

Memorandum



CITY OF DALLAS

DATE December 8, 2023

TO Honorable Mayor and Members of the City Council

SUBJECT **December 13, 2023, City Council Agenda Item #56 - Bradford Airport Logistics, LTD**

Dallas Love Field (DAL) has a Sally Port Facility that is utilized for security inspections and delivery of all merchandise, food, and beverage products that will enter the Airport Terminal in accordance with the Transportation Security Administration (TSA). The City Council approved Bradford Airport Logistics, LTD (Bradford) for dock master services at DAL on February 27, 2013. Bradford provides all delivery, scheduling, and security inspections at the Sally Port. Bradford has operated this facility continuously since then for the Department of Aviation under two renewal options approved by the City Council on March 3, 2016, and June 26, 2019. DAL would be unable to efficiently provide merchandise, food, and beverage products to the concessionaires in the terminal without this critical facility and service.

On December 8, 2021, the City Council approved a third extension of the Bradford agreement for a 3- year term. Following the execution of the third extension, Aviation Procurement, the City Attorney's Office, and the Office of Procurement Services determined that the extension term was invalid because only 25% of the original contract term amount could be executed. Therefore, On September 14, 2022, The City Council then approved a replacement agreement that rescinded the third extension and added a supplement agreement that extended contract funding through May 2023, based on the funding being at 25% of the original contract. Under the supplemental agreement, outstanding invoices were paid through August 2023.

Since the last City Council action, Aviation has been working through the procurement process with Bradford for a new agreement. The renewal process has been extensive due to the critical and technical nature of these services. Bradford was the only respondent to the RFP. A ratification for September, October, and November 2023 was added to this agenda for City Council approval to pay invoices that exceeded the 25% of the original contract. This action allowed for the continuation of the Sally Port Facility for the Airport Terminal uninterrupted while the procurement and contract negotiations were finalized.

The Department of Aviation has reviewed this situation and put in internal controls and extended their timelines for new or extended contracts execution. This has also presented an opportunity for to look at procurement and contract negotiation processes within the Department to prevent future ratifications.

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Should you have any questions or concerns, feel free to contact Patrick Carreno, Director of Aviation, at 214-670-6149 or via email at Patrick.carreno@dallas.gov.

Putting Service First,



Kimberly Bizzor Tolbert
Deputy City Manager

c: T.C. Broadnax, City Manager
Tammy Palomino, City Attorney
Mark Swann, City Auditor
Biliera Johnson, City Secretary
Preston Robinson, Administrative Judge
Jon Fortune, Deputy City Manager

Majed A. Al-Ghafry, Assistant City Manager
M. Elizabeth (Liz) Cedillo-Pereira, Assistant City Manager
Dr. Robert Perez, Assistant City Manager
Carl Simpson, Assistant City Manager
Jack Ireland, Chief Financial Officer
Genesis D. Gavino, Chief of Staff to the City Manager
Directors and Assistant Directors