

**ADVERTISEMENT
REQUEST FOR PROPOSALS
FOR
NON-EXCLUSIVE FIXED BASED OPERATOR
AT MIAMI INTERNATIONAL AIRPORT
RFP NO. MDAD-02-09**

The sections provided below represent a portion of the RFP, please review the RFP in it's entirety for complete details.

1. Miami-Dade County (the "County"), as represented by the Miami-Dade Aviation Department ("MDAD"), invites proposals from qualified parties to provide non-exclusive Fixed Base Operator ("FBO") Services at Miami International Airport ("MIA"). The scope of services is as follow:
 - A. **ESSENTIAL SERVICES:** The Successful Proposer shall be required to provide the following Essential Services at a minimum:
 - (1) Ramp services for general aviation and charter aircraft with a qualified attendant available 24 hours a day seven days a week to include but not be limited to: aircraft arrival and departure guidance, aircraft parking services, aircraft tie-down, aircraft ground power, disabled aircraft removal, aircraft marshalling and towing, courtesy ground transportation, two way aviation-band radio communication, and, upon eight hours advance notice from the customer, oxygen, nitrogen and compressed air services.
 - (2) Sale and dispensing of a selection of aircraft fuels, propellants and lubricants of sufficient ratings, grades, quality, and quantity to meet the demand and at prices to keep MIA competitive with other large airport FBOs.
 - (3) Maintenance service to general aviation aircraft, accessories and radio (avionics) equipment including overhauling, rebuilding, repairing and inspection; such services may be performed by the FBO utilizing a qualified subcontractor with a separate written permit from MDAD to access MIA.
 - (4) First-class facilities provided on a 24/7 basis for patrons, guests, and invitees, and services which include but are not limited to passenger and crew services and amenities, flight planning, communications, customer assistance service, ground transportation services, air-conditioned lounge, sanitary and clean restroom facilities, and local telephone services. Such

services may be performed by the FBO utilizing qualified subcontractor(s) with a separate written permit from MDAD to access MIA.

B. ELECTIVE SERVICES

The FBO will also have the non-exclusive privilege to provide any one or more of the following Elective Services through its own employees or through an authorized subtenant or contractor having a written permit from MDAD to provide the relevant service:

- (1) Aircraft rental
- (2) Aircraft charter
- (3) Aircraft sales
- (4) Specialty shops
- (5) On a case by case basis any aircraft services that a Specialized Aircraft Service Operator (SASO) may provide if such activities are not in conflict with applicable building, fire and environmental codes, other commercial operations and air and ground traffic operations at MIA and are approved in writing by the Department.

- (a) Examples of SASO services may include but not be limited to:
 - (i). Air taxi, aerial spraying, aerial survey, aerial photography and mapping services.
 - (ii). Specialized aircraft repair or refurbishment airframe and power plant maintenance, brake repair, engine repair, avionics.
 - (iii) Specialty services and amenities

All providers of aviation services and any person or entity engaging in aviation operations and/or aeronautical activities in connection with the award of this RFP, specifically including the Successful Proposer in its use of the Premises, will be subject to all applicable federal, state, local regulations including State and County issued ordinances, codes, County and departmental directives.

Aviation petroleum products may only be purchased through a supplier/distributor with a current MDAD fuel supply agreement or permit.

The Successful Proposer will be permitted to provide Elective Services, which are described in the RFP document itself as well as in the Lease Agreement attached to the RFP.

2. **SUBMITTAL REQUIREMENTS:** Two (2) originals and nine (9) copies (a total of 11) of the complete Proposal (consisting of the Technical Proposal and the Price Proposal) must be received by the due date and time, as specified below, as such date and time may be amended by Addendum. One (1) PDF version of the Part A Technical Proposal must be submitted in a CD format. **The originals shall be unbound and all copies shall be bound, with the Technical Proposal placed in a package separately from the Price Proposal,** and submitted in an envelope or container stating on the outside the Proposer's name, address, telephone number and RFP number, RFP title, and Proposal Due Date. All proposals must be delivered to:

Clerk of the Board
Stephen P. Clark Center
111 NW 1st Street, 17th Floor, Suite 202
Miami, FL 33128-1983

Both the Technical (Quality) Proposal and the Price Proposal must be signed by an officer of the Proposer who is legally authorized to enter into a contractual relationship in the name of the Proposer, and attested to by the company's Secretary. In the absence of an attestation clause and corporate seal, the documents must be notarized by a Notary Public. The submittal of a proposal by a Proposer will be considered by MDAD as constituting an offer by the Proposer to perform the services outlined in this RFP and the lease, at the price submitted and in accordance with the terms and conditions herein if the Proposer is the Successful Proposer. The Proposer also agrees to honor and comply with the terms of the executed agreement, if the Proposer is the Successful Proposer.

Hand-carried proposals may be delivered to the above address **ONLY** between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday, excluding holidays observed by the County. Proposers are responsible for informing any commercial delivery service, if used, of all delivery requirements and for ensuring that the required address information appears on the outer wrapper or envelope used by such service.

THE RESPONSIBILITY FOR SUBMITTING PROPOSALS TO THE CLERK OF THE BOARD ON OR BEFORE THE STATED TIME AND DATE IS SOLELY AND STRICTLY THE RESPONSIBILITY OF THE PROPOSER. MIAMI-DADE COUNTY IS NOT RESPONSIBLE FOR DELAYS CAUSED BY ANY MAIL, PACKAGE OR COURIER SERVICE, INCLUDING THE U.S. MAIL, OR CAUSED BY ANY OTHER OCCURRENCE.

3. **PROPOSAL DUE DATE:** Proposals will be received for and in behalf of Miami-Dade County, by the Office of the Clerk until **2:00 P.M. Friday, July 2, 2010** or as modified by addendum at which time the names of the Proposers may be read aloud (refer to RFP documents). The County reserves the right to postpone or cancel the proposal opening at any time prior to the submittal due date. Proposers are invited to be present. Proposals received after the time and date specified will not be considered, and will be returned unopened.

4. **AVAILABILITY OF PROPOSAL DOCUMENTS:** Prospective Proposers may purchase Proposal Documents on and after **Wednesday, May 5, 2010**. Copies of this Solicitation package can be obtained through MDAD's Contracts Administration Division, in person or via courier at 4200 NW 36th Street, Building 5A, 4th Floor, Miami, FL 33122, or through a mail request to P.O. Box 025504, Miami, FL 33102-5504. The cost for each Solicitation package is \$50.00 **which is non-refundable under any circumstance. Payment can be made by check or money order** made payable to: Miami-Dade Aviation Department.

NOTE: Currently, FBO services at MIA are provided by Signature Flight Support Corporation ("Signature). At the commencement of its lease, Signature made significant improvements to the FBO Premises, and the County is obligated to buy-out Signature's unamortized costs of such improvements. Therefore, a one-time buy-out payment by which MDAD will discharge the County's buy-out obligation of Signature's improvements is required from the Successful Proposer, whether the Successful Proposer is Signature or any other proposer. The Successful Proposer will be required to submit to the County either cash or other acceptable form of third-party payment in the amount of \$6,072,097.31, which must be submitted to MDAD not later than March 10, 2011. Such buy-out payment will be paid back to the Successful Proposer in the manner described in the RFP.

Proposers who obtain copies of this Solicitation from sources other than MDAD's Contracts Administration Division risk the potential of not receiving Addenda, since their names will not be included on the list of firms participating in the process for this particular Solicitation. Such Proposers are solely responsible for those risks and the County bears no liability for their failure to have received addenda.

5. **PRE-PROPOSAL CONFERENCE:** A Pre-proposal Conference will be held on **Thursday, May 13, 2010, at 3:00 p.m.** at Miami-Dade Aviation Department, 4200 N.W. 36th Street, Bldg. 5A, 4th Floor, Conference Room F, Miami, Florida, for all interested parties and attendance is recommended, but not mandatory. Any changes to the Request for Proposals will be by written addendum. **Site visits will be scheduled upon request. If a site visit is requested you will need to provide a**

copy of your driver's license, and the last four digits of your social security number to the Contracting Officer delineated below by no later than one week prior to the site visit.

6. **ADDITIONAL INFORMATION/ADDENDA:** Requests for additional information or clarifications must be made in writing and sent via fax to the MDAD's Contracting Officer for the RFP no later than close of business fourteen (14) calendar days prior to the original proposal due date. The request must contain the RFP number and title, Proposer's name, name of Proposer's contact person, address, phone number, and facsimile number.
7. **PROPOSAL GUARANTEE DEPOSIT:** Each Proposal shall be accompanied by a Proposal Guarantee Deposit of **Twenty Five Thousand Dollars (\$25,000.00) included with Appendix A, Questionnaire Form**, which shall be in the form of a cashier's check, treasurers check, irrevocable letter of credit, or bank draft drawn on any state or national bank ONLY, payable to Miami-Dade County, Florida, or Proposal Bond Guarantee prepared on the form attached to the RFP, **Appendix G**, duly executed by the Proposer as Principal and having a Surety thereon meeting the requirements set forth in the RFP. No other form of deposit will be accepted.

Proceeds of checks, if submitted as the Proposal Guarantee Deposit, will be held by the County, with all accrued interest being retained by the County and not payable to the Proposer, and such proceeds will be returned to the unselected Proposers after the County and the Selected Proposer have executed the FBO Lease Agreement. Proposal Bond Guarantees will not be returned to any Proposer.

8. Note the minimum qualifications in RFP Section 1.3.
9. **CONE OF SILENCE:** This solicitation is subject to Miami-Dade County's Cone of Silence pursuant to Section 2-11.1(t) of the Miami-Dade County Code, as amended. Please review Miami-Dade County Administrative Order 3-27 for a complete description of the Cone of Silence. The Contracting Officer delineated for this project is Lenora Allen-Johnson, and the contact information is as follows: Phone number (305) 876-8065, Fax number (305) 876-8068, and Email address: lallen-johnson@miami-airport.com

The County shall not be responsible for any modifications or alterations made to the Request for Proposal Documents other than those made by Addendum. Proposers are advised to carefully check their Request for Proposal Documents to make certain the documents they obtained contain the complete set of documents. Any partial set of documents obtained shall be at the Proposer's risk.

MIAMI-DADE COUNTY, FLORIDA
HARVEY RUVIN, CLERK

BY: _____
DEPUTY CLERK