



## **Hartsfield-Jackson Atlanta International Airport**

**[www.atlanta-airport.com](http://www.atlanta-airport.com)**

### **Doing Business with the Airport**

The following steps are necessary to do business with Hartsfield-Jackson Airport:

- You must register your company with the City's iSupplier system by completing an application.
- You must have a **valid e-mail account** to begin the registration process.
- **Current City Suppliers who have not registered in this system must re-register their company in this iSupplier system as a prospective supplier.**
- Prospective Suppliers click [here](#) for registration.
  - Enter all your company information. Field names that have an \* are mandatory fields and must be completed in order to register.
  - Your application will be electronically processed by the City's iSupplier Administrator.
- Once your application is approved, you will receive a confirmation e-mail with your City of Atlanta Total Solution (CATS) iSupplier username and password.
- Please use your username and password to [log-on](#) to complete your supplier profile registration process.
- After completion of registration process, you are now eligible to be placed on the City's bidder's list for the good(s) and service(s) that you provide.
- Once you are awarded a contract, the City requires a vendor to be licensed to do business in the State of Georgia. A City of Atlanta license may be obtained also.

- The Office of Contract Compliance (“OCC”) is another office that plays an important role in the bid process. The Contract Employment Report Form (“CER”) found in the Bidder’s Application Package is reviewed by OCC. Additionally, certification for minority and female business enterprise status is handled through OCC.

Please keep monitoring this Web site for more updates regarding the iSupplier system.

Based on the information you provide and the items you select in the application, Department of Procurement (DOP) will inform you, by its Invitation to Bid notices, of projects out-for-bid or proposals. Additionally, all projects by DOP are advertised in local publications for two (2) consecutive weeks.

Understanding the competitive sealed bid/proposal process:

- The bid document is sent to DOP by the user agency.
- The project is advertised.
- The pre-bid/proposal conference is held, when applicable.
- The vendor/contractor’s bid submittals are due to DOP in accordance with the bid documents.
- The bids are publicly opened and read by DOP staff.
- For proposals, the names of the proponents are read publicly.
- The user agency reviews the bid/proposal submittals.
- A recommendation is submitted, by the user agency and OCC, to DOP for contract award.
- The CPO, in consultation with the user agency, then recommends the award of a contract.
- DOP prepares appropriate legislation for award, when applicable.
- DOP prepares the appropriate contractual agreement/purchase order.
- The contract agreement is forwarded to the contractor and a purchase order is issued.
- The vendor/contractor signs the contract and provides the appropriate bonding and insurance information.
- Once signed by the contractor, the contract is routed internally for the appropriate signatures.

- The contract is officially executed after it is sealed by the Municipal Clerk.
- Copies of the contract are distributed to the appropriate parties.
- Finally, a Notice to Proceed ("NTP") is issued to the contractor to begin the work.
- Hartsfield-Jackson Airport invites you to bid on its projects and looks forward to doing business with your company.



11/19/2008

Expiring Contracts  
Expiring In Next 365 Days

Doc ID	Title	Project Manager	Business Unit	Execution Date	Expiration Date	Completion Date	Insurance Exp Date
6215-95	Business Traveler Services, Inc.	Kyle Mastin	Concessions	02/28/1996	11/30/2008		
7593-03	Customer Service at HJAIA	Paul Meyer	Operations, Maintenance & Security	03/12/2008	12/14/2008		
3005007858	Gate Guard Security Services	Gus Hudson	Operations, Maintenance & Security	05/07/2008	12/21/2008		
7314-01	Travelex Currency Services, Inc. Lease Agreement - Foreign	John Cugasi	Concessions	01/04/2004	01/13/2009		
6006007881B	On-Call Services for Information Technology Staffing (Think Development Systems, Inc.)	Lance Lyttle	ISD	03/13/2008	03/12/2009		
7429-02	Global Concessions Inc. Lease Agreement-Frozen Dessert Concessions	John Cugasi	Concessions	04/30/2004	04/29/2009		
6006007881C	On-Call Services for Information Technology Staffing (DMJM Aviation, Inc./S.L.King, JV)	Lance Lyttle	ISD	05/02/2008	05/01/2009		
7531-02B	Renewal #2 for Washington Lobbyist (Bracy Tucker Brown)	Walter Vinson	Marketing & Public Relations	05/13/2008	05/11/2009		
7498-02	National Hamburger Concession - Conc. B -Mack II Lease Agreement	John Cugasi	Concessions	06/17/2004	06/16/2009		07/15/2007
3007000049	Firestation #24	Christina/Cusack/Andy Orr	Planning & Development	04/04/2008		01/29/2009	
4162	Terminal Restroom Upgrades at H-JAIA	Jay Dayhoff	Planning & Development	07/17/2008		03/13/2009	
3005007891	Firestation #24 Renovations and Expansions	Christina Cusack	Planning & Development	03/04/2008		03/31/2009	

Project WBS & Description		Owner	
1	Package W	Life Safety Upgrades - per Newcomb/Boyd Report.	CPTC - GAP
1	D.05.01.028	HVAC for War Room Exhaust (Concessions) (Enabling)	Facilities
2	D.06.40.005	Expansion of AGT/FIS Parking Lot	Facilities
3	D.07.00.003	Misc Built-up Roof & Single Ply Roof Repairs (including ARFF 32 roof)	Facilities
4	D.05.00.028	Campus Wide Structural Inspection/Repair	Facilities
5	D.05.00.029	ISD Server Room & Telecom Emergency Upgrade	Facilities
6	D.05.01.012	Upgrade Wi-Fi & MUFIDS Equip Room	Facilities
7	D.05.90.010	Escalator Access Doors	Facilities
8	D.05.00.012	Lock Box Installation	Facilities
9	D.05.90.016	Interfaith Chapel Relocation (Enabling)	Facilities
10	D.08.70.001	Spill Containments Prevention Upgrade	Facilities
11	H.07.30.190	C4 Enabling	In Process
12		Design (on-call) - 2009	Consultants
13	D.05.00.026	North HBS Mega Merge Replacement	Facilities
14		NLVR Roadways PCO	In Process
15		Capacity Study Grant Matching	In Process
16	PFC Bonds	Clayton County - 10-28	In Process
17		Rockdale Pipeline On Call	In Process
18	H.07.20.090	Fuel Main Mtc Upgrde Impr	In Process
19		Couplers	In Process
20	H.02.01.050	College Park Sanitary Sewer System Upgrades	Landside/Airside
21	D.06.00.006	GTC-CONRAC APM Opening	Landside/Airside
22	H.07.30.190	New Airport Safety/Command & Control Center	Landside/Airside

Project WBS & Description		Owner	
23	D.08.10.003	Demolition of Wynterbrook Apts	Noise Appropriation Exists
24	D.08.10.001	Noise Insulation Program 2008	Noise Appropriation Exists
25		CONRAC IT Needs	CONRAC Funding Needed
26		Environmental (on-call) - 2009	Consultants Funding Needed
27		Signage (on-call) - 2009	Consultants Funding Needed
28		AMPT - 2009	Consultants Funding Needed
29		Holdroom Carpet	CPTC Funding Needed
30		RFID Bag Tags Pilot Program	Facilities Funding Needed
31	D.05.20.004	Concourse T Concessions In-Fill	Facilities Funding Needed
32	D.06.20.011	Parking Deck Joint Seals 2008	Facilities Funding Needed
33	D.05.00.022	ISD Expansion-Phase 2	Facilities Funding Needed
34	H.02.20.037	Airfield Pavement Repair/Maint 2009	Landside/Airside Funding Needed
35	H.02.10.070	MHJIT Haul Road	Landside/Airside Funding Needed
36		Atlanta Radio Upgrade Project - DOA Allocation	Other Funding Needed
37	H.07.30.200	Security Checkpoint Expansion - Delta Space Buyout	Properties Funding Needed
38		Planning-2009	Consultants Money paper in process with Council
39		Construction Management-2009	Consultants Money paper in process with Council
40		Program Management-2009	Consultants Money paper in process with Council
41	D.09.50.002	City Fuel Farm Upgrade Phase II Comingling	Facilities Money paper in process with Council
42	H.02.10.025	Airfield Recycled Materials Site Mgt - CO	Landside/Airside Money paper in process with Council
43	D.07.80.002	DOA Security Space Utilization Study & Re-design	Facilities Partially Funded \$2M On-call Managing General Contractor \$1M needed
44			