



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

ATTENTION

Dear Vendor:

Thank you for your interest in doing business with Broward County at the Fort Lauderdale-Hollywood International Airport. We look forward to a very successful procurement process.

Please take notice of the response submittal requirements outlined in this solicitation. Read and follow the instructions very carefully, as any misinterpretation or failure to comply with instructions could lead to your submittal being rejected. Any change(s) to this solicitation will be conveyed through the written addendum process. 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 addenda are posted on the Purchasing Division's website, www.broward.org/purchasing which can be accessed by selecting Current Solicitations. Please read carefully and follow all instructions provided on the addendum, as well as the instructions provided in the original solicitation. **It is the responsibility of all potential vendors to monitor the Purchasing Division's website for any changing information prior to submitting their reply.**

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 our website to view the information provided on "How to Do Business with Broward County- A Vendor's Guide," or feel free to e-mail the Project Manager, Mr. David Flaherty, Broward County Aviation Department at daflaherty@broward.org. Again, thank you for your continued interest in doing business with Broward County at the Fort Lauderdale-Hollywood International Airport.

Sincerely,

A handwritten signature in black ink, appearing to read "Kent G. George", with a horizontal line drawn underneath.

Kent G. George, A.A.E.
Director of Aviation



Broward County Aviation Department

2200 SW 45th Street, Suite 101
Dania Beach, FL 33312
(954) 359-6100 FAX (954) 359-1331

Table of Contents

Procurement Authority..... 4

Scope of Service..... 4

Airport Information..... 4

Submittal Instructions..... 5

 Pre-Response Conference 7

 Inquiry Period 7

Evaluation Process..... 7

 Evaluation Criteria 9

 Negotiation and Award..... 10

 Posting of Solicitation and Proposed Contract Awards..... 10

 Respondent Protest..... 10

 Rejection of Responses 11

 Public Records and Exemptions 11

 Copyrighted Materials 12

 Right of Appeal 13

 Negotiations..... 13

General Conditions, Instructions and Information for Respondents..... 13

 Inquiries/Interpretations 13

 Addendum 14

 Response Preparation Costs 14

 Accuracy of Response Information 14

 Insurance Requirements..... 14

 Administrative Code..... 15

 Advertising..... 15

 Governing Law 15

 Convicted Vendor List..... 15

 Projected Schedule..... 15

Responsiveness Criteria..... 16

 Definition of a Responsive Respondent: 16

Responsibility Criteria..... 17

 Definition of Responsible Respondent 17

Evaluation Criteria..... 23

 Company Profile 23

 Legal Requirements..... 27

 Experience Requirements..... 29

 Propose Percentage Fee, Cart Rental Rate, and Minimum Annual Guarantee 32

 Equipment 32

 Operating Locations..... 34

 Capital Investment Requirement: 36

 Airport Concession Disadvantaged Business Enterprise (ACDBE) Program/Compliances: 37

 Surety Information 38

 Staffing Informatio..... 39

 Courtesy Training Program..... 39

Respondent Certification.....	40
Attachments.....	41
Attachment A1 – DBE/ACDBE Letter of Intent	42
Attachment A2 – Evaluation of Good Faith Effort	43
Attachment B - Locations	44
Attachment C - Vendor’s List (Non-Certified Subcontractors and Suppliers Information)	60
Attachment D - Lobbyist Registration – Certification	61
Attachment E - Litigation History	62
Attachment F - Insurance Requirements.....	63
Attachment G - Cone of Silence Certification	64
Attachment H - Drug Free Workplace Policy Certification	65
Attachment I - Non-Collusion Statement Form	66
Attachment J - Scrutinized Companies List Certification	67
Attachment K – Commitment Statement	68
Attachment L - Terminal Enplanements	69

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Broward County Aviation Department

2200 SW 45th Street, Suite 101
Dania Beach, FL 33312
(954) 359-6100 FAX (954) 359-1331

Request for Proposals (RFP)

RFP #20150428-0-AV-01
Self-Service Baggage Cart Concession

Procurement Authority

Unchecked boxes do not apply to this solicitation.

Pursuant to the Broward County Administrative Code and Concession Policy, the Broward County Commission invites qualified firms to submit Proposals for consideration to provide services on the following project:

Request for Proposals for a Self-Service Baggage Cart Concession

Scope of Service

The selected Self-Service Baggage Cart Concessionaire (Concessionaire) shall have the non-exclusive right to provide self-service baggage carts for rent in the terminals buildings, parking garages, and the Rental Car Center (RCC) at the Fort Lauderdale-Hollywood International Airport. The Concessionaire shall be responsible for the installation, maintenance and service of all self-service baggage carts, baggage cart management units (CMU), and other necessary equipment at all locations. CMU's shall allow the passenger renting the cart to pay by cash or a major credit card. The charge to the user for rental of a baggage cart will be proposed by the Respondent. The Concessionaire is encouraged to provide an advertising program on its own by advertising on the carts to generate additional revenue.

In addition to submitting an Airport Concession Disadvantaged Business Enterprise (ACDBE) participation plan, the selected Concessionaire shall comply with the requirements of the ACDBE Program and to acquire all necessary permits and licensing. The selected Concessionaire will also be responsible for quarterly reporting of ACDBE participation to the County on a form to be supplied by the County's Office of Economic and Small Business Development.

The Evaluation Committee (EC) will present to the single selected Concessionaire a standard agreement and the EC may or may not choose to negotiate a Privilege Fee or to make other changes to the standard agreement. The Concession Agreement will be subject to approval by the Broward County Board of County Commissioners (Commission).

Airport Information

Fort Lauderdale-Hollywood International Airport ("Airport") is located in South Florida in the heart of Greater Fort Lauderdale's Gold Coast. The Airport is centrally located just 21 miles north of Miami International Airport and 42 miles south of West Palm Beach International Airport. This strategic location provides a catchment area of over 5 million people. The population is affluent and leads the state in travel expenditures.



Broward County Aviation Department

2200 SW 45th Street, Suite 101
Dania Beach, FL 33312
(954) 359-6100 FAX (954) 359-1331

In 2010, the Airport ranked 21st in the US in total passenger traffic and 13th in terms of domestic origin and destination passengers. With over 600 flights a day, the Airport offers non-stop service to more than 60 U.S. cities and international service to Canada, the Bahamas, the Caribbean, Mexico, Latin American, and Europe. In 2011, the Airport served 19.7 million domestic and 3.6 million international travelers. This world-class facility is the heart of a thriving global transportation network. Its growth has been fueled by a booming cruise market and the growth of international trade and tourism. Broward County's 23 miles of attractive beaches are an easy walk from our hotels, restaurants and activities. The Airport's unique location, which is less than two miles from Port Everglades, makes it the closest airport/seaport connection in the nation.

To meet the growing demand and prepare for the future, the Airport is building new facilities. A new runway was approved by the Federal Aviation Administration and international facilities are being expanded to meet the rapidly growing increase in international passengers.

Strategically located in the heart of the South Florida region, the Airport is one of the economic engines that drive Broward County and provides 37,000 jobs and generates \$2.7 billion annually for the local economy.

The Expanded South Runway opened in September 2014, creating additional capacity for future growth and minimizing delays. This project expanded the South Runway to 8,000 feet.

The Airport is in the process of implementing the Terminal Modernization Program (Modernization Program) that will improve the overall function and efficiency of each Terminal. These changes will be implemented due to increasing passenger loads, operational impacts related to September 11, 2001 security enhancements, concession upgrades, and the South Runway extension project. Among the planned improvements to the Airport Terminals are the following:

The reconstruction of Terminal 4, which includes twelve new international swing gates plus two domestic gates, which will increase the number of gates by four. Over \$400 million in Terminal improvements and upgrades in passenger amenities, restrooms, concessions and hold rooms for Airport Terminals 1, 2, and 3, including the addition of a new international concourse in Terminal 1, Concourse A.

Submittal Instructions

This solicitation is open to the general marketplace.

Interested firms may supply requested information in the "Evaluation Criteria" section by typing right into the document using Microsoft Word. Firms may also prepare responses and any requested ancillary forms using other means but following the same order as presented herein. In submitting a response to this solicitation, the firm responding to this RFP (Respondent), shall be the entity that will be entering in to an agreement with Broward County to provide the services identified above for this project. Respondent may consist of any formal business entity



Broward County Aviation Department

2200 SW 45th Street, Suite 101
Dania Beach, FL 33312
(954) 359-6100 FAX (954) 359-1331

authorized to do business in the State of Florida (i.e., Partnership, Corporation, Joint Venture, Sole Proprietorship, etc.).

Submit nine [9] CDs, containing the following files:

CD or DVD discs included in the submittal **must be finalized or closed** so that no changes can be made to the contents of the discs.

IT IS IMPORTANT THAT EACH CD BE LABELED WITH THE COMPANY NAME, RFP NUMBER AND TITLE, AND THEN PLACED IN AN INDIVIDUAL DISC ENVELOPE.

1. A single PDF file that contains your entire response with each page of the response in the order as presented in the RFP document, including any attachments.
2. Responses to the Evaluation Criteria questions are to be provided in the following formats:
 - a. Microsoft Word for any typed responses.
 - b. Microsoft Excel for any spreadsheets
 - c. Pictures, drawings and illustrations in portable document format (.pdf).

Additionally, submit one original hard copy (1) of your response (with all original required signatures, marked as "ORIGINAL" on the front cover), as well as Five (5) printed copies of your response. The response to the RFP should be sealed listing the following information:

**REQUEST FOR PROPOSALS
RFP #20150428-0-AV-01
SELF-SERVICE BAGGAGE CART CONCESSION
FORT LAUDERDALE-HOLLYWOOD INTERNATIONAL AIRPORT**

It is the responsibility of each firm to assure that the information submitted in both its written response and CDs are consistent and accurate. If there is a discrepancy, the information provided in the written response shall govern.

The tiebreaker criteria shall be applied based upon the information provided in the firm's response to the solicitation. Therefore, in order to receive credit for any tiebreaker criterion, complete and accurate information must be contained in the written submittal.

Send all requested materials to:

**Broward County Aviation Department
2200 SW 45th Street, Suite 101
Dania Beach, FL 33312
ATTN: David Flaherty**

Broward County Aviation Department (the Aviation Department) must receive submittals no later than **June 26, 2015, 4:30pm**. The Aviation Department will not accept electronically transmitted, late, or misdirected submittals. If fewer than three interested firms respond to this solicitation,



Broward County Aviation Department

2200 SW 45th Street, Suite 101
Dania Beach, FL 33312
(954) 359-6100 FAX (954) 359-1331

the Director of Purchasing may extend the deadline for response submittals by up to four (4) weeks. Submittals will only be opened following the final submittal due date.

Pre-Response Conference

A **Pre-Response Conference**, which will include a tour of the operating areas, will be held on **Tuesday, May 19, 2015 at 10:00 am in Terminal 4, Conference Room B**. Attendance at the pre-response conference is strongly recommended to allow Respondents the opportunity to clarify any concerns they may have regarding the solicitation.

Inquiry Period

Tuesday, May 19, 2015 thru Wednesday, May 27, 2015 at 4:30 pm. All inquiries regarding this RFP shall be made in writing, either through mail or e-mail. Oral or telephonic inquiries will not be responded to, except for requests for ADA accommodations, as discussed below. Following the end of the inquiry period, one or more addenda will be issued to respond to all substantive inquiries. No individual responses to inquiries will be provided.

FOR ADDITIONAL PROJECT INFORMATION CONTACT:

Project Manager: David Flaherty, Aviation Business Manager
Broward County Aviation Department
Address: 2200 SW 45th Street, Suite 101999333
Dania Beach, FL 33312
E-mail: dalaherty@broward.org

Copies of the Request for Proposals may be obtained from the Aviation Department at the above address. This Request for Proposals is also available for downloading from the Internet at <http://www.broward.org/Purchasing/Pages/AirportConcessions.aspx> or <http://www.broward.org/Airport/Business/Pages/Solicitations.aspx>

In accordance with the Americans with Disabilities Act of 1990, all persons who are disabled and who need special accommodations to participate in any proceeding concerning this RFP because of that disability shall contact Mr. David Flaherty not later than five (5) days prior to the proceeding. Mr. Flaherty may be contacted at the Aviation Department, 2200 SW 45th Street, Suite 101, Dania Beach, FL 33312, telephone number (954) 359-6115; (954) 831-3940 via Florida Relay Service for TTY Service.

Evaluation Process

An Evaluation Committee (EC) will be responsible for recommending the most qualified firm(s). The process for this procurement may proceed in the following manner:

Review Responses

After the closing date of the RFP, the Aviation Department's technical staff will review and summarize the responses for the EC. Technical staff will have only such authority as may be delegated by the EC or the Board. Without such delegated authority, technical staff serves



Broward County Aviation Department

2200 SW 45th Street, Suite 101
Dania Beach, FL 33312
(954) 359-6100 FAX (954) 359-1331

purely in an information gathering capacity and prepares a matrix of responses submitted by the firms. The matrix contains the Minimum Requirements and items described in the Evaluation Criteria section of this RFP. It also contains the results of staff research and reviews of responses and Respondents. The matrix is a tool that the EC may use in its decision-making process.

Staff will also identify any incomplete responses. The Project Manager will review the information provided in the matrix and will make a recommendation to the Evaluation Committee as to each firm's responsiveness to the requirements of the RFP. The final determination of responsiveness rests solely on the decision of the Evaluation Committee.

At any time prior to award, the awarding authority may find that an offeror is not responsible to receive a particular award. The awarding authority may consider the following factors, without limitation: debarment or removal from the authorized vendors list or a final decree, declaration or order by a court or administrative hearing officer or tribunal of competent jurisdiction that the offeror has breached or failed to perform a contract, claims history of the offeror, performance history on a County contract(s), an unresolved concern, or any other cause under this code and Florida law for evaluating the responsibility of an offeror.

Short-Listing

The EC will meet to create a short-list of the most qualified firms. The matrix and staff analysis report is a tool that the EC may use in its decision-making process. The County will not consider oral or written communications, prior to the conclusion of short-listing the firms, which may vary the terms of the submittals.

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Broward County Aviation Department

2200 SW 45th Street, Suite 101
Dania Beach, FL 33312
(954) 359-6100 FAX (954) 359-1331

Evaluation Criteria

The following list of Evaluation Criteria total 100 points. Subsequent pages will further detail and define the Evaluation Criteria which are summarized with their numerical point ranges.

Evaluation Criteria	Maximum Number of Points
<p>1) Experience and Background - Respondents, including joint venture partners, must provide evidence that they have the necessary experience and capacity to operate and fulfill the scope and conditions of the concession opportunity. Provide evidence showing previous experience and success in operating the type of services being proposed in similar high-traffic, high-visibility locations. Include Airports and other locations where the proposed services can be found, and if the Respondent's joint venture partners have experience operating and/or managing the proposed concept. Provide details on the pertinent experience of persons who will be directly involved in the development, operation and management of this concession opportunity. Describe their roles and responsibilities.</p>	30
<p>2) Percentage Fee Proposal – List the Respondents percentage fee proposal.</p>	20
<p>3) Financial Stability - Describe the Respondents financial status. Consideration will be given for the availability of financial resources to fund Respondent's implementation plan and on-going operations. Consideration will be given for feedback from Respondent's credit and financial references.</p>	15
<p>4) Operations 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 Respondent's quality assurance policies and procedures. Describe in detail the Respondent's maintenance and repair plan.</p>	15
<p>5) ACDBE Goal Participation – This criterion is based on the Respondent's Airport Concessions Disadvantaged Business Enterprise Plan submitted.</p>	5
<p>6) Capital Investment / Equipment - Respondent shall provide their proposed description and detail capital project plan for a five year period. Visual presentation of the proposed CMUs and carts to include photographs; catalog cut sheets detailing the type, finish, dimensions; and other pertinent information for the proposed CMUs and carts. Include a description of the latest technological advancements and capabilities for the proposed units.</p>	15
<p>TOTAL NUMBER OF POINTS</p>	
	100

Cone of Silence

At the time of the Evaluation Committee appointment (which is typically prior to the advertisement of the solicitation document) in this RFP process, a Cone of Silence will be imposed. Section 1-266, Broward County Code of Ordinances as revised, provides that after Evaluation Committee appointment, potential vendors and their representatives are substantially restricted from communicating regarding this RFP with the County Administrator, Deputy and Assistants to the County Administrator and their respective support staff, or any person appointed to evaluate or recommend selection in this RFP process. For communication with County Commissioners and Commission staff, the Cone of Silence allows communication until the Initial Evaluation Committee Meeting. After the application of the Cone of Silence, inquiries regarding this RFP should be directed to the Project Manager.

The Cone of Silence terminates when the County Commission or other awarding authority takes action which ends the solicitation.

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.

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.

Posting of Solicitation and Proposed Contract Awards

The Broward County Purchasing Division's [website](#) is the location for the County's posting of all solicitations and contract award results. It is the obligation of each Vendor to monitor the website in order to obtain complete and timely information.

Respondent Protest

Sections 21.118 and 21.119 of the Broward County Procurement Code set forth procedural requirements that apply if a Respondent intends to protest a solicitation or proposed award of a contract and state in part the following:

- (a) Any protest concerning the bid or other solicitation specifications or requirements must be made and received by the County within seven (7) business days from the posting of the solicitation or addendum on the Purchasing Division's or FII.net websites. Such protest must be made in writing to the Director of Purchasing. Failure to timely protest RFP specifications or requirements is a waiver of the ability to protest the specifications or requirements.

Broward County Aviation Department

2200 SW 45th Street, Suite 101
Dania Beach, FL 33312
(954) 359-6100 FAX (954) 359-1331

- (b) Any protest concerning a solicitation or proposed award above the award authority of the Director of Purchasing, after the bid opening, shall be submitted in writing and received by the County within five (5) business days from the posting of the recommendation of award on the Purchasing Division's or fl.net websites.
- (c) Any actual or prospective Respondent who has a substantial interest in and is aggrieved in connection with the proposed award of a contract which does not exceed the amount of the award authority of the Director of Purchasing, may protest to the Director of Purchasing. The protest shall be submitted in writing and received within three (3) business days from the posting of the recommendation of award on the Purchasing Division's website.
- (d) For purposes of this section, a business day is defined as Monday through Friday between 8:30 a.m. and 5:0 p.m. Failure to timely file a protest within the time prescribed for a solicitation or proposed contract award shall be a waiver of the Respondent's right to protest.
- (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 Respondent shall not be considered a protest.
- (f) As a condition of initiating any RFP protest, the protestor shall present the Director of Purchasing a nonrefundable filing fee in accordance with the table below.

Estimated Contract Amount	Filing Fee
\$30,000 - \$250,000	\$ 500
\$250,001 - \$500,000	\$1,000
\$500,001 - \$5 million	\$3,000
Over \$5 million	\$5,000

If no contract proposal amount was submitted, the estimated contract amount shall be the County's estimated contract price for the project. The County may accept cash, money order, certified check, or cashier's check, payable to Broward County Board of Commissioners.

Rejection of Responses

The EC may choose at any time prior to award to recommend to the Board that this procurement be cancelled and that all proposals be rejected. Such determination may be made for any reason.

Public Records and Exemptions

Broward County is a public agency subject to Chapter 119, Florida Statutes. As required by Chapter 119, Florida Statutes, the contractor and all subcontractors for services shall comply

Broward County Aviation Department

2200 SW 45th Street, Suite 101
Dania Beach, FL 33312
(954) 359-6100 FAX (954) 359-1331

with Florida's Public Records Law. To the extent contractor is acting on behalf of the COUNTY pursuant to Section 119.0701, Florida Statutes, the contractor and its subcontractors shall:

1. Keep and maintain public records that ordinarily and necessarily would be required by the County in order to perform the service;
2. Provide the public with access to such public records on the same terms and conditions that the County would provide the records and at a cost that does not exceed that provided in Chapter 119, Fla. Stat., or as otherwise provided by law;
3. Ensure that public records that are exempt or that are confidential and exempt from public record requirements are not disclosed except as authorized by law; and
4. Meet all requirements for retaining public records and transfer to the County, at no cost, all public records in possession of the contractor upon termination of the contract and destroy any duplicate public records that are exempt or confidential and exempt. All records stored electronically must be provided to the County in a format that is compatible with the information technology systems of the agency.

Upon receipt, all response submittals become "public records" and shall be subject to public disclosure consistent with Chapter 119, Florida Statutes.

Any firm that intends to assert any materials to be exempted from public disclosure under Chapter 119, Florida Statutes must submit the document(s) in a separate bound document labeled "Name of Firm, Attachment to Proposal Package, RFP# - Confidential Matter". The firm must identify the specific statute that authorizes the exemption from the Public Records Law. CD or DVD discs included in the submittal must also comply with this requirement and separate any materials claimed to be confidential.

Failure to provide this information at the time of submittal and in the manner required above may result in a recommendation by the Evaluation Committee that the response is non-responsive.

Any claim of confidentiality on materials that the firm asserts to be exempt and placed elsewhere in the submittal will be considered waived by the firm upon submission, effective after opening.

Please note that the financial statement exemption provided for in Section 119.071(1) c, Florida Statutes only applies to submittals in response to a solicitation for a "public works" project.

Please be aware that submitting confidential material may impact full discussion of your submittal by the Evaluation Committee because the Evaluation Committee will be unable to talk about the details of the confidential material(s) at the public Evaluation Committee meeting.

Copyrighted Materials

Copyrighted material will be accepted as part of a submittal only if accompanied by a waiver that will allow the County to make paper and electronic copies necessary for the use of County staff and agents. It is noted that copyrighted material is not exempt from the Public Records Law,

Chapter 119, Florida Statutes. Therefore, such material will be subject to viewing by the public, but copies of the material will not be provided to the public.

Right of Appeal

Pursuant to Section 21.83 of the Broward County Procurement Code, any vendor that has a substantial interest in the matter and is dissatisfied or aggrieved in connection with the Evaluation Committee's determination of responsiveness may appeal the determination pursuant to Section 21.120 of the Broward County Procurement Code.

The appeal must be in writing and sent to the Director of Purchasing within ten (10) calendar days of the determination by the Evaluation Committee to be deemed timely.

As required by Section 21.120, the appeal must be accompanied by an appeal bond by a person having standing to protest and must comply with all other requirements of this section. The institution and filing of an appeal is an administrative remedy to be employed prior to the institution and filing of any civil action against the County concerning the subject matter of the appeal.

Negotiations

It is the County's intent to conduct the first negotiation meeting no later than two (2) weeks after approval of the final ranking as recommended by the Committee. At least one of the representatives for the firm participating in negotiations with the County must be authorized to bind the firm.

In the event that the negotiations are not successful within a reasonable timeframe (notification will be provided to the firm) an impasse will be declared and negotiations with the first-ranked firm will cease. Negotiations will begin with the next ranked firm, etc. until such time that all requirements of Concession Policy, Section 26.4 have been met.

General Conditions, Instructions and Information for Respondents

Inquiries/Interpretations

All Respondents shall carefully examine the RFP documents. Any ambiguities or inconsistencies shall be brought to the attention of Aviation Department staff in writing no later than the Pre-Response Conference Date. Failure to do so on the part of the Respondent will constitute an acceptance by the Respondent of any subsequent decision. Any questions concerning the intent, meaning and interpretations of the RFP documents, including the attached draft Concession Agreement, shall be requested in writing, and received by the Aviation Department at least ten (10) business days prior to the pre-response conference date. The County will not be responsible for any oral instructions made by any employee(s) of the County in regard to the RFP.

Addendum

Should revisions to the RFP documents become necessary, the County will post addenda information on the County's website. All Respondents should periodically check the County's and FLL.net web sites at (<http://www.broward.org/Purchasing/Pages/AirportConcessions.aspx>) or or contact the Aviation Department for addendum information. Failure to do so may result in the Respondent submitting inaccurate information in the response, which could result in the rejection of the response as non-responsive.

Response Preparation Costs

Neither the County nor its representatives shall be liable for any expenses incurred in connection with the preparation of a response to this RFP. Respondent(s) understands that this RFP does not constitute an agreement or a contract between the Respondent and the County. Respondents should prepare their responses simply and economically, providing a straightforward and concise description of the Respondent's ability to meet the requirements of the RFP.

Accuracy of Response Information

By responding and signing the response, the Respondent attests that the information submitted to the County is true, correct and accurate. The Respondent also agrees that any false, inaccurate, misleading, exaggerated, or incorrect information provided as part of their submittal could be deemed inappropriate and/or non-responsive and shall be disqualified from further consideration.

Insurance Requirements

Insurance requirements will be determined by Broward County Aviation Department's Risk Manager and will be included in the Concession Agreement.

Although it is not necessary to have insurance in effect at the time of response to this RFP, as part of its response, Respondent must provide either a letter from their insurance carrier indicating that it is capable of obtaining insurance at least in the amount of the limits established on the Sample Certificate of Insurance, which is found in Attachment F to this RFP, or a sample insurance certificate from their carrier indicating the same. Please note that these insurance coverage amounts are minimums. You may carry higher limits, at your option, but you may not carry lower limits. The letter from your insurance carrier or the sample certificate should note that the Broward County is a certificate holder and will appear as an Additional Insured for all General Liability coverage. Additionally, the letter or sample certificate should note that all coverage must include a 30-day notice of cancellation. The insurance is required to be in effect at the first Sunshine negotiation session for the Concession Agreement. For additional information, please contact Tracy Meyer, Broward County Aviation Department, Risk Insurance and Contracts Manager at (954) 359-7216.



Broward County Aviation Department

2200 SW 45th Street, Suite 101
Dania Beach, FL 33312
(954) 359-6100 FAX (954) 359-1331

Administrative Code

Except for those sections of the Procurement Code, Chapter 21, specifically cited to in this RFP, the Broward County Administrative Code, Chapter 26, Operational Policy, Aviation procedures apply in its entirety to this RFP.

Advertising

In submitting a response, Respondent agrees not to use the results of this solicitation as a part of any commercial advertising, without the express written approval by the appropriate level of authority within the County.

Governing Law

The Concession Agreement shall be governed by the laws of the State of Florida, and the venue for any legal action will be Broward County, Florida.

Convicted Vendor List

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit an offer to perform work as a consultant or contract with a public entity, and may not transact business with Broward County for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.

Projected Schedule

RFP Advertised Date:	May 1, 2015
Pre-Submittal Conference:	May 19, 2015
RFP Open Date:	June 29, 2015
Short Listing:	July 20, 2015
Final Evaluation Meeting:	July 28, 2015

If three (3) or fewer responses are received, a combination Initial and Final Evaluation meeting may be held.

<http://www.broward.org/commission/pages/sunshinemeetings.aspx>

Please check this website for any changes to the above tentative schedule.

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Responsiveness Criteria

Definition of a Responsive Respondent:

In accordance with Broward County Procurement Code Section 21.8.b.66, a Responsive Respondent means a person who has submitted a proposal which conforms in all material respects to a solicitation. The proposal of a Responsive Respondent must be submitted on the required forms, which contain all required information, signatures, notarizations, insurance, bonding, security, or other mandated requirements required by the solicitation documents to be submitted at the time of proposal opening.

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. The Evaluation Committee will determine whether the firm is responsive to the requirements specified herein. The County reserves the right to waive minor technicalities or irregularities as is in the best interest of the County in accordance with Section 21.30.f.1(c) of the Broward County Procurement Code.

*****NOTICE TO RESPONDENTS*****

Respondents are invited to pay strict attention to the following requirements of this RFP. The information being requested in this section is going to be used by the Evaluation Committee during the evaluation process and further consideration for contract award. Please be aware that Respondents have a continuing obligation to provide the County with any material changes to the information being requested in this RFP.

1. Thoroughness of Response

In order to be deemed Responsive, the Respondent must respond to EVERY item in the Evaluation Criteria. If a specific item does not apply to Respondent, then the Respondent must reply with "N/A" or "No" or "None" (or some similar wording). Ignoring any one or more item may result in the Response being removed from further consideration.

2. Non-Certified Subcontractors and Suppliers Information

The form set forth in **Attachment C "Vendors List,"** should be submitted with your response to the RFP. However, it must be submitted within five (5) calendar days of County's request. Please provide the information for any sub-vendor(s) and major suppliers who will provide a service to the County for this solicitation.

3. Lobbyist Registration – Certification

A vendor who has retained a lobbyist(s) to lobby in connection with a competitive

solicitation shall be deemed non-responsive unless the firm, in responding to the competitive solicitation, certifies, see **Attachment D**, that each lobbyist retained has timely filed the registration or amended registration required under Section 1-262, Broward County Code of Ordinances. If, after awarding a contract in connection with the solicitation, the County learns that the certification was erroneous, and upon investigation determines that the error was willful or intentional on the part of the vendor, the County may, on the basis, exercise any contractual right to terminate the contract for convenience.

The Lobbyist Registration Certification Form (**Attachment D**) should be completed and returned at the time of the RFP opening deadline and included within the submittal document.

4. Joint Venture Required Submittal

A Joint Venture is required to provide evidence with its response that the Joint Venture, or at least one of the Joint Venture partners, holds a Certificate of Authority from the Florida Department of State, Division of Corporations to transact business in Florida. If not with its response, the Joint Venture is required to provide evidence prior to contract execution that the Joint Venture exists by providing the County with a copy of the Joint Venture Agreement. Failure to provide any of this information to the County at the required time may be cause for the response to the solicitation to be deemed non-responsive.

5. Insurance Submittal

Respondent must supply the insurance certificate or letter as specified in this solicitation, which insurance must meet the minimum requirements set forth in **Attachment F**.

Responsibility Criteria

Definition of Responsible Respondent

In accordance with Broward County Procurement Code Section 21.8.b.65, a Responsible Respondent or Offeror means an offeror who has the capability in all respects to perform the contract requirements, and the integrity and reliability which will assure good faith performance.

The following criteria will be used to determine the responsibility of the Respondent. A failure to meet any of these criteria may result in a determination of non-responsibility by the Evaluation Committee or the Board.

1. Airport Concession Disadvantaged Business Enterprise (ACDBE) Program Requirements:

Office of Economic and Small Business Development Program Requirements

Broward County Aviation Department

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(954) 359-6100 FAX (954) 359-1331

In accordance with Title 49 of the Code of Federal Regulations, Parts 23 and 26 (49 CFR Parts 23 and 26), the Airport Concession Disadvantaged Business Enterprise (ACDBE) Program shall apply to this Contract. All persons or entities responding to this solicitation shall utilize, or attempt to utilize, ACDBE firms to perform at least the assigned participation goal (“ACDBE Goal”) for this Contract.

The assigned ACDBE participation goal for this contract is listed below.

Business Enterprise Category	Assigned Participation Goal
Airport Concession Disadvantaged Business Enterprise (ACDBE)	21%

Compliance with ACDBE Goal requirements is a matter of responsibility. Information demonstrating such compliance must be submitted with your response to the solicitation. You must at least show an attempt to meet the ACDBE Goal by providing Letters of Intent (LOI). Alternatively, you may show your good faith efforts to meet the ACDBE Goal by providing the documents listed in the subsections below. Your failure to meet the ACDBE Goal or demonstrate good faith efforts to meet the ACDBE Goal shall be grounds for a finding of non-responsibility. In connection with the ACDBE Goal, you may be deemed responsible in one of two ways.

The first way in which you may be deemed responsible is by submitting LOIs (Attachment A1) executed with certified ACDBE firms which, cumulatively, fully meet the goal.

If you are unable to fully meet the ACDBE Goal, the second way you may be deemed responsible is by demonstrating your good faith efforts to meet the goal (“Good Faith Efforts”) and submitting a completed Application for Evaluation of Good Faith Effort (Attachment B2). Such Good Faith Efforts shall be consistent with the Guidance Concerning Good Faith Efforts provided by the federal Department of Transportation, found in 49 CFR 26, Appendix A. Without limiting the preceding sentence, documentation you may submit to demonstrate your Good Faith Efforts may include but is not limited to:

- Providing timely solicitation activities to certified ACDBE firms, including attendance at pre-bid meetings, advertisements, or written notices;
- Identifying appropriate contract portions and scopes of work that certified ACDBE firms could potentially perform;
- Providing timely and adequate information to the certified ACDBE firms (including plans and specifications);

- Good faith negotiation with each interested, certified ACDBE firm (including names and contact information of each ACDBE firm considered) with an explanation as to why negotiations failed and;
- Investigating ACDBE qualifications and capabilities; list reason(s) if a certified ACDBE firm is rejected.

Additional Factors in Review of Good Faith Efforts: In evaluating your Good Faith Efforts, the County may also consider the success other persons or entities that have responded to the solicitation have had in meeting the ACDBE Goal.

Opportunity to Cure. OESBD shall review your response to the solicitation. If OESBD discerns your intent to meet the ACDBE Goal, but determines that your response contains technical errors or requires further documentation, then OESBD may provide you with three (3) business days to correct those errors or provide documentation.

Program Requirements for ACDBE participation:

For a firm's participation to be considered in meeting the ACDBE Goal, the firm must be certified as an ACDBE to perform the applicable work no later than the date Respondent's response to the solicitation is due to the Aviation Department.

Additionally, a certified ACDBE firm may only participate in a contract if it is performing a commercially useful function. A certified ACDBE firm performs a commercially useful function when it is responsible for execution of the work of the contract and is carrying out its responsibilities by actually performing, managing, and supervising the work involved. To perform a commercially useful function, the certified ACDBE firm must also be responsible, with respect to materials and supplies used on the contract, for negotiating price, determining quality and quantity, ordering the material, and installing (where applicable) and paying for the material itself.

ACDBE participation shall be counted in accordance with 49 CFR 23.55.

Nothing herein shall be construed to indicate that a higher level of certified ACDBE firm involvement above the stated goal will give any person or entity that has responded to the solicitation an advantage over other responders who have met the ACDBE Goal or shown Good Faith Efforts, as determined by the County.

A comprehensive listing of certified ACDBE firms is published in the Florida Department of Transportation (FDOT) Business Directory and can be viewed at the following Unified Certification Program (UCP)

website: <https://www3.dot.state.fl.us/EqualOpportunityOffice/biznet/mainmenu.asp>.

- (1) If awarded, Concessionaire hereby acknowledges and agrees to abide by the rules, regulations and provisions promulgated by the Airport Concession Disadvantaged Business Enterprise Program for the Aviation Department, Broward County, Florida, as provided by the Board of County Commissioners, Broward County, Florida, pursuant to 49 CFR Parts 23 and 26, of the Regulations

of the Office of the Secretary of the United States Department of Transportation. Concessionaire shall be required to comply with any and all additional applicable provisions of 49 CFR Parts 23 and 26. Concessionaire shall submit such reports as may be required by County in the form specified by the County, for the purpose of demonstrating compliance with this subsection.

- (2) Contract Assurances: The following clauses pertaining to compliance with 49 C.F.R. Part 23 shall become a part of your Agreement with Broward County upon award and shall be incorporated into the terms of your solicitations, subcontracts, material supply contracts and purchase orders. In the event the following clauses conflict with any other terms or provisions of these Contract Documents, the clauses set forth in this Airport Concession Disadvantaged Business Enterprise shall control:
- i. Nondiscrimination; Remedies - The Concessionaire or subconcessionaire shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The Concessionaire shall carry out applicable requirements of 49 CFR Part 23 in the award and administration of USDOT-assisted contracts. Failure by the Concessionaire to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate.
 - ii. Participation by ACDBEs – It is the policy of Broward County that ACDBE firms, as defined herein, can compete fairly for opportunities as subconcessionaires, suppliers on all contracts awarded by the County to ensure a level playing field. The Concessionaire hereby agrees to take all necessary and reasonable steps, including compliance with the matters set forth in this ACDBE Section, in accordance with 49 C.F.R. Part 23, as amended, to ensure that the ACDBE firms have fair opportunity to compete for and perform contracts.
 - iii. Prompt Payment - The Concessionaire hereby agrees to pay its subcontractors and suppliers within thirty (30) days following receipt of the supplies. A finding of nonpayment to subconcessionaire and suppliers is a material breach of this agreement. The Concessionaire shall include the foregoing prompt payment language in all of its contracts with subconcessionaires who participate on County projects subjected to the regulations in 49 CFR Parts 23 and 26, as amended. Designated staff of the Broward County OESBD will conduct meetings with parties involved in prompt payment disputes to facilitate an amicable resolution.
 - iv. Contract Compliance Monitoring - Compliance monitoring is conducted to determine if Concessionaire, subconcessionaire and/or subcontractors are complying with the requirements of the ACDBE Program. Failure of the Concessionaire to comply with this provision may result in the County imposing penalties or sanctions pursuant to the provisions of the DBE

regulation, 49 CFR Part 23 and 26 and the County's Business Opportunity Act of 2012, Ordinance 2012-33. Contract compliance will encompass monitoring for contract dollar achievement and ACDBE concessionaire and or any ACDBE subcontractors/suppliers utilization. The OESBD shall have the authority to audit and monitor all contract agreement and contract-related documents related to Broward County projects. The requirements of the ACDBE Program are applicable to all concessionaires, general concessionaires and subconcessionaire. Concessionaire shall be responsible for ensuring proper documentation with regard to its utilization and payment of ACDBE subcontractors.

For detailed information regarding the Airport Concession Disadvantaged Business Enterprise Program, please contact the Office of Economic and Small Business Development at (954) 357-6400 or visit the website at:

<http://www.broward.org/EconDev/SmallBusiness/Pages/Default.aspx>.

At any time prior to award, the awarding authority may find that a Respondent is not responsible to receive a particular award. The awarding authority may consider the following factors, without limitation: debarment or removal from the authorized Respondents list or a final decree, declaration or order by a court or administrative hearing officer or tribunal of competent jurisdiction that the Respondent has breached or failed to perform a contract, claims history of the Respondent, performance history on a County contract(s), an unresolved concern, or any other cause under this code and Florida law for evaluating the responsibility of a Respondent.

2. Financial Information

Although the review of a Respondent's financial information is an issue of responsibility, failure to provide the financial documentation or to correctly assert a confidentiality claim pursuant the Florida Public Records Law and the solicitation requirements as stated in the Evaluation Criteria and Public Record and Exemptions sections may result in a recommendation of non-responsive by the EC.

3. Litigation History

Although the review of a Respondent's litigation history is an issue of responsibility, the failure to provide litigation history as required in the Evaluation Criteria may result in a recommendation of non-responsive by the EC. **Attachment E - Litigation History** must be completed and returned with the response.

4. Authority to Conduct Business in Florida

Respondent must be capable of obtaining all licenses necessary to conduct the business that it proposes in its response.

5. Capital Investment

Concessionaire shall plan, design, build, and install at their sole cost various improvements including, but not limited to, furnishings, fixtures and equipment, informational video and graphic displays, communication aids, etc. Concessionaire shall provide basic descriptions and details of their proposed plan for capital projects to be completed in the first twelve (12) months of the contract.. Concessionaire must obtain written approval for all designs and materials prior to their installation or implementation.

6. Experience Criteria

The Concessionaire and/or managing principal of the Concessionaire, shall have been in continuous existence for at least the last three (3) years and shall have demonstrated experience in operating such concession at three (3) or more airport locations with at least three (3) such operations each generating annual gross revenues of at least \$50,000, or a combination thereof to meet the minimum three (3) years experience requirement.

7. Percentage Fees

The Respondent's proposed percent of gross revenues payable to the Aviation Department for the privilege of operating a concession.

8. Evaluation Criteria

Complete the "Evaluation Criteria" portion of this RFP in its entirety and in the same order as listed in this RFP.

9. Additional Requirements

- Respondent must complete and submit the Non-Collusion Form (**Attachment I**).
- Respondent, its principals, officers, or predecessor organization(s) may not have been debarred or suspended from bidding by any government during the last three (3) years.
- Respondent must provide no less than three (3) positive references for its operations, and staff investigations may not find any instances of significant legal or contractual problems for Respondents' operations at airports.
- Respondent must provide three (3) references that can attest to the positive financial position of the Respondent and staff investigations may not find any issues of significant financial issues that might impact the Respondent's ability to make its required financial investment and run its operations at the Airport.

Additionally, the awarding authority may consider the following factors, without limitation: debarment or removal from the authorized vendors list or a final decree, declaration or order by a court or administrative hearing officer or tribunal of competent jurisdiction that the offeror has breached or failed to perform a contract, claims history of the offeror, performance history on a County contract(s), an unresolved concern, or any other cause under the County's code and Florida law for evaluating the responsibility of an offeror.

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Evaluation Criteria

With regard to the Evaluation criteria, each firm has a continuing obligation to provide the County with any material changes to the information requested. The County reserves the right to obtain additional information from interested firms.

<p>Evaluation Criteria –</p> <p>Company Profile</p>	<p><i>Provide answers below. If you are submitting a response as a joint venture, you must respond to each question for each entity forming the joint venture. When an entire response cannot be entered, a summary, followed with a page number reference where a complete response can be found is acceptable.</i></p>
<p>1. Supply legal firm name, headquarters address, local office addresses, state of incorporation, and key firm contact names with their phone numbers and e-mail addresses.</p>	
<p>2. Supply the interested firm’s federal ID number and Dun and Bradstreet number.</p>	
<p>3. Is the interested firm legally authorized, pursuant to the requirements of the Florida Statutes, to do business in the State of Florida?</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>
<p>4. All firms are required to provide Broward County the firm's financial statements at the time of submittal in order to demonstrate the firm's financial capabilities.</p> <p>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. Each firm shall submit its most recent two (2) years of financial statements for review. The financial statements are not required to be audited financial statements. With respect to the number of years of financial statements required by this RFP, the firm must fully disclose the information for all years available; provided, however, that if the firm has been in business for less than the required number of years, then the firm must disclose for all years of the required period that the firm has been in business,</p>	

<p>including any partial year-to-date financial statements. The County may consider the unavailability of the most recent year's financial statements and whether the firm acted in good faith in disclosing the financial documents in its evaluation.</p> <p>Any claim of confidentiality on financial statements should be asserted at the time of submittal. (see below)</p> <p>*****ONLY "IF" claiming Confidentiality*****</p> <p>The financial statements should be submitted in a separate bound document labeled "Name of Firm, Attachment to Proposal Package, RFP# - Confidential Matter". The firm must identify the specific statute that authorizes the exemption from the Public Records Law. CD or DVD discs included in the submittal must also comply with this requirement and separate any materials claimed to be confidential.</p> <p><u>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. Furthermore, Respondent's failure to provide the information as instructed may lead to the information becoming public.</u></p> <p>Please note that the financial statement exemption provided for in Section 119.071(1) c, Florida Statutes only applies to submittals in response to a solicitation for a "public works" project.</p>	
<p>Litigation History Requirement:</p> <p>5. The County will consider a vendor's litigation history information in its review and determination of responsibility. All vendors are required to disclose to the County all "material" cases filed, pending, or resolved during the last three (3) years prior to the solicitation response due date, whether such cases were brought by or against the vendor, any parent or subsidiary of</p>	

the vendor, or any predecessor organization. If the vendor is a joint venture, the information provided should encompass the joint venture (if it is not newly-formed for purposes of responding to the solicitation) and each of the entities forming the joint venture. For purpose of this disclosure requirement, a "case" includes lawsuits, administrative hearings and arbitrations. A case is considered to be "material" if it relates, in whole or in part, to any of the following:

1. A similar type of work that the vendor is seeking to perform for the County under the current solicitation;
2. An allegation of negligence, error or omissions, or malpractice against the vendor or any of its principals or agents who would be performing work under the current solicitation;
3. A vendor's default, termination, suspension, failure to perform, or improper performance in connection with any contract;
4. The financial condition of the vendor, including any bankruptcy petition (voluntary and involuntary) or receivership; or
5. A criminal proceeding or hearing concerning business-related offenses in which the vendor or its principals (including officers) were/are defendants.

Notwithstanding the descriptions listed in paragraphs 1 – 5 above, a case is **not** considered to be "material" if the claims raised in the case involve only garnishment, auto negligence, personal injury, workers' compensation, foreclosure or a proof of claim filed by the respondent.

For each material case, the respondent is required to provide all information identified, on the attached "Litigation History" form.

(Attachment I)

A Vendor is also required to disclose to the County any and all case(s) that exist between the County and any of the vendor's subcontractors/subconsultants proposed to work on this project.

Failure to disclose any material case, or to

<p>provide all requested information in connection with each such case, may result in the vendor being deemed non-responsive. Prior to making such determination, the vendor will have the ability to clarify the submittal and to explain why an undisclosed case is not material.</p>	
<p>6. Has the interested firm, its principals, officers, or predecessor organization(s) been debarred or suspended from bidding by any government during the last three (5) years? If yes, provide details.</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>
<p>7. List and describe all bankruptcy petitions (voluntary or involuntary) which have been filed by or against the Respondent, its parent or subsidiaries, predecessor organization(s), or any wholly-owned subsidiary during the past three (3) years. Include in the description the disposition of each such petition.</p>	
<p>8. List all business related claims, arbitrations, administrative hearings, and lawsuits that are pending or were filed during the last three (3) years brought by or against the firm, its predecessor organization(s), or any wholly-owned subsidiary including but not limited to those claims, arbitrations, administrative hearings and lawsuits that allege negligence, error, or omission, or default, termination, suspension, failure to perform, or improper performance of an obligations of a contract or a legal duty related to the contract. This list should include all case names; case, arbitration, or hearing identification numbers; identification of the project involved in the dispute; a description of the subject matter of the dispute; and the final outcome or current status if the matter has not become final.</p>	
<p>9. List and describe all criminal proceedings or hearings concerning business related offenses in which the interested firm, its principals, officers, predecessor organization(s), or wholly owned subsidiaries were defendants.</p>	
<p>Insurance Requirements: 10. Attached (<u>Attachment F</u>) is a sample Certificate</p>	

<p>of Insurance. It reflects the insurance requirements deemed necessary for this project. It is not necessary to have this level of insurance in effect at the time of submittal but it is necessary to submit certificates indicating that the firm currently carries the type of insurance specified; or, if the Respondent does not currently carry the required limits, then the Respondent shall submit a letter from their carrier indicating that such coverage can be obtained and/or limits can be upgraded if such insurance is currently carried but at a lesser level. The first ranked firm will be required to have the insurance in-place prior to the initial Sunshine contract negotiation session.</p>	
<p>Evaluation Criteria – Legal Requirements</p>	<p><i>Provide answers below. If you are submitting a response as a joint venture, you must respond to each question for each entity forming the joint venture. When an entire response cannot be entered, a summary, followed with a page number reference where a complete response can be found is acceptable.</i></p>
<p>1. Standard Agreement Language: Identify any standard terms and conditions with which the interested firm cannot agree. The standard terms and conditions for the resulting contract can be located at: http://www.broward.org/Airport/Business/Documents/SelfServiceBaggageAgreement0429.pdf If you do not have computer access to the internet, call the Project Manager for this RFP to arrange for mailing, pick up, or facsimile transmission.</p>	<p><input type="checkbox"/> YES (Agree)</p> <p><input type="checkbox"/> NO</p> <p>If no, you need to specifically identify the terms and conditions with which you are taking exception since they will be discussed with the Evaluation Committee. Please be aware that taking exceptions to the County’s standard terms and conditions may be viewed unfavorably by the Evaluation Committee and ultimately impact the overall evaluation of your submittal.</p>
<p>2. Cone of Silence: This County’s ordinance prohibits certain communications among vendors, county staff, and Evaluation Committee members. Identify any violations of this ordinance by any members of the responding firm or its joint venturers. The firm(s) submitting is expected to sign and notarize the Cone of Silence Certification (Attachment G).</p>	

<p>3. Public Entity Crimes Statement: A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit an offer to perform work as a consultant or contract with a public entity, and may not transact business with Broward County for a period of 36 months from the date of being placed on the convicted vendor list. Submit a statement fully describing any violations of this statute by members of the interested firm or its joint venturers.</p>	
<p>4. No Contingency Fees: By responding to this solicitation, each firm warrants that it has not and will not pay a contingency fee to any company or person, other than a bona fide employee working solely for the firm, to secure an agreement pursuant to this solicitation. For Breach or violation of this provision, County shall have the right to reject the firm’s response or terminate any agreement awarded without liability at its discretion, or to deduct from the agreement price or otherwise recover the full amount of such fee, commission, percentage, gift, or consideration. Submit an attesting statement warranting that the Responder has not and will not pay a contingency fee to any company or person, other than a bona fide employee working solely for the firm, to secure an agreement pursuant to this solicitation.</p>	
<p>5. Non-Collusion Statement: By responding to this solicitation, the vendor certifies that this offer is made independently and free from collusion. Vendor shall disclose on the attached “Non-Collusion Statement Form” (Attachment I) to their best knowledge, any Broward County officer or employee, or any relative of any such officer or employee as defined in Section 112.3135(1) (c), Florida Statutes (1989), who is an officer or director of, or had a material interest in, the vendor’s business, who is in a position to influence this procurement. Any Broward County officer or employee who has any input into the writing of specifications or requirements, solicitation of offers, decision to award,</p>	



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 Dania Beach, FL 33312
 (954) 359-6100 FAX (954) 359-1331

<p>evaluation of offers, or any other activity pertinent to this procurement is presumed, for purposes hereof, to be in a position to influence this procurement. For purposes hereof, a person has a material interest if they directly or indirectly own more than 5 percent of the total assets or capital stock of any business entity, or if they otherwise stand to personally gain if the contract is awarded to this vendor. Failure of a vendor to disclose any relationship described herein shall be reason for debarment in accordance with the provisions of the Broward County Procurement Code.</p>	
<p>6. Scrutinized Companies List Certification: Any company, principals, or owners on the Scrutinized Companies with Activities in Sudan List or on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List is prohibited from submitting a bid, proposal or response to a Broward County solicitation for goods or services in an amount equal to or greater than \$1 million. The certification form is referenced as "Scrutinized Companies List Certification" (Attachment J) and should be completed and submitted with your proposal but must be completed and submitted prior to award.</p>	

Evaluation Criteria -

Experience Requirements

NOTE: In meeting the following Criteria, the County will consider the experience of the Respondent or in the event of a joint venture or partnership anyone of the companies or principals of such company forming the joint venture or partnership.

The Respondent or a principal of Respondent shall have demonstrated and verifiable experience, for at least the last three (3) years, in operating three (3) or more baggage cart rental concession in airports, with each generating annual gross revenue of at least \$50,000.

Complete the following items:

- a. Number of years (including dates) that the Respondent or principal of Respondent has demonstrated experience of a successful operation of a self-service baggage carts concession in airports, transportation venues, or large shopping malls:



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 Dania Beach, FL 33312
 (954) 359-6100 FAX (954) 359-1331

- b. Identify if such experience in (a), above, is held by Respondent or principal of Respondent. If held by principal, provide the principal's name and the relationship of the principal to the Respondent, (i.e., majority shareholder, majority partner, corporate officer, franchisee, parent company, etc.):

- c. Respondent or principal of Respondent shall list the locations, where they have been operating a self-service baggage cart concession in airports, transportation venues, or large shopping malls in or outside the Continental United States for at the past year. At least three (3) locations must be provided, but no more than ten (10) are necessary. Please supply information regarding the venues that you believe are most comparable in size, scope, and nature of operation to the one contemplated for the Airport.

Contract Location	Term (start/end date)	# of Baggage Carts at Venue	# of CMU's at Venue	Annual Gross Revenues	Year of Stated Annual Gross Revenues

For each venue listed above, provide the name, title, telephone number and email address of a contact person who was responsible for managing the Respondents' contract 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 baggage cart rental services.

Location	Contact Name	Title	Telephone Number	Email Address



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 Dania Beach, FL 33312
 (954) 359-6100 FAX (954) 359-1331

Location	Contact Name	Title	Telephone Number	Email Address

d. Identify if such experience in (c), above, is held by Respondent or principal of Respondent. If held by principal, provide the principal's name and the relationship of the principal to the Respondent, (i.e., majority shareholder, majority partner, corporate officer, franchisee, parent company, etc.):

e. Have any agreements held by Respondent or principal of Respondent or a parent or subsidiary of Respondent or principal of Respondent for the operation of a self-service baggage carts concession or franchise ever been canceled?

Yes _____ No _____

If yes, provide further details: _____

f. Has the Respondent or principal of Respondent or a parent or subsidiary of Respondent or principal of Respondent identified to provide services under this self-service baggage carts concession ever been sued for issues pertaining to fee payment and/or performance?

Yes _____ No _____

If yes, provide further details: _____

g. Has the Respondent and any principal of Respondent been the subject of any investigations of any State, Federal or local government or agency within the past 5 years?

Yes _____ No _____

If yes, provide further details: _____

h. Has Respondent or principal(s) of Respondent or a parent or subsidiary of Respondent or principal of Respondent identified to provide services under this Concession ever had a bond or surety cancelled or forfeited.

Yes _____ No _____



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2200 SW 45th Street, Suite 101
Dania Beach, FL 33312
(954) 359-6100 FAX (954) 359-1331

If yes, provide further details: _____

Propose Percentage Fee, Cart Rental Rate, and Minimum Annual Guarantee

Insert the Percentage Fee to be paid by the Concessionaire to the Airport, the Cart Rental Charge to be paid by the users to the Concessionaire for all baggage carts, including baggage carts in the Federal Inspection Station (FIS) Area at the Airport, and the Minimum Annual Guarantee (MAG). The Privilege Fee will be the greater of the MAG or the percentage fee as set forth below:

_____ % Percentage Fee based on Gross Revenue

\$_____ Cart Rental Charge for All Users

The MAG shall be no less than \$100,000.00 in any contract year. Respondent may propose a MAG higher than \$100,000.00

\$_____ MAG

The Respondent is encouraged to sell advertising space on its baggage carts and CMU's with the prior written approval from the Aviation Department. The minimum fee payable to the Airport is fifty percent (50%) of the total gross revenues derived from such advertising. Insert the percentage fee to be paid to the Airport on advertising revenues:

_____ % Advertising Percentage Fee based on Gross Revenues

Should the County find it desirable and a funding source become available, the County may want to offer free carts to arriving passengers in the FIS. Therefore, please propose a compensation structure that will permit free carts to be offered to arriving passengers in the FIS.

Equipment

All equipment must meet ADA standards.

The selected Respondent will be required to provide at minimum six hundred and fifty (650) new baggage carts to operate this concession. All baggage carts shall be suitable for use on all types of flooring, inside and outside the Terminals; have non-marring wheels; have bumpers to protect Airport property; and shall be matching. Carts should be constructed of new material (high grade, non-tarnishing stainless steel to prevent rust and corrosion). In addition to these required features, please provide information regarding the features of the carts that you propose to use for the operation at the Airport, should your firm be selected. Respondent, if offered the opportunity to make a presentation, may bring a sample of any equipment it is proposing.



Broward County Aviation Department

2200 SW 45th Street, Suite 101
Dania Beach, FL 33312
(954) 359-6100 FAX (954) 359-1331

Please describe the carts that you propose to use in the self-service baggage cart concession at the Airport. Respondent should supply equipment data sheets, pictures, and/or descriptions, as it feels best supply information that will support the EC's decision making ability. Please also specify the number of self-service baggage carts that you intend to supply at the Airport.

The selected Respondent will be required to provide new, or refurbished CMU's, along with all equipment necessary to retrieve the carts and manage the concessions. CMU's shall be in good repair, clean, freshly painted (if applicable), and should be capable of, at minimum, accepting at least three (3) credit cards and accept U.S. coins and/or currency up to \$20.00, and able to issue change to customers. Instructions for use shall be provided, at the point of sale, in, at least, English and Spanish, and it is recommended that such signage also be provided in French. All signage should provide legible and understandable instructions for usage and provide a toll-free number for customers to contact for problems they encounter or for refunds in the event of unit malfunction. CMU's should be capable of reliable and sustained battery powered operation when power connection is not available or in the event of power failure.

Please describe the cart management units that you propose to use in the self-service baggage cart concession at the Airport. Respondent should supply equipment data sheets, pictures, and/or descriptions, as it feels best supply information that will support the EC's decision making ability. Please also specify the number of CMU's that you intend to supply at the Airport.

Cart retrieval equipment shall be new, or like-new, in good repair, freshly painted (if applicable) equipped with safety features, including warning horns, automated back-up beeping warning systems, speed governors that prevent the equipment for exceeding a speed of five (5) miles per hour, and bumpers to minimize the potential for damage to Airport property.

Please describe the cart retrieval equipment that you propose to use in the self-service baggage cart concession at the Airport. Respondent should supply equipment data sheets, pictures, and/or descriptions, as it feels best supply information that will support the EC's decision making ability.

Broward County Aviation Department

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Operating Locations

The current locations are depicted on the Location Maps (**Attachment B**) of the RFP and will be shown on the tour of the Airport which is available to all potential Respondents as part of this RFP process. The locations described below correspond to the Location Maps in **Attachment B** to this RFP and are the existing and minimum number of locations for installation of cart vending units. If the Respondent proposes alternate or additional locations above and beyond the minimum number of locations, the Respondent shall explain the basis for alternate or additional locations.

In the event that customer service issues exist due to carts not being available at certain Airport locations, The Aviation Department reserves the right to require the Respondent to install new or relocate existing luggage cart racks and carts.

Part of the Terminal Modernization project at FLL is the addition of Concourse A which will add a second (FIS). Upon completion of the Concourse and FIS the Respondent shall be required to install CMUs in locations determined necessary to serve the passengers.

Terminal/Garage	Location	Use/Delete/Change/Add	# of Carts
Terminal 1, Ticketing Level			
	Location #1, east end, curbside		
	Location #2, west end of Terminal 1, curbside, (along the wired wall)		
Terminal 1, Arrival Level			
	Location #4, between bag belt #1 and #2		
	Location #4, between bag belt #2 and #3		
	Location #4, between bag belt #3 and #4		
	Location #4, between bag belt #5 and #6		
Terminal 2, Departure Level			
	Location #1, east end, curbside		
Terminal/Garage	Location	Use/Delete/Change/Add	# of Carts
	Location #2, west end, curbside		
Terminal 2, Arrival Level			
	Location #1, adjacent to bag belt #1		



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	Location #2, between bag belt #1 and #2		
	Location #3, adjacent to bag belt #3		
	Location #4, between bag belt #3 and escalators, east end		
Terminal 3, Departure Level			
	Location #1 north end, curbside		
	Location #2, south end, curbside		
Terminal 3, Arrival Level			
	Location #1, adjacent to bag belt #1		
	Location #2, between bag belt #2 and #3		
	Location #3, between bag belt #4 and #5		
	Location #4, between bag belt #7 and #8		
	Location #5, adjacent to bag belt #8		
Terminal 4, Departure Level			
	Location #1, west end, curbside		
	Location #2, east end, curbside		
Terminal 4, Arrival Level			
	Location #1, adjacent to the Commuter Terminal		
	Location #2, underneath FIDS		
	Location #3, between bag belt #1 and #2		
	Location #4, between bag belt #3 and #4		
Federal Inspection Station (FIS)			
	Location #1, on east wall, adjacent to the west bag belt		
	Location #2, on west back wall, adjacent to the elevators		
	Location #3 On side wall between bag belt #1 and #2		
Terminal/Garage	Location	Use/Delete/Change/Add	# of Carts
	Location#4 Baggage Cart Storage Corridor		



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Ground Transportation Area (GTA) (Outside Area, between Terminals)			
	Location #2 GTA-3 , (between Terminals 3 and 4) Upper level, curbside		
Hibiscus Garage			
Level 1	Location #1, north side, adjacent to the RED Core		
Level 2	Location #1, north end, at the top of escalators, YELLOW Core		
Level 3	Location #1, north end, behind RED Core		
Level 4	Location #1, north end, behind RED Core.		
Level 5	Location #1, north end, behind RED Core		
Rental Car Center			
Level 2	Location #1, east end, inside National Rent A Car ready return area		
	Location #2, east end, inside Alamo Rent A Car ready return area		
Level 3	Location #1, curbside, east side Busway, east of Bus Stop #1		
	Location #2, curbside center Busway, adjacent to Bus Stop #4		
	Location #3, curbside Busway, west end, adjacent to Bus Stop #7		
	Location #4, east end, inside Avis Rent A Car ready return area.		
	Location #5, west end, inside Hertz Rent A Car ready return area.		
Level 4	Location #1 east end, inside Budget Rent A car ready return area		
	Location #2, center, behind the E-Z Rent A Car Booth in the ready return area.		
	Location #3, west end, adjacent to the Dollar/Thrifty Rent A Car Booth in the ready return area.		

Capital Investment Requirement:



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Identifying appropriate contract portions and scopes of work that certified ACDBE firms could potentially perform;
Providing timely and adequate information to the certified ACDBE firms (including plans and specifications);
Good faith negotiation with each interested, certified ACDBE firm (including names and contact information of each ACDBE firm considered) with an explanation as to why negotiations failed and;
Investigating ACDBE qualifications and capabilities; list reason(s) if a certified ACDBE firm is rejected.

Additional Factors in Review of Good Faith Efforts: In evaluating your Good Faith Efforts, the County may also consider the success other persons or entities that have responded to the solicitation have had in meeting the ACDBE Goal.

Opportunity to Cure. OESBD shall review your response to the solicitation. If OESBD discerns your intent to meet the ACDBE Goal, but determines that your response contains technical errors or requires further documentation, then OESBD may provide you with three (3) business days to correct those errors or provide documentation.

Program Requirements for ACDBE participation:

For a firm's participation to be considered in meeting the ACDBE Goal, the firm must be certified as an ACDBE to perform the applicable work no later than the date Respondent's response to the solicitation is due to the Aviation Department.

Additionally, a certified ACDBE firm may only participate in a contract if it is performing a commercially useful function. A certified ACDBE firm performs a commercially useful function when it is responsible for execution of the work of the contract and is carrying out its responsibilities by actually performing, managing, and supervising the work involved. To perform a commercially useful function, the certified ACDBE firm must also be responsible, with respect to materials and supplies used on the contract, for negotiating price, determining quality and quantity, ordering the material, and installing (where applicable) and paying for the material itself.

ACDBE participation shall be counted in accordance with 49 CFR 23.55.

Nothing herein shall be construed to indicate that a higher level of certified ACDBE firm involvement above the stated goal will give any person or entity that has responded to the solicitation an advantage over other responders who have met the ACDBE Goal or shown Good Faith Efforts, as determined by the County.

Surety Information:

Has Respondent or principal(s) of Respondent or a parent or subsidiary of Respondent or principal of Respondent identified to provide services under this Concession ever had a bond or surety cancelled or forfeited?



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Yes _____ No _____

If yes, provide further information: _____

Staffing Informatio

Respondent shall provide the starting hourly wage and total benefits stated as a percentage of the hourly wage for the following positions that will be utilized to support this concession:

Titles	Hourly Wage	Benefits % of Hourly Wage
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____

Add additional lines, if needed, for any category.

Courtesy Training Program

Does the Respondent or Principal of Respondent currently have a Courtesy Training Program?

Yes _____ No _____

If yes, provide details. _____

If no, will Respondent send its employees to SUNSational Service training if offered by the County?

Yes _____ No _____



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Respondent Certification

By responding and signing this RFP, Respondent attests that the information submitted to the County is true, correct and accurate. The Respondent also agrees that any false, inaccurate, misleading, exaggerated, or incorrect information provided as part of their submittal could be deemed inappropriate and/or non-responsive and shall be disqualified from further consideration.

RESPONDENT

DATE:

Signature

Print Name

Title



Broward County Aviation Department

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Attachments



Attachment A2 – Evaluation of Good Faith Effort

APPLICATION FOR EVALUATION OF GOOD FAITH EFFORT

PURSUANT TO

TITLE 49 CFR PARTS 23 AND 26

SOLICITATION NO.:

Please check one of the following to indicate the program goal on this solicitation: ACDBE DBE

PROJECT NAME:

ADDRESS:

TELEPHONE: _____ FAX: _____

The undersigned representative of the prime contractor affirms that his/her company has contacted Disadvantaged Business Enterprise (DBE)/ Airport Concessions Disadvantaged Business Enterprise (ACDBE) certified firms in good faith effort to meet the DBE or ACDBE goal for this solicitation but has not been able to meet the goal. Consistent with the requirements of Title 49 CFR Part 26, Appendix A, the prime contractor hereby submits documentation (attached to this form) of good faith efforts made and requests to be evaluated under these requirements.

The prime contractor understands that a determination of good faith effort to meet the contract goal is contingent on both the information provided by the prime contractor as an attachment to this application and the other factors listed in Appendix A, of Title 49 CFR Part 26, as those factors are applicable with respect to this solicitation. The prime contractor acknowledges that the determination of good faith effort is made by the Director of the Office of Economic and Small Business Development, as the Disadvantaged Business Enterprise Liaison Officer (DBELO), in keeping with federal requirements.

SIGNATURE: _____

PRINT NAME/ TITLE: _____

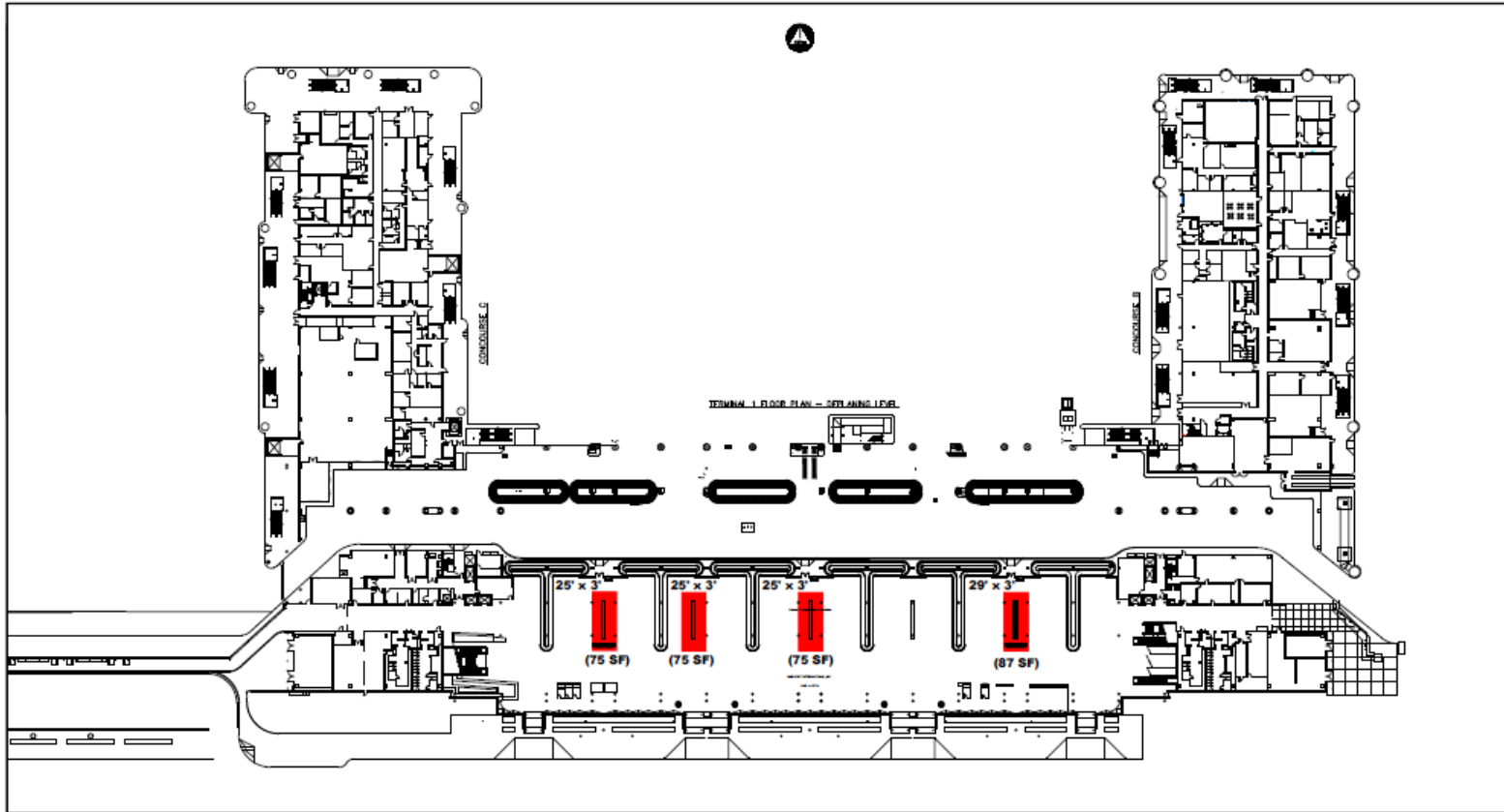
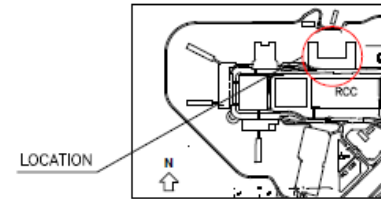
DATE: _____

Attachment B - Locations

SELF SERVICE BAGGAGE CART CONCESSION AGREEMENT LOCATION MAP TERMINAL 1 - ARRIVAL LEVEL

LOCATION

NOTE:
LOCATIONS ARE SUBJECT TO CHANGE
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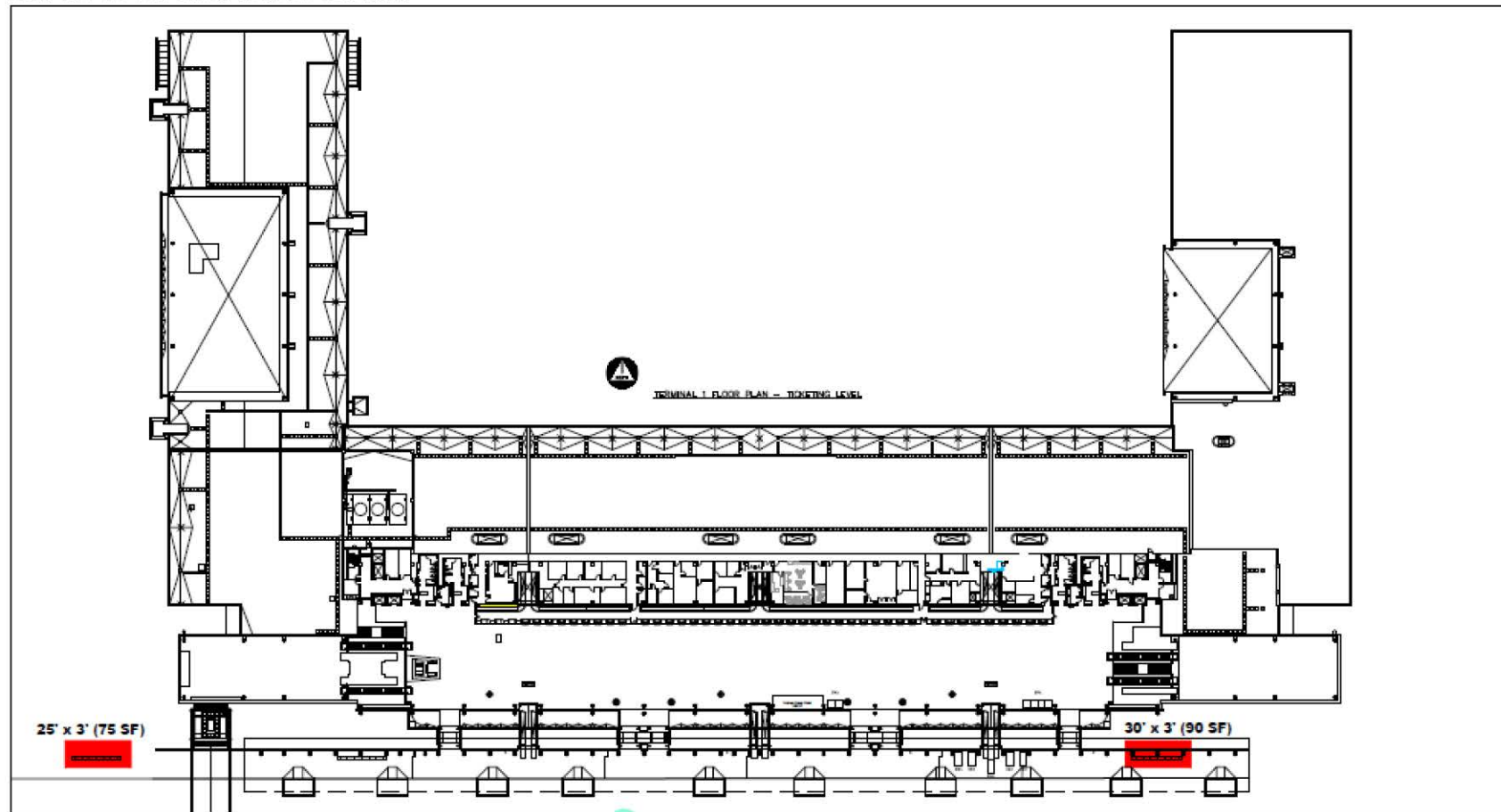
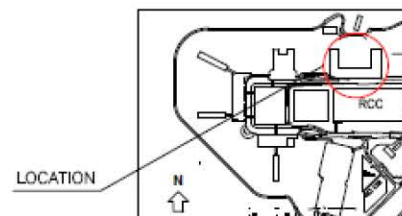
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Drawn By:	W. SUAREZ	TERMINAL 1 - ARRIVAL LEVEL FORT LAUDERDALE-HOLLYWOOD INTERNATIONAL AIRPORT (FLL)			
Date:	02/24/2015				
		Project:		Sheet:	

ATTACHMENT B - LOCATIONS

SELF SERVICE BAGGAGE CART CONCESSION AGREEMENT
 LOCATION MAP
 TERMINAL 1 - TICKETING LEVEL

[REDACTED] LOCATION

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25' x 3' (75 SF)

30' x 3' (90 SF)



NOT TO SCALE

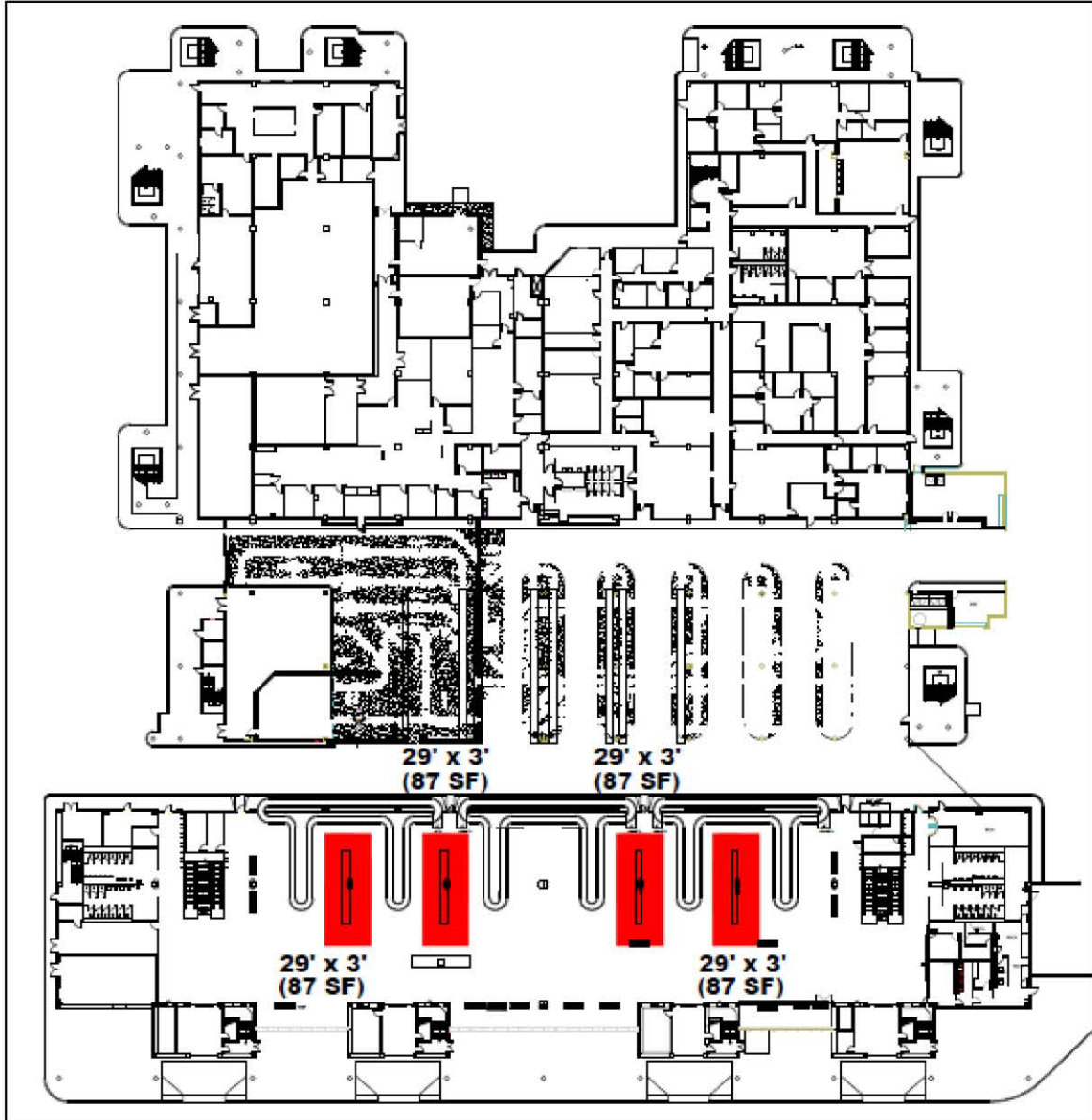
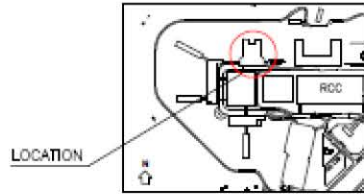
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							Sheet:	

ATTACHMENT B - LOCATIONS

SELF SERVICE BAGGAGE CART CONCESSION AGREEMENT
 LOCATION MAP
 TERMINAL 2 - ARRIVAL LEVEL

 LOCATION

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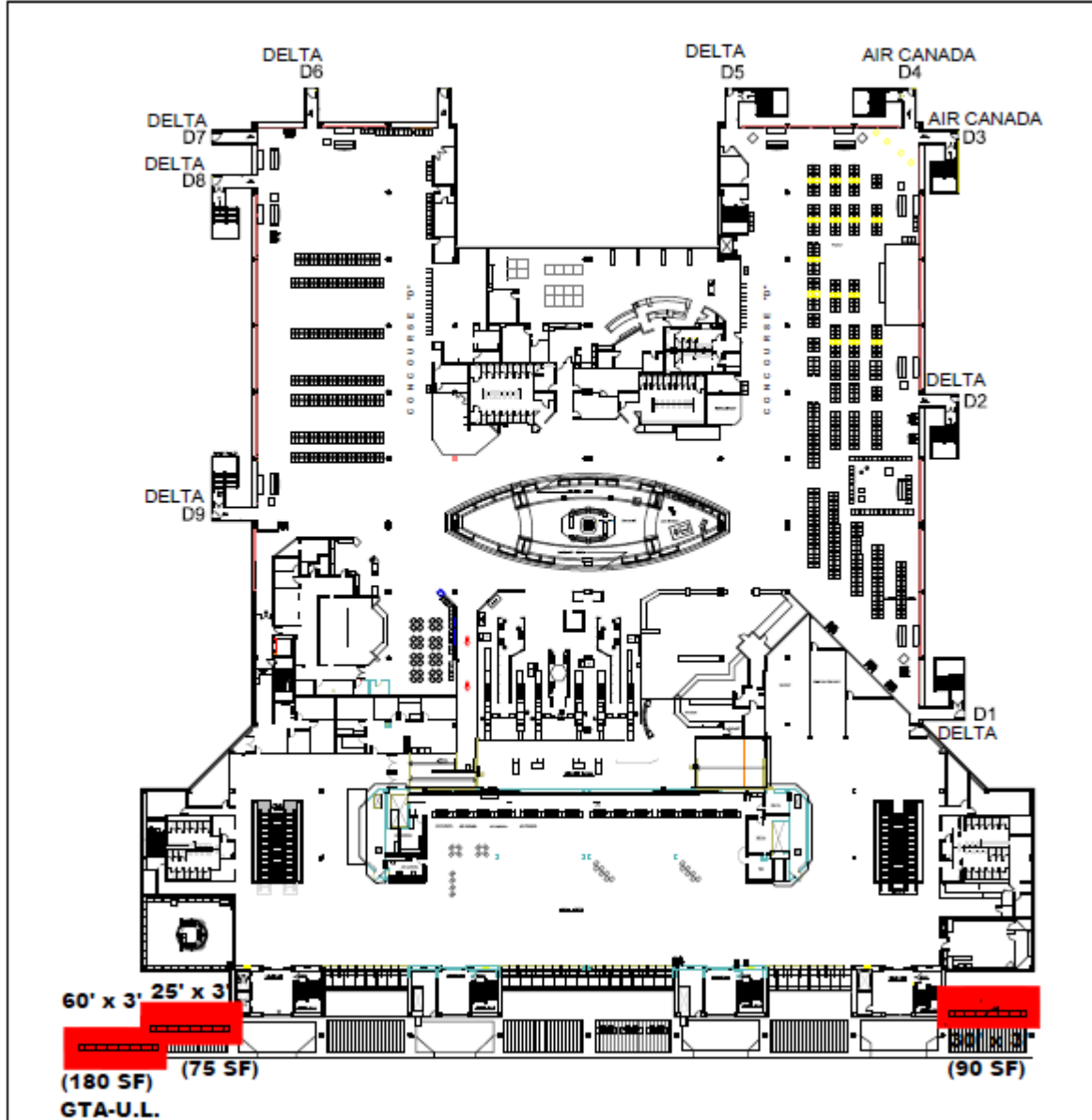
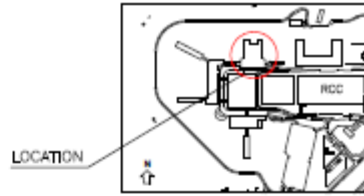
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	Date: 02-24-2015	Sheet:		

ATTACHMENT B - LOCATIONS

SELF SERVICE BAGGAGE CART CONCESSION AGREEMENT
 LOCATION MAP
 TERMINAL 2 - DEPARTURE LEVEL


 LOCATION


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60' x 3' (180 SF)
 25' x 3' (75 SF)
 GTA-U.L.

(90 SF)

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 NOT TO SCALE

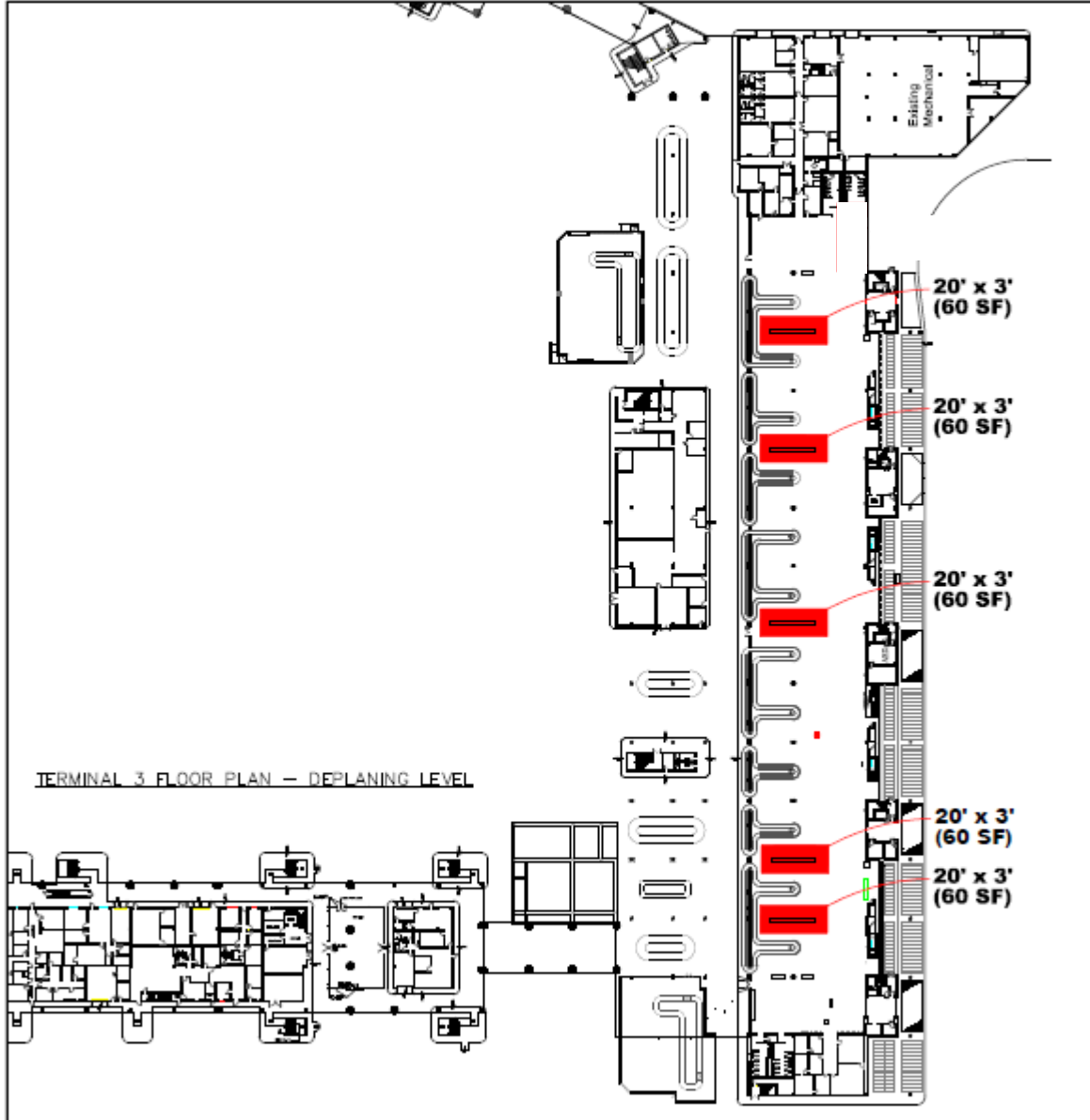
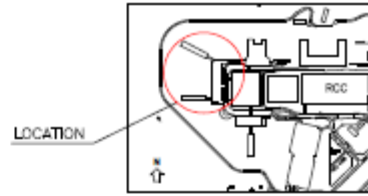
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	Date: 01-21-2015	Project: Sheet:		

ATTACHMENT B - LOCATIONS

SELF SERVICE BAGGAGE CART CONCESSION AGREEMENT
 LOCATION MAP
 TERMINAL 3 - ARRIVAL LEVEL

LOCATION

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TERMINAL 3 FLOOR PLAN - DEPLANING LEVEL

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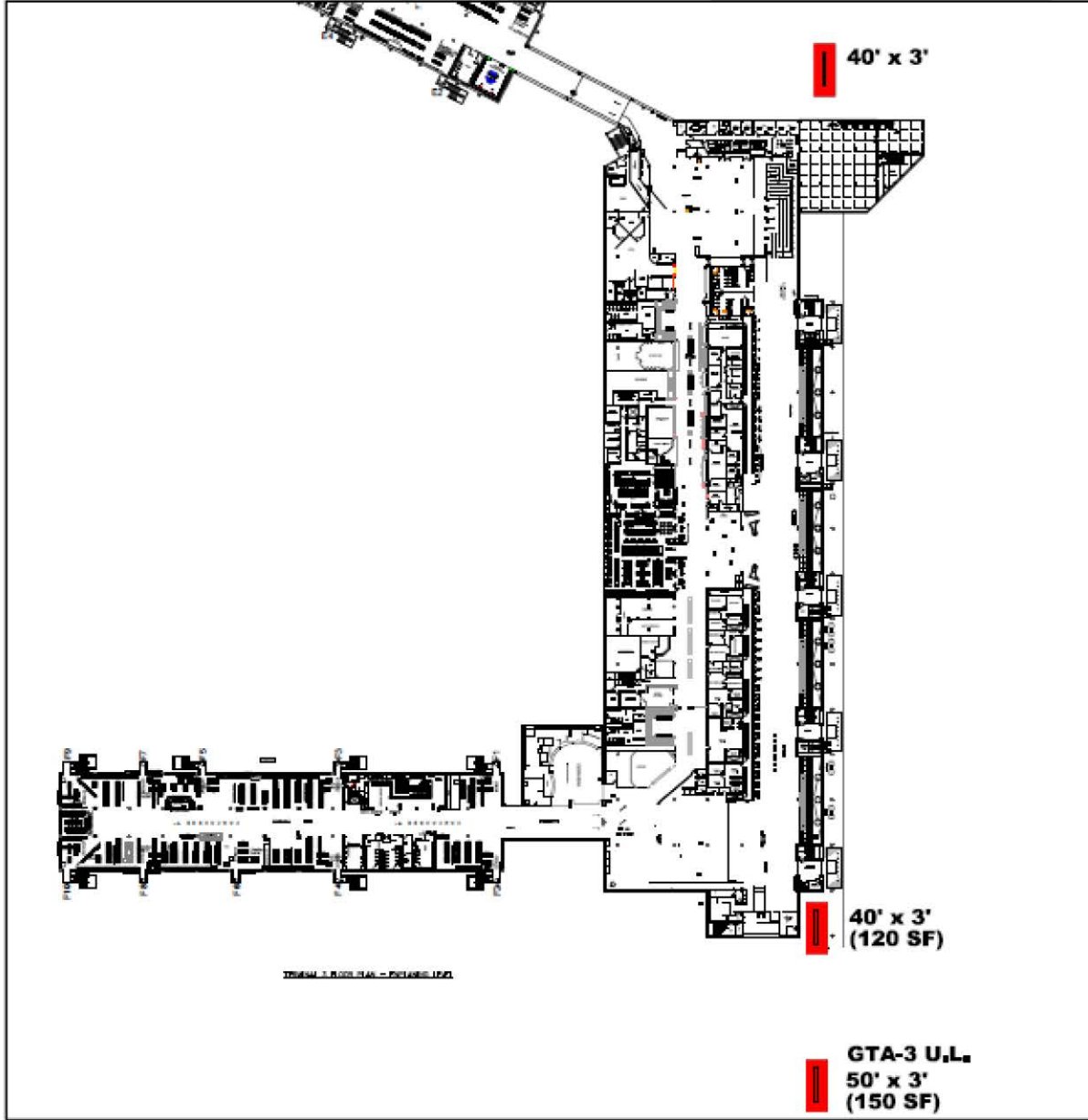
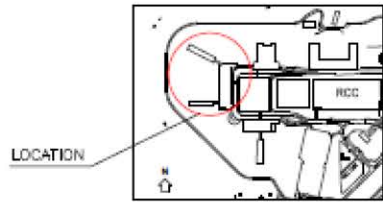
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	Date: 03/24/2015	Sheet:		

ATTACHMENT B - LOCATIONS

SELF SERVICE BAGGAGE CART CONCESSION AGREEMENT
 LOCATION MAP
 TERMINAL 3 - DEPARTURE LEVEL

 LOCATION

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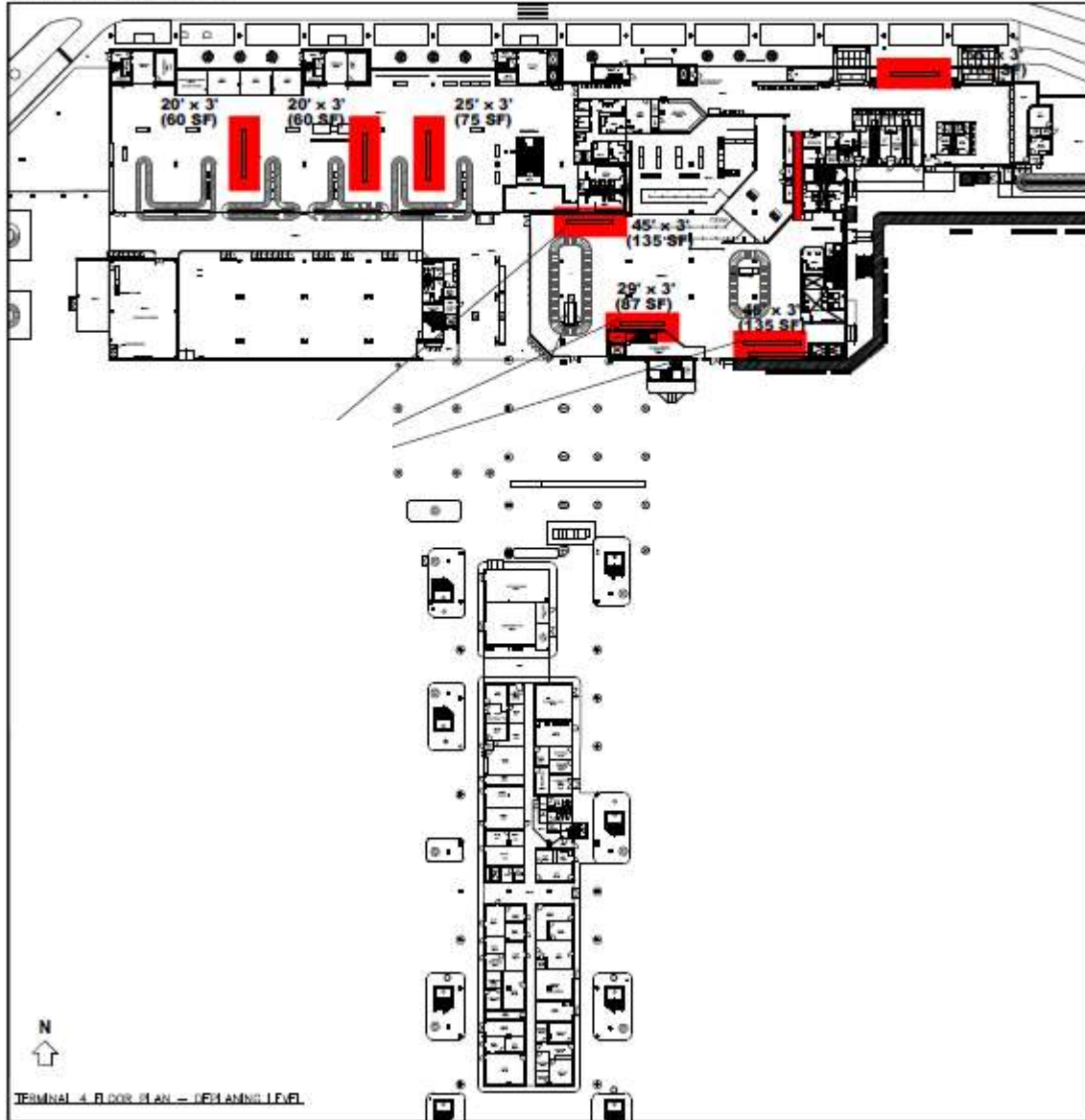
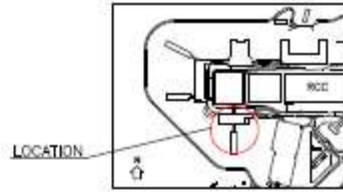
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Date: 02/24/2015					Sheet:

ATTACHMENT B - LOCATIONS

SELF SERVICE BAGGAGE CART CONCESSION AGREEMENT
 LOCATION MAP
 TERMINAL 4 - ARRIVAL LEVEL


 LOCATION

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TERMINAL 4 FLOOR PLAN - DEPARTING LEVEL

NOT TO SCALE

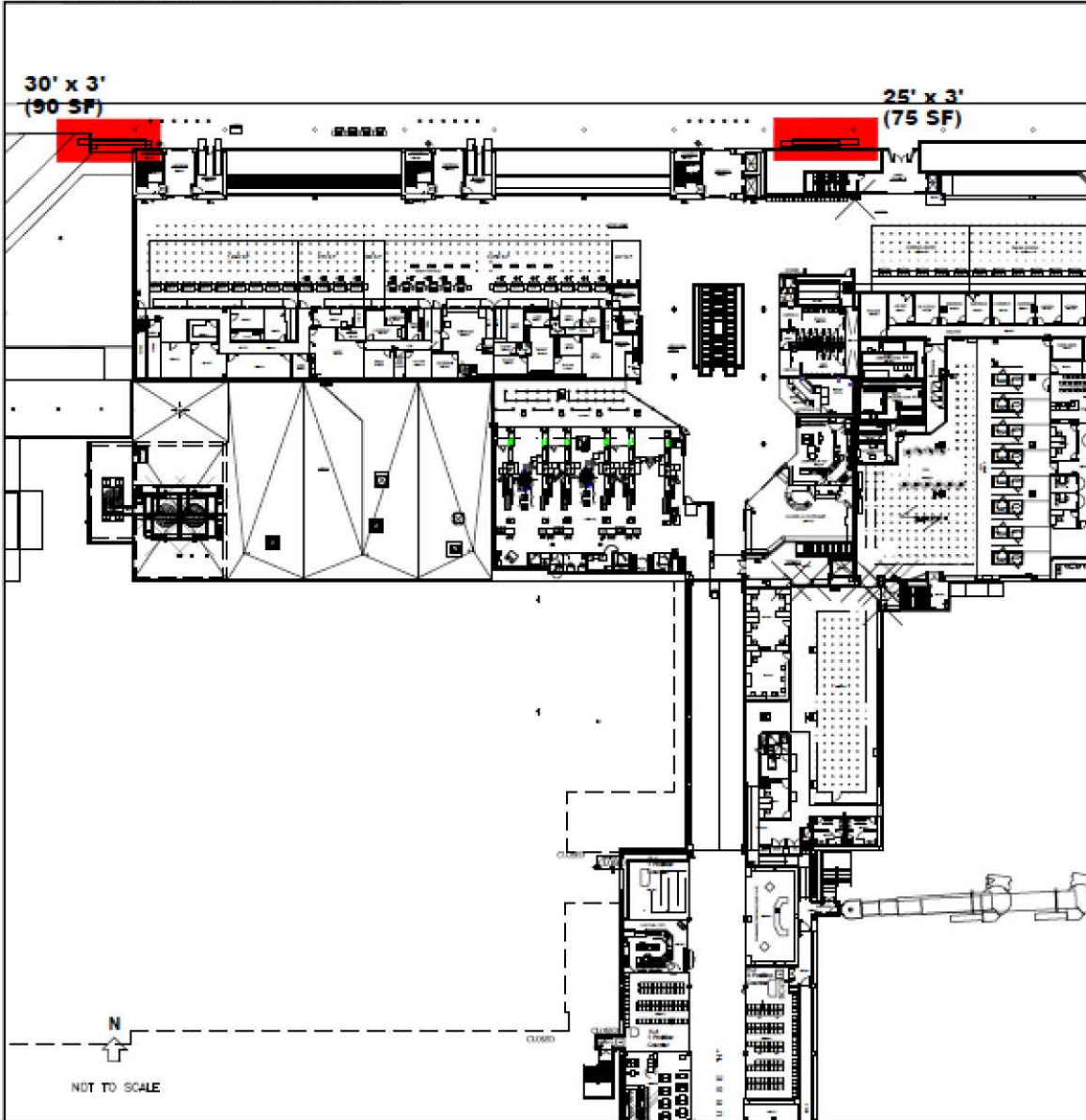
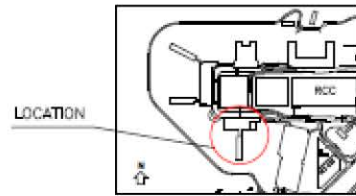
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	Drawn By: W.SUNIE	Date: 02-24-2015	Revision: 1

ATTACHMENT B - LOCATIONS

SELF SERVICE BAGGAGE CART CONCESSION AGREEMENT
LOCATION MAP
TERMINAL 4 - DEPARTURE LEVEL

 LOCATION

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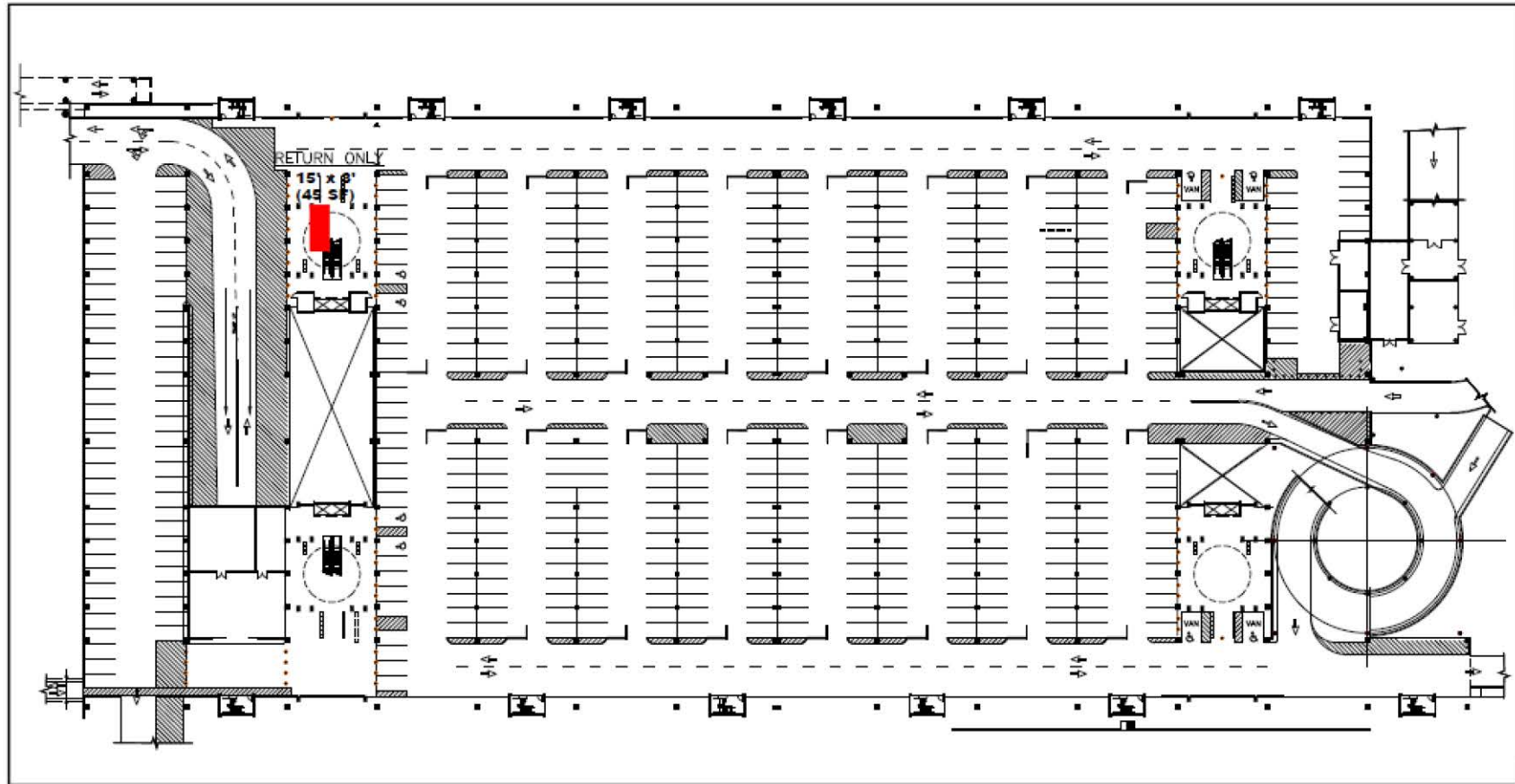
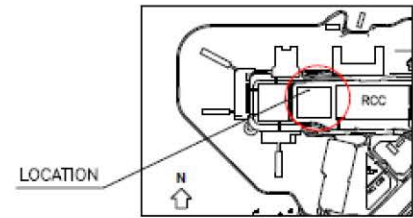
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ATTACHMENT B - LOCATIONS

SELF SERVICE BAGGAGE CART CONCESSION AGREEMENT
 LOCATION MAP
 HIBISCUS GARAGE LEVEL ONE


 LOCATION

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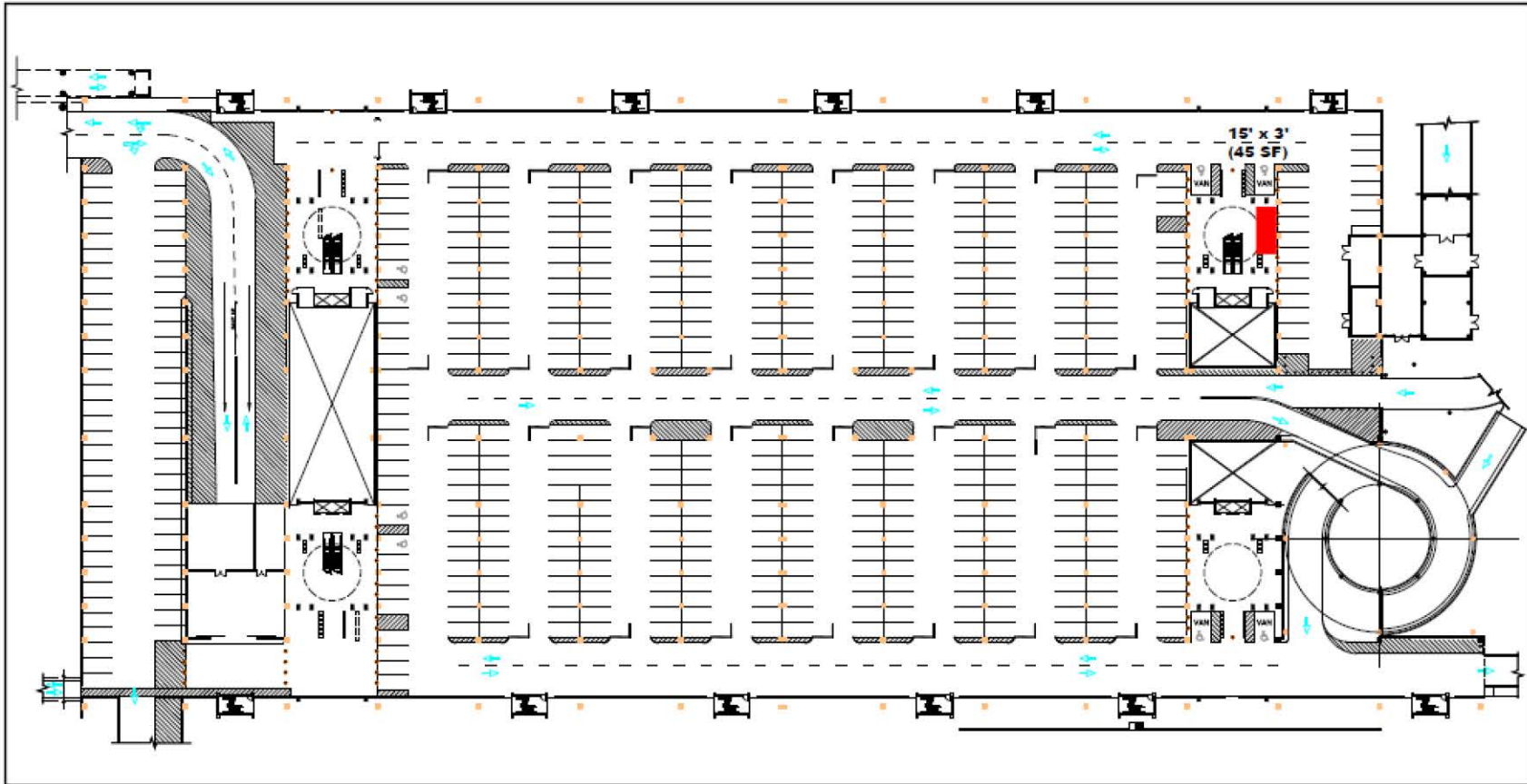
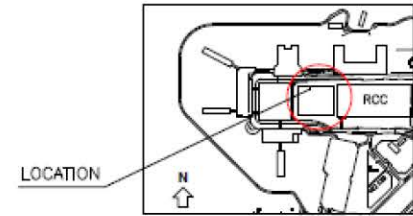
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			Project:	Sheet:

ATTACHMENT B - LOCATIONS

SELF SERVICE BAGGAGE CART CONCESSION AGREEMENT
 LOCATION MAP
 HIBISCUS GARAGE LEVEL TWO

LOCATION LOCATION

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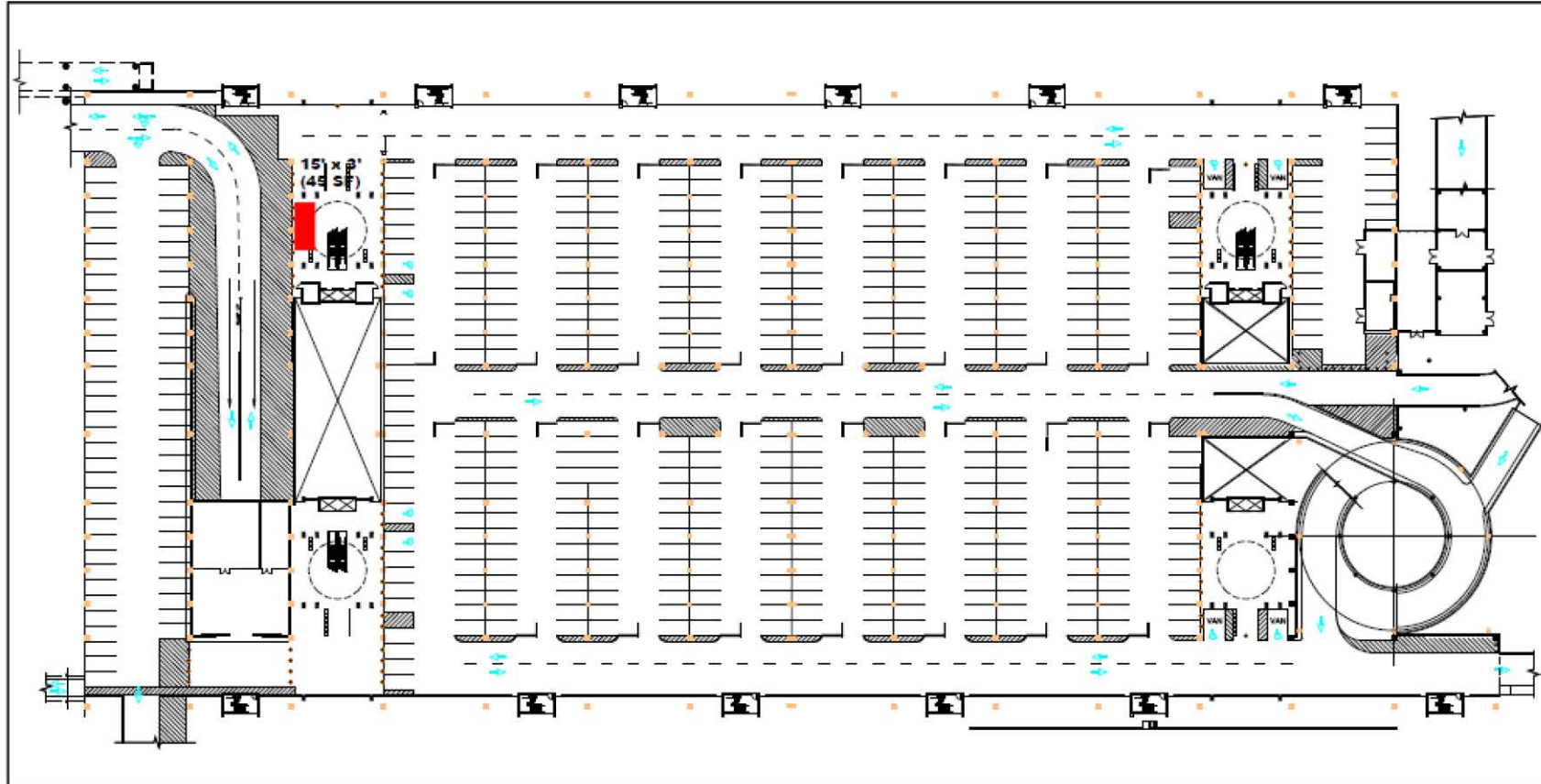
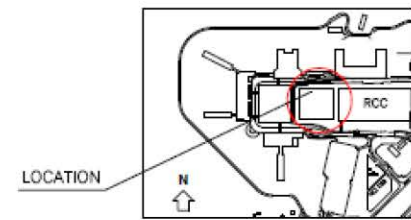
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Project:		HIBISCUS GARAGE - LEVEL TWO FORT LAUDERDALE-HOLLYWOOD INTERNATIONAL AIRPORT (FLL)			By:
Sheet:					


ATTACHMENT B - LOCATIONS


SELF SERVICE BAGGAGE CART CONCESSION AGREEMENT
 LOCATION MAP
 HIBISCUS GARAGE LEVEL THREE

 LOCATION

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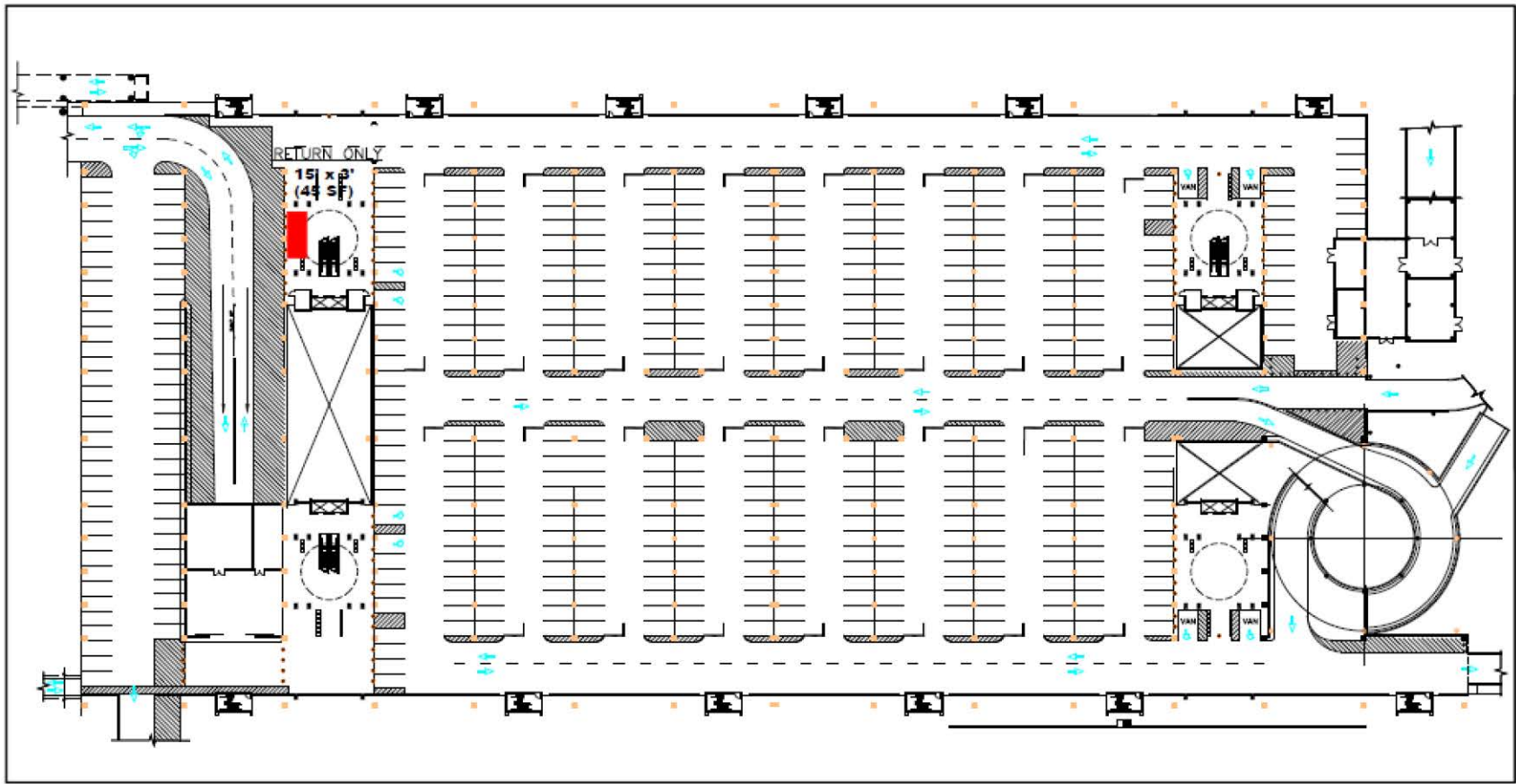
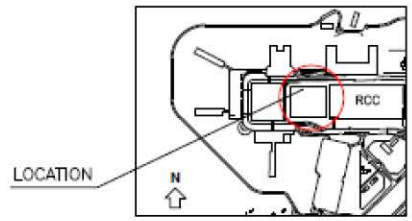
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		Sheet:			
HIBISCUS GARAGE - LEVEL THREE FORT LAUDERDALE-HOLLYWOOD INTERNATIONAL AIRPORT (FLL)					

ATTACHMENT B - LOCATIONS

SELF SERVICE BAGGAGE CART CONCESSION AGREEMENT
 LOCATION MAP
 HIBISCUS GARAGE LEVEL FOUR

 LOCATION

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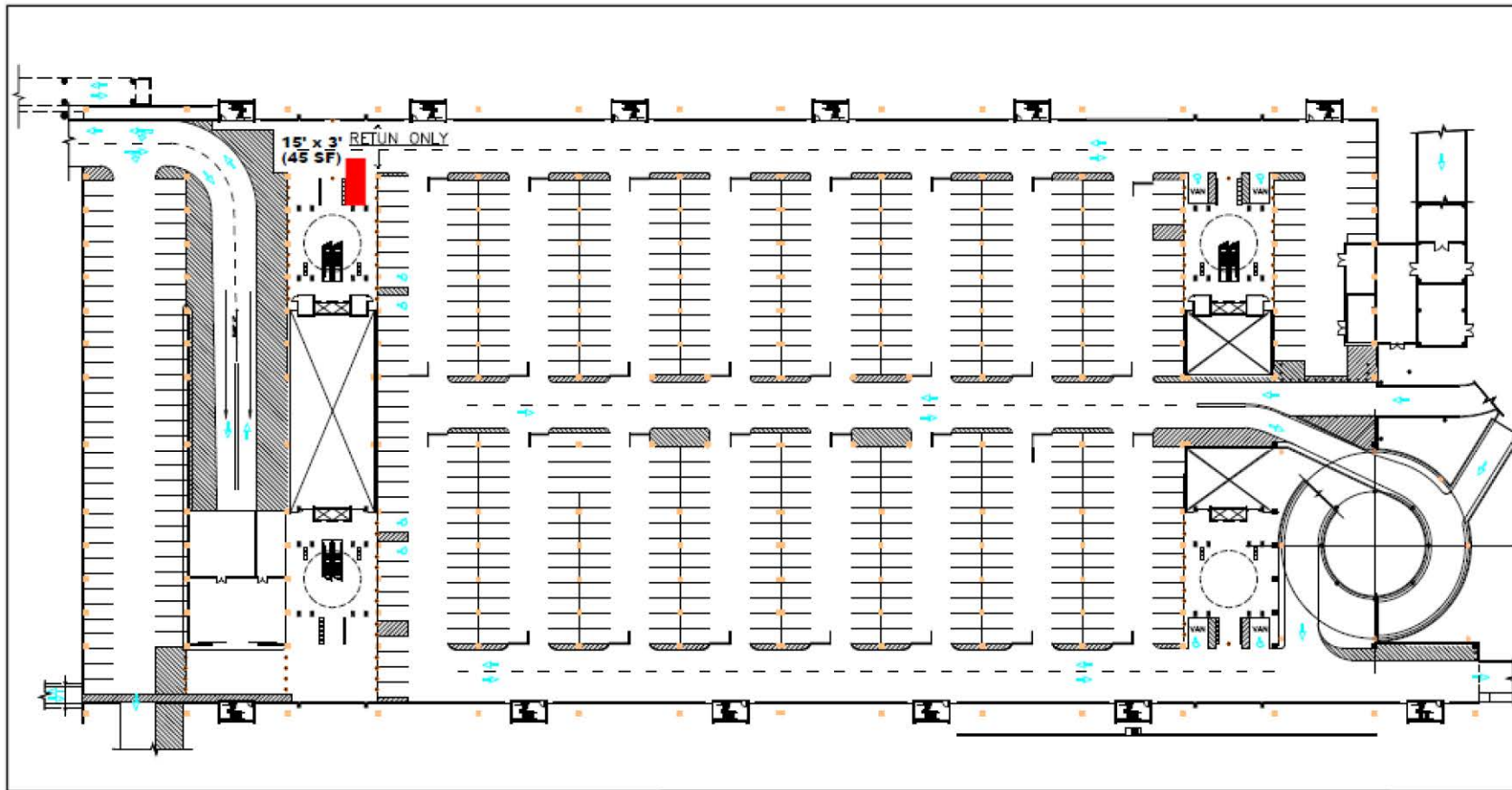
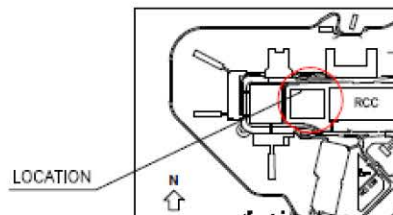
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				Sheet:


ATTACHMENT B - LOCATIONS


SELF SERVICE BAGGAGE CART CONCESSION AGREEMENT
 LOCATION MAP
 HIBISCUS GARAGE LEVEL FIVE

 LOCATION

NOTE:
 LOCATIONS ARE SUBJECT TO CHANGE
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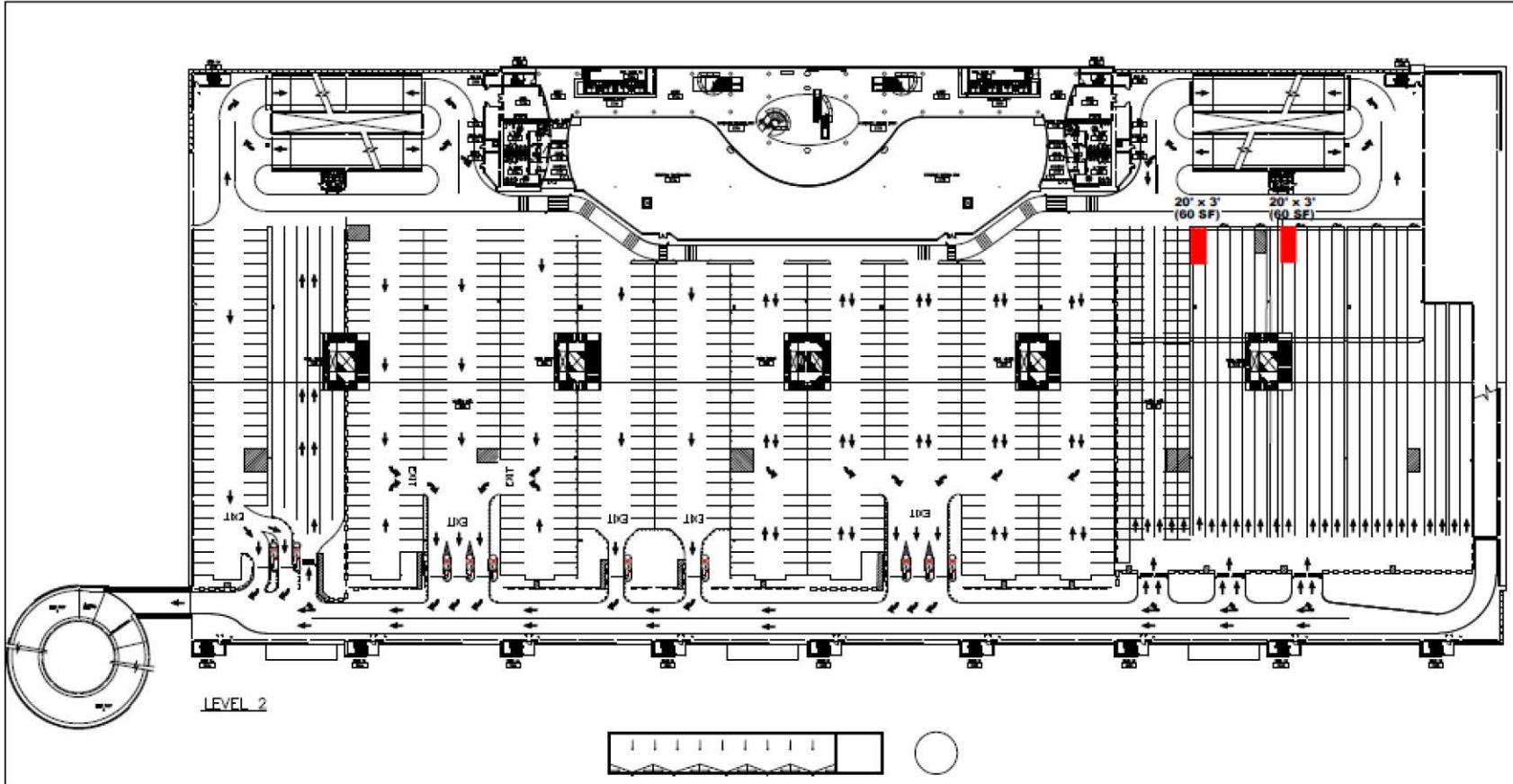
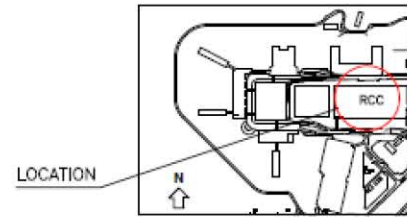
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ATTACHMENT B - LOCATIONS


SELF SERVICE BAGGAGE CART CONCESSION AGREEMENT
 LOCATION MAP
 RENTAL CAR CENTER LEVEL TWO

 LOCATION

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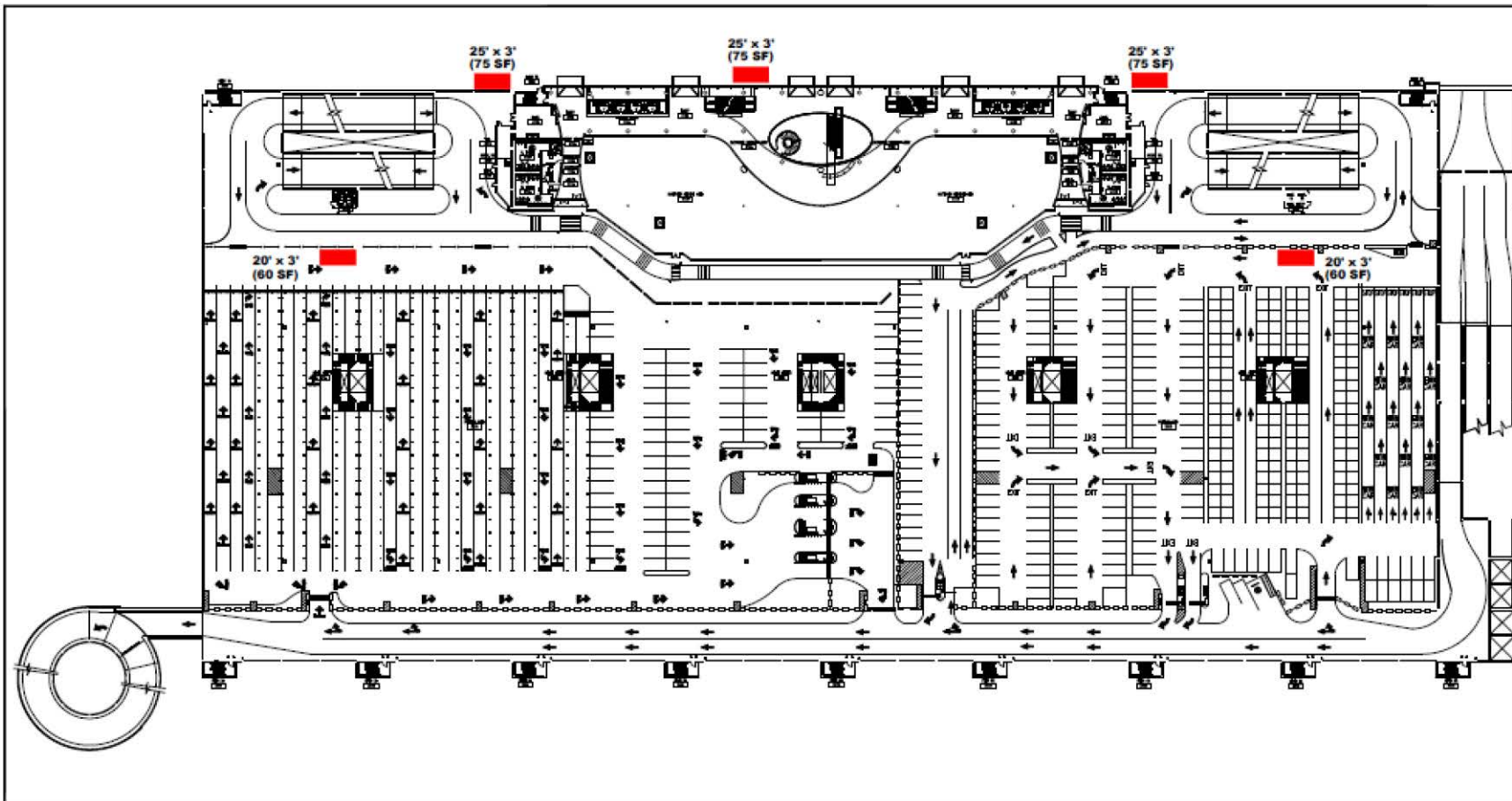
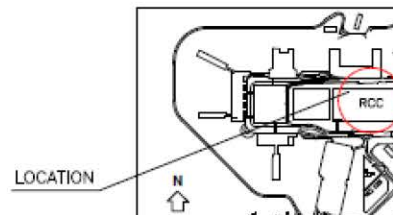
 BROWARD COUNTY FLORIDA AVIATION DEPARTMENT <small>2002 SW 45th Street, Suite 101, Fort Lauderdale, FL 33309</small>	Checked By: D. MICHAEL	Date	Revision	By
	Drawn By: W. SUAREZ	Date: 02/04/2015	Project: RENTAL CAR CENTER - LEVEL TWO FORT LAUDERDALE-HOLLYWOOD INTERNATIONAL AIRPORT (FLL)	
			Sheet:	

ATTACHMENT B - LOCATIONS

SELF SERVICE BAGGAGE CART CONCESSION AGREEMENT
 LOCATION MAP
 RENTAL CAR CENTER LEVEL THREE

 LOCATION

NOTE:
 LOCATIONS ARE SUBJECT TO CHANGE
 BY THE AVIATION DEPARTMENT
 EXACT S.F. MAY NOT BE AS DEPICTED ON EXHIBIT



NOT TO SCALE

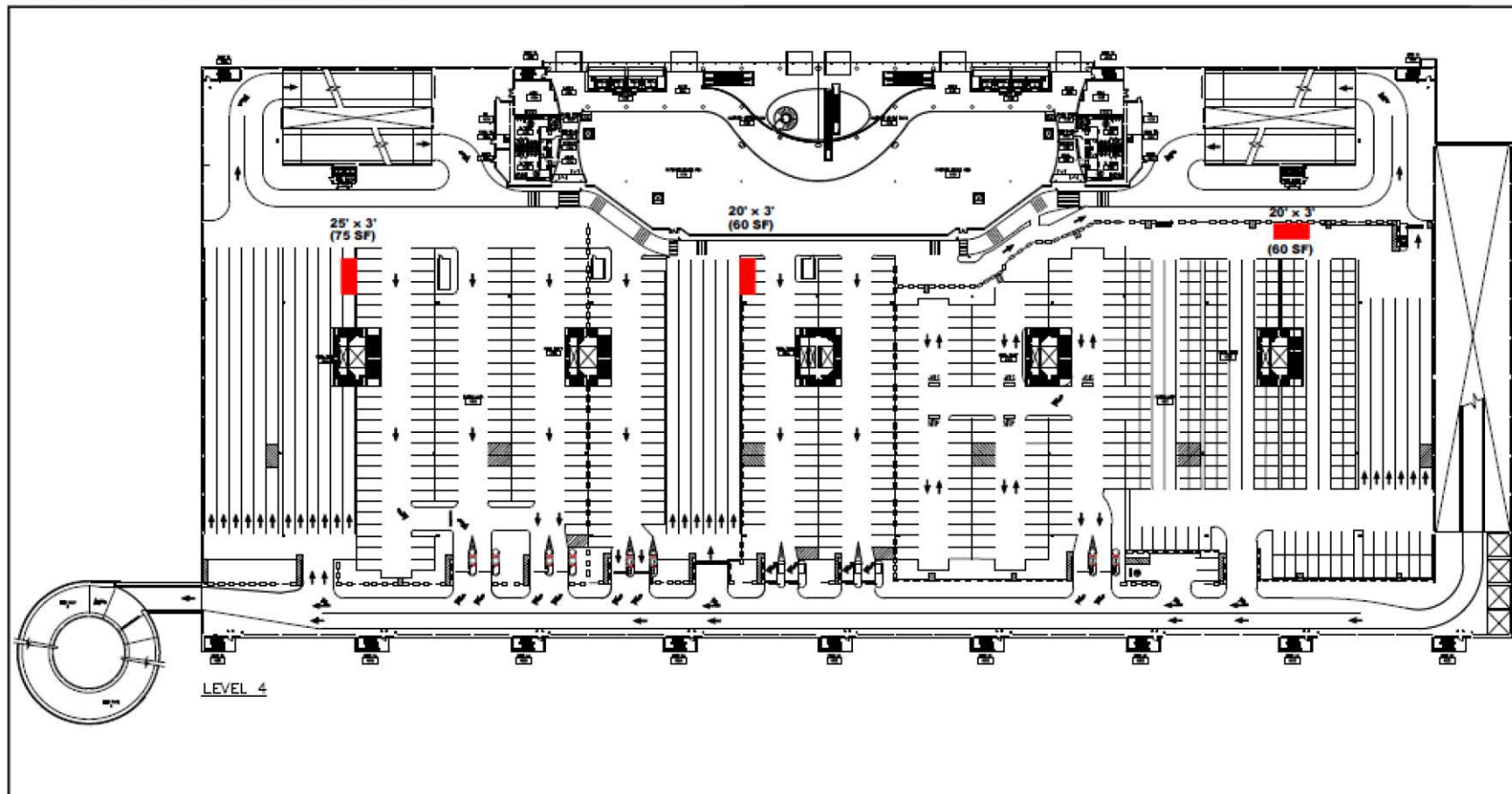
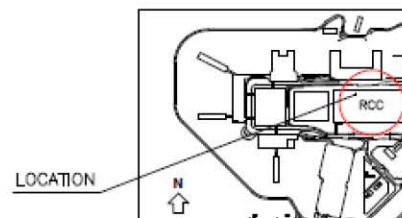
 BROWARD COUNTY FLORIDA AVIATION DEPARTMENT 2200 SW 45th Street, Suite 107, Fort Lauderdale, FL 33315	Checked By: C. MICHAEL	Date:	Revision:	By:
	Drawn By: W. SUAREZ	RENTAL CAR CENTER - LEVEL THREE FORT LAUDERDALE-HOLLYWOOD INTERNATIONAL AIRPORT (FLL)		Project: Sheet:
Date: 02/24/2014				


ATTACHMENT B - LOCATIONS


SELF SERVICE BAGGAGE CART CONCESSION AGREEMENT
 LOCATION MAP
 RENTAL CAR CENTER LEVEL FOUR

 LOCATION

NOTE:
 LOCATIONS ARE SUBJECT TO CHANGE
 BY THE AVIATION DEPARTMENT
 EXACT S.F. MAY NOT BE AS DEPICTED ON EXHIBIT



N

 NOT TO SCALE

 220 SW 404 Street, Suite 151, Dania Beach, FL 33312	Checked By: S.MICHAEL	Date:	Revised:	By:
	Drawn By: VSUAREZ	RENTAL CAR CENTER - LEVEL FOUR FORT LAUDERDALE-HOLLYWOOD INTERNATIONAL AIRPORT (FLL)		
	Date: 02/04/2015	Project:	Sheet:	



Attachment C - Vendor's List
(Non-Certified Subcontractors and Suppliers Information)

THIS FORM SHOULD BE SUBMITTED WITH THE RFP; HOWEVER, IT MUST BE SUBMITTED WITHIN 5 CALENDAR DAYS OF COUNTY'S REQUEST.

Provide this information for any sub vendor(s) who will provide a service to the County for this solicitation. This includes major suppliers as well.

-
1. Firm's Name: _____
 2. Firm's Address: _____
 3. Firm's Telephone Number: _____ Firm's Email Address: _____
 4. Contact Name and Position: _____
 5. Alternate Contact Name and Position: _____
 6. Alternate Contact Telephone Number: _____ Email Address: _____
 7. Bid/Proposal Number: _____ Contracted Amount: _____
 8. Type of Work/Supplies Bid: _____ Award Date: _____
-

1. Firm's Name: _____
 2. Firm's Address: _____
 3. Firm's Telephone Number: _____ Firm's Email Address: _____
 4. Contact Name and Position: _____
 5. Alternate Contact Name and Position: _____
 6. Alternate Contact Telephone Number: _____ Email Address: _____
 7. Bid/Proposal Number: _____ Contracted Amount: _____
 8. Type of Work/Supplies Bid: _____ Award Date: _____
-

I certify that the information submitted in this report is in fact true and correct to the best of my knowledge

Signature	Title	Date
-----------	-------	------

Note: the information provided herein is subject to verification by the Purchasing Division. Use additional sheets for more subcontractors or suppliers as necessary.



Attachment D - Lobbyist Registration – Certification

This certification form should be completed and submitted with your proposal. If not included with the RFP submittal at the time of the RFP opening deadline, the Lobbyist Certification Form must be completed and returned by a date and time certain established by the County.

The Vendor, by virtue of the signature below, certifies that:

- a. It understands if it has retained a lobbyist(s) to lobby in connection with a competitive solicitation, it shall be deemed non-responsive unless the firm, in responding to the competitive solicitation, certifies that each lobbyist retained has timely filed the registration or amended registration required under Section 1-262, Broward County Code of Ordinances; and
- b. It understands that if, after awarding a contract in connection with the solicitation, the County learns that the certification was erroneous, and upon investigation determines that the error was willful or intentional on the part of the vendor, the County may, on that basis, exercise any contractual right to terminate the contract for convenience.

Based upon these understandings, the vendor further certifies that: (Check One)

- 1. _____ It has not retained a lobbyist(s) to lobby in connection with this competitive solicitation; however, if retained after the solicitation, the County will be notified..
- 2. _____ It has retained a lobbyist(s) to lobby in connection with this competitive solicitation and certified that each lobbyist retained has timely filed the registration or amended registration required under Section 1-262, Broward County Code of Ordinances.
- 3. _____ It is a requirement of this solicitation that the names of any and all lobbyists retained to lobby in connection with this solicitation be listed below:

Print Name of Lobbyist	Print Lobbyist's Firm
Print Name of Lobbyist	Print Lobbyist's Firm
	(Vendor Signature)
	(Print Vendor Name)

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me this ____ day of _____, 20____, by _____ as _____ of _____ (Name of person whose signature is being notarized) (Title)

_____ known to me to be the person described herein, or who produced _____ (Name of Corporation/Company) _____ as identification, and who did/did not take an oath. (Type of Identification)

NOTARY PUBLIC: _____ My commission expires: _____ (Signature) _____ (Print Name)



Attachment E - Litigation History

<p>RFP#: _____</p> <p>MATERIAL CASE SYNOPSIS</p>	<p><input type="checkbox"/> Vendor : _____</p> <p><input type="checkbox"/> Vendor's Parent Company: _____</p> <p><input type="checkbox"/> Vendor's Subsidiary Company: _____</p> <p><input type="checkbox"/> Vendor's Predecessor Organization: _____</p>
<p>Party</p>	<p>Plaintiff <input type="checkbox"/> Defendant <input type="checkbox"/></p>
<p>Case Name</p>	<p>_____</p>
<p>Case Number</p>	<p>_____</p>
<p>Date Filed</p>	<p>_____</p>
<p>Name of Court or other tribunal</p>	<p>_____</p>
<p>Type of Case</p>	<p>Civil <input type="checkbox"/> Administrative/Regulatory <input type="checkbox"/></p> <p>Criminal <input type="checkbox"/> Bankruptcy <input type="checkbox"/></p>
<p>Claim or Cause of Action and Brief description of each Count</p>	<p>_____</p>
<p>Brief description of the Subject Matter and Project Involved</p>	<p>_____</p>
<p>Disposition of Case</p> <p>(Attach copy of any applicable Judgment, Settlement Agreement and Satisfaction of Judgment.)</p>	<p>Pending <input type="checkbox"/> Settled <input type="checkbox"/> Dismissed <input type="checkbox"/></p> <p>Judgment Vendor's Favor <input type="checkbox"/></p> <p>Judgment Against Vendor <input type="checkbox"/></p> <p>If Judgment Against, is Judgment Satisfied? Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Opposing Counsel</p>	<p>Name: _____</p> <p>Email: _____</p> <p>Phone number: _____</p>

NAME OF COMPANY: _____



Attachment F - Insurance Requirements

Insurance Requirements for Self-Serve Baggage Carts

The following coverage is deemed the minimum insurance required for this project. The selected firm must be prepared to provide proof of insurance commensurate with or in excess of this requirement. Any deviation is subject to the approval of Risk Management.

TYPE OF INSURANCE	MINIMUM LIABILITY LIMITS		
		Each Occurrence	Aggregate
COMMERCIAL GENERAL LIABILITY Broad form or equivalent <i>With no exclusions or limitations for:</i> <input checked="" type="checkbox"/> Premises-Operations <input checked="" type="checkbox"/> Explosion, Collapse, Underground Hazards <input checked="" type="checkbox"/> Products/Completed Operations <input checked="" type="checkbox"/> Contractual Insurance <input checked="" type="checkbox"/> Independent Contractors <input checked="" type="checkbox"/> Personal Injury <input type="checkbox"/> Other: Property Damage Mobile Objects	Bodily Injury		
	Property Damage		
	Combined single limit Bodily Injury & Property Damage	\$ 1 mil	\$1 mil
	Personal Injury		
BUSINESS AUTO LIABILITY* COMPREHENSIVE FORM <input checked="" type="checkbox"/> Owned <input checked="" type="checkbox"/> Hired <input checked="" type="checkbox"/> Non-owned <input checked="" type="checkbox"/> Scheduled <input checked="" type="checkbox"/> Any Auto	Bodily Injury (each person)		
	Bodily Injury (each accident)		
	Property Damage		
	Combined single limit Bodily Injury & Property Damage	\$300 k non airside \$5 mil airside	
EXCESS/UMBRELLA LIABILITY <i>May be used to supplement minimum liability coverage requirements.</i>	Follow form basis or Add'l insd endorsement is required	\$1 mill	
<input checked="" type="checkbox"/> WORKERS' COMPENSATION <input checked="" type="checkbox"/> EMPLOYERS' LIABILITY	Chapter 440 FS	STATUTORY	U.S. Longshoremen & Harbor Workers' Act & Jones Act is required for any activities on or about navigable water
	(each accident)	\$ 500 k	
<input type="checkbox"/> POLLUTION LIABILITY OR ENVIRONMENTAL IMPAIRMENT LIABILITY WITH CLEAN-UP COSTS	(each accident)		
	Extended coverage period		
<input type="checkbox"/> BUILDER'S RISK (PROPERTY) "ALL RISK" WITH WIND AND FLOOD Coverage must remain in force until written final acceptance by County.	Maximum Deductible: \$10 k		Completed Value form
	DED for WIND or WIND & FLOOD not to exceed 5% of completed value		
	CONTRACTOR IS RESPONSIBLE FOR DEDUCTIBLE		
<input type="checkbox"/> Installation floater "Recommended" Coverage must be "All Risk", completed value. Coverage must remain in force until written final acceptance by County.	Maximum Deductible:	\$10 k	Completed Value form
	CONTRACTOR IS RESPONSIBLE FOR DEDUCTIBLE		
<small>DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES</small> Broward County is listed as an additional insured on the general liability policy. <small>REFERENCE:</small> In all cases, the insurance coverage shall be available to cover claims regardless of whether a TNC Driver maintains insurance adequate to cover any portion of the claim			
CERTIFICATE HOLDER: Broward County 2200 SW 45 th Street, Suite 101 Dania Beach, FL33312 Attn: business			

Revised 2013

Digitally signed by Tracy Meyer
 DN: cn=Tracy Meyer, o=bcad, ou=risk, email=tmeyer@broward.org, c=US
 Date: 2015.03.09 12:30:39 -04'00'

Tracy Meyer

Risk Management Division



Attachment G - Cone of Silence Certification

The undersigned vendor hereby certifies that:

1. _____ the vendor has read Broward County's Cone of Silence Ordinance, Section 1-266, Article xiii, Chapter 1 as revised of the Broward County Code; and
2. _____ the vendor understands that the Cone of Silence for this competitive solicitation shall be in effect beginning upon the appointment of the Evaluation Committee (for Requests for Proposals - RFPs) or Selection Committee (for Request for Letters of Interest - RLIs) for communication regarding this RFP/RLI with the County Administrator, Deputy and Assistants to the County Administrator and their respective support staff or any person, including Evaluation or Selection Committee members, appointed to evaluate or recommend selection in this RFP/RLI process. For Communication with County Commissioners and Commission staff, the Cone of Silence allows communication until the initial Evaluation or Selection Committee Meeting.
3. _____ the vendor agrees to comply with the requirements of the Cone of Silence Ordinance.

(Vendor Signature)

(Print Vendor Name)

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me this ____ day of _____, 20____, by

_____ as _____ of
(Name of person whose signature is being notarized) (Title)

_____ known to me to be the person described herein, or who produced
(Name of Corporation/Company)

_____ as identification, and who did/did not take an oath.
(Type of Identification)

NOTARY PUBLIC:

(Signature)

(Print Name)

My commission expires: _____



Attachment H - Drug Free Workplace Policy Certification

THE UNDERSIGNED VENDOR HEREBY CERTIFIES THAT:

1. THE VENDOR HAS A DRUG FREE WORKPLACE POLICY AS IDENTIFIED IN THE COMPANY POLICY ATTACHED TO THIS CERTIFICATION.

AND/OR

2. THE VENDOR HAS A DRUG FREE WORKPLACE POLICY THAT IS IN COMPLIANCE WITH SECTION 287.087 OF THE FLORIDA STATUTES.

AND/OR

3. THE VENDOR HAS A DRUG FREE WORKPLACE POLICY THAT IS IN COMPLIANCE WITH THE BROWARD COUNTY DRUG FREE WORKPLACE ORDINANCE # 1992-08, AS AMENDED, AND OUTLINED AS FOLLOWS:

- (a) Publishing a statement notifying its employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the offeror's workplace...
(b) Establishing a continuing drug-free awareness program to inform its employees about:
(c) Giving all employees engaged in performance of the contract a copy of the statement required by subparagraph (a);
(d) Notifying all employees, in writing, of the statement required by subparagraph (a), that as a condition of employment on a covered contract, the employee shall:
(e) Notifying Broward County government in writing within 10 calendar days after receiving notice under subdivision (d) (ii) above, from an employee or otherwise receiving actual notice of such conviction.
(f) Within 30 calendar days after receiving notice under subparagraph (d) of a conviction, taking one of the following actions with respect to an employee who is convicted of a drug abuse violation occurring in the workplace:
(g) Making a good faith effort to maintain a drug-free workplace program through implementation of subparagraphs (a) through (f).

OR

4. THE VENDOR DOES NOT CURRENTLY HAVE A DRUG FREE WORKPLACE POLICY BUT IS WILLING TO COMPLY WITH THE REQUIREMENTS AS SPECIFIED IN NO. 3

(VENDOR SIGNATURE)

(PRINT VENDOR NAME)

STATE OF

COUNTY OF

The foregoing instrument was acknowledged before me this day of , 20, by

as of (Name of person whose signature is being notarized) (Title)

known to me to be the person described herein, or who produced (Name of Corporation/Company)

as identification, and who did/did not take an oath. (Type of Identification)

NOTARY PUBLIC:

(Signature)

(Print Name)

My commission expires:



Attachment I - Non-Collusion Statement Form

By signing this offer, the vendor certifies that this offer is made independently and free from collusion. Vendor shall disclose below, to their best knowledge, any Broward County officer or employee, or any relative of any such officer or employee as defined in Section 112.3135 (1) (c), Fla. Stat. (1989), who is an officer or director of, or has a material interest in, the vendor's business, who is in a position to influence this procurement. Any Broward County officer or employee who has any input into the writing of specifications or requirements, solicitation of offers, decision to award, evaluation of offers, or any other activity pertinent to this procurement is presumed, for purposes hereof, to be in a position to influence this procurement. For purposes hereof, a person has a material interest if they directly or indirectly own more than 5 percent of the total assets or capital stock of any business entity, or if they otherwise stand to personally gain if the contract is awarded to this vendor.

Failure of a vendor to disclose any relationship described herein shall be reason for debarment in accordance with the provisions of the Broward County Procurement Code.

NAME

RELATIONSHIP

(Vendor Signature)

(Print Vendor Name)

In the event the vendor does not indicate any names, the County shall interpret this to mean that the vendor has indicated that no such relationships exist.

(Form is to be signed even if no names are listed)



Attachment J - Scrutinized Companies List Certification

This certification form should be completed and submitted with your proposal but must be completed and submitted prior to award.

The Vendor, by virtue of the signature below, certifies that:

- a. The Vendor, owners, or principals are aware of the requirements of Section 287.135, Florida Statutes, regarding Companies on the Scrutinized Companies with Activities in Sudan List or on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List; and
b. The Vendor, owners, or principals, are eligible to participate in this solicitation and not listed on either the Scrutinized Companies with Activities in Sudan List or on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List; and
c. If awarded the Contract, the Vendor, owners, or principals will immediately notify the COUNTY in writing if any of its principals are placed on the Scrutinized Companies with Activities in Sudan List or on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List.

(Authorized Signature)

(Print Name and Title)

(Name of Firm)

STATE OF COUNTY OF

The foregoing instrument was acknowledged before me this day of 20, by (name of person whose signature is being notarized) as (title) of (name of corporation/entity), known to me to be the person described herein, or who produced (type of identification) as identification, and who did/did not take an oath.

NOTARY PUBLIC:

(Signature)

State of at Large (SEAL)

(Print name)

My commission expires:

RFP #20150428-0-AV-01
Self Service Luggage Cart Concession
Fort Lauderdale-Hollywood International Airport

Attachment K – Commitment Statement

COMMITMENT STATEMENT FORM
THIS FORM MUST BE SUBMITTED WITH RESPONDENT'S RESPONSE
TO THE RFP #20150428-0-AV-01
(Company Letterhead)

COMMITMENT STATEMENT

I, _____(Name), _____ (Title and Company Name), am authorized on behalf of _____ (Respondent) to execute this Commitment Statement. In the event, _____ (Company/Respondent) is selected and awarded the Self-Service Baggage Cart Concession at the Fort Lauderdale-Hollywood International Airport (Agreement), it commits to comply with the following provisions set forth in the responsive criteria requirements of the RFP.

1. Respondent shall demonstrate to the County what measures it will take to ensure that Respondent will be able to provide uninterrupted concession services at the Airport during its contract term. Such measures shall include, but are not limited to, a commitment to enter into a labor peace agreement with a labor organization upon or before the effective date of its agreement with the County, which labor peace agreement prohibits the labor organization or its members from picketing, work stoppages, boycotts, or other economic interference with the business of the Respondent at the Airport. Respondent shall also demonstrate the measures it will take to provide uninterrupted concession service during inclement weather or in the event of flight delays. Compliance with this provision shall be considered a matter of responsiveness.

2. Respondent shall represent to the County that if it is awarded a contract with the County it will comply with the following worker retention requirement, which shall become a term of its contract with the County: The vendor shall offer continued employment to the employees of the immediately preceding concessionaire for a period of forty-five (45) days, unless the vendor determines and demonstrates to the County that such employees are unnecessary for the vendor's provision of concession services, or that such employees do not have the experience required for the vendor's provision of concession services. Employees retained may be terminated for cause within the forty-five (45) day period. However, this worker retention requirement shall not apply to employees who are exempt from overtime compensation requirements of the federal Fair Labor Standards Act. Nothing in this provision obligates a vendor to continue the employment of any individual beyond such forty-five (45) day period. Compliance with this provision shall be considered a matter of responsiveness.

Name of Company

By: _____ Dated:
Authorized Agent or Officer of Respondent

Print Name & Title

Telephone Number/Fax Number



Attachment L - Terminal Enplanements

<u>Terminal/Concourse</u>	<u>Year</u>	<u>Enplaned</u>	<u>Deplaned</u>	<u>Total</u>
Terminal 1/Concourse B	2010	1,868,003	1,854,089	3,722,092
Terminal 1/Concourse C	2010	1,015,238	1,027,237	2,042,475
Terminal 2/Concourse D	2010	1,876,976	1,898,398	3,775,374
Terminal 3/Concourse E	2010	1,567,725	1,562,150	3,129,875
Terminal 3/Concourse F	2010	2,265,411	2,247,249	4,512,660
Terminal 4/Concourse H	2010	2,575,370	2,611,032	5,186,402
J - Commuter	2010	21,330	22,419	21,330
Terminal 1/Concourse B	2011	2,011,172	1,985,465	3,996,637
Terminal 1/Concourse C	2011	1,618,328	1,621,687	3,240,015
Terminal 2/Concourse D	2011	1,810,514	1,803,206	3,613,720
Terminal 3/Concourse E	2011	983,388	989,562	983,388
Terminal 3/Concourse F	2011	2,595,053	2,578,267	5,173,320
Terminal 4/Concourse H	2011	2,626,141	2,685,060	5,311,201
J - Commuter	2011	19,624	22,368	19,624
Terminal 1/Concourse B	2012	1,955,671	1,938,319	3,893,990
Terminal 1/Concourse C	2012	1,736,704	1,744,828	3,481,532
Terminal 2/Concourse D	2012	1,817,590	1,829,430	3,647,020
Terminal 3/Concourse E	2012	1,606,300	1,592,712	3,199,012
Terminal 3/Concourse F	2012	2,229,273	2,245,201	4,474,474
Terminal 4/Concourse H	2012	2,393,519	2,421,746	4,815,265
J - Commuter	2012	28,244	29,566	28,244
Terminal 1/Concourse B	2013	1,795,018	1,796,557	3,591,575
Terminal 1/Concourse C	2013	1,885,172	1,877,445	3,762,617
Terminal 2/Concourse D	2013	1,752,117	1,758,852	3,510,969
Terminal 3/Concourse E	2013	1,708,371	1,704,152	3,412,523
Terminal 3/Concourse F	2013	2,247,021	2,268,351	4,515,372
Terminal 4/Concourse H	2013	2,352,138	2,383,790	4,735,928
J - Commuter	2013	14,943	15,852	14,943
Terminal 1/Concourse B	2014	2,199,595	2,174,849	4,374,444
Terminal 1/Concourse C	2014	1,362,544	1,370,357	2,732,901
Terminal 2/Concourse D	2014	1,890,169	1,884,190	3,774,359
Terminal 3/Concourse E	2014	1,715,540	1,716,073	3,431,613
Terminal 3/Concourse F	2014	2,593,547	2,599,824	5,193,371
Terminal 4/Concourse H	2014	2,553,552	2,562,429	5,115,981
J - Commuter	2014	12,203	13,434	25,637