

**Lee County Board Of County Commissioners
Agenda Item Summary**

Blue Sheet No. 20041637

1. REQUESTED MOTION:

ACTION REQUESTED: Approve Bid Waiver # W-050118 to waive the formal quoting process and authorize the purchase of helicopter fuel for Public Safety/EMS from PrivateSky Aviation Services, Inc. A bid waiver has been requested because PrivateSky requires that any and all fueling of aircraft on its property be coordinated and purchased through PrivateSky. It is also requested that the term of this waiver mirror the length of the lease agreement with this vendor which was approved by the Board on November 4, 2003; with a not to exceed amount of \$120,000 annually.

WHY ACTION IS NECESSARY: Expenditures exceeding \$50,000 require Board approval.

WHAT ACTION ACCOMPLISHES: Allows for the purchase of helicopter fuel from PrivateSky Aviation at Southwest Florida International Airport.

**2. DEPARTMENTAL CATEGORY:
COMMISSION DISTRICT #**

A7A

3. MEETING DATE:

12-21-2004

4. AGENDA:

- CONSENT ADMINISTRATIVE APPEALS
- PUBLIC WALK ON
- TIME REQUIRED:

**5. REQUIREMENT/PURPOSE:
(Specify)**

- STATUTE
- ORDINANCE
- ADMIN. CODE AC-4-1
- OTHER

6. REQUESTOR OF INFORMATION:

- A. COMMISSIONER
- B. DEPARTMENT
- C. DIVISION

Public Safety

BY: *John Wilson, Director*

BACKGROUND: Last year, Lee County's EMS helicopter moved to a hangar leased from PrivateSky Aviation at Southwest Florida International Airport. The lessor requires all fuel stored or dispensed at their facility to be purchased from them. Annual fuel purchases are estimated to be \$120,000. PrivateSky will offer Lee County a percentage discount off of the daily counter price for fuel.

Funds are available: KF5260100100.505210.71 (Fuel & Lubricants - Helicopter)

Please see attachments:

- (1) Sole Source Letter from PrivateSky Aviation
- (2) Justification for Waiver Purchase
- (3) Blue Sheet No. 20031186 - 11/4/03 Approval of Lease

8. MANAGEMENT RECOMMENDATIONS:

9. RECOMMENDED APPROVAL:

| A Department Director | B Purchasing or Contracts | C Human Resources | D Other | E County Attorney | F Budget Services | | | G County Manager |
|--------------------------------------|-----------------------------------------|----------------------|------------|----------------------------------------|----------------------|----------------------|------------------------|----------------------|
| <i>12-9-04</i> <i>John Wilson</i> | <i>Janet Sheahan</i> <i>12-21-04</i> | | | <i>Andrew Fraser</i> <i>12/7/04</i> | OA <i>12/7/04</i> | OM <i>12/7/04</i> | Risk <i>12/7/04</i> | GC <i>12/7/04</i> |

10. COMMISSION ACTION:

- APPROVED
- DENIED
- DEFERRED
- OTHER

Rec. by CoAtty
Date: *12/3/04*
Time: *10*
Forwarded To:
Admin. 12/6/04

RECEIVED BY
COUNTY ADMIN: *AM*
12/6/04
1:40 pm
COUNTY ADMIN
FORWARDED TO: *AM*
12/8/04
AM

AS

ATTACHMENT #1



PrivateSky® Aviation Services, Inc.
Southwest Florida International Airport
One PrivateSky Way
Fort Myers, Florida 33913-8874
239 225 6100 Phone
239 225 0182 Fax
www.privatesky.net

TOTAL EXCELLENCE™

November 24, 2004

Chris Hansen
Lee County EMS

Re: Fueling Aircraft at PrivateSky® Aviation

Dear Chris:

This letter is to notify Lee County EMS that any and all fueling of aircraft on PrivateSky® property is required to be coordinated and purchased through PrivateSky®. We understand that EMS had different arrangements while operating out of Page Field. Unfortunately, we are unable to allow that same type operation for safety purposes and requirements of Lee County Port Authority at Southwest Florida International Airport.

Should you have any questions or concerns, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink that reads "Royce L. Stevens, Jr." in a cursive style.

Royce L. Stevens, Jr.
General Manager

JUSTIFICATION FOR SOLE SOURCE AND/OR WAIVER PURCHASE

REQUISITION NUMBER _____

DATE 12/3/2004

DEPARTMENT Public Safety / EMS

BUSINESS UNIT _____

SUGGESTED VENDOR

Private Sky Aviation

**ITEM DESCRIPTION AND REASON FOR SOLE SOURCE AND/OR WAIVER:
(MAY ALSO BE ATTACHED AS A MEMO)**

Aviation Jet Fuel

Helicopter is hangared at Southwest Florida Regional
Airport. Fuel must be purchased from airport
vendor, Private Sky. Please see attached memo

TECHNICAL CHARACTERISTICS:

REASON FOR REQUESTING SOLE SOURCE:

ITEM MUST MATCH EXISTING EQUIPMENT, WHICH IS:

ITEM IS A REPAIR PART FOR EXISTING EQUIPMENT, WHICH IS:

ITEM IS TO BE ATTACHED TO EXISTING ITEM, WHICH IS:

Revision Date:

() TECHNICAL CHARACTERISTICS OF REQUESTED ITEM ARE ESSENTIAL TO OUR NEEDS
BECAUSE:

() NO OTHER MANUFACTURER OF THIS TYPE OF PRODUCT EXISTS

() OTHER MANUFACTURERS OF THIS TYPE OF PRODUCT DO NOT MEET OUR MINIMUM
REQUIREMENTS:

MANUFACTURER'S NAME: _____

REASON: _____

MANUFACTURER'S NAME: _____

REASON: _____

MANUFACTURER'S NAME: _____

REASON: _____

OTHER *Please see attached memo from Private Sky.*

**MUST PERFORM PRICE OR COST ANALYSIS OR ATTACH NEGOTIATED PRICE QUOTE
FROM VENDOR; LETTER FROM MANUFACTURER STATING SOLE SOURCE.**

A) PRICE ANALYSIS PERFORMED

BASED ON:

Revision Date:

B) COST ANALYSIS PERFORMED:

BASED ON:

Rich O'Neil *MR Aircraft Operations*
 SIGNATURE AND TITLE OF REQUESTER

I, *Robert D. Franceschini*, AUTHORIZED BUYER,
 CONCLUDE THE FOLLOWING:

- SOLE SOURCE JUSTIFICATION IS ADEQUATE AND PURCHASE IS AUTHORIZED WITHOUT COMPETITIVE BIDDING.
- SOLE SOURCE JUSTIFICATION IS INADEQUATE AND REQUISITION IS RETURNED TO DEPARTMENT.
- DUE TO TIME RESTRAINTS PURCHASE IS AUTHORIZED WITHOUT COMPETITIVE BIDDING.
- COMPETITIVE/NON-COMPETITIVE BID WAIVER APPROVED.

Robert D. Franceschini 12-2-04
 BUYER

Janet K. Sheehan 12-2-04
 PURCHASING DIRECTOR

Revision Date:



PrivateSky® Aviation Services, Inc.
Southwest Florida International Airport
One PrivateSky Way
Fort Myers, Florida 33913-8874
239 225 6100 Phone
239 225 0182 Fax
www.privatesky.net

TOTAL EXCELLENCE™

November 24, 2004

Chris Hansen
Lee County EMS

Re: Fueling Aircraft at PrivateSky® Aviation

Dear Chris:

This letter is to notify Lee County EMS that any and all fueling of aircraft on PrivateSky® property is required to be coordinated and purchased through PrivateSky®. We understand that EMS had different arrangements while operating out of Page Field. Unfortunately, we are unable to allow that same type operation for safety purposes and requirements of Lee County Port Authority at Southwest Florida International Airport.

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A handwritten signature in black ink that reads "Royce L. Stevens, Jr." in a cursive style.

Royce L. Stevens, Jr.
General Manager

**Lee County Board Of County Commissioners
Agenda Item Summary**

Blue Sheet No. 20031186

1. REQUESTED MOTION:

ACTION REQUESTED: Approve lease with PrivateSky Aviation Services for 4,000 sq.ft. of hangar space and 750 sq.ft. of office space at their facility located at Southwest Florida Regional Airport to be utilized by Lee County Emergency Medical Services. Lease will be for 5 years. Lease cost will be \$15.94 per sq. ft. or \$75,744 annually for the first two years with an increase of 7% each for years 3, 4 and 5. There will be no CAM cost but there will be a fee of 8% of the monthly rent cost for the Southwest Florida International Airport (RSW) runway fee. Lease can be terminated by giving 6 months advance written notice to the Lessor. Also approve a one time cost of \$37,000 for renovations in the office area of the facility so that it will accommodate EMS personnel.

WHY ACTION IS NECESSARY: Board must approve all lease agreements

WHAT ACTION ACCOMPLISHES: Provides Lee County EMS with hangar space for both helicopters in a centrally located area of the County. Also provides office/living area for personnel who work out of that station.

2. DEPARTMENTAL CATEGORY:
COMMISSION DISTRICT #: 5

C7A

3. MEETING DATE:

11-04-2003

4. AGENDA:

- CONSENT
- ADMINISTRATIVE
- APPEALS
- PUBLIC
- WALK ON
- TIME REQUIRED:

5. REQUIREMENT/PURPOSE:
(Specify)

- STATUTE
- ORDINANCE
- ADMIN. CODE AC4-1
- OTHER

6. REQUESTOR OF INFORMATION:

- A. COMMISSIONER
- B. DEPARTMENT Public Safety
- C. DIVISION EMS
- BY: John Wilson, Director

7. BACKGROUND:

Lee County Emergency Medical Services will be receiving a new helicopter sometime after the first of the year. EMS needs a place to house both helicopters and personnel who would respond with the aircraft until permanent space can be located. EMS requested assistance from Facilities Management to find housing for both. This was located at SWFRA in PrivateSky's facility and a lease negotiated. The current office space will have to be renovated to be able to accommodate the EMS personnel. Lessor has agreed to do those renovations at a cost of \$37,000 that will required to be reimbursed to them as soon as the renovations are completed.

FUNDING WILL BE AVAILABLE IN THE FOLLOWING ACCOUNT STRING:

KFS260100100.504410,71

Independent Divisions/Public Safety/Emergency Response/General Fund/Land & Building Rental

ATTACHMENT: 2 original lease agreements

8. MANAGEMENT RECOMMENDATIONS:

9. RECOMMENDED APPROVAL:

| A Department Director | B Purchasing or Contracts | C Human Resources | D Other | E County Attorney | F Budget Services | | | | G County Manager |
|------------------------------|---------------------------------------|----------------------|------------|-------------------------|----------------------|-----------------|-----------------|----------------|------------------------|
| | | | | | OA | OM | Risk | GC | |
| <i>10-7-03 Marketing</i> | <i>Cindy Logan By: JD N/A</i> | | | <i>Andrea Jesse</i> | <i>10/8/03</i> | <i>10/22/03</i> | <i>10/22/03</i> | <i>10/9/03</i> | <i>HB 10/23/03</i> |

10. COMMISSION ACTION:

- APPROVED
- DENIED
- DEFERRED
- OTHER

Rec. by CoAtty
Date: 10/8/03
Time: 1:45
Forwarded To:
Budget
10/20/03 3:20

RECEIVED BY
COUNTY ADMIN:
10/8
3:40 PM SCL
COUNTY ADMIN
FORWARDED TO:
C. Wilson
10/20/03 3:40pm

RCVD
10/21/03 4:30pm
PR 10/23/03