

# Doing Business with Lee County Port Authority





Dear Potential Vendor:

Expand your reach and become a valued partner with Lee County Port Authority. The Procurement team regularly seeks qualified vendors to provide a wide range of goods and services essential for operating our thriving Southwest Florida International Airport and Page Field. Our team supports several departments with a unique focus, such as: fire safety, policing and public safety, engineering and construction, technology and communications, maintenance and repair, operations and more.

Register today through the link to [OpenGov](#), our e-procurement platform, accessible on our website at [flylcpa.com](http://flylcpa.com). Our streamlined online registration process takes just minutes. By registering, you will receive automatic notification when the Port Authority needs to procure the types of commodities or services offered by your company.

On our website, you will find valuable procurement information, including links to our Terms and Conditions and Procurement Manual, as well as an overview of the diverse purchases we make.

On behalf of the Procurement Office, I encourage you to register with OpenGov to unlock exciting opportunities. Thank you for your interest in doing business with us. We look forward to the possibility of a potential collaboration!

Sincerely,

Robert M. George  
Senior Procurement Manager

The Port Authority's Procurement Office actions are governed by the values and guiding principles of public procurement, which set standards of accountability, ethics, impartiality, professionalism, service, and transparency. We expect the same standard of ethical conduct from vendors with whom we do business.

### **Accountability**

Taking ownership and being responsible to all stakeholders for our actions. This value is essential to preserve the public trust and protect the public interest.

### **Ethics**

Doing the right thing.  
This value is essential to deserve the public's trust.

### **Impartiality**

Unbiased decision making and actions. This value is essential to ensure fairness for the public good.

### **Professionalism**

Upholding high standards of job performance and ethical behavior.  
This value is essential to balance diverse public interests.

### **Service**

Obligation to assist stakeholders.  
This value is essential to support the public good.

### **Transparency**

Easily accessible and understandable policies and processes.  
This value is essential to demonstrate responsible use of public funds.

## **PROCUREMENT MISSION AND VISION**

Our procurement mission and vision is straightforward and simple to put into action because it is important to our team to provide the highest level of procurement service possible.

### **❖ Procurement Mission**

To administer the procurement process in an open, competitive, and fair manner without conflict of interest or impropriety

### **❖ Procurement Vision**

To continually implement and improve best practices, expertise, and approaches, and to maintain a high-quality and efficient procurement office.

## **OUR VALUES**

The procurement team operates in accordance with these values to ensure the Port Authority achieves its overall mission of providing a safe, convenient, comfortable, and technologically advanced environment for air transportation in Southwest Florida.

- **ACCOUNTABLE** – We are reliable and can be counted on to perform;
- **COLLABORATIVE** – We believe in teamwork & client collaboration;
- **ETHICAL** – We value integrity, and we work to earn trust.

## **VENDOR CODE OF ETHICS**

As a current or potential vendor for Lee County Port Authority, you must adhere to the highest standard of ethical practice at all times. LCPA requires the businesses with whom we transact and those that seek to do business with us to conduct themselves lawfully and with the best interest of the public in mind at all times.

Participation in the Port Authority's procurement process and your conduct as you carry out your responsibilities reflect upon the Port Authority; therefore, current or potential vendors must not engage in improper conduct or take any action that may create even the *appearance* of impropriety.

The following basic standards of ethical conduct for vendors cover a wide range of circumstances, but it does not cover every issue that may arise.

### **As a current and/or a potential vendor, you:**

- Will promptly disclose any conflict of interest.
- Will not offer, give, or agree to give compensation of any kind to any LCPA employee(s) for the performance of any activity related to the performance of his or her official duties.
- Will not make illegal political contributions.

- Will not profit, directly or indirectly, from the use of any secret or confidential knowledge or data of the Port Authority that the vendor learns of while conducting business with LCPA.
- Will not influence, attempt to influence, or cause to be influenced, any LCPA employee in his or her official capacity or in any manner that might tend to impair his or her objectivity or independence of judgment.
- Will not cause or influence, or attempt to cause or influence, any LCPA employee to use, or to attempt to use, his or her official position to secure privileges or advantages for the vendor or any other person or entity.
- Will not send holiday gifts, office-warming gifts, tokens of appreciation, or other items of any value to LCPA employees, given to influence the official actions or judgment of an employee or employees. Additionally, it is improper to invite LCPA employees to meals, parties, sporting events, theatrical performances, and similar social functions to influence the official actions or judgment of an employee or employees.

### **PROCUREMENT PROFESSIONAL CODE OF CONDUCT**

Procurement professionals are required to prioritize professional and **job-related** responsibilities over personal gain and individual interests. Procurement professionals may not:

- Engage in or give the appearance of engaging in dishonest or unethical actions.
- Show favoritism. Actions and decisions must be based on merit in accordance with established law, policy, and procedure.
- Accept a gift of any kind under any circumstances in which it could be inferred that the gift was intended to influence the performance of official duties as a reward for any official action.
- Directly or indirectly purchase, rent, or lease goods or services for the Port Authority from any business entity of which the procurement professional or their spouse or child is an officer or has a material interest.

### **REGISTERING AS A VENDOR**

The best way to begin doing business with the Lee County Port Authority is to register as a vendor. By registering, LCPA has the means to contact you when it has a need for the products and/or services your company provides. However, before conducting business with LCPA, vendors must provide a W-9 IRS form. To assist in this process, the Procurement Office has developed a vendor onboarding tool, which can be found on the RSW website under Business Opportunities.

### **NOTIFICATION OF SOLICITATIONS AND ELECTRONIC BIDDING**

Formal competitive solicitations and notices of staff evaluation committee meetings are advertised on our website at <https://www.flylcpa.com/about-lcpa/legal-notices/>.

## **PROCUREMENT METHODS**

LCPA commonly uses the following methods of procurement. For additional information on any of these methods, please contact the Procurement Office.

### ***Informal Procurement Methods:***

- Small purchases of commodities and contractual services from one cent (\$.01) to \$24,999.99 are acquired through written or verbal quotation.
- Purchases of commodities and contractual services from \$25,000.00 to \$249,999.99 (unless the purchases are made pursuant to an existing approved contract) are acquired through written and electronic quotations.
- Request for Offer (RFO) - The RFO may be used to obtain written offers to select a vendor to perform services and/or provide goods, and the criteria for award is based on a combination of qualifications and price.

### ***Formal Competitive Procurement Methods:***

Purchases of commodities or contractual services exceeding \$250,000.00 are made through formal competitive procurement methods. Exceptions may occur in accordance with s. 287.057, or in case of an immediate danger to public health, safety, or welfare, or in the event emergency action is required to prevent substantial loss to the airports. The formal competitive procurement methods used by the Port Authority include:

- Request for Bid (RFB) - The RFB may be used to select a contractor for construction or repair projects in accordance with s. 255.20 or to buy goods or contractual services. Award is typically made to the lowest, responsive, and responsible bidder(s).
- Request for Proposals (RFP) – An RFP is used to acquire goods or services, which due to their uniqueness, are established around general guidelines or a description of a need for a service or a performance expectation of a particular service.
- Requests for Qualifications (RFQ) – An RFQ is issued when qualifications and experience, not cost, are the selection factors. This procurement method is used to acquire professional services, as defined by the Consultants' Competitive Negotiation Act at s. 287.055. .
- Invitation to Negotiate (ITN) - An ITN is a type of competitive solicitation intended to determine the best way to achieve a specific goal or solve a particular problem and identifies one or more vendors to negotiate an agreement with to obtain best value.

### ***Utilization of Other Competitively Procured Contracts:***

This procurement method may be used when the Procurement Manager determines that doing so is in the Port Authority's best interest and allows LCPA to take advantage of efficiencies in the procurement process.

### ***Exceptions to Competitive Methods of Procurement:***

- Sole/Single Source – A contract may be awarded without competition when the Procurement Manager determines in writing that there is only one authorized source for

the item or service to be provided OR if use of a specific item is necessary to preserve pre existing contractual or warranty rights OR if the item is proprietary per s. 812.081, and is required to maintain compatibility with existing or proposed items.

- Emergency Purchases – Emergency and other special procurements may not be procured competitively. Additionally, certain commodities and services are exempt from the procurement process as defined in the Port Authority Procurement Manual.

### **SALE OF PUBLIC SURPLUS EQUIPMENT AND MATERIALS**

When applicable, the Port Authority sells obsolete and surplus equipment and materials. Surplus is defined as any tangible personal property owned by LCPA that is not needed at present or in the foreseeable future, or is no longer of value or use to the Port Authority.

### **LOBBYING PROHIBITED**

Vendors or persons acting on behalf of a vendor are not to contact any member of the Lee County Port Authority, Airports Special Management Committee, Board of Port Commissioners, or any representatives of the Port Authority. Inquiries must be made only to the Procurement Office and specifically to the procurement representative named in any formal competitive solicitation. This important anti-lobbying provision takes effect from the time a solicitation is released and remains in effect until either a contract is fully executed or the solicitation is canceled.

### **DISADVANTAGED BUSINESS ENTERPRISES**

The Lee County Port Authority promotes full participation of disadvantaged business enterprises in all aspects of airport contracting and has a designated Disadvantaged Business Enterprise Liaison Officer (DBELO). The DBELO is responsible for implementing all aspects of the DBE program and ensuring compliance with all provisions of 49 CFR Part 26.

Vendors are encouraged to contact the Port Authority's DBE Program Manager concerning any disadvantaged business enterprise matters by email to [arodriguez@flylcpa.com](mailto:arodriguez@flylcpa.com) at any time, including during any active procurement process.

### **INSURANCE**

The Lee County Port Authority requires any vendor performing services on Port Authority property to provide proof of insurance meeting the Port Authority's requirements prior to issuance of any purchase order or agreement. This includes services such as construction, repairs, maintenance, consulting, training, and installation. Insurance requirements will be outlined in the Authority's Service Provider Agreement or the General Terms and Conditions (see [flylcpa.com](http://flylcpa.com) → Business & Community → Procurement & Vendor Information), as applicable. For services performed airside, automobile liability insurance limits of up to \$5,000,000 may be required. The Port Authority must be listed as an additional insured on all insurance policies.

The Lee County Port Authority (LCPA) has established a new business relationship with TrustLayer, a software company specializing in insurance compliance. TrustLayer will be serving as our primary Certificate of Insurance tracking solution to verify that you are

meeting the insurance requirements set forth in the agreement between your company and LCPA. Utilizing TrustLayer in order to provide proof of your required insurance is **mandatory** for all firms [third party type, subs, vendors, etc.] in contract with the Lee County Port Authority. TrustLayer is widely used in the industry, and we are confident the platform will streamline the insurance certificate verification process for both you and LCPA.

### **How does this affect you?**

- **You will no longer provide a Certificate of Insurance directly to the Lee County Port Authority.** All certificates going forward will need to be provided to LCPA directly through you or your insurance agent by using the links provided by emails sent via TrustLayer's platform.
- When a renewal certificate is required, TrustLayer will contact you directly or your insurance agent to request an updated certificate through the TrustLayer platform.
- If you change insurance agents, you are required to update your insurance obligations accordingly and provide TrustLayer with the necessary information for compliance.

### **What's Next?**

- You will be receiving email requests from the Lee County Port Authority via TrustLayer. If you require assistance, we encourage you to forward the request to your insurance broker.
- Follow the link in the request emails to the designated page where you will be able to see the exact insurance requirements and drag and drop your documents.
- If any requirement is unmet, you will receive additional requests from the Lee County Port Authority via TrustLayer detailing what needs to be corrected.

TrustLayer [Compliance Document Submission Process](#) Help Guide.

You may contact us at [LCPA@trustlayer.io](mailto:LCPA@trustlayer.io) if you have any questions.