

**Team Eagle Ltd.**

10 Trent Drive, P.O. Box 670, Campbellford, Ontario, Canada, K0L 1L0



**INSPECTIONS SOFTWARE  
& MAINTENANCE,  
AIRPORT OPERATIONS**

**SOLICITATION 864-11776**

**FOR**

**CITY OF FORT LAUDERDALE**

**DUE: JULY 18, 2016 – 2:00 PM EDT**

Telephone (866) 241-3264 • Facsimile (705) 653-4732 [www.team-eagle.ca](http://www.team-eagle.ca)

*Your Airfield Solutions Partner*

# Team Eagle Ltd.

10 Trent Drive, P.O. Box 670, Campbellford, Ontario, Canada, K0L 1L0



July 14, 2016

Ms. Laurie D Platkin  
Procurement Specialist II  
Finance - Procurement Division  
City of Fort Lauderdale Procurement Services Division 100 N.  
Andrews Avenue, #619  
Fort Lauderdale, FL 33301  
Tel: 954-828-5138  
E-mail: lplatkin@fortlauderdale.gov

**Re: City of Fort Lauderdale Solicitation 864-11776. Inspections Software & Maintenance, Airport Operations.**

Dear Ms. Platkin,

We are pleased to provide this response to your Solicitation 864-11776 for Airport Operations Inspections Software and Maintenance for the City's Transportation and Mobility – Executive Airport Department (City/Airport). Please accept this cover letter as part of our proposal.

Team Eagle is offering two alternatives for City/Airport considerations. Option A is the Windows™ and client server based solution with two alternative hosting approaches. The first option (preferred) would save City/Airport an additional \$12,000 USD as outlined in the cost proposal page. Option B offers City/Airport an iOS/Android tablet and web-browser and cloud based solution.

**Pricing:** To meet your Bid requirements for **5 tablets and 5 concurrent users:**

- All prices are in USD
- Any applicable taxes are extra
- Delivery will be within 180 business days after receipt of purchase order as required
- Prices proposed on the cost proposal page are included with Option A and Option B and are valid for 120 days from time of RFP opening Jun 22, 2016
- Turnkey pricing software, hardware, warranty and support, delivery, shipping, installation, implementation, training, commissioning and any required travel

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- Team Eagle is offering a hosted solution as required, including the hardware, allowing the City/Airport to upgrade if required, beyond year four of an agreement with Team Eagle. As part of the option B, the City/Airport can choose if they prefer iPad or Android devices

As we are proposing the hosted solutions, the offerings and pricing include the full warranty for year 1 and support as outlined in the sample support contract agreement for the subsequent 1-year terms. This includes upgrades, map image changes, fixes, 24/7 support, remote support/training and on-site if need be.

Please find the bid structure overview below, as per your requirement:

- a) **Cover Letter**
- b) **RFP #864-11776 (latest one available on BidSync [www.bidsync.com](http://www.bidsync.com))**
- c) **Section IV – Submittal Requirements**
- d) **Section III – Option A + Cost proposal page**
- e) **Section III – Option B + Cost proposal page**
- e) **Appendix 1** – Hardware specifications
- f) **Appendix 2** – Sample annual support contract
- g) **Appendix 3** – Supporting certificates

It is critical, from our perspective and experience that we work with our customers to build a solution that fits their specific needs while allowing for flexibility for future considerations. Although we have completed over 60 airport specific projects, we have been continually reminded of how important system and vendor flexibility is to a successful long-term partnership. With our development and implementation approach and by working with the City/Airport staff, Eagle is able to provide a solution that you will be very satisfied with both in the immediate and longer term.

We appreciate that you and your teams have invested their time and effort in reviewing our submission. Please feel free to contact me if you have any questions and/or comments.

Thank you in advance for your consideration of our proposal.

Sincerely,

*Tiina Maripuu*

Territory Manager  
Cell: 705-653-8326

Telephone (866) 241-3264 • Facsimile (705) 653-4732 [www.team-eagle.ca](http://www.team-eagle.ca) 2

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- Inspections Software & Maintenance, Airport Operations Solicitation 864-1176

- Section IV – Submittal Requirements

- AIROps™ Suite – Option A Technical Specification/ Scope of Services

- AIROps™ Express – Option B Technical Specification/ Scope of Services

- Hardware Specifications

- Sample Support Contract

- Supporting Certificates

# Section 1

## **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](http://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**

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**Addendum # 2**

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**Addendum # 3**

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City of Fort Lauderdale  
Airport Operations Inspections Software & Maintenance  
RFP # 864-11776

**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 21<sup>st</sup> 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](http://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](mailto: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](http://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](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](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](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](http://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](http://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 21<sup>ST</sup> AVENUE, FORT LAUDERDALE, FL 33309, 954-828-4955, [AIRPORT@FORTLAUDERDALE.GOV](mailto: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](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** \$ \_\_\_\_\_

*\*Please see pricing pages under tab 3+4 for  
Option A + B.*

**Submitted by:**

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title



## EXHIBIT 1

# Airfield Inspection Report



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					<b>Rotating Beacon</b>					
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 1

# Airfield Inspection Report



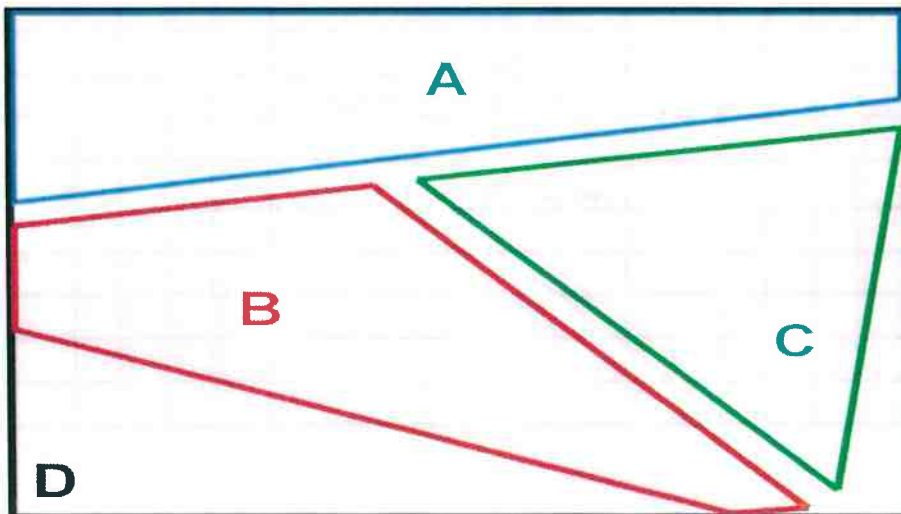
### Non-Movement Area Inspection

<b>Ramp &amp; Tenant Area Inspection Items:</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>W/O</b>	<b>Construction Inspection Items:</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>W/O</b>
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						<b>Wildlife Inspection Notes:</b>					
43. Markings						63. Tortoises					
<b>Maintenance Inspection Items:</b>						64. Burrowing Owls					
44. Mowing						65. Birds					
45. Debris											
46. Grading						<b>Fencing Inspection Items:</b>					
						66. General Condition					
<b>Signage Inspection Items:</b>						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					
<b>Gate Inspection Items:</b>						<b>Other Items:</b>					
52. General Condition											
53. Operation											
54. Damage											
55. Signage											
56. Gaps & Openings											

# Airfield Inspection Report



## Airfield Inspections Notes

This image shows a single 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

<b>Ramp &amp; Tenant Area Inspection Items:</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>W/O</b>	<b>Construction Inspection Items:</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>W/O</b>
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	✓	✓	✓			<b>Wildlife Inspection Notes:</b>					
42. Lighting	✓	✓	✓			63. Tortoises	✓	✓	✓	✓	
43. Markings	✓	✓	✓			64. Burrowing Owls	✓	✓	✓	✓	
<b>Maintenance Inspection Items:</b>						65. Birds	✓	✓	✓	✓	
44. Mowing	✓	✓	✓	✓		<b>Fencing Inspection Items:</b>					
45. Debris	✓	✓	✓	✓		66. General Condition	✓	✓	✓	✓	
46. Grading	✓	✓	✓	✓		67. Damage	✓	✓	✓	✓	
<b>Signage Inspection Items:</b>	✓	✓	✓	✓		68. Wash-outs	✓	✓	✓	✓	
47. Condition	✓	✓	✓	✓		69. Barbwire	✓	✓	✓	✓	
48. Visibility	✓	✓	✓	✓		70. Wash-outs	✓	✓	✓	✓	
49. Operation	✓	✓	✓	✓		71. Signage	✓	✓	✓	✓	
50. Mounting/Installation	✓	✓	✓	✓		72. Gaps & Openings	✓	✓	✓	✓	
51. Maintenance	✓	✓	✓	✓		<b>Other Items:</b>					
<b>Gate Inspection Items:</b>											
52. General Condition	✓	✓	✓	✓							
53. Operation	✓	✓	✓	✓							
54. Damage	✓	✓	✓	✓							
55. Signage	✓	✓	✓	✓							
56. Gaps & Openings	✓	✓	✓	✓							

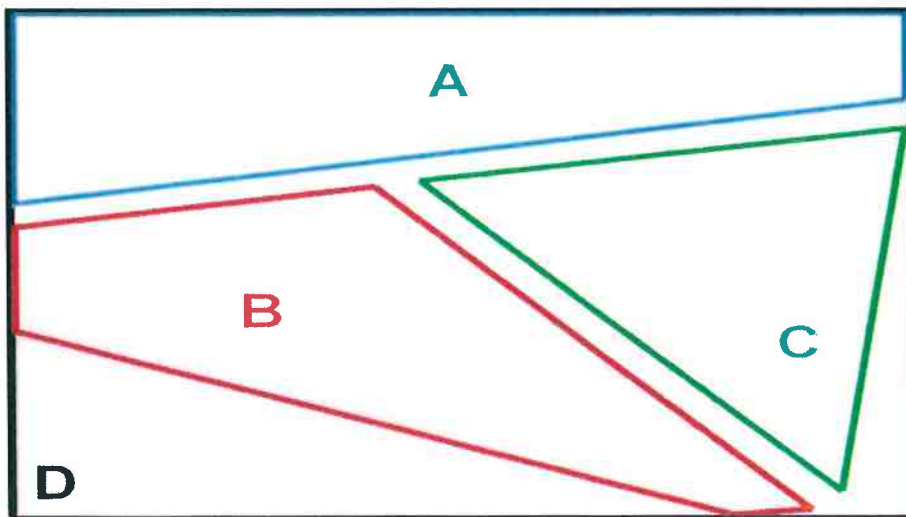


**EXHIBIT 2**

# Airfield Inspection Report

## Airfield Inspections Notes

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

[illegible]

**“Sector” Identification:**

**Blue = North "A"**

**Green** = SouthEast "C"

**Red = SouthWest "B"**

**Black = Perimeter "D"**





## **EXHIBIT 3**



# **Work Order Request**

Date:

Issued to (Division/Name):

Work Order #:

Contact Person:

Requested by:

Location:

Priority (1-3):

---

Description:



## EXHIBIT 3

# Work Order Request



Date Completed:

Completed by:

Notes:

PROJECT # XXXXXX  
EXECUTIVE AIRPORT  
AIRFIELD ELECTRICAL, LIGHTING,  
NAVAID & SIGNAGE  
KEY MAP

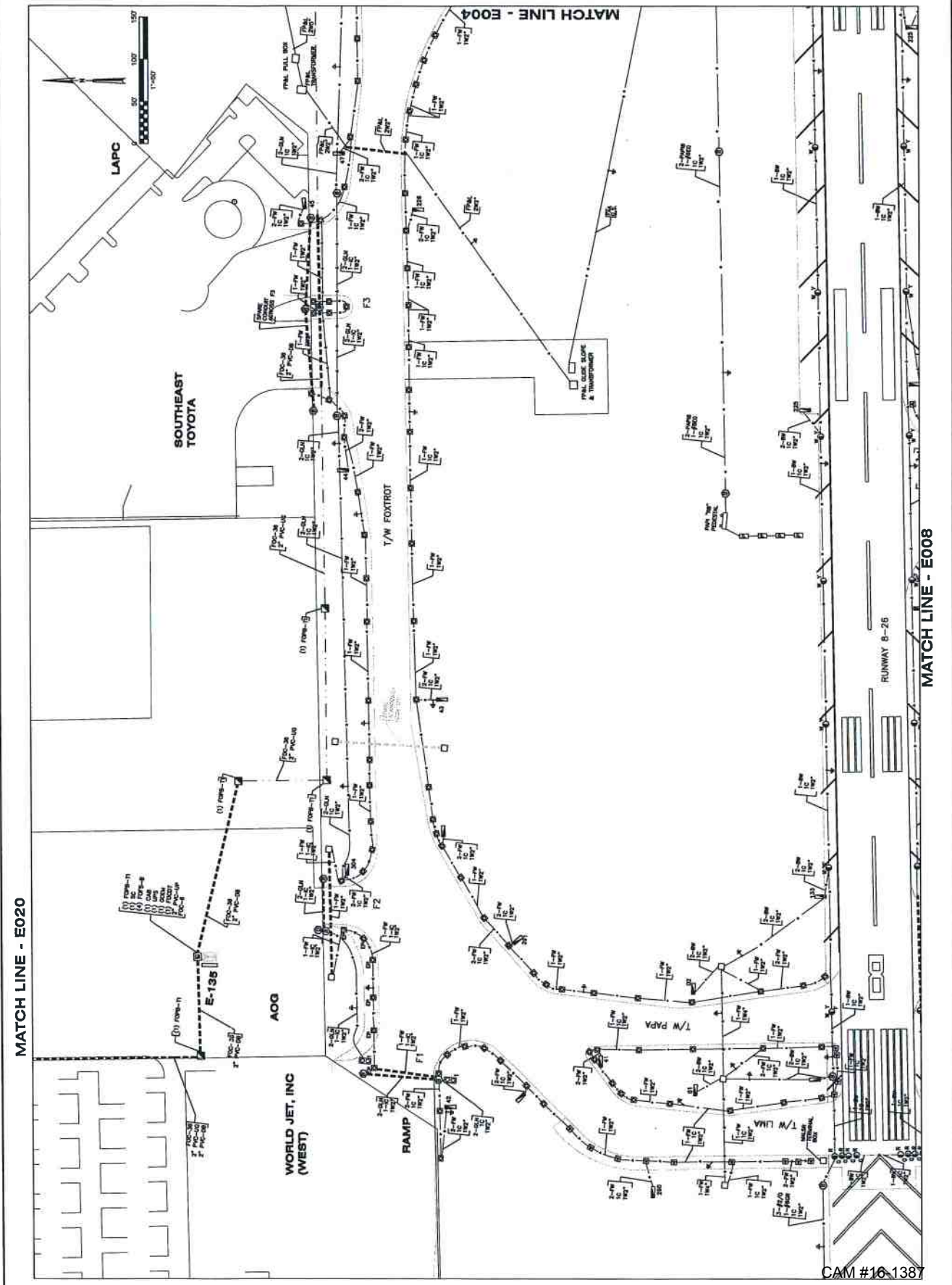
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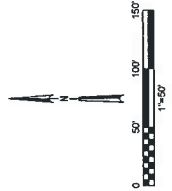
**CITY OF FORT LAUDERDALE**  
**PUBLIC WORKS DEPARTMENT**  
**ENGINEERING & ARCHITECTURE**  
100 North Andrews Avenue, Fort Lauderdale, Florida 33301

DRYER ST. DATE:	
INCHES ST. GALT:	
CHICKEN ST.	N.T.S.
F.B.	
FELS BONE	









**MATCH LINE - E009**

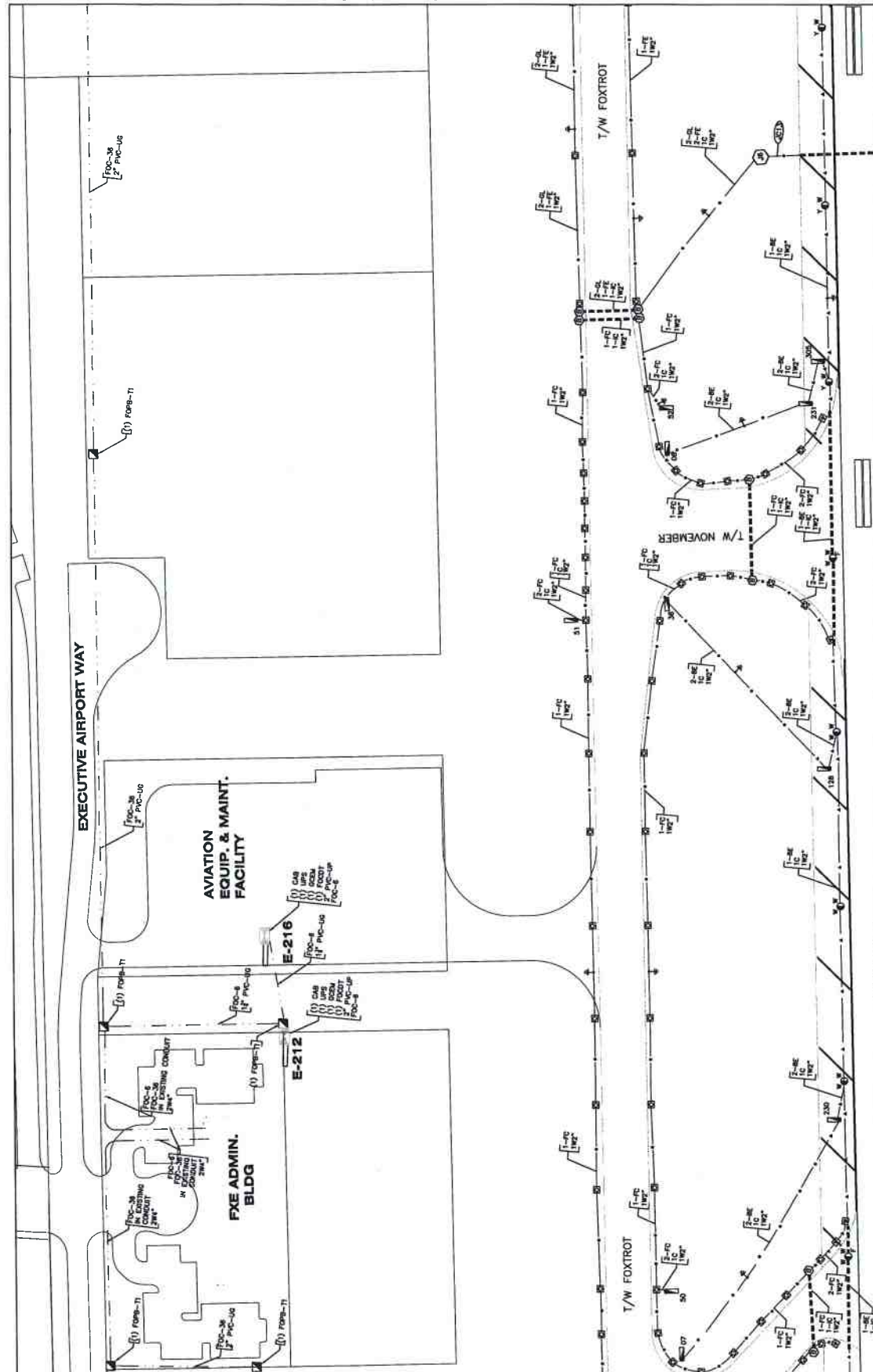
**MATCH LINE - E005**

**MATCH LINE - E003**

CAM #16-1387  
Exhibit 6  
Page 44 of 218

MATCH LINE - E004

MATCH LINE - E010



MATCH LINE - E006

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

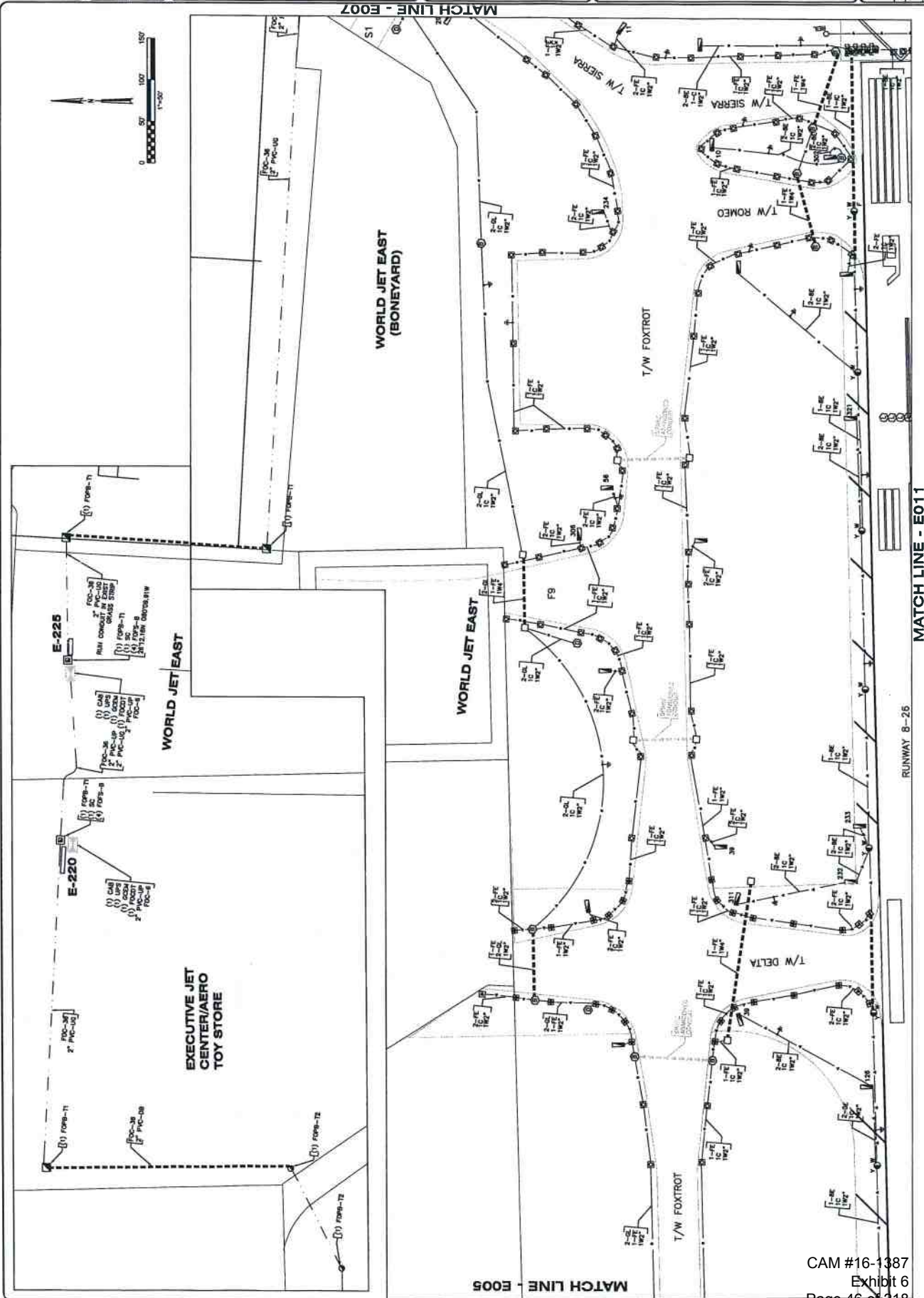
REVISIONS	NO.	DATE	BY	CHK'D	DESCRIPTION

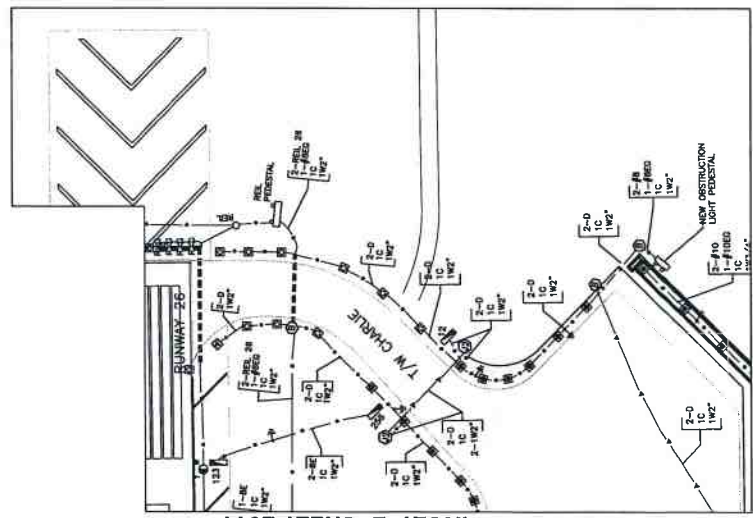
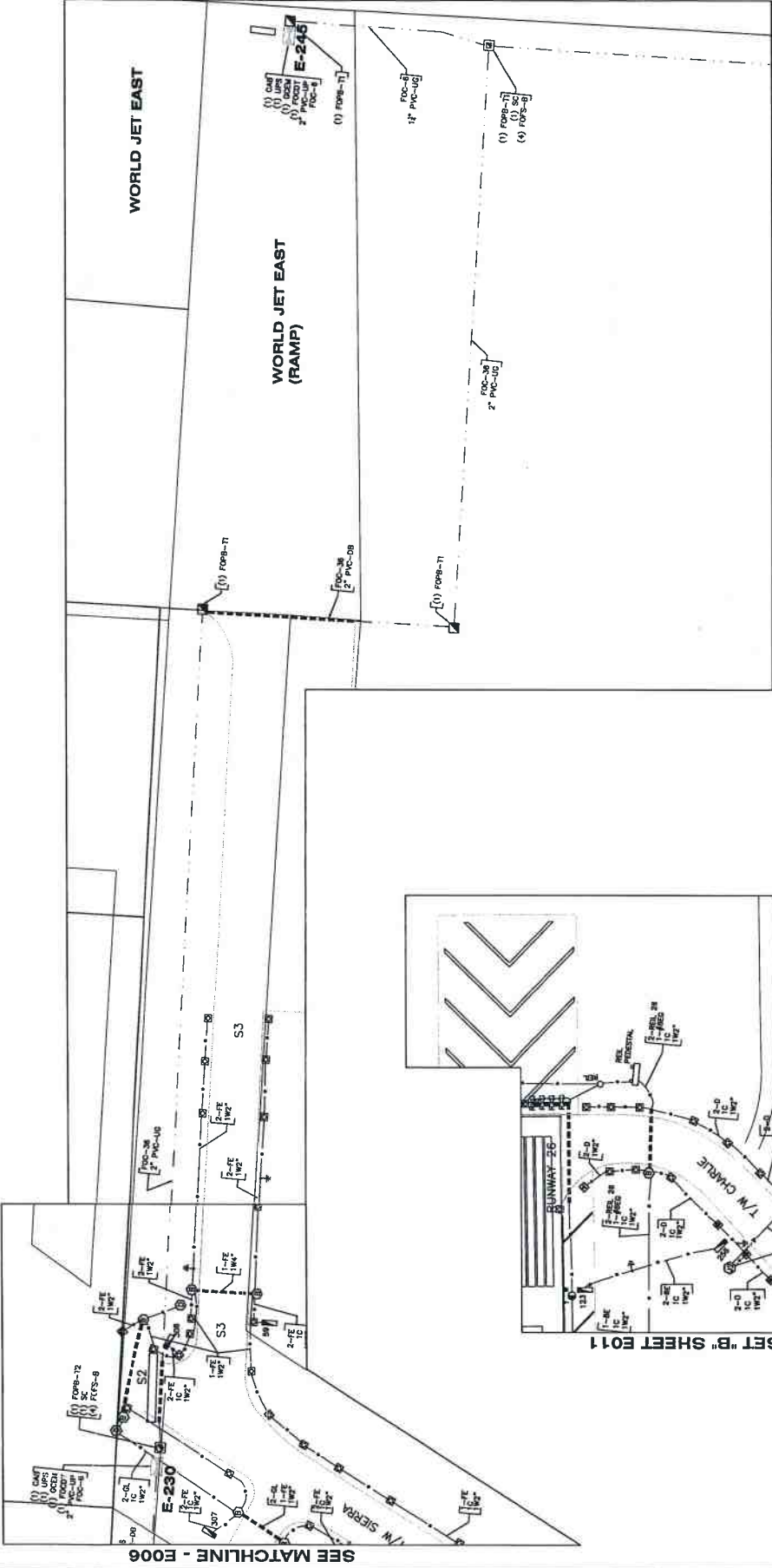
DESIGNED BY: [blank]  
CHECKED BY: [blank]  
DATE: 06/18/07  
SCALE: 1" = 50'

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

SHEET NO.	OF
E005	21

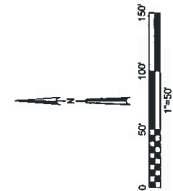
TOTAL: 21  
CAD FILE: 05E-0005  
DRAWING FILE NO.





INSET "B" SHEET E011

SEE MATCHLINE - E021



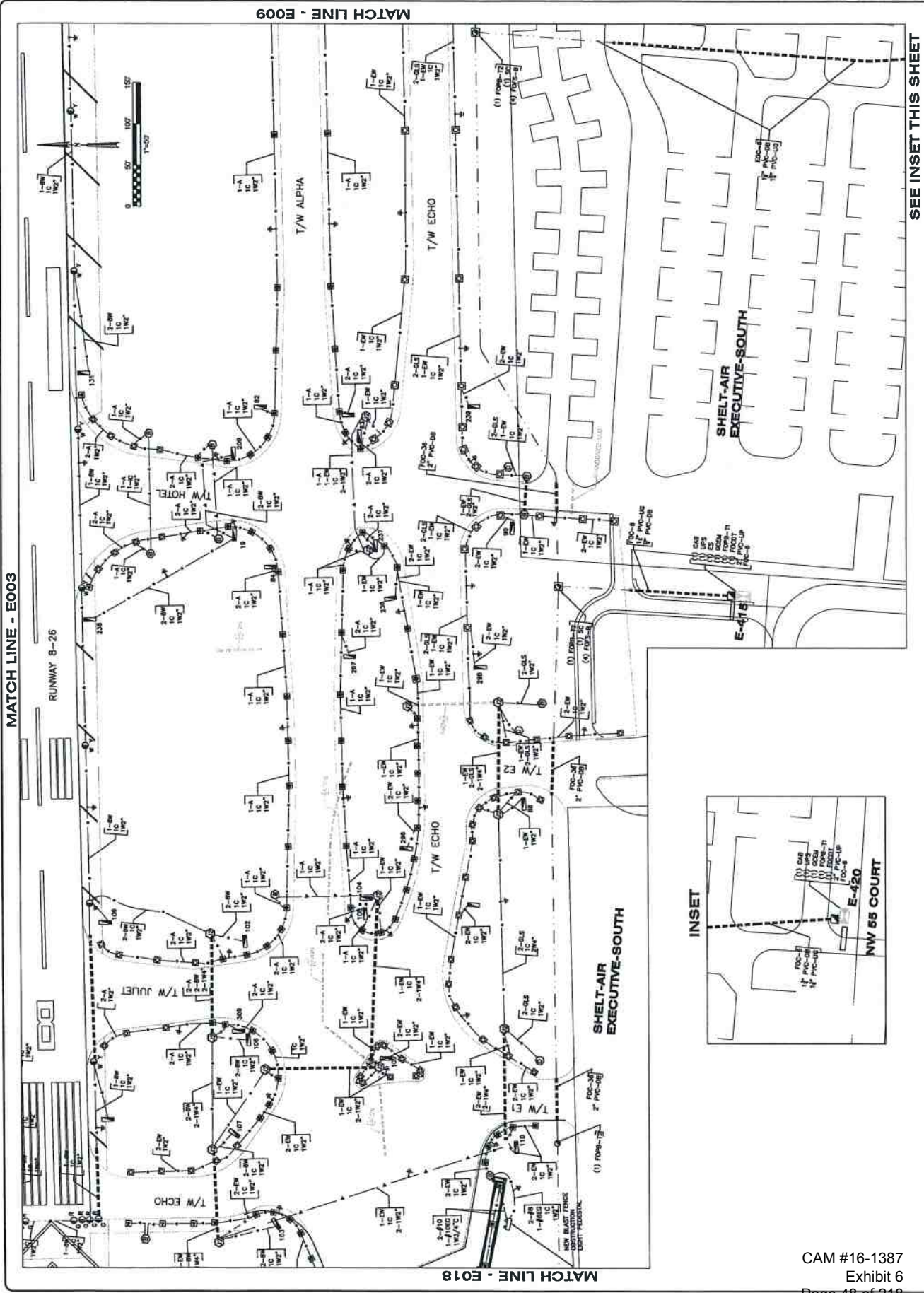
**CITY OF FORT LAUDERDALE**  
PUBLIC WORKS DEPARTMENT  
ENGINEERING & ARCHITECTURE  
100 North Andrews Avenue, Fort Lauderdale, Florida 33301

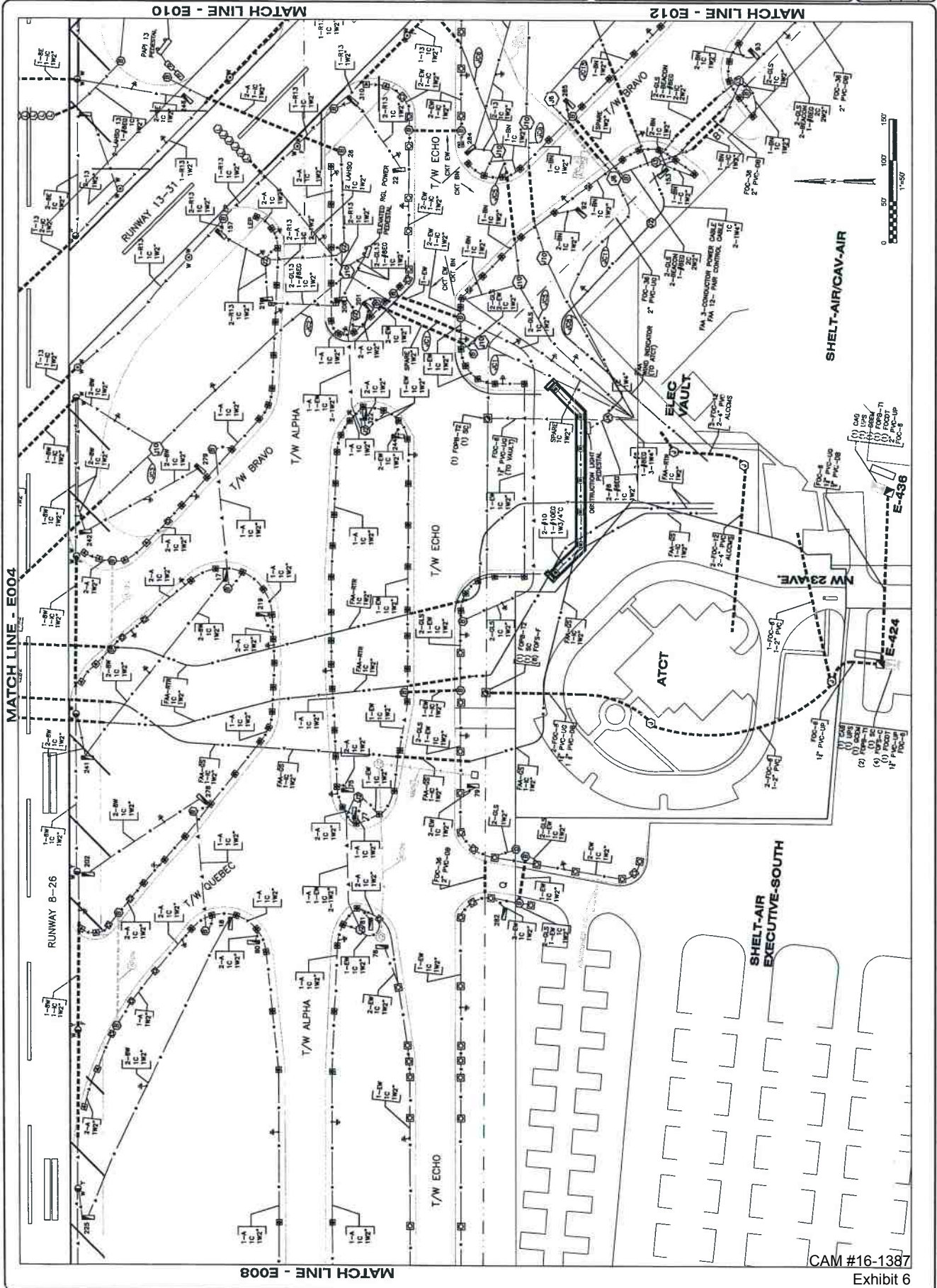
DESIGN BY: DATE: 06/18/21  
CHECKED BY: SCALE: 1" = 50'  
FIELD BOOK

REVISIONS			
NO.	DATE	BY	DESCRIPTION

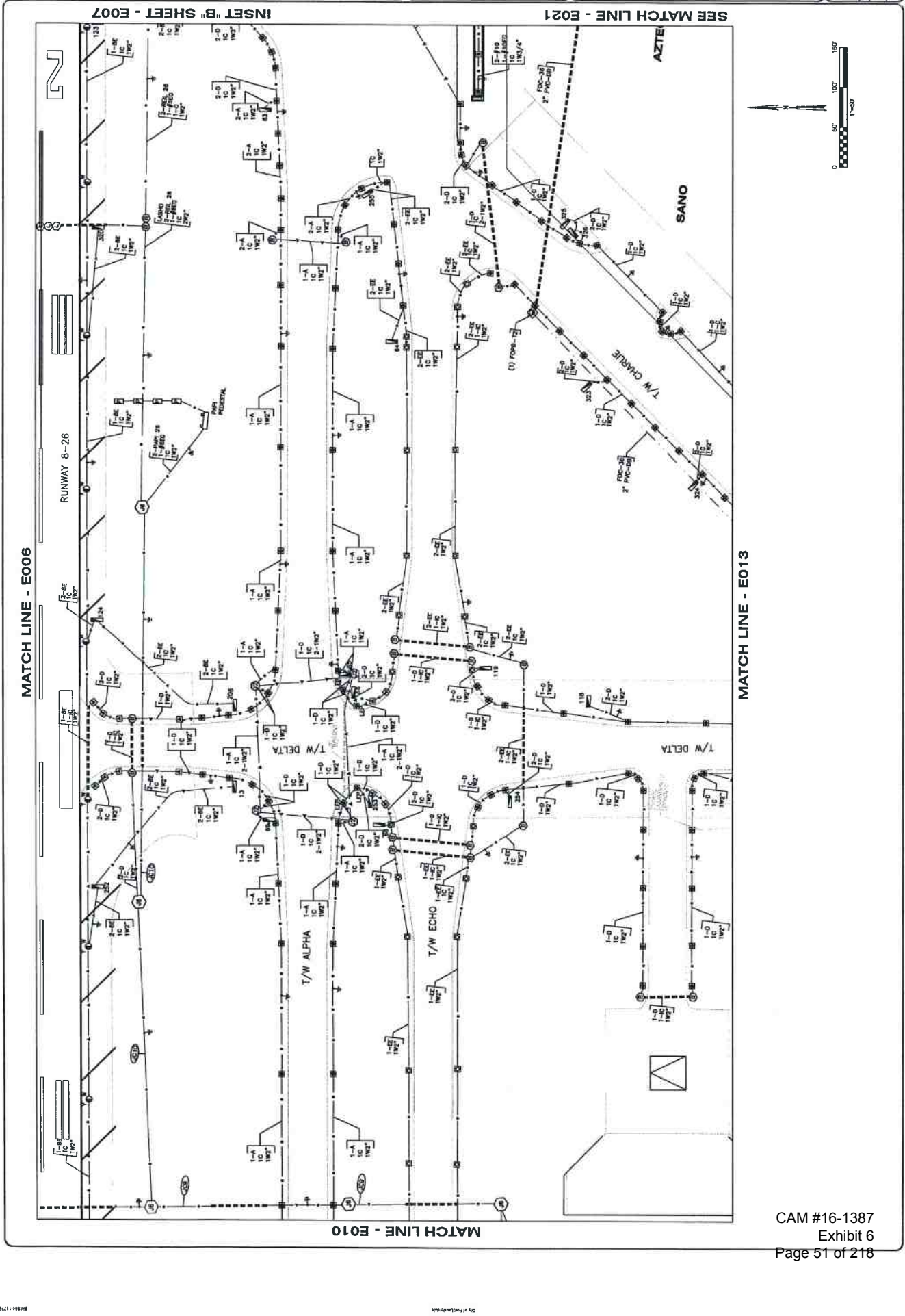
PROJECT # XXXXX  
EXECUTIVE AIRPORT  
AIRFIELD ELECTRICAL, LIGHTING,  
NAVMAID & SIGNAGE  
LIGHTING PLAN

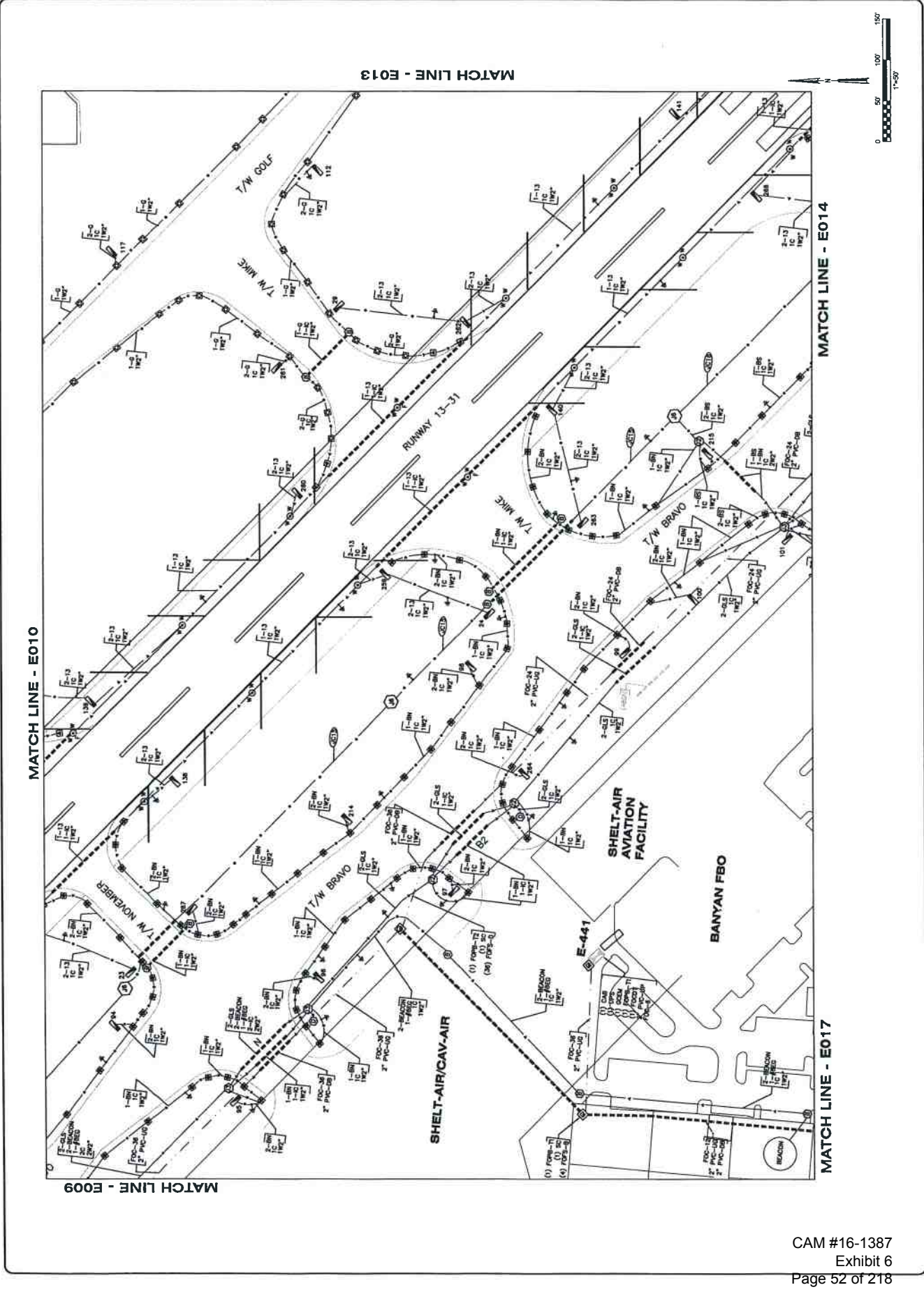
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TOTAL	21	
CAD FILE	FILE-NAME-0007	
DRAWING FILE NO.		

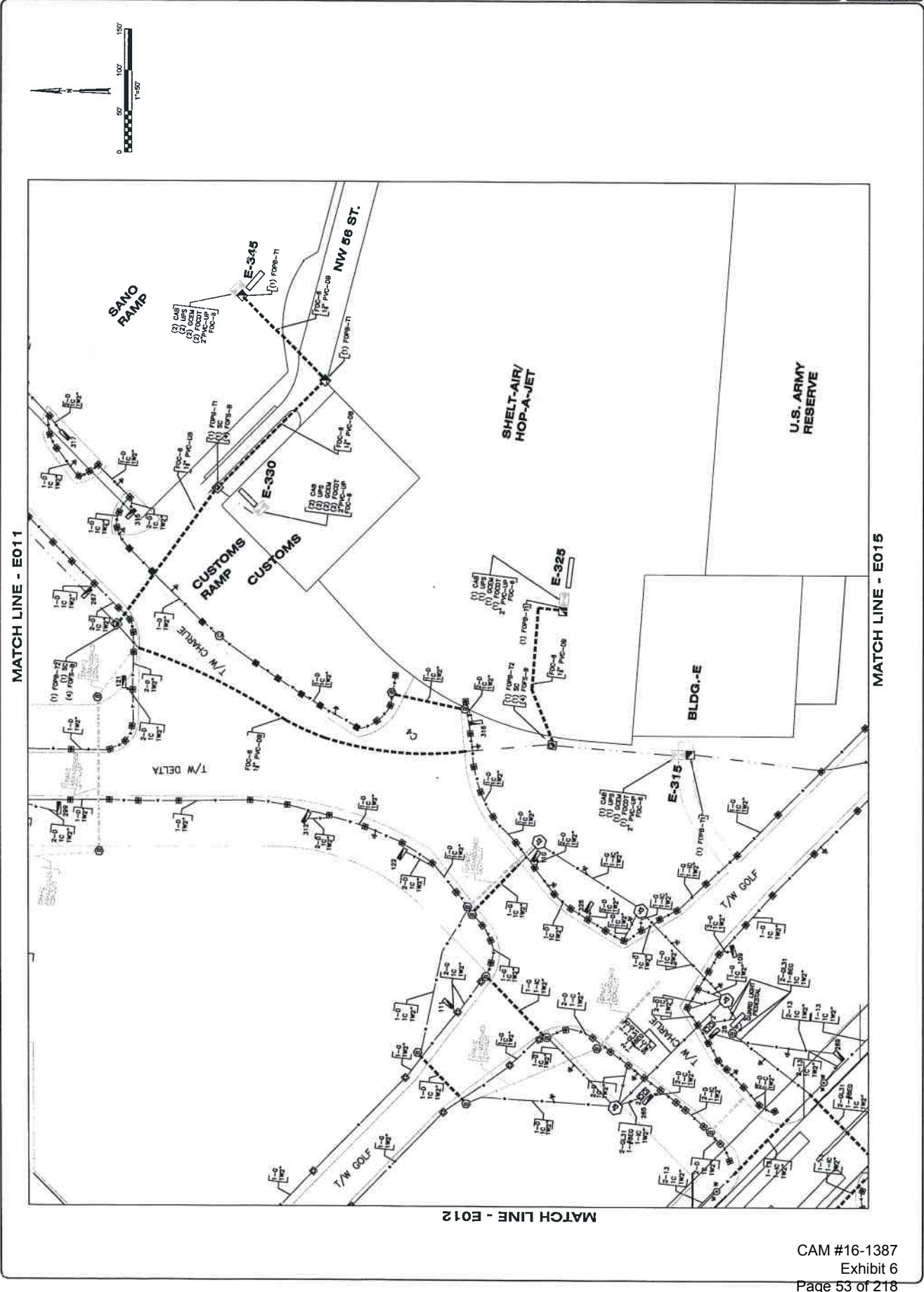


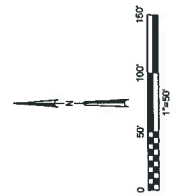


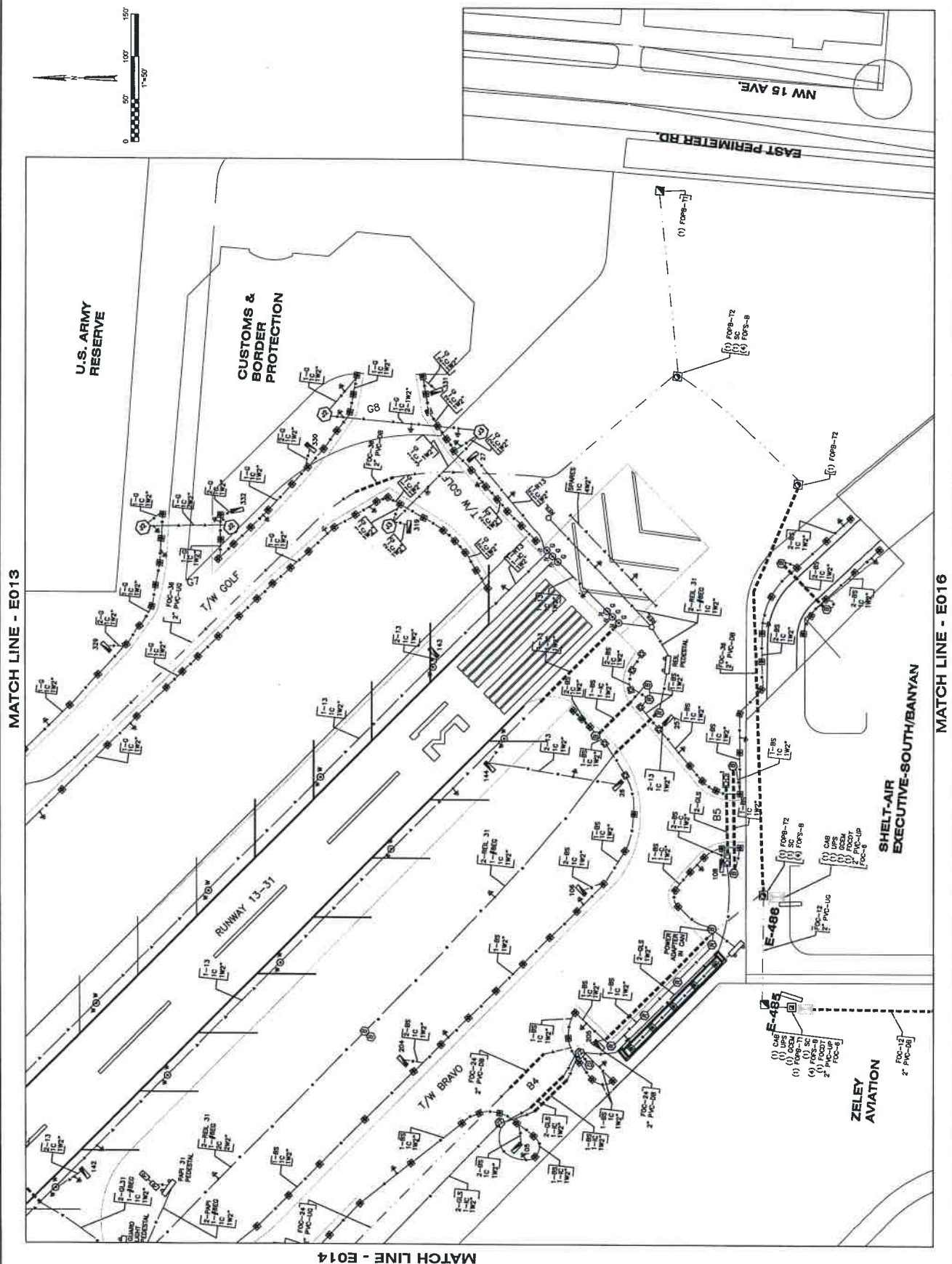






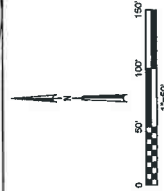


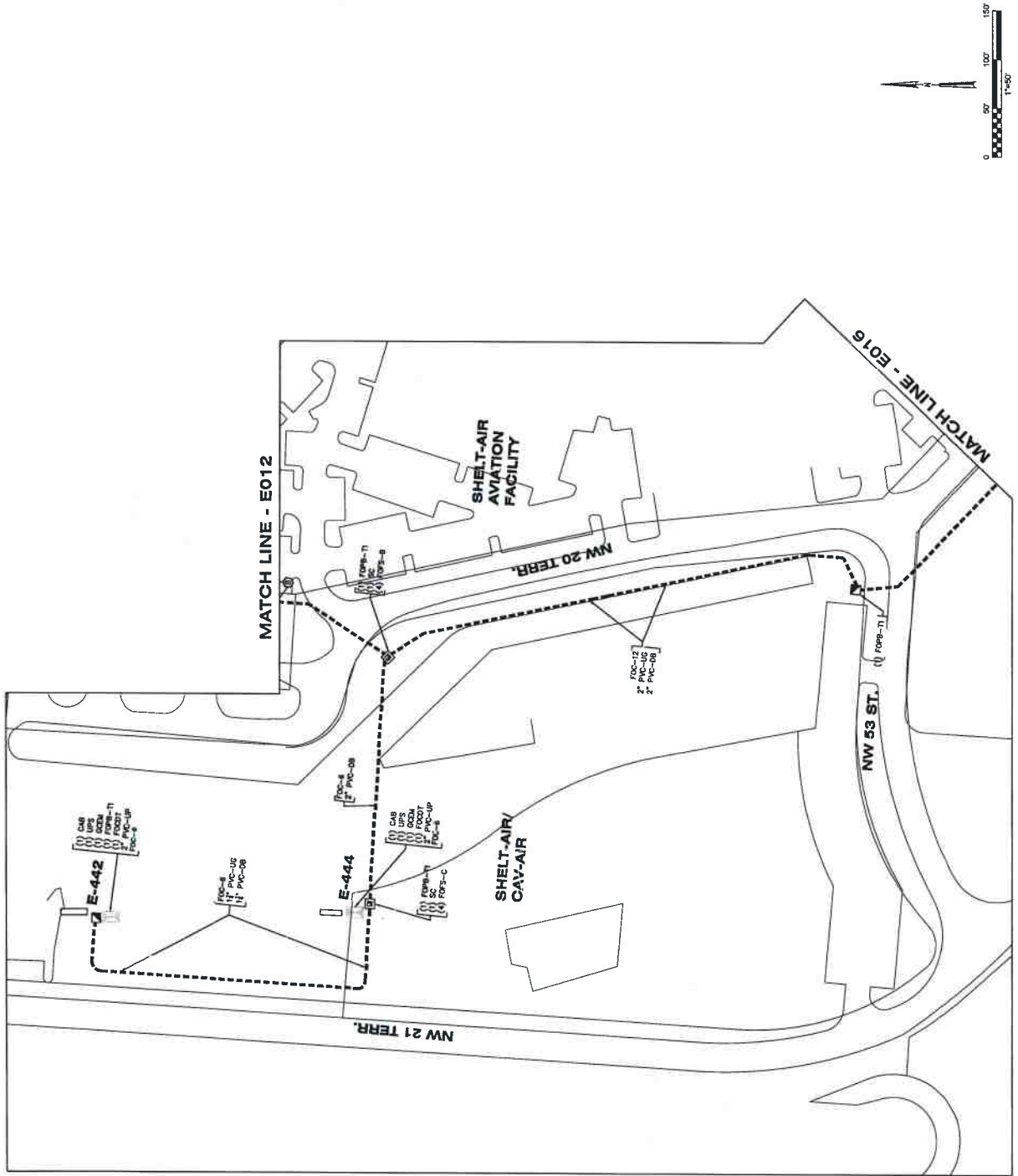




**CITY OF FORT LAUDERDALE**  
PUBLIC WORKS DEPARTMENT  
ENGINEERING & ARCHITECTURE  
500 North Andrews Avenue, Fort Lauderdale, Florida 33301

DATE	08/18/97	REMOVED BY	1" = 50'	FIELD BOOK
DRAWN BY		CHECKED BY		





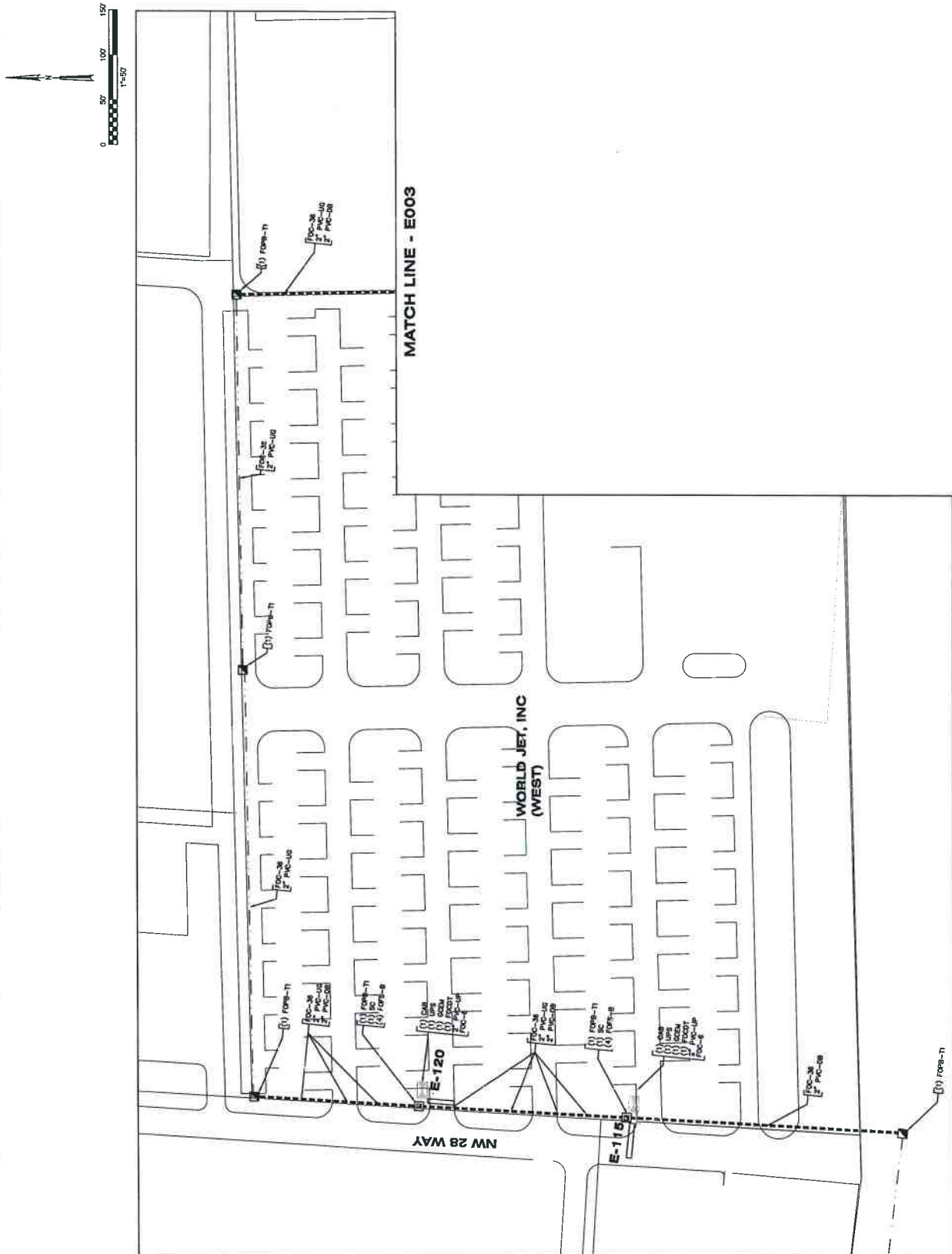
[illegible]

DATE	06/16/07	DESIGNED BY	SCALE	1" = 50'	REVIEWED BY	FIELD BOOK
------	----------	-------------	-------	----------	-------------	------------

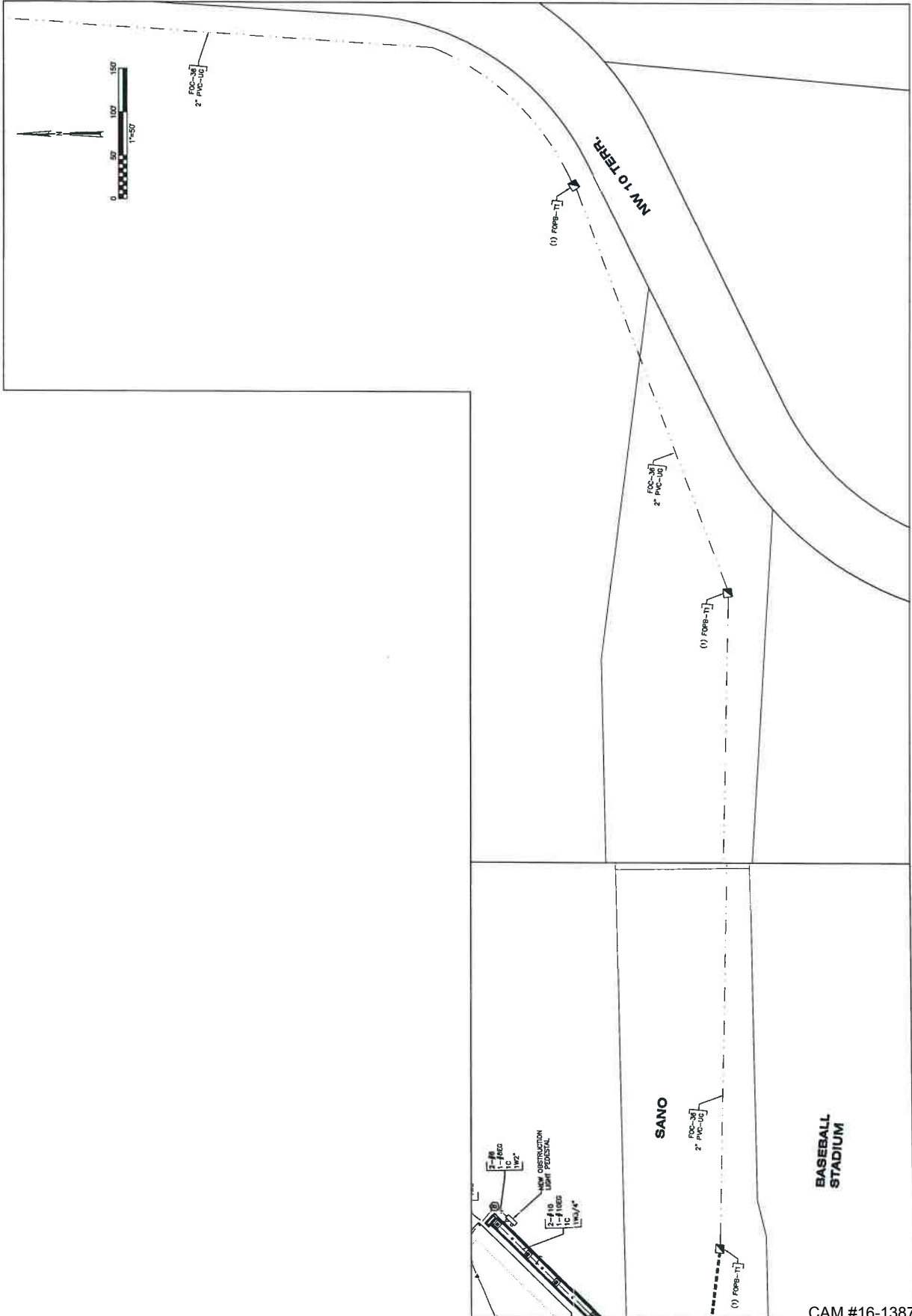




MATCH LINE - E019



<p>PROJECT # XXXXX EXECUTIVE AIRPORT AIRFIELD ELECTRICAL, LIGHTING, NAVAID &amp; SIGNAGE LIGHTING PLAN</p>		<p>REVISIONS</p> <table border="1"> <tr> <th>NO.</th> <th>DATE</th> <th>BY</th> <th>CHKD</th> <th>DESCRIPTION</th> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>		NO.	DATE	BY	CHKD	DESCRIPTION																																													
NO.	DATE	BY	CHKD	DESCRIPTION																																																	
<p>CITY OF FORT LAUDERDALE PUBLIC WORKS DEPARTMENT ENGINEERING &amp; ARCHITECTURE 100 North Andrews Avenue, Fort Lauderdale, Florida 33301</p>		<p>PROJECT # E020 21 TOTAL 21 CITY OF FORT LAUDERDALE DRAWING FILE NO.</p>																																																			
<p>DATE: 06/18/07 SCALE: 1" = 30' DESIGNED BY: F.M. CHECKED BY: F.M. FIELD BOOK</p>		<p>DATE: 06/18/07 SCALE: 1" = 30' DESIGNED BY: F.M. CHECKED BY: F.M. FIELD BOOK</p>																																																			



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

SHEET NO	OF
E021	21
TOTAL	
CAB FILE	
010-002-0021	
DRAWING FILE NO	

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

FILE BOOK		
FILE		
CHECKED BY:		
DESIGNED BY:		
DATE	06/18/97	1" = 50'

**EXHIBIT 5****Daily Helistop Inspection Report**

Date:

Legend

Time:

✓ = Ok

Weather:

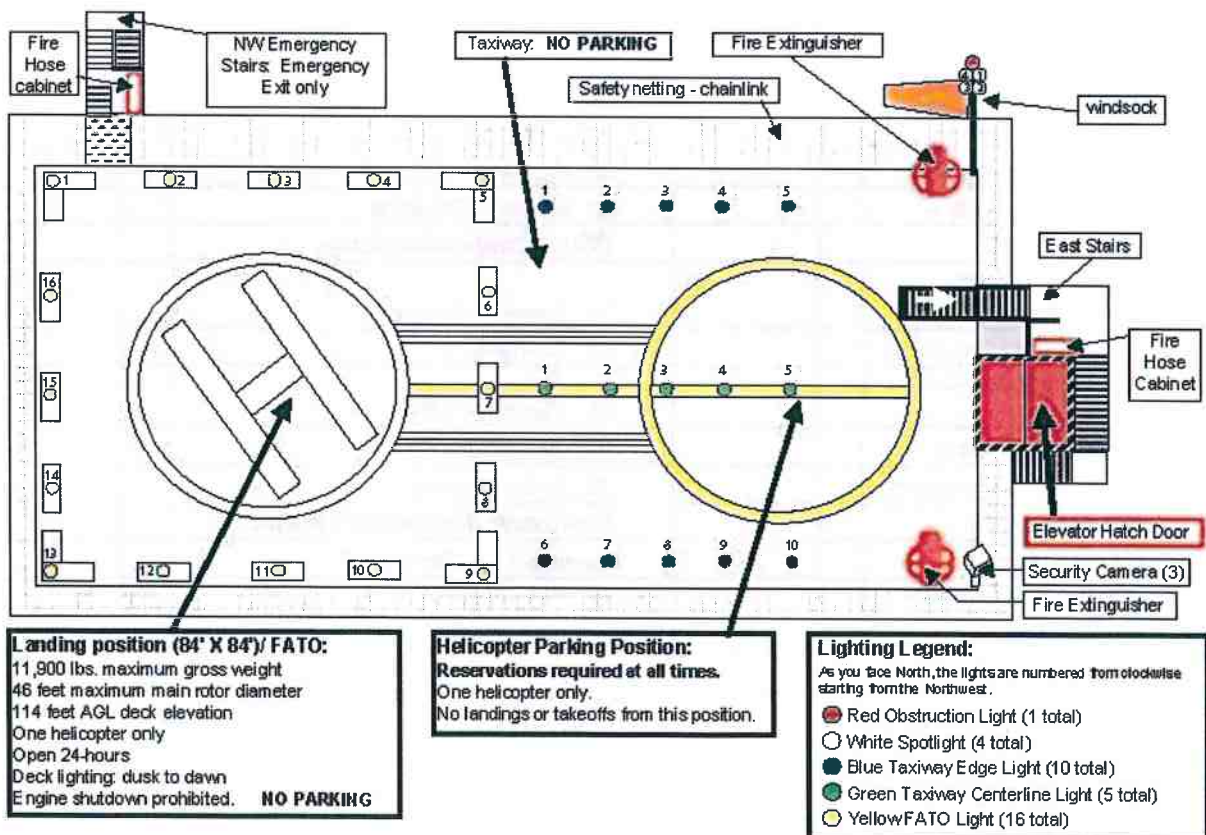
X = Issues

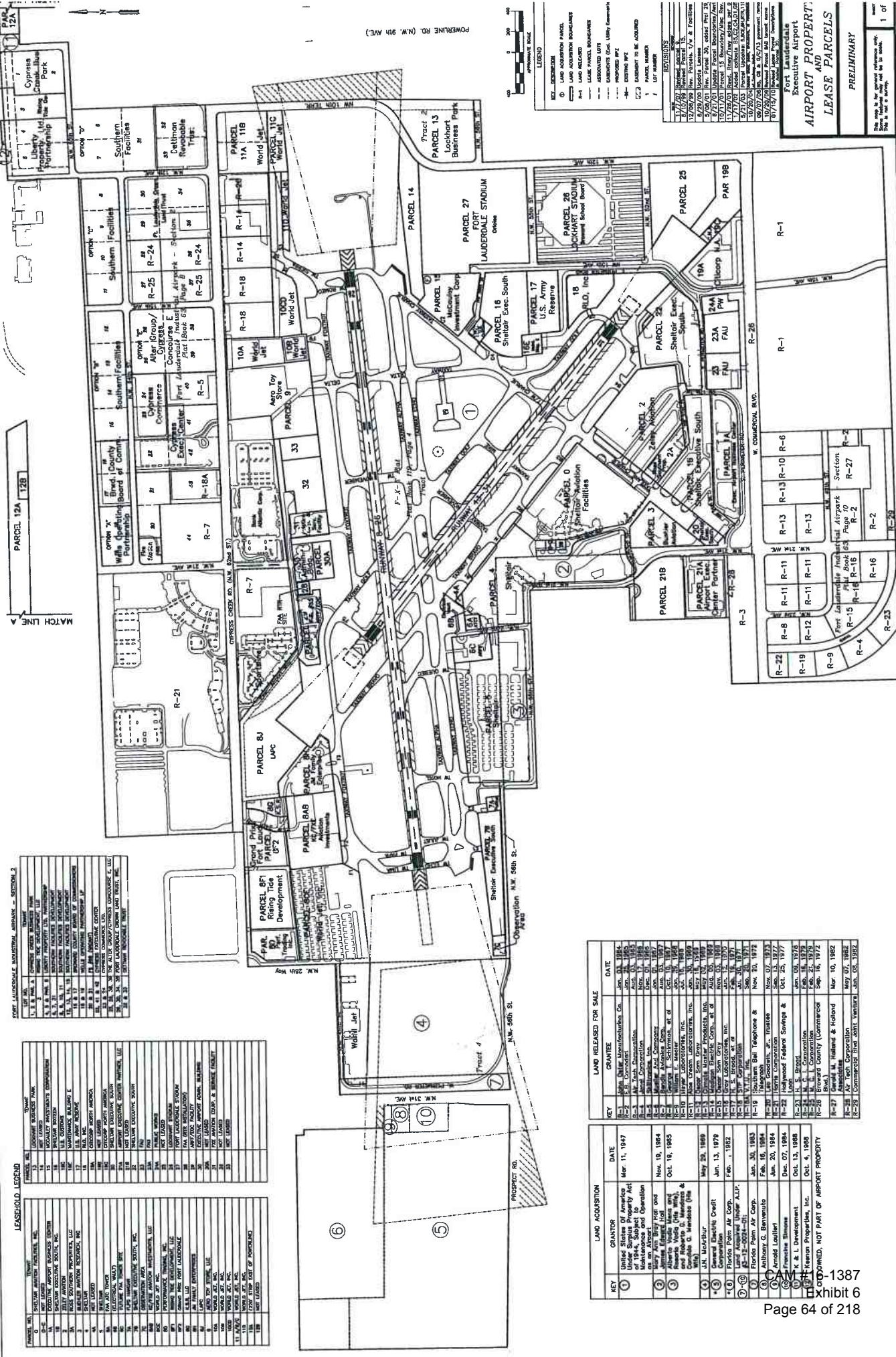
Staff:

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			<b>Wildlife Hazards</b>		
6. Signage			<b>Stairwell Inspection Items:</b>		
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			<b>Office Inspection Lists</b>		
<b>Lobby Inspection Items:</b>			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			<b>Restroom Inspection Items:</b>		
19. Key Safe			General Condition		
20. Parking Permits			39. Cleanliness		
21. Breezeway			40. Operation		
<b>Elevator</b>					

**EXHIBIT 5****Daily Helistop Inspection Report****Inspection Notes**



LCI No.	LCI No.	TOWNSHIP
1	1	CHRYSLER CREDIT SERVICES FIRM
2	2	CHASE NATIONAL BANK, ILL.
3	3	LIBERTY PROPERTY TRUST, ILL.
4	4	LIBERTY PROPERTY TRUST, ILL.
5	5	LIBERTY PROPERTY TRUST, ILL.
6	6	LIBERTY PROPERTY TRUST, ILL.
7	7	LIBERTY PROPERTY TRUST, ILL.
8	8	LIBERTY PROPERTY TRUST, ILL.
9	9	LIBERTY PROPERTY TRUST, ILL.
10	10	LIBERTY PROPERTY TRUST, ILL.
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12	12	LIBERTY PROPERTY TRUST, ILL.
13	13	LIBERTY PROPERTY TRUST, ILL.
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15	15	LIBERTY PROPERTY TRUST, ILL.
16	16	LIBERTY PROPERTY TRUST, ILL.
17	17	LIBERTY PROPERTY TRUST, ILL.
18	18	LIBERTY PROPERTY TRUST, ILL.
19	19	LIBERTY PROPERTY TRUST, ILL.
20	20	LIBERTY PROPERTY TRUST, ILL.
21	21	LIBERTY PROPERTY TRUST, ILL.
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23	23	LIBERTY PROPERTY TRUST, ILL.
24	24	LIBERTY PROPERTY TRUST, ILL.
25	25	LIBERTY PROPERTY TRUST, ILL.
26	26	LIBERTY PROPERTY TRUST, ILL.
27	27	LIBERTY PROPERTY TRUST, ILL.
28	28	LIBERTY PROPERTY TRUST, ILL.
29	29	LIBERTY PROPERTY TRUST, ILL.
30	30	LIBERTY PROPERTY TRUST, ILL.
31	31	LIBERTY PROPERTY TRUST, ILL.
32	32	LIBERTY PROPERTY TRUST, ILL.
33	33	LIBERTY PROPERTY TRUST, ILL.
34	34	LIBERTY PROPERTY TRUST, ILL.
35	35	LIBERTY PROPERTY TRUST, ILL.
36	36	LIBERTY PROPERTY TRUST, ILL.
37	37	LIBERTY PROPERTY TRUST, ILL.
38	38	LIBERTY PROPERTY TRUST, ILL.
39	39	LIBERTY PROPERTY TRUST, ILL.
40	40	LIBERTY PROPERTY TRUST, ILL.
41	41	LIBERTY PROPERTY TRUST, ILL.
42	42	LIBERTY PROPERTY TRUST, ILL.
43	43	LIBERTY PROPERTY TRUST, ILL.
44	44	LIBERTY PROPERTY TRUST, ILL.
45	45	LIBERTY PROPERTY TRUST, ILL.
46	46	LIBERTY PROPERTY TRUST, ILL.
47	47	LIBERTY PROPERTY TRUST, ILL.
48	48	LIBERTY PROPERTY TRUST, ILL.
49	49	LIBERTY PROPERTY TRUST, ILL.
50	50	LIBERTY PROPERTY TRUST, ILL.
51	51	LIBERTY PROPERTY TRUST, ILL.
52	52	LIBERTY PROPERTY TRUST, ILL.
53	53	LIBERTY PROPERTY TRUST, ILL.
54	54	LIBERTY PROPERTY TRUST, ILL.
55	55	LIBERTY PROPERTY TRUST, ILL.
56	56	LIBERTY PROPERTY TRUST, ILL.
57	57	LIBERTY PROPERTY TRUST, ILL.
58	58	LIBERTY PROPERTY TRUST, ILL.
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61	61	LIBERTY PROPERTY TRUST, ILL.
62	62	LIBERTY PROPERTY TRUST, ILL.
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68	68	LIBERTY PROPERTY TRUST, ILL.
69	69	LIBERTY PROPERTY TRUST, ILL.
70	70	LIBERTY PROPERTY TRUST, ILL.
71	71	LIBERTY PROPERTY TRUST, ILL.
72	72	LIBERTY PROPERTY TRUST, ILL.
73	73	LIBERTY PROPERTY TRUST, ILL.
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77	77	LIBERTY PROPERTY TRUST, ILL.
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79	79	LIBERTY PROPERTY TRUST, ILL.
80	80	LIBERTY PROPERTY TRUST, ILL.
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82	82	LIBERTY PROPERTY TRUST, ILL.
83	83	LIBERTY PROPERTY TRUST, ILL.
84	84	LIBERTY PROPERTY TRUST, ILL.
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93	93	LIBERTY PROPERTY TRUST, ILL.
94	94	LIBERTY PROPERTY TRUST, ILL.
95	95	LIBERTY PROPERTY TRUST, ILL.
96	96	LIBERTY PROPERTY TRUST, ILL.
97	97	LIBERTY PROPERTY TRUST, ILL.
98	98	LIBERTY PROPERTY TRUST, ILL.
99	99	LIBERTY PROPERTY TRUST, ILL.
100	100	LIBERTY PROPERTY TRUST, ILL.

NAME	MR	DO	THROW	STATION	NUMBER	REMARKS	MC
0							
1	0						
2	0						
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4	0						
5	0						
6	0						
7	0						
8	0						
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NAME	MR	DO	THROW	STATION	NUMBER	REMARKS	MC
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NAME	MR	DO	THROW	STATION	NUMBER	REMARKS	MC
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96	0						

LAWS RELEASED FOR SALE		
KEY	GRANTEE	DATE
1-1	1-1 American Communications Co.	Jan. 1, 1974
2-2	2-2 J. J. Lander	Jan. 1, 1974
3-3	3-3 J. J. Lander	Jan. 1, 1974
4-4	4-4 Air Tech Associates	Apr. 1, 1975
5-5	5-5 J. J. Lander	Apr. 1, 1975
6-6	6-6 J. J. Lander	Apr. 1, 1975
7-7	7-7 J. J. Lander	Apr. 1, 1975
8-8	8-8 J. J. Lander	Apr. 1, 1975
9-9	9-9 J. J. Lander	Apr. 1, 1975
10-10	10-10 J. J. Lander	Apr. 1, 1975
11-11	11-11 J. J. Lander	Apr. 1, 1975
12-12	12-12 J. J. Lander	Apr. 1, 1975
13-13	13-13 J. J. Lander	Apr. 1, 1975
14-14	14-14 J. J. Lander	Apr. 1, 1975
15-15	15-15 J. J. Lander	Apr. 1, 1975
16-16	16-16 J. J. Lander	Apr. 1, 1975
17-17	17-17 J. J. Lander	Apr. 1, 1975
18-18	18-18 J. J. Lander	Apr. 1, 1975
19-19	19-19 J. J. Lander	Apr. 1, 1975
20-20	20-20 J. J. Lander	Apr. 1, 1975
21-21	21-21 J. J. Lander	Apr. 1, 1975
22-22	22-22 J. J. Lander	Apr. 1, 1975
23-23	23-23 J. J. Lander	Apr. 1, 1975
24-24	24-24 J. J. Lander	Apr. 1, 1975
25-25	25-25 J. J. Lander	Apr. 1, 1975
26-26	26-26 J. J. Lander	Apr. 1, 1975
27-27	27-27 J. J. Lander	Apr. 1, 1975
28-28	28-28 J. J. Lander	Apr. 1, 1975
29-29	29-29 J. J. Lander	Apr. 1, 1975
30-30	30-30 J. J. Lander	Apr. 1, 1975
31-31	31-31 J. J. Lander	Apr. 1, 1975
32-32	32-32 J. J. Lander	Apr. 1, 1975
33-33	33-33 J. J. Lander	Apr. 1, 1975
34-34	34-34 J. J. Lander	Apr. 1, 1975
35-35	35-35 J. J. Lander	Apr. 1, 1975
36-36	36-36 J. J. Lander	Apr. 1, 1975
37-37	37-37 J. J. Lander	Apr. 1, 1975
38-38	38-38 J. J. Lander	Apr. 1, 1975
39-39	39-39 J. J. Lander	Apr. 1, 1975
40-40	40-40 J. J. Lander	Apr. 1, 1975
41-41	41-41 J. J. Lander	Apr. 1, 1975
42-42	42-42 J. J. Lander	Apr. 1, 1975
43-43	43-43 J. J. Lander	Apr. 1, 1975
44-44	44-44 J. J. Lander	Apr. 1, 1975
45-45	45-45 J. J. Lander	Apr. 1, 1975
46-46	46-46 J. J. Lander	Apr. 1, 1975
47-47	47-47 J. J. Lander	Apr. 1, 1975
48-48	48-48 J. J. Lander	Apr. 1, 1975
49-49	49-49 J. J. Lander	Apr. 1, 1975
50-50	50-50 J. J. Lander	Apr. 1, 1975
51-51	51-51 J. J. Lander	Apr. 1, 1975
52-52	52-52 J. J. Lander	Apr. 1, 1975
53-53	53-53 J. J. Lander	Apr. 1, 1975
54-54	54-54 J. J. Lander	Apr. 1, 1975
55-55	55-55 J. J. Lander	Apr. 1, 1975
56-56	56-56 J. J. Lander	Apr. 1, 1975
57-57	57-57 J. J. Lander	Apr. 1, 1975
58-58	58-58 J. J. Lander	Apr. 1, 1975
59-59	59-59 J. J. Lander	Apr. 1, 1975
60-60	60-60 J. J. Lander	Apr. 1, 1975
61-61	61-61 J. J. Lander	Apr. 1, 1975
62-62	62-62 J. J. Lander	Apr. 1, 1975
63-63	63-63 J. J. Lander	Apr. 1, 1975
64-64	64-64 J. J. Lander	Apr. 1, 1975
65-65	65-65 J. J. Lander	Apr. 1, 1975
66-66	66-66 J. J. Lander	Apr. 1, 1975
67-67	67-67 J. J. Lander	Apr. 1, 1975
68-68	68-68 J. J. Lander	Apr. 1, 1975
69-69	69-69 J. J. Lander	Apr. 1, 1975
70-70	70-70 J. J. Lander	Apr. 1, 1975
71-71	71-71 J. J. Lander	Apr. 1, 1975
72-72	72-72 J. J. Lander	Apr. 1, 1975
73-73	73-73 J. J. Lander	Apr. 1, 1975
74-74	74-74 J. J. Lander	Apr. 1, 1975
75-75	75-75 J. J. Lander	Apr. 1, 1975
76-76	76-76 J. J. Lander	Apr. 1, 1975
77-77	77-77 J. J. Lander	Apr. 1, 1975
78-78	78-78 J. J. Lander	Apr. 1, 1975
79-79	79-79 J. J. Lander	Apr. 1, 1975
80-80	80-80 J. J. Lander	Apr. 1, 1975
81-81	81-81 J. J. Lander	Apr. 1, 1975
82-82	82-82 J. J. Lander	Apr. 1, 1975
83-83	83-83 J. J. Lander	Apr. 1, 1975
84-84	84-84 J. J. Lander	Apr. 1, 1975
85-85	85-85 J. J. Lander	Apr. 1, 1975
86-86	86-86 J. J. Lander	Apr. 1, 1975
87-87	87-87 J. J. Lander	Apr. 1, 1975
88		

KEY	GRANTOR	LAND ACQUISITION DATE
(1)	United States of America for Alaska, Subject to the Alaska National Wildlife Refuge Act, as amended.	Mar. 11, 1977
(2)	Alaska Wildlife Refuge and Robert C. Mendez & Associates, Inc., Land Acquisition Consultants	Nov. 19, 1984
(3)	J.N. McFarlier	Oct. 19, 1985
(*)	General Electric Credit Corporation	May 29, 1979
(4)	Piedco Farm Air Corp. Land Acquisition Group A.L.P.	Jan. 13, 1979
(7)-(8)	Piedco Farm Air Corp.	Feb., 1982
(9)	Fordco Farm Air Corp.	Jan. 30, 1983
(10)	Anthony G. Barwento	Feb. 26, 1984
(11)	Arnold Louflet	Jan. 20, 1984
(12)	Franklin Shuman	Dec. 27, 1984
(13)	U.S. Development	Oct. 13, 1988
(14)	Kean Properties, Inc.	Oct. 4, 1988

**EXHIBIT 7**

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

EXHIBIT 8

City of Fort Lauderdale



EXHIBIT 9**Non-Aviation Parcel Inspection Report**

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													
<b>SIGNS</b>													
6. Condition													
7. Visibility/Obstructions													
8. Mounting/Installation													
<b>CONSTRUCTION</b>													
9. Barricades, Lights, Flags													
10. Signage													
11. Debris													

EXHIBIT 9**Non-Aviation Parcel Inspection Report****Non-Developed Parcel Inspection**

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



**fxe**  
FORT LAUDERDALE  
EXECUTIVE AIRPORT



**EXHIBIT 10**

## Airport Facility Inspection Report Daily and Weekly

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)			<b>Gates &amp; Fencing Inspection Items:</b>		
Building (interior)			General Condition		
Lighting			Operation		
Flags			<b>Other Items:</b>		
Doors			Fire Extinguishers		
<b>Maintenance Inspection Items:</b>			First-Aid		
Mowing			Alarm Systems		
Debris					
<b>Signage Inspection Items:</b>					
Condition					
Visibility					

**Notes:**

**EXHIBIT 10**

## Airport Facility Inspection Report Daily and Weekly

### 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)			<b>Gates &amp; Fencing Inspection Items:</b>		
Building (interior)			General Condition		
Lighting			Operation		
Flag			<b>Other Items:</b>		
Doors			Fire Extinguishers		
<b>Maintenance Inspection Items:</b>			First-Aid		
Mowing					
Debris					
<b>Signage Inspection Items:</b>					
Condition					
Visibility					

**Notes:**

**EXHIBIT 10**

## Airport Facility Inspection Report Daily and Weekly



### 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)			<b>Generator Inspection Notes:</b>		
Building (interior)			Condition		
Lighting			<b>Gates &amp; Fencing Inspection Items:</b>		
Flags			General Condition		
Trash			Operation		
Doors			<b>Other Items:</b>		
<b>Maintenance Inspection Items:</b>			Fire Extinguishers		
Mowing			First-Aid		
Debris			Alarm Systems		
<b>Signage Inspection Items:</b>			Cart Parking Area		
Condition					
Visibility					

**Notes: CBP specific items?**

**EXHIBIT 10**

## Airport Facility Inspection Report Daily and Weekly



### 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)			<b>Gates &amp; Fencing Inspection Items:</b>		
Doors			General Condition		
<b>Maintenance Inspection Items:</b>			Operation		
Mowing			<b>Airfield Lighting System Items:</b>		
Debris			ALCS cabinet		
A/C unit			Regulators		
<b>Signage Inspection Items:</b>			<b>Other Items:</b>		
Condition			Fire Extinguishers		
Visibility					
Mounting/Installation					

**Notes:**

**EXHIBIT 10**

## Airport Facility Inspection Report Daily and Weekly

### 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		
<b>Maintenance Inspection Items:</b>			Mounting/Installation		
Mowing			<b>Other Items:</b>		
Debris					
Radio System					
Sprinklers					
Trash					

**Notes:**

**EXHIBIT 11**

## Airport Facility Inspection Report Monthly



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)			<b>Generator Inspection Notes:</b>		
Building (interior)			Condition		
Lighting			Function		
Flags			Fuel amount		
<b>Maintenance Inspection Items:</b>			<b>Gates &amp; Fencing Inspection Items:</b>		
Mowing			General Condition		
Debris			Operation		
Sprinkler System			Gaps & Openings		
A/C units (Office & Lg Conference Rm)			Signage		
<b>Signage Inspection Items:</b>			Barbwire		
Condition			<b>Other Items:</b>		
Visibility			Fire Extinguishers		
Mounting/Installation			First-Aid		
<b>Interior Inspection Items:</b>			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?

**EXHIBIT 11**

## Airport Facility Inspection Report Monthly



### Airport Equipment & Safety Facility

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

**Notes:** CBP specific items?

**EXHIBIT 11**

# Airport Facility Inspection Report Monthly



## U. S. Customs Facility

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

**Notes:** CBP specific items?

**EXHIBIT 11**

## Airport Facility Inspection Report Monthly

**Building E**

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

**Notes:**

**EXHIBIT 11**

## Airport Facility Inspection Report Monthly



### 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		
<b>Maintenance Inspection Items:</b>			<b>Gates &amp; Fencing Inspection Items:</b>		
Mowing			General Condition		
Debris			Operation		
A/C unit			Gaps & Openings		
<b>Signage Inspection Items:</b>			Barbwire		
Condition			<b>Airfield Lighting System Items:</b>		
Visibility			ALCS cabinet		
Mounting/Installation			Regulators		
<b>Interior Inspection Items:</b>			<b>Other Items:</b>		
Flooring			Fire Extinguishers		
Walls			Fuel Spill Kit		
Ceiling			Lighting systems		
Doors			A/C Vents		
Light Fixtures					

**Notes:**

**EXHIBIT 11**

# Airport Facility Inspection Report Monthly

**Helistop**

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

**Notes:**

**Exhibit 12**

## Airport Electrician Preventative Maintenance Weekly and Monthly Checks



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:**

**Exhibit 12**

## Airport Electrician Preventative Maintenance Weekly and Monthly Checks

**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:**

**EXHIBIT 13**

## Airport Electrician Preventative Maintenance Semi-Annual and Annual Checks



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		

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 Exhibit 6  
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**EXHIBIT 13**

## Airport Electrician Preventative Maintenance Semi-Annual and Annual Checks



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:**

**EXHIBIT 13**

## Airport Electrician Preventative Maintenance Semi-Annual and Annual Checks



### 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:



**FXE**  
FORT LAUDERDALE  
EXECUTIVE AIRPORT

[illegible]



**EXHIBIT 14**

**Incident Report**



**Attachments**



**EXHIBIT 15**

**Project Report**



Date:

Project Type:

Staff:

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**Project Summary**



**FXE**  
FORT LAUDERDALE  
EXECUTIVE AIRPORT



### Activity

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper appears to be a standard notebook page or a sheet of stationery. There is no handwriting or other markings on the page.



**EXHIBIT 15**

**Project Report**



**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.

Form G-107 Rev. 02/15

- 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](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.

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- 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, Form G-107 Rev. 02/15

CAM #16-1387  
Exhibit 6  
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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: Team Eagle Ltd.  
(please print)

Bidder's Signature: [Signature]

Date: July 14, 2016

**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.

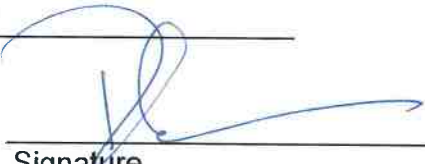
Please indicate which credit card payment you prefer:

☒ Master Card

☐ Visa Card

Company Name: Team Eagle Ltd.

Paul Cudmore  
Name (printed)

  
Signature

July 14, 2016  
Date:

General Manager  
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 its 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) Team Eagle Ltd. 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: \_\_\_\_\_

Team Eagle Ltd.

AUTHORIZED COMPANY PERSON: \_\_\_\_\_

Paul Cudmore

NAME

SIGNATURE

July 14, 2016

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.

<u>NAME</u>	<u>RELATIONSHIPS</u>
<hr/>	<hr/>
<hr/>	<hr/>
	<hr/>
	<hr/>

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.

N/A

**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) Team Eagle Ltd.

Address: 10 Trent Drive

City: Campbellford State: Ontario Zip: K0L 1L0

Telephone No. 705-653-2956 FAX No. 705-653-4732 Email: paulc@team-eagle.ca

Delivery: Calendar days after receipt of Purchase Order (section 1.02 of General Conditions): 180

Payment Terms (section 1.04 of General Conditions): Net 45 days

Total Bid Discount (section 1.05 of General Conditions): 5% only applicable for an up-front commitment of four 1 year contracts: Purchase Agreement

Does your firm qualify for MBE or WBE status (section 1.09 of General Conditions): N/A MBE        WBE       

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

Addendum No.	Date Issued	Addendum No.	Date Issued
<u>1</u>	<u>June 24, 2016</u>	<u>3</u>	<u>June 30, 2016</u>
<u>2</u>	<u>June 30, 2016</u>	<u>4</u>	<u>July 1, 2016</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 BIDS SYNC you must also click the "Take Exception" button.**

AIR Ops Suite - Option A - Variances: 3.2.1, 3.2.4, 3.2.5, 3.2.8, 3.4.2, 3.4.5, 3.5.5, 3.6.2, 3.7.2

AIR Ops Express - Option B - Variances: 3.2.3, 3.2.4, 3.2.5, 3.2.7, 3.4.2, 3.4.6, 3.5.5, 3.6.2, 3.6.7, 3.7.2, 3.7.3

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:

Paul Cudmore  
Name (printed)

July 14, 2016  
Date:

[Signature]  
Signature  
General Manager  
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**

# Section 2

## **SECTION IV – SUBMITTAL REQUIREMENTS**

### **Introduction**

Team Eagle is qualified, experienced and licensed firm to provide Airport Operations Inspections Software and Maintenance for the City of Fort Lauderdale, Florida (City) Transportation and Mobility – Executive Airport Department, in accordance with the terms, conditions, and specifications contained in this Request for Proposals (RFP) # 864-11776.

Team Eagle confirms our full understanding 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.

As part of this response, Team Eagle proposes two solutions that the City/Airport can choose from. First (Option A) the Windows, Client Server based SAAS solution that furthermore offers to alternatives: Preferred and discounted option where the server, that we would provide with the Administration Program, Database and Server components that would reside in City/Airport IT environment.

Or alternatively, have the server, Administration Program and database residing on the cloud.

As a second solution (Option B), we offer the non-device specific iOS or Android tablet based solution, completely hosted on cloud.

Please refer to section III 3.1. for both Option A and Option B for more information.

Similarly the components and the scope that are part of the offered solution, have also been described in section III 3.1 for both, Option A and Option B.

### **Minimum Qualifications**

Team Eagle has been in the business of airport safety self-inspection since 2005 and can provide tool that can be configured specifically for the Ft. Lauderdale Executive Airport self-inspection, Helistop inspection and Non-Aviation property inspection. The company possesses sufficient financial support, equipment and organization to ensure that it can satisfactorily perform the services if awarded City of Fort Lauderdale Contract.

Both, Team Eagle Ltd. and the principals assigned to this project, have successfully provided services to at least one entity similar in size and complexity to the City of Fort Lauderdale. The evidence is provided in section 2.16.1 below.

Team Eagle can demonstrate that we have the experience with large-scale private sector clients (below) and the managerial and financial ability to successfully perform the work.

Firm and those performing will be appropriately licensed and registered in the State of Florida. Further information available upon request.

## Executive Summary

**References:** Team Eagle has proposed similar projects for the solution offered as part of this proposal, for the following US Airports:

- I. **Myrtle Beach International Airport (MYR): AIROps™ Suite:** Part 139, Fuel storage module and Driver Enhanced Vision System delivered in spring 2009.

Fully upgraded in 2015 as part of the support contract. Also added a new FAA Part 139 audit report as per MYR's request in 2015 as part of the upgrade.

The screenshot displays the 'Inspection Audit Report' window. It shows a summary for 'Thu, Apr 28, 2016' and a table of audit results. The table includes columns for Ref #, Time, Location, Section/Condition, Status, Comments, Date Closed, and Closed By. The data shows two audits: one for 'D16-1005' at '12:56 16R-34L' with a status of 'Open', and another for 'D16-1006' at '13:06 Airfield' with a status of 'Closed'. The interface also includes buttons for 'Export', 'Print', and 'Close'.

Ref #	Time	Location	Section/Condition	Status	Comments (Newest on Top)	Date Closed	Closed By
D16-1005	12:56	16R-34L	Unpaved Areas - 139.307/Edge Slope Less Than 2:1	Open			
D16-1006	13:06	Airfield	Paved Areas - 139.305/Cracks/Spalling/Surface Variations	Closed	etef	Apr 28, 2016	Guest Account

### Mr. Scott Van Moppes, A.A.E.

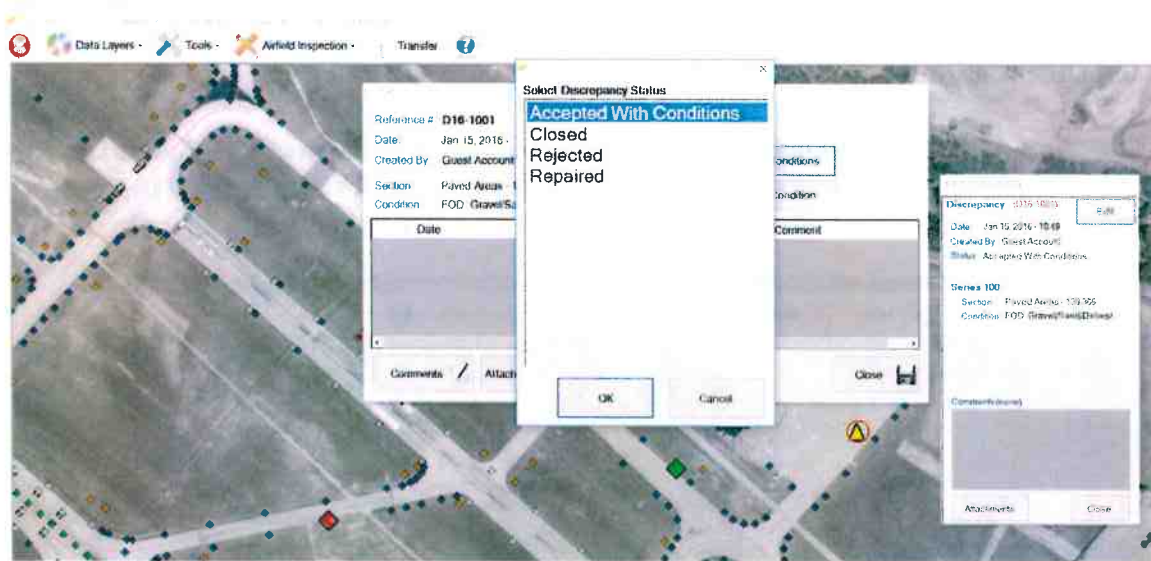
Assistant Director of Airports  
 1100 Jetport Road  
 Myrtle Beach, SC 29577  
 Main 843.448.1580  
 FAX 843.626.9096  
 Cell 843.446.9581  
 Direct 843.839.7362  
 Email: [vanmoppes@HorryCounty.org](mailto:vanmoppes@HorryCounty.org)  
[www.FlyMyrtleBeach.com](http://www.FlyMyrtleBeach.com)

Invoiced Estimated/Actual: \$71,460.50 USD. The \$ value of the reference airport contract is Trade Secret and this information is exemption under Florida Status 119.07.

**II. San Antonio International Airport (SAT): *AIROps™ Suite*: Part 139 and ElectricalOps™, system delivered in 2009 and fully upgraded in 2015 as part of the support contract.**

During the upgrade project, Team Eagle helped updating the older CAD files for lights/signs, due to the new taxiway addition, working closely together with SAT team.

SAT's system allows role-based segregation of duties as follows: The personnel identified as part of the Maintenance department, will not be able to start/end inspections, also not open new discrepancies or close existing ones. They can only fix the existing discrepancies and have an option for marking fixed items as repaired. This will then trigger e-mail to the supervisor, who can apply 'closed with a condition' or 'rejected' status, or 'close' the event (removing the symbol from the screen). The events will also change the color on the map imaged, based on either what type of discrepancy it is (lights vs. Part 139) or current status (e.g. repaired/outstanding).



San Antonio Int'l Airport (SAT)  
Pete Gonzales, Operations Manager  
Phone: 201.207.3590  
Email: pete.gonzales@sanantonio.gov

Invoiced Estimated/Actual: \$64,940 USD. The \$ value of the reference airport contract is Trade Secret and this information is exemption under Florida Status 119.07.

**III. Boise International Airport (BOI): *AIROps™ Suite*: Part 139, Bird and Wildlife Strike and Observations and ElectricalOps™. Delivered in 2012.**

There was, as a client put it, a tremendous benefit gained in efficiencies (time) and enhanced communication with Team Eagle's electronic self-inspection program.

Boise airport was previously using the paper-based system based on the radio, email or fax methods of communications. This process was time consuming and increased the margin for error.

The key aspect of deployment was the Boise airport's involvement in this project. Their Ops and Airfield Maintenance teams worked with us collaboratively, building a program that was customized for their specific needs and requirements. We have been having weekly meetings with their full team, to talk through functionality, data flow and reporting.

This approach has helped the client to feel that they have been part of the journey and building the solution. They also feel that they have enhanced relationships between their internal units as part of the implementation process.

The main building blocks of their system are the Part 139 inspections, including the electrical lights and signs. The other modules include the Bird and Wildlife Strike and Observation.

The client has given us feedback on how the regular WebEx meetings and email communications were extremely helpful and productive, it really helped increase communication so we knew where we were in the overall process.



The Bird and Wildlife Observation module helped the operations staff to receive additional capital funding for paving over a particular area of the grass, do to the persistent wildlife problem with the prairie dogs.

For the past 3 years FAA inspection found Boise Airport to be 100% compliant with Federal Aviation Regulation Part 139 and resulted in zero discrepancies.

Boise airport plans on expanding the self-inspection system to include in their future SMS program.

Reference:

Mr. Greg Myers  
Operations Manager  
Boise International Airport  
3201 Airport Way, Suite 1000  
Boise, Idaho 83705  
Phone: 208.424.5607  
email: gmyers@cityofboise.org

Or

Sarah Demory, Deputy Director  
Operations and Security  
Boise International Airport  
3201 Airport Way, Suite 1000  
Boise, Idaho 83705  
Phone: 208.383.3111  
email: sdemory@cityofboise.org

Invoiced Estimated/Actual: \$103,160 USD. The \$ value of the reference airport contract is Trade Secret and this information is exemption under Florida Status 119.07.

**IV. Pittsburgh International Airport (PIT): *AIROps™ Suite*:** Part 139, Bird and Wildlife Strike and Observations, Accidents/Incidents, Potential Hazard, Daily Log, Interface to the 3<sup>rd</sup> part workorder system JD Edwards, Checklist and Inspection Builder Module.

PIT was one of the early adapters of an SMS system as part of the FAA Part 139 pilot studies. Team Eagle's *AIROps™ Suite* was part of the SMS framework from the IT solutions side.

**Proof sourced from:**

[https://www.faa.gov/airports/airport\\_safety/safety\\_management\\_systems/external/pilot\\_studies/media/part139SMSImplementationStudyRoundtable.pdf](https://www.faa.gov/airports/airport_safety/safety_management_systems/external/pilot_studies/media/part139SMSImplementationStudyRoundtable.pdf)

IT Solutions: The airport selected Eagle Integrated Solutions for incident, hazard, and wildlife reporting. The system allows operations personnel to enter data and risk metrics and perform trend analysis. Using a wireless mesh throughout the airport environment and laptops, the system uploads airport personnel's data to servers and then populates a standardized data entry program with the data. Data can then be mined for trend analysis. PIT explained airport personnel can enter data using a series of drop-down menus and screens that ensure consistency in reporting. PIT planned to integrate work order software and add an airport layout for more precise location identification in future upgrades.

[http://www.faa.gov/airports/airport\\_safety/safety\\_management\\_systems/media/smsPilotTechReportMay2011.pdf](http://www.faa.gov/airports/airport_safety/safety_management_systems/media/smsPilotTechReportMay2011.pdf)

To implement SMS... we found that we were in need of an incident reporting database that would allow for the easy review of incidents and hazards in order to conduct trend analysis.

PIT is currently reviewing the upgrade that includes further modules: Daily Log and Audit trail and Runway Incursion Warning System (RIWS – compliant with FAA AC 150/5210-25).

**PIT also has implemented Team Eagle's other software solutions: ATIMS™** (Asset Tracking and Incursion Management System), Runway Incursion Warning System (RIWS), ChemicalOps™ (chemical tracking and reporting system).

First ever installation of a comprehensive GPS/GIS Snow and Ice Control solution in the United States. The system was designed with the following objectives: Maintain Maximum Safety at all times on runways, taxiways and other areas of the airport.

<http://www.airportimprovement.com/content/story.php?article=00415>

- Adhere to specifications listed in AC 150/5200-30 and included within context of the Snow and Ice Control Plan 2011-2012 – approved October 4 2011.
- System provides end user(s) with:
  - Accurate, up to the minute information about: runway and taxiway conditions and contaminants
  - Vehicle location and status
  - Status of work requests from around the airfield
  - Designed to interface easily with other already existing environment measurement devices, and chemical application control systems
  - Obtain precise and targeted chemical application, translating to a reduction in chemical costs and increased accuracy of application

- Allows the supervisor to create and monitor chemical application requests directly from the airfield maintenance location or within the supervisor vehicle out on the airfield
- Recording and monitoring chemical data via moving map interface installed in the vehicles
- Allowing later review, training, and analysis of chemical application requests to determine usage of chemical
- Available across the entire snow season in order to increase efficiency of chemical usage
- Ensure precise vehicle positioning system, allowing automatic and continuous monitoring of vehicle all locations, and improving safety for movement on the airfield
- Complete compatibility with other available modules from Eagle Integrated Solutions

Reference:

**Mr. James J. Moorhead, C.M.**

Assistant, Superintendent of Field Maintenance

**Allegheny County Airport Authority**

Pittsburgh International Airport

Landside Terminal

4th Floor Mezz. PO Box 12370

Pittsburgh, PA 15231-0370

P. +1 412-472-5658

F. +1 412-472-5658

E. [J.Moorhead@FlyPittsburgh.com](mailto:J.Moorhead@FlyPittsburgh.com)

[FlyPittsburgh.com](http://FlyPittsburgh.com)

Invoiced Estimated/Actual: \$66,295 USD AIROps™ Suite only. \$30K is pending on testing Phase II deliverables. The \$ value of the reference airport contract is Trade Secret and this information is exemption under Florida Status 119.07.

- V. Cleveland International Airport (CLE):** AIROps™ Part 139, ElectricalOps™, Bird and Wildlife Strike and Observations, Daily Log, Interface to the 3<sup>rd</sup> part on-line workorder system WebTMA, Checklist and Inspection Builder Module.

Cleveland is currently reviewing the upgrade to their system, that includes further modules such as: Daily Log with sick report and passdown report and Construction Punchlist module for handling projects/workorders in the airfield.

Also, CLE has requested for the GIS survey from a 3<sup>rd</sup> party surveyor. After completion, we'll be importing these lights/signs data layers into our AIROps™ Suite.

Reference:

Mr. Bob Fischietto  
Airport Operations Manager  
Cleveland International Airport  
Cleveland Airport System  
5300 Riverside Drive  
P.O. Box 81009  
Cleveland, OH-44181-0009  
Phone: 216-265-6161  
Cell: 216-857-2755  
Alternate: 216-265-6090  
E-mail: RFischietto@clevelandairport.com

Invoiced Estimated/Actual: \$591,210 USD. \$7K is pending on testing another phase of deliverables. The \$ value of the reference airport contract is Trade Secret and this information is exemption under Florida Status 119.07.

**Other:**

Team Eagle has over a decade experience in the production, marketing and installation of FAR Part 139 documentation and recordkeeping systems. Our other long time users include, but are not limited to: Boston Logan International Airport, El Paso International Airport, and Lansing Capital Region International Airport.

**Team Eagle Staff**

**Officers**

**1) Sponsor/Principal - Paul Cudmore**

**General Manager/Chief Operating Officer – located in Campbellford office**

Paul's Senior/Director level experience both in Project Management & Information Technology brings the expertise needed to deliver a project from inception to completion. Focused on using GIS and GPS to improve operations, information gathering, auditing and analysis, Paul is now using this knowledge to look at ways to help airfields become more effective, safe and efficient. Paul holds both a Masters in Business Administration and a degree in General Science from the University of Guelph, located in Ontario, Canada.

As a key point of contact for the proposal, Paul will use his experience in planning and management to ensure the smooth, timely and customer oriented delivery of the project. References can attest to his track record of consistent and honest communication while delivering against the desired plan and effectively managing change as it happens during the project.

Previous projects of similar scale in which Paul has played a critical role, were the development of a GPS/GIS based weather grid for the Government of Ontario, and

most recently, the planning and deployment of GPS/GIS based Winter Operations software to five Department of National Defense bases located across Canada.

Paul has been part of Team Eagle for over 10 years and has been involved with all 5 projects mentioned above.

**2) Signing Officer – Anne McDonald BSc, CPA, CGA**  
**Corporate Controller**

Anne joined Team Eagle as Controller in 2015. She previously held positions as Business Unit Controller -North America for a large international manufacturing company, Director of Administration for a service organization, and has volunteered as Treasurer on the Board for a local high school. She has a broad range of experience in the accounting and financial areas including Financial Reporting, Budgeting, Audit, Tax, Cash Management and Project Management. Anne is a dedicated, self-motivated team player who is focused on the company's success.

**The key management individuals who will be charged with responsibilities for day-to-day operations in relations to this RFP:**

**1) Tiina Maripuu**  
**Regional Manager, Eastern US and International – located in Campbellford office**

Tiina Maripuu has been working in the software industry since 1997. For five years (2005 – 2010), as a technical analyst at Wallstreet Systems, headquartered in New York. Supporting large global clients (banks, governments and corporations) in Canada, US as well as Europe.

In 2011, Tiina joined Team Eagle as a software development manager. Working with programmers and project managers to develop and implement AIROps™ Part 139 solutions, improve internal processes, coordinate resources and manage integration projects.

From October 2014 to May 2016, Tiina was as a Software Product Specialist, providing support to all Territory Managers in US and Canada.

As of May 13, 2016, Tiina has been a Regional Manager.

Tiina has been part of Team Eagle for 5 years and has been involved with MYR, BOI, PIT and CLE's projects mentioned above.

**2) Bruce Wilkins**  
**Project and Development Manager – AIROps™ Suite – located in Campbellford office**

Bruce Wilkins is a software developer with Team Eagle, responsible for development of airfield inspection systems software. Bruce has 25 plus years experience in computer system design and development in positions ranging from developer to project management and department manager.

Bruce has worked on diverse products such as automated manufacturing equipment, digital aerospace control systems and vehicle tracking systems from initial concept through to market readiness. Bruce has also taught college level software development courses, established and trained DO-178 software development teams, acted as representative for Government of Canada as an Airworthiness Inspector and as an FAA software certification liaison.

Bruce has been part of Team Eagle for 13 years and has over 10 years of computerized airfield inspection reporting systems experience. He has been involved with all the projects mentioned above as well as a project manager for more than three most recent projects (occasions).

### **3) Zindine Souiki**

#### **Project Development Manager – AIROps™ Express – located in Campbellford office**

Zindine Souiki has been working for 3 years at improving the AirOps™ Part 139 software. He is currently working on implementing the mobile and browser based version of AirOps™ Express including a cloud based data hosting. He is a Senior Software Developer with a Master's Degree in Computer Science and over 18 years Canadian and international experience. Strong communication, proficient debugging and problem solving techniques, customer service and organizational skills. Demonstrated high degree of initiative and ability to work in a multi-cultural society. Fluent in English and French.

Zindine is currently involved with the project updating Boston Logan's windows based AIROps™ to web/cloud based AIROps™ Express.

### **Support team members:**

#### **1) Ed Hoad**

#### **Software and new reporting needs developer – located in Campbellford office**

Ed has 8 years of experience in software development as part of Team Eagle, emphasis in:

- GIS Inspection systems
- ASP.Net Web Applications
- ChemicalOps, Winter De-Icing/Anti-Icing Application Tracking
- Runway Surface Condition reporting

- PHP Web Applications
- iOS Development

Ed has also developed software that produced the first digital NOTAMJ/SNOWTAM in Canada.

## **2) Steve Barlow – located in Campbellford office** **Support, Technical Analyst and QA**

Steve Barlow is a Computer Program Analyst within Eagle Integrated Solutions. Steve graduated from Sir Sandford Fleming College receiving an Ontario College Advanced Diploma in 2008. Since graduating Steve has worked successfully with numerous Airports both in the United States and Canada both small large to include Boston Massport-Logan. Steve is a proven to be resourceful with both software and hardware implementation and programmatic functionalities. In 2014, Steve moved to the QA and Support department of Team Eagle.

Steve has been part of Team Eagle for 9 years. Steve has been involved with all the projects mentioned above as well as with last 3 projects.

## **3) Martin Vander Eyken – located in Campbellford office** **CAD/GIS Specialist**

Martin has been with Team Eagle for 6 years. His main responsibilities are sourcing and modifying the satellite and air photo imagery for our airport clients. He coordinates with CAD/GIS departments of the sourcing of CAD data, and the process of converting it into compatible formats for Eagle products. Martin is brings with him the knowledge of new GIS technology and industry standards.

## **Team Eagle Corporate Overview**

We strongly believe that Team Eagle Ltd. Corporation (TEL) would be the best solutions partner for the City of Fort Lauderdale (City) and Ft. Lauderdale Executive Airport (Airport). Please find few unique aspects of TEL described below that would benefit the City and the Airport either immediately or through our continuous R&D programs, later in the future:

**Company:** TEL is a 40 year-old company providing airfield equipment, software and electronics solutions and has the experience in all phases of the product life cycle including design, research and development, testing, manufacturing, marketing and after market services. We can provide the consultative approach for the hardware and installation as well as provide the full turnkey solutions.

Eagle is a company experienced in responding to airfield specific issues and challenges. We deliver innovative GIS/GPS technologies to improve airfield situational awareness, effectiveness, and safety including airfield and inspection

reporting tools (AIROps™ - Part 139 Inspection System), mission critical navigation solutions (EagleEye™ Driver's Enhanced Vision System) and Asset Tracking and Incursion Management (ATIMS™) solutions.

**TEL is focused on the airfield sector 100%.** Team Eagle is now entering the next phase of our growth, focusing on the Aerospace sector of our industry.

## Offices

TEL is a privately owned company with offices located in Campbellford ON, Pacific WA, and Tilton NH. Team members are available during regular business hours at our head office, 866-241-3264. Emergency services cell number available 24/7.

Team Eagle Ltd. supports customers from our 27,000 square foot headquarters in Campbellford Ontario. Our headquarters is also home to our other Team Eagle companies, Stability Dynamics, Eagle Integrated Solutions and 3rd Millennium Solutions.

- Stability Dynamics manufactures electronic safety instruments typically for the ARFF vehicle market, including the LG Alert™.
- Eagle Integrated Solutions integrates hardware and software together with GPS/GIS solutions to help airside operations improve safety and efficiency in managing their ARFF and other airfield activities.
- 3rd Millennium Solutions is where our research and development efforts are continually creating new ideas and technologies to meet the changing needs of our clients.

Team Eagle Ltd. – this is the office location that will be servicing this contract.

Canadian Location

10 Trent Drive, P.O. Box 670

Campbellford, Ontario K0L 1L0

Phone:705-653-2956

Toll Free:1-866-241-3264

Fax:705-653-4732

Team Eagle Inc.

U.S. Locations

141 Sanborn Road

Tilton, New Hampshire 03276

Phone:603-729-0046

Toll Free:1-855-835-7171

Fax:603-729-0276

828 Valentine Avenue, P.O. Box 154  
Pacific, Washington 98047  
Phone: 253-826-6330  
Toll Free: 1-877-835-7171  
Fax: 253-891-1632

All Team Eagle companies are focused primarily on airside operations. We have received and successfully executed, without exception, dozens of multi-million dollar snow fleet equipment contracts. Our success in earning the trust and confidence of our airfield customer base is a direct result of our sales and service expertise. We support a fleet of approximately \$300M in heavy vehicles and software systems in use at the Canadian Department of National Defense, the United States Department of Defense and many commercial airports in North America.

## **Organizational Structure**

Team Eagle's management philosophy is based on an integral team approach. Each team member is aware of the duties and responsibilities assigned to their position within the team. An Operations Team meets weekly to review all activities within all Team Eagle divisions. Our employee policy is borrowed from one of the best-managed companies in the world, Nordstrom: Welcome to Team Eagle. We are glad you are with our company. Our number one goal is to provide outstanding customer service. Set both your personal and professional goals high. We have great confidence in your ability to achieve them.

### **Initiatives of the sustainable business practices that demonstrate a commitment to conservation**

Team Eagle has developed the Airport/Airfield GIS/GPS based systems and has helped many airports to move their Part 139 and General Airfield Inspections from the paper based to paperless systems.

We have developed solutions such as ChemicalOps™ the chemical tracking system, to understand where, what, when and how much chemicals were sprayed.

- Can make sense of "where it goes"
- Is there room for improvement?
- Better awareness of your environment
- Save money/use chemical more effectively
- Better environmental footprint
- Moving map improves the situational awareness, route optimization and increases traffic safety + navigation aid.

Hardware Efficiency: We always help the airports to make the best decisions for their specific environments for example by providing seasonal solutions (ability to move the hardware from one vehicle to another).

Also, we purchase the vehicle hardware back and re-utilize the hardware for other airports/purposes.

**Customer Service Excellence through Partnership Method:** Team Eagle understands that this project requires an effective implementation, as we have been involved with over 50 airfields related electronic inspection projects, many of which contain the inspection system, SMS modules, wireless communications and data and 3<sup>rd</sup> party software integration.

It means planning, listening, refining the plan, implementing the installation, re-evaluating, testing, training, and then providing excellent on-going support as the airport evolves. In essence, a partnership is what we believe to be the cornerstone of successful sustainable deployment.

We have many customers that continue to subscribe to our annual system support program, some of which who have been doing so for nearly 10 years.

**Support:** Technical support and product issues can be resolved by contacting the Eagle Technical Support Team at 1-866-241-3264 (North America), (705) 653-2956 or by emailing [support@team-eagle.ca](mailto:support@team-eagle.ca). Our team will answer these inquiries 24/7/365.

Our support team carries programmed cell phones to note any incoming messages to '[support@team-eagle.ca](mailto:support@team-eagle.ca)' with a distinctive audio alert. A member of the support team will keep the relevant Eagle members advised on the situation until the matter is resolved.

**Response times – Service Level Agreement (SLA):**

Severity	Description	Response	Effort
Critical	System is unavailable, resulting in a critical impact on the operation. There is no workaround available.	Less than one hour	At least one person working continuously
Serious	The system is available but its operation is severely restricted. No workaround is available	Less than two hours	At least one person working continuously
Moderate – to - Low	System is available with limitations that are not critical to the overall operation.	1 business day	Work effort to be mutually agreed by the parties.

**Corporate Partners:** Company partners and joint ventures over the last 40 years include but are not limited to: General Dynamics, Aéroports de Montreal, Canada DND, USAF, Oshkosh Corporation and Zodiac Aerospace.

**R&D:** Team Eagle has a strong track record of Research and Development (R&D) success. This R&D focus evolved through a deep involvement in our customers' and partners' challenges, viewing each discussion as a potential opportunity for Team Eagle to continue to be a leader in airfield operational and maintenance products and services.

A sample of Team Eagle's specific R&D accomplishments include:

- Patent, design, build, test and regulatory approval for a vehicle rollover warning system – the LG Alert™
  - Endorsed and specified by the NFPA 414 and FAA for Airport Rescue and Fire Fighting vehicles
  - Over 3,000 units sold over the past 10 years into 55+ countries
- Design, development, test and deployment of a GPS/GIS based EagleEye™ Driver's Enhanced Vision System (DEVS) meeting and exceeding Federal Aviation Administration (FAA) requirements as defined by Advisory Circular 150/5210-19A, designed to help airport fire fighters reach the scene of an accident more quickly and safely
  - Team Eagle was asked to write and edit the most recent version of this document with the FAA
  - Over 200 units sold worldwide. Including ARFF vehicles at the Miami and Orlando International Airports
- Design, development test and build of a GPS/GIS based vehicle Runway Incursion Warning System (RIWS)
  - Team Eagle was asked by the FAA to provide guidance and input into their research into reducing airport vehicle based incursions
  - Research conducted at the William J Hughes research center located at Atlantic City International Airport over 2 year period.
  - Resulted in the creation of an FAA Advisory Circular 150/5210-25, which airports can use to apply funding for the purchase of Team Eagle RIWS compliant product 'ATIMS™' (Asset Tracking and Incursion Management System)
  - Uptake by several airports including the New York New Jersey Port Authority (Teterboro) and Ottawa International Airport
- Patent, design, build and test of the world's first vehicle based aircraft braking availability tester (BAT)
  - Current Cooperative Research & Development Agreement with the Federal Aviation Administration (FAA) Research Facility in Atlantic City New Jersey

- Interest from global aviation regulators including Transport Canada, the FAA, the International Civil Aviation Organization (ICAO) and the European Aviation Safety Agency (EASA)

TEL employs a diverse skill-set to support our R&D efforts including:

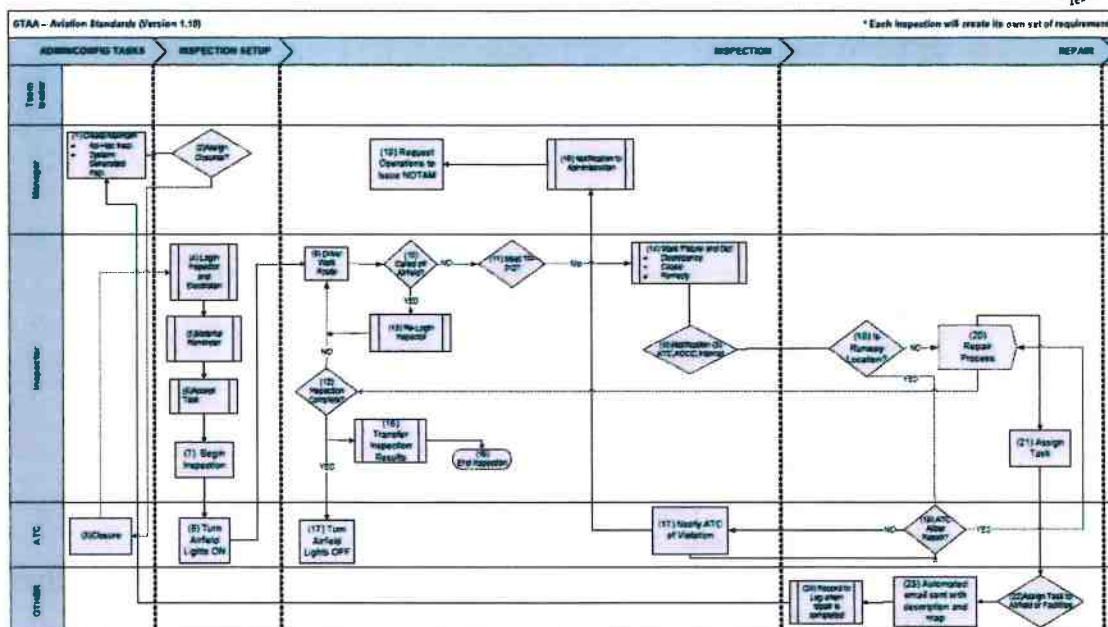
- Software expertise (Client server, mobile, web, PLC)
- Electronics and Mechatronics expertise
- GIS, GPS and LiDAR (airborne, mobile and static) expertise
- Mechanical engineering expertise
- Hydraulics expertise
- A team of trained heavy equipment and vehicle electronics technicians
- Management team experienced in R&D project management & partnership

TEL employs, through the various capabilities noted above, the equivalent of 10 FTE's (20% of total workforce) to work on the various R&D projects the organization has committed itself to.

### **Approach to Scope of Work**

We believe that the chosen vendor should not force a process and or methodology on the airport users. Rather, as per Eagle's approach, the vendor should provide a tool that can be tailored both when the project begins and later as the airport evolves. As mentioned previously, the solution provide by Eagle will draw from vast previous experiences in the airport operations environment, but will be built for and eventually accepted by the "City/Airport" only once we have fulfilled our agreed-to requirements.

A process map from Toronto Pearson International, as an example of our commitment to delivering a solution to the "City/Airport", versus a generic product.



The system will be configured specifically for each 3 locations and can be easily updated in the future. The system is scalable and we are consistently and continuously developing new features and modules. As an example we launched a new EMAS Inspection module in April 2016 and ChemicalOps in December 2015. The scalability and ability to configure as well as customize our solution, makes it highly adaptable for the different airport environments from smaller to large airports.

## Critical Success Factors – Lessons learned & best practices for planning

### a) Project Management

- Initial site visit by Team Eagle, meeting with personnel and review the current processes
- Review the AIROps™ solution in the City/Airport context for initial feedback (comparing the current process with the software solution features, options, workflow, functionality and modules)
- Kick-off meeting
  - Identifying and introducing key personnel from both sides
  - Identifying timeframe and main milestones
- GIS/CAD related activities
  - Introduction between the City/Airport GIS department contact and Team Eagle's GIS specialist.

- Review the existing layers
- Timeline and meetings coordinated
- Requirements documentation
  - Process mapping
  - Key personnel, resources
  - A formal list of completion criteria and deliverables
  - Timeline/schedule
  - Action items
  - Completion criteria
  - Any outstanding items with the time schedule/priority
  - Approval criteria and closure actions
  - Documentation requirements (e.g. user manual)
- Weekly progress updates as the project unfolds
- System installation, testing and training
  - User manuals
  - Any other supporting documentation
  - Direct access to our support group
  - System comes with the Team Viewer – to get our support group direct access to any device/computer for immediate troubleshooting
- City/Airport testing & acceptance
  - Follow-up includes minor software refinements as required
- Final version of application for customer testing & acceptance
- On-site system familiarization and training

**The Scheduling Methodology and Resource Availability:** The project plan assures the regular communication and milestone deliveries from start to finish. We use a Daylite Enterprise wide planning system for keeping everybody in the loop and aware of the time line, for effectively managing and executing the work in the optimum time.

Team Eagle has over 10 years experience with implementing the GIS/GPS based airport solutions and are confident that our best practices and communication methods are effective and satisfactory to the City/Airport.

We have demonstrated ability to meet the deadlines by customer prioritization and scalable resource management. We are confident that the solution for the City/Airport will be delivered and implemented within the allotted timeframe.

## **Conclusion**

The challenge and the cornerstone to a successful project is the upfront work to clarify, document and agree to the objectives and deliverables and be open to refinements along the way.

Once we go live, the "City/Airport" will not be "boxed in" with respect to system limitations, functionality and unnecessary redundancy when upgrading may be required. Eagle's approach, when building your airport solution, is to provide, through open architecture, the ability for our products to grow with the "City/Airport" as it embraces these technologies.

We hope you will agree that we can provide a disciplined, yet flexible and customer oriented approach to the "City/Airport" project.

# Section 3

**SECTION VI - COST PROPOSAL PAGE : AIROps Suite - Option A****Proposer Name:** Team Eagle Ltd.

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	\$ <u>38,420.00</u>
2. Labor	\$ <u>32,920.00</u>
3. Equipment, Material and Parts	\$ <u>4,120.00</u>
4. Maintenance / Support	
• Year 1	\$ <u>39,240.00</u>
• Year 2	\$ <u>40,050.00</u>
• Year 3	\$ <u>40,820.00</u>

**Total Project Cost**\$ 195,570.00

- \* Team Eagle is pleased to offer a discount of the first year total \$75,460 by \$12,000 for Server option 1 - Team Eagle provided server (more details on Section III response from item 3.1)
- \* Team Eagle is pleased to offer 5% discount for total cost of \$271,030, for up-front commitment to original 1 year term + 3 additional year contracts (4 in total).

**Submitted by:**

Paul Cudmore  
Name (printed)

  
Signature

July 14, 2016  
Date

General Manager  
Title

- \* Team Eagle acknowledges the City of Fort Lauderdale's 30 days cancellation clause (sections 2.11. & General Conditions 3.09, 5.16). Due to the City/Airport specific work and customization such as CAD layers and reports, required for this project, and as allowed by this RFP, Team Eagle will invoice for 50% of the project upon award with the balance to be invoiced upon acceptance of the system. Additional billing for subsequent years will occur on a regular schedule as agreed to with the City/Airport.

CAM #16-1887  
Exhibit 6  
Page 127 of 218

**AIROps™ Suite – Option A**

**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.

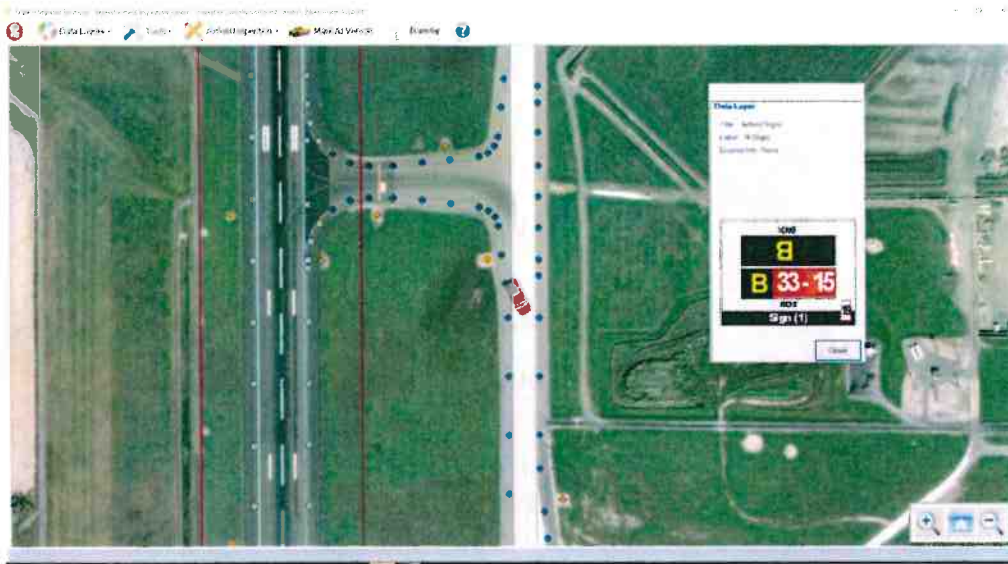
This software shall be configurable for FXE operations to be able to respond to property additions/ deletions, regulation changes and should have the ability to be expanded to add additional modules and be configurable to accommodate changes in standard operating procedures.

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.

**Response:** Yes. Fully compliant.

**Overview:** AIROps™ Suite is a fully automated airfield inspection and reporting system. It consists of an in-vehicle inspection, a desktop administrative and a database server programs. It 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.

**Example 1:** Inspection Program



## Example 2 – Administration Program

Inspection Date	Inspection Type	Inspected By	Being Marked			Items Still Open		
			Loops	Part 129	GPS	Loops	Part 129	GPS
Wednesday Mar 30, 2016 (15:51 - 15:52)	Blindspot/Frontal Operations Checked	Client Account	0	0	0	0	0	0
Thursday April 20, 2016 (12:51 - 12:57)	Drive Part 129	Client Account	9	2	0	0	1	0
Thursday April 20, 2016 (12:38 - 12:44)	Electrical Inspection - Day Time	Client Account	1	0	0	1	0	0
Thursday April 20, 2016 (12:19 - 12:24)	Drive Part 129	Client Account	0	0	0	0	0	0
Thursday April 20, 2016 (10:48 - 10:49)	Drive Part 129	Client Account	0	1	0	0	0	0
Thursday April 20, 2016 (10:40 - 10:47)	Drive Part 129	Client Account	0	0	0	0	0	0
Thursday April 20, 2016 (10:40 - 10:40)	All Items	Client Account	1	0	0	1	0	0
Thursday April 20, 2016 (10:16 - 10:16)	All Items	Client Account	1	0	0	1	0	0

AIROps™ Suite is a highly configurable framework, allowing the end-user (e.g. airport) to add/de-activate and remove categories, users, list items, create new inspections and checklists, import updated GIS/CAD layers and replace the geo-referenced map image.

Example 3 – Administration Program, end-user interface for importing and configuring the CAD/GIS data layers (unlimited):



Team Eagle is experienced with GIS/CAD layers processing and can easily convert the existing DWG/CADD files to shapefiles, that can then be imported into AIROps™ Suite and configured as needed directly from the system. Once they are part of the system, they can be defined as interactive (allow asset based discrepancy recording/reporting), display only (e.g. emergency route), if the labels should be displayed on the map image, additional custom fields (e.g. manufacturer) can be added, what type of symbols are related to the particular layer when there is a discrepancy or observation. Also, the layers can be de-activated if need be and turned on again, if applicable (seasonal).

AIROps™ Suite is a scalable system allowing the airport to easily add modules to the same platform, without need of intense re-training of the staff. Team Eagle has over 10 modules (please refer to section 3.7 for more information), and the library is constantly evolving. We are also open for developing new modules and functionalities that are specific to FXE if there is a need.



Easy to Use and Intuitive: Team Eagle is an airfield solutions partner, all our software solutions have been written together with our users and are 100% aviation/airport industry specific.

Inspection Program: allows the inspector to report airfield, non-aviation property and Helistop related events. Discrepancies and observations can be logged at the location on the map image or for a specific asset (e.g. light/sign). This is made possible by using a geo-referenced high resolution photo map image overlaid with the GIS/CAD based data-layers (e.g. lights) and using a mobile device on the airfield, Helistop and non-aviation property. The location reference is derived from a GPS that is embedded in the tablet.

Map Image: As a standard, Team Eagle purchases a geo-referenced high-resolution photomap image from DigitalGlobe ([www.digitalglobe.com](http://www.digitalglobe.com)). DigitalGlobe's customers range from urban planners, to the U.S. federal agencies, including NASA and the United States Department of Defense's National Geospatial-Intelligence Agency (NGA). Also, much of Google Earth and Google Maps high resolution-imagery is provided by DigitalGlobe, as is imagery used in TerraServer.

Alternatively, only if preferred, we can use the geo-referenced map images provided by City of Fort Lauderdale.

Communication: Inspection data is transferred from the inspection vehicle to a central database via a wireless link. On-line/off-line logic is included within the application to effectively manage evolving communication connectivity out at the airfield. The data is locally saved in the tablet until it's being transferred.

We have over 10 years of experience working with different airport wireless environments – ranging from no wireless (standalone systems with potential USB stick transfer mechanism), Wi-Fi Access points (Boise International Airport), Wi-Fi Mesh (Pittsburgh International Airport), APN Private Cellular network (Ottawa International Airport) to name the few.

Administration Program: provides the supervisor with the automatic inspection reports and other standard reports such as outstanding discrepancy and daily inspection summary reports. In addition, the system comes with a query/filter based reporting tool, allowing every location to create their own reports (define the timeframe and grouping, type of discrepancies, by inspector, by fault type, by data layer e.g. lights broken more than n times etc.) Reports can also be displayed spatially on the map image for easy trend analysis.

Furthermore, the Administration Program is used to set and maintain parameters for the inspection program. Updates and changes are automatically transferred through the central database and wireless link to the inspection program installed in the tablets.

- New/Updated GIS/CAD layers
- E-mail distribution list for alerts, notifications, reports and/or workorder related communication
- Maintain various drop-down lists, filter and selection options
- Define various access rights for users e.g. be able to start/end inspections, only repair/workorders, access only particular modules, be able to run reports and more.

Server Program: stores and maintains all data in the central database.

Technical overview and hosting: The proposed AIROps™ Suite system is a Windows based solution, successfully migrated through various versions of the Windows™ operating system over the past 10 + years. The solution has a proven client server architecture.

**Hosting option 1- recommended:** The Application Server, Administration Program and Database will be installed on a server computer provided by Team Eagle, as part of the hosted platform requirement.

Benefits: the application and related data are locally stored and accessed from within the existing IT infrastructure, following existing security, redundancy and permission protocols with no ongoing hosting and/or user fees. Traditionally, the cloud-based options only allow keeping two or three years worth of data available

at the active database. As an additional benefit for this type of approach is an unlimited data storing and access to database through the existing reporting engines and or SQL queries and or data export (.CSV for example) for further analysis and use by Airport staff.

**Hosting option 2:** The Application Server, Administration Program and Database will be installed on a cloud and hosted.

The Inspection applications will be installed on the tablets and will be sending/receiving data to/from the cloud using a standard socket.

The Admin application will be running remotely and accessible through a web application.

**Benefits:** all the applications hosted can be maintained remotely by the support team and upgraded without disruption. As well, hardware upgrades or repairs can be performed seamlessly without needing access to the airport property.

**Hosting 1 and 2 both:**

The Windows based tablets on the field can be used for many other common applications e.g. Excel, Word, web-browsers etc.

Any existing office computers can be used for accessing the Administration Program remotely within the active directory framework.

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.

**Response:** Variance. Yes, AIROps™ Suite can be configured for multiple level of access control: by role e.g. operations or maintenance, ability to make changes to the preferences, system administration and reports. All the users will require a secure login in order to access the system.

The access control by the module will be part of the delivery.

- 3.2.2 Allow for a valid login with username and password for user access

**Response:** Yes. Fully compliant.

- 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))

**Response:** Yes, AIROps™ Suite is fully compliant with the Active Directory Integration.

The system is deployed within the active directory infrastructure in Cleveland International Airport.

- 3.2.4** Have an automatic timeout for a defined period of inactivity

**Response:** Variance: As the inspection system requires the inspector to complete the inspection and sign off, the system is not designed to automatically timeout.

However, we can easily incorporate this capability to the delivered system if requested by the City/Airport.

- 3.2.5** The software shall allow for mandatory password change after a defined period (preferably)

**Response:** Variance. Currently, the software allows password changes at any point of time. It has been our experience that it might be hard for the field operators to remember passwords with complex structure described above, if they are changed often.

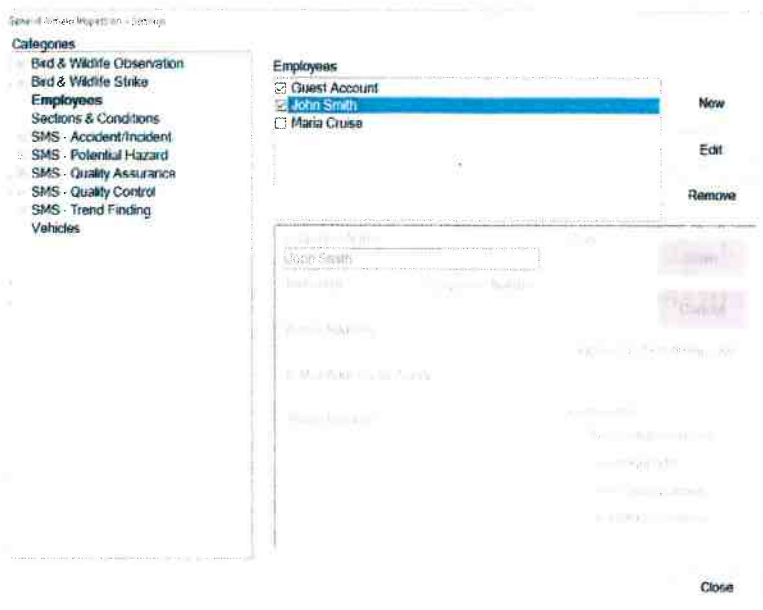
However, we can easily incorporate the mandatory password change after a defined period, to the delivered system if requested by the City/Airport.

- 3.2.6** Allow an administrator to enable or disable a user access

**Response:** Yes. Fully compliant.

The users can be added, de-activated temporarily so they don't appear on the drop-down list or fully and permanently removed without affecting the historical records.

Example – Administration Program, Settings, Employees:



**3.2.7** Automatically log off users once the application screen is closed.

**Response:** Yes. Fully compliant.

The system will remind the user to end the inspection before they can close the application screen to assure the full inspection process is carried out. Also, in case there are any un-transferred data that should be transferred before closing the system.

**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)

**Response:** Variance. The system currently doesn't lock out the users.

However, we can easily incorporate the user lockout, based on the time and defined number of unsuccessful attempts to login - to the delivered system if requested by the City/Airport.

### 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

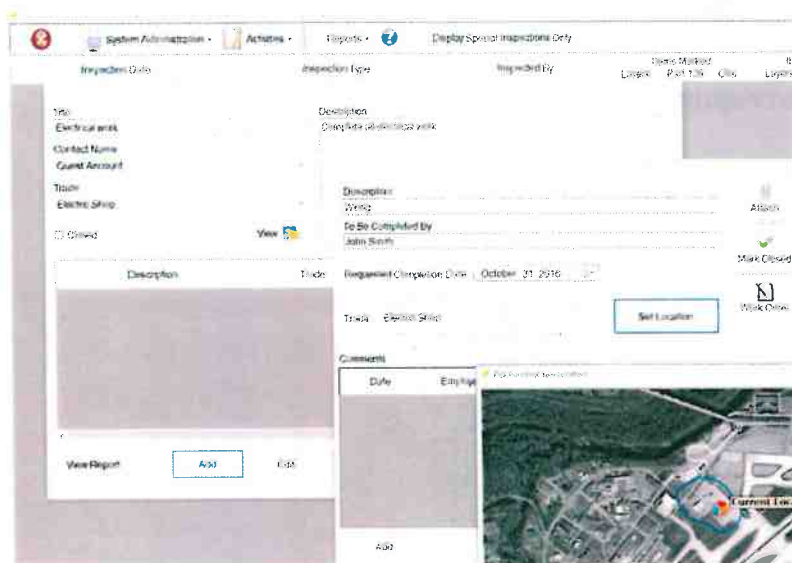
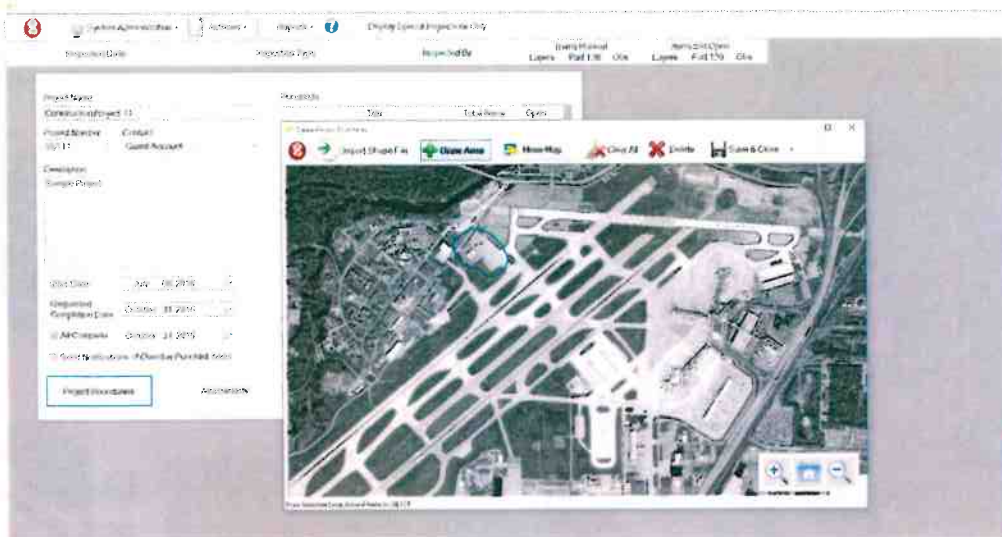
Response: Customization for Airport specific reports: Team Eagle has over 10 years experience creating and making changes to the airport specific reports. The system that will be delivered, will contain the reports satisfactory to the City and Airport. Our existing reports are very similar, however, small adjustments maybe necessary.

We have planned for the City/Airport specific report customization as described above (3.3.1) as identified in Exhibits 1-5 and as required.

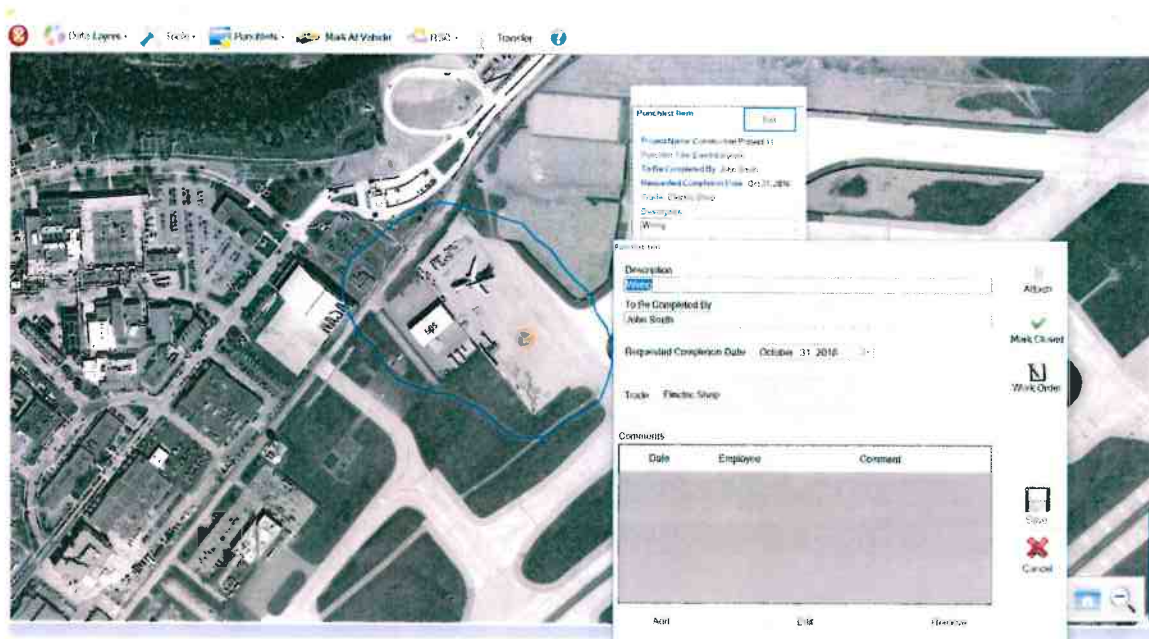
#### **B. Non-Aviation Input**

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

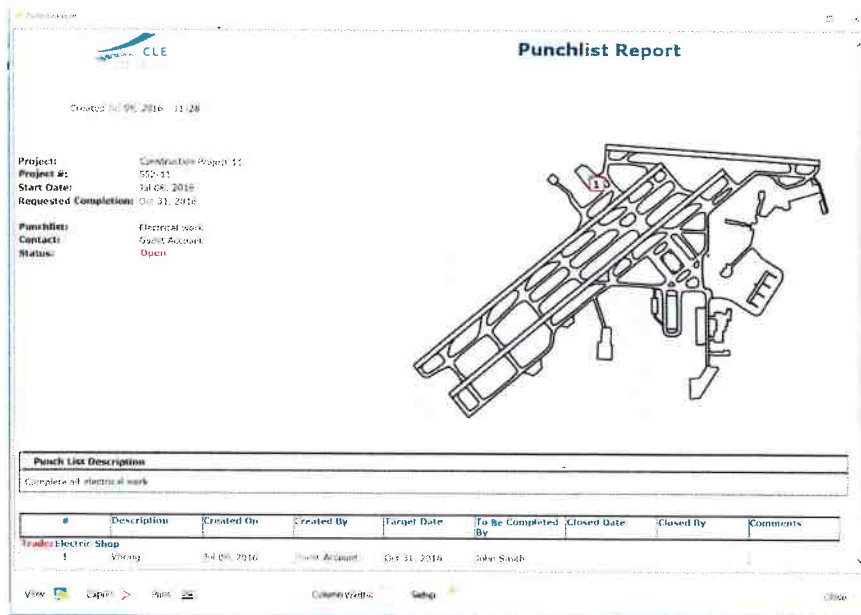
Example – Project or Construction Punchlist Setup in Admin (re Exhibit 15)



Example – Project or Construction Punchlist used on the field (re Exhibit 15)



Example: Punchlist itemized report:



Response: Customization for Airport specific reports: Team Eagle has over 10 years experience creating and making changes to the airport specific reports. The system that will be delivered, will contain the reports satisfactory to the City and Airport. Our existing reports are very similar, however, small adjustments maybe necessary.

We have planned for the City/Airport specific report customization as described above (3.3.1) as identified in Exhibits 6-15 and as required.

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

**Response:** Once we develop the changes requested and setup the system, the City/Airport can have an acceptance review period. We will work with you through the development.

Any further change requests will be reviewed. Depending on the amount of work involved e.g. new fields/drop-down categories, database and report changes, we'll review the request and price it out for the City/Airport with an estimated timeframe. Smaller changes maybe accommodated without any cost.

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

**Response:** Yes. Fully compliant.

The City/Airport can define from the list of fields, which ones should be mandatory.

### 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.

**Response:** Yes. Fully compliant.

The system will store all the data in the SQL database for each; Airport Operations Area (AOA), Helistop and non-aviation property area. The system automatically creates the inspection reports, capturing the inspector, vehicle used, shift (if applicable), if it was a special inspection, date/time, type of inspection conducted, inspection comments, details of the inspection and visual depiction of the discrepancies/observations marked during the inspection on the airfield. The system comes with 4 standard reports; Outstanding discrepancy report, Daily Summary report, Inspection Audit Report, Individual Discrepancy Report.

Example, Inspection Audit report (designed as per MYR's requirements) specifically for their FAA inspections:

Waypoint Inspection Report

Thu, Apr 28, 2016

Daily Part 139 Inspector: Guest Account Started: 12:51 Ended: 13:07

Ref #	Time	Location	Section/Condition	Status	Comments (Newest on Top)	Date Closed	Closed By
D16-1005	12:56	16R-34L	Unpaved Areas - 139.307/Edge Slope Less Than 2:1	Open			
D16-1006	13:08	Airfield	Paved Areas - 139.305/Cracks/Spalling/Surface Variations	Closed	eter	Apr 28, 2016	Guest Account

Daily Part 139 Inspector: Guest Account Started: 12:19 Ended: 12:24 SPECIAL INSPECTION NO DISCREPANCIES MARKED

Daily Part 139 Inspector: Guest Account Started: 10:48 Ended: 10:48

Ref #	Time	Location	Section/Condition	Status	Comments (Newest on Top)	Date Closed	Closed By
D16-1003	10:48	G2	Paved Areas - 139.305/Cracks/Spalling/Surface Variations	Closed	sidely	Apr 28, 2016	Guest Account

Daily Part 139 Inspector: Guest Account Started: 10:46 Ended: 10:47 NO DISCREPANCIES MARKED

Export Print Close

Example, Daily Summary report – also available from the device (Inspection Program):

Waypoint Inspection Summary Report

SACRAMENTO INTERNATIONAL AIRPORT

Friday Jul 08, 2016

Inspector Inspection Time

1 Guest Account 09:49 - 11:04

2 Guest Account 11:50 - 11:50

OK - Satisfactory  
X - Unsatisfactory  
U - Uninspected  
O - Observation  
(S) - Special Inspection

	1	2	Comment
<b>Safety Areas (Runway/Taxiway) - 139.309</b>			
Ruts/Humps/Depressions/Surface Variations	OK	U	
Drainage	OK	U	
Support for ARFF/Snow Vehicles/Aircraft	OK	U	
Unauthorized Objects	OK	U	
Authorized Objects Frangible at J"	OK	U	
<b>Lighting - 139.311</b>			
Runways - Takeoff & Landing Minimums	OK	OK	
Centerline/Edge Lights/Reflectors	OK	OK	
Airport Beacon	OK	OK	
Approach Lights - Takeoff & Landing Minimums	OK	OK	
Obstruction Lighting	OK	OK	
Lighting Interference (w/ATC & Aircraft Operators)	OK	OK	
Faded/Dirty/Obscured	OK	OK	
Damaged/Missing/Inoperative	X	X	
Broken/Missing Cover/Lens	OK	OK	
<b>Traffic &amp; Wind Direction Indicators - 139.323</b>			
Wind Indicator	OK	OK	
Supplemental Wind Indicator	OK	OK	
Wind Indicator Lighting	OK	OK	
<b>Protection of NAVAIDS - 139.333</b>			
Interruption of Operation/Visual Signals	OK	U	
<b>Wildlife Hazard Management - 139.337</b>			
Bird/Wildlife Strikes	OK	OK	
Dead Birds/Wildlife	OK	OK	
Flocks of Birds/Wildlife in the Vicinity	OK	OK	
Assessment/Management Plan Being Followed	OK	OK	
<b>Obstructions - 139.311</b>			

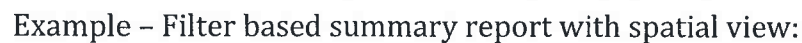
Report Date Friday Jul 08, 2016 Special Inspection Clear All Close

Export Print E-Mail

The Daily Summary Report is also available at the mobile vehicle inspection program. Allowing the operator to have a quick overview of all the inspections completed during the day, what's marked as faulty or repaired and review everybody's comments.

In addition, the query based summary reports functionality allows administrative

Example – Filter based summary report, ability to select lights for the report and identify the ones that have been broken more than n times:





SACRAMENTO INTERNATIONAL AIRPORT

Created Jul 08, 2016 - 11:38

## General Airfield Inspection Summary Report

Report Name: [Search...]

Date Range: [Start] - [End]

Grouped By: [Select]

Sorted By: [Select]

Filtered By: [Select]

Date	Ref #	Inspector	Type	Section & Condition	Comments
Apr 28, 2016 - 10:16	D16-1001	Guest Account	Data Layer	Lighting - 129.311 Damaged/Missing/Inoperative	
Apr 28, 2016 - 10:46	D16-1002	Guest Account	Data Layer	Lighting - 129.311 Damaged/Missing/Inoperative	
Apr 28, 2016 - 10:48	D16-1003	Guest Account	Part 129	Unpaved Areas - 129.305 Cracks/Spalling/Surface Variations	
Apr 28, 2016 - 12:41	D16-1004	Guest Account	Data Layer	Lighting - 129.311 Damaged/Missing/Inoperative	
Apr 28, 2016 - 12:56	D16-1005	Guest Account	Part 129	Unpaved Areas - 129.307 Edge Slope Less Than 2:1	
Apr 28, 2016 - 13:06	D16-1006	Guest Account	Part 129	Unpaved Areas - 129.305 Cracks/Spalling/Surface Variations	
May 18, 2016 - 08:26	D16-1007	Guest Account	Part 129	Wildlife Hazard Management - 129.337 Bird/Wildlife Strains	

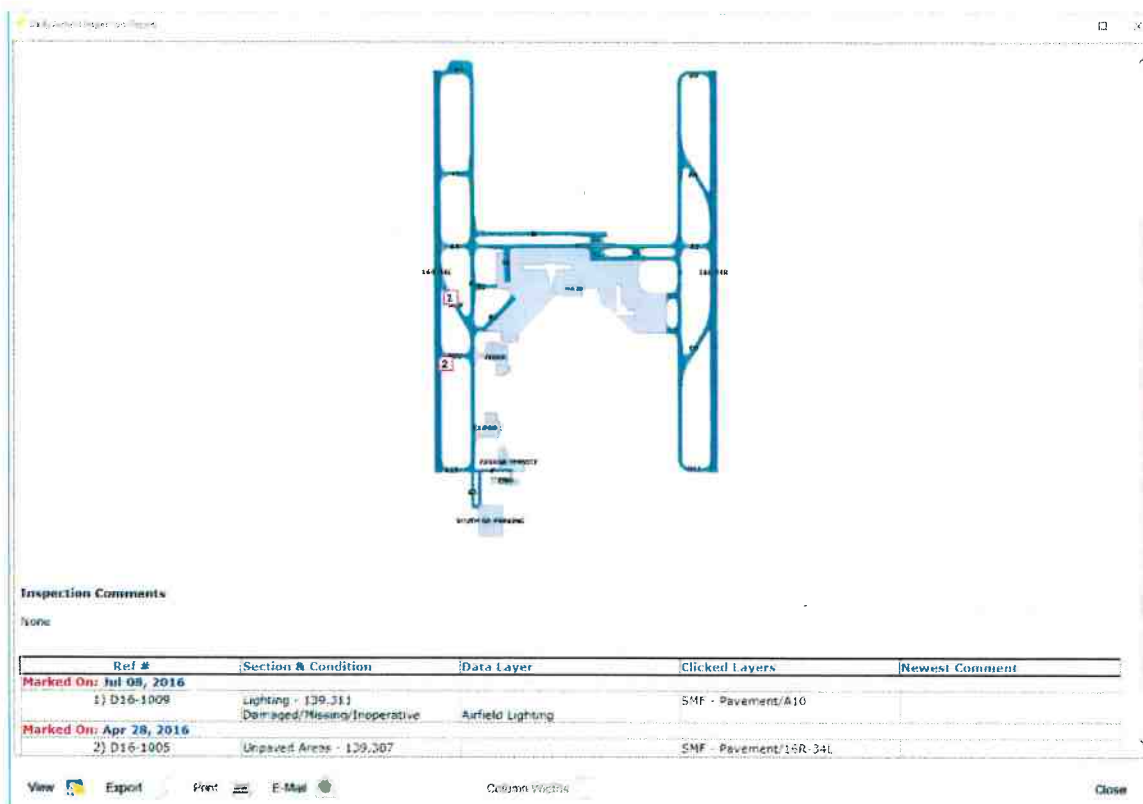
Setup



All reports can be saved, e-mailed and exported (pdf/csv) as well as auto-distributed to a list of individuals at a certain time interval.

- 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.

**Response:** Variance. Yes, the system creates automatic inspection reports (log files) and includes information such as: Inspector, Date/Timeframe (To/From), Type of Inspection, if it was a special inspection, Inspection details (location of the issue, event related details), notes and comments. The vehicle trails can also be captured for auditing purposes:



Allowing the supervisor to view all the incoming inspections, view the details and then record the approval, will be part of the delivery. We have developed such prototype to Boston Logan already in the past, for their E-Safety initiative.

- 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.

**Response:** Yes. Fully compliant.

The system keeps all the outstanding items visible at the location on the map image in the Inspection Program. Making it easy to locate items by the maintenance personnel, for a review or for carrying out corrective action. Furthermore, the system can be configured to allow the maintenance personnel to set the fixed item as repaired, that would send out an automatic notification to the distribution list. The item can then be reviewed by the inspector and/or supervisor and only then closed.

The system comes with the discrepancy browser that allows locating each individual items location. This can be useful before driving out to the airfield in order to avoid spending extra time on the airfield looking for the discrepancy.

The system can also be configured so that the information window pops up giving a quick overview of the item when driving by. Therefore, the driver won't have to stop at each discrepancy to investigate.

Example: For a short video, please go to:

[https://www.dropbox.com/s/9hbqp2s7n9b1j2k/2016-07-08\\_13-34-23%20copy.mp4?dl=0](https://www.dropbox.com/s/9hbqp2s7n9b1j2k/2016-07-08_13-34-23%20copy.mp4?dl=0)

In addition, the user can use the filter discrepancies (by priority, date etc.) and focus the appropriate ones without crowding the screen.

- 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

**Response:** Yes. Fully compliant.

The supervisor can see each item with deficiency visually on the map image as well as use any of the above mentioned reporting capabilities to see the visual as well as the text description of the location among any other information that has been captured with the item.

- 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.

**Response:** Variance: Yes, the system comes with the outstanding discrepancy report as well as many other reports. In addition, the system comes with the discrepancy browser that allows sorting by Open/Closed categories, viewing the latest comments, attached pictures etc.

The system delivered to City/Airport will have a discrepancy browser options to sort items quickly by categories defined as part of the system e.g. repaired, deferred, closed with condition etc.

- 3.4.6** Audit Trail - The software shall have an audit trail of all activities in the system by user, date, time and activity preformed with the associated details.

**Response:** Yes. Fully compliant.

The system comes with the daily log module that contains the audit trail capability, automatically recording all the events such as login/out, user, date, time, activity etc. in the background. The system allows viewing the audit trail by including only mobile inspection related entries or/and administration program entries.

Log Started Mar 08, 2016

Reference	Event Time	Department	Recorded By	Occurrence	Action
16-039	08:27	Operations	ga	Inspection App Closed - (GAI Inspection on EAGLE-DEMO-LAPT)	
16-039	08:29	Operations	ga	Authentication Request - (GAI Inspection on EAGLE-DEMO-LAPT)	
16-040	08:29	Operations	ga	Login - (GAI Inspection on EAGLE-DEMO-LAPT)	
16-041	08:30	Operations	ga	Logout - (GAI Inspection on EAGLE-DEMO-LAPT)	
16-042	08:30	Operations	ga	Inspection App Closed - (GAI Inspection on EAGLE-DEMO-LAPT)	
16-006	08:30	Operations	ga	Admin App Started - (GAI Admin on EAGLE-DEMO-LAPT)	
16-008	08:30	Operations	ga	Login - (GAI Admin on EAGLE-DEMO-LAPT)	
16-007	08:30	Operations	ga	Authentication Request - (GAI Admin on EAGLE-DEMO-LAPT)	
16-009	08:31	Operations	ga	Log Start	
16-010	08:32	Operations	ga	Issue on the Terminal	Call Emergency Vehicle

In addition, the daily log module will allow creating custom categories, e.g. security, random events, incidents/accidents and capturing the category related data from the airfield – that can fall outside of the other types of inspections.

General Settings

**Categories**

- Accident/Incident
- Bird & Wildlife Observation
- Bird & Wildlife Strike
- Daily Log**
  - Daily Log Categories
  - Departments
  - Passdown Categories
- Employees
- Potential Hazard
- Punch List
- Sections & Conditions
- Shifts
- Vehicles
- Work Order

**Daily Log Categories**

- ☒ Operations
- ☒ Incidents
- ☒ Security
- ☒ Random Events

New Edit Remove

Operations

Save Cancel

Close

Friday Jul 08, 2016 13:51

Employee Guest Account Category **Set Category** Attach

Shift Shift 1

Occurrence

Action Taken

**Select Category**

- Incidents**
- Operations
- Random Events
- Security

Comments

Save Cancel

- 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.

**Response:** Yes. Fully compliant.

The system comes with the configurable Alerts and Notifications functionality. Allowing the supervisor to define at what point should the system alert and whom. This can be setup for new, repaired or closed discrepancies, depending how many different discrepancy status' there are configured for the City/Airport.

Alerts & Notifications		
<input checked="" type="checkbox"/> Part 139 Discrepancies		
<input checked="" type="checkbox"/> Bird & Wildlife Strikes		
<input type="checkbox"/> Bird & Wildlife Observations		
<input type="checkbox"/> SMS Potential Hazard		
<input type="checkbox"/> SMS Accident/Incident		
<input checked="" type="checkbox"/> Airfield Lighting		
<input type="checkbox"/> Airfield Signs		

Discrepancy Status - 'Airfield Lighting'		
<input checked="" type="radio"/> Open		
<input type="radio"/> Closed		

Distribution List		
Name	Alerts	Notifications
Originating Inspector	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Guest Account	<input type="checkbox"/>	<input type="checkbox"/>

Apply To All    Select    All    None    All    None

Close

- 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.

**Response:** Yes. Fully compliant.

As described above (section 3.4.1), the system comes with the various pre-defined (standard) reports as well as ad-hoc reports as defined by the user. The ad-hoc summary reports allows filtering information by the inspection type, users, discrepancy items, fault remedy e.g. resolution as well as time frame.

In addition, a simple SLQ query can be used to search on any available input fields for specified periods.

### 3.5 AOA Operational Flow

3.5.1 Hardware (tablet pc etc. with cellular data service) will be assigned to inspectors.

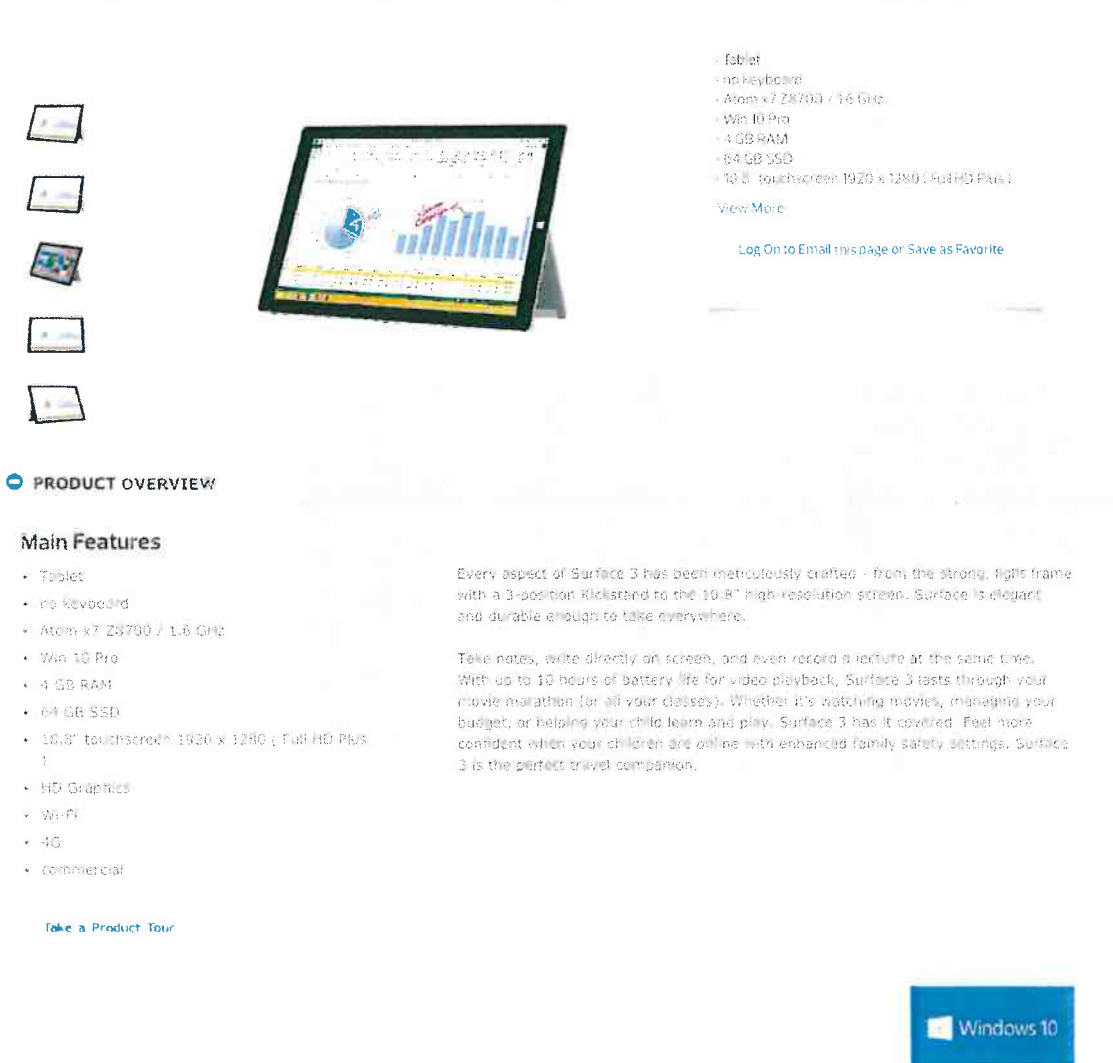
**Response:** Yes. Fully compliant (4G).

Microsoft Surface 3 – 10.8" – Atom x7 Z8700 – 4 GB  
RAM – 64 GB SSD

Microsoft Surface - Mig Part: MA4-00009 CDW Part: 38578791 UNSPSC: 43211609

Availability: Call Call for availability

Request Pricing



The image shows a screenshot of the Microsoft Surface 3 product page. On the left, there are five small images showing the device in different orientations. In the center, a large image shows the Surface 3 in tablet mode, displaying a business dashboard with charts and graphs. To the right of the main image, there is a list of features: Tablet, no keyboard, Atom x7 Z8700 / 1.6 GHz, Win 10 Pro, 4 GB RAM, 64 GB SSD, 10.8" touchscreen 1920 x 1280 (Full HD Plus), HD Graphics, Wi-Fi, 4G, and commercial. Below this list is a 'View More' link. Further down, there is a 'Log On to Email this page or Save as Favorite' link. At the bottom left, there is a 'PRODUCT OVERVIEW' section with a 'Main Features' list that repeats the features from the top. To the right of this list, there is a paragraph of text describing the device's features and uses. At the bottom right, there is a Windows 10 logo.

Tablet

- no keyboard
- Atom x7 Z8700 / 1.6 GHz
- Win 10 Pro
- 4 GB RAM
- 64 GB SSD
- 10.8" touchscreen 1920 x 1280 (Full HD Plus)

View More

Log On to Email this page or Save as Favorite

PRODUCT OVERVIEW

Main Features

- Tablet
- no keyboard
- Atom x7 Z8700 / 1.6 GHz
- Win 10 Pro
- 4 GB RAM
- 64 GB SSD
- 10.8" touchscreen 1920 x 1280 (Full HD Plus)
- HD Graphics
- Wi-Fi
- 4G
- commercial

Take a Product Tour

Every aspect of Surface 3 has been meticulously crafted - from the strong, light frame with a 3-position Kickstand to the 10.8" high-resolution screen. Surface is elegant and durable enough to take everywhere.

Take notes, write directly on screen, and even record a lecture at the same time. With up to 10 hours of battery life for video playback, Surface 3 lasts through your movie marathon (or all your classes). Whether it's watching movies, managing your budget, or helping your child learn and play, Surface 3 has it covered. Feel more confident when your children are online with enhanced family safety settings. Surface 3 is the perfect travel companion.

Windows 10

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.

**Response:** Yes. Fully compliant.

The GPS is embedded in the tablet, offered as part of this proposal.

GPS System

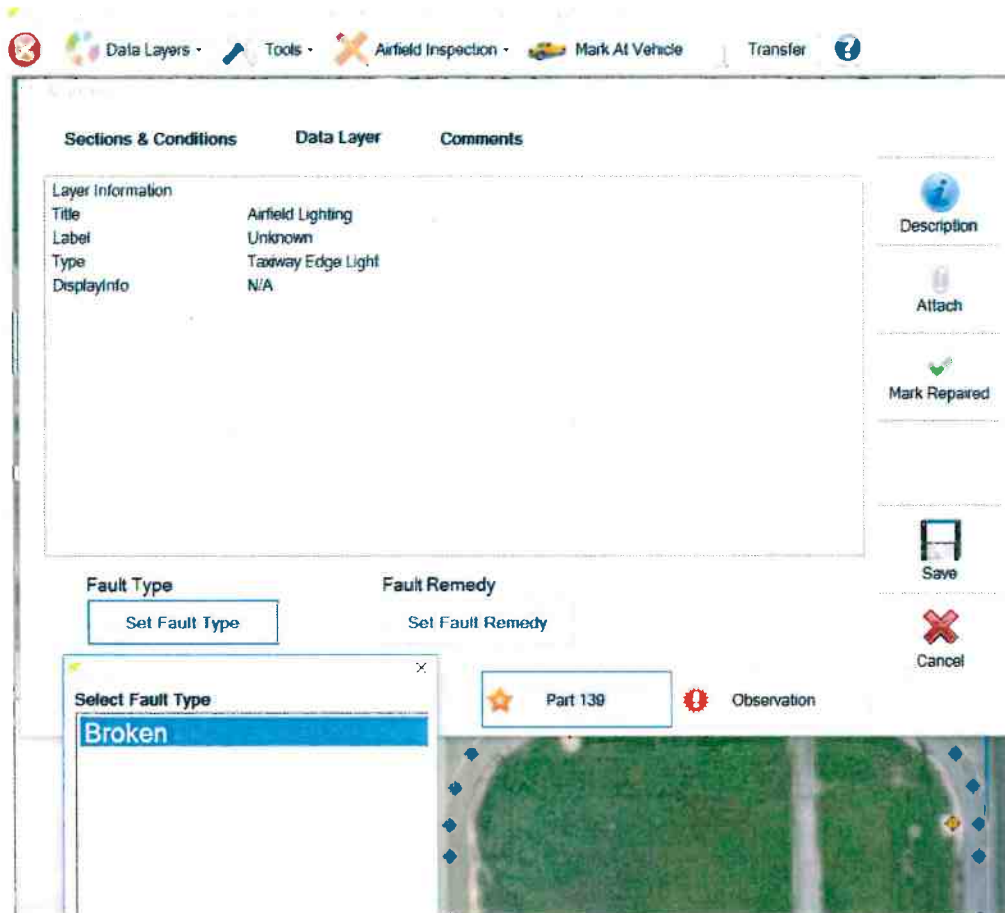
Navigation:

A-GPS/GPS/GLONASS receiver

- 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.

**Response:** Yes. Fully compliant.





Any information that is related to the asset can be imported into the system as part of the CAD/GIS data layer as well as made it available to the vehicle operator in the inspection program (under Layer Information section above). The system also allows entering further fields of information that maybe missing in the imported data layer e.g. manufacturer, inventory or part # etc. that would show up under the DisplayInfo.

Drop down menus can be difficult to be used on the hand held tablets on the field, this is why we developed large buttons and list boxes, so it's easier to make an appropriate selection without too small letters and scrolling.

The pictures can be captured with the tablet and attached to the discrepancy for reference purposes. More than one picture can be added e.g. before and after.

- 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.

**Response:** Yes. Fully compliant.

At the end of the inspection, the system automatically fills in the faulty line items. The user can then use the button to fill in all the other items as satisfactory or not inspected.

Inspection Summary [Inspection Type: Electrical Inspection - Day Time]

Status Must Be Set For All Conditions

Lighting - 139.311

- S Runways - Takeoff & Landing Minimums
- S Centerline/Edge Lights/Reflectors
- S Airport Beacon
- S Approach Lights - Takeoff & Landing Minimums
- S Obstruction Lighting
- S Faded/Dirty/Obscured
- X Damaged/Missing/Inoperative
- S Broken/Missing Cover/Lens
- S Lighting Interference (w/ATC & Aircraft Operators)

Signs - 139.311

- S Taxiing Routes
- S Holding Positions
- S ILS Critical Areas
- S Faded/Dirty/Obscured
- S Damaged/Missing/Nonfunctional
- S Accurate Reference/Standard Design

Obstructions - 139.331

Mark Remaining U Mark Remaining S Clear All

Previous Next End Inspection Cancel

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:

- The maintenance personnel to resolve deficiencies identified
- The supervisor for review and sign-off

**Response:** Variance. Currently the system allows transferring data on-demand. This is due to the communication infrastructure gaps that we've encountered working with other airports (e.g. Boise, Myrtle Beach, San Antonio). When the inspection has been completed (signed off) and the connection has been confirmed by the user e.g. at the parking lot - the user can hit the button 'Transfer'. After the data is transferred, the maintenance personnel or any other authorized users/supervisors can see and resolve deficiencies identified on the airfield.

However, the solution delivered to the City and Airport will contain the automatic transfer as well as the supervisor sign off capability.

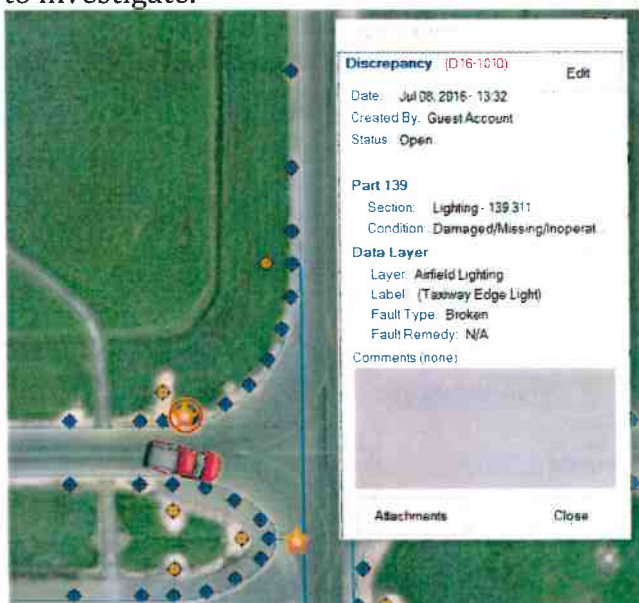
- 3.5.6 The maintenance personnel will enter the AOA, Helistop and non-aviation property to locate the deficient items. The GPS and map will be used to locate the deficient item. As the maintenance personnel travel towards the item, it will be marked with an indicator on the screen to alert them of approaching the item.

**Response:** Yes. Fully compliant.

All the outstanding items will remain on the GIS/GPS based map image allowing the maintenance personnel to easily locate the particular item.

The maintenance personnel can filter the discrepancy list by the unique reference number to locate the item and hit 'view on map' option to see the actual location of the item.

We have also developed even further awareness raising capability, by having the information window automatically popping up and giving a quick overview of the discrepancy, when driving by. So the driver won't have to stop at each discrepancy to investigate.



If the pop-up is not desired, the driver can simply touch the symbol on the screen to open up the dialog box for updating.

The user can also apply filters to assure that only desired items are displaying e.g. issues with lights vs. Part 139 discrepancies.

Example: For a short video, please go to:

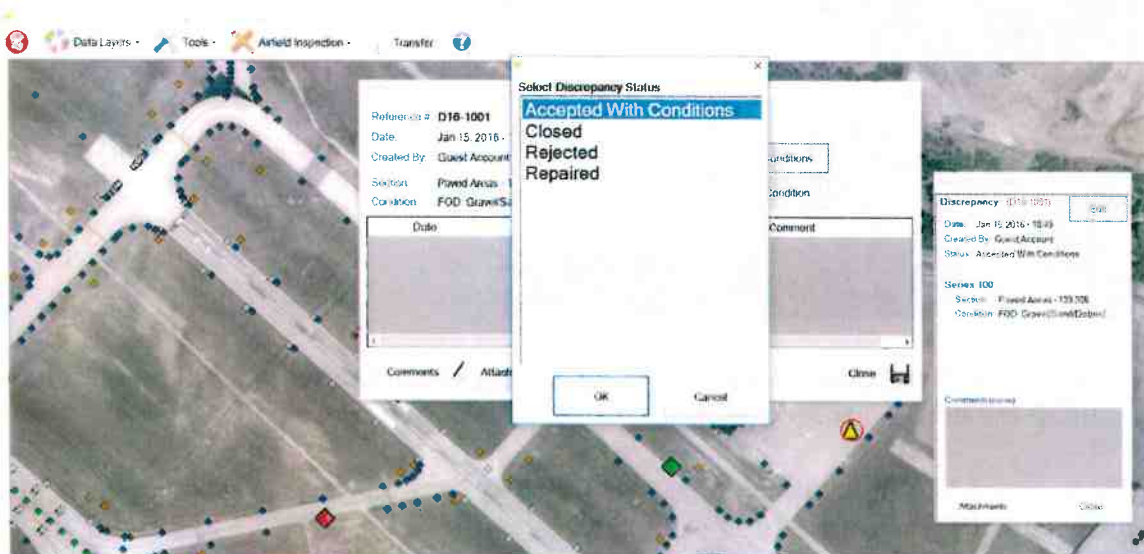
[https://www.dropbox.com/s/9hbp2s7n9b1j2k/2016-07-08\\_13-34-23%20copy.mp4?dl=0](https://www.dropbox.com/s/9hbp2s7n9b1j2k/2016-07-08_13-34-23%20copy.mp4?dl=0)

- 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.

**Response:** Yes. Fully compliant.

The system allows choosing the deficient item by selecting it via touch screen and the dialog box will open where the user can choose the appropriate sections/conditions that apply. If it's an asset e.g. light, it will display the data imported/entered as part of the CAD/GIS layer. The system will also show attached pictures and comments. The maintenance personnel will be able to choose the fault and remedy type via selection menu and set the discrepancy as repaired. The system can be configured to send out an alert to the operations and/or supervisor to review/approve the discrepancy and close the item (removing it from the map image).

The repaired items can be coloured different e.g. yellow, for easy spotting (example from San Antonio International Airport system):



Further categories can be added e.g. approved with a condition, not approved/re-open etc.

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

**Response:** Yes. Fully compliant.

Items marked as closed, will be removed the from the map image, as these items won't require any further attention. However, they are saved/stored in the database for reporting purposes.

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

**Response:** Yes. Fully compliant.

The system automatically creates the inspection reports, capturing the inspector, vehicle used, shift (if applicable), if it was a special inspection, date/time, type of inspection conducted, inspection comments, details of the inspection and visual depiction of the discrepancies marked during the inspection on the airfield. The supervisor can review each inspection to ensure completeness and accuracy of the inspections and maintenance activities.

The system comes with 4 standard or pre-defined reports; Outstanding discrepancy report, Daily Summary report, Inspection Audit Report, Individual Discrepancy Report.

In addition, the query based summary reports (ad-hoc) functionality allows the supervisor to create desired reports by choosing the timeframe, type of data to include and other filters e.g. inspector, data layer, inspection type, discrepancy type, how many days open. It also allows choosing the report columns and grouping. The data can be seen as a report as well as visually/spatially on the map image for easy trend spotting purposes.

All reports can be saved, e-mailed and exported (pdf/csv) as well as auto-distributed to a list of individuals at a certain time interval.

Please refer to section 3.4.1 and 3.4.2 above, for more information and screen-prints.

### **3.6 Other Features**

- 3.6.1** The software shall support multiple users and multitasking

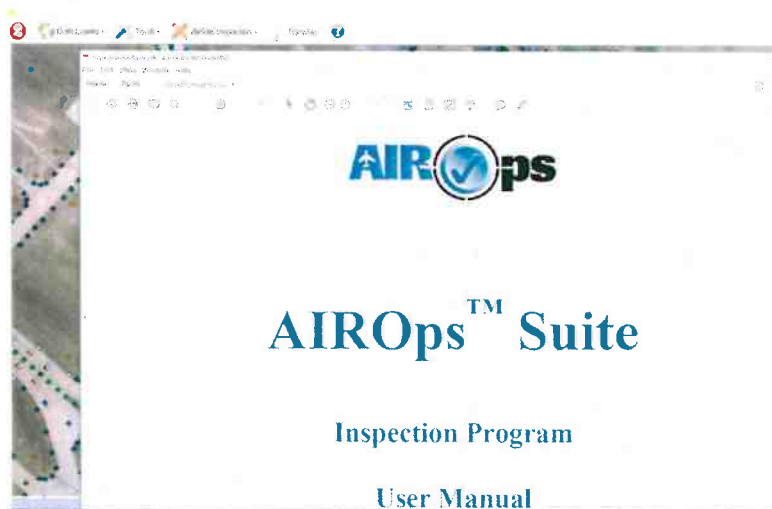
**Response:** Yes. Fully Compliant.

The software allows users to be segregated by the role and department. The users maybe able to conduct inspections and/or repair and close deficient items. For example, in San Antonio International Airport, the maintenance personnel can only set items as repaired. They cannot carry out inspections or close discrepancies/observations.

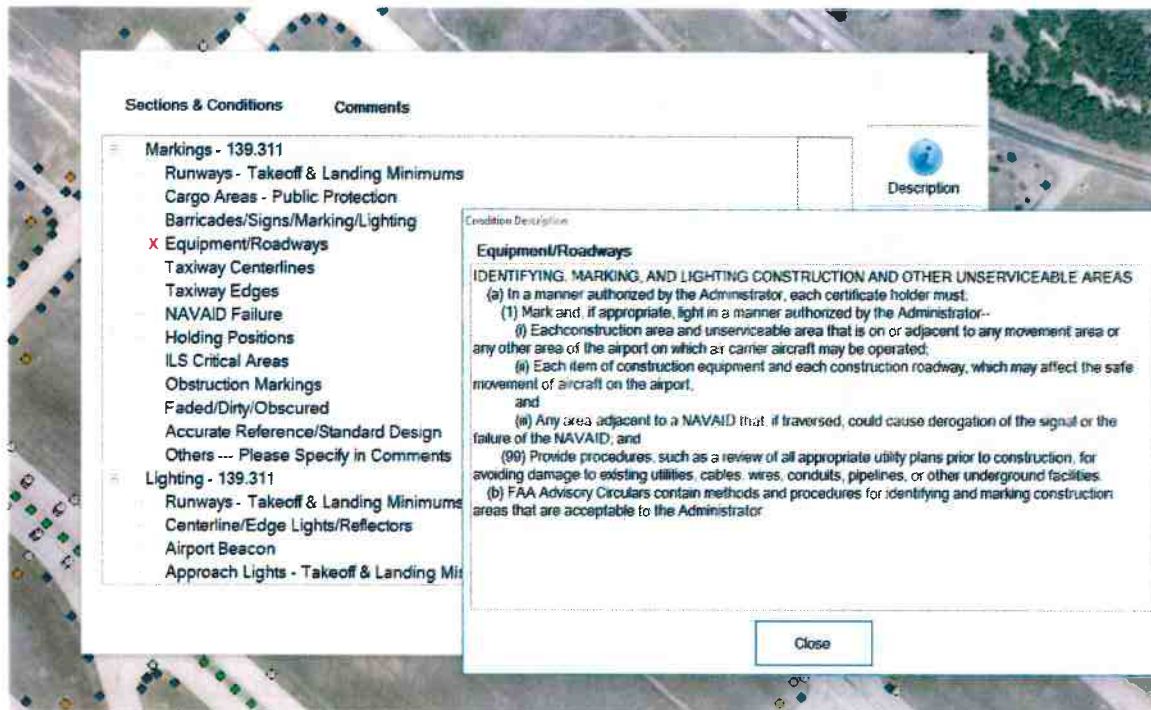
The users can enter incident reports as well as any other random or category driven events (security, potential hazard etc.). The system also comes with the Construction Punchlist that allows defining and carrying out projects. Please refer to section 3.3.1. B above, for more information and screen-prints.

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

**Response:** Variance. The system comes with the help button that can be accessed from the main screen.



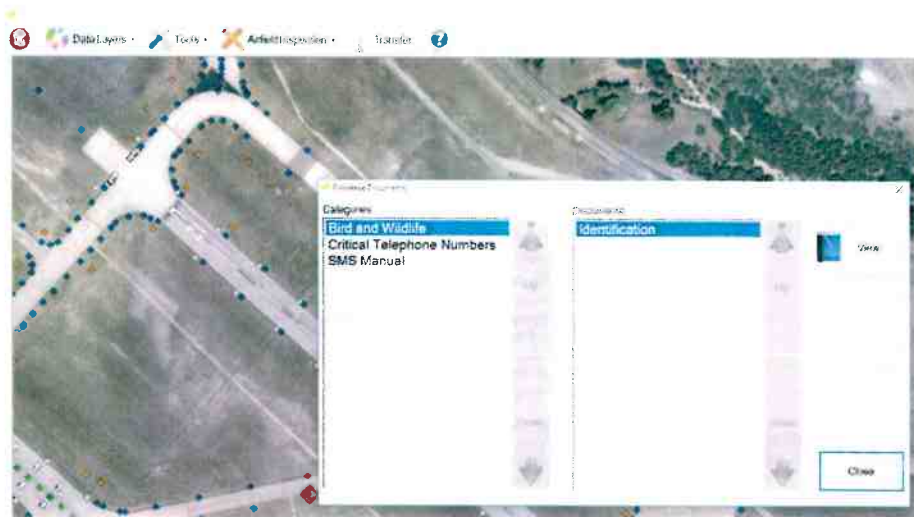
When choosing the appropriate section/condition from the list, the City/Airport can define the information available for the operator e.g. steps to follow, criteria etc.



In addition, the system comes with the Team Viewer program that would allow Team Eagle support team to access the screen from the office or from the vehicle for any troubleshooting or answering questions.

Also, the system has been designed to be easy to use and intuitive.

The system comes with the on-board reference library as well. Allowing constancy and the latest documentations/information to be available at the operators fingertips from the field device. For example, SMS manual, bird identification manual, emergency telephone numbers, airfield diagrams, airlines information etc. The documents can be uploaded/updated from the administration program by the supervisor.



However, the solution delivered to the City and Airport will contain the help feature that can be accessed from any screen.

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

**Response:** Yes. Fully compliant.

Team Eagle has developed an easy to use user interface for importing/updating GIS/CAD layers (e.g. taxiway edge lights, signage, paint markings etc.). This allows the airport to independently manage the layers without any outside help/costs. However, Team Eagle support line can be used for walking through the process if need be. Please refer to item 3.1 above, Example 3.

In addition, the sign images can be imported into the system. Allowing further situational awareness, as they can be configured to pop up in an information window, when driving past. It maybe especially important during the low visibility situation or if the signs have been obstructed.



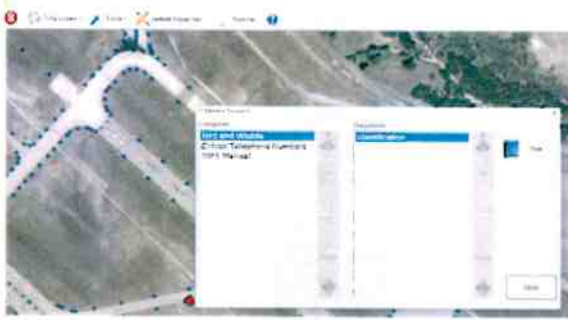
The system administrator can define categories for each layer e.g. Fault and Remedy Types.

Team Eagle can easily help with converting the City/Airport DWG/CADD files to shapefiles that can be imported into AIROps™ Suite. The system administrator can add further attributes to the layers directly from AIROps™ Suite.

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

**Response:** Yes. Fully compliant.

The images can be attached to the deficiencies e.g. before and after. Also the system allows uploading the documents to the on-board reference library. Ensuring constancy between all the system users and latest documentations/information to be available at the operators fingertips from the field device. For example, SMS manual, bird identification manual, emergency telephone numbers, airfield diagrams, airlines information etc. The documents can be uploaded/updated from the administration program by the supervisor.



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

**Response:** Yes. Fully compliant.

The solution proposed allows multi-access on a network and remote access via web application.

- 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.

**Response:** Yes. Fully compliant.

The Windows based field tablets can be used for accessing the web-browser and websites for any purposes.

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

**Response:** Yes. Fully compliant.

The system allows exporting any automatic, standard or ad-hoc query based reports in pdf or CSV format.

The system allows importing documents from other systems into the on-board reference library. Also, the GIS/CAD based shapefiles can be imported into the system.

### 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

**Response:** Yes. Fully compliant.

Team Eagle has an existing Bird and Wildlife Management module that includes both the Bird and Wildlife Observation as well as Bird and Wildlife Strike modules. The B/W Strike module comes with a direct FAA bird strike web-portal link. Allowing to submit the data to FAA as well as store locally. These modules come with the log reports and ad-hoc summary reports that could be used to show the species overtime spatially.

#### 3.7.2 Issue & tracking Notice to Airmen (NOTAM)

**Response:** Team Eagle will be building the NOTAM module in near future.

#### 3.7.3 Incident/ Accident Investigation

**Response:** Yes. Fully compliant.

Team Eagle has developed a full SMS related modules including the Incident/Accident Investigation with the risk factoring. In addition, the airport may also be interested in the Potential Hazard, Quality Control and Assurance as well as SMS Reporting Log and Hazard Registry.

#### 3.7.4 Work order system

**Response:** Yes. Fully compliant.

The system can function as a workorder system e.g. segregation of duties between the operations and maintenance personnel as well as alerts and notifications. This is already part of the solution offered as part of this RFP.

In addition, if the City/Airport is interested in a 3rd party workorder system in the future, Team Eagle may already have an existing interface available e.g. we have written workorder interfaces to CLE and PIT for WebTMA and JDEdwards. Alternatively, we can develop a new interface.

#### 3.7.5 Training record database

**Response:** Yes. Fully compliant.

### Training Matrix Report

	Emergency Preparedness	Fatigue Awareness	Human Factors in Aviation	Risk Management	Root Cause Analysis	Security Management	VHMS
Allison Penney	Jun 2 2015	Jun 2 2015		Jun 2 2015		Jun 2 2015	Dec 1 2015
CAR User							
Denise M							
Denise							
Event Reporter							Feb 4 2014
GSP Power	Jun 2 2015	Jun 2 2015		Jun 2 2015		Jun 2 2015	Dec 1 2015
Gillam							
Gillam							
Guest Account							
Holly Hamlyn	Jun 2 2015	Jun 2 2015		Jun 2 2015		Jun 2 2015	Dec 1 2015
Investigator	Jun 2 2015	Jun 2 2015		Jun 2 2015		Jun 2 2015	Dec 1 2015
Jonathan	Jun 2 2015	Jun 2 2015	Jun 3 2015	Jun 2 2015		Jun 2 2015	Dec 1 2015
Power User							

### Additional modules available:

- 1) ChemicalOps™. A new ChemicalOps™ vehicle and web-server based platform has been developed in winter 2015. This new system has gone live in St. John's International Airport (Newfoundland, Canada) as of spring 2016. It tracks the location, type and amount of chemical used per vehicle and allows viewing data in various forms such as reports and visually on the map image.
- 2) RIWS module. FAA AC 150/5210-25 compliant Runway Incursion Warning System (RIWS). This new capability allows the runway safety to be paramount as part of any inspections/maintenance processes. This module was previously present in our ATIMS™ (Airfield Tracking and Incursion Management System) and EagleEye™ DEVS (Driver Enhanced Vision System).
- 3) Runway Surface Condition Reporting module. Integrated with Bowmonk friction device and Vaisala temperature sensor, for direct feed into the system. Outputs a RSC report.

## 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

Please note, for the server and tablets, Team Eagle will provide the solution, therefore these specifications.

Admin/Inspection:

Operating System: Windows 7 or higher

RAM: 4G or more

Processor: 2 GHz or faster

Disk Space: 10 G

Server:

Virtual System: OK

Operating System: Windows 7 or higher, Windows Server 2008 or higher

Database: SQL Server 2008 or higher

RAM: 4G or more

Processor: x64, 2 GHz or faster

Disk Space: 25 G3.

## 8.2 Operating Systems

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

**Response:** Yes. Fully compliant.

Windows 7, Server 2008, Server 2012 and MS SQL Server 2012.

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

**Response:** Yes. Fully compliant.

The City/Airport can choose to go forward with the Option 1 or Option 2 hosted solutions as described in item 3.1 above.

- 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.)

**Response:** Yes. Fully compliant.

A secure VPN to access the City's network (Net-Motion).

- 3.9.2 The vendor must provide an option to convert CADD/GIS data and

set up database

**Response:** Yes. Fully compliant.

Team Eagle is experienced with GIS/CAD layers processing and can easily convert the existing DWG/CADD files to shapefiles, that can then be imported into AIROps™ Suite and configured as needed directly from the system.

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

**Response:** Yes. Fully compliant.

**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).

**Response:** Yes. Fully compliant.

Team Eagle's proposed solution comes with the 12 months warranty period. It includes support for any issues related to the software after installation.

**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

**Response:** Yes. Fully compliant.

In regards to items 3.11.1 – 3.11.4 Team Eagle staff would work with the City's assigned staff for the full software implementation process, including the installation of hardware and software, testing, training and 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.

Please refer to Appendix 2 for the sample maintenance/support agreement. Costs are clearly defined at the costs sheet associated with AIROps™ Express offer.

END OF SECTION

# Section 4

**SECTION VI - COST PROPOSAL PAGE: AIRops Express - Option B****Proposer Name:** Team Eagle Ltd.

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.

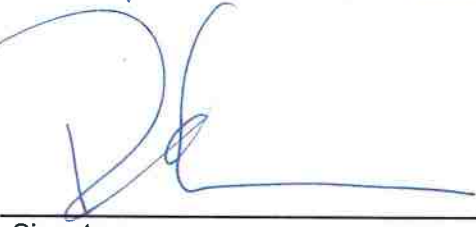
1. Software/Application	\$ <u>38,640.00</u>
2. Labor	\$ <u>29,120.00</u>
3. Equipment, Material and Parts	\$ <u>4,120.00</u>
4. Maintenance / Support	
• Year 1	\$ <u>39,420.00</u>
• Year 2	\$ <u>40,220.00</u>
• Year 3	\$ <u>41,040.00</u>

**Total Project Cost**\$ 192,560.00

\* Team Eagle is pleased to offer 5% discount for total cost of \$264,440, for up-front commitment to original 1 year term + 3 additional year contracts (4 in total).

**Submitted by:**

Paul Cudmore  
Name (printed)

  
Signature

July 14, 2016  
Date

General Manager  
Title

\* Team Eagle acknowledges the City of Fort Lauderdale's 30 days cancellation clause (sections 2.11.3 & General Conditions 3.09, 5.16). Due to the City/Airport specific work and customization such as CAD layers and reports, required for this project, and as allowed by this RFP, Team Eagle will invoice for 50% of the project upon award with the balance to be invoiced upon acceptance of the system. Additional billing for subsequent years will occur on a regular schedule as agreed to with the City/Airport.

**AIROps™ Express – Option B**

**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.

**Response:** Yes. Fully compliant.

**Overview:** AIROps™ Express is a fully automated airfield inspection and reporting system. The proposed solution is fully hosted, web/cloud based software that contains a mobile platform and back-office components. It 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.



AIROps™ Express is a configurable framework, allowing the end-user (e.g. airport) to add/de-activate users, create new inspections and checklists and import updated GIS/CAD layers.

Create New Layer

Import layer from Shapefile

Generic Airfield Inspection 2 Selected Boise International

Drag and drop Shapefiles from your computer

OR

Select Files

0 files selected

- Boise Signs Oct 18 201...
- Boise Signs Oct 18 201...
- Boise Signs Oct 18 201...
- Boise Signs Oct 18 201...

Signs

Line Thickness

1

Import Offset- 0 0 Meters

Marker

Clear

Default Line Color

Allow labels to be visible Show layer name on reports when clicked ☒ Display layer on map ☒ Allow marking discrepancies

Default

Include	Field Name	Field Type	Display Name
<input checked="" type="checkbox"/>	Label	Label	View Data
<input checked="" type="checkbox"/>	Notes	Display value	Color View Data
<input checked="" type="checkbox"/>	Type	Type	View Data
<input checked="" type="checkbox"/>	Comment	Image	View Data
<input checked="" type="checkbox"/>	Easting	Display value	Easting View Data
<input checked="" type="checkbox"/>	Northing	Display value	Northing View Data

190 Assets in this layer

Save Cancel

Default

Fault remedies

Fault types

Default section

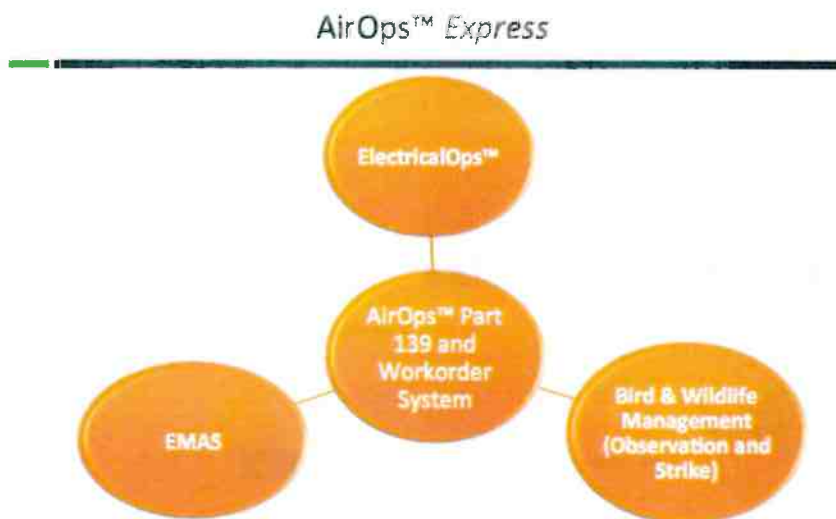
Default condition

Default type

Team Eagle is experienced with GIS/CAD layers processing and can easily convert the existing DWG/CADD files to shapefiles, that can then be imported into AIROps™

Express and configured as needed directly from the system. Once they are part of the system, they can be defined as interactive (allow asset based discrepancy recording/reporting), display only (e.g. emergency route), if the labels should be displayed on the map image, what type of symbols are related to the particular layer when there is a discrepancy or observation. Also, the layers can be de-activated if need be and turned on again, if applicable (seasonal).

AIROps™ Express is a scalable system allowing the airport to easily add modules to the same platform, without need of intense re-training of the staff. Available modules are outlined below and the library is constantly evolving. We are also open for developing new modules and functionalities that are specific to FXE if there is a need.



AIROps™ Express is designed as a non-device specific solution that can be accessed from iOS (iPAD/iPhone) and Android devices as well as web-browser (Windows/Mac). It utilizes the native device capabilities such as camera, e-mails and GPS. Therefore, if there is a need in the future to change the device from Apple to Android (or other way around), it can be easily accomplished. Some other systems are tied directly to a specific device only. As part of this proposal, the City/Airport can decide if they prefer to use the Android or iPad devices, please refer to the Appendix 1 for more information.

Easy to Use and Intuitive: Team Eagle is an airfield solutions partner, all our software solutions have been written together with our users and are 100% aviation/airport industry specific.

Inspection Program: allows the inspector to report airfield, non-aviation property and Helistop related events. Discrepancies and observations can be logged at the location on the map image or for a specific asset (e.g. light/sign). This is made possible by using a geo-referenced high resolution photo map image overlaid with the GIS/CAD based data-layers (e.g. lights) and using a mobile device on the airfield, Helistop and non-aviation property. The location reference is derived from a GPS that is embedded in the tablet.

Map Image: Team Eagle usually purchases a geo-referenced high-resolution photomap image from DigitalGlobe ([www.digitalglobe.com](http://www.digitalglobe.com)). DigitalGlobe's customers range from urban planners, to the U.S. federal agencies, including NASA and the United States Department of Defense's National Geospatial-Intelligence Agency (NGA). Also, much of Google Earth and Google Maps high resolution-imagery is provided by DigitalGlobe, as is imagery used in TerraServer.

Alternatively, only if preferred, we can use the geo-referenced map images provided by City of Fort Lauderdale.

Communication: Inspection data is automatically transferred from the inspection device to a cloud based database. On-line/off-line logic is included within the application to effectively manage evolving communication connectivity out at the airfield. The data is locally saved in the tablet until it's being transferred.

Team Eagle has over 10 years worth of experience working with various wireless infrastructures at the small and large airports. We do not enforce connectivity in our device independent solution.

Here are some of the parameters in relation to the connectivity requirements:

- Connectivity is required for an initial login
- Connectivity is required to transfer data to/from the cloud
- Connectivity is not required to conduct an inspection using a device based inspection program (or simply use a system).
- Connectivity is required to install/update the software and the assets (GIS/CAD layers). These tasks are usually performed from the office environment web-browser based system, and not on the field.

System Outputs: The system comes with a powerful query based reporting engine that allows reporting for the highest levels of the organization. The summary reports can be drilled down based on date, users/resources, Inspection related Sections/Conditions, and more. There are also automatic inspection, outstanding

discrepancy and daily summary reports. All the reports can be saved as e-mailed as pdf.

Data Hosting: Team Eagle's data center is located in Ashburn, VA with 100% of the data hosted in the continental United States.

It is a certified Tier 1 facility with advanced physical security systems and protocols in place. Unlike other data centers, the security staff at Team Eagle's data center is dedicated to their role as security personnel and are not tasked with IT or other maintenance functions at the facility. To access the physical infrastructure, personnel are required to pass through multiple identification verification controls, requiring a combination of biometrics, access cards and pin pads to both enter and exit secured "man traps" that prevent additional unauthorized personnel from 'tail gating' authorized users. In addition, all areas of the facility, including its exterior are monitored 24/7 by closed-circuit cameras and pressure sensitive flooring to detect unauthorized movements in the facility. Fire prevention is accomplished through the use of a heat and particle detectors coupled to an environmentally friendly fire suppression system through out the facility, including all plenums and raised floor areas.

The infrastructure of the facility provides redundancy and back up of power and data communications through a combination of systems. Power is guaranteed by multiple power drop points to the facility by local power companies. A building wide UPS system and full capacity backup generators are in place to provide uninterrupted power in the unlikely event of a power failure from the utility company. The facility has been designed and is tested to operate on generator power for extended periods of time if necessary. Communication to the facility is provided by 25 different providers all with diverse routing of fiber optic lines into the structure, ensuring the facilities ability to automatically switch over in the event of a failure by any one provider or that of multiple providers.

Technical overview: The solution proposed is not-device specific and can be used by a variety of platforms including the desktop computers, tablets and other mobile devices (iOS iPad, iPhone, Android devices). It utilizes the built-in GPS location services, cameras and e-mail functions.

The iOS or Android based tablets can be used for many other apps. Similarly the office computers accessing the system via web-browser can be used for many other applications.

### 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.

**Response:** Yes. Fully compliant.

AIROps™ Express can be configured for multiple level of access control: by module, by role e.g. operations or maintenance, ability to make changes to the preferences, system administration and reports. All the users will require a secure login in order to access the system.

- 3.2.2 Allow for a valid login with username and password for user access

**Response:** Yes. Fully compliant.

- 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))

**Response:** Variance. The software is currently designed to allow any type of passwords, from simple to complex. This is to avoid situations whereby the field operator would forget their passwords.

However, we can easily incorporate it to the delivered system if requested by the City/Airport. This requirement is considered to be part of the proposed solution.

- 3.2.4 Have an automatic timeout for a defined period of inactivity

**Response:** Variance. As the inspection system is iOS and Android device based, the user may get e-mails, phone calls (iOS) etc. that will take them away from the AIROps™ Express temporarily for shorter or longer period of time. This is why we haven't developed the automatic timeout feature.

However, we can easily incorporate it to the delivered system if requested by the City/Airport. This requirement is considered to be part of the proposed solution.

- 3.2.5 The software shall allow for mandatory password change after a defined period (preferably)

**Response:** Variance. Currently, the software allows password changes at any point of time. This is to avoid situations whereby field operator may forget the new password.

However, we can easily incorporate it to the delivered system if requested by the City/Airport. This requirement is considered to be part of the proposed solution.

### 3.2.6 Allow an administrator to enable or disable a user access

Response: Yes. Fully compliant.

The users can be added and de-activated so they don't appear on the drop-down list.

### 3.2.7 Automatically log off users once the application screen is closed.

Response: Variance. As the inspection system is iOS and Android device based, the user may get e-mails, phone calls (iOS) etc. that will take them away from the AIROps™ Express temporarily for shorter or longer period of time. This is why we haven't developed the de-activation feature as described here.

However, we can easily incorporate it to the delivered system if requested by the City/Airport. This requirement is considered to be part of the proposed solution.

### 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)

Response: Variance. The system has currently been designed not to lock out the users, to avoid situations whereby the field users may not be able to use the system when needed.

However, we can easily incorporate it to the delivered system if requested by the City/Airport. This requirement is considered to be part of the proposed solution.

## 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

Response: Customization for Airport specific reports: Team Eagle has over 10 years experience creating and making changes to the airport specific reports. The system that will be delivered, will contain the reports satisfactory to the City and Airport. Our existing reports are very similar, however, small adjustments maybe necessary.

We have planned for the City/Airport specific report customization as described above (3.3.1) as identified in Exhibits 1-5 and as required.

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

Response: Customization for Airport specific reports: Team Eagle has over 10 years experience creating and making changes to the airport specific reports. The system that will be delivered, will contain the reports satisfactory to the City and Airport. Our existing reports are very similar, however, small adjustments maybe necessary.

We have planned for the City/Airport specific report customization as described above (3.3.1) as identified in Exhibits 6-15 and as required.

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

Response: Once we develop the changes requested and setup the system, the City/Airport can have an acceptance review period. We will work with you though the development.

Any further change requests will be reviewed. Depending on the amount of work involved e.g. new fields/drop-down categories, database and report changes, we'll review the request and price it out for the City/Airport with an estimated timeframe. Smaller changes maybe accommodated without any cost.

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

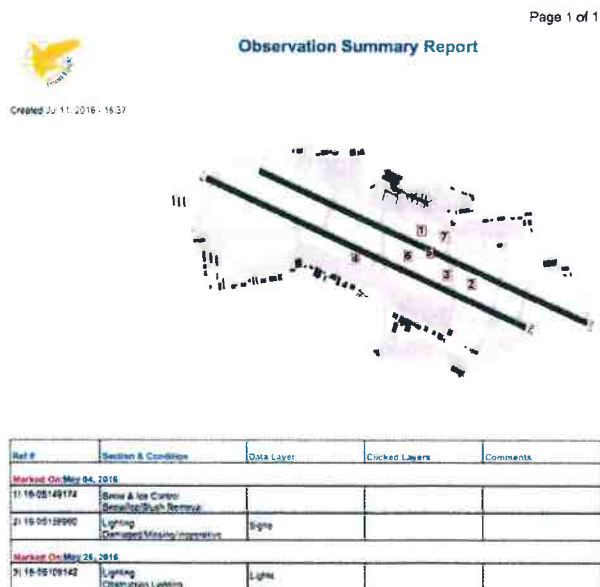
Response: Yes. Fully compliant.

### 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.

Response: Yes. Fully compliant.

The system will store all the data in the MySQL database residing on the cloud, for each; Airport Operations Area (AOA), Helistop and non-aviation property area. The system automatically creates the inspection reports (log files), capturing the inspector, vehicle used, shift (if applicable), if it was a special inspection, date/time, type of inspection conducted, inspection comments, details of the inspection and visual depiction of the discrepancies marked during the inspection on the airfield. The system comes with 2 standard reports; Outstanding Discrepancy and Daily Summary report.



In addition, the query based summary reports functionality allows the user to create

desired reports by choosing the timeframe, type of data to include and other filters e.g. inspector, data layer, inspection type, discrepancy type, how many days open. It also allows choosing the report columns and grouping.

Summary Reports Setup

Report Name: Report 1 + Clear All

Filters

☒ Discrepancy Type  
Discrepancy

☒ Status  
Close

☒ Priority  
A,B,C,D

☒ Date  
☒ Rate  
☒ Inspector  
☒ Type  
☒ Section & Condition  
☒ Comments

Move Up  
Move Down

Section & Condition  
Inspector  
Inspection Date

View Report Save Close

- 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.

Response: Variance. Yes, the system creates automatic inspection reports (log files) and includes information such as: Inspector, Date/Timeframe (To/From), Type of Inspection, if it was a special inspection, Inspection details (location of the issue, event related details), notes and comments.

The supervisors’ approval capability is considered to be part of the proposed solution and will be part of the delivered system.

- 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.

Response: Yes. Fully compliant.

The system keeps all the outstanding items visible at the location on the map based inspection program. Making it easy to find by the maintenance personnel for a review and for carrying out corrective action. Furthermore, the system can be configured to either allow the maintenance to set the fixed item as repaired and sending an automatic notification to the distribution list. The item can then be reviewed by the inspector or a supervisor and only then closed.

Alternatively, as the system is configurable, the maintenance personnel may close the item after repair.

The system comes with the discrepancy browser that allows locating each individual items location. This can be useful before driving out to the airfield in order to avoid spending extra time on the airfield looking for the discrepancy.

In addition, the user can use the filter discrepancies (by priority, date etc.) and focus the appropriate ones without crowding the screen.

- 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

Response: Yes. Fully compliant.

The supervisor can see each item with deficiency visually on the map image as well as use any of the above-mentioned reporting capabilities to see the visual as well as the text description of the location among any other information that has been captured with the item.

- 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.

Response: Yes. Fully compliant.

- 3.4.6** Audit Trail - The software shall have an audit trail of all activities in the system by user, date, time and activity preformed with the associated details.

Response: Variance: The delivered solution will have the audit trail capability.

- 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.

Response: Yes. Fully compliant.

The system comes with a configurable e-mail alert capability for the workorders. Once the inspector opens a workorder and assigns it to the maintenance department, all the people on the distribution list will be notified. Similarly, once the

workorder has been completed, the inspector/supervisor will receive the appropriate email alert.

- 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.

Response: Yes. Fully compliant.

As described above (section 3.4.1) the system comes with the various pre-defined (standard) reports as well as ad-hoc reports as defined by the user. The ad-hoc summary reports allows filtering information by the inspection type, users, discrepancy items, fault remedy e.g. resolution as well as time frame.

**3.5** AOA Operational Flow

- 3.5.1** Hardware (tablet pc etc. with cellular data service) will be assigned to inspectors.

Response: Yes. Fully compliant.

The iOS iPads/iPhones or Android tablets can be assigned to inspection, with inbuilt GPS and cellular data service. Please refer to the Appendix 1 for the hardware specifications.

- 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.

Response: Yes. Fully compliant.

The GPS is embedded in the tablet, offered as part of this proposal.

- 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.

Response: Yes. Fully compliant.

Any information that is related to the asset can be imported into the system as part of the GIS layer as well as made available to the vehicle operator in the inspection program.

Setup example:

Create New Layer

Import layer from **Shapefile** **Generic Airfield Inspection** **2 Selected** **Boise International**

Drag and drop Shapefiles from your computer

OR

**Select Files** 0 files selected

- ▶ Boise Signs Oct 18 201...
- ▶ Boise Signs Oct 18 201...
- ▶ Boise Signs Oct 18 201...
- ▶ Boise Signs Oct 18 201...

Signs

Line Thickness

Import Offset- 0 0 Meters **Marker** **Clear**

Default Line Color

☐ Allow labels to be visible ☐ Show layer name on reports when clicked ☒ Display layer on map ☒ Allow marking discrepancies ☐ Default

include	Field Name	Field Type	Display Name	
<input checked="" type="checkbox"/>	Label	Label		View Data
<input checked="" type="checkbox"/>	Notes	Display value	Color	View Data
<input checked="" type="checkbox"/>	Type	Type		View Data
<input checked="" type="checkbox"/>	Comment	Image		View Data
<input checked="" type="checkbox"/>	Easting	Display value	Easting	View Data
<input checked="" type="checkbox"/>	Northing	Display value	Northing	View Data

**Fault remedies**

**Fault types**

**Default section**

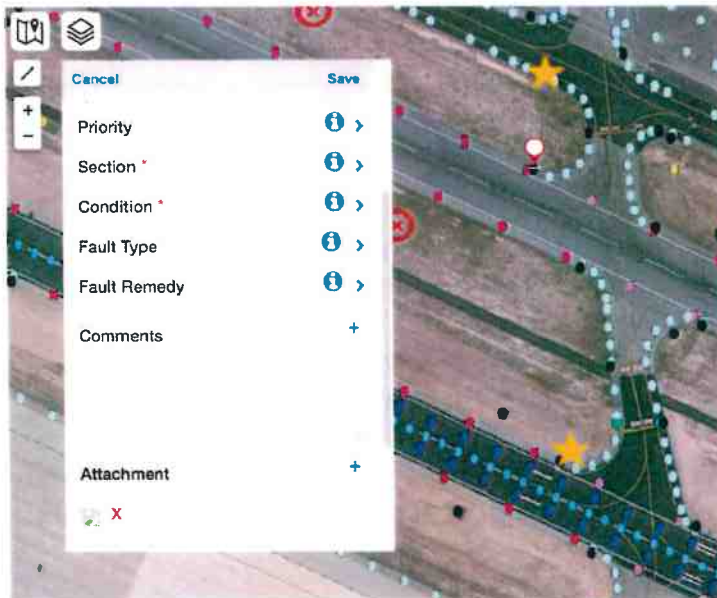
**Default condition**

**Default type**

Info available on the field – example:



The pictures can be captured with the tablet with built-in native camera and attached to the discrepancy for reference purposes. More than one picture can be added e.g. before and after.



- 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.

Response: Yes. Fully compliant.

At the end of the inspection, the system automatically fills in the faulty line items. The user can then use the button to fill in all the other items as satisfactory or not inspected.

Example of pressing 'Mark Remaining Satisfactory' button:

The screenshot shows a mobile application interface for an inspection summary. At the top, there is a 'Cancel' button on the left and a back arrow on the right. The title 'Inspection Summary' is centered. Below the title, a status message reads 'Status must be set for all conditions'. To the right of this message are two status indicators: a green circle with an 'S' for 'Satisfactory' and an orange circle with a 'U' for 'Uninspected'. The main content area is divided into two sections: 'PAVED AREAS' and 'SAFETY AREAS (RUNWAY/TAXIWAY)'. Each section contains a list of items, all of which are marked with a green 'S' icon, indicating they are satisfactory. The items under 'PAVED AREAS' are: 'Abutting Edges (Lip) Over 3', 'Hole 5 Diameter or 3 Depth', 'Cracks/Spalling/Surface Variations', 'Chemical Solvent', and 'Ponding Water/Depressions'. The items under 'SAFETY AREAS (RUNWAY/TAXIWAY)' are: 'Ruts/Humps/Depressions/Surface Variations' and 'Drainage'. At the bottom of the screen, there are three buttons: 'Mark Remaining Satisfactory' (with a green 'S' icon), 'Mark Remaining Uninspected' (with an orange 'U' icon), and 'Clear All' (with a red 'X' icon). In the bottom right corner, there is a button labeled 'End Inspection'.

- 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

Response: Variance: Yes, the data is transferred automatically and can be accessed by any authorized users e.g. maintenance personnel. It can also be reviewed by the supervisor.

The solution delivered to the City and Airport will contain the supervisor sign off capability.

- 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

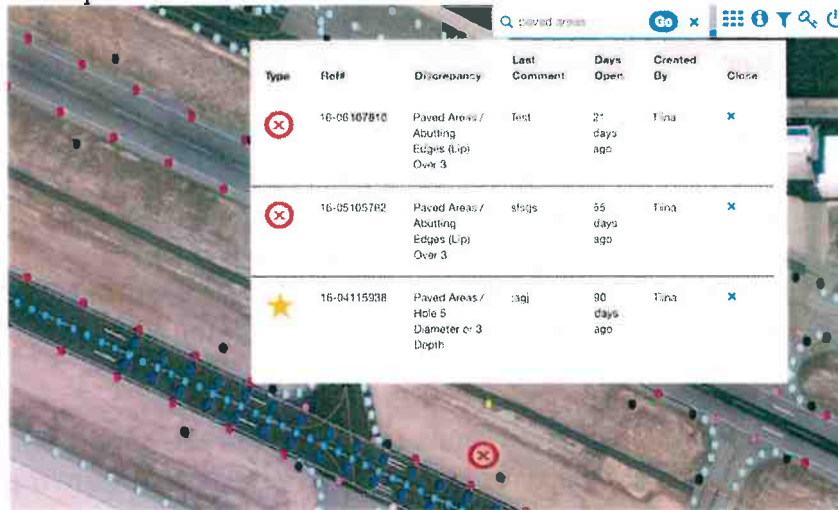
personnel travel towards the item, it will be marked with an indicator on the screen to alert them of approaching the item.

Response: Yes. Fully compliant.

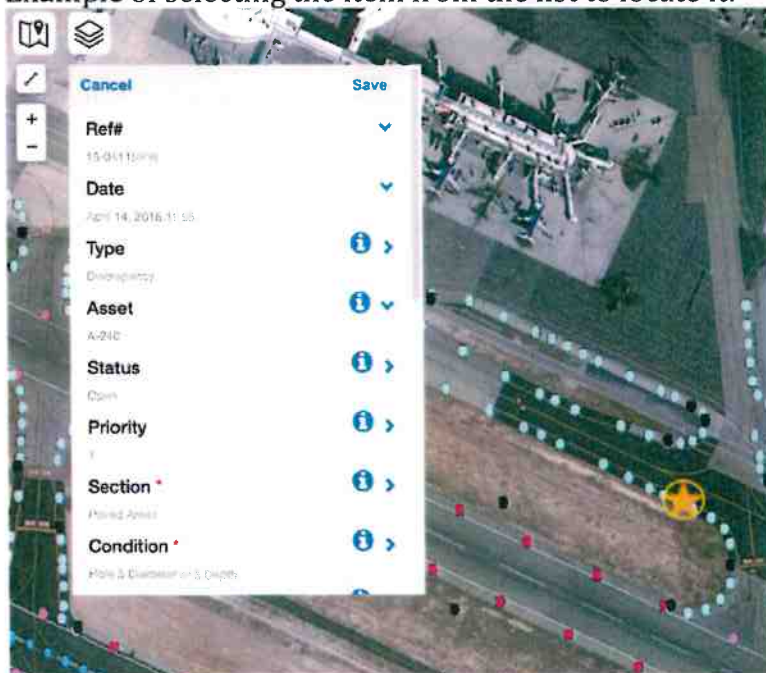
All the outstanding items will remain on the GIS/GPS based map image allowing the maintenance personnel to easily locate the particular item.

The maintenance personnel can filter the discrepancy list by the unique reference number or a key word, to locate the item on the map image.

Example of search:



Example of selecting the item from the list to locate it:



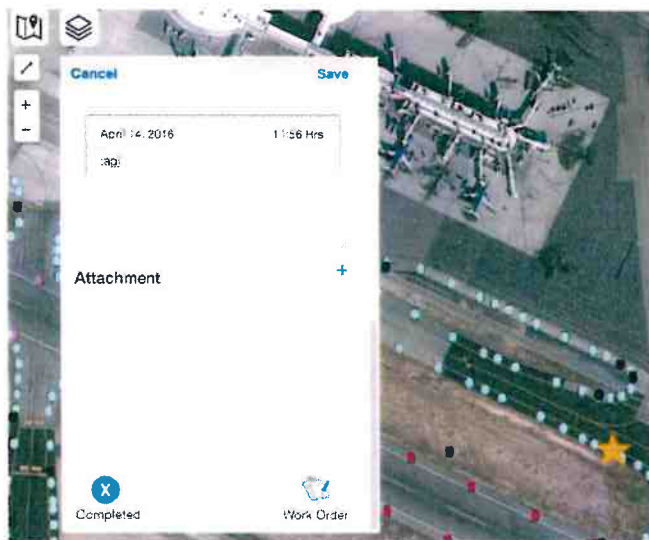
The user can also apply filters to assure that only desired items are displaying e.g. Priority 1 discrepancies.

- 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.

Response: Yes. Fully Compliant.

The system allows choosing the deficient item by selecting it via touch screen and the dialog box will open where the user can choose the appropriate sections/conditions that apply. If it's an asset e.g. light, it will display the data imported/entered as part of the GIS layer. The system will also show attached pictures and comments. The maintenance personnel will be able set the workorder as repaired. There maybe more than one workorder associated with the same discrepancy/observation.

Completing a workorder can be configured so it sends out an alert to the operations and/or supervisor to review/approve the discrepancy and close the item (removing it from the map image).



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

Response: Yes. Fully Compliant.

Items marked as closed, will be removed the from the map image, as these items won't require any further attention. However, they are saved/stored in the database for reporting purposes.

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

Response: Yes. Fully Compliant.

The system automatically creates the inspection reports, capturing the inspector, vehicle used, if it was a special inspection, date/time, inspection comments, details of the inspection and visual depiction of the discrepancies marked during the inspection on the airfield. The supervisor can review each inspection to ensure completeness and accuracy of the inspections and maintenance activities.

The system comes with 2 standard or pre-defined reports; Outstanding discrepancy report and Daily Summary report.

In addition, the query based summary reports (ad-hoc) functionality allows the supervisor to create desired reports by choosing the timeframe, type of data to include and other filters e.g. inspector, discrepancy type. It also allows choosing the report columns and grouping.

Please refer to section 3.4.1 above, for more information and screen-prints.

### 3.6 Other Features

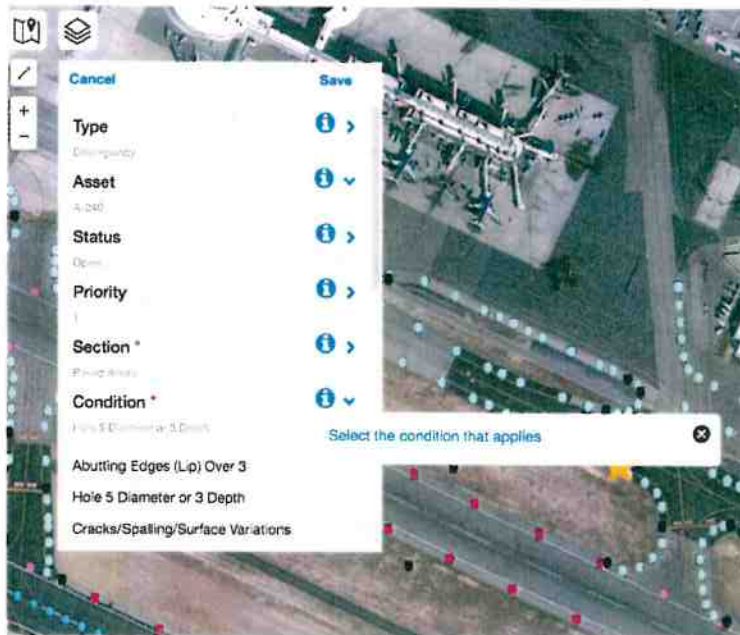
- 3.6.1 The software shall support multiple users and multitasking

Response: Yes. Fully Compliant.

The software allows the users to be segregated by the role and department. The users maybe able to conduct inspections and/or repair and close deficient items.

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

Response: Variance. The system comes with the help tips provided for each input field as shown below:



In addition, hovering the mouse over the buttons will display the button names.

The system comes with the on-board reference library as well. Allowing constancy and the latest documentations/information to be available at the operators fingertips from the field device. For example, SMS manual, bird identification manual, emergency telephone numbers, airfield diagrams, airlines information etc. The documents can be uploaded/updated from the administration program by the supervisor.

In addition, the system comes with the Team Viewer program, that would allow Team Eagle support team to access the screen from the office or from the vehicle for any troubleshooting or answering questions.

If any additional help features are required, they will be included in the delivered solution.

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

Response: Yes. Fully compliant.

Team Eagle has developed an easy to use user interface for importing/updating GIS/CAD layers (e.g. taxiway edge lights, signage, paint markings etc.). This allows the airport to independently manage the layers without any outside help/costs. However, Team Eagle support line can be used for walking through the process if need be.

In addition, the sign images can be imported into the system.

The system administrator can define categories for each layer e.g. Fault and Remedy Types.

Team Eagle can easily help with converting the City/Airport CADD files to shapefiles that can be imported into AIROps™ Express.

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

Response: Yes. Fully Compliant.

The images can be attached to the deficiencies e.g. before and after. Also the system allows uploading the documents to the on-board reference library. Ensuring constancy between all the system users and latest documentations/information to be available at the operators fingertips from the field device. For example, SMS manual, bird identification manual, emergency telephone numbers, airfield diagrams, airlines information etc. The documents can be uploaded/updated from the administration program by the supervisor.

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

Response: Yes. Fully Compliant.

The web-browser based system can be accessed through the network from the Windows or Mac based computers.

The apps are native to the iOS and Android devices.

- 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.

Response: Yes. Fully Compliant.

The iOS or Android tablets can be used for accessing the web-browser and any websites for any purposes.

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

Response: Variance. The system allows importing documents from other systems into the on-board reference library. Also, the GIS/CAD based shapefiles can be imported into the system.

All the reports can be saved/exported as pdf files.

Exporting any automatic, standard or ad-hoc query based reports in CSV format, will be part of the delivered solution.

### 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

Response: Yes. Fully supported.

Team Eagle has an existing Bird and Wildlife Management module that includes both the Bird and Wildlife Observation as well as Bird and Wildlife Strike modules. The B/W Strike module comes with a direct FAA bird strike web-portal link. Allowing to submit the data to FAA as well as store locally. These modules come with the log reports and ad-hoc summary reports that could be used to show the species overtime spatially.

#### 3.7.2 Issue & tracking Notice to Airmen (NOTAM)

Response: Team Eagle will be building the NOTAM module in near future.

#### 3.7.3 Incident/ Accident Investigation

Response: Team Eagle will be building the SMS module in near future.

#### 3.7.4 Work order system

Response: Yes. Fully supported.

The system can function as a workorder system e.g. segregation of duties between the operations and maintenance personnel as well as alerts and notifications. This is already part of the solution offered as part of this RFP.

In addition, if there is a 3<sup>rd</sup> party workorder system, Team Eagle can develop a new interface if there is a need, for additional cost.

#### 3.7.5 Training record database

Response: Yes. Fully Supported.

### Training Matrix Report

	Emergency Preparedness	Fatigue Awareness	Human Factors in Aviation	Risk Management	Root Cause Analysis	Security Management	WHMIS
Allison Penney	Jun 2 2015	Jun 2 2015		Jun 2 2015		Jun 2 2015	Dec 3 2015
CAR User							
Denise M							
Denise							
Event Reporter							Feb 4 2014
GSP Power	Jun 2 2015	Jun 2 2015		Jun 2 2015		Jun 2 2015	Dec 3 2015
Gillam							
Gillam							
Guest Account							
Holly Hamlyn	Jun 2 2015	Jun 2 2015		Jun 2 2015		Jun 2 2015	Dec 3 2015
Investigator	Jun 2 2015	Jun 2 2015		Jun 2 2015		Jun 2 2015	Dec 3 2015
Jonathan	Jun 2 2015	Jun 2 2015	Jun 3 2015	Jun 2 2015		Jun 2 2015	Dec 3 2015
Power User							

In addition we have an EMAS Inspection module available. Allowing three types of inspections, walk-about, drive-around and incursions.

### 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

**Response:** The following browsers are fully supported:

- Internet Explorer version 10 or above
- Opera version 20 or above
- Mozilla Firefox version 30 or above
- Google Chrome version 32 or above

The following Apple iOS devices are fully supported:

iPhone 5+  
iPad 4th Generation+  
iPad Air and iPad Air 2  
iPad Mini 2 and iPad Mini 3

The following Google Android devices are fully supported:

Any device supporting Android KitKat (4.4)  
Any device supporting Android Lollipop (5.0)

#### 3.8.2 Operating Systems

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

**Response:** Yes. Fully supported.

iOS, Android, Windows 7, Server 2008, Server 2012 & MS SQL Server 2012.

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

Response: Yes. Fully supported.

The proposed AIROps™ Express system is fully hosted, cloud/web based system.

**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 versions (IE, Safari, Chrome, Firefox etc.) compatible with the latest popular browser

Response: Yes. Fully supported.

Cloud-based and 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

Response: Yes. Fully supported.

Team Eagle is experienced with GIS/CAD layers processing and can easily convert the existing DWG/CADD files to shapefiles, that can then be imported into AIROps™ Express and configured as needed directly from the system.

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

Response: Yes. Fully supported.

**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).

Response: Yes. Fully supported.

Team Eagle's proposed solution comes with the 12 months warranty period. It includes support for any issues related to the software after installation.

### 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

Response: Yes. Fully supported.

In regards to items 3.11.1 – 3.11.4 Team Eagle staff would work with the City's assigned staff for the full software implementation process, including the installation of hardware and software, testing, training and 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.

Please refer to Appendix 2 for the sample maintenance/support agreement. Costs are clearly defined at the costs sheet associated with AIROps™ Express offer.

END OF SECTION

# Section 5

# Microsoft Surface 3 – 10.8" – Atom x7 Z8700 – 4 GB RAM – 64 GB SSD

## PRODUCT OVERVIEW

### Main Features

- Tablet
- no keyboard
- Atom x7 Z8700 / 1.6 GHz
- Win 10 Pro
- 4 GB RAM
- 64 GB SSD
- 10.8" touchscreen 1920 x 1280 ; Full HD Plus
- HD Graphics
- Wifi
- 4G
- commercial

Every aspect of Surface 3 has been meticulously crafted - from the strong, light frame with a 3-position Kickstand to the 10.8" high-resolution screen. Surface is elegant and durable enough to take everywhere.

Take notes, write directly on screen, and even record a lecture at the same time. With up to 10 hours of battery life for video playback, Surface 3 lasts through your movie marathon (or all your classes). Whether it's watching movies, managing your budget, or helping your child learn and play, Surface 3 has it covered. Feel more confident when your children are online with enhanced family safety settings. Surface 3 is the perfect travel companion.



## Surface 3 (4G LTE)

- 10.8" ClearType Full HD Plus display
- Quad Core Intel® Atom™ x7 Z8700 processor
- Limited time offer: 1 year of Microsoft Office 365 Personal (included) – a \$69.99 value – plus One Drive cloud storage



## The tablet that can replace your laptop.

Meet Surface S, the smallest and most compact member of the Surface family – a tablet with the full power of a laptop.



### KEY SPECIFICATIONS



**Screen size:**  
10.6"



**Resolution:**  
1920 x 1280  
Full HD Plus



**Dimensions:**  
10.52" x 7.36" x 0.34"



**Processor:**  
Intel® Atom™ x7  
processor



**Storage:**  
64GB & 128GB<sup>2</sup>

## The versatility of a laptop and tablet in one

Meet Surface S, the smallest and most compact member of the Surface family – a tablet with the full power of a laptop. It's the perfect size to take with you anywhere. Click in the keyboard and flip out the integrated kickstand and you have a laptop that runs all your programs, no matter where you are.





#### Ultra-thin, feather-light

The lightest Surface we've ever made weighs in at less than 1.5 pounds.



#### Transforms to a laptop

Click in the keyboard and flip out the integrated Kickstand and you have a laptop that runs all your programs fast and seamlessly.



#### Connect your accessories

Surface 3 has advanced wireless capabilities and all the ports you need.

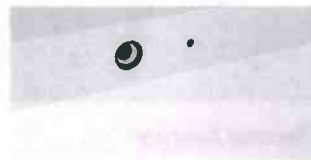
## Exceptional performance

With its new Intel processor, Surface 3 is fast, responsive, and can run anything you need. Take incredible photos with the advanced autofocus cameras and experience rich Dolby-enhanced sound. We didn't sacrifice battery life either – Surface 3 has up to 10 hours of video playback.



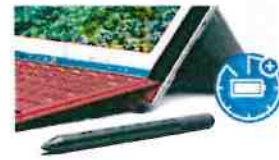
#### Power of a laptop

Surface 3 is fast, responsive, and can run everything you need.



#### Picture perfect

Take amazing photos and HD videos with the 5MP and 8MP autofocus cameras.



#### All day battery life

We didn't sacrifice battery life for performance – Surface 3 has up to 10 hours of video playback, so you don't have to worry about running out of juice.



### Office

Microsoft Office works perfectly on Surface 3 with Word, Excel, PowerPoint, Outlook, and OneNote.



### Write the web

Write directly on webpages with Surface Pen in the all new Microsoft Edge browser and share your notes easily.



### Limitless apps

Explore, discover, and download all your favorite apps on Surface 3.

## Advanced technology from Microsoft

Surface 3 brings you advanced technology to streamline your life. No matter what you are doing, Surface 3 comes with powerfully simple solutions for the things you **do** everyday.



### Click note

With one click of Surface Pen, a blank OneNote page appears for quick notes.



### Personal Assistant

Click and hold the top of Surface Pen to activate Cortana, your truly personal digital assistant.



### Write naturally

Writing with Surface Pen feels as fluid and precise as your favorite ballpoint pen on paper.

Microsoft Surface 3 – 10.8" – Atom x7 Z8700 – 4 GB  
RAM – 64 GB SSD

Availability: Call Call Representative

Request Pricing 

## Technical Specifications

Software	Windows 10 1-year of Office 365 Personal with OneDrive cloud storage <sup>1</sup>
Exterior	Casing: Magnesium Color: Silver Physical buttons: Volume, Power, Home
Dimensions	10.52 x 7.36 x 0.34 in (267 x 197 x 8.7 mm)
Weight	1.37 lbs (622g)
Storage <sup>2</sup>	64GB or 128GB
Display	10.8" display Resolution: 1920 x 1280 (214 PPI) Aspect Ratio: 3:2 Touch: 10 point multi-touch
Battery Life	Up to 10 hours of video playback <sup>4</sup>
Processor	Quad Core Intel® Atom™ x7 Z8700 processor (2MB Cache, 1.6GHz with Intel Burst™ technology up to 2.4GHz)
Memory	2GB RAM with 64GB storage 4GB RAM with 128GB storage
Network & wireless	Wi-Fi 802.11 a/b/g/n/ac Bluetooth 4.0 Low Energy Technology Verizon LTE Core: 2, 3, 13 LTE Roaming: 3, 7 CA: 13 + 4 3G: 1, 2, 5, 8
Location	GPS Assisted GPS GLONASS

Ports	Full-size USB 3.0 Mini DisplayPort microSD™ card reader Micro-USB charging port Headset jack Cover port
Cameras, video and audio	3.5MP front-facing camera 8.0MP rear-facing camera with autofocus Microphone Stereo speakers with Dolby® audio
Sensors	Ambient light sensor Proximity sensor Accelerometer Gyroscope Magnetometer
What's in the box	Surface 3 Micro-USB Power Supply Quick Start Guide Safety and warranty documents
Warranty	1-year limited hardware warranty

# iPad Air 2

Buy

AIROps™ Express - Option B

## Finish



Silver

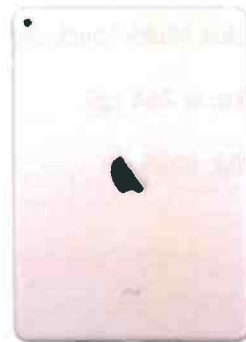


Gold



Space Grey

## Models



Wi-Fi



Wi-Fi + Cellular

## Capacity<sup>1</sup>

Wi-Fi

16GB

64GB

Wi-Fi + Cellular

16GB

64GB

## Size and Weight

**Height:** 240 mm (9.4 inches)

**Width:** 169.5 mm (6.6 inches)

**Depth:** 6.1 mm (0.24 inch)

**Weight:** 437 grams (0.96 pound)

Buy

**Height:** 240 mm (9.4 inches)

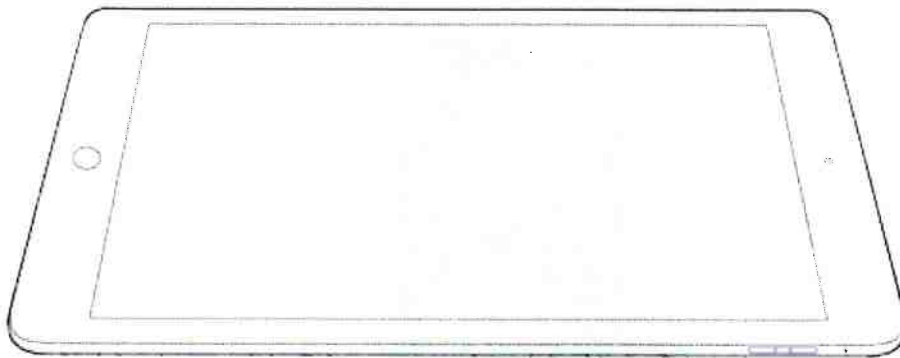
**Width:** 169.5 mm (6.6 inches)

**Depth:** 6.1 mm (0.24 inch)

**Weight:** 444 grams (0.98 pound)

240 mm (9.4 inches)

6.1 mm (0.24 inch)



169.5 mm  
(6.6 inches)

## Display

### Retina display

9.7-inch (diagonal) LED-backlit Multi-Touch display with IPS technology

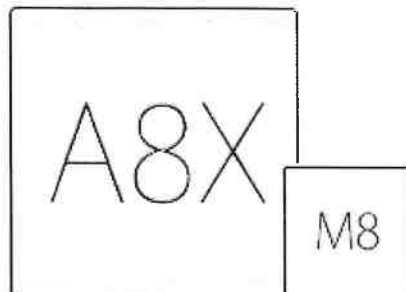
2048-by-1536-pixel resolution at 264 ppi

Fingerprint-resistant oleophobic coating

Fully laminated display

Antireflective coating

## Chip



A8X chip with 64-bit architecture

M8 motion coprocessor

## iPad Air 2 Cameras, Photos and Video Recording

### iSight Camera

8MP iSight camera

Autofocus

Panorama (up to 43 MP)

Auto HDR for photos

Exposure control

Burst mode

Tap to focus

Timer mode

*f*/2.4 aperture

Five-element lens

Hybrid IR filter

Backside illumination

Auto image stabilization

Face detection

Photo geotagging

### Video Recording

1080p HD video recording (30 fps)

Slo-mo (120 fps)

Time-lapse video with stabilization

Video image stabilization

Improved face detection

3x video zoom

Video geotagging

### FaceTime HD Camera

1.2MP photos

*f*/2.2 aperture

720p HD video recording

Backside illumination

Auto HDR photos and videos

Improved face detection

Burst mode

Exposure control

Timer mode

## Touch ID

Fingerprint identity sensor built into the Home button

## Apple Pay

Pay with your iPad using Touch ID within apps

[Learn more about Apple Pay](#)

## Cellular and Wireless

### Wi-Fi model

Wi-Fi (802.11a/b/g/n/ac); dual band (2.4GHz and 5GHz); HT80 with MIMO

### Wi-Fi + Cellular model

Wi-Fi (802.11a/b/g/n/ac); dual band (2.4GHz and 5GHz); HT80 with MIMO

CAM #16-1387  
Exhibit 6

## iPad Air 2

Bluetooth 4.2 technology

**Buy** Bluetooth 4.2 technology

UMTS/HSPA/HSPA+/DC-HSDPA (850, 900, 1700/2100, 1900, 2100 MHz); GSM/EDGE (850, 900, 1800, 1900 MHz)

CDMA EV-DO Rev. A and Rev. B (800, 1900 MHz)

LTE (Bands 1, 2, 3, 4, 5, 7, 8, 13, 17, 18, 19, 20, 25, 26, 28, 29, 38, 39, 40, 41)<sup>3</sup>

Data only<sup>4</sup>

Includes Apple SIM — U.S. and UK only

[Learn more about Apple SIM](#)

## SIM Card

Nano-SIM (supports Apple SIM)

## Location

Digital compass

Wi-Fi

iBeacon microlocation

Digital compass

Wi-Fi

Assisted GPS and GLONASS

Cellular

iBeacon microlocation

## Video Calling<sup>5</sup>

FaceTime video

iPad Air to any FaceTime-enabled device over Wi-Fi

FaceTime video

iPad Air to any FaceTime-enabled device over Wi-Fi or cellular

## Audio Calling<sup>5</sup>

FaceTime audio

iPad Air to any FaceTime-enabled device over Wi-Fi

FaceTime audio

iPad Air to any FaceTime-enabled device over Wi-Fi or cellular

## Audio Playback

Buy

Frequency response: 20Hz to 20,000Hz

Audio formats supported: AAC (8 to 320 Kbps), Protected AAC (from iTunes Store), HE-AAC, MP3 (8 to 320 Kbps), MP3 VBR, Audible (formats 2, 3, 4, Audible Enhanced Audio, AAX and AAX+), Apple Lossless, AIFF and WAV

User-configurable maximum volume limit

## TV and Video

AirPlay Mirroring, photos, audio and video out to Apple TV (2nd generation or later)

Video mirroring and video out support: Up to 1080p through Lightning Digital AV Adapter and Lightning to VGA Adapter (adapters sold separately)

Video formats supported: H.264 video up to 1080p, 60 frames per second, High Profile level 5.0 with AAC-LC audio up to 160 Kbps, 48kHz, stereo audio in .m4v, .mp4, and .mov file formats; MPEG-4 video up to 2.5 Mbps, 640 by 480 pixels, 30 frames per second, Simple Profile with AAC-LC audio up to 160 Kbps per channel, 48kHz, stereo audio in .m4v, .mp4, and .mov file formats; Motion JPEG (M-JPEG) up to 35 Mbps, 1280 by 720 pixels, 30 frames per second, audio in ulaw, PCM stereo audio in .avi file format

## Siri<sup>6</sup>

Siri — Use your voice to send messages, set reminders and more

Use hands-free

Listen and identify songs

[Learn more about Siri](#)

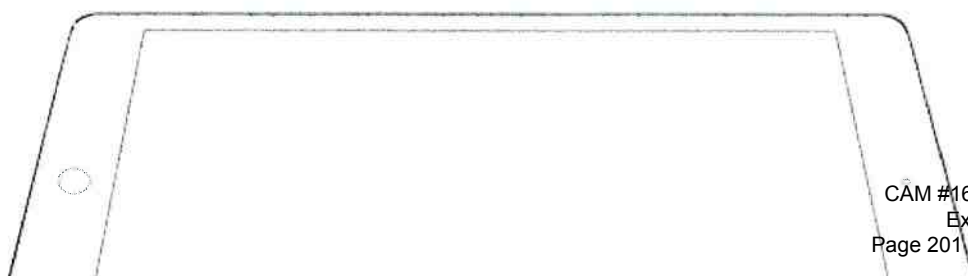
## Buttons and Connectors

Home/  
Touch ID  
sensor

3.5 mm  
headphone jack

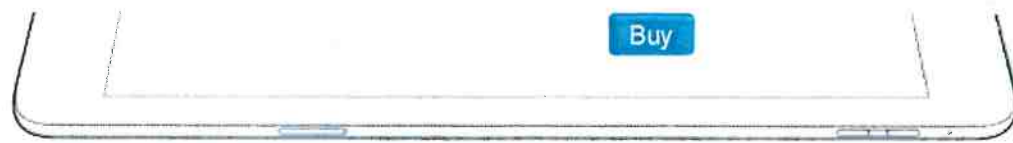
Built-in  
stereo  
speakers

Lightning  
connector



CAM #16-1387  
Exhibit 6  
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## iPad Air 2



On/Off  
Sleep/Wake

Volume  
up/down

Dual  
microphones

## Power and Battery<sup>7</sup>

Built-in 27.3-watt-hour rechargeable lithium-polymer battery

Up to 10 hours of surfing the web on Wi-Fi, watching video or listening to music

Charging via power adapter or USB to computer system

Built-in 27.3-watt-hour rechargeable lithium-polymer battery

Up to 10 hours of surfing the web on Wi-Fi, watching video or listening to music

Up to 9 hours of surfing the web using cellular data network

Charging via power adapter or USB to computer system

## Sensors

Touch ID

Three-axis gyro

Accelerometer

Barometer

Ambient light sensor

## Operating System



### iOS 9

With amazing new capabilities and updates to features you use every day, iOS 9 is the biggest iOS release ever. [Learn more about iOS 9](#)

### iOS 9 includes:

- AirDrop
- AirPlay
- Control Center

## iPad Air 2

- Family Sharing [Buy](#)
- iCloud Drive
- iTunes Radio
- Multitasking
- Notification Center
- QuickType keyboard
- Siri
- Spotlight Search

## Built-in Apps



Camera



Photos



Messages



FaceTime



Mail



Music



Safari



Maps



Siri



Calendar



iTunes Store



App Store



Notes



Contacts



iBooks



Game Center



Reminders



Clock



Videos



Photo Booth



Podcasts



Find My  
iPhone



Find My  
Friends



iCloud Drive

## Free Apps from Apple<sup>8</sup>



Pages



Numbers



Keynote



iMovie



GarageBand

# iPad Air 2



iTunes U



Apple Store



Remote



Music Memos

## Connector

Lightning

## Mail Attachment Support

### Viewable document types

.jpg, .tiff, .gif (images); .doc and .docx (Microsoft Word); .htm and .html (web pages); .key (Keynote); .numbers (Numbers); .pages (Pages); .pdf (Preview and Adobe Acrobat); .ppt and .pptx (Microsoft PowerPoint); .txt (text); .rtf (rich text format); .vcf (contact information); .xls and .xlsx (Microsoft Excel); .zip; .ics

## System Requirements

Apple ID (required for some features)

Internet access<sup>9</sup>

### Syncing with iTunes on a Mac or PC requires:

- Mac: OS X v10.8.5 or later
- PC: Windows 7 or later
- iTunes 12.3 or later (free download from [www.itunes.com/download](http://www.itunes.com/download))

## Environmental Requirements

Operating ambient temperature: 0° to 35° C (32° to 95° F)

Nonoperating temperature: -20° to 45° C (-4° to 113° F)

Relative humidity: 5% to 95% noncondensing

Operating altitude: tested up to 3000 m (10,000 feet)

## Languages

### Language support

English (Australia, Canada, UK, U.S.), Chinese (Simplified, Traditional, Traditional Hong Kong), French (Canada, France), German, Italian, Japanese, Korean, Spanish, Thai, Vietnamese, and Welsh

CAM #16-1387

Exhibit 8

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Spanish (Mexico, Spain), Arabic, Catalan,  atian, Czech, Danish, Dutch, Finnish, Greek, Hebrew, Hindi, Hungarian, Indonesian, Malay, Norwegian, Polish, Portuguese (Brazil, Portugal), Romanian, Russian, Slovak, Swedish, Thai, Turkish, Ukrainian, Vietnamese

### QuickType keyboard support

English (Australia, Canada, India, Singapore, UK, U.S.), Chinese - Simplified (Handwriting, Pinyin, Stroke), Chinese - Traditional (Cangjie, Handwriting, Pinyin, Stroke, Sucheng, Zhuyin), French (Belgium, Canada, France, Switzerland), German (Austria, Germany, Switzerland), Italian, Japanese (Kana, Romaji), Korean, Spanish (Mexico, Spain), Arabic, Bengali, Bulgarian, Catalan, Cherokee, Croatian, Czech, Danish, Dutch, Emoji, Estonian, Filipino, Finnish, Flemish, Greek, Gujarati, Hawaiian, Hebrew, Hindi (Devanagari, Transliteration), Hinglish, Hungarian, Icelandic, Indonesian, Latvian, Lithuanian, Macedonian, Malay, Marathi, Norwegian, Polish, Portuguese (Brazil, Portugal), Punjabi, Romanian, Russian, Serbian (Cyrillic, Latin), Slovak, Slovenian, Swedish, Tamil, Telugu, Thai, Turkish, Ukrainian, Urdu, Vietnamese

### QuickType keyboard support with predictive input<sup>10</sup>

English (Australia, Canada, India, Singapore, UK, U.S.), Chinese (Simplified, Traditional), French (Belgium, Canada, France, Switzerland), German (Austria, Germany, Switzerland), Italian, Japanese, Korean, Russian, Spanish (Mexico, Spain), Portuguese (Brazil, Portugal), Thai, Turkish

### Siri languages

English (Australia, Canada, India, New Zealand, Singapore, UK, U.S.), Spanish (Mexico, Spain, U.S.), French (Belgium, Canada, France, Switzerland), German (Austria, Germany, Switzerland), Italian (Italy, Switzerland), Japanese, Korean, Mandarin (Mainland China, Taiwan), Cantonese (Hong Kong), Arabic (Saudi Arabia, United Arab Emirates), Danish (Denmark), Dutch (Belgium, Netherlands), Finnish (Finland), Hebrew (Israel), Malay (Malaysia), Norwegian (Norway), Russian (Russia), Swedish (Sweden), Turkish (Turkey), Thai (Thailand), Portuguese (Brazil)

### Dictation languages

English (Australia, Canada, India, Ireland, New Zealand, Philippines, Singapore, South Africa, UK, U.S.), Spanish (Chile, Colombia, Mexico, Spain, U.S.), French (Belgium, Canada, France, Switzerland), German (Austria, Germany, Switzerland), Italian (Italy, Switzerland), Japanese, Korean, Mandarin (Mainland China, Taiwan), Cantonese (Hong Kong), Arabic (Saudi Arabia, United Arab Emirates), Catalan, Croatian, Czech, Danish (Denmark), Dutch (Belgium, Netherlands), Finnish, Greek, Hebrew (Israel), Hungarian, Indonesian, Malaysian, Norwegian (Norway), Polish, Portuguese (Brazil, Portugal), Romanian, Russian (Russia), Slovakian, Swedish (Sweden), Turkish (Turkey), Thai (Thailand), Ukrainian, Vietnamese

### Definition dictionary support

English, Chinese (Simplified), French, German, Hindi, Italian, Japanese, Korean,

## iPad Air 2

Spanish, Dutch, Norwegian, Portuguese (Brazil, Portugal), Russian, Swedish, Thai, Turkish

### **Bilingual dictionary support**

Chinese (Simplified), French, German, Japanese, Korean, Spanish

### **Spell check**

English (Australia, Canada, UK, U.S.), French, German, Italian, Spanish, Danish, Dutch, Finnish, Korean, Norwegian, Polish, Portuguese (Brazil, Portugal), Russian, Swedish, Turkish

## In the Box

iPad Air 2

Lightning to USB  
Cable

USB Power Adapter

Category	Galaxy Tab S2 9.7-inch	Galaxy Tab S2 8.0-inch
Network	LTE : 700/ 800/ 850/ 900/ 1800/ 1900/ 2100/ 2600 3G : 850/ 900/ 1900/ 2100 2G : 850/ 900/ 1800/ 1900	
AP	Quad 1.9GHz + Quad 1.3GHz, Octacore application processor	
Display	9.7" 2048x1536(QXGA) Super AMOLED	8.0" 2048x1536(QXGA) Super AMOLED
OS	Android 5.0 (Lollipop)	
Camera	8MP AF(rear), 2.1MP(front)	
Video	H.263, H.264(AVC), MPEG4, VC-1, WMV7, WMV8, VP8 Recording: QHD(2560x1440)@30fps Playback: UHD(3840x2160)@30fps	
Audio	MP3, AAC, AAC+, eAAC+, WMA, Vorbis, FLAC	
Google Mobile Services	Chrome, Gmail, Google Search, Maps, YouTube, Hangouts, Play Store, Play Movies & TV, Play Music, Drive, Photos	
Connectivity	Wi-Fi 802.11 a/b/g/n/ac MIMO (2.4GHz/5GHz), Wi-Fi Direct, Bluetooth®4.1 BLE	
GPS	GPS, GLONASS	
Sensor	Accelerometer, Finger Scanner, Gyroscope, Compass, Hall Sensor, RGB Sensor	
Memory	3GB (RAM) + 32/64GB internal memory microSD up to 128GB	
Dimensions	169 x 237.3 x 5.6mm	134.8 x 198.6 x 5.6mm
Weight	389g(Wifi)/392g(LTE)	265g(Wifi)/ 272g(LTE)
Battery	5,870mAh	4,000mAh

# Section 6

# Team Eagle Ltd.

10 Trent Drive, P.O. Box 670, Campbellford, Ontario, Canada, K0L 1L0  
03276



Date

Recipient

Title

City/Airport

Address Line 1

Address Line 2

City, State, Zip Code

E-mail address and Phone number

Quote #

Dear Ms/Mr.

We are pleased to offer an AIROps™ Suite support package for the 2017 - 2018 season.

## Product Support

Team Eagle Ltd. offers a comprehensive one-year warranty and service program on all Smart Airport™ products.

### 1) Technical Support

Product issues can be resolved by contacting the Eagle technical support team. The Eagle Technical Support Team can be contacted at 1-866-241-3264 (North America) or (705) 653-2956 or by emailing [support@team-eagle.ca](mailto:support@team-eagle.ca).

**After hours service & support process:** To support effective after hours service (evenings and or weekends), please direct all customer enquiries, to '[support@team-eagle.ca](mailto:support@team-eagle.ca)'.

These inquiries will automatically be directed to our support team for immediate action.

Our team will answer these inquiries 24/7/365 - Please note that all on this team have our cell phones programmed to note any incoming messages to '[support@team-eagle.ca](mailto:support@team-eagle.ca)' with a distinctive audio alert.

A member of the support team will keep the relevant Eagle members advised on the situation until the matter is resolved.

Telephone (603) 729-0046 • Facsimile (603) 729-0276 [www.team-eagle.ca](http://www.team-eagle.ca)

*Your Airfield Solutions Partner*

CAM #16-1387

Exhibit 6

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## **2) Software Upgrades**

An annual software upgrade is included as part of this support contract. The annual software upgrade can include the map image update, either purchased by Eagle from the 3rd party or provided by the airport. The map image update is only applicable, if there have been structural changes to the airfield and has been requested by the airport.

If required and as approved by the airport, Eagle can assist with the CAD/GIS layer changes for additional cost.

Eagle is not obligated to provide hardware upgrades to ensure compatibility with new software versions of its products, or to ensure that new software versions of its products are compatible with outdated hardware platforms. The hardware is only covered by the manufacture's warranty. Eagle can provide consulting, sales, installation, testing, training on the new and upgraded hardware for additional cost.

## **3) Interactive Support**

Eagle can provide remote support by logging into your environment, only if City/Airport will supply us with required permissions. Our support group can use various methods e.g. log me in, Team Viewer etc. as it is our preferred way of troubleshooting issues and doing training. Many of our software upgrades are also installed in this manner, saving time and cost over traditional methods.

## **4) On-Site Service and Maintenance**

If the problem hasn't been solved using the above methods, then Eagle may send an on-site technician to address the issue. The Eagle team of technicians can solve anything from minor glitches to major overhauls and can travel to your location to ensure the work is done promptly and efficiently. There may be a charge for this service if the problem occurs outside of the warranty period or if the problem is determined to be outside of the terms of the warranty.

## **5) Repair & Return**

As an alternative, equipment, except the obsolete components, may be sent back to our facility, where Eagle will inspect and repair the issue and return the unit back to service as quickly and efficiently as possible. The Repair & Return service is only offered for all components or sub-components that can be easily shipped using regular courier services. All parts/components that are out of one-year manufacturer warranty are billable to the airport.

### Repair & Return procedure:

- a) The Eagle Technical Support Team can be contacted at 1-866-241-3264 (North America) or (705) 653-2956 or by emailing [support@team-eagle.ca](mailto:support@team-eagle.ca)
- b) The Eagle representative will provide you with a Service Repair Order Number (SRO #). Write this number down, and clearly indicate this number on the shipping documents, and equipment package.
- c) Ship the defective component or sub-component to the support address provided with the SRO # clearly indicated in the address area.

### **6) Parts/Component Availability**

Any and all required parts, except the obsolete components, are available in stock for shipping and delivery to City/Airport within 48 hours of problem identification/confirmation.

Eagle will do everything possible to source a replacement component. If non can be found we would supply a new unit at additional cost, upon airport's acceptance. All parts/components that are out of one-year manufacturer warranty are billable to the airport.

### **7) Customer's Responsibilities**

Customer is responsible for (i) notifying Eagle of all problems for which Customer requires assistance, and (ii) allowing, if necessary, access to the software and related IT infrastructure (remote access appreciated towards expediting service to City/Airport) iii) approving work order quotes where appropriate (City/Airport will be invoiced for time and material upon completion of such repairs, only after approval is given by an authorized City/Airport representative to proceed with the repairs, based on a quote provided by Eagle).

### **8) Pricing**

Included in the Cost Sheet for original term + additional 3 one year terms.

Exclusions from the coverage of this annual support agreement include:

- Labor and material charges for any repairs resulting from vehicle electrical system failures, spikes exceeding standard automotive limits of 9-36 VDC
- Labor and or material charges arising from system and or component mistreatment

Thank you for your consideration. If you are in agreement to the above offering, please sign and return along with a purchase order/change order that we can invoice you against.

Kind regards,

Tiina Maripuu  
Regional Manager – Eastern US

Offer agreed to by:

---

Ms./Mr.

---

Date

# Section 7



Atrens-Counsel  
Insurance Brokers Inc.

7111 Syntex Drive, Suite 200  
Mississauga, Ontario L5N 8C3  
905.567.6222 1.877.627.6222  
F: 905.567.6226  
E: info@atrens-counsel.com  
W: atrens-counsel.com

## CERTIFICATE OF INSURANCE

TO: WHOM IT MAY CONCERN

This is to certify that policies of insurance as described below have been issued to:

Team Eagle Ltd. and Team Eagle Inc.  
10 Trent Drive, P.O. Box 670  
Campbellford, ON  
K0L 1L0

Operations, Automobiles, Location (s) to which this certificate applies:

Operations usual to the Named Insured

COVERAGE:	Commercial General Liability	\$5,000,000.00 Occurrence Limit
	Aggregate Limit	\$5,000,000.00
	Incl. Products & Completed Operations	
	Automobile Third Party Liability	\$5,000,000.00
	Incl. Bodily Injury	
	Garage Third Party Liability	\$5,000,000.00
	Incl. Customers Vehicles	
	Umbrella Liability	\$5,000,000.00 Occurrence Limit
	Incl. Commercial General Liability, Automobile Third Party Liability & Garage Third Party Liability	
	Aggregate Limit	\$5,000,000.00


Combined Liability Coverage over two carriers equals \$10,000,000.00

INSURING COMPANY, POLICY NUMBER & EFFECTIVE DATE:

Encon Group of Companies –	
GLA 451449 (Commercial General Liability)	March 31, 2016 to March 31, 2017
UMB451519 (Umbrella Liability)	March 31, 2016 to March 31, 2017
Intact Insurance Company	
730502514 (Automobile)	March 31, 2016 to March 31, 2017
704012409 (Garage)	March 31, 2016 to March 31, 2017

The insurance afforded is subject to the terms, conditions and exclusions of the applicable policy. This certificate is issued as a matter of information only and confers no rights on the holder and imposes no liability on the insurer. The insurer will endeavor to mail to the holder of this certificate 30 days written notice of any material change in or cancellation of these policies, but assumes no responsibility for failure to do so.

Date: April 8, 2016

  
.....  
Authorized Representative  
Krista Zobolotny M.A.

*Your Protection is Our Business*

CAM #16-1387  
Exhibit 6  
Page 214 of 218

**Clearance Certificate / Certificat de décharge**

Contractor Legal / Trade Name / Appellation commerciale ou raison sociale de l'entrepreneur	Contractor Address / Adresse de l'entrepreneur	Contractor Classification Unit and Description / Unité de classification de l'entrepreneur et description	Principal Legal / Trade Name / Appellation commerciale ou raison sociale de l'entrepreneur principal	Principal Address / Adresse de l'entrepreneur principal	Clearance Certificate Number / Numéro du certificat de décharge	Validity period (dd-mm- yyyy) / Période de validité (jj/mm/aaaa)
TEAM EAGLE LTD.	PO BOX 670, CAMPBELLFO RD, ON, K0L1L0, CA	5721-000: Construction and Forestry Machinery and Supplies, Sales	City of Fort Lauderdale	100 N. Andrews St #619, Fort Lauderdale, 33301	E2000009PCYP	14-Jul-2016 to 19-Aug-2016

**Form 1 - Ontario Corporation Initial Return / Notice of Change**  
**Formule 1 - Personnes morales de l'Ontario Rapport initial / Avis de modification**  
**Corporations Information Act / Loi sur les renseignements exigés des personnes morales**

Please type or print all information in block capital letters using black ink.

Prrière de dactylographier les renseignements ou de les écrire en caractères d'imprimerie à l'encre noire.

<p><b>2. Ontario Corporation Number</b> Numéro matricule de la personne morale en Ontario</p> <p>1802649</p>	<p><b>3. Date of Incorporation or Amalgamation/</b> <b>Date de constitution ou fusion</b></p> <p>Year/Année Month/Mois Day/Jour</p> <p>2009 07 31</p>	<p><b>1. Business Corporation/</b> <b>Société par actions</b> <input type="checkbox"/> <b>Initial Return</b> <b>Not-For-Profit Corporation/</b> <b>Personne morale sans but</b> <input type="checkbox"/> <b>Report initial</b> <b>lucrative</b> <input checked="" type="checkbox"/> <b>Avis de</b> <b>modification</b></p> <p>For Ministry Use Only À l'usage du ministère seulement</p>
<p><b>4. Corporation Name Including Punctuation/Raison sociale de la personne morale, y compris la ponctuation</b></p> <p>TEAM EAGLE LTD</p>		
<p><b>5. Address of Registered or Head Office/Adresse du siège social</b> c/o / als</p> <p>Street No./N° civique Street Name/Nom de la rue Suite/Bureau</p> <p>10 TRENT DRIVE</p> <p>Street Name (cont'd)/Nom de la rue (suite)</p> <p>PO BOX 670</p> <p>City/Town/Ville</p> <p>CAMPBELLFORD ONTARIO, CANADA</p> <p>Postal Code/Code postal</p> <p>K0L1L0</p>		<p>For Ministry Use Only/ À l'usage du ministère seulement</p>
<p><b>6. Mailing Address/Adresse postale</b></p> <p>Street No./N° civique</p> <p>Street Name/Nom de la rue Suite/Bureau</p> <p>Street Name (cont'd)/Nom de la rue (suite)</p> <p>City/Town/Ville</p> <p>Province, State/Province, État</p> <p>Country/Pays</p> <p>Postal Code/Code postal</p>		<p><input checked="" type="checkbox"/> Same as Registered or Head Office/ Même que siège social</p> <p><input type="checkbox"/> Not Applicable/ Ne s'applique pas</p>
<p><b>7. Language of Preference/Langue préférée</b></p> <p>English - Anglais <input checked="" type="checkbox"/> French - Français <input type="checkbox"/></p>		
<p><b>8. Information on Directors/Officers must be completed on Schedule A as requested. If additional space is required, photocopy Schedule A/Les renseignements sur les administrateurs ou les dirigeants doivent être fournis dans l'Annexe A, tel que demandé. Si vous avez besoin de plus d'espace, vous pouvez photocopier l'Annexe A.</b></p> <p>Number of Schedule A(s) submitted/Nombre d'Annexes A présentées 2 (At least one Schedule A must be submitted/Au moins une Annexe A doit être présentée)</p>		

**9. (Print or type name in full of the person authorizing filing / Dactylographier ou inscrire le prénom et le nom en caractères d'imprimerie de la personne qui autorise l'enregistrement)**

I/Je **STEPHEN LYLE MCKEOWN**

certify that the information set out herein, is true and correct.  
atteste que les renseignements précités sont véridiques et exacts.

Check appropriate box  
Cocher la case pertinente

D) ☒ Director/Administrateur

O) ☐ Officer /Dirigeant

P) ☐ Other individual having knowledge of the affairs of the Corporation/Autre personne ayant connaissance des activités de la personne morale

**Note/Remarque :** Sections 13 and 14 of the *Corporations Information Act* provide penalties for making false or misleading statements or omissions. Les articles 13 et 14 de la *Loi sur les renseignements exigés des personnes morales* prévoient des peines en cas de déclaration fautive ou trompeuse, ou d'omission.

**Form 1 - Ontario Corporation/Formule 1 - Personnes morales de l'Ontario**  
**Schedule A/Annexe A**

For Ministry Use Only  
 À l'usage du ministère seulement  
 Page/Page \_\_\_\_\_ of/de \_\_\_\_\_

Please type or print all information in block capital letters using black ink.  
 Prière de dactylographier les renseignements ou de les écrire en caractères d'imprimerie à l'encre noire.

Ontario Corporation Number  
 Numéro matricule de la personne morale en Ontario

1802649

Date of Incorporation or Amalgamation  
 Date de constitution ou fusion

Year/Année Month/Mois Day/Jour  
 2009 07 31

**DIRECTOR / OFFICER INFORMATION - RENSEIGNEMENTS RELATIFS AUX ADMINISTRATEURS/DIRIGEANTS**

Full Name and Address for Service/Nom et domicile élu

Last Name/Nom de famille

MCKEOWN

First Name/Prénom

STEPHEN

Middle Names/Autres prénoms

LYLE

Street Number/Numéro civique Suite/Bureau

1329

Street Name/Nom de la rue

BURNBRAE ROAD EAST

Street Name (cont'd)/Nom de la rue (suite)

City/Town/Ville

CAMPBELLFORD

Province, State/Province, État

ONTARIO

Country/Pays

CANADA

Postal Code/Code postal

K0L1L0

**Director Information/Renseignements relatifs aux administrateurs**

Resident Canadian/  
 Résident canadien ☒ YES/OUI ☐ NO/NON

(Resident Canadian applies to directors of business corporations only.)  
 (Résident canadien ne s'applique qu'aux administrateurs de sociétés par actions)

Date Elected/  
 Date d'élection Year/Année Month/Mois Day/Jour  
 2009 07 31

Date Ceased/  
 Date de cessation Year/Année Month/Mois Day/Jour

**Officer Information/Renseignements relatifs aux dirigeants**

PRESIDENT/PRÉSIDENT				SECRETARY/SECRÉTAIRE				TREASURER/TRÉSORIER				GENERAL MANAGER/ DIRECTEUR GÉNÉRAL				*OTHER/AUTRE			
Year/Année	Month/Mois	Day/Jour		Year/Année	Month/Mois	Day/Jour		Year/Année	Month/Mois	Day/Jour		Year/Année	Month/Mois	Day/Jour		Year/Année	Month/Mois	Day/Jour	
2009	07	31																	

**DIRECTOR / OFFICER INFORMATION - RENSEIGNEMENTS RELATIFS AUX ADMINISTRATEURS/DIRIGEANTS**

Full Name and Address for Service/Nom et domicile élu

Last Name/Nom de famille

ROLLINS

First Name/Prénom

MAURICE

Middle Names/Autres prénoms

Street Number/Numéro civique Suite/Bureau

1872

Street Name/Nom de la rue

OLD HIGHWAY 2

Street Name (cont'd)/Nom de la rue (suite)

RR #2

City/Town/Ville

BELLEVILLE

Province, State/Province, État

ONTARIO

Country/Pays

CANADA

Postal Code/Code postal

K8N5H5

**Director Information/Renseignements relatifs aux administrateurs**

Resident Canadian/  
 Résident canadien ☒ YES/OUI ☐ NO/NON

(Resident Canadian applies to directors of business corporations only.)  
 (Résident canadien ne s'applique qu'aux administrateurs de sociétés par actions)

Date Elected/  
 Date d'élection Year/Année Month/Mois Day/Jour  
 2009 07 31

Date Ceased/  
 Date de cessation Year/Année Month/Mois Day/Jour

**Officer Information/Renseignements relatifs aux dirigeants**

PRESIDENT/PRÉSIDENT				SECRETARY/SECRÉTAIRE				TREASURER/TRÉSORIER				GENERAL MANAGER/ DIRECTEUR GÉNÉRAL				*OTHER/AUTRE			
Year/Année	Month/Mois	Day/Jour		Year/Année	Month/Mois	Day/Jour		Year/Année	Month/Mois	Day/Jour		Year/Année	Month/Mois	Day/Jour		Year/Année	Month/Mois	Day/Jour	

# Form 1 - Ontario Corporation/Formule 1 - Personnes morales de l'Ontario

## Schedule A/Annexe A

For Ministry Use Only  
À l'usage du ministère seulement  
Page/Page \_\_\_\_\_ of/de \_\_\_\_\_

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Prêt de dactylographier les renseignements ou de les écrire en caractères d'imprimerie à l'encre noire.

Ontario Corporation Number  
Numéro matricule de la personne morale en Ontario

1802649

Date of Incorporation or Amalgamation  
Date de constitution ou fusion

Year/Année Month/Mois Day/Jour

2009 07 31

### DIRECTOR / OFFICER INFORMATION - RENSEIGNEMENTS RELATIFS AUX ADMINISTRATEURS/DIRIGEANTS

Full Name and Address for Service/Nom et domicile élu

Last Name/Nom de famille

CUDMORE

First Name/Prénom

PAUL

Middle Names/Autres prénoms

Street Number/Numéro civique Suite/Bureau

336

Street Name/Nom de la rue

CAMPBELL ROAD

Street Name (cont'd)/Nom de la rue (suite)

City/Town/Ville

CASTLETON

Province, State/Province, État

ONTARIO

Country/Pays

CANADA

Postal Code/Code postal

K0K1M0

### Director Information/Renseignements relatifs aux administrateurs

Resident Canadian/  
Résident canadien ☒ YES/OUI ☐ NO/NON

(Resident Canadian applies to directors of business corporations only.)  
(Résident canadien ne s'applique qu'aux administrateurs de sociétés par actions)

Date Elected/  
Date d'élection

Year/Année Month/Mois Day/Jour

2015 06 01

Date Ceased/  
Date de cessation

Year/Année Month/Mois Day/Jour

2015 10 23

### Officer Information/Renseignements relatifs aux dirigeants

PRESIDENT/PRÉSIDENT

Year/Année Month/Mois Day/Jour

2015 06 01

SECRETARY/SECRÉTAIRE

Year/Année Month/Mois Day/Jour

2015 06 01

TREASURER/TRÉSORIER

Year/Année Month/Mois Day/Jour

2015 06 01

GENERAL MANAGER/  
DIRECTEUR GÉNÉRAL

Year/Année Month/Mois Day/Jour

2015 06 01

Date Appointed/  
Date de nomination

Date Ceased/  
Date de cessation

### DIRECTOR / OFFICER INFORMATION - RENSEIGNEMENTS RELATIFS AUX ADMINISTRATEURS/DIRIGEANTS

Full Name and Address for Service/Nom et domicile élu

Last Name/Nom de famille

MCDONALD

First Name/Prénom

ANNE

Middle Names/Autres prénoms

Street Number/Numéro civique Suite/Bureau

122

Street Name/Nom de la rue

WALT ROAD

Street Name (cont'd)/Nom de la rue (suite)

City/Town/Ville

WOOLER

Province, State/Province, État

ONTARIO

Country/Pays

CANADA

Postal Code/Code postal

K0K3M0

### Director Information/Renseignements relatifs aux administrateurs

Resident Canadian/  
Résident canadien ☒ YES/OUI ☐ NO/NON

(Resident Canadian applies to directors of business corporations only.)  
(Résident canadien ne s'applique qu'aux administrateurs de sociétés par actions)

Date Elected/  
Date d'élection

Year/Année Month/Mois Day/Jour

2015 06 01

Date Ceased/  
Date de cessation

Year/Année Month/Mois Day/Jour

2015 10 23

### Officer Information/Renseignements relatifs aux dirigeants

PRESIDENT/PRÉSIDENT

Year/Année Month/Mois Day/Jour

2015 06 01

SECRETARY/SECRÉTAIRE

Year/Année Month/Mois Day/Jour

2015 06 01

TREASURER/TRÉSORIER

Year/Année Month/Mois Day/Jour

2015 06 01

GENERAL MANAGER/  
DIRECTEUR GÉNÉRAL

Year/Année Month/Mois Day/Jour

2015 06 01

Date Appointed/  
Date de nomination

Date Ceased/  
Date de cessation

\*OTHER TITLES (Please Specify)  
\*AUTRES TITRES (Veuillez préciser)

Chair / Président du conseil  
Chair Person / Président du conseil  
Chairman / Président du conseil  
Chairwoman / Présidente du conseil  
Vice-Chair / Vice-président du conseil  
Vice-President / Vice-président  
Assistant Secretary / Secrétaire adjoint  
Assistant Treasurer / Trésorier adjoint  
Chief Manager / Directeur exécutif  
Executive Director / Directeur administratif  
Managing Director / Administrateur délégué  
Chief Executive Officer / Directeur général  
Chief Financial Officer /  
Agent en chef des finances  
Chief Information Officer /  
Directeur général de l'information  
Chief Operating Officer /  
Administrateur en chef des opérations  
Chief Administrative Officer /  
Directeur général de l'administration  
Comptroller / Contrôleur  
Authorized Signing Officer /  
Signataire autorisé  
Other (Unlisted) / Autre (sans titre)

\*OTHER/AUTRE

Year/Année Month/Mois Day/Jour

2015 06 01

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