



# MEMORANDUM

Council Agenda  
Item No. IX. A  
12/03/2024

## The City of OKLAHOMA CITY

TO: Mayor and City Council

FROM: Craig Freeman, City Manager

Professional Services Agreement with Portlock Aviation, LLC for Helicopter Broker Service.

**Purpose:**

To obtain Broker Services for the sale of a 2014 Airbus AS350 B3e Helicopter. Registration number, N720KC, serial number 7803.

**Background:**

On August 27, 2024 (Item No. IX. I.), the City Council approved a Request for Proposals (RFP25402) for helicopter broker service for one of the Police Department's helicopters.

The RFP was advertised in the Journal Record and posted in the electronic bidding system. Thirty potential proposers viewed the RFP with two proposals received on September 25, 2024. A non-mandatory pre-proposal meeting was hosted virtually on September 5, 2024 with four potential proposers and five City staff in attendance.

On October 18, 2024, the RFP evaluation committee evaluated the two proposals. The selection committee determined the proposal submitted by Portlock Aviation; LLC best met the requirements of the RFP.

Staff is recommending approval of a Professional Services Agreement with Portlock Aviation, LLC for Helicopter Broker Service.

**Deposit of Funds:**

\$1,500,000 (estimated recovered cost)

**Source of Funds:**

Maps 3 Use Tax Capital Project-CMTD – OCITY – Public Safety Police – Sale of City Property (1502 – REV1100 – 45800002)

City/School Use Tax-ASGN – OCITY – Public Safety Police – Sale of City Property (1461 – REV1100 – 45800002)

**Review:**

Finance Department

**Recommendation:** Professional Services Agreement be approved.