



**AVIATION DEPARTMENT - Fort Lauderdale-Hollywood International Airport**  
2200 SW 45<sup>th</sup> Street, Suite 101 • Dania Beach, Florida 33312 • 954-359-6100

### **ADDENDUM NO. 3**

Solicitation No.: RFP#2018-06-05-0-AV-01  
Solicitation Title: Ground Transportation Management Services

Date of Addendum: July 31, 2018

Attention all potential bidders:

Information included in this Addendum is for clarification purposes. This Addendum **MUST** be returned with your RFP submittal.

To all prospective proposers, please note the following changes and clarifications. Words in ~~strike through~~ type are deletions from existing text. Words in **bold underline** type are additions to existing text.

#### 1. **Presentations/Interviews/Ranking**

**Final Evaluation Meeting: All proposers that are found to be both responsive and responsible to the requirements of the RFP will have an opportunity to make an oral presentation to the EC on the proposers' approach to this project and the firm's ability to perform. The EC may provide a list of subject matter for the discussion. The proposers will have 15 minutes to present but the question-and answer time may vary.**

**A copy of each presentation (hard copy, CD, or jump drive or a combination thereof) must be given to the Project Manager, or designee, prior to beginning of the proposer's presentation, to retain in County files.**

#### 2. Page 1 is revised to read:

...

~~Notifications of addenda are sent electronically to vendors registered under the applicable commodity codes at the time the original solicitation was created. In addition, all All addenda are posted...~~

...

It is the intent of the Broward County Aviation Department ~~and the Purchasing Division~~ to provide quality services. If you have any questions, please visit the ~~Purchasing Division website to view the information provided on “How to Do Business with Broward County A Vendor’s Guide,”~~ or feel free to email the Project Manager, Karolynn Willman, Broward County Aviation Department, at [kwillman@broward.org](mailto:kwillman@broward.org).

3. On page 4, Instructions To Proposers, is revised to read:

...

**This RFP and all attachments** are available on the Broward County Aviation ~~Department’s and Purchasing Division’s~~ website.

4. On page 6, Scope of Services, is revised to read:

...

Proposer will ensure all taxicabs accept credit cards, ~~and are PCI-DSS compliant, if this requirement is established by the~~ and **the credit card system is rear-seat mounted and does not require the driver to handle the credit card.** ...

5. On page 8, Scope of Services, is revised to read:

...

The County, in ~~accordance with the terms of the Draft Agreement,~~ may **will** make certain portions of the Airport property available for the Proposer’s use **and operational needs on the effective date of the Agreement (“Airport Optional Facilities”).** **If later County determines that the initial Airport Optional Facilities or other replacement Airport Optional Facilities are not available for Proposer’s use, the Agreement will be amended to recognize the Proposer’s lease of** Alternatively, the Proposer may be directed to lease their own operational space off Airport property. **Proposer shall be fully and solely responsible for all maintenance costs and fees, including, but not limited to, internet, phone, utilities, supplies and equipment** Maintenance of the **operational** facility is the Proposer’s responsibility ~~weather~~ **whether** the space is provided by County or by Proposer in ~~accordance with the terms of the Draft Agreement....~~

6. Exhibit A, Scope of Services, Section 3 “Optional Facilities” of the Draft Agreement for Ground Transportation Management Services at Fort Lauderdale-

Hollywood International Airport (RFP #2018-06-05-0-AV—1) has been revised. The revised language is attached hereto Exhibit A.

7. On page 15, Negotiation and Award, is revised to read:

...

If the Board does not object to the ranking results, ~~the EC, or if delegated authority by the EC,~~ **County** staff will attempt to negotiate a contract with the first ranked firm....

8. On page 15, Posting of Solicitation and Proposed Contract Awards, is revised to read:

...

The Broward County ~~Purchasing Division's~~ **Aviation Department's website** is the location for the County's posting of all ~~the~~ solicitations and contract award results. ...

9. On page 15 and 16, Proposer Protest, is revised to read:

...

- (a) ... seven (7) business days from posting of the solicitation or addendum on the ~~Purchasing Division's website~~ **Aviation Department's website** ....
- (b) ... within five (5) business days from the posting of the recommendation of award on the ~~Purchasing Division's or~~ **Aviation Department's website** ~~fill.net websites.~~ ...
- (c) ... three (3) business days from the posting of the recommendation of award on the ~~Purchasing Division's website~~ **Aviation Department's website**. ...
- (d) ... as defined as Monday through Friday between 8:30 a.m. and 5:00 p.m....
- (e) ~~Protests arising from the decisions and votes of a Selection Committee or Evaluation Committee shall be limited to protests based upon the alleged deviations from established Committee procedures set forth in the Broward County Procurement Code and existing written Guidelines. Any allegations of misconduct or misrepresentation on the part of a competing Proposer shall not be considered a protest.~~

10. On page 20, Projected Schedule, is revised to read:

...

Initial Evaluation Meeting: 08/28/2018

**Time: 8:30 a.m. to 11:30 a.m.**

**Location: Terminal 4, Conference Rooms**

**Directions to Terminal 4, Conference Rooms**

**Enter the airport roadway. Follow the roadway signs to the parking garages. Use the second lane from the left to access all parking. Follow the signs for Hourly Parking to the Palm Garage. Do not use your SunPass, please pull a ticket for entrance. Park in the Palm Garage, Hourly Parking. Once inside the parking garage, follow the signs to the Terminal 4 parking area. Once parked, walk to the Terminal 4 (T4) entrance to cross the road to T4. Enter the terminal building and precede up the escalator. Turn left when exiting the escalator and walk to the area around the Caribbean ticket counters. Enter the last set of vestibule sliding doors and use the elevator to access the 3<sup>rd</sup> floor. There will be signs posted with directions. Please bring your parking ticket with you to the room for validation.**

Final Evaluation Meeting: 09/04/2018

**Time: 8:30 a.m. to 11:30 a.m.**

**Location: Terminal 4, Conference Rooms**

**Directions to Terminal 4, Conference Rooms**

**Enter the airport roadway. Follow the roadway signs to the parking garages. Use the second lane from the left to access all parking. Follow the signs for Hourly Parking to the Palm Garage. Do not use your SunPass, please pull a ticket for entrance. Park in the Palm Garage, Hourly Parking. Once inside the parking garage, follow the signs to the Terminal 4 parking area. Once parked, walk to the Terminal 4 (T4) entrance to cross the road to T4. Enter the terminal building and precede up the escalator. Turn left when exiting the escalator and walk to the area around the Caribbean ticket counters. Enter the last set of vestibule sliding doors and use the elevator to access the 3<sup>rd</sup> floor. There will be**

**signs posted with directions. Please bring your parking ticket with you to the room for validation.**

11. On page 21, Responsiveness Criteria, is revised to read:

...

Failure to provide the information required below, at the time of submittal opening may result in a recommendation of non-responsive ~~by the Director of Purchasing~~....

12. On page 29 and 30, Evaluation Criteria-Company Profile, Question #4, is revised to read:

...

Failure to provide this information at the time of submittal may result in a recommendation ~~by the Director of Purchasing~~ that the response is non-responsive....

...

**Failure to provide this information at the time of submittal and in the manner required above may result in a recommendation by the Director of Purchasing that the response is non-responsive....** (bold and underlining as appearing in RFP document)

All other terms, conditions and specifications remain unchanged for this RFP.

NAME OF COMPANY: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

The following information is provided in response to questions received relating to Solicitation No. RFP#2018-06-05-0-AV-01. No additional questions will be accepted.

1. The scope of services provides “Proposer will ensure all taxicabs accept credit cards and are PCI-DSS compliant if this requirement is established by County.” (p.6) This requirement was contained in the prior RFP and agreement. Further, the Commission directed that the system must be rear-seat solution that did not require the driver to handle the card. The “Scope of Services” uses the term “if this requirement is established...” Please clarify:
  - a. Are PCI-DSS compliant credit card solutions required for taxicabs operating at the airport?

**Answer:** Please refer to Addendum No. 3, Clarification No. 4.

- b. Are the systems required to be rear-seat mounted and don't require the driver to handle to card?

**Answer:** Please refer to Addendum No. 3, Clarification No. 4.

- c. If your answer to 1.b. is no, is a “Square” or other cell-phone based system adequate.

**Answer:** N/A

2. In your presentation, you indicated that the proposals would be ranked, then all responsive proposers would negotiate after which the proposals would be re-ranked. I reviewed the RFP which specifics the following procedures:

**Ranking**

The EC shall report the ranking to the County Administrator, who will advise the members of the Board in writing of the ranking, in order of preference, on which the award will be based.

**Criteria for Breaking Tie**

In the event of a deadlock amongst the members of the EC, tie-breaker criteria, as outlined herein, will be considered.

1. A re-vote or re-assessment of only the tied Proposers.
2. Preference to Proposer receiving a majority of the total first-place votes.
3. If items 1-2 do not break the tie vote, the Proposer or Proposers shall be selected by the Board of County Commissioners.

**Negotiation and Award**

If the Board does not object to the ranking results, the EC, or if delegated authority by the EC, staff will attempt to negotiate a contract with the first ranked firm. If an impasse occurs, the County ceases negotiation with the firm and begins negotiations with the next-ranked firm. The final negotiated contract will be forwarded by the staff to the Board for approval.

**Answer:** Please refer to Addendum No. 3, Clarification No. 7.

3. Please provide the current staffing schedule including management

**Answer:** See attached.

4. Please provide employee wage roster including management

**Answer:** See attached.

5. Is there a union, if so, please provide the Collective Bargaining Agreement (CBA)

**Answer:** There is no union.

6. Please provide the square footage of the existing office space to help in pricing a potential off airport space

**Answer:** The existing office space is approximately 900 square feet. Please refer to Addendum No. 3, Clarification No. 5 and Clarification No. 6.

7. Please provide the number of RFID tags being issued annually for their AVI system

**Answer:** Approximately 600 RFID tags are issued annually.

8. Can "Flash Drives" be submitted instead of CDs or DVDs?

**Answer:** Flash drives will be accepted as long as all other requirements are met, such as, but not limited to, labeling each flash drive.

9. Is it correct to assume that rental expense for an off-Airport administrative facility for the Contractor is a reimbursable expense? If so, is it correct to assume that utilities costs relating to such facility likewise are reimbursable expenses?

**Answer:** Please refer to Addendum No. 3, Clarification No. 5 and Clarification No. 6.

10. Will employees be charged for parking their personal vehicles? If so, what is the monthly/annual charge per employee?

**Answer:** There will be no charge to employees for parking their personal vehicles while on duty.

11. Section 8.16 of the Agreement provides that contractor is to track and report monthly the number(s) of outbound GTV dispatches. Is this a requirement for each and every classification of commercial vehicle? Is such tracking to be preformed by the AVI system as monitored by contractor, or is contractor to provide manual data collection, or both?

**Answer:** The AVi system tracks the monthly trips fees per vehicle and could be used to assist with the reporting of monthly numbers. There may be instances in which the Aviation Department requires manual counting by the contractor.

12. Are records to be retained by contractor for 3 years or 5 years?

**Answer:** Records are to be retained for a minimum period of three (3) years after expiration or termination of the agreement or until resolution of any audit findings, whichever is longer.

13. If a Joint Venture is the Proposer, with respect to the RFP Attachments, is it correct to assume that only the Joint Venture be the signatory, or do both Joint Ventures need to be signatories?

**Answer:** Assuming the proposer is a legally established joint venture, and the joint venture agreement itself authorizes one party to bind the joint venture, then only that party needs to sign the RFP attachments. If however the joint venture is not established via a legally binding joint venture agreement, then all joint venture companies need to sign the RFP attachments.

14. I was hoping you could send over a copy of the winning proposal for each RFP from the past term.

**Answer:** The document is a public record which is available pursuant to Florida law.

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## EXHIBIT A

**Exhibit A, Scope of Services, Section 3, “Optional Facilities” of the Draft Agreement for Ground Transportation Management Services at Fort Lauderdale-Hollywood International Airport (RFP # 2018-06-05-0-AV-01) has been amended to read as follows (underlining and bold is omitted):**

### Exhibit A – Scope of Services

...

#### **3. Optional Facilities:**

A. County, shall make certain portions of Airport property ("Airport Optional Facilities"), as described on Exhibit M, available for Contractor's use and operational needs, including, but not limited to, administrative offices. Contractor shall not pay rent for any such Airport Optional Facilities, but is required to maintain all Airport Optional Facilities and shall be fully and solely responsible for all associated maintenance costs and fees related thereto. Under no circumstance shall County be responsible for any maintenance costs or fees for Airport Optional Facilities used by Contractor. Contractor shall make no improvements, additions, alterations or modifications to any portion of the Airport Optional Facilities without the express written consent of the Aviation Department. All improvements to the Airport Optional Facilities by Contractor approved by the Aviation Department shall be Reimbursable Expenses pursuant to the Agreement, and title thereto shall vest in County.

B. The Director of Aviation may at any time following Contractor's occupancy of Airport Optional Facilities take back such area(s) for other County purposes. In such event, the Director of Aviation shall give Contractor at least four (4) months prior written notice that it must vacate the Airport Optional Facilities and Contractor shall be required to leave by the date specified in the Director of Aviation's notice and this Agreement shall be amended to address the relocation of Contractor's operational facility.

C. In the event the Director of Aviation determines that the initial Airport Operational Facilities or other replacement Airport Operational Facilities are no longer available, Contractor may, with the written consent of the Director of Aviation, lease space off Airport property ("Off-Airport Optional Facilities") for purposes such as administrative offices, and other operational needs. Any lease for Off-Airport Optional Facilities shall comply with the following and any other requirements imposed by the Director of Aviation:

- i. Any lease must be in form and substance satisfactory to the Director of Aviation and must be assignable to County, County's designee, or any person or entity requested in writing by the Director of Aviation. The Director of

Purchasing is authorized to approve any assignment of any such lease to County up to the amount of such Director's award authority. The assignment to County of any such lease that is over the award authority of the Director of Purchasing shall be approved by the Board. On the expiration or earlier termination of this Agreement, or at such other date, if directed in writing by the Director of Aviation, Contractor shall promptly cause the assignment of such lease to County, County's designee, or any person or entity requested in writing by the Director of Aviation.

ii. Any lease must expire at the end of the Initial Term unless otherwise authorized in writing by the Director of Aviation.

iii. Any lease must be on commercially reasonable terms and may not be entered into with an affiliate of Contractor without the prior written consent of the Director of Aviation.

The Parties, with the Director of Aviation acting on behalf of County, shall amend the Agreement to designate such Off-Airport Optional Facilities made available for Contractor's use. Contractor is required to maintain all Off-Airport Optional Facilities.

Notwithstanding anything in this Agreement to the contrary, Contractor shall award any construction work (approved in writing by the Contract Administrator) for the Optional Facilities or Off-Airport Optional Facilities in compliance with Section 255.20, Florida Statutes, including competitively awarding all work that has estimated construction project costs in excess of the threshold amounts established by Section 255.20, Florida Statutes. If estimated construction project costs are in excess of Two Hundred Thousand Dollars (\$200,000), Contractor shall be required to provide to County a payment and performance bond that complies with Section 255.05, Florida Statutes.

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In response to questions received relating to Solicitation No. RFP#2018-06-05-0-AV-01  
 Question No. 3

Current Staffing Schedule to Include Management

	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Weekly Hours	Annual Hours
<b>Project / General Manager</b>									
9:00AM - 6:00 PM			8	8	8	8	8	40	2,080
<b>Asst. Project / GM Manager</b>									
08:00AM - 5:00PM	8	8	8			8	8	40	2,080
<b>Operations Manager / Shift Manager</b>									
8:30AM - 5:00PM			8	8	8	8	8	40	2,080
<b>Project Administrator</b>									
8:30AM - 5:00PM			8	8	8	8	8	40	2,080
<b>Administrative Coordinators</b>									
8:00AM - 4:30PM			8	8	8	8	8	40	2,080
8:00AM - 4:30PM			8	8	8	8	8	40	2,080
								80	4,160
<b>Shift Supervisors</b>									
6:00AM - 2:30PM	8	8	8	8			8	40	2,080
					8	8		16	832
2:00PM - 10:30PM	8	8	8	8			8	40	2,080
					8	8		16	832
10:00PM - 6:30AM		8	8	8	8	8		40	2,080
	8						8	16	832
								168	8,736
<b>Ground Transportation Coordinators</b>									
<b>Terminal 1</b>									
12:00AM - 8:30AM	8	8	8	8	8	8	8	56	2,912
7:00AM - 3:30PM	8	8	8	8	8	8	8	56	2,912
8:30AM - 5:00PM	8	8	8	8	8	8	8	56	2,912
3:30PM - 12:00AM	8	8	8	8	8	8	8	56	2,912
5:00PM - 1:30AM	8	8	8	8	8	8	8	56	2,912
<b>Terminal 2/ GTA 1</b>									
12:00AM - 8:30AM	8	8	8	8	8	8	8	56	2,912
7:00AM - 3:30PM	8	8	8	8	8	8	8	56	2,912
8:30AM - 5:00PM	8	8	8	8	8	8	8	56	2,912
3:30PM - 12:00AM	8	8	8	8	8	8	8	56	2,912
5:00PM - 1:30AM	8	8	8	8	8	8	8	56	2,912

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In response to questions received relating to Solicitation No. RFP#2018-06-05-0-AV-01  
 Question No. 3

Current Staffing Schedule to Include Management Continued

<b>Terminal 3</b>											
12:00AM - 8:30AM		8	8	8	8	8	8	8	56	2,912	
7:00AM - 3:30PM		8	8	8	8	8	8	8	56	2,912	
8:30AM - 5:00PM		8	8	8	8	8	8	8	56	2,912	
3:30PM - 12:00AM		8	8	8	8	8	8	8	56	2,912	
5:00PM - 1:30AM		8	8	8	8	8	8	8	56	2,912	
<b>Terminal 4/GTA#3</b>											
12:00AM - 8:30AM		8	8	8	8	8	8	8	56	2,912	
7:00AM - 3:30PM		8	8	8	8	8	8	8	56	2,912	
8:30AM - 5:00PM		8	8	8	8	8	8	8	56	2,912	
3:30PM - 12:00AM		8	8	8	8	8	8	8	56	2,912	
5:00PM - 1:30AM		8	8	8	8	8	8	8	56	2,912	
									1120	58,240	
<b>Ground Transportation Coordinators</b>											
<b>Departure Level/Charter Bus</b>											
8:00AM - 4:30PM		4	4	4	4	4	4	4	28	1,456	
8:00AM - 4:30PM		4	4	4	4	4	4	4	28	1,456	
<b>GTA # 0 Coordinator (Arrivals)</b>											
07:00AM - 3:30PM		8	8	8	8	8	8	8	56	2,912	
3:30PM - 12:00AM		8	8	8	8	8	8	8	56	2,912	
<b>GTA # 1 Coordinator (Arrivals)</b>											
07:00AM - 3:30PM		8	8	8	8	8	8	8	56	2,912	
3:30PM - 12:00AM		8	8	8	8	8	8	8	56	2,912	
<b>Employee Shuttle GTA 1 (Departure)</b>											
07:00AM - 3:30PM		8	8	8	8	8	8	8	56	2,912	
3:30PM - 12:00AM		8	8	8	8	8	8	8	56	2,912	
12:00AM - 07:00AM		8	8	8	8	8	8	8	56	2,912	
<b>GTA # 2 Coordinator (Arrivals)</b>											
07:00AM - 3:30PM		8	8	8	8	8	8	8	56	2,912	
3:30PM - 12:00AM		8	8	8	8	8	8	8	56	2,912	
<b>GTA # 3 Coordinator (Arrivals)</b>											
07:00AM - 3:30PM		8	8	8	8	8	8	8	56	2,912	
3:30PM - 12:00AM		8	8	8	8	8	8	8	56	2,912	

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In response to questions received relating to Solicitation No. RFP#2018-06-05-0-AV-01  
 Question No. 3

Current Staffing Schedule to Include Management Continued

<b>Employee Shuttle GTA 3 (Departure)</b>										
07:00AM - 3:30PM	8	8	8	8	8	8	8	8	56	2,912
3:30PM - 12:00AM	8	8	8	8	8	8	8	8	56	2,912
12:00AM - 07:00AM	8	8	8	8	8	8	8	8	56	2,912
									<b>784</b>	<b>\$ 40,768</b>
<b>HR Coordinator</b>										
8:00AM - 4:30PM			8	8	8	8	8	8	40	2,080
<b>Holding Lot Supervisor</b>										
0830-5:00PM	8	8			8	8	8		40	2,080
<b>Shared Ride/Charter Bus Holding Lot</b>										
12:00AM - 8:30AM	8	8	8	8	8	8	8	8	56	2,912
7:00AM - 3:30PM	8	8	8	8	8	8	8	8	56	2,912
3:30PM - 12:00AM	8	8	8	8	8	8	8	8	56	2,912
<b>Holding Lot Dispatcher</b>										
12:00AM - 8:30AM	8	8	8	8	8	8	8	8	56	2,912
12:00AM - 8:30AM	4	4	4	4	4	4	4	4	28	1,456
7:00AM - 3:30PM	8	8	8	8	8	8	8	8	56	2,912
7:00AM - 3:30PM	8	8	8	8	8	8	8	8	56	2,912
3:30PM - 12:00AM	8	8	8	8	8	8	8	8	56	2,912
3:30PM - 12:00AM	8	8	8	8	8	8	8	8	56	2,912
									<b>476</b>	<b>24,752</b>
<b>Maintenance</b>										
7:00AM - 3:30PM	8	8	8	8	8	8	8	8	56	2,912
3:30PM - 12:00AM	8	8	8	8	8	8	8	8	56	2,912
									<b>112</b>	<b>5,824</b>
<b>Information Booth/CVL Coordinators</b>										
<b>Terminal 1</b>										
8:45AM - 4:15PM	8	8	8	8	8	8	8	8	56	2,912
4:00PM - 12:00AM	8	8	8	8	8	8	8	8	56	2,912
<b>Terminal 2</b>										
8:45AM - 4:15PM	8	8	8	8	8	8	8	8	56	2,912
4:00PM - 12:00AM	8	8	8	8	8	8	8	8	56	2,912
<b>Terminal 3</b>										
8:45AM - 4:15PM	8	8	8	8	8	8	8	8	56	2,912
4:00PM - 12:00AM	8	8	8	8	8	8	8	8	56	2,912

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In response to questions received relating to Solicitation No. RFP#2018-06-05-0-AV-01  
 Question No. 3

Current Staffing Schedule to Include Management Continued

<b>Terminal 4</b>											
8:45AM - 4:15PM		8	8	8	8	8	8	8	8	56	2,912
4:00PM - 12:00AM		8	8	8	8	8	8	8	8	56	2,912
<b>GTA 1 Commercial Vehicle Lane</b>											
8:45AM - 4:15PM		8	8	8	8	8	8	8	8	56	2,912
4:00PM - 12:00AM		8	8	8	8	8	8	8	8	56	2,912
<b>GTA 3 Commercial Vehicle Lane</b>											
8:45AM - 4:15PM		8	8	8	8	8	8	8	8	56	2,912
4:00PM - 12:00AM		8	8	8	8	8	8	8	8	56	2,912
										672	34,944
<b>Information Booth Supervisor</b>											
9:00AM - 5:30PM		8		8	8	8	8			40	2,080
4:00PM - 12:00AM			8						8	16	832
										56	2,912
<b>TOTAL</b>										<b>3,708</b>	<b>192,816</b>

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In response to questions received relating to Solicitation No. RFP#2018-06-05-0-AV-01  
Question No. 4

Current Employee Wage Roster Including Management

Project Manager:	Hourly Rate \$90.25
Assistant General Manager:	Hourly Rate \$70.19
Shift Manager:	Hourly Rate \$60.18
Maintenance:	Hourly Rate \$23.48
Admin/Payroll HR:	Hourly Rate \$30.08
Admin-Clerk:	Hourly Rate \$30.08
Shift Supervisor:	Hourly Rate \$27.64
Taxi Starter:	Hourly Rate \$23.48
Commercial Vehicle Lane:	Hourly Rate \$23.48
Lot Dispatcher/Assistant:	Hourly Rate \$23.48
Information Booth Attendant:	Hourly Rate \$23.48
Information Booth Supervisor:	Hourly Rate \$27.64

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