

Memorandum



Date: March 28, 2014

To: Gary Hartfield, Division Director
Internal Services Department
Small Business Development

From: Milton L. Collins, Associate Director 
MDAD Minority Affairs Division

Subject: Invitation to Bid for Operation and Management of Certain Aviation Fueling Facilities at Miami International Airport (MIA) MDAD ITB No. MDAD-02-14

RECOMMENDATION:

This is a request for the Small Business Development Division to approve the attached project in order for the Aviation Department to proceed with the **Invitation to Bid for Operation and Management of Certain Aviation Fueling Facilities at Miami International Airport (MIA) MDAD ITB No. MDAD-02-14**.

The Minority Affairs Staff has evaluated the subject project and recommends a **2.7% SBE Goal** as the Contract Measure, as set forth in Implementing Order #3-41. The existing contract was assigned the now defunct BBE Subcontractor Goal of 2.10%. Since this management agreement is primarily for operating and maintaining (O & M) the fueling facilities at MIA, specific additional work depends on MDAD's needs.

TAC-R Construction Work: This is a new Facility (recently re-built after Fuel farm Fire at MIA). As a result, there is no anticipated construction work. However, the TAC-R (reimbursable construction) option must be in place to address any future unforeseen work, as the need arises. MDAD recommends that CSBE measures be requested accordingly for future TAC-R work, on a project by project basis.

The Term of this Agreement shall be seven (7) years. The County reserves the right to extend the Agreement for up to three (3) consecutive separate one (1) year terms at the County's sole discretion, on the same terms and conditions contained herein, unless terminated under the provisions contained in the Agreement. The estimated contract amount for this Agreement is \$100,000,000.00 (excludes IG Fee).

SCOPE OF SERVICES:

Miami-Dade County (the "County"), as represented by the Miami-Dade Aviation Department ("MDAD"), intends to enter into a Management Agreement (the "Agreement") with a qualified firm for the operation, maintenance and management of certain fueling facilities at Miami International Airport.

The Successful Bidder will be required to provide all air carriers with fair and non-discriminatory access to the services to be provided under the Management Agreement, including the right and ability of each air carrier to select its own supplier(s) of jet fuel and into-plane services.

The Successful Bidder will be required to maintain, operate and manage the Facilities as defined herein in accordance with all applicable Federal, State and County regulations, statutes and ordinances and in accordance with or in excess of applicable industry specifications, standards, and practices taking such actions as are necessary to ensure the continued, uninterrupted operation of the Facilities. The Facilities include, but are not limited to, the following:

- The bulk fuel storage facility which includes, but is not limited to, storage tanks and piping systems, load and offload systems, pumping and filtration systems, main distribution system, fire suppression systems, buildings and all associated equipment and appurtenances including all systems under construction and any new systems not yet constructed but which may be added to the storage facility;
- the terminal hydrant systems including all systems under construction and any new systems not yet constructed, all associated equipment and appurtenances;
- the West Cargo Load Rack and all associated equipment and appurtenances;
- the Midfield gas and diesel facility, and all associated equipment and appurtenances;
- the diesel tank and associated equipment located at West Cargo Rack;
- the emergency vehicular gasoline tank and all associated equipment located at ISD facility at 20 street.

Further, in accordance with all applicable Federal, State and County regulations, statues, and ordinances and applicable industry specifications, standards, and practices the Successful Bidder shall:

- A. Schedule, monitor, receive and distribute fuel and maintain all required records relating to fuel scheduled, received, stored, and distributed. Provide fuel quality surveillance and testing in accordance with or in excess of applicable industry specifications, standards, and practices and maintain all required quality surveillance records and fuel samples.
- B. Apply for and maintain in good standing all Federal, State, and County licenses and permits required for the operation of the Facilities.
- C. In cooperation with the Department, the Successful Bidder shall develop and periodically review the fees and charges assessed for the use of the storage system, the distribution system, and the loading facilities. In cooperation with the Department, the Successful Bidder shall also develop and periodically review the procedures for assessing and promptly collecting fees and charges.
- D. Maintain an on-site inventory of essential parts, supplies, and equipment necessary to keep the Facilities in good operating condition and to effectively respond to a jet fuel spill. Maintain an on-site inventory records which shall be updated at least annually.
- E. When requested by the Department, the Successful Bidder, as the agent of the County, shall contract for the design and construction of repairs and maintenance, replacements, refurbishments, and additions to the Facilities. The Successful Bidder shall at all times follow the Department's Tenant Airport Construction – Reimbursable (TAC-R) procedures, in effect at the time of such design and construction. All design and construction expenses shall be undertaken in accordance with the budget and procurement procedures of the Department.
- F. The Successful Bidder, as the agent of the County, shall provide or contract for the provision of security services to protect the Facilities as required by MDAD. All security service expenses shall be undertaken only with the prior written approval of the Department and the expenses shall be reimbursable and shall be undertaken in accordance with the budget and procurement procedures of the Department.

The provider of such security services must have the following minimum qualifications: A copy of a current Class "B" license for the Security Agency and a current Class "MB" license for the Security Agency Manager, both licenses issued by the Florida Department of Agriculture and Consumer Services – Division of Licensing, in accordance with the Florida Statutes Chapter 493. The Department reserves the right to provide such services.

- G. When requested by the Department, the Successful Bidder, as the agent of the County, shall operate and maintain a gas station(s) providing motor gas and diesel fuel to ramp vehicles. This requirement shall include the acquisition of motor gas and diesel fuel at the wholesale price for resale to users. In cooperation with the Department, the Successful Bidder shall develop and periodically review the fees and charges assessed for the use of the gas station(s). In cooperation with the Department, the Successful Bidder shall also develop and periodically review the procedures for assessing and promptly collecting fees and charges.
- H. The Successful Bidder shall develop and maintain a program to provide 24 hour a day response for the immediate containment and clean-up of all jet fuel spills. All employees assigned to fuel spill clean-ups shall receive appropriate training, certifications, and medical monitoring as required by 29 CFR 1910 and other applicable Federal, State and County regulations, statutes, and ordinances.

REGISTRATION OF QUALITY MANAGEMENT SYSTEM

- A. The Successful Bidder must register their quality management system at the Facilities to ISO 9002 within 18 months after the Effective Date of the Agreement and the Successful Bidder must maintain the registration during the term of the Agreement.
- B. The Department has registered the Facilities to ISO 14001. The Successful Bidder shall assist the Department in maintaining the registration including participating in continual improvement and pollution prevention programs, and assisting the Department in achieving and maintaining compliance with environmental legislation and other requirements. Additional assistance shall include, but not limited to, assisting in surveillance pre-audits, participating in surveillance audits, assisting in reassessments, and participating in reassessments.
- C. From time to time, the Department applies for and participates in various environmental and pollution prevention programs, and emergency and environmental drills. The Successful Bidder shall actively participate in these programs to the extent required by the Department.

MINIMUM QUALIFICATIONS

- A. The Bidder should have at least five (5) years of verifiable experience within the last ten (10) years in maintaining, operating and management of fuel storage and Fuel Hydrant distribution systems that serve Large Commercial Airports, as defined in the ITB. The Bidder should be able to demonstrate operational experience of a large aviation fueling hydrant system delivering and dispensing no less than 1.8 MGD (millions of gallons per day) within the United States territory. The Bidder should also demonstrate experience in developing and implementing quality/environmental management systems.
- B. If the Bidder is an individual or partnership, the individual and/or the partner, who shall be responsible for the operation of the Agreement, should have met the specified minimum qualifications. If the Bidder is a Joint Venture, then at least one (1) of the Joint Venture Partners should satisfy all of the foregoing Minimum Qualifications.

A Bidder, whether a joint venture or otherwise, may proffer the experience of its corporate parent, sister, or subsidiary ("an affiliated company") in meeting these minimum qualifications.

C. Must be authorized to do business in the State of Florida by the time of award.*

*Pursuant to Florida Statutes Section 607.0128 F.S, Bidder must attach a copy of the Certificate of Status or Authorization, and certificate evidencing compliance with the Florida Fictitious Name Statute per Florida Statutes Section 865.09, (if applicable).

If you have questions, please contact me at (305) 876-7221 or C. Corrales at (305) 876-7991.

Attachments (3)

cc: V. Clark, SBD
L. Johnson, SBD
M. Clark-Vincent, MDAD
P. Hernandez, MDAD
G. Leal, MDAD
P. Betancourt, MDAD
V. Walters, SBD
C. Taylor, SBD
C. Corrales, MDAD

REVISED MDAD's CONTRACT MEASURES AND ANALYSIS WORKSHEET

To: Gary Hartfield, Division Director
Department of Regulatory and Economic Resources
Small Business Development, Business Affairs Division

From: Milton L. Collins, Associate Director
Miami-Dade Aviation Department
Minority Affairs Division



PROJECT/CONTRACT TITLE: Invitation to Bid for Operation and Management of certain Aviation Fueling Facilities at Miami International Airport (MIA)

PROJECT/CONTRACT NUMBER: ITB No. MDAD-02-14

DEPARTMENT: Miami Dade Aviation Department

ESTIMATED PROJECT COST: \$100,000,000.00

FUNDING SOURCE: MDAD Operations Funds

DESCRIPTION OF PROJECT/BID:

Miami-Dade County (the "County"), as represented by the Miami-Dade Aviation Department ("MDAD"), intends to enter into a Management Agreement (the "Agreement") with a qualified firm for the operation, maintenance and management of certain fueling facilities at Miami International Airport.

CONTRACT MEASURES RECOMMENDATION:

Measures 2.7% SBE Goal

REASONS FOR RECOMMENDATION:

Analysis of the factors contained in Implementing Order #3-41 indicates that an SBE Goal is appropriate for this contract.

**MIAMI FUEL FACILITY
2014/2015 BUDGET BREAKDOWN**

	Line Item	Amount
Direct Expenses	Labor	2,004,453
	Fringe Benefits	722,379
	Rent	21,600
	Communications	47,520
	Office Supplies	22,000
	Computer Equipment	3,000
	Other Equipment	-
	Fuel Facility Supplies	110,000
	Uniforms / Safety Equipment	21,300
	Emergency Auto Fuel Expense	60,000
	Facility Vehicle Supplies & Equipment	44,260
	Equipment Rental	17,000
	Employee Related Costs	11,000
	Fire Suppression	100,000
	Outside Services	550,000
	Security Services	230,000
	Product Inspection Analysis	190,000
	Fuel Facility Maint. & Repair	150,000
	Cathodic Protection	50,000
	Hydrant Sys Maintain / Hydro Testing	250,000
Total Direct Expenses		4,604,712
Indirect Expenses	License & Permit Fees	16,500
	Insurance	646,889
	Audit Fees - MDAD 3rd Party Financial Audit	25,000
	Storm Water / PCW Disposal	8,000
	Environmental Disposal	52,000
	Compliance Well Monitoring	20,000
	Outside Engineering	15,000
	Outside Training / HAZWOPER / FAR / ISO	22,500
	Special Maint Projects	100,000
	Total Indirect Expenses	
Management Fee	Management Fee	482,269
Total Operating Expense	Total Operating Expense	5,992,870

ITB for Operation and Management of Certain Aviation Fueling Facilities at Miami
International Airport (MIA) MDAD ITB No. MDAD-020-14

Possible areas for SBE consideration:

<u>Service</u>	<u>Annual Budgeted Amount</u>
Security Services*	\$230,000
Uniforms/Safety Equipment	\$21,300
Janitorial Services	\$15,000
Landscaping Services	\$10,000
Total Annual:	\$276,300
Total 7 year term plus 3 OTR's (10 Years):	\$2,763,000.00