

ISSUING DEPARTMENT INPUT DOCUMENT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New
 OTR
 Sole Source
 Bid Waiver
 Emergency
 Previous Contract/Project No. _____
 Contract _____
 Re-Bid
 Other _____
 LIVING WAGE APPLIES: YES NO

Requisition No./Project No.: FB-01293
 TERM OF CONTRACT 5 YEAR(S) WITH _____ YEAR(S) OTR

Requisition /Project Title: Vehicle Rental Services

Description: Vehicle Rental Services (cars, trucks, vans, etc.)

Issuing Department: ISD
 Contact Person: Katherine Sosa
 Phone: 305-375-2851
 Estimate Cost/Value: \$28,314,600
 GENERAL FEDERAL OTHER
 Funding Source: _____ _____ Mixed

ANALYSIS

Commodity Codes:	<u>975-14</u>	_____	_____	_____	_____
Contract/Project History of previous purchases three (3) years Check here <input type="checkbox"/> if this is a new contract/purchase with no previous history.					
	<u>EXISTING</u>	<u>2ND YEAR</u>	<u>3RD YEAR</u>		
Contractor:	<u>Royal Rent a Car ; Enterpr</u>	_____	_____		
Small Business Enterprise:	_____	_____	_____		
Contract Value:	<u>\$28,314,600</u>	_____	_____		
Comments:	<u>None are SBE, one is local</u>				
Continued on another page (s): <input type="checkbox"/> YES <input type="checkbox"/> NO					

RECOMMENDATIONS

	Set-Aside	Subcontractor Goal	Bid Preference	Selection Factor
SBE	_____	_____	_____	_____

Basis of Recommendation:

Signed: _____ Date sent to SBD: _____

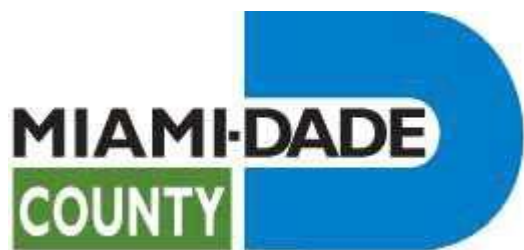
	Date returned to SPD:	
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Rev. 072518

Solicitation FB-01293

Vehicle Rental Services

Solicitation Designation: Public



Miami-Dade County

Solicitation FB-01293 Vehicle Rental Services

Solicitation Number FB-01293
 Solicitation Title Vehicle Rental Services

Solicitation Start Date Sep 19, 2019 4:51:48 PM EDT
 Solicitation End Date Oct 4, 2019 6:00:00 PM EDT
 Question & Answer
 End Date Sep 27, 2019 3:00:00 PM EDT

Solicitation Contact Debra S. Butler
 Procurement Contracting Officer 1
 ISD - Procurement Management Services
 305-375-5663
 Debra.Butler@miamidade.gov

Solicitation Contact Vanessa Stroman
 Procurement Contracting Manager
 ISD - Procurement Management Services
 305-375-4263
 Vanessa.Stroman@miamidade.gov

Contract Duration

See Bid Documents Contract Renewal

See Bid Documents

Prices Good for See Bid Documents

Solicitation Comments

**** See Bid Documents ****

Item Response Form

Item FB-01293--01-01 - see bid documents

Quantity each

Unit Price

Delivery Location Miami-Dade County

No Location Specified

Qty 1

Description

see bid documents



MIAMI-DADE COUNTY, FLORIDA

I N V I T A T I O N T O B I D
(I T B)

GENERAL TERMS AND CONDITIONS:

All General Terms and Conditions of Miami-Dade County Procurement Contracts are posted online. Bidders that receive an award from Miami-Dade County through Miami-Dade County's competitive procurement process must anticipate the inclusion of these requirements in the resultant contract. These general terms and conditions are considered non-negotiable. The general terms and conditions include important instructions and requirements that affect all bids. By submitting a bid for a Miami-Dade County solicitation a bidder attests to its understanding of these General Terms and Conditions.

All applicable terms and conditions pertaining to this solicitation and resultant contract(s) may be viewed online at the Miami-Dade County, Strategic Procurement Division's webpage by clicking on the below link:

<http://www.miamidade.gov/procurement/library/boilerplate/general-terms-and-conditions-r19-1.pdf>

NOTICE TO ALL BIDDERS:

Bids are to be submitted electronically through a secure mailbox at BidSync (www.bidsync.com) until the date and time indicated in the BidSync Solicitation End Date published in BidSync and in this solicitation document. It is the sole responsibility of the Bidder to ensure that its bid is in BidSync before the solicitation deadline. There is no cost to the Bidder to submit a bid for a Miami-Dade County solicitation via BidSync. Electronic submissions may require the uploading of electronic attachments. The submission of attachments containing embedded documents or proprietary file extensions is prohibited. All documents should be attached as separate files.

For information concerning this solicitation, use the question/answer feature provided within the solicitation by BidSync, at www.bidsync.com. Questions of a material nature must be received prior to the date and time of the BidSync Solicitation Question & Answer End Date specified in the solicitation. Material changes, if any, to the solicitation will be made only by written addendum (see Addendum Section of BidSync site).

Bidders must allow sufficient time to complete online forms and upload all bid documents. All information and documents must be fully entered, uploaded, acknowledged ("Confirm") and recorded into BidSync before the date and time of the BidSync Solicitation End Date, or the system will stop the process and the submission will be considered late and will not be accepted.

No part of a bid can be submitted via hardcopy, email, or fax.

SECTION 2
SPECIAL TERMS AND CONDITIONS

2.1 PURPOSE

The purpose of this solicitation is to establish a contract for the purchase of vehicle rental services for Miami-Dade County, as needed, on a daily, weekly, monthly, or bi-annual basis. This contract shall offer a variety of vehicle classes to meet the County's rental needs, from compact cars to full-size vehicles, minivans, SUVs, pickups, passenger and cargo vans.

2.2 TERM OF CONTRACT

This contract shall commence on the first calendar day of the month succeeding approval of the contract by the Board of County Commissioners, or designee, unless otherwise stipulated in the Blanket Purchase Order issued by the Internal Services Department, Strategic Procurement Division. The contract shall expire on the last day of the 60th month.

2.3 METHOD OF AWARD

To ensure availability, award will be made to up to three (3) responsive and responsible bidders; who meet the qualification and bid submittal requirements detailed in Section 2.3, in the aggregate, based on the lowest fixed rental rates per vehicle classification. For evaluation purposes only, the County will calculate pricing as shown in the example below:

$$\text{Daily Rate} + \text{Weekly Rate} + \text{Monthly Rate} + \text{Bi-Annual Rate} = \text{Aggregate}$$

Vehicle Classification	Daily Rate	Weekly Rate	Monthly Rate	Bi-Annual Rate	Aggregate
Economy (ECAR)	\$25.00	\$100.00	\$350.00	\$1800.00	\$2275.00

County staff shall first issue purchase orders to the awarded Bidder with the lowest fixed rate per required vehicle class. If the lowest awarded Bidder is unable to meet the purchase order requirements, staff may then order from the next lowest awarded Bidder offering the same vehicle class required.

2.4 QUALIFICATIONS AND SUBMITTAL REQUIREMENTS

Bidders must provide documentation to confirm they have met the bid qualifications and submittal requirements below to be deemed responsive and responsible; and to be eligible for award recommendation. Failure to meet the minimum qualifications, or bid submittal requirements may cause the Bidder not to be recommended for award. Bidders may be given the opportunity to provide the required documentation during the bid evaluation period, at the County's discretion.

1. Bidder shall be regularly engaged in the business of providing contracted vehicle rental services to government agencies and/or private corporations. To demonstrate this, the Bidder shall provide two (2) business reference letters from current or previous customers who have rented vehicles from the Bidder within the last two (2) years. The reference letters shall be signed on the customer's company letterhead, include the name, title, address, telephone, and email of the person providing the reference. These reference letters shall ascertain to the County's satisfaction that the Bidder has sufficient experience and capacity to provide the vehicle rental services required in this solicitation.
2. Bidder shall provide the contact information of a designated representative to provide the County with information and support concerning rental vehicles. Bidder shall provide the representative's name, title, phone number, and email address.
3. Bidder shall complete the Bid Submittal Form in Section 4, and 4.1.

2.5 PRICES

Pricing shall be firm and fixed for the first two (2) years of the contract. Ninety (90) days prior to the start of year three (3), and each one (1) year period thereafter; the awarded Bidder may submit a formal written request for a pricing adjustment. The request shall include a brief explanation, any relevant supporting documentation, and be sent to the Procurement Contracting Officer via email or US mail. The County will consider each request and evaluate based on the United States Department of Labor, Bureau of Labor Statistics: Producer Price Index (PPI) for Rental and Leasing of

Goods, Passenger Car Rental, available and published at the time of the awarded Bidder's request. The County reserves the right to negotiate and/or reject any price adjustment submitted by the awarded Bidder, and may also request a reduction in pricing based on the downward movement of the applicable index.

2.6 **INSURANCE REQUIREMENTS**

The insurance requirements below replace the requirements in Section 1.22 (A) (3). All other requirements in Section 1.22 remain unchanged.

- A. The Bidder shall furnish to the Internal Services Department, Strategic Procurement Division, Certificate (s) of Insurance which indicate that Insurance coverage has been obtained which meets the requirements as outlined below:
3. Automobile Liability Insurance covering all owned, non-owned and hired vehicles used in connection with the work, in an amount not less than \$1,000,000 combined single limit per occurrence for bodily injury and property damage.

2.7 **ADDITIONAL COUNTY DEPARTMENTS AND/OR ADDITIONAL VEHICLES**

✓ **Availability of Contract to Other County Departments:**

The County may add or remove departments as needed, and at its discretion. Any County department or agency may utilize this contract for vehicle rental services, provided by the awarded Bidder(s) at the contract price(s) established herein.

✓ **Rental of Other Vehicles Not Listed Within This Solicitation:**

While the County has listed its most commonly used vehicle classifications within this solicitation, there may be other vehicle classifications needed during the term of this contract. Under these circumstances, a County representative will contact awarded Bidder(s) to obtain a price quote for the vehicle classification needed, and reserves the right to award to the Bidder offering the lowest rate. These one-off additions will be captured on the contract ROADMAP.

SECTION 3
TECHNICAL REQUIREMENTS AND SPECIFICATIONS

3.1 SCOPE OF WORK

The awarded Bidder shall provide vehicle rental services to Miami-Dade County, to allow its employees to conduct official business on behalf of the County.

3.2 VEHICLE REQUIREMENTS

Vehicles shall be the most recent model available, in new or like-new appearance, in good operating condition, complete with air bags, air conditioning, automatic transmission, power brakes, power locks, power steering, power windows, radio, radial tires, non-smoking, and have less than 35,000 miles. All rental vehicles must meet all Federal, State and Local vehicle safety standards, codes, ordinances, and/or regulations.

3.3 VEHICLE CLASSIFICATIONS PER THE ASSOCIATION OF CAR RENTAL INDUSTRY SYSTEM STANDARDS

(ACRISS): Below is a representative list of the County's most commonly used vehicle classifications for vehicle rental services. If during the term of this contract the County requires an additional vehicle classification; refer to Section 2.6 of the contract.

1. Economy (ECAR)
Make/Model Example: Kia Rio, or similar.
2. Compact (CCAR)
Make/Model Example: Nissan Versa, or similar.
3. Intermediate (ICAR)
Make/Model Example: Toyota Corolla, or similar.
4. Standard (SCAR)
Make/Model Example: Chrysler 200, or similar.
5. Full-Size (FCAR)
Make/Model Example: Nissan Altima, or similar.
6. Standard Convertible (STAR)
Make/Model Examples: Chevrolet Camaro, Ford Mustang, or similar.
7. Premium (PCAR)
Make/Model Example: Chevrolet Impala, or similar.
8. Luxury (LCAR)
Make/Model Example: Lincoln MKZ, or similar.
9. Compact SUV (CFAR)
Make/Model Example: Jeep Renegade, or similar.
10. Intermediate SUV (IFAR)
Make/Model Example: Chevrolet Equinox, or similar.
11. Standard SUV (SFAR)
Make/Model Example: Hyundai Santa Fe, Honda CRV, or similar.
12. Standard SUV 4x4 (SFBR)
Make/Model Example: Jeep Grand Cherokee or similar.
13. Full-Size SUV (FFAR)
Make/Model Examples: Ford Expedition, GMC Yukon, or similar.
14. Full-Size SUV 4x4 (FFBR) with 6 plus seats
Make/Model Examples: GMC Yukon, Jeep Wrangler, or similar.
15. Luxury SUV (LFAR)
Make/Model Example: Cadillac XT5, or similar.

16. Luxury Premium SUV (PLFAR) with 7 plus seats
Make/Model Example: Toyota Pathfinder, Chevrolet Tahoe, Cadillac XT5, or similar.
17. Standard Pick-Up (SPAR)
Make/Model Example: Nissan Frontier, or similar.
18. Standard Extended Cab Pick-Up (SQAR)
Make/Model Example: Nissan Frontier, or similar.
19. Premium Extended Cab Full-Size Pick-Up (PQAR)
Make/Model Examples: Chevrolet Silverado, Ford F150, or similar.
20. Full-Size Pick-Up (FPAR)
Make/Model Examples: Chevrolet Silverado, Ford F150, or similar.
21. Passenger Minivan (MVAR)
Make/Model Examples: Chrysler Town and Country, Dodge Grand Caravan, Kia Sedona, or similar.
22. 12 Passenger Van (SVAR)
Make/Model Example: Chevrolet Express, or similar.
23. 15 Passenger Van (OVAR or PVAR) with 15 plus seats
Make/Model Example: Ford Transit, or similar.
24. Mini Cargo Van (MKAR)
Make/Model Example: Ford Transit Connect, Nissan NV
25. Cargo Van (RKAR)
Make/Model Example: Ford Transit, or similar.

3.4 **ACCEPTANCE**

A County representative shall thoroughly inspect each vehicle prior to acceptance to ensure the vehicle is safe, free of defects, and in good operating condition at the start of each rental period.

3.5 **ACCIDENT AND INCIDENT REPORTING**

In the event of an accident or incident, the awarded Bidder and County staff shall follow the County's procedure for accidents involving a County vehicle or facility, and also notify ISD's Risk Management Division to report any damage to rental vehicle while being operated by County personnel. The following steps shall be taken immediately:

- ✓ Call the local police department to the scene of the accident or incident to obtain a police report.
- ✓ Call the rental company's roadside assistance provider if the rental vehicle is inoperable; this service is included in the contract rate.

Claims invoices must be submitted to Miami-Dade County within (30) thirty-days after the incident or other occurrence being claimed has occurred. The invoice must be supported by accompanying written evidence that the vehicle damage has been repaired; repair estimates are not acceptable and shall not be paid.

3.6 **ADDITIONAL INSURANCE**

The County will not accept additional or optional insurance coverages offered by the awarded Bidder. The awarded Bidder shall provide the required insurance coverages and include the collision/loss damage waiver for authorized rentals.

3.7 **ALTERNATES**

Awarded Bidders shall not provide vehicles out of class without the County's permission. All alternative vehicle classifications offered shall meet or exceed the originally requested vehicle classification, at no additional charge to the County.

3.8 AUTHORIZATION FORM / RESERVATIONS

A completed and signed Authorization and Vehicle Reservation Form must be submitted to the awarded Bidder, at least 24 hours prior to the County's requested pick-up day and time. The awarded Bidder shall make the vehicle rental reservation per the requested requirements detailed on the form, a sample is provided below.

**** SAMPLE ****

MIAMI-DADE COUNTY'S AUTHORIZATION AND VEHICLE RESERVATION FORM

Contract: FB-01293 Vehicle Rental Services

County Department Information: (to be completed by the requesting department)

Department: TBD Division: TBD	Purchase Order #: 1234TBD Index Code: 1234TBD
Contact Person: TBD Title: TBD Phone: 305-TBD-TBD1 Email: tbd@miamidade.gov	The following named Miami-Dade County Employee is hereby authorized to pick up the rental vehicle requested below, and as referenced on the purchase order number listed above. Driver / End User: TBD (person who will pick up vehicle) Title: TBD Phone: 305-TBD-TBD1
Rental Authorized By: TBD	Rental Accepted By: TBD (signed after vehicle inspection)
Signature: <i>TO BE DETERMINED</i>	Signature: <i>TO BE DETERMINED</i>
Date: TBD	Date: TBD

Vehicle Information: (to be completed by the requesting department)

<u>Type of Vehicle Requested</u>	<u>Quantity</u>	<u>Pick-Up Date</u>	<u>Return Date</u>	<u>Daily Rate</u>	<u>Weekly Rate</u>	<u>Monthly Rate</u>	<u>Bi-Annual</u>
1. Full-Size Sedan	1	01/01/2020	01/15/2020	\$25.00	\$100.00	\$350.00	\$1800
2. Minivan	2	01/01/2020	01/07/2020	\$35.00	\$130.00	\$490.00	\$2400

Vendor Information: (to be completed by the requesting department)

Rental Company Info: ABC Rentals 12345 NW 67 Street Miami, FL 33189 Rental Company Primary Contact: John Doe Account Manager 305-999-9999 John.Doe@ABCrentals.com	Pick-Up / Return Location Info: ABC Rentals Downtown Location 75 W. Flagler Street Miami, FL 33128 Weekdays 8:00 AM – 9:00 PM Saturdays 8:00 AM – 3:00 PM Attention: Jane Doe, Branch Manager 305-444-4444 Jane.Doe@ABCrentals.com	Invoice must include: Contract #, PO #, Index, Department, Division Authorization provided by, Name of Driver/End User, Vehicle Type, Rate, Tag Number, Rental Period (total # of days), Vehicle Year, Make, and Model
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If the County's authorized driver and/or representative is not present at the requested pick-up time, the awarded Bidder shall hold the reserved vehicle for three hours after the requested pick-up time prior to releasing the reserved vehicle back into available inventory. The County will make every effort to provide advance notice of any changes or cancellations; however, it shall be mutually understood and agreed upon there will be no fee assessed for "no shows." The awarded Bidder shall communicate and work directly with the requesting County department's representative listed on the Authorization and Vehicle Reservation Form, and provide written confirmation of reservations via email upon request.

3.9 AVAILABILITY

Vehicles shall be readily available to the County, and the awarded Bidder shall be able to respond to the County's request within three hours. The awarded Bidder shall maintain a sufficient number of vehicles on hand in each class, to meet the needs of the County. All alternative vehicle classifications offered due to overbooking, shall meet or exceed the originally requested vehicle classification, at no additional charge to the County, and the awarded Bidder must notate and/or adjust the invoice accordingly. There shall be no minimum rental periods, or blackout dates. The County will state delivery terms and/or pick-up requirements on each Authorization and Vehicle Reservation Form and/or subsequent purchase order.

3.10 CONTRACT RATES

A Daily rental is a twenty-four (24) hour period, a Weekly rental is a seven (7) day period, a Monthly rental is a thirty (30) day period, and a Bi-Annual rental is a six (6) month rental period. When the Daily rental rate reserved, exceeds the Weekly rental rate, the Weekly rental rate shall apply. When the Weekly rental rate reserved, exceeds the Monthly rental rate, the Monthly rental rate shall apply. When the Monthly rental rate reserved, exceeds the Bi-Annual rental rate, the Bi-Annual rental rate shall apply.

For example: A rental is reserved for 5 days, at the daily rate of \$25 per day, however the weekly rate is \$100; the weekly rate would apply.

3.9.1 The awarded Bidder's rates and terms shall:

- a) Include all reservation fees.
- b) Be the same at all locations.
- c) Apply to in-state and out-of-state rentals.
- d) Include unlimited mileage and roadside assistance.
- e) Include collision and liability coverage, and loss damage waiver.
- f) Include all fees, charges and costs for vehicle licensing, use and operation.

The County is a tax exempt municipality. The awarded Bidder must itemize all contract rates, charges, and fees as separate line items on the rental agreement, return receipts and the corresponding invoice.

3.10 EMERGENCIES

In the event of an unforeseen emergency, such as a Hurricane or other natural disaster, the awarded Bidder may be required to provide priority rental vehicle services to the County, and make every effort to ensure sufficient inventory is available.

3.11 FEES (not included in contract rates)

- ✓ Concession Fees, Surcharges, and any other Federal Excise or Legislative fees that are not included in the contract rate shall be provided in Section 4.1.
- ✓ Return Late Fee shall only be assessed if the vehicle is returned more than three hours late, shall not exceed the value of the Daily rental rate, and shall be provided in Section 4.1.

The awarded Bidder must itemize all contract rates, charges, fees as separate line items on the rental agreement, return receipts and invoice.

3.12 FUEL / REFUEL

The awarded Bidder shall provide a minimum half tank of fuel with each vehicle rental. Rental vehicles shall be returned with the same level of fuel received at the time of pickup. If a rental vehicle is returned with less fuel than was in the tank at the time of pickup, a refueling charge may apply (see Section 4.1). Refueling charges will be calculated by multiplying the per-gallon rate by the number of gallons needed to fill the tank to the fuel level at time of pickup. The refueling service fee, and the per-gallon rate of the refueling charge shall be separately itemized on the rental invoice. The per-gallon rate shall be based on the Florida Regular grade (Conventional Areas) rate, which is posted on the first Monday of every month in the U.S. Energy Information Administration's (EIA) Weekly Retail Gasoline and Diesel Prices Index. The EIA index can be accessed at http://www.eia.gov/dnav/pet/pet_pri_gnd_dcus_sfl_w.htm.

3.13 HOURS OF OPERATION & LOCATIONS

The awarded Bidder shall list all locations, address, phone number and hours of operation in **Section 4.1**, and shall at a minimum include the following schedule to align with the County's needs.

- ✓ Monday – Friday: 8:00am – 6:00pm
- ✓ Saturday – Sunday: 10:00am – 2:00pm

The awarded Bidder's rental locations must be permanent structures, easily identified, secure, well-lit, clean and properly maintained. The awarded Bidder must ensure Contract Rates, Terms and Conditions are effective at all rental locations. If the awarded Bidder offers additional services at their locations, such as, an after hour drop box, on-site secured parking, 24-hour rental services, pickup and drop off services, the County will not pay additional charges or fees for these services.

3.14 MAINTENANCE

The awarded Bidder shall perform all preventative maintenance and service required to keep vehicles offered to the County in first class operating condition in accordance with manufacturer's requirements, industry standards, and all applicable laws. All maintenance, operating expenses, and repairs are the responsibility of the awarded Bidder; and the vehicle's service records shall be provided upon request.

3.15 OPTIONAL EQUIPMENT

Child Restraint/Safety Seat, GPS, Toll Transponder, if elected, must be itemized on the rental invoice.

3.16 PICKUP AND RETURN**Rental Vehicle Pickups:**

- ✓ Authorized drivers must be 21 and older, provide a valid Driver's License, County Identification, Authorization and Vehicle Reservation Form, and Purchase Order. There shall be no additional charges for additional drivers if preauthorized by the County.
- ✓ The County will state delivery terms and/or pick-up requirements on each Authorization and Vehicle Reservation Form. If the vehicle class requested is not available, the awarded Bidder shall provide a vehicle upgrade to the County, at the same rate as the original vehicle class requested.
- ✓ At time of vehicle pickup, all vehicles offered shall be properly serviced, have proper fluid and coolant levels, and be clean (inside and out), with at least a half tank of gas.
- ✓ All visible damage, defect or other issue must be notated by the Driver, and acknowledged by the rental company's representative, prior to signing the rental agreement.
- ✓ The rental agreement given at time of vehicle pickup must include the date and time the vehicle was picked up.
- ✓ The awarded Bidder shall provide authorized drivers with a copy of the rental agreement, insurance information, accident, repair, and vehicle return instructions. During the rental period, County staff will direct all inquiries related to rental extension, change in return location, etc. to the awarded Bidder's designated contact.

Rental Vehicle Returns:

- ✓ The awarded Bidder shall inspect each vehicle upon its return, with the County's authorized driver. Visible damages must be notated and acknowledged by the rental company's representative and the County's authorized driver. If the vehicle sustained damage due to fault of County personnel, forward documentation to the ISD Risk Management Division.
- ✓ The receipt given for the return of the vehicle must include the date and time the vehicle was returned.

3.17 RENTAL AGREEMENT

A rental agreement must be executed for each new rental term, vehicle and Authorized Driver under this contract. Additional terms and conditions contained in the awarded Bidder's standard rental agreement that conflict with the Contracted Rates, Terms and Conditions are null and void. A rental agreement may be extended by contacting the branch prior to the previously scheduled return time.

3.18 REPLACEMENTS

When a vehicle is out of service due to an accident, mechanical breakdown, repairs, or any other reason that is not due to any fault or negligence of the County, the awarded Bidder shall furnish a replacement at no additional charge within four hours. Replacements that are of a lower class, size, or model shall be billed at the reduced rate, retroactively to the County. For replacements which are of a higher class, size, or model, the awarded Bidder shall not charge the County for the upgrade. A pro-rated daily rental charge (1/30 of the monthly charge) shall be deducted from the monthly payments for any vehicle out of service for which no adequate replacement is provided for each day, or portion thereof exceeding 8 hours, that no adequate replacement is provided.

3.19 ROADSIDE ASSISTANCE

The awarded Bidder shall offer twenty-four hour roadside assistance to assist with the following issues: loss of keys, mechanical failures, flat-tire repairs, out of gas, and towing. This service shall be included in the contracted rental rate, and is the responsibility of the awarded Bidder.

3.20 SAFETY STANDARDS

All vehicles must conform to all applicable federal, state and local safety requirements. This includes, but is not limited to the Department of Transportation (DOT), Federal Motor Vehicle Safety Standards (FMVSS), and the Society of Automotive Engineering (SAE).

3.21 SERVICE LEVELS

The awarded Bidder shall provide and maintain satisfactory customer service during the entire term of the contract. The County will monitor the following: availability at reservation, availability at pick-up, invoice accuracy, customer service, roadside support, condition of vehicles, and renter's information security.

3.22 TOLLS

Tolls are the responsibility of the requesting Department, and the Department shall provide their Driver with a SunPass Transponder. If a SunPass transponder is not provided, tolls will be added to the rental agreement and itemized on the invoice, no later than three weeks after the last day of service. A service charge may apply plus the cost of tolls incurred.

3.23 TRAFFIC VIOLATIONS

Parking tickets and Red Light Camera violations are time sensitive and the awarded Bidder shall forward any such violation immediately to the County department that authorized and occupied the rental vehicle at the time such violation occurred; not to exceed two weeks from the date of the violation notice.

SECTION 4 BID SUBMITTAL FORM

RENTAL COMPANY NAME:	FEIN:
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QUALIFICATIONS AND SUBMITTAL REQUIREMENTS

Reference Section 2.3.1	Bidder shall be regularly engaged in the business of providing contracted vehicle rental services to government agencies and/or private corporations. To demonstrate this, the Bidder shall provide two (2) business reference letters from current or previous customers who have rented vehicles from the Bidder within the last two (2) years. The reference letters shall be signed on the customer's company letterhead, include the name, title, address, telephone, and email of the person providing the reference. These reference letters shall ascertain to the County's satisfaction that the Bidder has sufficient experience and capacity to provide the vehicle rental services required in this solicitation.	Reference Letters Attached <div style="border: 1px solid blue; width: 30px; height: 15px; margin: 0 auto;"></div>
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Reference Section 2.3.2	Bidder shall provide the contact information of a designated representative to provide the County with information and support concerning rental vehicles. Bidder shall provide the representative's name, title, phone number, and email address. Designated Representative Name: _____ Title: _____ Phone: _____ Email: _____
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PRICING SUBMITTAL REFERENCE SECTIONS 2.2, 3.2, 3.9, and 3.9.1

Estimated Quantities are not available, however, Estimated Contract Spend is projected to be \$20,000,000 for the 5 year term.

Line Item No.	Vehicle Classification	Daily Rate	Weekly Rate	Monthly Rate	Bi-Annual Rate	Aggregate
1	Economy (ECAR)	\$	\$	\$	\$	\$
2	Compact (CCAR)	\$	\$	\$	\$	\$
3	Intermediate (ICAR)	\$	\$	\$	\$	\$
4	Standard (SCAR)	\$	\$	\$	\$	\$
5	Full-Size (FCAR)	\$	\$	\$	\$	\$
6	Standard Convertible (STAR)	\$	\$	\$	\$	\$
7	Premium (PCAR)	\$	\$	\$	\$	\$
8	Luxury (LCAR)	\$	\$	\$	\$	\$
9	Compact SUV (CFAR)	\$	\$	\$	\$	\$
10	Intermediate SUV (IFAR)	\$	\$	\$	\$	\$
11	Standard SUV (SFAR)	\$	\$	\$	\$	\$
12	Standard SUV 4x4 (SFBR)	\$	\$	\$	\$	\$
13	Full-Size SUV (FFAR)	\$	\$	\$	\$	\$
14	Full-Size SUV 4x4 (FFBR)	\$	\$	\$	\$	\$
15	Luxury SUV (LFAR)	\$	\$	\$	\$	\$
16	Luxury Premium SUV (PLFAR)	\$	\$	\$	\$	\$
17	Standard Pick-Up (SPAR)	\$	\$	\$	\$	\$
18	Standard Extended Cab Pick-Up (SQAR)	\$	\$	\$	\$	\$
19	Premium Extended Cab Full-Size Pick-Up (PQAR)	\$	\$	\$	\$	\$
20	Full-Size Pick-Up (FPAR)	\$	\$	\$	\$	\$
21	Passenger Minivan (MVAR)	\$	\$	\$	\$	\$
22	12 Passenger Van (SVAR)	\$	\$	\$	\$	\$
23	15 Passenger Van (OVAR or PVAR)	\$	\$	\$	\$	\$
24	Mini Cargo Van (MKAR)	\$	\$	\$	\$	\$
25	Cargo Van (RKAR)	\$	\$	\$	\$	\$

SECTION 4.1 BID SUBMITTAL FORM

RENTAL COMPANY NAME:		FEIN:
REFERENCE SECTION 3.13		
BIDDER'S LOCATIONS		HOURS OF OPERATION
Location Name: _____ Location Address: _____ Location Phone No.: _____ Location Contact Person: _____	Monday - Friday: _____ Saturday: _____ Sunday: _____	
Location Name: _____ Location Address: _____ Location Phone No.: _____ Location Contact Person: _____	Monday - Friday: _____ Saturday: _____ Sunday: _____	
Location Name: _____ Location Address: _____ Location Phone No.: _____ Location Contact Person: _____	Monday - Friday: _____ Saturday: _____ Sunday: _____	
Location Name: _____ Location Address: _____ Location Phone No.: _____ Location Contact Person: _____	Monday - Friday: _____ Saturday: _____ Sunday: _____	
<p>Per Section 3.11 list any Fees or Surcharges not included in Contract Rate:</p> Concession Fee (if applicable): _____ Federal Excise or Legislative Fees (if applicable): _____ Return Late Fee (if applicable): _____ Surcharge (if applicable): _____		<p>Per Section 3.19 list the Roadside Assistance Service Provider (included in Contract Rate):</p> Company Name: _____ Primary Contact: _____ Phone: _____ Email: _____
<p>Per Section 3.12 list any Refueling Administrative or Service Fee not included in Contract Rate:</p> Refuel Fee (if applicable): _____ + EIA Regular Grade Per Gallon Rate		
<p>Per Section 3.15 list any Charge or Fee for Optional Equipment:</p> Child Seat (if applicable): _____ GPS (if applicable): _____		<p>Per Section 3.22 list any Toll Administrative or Service Fee not included in the Contract Rate:</p> Toll Fee (if applicable): _____ + cost of tolls incurred



Submission Form

Solicitation No.

Solicitation Title:

Bidder's Legal Company Name (include d/b/a if applicable): <input type="text"/> *		Bidder's Federal Tax Identification Number: <input type="text"/> *	
If Corporation - Date Incorporated/Organized : <input type="text"/>		State Incorporated/Organized: <input type="text"/> *	
Company Operating Address: <input type="text"/> *	City <input type="text"/> *	State <input type="text"/> *	Zip Code <input type="text"/> *
Miami-Dade County Address (if applicable): <input type="text"/>	City <input type="text"/>	State <input type="text"/>	Zip Code <input type="text"/>
Company Contact Person: <input type="text"/> *	Email Address: <input type="text"/> *		
Phone Number (include area code): <input type="text"/> *	Company's Internet Web Address: <input type="text"/>		

Pursuant to Section 2-8.6 of the Code of Miami-Dade County (County), any individual, corporation, partnership, joint venture or other legal entity having an officer, director, or executive who has been convicted of a felony during the past ten (10) years shall disclose this information prior to entering into a contract with or receiving funding from the County.

Place a check mark here **only** if the Bidder has such conviction to disclose to comply with this requirement.

LOCAL PREFERENCE CERTIFICATION: For the purpose of this certification, and pursuant to Section 2-8.5 of the Code of Miami-Dade County, a "local business" is a business located within the limits of Miami-Dade County that has a valid Local Business Tax Receipt issued by Miami-Dade County at least one year prior to bid submission; has a physical business address located within the limits of Miami-Dade County from which business is performed and which served as the place of employment for at least three full time employees for the continuous period of one year prior to bid submittal (by exception, if the business is a certified Small Business Enterprise, the local business location must have served as the place of employment for one full time employee); and contributes to the economic development of the community in a verifiable and measurable way. This may include, but not be limited to, the retention and expansion of employment opportunities and the support and increase to the County's tax base.

Place a check mark here **only** if affirming the Bidder meets the requirements for Local Preference. **Failure to affirm this certification at this time may render the Bidder ineligible for Local Preference.**

IN ACCORDANCE WITH CFR 200.319(b), LOCAL PREFERENCE SHALL NOT APPLY TO FEDERALLY FUNDED PURCHASE.

LOCALLY-HEADQUARTERED BUSINESS CERTIFICATION: For the purpose of this certification, and pursuant to Section 2-8.5 of the Code of Miami-Dade County, a "locally-headquartered business" is a Local Business whose "principal place of business" is in Miami-Dade County.

Place a check mark here **only** if affirming the Bidder meets the requirements for the Locally-Headquartered Preference (LHP). **Failure to affirm certification at this time may render the Bidder ineligible for the LHP.**

The address of the Locally-Headquartered office is:

IN ACCORDANCE WITH CFR 200.319(b), LOCALLY-HEADQUARTERED BUSINESS PREFERENCE SHALL NOT APPLY TO FEDERALLY FUNDED PURCHASE.

LOCAL CERTIFIED VETERAN BUSINESS ENTERPRISE CERTIFICATION: A Local Certified Veteran Business Enterprise is a firm that is (a) a local business pursuant to Section 2-8.5 of the Code of Miami-Dade County; and (b) prior to bid submission is certified by the State of Florida Department of Management Services as a veteran business enterprise pursuant to Section 295.187 of the Florida Statutes.

Place a check mark here **only** if affirming Bidder is a Local Certified Veteran Business Enterprise. **A copy of the certification must be submitted with the bid.**

IN ACCORDANCE WITH CFR 200.319(b), LOCAL CERTIFIED VETERAN BUSINESS ENTERPRISE PREFERENCE SHALL NOT APPLY TO FEDERALLY FUNDED PURCHASE.

SMALL BUSINESS ENTERPRISE CONTRACT MEASURES (if applicable):

A Small Business Enterprise (SBE) must be certified by the Division of Small Business Development (SBD) for the type of goods and/or services the Bidder provides in accordance with the applicable Commodity Code(s) for this solicitation. For certification information, contact SBD at (305) 375-3111 or access <http://www.miamidade.gov/smallbusiness/certification-programs.asp>. The SBE must be certified by the solicitation's submission deadline, at contract award, and for the duration of the contract to remain eligible for the preference. Firms that graduate from the SBE Program during the contract may remain on the contract.

Place a check mark here **only** if affirming Bidder is a Miami-Dade County Certified Small Business Enterprise.

IN ACCORDANCE WITH CFR 200.319(b), SMALL BUSINESS ENTERPRISE MEASURES SHALL NOT APPLY TO FEDERALLY FUNDED PURCHASE

SCRUTINIZED COMPANIES WITH ACTIVITIES IN SUDAN LIST, THE SCRUTINIZED COMPANIES WITH ACTIVITIES IN THE IRAN PETROLEUM ENERGY SECTOR LIST, OR THE SCRUTINIZED COMPANIES THAT BOYCOTT ISRAEL LIST:

By executing this bid through a duly authorized representative, the Bidder certifies that the Bidder is not on the Scrutinized Companies with Activities in Sudan List, or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or the Scrutinized Companies that Boycott Israel List, as those terms are used and defined in Sections 287.135, 215.473, and 215.4725 of the Florida Statutes. The County shall have the right to terminate any contract resulting from this solicitation for default if the Bidder is found to have submitted a false certification or to have been placed on the Scrutinized Companies for Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Section List, or the Scrutinized Companies that Boycott Israel List.

OR

In the event that the Bidder is unable to provide such certification, but still seeks to be considered for award of this solicitation, the Bidder shall execute the bid through a duly authorized representative and shall **also initial** this space: _____ . In this event, the Bidder shall furnish together with its bid a duly executed written explanation of the facts supporting any exception to the requirement for certification that it claims under Section 287.135 and/or 215.4725 of the Florida Statutes. The Bidder agrees to cooperate fully with the County in any investigation undertaken by the County to determine whether the claimed exception could be applicable.

IT IS HEREBY CERTIFIED AND AFFIRMED THAT THE BIDDER SHALL ACCEPT ANY AWARDS MADE AS A RESULT OF THIS SOLICITATION. BIDDER FURTHER AGREES THAT PRICES QUOTED WILL REMAIN FIXED FOR A PERIOD OF ONE HUNDRED AND EIGHTY (180) DAYS FROM DATE SOLICITATION IS DUE.

WAIVER OF CONFIDENTIALITY AND TRADE SECRET TREATMENT OF BID:

The Bidder acknowledges and agrees that the submittal of the Bid is governed by Florida's Government in the Sunshine Laws and Public Records Laws, as set forth in Florida Statutes Section 286.011 and Florida Statutes Chapter 119. As such, all material submitted as part of, or in support of, the bid will be available for public inspection after opening of bids and may be considered by the County in public.

By submitting a bid pursuant to this solicitation, Bidder agrees that all such materials may be considered to be public records. The Bidder shall not submit any information in response to this solicitation which the Bidder considers to be a trade secret, proprietary or confidential. In the event that the bid contains a claim that all or a portion of the bid submitted contains confidential, proprietary or trade secret information, the Bidder, **by signing below**, knowingly and expressly **waives** all claims made that the bid, or any part thereof no matter how indicated, is confidential, proprietary or a trade secret and authorizes the County to release such information to the public for any reason.

Acknowledgment of Waiver:

Bidder's Authorized Representative's Signature: <input type="text"/>	Date <input type="text"/>
Representative's Name: <input type="text"/>	
Representative's Title: <input type="text"/>	

THE EXECUTION OF THIS FORM CONSTITUTES THE UNEQUIVOCAL OFFER OF THE BIDDER TO BE BOUND BY THE TERMS OF ITS OFFER. FAILURE TO SIGN THIS SOLICITATION WHERE INDICATED BELOW BY AN AUTHORIZED REPRESENTATIVE SHALL RENDER THE BID NON-RESPONSIVE. THE COUNTY MAY, HOWEVER, IN ITS SOLE DISCRETION, ACCEPT ANY RESPONSE THAT INCLUDES

AN EXECUTED DOCUMENT WHICH UNEQUIVOCALLY BINDS THE BIDDER TO THE TERMS OF ITS OFFER.

Bidder's Authorized Representative's Signature:

*

Date

*

Representative's Name:

*

Representative's Title:

*

Miami-Dade County

Contractor Due Diligence Affidavit

Per Miami-Dade County Board of County Commissioners (Board) Resolution No. R-63-14, County Vendors and Contractors shall disclose the following as a condition of award for any contract that exceeds one million dollars (\$1,000,000) or that otherwise must be presented to the Board for approval:

- (1) Provide a list of all lawsuits in the five (5) years prior to bid or proposal submittal that have been filed against the firm, its directors, partners, principals and/or board members based on a breach of contract by the firm; include the case name, number and disposition;
- (2) Provide a list of any instances in the five (5) years prior to bid or proposal submittal where the firm has defaulted; include a brief description of the circumstances;
- (3) Provide a list of any instances in the five (5) years prior to bid or proposal submittal where the firm has been debarred or received a formal notice of non-compliance or non-performance, such as a notice to cure or a suspension from participating or bidding for contracts, whether related to Miami-Dade County or not.

All of the above information shall be attached to the executed affidavit and submitted to the Procurement Contracting Officer (PCO)/ AE Selection Coordinator overseeing this solicitation. The Vendor/Contractor attests to providing all of the above information, if applicable, to the PCO.

Contract No. : Federal Employer Identification Number (FEIN):

Contract Title:

Printed Name of Affiant Printed Title of Affiant Signature of Affiant

Name of Firm Date

Address of Firm State Zip Code

Notary Public Information

Notary Public – State of _____ County of _____

Subscribed and sworn to (or affirmed) before me this _____ day of, _____ 20__

by _____ He or she is personally known to me _____ or has produced identification

Type of identification produced _____

Signature of Notary Public Serial Number

Print or Stamp of Notary Public Expiration Date Notary Public Seal

SUBCONTRACTING FORM

Solicitation Number FB-01293

*Vendor Name *FEIN #

Complete "A" or "B":

- A. No subcontractors or direct suppliers will be utilized pursuant to this solicitation.
- B. The below listed subcontractors and/or suppliers will be utilized pursuant to this solicitation:

Business Name and Address of First Tier Subcontractor/ Subconsultant	Name of Principal Owner	Scope of Work to be Performed by Subcontractor Subconsultant	Subcontractor/ Subconsultant License (if applicable)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Business Name and Address of First Tier Direct Supplier	Name of Principal Owner	Supplies, Materials, and/or Services to be Provided by Supplier	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

And

Below and/or attached is a detailed statement of the firm's policies and procedures for awarding subcontractors:

(Duplicate this form if additional space is needed to provide the required information)

When Subcontracting is allowed and subcontractors will be utilized, the Contractor shall comply with Section 2-8.8 of the Code – Fair Subcontracting Practices: (1) Prior to contract award, the Bidder shall provide a detailed statement of its policies and procedures for awarding subcontracts and (2) As a condition of final payment under a contract, the Contractor shall identify subcontractors used in the work, the amount of each subcontract, and the amount paid and to be paid to each subcontractor via the BMWS at <http://mdcsbd.gob2g.com>.

Pursuant to Section 2-8.1(f) of the Code – Listing of subcontractors required on certain contracts, for all contracts which involve the expenditure of one hundred thousand dollars (\$100,000) or more, the entity contracting with the County must report to the County the race, gender, and ethnic origin of the owners and employees of its first tier subcontractors and suppliers via the BMWS at <http://mdcsbd.gob2g.com>. The race, gender, and ethnic information must be submitted via BMWS as soon as reasonably available and, in any event, prior to final payment under the Contract. The Contractor shall not change or substitute first tier subcontractors or direct suppliers or the portions of the Contract work to be performed or materials to be supplied from those identified except upon written approval of the County.

I certify that the information contained in this form is to the best of my knowledge true and accurate.

*Signature of Vendor's Representative
 *Print Name
 *Print Title
 *Date

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Question and Answers for Solicitation #FB-01293 -Vehicle Rental Services

Overall Solicitation Questions

There are no questions associated with this Solicitation.

Question Deadline: Sep 27, 2019 3:00:00 PM EDT