



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

ADDENDUM NO. 1

Solicitation No.: RFP#2018-06-05-0-AV-03

Solicitation Title: Share Ride and Limousine Service Concession

Date of Addendum: June 7, 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. RFP Open Date remains as: 08/13/2018
2. On page 10, Pre-Response Conference:
 - **View Location Map, Attachment "B",**
 - **Location: Broward County Aviation Department.**
 - **Time: 1:00p.m.-3:00p.m.**
 - **Pre-register your company and names by 12:00 (noon) Monday, June 25, 2018. Please send an email to kwillman@broward.org for pre-registration.**
3. On page 13, Criteria for Breaking Ties:
 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. **Preference will be given to the Proposer receiving a majority of the highest scored votes from EC members**

3. ~~If items 1-2 do not break the tie vote, the Proposer or Proposers shall be selected by the Board of County Commissioners.~~
4. On page 12, Evaluation and Selection Criteria:

Evaluation and Selection Criteria

The County will evaluate and rank those entities otherwise deemed Responsive and Responsible based upon the following criteria.

Evaluation Criteria	Maximum Number of Points
Company's Profile & Performance: The focus is the past performance of the company at other airports or similar types of operation that will be operating the concession. Higher scores will be awarded for performance that is current, relevant and closely related to the scope of service outlined in this RFP.	15
Management Qualifications, Experience & References: The focus is on the overall experience of the concession manager and supervisory team that will be operating the concession at FLL. Higher scores will be awarded for managers and supervisors that have previous experience operating a twenty-four (24) hours per day, seven (7) days per week shared ride and/or limousine operation at a large transportation facility.	20
Proposed Operation Plan: The focus is on quality control measures, level of service, management of drivers (employee, franchisee, and contractor) fare structure, proposed types/mix of vehicles and procedures to meet Americans with Disabilities Act (ADA) needs. Higher scores will be awarded for a detailed operational plan which is specific to the proposed operation at FLL and meet the scope of services for this RFP. The proposed operational plan must address how the concession will be operated at FLL.	35
Additional Monetary Compensation and/or In Kind Services: Additional monetary compensation and/or in kind services, as described in Exhibit B to the Agreement and Attachment "C" to the RFP.	10
Management and Operation Plan - Describe how the continuous quality improvement review process is conducted and with what frequency, the methodology used, and how the findings are incorporated in the overall operation of the concession. Submit examples of the Proposer's quality assurance policies and procedures. The Management and Operating Plan must explain all items required by the Draft Agreement in detail, including, but not limited to, demonstrate how all policies and procedures will be applied uniformly, driver and staff disciplinary policy and procedures, customer service, emergency preparedness procedures to include hurricane procedures and incident and safety management, training, how Proposer will respond to disruptions to operations with organized teams, operational business resumption and contingency plans to maintain essential business services during an included or emergency.	45 <u>20</u>
6) ACDBE Goal Participation — This criterion is based on the Proposer's Airport Concessions Disadvantaged Business Enterprise Plan submitted.	5
TOTAL NUMBER OF POINTS	
	100

Note that process may be negotiated in the best interest of the County after the scoring is completed.

5. On page 18, Projected Schedule: RFP Advertised Date: ~~06/05/2018~~ **06/07/2018**

6. On page 22, ACDBE Program Requirements:
(FDOT) Business Directory and can be viewed at the following Unified Certification Program (UCP) website:

~~<http://www3b.dot.state.fl.us/EqualOpportunityOfficeBusinessDirectory/CustomSearch.aspx>~~

<https://fdotxwp02.dot.state.fl.us/EqualOpportunityOfficeBusinessDirectory/CustomSearch.aspx>

7. On page 24, Authority to Conduct Business in Florida:
~~Proposer must be capable of obtaining all licenses necessary to conduct the business that it proposes in its response.~~

A Florida corporation or partnership is required to provide evidence with its response that the firm is authorized to transact business in Florida and is in good standing with the Florida Department of State. If not with its response, such evidence must be submitted no later than three business days from request from the County.

A foreign (out-of-state) corporation or partnership is required to provide evidence with its response that the firm is authorized to transact business in Florida and is in good standing with the Florida Department of State. If not with its response, such evidence must be submitted no later than three business days from request from the County.

A joint venture is required to provide evidence with its response that the joint venture, or at least one of the joint venture partners, is authorized to transact business in Florida and is in good standing with the Florida Department of State. If not with its response, such evidence must be submitted no later than three business days from request from the County. However, the joint venture is required to provide evidence prior to contract execution that the joint venture is authorized to transact business in Florida and provide County with a copy of the joint venture agreement. A joint venture is also required to provide with its response a Statement of Authority indicating that the individual submitting the joint venture's proposal has the legal authority to bind the joint venture. If not with its response, such evidence must be submitted to the County no later than three business days from County.

8. On page 26, Responsive Criteria:

~~3) Did you attach a Joint Venture Required Submittal Certificate of Authority to do Business in Florida:~~

~~_____ YES _____ NO _____ N/A~~

9. On page 34, Company/Agency Table:
For each venue listed in the Agreement/Permit Table, above, and in the same order, provide the The company/agency name, as well as the name, title, telephone number and email address of a contact person who was responsible for managing the Respondents' agreement with the venue. Please note that in addition to any contacts listed below, as part of its review of Respondents' qualifications, the County may contact other venues where the Respondent provides a Shared Ride and or Limousine Services concessions
10. Attachment K – Commitment Statement Form is removed from this RFP and is no longer required to be submitted with the Proposer's response.
11. On page 53, Attachment K – Commitment Statement: **Form shall not be submitted** ~~Attachment K – Commitment Statement.~~
12. All Attachments in the original advertised RFP and additional attachments in any Addendum(s) must be included with submission, unless removed by an Addendum(s).

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

NAME OF COMPANY: _____

SIGNATURE: _____

PRINT NAME: _____