

Snohomish County

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|---|---|--|---------|
| Requisition No.: | | Department: | Airport |
| Recommended Vendor(s), if any: Vector Airport Systems, LLC Annie.Teixeira@vector-us.com or 720-796-4570 | Date: | July 25, 2024 | |
| | Estimated Cost/Price: | 12% of revenues collected | |
| | Contact Person: | Annie Teixeira | |
| <input type="checkbox"/> Ongoing Purchase/Replacement | <input checked="" type="checkbox"/> Perpetual | <input checked="" type="checkbox"/> New Purchase | |
| If an Ongoing/Replacement Purchase, what was the prior year expenditure? _____ | | | |

Please submit “Proprietary” (Single Source) requests directly to the Purchasing Division:

Routing location: MS# 507 / Email: purchasing@snoco.org / Fax: 425-388-3931

*Completion of this form is required in advance of all “**Proprietary**” purchases in excess of \$5,000.*

Check one of the following that best describes the proposed purchase (both if applicable):

- ☒ Only one vendor reasonably exists for the required product/service ("single source").
- ☐ For standardization ("compatibility") of equipment or systems.

[illegible]

1. In 'layman's terms', describe the purpose or function of the requested product or service.

They provide aircraft landing fee collections on behalf of the County. They receive information from FAA and bill the customer directly and handle all debt collections for a fee of 12% of total revenues. This is a very specialized service which has no competitors in the industry. In addition, they provide an organized web-based software for flight tracking and historical flight operations.

[illegible]

2. If the particular product or service was not available or could not be purchased, how would the department proceed with its work?

The Airport would continue doing collections internally.

“Single Source” (if applicable):

- 3a. Explain why the product or service requested can only be reasonably obtained from one vendor (a “single source”) to meet your requirements and why alternative vendors are unacceptable. Be specific with regard to any unique features, characteristics, requirements or capabilities.

Aircraft landing fees is a specialized industry that must work with multiple partners in the government and private industry. Aircraft tail numbers are registered using third party banks, corporations, and foreign LLC's making it very difficult to locate owners of the aircraft. Their proprietary software maintains relationships with industry partners to collect 99.99% of landing fees which the airport currently has \$145,000 outstanding landing fees currently. The airport would keep the based airlines & Boeing landing fees internally due to the existing relation. This would be for difficult to collect general aviation aircraft only. Vector currently has no competition in the market due to the specialized nature of the service. I have included a letter stating this from Vector.

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- 3b. Explain (i) how the requested purchase will produce meaningful standardization/compatibility of equipment or systems, and (ii) why the proposed standardization/compatibility will be beneficial for your operations and the County.

This will bring in near 99% of all landing fee collections which will increase revenues overall. The airport will further have the ability to lower the landing fee threshold from 30,000lbs Maximum Gross Landing Weight to the industry standard of 12,500lbs MGLW. This will increase revenues overall which is very beneficial and increase collection rates. In addition, this will provide organized flight tracks, GIS, and historical database for searching and categorizing existing air traffic. This works in uniformity with FAA's flight tracking databases.

[illegible]

Snohomish County

“PROPRIETARY” (SINGLE SOURCE) PURCHASE JUSTIFICATION FORM (SCC Section 3.04.180)

4. Explain why this vendor is the only source reasonably available (in the case of “Single Source”), or the best source (in the case of “Compatibility”), from which to obtain this product or service.

This is the only vendor in this business, so there is no alternative. We would have to keep in house and struggle with reduced revenues if we do not proceed.

5. Describe the market research that was conducted and the results, if any, or why a market survey was not conducted.

We spoke with several airports in the region and nationwide for their rates paid since there is only one vendor. In addition, we analyzed the existing traffic and several rate models to come up with the best negotiated rate for our airport traffic. Boeing Field has a contract, but Boeing Field’s has expired and they originally sole sourced it as well.

6. Will this purchase obligate the County to a particular product or vendor in the future, either for maintenance, continuity or other follow-up? Please explain.

No, the County could take this back at any time if it wishes to do so after the initial term. It’s percentage based so we don’t pay unless they perform a service, so it’s structured fairly for both parties.

7. Explain why the price for this product or service is considered to be fair and reasonable.

We analyzed several data models and in the end we negotiated the rate down to what Boeing Field (King County) was paying or 12%. In addition, Boeing Field has the best rate out of any airport we talked to.

8. Describe the negotiation efforts, if any, that have been made to this point with the vendor to obtain the best possible price

See attached landing fee model analysis.

9. If this request is on the basis of “single source” (as opposed to “compatibility”/standardization), describe the actions your Department will take, if feasible, to introduce or increase the opportunity for vendor competition prior to any future or follow-up purchase of this product or service.

If a second vendor enters the market we would consider competitively bidding upon renewal.

Name and signature of the person in the requesting Department who prepared this request and justification.

Name: Nick Landgraff

Position: Airport Business Manager

Department: Airport

Date: 07/25/24

I hereby certify that the above request and Justification is accurate and complete to the best of my knowledge and belief.



Digitally signed by Landgraff, Nickolis

Date: 2024.08.27 13:50:21 -07'00'

Signature

Date

Name and signature of the Department or Division Director (from the requesting Department) who has reviewed and endorsed this request and justification:

Name:

Position:

Department: Airport

Date:

07/25/24

Review/Endorse: I have reviewed and hereby endorse the above request and justification.

Marcy, Joshua

Digitally signed by Marcy, Joshua

Date: 2024.08.27 14:20:55 -07'00'

Snohomish County

“PROPRIETARY” (SINGLE SOURCE) PURCHASE JUSTIFICATION FORM (SCC Section 3.04.180)

Signature

Date

Purchasing Department:

Posted to Website? Yes ☒ No ☐ Dates 8-9-2024 to 8-22-2024

Ad Posted in Newspaper? Yes ☒ No ☐ Dates 8-9-2024 to _____

Results of Posting: No interest or objections were received.

Approved X Not Approved _____

Purchasing Manager

Date