operational efficiency; legal protections, or airport proprietor rights, ACI- A ensures your voice is heard on Capitol Hill. There are additional benefits for airports that participate in the Premier Legislative Assessment.

2021 Legislative Assessment	
2019 Enplaned Passengers	Amount
Class A Airports (-99,999)	\$250
Class A Airports (,000-999,999)	\$,500
Class B Airports (,000,000 - 4,900,000)	\$7,500
Class C Airports (4,900,001 - 19,500,000)	\$ 8,000
Class D1 Airports (9,500,001 - 58,000,000)	\$27,500
Class D2 Airports (58,000,001 +)	\$30,000

Policy Assessment: The Policy Assessment covers research and review of federal policies or proposed regulations and ACs that could impact the industry. ACI- A staff is recognized as experts in the areas of safety, operations, technical, security, facilitation, environmental, public safety and consumer protection/passenger rights, and both federal and Congressional staff seek our input on proposals impacting airports. We also can assist with peer reviews related to environment, operations and technical matters, and financial best practices.

2021 Policy Assessment	
2019 Enplaned Passengers	Amount
Class A Airports (-99,999)	\$250
Class A Airports (,000-999,999)	\$750
Class B Airports (,000,000 - 4,900,000)	\$3,500
Class C Airports (4,900,001 - 19,500,000)	\$7,500
Class D1 Airports (9,500,001 - 58,000,000)	\$ 5,000
Class D2 Airports (58,000,001 +)	\$25,000

Legal Assessment: The Legal Assessment provides resources if you have an issue that requires court action. ACI- A can file an amicus brief on your behalf using outside expert legal counsel. The assessment also helps us provide legal guidance in specialized areas.

2021 Legal Assessment	
2019 Enplaned Passengers	Amount
Class A Airports (-99,999)	\$250
Class A Airports (,000-999,999)	\$750
Class B Airports (,000,000 - 4,900,000)	\$,500
Class C Airports (4,900,001 - 19,500,000)	\$3,000
Class D1 Airports (9,500,001 - 58,000,000)	\$7,500
Class D2 Airports (58,000,001 +)	\$7,500



DATE: December 17, 2020

TO: Brenda J. Billingsley, Director, Purchasing Division

THRU: A. Celina Saucedo, Aviation Chief Administrative Officer, Aviation Department

FROM: Nicole L. Davis, Office Manager, Aviation Department

PROJECT TITLE: Airports Council International- North America 2021 Member Dues

REQUISITION NO. AVA0001704

SOLE SOURCE/SOLE BRAND REQUEST

I. REQUEST: Provide a description of the features of the product/service or Scope of Work.

The Airports Council International-North America (ACI-NA) represents local, regional and state governing bodies that own and operate commercial airports in the United States and Canada. ACI-NA's members enplane more than 95 percent of the domestic and virtually all the international airline passengers and cargo traffic in North America. ACI-NA's membership consists of 174 airport operators with 366 airports in the U.S. and 49 airport operators with 180 airports in Canada. The mission of ACI-NA is to advocate policies and provide services that strengthen the ability of commercial airports to serve their passengers, customers and communities. ACI-NA is the largest of the five worldwide regions of Airports Council International (ACI).

II. JUSTIFICATION: Please check all boxes that describe your reason(s) for determining that only one source or brand is reasonably available.

Only Sole Source/ Uniqueness

- ☐ Proprietary Item - this vendor/source has the only rights to provide this service or commodity. A letter from the manufacturer or authorizing entity is included in this request.
- ☐ Technology Improvements - updates or upgrades to an existing system, software, software as a service (SaaS), hardware purchases.
- ☐ Engineering Direction - engineering drawing or specification identifies product; "no substitutes or equivalents will be acceptable."
- ☐ Only qualified supplier - reliability and maintainability of the product or service would be degraded unless specified supplier is used; may void warranty. This request includes a copy of the current warranty information.
- ☒ Other/or Additional information - the County requires this sole source, sole brand purchase for the following reasons:

Participation in ACI-NA by the Broward County Aviation Department (BCAD) provides national access and exposure regarding critical aviation industry issues. Additionally, BCAD participated in the Legal, Legislative and Regulatory & Policy sub-committees, which provide valuable insight into industry trends and lobbying assistance regarding critical industry issues. ACI-NA is the national "airports" trade organization.

Business Case (One/Most Reasonable Source or One/Most Reasonable Brand)

- ☐ Operational Compatibility - replacement parts from alternate suppliers are not interchangeable with original part and causes equipment incompatibility. Previous findings and/or documentation is included with this request.
- ☐ Ease of Maintenance - maintenance or retooling prohibits competition. Section III, Comparative Market Research includes estimated costs associated with changing current source and/or brand.
- ☐ Follow-On - potential for continued development or enhancement with same supplier and eliminates costs incurred by using different supplier. Section III, Comparative Market Research includes estimated costs for replacing current or existing system.
- ☐ Complies with existing community and safety standards, and/or laws, rules, and regulations.
- ☐ Exempted from the Procurement Code - per Section 21.18 of Broward County Administrative Code.
- ☐ Other/or additional information - using this sole source, sole brand purchase benefits the County for the following reasons:

N/A

III. COMPARATIVE MARKET RESEARCH: Provide a detailed source or market analysis for justification of sole source/brand or most reasonable source (attach extra sheets as needed).

Estimated project value: \$145,259.05

Contract length (if applicable): 1 year

Expenses to date: \$158,405

Has this commodity or service been previously provided to the County? ☒ Yes ☐ No

If yes, when and by whom? In 2020 by ACI-NA

How was item/service procured? Sole source

What is the current contract (MA) or purchase order number? AVA2000178

If this is a sole brand, is there an "authorized" dealers list? ☐ Yes ☒ No

Cost/Benefit Analysis: What would the cost be to utilize an alternate vendor or source? This explanation should include the savings and/or additional costs to the County by not using the preferred vendor or source. Attach additional sheets if needed.

N/A, no alternate vendor.

CERTIFICATION: I have thoroughly researched the sole source or sole brand justification and fully understand the implications of Section 838.22 of the Florida Statutes:

(2) "It is unlawful for a public servant, with corrupt intent to obtain a benefit for any person or to cause unlawful harm to another, to circumvent a competitive bidding process required by law or rule by using a sole source contract for commodities or services."

(5) "Any person who violates this section commits a felony of the second degree, punishable as provided in s. 775.082, s. 775.083, or s. 775.084"

Nicole L. Davis

Nicole Davis

Digitally signed by Nicole Davis
DN: dc=local, dc=fl-airport, ou=FLLUSERS,
cn=Nicole Davis
Date: 2020.12.17 17:02:29 -05'00'

12/17/2020

REQUESTOR/EVALUATOR (PRINT)

REQUESTOR/EVALUATOR (SIGN)

DATE

A.Celina Saucedo

A. Celina Saucedo

Digitally signed by A. Celina
Saucedo
Date: 2020.12.17 17:16:55 -05'00'

12/17/2020

DEPT/DIV DIRECTOR OR
DESIGNEE (PRINT)

DEPT/DIV DIRECTOR OR DESIGNEE
(SIGN)

DATE

The Purchasing Agent has reviewed the request and has completed the required due diligence per the Procurement Code Section(s) 21.34 and 21.35. The Purchasing Agent recommends the following:

☐ Sole Source ☐ Sole Brand ☐ Reasonable Source ☐ RFI attached ☐ Rejected

☐ Request Authorization to Negotiate

Additional Information:

Purchasing Agent Signature:

Date:

APPROVAL AUTHORITY

REASON/SUGGESTED ACTION (IF DISAPPROVED):

Signature:

Date: