

REQUEST FOR PROPOSAL

**AIRPORT FACILITIES ENTERPRISE MAINTENANCE MANAGEMENT
SYSTEM AT TULSA INTERNATIONAL AIRPORT**

FOR

TULSA AIRPORTS IMPROVEMENT TRUST

2015



Tulsa Airports Improvement Trust
7777 E. Apache – Room A217
Tulsa, OK 74115

Attention: James Rockholt
Airport Information Technology Manager
jamesrockholt@tulsaairports.com

Dated: April 1, 2015

REQUEST FOR PROPOSAL

AIRPORT FACILITIES ENTERPRISE MAINTENANCE MANAGEMENT SYSTEM AT TULSA INTERNATIONAL AIRPORT

INVITATION TO SUBMIT PROPOSAL

The Tulsa Airports Improvement Trust (“TAIT”) is soliciting proposals for the design and installation of a replacement airport facilities enterprise maintenance management system (EMMS) for the purpose of reporting and managing maintenance incidents at facilities and sub facilities of Tulsa International Airport (TUL).

TAIT is seeking qualified firms to design and install an EMMS that can meet TAIT’s existing needs and accommodate the evolving requirements and regulations demanded of a “small hub” airport.

A detailed design is not required for proposal submittal; a preliminary design, with descriptions of proposed equipment and software specifications, is adequate for the purpose of the proposal. The successful Proposer will have the opportunity to perform a complete site survey and system design following award of the contract.

PRE-PROPOSAL MEETING

A pre-proposal meeting and a system overview has been scheduled for April 8, 2015, at 10:00 a.m. Central Time. The meeting will be held at the Passenger Terminal Building, Tulsa International Airport, Room A-217, Tulsa, Oklahoma. 74115. Attendance is not required.

WRITTEN QUESTIONS

All written questions will be due no later than April 15, 2015 at 4:00 p.m. Central Time. Please e-mail all questions to jamesrockholt@tulsaairports.com. Answers will be distributed to all interested parties.

PROPOSALS SHALL BE DUE

Proposals shall be received by the Airport on or before 4PM on May 1st, 2015.

Tulsa Airports Improvement Trust
7777 E. Apache – Room A217
Tulsa, OK 74115
Attention: James Rockholt

The sealed envelope containing your proposal shall show the name of the proposer and must be clearly marked in the lower left hand corner “EMMS RFP.” Any proposal or unsolicited amendments to a proposal received after the closing date and time will not be considered and will be returned unopened.

PROPOSAL SPECIFICATIONS AND REQUIREMENTS

The TAIT EMM system must be capable of meeting all requirements of departments at the airports facilities. The system must be efficient and flexible in order to accommodate existing and future information and reporting requirements. All costs associated with the design, deployment, and migration of existing system will be borne by the selected proposer.

The successful Proposer will submit information regarding the following:

EMMS functionality

Work Order

- Ability to break down work order item by task - such as replacing tires being one task under a work order for maintenance of a vehicle
- Ability to assign labor at a task level
- Ability to track internal costs by labor and parts
- Ability to track contractor costs based on equipment and/or location and/or work order
- Ability to use industry standard task ID's
- Ability to generate an invoice from a work order
- Ability to attach an invoice, purchase order, or photos or images directly to a work order
- Ability to link work orders to location of service
- Ability to link parts to equipment or location of service
- Ability to schedule preventative maintenance tasks that will generate work orders
- Ability to provide workflow routing & notifications such as e-mail alerts

Reports

- Ability to report on labor: by department, work order, work date & responsible employee
- Ability to report on materials utilized
- Ability to report on frequency of problems.
- Ability to report on costs including total cost per work order
- Ability to report on asset availability (uptime/downtime)
- Ability to track and report cost summary by cost center and department.
- Ability to provide equipment reports including comments and notes
- Ability to track & report on inventory levels usage history
- Ability to provide work order aging reports
- Ability to report work order statistics including per work order, per employee, per date and
- Ability to track work order activity by location of service.

Miscellaneous Functionality

- Ability to integrate with other SQL based applications
- Ability to provide mobile access
- Ability to use GIS information
- Ability of any and all servers to run as a Virtual Machine within a VMWARE environment

Infrastructure Design

The EMMS must be engineered to accommodate interfacing with any existing or future TAIT data systems.

Servers running the EMMS will reside as virtual servers within TAIT's VMWARE environment.

Databases will be Microsoft SQL 2008 or later

The successful Proposer must provide 100% of the software, and other components required to bring the system online. The successful Proposer may be allowed to utilize some of TAIT's existing information technology infrastructure, to the extent available.

Any additional wiring and all installation expenses will be at the expense of the successful proposer.

- 1. Provide a detailed description of the proposed EMMS including equipment, capacity, system capabilities, etc.**

Installation and Project Plan

The successful Proposer will be responsible for all costs and duties associated with the deployment and installation of the EMM system, including any required permits or approvals. The successful Proposer is responsible for maintaining a safe work environment and upon completion of the installation, returning the work space/area to its original state.

TAIT's Information Services personnel shall be briefed on the operation and maintenance of the on-site network components.

The proposed EMMS shall be completed and operational within 120 days after receipt of the fully executed contract and notice to proceed.

A copy of as-built system documentation, including system configuration, must be provided within 30 days of system launch.

Pricing Information

Software – list price itemized for each module proposed

Hardware – Estimated costs for all operating system, database systems, and peripheral equipment required. This can be stated as a percent of software cost.

Implementation, conversion, and training – Estimated costs for all services related to the delivery of the system. This can be stated as a percentage of software costs.

Maintenance and Support – Annual cost estimates. This can be stated as a percent of software costs, and should include license costs, if any.

- 2. Please provide a plan for installation and deployment of the proposed EMMS, with a project timeline, the pricing information given above, and including the migration of 5 years of existing Incor MP2 work order data.**

Experience & Qualifications

3. Describe your experience and qualifications in the design and installation of your EMMS in comparable airports. Cite specific locations, contacts, the scope of the project, and specific examples of Airport operational use of your EMMS.

Business/Company

4. What is the principal business activity of the proposer?

5. How many years has the proposer been continuously engaged in the EMMS business or related business?

6. Has proposer (or the individual owners/partners/or joint venture) ever had a contract or agreement canceled or terminated due to default or breach of contract by the proposer?

Yes () No ()

If yes, identify the Lessor, the year and the cause of cancellation or termination.

7. Has proposer (or the individuals owners/partners/joint venture) ever been sued by an Airport or like business for issues pertaining to contract and /or performance

Yes () No ()

If yes, identify the Lessor, the year, and the cause of such suit.

8. Has proposer (or the individuals owners/partners/joint venture) ever filed suit against an Airport owner or like business?

Yes () No ()

If yes, identify the Lessor, the year, and the cause of such suit.

9. Has proposer ever had a Bond or Surety canceled or forfeited?

Yes () No ()

If yes, identify the Bonding Company, year of cancellation or forfeiture, amount and reason for cancellation or forfeiture.

10. Has proposer ever filed for protection under Federal Bankruptcy Laws?

Yes () No ()

If yes, list the date, Court of Jurisdiction, and amount of assets and liabilities.

SUMMARY

11. Summarize the reasons that you feel this proposal should be accepted. Identify the key strengths of your company and personnel committed to this project on a full time basis.

About TAIT

Overview

The Tulsa Airports Improvement Trust (TAIT) is a public trust, the beneficiary of which is the City of Tulsa, Oklahoma. TAIT manages and operates Tulsa International Airport and R. L. Jones, Jr. Airport.

TAIT has approximately 150 employees with approximately \$35,000,000 in annual revenue from a range of airport related services. These services include: terminal building rentals, landing fees, cargo building rentals, ground rentals, parking, concessions fees, advertising, and other miscellaneous income.

System Standards

All facilities are connected utilizing a combination of fiber, broadband, and VPN connectivity. Major operating system and software standards are as follows:

- Windows Server 2008 R2
- Windows 7 Ultimate or Pro 64 Bit
- Microsoft SQL Server
- Microsoft Exchange 2010 and Outlook 2007
- Microsoft Office 2007
- Microsoft Internet Explorer
- Microsoft Active Directory

TAIT currently uses the following business systems:

- Microsoft Dynamics AX 2012 R2 is being used as its Financial System.
- GCR Airport Business Manager System (ABM) – Application used to manage airport contracts, agreements, billing, and accounts receivables. The ABM application currently utilizes a SQL 2012 database.
- GCR's Airport Security & Operations Compliance System (ASOCS) that uses a SQL 2008 database.
- Payment and Disbursements System – Custom application currently being developed to track payment and disbursements. The application currently utilizes a SQL 2008 database.

Metrics

Activity	Estimates
Annual Revenues	\$35,000,000
Total Employees	~150

SELECTION PROCESS

The selection process will be based on the information and references provided in response to this Request for Proposal. A committee comprised of TAIT staff will determine how well each company's response meets the Airport's needs and desires for the EMM system and will select the proposal which appears most beneficial to TAIT.

Evaluation criteria will include, but are not necessarily limited to:

1. Meeting the requirements, conditions and instructions as outlined in this RFP.
2. Proposed Network Design, Monitoring, Management, Operation and Support.
3. Experience and Qualifications in the design and installation of EMM system in comparable venues, particularly airports.
4. Experience and Qualifications in providing EMM system functionality to companies in comparable settings, particularly airports.
5. Proposed EMM system, migration, and pricing.
6. References for comparable projects in complex public facilities, particularly airports.

ACCEPTANCE OR REJECTION OF PROPOSAL

TAIT reserves the right to reject any and all proposals or portions thereof received in response to the RFP. Additionally, TAIT may, for any reason, decide not to award an Agreement as a result of this RFP.

REQUEST FOR PROPOSAL and PROJECT TIME LINE

The following dates are provided for informational purposes and are subject to change with notification.

Distribution of Request for Proposal to Interested Parties	April 1, 2015
Pre-proposal Conference	April 8, 2015
Written Questions Received	April 15, 2015
Sealed Proposals Due	May 1, 2015
Evaluation of Proposals	May, 2015
TAIT Approval and Award	June 11, 2015
Execution of Agreement	June 12, 2015
Project Implementation	June 12, 2015

TAIT – General Requirements:

A. Facsimile

Facsimile Proposals will not be accepted.

B. Liability: Indemnification and Insurance

(1). Indemnity Requirements

A. Proposer shall indemnify, defend, and hold harmless TAIT, the City, the Tulsa Airport Authority (“Authority”) and their appointed and elected officials, agents and employees against all liability, suits, claims, judgments, fines or demands (including attorney fees, court costs and expert fees) for damages to persons or property arising out of, resulting from, or related to the work performed under this Agreement that are due to the negligence or fault of the Proposer or the Proposer’s agents, representatives, subcontractors, or suppliers (“Claims”).

B. TAIT or the Authority shall give notice to Proposer of any such liability, loss, law suit, claim or demand and Proposer shall defend same using counsel reasonably acceptable to TAIT.

C. The provisions of this section shall survive the expiration or termination of this Agreement.

(2). Insurance Requirements

Without limiting Proposer’s obligation to indemnify TAIT, City and the Authority as provided under B. (1) above, concurrently with the execution and delivery hereof, Proposer shall furnish to TAIT a certificate that Consultant has professional liability insurance with combined single limit coverage of not less than One Million and No/100 Dollars (\$1,000,000.00). In addition to the foregoing, Proposer shall carry and keep in force commercial general liability insurance in the amount of \$1,000,000, including automobile liability for owned, hired and non-owned vehicles, by an insurance company licensed to do business in Oklahoma with limits of liability for personal injury or death to any one person of not less than Two Hundred Fifty Thousand and No/100 DOLLARS (\$250,000.00) and not less than One Million and No/100 Dollars (\$1,000,000.00) for any one occurrence involving injury or death to more than one (1) person; and property damage insurance with limits of liability of Two Hundred Fifty Thousand and No/100 Dollars (\$250,000.00) and worker's compensation insurance as required by law. Prior to the execution of an Agreement, Proposer shall provide a certificate of insurance coverage which shall provide that (i) insurance coverage shall not be canceled, changed in coverage, or reduced in limits without at least thirty (30) days' prior written notice to TAIT (10 days for non-payment of premium), (ii) TAIT, City and Authority and their appointed and elected officials, agents and employees are named as additional insureds on the Commercial General Liability and automobile liability policies, (iii) the policies shall be considered primary as regards any other insurance coverage TAIT, City or Authority may possess, including any self-insured retention or deductible TAIT, City or Authority may have; any other insurance coverage TAIT, City or Authority may possess shall be considered excess insurance only, (iv) the limits of liability for the automobile liability coverage required herein are on an occurrence basis, and (v) the policy shall be endorsed with a severability of interest or cross-liability endorsement, providing that the coverage shall act for each insured and each additional insured as though a separate policy had been written for each insured or additional insured; provided, however, nothing contained herein shall act to increase the limits of liability.

PROPOSERS CHECK LIST

The following items will be completed in full and returned to TAIT on the proposal date as stated within.

1. Proposal Form
2. Proposer’s Responses
3. Non-Collusion Affidavit and Affidavit of Claimant
4. Statement of Completeness

Proposal Form – Must be included with Submitted Proposal

Airport Facilities Enterprise Maintenance Management System

Proposals Due: May 1, 2015 at 4PM

Mail proposals to:

**Tulsa Airports Improvement Trust
P. O. Box 581838
Tulsa, OK 74158-1838**

or

**Tulsa Airports Improvement Trust
7777 E. Apache - Room A217
Tulsa, OK 74115**

Attention: James Rockholt

Submit One Original

Attach your response to the “Proposal Specification and Requirements” Questions

Company Name and type of entity:

Contact: _____

Address: _____

City _____ State _____ Zip _____

E-mail address: _____

Phone: _____ Fax: _____

I certify that I have fully examined and carefully prepared the proposal from the plans and/or specifications provided.

NONCOLLUSION AFFIDAVIT

STATE OF _____

COUNTY OF _____

_____, of lawful age, being first duly sworn, on oath says that s(he) is the agent authorized by the Proposer to submit the attached Proposal. Affiant further states that the Proposer has not been a party of any collusion or communication among Proposers in restraint of freedom of competition by agreement to propose at a fixed price, or upon fixed terms and conditions, or to refrain from submitting a proposal. Affiant further states that the Proposer has not been a party to any collusion or communication with any official or employee of the Tulsa Airports Improvement Trust (“TAIT”), the Tulsa Airport Authority (“Authority”) or the City of Tulsa, Oklahoma (“City”) so as to fix the price or any other terms or provisions of the said Proposal. Affiant further states that the Proposer has not paid, given, or donated or agreed to pay, give or donate to any officer or employee of TAIT, the Authority or the City any money or other thing of value, either directly or indirectly, for special consideration in the letting of this Agreement.

Signature

Title

Subscribed and sworn to before me this ___ day of _____, 2015

Notary Public

My Commission expires:

AFFIDAVIT OF CLAIMANT

STATE OF _____)
) ss.
COUNTY OF _____)

The undersigned person, of lawful age, being first duly sworn on oath, says that the invoices to be submitted pursuant to this agreement with the Tulsa Airports Improvement Trust will be true and correct. Affiant further states that the work, services or materials furnished will be completed or supplied in accordance with the plans, specifications, orders, requests or contract furnished or executed by the affiant. Affiant further states that (s)he has made no payment directly or indirectly to any elected official, officer or employee of the City of Tulsa or of any public trust where the City of Tulsa is a beneficiary, or money or any other thing of value to obtain payment of the invoice or procure the contract or purchase order pursuant to which an invoice is submitted.

By: _____

Title: _____

Subscribed and sworn to before me this _____ day of _____, 20__.

Notary Public

Commission No. _____

Expiration: _____

STATEMENT OF COMPLETENESS

State of _____

County of _____

(I), (We), the undersigned, being duly sworn and acting as an _____ of _____ do hereby affirm that (I), (We) have the responsibility and authority for providing information on behalf of _____ and that same as submitted is true, accurate and correct.

Further, (I) (We) hereby affirm that _____ to the best of (My) (Our) knowledge, and belief meets the criteria and possesses those qualifications required of Tulsa Airports Improvement Trust for the installation of the Enterprise Maintenance Management system at Tulsa International Airport.

a. If proposer is a Corporation, the duly authorized officers must sign here:

Corporate Name

BY: _____
Chairman

ATTEST:

BY: _____

b. If proposer is a PARTNERSHIP OR JOINT VENTURE, at least two (2) Partners or each of the Joint Venture must sign here:

Partnership or Joint Venture Name

BY: _____
Member of Partnership or Joint Venture

BY: _____
Member of Partnership or Joint Venture

STATE OF _____)

COUNTY OF _____)

Subscribed and sworn before me this _____ day of _____, 2015.

Notary Public

My Commission Expires: _____