

Solicitation 864-11776

Inspections Software & Maintenance, Airport Operations

Bid Designation: Public



City of Fort Lauderdale

Bid 864-11776

Inspections Software & Maintenance, Airport Operations

Bid Number **864-11776**
 Bid Title **Inspections Software & Maintenance, Airport Operations**

Bid Start Date **Jun 22, 2016 7:49:37 AM EDT**
 Bid End Date **Jul 18, 2016 2:00:00 PM EDT**
 Question & Answer End Date **Jul 1, 2016 5:00:00 PM EDT**

Bid Contact **Laurie D Platkin**
Procurement Specialist II
Finance - Procurement Division
954-828-5138
lplatkin@fortlauderdale.gov

Pre-Bid Conference **Jun 29, 2016 1:00:00 PM EDT**
Attendance is optional
Location: FXE Airport
6000 NW 21st Avenue
Fort Lauderdale, FL 33309
If you want to participate, but cannot attend then you may join the WebEx meeting.
A few minutes before 1 pm EDT, start or join the WebEx meeting from here:
<https://webexftl.fortlauderdale.gov/orion/joinmeeting.do?MK=997020307>
Access Information
Meeting Number: 997 020 307
Meeting Password: This meeting does not require a password.
Audio Connection
954-828-7900 (Webex External Dial-In)
7900 (Webex Internal Dial-in)
Access Code:
997 020 307

Addendum # 1

Pre-Bid Conference Changes **Pre-Bid Conference information has changed. Please review all Pre-Bid Conferences.**

Changes were made to the following items:

Inspections Software & Maintenance, Airport Operations

Addendum # 2

Previous Q & A End Date **Jul 1, 2016 7:00:00 AM EDT** New Q & A End Date **Jul 1, 2016 5:00:00 PM EDT**

Changes were made to the following items:

Inspections Software & Maintenance, Airport Operations

Addendum # 3

Previous End Date **Jul 12, 2016 2:00:00 PM EDT** New End Date **Jul 18, 2016 2:00:00 PM EDT**

Changes were made to the following items:

Inspections Software & Maintenance, Airport Operations

Description

The City of Fort Lauderdale, Florida (City) is seeking qualified, experienced and licensed firm(s) to provide Airport Operations Inspections Software and Maintenance for the City's Transportation and Mobility – Executive Airport Department to satisfy the needs of the Fort Lauderdale Executive Airport (FXE) safety self-inspection, Helistop Inspection and Non-Aviation Property Inspection, in accordance with the terms, conditions, and specifications contained in this Request for Proposals (RFP).

For further information go to www.bidsync.com.

Added on Jun 24, 2016:

Addendum 1:

Pre-bid Meeting date and location added. No other specifications have changed.

Added on Jun 27, 2016:

Pre-Bid Meeting WebEx Meeting Access Information Added for those who cannot attend in person.

Added on Jun 30, 2016:

Addendum 2:

Last Day and Time for Questions: July 1, 2016 at 5 pm EDT

Added on Jun 30, 2016:

Addendum 3:

Clarification on Number of References Needed. See attached addendum and be sure to sign and date.

Added on Jul 1, 2016:

Addendum 4:

An extension has been granted. Bid opening is now 07/18/16 at 2pm EDT

All other terms and conditions will remain the same.

Addendum # 1**Addendum # 2****Addendum # 3**

SECTION I – INTRODUCTION AND INFORMATION

1.1 Purpose

The City of Fort Lauderdale, Florida (City) is seeking qualified, experienced and licensed firm(s) to provide Airport Operations Inspections Software and Maintenance for the City's Transportation and Mobility – Executive Airport Department, in accordance with the terms, conditions, and specifications contained in this Request for Proposals (RFP).

1.2 Submission Deadline

Sealed proposals shall be delivered during the City's normal business hours in a sealed envelope and addressed to the City of Fort Lauderdale Procurement Services Division, 100 N. Andrews Avenue, #619, Fort Lauderdale, FL 33301 (City Hall) no later than the date and time specified, at which time and place the proposals will be publicly opened and the names of the firms will be read. After the deadline, proposals will not be accepted. Firms are responsible for making certain that their proposal is received at the location specified by the due date and time. The City of Fort Lauderdale is not responsible for delays caused by any mail, package or courier service, including the U.S. mail, or caused by any other occurrence or condition. The City's normal business hours are Monday through Friday, 8:00 a.m. through 5:00 p.m. excluding holidays observed by the City.

1.3 Pre-proposal Conference and Site Visit

There will be a pre-proposal conference and/or site visit scheduled for this Request for Proposal. It is strongly suggested that all Contractor's attend the pre-proposal conference and/or site visit.

Wednesday, June 29, 2016
FXE Airport, 6000 NW 21st Avenue, Fort Lauderdale, FL 33309
954-828-4955 - 1-4 PM

While attendance is not mandatory, tours at other times might not be available. It is the sole responsibility of the Contractor to become familiar with the scope of the City's requirements and systems prior to submitting a proposal. No variation in price or conditions shall be permitted based upon a claim of ignorance. It is strongly suggested that all Contractor's attend the pre-proposal meeting and/or site visit.

It will be the sole responsibility of the Contractor to attend the pre-proposal/site visit to inspect the City's location(s) facilities systems prior to submitting a proposal. No variation in price or conditions shall be permitted based upon a claim of ignorance. Submission of a proposal will be considered evidence that the proposer has familiarized themselves with the nature and extent of the work, equipment, materials, and labor required.

1.4 BidSync

The City of Fort Lauderdale uses BidSync (www.bidsync.com) to administer the competitive solicitation process, including but not limited to soliciting proposals, issuing addenda, posting results and issuing notification of an intended decision. There is no charge to register and download the RFP from BidSync. Proposers are strongly encouraged to read the various vendor Guides and Tutorials available in BidSync well in advance of their intention of submitting a proposal to ensure familiarity with the use of BidSync. The City shall not be responsible for a Proposers inability to submit a Proposal by the end date and time for any reason, including issues arising from the use of BidSync.

1.5 Point of Contact

For information concerning procedures for responding to this solicitation, contact Procurement Specialist II, Laurie Platkin, at (954) 828-5138 or email at LPlatkin@fortlauderdale.gov. Such contact shall be for clarification purposes only.

For information concerning technical specifications, please utilize the question / answer feature provided by BidSync at www.bidsync.com. Questions of a material nature must be received prior to the cut-off date specified in the RFP Schedule. Material changes, if any, to the scope of services or bidding procedures will only be transmitted by written addendum. (See addendum section of BidSync Site). Contractor's please note: Proposals shall be submitted as stated in PART IV – Submittal Requirements. No part of your proposal can be submitted via FAX. No variation in price or conditions shall be permitted based upon a claim of ignorance. Submission of a proposal will be considered evidence that the Contractor has familiarized themselves with the nature and extent of the work, and the equipment, materials, and labor required. The entire proposal must be submitted in accordance with all specifications contained in this solicitation. The questions and answers submitted in BidSync shall become part of any contract that is created from this RFP.

END OF SECTION

SECTION II - SPECIAL TERMS AND CONDITIONS

2.1 General Conditions

RFP General Conditions (Form G-107, Rev. 02/15) are included and made a part of this RFP.

2.2 Addenda, Changes, and Interpretations

It is the sole responsibility of each firm to notify the Buyer utilizing the question / answer feature provided by BidSync and request modification or clarification of any ambiguity, conflict, discrepancy, omission or other error discovered in this competitive solicitation. Requests for clarification, modification, interpretation, or changes must be received prior to the Question and Answer (Q & A) Deadline. Requests received after this date may not be addressed. Questions and requests for information that would not materially affect the scope of services to be performed or the solicitation process will be answered within the question / answer feature provided by BidSync and shall be for clarification purposes only. Material changes, if any, to the scope of services or the solicitation process will only be transmitted by official written addendum issued by the City and uploaded to BidSync as a separate addendum to the RFP. Under no circumstances shall an oral explanation given by any City official, officer, staff, or agent be binding upon the City and should be disregarded. All addenda are a part of the competitive solicitation documents and each firm will be bound by such addenda. It is the responsibility of each to read and comprehend all addenda issued.

2.3 Changes and Alterations

Consultant may change or withdraw a Proposal at any time prior to Proposal submission deadline; however, no oral modifications will be allowed. Modifications shall not be allowed following the Proposal deadline.

2.4 Proposer's Costs

The City shall not be liable for any costs incurred by proposers in responding to this RFP.

2.5 Pricing/Delivery

All pricing should be identified on the Cost Proposal page provided in this RFP. No additional costs may be accepted, other than the costs stated on the Cost Proposal page. Failure to use the City's Cost Proposal page and provide costs as requested in this RFP may deem your proposal non-responsive.

Contractor must quote a firm, fixed price for all services stated in the RFP. All costs including travel shall be included in your proposal. The City shall not accept any additional costs including any travel associated with coming to the City of Fort Lauderdale.

All pricing must include delivery and installation and be quoted FOB: Destination.

Delivery is required within 180 business days after receipt of purchase order. Failure to meet this delivery date may be deemed as non-responsive.

Prices proposed shall be valid for at least 120 days from time of RFP opening unless otherwise extended and agreed upon by the City and proposer.

2.6 Invoices/Payment

The City will accept invoices no more frequently than once per month. Each invoice shall fully detail the related costs and shall specify the status of the particular task or project as of the date of the invoice with regard to the accepted schedule for that task or project. Payment will

be made within 45 days after receipt of an invoice acceptable to the City, in accordance with the Florida Local Government Prompt Payment Act. If, at any time during the contract, the City shall not approve or accept the Contractor's work product, and agreement cannot be reached between the City and the Contractor to resolve the problem to the City's satisfaction, the City shall negotiate with the Contractor on a payment for the work completed and usable to the City.

Partial payments in the amount of 50% of the value of items received and accepted may be requested by the submission of a properly executed invoice, with supporting documents if required. The remaining 50% shall be withheld until all items and/or services have been finally accepted by the City.

2.7 Related Expenses/Travel Expenses

All costs including travel are to be included in your proposal. The City will not accept any additional costs.

2.8 Payment Method

The City of Fort Lauderdale has implemented a Procurement Card (P-Card) program which changes how payments are remitted to its vendors. The City has transitioned from traditional paper checks to payment by credit card via MasterCard or Visa. This allows you as a vendor of the City of Fort Lauderdale to receive your payment fast and safely. No more waiting for checks to be printed and mailed. Payments will be made utilizing the City's P-Card (MasterCard or Visa). Accordingly, firms must presently have the ability to accept credit card payment or take whatever steps necessary to implement acceptance of a credit card before the commencement of a contract. See Contract Payment Method form attached.

2.9 Mistakes

The consultant shall examine this RFP carefully. The submission of a Proposal shall be prima facie evidence that the consultant has full knowledge of the scope, nature, and quality of the work to be performed; the detailed requirements of the specifications; and the conditions under which the work is to be performed. Ignorance of the requirements will not relieve the consultant from liability and obligations under the Contract.

2.10 Acceptance of Proposals / Minor Irregularities

2.10.1 The City reserves the right to accept or reject any or all proposals, part of proposals, and to waive minor irregularities or variances to specifications contained in proposals which do not make the proposal conditional in nature and minor irregularities in the solicitation process. A minor irregularity shall be a variation from the solicitation that does not affect the price of the contract or does not give a respondent an advantage or benefit not enjoyed by other respondents, does not adversely impact the interests of other firms or, does not affect the fundamental fairness of the solicitation process. The City also reserves the right to reissue a Request for Proposal.

2.10.2 The City reserves the right to disqualify Consultant during any phase of the competitive solicitation process and terminate for cause any resulting contract upon evidence of collusion with intent to defraud or other illegal practices on the part of the Consultant.

2.11 Modification of Services

2.11.1 While this contract is for services provided to the department referenced in this Request for Proposals, the City may require similar work for other City departments.

Successful Proposer agrees to take on such work unless such work would not be considered reasonable or become an undue burden to the Successful Proposer.

2.11.2 The City reserves the right to delete any portion of the work at any time without cause, and if such right is exercised by the City, the total fee shall be reduced in the same ratio as the estimated cost of the work deleted bears to the estimated cost of the work originally planned. If work has already been accomplished and approved by the City on any portion of a contract resulting from this RFP, the Successful Proposer shall be paid for the work completed on the basis of the estimated percentage of completion of such portion to the total project cost.

2.11.3 The City may require additional items or services of a similar nature, but not specifically listed in the contract. The Successful Proposer agrees to provide such items or services, and shall provide the City prices on such additional items or services based upon a formula or method, which is the same or similar to that used in establishing the prices in his proposal. If the price(s) offered are not acceptable to the City, and the situation cannot be resolved to the satisfaction of the City, the City reserves the right to procure those items or services from other vendors, or to cancel the contract upon giving the Successful Proposer 30 days written notice.

2.11.4 If the Successful Proposer and the City agree on modifications or revisions to the task elements, after the City has approved work to begin on a particular task or project, and a budget has been established for that task or project, the Successful Proposer will submit a revised budget to the City for approval prior to proceeding with the work.

2.12 No Exclusive Contract

Proposer agrees and understands that the contract shall not be construed as an exclusive arrangement and further agrees that the City may, at any time, secure similar or identical services from another vendor at the City's sole option.

2.13 Sample Contract Agreement

A sample of the formal agreement template, which may be required to be executed by the awarded vendor can be found at our website:

http://fortlauderdale.gov/purchasing/AWARDS/CONTRACT_TEMPLATE_SERVICES.pdf

2.14 Responsiveness

In order to be considered responsive to the solicitation, the firm's proposal shall fully conform in all material respects to the solicitation and all of its requirements, including all form and substance.

2.15 Responsibility

In order to be considered as a responsible firm, firm shall be fully capable to meet all of the requirements of the solicitation and subsequent contract, must possess the full capability, including financial and technical, to perform as contractually required, and must be able to fully document the ability to provide good faith performance.

2.16 Minimum Qualifications

Proposers shall be in the business of airport safety self-inspection, Helistop Inspection and Non-Aviation Property Inspection software and must possess sufficient financial support, equipment and organization to ensure that it can satisfactorily perform the services if awarded

a Contract. Proposers must demonstrate that they, or the principals assigned to the project, have successfully provided services with similar magnitude to those specified in the scope of services to at least one entity similar in size and complexity to the City of Fort Lauderdale or can demonstrate they have the experience with large scale private sector clients and the managerial and financial ability to successfully perform the work.

Proposers shall satisfy each of the following requirements cited below. Failure to do so may result in the proposal being deemed non-responsive.

2.16.1 Proposer or principals shall have at least five years of computerized airfield inspection reporting systems experience. Project manager assigned to the work must have a minimum of five years' experience in computerized airfield inspection reporting systems and have served as project manager on similar projects on a minimum of three previous occasions.

2.16.2 Before awarding a contract, the City reserves the right to require that a Proposer submit such evidence of qualifications as the City may deem necessary. Further, the City may consider any evidence of the financial, technical, and other qualifications and abilities of a firm or principals, including previous experiences of same with the City and performance evaluation for services, in making the award in the best interest of the City.

2.16.3 Firm or principals shall have no record of judgments, pending lawsuits against the City or criminal activities involving moral turpitude and not have any conflicts of interest that have not been waived by the City Commission.

2.16.4 Neither firm nor any principal, officer, or stockholder shall be in arrears or in default of any debt or contract involving the City, (as a party to a contract, or otherwise); nor have failed to perform faithfully on any previous contract with the City.

2.16.5 Firm and those performing the work must be appropriately licensed and registered in the State of Florida.

2.17 Lobbying Activities

Any contractor submitting a response to this solicitation must comply, if applicable, with City of Fort Lauderdale Ordinance No. C-00-27 & Resolution No. 07-101, Lobbying Activities. Copies of Ordinance No. C-00-27 and Resolution No. 07-101 may be obtained from the City Clerk's Office on the 7th Floor of City Hall, 100 N. Andrews Avenue, Fort Lauderdale, Florida. The ordinance may also be viewed on the City's website at:

http://www.fortlauderdale.gov/clerk/LobbyistDocs/lobbyist_ordinance.pdf.

2.18 Local Business Preference

2.18.1 Section 2-199.2, Code of Ordinances of the City of Fort Lauderdale, provides for a local business preference. In order to be considered for a local business preference, a proposer must include the Local Business Preference Certification Statement of this RFP, as applicable to the local business preference class claimed at the time of Proposal submittal:

2.18.2 Upon formal request of the City, based on the application of a Local Business Preference the Proposer shall within ten calendar days submit the following documentation to the Local Business Preference Class claimed:

- A. Copy of City of Fort Lauderdale current year business tax receipt, or Broward County current year business tax receipt, and
- B. List of the names of all employees of the proposer and evidence of employees' residence within the geographic bounds of the City of Fort Lauderdale or Broward County, as the case may be, such as current Florida driver license, residential utility bill (water, electric, telephone, cable television), or other type of similar documentation acceptable to the City.

2.18.3 Failure to comply at time of Proposal submittal shall result in the Proposer being found ineligible for the local business preference.

2.18.4 The complete local business preference ordinance may be found on the City's web site at the following link: <http://fortlauderdale.gov/home/showdocument?id=6422>

2.18.5 Definitions

The term "Business" shall mean a person, firm, corporation or other business entity which is duly licensed and authorized to engage in a particular work in the State of Florida. Business shall be broken down into four types of classes:

- A. Class A Business – shall mean any Business that has established and agrees to maintain a permanent place of business located in a non-residential zone and staffed with full-time employees within the limits of the City and shall maintain a staffing level of the prime contractor for the proposed work of at least 50% who are residents of the City.
- B. Class B Business - shall mean any Business that has established and agrees to maintain a permanent place of business located in a non-residential zone and staffed with full-time employees within the limits of the City or shall maintain a staffing level of the prime contractor for the proposed work of at least 50% who are residents of the City.
- C. Class C Business - shall mean any Business that has established and agrees to maintain a permanent place of business located in a non-residential zone and staffed with full-time employees within the limits of Broward County.
- D. Class D Business – shall mean any Business that does not qualify as either a Class A, Class B, or Class C business.

2.19 Protest Procedure

2.19.1 Any Proposer or Bidder who is not recommended for award of a contract and who alleges a failure by the city to follow the city's procurement ordinance or any applicable law may protest to the director of procurement services division (director), by delivering a letter of protest to the director within five days after a notice of intent to award is posted on the city's web site at the following link:
http://www.fortlauderdale.gov/purchasing/notices_of_intent.htm

2.19.2 The complete protest ordinance may be found on the city's web site at the following link: <http://www.fortlauderdale.gov/purchasing/protestordinance.pdf>

2.20 Public Entity Crimes

Contractor, by submitting a proposal attests she/he/it has not been placed on the convicted vendor list. A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public

entity for the construction or repair of a public building or public work, may not submit proposals on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for Category Two for a period of 36 months from the date of being placed on the convicted vendor list.

2.21 Subcontractors

2.21.1 If the Contractor proposes to use subcontractors in the course of providing these services to the City, this information shall be a part of the bid response. Such information shall be subject to review, acceptance and approval of the City, prior to any contract award. The City reserves the right to approve or disapprove of any subcontractor candidate in its best interest and to require Contractor to replace subcontractor with one that meets City approval.

2.21.2 Contractor shall ensure that all of Contractor's subcontractors perform in accordance with the terms and conditions of this Contract. Contractor shall be fully responsible for all of Contractor's subcontractors' performance, and liable for any of Contractor's subcontractors' non-performance and all of Contractor's subcontractors' acts and omissions. Contractor shall defend, at Contractor's expense, counsel being subject to the City's approval or disapproval, and indemnify and hold harmless the City and the City's officers, employees, and agents from and against any claim, lawsuit, third-party action, or judgment, including any award of attorney fees and any award of costs, by or in favor of any Contractor's subcontractors for payment for work performed for the City.

2.21.3 Contractor shall require all of its subcontractors to provide the required insurance coverage as well as any other coverage that the contractor may consider necessary, and any deficiency in the coverage or policy limits of said subcontractors will be the sole responsibility of the contractor..

2.22 Insurance Requirements

2.22.1 The Contractor shall furnish proof of insurance requirements as indicated below. The coverage is to remain in force at all times during the contract period. The following minimum insurance coverage is required. The City is to be added as an "additional insured" with relation to General Liability Insurance. This MUST be written in the description section of the insurance certificate, even if you have a check-off box on your insurance certificate. Any costs for adding the City as "additional insured" will be at the contractor's expense.

2.22.2 The City of Fort Lauderdale shall be given notice ten days prior to cancellation or modification of any stipulated insurance. The insurance provided shall be endorsed or amended to comply with this notice requirement. In the event that the insurer is unable to accommodate, it shall be the responsibility of the Contractor to provide the proper notice. Such notification will be in writing by registered mail, return receipt requested and addressed to the Procurement Services Division.

2.22.3 The Contractor's insurance must be provided by an A.M. Best's "A-" rated or better insurance company authorized to issue insurance policies in the State of Florida, subject to approval by the City's Risk Manager. Any exclusions or provisions in the insurance maintained by the contractor that precludes coverage for work

contemplated in this RFP shall be deemed unacceptable, and shall be considered breach of contract.

Workers' Compensation and Employers' Liability Insurance

Limits: Workers' Compensation – Per Florida Statute 440
Employers' Liability - \$500,000

Any firm performing work on behalf of the City of Fort Lauderdale must provide Workers' Compensation insurance. Exceptions and exemptions will be allowed by the City's Risk Manager, if they are in accordance with Florida Statute. For additional information contact the Department of Financial Services, Workers' Compensation Division at (850) 413-1601 or on the web at www.fldfs.com.

Commercial General Liability Insurance

Covering premises-operations, products-completed operations, independent contractors and contractual liability.

Limits: Combined single limit bodily injury/property damage \$1,000,000. This coverage must include, but not limited to:

- A. Coverage for the liability assumed by the contractor under the indemnity provision of the contract.
- B. Coverage for Premises/Operations
- C. Products/Completed Operations
- D. Broad Form Contractual Liability
- E. Independent Contractors

Automobile Liability Insurance

Covering all owned, hired and non-owned automobile equipment.

Limits: Bodily injury	\$250,000 each person, \$500,000 each occurrence
Property damage	\$100,000 each occurrence

Professional Liability (Errors & Omissions)

Consultants

Limits: \$2,000,000 per occurrence

2.22.4 A copy of **ANY** current Certificate of Insurance should be included with your proposal.

2.22.5 In the event that you are the successful Proposer, you will be required to provide a certificate naming the City as an "additional insured" for General Liability. Certificate holder should be addressed as follows:

City of Fort Lauderdale
Procurement Services Division
100 N. Andrews Avenue, Room 619
Fort Lauderdale, FL 33301

2.23 Award of Contract

A Contract (the "Agreement") may be awarded by the City Commission. The City reserves the right to execute or not execute, as applicable, a contract with the Proposer(s) that is determined to be in the City's best interests. The City reserves the right to award a contract to more than one Proposer, at the sole and absolute discretion of the in the City.

2.24 Unauthorized Work

The Successful Proposer(s) shall not begin work until a Contract has been awarded by the City Commission and a notice to proceed has been issued. Proposer(s) agree and understand that the issuance of a Purchase Order and/or Task Order shall be issued and provided to the Successful Proposer(s) following Commission award; however, receipt of a purchase order and/or task order shall not prevent the Successful Proposer(s) from commencing the work once the City Commission has awarded the contract and notice to proceed is issued.

2.25 Damage to Public or Private Property

Extreme care shall be taken to safeguard all existing facilities, site amenities, irrigation systems, vehicles, etc. on or around the job site. Damage to public and/or private property shall be the responsibility of the Contractor and shall be repaired and/or replaced at no additional cost to the City.

2.26 Safety

The Contractor(s) shall adhere to the Florida Department of Transportation's Uniform manual on Traffic Control for construction and maintenance work zones when working on or near a roadway. It will be the sole responsibility of the Contractor to make themselves and their employees fully aware of these provisions, especially those applicable to safety.

2.27 Uncontrollable Circumstances ("Force Majeure")

The City and Contractor will be excused from the performance of their respective obligations under this agreement when and to the extent that their performance is delayed or prevented by any circumstances beyond their control including, fire, flood, explosion, strikes or other labor disputes, act of God or public emergency, war, riot, civil commotion, malicious damage, act or omission of any governmental authority, delay or failure or shortage of any type of transportation, equipment, or service from a public utility needed for their performance, provided that:

2.27.1 The non performing party gives the other party prompt written notice describing the particulars of the Force Majeure including, but not limited to, the nature of the occurrence and its expected duration, and continues to furnish timely reports with respect thereto during the period of the Force Majeure;

2.27.2 The excuse of performance is of no greater scope and of no longer duration than is required by the Force Majeure;

2.27.3 No obligations of either party that arose before the Force Majeure causing the excuse of performance are excused as a result of the Force Majeure; and

2.27.4 The non performing party uses its best efforts to remedy its inability to perform. Notwithstanding the above, performance shall not be excused under this Section for a period in excess of two months, provided that in extenuating circumstances, the City may excuse performance for a longer term. Economic hardship of the Contractor will not constitute Force Majeure. The term of the agreement shall be extended by a period equal to that during which either party's performance is

suspended under this Section.

2.28 Canadian Companies

The City may enforce in the United States of America or in Canada or in both countries a judgment entered against the Contractor. The Contractor waives any and all defenses to the City's enforcement in Canada, of a judgment entered by a court in the United States of America. All monetary amounts set forth in this Contract are in United States dollars.

2.29 News Releases/Publicity

News releases, publicity releases, or advertisements relating to this contract or the tasks or projects associated with the project shall not be made without prior City approval.

2.30 Contract Period

The initial contract term shall commence upon date of award by the City, and shall expire one year from that date. The City reserves the right to extend the contract for three, additional one year terms, providing all terms conditions and specifications remain the same, both parties agree to the extension, and such extension is approved by the City.

In the event services are scheduled to end because of the expiration of this contract, the Contractor shall continue the service upon the request of the City as authorized by the awarding authority. The extension period shall not extend for more than 90 days beyond the expiration date of the existing contract. The Contractor shall be compensated for the service at the rate in effect when this extension clause is invoked by the City.

2.31 Cost Adjustments

Prices quoted shall be firm for the initial contract term of one year. No cost increases shall be accepted in this initial contract term. Please consider this when providing pricing for this request for proposal.

Thereafter, any extensions which may be approved by the City shall be subject to the following: costs for any extension terms shall be subject to an adjustment only if increases or decreases occur in the industry. Such adjustment shall be based on the latest yearly percentage increase in the All Urban Consumers Price Index (CPI-U) as published by the Bureau of Labor Statistics, U.S. Dep't. of Labor, and shall not exceed five percent.

The yearly increase or decrease in the CPI shall be that latest Index published and available for the calendar year ending 12/31, prior to the end of the contract year then in effect, as compared to the index for the comparable month, one-year prior.

Any requested adjustment shall be fully documented and submitted to the City at least 90 days prior to the contract anniversary date. Any approved cost adjustments shall become effective on the beginning date of the approved contract extension.

The City may, after examination, refuse to accept the adjusted costs if they are not properly documented, or considered to be excessive, or if decreases are considered to be insufficient. In the event the City does not wish to accept the adjusted costs and the matter cannot be resolved to the satisfaction of the City, the Contract will be considered cancelled on the scheduled expiration date.

2.32 Service Test Period

If the Contractor has not previously performed the services to the city, the City reserves the

right to require a test period to determine if the Contractor can perform in accordance with the requirements of the contract, and to the City's satisfaction. Such test period can be from thirty to ninety days, and will be conducted under all specifications, terms and conditions contained in the contract. This trial period will then become part of the initial contract period.

A performance evaluation will be conducted prior to the end of the test period and that evaluation will be the basis for the City's decision to continue with the Contractor or to select another Contractor (if applicable).

2.33 Contract Coordinator

The City may designate a Contract Coordinator whose principal duties shall be:

- Liaison with Contractor.
- Coordinate and approve all work under the contract.
- Resolve any disputes.
- Assure consistency and quality of Contractor's performance.
- Schedule and conduct Contractor performance evaluations and document findings.
- Review and approve for payment all invoices for work performed or items delivered.

2.34 Contractor Performance Reviews and Ratings

The City Contract Coordinator may develop a Contractor performance evaluation report. This report shall be used to periodically review and rate the Contractor's performance under the contract with performance rating as follows:

Excellent	Far exceeds requirements.
Good	Exceeds requirements
Fair	Just meets requirements.
Poor	Does not meet all requirements and contractor is subject to penalty provisions under the contract.
Non-compliance	Either continued poor performance after notice or a performance level that does not meet a significant portion of the requirements. This rating makes the Contractor subject to the default or cancellation for cause provisions of the contract.

The report shall also list all discrepancies found during the review period. The Contractor shall be provided with a copy of the report, and may respond in writing if he takes exception to the report or wishes to comment on the report. Contractor performance reviews and subsequent reports will be used in determining the suitability of contract extension.

2.35 Substitution of Personnel

It is the intention of the City that the Contractor's personnel proposed for the contract will be available for the contract term. In the event the Contractor wishes to substitute personnel, he shall propose personnel of equal or higher qualifications and all replacement personnel are subject to City approval. In the event substitute personnel are not satisfactory to the City and the matter cannot be resolved to the satisfaction of the City, the City reserves the right to cancel the Contract for cause. See Section 5.09 General Conditions.

END OF SECTION

SECTION III - TECHNICAL SPECIFICATIONS/SCOPE OF SERVICES

3.1 General

The City of Fort Lauderdale (The City) is seeking to procure hosted software solution to satisfy the needs of the Fort Lauderdale Executive Airport (FXE) safety self-inspection, Helistop Inspection and Non-Aviation Property Inspection. The existing inspection processes are manual and with the procurement of an automated system, the FXE will be more efficient in carrying out these functions.

The purpose of this request for proposal is to identify software that will allow the airport operations staff at FXE to capture information electronically for safety self-inspections in the Airport Operations Area (AOA) as outlined in the Federal Aviation Administration (FAA) Part-139 standards, the Helistop at City Park Garage and non-aviation property around the AOA.

This software shall be configurable for FXE operations to be able to respond to property additions/ deletions, regulation changes and should have the ability to be expanded to add additional modules and be configurable to accommodate changes in standard operating procedures.

This application shall have the ability to track location and provide positional reference using GPS in vehicle and on the mobile devices on the airfield, Helistop and non-aviation property.

3.2 Security Controls

The software shall:

- 3.2.1 Allow for user access control and security that can vary by module and security level.
- 3.2.2 Allow for a valid login with username and password for user access
- 3.2.3 Allow Active Directory Integration (if not available, password must meet complexity requirements (eight characters, at least one upper case, lowercase and numeric characters))
- 3.2.4 Have an automatic timeout for a defined period of inactivity
- 3.2.5 The software shall allow for mandatory password change after a defined period (preferably)
- 3.2.6 Allow an administrator to enable or disable a user access
- 3.2.7 Automatically log off users once the application screen is closed.
- 3.2.8 Lock out users for a specified period of time (e.g. 15 minutes) after a defined number of unsuccessful attempts to log in (preferably)

3.3 Requirements

3.3.1 Inputs

- A. Aviation Input

The input fields in the software shall be but not limited to those of the safety self-inspection forms (see exhibits)

1. Exhibit 1 – is a sample of the blank safety self-inspection form currently used at the Fort Lauderdale Executive Airport (FXE).
2. Exhibit 2 – is a sample of the safety self-inspection, after completion, which would be submitted to the FAA during an airport inspection (if there is need).
3. Exhibit 3 – is sample of the maintenance personnel resolution form
4. Exhibit 4 – is the airport lighting & signage plan. This document should provide a reference of items that would be placed in the safety self-inspection database.
5. Exhibit 5 – Helistop inspection form

B. Non-Aviation Input

1. Exhibit 6 – Parcel map – reference of items to be part of the self-inspection database
2. Exhibit 7 – Gates – reference of items as part of the safety self-inspection database (Pedestrian, vehicular, crash gates etc.)
3. Exhibit 8 – Arial map of gates (pedestrian, vehicular, crash gates etc.)
4. Exhibit 9 – Non-aviation property inspection form
5. Exhibit 10 – Airport Facilities Daily-Weekly Inspection Form
6. Exhibit 11 – Airport Facilities Monthly Inspection Form
7. Exhibit 12 – Airport Electrician – Preventative Maintenance Weekly-Monthly Inspection Form
8. Exhibit 13 – Airport Electrician – Preventative Maintenance Annual Inspection Form
9. Exhibit 14 – Airport Incident Report Form
10. Exhibit 15 – Airport Project Report Form

In addition to the input fields outlined on the exhibits, the software shall have the ability easily add, delete or modify fields as necessary.

The system shall check for completeness of critical fields for empty status and alert the user of such.

3.4 Output

- 3.4.1 Data – From inputs, the software shall create a database of Airport Operations Area (AOA), Helistop and non-aviation property items that can be searched and allow for reports to be generated. There must be flexibility to filter, summarize and/or detail data sets.
- 3.4.2 Log Files – The software shall log files for inspection and shall be clear and easy to navigate giving details of the person/inspector that carried out the inspection, time stamp, inspection details, deficiencies if any, resolution, recommendation and/or referral, all notes and comments and supervisors' approval.
- 3.4.3 Maintenance: Airport Operations Area (AOA), Helistop and non-aviation property

items with deficiencies and descriptive notes of the location shall be available to the maintenance personnel for review and for carrying out corrective action.

- 3.4.4** Supervisor: Supervisors shall be able to access details of items with deficiencies, including text description of location, resolution, recommendation and/or referral
- 3.4.5** Tracking – The software shall have a work in progress log for each inspection with its unique identification, for inspectors to note the deficiency and for maintenance personnel to account for the status of the resolution and for supervisors to track and review.
- 3.4.6** Audit Trail - The software shall have an audit trail of all activities in the system by user, date, time and activity performed with the associated details.
- 3.4.7** Alert – Upon completion of a safety self-inspection of the AOA, Helistop or non-aviation property, if an item is found to be deficient, once the inspector saves and closes the inspection screen, there should be an alert sent to the maintenance personnel and the supervisor of the immediate need by way of an email or an alert on the application home screen.
- 3.4.8** Report – The software must be able to create reports of inspections, user, items, resolutions, and general searchable reports on input fields for specified periods. There shall be pre-defined reports available by menu selection and ad-hoc reports as defined by the user.

3.5 AOA Operational Flow

- 3.5.1** Hardware (tablet pc etc. with cellular data service) will be assigned to inspectors.
- 3.5.2** The GPS tracking capability on the tablet will pin-point exactly where the inspector is in all AOA, Helistop and non-aviation property when inspecting those and other areas.
- 3.5.3** When an item is found deficient (i.e. pavement, lighting structure, signage, etc.) the item can be selected on the moving map touch screen and the appropriate dialog box will open for the inspector showing basic information about the selected item. This dialog box will allow the inspector to record any the deficiency noted via drop down menus and fill-in fields. The inspector should have the capability to take pictures and attach to notes for reference.
- 3.5.4** Any AOA, Helistop and non-aviation property item that is not individually noted will automatically fill-in (by default) with “Acceptable”, “Good” or similar terminology without the inspector having to manually fill-in each line item.
- 3.5.5** Upon completing the inspection of the AOA, Helistop and non-aviation property, this data will be automatically transmitted to the database where it can be accessed by:
 - A.** The maintenance personnel to resolve deficiencies identified
 - B.** The supervisor for review and sign-off
- 3.5.6** The maintenance personnel will enter the AOA, Helistop and non-aviation property to locate the deficient items. The GPS and map will be used to locate the deficient

item. As the maintenance personnel travel towards the item, it will be marked with an indicator on the screen to alert them of approaching the item.

3.5.7 Once the maintenance personnel locate the deficient item and select it via the touch screen and moving map display, the appropriate dialog box will open showing basic information about the selected item and details of the deficiency. Maintenance personnel will then be able to record the resolution via drop down menus and fill-in fields. Anything other than "Complete" or similar terminology that is placed on an item will be flagged on that item within the system to signal it is still in need of attention.

3.5.8 When an item is marked complete or similar, the flag will be removed.

3.5.9 The supervisor will review the process, ensure completeness and accuracy of the inspections and maintenance activities and generate reports as necessary.

3.6 Other Features

3.6.1 The software shall support multiple users and multitasking

3.6.2 The software shall have a help feature that can be accessed from any screen if needed

3.6.3 The database and airfield layout diagram, such as, taxiway edge lights, signage, paint markings, etc. should be easily updatable.

3.6.4 The Software application should have the ability for images and documents to be uploaded.

3.6.5 The software application should allow multi-access on a network with web interface (preferably).

3.6.6 Inspector, maintenance personnel and supervisor shall be able to access the internet via tablet, to check FAA, TSA websites for current regulations or equipment websites to order parts/ equipment.

3.6.7 The software shall be capable of importing/exporting data to other systems such as Microsoft Office

3.7 Expansion Capability

The software must be able to expand functionality from safety self-inspections to include several other modules. These include but are not limited to:

3.7.1 Bird and Wildlife Observation

3.7.2 Issue & tracking Notice to Airmen (NOTAM)

3.7.3 Incident/ Accident Investigation

3.7.4 Work order system

3.7.5 Training record database

3.8 Technical Specifications

3.8.1 Hardware

- A. The vendor must provide hardware requirements and specifications that will allow the software to run efficiently

3.8.2 Operating Systems

- A. The City uses iOS, Android, Windows 7, Server 2008, Server 2012, MS SQL Server 2012 and Oracle Database

3.8.3 The City is seeking to identify a hosted solution for Safety Self-Inspection Software

3.9 Alternate Option may be presented for a self-hosted solution

3.9.1 Application will utilize a secure VPN to access the City's network (Net-Motion), unless cloud-based and be compatible with the latest popular browser versions (IE, Safari, Chrome, Firefox etc.)

3.9.2 The vendor must provide an option to convert CADD/GIS data and set up database

3.9.3 VMware is the preferred platform for Application and Database Server environment.

3.10 Defects Liability

The vendor must include a defects liability period in their proposal. This is the time frame in which the vendor will be available to fix all issues relating to the software after installation at no additional cost to the City of Fort Lauderdale (City's standard is 12 months).

3.11 Project Management

The vendor will work with The City's assigned staff for the software implementation:

3.11.1 Installation

3.11.2 Testing

3.11.3 Training

3.11.4 System Utilization

3.12 Maintenance / Support

The vendor will provide The City with a maintenance/support agreement with clear terms and conditions of what the vendor will provide. All costs must be clearly defined.

END OF SECTION

SECTION IV – SUBMITTAL REQUIREMENTS

4.1 Instructions

- 4.1.1** Although proposals are accepted 'hard copy', the City of Fort Lauderdale uses Bidsync (www.bidsync.com) to administer the competitive solicitation process, including but not limited to soliciting proposals, issuing addenda, responding to questions / requests for information. There is no charge to register and download the RFP from Bidsync. Proposers are strongly encouraged to read the various vendor Guides and Tutorials available in Bidsync well in advance of their intention of submitting a proposal to ensure familiarity with the use of Bidsync. The City shall not be responsible for a Proposer's inability to submit a proposal by the end date and time for any reason, including issues arising from the use of Bidsync.
- 4.1.2** Careful attention must be given to all requested items contained in this RFP. Proposers are invited to submit proposals in accordance with the requirements of this RFP. Please read entire solicitation before submitting a proposal. Proposers must provide a response to each requirement of the RFP. Proposals should be prepared in a concise manner with an emphasis on completeness and clarity. Notes, exceptions, and comments may be rendered on an attachment, provided the same format of this RFP text is followed.
- 4.1.3** All information submitted by Proposer shall be typewritten or provided as otherwise instructed to in the RFP. Proposers shall use and submit any applicable or required forms provided by the City and attach such to their proposal. Failure to use the forms may cause the proposal to be rejected and deemed non-responsive.
- 4.1.4** Proposals shall be submitted by an authorized representative of the firm. Proposals must be submitted in the business entities name by the President, Partner, Officer or Representative authorized to contractually bind the business entity. Proposals shall include an attachment evidencing that the individual submitting the proposal, does in fact have the required authority stated herein.
- 4.1.5** All proposals will become the property of the City. The Proposer's response to the RFP is a public record pursuant to Florida law, which is subject to disclosure by the City under the State of Florida Public Records Law, Florida Statutes Chapter 119.07 ("Public Records Law"). The City shall permit public access to all documents, papers, letters or other material submitted in connection with this RFP and the Contract to be executed for this RFP, subject to the provisions of Chapter 119.07 of the Florida Statutes. Any language contained in the Proposer's response to the RFP purporting to require confidentiality of any portion of the Proposer's response to the RFP, except to the extent that certain information is in the City's opinion is a Trade Secret pursuant to Florida law, shall be void. If a Proposer submits any documents or other information to the City which the Proposer claims is Trade Secret information and exempt from Florida Statutes Chapter 119.07 ("Public Records Laws"), the Proposer shall clearly designate that it is a Trade Secret and that it is asserting that the document or information is exempt. The Proposer must specifically identify the exemption being claimed under Florida Statutes 119.07. The City shall be the final arbiter of whether any information contained in the Proposer's response to the RFP constitutes a Trade Secret. The city's determination of whether an exemption applies shall be final, and the proposer agrees to defend, indemnify, and hold harmless the city and the city's officers, employees, and agent, against any loss or damages incurred by any person

or entity as a result of the city's treatment of records as public records. In the event of Contract award, all documentation produced as part of the Contract shall become the exclusive property of the City.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT. CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT: FORT LAUDERDALE EXECUTIVE AIRPORT, 6000 NW 21ST AVENUE, FORT LAUDERDALE, FL 33309, 954-828-4955, AIRPORT@FORTLAUDERDALE.GOV

- 4.1.6** One original and four copies plus four electronic (CD or thumb drive) copy of your proposal shall be delivered in a sealed package with the RFP number, due and open date, and RFP title clearly marked on the outside by the due date and time (deadline) to the address specified in Section I, 1.2 – Submission Deadline. It is the sole responsibility of the respondent to ensure their proposal is received on or before the date and time stated, in the specified number of copies and in the format stated herein.
- 4.1.7** By submitting a response Proposer is confirming that the firm has not been placed on the convicted vendors list as described in Section §287.133 (2) (a) Florida Statutes; that the only person(s), company or parties interested in the proposal as principals are named therein; that the proposal is made without collusion with any other person(s), company or parties submitting a proposal; that it is in all respects fair and in good faith, without collusion or fraud; and that the signer of the proposal has full authority to bind the firm.

4.2 Contents of the Proposal

The City deems certain documentation and information important in the determination of responsiveness and for the purpose of evaluating proposals. Proposals should seek to avoid information in excess of that requested, must be concise, and must specifically address the issues of this RFP. The City prefers that proposals be no more than 50 pages double-sided, be bound in a soft cover binder, and utilize recyclable materials as much as practical. Elaborate binders are neither necessary nor desired. Please place the labeled DVD/CD in a paper sleeve. The proposals shall be organized and divided into the sections indicated herein. These are not inclusive of all the information that may be necessary to properly evaluate the proposal and meet the requirements of the scope of work and/or specifications. Additional documents and information should be provided as deemed appropriate by the respondent in proposal to specific requirements stated herein or through the RFP.

4.2.1 Table of Contents

The table of contents should outline in sequential order the major areas of the submittal, including enclosures. All pages should be consecutively numbered and correspond to the Table of Contents.

4.2.2 Executive Summary

Each Offeror must submit an executive summary that identifies the business entity, its background, main office(s), and office location that will service this contract. Identify the officers, principals, supervisory staff and key individuals who will be directly involved with the work and their office locations. The executive summary should also summarize the key elements of the proposal.

4.2.3 Experience and Qualifications

Indicate the firm's number of years of experience in providing the professional services as it relates the work contemplated. Provide details of past projects for agencies of similar size and scope, including information on your firm's ability to meet time and budget requirements. Indicate the firm's initiatives towards its own sustainable business practices that demonstrate a commitment to conservation. Indicate business structure, IE: Corp., Partnership, LLC. Firm should be registered as a legal entity in the State of Florida; Minority or Woman owned Business (if applicable); Company address, phone number, fax number, E-Mail address, web site, contact person(s), etc. Relative size of the firm, including management, technical and support staff; licenses and any other pertinent information shall be submitted.

4.2.4 Approach to Scope of Work

Provide in concise narrative form, your understanding of the City's needs, goals and objectives as they relate to the project, and your overall approach to accomplishing the project. Give an overview on your proposed vision, ideas and methodology. Describe your proposed approach to the project. As part of the project approach, the proposer shall propose a scheduling methodology (time line) for effectively managing and executing the work in the optimum time. Also provide information on your firm's current workload and how this project will fit into your workload. Describe available facilities, technological capabilities and other available resources you offer for the project.

4.2.5 References

Provide at least three references, preferably government agencies, for projects with similar scope as listed in this RFP. Information should include:

- A.** Client Name, address, contact person telephone and E-mail addresses.
- B.** Description of work.
- C.** Year the project was completed.
- D.** Total cost of the project, estimated and actual.

Note: Do not include City of Fort Lauderdale work or staff as references to demonstrate your capabilities. The Committee is interested in work experience and references other than the City of Fort Lauderdale.

4.2.6 Minority/Women (M/WBE) Participation

If your firm is a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985, provide copies of your certification(s). If your firm is not a certified M/WBE, describe your company's previous efforts, as well as planned efforts in meeting M/WBE procurement goals under Florida Statutes 287.09451.

4.2.7 Subcontractors

Proposer must clearly identify any subcontractors that may be utilized during the term of this contract.

4.2.8 Required Forms**A. Proposal Certification**

Complete and attach the Proposal Certification provided herein.

B. Cost Proposal

Provide firm, fixed, costs for all services/products using the form provided in this

request for proposal. These firm fixed costs for the project include any costs for travel and miscellaneous expenses. No other costs will be accepted.

C. Contract Payment Method

This form must be completed and returned with your proposal. Proposers must presently have the ability to accept these credit cards or take whatever steps necessary to implement acceptance of a card before the start of the contract term, or contract award by the City.

D. Local Business Preference (LBP)

This form is to be completed, if applicable, and inserted in this section

E. Non-Collusion Statement

This form is to be completed, if applicable, and inserted in this section.

F. Sample Insurance Certificate

Demonstrate your firm's ability to comply with insurance requirements. Provide a previous certificate or other evidence listing the Insurance Companies names for the required coverage and limits.

G. Business License

Evidence that your firm and/or persons performing the work are licensed to do business in the State of Florida

END OF SECTION

SECTION V – EVALUATION AND AWARD

5.1 Evaluation Procedure

5.1.1 Bid Tabulations/Intent to Award

Notice of Intent to Award Contract/Bid, resulting from the City's Formal solicitation process, requiring City Commission action, may be found at:

http://www.fortlauderdale.gov/purchasing/notices_of_intent.htm. Tabulations of receipt of those parties responding to a formal solicitation may be found at:

<http://www.fortlauderdale.gov/purchasing/bidresults.htm>, or any interested party may call the Procurement Office at 954-828-5933.

5.1.2 Evaluation of proposals will be conducted by an Evaluation Committee, consisting of a minimum of three members of City Staff, or other persons selected by the City Manager or designee. All committee members must be present at scheduled evaluation meetings. Proposals shall be evaluated based upon the information and references contained in the responses as submitted.

5.1.3 The Committee may short list no less than three Proposals, assuming that three proposals have been received, that it deems best satisfy the weighted criteria set forth herein. The committee may then conduct interviews and/or require oral presentations from the short listed Proposers. The Evaluation Committee shall then re-score and re-rank the short listed firms in accordance with the weighted criteria.

5.1.4 The City may require visits to the Proposer's facilities to inspect record keeping procedures, staff, facilities and equipment as part of the evaluation process.

5.1.5 The final ranking and the Evaluation Committee's recommendation may then be reported to the City Manager for consideration of contract award.

5.2 Evaluation Criteria

5.2.1 The City uses a mathematical formula to determine the scoring for each individual responsive and responsible firm based on the weighted criteria stated herein. Each evaluation committee member will rank each firm by criteria, giving their first ranked firm as number 1, the second ranked firm a number 2, and so on. The City shall average the ranking for each criterion, for all evaluation committee members, and then multiply that average ranking by the weighted criteria identified herein. The lowest average final ranking score will determine the recommendation by the evaluation committee to the City Manager.

CONTINUED ON NEXT PAGE

5.2.2 Weighted Criteria

Requirement	Score %	Explanation/Definition
Requirements and Specifications	30	Adherence to requirements and specifications
Maintenance and Support	20	The areas that are covered under the maintenance and support agreement.
Price	30	Will be evaluated as compared to industry pricing
Presentation of Proposal	8	The flow of the proposal submitted as it seeks to satisfy the software requirements
Number of Proposed Version Installed and References	7	10 preferred for positive reference checks
Delivery Period	5	The period within which the software is available for installation after the vendor is awarded the contract

5.3 Contract Award

The City reserves the right to award a contract to that Consultant who will best serve the interest of the City. The City reserves the right, based upon its deliberations and in its opinion, to accept or reject any or all proposals. The City also reserves the right to waive minor irregularities or variations of the submittal requirements and RFP process.

END OF SECTION

SECTION VI - COST PROPOSAL PAGE**Proposer Name:** _____

Proposer agrees to supply the products and services at the prices bid below in accordance with the terms, conditions and specifications contained in this RFP.

Cost to the City: Contractor must quote firm, fixed, costs for all services/products identified in this request for proposal. These firm fixed costs for the project include any costs for travel and miscellaneous expenses. No other costs will be accepted.

Notes:

Attach a breakdown of costs including but not limited to labor, software, equipment, materials and parts.

1. Software/Application	\$ _____
2. Labor	\$ _____
3. Equipment, Material and Parts	\$ _____
4. Maintenance / Support	
• Year 1	\$ _____
• Year 2	\$ _____
• Year 3	\$ _____
Total Project Cost	\$ _____

Submitted by:_____
Name (printed)_____
Signature_____
Date_____
Title

Date: _____ Legend
 Time: _____ ✓ = Ok
 Weather: _____ X = Issues
 Staff: _____ Ø = Not Inspected
 Shift: _____ Sectors: A, B, C, D
 NOTAM#: _____

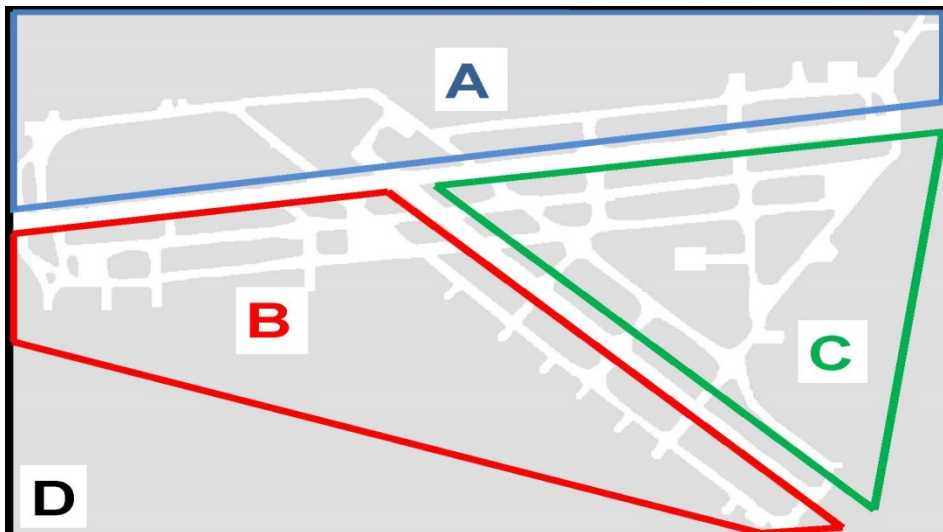
Movement Area Inspection

Runway Inspection Items:	Runway 9-27				W/O	Runway 13-31				W/O
1. FOD										
2. Pavement Condition										
3. Edge Lights										
4. In-Pavement Lights										
5. Threshold Lights										
6. REIL Lights										
7. PAPI Lights										
8. Runway Markings										
9. Rubber Buildup										
10. Runway Signage										
11. Windsocks										
12. Wildlife										
Taxiway Inspection Items:	A	B	C	W/O	Safety Area Inspection Items:	A	B	C	W/O	
13. FOD					23. FOD					
14. Pavement Condition					24. Pavement Edges					
15. Pavement Edges					25. Grading					
16. Markings					26. Mowing					
17. Lights & Bases					27. Maintenance					
18. Signage					Rotating Beacon					
Construction Inspection Items:					FAA Items Inspection:					
19. Barricades, Lights, Flags					28. ILS Localizer					
20. Equipment					29. ILS Glideslope					
21. Debris					30. Threshold Lights					
22. Grading					31. MALSR Lights					
23. Signage					34. Rabbit Lights					

Non-Movement Area Inspection

Ramp & Tenant Area Inspection Items:	A	B	C	D	W/O	Construction Inspection Items:	A	B	C	D	W/O
35. General Condition						57. Barricades, Lights, Flags					
36. Pavement & Edges						58. Equipment					
37. Vehicles & Equipment						59. Staging					
38. Passes & Permits						60. Debris					
39. People						61. Grading					
40. Actives						62. Signage					
41. Debris											
42. Lighting						Wildlife Inspection Notes:					
43. Markings						63. Tortoises					
Maintenance Inspection Items:						64. Burrowing Owls					
44. Mowing						65. Birds					
45. Debris											
46. Grading						Fencing Inspection Items:					
						66. General Condition					
Signage Inspection Items:						67. Damage					
47. Condition						68. Wash-outs					
48. Visibility						69. Barbwire					
49. Operation						70. Wash-outs					
50. Mounting/Installation						71. Signage					
51. Maintenance						72. Gaps & Openings					
Gate Inspection Items:						Other Items:					
52. General Condition											
53. Operation											
54. Damage											
55. Signage											
56. Gaps & Openings											

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.



Blue = North "A"
Green = SouthEast "C"
Red = SouthWest "B"
Black = Perimeter "D"



EXHIBIT 2

Airfield Inspection Report



Date: 8/20/15

Time: 720-825

Weather: Clear, sct/VFR

Staff: S. Sliger

Shift: AM

NOTAM#: 12/024

Legend

✓ = Ok

X = Issues

Ø = Not Inspected

Sectors: A, B, C, D

Movement Area Inspection

Runway Inspection Items:	Runway 9-27				W/O	Runway 13-31				W/O
1. FOD	✓					✓				
2. Pavement Condition	✓					✓				
3. Edge Lights	✓					✓				
4. In-Pavement Lights	✓					✓				
5. Threshold Lights	✓					✓				
6. REIL Lights	✓					✓				
7. PAPI Lights	✓					✓				
8. Runway Markings	✓					✓				
9. Rubber Buildup	✓					✓				
10. Runway Signage	✓					✓				
11. Windsocks	✓					✓				
12. Wildlife	✓					✓				
Taxiway Inspection Items:	A	B	C	W/O	Safety Area Inspection Items:	A	B	C	W/O	
13. FOD	✓	✓	✓		23. FOD	✓	✓	✓		
14. Pavement Condition	✓	x	x	2	24. Pavement Edges	✓	✓	✓		
15. Pavement Edges	✓	✓	✓		25. Grading	✓	✓	✓		
16. Markings	✓	✓	✓		26. Mowing	✓	✓	✓		
17. Lights & Bases	✓	✓	✓		27. Maintenance	✓	✓	✓		
18. Signage	✓	✓	✓		Rotating Beacon		✓			
Construction Inspection Items:					FAA Items Inspection:					
19. Barricades, Lights, Flags					28. ILS Localizer	✓	✓	✓		
20. Equipment					29. ILS Glideslope	✓	✓	✓		
21. Debris					30. Threshold Lights	✓	✓	✓		
22. Grading					31. MALSR Lights	✓	✓	✓		
23. Signage					34. Rabbit Lights	✓	✓	✓		



EXHIBIT 2

Airfield Inspection Report



Non-Movement Area Inspection

Ramp & Tenant Area Inspection Items:	A	B	C	D	W/O	Construction Inspection Items:	A	B	C	D	W/O
35. General Condition	✓	✓	✓			57. Barricades, Lights, Flags		✓			
36. Pavement & Edges	✓	✓	✓			58. Equipment		✓			
37. Vehicles & Equipment	✓	✓	✓			59. Staging		✓			
38. Passes & Permits	✓	✓	✓			60. Debris		✓			
39. People	✓	✓	✓			61. Grading		✓			
40. Actives	✓	✓	✓			62. Signage		✓			
41. Debris	✓	✓	✓			Wildlife Inspection Notes:					
42. Lighting	✓	✓	✓			63. Tortoises	✓	✓	✓	✓	
43. Markings	✓	✓	✓			64. Burrowing Owls	✓	✓	✓	✓	
Maintenance Inspection Items:						65. Birds	✓	✓	✓	✓	
44. Mowing	✓	✓	✓	✓		Fencing Inspection Items:					
45. Debris	✓	✓	✓	✓		66. General Condition	✓	✓	✓	✓	
46. Grading	✓	✓	✓	✓		67. Damage	✓	✓	✓	✓	
Signage Inspection Items:	✓	✓	✓	✓		68. Wash-outs	✓	✓	✓	✓	
47. Condition	✓	✓	✓	✓		69. Barbwire	✓	✓	✓	✓	
48. Visibility	✓	✓	✓	✓		70. Wash-outs	✓	✓	✓	✓	
49. Operation	✓	✓	✓	✓		71. Signage	✓	✓	✓	✓	
50. Mounting/Installation	✓	✓	✓	✓		72. Gaps & Openings	✓	✓	✓	✓	
51. Maintenance	✓	✓	✓	✓		Other Items:					
Gate Inspection Items:											
52. General Condition	✓	✓	✓	✓							
53. Operation	✓	✓	✓	✓							
54. Damage	✓	✓	✓	✓							
55. Signage	✓	✓	✓	✓							
56. Gaps & Openings	✓	✓	✓	✓							

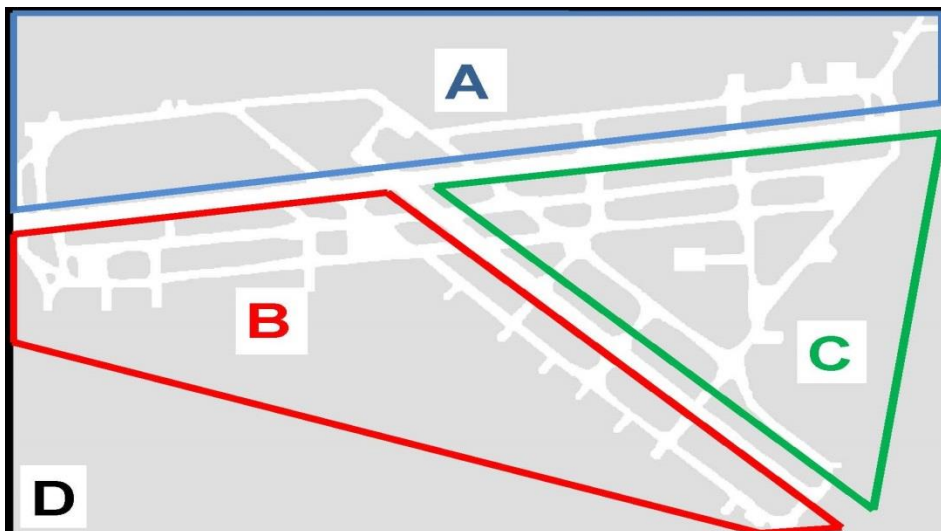


EXHIBIT 2

Airfield Inspection Report

Airfield Inspections Notes

Shallow Rutting/Ponding Delta at Echo, Echo at Quebec (Work order #2)



“Sector” Identification:

Blue = North “A”

Green = SouthEast "C"

Red = SouthWest “B”

Black = Perimeter “D”



Date:

Issued to (Division/Name):

Work Order #:

Contact Person:

Requested by:

Location:

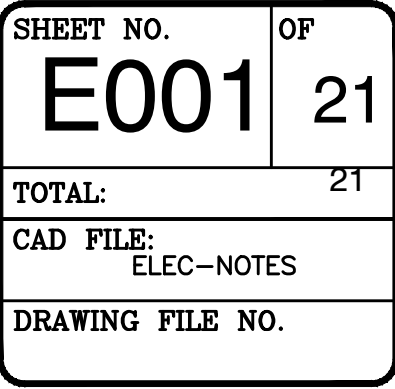
Priority (1-3):

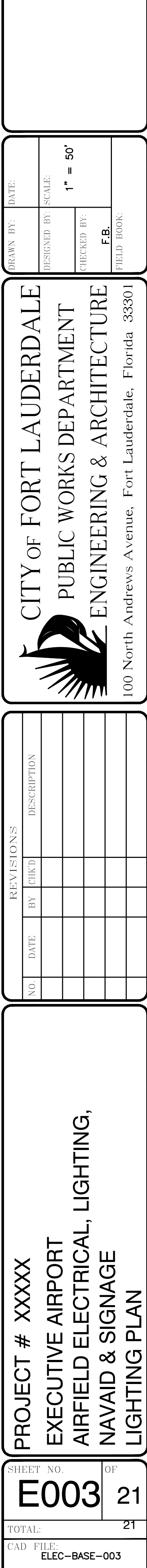
Description:

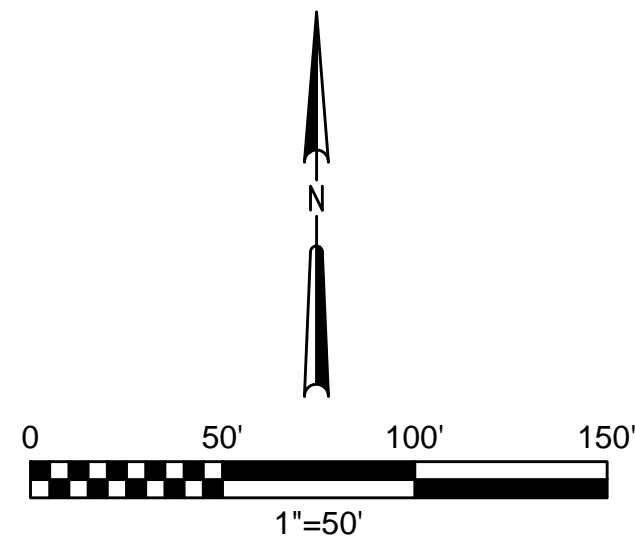
Date Completed:

Completed by:

Notes:

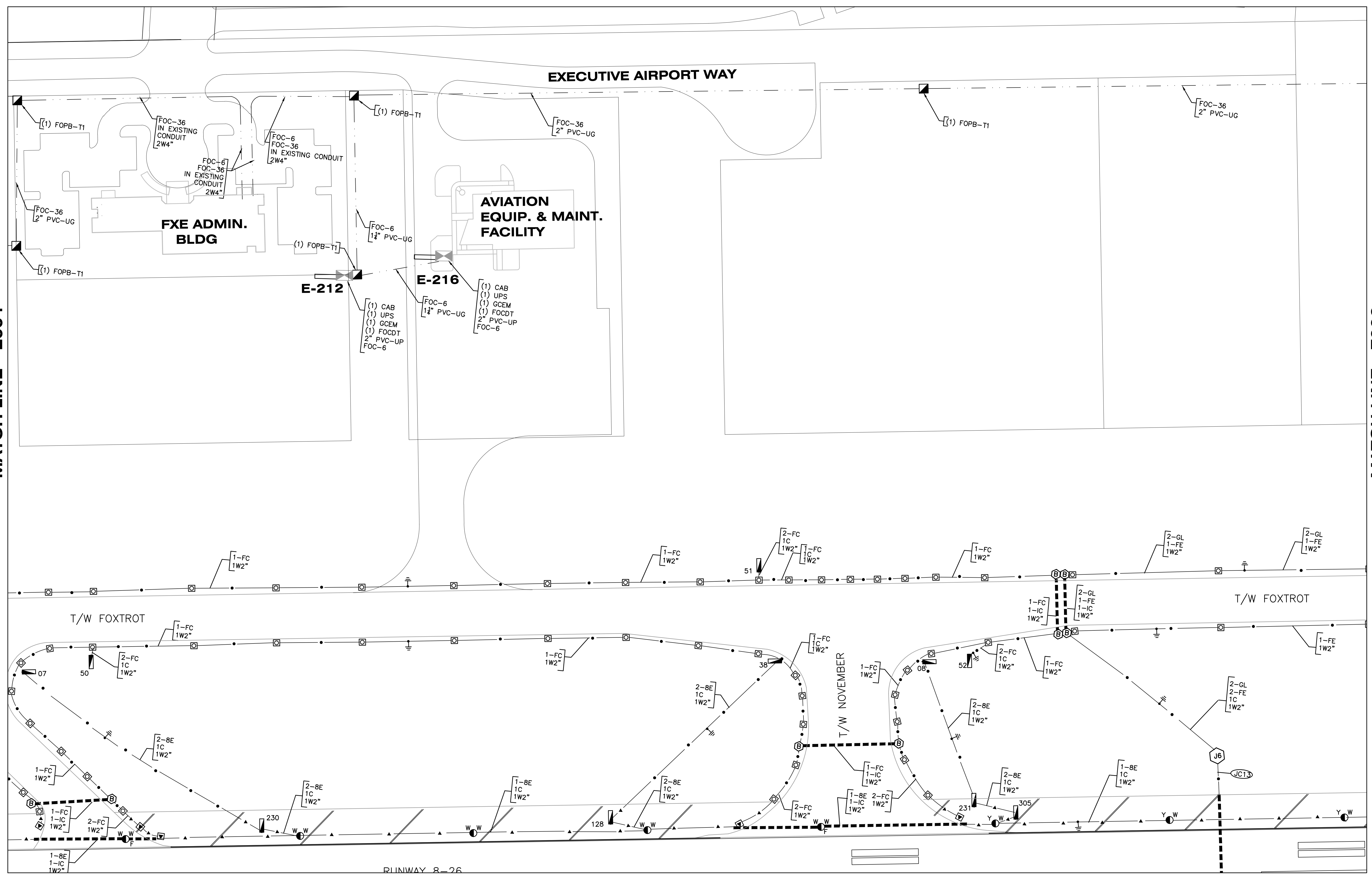







SHEET NO.	OF
E004	21
TOTAL: 21	
CAD FILE: ELEC-BASE-004	
DRAWING FILE NO.	

MATCH LINE - E006



DRAWN BY:	DATE:
DESIGNED BY:	06/18/07
CHECKED BY:	1" = 50'
F.B.	
FIELD BOOK:	



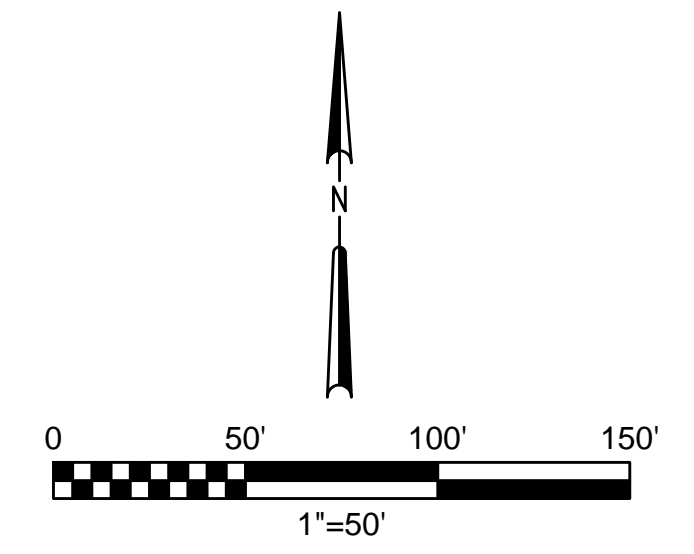
CITY OF FORT LAUDERDALE
PUBLIC WORKS DEPARTMENT
ENGINEERING & ARCHITECTURE

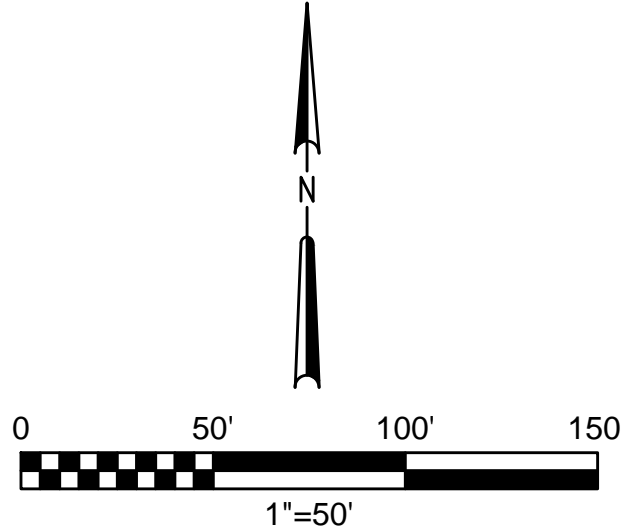
100 North Andrews Avenue, Fort Lauderdale, Florida 33301

[illegible]

PROJECT # XXXXX EXECUTIVE AIRPORT AIRFIELD ELECTRICAL, LIGHTING, NAVAID & SIGNAGE LIGHTING PLAN


SHEET NO.	OF
E005	21
TOTAL: 21	
CAD FILE: ELEC-BASE-E005	
DRAWING FILE NO.	





PROJECT # XXXXX EXECUTIVE AIRPORT AIRFIELD ELECTRICAL, LIGHTING, NAVAID & SIGNAGE LIGHTING PLAN		SHEET NO. E007 OF 21	
TOTAL _____		21	
CAD FILE: ELEC-BASE-E007			
DRAWING FILE NO. _____			

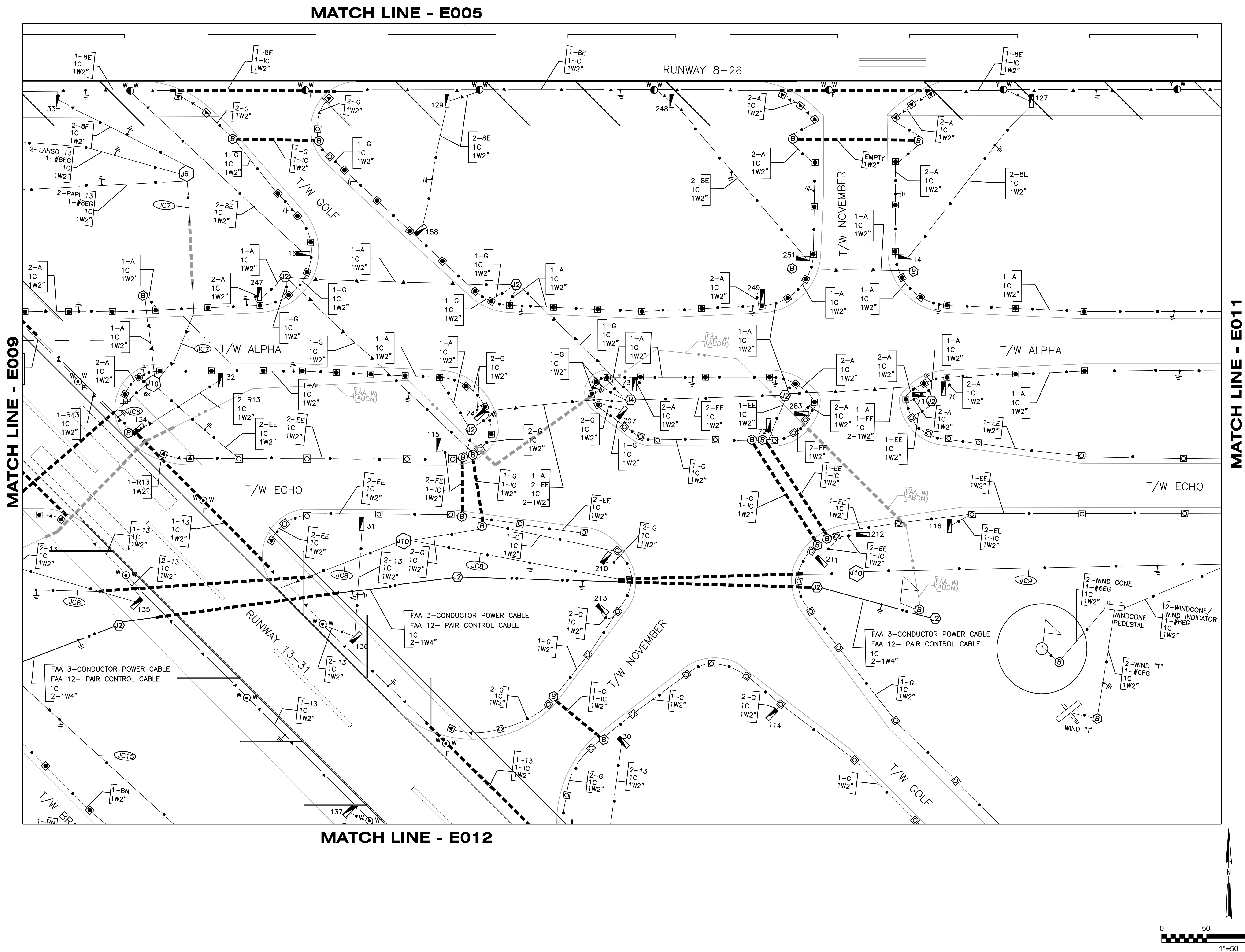
REVISIONS			
NO.	DATE	BY	DESCRIPTION



CITY OF FORT LAUDERDALE
PUBLIC WORKS DEPARTMENT
ENGINEERING & ARCHITECTURE

100 North Andrews Avenue, Fort Lauderdale, Florida 33301

DRAWN BY: _____	DATE: 06/18/07
DESIGNED BY: _____	SCALE: 1" = 50'
CHECKED BY: _____	F.B. _____
FIELD BOOK: _____	



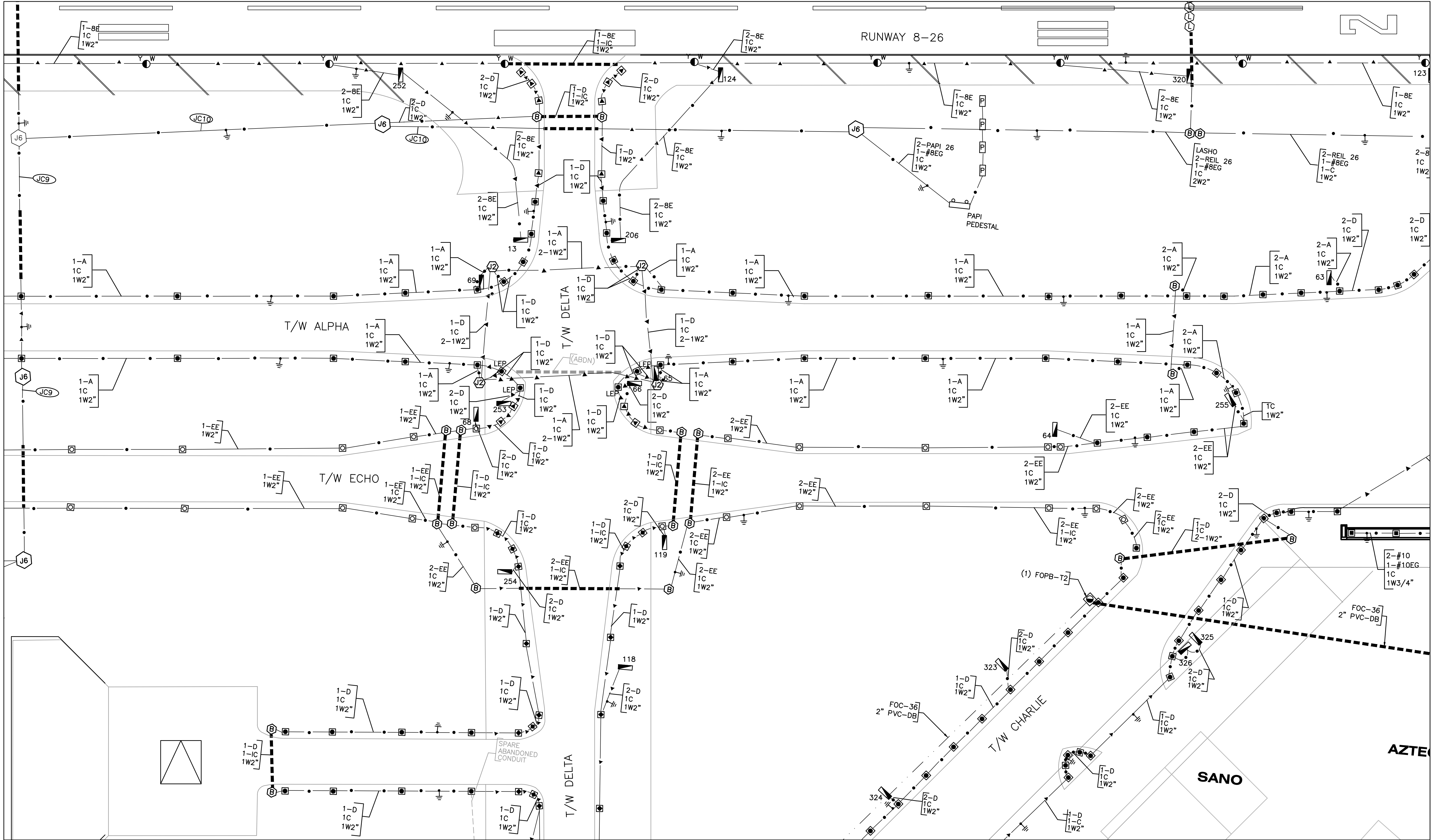
MATCH LINE - E010

MATCH LINE - E006

INSET "B" SHEET - E007

SEE MATCH LINE - E021

MATCH LINE - E013



DATE: _____

DESIGNED BY: _____

CHECKED BY: _____

FIELD BOOK: _____

CITY OF FORT LAUDERDALE

PUBLIC WORKS DEPARTMENT

ENGINEERING & ARCHITECTURE

100 North Andrews Avenue, Fort Lauderdale, Florida 33301

NO.	DATE	BY	CHKD	DESCRIPTION

PROJECT # XXXXX

EXECUTIVE AIRPORT

AIRFIELD ELECTRICAL, LIGHTING,

NAVAID & SIGNAGE

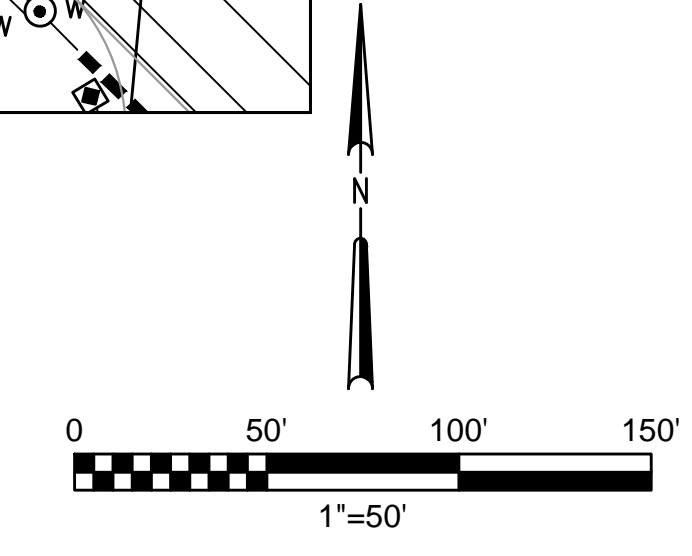
LIGHTING PLAN

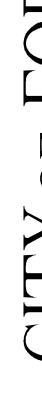
SHEET NO. E011 OF 21

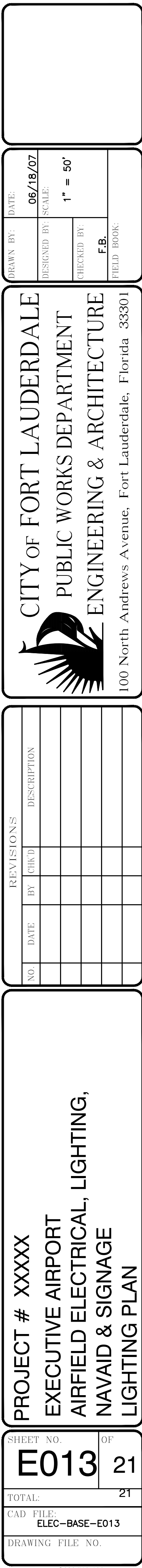
TOTAL: 21

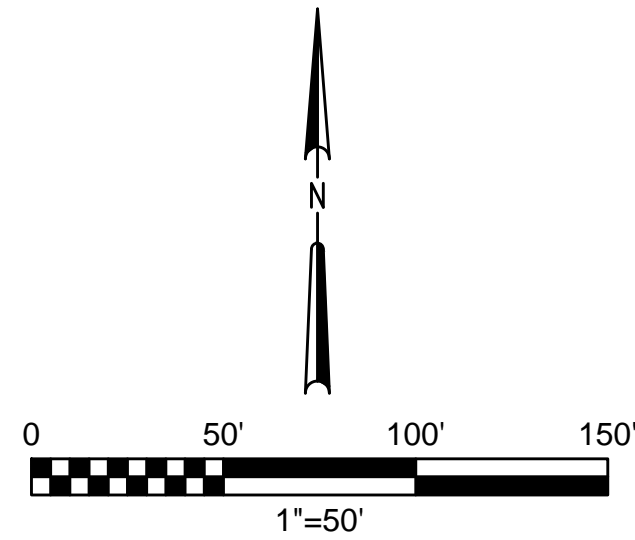
CAD FILE: ELEC-BASE-011

DRAWING FILE NO. _____

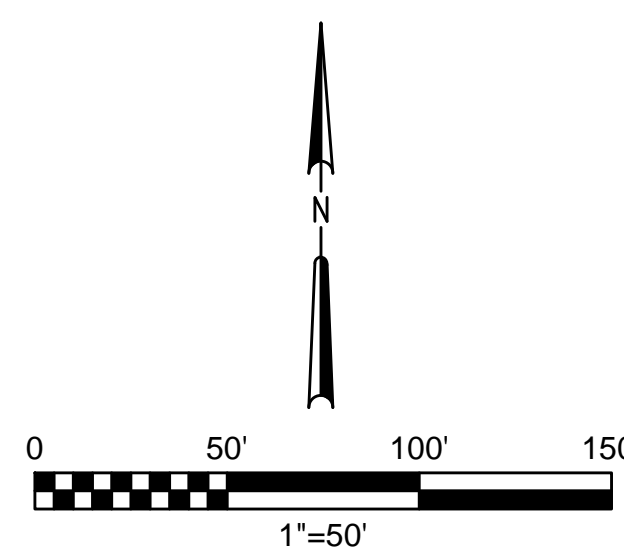


PROJECT # XXXXX EXECUTIVE AIRPORT AIRFIELD ELECTRICAL, LIGHTING, NAVAID & SIGNAGE LIGHTING PLAN		CITY OF FORT LAUDERDALE  PUBLIC WORKS DEPARTMENT ENGINEERING & ARCHITECTURE		DRAWN BY: _____ DATE: 06/18/07
SHEET NO. E012 OF 21		DESIGNED BY: _____ SCALE: 1" = 50'		FIELD BOOK: _____
TOTAL: 21		CHECKED BY: _____		
CAD FILE: ELEC-BASE-E012		F.B. _____		
DRAWING FILE NO. _____				






SHEET NO.	OF
E014	21
TOTAL: 21	
CAD FILE: ELEC-BASE-E014	
DRAWING FILE NO.	



DRAWN BY:	DATE:
DESIGNED BY:	06/18/07
CHECKED BY:	SCALE:
F.B.	1" = 50'
FIELD BOOK:	

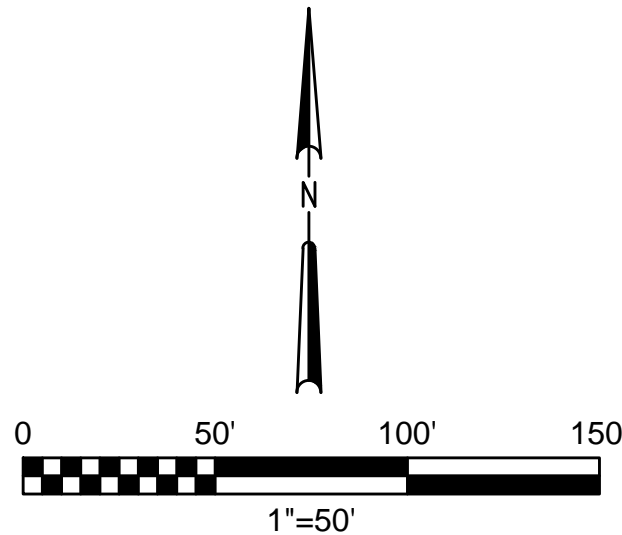


CITY OF FORT LAUDERDALE
PUBLIC WORKS DEPARTMENT
ENGINEERING & ARCHITECTURE
100 North Andrews Avenue, Fort Lauderdale, Florida 33301

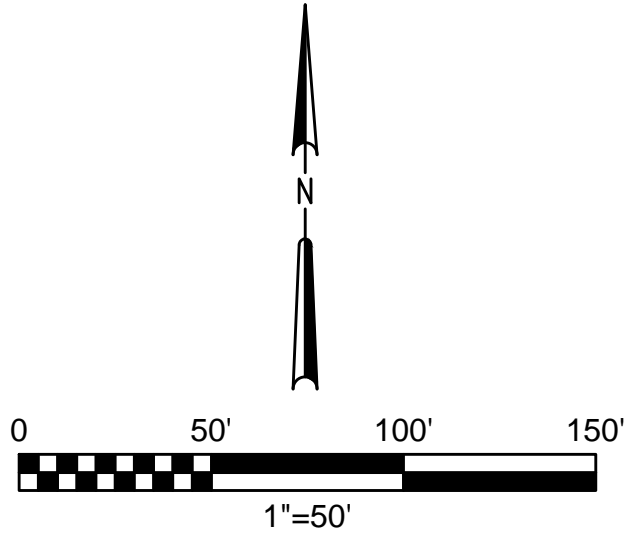
[illegible]

PROJECT # XXXXX
EXECUTIVE AIRPORT
AIRFIELD ELECTRICAL, LIGHTING,
NAVAID & SIGNAGE
LIGHTING PLAN

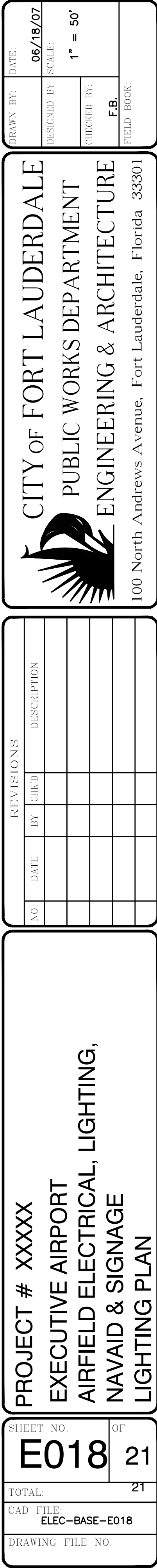
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E015	21
TOTAL: 21	
CAD FILE: ELEC-BASE-E015	
DRAWING FILE NO.	

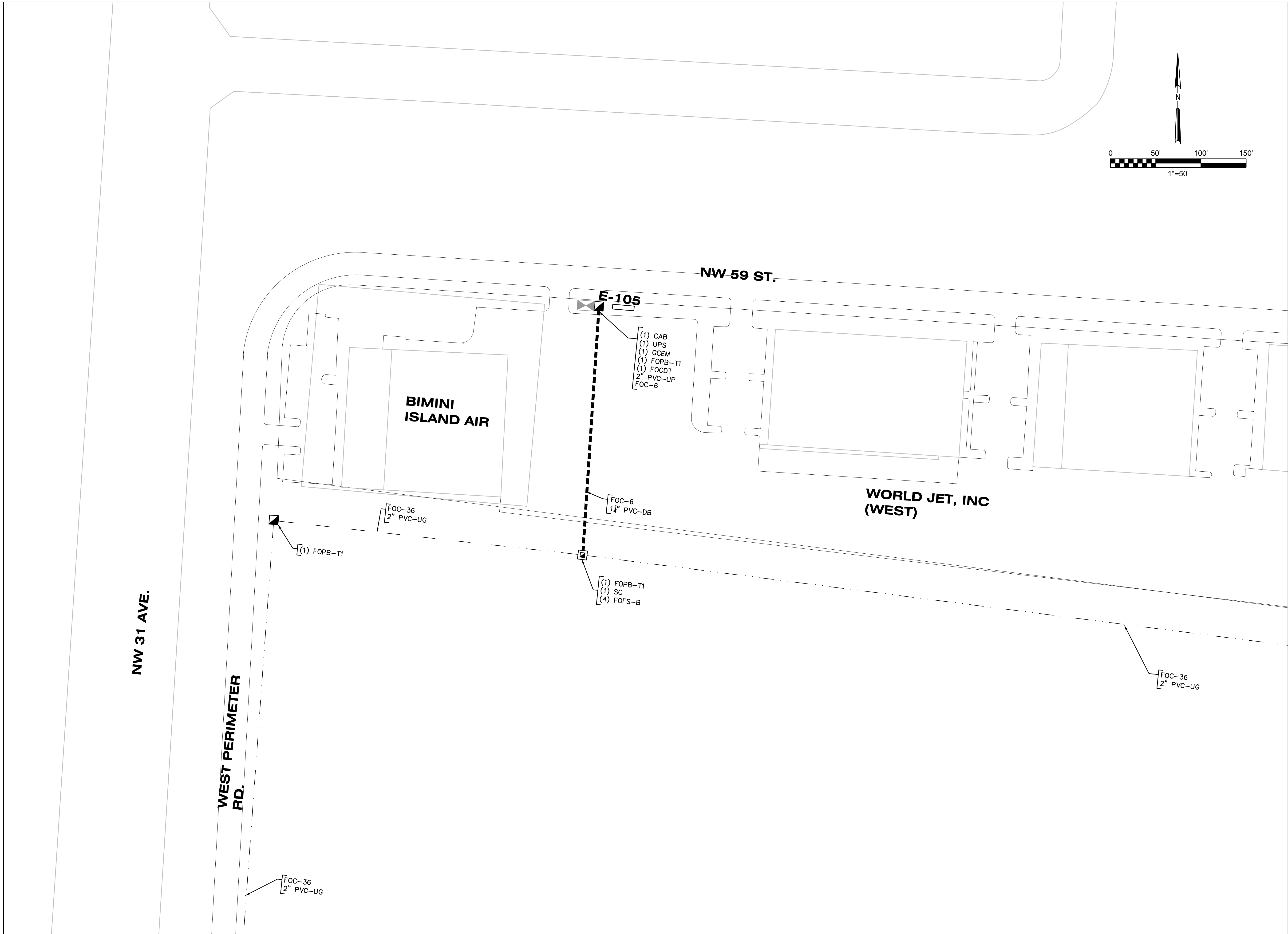


SHEET NO.	OF
E016	21
TOTAL: 21	
CAD FILE: ELEC-BASE-E016	
DRAWING FILE NO.	



CAD FILE:	ELEC-BASE-E017
DRAWING FILE NO.	






MATCH LINE - E018

MATCH LINE - E020

PROJECT # XXXXX
EXECUTIVE AIRPORT
AIRFIELD ELECTRICAL, LIGHTING,
NAVAID & SIGNAGE
LIGHTING PLAN

SHEET NO.	OF
E019	21
TOTAL:	21
CAD FILE:	ELEC-BASE-E019
DRAWING FILE NO.	

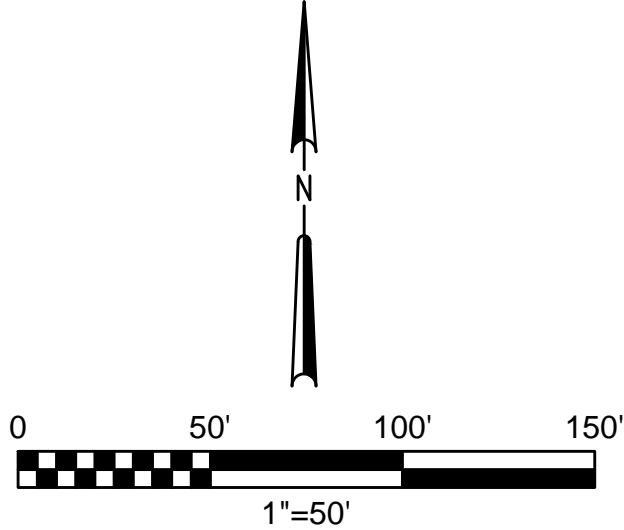
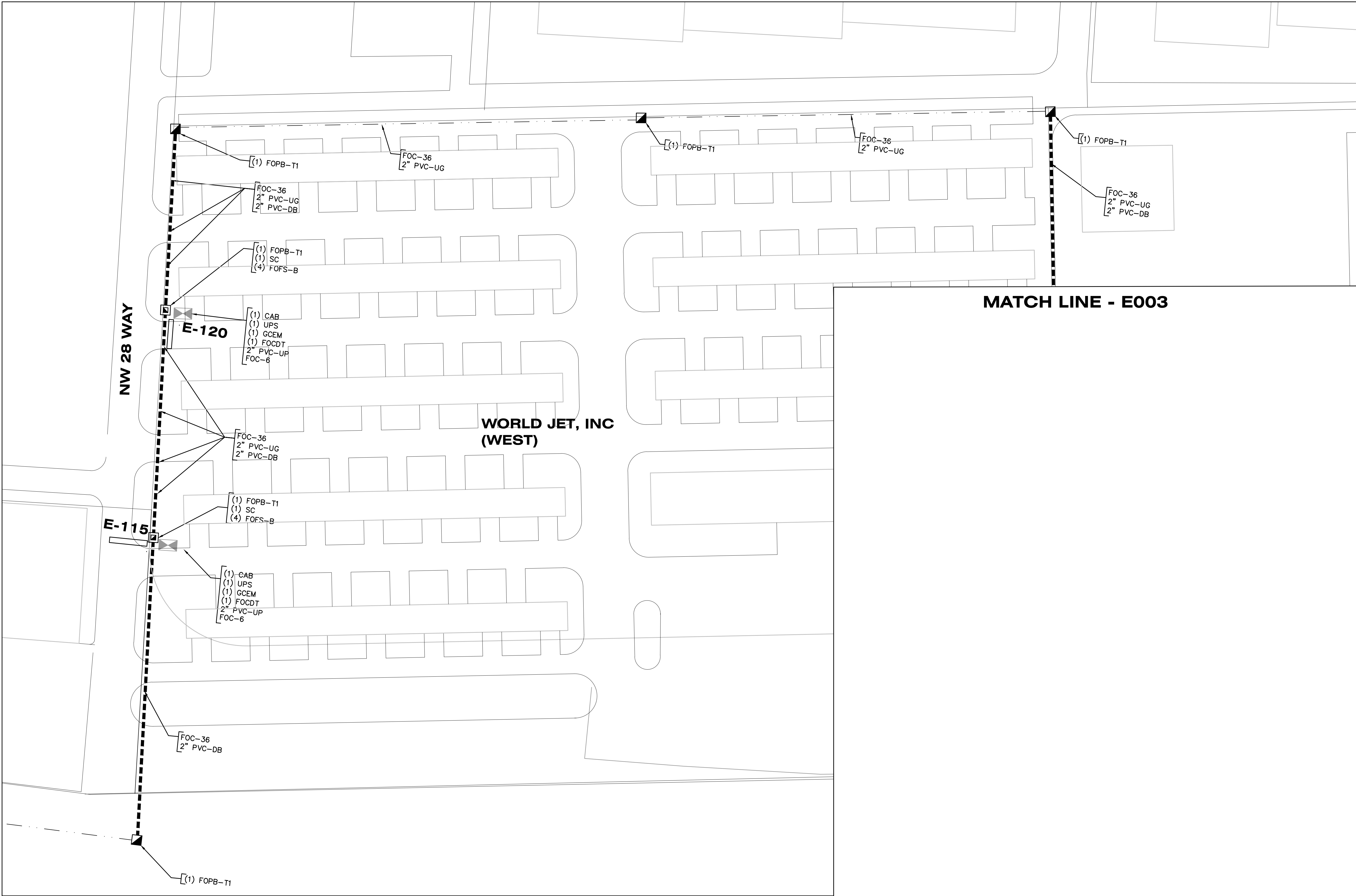
REVISIONS		DESCRIPTION	
NO.	DATE	BY	CHK'D



CITY OF FORT LAUDERDALE
PUBLIC WORKS DEPARTMENT
ENGINEERING & ARCHITECTURE
100 North Andrews Avenue, Fort Lauderdale, Florida 33301

DESIGNED BY:	DATE:
CHECKED BY:	06/18/07
F.B.	1" = 50'
FIELD BOOK	

MATCH LINE - E019



DRAWN BY:		DATE:
		06/18/07
DESIGNED BY:		SCALE:
		1" = 50'
CHECKED BY:	F.B.	
FIELD BOOK:		

CITY OF FORT LAUDERDALE
PUBLIC WORKS DEPARTMENT
ENGINEERING & ARCHITECTURE
100 North Andrews Avenue, Fort Lauderdale, Florida 33301

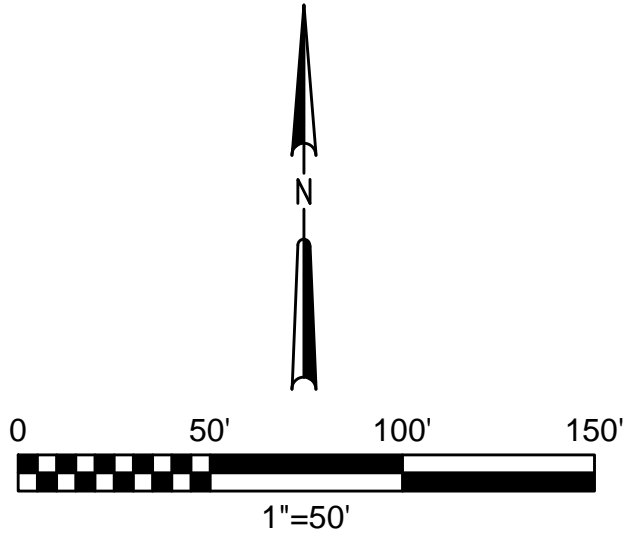
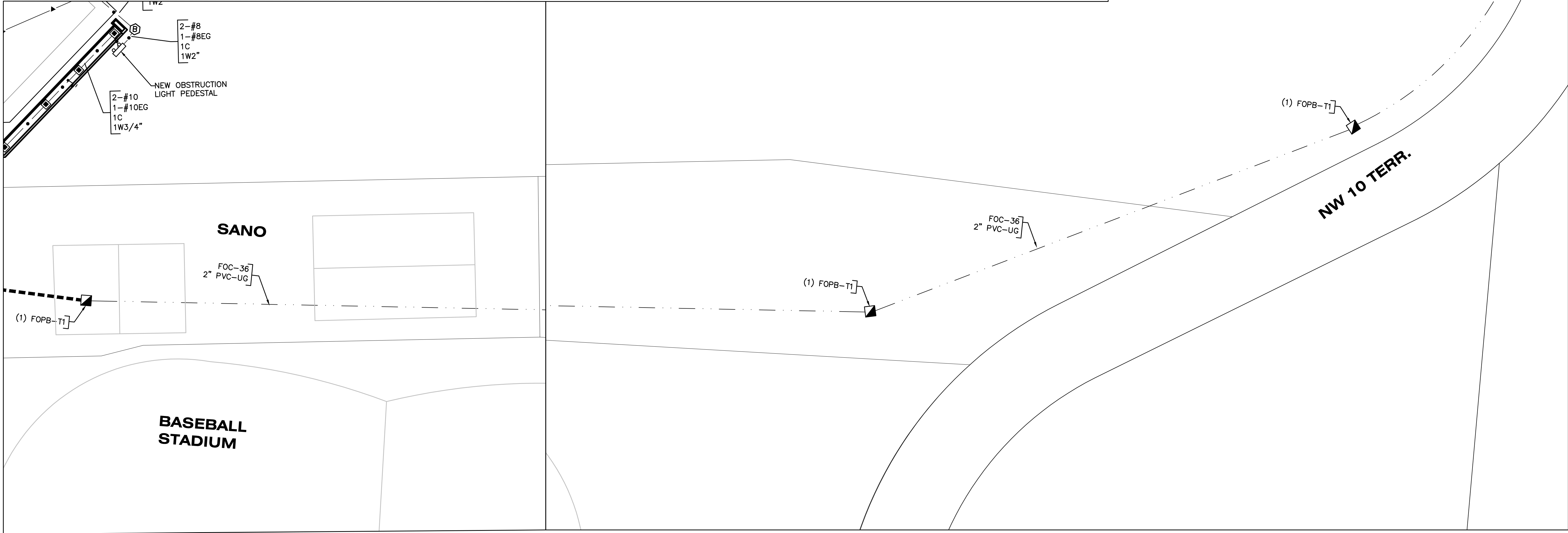
REVISIONS		DESCRIPTION	
NO.	DATE	BY	CHK'D

PROJECT # XXXXX
EXECUTIVE AIRPORT
AIRFIELD ELECTRICAL, LIGHTING,
NAVAID & SIGNAGE
LIGHTING PLAN


SHEET NO.	OF
E020	21
TOTAL:	21
CAD FILE:	ELEC-BASE-E020
DRAWING FILE NO.	

SEE MATCHLINE - E011

MATCH LINE - E007



CITY OF FORT LAUDERDALE



PUBLIC WORKS DEPARTMENT

ENGINEERING & ARCHITECTURE

100 North Andrews Avenue, Fort Lauderdale, Florida 33301

REVISIONS		DESCRIPTION	
NO.	DATE	BY	CHK'D

PROJECT # XXXXX

EXECUTIVE AIRPORT

AIRFIELD ELECTRICAL, LIGHTING,

NAVAID & SIGNAGE

LIGHTING PLAN

SHEET NO.

E021

OF

21

TOTAL:

21

CAD FILE:

ELEC-BASE-E021

DRAWING FILE NO.

Date:

Legend

Time:

✓ = Ok

Weather:

X = Issues

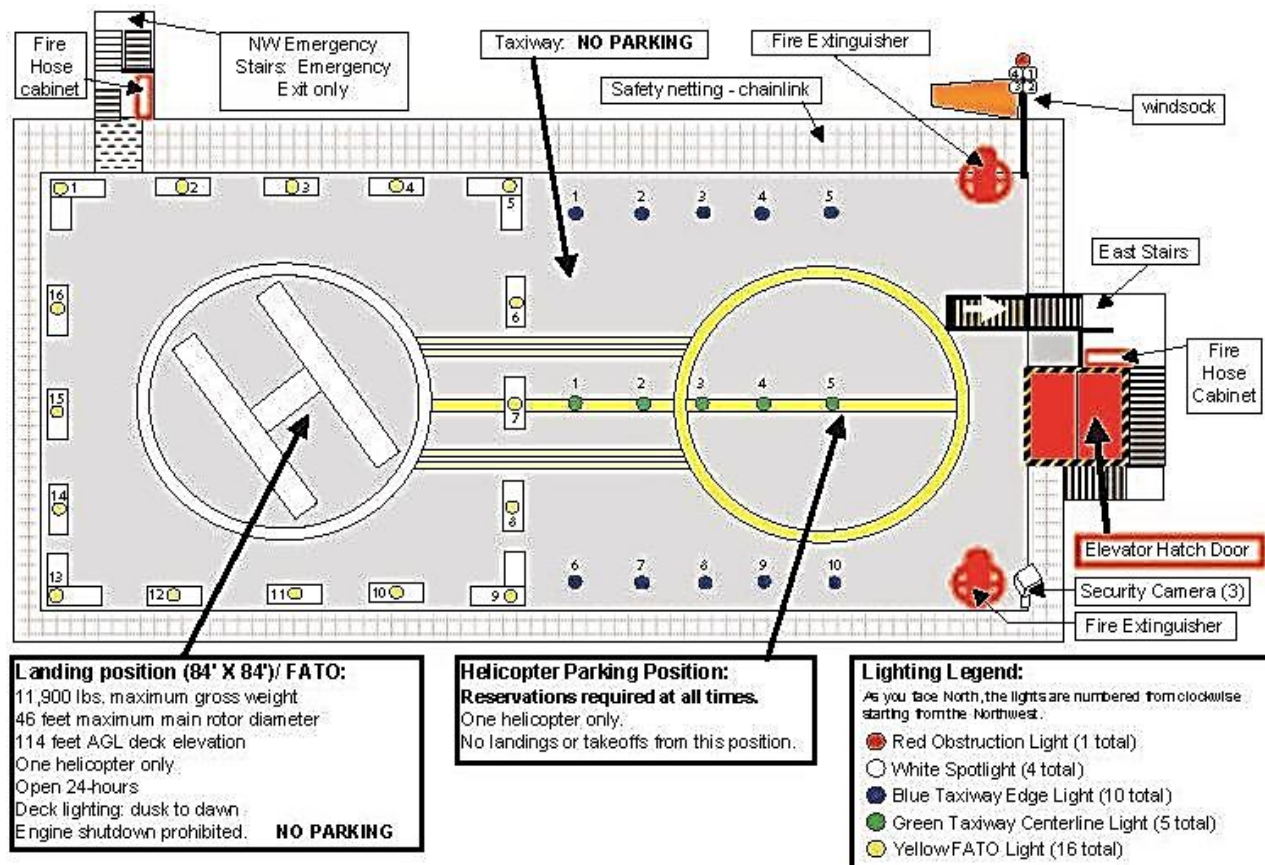
Staff:

Ø = Not Inspected

NOTAM#:

Deck Inspection Items:	✓	Work Order#	Fire Suppression Equipment Inspection Items:	✓	Work Order#
1. General Condition			24. Two Extinguishers Carts		
2. FOD			25. Two Pump/Pull Stations		
3. Pavement Condition			26. Knox Box		
4. Markings			27. Fire Hoses		
5. Lighting			Wildlife Hazards		
6. Signage			Stairwell Inspection Items:		
7. Windsock			28. Main Stairwell		
8. Gutters			29. Emergency Stairwell		
9. Drains			30. East & West Emergency Exits		
10. Safety Netting			31. Lighting		
11. Security Cameras			32. Signage		
12. Obstructions			33. Security Cameras		
13. NOTAMS			Office Inspection Lists		
Lobby Inspection Items:			34. General Condition		
14. General Condition			35. Computers		
15. Emergency Call Phone			36. Security NVR		
16. Doors & Locks			37. Operations Count		
17. Fire Extinguishers			38. Video Review		
18. First Aid Kit			Restroom Inspection Items:		
19. Key Safe			General Condition		
20. Parking Permits			39. Cleanliness		
21. Breezeway			40. Operation		
Elevator					

Inspection Notes



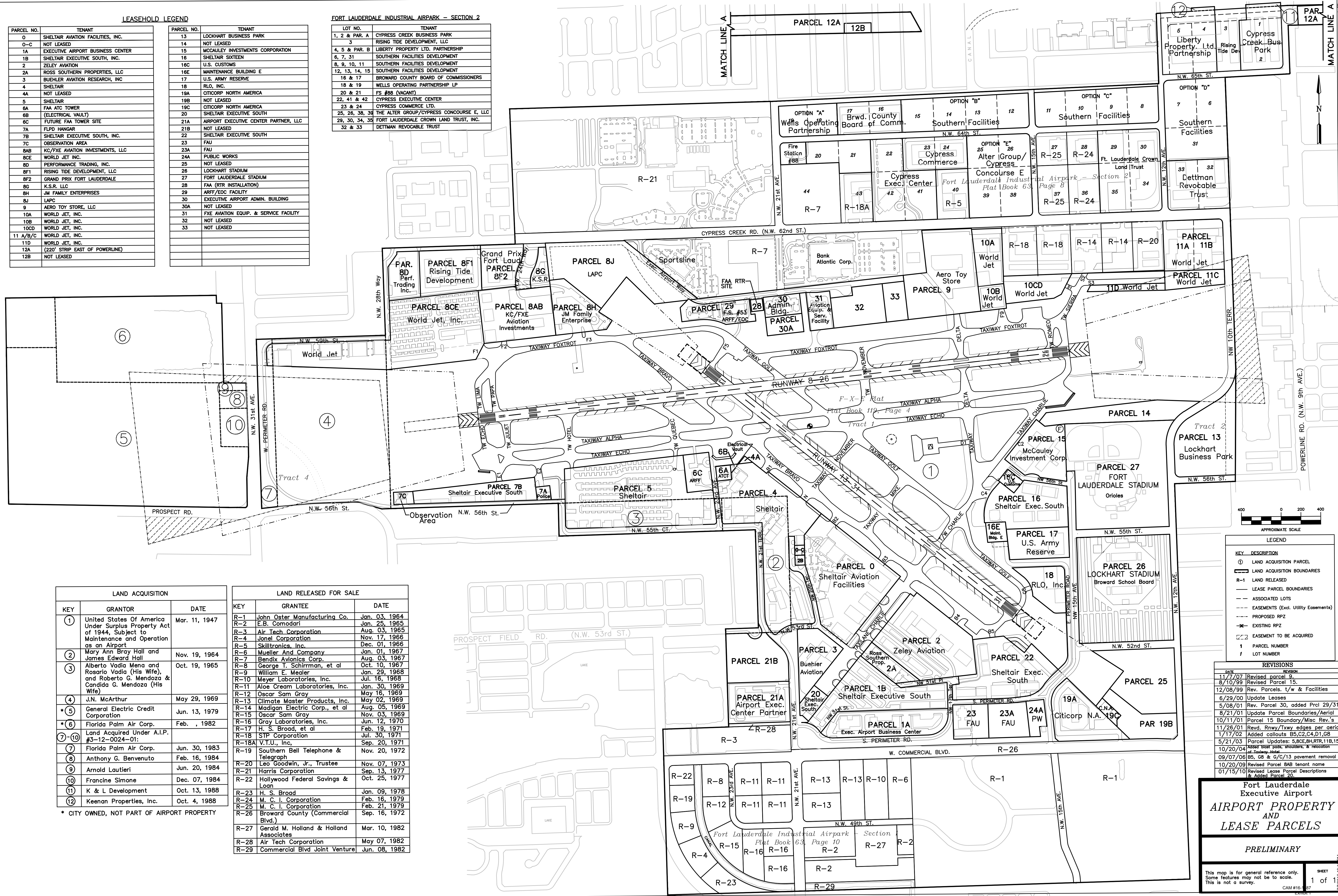
LEASEHOLD LEGEND

PARCEL NO.	TENANT
0	SHELTAR AVIATION FACILITIES, INC.
0-C	NOT LEASED
1A	EXECUTIVE AIRPORT BUSINESS CENTER
1B	SHELTAR EXECUTIVE SOUTH, INC.
2	ZELEY AVIATION
2A	ROSS SOUTHERN PROPERTIES, LLC
3	BUCHLER AVIATION RESEARCH, INC.
4	SHELTAR
4A	NOT LEASED
5	SHELTAR
6A	FAA ATC TOWER
6B	(ELECTRICAL VAULT)
6C	FUTURE FAA TOWER SITE
7A	FLPD HANGAR
7B	SHELTAR EXECUTIVE SOUTH, INC.
7C	OBSERVATION AREA
8AB	KC/FXE AVIATION INVESTMENTS, LLC
8CE	WORLD JET INC.
8D	PERFORMANCE TRADING, INC.
8F1	RISEING TIDE DEVELOPMENT, LLC
8F2	GRAND PRIX FORT LAUDERDALE
8G	K.S.R. LLC
8H	JM FAMILY ENTERPRISES
8J	LAPC
9	AERO TOY STORE, LLC
10A	WORLD JET, INC.
10B	WORLD JET, INC.
10CD	WORLD JET, INC.
11 A/B/C	WORLD JET, INC.
11D	WORLD JET, INC.
12A	(220' STRIP EAST OF POWERLINE)
12B	NOT LEASED

PARCEL NO.	TENANT
13	LOCKHART BUSINESS PARK
14	NOT LEASED
15	MCCAULEY INVESTMENTS CORPORATION
16	SHELTAR SIXTEEN
16C	U.S. CUSTOMS
16E	MAINTENANCE BUILDING E
17	U.S. ARMY RESERVE
18	RLO, INC.
19A	CITICORP NORTH AMERICA
19B	NOT LEASED
19C	CITICORP NORTH AMERICA
20	SHELTAR EXECUTIVE SOUTH
21A	AIRPORT EXECUTIVE CENTER PARTNER, LLC
21B	NOT LEASED
22	SHELTAR EXECUTIVE SOUTH
23	FAU
23A	FAU
24A	PUBLIC WORKS
25	NOT LEASED
26	LOCKHART STADIUM
27	FORT LAUDERDALE STADIUM
28	FAA (RTR INSTALLATION)
29	ARFF/EOC FACILITY
30	EXECUTIVE AIRPORT ADMIN. BUILDING
30A	NOT LEASED
31	FXE AVIATION EQUIP. & SERVICE FACILITY
32	NOT LEASED
33	NOT LEASED

FORT LAUDERDALE INDUSTRIAL AIRPARK - SECTION 2

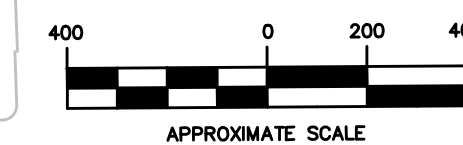
LOT NO.	TENANT
1, 2 & PAR. A	CYPRESS CREEK BUSINESS PARK
3	RISEING TIDE DEVELOPMENT, LLC
4, 5 & PAR. B	LIBERTY PROPERTY LTD. PARTNERSHIP
6, 7, 31	SOUTHERN FACILITIES DEVELOPMENT
8, 9, 10, 11	SOUTHERN FACILITIES DEVELOPMENT
12, 13, 14, 15	SOUTHERN FACILITIES DEVELOPMENT
16 & 17	BROWARD COUNTY BOARD OF COMMISSIONERS
18 & 19	WELLS OPERATING PARTNERSHIP LP
20 & 21	FS #88 (VACANT)
22, 41 & 42	CYPRESS EXECUTIVE CENTER
23 & 24	CYPRESS COMMERCE LTD.
25, 26, 38, 39	THE ALTER GROUP/CYPRESS CONCOURSE E, LLC
29, 30, 34, 35	FORT LAUDERDALE CROWN LAND TRUST, INC.
32 & 33	DETMAN REVOCABLE TRUST



KEY	GRANTOR	DATE
①	United States Of America Under Surplus Property Act of 1944, Subject to Maintenance and Operation as an Airport	Mar. 11, 1947
②	Mary Ann Bray Hall and James Edward Hall	Nov. 19, 1964
③	Alberto Vadia Mena and Rosario Vadia (His Wife), and Roberto G. Mendoza & Candida G. Mendoza (His Wife)	Oct. 19, 1965
④	J.N. McArthur	May 29, 1969
*⑤	General Electric Credit Corporation	Jun. 13, 1979
*⑥	Florida Palm Air Corp.	Feb. , 1982
⑦-⑩	Land Acquired Under A.I.P. #3-12-0024-01:	
⑦	Florida Palm Air Corp.	Jun. 30, 1983
⑧	Anthony G. Benvenuto	Feb. 16, 1984
⑨	Arnold Lautieri	Jun. 20, 1984
⑩	Francine Simone	Dec. 07, 1984
⑪	K & L Development	Oct. 13, 1988
⑫	Keenan Properties, Inc.	Oct. 4, 1988

* CITY OWNED, NOT PART OF AIRPORT PROPERTY

KEY	GRANTEE	DATE
R-1	John Oster Manufacturing Co.	Jan. 03, 1964
R-2	E.B. Comodari	Jan. 25, 1965
R-3	Air Tech Corporation	Aug. 03, 1965
R-4	Jonel Corporation	Nov. 17, 1966
R-5	Skilltronics, Inc.	Dec. 01, 1966
R-6	Mueller And Company	Jan. 01, 1967
R-7	Bendix Avionics Corp.	Aug. 03, 1967
R-8	George T. Schirman, et al	Oct. 10, 1967
R-9	William E. Mealer	Jan. 29, 1968
R-10	Meyer Laboratories, Inc.	Jul. 16, 1968
R-11	Aloe Cream Laboratories, Inc.	Jan. 30, 1969
R-12	Oscar Sam Gray	May 16, 1969
R-13	Climate Master Products, Inc.	May 02, 1969
R-14	Madigan Electric Corp., et al	Aug. 05, 1969
R-15	Oscar Sam Gray	Nov. 03, 1969
R-16	Gray Laboratories, Inc.	Jun. 12, 1970
R-17	H. S. Broad, et al	Feb. 19, 1971
R-18	STP Corporation	Jul. 30, 1971
R-18A	V.T.U., Inc.	Sep. 20, 1971
R-19	Southern Bell Telephone & Telegraph	Nov. 20, 1972
R-20	Leo Goodwin, Jr., Trustee	Nov. 07, 1973
R-21	Harris Corporation	Sep. 13, 1977
R-22	Hollywood Federal Savings & Loan	Oct. 25, 1977
R-23	H. S. Broad	Jan. 09, 1978
R-24	M. C. I. Corporation	Feb. 16, 1979
R-25	M. C. I. Corporation	Feb. 21, 1979
R-26	Broward County (Commercial Blvd.)	Sep. 16, 1972
R-27	Gerald M. Holland & Holland Associates	Mar. 10, 1982
R-28	Air Tech Corporation	May 07, 1982
R-29	Commercial Blvd Joint Venture	Jun. 08, 1982



LEGEND	
KEY	DESCRIPTION
①	LAND ACQUISITION PARCEL
—	LAND ACQUISITION BOUNDARIES
R-1	LAND RELEASED
—	LEASE PARCEL BOUNDARIES
—	ASSOCIATED LOTS
---	EASEMENTS (Excl. Utility Easements)
---	PROPOSED RPZ
---	EXISTING RPZ
---	EASEMENT TO BE ACQUIRED
1	PARCEL NUMBER
1	LOT NUMBER

DATE	REVISION
11/7/07	Revised parcel 9.
8/10/99	Revised Parcel 15.
12/08/99	Rev. Parcels. 1/w & Facilities
6/29/00	Update Leases
5/08/01	Rev. Parcel 30, added Prci 29/31
8/21/01	Update Parcel Boundaries/Aerial
10/11/01	Parcel 15 Boundary/Misc Rev.'s
11/26/01	Revd. Rnwy/Txwy edges per aerial
1/17/02	Added callouts B5,C2,C4,D1,G8
5/21/03	Parcel Updates: 5,8CE,8H,RTR,11B,15
10/20/04	Added callouts B5, C2, C4, D1, G8
09/07/06	B5, G8 & G/C/13 pavement removal
10/20/09	Revised Parcel 8AB tenant name
01/15/10	Revised Lease Parcel Descriptions & Added Parcel 20.

Fort Lauderdale
Executive Airport
AIRPORT PROPERTY
AND
LEASE PARCELS

PRELIMINARY

This map is for general reference only.
Some features may not be to scale.
This is not a survey.

SHEET
1 of 1

TRACING #16-1987

Vehicle	Pedestrian
105	102
115	110
120	136
135	138
207	209
212	221
215	222
220	240
225	244
230	246
245	327
300	335
315	336
325	410
330N	417
330S	422
345	428
400	423
405	439
415	440
420	446
424	450
432	451
436	454
441	461
442	462
444	467
465	468
472	469
473	473
474	476
482	480
485	483
486	488
	495



Date:

Time: From To

Weather:

Staff:

Shift:

Legend

✓ = Ok

X = Issues

Ø = Not Inspected

Developed Parcels Inspection

Developed Parcels	1A	8D	8F1	8F2	8G	13	17	19A	21A	26	27	Stat 88	Ind. Park
1. Gen Care & Condition													
2. Vehicles & Equipment													
3. Activities													
4. People													
5. Mowing													
SIGNS													
6. Condition													
7. Visibility/Obstructions													
8. Mounting/Installation													
CONSTRUCTION													
9. Barricades, Lights, Flags													
10. Signage													
11. Debris													

Non-Developed Parcel Inspection

Non-Developed Parcels	12A	19B	20	21	21B	25	B	C	D	LAPC
GENERAL MAINTENANCE										
12. Debris										
13. Mowing										
14. Grading										
FENCING & GATES										
15. Gen Condition										
16. Gaps & Openings										
17. Debris										
18. Damage										
19. Operation										
20. Wash-Outs										
21. Barbwire										
SIGNAGE										
22. Condition										
23. Visibility/Obstructions										
24. Mounting/Installation										
WILDLIFE										
25. Tortoises										
26. Owls										
27. Birds										
28. Other										
CONSTRUCTION										
29. Barricades, Lights, Flags										
30. Signage										
31. Debris										

(List Work Order numbers generated)

[illegible]

Date: _____ Rating
 Time: _____ 5 = Excellent, no issues
 Staff: _____ 4 = Above Average, few minor issues
 Shift: _____ 3 = Acceptable, some minor issues
 Facilities inspected: _____ 2 = Poor, several issues need to be addressed
 _____ 1 = Unacceptable, requires immediate attention

Airport Administration Building Daily

General Condition Items:	R	Work Order #	Restroom Inspection Items:	R	Work Order #
Grounds			Cleanliness		
Pavement			Operation		
Vehicles			Supplies		
Building (exterior)			Gates & Fencing Inspection Items:		
Building (interior)			General Condition		
Lighting			Operation		
Flags			Other Items:		
Doors			Fire Extinguishers		
Maintenance Inspection Items:			First-Aid		
Mowing			Alarm Systems		
Debris					
Signage Inspection Items:					
Condition					
Visibility					

Notes:

Airport Equipment & Safety Facility Daily

General Condition Items:	R	Work Order #	Restrooms Inspection Items:	R	Work Order #
Grounds			Cleanliness		
Pavement			Operation		
Vehicles			Supplies		
Building (exterior)			Gates & Fencing Inspection Items:		
Building (interior)			General Condition		
Lighting			Operation		
Flag			Other Items:		
Doors			Fire Extinguishers		
Maintenance Inspection Items:			First-Aid		
Mowing					
Debris					
Signage Inspection Items:					
Condition					
Visibility					

Notes:

U. S. Customs Facility

Daily

General Condition Items:	R	Work Order #	Restroom Inspection Items:	R	Work Order #
Grounds			Cleanliness		
Pavement			Operation		
Vehicles			Supplies		
Building (exterior)			Generator Inspection Notes:		
Building (interior)			Condition		
Lighting			Gates & Fencing Inspection Items:		
Flags			General Condition		
Trash			Operation		
Doors			Other Items:		
Maintenance Inspection Items:			Fire Extinguishers		
Mowing			First-Aid		
Debris			Alarm Systems		
Signage Inspection Items:			Cart Parking Area		
Condition					
Visibility					

Notes: CBP specific items?

Airport Electrical Vault Weekly

General Condition Items:	R	Work Order #	Generator Inspection Notes:	R	Work Order #
Grounds			Condition		
Pavement			Function		
Building (exterior)			Fuel amount		
Building (interior)			Gates & Fencing Inspection Items:		
Doors			General Condition		
Maintenance Inspection Items:			Operation		
Mowing			Airfield Lighting System Items:		
Debris			ALCS cabinet		
A/C unit			Regulators		
Signage Inspection Items:			Other Items:		
Condition			Fire Extinguishers		
Visibility					
Mounting/Installation					

Notes:

Airport Observation Area Weekly

General Condition Items:	R	Work Order #	Fencing & Signage Inspection Items:	R	Work Order #
Grounds			General Condition		
Pavement			Gaps & Openings		
Viewing Area Cover			Barbwire		
Tables & Benches			Visibility		
Maintenance Inspection Items:			Mounting/Installation		
Mowing			Other Items:		
Debris					
Radio System					
Sprinklers					
Trash					

Notes:

Date: Rating
 Time: 5 = Excellent, no issues
 Staff: 4 = Above Average, few minor issues
 Shift: 3 = Acceptable, some minor issues
 Facilities inspected: 2 = Poor, several issues need to be addressed
 1 = Unacceptable, requires immediate attention

Airport Administration Building

General Condition Items:	R	Work Order #	Restroom Inspection Items:	R	Work Order #
Grounds			Cleanliness		
Pavement			Operation		
Vehicles			Supplies		
Building (exterior)			Generator Inspection Notes:		
Building (interior)			Condition		
Lighting			Function		
Flags			Fuel amount		
Maintenance Inspection Items:			Gates & Fencing Inspection Items:		
Mowing			General Condition		
Debris			Operation		
Sprinkler System			Gaps & Openings		
A/C units (Office & Lg Conference Rm)			Signage		
Signage Inspection Items:			Barbwire		
Condition			Other Items:		
Visibility			Fire Extinguishers		
Mounting/Installation			First-Aid		
Interior Inspection Items:			Alarm Systems		
Flooring			Server Room		
Walls			Janitorial Supplies		
Ceiling			A/C Vents		
Doors			Appliances		
Light Fixtures			Art & Decorations		
Windows & Window Treatments			Furniture		

Notes: CBP specific items?

Airport Equipment & Safety Facility

General Condition Items:	R	Work Order #	Restrooms Inspection Items:	R	Work Order #
Grounds			Cleanliness		
Pavement			Operation		
Vehicles			Supplies		
Building (exterior)			Gates & Fencing Inspection Items:		
Building (interior)			General Condition		
Lighting			Operation		
Flag			Gaps & Openings		
Maintenance Inspection Items:			Signage		
Mowing			Barbwire		
Debris			Other Items:		
Sprinkler System			Fire Extinguishers		
A/C unit			First-Aid		
Signage Inspection Items:			Alarm Systems		
Condition			Janitorial Supplies		
Visibility			A/C Vents		
Mounting/Installation			Appliances		
Interior Inspection Items:			Furniture		
Flooring			Security office		
Walls					
Ceiling					
Doors					
Light Fixtures					
Windows & Window Treatments					

Notes: CBP specific items?

U. S. Customs Facility

General Condition Items:	R	Work Order #	Restroom Inspection Items:	R	Work Order #
Grounds			Cleanliness		
Pavement			Operation		
Vehicles			Supplies		
Building (exterior)			Generator Inspection Notes:		
Building (interior)			Condition		
Lighting			Function		
Flags			Fuel amount		
Trash			Gates & Fencing Inspection Items:		
Maintenance Inspection Items:			General Condition		
Mowing			Operation		
Debris			Gaps & Openings		
Sprinkler System			Signage		
A/C units			Barbwire		
Signage Inspection Items:			Other Items:		
Condition			Fire Extinguishers		
Visibility			First-Aid		
Mounting/Installation			Alarm Systems		
Interior Inspection Items:			Server Room		
Flooring			Janitorial Supplies		
Walls			A/C Vents		
Ceiling			Appliances		
Doors			Art & Decorations		
Light Fixtures			Furniture		
Windows & Window Treatments			Dog Kennel		
Cistern Inspection Items:			Cart Parking Area		
Water Filters					
Plumbing					

Notes: CBP specific items?

Building E

General Condition Items:	R	Work Order #	Gates & Fencing Inspection Items:	R	Work Order #
Grounds			General Condition		
Pavement			Operation		
Vehicles			Gaps & Openings		
Building (exterior)			Signage		
Building (interior)			Barbwire		
Lighting			Other Items:		
Maintenance Inspection Items:			Fire Extinguishers		
Mowing			First-Aid		
Debris			A/C Vents		
Sprinkler System			Appliances		
A/C unit			Furniture		
Signage Inspection Items:			Shed		
Condition			Security office		
Visibility					
Mounting/Installation					
Interior Inspection Items:					
Flooring					
Walls					
Ceiling					
Doors					
Light Fixtures					

Notes:

Airport Electrical Vault

General Condition Items:	R	Work Order #	Generator Inspection Notes:	R	Work Order #
Grounds			Condition		
Pavement			Function		
Building (exterior)			Fuel amount		
Building (interior)			Fuel nozzle & hose		
Maintenance Inspection Items:			Gates & Fencing Inspection Items:		
Mowing			General Condition		
Debris			Operation		
A/C unit			Gaps & Openings		
Signage Inspection Items:			Barbwire		
Condition			Airfield Lighting System Items:		
Visibility			ALCS cabinet		
Mounting/Installation			Regulators		
Interior Inspection Items:			Other Items:		
Flooring			Fire Extinguishers		
Walls			Fuel Spill Kit		
Ceiling			Lighting systems		
Doors			A/C Vents		
Light Fixtures					

Notes:

Helistop

General Condition Items:	R	Work Order #	Lobby Inspection Items:	R	Work Order #
Building (exterior)			Walls		
Building (interior)			Floors		
Doors and Locks			Lighting		
Elevator			Furniture		
Pay Phone			Art & Decor		
Security Cameras			Fire Extinguishers (2)		
Helideck Inspection Items:			Office Inspection Items:		
Markings			Walls		
Lighting			Floors		
Windsock			Furniture		
Pavement Condition			Computers		
Gutters			DVR		
Safety Fencing			Art & Decor		
Support Structure			Restroom Inspection Items:		
Signage Inspection Items:			Cleanliness		
Condition			Operation		
Visibility			Other Items:		
Mounting/Installation			Knox Box & Key Safe		
Stairwells Inspection Items:			First Aid Kit		
Condition			Door Access Codes		
Usability			Parking Permits		
Lighting					
Emergency Exit Gates (2)					
Fire Suppression Inspection Items:					
Extinguisher carts (2)					
Pump/Pull Stations (2)					
Fire Hoses (2)					

Notes:

Date: _____ Legend
 Time: _____ ✓ = Ok
 Weather: _____ X = Issues
 Staff: _____ Ø = Not Inspected

Weekly Checks

Maintenance Items:	Condition	WO#
1. Elevated Lights – Inspect for Outages		
2. Elevated Lights – Lens Cleanliness		
3. In-Pavement Lights – Replace defective lights		
4. REIL Lights – Daily check operation of lamps		
5. PAPI Lights – Daily check operation of lamps		
6. Lighted Wind Cone & Wind T – Daily check operation of lamps		
7. Lighted Wind Cone & Wind T – Photocell operation		
8. Rotating Beacon – Operation and lens color		
9. Rotating Beacon – Rotations per minute		
10. Rotating Beacon – Check telltale indicator lamp for reserve		
11. Electrical Vault – General cleanliness		
12. Electrical Vault - Moisture		
13. Electrical Vault – Air Conditioners		
14. Electrical Vault – Regulators operation		
15.		

Notes:

Monthly Checks

Maintenance Items:	Condition	WO#
1. Elevated Lights – Alignment and orientation		
2. In-Pavement Lights – Clean lights and lenses		
3. In-Pavement Lights – Photometric testing		
4. In-Pavement Lights – Mounting bolt torque		
5. REIL Lights – Optics Cleanliness		
6. REIL Lights – Mechanical damage		
7. PAPI Lights – Operation		
8. PAPI Lights – Clean lamps and filters		
9. PAPI Lights – Mechanical damage		
10. PAPI Lights – Lightning arresters		
11. PAPI Lights – Water damage, wildlife hazards		
12. PAPI Lights – Input voltage & output current		
13. PAPI Lights – Alignment		
14. PAPI Lights – Tilt switch operation		
15. Lighted Wind Cone – Freedom of motion		
16. Lighted Wind Cone – windsock fabric condition		
17. Wind T – Freedom of motion		
18. Electrical Vault – Inspect safety equipment		
19. Electrical Vault – Circuit insulation resistance		
20. Electrical Vault – Input voltage and current		
21. Electrical Vault – Output current on each regulator step		
22.		

Notes:

Date: Legend
 Time: ✓ = Ok
 Weather: X = Issues
 Staff: Ø = Not Inspected

Semi-Annual Checks

Maintenance Items:	Condition	WO#
1. Elevated Lights – Light elevation		
2. Elevated Lights – Moisture		
3. In-Pavement Lights – Check for water in the light bases		
4. REIL Lights – Optics cleanliness		
5. REIL Lights – Interlock operation		
6. REIL Lights – Natural hazards		
7. REIL Lights – Cabinet cleanliness		
8. REIL Lights – Electrical connections		
9. REIL Lights – Clean baffles		
10. REIL Lights – Alignment & orientation		
11. PAPI Lights – Cable insulation resistance		
12. PAPI Lights – Grounding system		
13. PAPI Lights – Check integrity of Obstacle Free Approach		
14. Lighted Wind Cone & Wind T – Lamp age		
15. Lighted Wind Cone & Wind T – Clean glassware		
16. Lighted Wind Cone & Wind T – Segmented circle paint		
17. Lighted Wind Cone & Wind T – Clean & grease bearings		
18. Lighted Wind Cone & Wind T- Insulation resistance		
19. Rotating Beacon – Slip rings & brushes		
20. Rotating Beacon – Rotations per minute		
21. Rotating Beacon – Check telltale indicator lamp for reserve		
22. Rotating Beacon – Lamp changer		
23. Rotating Beacon – Clutch torque test		
24. Rotating Beacon – Lens retainers		
25. Rotating Beacon – Telltale indicator		
26. Rotating Beacon – Relays		
27. Rotating Beacon – Clean & polish glassware		
28. Rotating Beacon – Input voltage		
29. Rotating Beacon – Lamp focus, beam elevation		
30. Rotating Beacon – Lubricate shaft, motor, ring & locks		

Maintenance Items:	Condition	WO#
31. Rotating Beacon – Switches & contacts		
32. Rotating Beacon – Lightning arrestors, grounds		
33. Rotating Beacon – Power meter		
34. Electrical Vault – Input voltage		
35. Electrical Vault – Inspect and clean buses		
36. Electrical Vault – Relay operation		
37. Electrical Vault – Oil fuse cutouts		
38. Electrical Vault – Oil switches		
39. Electrical Vault – Control panel equipment		
40. Electrical Vault – Photoelectric switch		
41. Electrical Vault – Timer switches		
42. Electrical Vault – Lightning arrestors		
43. Electrical Vault – Regulator output loads		
44. Electrical Vault – Relays, wiring and insulation		
45. Electrical Vault – Miscellaneous equipment		
46.		

Notes:

Annual Checks

Maintenance Items:	Condition	WO#
1. Elevated Lights – Fixture condition		
2. Elevated Lights – Lamp fitting, clean contacts		
3. Elevated Lights – Check gaskets		
4. REIL Lights – Power distribution equipment		
5. REIL Lights – Cable insulation resistance		
6. REIL Lights – Grounding system		
7. REIL Lights – Service timer		
8. REIL Lights – Paint condition		
9. Lighted Wind Cone & Wind T – Mounting		
10. Lighted Wind Cone & Wind T – Wiring		
11. Lighted Wind Cone & Wind T – Grounding system resistance		
12. Lighted Wind Cone & Wind T – Paint condition		
13. Rotating Beacon – Base level		
14. Rotating Beacon – Clean, grease gears		
15. Rotating Beacon – Conduit, Wiring and Lugs		
16. Rotating Beacon – Gaskets, weatherproofing		
17. Electrical Vault – Short circuit test		
18. Electrical Vault – Open circuit test		
19. Electrical Vault – Clean/repair rust spots		
20.		

Notes:

[illegible]

Attachments

Date:

Project Type:

Staff:

Project Summary

Attachments

**CITY OF FORT LAUDERDALE
GENERAL CONDITIONS**

These instructions are standard for all contracts for commodities or services issued through the City of Fort Lauderdale Procurement Services Division. The City may delete, supersede, or modify any of these standard instructions for a particular contract by indicating such change in the Invitation to Bid (ITB) Special Conditions, Technical Specifications, Instructions, Proposal Pages, Addenda, and Legal Advertisement. In this general conditions document, Invitation to Bid (ITB) and Request for Proposal (RFP) are interchangeable.

PART I BIDDER PROPOSAL PAGE(S) CONDITIONS:

- 1.01 BIDDER ADDRESS:** The City maintains automated vendor address lists that have been generated for each specific Commodity Class item through our bid issuing service, BidSync. Notices of Invitations to Bid (ITB'S) are sent by e-mail to the selection of bidders who have fully registered with BidSync or faxed (if applicable) to every vendor on those lists, who may then view the bid documents online. Bidders who have been informed of a bid's availability in any other manner are responsible for registering with BidSync in order to view the bid documents. There is no fee for doing so. If you wish bid notifications be provided to another e-mail address or fax, please contact BidSync. If you wish purchase orders sent to a different address, please so indicate in your bid response. If you wish payments sent to a different address, please so indicate on your invoice.
- 1.02 DELIVERY:** Time will be of the essence for any orders placed as a result of this ITB. The City reserves the right to cancel any orders, or part thereof, without obligation if delivery is not made in accordance with the schedule specified by the Bidder and accepted by the City.
- 1.03 PACKING SLIPS:** It will be the responsibility of the awarded Contractor, to attach all packing slips to the OUTSIDE of each shipment. Packing slips must provide a detailed description of what is to be received and reference the City of Fort Lauderdale purchase order number that is associated with the shipment. Failure to provide a detailed packing slip attached to the outside of shipment may result in refusal of shipment at Contractor's expense.
- 1.04 PAYMENT TERMS AND CASH DISCOUNTS:** Payment terms, unless otherwise stated in this ITB, will be considered to be net 45 days after the date of satisfactory delivery at the place of acceptance and receipt of correct invoice at the office specified, whichever occurs last. Bidder may offer cash discounts for prompt payment but they will not be considered in determination of award. If a Bidder offers a discount, it is understood that the discount time will be computed from the date of satisfactory delivery, at the place of acceptance, and receipt of correct invoice, at the office specified, whichever occurs last.
- 1.05 TOTAL BID DISCOUNT:** If Bidder offers a discount for award of all items listed in the bid, such discount shall be deducted from the total of the firm net unit prices bid and shall be considered in tabulation and award of bid.
- 1.06 BIDS FIRM FOR ACCEPTANCE:** Bidder warrants, by virtue of bidding, that the bid and the prices quoted in the bid will be firm for acceptance by the City for a period of one hundred twenty (120) days from the date of bid opening unless otherwise stated in the ITB.
- 1.07 VARIANCES:** For purposes of bid evaluation, Bidder's must indicate any variances, no matter how slight, from ITB General Conditions, Special Conditions, Specifications or Addenda in the space provided in the ITB. No variations or exceptions by a Bidder will be considered or deemed a part of the bid submitted unless such variances or exceptions are listed in the bid and referenced in the space provided on the bidder proposal pages. If variances are not stated, or referenced as required, it will be assumed that the product or service fully complies with the City's terms, conditions, and specifications.
- By receiving a bid, City does not necessarily accept any variances contained in the bid. All variances submitted are subject to review and approval by the City. If any bid contains material variances that, in the City's sole opinion, make that bid conditional in nature, the City reserves the right to reject the bid or part of the bid that is declared, by the City as conditional.
- 1.08 NO BIDS:** If you do not intend to bid please indicate the reason, such as insufficient time to respond, do not offer product or service, unable to meet specifications, schedule would not permit, or any other reason, in the space provided in this ITB. Failure to bid or return no bid comments prior to the bid due and opening date and time, indicated in this ITB, may result in your firm being deleted from our Bidder's registration list for the Commodity Class Item requested in this ITB.
- 1.09 MINORITY AND WOMEN BUSINESS ENTERPRISE PARTICIPATION AND BUSINESS DEFINITIONS:** The City of Fort Lauderdale wants to increase the participation of Minority Business Enterprises (MBE), Women Business Enterprises (WBE), and Small Business Enterprises (SBE) in its procurement activities. If your firm qualifies in accordance with the below definitions please indicate in the space provided in this ITB.

Minority Business Enterprise (MBE) "A Minority Business" is a business enterprise that is owned or controlled by one or more socially or economically disadvantaged persons. Such disadvantage may arise from cultural, racial, chronic economic circumstances or background or other similar cause. Such persons include, but are not limited to: Blacks, Hispanics, Asian Americans, and Native Americans.

The term "Minority Business Enterprise" means a business at least 51 percent of which is owned by minority group members or, in the case of a publicly owned business, at least 51 percent of the stock of which is owned by minority group members. For the purpose of the preceding sentence, minority group members are citizens of the United States who include, but are not limited to: Blacks, Hispanics, Asian Americans, and Native Americans.

Women Business Enterprise (WBE) a "Women Owned or Controlled Business" is a business enterprise at least 51 percent of which is owned by females or, in the case of a publicly owned business, at least 51 percent of the stock of which is owned by females.

Small Business Enterprise (SBE) "Small Business" means a corporation, partnership, sole proprietorship, or other legal entity formed for the purpose of making a profit, which is independently owned and operated, has either fewer than 100 employees or less than \$1,000,000 in annual gross receipts.

BLACK, which includes persons having origins in any of the Black racial groups of Africa.

WHITE, which includes persons whose origins are Anglo-Saxon and Europeans and persons of Indo-European decent including Pakistani and East Indian.

HISPANIC, which includes persons of Mexican, Puerto Rican, Cuban, Central and South American, or other Spanish culture or origin, regardless of race.

NATIVE AMERICAN, which includes persons whose origins are American Indians, Eskimos, Aleuts, or Native Hawaiians.

ASIAN AMERICAN, which includes persons having origin in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands.

1.10 MINORITY-WOMEN BUSINESS ENTERPRISE PARTICIPATION

It is the desire of the City of Fort Lauderdale to increase the participation of minority (MBE) and women-owned (WBE) businesses in its contracting and procurement programs. While the City does not have any preference or set aside programs in place, it is committed to a policy of equitable participation for these firms. Proposers are requested to include in their proposals a narrative describing their past accomplishments and intended actions in this area. If proposers are considering minority or women owned enterprise participation in their proposal, those firms, and their specific duties have to be identified in the proposal. If a proposer is considered for award, he or she will be asked to meet with City staff so that the intended MBE/WBE participation can be formalized and included in the subsequent contract.

1.11 SCRUTINIZED COMPANIES

This Section applies to any contract for goods or services of \$1 million or more:

The Contractor certifies that it is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List and that it does not have business operations in Cuba or Syria as provided in section 287.135, Florida Statutes (2011), as may be amended or revised. The City may terminate this Contract at the City's option if the Contractor is found to have submitted a false certification as provided under subsection (5) of section 287.135, Florida Statutes (2011), as may be amended or revised, or been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List or has engaged in business operations in Cuba or Syria, as defined in Section 287.135, Florida Statutes (2011), as may be amended or revised.

1.12 DEBARRED OR SUSPENDED BIDDERS OR PROPOSERS

The bidder or proposer certifies, by submission of a response to this solicitation, that neither it nor its principals and subcontractors are presently debarred or suspended by any Federal department or agency.

PART II DEFINITIONS/ORDER OF PRECEDENCE:

2.01 BIDDING DEFINITIONS The City will use the following definitions in its general conditions, special conditions, technical specifications, instructions to bidders, addenda and any other document used in the bidding process:

INVITATION TO BID (ITB) when the City is requesting bids from qualified Bidders.

REQUEST FOR PROPOSALS (RFP) when the City is requesting proposals from qualified Proposers.

BID – a price and terms quote received in response to an ITB.

PROPOSAL – a proposal received in response to an RFP.

BIDDER – Person or firm submitting a Bid.

PROPOSER – Person or firm submitting a Proposal.

RESPONSIVE BIDDER – A person whose bid conforms in all material respects to the terms and conditions included in the ITB.

RESPONSIBLE BIDDER – A person who has the capability in all respects to perform in full the contract requirements, as stated in the ITB, and the integrity and reliability that will assure good faith performance.

FIRST RANKED PROPOSER – That Proposer, responding to a City RFP, whose Proposal is deemed by the City, the most advantageous to the City after applying the evaluation criteria contained in the RFP.

SELLER – Successful Bidder or Proposer who is awarded a Purchase Order or Contract to provide goods or services to the City.

CONTRACTOR – Successful Bidder or Proposer who is awarded a Purchase Order, award Contract, Blanket Purchase Order agreement, or Term Contract to provide goods or services to the City.

CONTRACT – A deliberate verbal or written agreement between two or more competent parties to perform or not to perform a certain act or acts, including all types of agreements, regardless of what they may be called, for the procurement or disposal of equipment, materials, supplies, services or construction.

CONSULTANT – Successful Bidder or Proposer who is awarded a contract to provide professional services to the City.

The following terms may be used interchangeably by the City: ITB and/or RFP; Bid or Proposal; Bidder, Proposer, or Seller; Contractor or Consultant; Contract, Award, Agreement or Purchase Order.

2.02 SPECIAL CONDITIONS: Any and all Special Conditions contained in this ITB that may be in variance or conflict with these General Conditions shall have precedence over these General Conditions. If no changes or deletions to General Conditions are made in the Special Conditions, then the General Conditions shall prevail in their entirety,

PART III BIDDING AND AWARD PROCEDURES:

3.01 SUBMISSION AND RECEIPT OF BIDS: To receive consideration, bids must be received prior to the bid opening date and time. Unless otherwise specified, Bidders should use the proposal forms provided by the City. These forms may be duplicated, but failure to use the forms may cause the bid to be rejected. Any erasures or corrections on the bid must be made in ink and initialed by Bidder in ink. All information submitted by the Bidder shall be printed, typewritten or filled in with pen and ink. Bids shall be signed in ink. Separate bids must be submitted for each ITB issued by the City in separate sealed envelopes properly marked. When a particular ITB or RFP requires multiple copies of bids or proposals they may be included in a single envelope or package properly sealed and identified. Only send bids via facsimile transmission (FAX) if the ITB specifically states that bids sent via FAX will be considered. If such a statement is not included in the ITB, bids sent via FAX will be rejected. Bids will be publicly opened in the Procurement Office, or other designated area, in the presence of Bidders, the public, and City staff. Bidders and the public are invited and encouraged to attend bid openings. Bids will be tabulated and made available for review by Bidder's and the public in accordance with applicable regulations.

3.02 MODEL NUMBER CORRECTIONS: If the model number for the make specified in this ITB is incorrect, or no longer available and replaced with an updated model with new specifications, the Bidder shall enter the correct model number on the bidder proposal page. In the case of an updated model with new specifications, Bidder shall provide adequate information to allow the City to determine if the model bid meets the City's requirements.

- 3.03 PRICES QUOTED:** Deduct trade discounts, and quote firm net prices. Give both unit price and extended total. In the case of a discrepancy in computing the amount of the bid, the unit price quoted will govern. All prices quoted shall be F.O.B. destination, freight prepaid (Bidder pays and bears freight charges, Bidder owns goods in transit and files any claims), unless otherwise stated in Special Conditions. Each item must be bid separately. No attempt shall be made to tie any item or items contained in the ITB with any other business with the City.
- 3.04 TAXES:** The City of Fort Lauderdale is exempt from Federal Excise and Florida Sales taxes on direct purchase of tangible property. Exemption number for EIN is 59-6000319, and State Sales tax exemption number is 85-8013875578C-1.
- 3.05 WARRANTIES OF USAGE:** Any quantities listed in this ITB as estimated or projected are provided for tabulation and information purposes only. No warranty or guarantee of quantities is given or implied. It is understood that the Contractor will furnish the City's needs as they arise.
- 3.06 APPROVED EQUAL:** When the technical specifications call for a brand name, manufacturer, make, model, or vendor catalog number with acceptance of APPROVED EQUAL, it shall be for the purpose of establishing a level of quality and features desired and acceptable to the City. In such cases, the City will be receptive to any unit that would be considered by qualified City personnel as an approved equal. In that the specified make and model represent a level of quality and features desired by the City, the Bidder must state clearly in the bid any variance from those specifications. It is the Bidder's responsibility to provide adequate information, in the bid, to enable the City to ensure that the bid meets the required criteria. If adequate information is not submitted with the bid, it may be rejected. The City will be the sole judge in determining if the item bid qualifies as an approved equal.
- 3.07 MINIMUM AND MANDATORY TECHNICAL SPECIFICATIONS:** The technical specifications may include items that are considered minimum, mandatory, or required. If any Bidder is unable to meet or exceed these items, and feels that the technical specifications are overly restrictive, the bidder must notify the Procurement Services Division immediately. Such notification must be received by the Procurement Services Division prior to the deadline contained in the ITB, for questions of a material nature, or prior to five (5) days before bid due and open date, whichever occurs first. If no such notification is received prior to that deadline, the City will consider the technical specifications to be acceptable to all bidders.
- 3.08 MISTAKES:** Bidders are cautioned to examine all terms, conditions, specifications, drawings, exhibits, addenda, delivery instructions and special conditions pertaining to the ITB. Failure of the Bidder to examine all pertinent documents shall not entitle the bidder to any relief from the conditions imposed in the contract.
- 3.09 SAMPLES AND DEMONSTRATIONS:** Samples or inspection of product may be requested to determine suitability. Unless otherwise specified in Special Conditions, samples shall be requested after the date of bid opening, and if requested should be received by the City within seven (7) working days of request. Samples, when requested, must be furnished free of expense to the City and if not used in testing or destroyed, will upon request of the Bidder, be returned within thirty (30) days of bid award at Bidder's expense. When required, the City may request full demonstrations of units prior to award. When such demonstrations are requested, the Bidder shall respond promptly and arrange a demonstration at a convenient location. Failure to provide samples or demonstrations as specified by the City may result in rejection of a bid.
- 3.10 LIFE CYCLE COSTING:** If so specified in the ITB, the City may elect to evaluate equipment proposed on the basis of total cost of ownership. In using Life Cycle Costing, factors such as the following may be considered: estimated useful life, maintenance costs, cost of supplies, labor intensity, energy usage, environmental impact, and residual value. The City reserves the right to use those or other applicable criteria, in its sole opinion that will most accurately estimate total cost of use and ownership.
- 3.11 BIDDING ITEMS WITH RECYCLED CONTENT:** In addressing environmental concerns, the City of Fort Lauderdale encourages Bidders to submit bids or alternate bids containing items with recycled content. When submitting bids containing items with recycled content, Bidder shall provide documentation adequate for the City to verify the recycled content. The City prefers packaging consisting of materials that are degradable or able to be recycled. When specifically stated in the ITB, the City may give preference to bids containing items manufactured with recycled material or packaging that is able to be recycled.
- 3.12 USE OF OTHER GOVERNMENTAL CONTRACTS:** The City reserves the right to reject any part or all of any bids received and utilize other available governmental contracts, if such action is in its best interest.
- 3.13 QUALIFICATIONS/INSPECTION:** Bids will only be considered from firms normally engaged in providing the types of commodities/services specified herein. The City reserves the right to inspect the Bidder's facilities, equipment, personnel, and organization at any time, or to take any other action necessary to determine Bidder's ability to perform. The Procurement Director reserves the right to reject bids where evidence or evaluation is determined to indicate inability to perform.
- 3.14 BID SURETY:** If Special Conditions require a bid security, it shall be submitted in the amount stated. A bid security can be in the form of a bid bond or cashier's check. Bid security will be returned to the unsuccessful bidders as soon as practicable after opening of bids. Bid security will be returned to the successful bidder after acceptance of the performance bond, if required; acceptance of insurance coverage, if required; and full execution of contract documents, if required; or conditions as stated in Special Conditions.
- 3.15 PUBLIC RECORDS/TRADE SECRETS/COPYRIGHT:** The Proposer's response to the RFP is a public record pursuant to Florida law, which is subject to disclosure by the City under the State of Florida Public Records Law, Florida Statutes Chapter 119.07 ("Public Records Law"). The City shall permit public access to all documents, papers, letters or other material submitted in connection with this RFP and the Contract to be executed for this RFP, subject to the provisions of Chapter 119.07 of the Florida Statutes.

Any language contained in the Proposer's response to the RFP purporting to require confidentiality of any portion of the Proposer's response to the RFP, except to the extent that certain information is in the City's opinion a Trade Secret pursuant to Florida law, shall be void. If a Proposer submits any documents or other information to the City which the Proposer claims is Trade Secret information and exempt from Florida Statutes Chapter 119.07 ("Public Records Laws"), the Proposer shall clearly designate that it is a Trade Secret and that it is asserting that the document or information is exempt. The Proposer must specifically identify the exemption being claimed under Florida Statutes 119.07. The City shall be the final arbiter of whether any information contained in the Proposer's response to the RFP constitutes a Trade Secret. The city's determination of whether an exemption applies shall be final, and the proposer agrees to defend, indemnify, and hold

harmless the city and the city's officers, employees, and agent, against any loss or damages incurred by any person or entity as a result of the city's treatment of records as public records. Proposals purporting to be subject to copyright protection in full or in part will be rejected.

EXCEPT FOR CLEARLY MARKED PORTIONS THAT ARE BONA FIDE TRADE SECRETS PURSUANT TO FLORIDA LAW, DO NOT MARK YOUR RESPONSE TO THE RFP AS PROPRIETARY OR CONFIDENTIAL. DO NOT MARK YOUR RESPONSE TO THE RFP OR ANY PART THEREOF AS COPYRIGHTED.

3.16 PROHIBITION OF INTEREST: No contract will be awarded to a bidding firm who has City elected officials, officers or employees affiliated with it, unless the bidding firm has fully complied with current Florida State Statutes and City Ordinances relating to this issue. Bidders must disclose any such affiliation. Failure to disclose any such affiliation will result in disqualification of the Bidder and removal of the Bidder from the City's bidder lists and prohibition from engaging in any business with the City.

3.17 RESERVATIONS FOR AWARD AND REJECTION OF BIDS: The City reserves the right to accept or reject any or all bids, part of bids, and to waive minor irregularities or variations to specifications contained in bids, and minor irregularities in the bidding process. The City also reserves the right to award the contract on a split order basis, lump sum basis, individual item basis, or such combination as shall best serve the interest of the City. The City reserves the right to make an award to the responsive and responsible bidder whose product or service meets the terms, conditions, and specifications of the ITB and whose bid is considered to best serve the City's interest. In determining the responsiveness of the offer and the responsibility of the Bidder, the following shall be considered when applicable: the ability, capacity and skill of the Bidder to perform as required; whether the Bidder can perform promptly, or within the time specified, without delay or interference; the character, integrity, reputation, judgment, experience and efficiency of the Bidder; the quality of past performance by the Bidder; the previous and existing compliance by the Bidder with related laws and ordinances; the sufficiency of the Bidder's financial resources; the availability, quality and adaptability of the Bidder's supplies or services to the required use; the ability of the Bidder to provide future maintenance, service or parts; the number and scope of conditions attached to the bid.

If the ITB provides for a contract trial period, the City reserves the right, in the event the selected bidder does not perform satisfactorily, to award a trial period to the next ranked bidder or to award a contract to the next ranked bidder, if that bidder has successfully provided services to the City in the past. This procedure to continue until a bidder is selected or the contract is re-bid, at the sole option of the City.

3.18 LEGAL REQUIREMENTS: Applicable provisions of all federal, state, county laws, and local ordinances, rules and regulations, shall govern development, submittal and evaluation of all bids received in response hereto and shall govern any and all claims and disputes which may arise between person(s) submitting a bid response hereto and the City by and through its officers, employees and authorized representatives, or any other person, natural or otherwise; and lack of knowledge by any bidder shall not constitute a cognizable defense against the legal effect thereof.

3.19 BID PROTEST PROCEDURE: ANY PROPOSER OR BIDDER WHO IS NOT RECOMMENDED FOR AWARD OF A CONTRACT AND WHO ALLEGES A FAILURE BY THE CITY TO FOLLOW THE CITY'S PROCUREMENT ORDINANCE OR ANY APPLICABLE LAW MAY PROTEST TO THE DIRECTOR OF PROCUREMENT SERVICES DIVISION (DIRECTOR), BY DELIVERING A LETTER OF PROTEST TO THE DIRECTOR WITHIN FIVE (5) DAYS AFTER A NOTICE OF INTENT TO AWARD IS POSTED ON THE CITY'S WEB SITE AT THE FOLLOWING LINK: http://www.fortlauderdale.gov/purchasing/notices_of_intent.htm

THE COMPLETE PROTEST ORDINANCE MAY BE FOUND ON THE CITY'S WEB SITE AT THE FOLLOWING LINK: <http://www.fortlauderdale.gov/purchasing/protestordinance.pdf>

PART IV BONDS AND INSURANCE

4.01 PERFORMANCE BOND: If a performance bond is required in Special Conditions, the Contractor shall within fifteen (15) working days after notification of award, furnish to the City a Performance Bond, payable to the City of Fort Lauderdale, Florida, in the face amount specified in Special Conditions as surety for faithful performance under the terms and conditions of the contract. If the bond is on an annual coverage basis, renewal for each succeeding year shall be submitted to the City thirty (30) days prior to the termination date of the existing Performance Bond. The Performance Bond must be executed by a surety company of recognized standing, authorized to do business in the State of Florida and having a resident agent.

Acknowledgement and agreement is given by both parties that the amount herein set for the Performance Bond is not intended to be nor shall be deemed to be in the nature of liquidated damages nor is it intended to limit the liability of the Contractor to the City in the event of a material breach of this Agreement by the Contractor.

4.02 INSURANCE: If the Contractor is required to go on to City property to perform work or services as a result of ITB award, the Contractor shall assume full responsibility and expense to obtain all necessary insurance as required by City or specified in Special Conditions.

The Contractor shall provide to the Procurement Services Division original certificates of coverage and receive notification of approval of those certificates by the City's Risk Manager prior to engaging in any activities under this contract. The Contractor's insurance is subject to the approval of the City's Risk Manager. The certificates must list the City as an ADDITIONAL INSURED for General Liability Insurance, and shall have no less than thirty (30) days written notice of cancellation or material change. Further modification of the insurance requirements may be made at the sole discretion of the City's Risk Manager if circumstances change or adequate protection of the City is not presented. Bidder, by submitting the bid, agrees to abide by such modifications.

PART V PURCHASE ORDER AND CONTRACT TERMS:

5.01 COMPLIANCE TO SPECIFICATIONS, LATE DELIVERIES/PENALTIES: Items offered may be tested for compliance to bid specifications. Items delivered which do not conform to bid specifications may be rejected and returned at Contractor's expense. Any violation resulting in contract termination for cause or delivery of items not conforming to specifications, or late delivery may also result in:

- Bidders name being removed from the City's bidder's mailing list for a specified period and Bidder will not be recommended for any award during that period.
- All City Departments being advised to refrain from doing business with the Bidder.
- All other remedies in law or equity.

- 5.02 ACCEPTANCE, CONDITION, AND PACKAGING:** The material delivered in response to ITB award shall remain the property of the Seller until a physical inspection is made and the material accepted to the satisfaction of the City. The material must comply fully with the terms of the ITB, be of the required quality, new, and the latest model. All containers shall be suitable for storage and shipment by common carrier, and all prices shall include standard commercial packaging. The City will not accept substitutes of any kind. Any substitutes or material not meeting specifications will be returned at the Bidder's expense. Payment will be made only after City receipt and acceptance of materials or services.
- 5.03 SAFETY STANDARDS:** All manufactured items and fabricated assemblies shall comply with applicable requirements of the Occupation Safety and Health Act of 1970 as amended, and be in compliance with Chapter 442, Florida Statutes. Any toxic substance listed in Section 38F-41.03 of the Florida Administrative Code delivered as a result of this order must be accompanied by a completed Safety Data Sheet (SDS).
- 5.04 ASBESTOS STATEMENT:** All material supplied must be 100% asbestos free. Bidder, by virtue of bidding, certifies that if awarded any portion of the ITB the bidder will supply only material or equipment that is 100% asbestos free.
- 5.05 OTHER GOVERNMENTAL ENTITIES:** If the Bidder is awarded a contract as a result of this ITB, the bidder may, if the bidder has sufficient capacity or quantities available, provide to other governmental agencies, so requesting, the products or services awarded in accordance with the terms and conditions of the ITB and resulting contract. Prices shall be F.O.B. delivered to the requesting agency.
- 5.06 VERBAL INSTRUCTIONS PROCEDURE:** No negotiations, decisions, or actions shall be initiated or executed by the Contractor as a result of any discussions with any City employee. Only those communications which are in writing from an authorized City representative may be considered. Only written communications from Contractors, which are assigned by a person designated as authorized to bind the Contractor, will be recognized by the City as duly authorized expressions on behalf of Contractors.
- 5.07 INDEPENDENT CONTRACTOR:** The Contractor is an independent contractor under this Agreement. Personal services provided by the Proposer shall be by employees of the Contractor and subject to supervision by the Contractor, and not as officers, employees, or agents of the City. Personnel policies, tax responsibilities, social security, health insurance, employee benefits, procurement policies unless otherwise stated in this ITB, and other similar administrative procedures applicable to services rendered under this contract shall be those of the Contractor.
- 5.08 INDEMNITY/HOLD HARMLESS AGREEMENT:** The Contractor agrees to protect, defend, indemnify, and hold harmless the City of Fort Lauderdale and its officers, employees and agents from and against any and all losses, penalties, damages, settlements, claims, costs, charges for other expenses, or liabilities of every and any kind including attorney's fees, in connection with or arising directly or indirectly out of the work agreed to or performed by Contractor under the terms of any agreement that may arise due to the bidding process. Without limiting the foregoing, any and all such claims, suits, or other actions relating to personal injury, death, damage to property, defects in materials or workmanship, actual or alleged violations of any applicable Statute, ordinance, administrative order, rule or regulation, or decree of any court shall be included in the indemnity hereunder.
- 5.09 TERMINATION FOR CAUSE:** If, through any cause, the Contractor shall fail to fulfill in a timely and proper manner its obligations under this Agreement, or if the Contractor shall violate any of the provisions of this Agreement, the City may upon written notice to the Contractor terminate the right of the Contractor to proceed under this Agreement, or with such part or parts of the Agreement as to which there has been default, and may hold the Contractor liable for any damages caused to the City by reason of such default and termination. In the event of such termination, any completed services performed by the Contractor under this Agreement shall, at the option of the City, become the City's property and the Contractor shall be entitled to receive equitable compensation for any work completed to the satisfaction of the City. The Contractor, however, shall not be relieved of liability to the City for damages sustained by the City by reason of any breach of the Agreement by the Contractor, and the City may withhold any payments to the Contractor for the purpose of setoff until such time as the amount of damages due to the City from the Contractor can be determined.
- 5.10 TERMINATION FOR CONVENIENCE:** The City reserves the right, in its best interest as determined by the City, to cancel contract by giving written notice to the Contractor thirty (30) days prior to the effective date of such cancellation.
- 5.11 CANCELLATION FOR UNAPPROPRIATED FUNDS:** The obligation of the City for payment to a Contractor is limited to the availability of funds appropriated in a current fiscal period, and continuation of the contract into a subsequent fiscal period is subject to appropriation of funds, unless otherwise authorized by law.
- 5.12 RECORDS/AUDIT:** The Contractor shall maintain during the term of the contract all books of account, reports and records in accordance with generally accepted accounting practices and standards for records directly related to this contract. The Contractor agrees to make available to the City Auditor or designee, during normal business hours and in Broward, Miami-Dade or Palm Beach Counties, all books of account, reports and records relating to this contract should be retained for the duration of the contract and for three years after the final payment under this Agreement, or until all pending audits, investigations or litigation matters relating to the contract are closed, whichever is later.
- 5.13 PERMITS, TAXES, LICENSES:** The successful Contractor shall, at their own expense, obtain all necessary permits, pay all licenses, fees and taxes, required to comply with all local ordinances, state and federal laws, rules and regulations applicable to business to be carried out under this contract.
- 5.14 LAWS/ORDINANCES:** The Contractor shall observe and comply with all Federal, state, local and municipal laws, ordinances rules and regulations that would apply to this contract.
- 5.15 NON-DISCRIMINATION:** There shall be no discrimination as to race, sex, color, creed, age or national origin in the operations conducted under this contract.
- 5.16 UNUSUAL CIRCUMSTANCES:** If during a contract term where costs to the City are to remain firm or adjustments are restricted by a percentage or CPI cap, unusual circumstances that could not have been foreseen by either party of the contract occur, and those circumstances significantly affect the Contractor's cost in providing the required prior items or services, then the Contractor may request adjustments to the costs to the City to reflect the changed circumstances. The circumstances must be beyond the control of the Contractor,

and the requested adjustments must be fully documented. The City may, after examination, refuse to accept the adjusted costs if they are not properly documented, increases are considered to be excessive, or decreases are considered to be insufficient. In the event the City does not wish to accept the adjusted costs and the matter cannot be resolved to the satisfaction of the City, the City will reserve the following options:

1. The contract can be canceled by the City upon giving thirty (30) days written notice to the Contractor with no penalty to the City or Contractor. The Contractor shall fill all City requirements submitted to the Contractor until the termination date contained in the notice.
2. The City requires the Contractor to continue to provide the items and services at the firm fixed (non-adjusted) cost until the termination of the contract term then in effect.
3. If the City, in its interest and in its sole opinion, determines that the Contractor in a capricious manner attempted to use this section of the contract to relieve them of a legitimate obligation under the contract, and no unusual circumstances had occurred, the City reserves the right to take any and all action under law or equity. Such action shall include, but not be limited to, declaring the Contractor in default and disqualifying him for receiving any business from the City for a stated period of time.

If the City does agree to adjusted costs, these adjusted costs shall not be invoiced to the City until the Contractor receives notice in writing signed by a person authorized to bind the City in such matters.

- 5.17 ELIGIBILITY:** If applicable, the Contractor must first register with the Department of State of the State of Florida, in accordance with Florida State Statutes, prior to entering into a contract with the City.
- 5.18 PATENTS AND ROYALTIES:** The Contractor, without exception, shall indemnify and save harmless the City and its employees from liability of any nature and kind, including cost and expenses for or on account of any copyrighted, patented or un-patented invention, process, or article manufactured or used in the performance of the contract, including its use by the City. If the Contractor uses any design, device, or materials covered by letters, patent or copyright, it is mutually agreed and understood without exception that the bid prices shall include all royalties or costs arising from the use of such design, device, or materials in any way involved in the work.
- 5.19 ASSIGNMENT:** Contractor shall not transfer or assign the performance required by this ITB without the prior written consent of the City. Any award issued pursuant to this ITB, and the monies, which may become due hereunder, are not assignable except with the prior written approval of the City Commission or the City Manager or City Manager's designee, depending on original award approval.
- 5.20 LITIGATION VENUE:** The parties waive the privilege of venue and agree that all litigation between them in the state courts shall take place in Broward County, Florida and that all litigation between them in the federal courts shall take place in the Southern District in and for the State of Florida.
- 5.21 LOCATION OF UNDERGROUND FACILITIES:** If the Contractor, for the purpose of responding to this solicitation, requests the location of underground facilities through the Sunshine State One-Call of Florida, Inc. notification system or through any person or entity providing a facility locating service, and underground facilities are marked with paint, stakes or other markings within the City pursuant to such a request, then the Contractor, shall be deemed non-responsive to this solicitation in accordance with Section 2-184(5) of the City of Fort Lauderdale Code of Ordinances.
- 5.22 PUBLIC AGENCY CONTRACTS FOR SERVICES:** if applicable, for each public agency contract for services, Contractor is required to comply with F.S. 119.0701, which includes the following:
- a) Keep and maintain public records that ordinarily and necessarily would be required by the public agency in order to perform the service.
 - (b) Provide the public with access to public records on the same terms and conditions that the public agency would provide the records and at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.
 - (c) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law.
 - (d) Meet all requirements for retaining public records and transfer, at no cost, to the public agency, all public records in possession of the contractor upon termination of the contract and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the public agency in a format that is compatible with the information technology systems of the public agency.

ADDENDUM NO. 3

RFP No. 864-11776

TITLE: Inspections Software, Airport Operations

ISSUED: 06/30/16

This addendum is being issued to make the following changes:

Section 4.2.5 References: shall now read as:

Provide at least five references, preferably government agencies, for projects with similar scope as listed in this RFP. Information should include:

- A.** Client Name, address, contact person telephone and E-mail addresses.
- B.** Description of work.
- C.** Year the project was completed.
- D.** Total cost of the project, estimated and actual.

Note: Do not include City of Fort Lauderdale work or staff as references to demonstrate your capabilities. The Committee is interested in work experience and references other than the City of Fort Lauderdale.

5.2.2 Weighted Criteria – for Number of Proposed Version Installed and References

Under Explanation/Definition shall now read as:

5 Verifiable Airport References from Vendors you have supplied Airfield / Airport Inspection Software

All other terms, conditions, and specifications remain unchanged.

Laurie Platkin
Procurement Specialist II

Company Name: _____
(please print)

Bidder's Signature: _____

Date: _____

CONTRACT PAYMENT METHOD BY P-CARD

THIS FORM MUST BY SUBMITTED WITH YOUR RESPONSE

The City of Fort Lauderdale has implemented a Procurement Card (P-Card) program which changes how payments are remitted to its vendors. The City has transitioned from traditional paper checks to payment by credit card via MasterCard or Visa. This allows you as a vendor of the City of Fort Lauderdale to receive your payment fast and safely. No more waiting for checks to be printed and mailed.

Payments will be made utilizing the City's P-Card (MasterCard or Visa). Accordingly, firms must presently have the ability to accept credit card payment or take whatever steps necessary to implement acceptance of a credit card before the commencement of a contract.

Please indicate which credit card payment you prefer:

_____ MasterCard

_____ Visa Card

Company Name: _____

Name (printed)

Signature

Date:

Title

LOCAL BUSINESS PREFERENCE CERTIFICATION STATEMENT

The Business identified below certifies that it qualifies for the local BUSINESS preference classification as indicated herein, and further certifies and agrees that it will re-affirm it's local preference classification annually no later than thirty (30) calendar days prior to the anniversary of the date of a contract awarded pursuant to this ITB. Violation of the foregoing provision may result in contract termination.

(1) _____ is a **Class A** Business as defined in City of Fort Lauderdale Ordinance No. C-12-04, Sec.2-199.2. A copy of the City of Fort Lauderdale current year Business Tax Receipt and a complete list of full-time employees and evidence of their addresses shall be provided within 10 calendar days of a formal request by the City.
Business Name

(2) _____ is a **Class B** Business as defined in the City of Fort Lauderdale Ordinance No. C-12-04, Sec.2-199.2. A copy of the Business Tax Receipt or a complete list of full-time employees and evidence of their addresses shall be provided within 10 calendar days of a formal request by the City.
Business Name

(3) _____ is a **Class C** Business as defined in the City of Fort Lauderdale Ordinance No. C-12-04, Sec.2-199.2. A copy of the Broward County Business Tax Receipt shall be provided within 10 calendar days of a formal request by the City.
Business Name

(4) _____ requests a **Conditional Class A** classification as defined in the City of Fort Lauderdale Ordinance No. C-12-04, Sec.2-199.2. Written certification of intent shall be provided within 10 calendar days of a formal request by the City.
Business Name

(5) _____ requests a **Conditional Class B** classification as defined in the City of Fort Lauderdale Ordinance No. C-12-04, Sec.2-199.2. Written certification of intent shall be provided within 10 calendar days of a formal request by the City.
Business Name

(6) _____ is considered a **Class D** Business as defined in the City of Fort Lauderdale Ordinance No. C-12-04, Sec.2-199.2. and does not qualify for Local Preference consideration.
Business Name

BIDDER'S COMPANY: _____

AUTHORIZED COMPANY PERSON: _____
NAME SIGNATURE DATE

NON-COLLUSION STATEMENT:

By signing this offer, the vendor/contractor certifies that this offer is made independently and *free* from collusion. Vendor shall disclose below any City of Fort Lauderdale, FL officer or employee, or any relative of any such officer or employee who is an officer or director of, or has a material interest in, the vendor's business, who is in a position to influence this procurement.

Any City of Fort Lauderdale, FL officer or employee who has any input into the writing of specifications or requirements, solicitation of offers, decision to award, evaluation of offers, or any other activity pertinent to this procurement is presumed, for purposes hereof, to be in a position to influence this procurement.

For purposes hereof, a person has a material interest if they directly or indirectly own more than 5 percent of the total assets or capital stock of any business entity, or if they otherwise stand to personally gain if the contract is awarded to this vendor.

In accordance with City of Fort Lauderdale, FL Policy and Standards Manual, 6.10.8.3,

3.3. City employees may not contract with the City through any corporation or business entity in which they or their immediate family members hold a controlling financial interest (e.g. ownership of five (5) percent or more).

3.4. Immediate family members (spouse, parents and children) are also prohibited from contracting with the City subject to the same general rules.

Failure of a vendor to disclose any relationship described herein shall be reason for debarment in accordance with the provisions of the City Procurement Code.

NAME**RELATIONSHIPS**

In the event the vendor does not indicate any names, the City shall interpret this to mean that the vendor has indicated that no such relationships exist.

BID/PROPOSAL CERTIFICATION

Please Note: All fields below must be completed. If the field does not apply to you, please note N/A in that field.

If you are a foreign corporation, you may be required to obtain a certificate of authority from the department of state, in accordance with Florida Statute §607.1501 (visit <http://www.dos.state.fl.us/>).

Company: (Legal Registration) _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone No. _____ FAX No. _____ Email: _____

Delivery: Calendar days after receipt of Purchase Order (**section 1.02 of General Conditions**): _____

Payment Terms (**section 1.04 of General Conditions**): _____

Total Bid Discount (**section 1.05 of General Conditions**): _____

Does your firm qualify for MBE or WBE status (**section 1.09 of General Conditions**): MBE _____ WBE _____

ADDENDUM ACKNOWLEDGEMENT - Proposer acknowledges that the following addenda have been received and are included in the proposal:

<u>Addendum No.</u>	<u>Date Issued</u>	<u>Addendum No.</u>	<u>Date Issued</u>
_____	_____	_____	_____
_____	_____	_____	_____

VARIANCES: If you take exception or have variances to any term, condition, specification, scope of service, or requirement in this competitive solicitation you must specify such exception or variance in the space provided below or reference in the space provided below all variances contained on other pages within your response. Additional pages may be attached if necessary. No exceptions or variances will be deemed to be part of the response submitted unless such is listed and contained in the space provided below. The City does not, by virtue of submitting a variance, necessarily accept any variances. If no statement is contained in the below space, it is hereby implied that your response is in full compliance with this competitive solicitation. If you do not have variances, simply mark N/A. **If submitting your response electronically through BIDSINC you must also click the "Take Exception" button.**

The below signatory hereby agrees to furnish the following article(s) or services at the price(s) and terms stated subject to all instructions, conditions, specifications addenda, legal advertisement, and conditions contained in the bid/proposal. I have read all attachments including the specifications and fully understand what is required. By submitting this signed proposal I will accept a contract if approved by the City and such acceptance covers all terms, conditions, and specifications of this bid/proposal. The below signatory also hereby agrees, by virtue of submitting or attempting to submit a response, that in no event shall the City's liability for respondent's direct, indirect, incidental, consequential, special or exemplary damages, expenses, or lost profits arising out of this competitive solicitation process, including but not limited to public advertisement, bid conferences, site visits, evaluations, oral presentations, or award proceedings exceed the amount of Five Hundred Dollars (\$500.00). This limitation shall not apply to claims arising under any provision of indemnification or the City's protest ordinance contained in this competitive solicitation.

Submitted by:

Name (printed)

Signature

Date:

Title

Question and Answers for Bid #864-11776 - Inspections Software & Maintenance, Airport Operations

Overall Bid Questions

Question 1

Page 16, Item 3.7.4, Work Order System:

The requirement states the software must be able to expand functionality to include other modules. Item 3.7.4 states Work Order System. What work order system do you have today and would you be willing to replace it?

(Submitted: Jun 29, 2016 1:54:37 PM EDT)

Answer

- There is no electronic work order system at this type. We are open to whatever system(s) being proposed. Feel free to provide optional pricing. (Answered: Jun 29, 2016 3:05:42 PM EDT)

Question 2

Page 17, Item 3.9.2 The vendor must provide an option to convert CADD/GIS data and set up database. Please provide examples of the type of CAD and GIS data you have today. Are you using ESRI GIS? (Submitted: Jun 29, 2016 2:01:36 PM EDT)

Answer

- Data is a DWG file (CADD)

Data is set up in multiple layers. GIS layers are not available.

Last updated in 2015

No, we are not using ERSI GIS. (Answered: Jun 30, 2016 2:12:08 PM EDT)

Question 3

Can you please tell us the total number of users you expect to be using the EAM (Enterprise Asset Management) System? (Submitted: Jun 29, 2016 2:03:01 PM EDT)

Answer

- We are not using an EAM system. Total number of users is undefined at this time, but we will have up to 5 concurrent users. (Answered: Jun 29, 2016 3:05:42 PM EDT)

Question 4

How many users will be doing inspections through a mobile device such as an iPad or iPhone? (Submitted: Jun 29, 2016 2:03:10 PM EDT)

Answer

- 5 (Answered: Jun 29, 2016 3:05:42 PM EDT)

Question 5

Will FXE be providing all hardware for this project such as servers, iPads, etc? (Submitted: Jun 29, 2016 2:03:20 PM EDT)

Answer

- No servers are required as this is a hosted system. Provide separate pricing for 5 tablets. (Answered: Jun 29, 2016 3:05:42 PM EDT)

Question 6

Does FXE own ESRI today and do you have all of the assets for the FAR139 inspections already loaded into ESRI? (Submitted: Jun 29, 2016 2:03:34 PM EDT)

Answer

- No (Answered: Jun 29, 2016 3:05:42 PM EDT)

Question 7

I see nothing called out in the specification for Inventory Management. Was this just overlooked or is not going to be part of this phase? (Submitted: Jun 29, 2016 2:03:45 PM EDT)

Answer

- Not a part of this phase. Feel free to provide optional pricing. (Answered: Jun 29, 2016 3:05:42 PM EDT)

Question 8

In regards to the previous question, this would apply to purchase requisitions and purchase orders. (Submitted: Jun 29, 2016 2:04:43 PM EDT)

Answer

- No (Answered: Jun 29, 2016 3:05:42 PM EDT)

Question 9

Can you please provide a detailed list of departments that will be part of this project along with a list of department responsibilities? (Submitted: Jun 29, 2016 2:04:55 PM EDT)

Answer

- Please refer to section 3.5. AOA Operational Flow
Operations: Operations finds the problems
Maintenance: Fixes the problems
IT: Gets involved with technology issues
GIS: Gets involved with GIS issues. (Answered: Jun 29, 2016 3:05:42 PM EDT)

Question 10

Do all work order related calls go to a single department or group today? Please describe in as much detail as you can the work order call routing. (Submitted: Jun 29, 2016 2:05:05 PM EDT)

Answer

- Refer to section 3.5 (Answered: Jun 29, 2016 3:05:42 PM EDT)

Question 11

What is the condition of your Asset Data today?

Â§ Do you have a full inventory of all Assets that need to be identified for all Inspections or is additional work going to be required as part of the project? (Submitted: Jun 29, 2016 2:05:21 PM EDT)

Answer

- We do not have a full inventory of the assets electronically and yes it will be required as part of the project to identify assets for the database. (Answered: Jul 1, 2016 11:04:25 AM EDT)

Question 12

Dues FXE have workflows already defined for escalation and follow-up CM work order or do we need to add time for this as part of the project plan? (Submitted: Jun 29, 2016 2:05:32 PM EDT)

Answer

- Refer to section 3.5 (Answered: Jun 29, 2016 3:05:42 PM EDT)

Question 13

Is it the intent of FXE to have the system fully implemented within 180 days from NTP?

Â§ If this is the intent please describe all that is expected to be completed in the 180 days. Example; Inspections setup, Work Flows Development, Reporting Completed, Alerts Developed, Integration into ESRI, etc.

Â§ Also, is this requirement driven by a deadline FXE has for a FAR 139 inspection coming up or something else? (Submitted: Jun 29, 2016 2:06:03 PM EDT)

Answer

- Yes, 180 days from NTP
All aspects are to be completed within the 180 days. We want a working product up and running and tested.
No deadline (Answered: Jun 29, 2016 3:05:42 PM EDT)

Question 14

In the partial payment how long with the 50% be held. Will the remaining 50% be paid upon completion of each milestone or the end of the project?

If it is the end of the project can the 50% be reduced to 10%. (Submitted: Jun 29, 2016 2:06:24 PM EDT)

Answer

- 50% at NTP. Final 50% will be paid upon completion of the project and customer sign-off as functional and accessible.
Additionally, see section 3.10. (Answered: Jun 29, 2016 3:05:42 PM EDT)

Question 15

I see that the city is seeking to identify a hosted solution for Safety Self-Inspection; however it also asks for the hardware requirements.

Â§ Just so we are clear do you want a proposal for both or just for hosted? How about a SAAS model? (Submitted: Jun 29, 2016 2:06:45 PM EDT)

Answer

- We are seeking a hosted solution. The hardware specified is referring to the 5 tablets being requested. We will accept an SAAS model as a solution option. (Answered: Jun 29, 2016 3:05:42 PM EDT)

Question 17

How many tablets should be quoted and will mounting material(s) be needed? (Submitted: Jun 30, 2016 1:24:27 PM EDT)

Answer

- 5 tablets and no mounting material(s) (Answered: Jun 30, 2016 2:08:48 PM EDT)

Question 18

What is the percentage advantage for Minority and Woman Owned Business? (Submitted: Jun 30, 2016 1:27:08 PM EDT)

Answer

- No percentage advantage; however, feel free to provide a copy of your certification. (Answered: Jun 30, 2016 2:08:48 PM EDT)

Question 19

What cellular LTE service will be used to connect back to the solution? (Submitted: Jun 30, 2016 1:28:20 PM EDT)

Answer

- Verizon and AT&T (Answered: Jun 30, 2016 2:08:48 PM EDT)

Question 20

How many concurrent users will there be? (Submitted: Jun 30, 2016 1:29:10 PM EDT)

Answer

- Up to 7-10 (Answered: Jun 30, 2016 2:08:48 PM EDT)

Question 21

How many computers need to be included in the bid? (Submitted: Jun 30, 2016 1:30:15 PM EDT)

Answer

- No computers only 5 handheld tablets (Answered: Jun 30, 2016 2:08:48 PM EDT)

Question 22

How many licenses need to be included in the bid? (Submitted: Jun 30, 2016 1:32:11 PM EDT)

Answer

- 5 licenses (Answered: Jun 30, 2016 2:08:48 PM EDT)

Question 23

1. How much has the City of Fort Lauderdale budgeted for the Airport Operations Inspections Software and Maintenance Solution?
2. Section 2.30 of the RFP states that the initial term of the contract will expire one year from date of award by the City. Would the City of Fort Lauderdale consider extending the initial term of the contract to expire 5 years from date of award by the city?
3. Section 2.11.2 states that the City of Fort Lauderdale may cancel any portion of the work originally planned at any time for any reason. The sample agreement provided in the link that was included in the RFP also has a "Termination for Convenience" clause. Would the City of Fort Lauderdale consider changing the "Termination for Convenience" clause for a "Failure to Cure Breach" within a reasonable time period?
4. We would like to request the City of Fort Lauderdale to extend the proposal deadline by 1 - 2 weeks. Extending the deadline would allow us to adjust our proposal accordingly with any new information we receive from the City, that pertains to our questions, as well as give us sufficient time to mail our proposal.
5. Does the City of Fort Lauderdale have any asset identifying information such as asset GPS coordinates that we would be able to use? (Submitted: Jul 1, 2016 1:36:01 PM EDT)

Answer

- 1. Estimated budget is \$200,000
- 2. We have considered your request, and the specifications will remain unchanged.
- 3. No
- 4. We will extend. New bid opening date will be 7/18/16.
- 5. We only have the CADD drawings in DWG format. The DWG is real world reference, so you would be able to convert data, once it was in the GIS. Then export out you latitude / longitude point.
- 5. Team Eagle provided a demonstration in 2014. (Answered: Jul 1, 2016 4:27:57 PM EDT)

Question 24

6. Has the City of Fort Lauderdale seen any product demos for an Airport Operations Inspections Software and Maintenance Solution? If so, what products has the City seen? (Submitted: Jul 1, 2016 3:04:14 PM EDT)

Answer

- Demonstrations have been seen with the following: App 139, Neubert Aero Corp i-AIR, and Team Eagle. (Answered: Jul 1, 2016 4:27:57 PM EDT)

Question 25

Section 3.4.6 Is the audit trail a required feature of the mobile app or the web app only? (Submitted: Jul 1, 2016 4:23:08 PM EDT)

Answer

- Audit trail is required for both mobile and web apps. (Answered: Jul 5, 2016 11:10:18 AM EDT)

Question 26

Section 3.6.4. Are documents required to be uploaded through the mobile app? (Submitted: Jul 1, 2016 4:23:26 PM EDT)

Answer

- Yes, for example pictures. (Answered: Jul 5, 2016 11:12:13 AM EDT)

Question 27

Page 25 "Can the City elaborate further on the scoring as it pertains to the areas that are covered under the maintenance and support agreement? (Submitted: Jul 1, 2016 4:23:38 PM EDT)

Answer

- The terms in a maintenance and support agreement are usually defined by the vendor and the City will review what is presented. For example a maintenance agreement can include software patches/upgrades, customizations, support response time, bug fixes, report requests, support availability just to mention a few.

(Answered: Jul 7, 2016 2:10:30 PM EDT)

Question 28

How many GIS layers/datasets does the City anticipate needing to be converted from CAD to GIS format for the 139 mobile app? (Submitted: Jul 1, 2016 4:23:50 PM EDT)

Answer

- The number of layers to be converted should be recommended by the vendor from best practices within the industry and for optimal functionality of application. (Answered: Jul 6, 2016 3:18:16 PM EDT)

Question Deadline: Jul 1, 2016 5:00:00 PM EDT