



City of San Antonio Aviation Department

SAT  **BODD**

Business Opportunity & Diversity Development

Vendor's 101 Guide To Doing Business At SAT



SAN ANTONIO AIRPORT SYSTEM (SAAS)

Comprised of San Antonio International Airport (SAT) and Stinson Municipal Airport (SSF). Stinson was established in 1915 when the Stinson Family initially leased the land from the City of San Antonio to operate the Stinson School of Flying. Stinson is the second oldest General Aviation (GA) airport in continuous operation in the United States.

BUSINESS OPPORTUNITY & DIVERSITY DEVELOPMENT (BODD) CORE SERVICES



Purpose Statement: Connecting businesses to aviation industry opportunities that propel business success with emphasis on cultivating a competitive and diverse economic environment by upholding regulatory compliance.

Top Core Services:

1. Advance the opportunities for economic growth of diverse businesses through federal and local ordinance programs
2. Manage and monitor the administration and diversity compliance of federal and local ordinance programs throughout the project life cycle
3. Manage and monitor the administration & compliance of the Title VI Nondiscrimination Compliance Program

Note: “diverse businesses” = Certified Small, Minority, Women-Owned Business Enterprise (S/M/WBE), Disadvantaged and Airport Concession Disadvantaged Business Enterprise (DBE/ACDBE)

BODD DIVERSITY DEVELOPMENT PROGRAMS



- Disadvantage Business Enterprise & Airport Concession Disadvantage Business Enterprise (**DBE/ACDBE Programs**): San Antonio International Airport (SAT) has binding obligations to follow Federal Aviation Administration (FAA) Grant Assurances to implement both the DBE/ACDBE programs.
- Small Business Economic Development Advocacy (**SBEDA Program**): The City of San Antonio's local ordinance to ensure certified Small, Minority, Women-Owned Business Enterprise (SMWBE) participation.
- BODD is committed to supporting an environment which levels the contracting playing field by promoting the utilization of locally owned small businesses and Disadvantaged Business Enterprises (DBE) in aviation related projects.



SBEDA PROGRAM



- SAAS's Business Opportunity & Diversity Development (BODD) office leads the airport's effort to provide opportunities for growth and development of certified small, minority, and women-owned businesses.
- BODD's objective is to achieve small business participation in every airport contract.
- Small, minority and women-owned businesses are vital to San Antonio's economic health, to general business expansion and to the community at large. Nevertheless at certain stages of development, these businesses need the support of a knowledgeable team.
- The **SBEDA Program** uses the Airport's purchasing power to build the capacity of certified small, minority and women-owned businesses by assigning participation goals to Airport contracts and eliminating barriers to competition.

FEDERAL PROGRAMS



- SAT's policy is to ensure certified DBE/ACDBE firms as defined in Federal regulations have an equal opportunity to receive and participate in contractual and concession opportunities.

Additionally,:

- Ensure nondiscrimination in the award and administration of DOT-assisted contracts and opportunities for concessions;
- Ensure DBEs can compete fairly for federally funded transportation-related projects;
- Ensure programs are narrowly tailored and in accordance with applicable law;
- Ensure only eligible firms participate as DBEs and ACDBEs;
- Assist DBE/ACDBE firms in competing outside the DBE/ACDBE Program;
- Remove barriers to participation of DBE/ACDBE in opportunities for contracts; and
- Provide appropriate flexibility in establishing and providing opportunities for DBE/ACDBE.

HOW TO DO BUSINESS WITH THE CITY OF SAN ANTONIO



CENTRAL VENDOR REGISTRY (CVR)

- Component of the City of San Antonio's Purchasing Department implemented procurement system known as SAePS.
- The City solicits numerous contracts in a variety of industries continually.
- Every manufacturer, supplier, and vendor wishing to do business with the City of San Antonio must first be registered



REGISTRATION WEBSITE



To begin the registration process go to:

<https://www.sanantonio.gov/purchasing/saeps>

NOTE: Only one account is allowed per vendor and only one e-mail address can be designated for bid notifications and password resets. Ensure the e-mail address belongs to the person who is best able to respond directly to solicitations or distribute the information to the appropriate person in the company.

Additional Information:

For technical assistance call **(210) 207-0118** or e-mail at

<https://www.sanantonio.gov/purchasing/about/vendorsupport?sendto=purchasing-vendorsupport>

For more information on how to complete your vendor registration with the City of San Antonio, please contact BODD staff for a copy of the **Vendor Registration Guide**.

NEW VENDOR REGISTRATION



Click on New Vendor Registration

NEW VENDOR REGISTRATION

- PURCHASING HOME
- ABOUT PURCHASING >
- CITY BIDDING & CONTRACTING >
- MONTHLY HIGH PROFILE REPORT
- DOING BUSINESS WITH THE CITY
- INITIATIVES >
- SAEPS LOGIN-EXISTING VENDORS
- NEW VENDOR REGISTRATION
- VENDOR RESOURCES >
- SAGOV RELATED SITES
- FINANCE DEPARTMENT
- COUNCIL AGENDA
- OPEN RECORDS REQUEST
- MORE...
- HELPFUL LINKS
- SCTRCA
- CONTACT

NEW VENDOR REGISTRATION

NEW VENDOR REGISTRATION

Visit the San Antonio Electronic Procurement System (SAePS) Portal to register and complete all fields noted with a red asterisk



To begin the vendor registration process (Step 1), click below.



NOTE: Only one account is allowed per vendor and only one e-mail address can be designated for bid notifications and password resets. Please make sure that this e-mail address belongs to the person who is best able to respond directly to solicitations or distribute the information to the appropriate person in

Connect with the
PURCHASING DIVISION



FEATURED ITEMS

SCT REGIONAL CERTIFICATION AGENCY



Need to be certified as a disadvantaged, minority, woman, or veteran owned business? >

SMALL BUSINESS DEVELOPMENT



Find information about the SBEDA program >

BIDDING & CONTRACTING OPPORTUNITIES

<https://www.sanantonio.gov/>



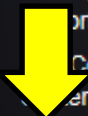
CITY OF
SAN ANTONIO

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- GET CONNECTED
- RESIDENTS
- VISITORS
- BUSINESS**
- YOUR GOVERNMENT
- ESPAÑOL

BIDS & PURCHASING Bidding & Contracting Opportunities Contract Management System Doing Business with the City San Antonio eProcurement System (SAePS)	BUILDING & DEVELOPMENT Building Permits Info Center City Development Development Services Economic Development International Relations Online City Services Planning & Community Development Transportation & Capital Improvements	EMERGENCY SERVICES Fire Police	MAPS & STATISTICS Community Statistics (NowData) Crime Data & Stats Health Data & Statistics San Antonio Demographics Zoning	CITY GOVERNMENT & DEPARTMENTS Mayor City Council City Manager City Clerk All City Departments <i>More Business Links</i>
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GET ENGAGED >>>



RON NIRENBERG
MAYOR
Ron Nirenberg is the mayor of San Antonio, the fastest growing city with the 7th largest population in the United States... >

NEW WAY TO APPLY

Electronic Utility Assistance Application

APPLYING FOR EMERGENCY ASSISTANCE MADE EASIER
Use your smart phone or tablet's built-in camera to upload documents. Access the online application at www.sanantonio.gov/DHSutility.

CONNECT WITH THE CITY OF SAN ANTONIO

EMERGENCY INFORMATION

FIRE • POLICE • STREET CLOSURES • EMERGENCY MANAGEMENT

311 ONLINE CITY SERVICES

By phone: dial 311 or 210.207.6000

BIDDING & CONTRACTING OPPORTUNITIES STEP 2



Google Custom Search

- GET CONNECTED
- RESIDENTS
- VISITORS
- BUSINESS
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- ESPAÑOL

FINANCE DEPARTMENT - PURCHASING DIVISION

sa.Gov Home > Purchasing > City Bidding & Contracting Overview > Bidding & Contracting Opportunities

BIDDING & CONTRACTING OPPORTUNITIES

- Bidding & Contracting Opportunities
- High Profile Solicitations
- Closed Solicitations
- Intent To Award
- Tabulations & Awards

RESTRICTIONS ON COMMUNICATION AND PROHIBITED CAMPAIGN CONTRIBUTIONS (BLACK OUT PERIOD)

Some solicitations are subject to restrictions on who you can communicate with regarding the solicitation, and prohibitions on campaign or office holder contributions during the blackout period. Violating these rules can lead to disqualification of your submission. For more information on these rules, please visit [Restrictions on Communication & Prohibited Campaign Contributions](#).

Department: Type: Bid Name:



Description	Type	Department	Release / Restriction on Communication Start Date	Political Contribution Black Out Start Date	Solicitation Deadline
6100010847 Contracted Security Services for SAT	Request for Proposals	Aviation	11/29/2018	12/13/2018	01/14/2019 Extended to 01/18/2019
6100010894 - Parking Consultant Services	Request for Qualifications	Aviation	12/18/2018	N/A	01/25/2019

BIDDING & CONTRACTING OPPORTUNITIES STEP 3



CITY OF
SAN ANTONIO

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GET CONNECTED

RESIDENTS

VISITORS

BUSINESS

YOUR GOVERNMENT

ESPAÑOL

FINANCE DEPARTMENT - PURCHASING DIVISION

sa.Gov Home > Purchasing > City Bidding & Contracting Overview > Bidding & Contracting Opportunities

BIDDING & CONTRACTING OPPORTUNITIES

Bidding & Contracting Opportunities

High Profile Solicitations

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6100010894 - Parking Consultant Services

The City of San Antonio Aviation Department seeks a qualified consultant to provide parking consulting services to include: reviewing existing parking & ground transportation operations, providing technical assistance for an upcoming Operator RFP, and other projects as needed.



Document	Type	Size
Solicitation and Committee Information	Adobe PDF	254.08 KB

[Return to Listing](#)

ADDITIONAL BIDDING & CONTRACTING OPPORTUNITIES



- SAT construction and professional service agreements utilize CivCast.
 - Follow submittal instructions on: <https://www.civcastusa.com>
- Stinson Municipal Airport (SSF) occasionally releases projects through TXDOT Aviation's website on:
<https://www.txdot.gov/inside-txdot/division/aviation/projects.html>

WHAT IS A DBE/ACDBE?



DBE/ACDBE means:

a for-profit small business concern

(1) That is at least 51 percent owned by one or more individuals who are both socially and economically disadvantaged; and



(2) Whose management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it.

Personal net worth that does not exceed **\$1.32 million**



ACDBE may be a business located at an airport (or for which the business activity takes place at an airport) engaged in the sale of goods and/or services to the public or a business that provides goods and services to those businesses.

DBE/ACDBE CERTIFICATION



- DBEs/ACDBEs must be **certified by Texas Unified Certification Program (TUCP) at time of proposal submission** in order to count their participation.

TUCP Members:

City of Houston, City of Austin, TXDOT, Corpus Christi Regional Transportation Authority,
North Central Texas Certification Agency &
South Central Texas Regional Certification Agency (**SCTRCA**)

- SCTRCA serves businesses in the San Antonio Metropolitan Statistical Area (SAMSA) & assists with DBE/ACDBE Interstate certification.
- DBE/ACDBE certificates issued in another state through an approved Unified Certification Program (UCP) are acceptable during the interim of applying with SCTRCA.
- DBE/ACDBE joint venture partner(s) must be certified by TUCP.
- Apply for DBE/ACDBE certification for Federal & Statewide Recognition at SCTRCA's website: <https://sctrca.org/disadvantage-business-enterprise-certifications/>
- State DBE/ACDBE Directory website: <https://txdot.txdotcms.com>



Prompt Payment Complaint Reporting

- Section 157 of the 2018 FAA reauthorization (Public Law No. 115-254)
- Airport sponsors must track and report subcontractors' allegations of non-compliance
- FAA is required to assess and improve airport sponsor compliance based on analysis of reports received
- If affected subcontract is not comfortable contacting the prime contractor directly regarding payment or unable to resolve payment discrepancies with prime contractor, subcontractor must initiate the complaint in writing to the DBEO or designated staff at BODD@sanantonio.gov.

U.S. DOT Bonding Education Program & U.S. Small Business Program Surety Bond Program

- Contact BODD@sanantonio.gov for more information.

Airport Badge and ID



What is Badge and ID



- ❖ Under City of San Antonio, San Antonio International Airport, Security Division
- ❖ Regulated by Department of Homeland Security/TSA
- ❖ Responsible for the processing of all badge applicants applying for work at San Antonio International Airport
- ❖ Responsible for conducting all background checks and training

Establishing A New Company



Step 1 – Provide signed contract with the City of San Antonio or agreement with the Aviation Director

Step 2 - Designate Authorized Signatory (AS) and submit application for AS privileges

Step 3 – New company set up by Badge and ID, badge application link sent to start the badging process for AS

Step 4 - Designated AS must attend a meeting with the Security team to determine their badging needs and gather additional information

Step 5 - Designated AS processes for badge and upon receiving clearance reports for training (SIDA and AS)

Step 6 - Designated AS will come to Badge and ID to conduct required training (must successfully pass with 100%)

Step 7 - Designated AS will receive AS credentials and may begin badging additional employees

Badging Process



❖ ***Initial Appointment***

- ❖ \$100
- ❖ Identification
- ❖ Fingerprints
- ❖ Photo
- ❖ Paperwork/Acknowledgments

❖ ***Background Checks***

- ❖ Criminal History Records Check (CHRC)
- ❖ Security Threat Assessment (STA)

❖ ***Second Appointment***

- ❖ SIDA Training

Frequently Asked Questions



- **How long does it take to establish a new company?**

A new company can usually be set up within 3-5 business days

- **How long will my background check take?**

The length of time needed for a background check varies for each person, but generally takes anywhere from 3-7 business days

- **What happens if I have criminal history?**

Per TSA – there are 28 disqualifying offenses which if convicted of or accepted deferred adjudication for, may disqualify applicants

- **I was born outside the United States. Will it take longer to complete my background check?** *It is possible this process may take longer for those born outside of the country; however, providing sufficient documentation will help expedite the process*

Badge and ID Office Information



- Website:
<https://www.sanantonio.gov/Aviation/Security/Badge-and-ID>
- Phone Office: 210-207-3526
Number:
- Badge Office Hours of Operation:
 - Monday-Thursday 6:15 am - 4:00 pm
 - Friday 6:15 am – 2:00 pm

Airport Safety



Airport Safety cont.



An OSHA Safety Plan is a written document that describes the process for identifying the physical and health hazards that could harm workers, procedures to prevent accidents, and steps to take when accidents occur.

The written safety plan is your blueprint for keeping workers safe. Many organizations compile their activity-specific safety plans into a single safety manual. Below are minimum requirements that San Antonio International Airport – Safety Division requires to be in the safety plan derived from the various federal requirements. Our requirements do not supersede but may add to any requirements that OSHA has established to include Airport Rules and Regulations. ([Airport Rules and Regulations](#))

The Safety Plan can include additional information as necessary, i.e. job specific plan that addresses specific hazards and risk mitigation measures.

Airport Safety cont.



1. Signature Sheet showing who prepared the plan and who approved the plan.
2. Background Information (Contractor's Name, Address and Telephone, Contract Project Number, Project Name, Project Purpose)
3. Safety and Health Policy
4. Responsible Persons/Lines of Authority
5. Any Subcontractors and Suppliers
 - a. Will they follow your safety plan or have a plan of their own?
 - b. If they have their own safety plan, Safety Division will need a copy of that plan.
6. Training and Communications (General and Site Specific) OSHA, Emergency Response, PPE, Fall Protection, etc.

Airport Safety cont.



7. Safety and Health Inspections (Management and Supervisory/Jobsite Supervisor)
 - a. Point of Contact for Aviation Safety Division if unsafe conditions or circumstances are present.
 - b. Smoking is only authorized in designated areas
 - c. Alcohol (opened or unopened) is not authorized on job sites.

8. Accident Reporting Procedures
 - a. Primary is Airport Communication Center (210-207-3433) in the event of an emergency. If the Communication Center cannot be reached, then dial 911.
 - b. Within a reasonable timeframe, notify Aviation Safety Division of any accidents, injuries or fatalities at Safety Hotline 210-207-1600.
 - c. If hazardous spills occur on airport property, notify the Environmental section at 210-207-3862 and the Communication Center at 210-207-3433.

Airport Safety cont.



9. Medical/Fire/Police Support
 - a. Onsite support
 - b. Offsite support
 - c. Local medical facility to use in case of an emergency
10. Personal Protective Equipment (PPE)
 - Any Hazard Assessments conducted identifying/requiring pertinent PPE (Head Protection, Eye Protection, Hearing Protection, Respiratory, Fall Protection, etc.)
11. Additional Plans required by your safety manual:
 - Emergency Response, Layout plans, Site Specific Safety and Health Plans, Spill Plans, Firefighting, HAZCOM, SDS Locations, Respiratory Protection, Abatement plans, Permit-Required/Confined Space, and any other pertinent information.
12. Wildlife Management Section: Contact Marcus Machemehl 210-207-1663 prior to beginning any work on airport property.

Airport Safety cont.



13. Site Specific Hazards and Controls: May be covered in provided plans

Please direct any questions to the Aviation Department Safety Division.

Safety Division Email: safetyreports@santantonio.gov, 210-207-1600 Safety Hotline

Airfield Drivers License



Rates and Charges for Airfield Driver's Training Course

Below is the schedule and costs for the Airfield Driver's Training Classes. Please contact the office at the 210.207.3475 or 210.207.3540 to schedule an appointment or you can email to mari.ramirez@sanantonio.gov or richard.hocott@sanantonio.gov to schedule as well.

Course: Non-Movement

Mondays 9:00 a.m. \$20.00

Tuesdays 9:00 a.m. \$20.00

Thursdays 1:00 p.m. \$20.00

- Replacement License \$10.00
- Expired License Penalty \$20.00

Course: Movement

Tuesdays 1:00 p.m. \$25.00

Thursdays 9:00 a.m. \$25.00

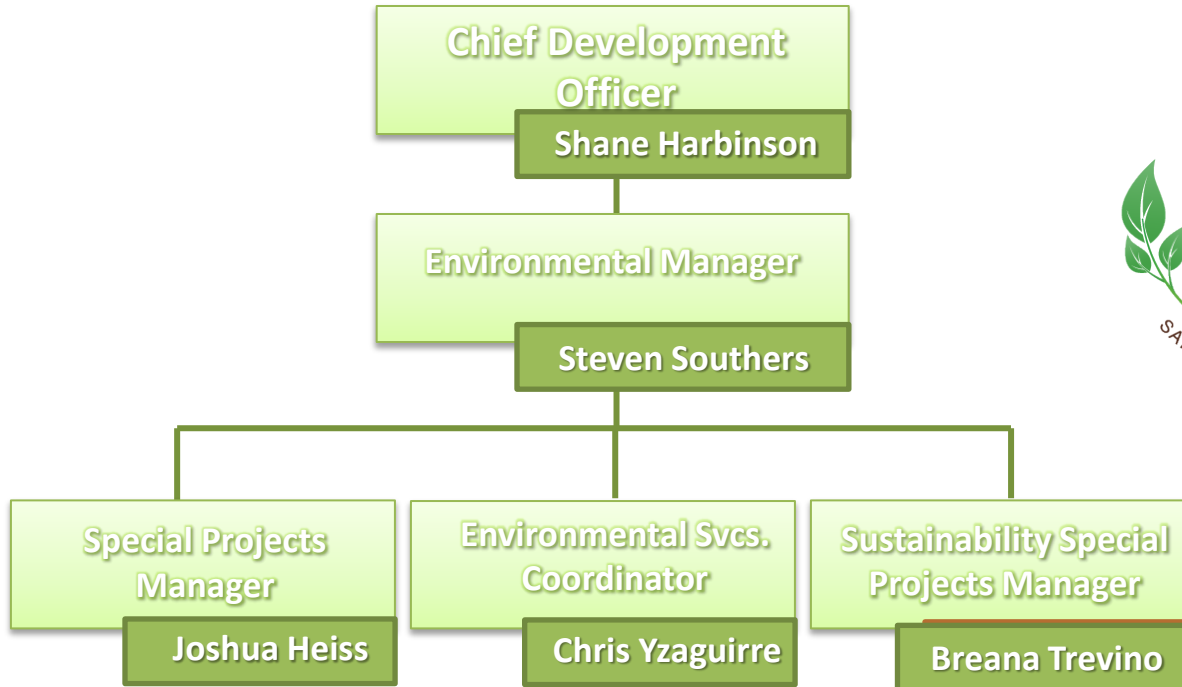
Please feel free to contact Mari Ramirez at (210) 207-3540 if you have any questions.



Environmental Stewardship Team

Steve Southers,
Joshua Heiss, Chris Yzaguirre &
Breana Trevino

The Environmental Stewardship Team



Core Services



Sustainability Planning

- Aviation CAAP plan
- ACA Carbon Accreditation
- PEER Electric Grid Resiliency
- Emissions Inventories
- Sustainable Airports Manual (SAASAM)



Core Service



Sustainability Actions

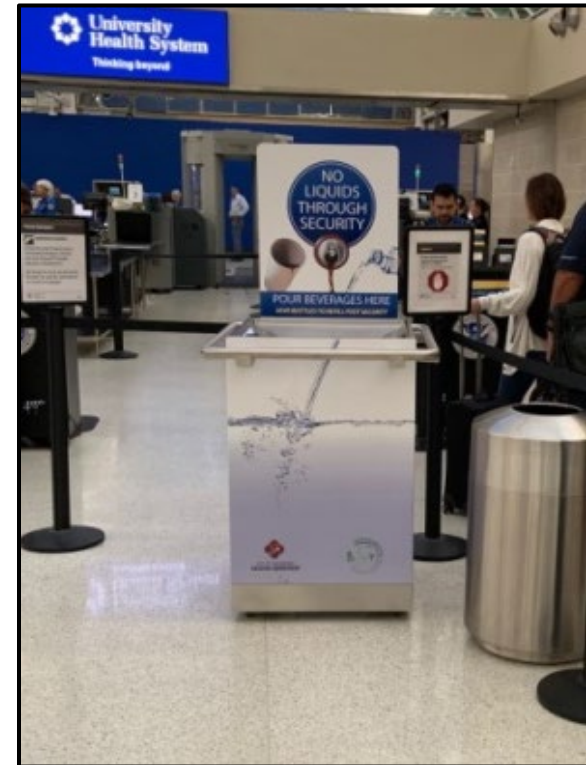
- Electric Vehicles and Chargers
- Solar Array
- Gate Power
- Anti-Idling Ordinance





Sustainability Actions

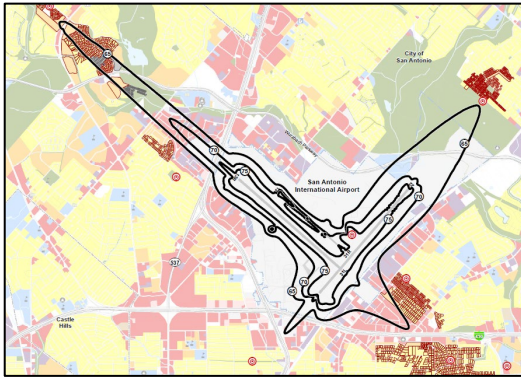
- Recycling
 - Soils and Concrete
 - Food
 - Bottle Waste Reduction



Core Service



Environmental Planning – Noise (Part 150)

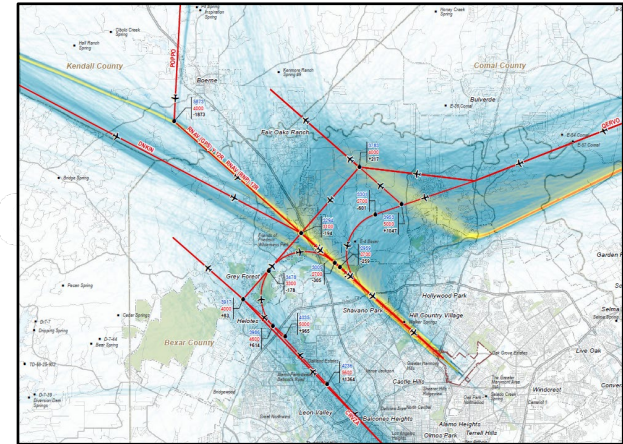


Noise Exposure Map (NEM) - Meetings

New Noise Metric (Quiet Skies)



JLUS - Randolph AFB (RND)



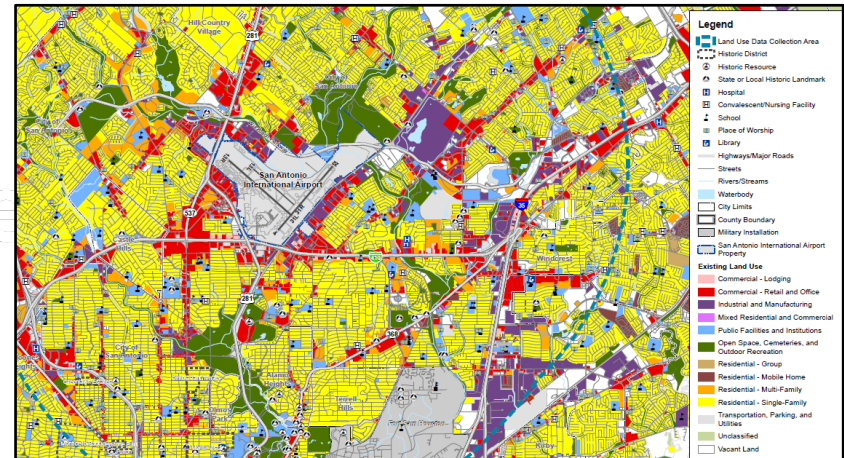
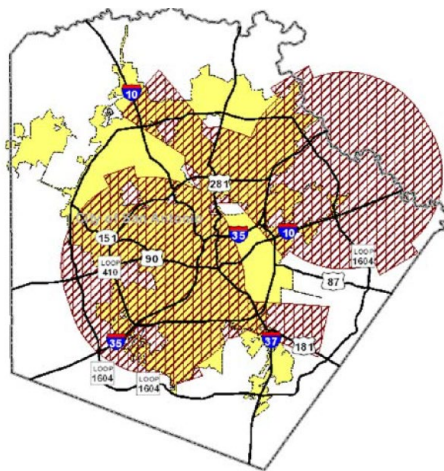
Community Outreach - PBN

Core Service



Planning – Land Use and Zoning

- Greater Airport Area Neighborhood Plan
- Airport Vicinity Land Use Plan of 2010
- Stinson Land Sue Plan
- Stinson Master Plan
- Airport Hazard Overlay District (AHOD)
- Land Use and Zoning Cases



Airport Vicinity Land Use Plan

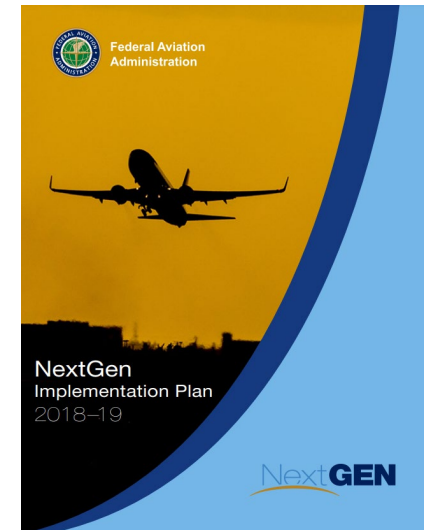
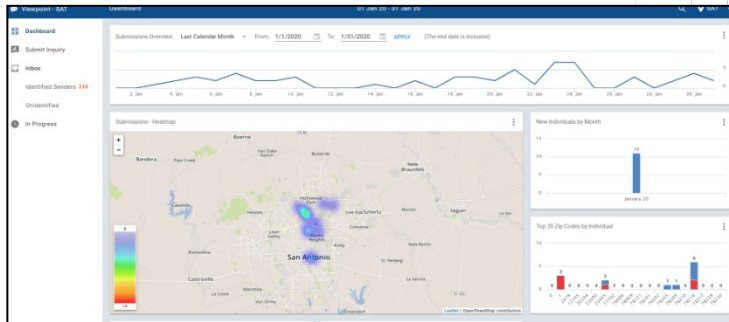
- National Environmental Policy Act (NEPA)
- Endangered Species,
- Wetlands
- Emissions and Noise

Core Service



NOISE Inquiries and ANOMS

- Concerned Citizens
- Elected Officials
- Noise Hotline
- Noise Portal



Community Outreach - PBN

ANOMS Charts

Core Services - Regulatory



- Stormwater Compliance
 - Perfect Stormwater Compliance Report every year
 - Stormwater Testing at Outfalls
 - Fuel Spills – Response and Remediation
 - Airfield Inspections

- Asbestos and Mold Response and Remediation

- Construction Plan Review and Oversight
 - Soil Disposal Plan (RCRA compliance)
 - Chicago Sustainable Airports Manual



Core Services - Regulatory



Clean Water Act Compliance

- Planning: Storm Water Pollution Prevention
 - Actions:
 - Surface Water Testing
 - Inlet Protection
 - Spill Remediation



Core Services - Regulatory



Storm Water Pollution Prevention

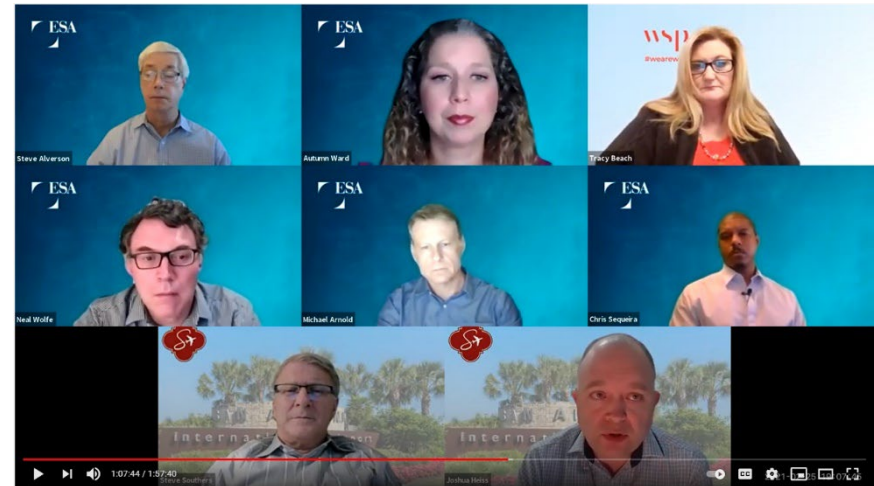
- Planning: Storm Water Pollution Prevention
 - Actions:
 - Surface Water Testing
 - Inlet Protection
 - Spill Remediation



Speaking Events and Collaboration



- Noise Conferences
- SA Tomorrow
- ACI-NA Steering Committee
 - Land Use - Chairman
 - NEPA – Reauth. Section 163 Ad Hoc Committee
- New Noise Metric
- ACI- World - New Long Term Carbon Goal
- AACOG - Ozone



Outreach Efforts



- Earth Day Initiative
- BeeSAT Pollinators and Urban Honey Prog.
- Pollinator Seed PACKETS
- Mayor's Monarch Pledge
- JBSA – Randolph JLUS (Joint Land Use Study)



Vendor Opportunities Programs/Projects



- Asbestos Inspections and Abatement
- Mold Inspections and Abatement
- Lead-Based Paint – Inspect and Abate
- Installation of Electric Chargers
- Calculation of Emissions Reductions
- Sustainability planning, soil analysis, water Analysis,
- Soil testing, remediation
- Demolition, Grubbing and Grading, Hauling
- Coffee Recycling, Beekeeping, Public Outreach,



Preparing for Opportunity



- Asbestos Licenses: Inspector, Contractor
- Mold Licenses: Inspector, Hygienist
- Lead-Based Paint: Inspecting, Abating
- EV's & Solar Power: Electricians
- Emissions Reductions: Science Degrees
- Sustainability planning, soil analysis, water analysis: Science Degrees
- Soil testing, remediation, Tank removal: Prof. Geoscientist
- Demolition, Grubbing and Grading: Demo. License, Waste hauling permit, Hauling Tickets, Tree Permits, Airfield Drivers License, Airfield Security Badge
- Coffee Recycling, Beekeeping: No Licenses needed



Business Opportunity & Diversity Development (BODD) Contact Information



- BODD Staff:
 - Staff email: BODD@sanantonio.gov
 - Barbara Patton, BODD Manager / DBELO/ACDBELO
(210) 207-3592 or Barbara.Patton@sanantonio.gov
 - Joseph Gonzales, Diversity Development Program Coordinator,
(210) 207-3526 or Joseph.Gonzales2@sanantonio.gov
 - Brenda Rodriguez, Diversity Development Program Coordinator,
(210) 207-3808 or Brenda.Rodriguez2@sanantonio.gov
- **Aviation Department Overview of Business Opportunities Website:**
<https://www.sanantonio.gov/Aviation/Overview-of-Business-Opportunities>