



PORTMIAMI | PERMITS SECTION
1001 North America Way, Suite 115, Miami, FL 33132
(305) 347-4964 Main | (305) 347-4820 Fax

STEVEDORING BUSINESS PERMIT APPLICATION

Permit & Applicable Fees

New Companies Application Permit Fee: \$6,150.00 (Includes \$350.00 Non-refundable Processing Fee)
Annual Renewal Fee: \$5,800.00

Permit renewals not received by the expiration date shall be cancelled, and the initial processing fee (\$350.00) plus annual permit fee (\$5,800.00) shall be required for reinstatement.

Permit fees shall be applied on an annual basis commencing on the date of issuance.

Permit Mailing Address & Hours of Operations

Permit applications must be mailed or delivered to the following address:

PortMiami, Permits Section
Attn: Susel Ferrer
Business Permit Supervisor
1001 North America Way, Suite 115
Miami, FL 33132

Submission Deadline: Friday, December 7, 2018 by 5:00 PM EST

Questions and Assistance

For questions or assistance regarding business permits, please contact Susel Ferrer at (305) 347-4964 or via email at ferrers@miamidade.gov. You may also visit us in person from Monday through Friday, 8:00 AM to 5:00 PM.

SECTION 1: GENERAL TERMS & CONDITIONS

INTRODUCTION

PortMiami, among America's busiest ports, is recognized throughout the world as the Cruise Capital of the World and the Cargo Gateway of the Americas. PortMiami contributes more than \$41.4 billion annually to Miami-Dade County and generates 324,352 direct, indirect, and induced jobs. In 2019, the Port estimates over 1 million TEUs (twenty-foot equivalent units) of cargo, as well as over 6 million cruise passengers. To service the stevedoring needs of the Port's cruise and cargo line partners, eight (8) annual PortMiami stevedoring permits were approved for 2018. For 2019, the Port is inviting qualified stevedores interested in performing cruise and/or cargo stevedoring services at PortMiami to submit completed applications meeting the requirements of this solicitation by the deadline set forth below.

The number of PortMiami stevedore permits to be issued in 2019 will be determined by the Port Director based upon an annual assessment of need. In undertaking this assessment, the Port Director will determine the appropriate number of stevedoring permits to best promote efficient, safe and productive Port operations and utilization of the Port's limited land and facilities, to ensure the stevedoring needs of Port customers continue to be met, to promote a healthy, safe, and competitive stevedoring industry at PortMiami, and to avoid unnecessary congestion and unneeded duplication of existing services.

Based on the results of survey information elicited from Port cruise and cargo line customers, as well as observation of Port conditions, space limitations, operations, throughput volumes, and industry trends, the Port Director will determine how many 2019 Port stevedoring permits will be granted. If the number of applications received from qualified and responsive applicants exceeds the number of permits to be issued, permits will only be awarded to the best qualified and highest ranked responsive and responsible applicants evaluated in accordance with the selection criteria set forth below, up to the number of needed permit holders as determined by the Port Director.

ANTICIPATED SCHEDULE

Permit Applications Due Date: **Friday, December 7, 2018**
Anticipated Permit Issue Date: **January, 2019**

SECTION 2: SCOPE OF SERVICES

No person shall act as a stevedore within PortMiami without first having obtained a stevedore permit from the Director. The application for a stevedoring permit for PortMiami shall be made by a person, including a corporation or partnership, and shall be submitted under oath to the Director. The Port Director shall not consider an application for a stevedore permit unless the applicant has a stevedore license or employs a natural person so licensed.

The Port Director shall examine the qualifications of the applicants and shall issue the permit only if the criteria established in Section 28A-6 are met. No person shall employ a stevedore to perform stevedoring services within PortMiami unless such stevedore has a stevedoring permit and either has a stevedore license or employs a natural person so licensed.

- (a) Each application for a County stevedore license or PortMiami stevedore permit shall be filed together with a personal character form furnished by the County Manager or the Port Director and completed and sworn to by the applicant. If the person applying for a stevedore permit is a corporation or other non-natural person, the personal character form shall be



completed by the chief executive officer of the entity on behalf of the entity.

- (b) The applications for the County stevedoring license and PortMiami stevedore permit shall require the applicant to report in writing any affiliation, as an employee, partner, associate, officer, trustee, director or owner of greater than a twenty (20) percent share (directly or indirectly) of any person, corporation, partnership, joint venture, association, firm, business trust, syndicate, municipal or other governmental body which may directly or indirectly be involved with the shipment or handling of freight. If so affiliated, the application must be accompanied by a written list of such affiliations and the names and addresses of persons or members of any such corporation, partnership, joint venture, association, firm, business trust, or syndicate. The name and address of each person holding a controlling financial interest in the corporation, partnership, joint venture, association, firm, business trust, or syndicate, according to the definition of "controlling financial interest" contained in Section 2-11.1(b)(8), Code of Metropolitan Miami-Dade County, shall be provided by the applicant.
- (c) All stevedore permit holders shall keep all ownership and controlling interest information current over the course of the stevedore permit. A stevedore permit holder shall notify the Port Director in writing, with a copy to the County Manager, of any change in the identity of persons holding a "controlling financial interest" in the permit holder contemporaneously with the occurrence of such change, and state in its notice whether the underlying transaction was approved by the Committee on Foreign Investment in the United States ("CFIUS") pursuant to 50 U.S.C. App. SS2170, if applicable, and if so, the date of such approval. The Port Director shall have the authority to request that a background investigation of such persons be performed by the Miami-Dade Police Department.

SELECTION CRITERIA

The Port Director shall grant stevedoring permits only to responsive and responsible applicants that meet the requirements of this solicitation and the County Code, and only in numbers up to the cap determined by the Port Director's needs assessment. Should the number of responsive and responsible permit applicants in a given year exceed the number of needed stevedore service providers (as determined by the Port Director), the Director, or his designee(s), shall qualitatively evaluate and rank the pool of applicants based on the following competitive selection criteria:

- (a) Applicant's qualifications, experience, certifications, equipment and other demonstrations of applicant's ability to service the cargo and/or cruise stevedoring needs of lines calling PortMiami;
- (b) Applicant's work-related safety record over the last five (5) years, including, without limitation, the frequency or severity, or both, of work-related accidents, injuries, or deaths; and/or citations, judgments, consent decrees, notices of violation or rulings issued by OSHA and/or other regulatory agencies;
- (c) Applicant's ability and facilities to properly store, maintain, and repair required stevedoring equipment;
- (d) Applicant's demonstrated stevedoring business at PortMiami as indicated by prior year's stevedore business volumes at PortMiami or presentment of documentation evidencing stevedoring commitments from PortMiami cruise and/or cargo line customers;
- (e) Suitability or compatibility of applicant's operations and business to PortMiami's infrastructure and facilities, including, without limitation, the physical ability of the Port, its infrastructure and facilities to efficiently and safely handle the vessel(s), passengers, freight, and/or stevedoring services, facilities and equipment proposed by the applicant;





- (f) Financial strength of applicant, including, without limitation, the applicant's ability to secure required insurance, indemnity and performance bonds, as well as needed stevedoring equipment;
- (g) Applicant's demonstration of employing, or having access to, properly qualified and experienced longshoremen in sufficient numbers to meet operational needs in a safe and efficient manner;
- (h) Whether the granting or denial of the sought permit will adversely impact efficient cargo terminal operations or other operations at PortMiami;
- (i) Special demands upon or savings to the County; and
- (j) Any other criteria listed in Section 28A-6 of the code of Miami-Dade County.

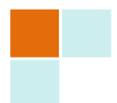
SEAPORT SECURITY

Permit Applicants shall comply with all Seaport security requirements, including requirements relating to inspection of vehicles entering and leaving secure areas of the Port, personnel identification badge requirements, and other security requirements set forth in Chapter 28-A of the Miami-Dade County Code.

SECTION 3: RESPONSE REQUIREMENTS

REQUIREMENTS

- (a) In response to this permit application, the Applicant should return the entire completed Permit Application Package (enclosed). Applicants should carefully follow the format and instructions outlined therein. All documents and information must be fully completed and signed as required. The application shall be written in sufficient detail to permit the County to conduct a meaningful evaluation and supplemental pages and/or information shall be provided where specified or required.
- (b) All permit applications received and time stamped by PortMiami prior to the permit application submittal deadline shall be accepted as timely submitted. The circumstances surrounding all applications received and time stamped by PortMiami after the permit application submittal deadline will be evaluated by the Application Review Staff to determine whether the permit application may be accepted as timely. Permit Applications will be opened promptly at the time and date specified.
- (c) The responsibility for submitting a permit application on or before the stated time and date relies solely and strictly on the Applicant. PortMiami is not responsible for delays caused by mail delivery or caused by any other occurrence. All expenses involved with the preparation and submission of applications to the County, or any work performed in connection therewith, shall be borne by the Applicant(s).
- (d) Applicant, or a principal or employee thereof, must be a County stevedoring license holder.
- (e) Identify the principal or employee that is, or will serve as, the applicant's County Stevedoring License holder and attach a copy of the County Stevedoring License from prior year or demonstrate that license is being applied for concurrently herewith. Explain the relationship between the license holder and the applicant.



- (f) All stevedores are required to furnish certificates of insurance demonstrating compliance with the minimum insurance requirements set forth in Section 5 below.

SECTION 4: EVALUATION PROCESS

REVIEWAL PROCESS

Each permit application will be reviewed to determine if the application is responsive to the submission requirements outlined in this Instruction to Applicants. A responsive permit application is one which follows the requirements of this Instruction to Applicants, includes all required documentation, is submitted in the format outlined in this Instruction to Applicants, is of timely submission, and has the appropriate signatures as required on each document. Failure to comply with these requirements may result in the permit application being deemed non-responsive.

RIGHT TO ADMINISTRATIVE APPEAL PER COUNTY CODE SECTION 28A-7

Unsuccessful applicants may seek to appeal the decision of the Port Director in accordance with the requirements of County Code section 28A-7.

SECTION 5: INSURANCE REQUIREMENTS

All companies performing stevedoring activities at PortMiami are required to provide Certificate of Liability insurance as stipulated below:

- (a) General Liability, including Stevedores Legal Liability on a comprehensive basis including Bodily Injury, Property Damage and in an amount not less than \$5,000,000 Combined Single Limit per occurrence.
- (b) Miami-Dade County and PortMiami Crane Management must be shown as Certificate Holder and Additional Insured with respect to this coverage.
- (c) Automobile Liability Insurance covering all owned, non-owned and hired vehicles used in connection with the work, in an amount not less than \$300,000 Combined Single Limit per occurrence for bodily injury and property damage.
- (d) Worker's Compensation Insurance as required by Florida Statute 440 including coverage required under the U.S. Longshoremen and Harbor Workers' Act.

SECTION 6: ADDITIONAL REQUIREMENTS

Enclosed: Stevedoring Permit Questionnaire

