



# HOW TO DO BUSINESS WITH GATEWAY AIRPORT

## WHAT DOES MGAA BUY?

MGAA engages in a wide variety of activities while providing a safe and secure environment for its tenants and customers. MGAA operations include:

- Administration
- Airport Operations and Maintenance
- Gateway Aviation Services
- Business Development and Property Management

Commodities, equipment, and services associated with these operations may include:

- Safety supplies
- Engineering and construction
- Office supplies
- Vehicles
- Janitorial / custodial
- Pest control
- Landscaping
- Fuel
- Uniforms
- Heavy equipment
- Legal
- Information technology
- And other services

MGAA buys just about everything. So if you sell a commodity or service that you think is needed by MGAA, and your prices and services are high quality and competitive, then MGAA is interested in hearing from you.

## **PURCHASES UNDER \$5,000**

For purchases under \$5,000, airport staff obtain at least one quote, where that price is fair and reasonable. Purchases may be made using credit card or purchase order.

## **PURCHASES BETWEEN \$5,000 AND \$50,000**

The procurement department along with airport staff conducts purchases between \$5,000 and \$50,000. The department will obtain at least three quotes or proposals for the same or substantially similar items or services. Procurement reviews and approves a purchase order.

## **PURCHASES IN EXCESS OF \$50,000**

A public bid by procurement is generally required for purchases over \$50,000. Notice is emailed to those registered with MGAA, listed on MGAA's website, and published in the Arizona Business Gazette. Solicitations can be downloaded free of charge from the procurement page at [gatewayairport.com](http://gatewayairport.com). Construction bid notices are posted on the website, however, full bid packages may have to be purchased through a printing firm.

## **COOPERATIVE PURCHASING**

MGAA participates in many cooperative purchase agreements, including the State of Arizona and National Cooperative Purchasing Alliance, as well as other political subdivisions with cooperative language in their bids.

MGAA is also a member of the Strategic Alliance for Volume Expenditures (SAVE), which includes local counties, cities, and school districts. Often, contracts awarded by a SAVE member can be used by other members.

## **GIFTS AND GRATUITIES**

Thank you for your kind thoughts, but under NO circumstances is any MGAA employee able to accept, directly, or indirectly, gifts or other items of value from persons doing business or seeking to do business with MGAA.

## HOW DO I INTRODUCE MYSELF?

For small purchases (under \$50,000), our departments need to know who you are. There are several ways to make this connection:

- Contact the Procurement Department by email at [procurement@gatewayairport.com](mailto:procurement@gatewayairport.com)
- Call us at 480-988-7630

## WHAT INFORMATION IS AVAILABLE ON THE WEBSITE?

- Current bid opportunities
- Bid opening results
- Notices of Intent to Award

## MISSION

The Procurement Division of MGAA will purchase goods and services, using open and competitive processes appropriate to the situation and to the value of the items being procured with procurements being in a timely and cost-effective manner.

## VISION

Our vision is to be leaders in the field of public procurement and strategic sourcing, bringing value and efficiency to each procurement, while at the same time, operating MGAA policy, statutes, and sound business practices.

## VALUES

- Ethical behavior
- Professionalism
- Service
- Impartiality
- Eco-consciousness
- Best value
- Best practices