

Memorandum



Date: November 20, 2012

To: Mario Goderich, Assistant Director
Business Affairs, Regulatory Economic Resources Department
Small Business Development

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

Subject: Airport Operations Information System (AOIS) Operations & Maintenance
Project No. I115D

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 **Airport Operations Information System (AOIS) Operations & Maintenance, Project No. I115D.**

The Minority Affairs Division staff has evaluated the subject project and recommends an 13% SBE Goal as the contract measure, as set forth in Implementing Order #3-41, the attached MDAD Contract Measures Analysis Worksheet findings and other supporting documents. The Term of this agreement is for five (5) years plus two (2) one (1) year renewal option(s). The Contractor shall provide all labor and tools to operate and maintain the Airport Operation Information System (AOIS) at Miami International Airport, Miami, Florida, General Aviation Airports, Miami area hotels and the Port of Miami and other areas as deemed necessary. The County reserves the right to competitively procure AOIS related services or hardware. The County reserves the right to use County staff or hardware to support the AOIS.

The estimated contract amount is \$12,982,316.13. This project will be funded from the Information Systems and Telecommunications Division Operating Budget. Total payment for the five (5) year term is to be paid in sixty (60) equal amounts. See attached Schedule of Pricing.

A Bid Waiver contract is requested by the Miami-Dade Aviation Department that requires the services of Air-Transportation IT Services, Inc., (AirIT) to provide all labor and tools to operate and maintain (O & M), the Airport Operation Information System (AOIS) at MIA. The proposed SBE participation goal is thirteen percent (13%) utilizing one (1) SBE certified firm: Advanced Total Systems, Inc. The SBE Goal would calculate as \$1,687,701.10.

SCOPE OF WORK/GENERAL O&M REQUIREMENTS:

This Contract will be to furnish to the County detailed technical design, development, firmware, software, software licenses, installation, integration, implementation, training, user manuals and documentation, operation, support and maintenance services for the Airport Operation and Information System (AOIS), warranty, testing of the hardware and software and all other items necessary or proper for, or incidental to, providing an operable and acceptable AOIS, including other related components, all in accordance with the Agreement.

The Contractor shall provide expert on-site and off-site software system support including; First Level, Second Level, and Third level support for hardware repair, system maintenance and other facets of the AOIS system. The County reserves the right to competitively procure on-site staff to support the AOIS. The County reserves the right to use County staff to perform the on-site support of the AOIS.

SCOPE OF WORK/GENERAL O&M REQUIREMENTS: (continued)

The Contractor shall upgrade the County to the new AOIS, RM, FIDS, ESB and AODB versions at no additional cost to the County so soon as these software packages are available and deemed suitable by the County to replace/enhance the installed system. The new system has to provide, at a minimum, the same functionality that the current system provides. The new system has to support all of the operational functions that the current system supports.

The Contract shall not be construed to create unto the Contractor any exclusive rights with respect to any of the County's airport systems owned or operated by the County. The County may in its sole discretion, award any additional or similar services to any third party or the County may elect to perform all or a portion of the services by its own employees.

The Contractor shall provide the County with on-site and on-call technical support for all the equipment and software installed as part of the I115A and I115C AOIS contracts and out of scope items, as well as equipment procured by MDAD for the AOIS system. Maintain all equipment connected to the AOIS system regardless of procurement source. Provide support from and inclusive of the display device back to and including all servers within the AOIS system. This will include all software, hardware and firmware associated with the AOIS system regardless of procurement source.

The Contractor shall provide competent, knowledgeable, first-level support field engineers. These field engineers must be fully trained by the Contractor and their original equipment manufacturer in first level – onsite maintenance of all installed AOIS system components. The Contractor shall have 100% of its staff factory trained and certified. For new hires after this contract is executed, the Contractor shall train new hires within three (3) months to ensure a competence level of Field Engineer. Such training and any subsequent training will be at the Contractor's expense. For new hires, the Contractor shall receive approval by the County prior to hiring any selected candidate.

At the County's request, the Contractor will make available field engineers to assist with any work assignments needed to complete any task associated with the AOIS system. This would include but not limited to, installation and maintenance, repair and emergency activities such as hurricane preparedness measures. **Airt** will be responsible for completing these tasks for all AOIS related equipment, including hardware that was not purchased directly from **Airt**.

The Contractor agrees that the Agreement price includes, but is not limited to, all software and systems support, labor, overtime, insurance, travel to and from the job site, all salaries, overtime, benefits, subsistence/living allowances, taxes, pensions, pagers, training, uniforms, telephone cost (land/cell), computers, printers, furniture etc., cost of logistics, shipping, tools to maintain site, and miscellaneous cost such as auto, parking fees, set-up, fines, business fees, compiling reports and daily trending analysis, test equipment and Contractor's overhead and profit, the cost for all third party on-site and off-site report support charges, the cost for salary, overtime, air, hotel and any other expense associated with unplanned/emergency on-site visits by Contractor or 3rd party factory technicians to resolve an issue with the AOIS.

The Contractor shall furnish all supervision, labor, tools, machinery, hardware, test equipment, materials, services, third party software and hardware support, and work such hours as agreed to herein to ensure compliance for the scope of work and SLAs stated herein. The Contractor shall provide staff to operate on-site eighteen (18) hours-a-day, seven (7) days a week, 365 days a year 18x7x365. Hours of on-site coverage shall be agreed upon prior to the Notice to Proceed. Off-Site Systems Support shall be 24x7x365.

The Contractor's service organization will provide support for the County and its Users including dispatching resources in response to alarms, complaints, and requests for service. Activities are to be coordinated through the County's IT Service Desk. The Contractor shall be the primary contact for MDAD IT Service Desk tickets associated with the installment System. Tickets that are found to be associated with and interface shall NOT be closed until as resolution is found. Contractor shall be responsible to work with the other party until the problem is resolved.

Contractor shall be responsible for updating status on their assignment in HEAT for all such tickets and closing the ticket only when problem is resolved.

The Contractor is required to:

- Meet the Service Levels for problem resolution and escalation as shown herein.
- Respond to requests for routine moves, adds, and changes for the users.
- Anticipate and be responsive to high call volumes during the peak travel times such as Thanksgiving, Christmas and technology roll-outs.
- Document and report operational metrics, including maintenance logs and make recommendations on improvements which may be required or warranted.
- Frequency of reports shall be monthly or as requested by the County, or its Users. Upon analysis of these metrics, Contractor shall address and remedy any systematic problems or negative performance trends.
- Provide environmental maintenance of primary and back-up equipment rooms and all installed devices. Environmental maintenance is defined as keeping these areas free from trash, dust, dirt and water/moisture. The electronic equipment is sensitive and need to be kept in a clean, maintained environment. This shall be considered part of preventive maintenance.
- The Contractor shall be responsible to maintain the proper inventory of spares.
- The Contractor shall supply to the County all necessary documentation and any required access credentials to allow the Department to independently operate and maintain the AOIS. MDAD's lead AOIS System Programmer 2 and his back-up will be granted full administrative rights to all of the AOIS databases, servers, systems and devices. Selected staff will be given the same access to the MDAD servers and databases that the current **Airt Technical Manager** has. This access needs to include: all credentials (usernames and passwords) to the MDAD servers and databases. Access to run scripts and processes needed for troubleshooting, maintaining or monitoring the system. The current **Airt Technical Manager** needs to provide the MDAD AOIS staff with AOIS administration and maintenance training.

The County reserves the right to competitively procure AOIS related services or hardware. The County reserves the right to use County staff or hardware to support the AOIS.

Airport Operations Information System (AOIS) Operations & Maintenance
Project No. I115D
Page 4 of 4

If additional information is needed please contact me at (305) 876-7221 or C. Corrales at (305) 876-7991.

Attachments:

cc: V. Clark, SBD
L. Johnson, SBD
V. Walters, SBD
M. Jenkins, MDAD
T. Dip, MDAD
M. Clark-Vincent, MDAD
C. Corrales
Project File

REVISED MDAD's CONTRACT MEASURES AND ANALYSIS WORKSHEET

**To: Mario Goderich, Assistant Director
Business Affairs, Regulatory Economic Resources Department
Small Business Development**

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



PROJECT/CONTRACT TITLE: Airport Operations Information System (AOIS) Operations & Maintenance

PROJECT/CONTRACT NUMBER: I115D

DEPARTMENT: Miami Dade Aviation Department

ESTIMATED PROJECT COST: \$12,982,316.13

FUNDING SOURCE: Information Systems and Telecommunications Division Operating Budget

DESCRIPTION OF PROJECT/BID:

The Miami Dade Aviation Department requires the services of Air-Transportation IT Services, Inc., (AirIT) to provide all labor and tools to operate and maintain (O & M) the Airport Operations Information System (AOIS) at Miami International Airport.

CONTRACT MEASURES RECOMMENDATION:

Measures 13% 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.

ANALYSIS FOR RECOMMENDATION OF A SUBCONTRACTOR GOAL:

| Estimated Cost | % of Item to Base Bid | Availability |
|-----------------------|------------------------------|---------------------|
| \$1,687,701.10 | 13% | 3 |

SCHEDULE OF PRICING

(All prices in U.S. Dollars)

PROJECT: Airport Operation Information System Operation and Maintenance (AOIS O& M)

PROJECT NO.: I115D

The Contractor shall submit Applications for Payment on a monthly basis, pursuant to the following schedule:

| ITEM NO. | DESCRIPTION | QTY. | UNIT | UNIT PRICE | EXTENDED PRICE |
|----------|--|------|------|--------------|------------------------|
| 1 | First Five (5) Years: Labor, Software License and Maintenance, and Hardware Maintenance* | 60 | MO. | \$150,984.79 | \$9,059,087.37 |
| 2 | Option Year 1 (2): Labor, Software License and Maintenance, and Hardware Maintenance | 12 | MO. | \$161,052.08 | \$1,932,625.01 |
| 3 | Option Year 2 (3): Labor, Software License and Maintenance, and Hardware Maintenance | 12 | MO. | \$165,883.65 | \$1,990,603.75 |
| | SUB-TOTAL | | | | \$12,982,316.13 |
| 8 | General Allowance Account | | | | \$1,298,231.61 |
| 9 | Inspector General Account | | | | \$35,701.37 |
| | TOTAL AMOUNT | | | | \$14,316,249.10 |

* Total Payment for the five (5) year Term to be paid in sixty (60) equal amounts.



miamidade.gov

Sustainability, Planning and Economic Enhancement Department
111 NW 1 Street, 19th Floor
Miami, Florida 33128
T 305-375-3111 F 305-375-3160

June 20, 2012

CERT. NO: 10954
Approval Date: 06/19/2012 - MICRO/SBE
Expiration Date: 06/30/2015

Mr. Osiris Villacampa
ADVANCED TOTAL SYSTEMS, INC.
13200 SW 128th St, Suite B-4
Miami, FL 33186-0000

ANNUAL ANNIVERSARY: 06/19/2013

Dear Mr. Villacampa:

Small Business Development (SBD), a division of Sustainability, Planning and Economic Enhancement Department (SPEED) has completed the review of your application and attachments submitted for certification. Your firm is officially certified as a Micro/Small Business Enterprise (MICRO/SBE) in accordance with section 2-8.1.1.1.1 of the Code of Miami Dade County.

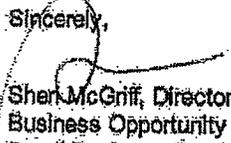
This certification is valid for three years provided there are no changes rendering your firm ineligible for certification. You are required to submit a "Continuing Eligibility Affidavit" annually with specific supporting documents on or before your Anniversary Date as listed above. You will be notified in advance of your firm's Anniversary Date. Failure to comply with the said responsibilities may result in immediate action to decertify your firm. Every three years you will receive a full recertification review that may include an onsite investigation; SBD will also notify you accordingly.

If at any time during the certification period, there is a material change in your firm, including, but not limited to ownership, officers, Director, scope of work being performed, daily operations, affiliations with other business (es) or physical location of the firm, you must notify this office in writing within (30) days. Notification should include supporting documentation. You will receive timely instructions from this office as to how you should proceed, if necessary.

Your company is certified in the following categories as listed below, affording you the opportunity to bid and participate on contracts with small business measures. Please note that the categories listed are very general and are used only to assist our customers in searching the directory for certified firms to meet contract needs. The directory for all certified firms can be accessed on the Miami-Dade County SPEED website <http://www.miamidade.gov/sba>.

Thank you for doing business with Miami Dade County.

Sincerely,


Sheri McGriff, Director
Business Opportunity Support Services
Small Business Development Division
Sustainability, Planning and Economic Enhancement Department

CATEGORIES: (Your firm may bid or participate on contracts only under these categories)
SYSTEMS/EXECUTIVE SOFTWARE, MICROCOMPUTER (MICRO/SBE)
WORD PROCESSING SOFTWARE, MICROCOMPUTER (MICRO/SBE)
COMPUTER HARDWARE CONSULTING (MICRO/SBE)
COMPUTER SOFTWARE CONSULTING (MICRO/SBE)
COMPUTER NETWORK CONSULTING (MICRO/SBE)
APPLICATIONS SOFTWARE FOR MICROCOMPUTER SYSTEMS: BUSINESS, MATHEMATICAL/STATISTICAL, MEDICAL,

MINORITY CERTIFICATION

Processing No: 13348 Certification No: 10954
Firm Name: ADVANCED TOTAL SYSTEMS, INC. Approved on this Certification: MICRO/SBE

Certificate: Prior Next Other Certifications exist with: DBE
Review: Prior Next File Storage Activity Log Site Visit Firm Expire: JUN-30-2015
Decertified:

| | | | | | |
|------------------------|------------------------------------|----------------------|-------------------|-----------------|-------------|
| Request Type | RE-CERTIFICATION | BE's on this Review: | Expiration Date | JUN-30-2015 | |
| Applic Rec'd | MAR-19-2012 | MICRO/SBE | Anniversary Date | JUN-19-2013 | |
| Status | APPROVED | | TAC assigned Date | MAR-20-2012 | |
| File location | FILE | CABINET | CS Assigned Date | MAR-20-2012 | |
| TAC assigned | | | Action Due Date | MAY-02-2012 | |
| CS assigned | PACE | KEVA | Letter Due Date | | |
| Action | | | ERM Date | | |
| Fact Sheet Comment | FIRM MEETS MICRO/SBE CERTIFICATION | | | Completion Date | JUN-19-2012 |
| ERM Name | | | Termination Date | | |
| Denied/Decert Comments | | | Reopen Date | | |

Expedited For forwarded to Municipality? Municipality:

New Checklist Re-Certify Checklist Business Enterprise Fees Print Cert Fact Sheet Print ReCert Fact Sheet Print admin info letter



MIAMI DADE COUNTY

Small Business Development

CERTIFICATION FACT SHEET

Company Name: ADVANCED TOTAL SYSTEMS, INC.
Address: 13200 SW 128TH ST SUITE B-4
 MIAMI FL 33186-0000

Certification No.: 10954
Processing No.: 13348
Request Type: RE-CERTIFICATION
No. of Employees:

Date Received: March 19, 2012
Date Assigned: March 20, 2012
Date Completed: June 19, 2012
Date Established: November 6, 2001
Date Incorporated: November 6, 2001
Date of ERM:

Assigned To: KEVA PACE

Conducted By:

Business Enterprise Programs/Trades:

MICRO/SBE - MICRO/SMALL BUSINESS ENTERPRISE

Size Standard
Gross Revenue **No. Employees**

| | | |
|---|-------------|--|
| NIGP - 92056 - Systems/Executive Software, Microcomputer | \$2,000,000 | |
| NIGP - 20575 - Supplies And Accessories, Miscellaneous Data Proce | \$2,000,000 | |
| NIGP - 91828 - Computer Hardware Consulting | \$2,000,000 | |
| NIGP - 91829 - Computer Software Consulting | \$2,000,000 | |
| NIGP - 91830 - Computer Network Consulting | \$2,000,000 | |
| NIGP - 92007 - Applications Software for Microcomputer Systems: Business, Mathe | \$2,000,000 | |
| NIGP - 205 - Computers And Information Processing Systems | \$2,000,000 | |
| NIGP - 20502 - Cables, Computer, Premade: Printer, Terminal | \$2,000,000 | |
| NIGP - 20503 - Cards, Chips, Boards (not Memory): Graphics | \$2,000,000 | |
| NIGP - 20511 - Central Processing Unit (cpu): Microcomputers | \$2,000,000 | |
| NIGP - 20529 - Controllers, Peripheral: Plotters, Printers, | \$2,000,000 | |
| NIGP - 20532 - Direct Access Storage Devices (dasd) Andcontroller | \$2,000,000 | |
| NIGP - 20537 - Memory Add-on Units And Memory Upgrades:chips, Boa | \$2,000,000 | |
| NIGP - 20539 - Modems, Data Communications | \$2,000,000 | |
| NIGP - 20540 - Networks, Local Area (lan) | \$2,000,000 | |
| NIGP - 20543 - Peripheral Devices And Accessories, Computer S | \$2,000,000 | |
| NIGP - 20545 - Power Supplies, Surge Protectors, Uninterrupt | \$2,000,000 | |
| NIGP - 20547 - Printers And Plotters: Workstation Printers, | \$2,000,000 | |
| NIGP - 20552 - Printer Toner Cartridges: Data Or Word Processing | \$2,000,000 | |
| NIGP - 20556 - Software, Application: Preprogrammed Software F | \$2,000,000 | |
| NIGP - 20562 - Software, Data Base Management Control: Preprogram | \$2,000,000 | |
| NIGP - 20566 - Software, Operating System: Preprogram | \$2,000,000 | |
| NIGP - 20571 - Supplies And Accessories, Dasd Unit: Disk Packs | \$2,000,000 | |
| NIGP - 92095 - Word Processing Software, Microcomputer | \$2,000,000 | |

Licenses:

| Trade Category | License | Qualifier |
|--|----------------------------|-----------|
| COMPUTER SYSTEMS DESIGN AND RELATED SERVICES | OCCUPATIONAL MIAMI-DADE | FIRM |
| OFFICE ADMINISTRATIVE SERVICES | OCCUPATIONAL MIAMI-DADE | FIRM |

| Gross Receipts Last 3 Years: | Affiliate Amount |
|------------------------------|---------------------|
| 2011 | \$599,244.00 |
| 2010 | \$624,189.00 |
| 2009 | \$746,819.00 |
| Average: | \$656,750.67 |



MIAMI DADE COUNTY

Small Business Development

CERTIFICATION FACT SHEET

| Owner(s) | Ethnicity | Gender | Net Worth | % Ownership | Qualifier |
|-------------------|-----------|--------|-----------|-------------|-----------|
| DIEGO ALONSO | HISPANIC | M | | 41% | Yes |
| NICHOLAS GODOY | HISPANIC | M | | 18% | Yes |
| OSIRIS VILLACAMPA | HISPANIC | M | | 41% | Yes |
| TOTAL | | | | | |

Date of Site Visit: April 20, 2011

Conducted By: HAROLD GOLDSON

Site Visit Observations/Comments:

SITE VISIT WAS CONDUCTED BY HAROLD GOLDSON AT THE FIRM'S NEW BUSINESS LOCATION AT 13200 S.W. 128 STREET, SUITE B-4, MIAMI, FL. 33186. HOURS OF OPERATION ARE FROM 9:00 A.M - 6:00 P.M. THE FIRM PROVIDES SYSTEM INTEGRATION. THE OFFICE IS EQUIPPED WITH OFFICE FURNITURE (DESKS, CHAIRS, FILES, MISC OFFICE SUPPLIES, COPY AND FAX MACHINE, AND PHONE SYSTEM). THE FIRM IS 100% OWNED BY OSIRIS VILLACAMPA AND DIEGO C. ALONSO EACH A 50 PERCENT HISPANIC OWNER. THERE ARE 6 FULL TIME EMPLOYEES IN THE FIRM. \$5000 WAS INVESTED BY BOTH OWNERS TO START UP THE FIRM. ALL DECISIONS ARE MADE BY EITHER OWNER, HOWEVER, MARKETING AND GENERAL OFFICE ADMINISTRATION IS PERFORMED BY OSIRIS VILLACAMPA. THE FIRM HAS A LINE OF CREDIT FOR \$55,000 WITH SUNTRUST BANK. STAFF INSPECTED BANK STATEMENTS FROM SUNTRUST BANK FOR FEB. AND MARCH, 2011. PROPOSALS AND INVOICES. A LIST OF HARDWARE INVENTORY WAS PROVIDED. THE OWNERS OF THE FIRM APPEAR TO BE IN CONTROL OF THE COMPANY. THE BUSINESS CONTINUES TO MEET THE SIZE STANDARD AS WELL AS OTHER REQUIREMENTS AS PER CFR 49 PART 26. AS SUCH, CONTINUED DBE CERTIFICATION IS RECOMMENDED.

Fact Sheet Comment:

FIRM MEETS MICRO/SBE CERTIFICATION

Recommendation: APPROVED

Expiration: JUN-30-2015

Denied/Decertified Comment:

We concur with Recommendation:

Assigned Specialist:

KEVA PACE

Walters, Vivian (RER)

From: Corrales, Caridad (Aviation) [CCORRALES@miami-airport.com]
Sent: Tuesday, November 20, 2012 12:27 PM
To: Walters, Vivian (RER)
Subject: FW: Recommendation Memorandum AOIS
Attachments: disclaimer.txt

"I" I115D

Caridad "Cookie" Corrales
Contract Compliance Specialist II
MDAD-Minority Affairs Division
Phone: (305) 876-7991 Fax: (305)-876-0382
E-mail: ccorrales@miami-airport.com

-----Original Message-----

From: Walters, Vivian (RER) [<mailto:WalterV@miamidade.gov>]
Sent: Tuesday, November 20, 2012 12:26 PM
To: Corrales, Caridad (Aviation)
Subject: RE: Recommendation Memorandum AOIS

Please confirm if that project # is an "I" or an "L"...

Vivian O. Walters, Jr.
Contract Development Specialist II
Regulatory and Economic Resources Department Small Business Development Division
111 NW 1st Street #19 Floor
Miami, FL 33128
walterv@miamidade.gov
' Office (305) 375-3138 |6Fax (305) 375-3160 "Delivering Excellence Every Day"

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<http://www.miamidade.gov/sba/about-project-review-and-analysis.asp>

Miami-Dade County is a public entity subject to Chapter 119 of the Florida Statute concerning public records. E-mail messages are covered under such laws and thus subject to disclosure.

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From: Corrales, Caridad (Aviation) [<mailto:CCORRALES@miami-airport.com>]
Sent: Tuesday, November 20, 2012 11:15 AM
To: Walters, Vivian (RER); Clark, Veronica (RER)
Cc: Collins, Milton (Aviation); Johnson, Laurie (RER); Jenkins, Maurice (Aviation); Dip, Tania (Aviation); Clark-Vincent, Marie (Aviation)
Subject: Recommendation Memorandum AOIS

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Thank you,

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E-mail: ccorrales@miami-airport.com

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