



Addendum #: 1

Request for Proposals: 19-10 – Tour Point of Sale & Info Service Kiosks

Date: May 7, 2019

To All Potential Bidders: This addendum is issued to modify the previously issued bid documents and/or is given for informational purposes and is hereby made a part of the bid documents. Please attach this addendum to the documents in your possession.

1. The RFP's Evaluation Criteria, section 6.0, says that five points may be given to a proposer who maintains a local office within Miami-Dade County. Can you please provide more details of how this will operate?

Answer: Section 6.0 Evaluation Criteria states that the MPA will award a contract to a responsive and responsible proposer that meets or exceeds the qualification requirements. The evaluation process allows a total of 100 possible points by assessing:

- a. Pricing (45 Points)
- b. Experience (30 Points)
- c. Operational Plan (10 Points)
- d. Marketing Plan (10 Points)
- e. Local Office (5 Points)

Therefore, the evaluation of proposals received in this RFP process will include a five-point evaluation criterion in favor of proposers who maintain a local office within the City of Miami, as defined in Sec. 18-73 of the City of Miami Procurement Code, which states:

"Local office means a business within the city of which meets all of the following criteria:

- (1) *Has had a staffed and fixed office or distribution point, operating with a permanent structure with a verifiable street address that is located within the corporate limits of the city, for a minimum of twelve (12) months immediately preceding the date bids or proposals were received from the purchase or contract at issue; for purposes of this section, "staffed" shall mean verifiable, full-time, on-site employment at the local office for a minimum of forty (40) hours per calendar week, whether as a duly authorized employee, officer, principal or owner of the local business; a post office box shall not be sufficient to constitute a local office within the city;*

- (2) *If the business is located in the permanent structure pursuant to a lease, such lease must be in writing, for a term of no less than twelve (12) months, been in effect for no less than the twelve (12) months immediately preceding the date bids or proposals were received, and be available for review and approval by the chief procurement officer or its designee; for recently-executed leases that have been in effect for any period less than the twelve (12) months immediately preceding the date bids or proposals were received, a prior fully-executed lease within the corporate limits of the city that documents, in writing, continuous business residence within the corporate limits of the city for a term of no less than the twelve (12) months immediately preceding the date bids or proposals were received shall be acceptable to satisfy the requirements of this section, and shall be available for review and approval by the chief procurement officer or its designee; further requiring that historical, cleared rent checks or other rent payment documentation in writing that documents local office tenancy shall be available for review and approval by the chief procurement officer or its designee;*
- (3) *Has had, for a minimum of twelve (12) months immediately preceding the date bids or proposals were received for the purchase or contract at issue, a current business tax receipt issued by both the city and Miami-Dade County, if applicable; and*
- (4) *Has had, for a minimum of twelve (12) months immediately preceding the date bids or proposals were received for the purchase or contract at issue, any license or certificate of competency and certificate of use required by either the city or Miami-Dade County that authorizes the performance of said business operations; and*
- (5) *Has certified in writing its compliance with the foregoing at the time of submitting its bid or proposal to be eligible for consideration under this section; provided, however that the burden of proof to provide all supporting documentation in support of this local office certification is borne by the business applicant submitting a bid or proposal.”*

2. If more than one proposer has the office in Miami-Dade County, will this criteria of an additional five percent apply to all?

Answer: Yes, providing that the local office meets the criteria as defined in Section 18-73 of the City of Miami Procurement Code, which is outlined above.

3. Does the Local Office criteria need to be specifically requested?

Answer: All proposers who wish to qualify for the Local Office (5 Points) must include documentation demonstrating that the local office meets the criteria as defined in Section 18-73 of the City of Miami Procurement Code, which is outlined above.

4. Please confirm whether separate letters are required in addition to completion of the reference form in Section 9.

Answer: Yes. Per Section 5.0 Minimum Requirements, paragraph 4), “Proposer must submit with Proposal, references from three (3) clients, attesting the Proposer

successfully provided Services within the past three (3) years...” Therefore, written attestation, in the form of letters of recommendation, are required.

5. As per Section 8.2, 1., the cover form shall be submitted as part of the solicitation. The Form must be completely and neatly filled-in. Is there a pre-set form that you will provide that needs to be completed or is the expectation that we create the cover page and include all required information?

Answer: Proposers should create their own cover pages.

6. The RFP requires bidders to subscribe to DemandStar in order to receive future notifications regarding this RFP. Please provide step by step instructions on registration to ensure that we receive updates or confirm that we will receive ALL updates directly from you, and do not need to rely on DemandStar.

Answer: MPA will attempt to provide updates regarding this RFP to prospective proposers who attended the Mandatory Site Visit as evidenced by the Sign-In Sheet. However, MPA has contracted with DemandStar to maintain its vendor list in an automated fashion. Bidders are required to subscribe to this software service. To do so, navigate through the DemandStar.com website. If additional support is needed, the DemandStar website lists the Business Support email address as support@demandstar.com, and a telephone number of (206) 940-0305.

7. The RFP provides a link in section 2.11 to the City of Miami Procurement Department in order to find additional information on Living Wage or a copy of the Ordinance. The link directs to an “Error 404 – Page not Found”. Please update and provide the link that will provide additional information along with a copy of the Ordinance.

Answer: Attached is the full text of the Miami, FL Code of Ordinances, Sec. 18-577. – Living wage

8. Section 2.21 requests that successful proposer submit Gross Receipts for informational purposes only. With those Receipts be confidential or do they become public record?

Answer: The Miami Parking Authority is a public entity and therefore, all documents are available to the public if requested via a public records request.

9. Section 4.5 (No. 6) addresses Gross Receipts and refers to section 2.22 for details, however we cannot find section 2.22; Kindly advise.

Answer: See RFP Section 2.21 **GROSS RECEIPTS**

10. Section 4.3 states that only one kiosk, booth and type of tour service be permitted per section. Can you please define "Tour Service?"

Answer: For purposes of this RFP, Tour Point of Sale and Information Service Kiosks Concessions are intended to distribute information to the public regarding trips, excursions, sightseeing and visits.

11. At the mandatory site inspection on April 30th, 2019, you provided verbal instructions regarding Section 7.0 "Price Schedule." Can you please put the supplemental verbal information you provided in writing?

Answer: The Price Schedule on Page 26 of 48 is self-explanatory. If Proposers wish to propose multiple types of tours, additional copies of the Price Schedule will be accepted for varying use-types. As explained in RFP section 4.2 Introduction, Proposers may submit proposals for one, two, three, or four of the sites. If multiple tour operators, and/or varying types of tour operators submit proposals for any combination of the four available sites, MPA will select and determine the appropriate service provider for the appropriate available site.

12. In section 7.0 "Price Schedule," are we required to specify which tour service ticket we will be selling?

Answer: Yes, in the column labeled Tour Service Type.

13. How many booths or kiosks will be in each section?

Answer: Please see RFP section 4.3 Site Description, which states "...Proposer may, but is not required to, propose tour point of sale operations for all four Sections, or for a single Section, or for any combination of the four available Sections. However, only one kiosk, booth, and type of tour service will be permitted per Section."