



Welcome!

**Indianapolis Airport Authority
DBE/MBE/WBE/VBE Construction Contractors
Capital Project Presentation
February 3, 2015**



Agenda

Welcome

Holli Harrington, Director of Supplier Diversity

Mario Rodriguez, Executive Director

Introduction of Staff, Airport System and Project Success

Shannetta Griffin, Sr. Director of Planning & Development

Capital Project Process

Jarod Klaas, Airport Engineer

Tim Method, Director of Environmental

Robert Jones, Inspector

Jeff Burns, Security Systems Manager

Mike Riedlinger, Inspector

Susan Zellers, Deputy Director of Planning & Development

Airport Projects

Susan Zellers and Jarod Klaas

Supplier Diversity and Closing Remarks

Holli Harrington

Question and Answer

Shannetta Griffin



IAA Planning & Development

IAA Planning & Development

- Planning
- Project Management
- Environmental



Introductions of Staff

Shannetta Griffin, P.E., Sr. Director of Planning & Development

Oversees engineering and environmental departments.

Susan Zellers, P.E., A.A.E., Deputy Director of Planning & Development

Leads planning and project management activities; serves as deputy to senior director.

Jarod Klaas, P.E., Airport Engineer

Leads the department's engineering and technical service activities.

Tim Method, Director of Environmental

Manages environmental matters, conservation management responsibilities, and stormwater/deicing operations.



Introductions of Engineering Staff

Project Managers

A.J. Babkowski
Brian McMillen
Charles Bischoff
Neal Jenkins

Inspectors

Robert Jones
Mike Riedlinger

Engineering Technician

Jonathan Hull

Executive Administrative Assistant

Susan Miller

Construction Administrator Assistant

Nancy Bates

Contractual Assistance

Marc Bloomfield, MB Consulting
Mary Zurbuch, Zurbuch Consulting



Introductions of Environmental Staff

Environmental

Todd Cavender – Environmental Manager

Del Warren – Environmental Technician

George Kestler – Stormwater

Nick Summers – Stormwater

Senior Administrative Assistant

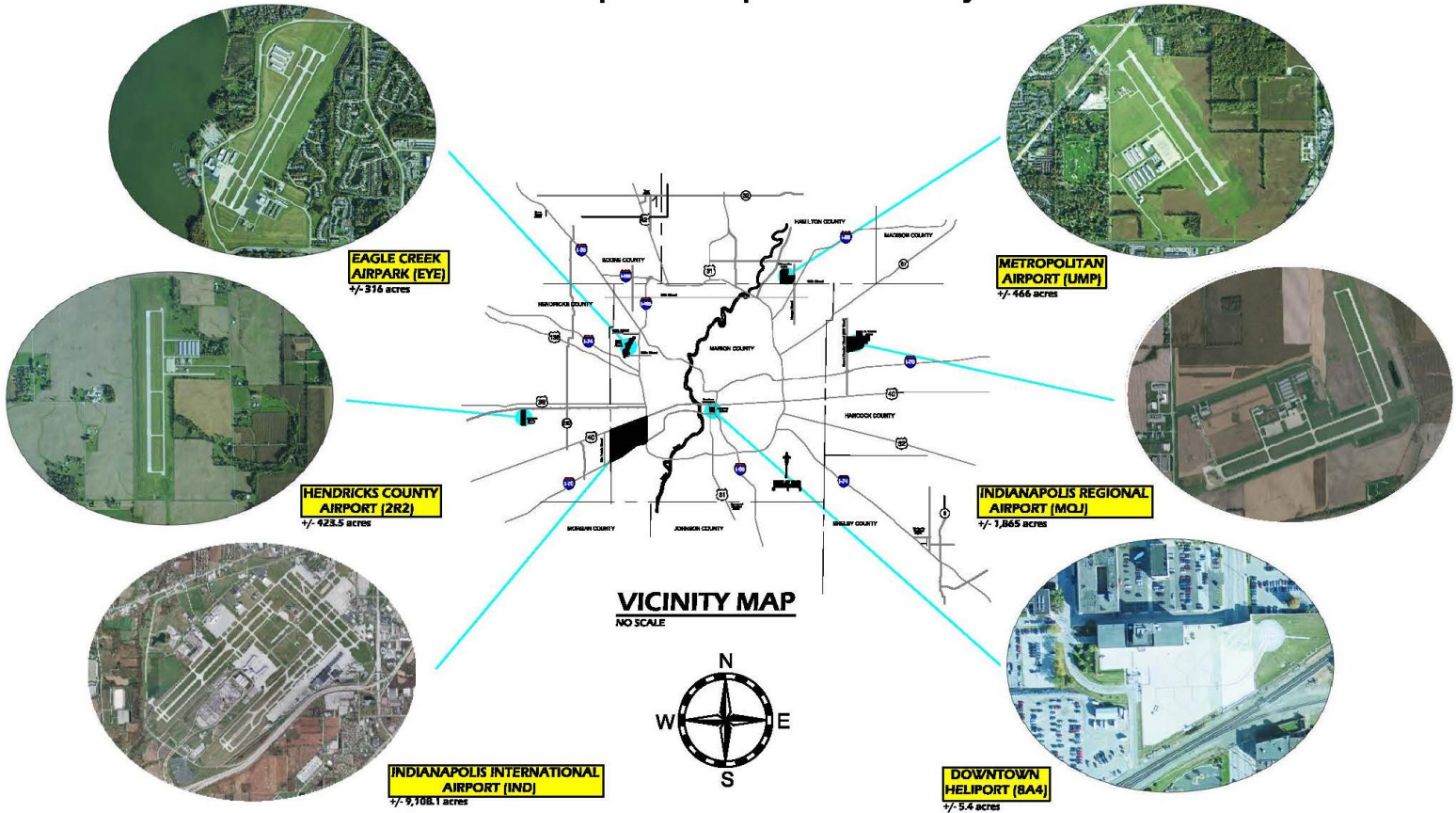
Sharol Weddle



IAA Airport System



Indianapolis Airport Authority





Indianapolis International Airport (IND)

Facts

- Runway 5L/23R — 11,200' x 150'
- Runway 5R/23L — 10,000' x 150'
- Runway 14/32 — 7,280' x 150'
- Category III instrument landing system (ILS) on runways 5L & 5R
- Category I ILS all other runways
- 135 daily flights to 37 nonstop destinations
- More than 7.2 million passengers served per year
- 4.7 million tons of cargo
- Over 10,000 people employed at the airport
- \$4.57 billion annual economic impact (2012)





Indianapolis Regional Airport (MQJ)

Facts

- General aviation reliever airport
- Western Hancock County
- Runway 7-25 is 6,504' x 100'
- Runway 16-34 is 3,901' x 75'
- ILS instrument approach (200' ceiling and ½ mile visibility)
- 135 based aircraft
- 36,000 annual operations
- 110 IAA owned t-hangars
- \$6.2 million annual economic impact (2012)
- Critical aircraft: medium business jet





Indianapolis Metropolitan Airport (UMP)

Facts

- General aviation reliever airport
- Southern Hamilton County
- Runway 15-33 is 3,850' x 100'
- GPS instrument approach (375' ceiling and 1 mile visibility)
- 144 based aircraft
- 40,000 annual operations
- 120 IAA owned t-hangars
- \$19 million annual economic impact (2012)
- Critical aircraft: turbo prop/ business jet





Hendricks County Airport Gordon Graham Field (2R2)

Facts

- General aviation airport
- Eastern Hendricks County
- Runway 18-36 is 4,400' by 100'
- GPS instrument approach (423' ceiling and 1 mile visibility)
- 60 based aircraft
- 15,000 annual operations
- 60 IAA owned t-hangars
- \$1.2 million annual economic impact (2012)
- Critical aircraft: turbo prop
- Opened in 2000





Eagle Creek Airpark (EYE)

Facts

- General aviation reliever airport
- Located northwest Marion County
- Runway 3-21 is 4,200' by 75'
- Localizer and LPV instrument approaches (274' ceiling and $\frac{3}{4}$ mile visibility)
- 127 based aircraft
- 30,000 annual operations
- \$11.9 million economic impact (2012)
- 59 IAA owned t-hangars
- Critical aircraft: turbo prop and small business jet





Indianapolis Downtown Heliport (8A4)

Facts

- Helipad 60' x 60'
- Instrument approach (516' ceiling and $\frac{3}{4}$ mile visibility)
- 4 based helicopters
- 2,100 annual operations
- \$8.9 million annual economic impact (2012)
- Critical aircraft: helicopter





Project Success

Elements of a Successful Project

- Contractor ready to promptly begin work after Notice to Proceed (NTP)
 - Realistic, achievable schedule submitted and then executed
 - Shop drawings and submittals in a timely manner especially long lead items
 - Complete, **SATISFACTORY QUALITY CONTROL PROGRAM**
- Contractor accounts for weather as specified in construction documents to complete project on time
- No assumptions, use Request for Information (RFI) to have questions addressed
- Thorough, complete documentation provided with invoices, requests for change, change orders, daily reports, etc.
- Certified payrolls submitted timely when there are wage rates
- **Quality work product per construction documents**



IAA's Capital Project Process

- Project must be in the approved capital budget
 - Capital budget process starts in March for following year
 - Capital budget reviewed with Airlines in early August
 - Final budget (capital and operating) hearing at IAA Board Meeting in August
 - IAA presents budget to Municipal Corporate Committee in September
 - City-County Council approves budget in October
- Typical funding sources for capital projects
 - Airport cash, from airport revenues
 - Airport Improvement Program (AIP) federal grant funds
- Airport Capital Improvement Program (ACIP) is submitted to the Indiana Department of Transportation, Aviation Section, February 1st with next five (5) years grant requests

Capital budget is a living document and guides all capital projects.



How Construction is Procured

Construction (Public Works IC 36-1-12)

- Competitive sealed bid (project construction cost > \$100,000)
- Competitive sealed quote (project construction cost < \$100,000)
- Competitive proposal (detailed specifications not feasible) (IC 5-22-9)



Pre-Bid Meetings

Watch for Project Bid Advertisement

- In newspapers and on IAA's website
- Pre-Bid Meeting announced in advertisement

Attend the Pre-Bid Meeting

- Scope of project reviewed
- Generally includes a site visit, unless project is publicly accessible
- Networking opportunity provided at the meeting
- Attendee list posted to IAA website after the meeting (1-2 days)



Construction Financial Requirements

Bid Guaranty – Bid bond or certified check of 5% of bid amount provided by prime

- Held until contract awarded by IAA Board

Performance and Payment Bonds - 100% of contract

- Performance for work
- Payment for payments to subcontractors and suppliers

Retainage - 5%

- Held if more than one payment for the project
- If project less than \$200,000 held by IAA. IAA does not pay interest.
- If project is more than \$200,000 held in bank escrow account or by IAA at contractor's request. IAA does not pay interest.



Construction Insurance Requirements

Workers Compensation per State Requirements

At Indianapolis International Airport

- \$10 million liability insurance for airfield work
- \$5 million liability insurance for landside work

At the Reliever Airports

- \$5 million liability insurance



Pre-Construction Meetings

Project Manager Schedules After Contract is Executed by IAA Board

Documentation Needed at Meeting or Before

- Initial project schedule (within 10 days of executed contract)
- Schedule of values in Excel format
- Supplier A&B Forms for Prime and D/M/W/VBE Subcontractors
- Contractor emergency contact list (24/7)
- Escrow/Retainage letter identifying where retainage is to be held
- Encompass (electronic project manager) enrollment form
- Work Permit Application with certificate of insurance and safety/security plan



Other IAA Requirements

Airside

At Indianapolis International Airport

- Security for airfield work including staff lists
- Coordination of pavement closures through inspector to operations
- FAA review of construction safety and phasing plans

At the Reliever Airports

- Coordination with inspector/operations
- FAA review of construction safety and phasing plans



Environmental Considerations

All IAA Facilities

- Erosion Control/Pollution Runoff
- Spill Prevention and Control
- Waste Management/Disposal
- Recycling/Reuse
- Project-Specific Permit Requirements



Work Permit

- Submit at least **2 weeks prior** to anticipated start.
- **No work can be started prior to work permit being submitted and approved!**
- **Documentation Needed for Work Permit**
 - Completed work permit application
 - Certificate of Insurance with IAA as additional insured on liability coverage
 - Security plan if in secured area
 - Written confirmation of utility locates, public, IAA and FAA
 - Project description
 - Project start and completion dates
 - Name, address, and phone number of contact person
 - Estimated cost of work
- **Work permit is in addition to any and all other required permits, licenses, certificates, etc.**



Project Security at IND

NEW! For work in Secured Areas

- A limited number of construction employees may be badged to act as security supervisors.
- These badged employees may be used in place of Owner Approved Security Firm personnel for security supervision as Crew or Area Guards.
- Crew and Area Guards full attention must be on security supervision, they will not be allowed to do production work while acting as a security supervisor.
- Owner Approved Security Firm personnel must still be used as Gate Guards, Escort Vehicle Drivers and Flagpersons.



New: Project Security

Badging

- Badging costs are the responsibility of contractor, \$50 per person.
- Individual must be able to pass a 10-year fingerprint Criminal History Records Check, a Security Threat Assessment and security training before a badge can be issued.
- Badging process normally takes about 3-5 working days.
- Badges will be valid until the completion of individual projects and must be forfeited upon project completion or earlier at the request of the Airport Security Coordinator (ASC).
- One company employee to act as Signatory for company and be badged first.



New: Project Security

Escorting

- Badged construction employees will only be allowed to provide security supervision of persons directly employed by the contractor or a subcontractor utilized for the specific job.
- All escorts must comply with the following requirements of Section 900 of the IAA Airport Security Program:
 - Properly badged individuals are permitted to escort up to six (6) unbadged personnel at one time within the work zone within 500 feet line of sight of escort.
 - The escort must maintain positive control of all personnel under their supervision, including continuous visual contact, and will ensure that the escorted individual engages only in those activities for which escorted access was granted.
 - The escort must be able to immediately contact the AOC at 487-5089.



New: Project Security

Project Security Requirements

- Carefully review plans for security requirements.
- Contractor responsibility to meet the project security requirements.
- Security requirements to be reviewed 24 hours in advance or work with Project Inspector or Project Manager as advised at the project kick off meeting.



Reliever Project Security

Relievers Airports

- No security escorts needed, gates must be locked or manned.



Inspection

Activities During Construction

- Inspector is an IAA representative (IAA's eyes and ears)
- Inspector provides:
 - Oversight that security requirements are met
 - Coordinates IAA testing representative to be on site, does not relieve contractor of quality control requirements
 - Monitors that project is proceeding per plans and specifications
 - Monitors that project is per reviewed submittals
 - Monitors environmental concerns/erosion control



Materials Testing

Activities During Construction

- Testing requirements vary by project
- Testing requirements identified in specifications
- FAA and INDOT specifications and pay requirements vary,
READ the SPECIFICATIONS
- Contractor hires and manages quality control testing
 - Copy of results provided to IAA
- IAA hires and coordinated quality assurance testing
 - Copy of results can be available to contractor upon request



D/M/W/VBE Responsibility During Construction

Prime

- Pre-Approval by IAA of any changes in D/M/W/VBE participation from pledged amount at contract award
- Identify all D/M/W/VBE subcontractor participation on invoice
- Include D/M/W/VBE documentation of participation (invoice or lien waiver)

D/M/W/VBE Subcontractor

- Provide timely invoice to Prime
- Document work effort for that billing period
- Attend any required meetings



Invoice Timeline

Typical Project Invoice Timeline

- 20th of month – Prime submits pencil copy
- End of month – Prime submits final month invoice incorporating any changes necessitated by pencil copy review
- Approximately 1 week – Invoice, if correct and complete, approved by engineering and accounting staff
- 1-2 weeks other IAA internal approvals occur and check is cut

Result – Lower tier subs and suppliers wait 45-60 days.

Subcontractors should know the prime's billing schedule and submit your invoice on time with any required supporting documentation for prompt payment.



New: IAA's Invoice Process

Unchanged

- Encompass still used for electronic submittal of all invoices
- Pencil copy is reviewed by project manager prior to submittal
- Supporting invoice documents are uploaded
- Once contractor submits an invoice, contractor is locked out until fully approved

Streamlined

- Schedule of values is attached and **summarized in Encompass**
- XBE participation is tracked on **Project Payment Details with Diversity Tracking Form**
- **Construction Invoice Completion Certification Form is completed**



New: IAA's Invoice Process

Project Payment Details with Diversity Tracking

- Form populated based on Supplier Diversity (XBE) pledge
- All subcontractors to be tracked even if not XBE
- Put supplier in front of company name if tracking XBE at 60% as supplier

PROJECT PAYMENT DETAILS WITH DIVERSITY TRACKING

NOTE: This form to be completed by the Contractor/Consultant.

Project Name: _____
 Project Number: _____
 Vendor Invoice Number: _____
 Invoice Date: _____

Gross Amount this Invoice	Contract Amount

COMPANY NAME	D/M/W/VBE Designation*	AMOUNT THIS INVOICE		PROJECT TO DATE		XBE PLEDGE	
		Dollars (\$)	Percent (%)	Dollars (\$)	Percent (%)	Dollars (\$)	Percent (%)
Prime Contractor's Name							
Subcontractor's Name							
List all subcontractors, use lines as needed							



New: IAA's Invoice Process

Construction Invoice Completion Certification

Project Name and Number

Contractors Invoice Number

Invoice Amount

Construction Invoice Completion Certification Form

- Contractor complete after pencil copy is approved
- IAA will return with comment via email if any items not in order

			Invoice Content	IAA Comment
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The quantities on this invoice match the quantities agreed upon with the IAA Project Manager.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All work being invoiced is covered by the contract and/or approved change orders.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The project payment detail sheet is complete and all associated supplier diversity invoices are attached.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Schedule of values is attached showing quantity complete this invoice period and to date. All calculations are correct.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Form G702 Application and Certification for Payment attached, architect/engineer certification not required for submittal by contractor.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Form G703 Continuation with schedule of values or equivalent are attached, if using equivalent form and detailed schedule of values not listed on form include detailed schedule of values separately.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lien waiver for prime contractor is attached.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Certified payrolls are attached for prime contractor.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Certified payrolls are attached for all subcontractors.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IAA sales tax exemption is being applied.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Percent retainage being withheld from any subcontractors does not exceed percent being withheld from prime contractor by owner	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Previously paid amount matches amount indicated in Encompass.	
Comments:				

I certify the above statements are true, and the attached invoice is complete.

Signature

Date



Invoice Supporting Documents

Construction

- AIA Form G702 or similar
- Schedule of Values
- Lien Waivers
- Project Payment Details with Diversity Tracking and supporting invoices
- Construction Invoice Completion Certification
- **Prior to first invoice** being processed, Schedule of Values and escrow account must be established, and Supplier A&B forms must be completed
- **IAA is tax exempt**

Other Submittals (as applicable)

- Weekly Certified Payroll



Project Closeout

Closeout Documents

- Final inspection/punch list complete
- Security badges returned (if applicable)
- Written One (1) Year Warranty (unless otherwise specified)
- As-Built Drawings received by IAA
- Operation/Equipment Manuals provided to IAA (if applicable)
- Written request for release of retainage
- XBE Subcontractor Utilization Report complete
- Final Waiver of Lien letters received
- Payrolls reports including subcontractors received



Typical Construction Trades used on IAA Projects

- Grading
- General Earth Work
- Asphalt
- Concrete
- Building Construction
- Electrical
- Mechanical
- Roofing
- Fencing
- Utilities
- Maintenance of Traffic in Support of Construction
- Plumbing
- Miscellaneous





IND: Rehabilitate Runway 5L-23R, Taxiway A and B



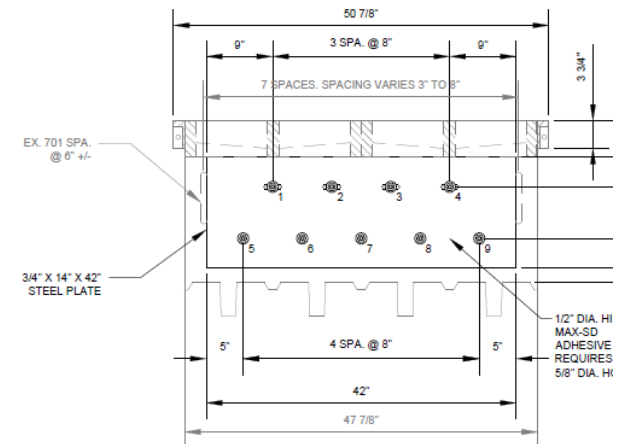
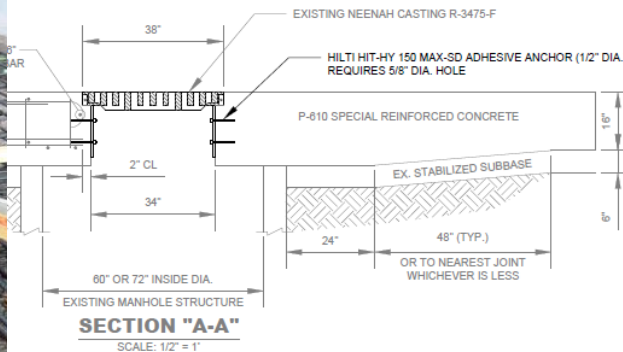
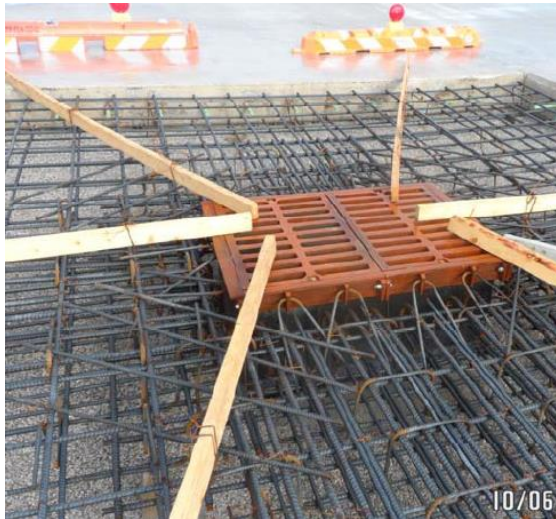
- PCCP replacement, spall repair, crack repair, joint sealant and minor asphalt pavement mill and overlay
- Based bid Runway 5L-23R and Taxiway A
- Two bid alternates to add Taxiway B as a phase or in full
- Anticipate early March advertisement for bid with construction activities spring through fall 2015



IND: Apron Stormwater Inlet Repair

A broken inlet was identified by IAA staff. The apron area around the inlet was closed and the broken inlet was repaired. The other 123 inlets were inspected.

- Phase I of the project repaired ten inlets
- Phase II of the project, will address the remaining inlets, some with slab replacement some with reinforcement
- Estimated advertisement for bids April 2015





IND: Rehabilitate Roads and Parking Lots

- The IAA owns and maintains approximately 23 miles of roads and 110 acres of parking lots at IND. The 2015 Airport Roads and Parking Lots is a combination of three capital projects to implement the 2015 work as part of these management plans.
- Roads - Localized mill and overlay, patching, and crack sealing
 - Guardrail Repairs
 - Underdrain
 - Erosion Repairs along embankments
- Parking Lots - Localized rehabilitation (asphalt & concrete) and crack sealing
- Republic Entrance – New connector road
 - Install new motorized gate and fence
- Estimated advertisement for bids May 2015



UMP: Rehabilitate Runway 15-33 and Replace Airfield Lighting

Asphalt Paving

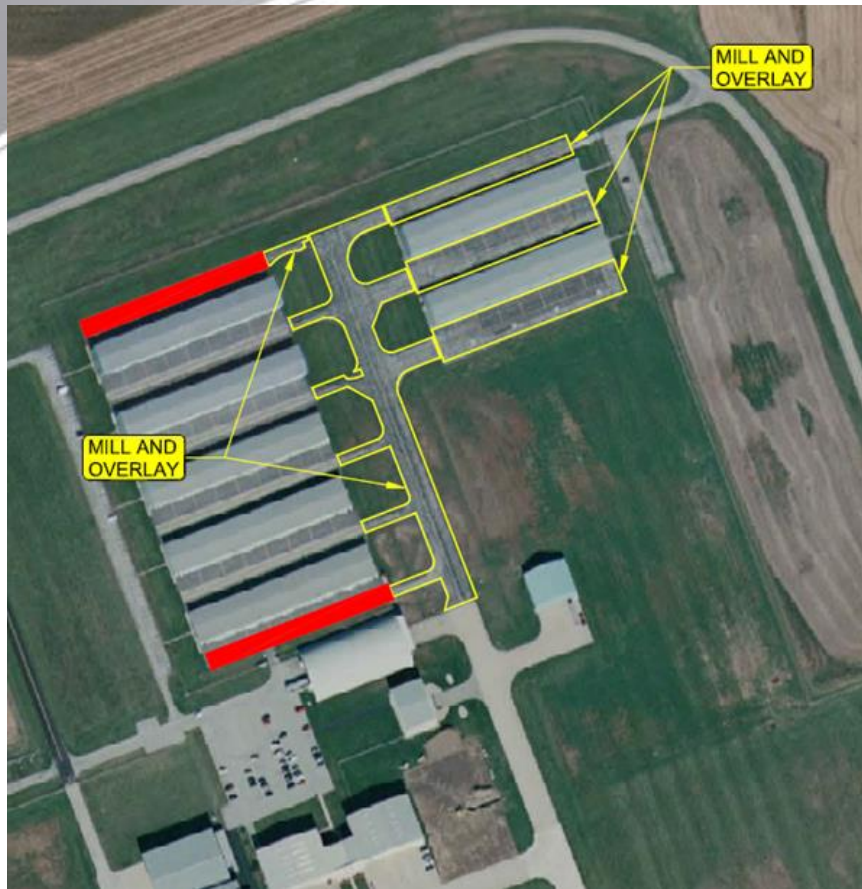
- The asphalt runway rehabilitation is anticipated to include milling, repairing base as needed, crack repair, drainage system improvements as needed, asphalt overlay of runway and taxiways connectors to the relocated hold lines, runway grooving, and remarking the runway and taxiway connectors including the relocated holdlines.

Airfield Electrical

- The airfield lighting replacement with LED lights is anticipated to include replacement of runway and taxiway lights and vault equipment including relocation of the guidance signs to coincide with the relocated holdlines.
- Schedule for this project is FAA grant funding driven, anticipate spring/summer 2015 bid opening for summer/fall 2015 construction.



MQJ: Rehabilitate T-Hangar Taxilanes



- Work will include asphalt overlay to rehabilitate 500 Series T-Hangar Taxilanes (3 taxilanes to east), a portion of 400 Series T-Hangar Taxilanes (2 of 6 to west) and center taxilane that includes milling, repairing base as needed, crack repair, asphalt overlay and painting centerlines
- Schedule for this project is FAA grant funding driven, anticipate spring/summer 2015 bid opening for summer/fall 2015 construction



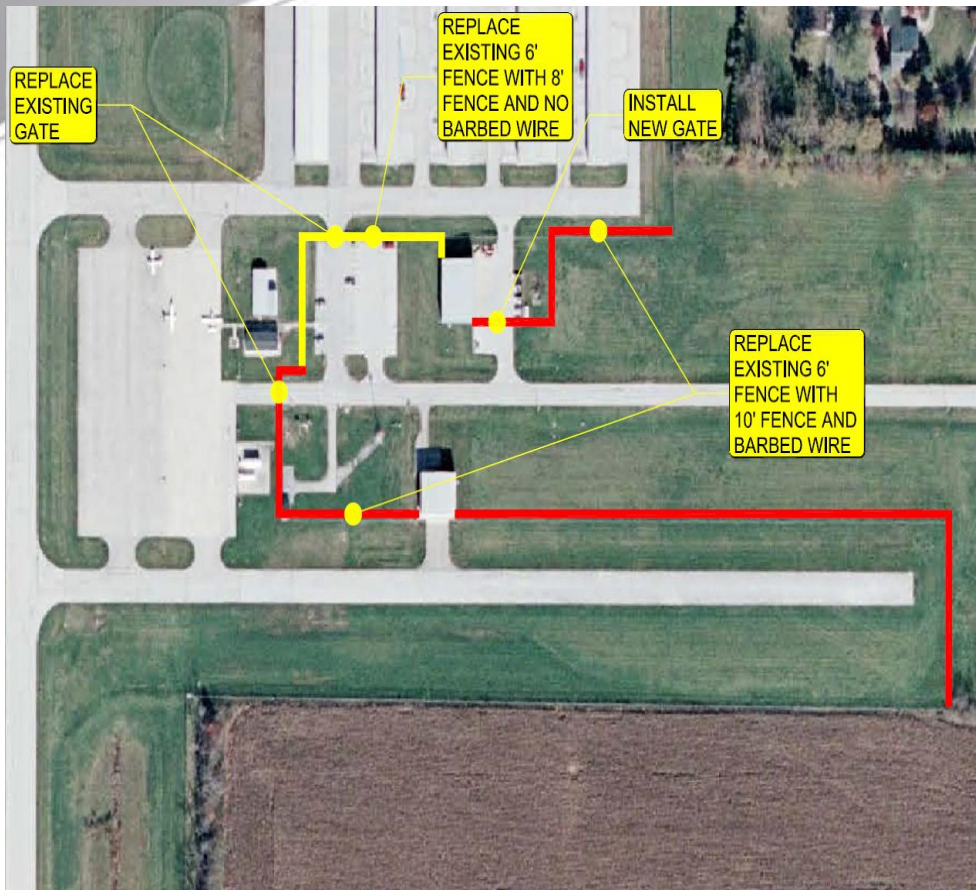
8A4: Fuel Farm Replacement

- Replace the Fuel Farm underground storage tank and fuel management system including:
 - Excavation
 - Disposal/Trucking
 - Piping
 - Concrete
 - Electrical
- Anticipated spring 2015 bid opening for summer 2015 construction





2R2: Perimeter Fence Phase IV



- Currently, entry has a 6-foot fence, 3 electric gates and 2 pedestrian gates. This project will remove the existing fence around corporate hangar area to the IAA Maintenance Facility, and install new 10-foot fence and new gates, with 8-foot fence by the Administration Building
- Anticipate spring 2015 bid opening for summer 2015 construction



IND: Staff Consolidation (Office Space Build Out)



- Existing office renovation, new office construction, restroom expansion, HVAC, electrical, plumbing, fire suppression and millwork
- Anticipate early March 2015 quote and/or bid package availability and late March/early April 2015 contract award



IND: Rehabilitate International Arrivals Building Roof (IAB)



- Remove thermoplastic membrane roof and insulation and install new insulation and a new thermoplastic membrane roof on the lower level. Install new insulation and a thermoplastic membrane roof on the upper level of the building.
- Anticipate advertisement for bid in March 2015 for bid opening in April 2015



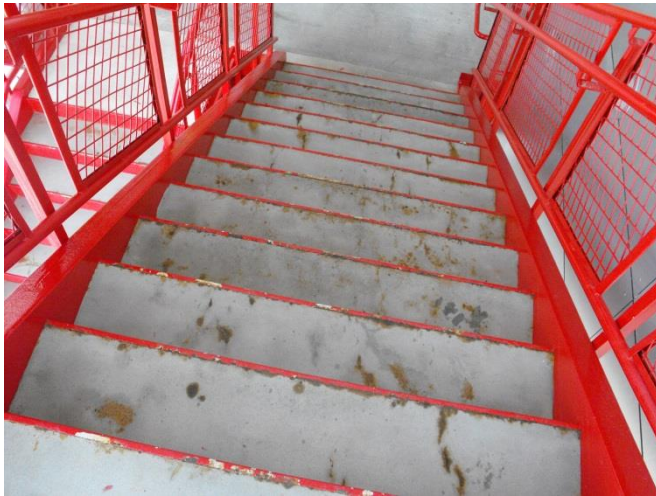
IND: Other Building Projects

- **Building 63 Interior Demolition** – Remove interior walls to open the space (Summer construction)
- **Relocate Records Storage** - Relocation of IAA's unit load record storage to another location and demolition of the unit load (Fall construction)
- **Install Terminal Grease Ducts** – Reconfigure grease duct system for two restaurants on concourses (Summer construction)
- **Terminal Entry Expansion Joint Rehabilitation** – Replace expansion joints near the entry doors on the departures level of the terminal (Spring construction)



IND: Parking Garage Improvements 2015

- Annual Capital Maintenance Program
- Anticipated to include, replacement of outer staircases, spall repair, crack repair and sealant work
- Anticipate spring 2015 bid opening





IND Campus Wayfinding Enhancements



- Initial piece of a multi-phase wayfinding project which will focus on IND terminal campus road system
- Fabrication and installation of wayfinding and roadway signage on and near the terminal campus
- Estimate construction in 2015 and 2016



Garage Atrium Canopy Replacement

- Replacement of the 150,000 ft² tensile membrane fabric canopy over the parking garage atrium
- Currently in the development and preliminary design phase. Anticipated 2016 construction.
- Potential construction management starting in 2015





DBE/MBE/WBE/VBE Program "XBE" Program

Current Overall IAA XBE Goals:

D/M/W/V Business Enterprise	14% DBE	15% MBE	10% WBE	3% VBE	28% Overall Participation
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Goals are adjusted dependent on the scope of each project

Process:

- Verify certification status and proposed XBE participation levels and review of good faith efforts
- Review XBE subcontracting plans/Letter of Intent
- XBE participation levels included in contract recommendation to the IAA Board for approval
- XBE participation monitored throughout project
- DBE participation on federally funded vs. non federally funded projects

Communication is Critical:

- Contact project manager or Director of Supplier Diversity early, if there are concerns with your participation, when project is complete it is too late
- **HAVE AN AGREEMENT WITH PRIME IN WRITING!**



Where to Watch

All solicitations posted on IAA Web site, www.indianapolisairport.com

Select 'Employment and Business' on the top menu then 'Business Opportunities' on the left menu

Projects that are bid are also advertised two times in the Indianapolis Star newspaper and once in the Court & Commercial Record or Indianapolis Recorder

INDIANAPOLIS INTERNATIONAL AIRPORT

INDy Come here first. Get there fast.
Indianapolis, IN: 66°F, Fair Local time: 4:11 PM

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 ADVERTISING AT THE AIRPORT
 PROPERTY MANAGEMENT
 AIR SERVICE & CARGO DEVELOPMENT
 FOREIGN TRADE ZONE

BUSINESS OPPORTUNITIES

There are a variety of opportunities for contractors, suppliers, and professional service providers who want to do business at Indianapolis International Airport.

All business opportunities are listed here. Note the listing is approximate and is provided for informational purposes only. Final bid packages, including plans, specification, and addendums, are subject to change without notice.

Document types and categories

RFQ	Request for Quote
RFP	Request for Proposal
ITB	Invitation to Bid
PO	Property Opportunity
CO	Concession Opportunity

Please be sure to review all information and documents about each opportunity in the related files. If you have questions about a project or business opportunity, please contact the individual(s) listed in the project documents for more information.

To view open, pending, and awarded business opportunities (PDFs), please use the tool below.

BUSINESS OPPORTUNITIES

2010 [Calendar](#)

RFQ: Sprinker system for trash compactor room 10/12/2010 to Files (2)



Facebook and Twitter alerts

Want to be notified of new opportunities? Follow us!



www.facebook.com/IndianapolisAirportAuthority



www.twitter.com/IAA_business

Notice: Please be advised that individuals interested in receiving information about potential business opportunities with the Indianapolis Airport Authority (“IAA”) regarding employment opportunities, bid packages, Requests for Proposals and all other opportunities related to public procurement, should refer to IAA's social media pages solely as a supplement to, and not as a substitute for, the IAA's official procurement site, which is www.indianapolisairport.com.



Wrap Up

Questions?

