

## **ADVERTISEMENT FOR REQUEST FOR PROPOSALS**

### **LUGGAGE WRAPPING SERVICES AT MIAMI INTERNATIONAL AIRPORT RFP NO. MDAD-01-09**

Sealed Proposals for the above will be received for and in behalf of Miami-Dade County, by the Office of the Clerk, in the Stephen P. Clark Center, Suite 17-202, 111 N.W. 1<sup>st</sup> Street, Miami, Florida, 33128 until 2:00 P.M., Friday, **October 23, 2009** or as modified by addendum, at which time all Proposals will be taken to a room to be designated by the Clerk of the Board in said Stephen P. Clark Center, where the "Technical Proposal" will be publicly opened and the names of the Proposers will be read aloud. The County will receive sealed proposals from qualified, interested parties based upon the terms, covenants and provisions of this advertisement and the Request for Proposals ("RFP"). One (1) original and nine (9) copies (a total of 10) of the complete Proposal (Technical Proposal and Price Proposal) must be received by the due date for this RFP ("Proposal Due Date and Time"), as may be amended by Addendum. One (1) PDF version of Part A Technical Proposal, must be submitted in a CD format. The original and all copies must be bound, with the **Technical Proposal packaged separately from the Price Proposal** and submitted in an envelope or container stating on the outside the Proposer's name, address, telephone number and RFP number, RFP title, and Proposal Due Date to:

Clerk of the Board  
Stephen P. Clark Center  
111 NW 1<sup>st</sup> Street, 17<sup>th</sup> Floor, Suite 202  
Miami, FL 33128-1983

Hand-carried proposals may be delivered to the above address **ONLY** between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday, excluding holidays observed by the County. Proposers are responsible for informing any commercial delivery Service (if used) of all delivery requirements and for ensuring that the required address information, appears on the outer wrapper or envelope used by such service.

**THE SCOPE OF SERVICES** - The County is seeking an experienced and qualified Concessionaire to provide, install, operate, and maintain luggage wrapping and all other necessary/appurtenant machines ("Machines") for the provision of luggage wrapping services at MIA. The Concessionaire shall place luggage wrapping machines in strategically located areas throughout the Terminal Building. The Concessionaire must provide re-wrapping free of charge to passengers whose luggage has been opened and inspected by the Transportation Security Administration (TSA). The Machines shall be new and maintained in an operational condition and in service three hundred sixty-five (365) days a year. The Concessionaire shall not provide any other service except luggage wrapping at MIA, unless specifically permitted by MDAD in writing.

**MINIMUM QUALIFICATION REQUIREMENTS** - The Proposer should provide evidence as part of its Proposal that it meets the below listed minimum qualifications requirements (see Appendix A of the RFP).

The Proposer must provide evidence that it meets the following minimum qualifications:

1. The Proposer should have **three (3) or more years of experience within the last five (5) years** in the majority ownership (at least 50%) of an entity that financed, designed, installed, maintained, and operated luggage wrapping services in International Airports.
2. The Proposer should submit documentation to evidence gross revenues totaling **no less than \$700,000 per year** derived from luggage wrapping services revenues.
3. If the Proposer is a Joint Venture, then at least one (1) of the Joint Venture Partners should satisfy all of the foregoing Minimum Qualifications Requirements. A Proposer, whether a joint venture or otherwise, may proffer the experience of its corporate parent, sister, or subsidiary (“an affiliated company”) in meeting these requirements. However, given the unique nature of individual corporate relationships. Proposers seeking to rely on the experience of an affiliated company should be advised that the Selection Committee shall have the discretion to determine what weight, if any, it wishes to give such proffered experience on a case-by-case basis, and may base such decision on the relationship between the proposer and the affiliate, as evidenced by whatever documentation is provided in the proposal submission or otherwise presented at the request of the Selection Committee.

**REQUEST FOR PROPOSAL DOCUMENTS:** Request for Proposal documents will be available on or after **September 17, 2009**. Prospective Proposers may obtain the Request for Proposal documents from the Miami-Dade Aviation Department, Contracts Administration Division, 4200 N.W. 36 Street, Building 5A, 4<sup>th</sup> Floor, Miami, Florida 33122 or through a mail request to P.O. Box 025504, Miami, FL 33102-5504. The cost for each Solicitation package is \$50.00 (non-refundable) per set, check or money order, made payable to the Miami-Dade Aviation Department. Each Proposer shall furnish an address, telephone and FAX numbers for the purpose of contact during solicitation process. All Proposals shall be submitted as set forth in the Instructions to Proposers.

The TSA Guidelines for rewrapping in the post inspection areas have been deemed Sensitive Security Information (SSI), therefore, requiring the Bidder to execute the Department of Homeland Security (DHS) Non-Disclosure Agreement (attached as Part A of Appendix M, in the RFP), prior to obtaining the Guidelines from MDAD.

**In order to obtain a set of the TSA Guidelines, each Bidder must:**

1. **Bidder and all designated employees must complete the TSA training brochure (attached as Part A – Appendix M of the RFP), which provides training to Bidders and their employees of the standards for access, dissemination, handling, and safeguarding of SSI information in accordance with 49 CFR Part 1520, “Protection of Sensitive Security Information.”**
2. **Bidder must submit an original, fully executed DHS Non-Disclosure**

**Agreement**, signed by the Bidder, and accompanied by a copy of a government issued, picture identification (e.g., Driver's License, passport).

3. Interested Bidders will be required to call the Contracting Officer in advance to schedule a time to drop-off the executed **DHS Non-Disclosure Agreement** and pick up the TSA Guidelines. A maximum of ten (10) sets will be issued per Bidder.

All interested Proposers will be required to return all of the sets of the TSA Guidelines issued to them and the Appendix M, Part B "Certification of Compliance with TSA Guidelines", along with their Technical Proposal (Part A), in a separate envelope clearly marked "TSA Guidelines – Confidential". In the event that an interested Proposer decides not to submit a proposal in response to this solicitation, then all sets of the TSA Guidelines issued to that Proposer must be returned to MDAD **no later than ten (10) days after the Proposal Due Date**. Any interested Proposer that fails to return the TSA Guidelines within the specified time frame, will be reported to TSA. Failure to return the TSA Guidelines will not render the proposal non-responsive.

**PRE-PROPOSAL CONFERENCE:** The Miami-Dade Aviation Department will hold a Pre-Proposal Conference on **September 29, 2009 at 10:00 A.M., Miami-Dade Aviation Department, 4200 NW 36 Street, Building 5-A, Conference Room F, fourth floor**, Miami, for all interested parties. Attendance will be limited to two (2) representatives per firm. Any changes to this Request for Proposal will be by written addendum. It is the policy of Miami-Dade County to comply with all the requirements of the Americans with Disabilities Act (ADA). For sign language, interpreter services, material in accessible format, other special accommodations, or airport-related ADA concerns, please contact the MDAD Office of ADA Coordination at (305) 876-7024.

**PROPOSAL GUARANTY:** Each Proposal shall be accompanied by a Proposal Guarantee Deposit of **Ten Thousand Dollars (\$10,000) attached to Appendix A, Questionnaire and Minimum Qualifications Requirements Form**, which shall be in the form of a cashier's check, treasurers check, irrevocable letter of credit, or bank draft drawn on any state or national bank ONLY, payable to Miami-Dade County, Florida, or Proposal Guarantee Bond prepared on the form attached to the RFP as **Appendix G**, duly executed by the Proposer. No other form of deposit will be accepted.

**THE PROPOSER'S PROPOSAL IS SUBJECT TO THE FOLLOWING PROVISIONS, AMONG OTHERS:**

- 1) Contract Measures: An ACDBE concession specific goal of **thirty percent (30%)** percent of gross revenues for this Solicitation.
- 2) Each Proposer must submit as part of its Proposal, a plan for the achievement of the ACDBE goal, including Schedule of Participation and the Letter of Intent from ACDBEs who are 'Certified' or have applied for Certification to the Miami-Dade County Department of Small Business Development as required by Airport

Concession Disadvantaged Business Enterprise Participation Plan (ACDBE). For certification information, contact the Department of Small Business Development 375-3111 or access [www.miamidade.gov/dbd](http://www.miamidade.gov/dbd)

- 3) **CONE OF SILENCE:** Pursuant to Section 2-11.1(t) of the County Code and Administrative Order 3-27 (“Cone of Silence Provisions”), as amended, a “Cone of Silence” is imposed upon RFPs, RFQs, or bids after advertisement and terminates at the time the County Manager issues a written recommendation to the Board of County Commissioners. The Cone of Silence prohibits communication regarding RFPs, RFQs, or bids between: A) potential vendors, service providers, Proposers, lobbyists or consultants and the County’s professional staff including, but not limited to, the County Manager and the County Manager’s staff; B) a potential vendor, service provider, Proposer, lobbyist, or consultant and the Mayor, County Commissioners or their respective staffs; C) the Mayor, County Commissioners or their respective staffs and any member of the County’s professional staff including, but not limited to, the County Manager and the County Manager’s staff; D) a potential vendor, service provider, Proposer, lobbyist, or consultant and any member of the selection committee therefore; E) the Mayor, County Commissioners or their respective staffs and member of the selection committee therefore; F) any member of the County’s professional staff and any member of the selection committee therefore.

Section 2.11.1(t) of the County Code and Administrative Order 3-27, as amended, permits oral communications regarding a particular RFP, RFQ or bid for solicitation of goods or services between any person and the contracting officer responsible for administering the procurement process for such RFP, RFQ, or bid.

**The Cone of Silence Provisions do not apply to oral communications at pre-proposal conferences, oral presentations before selection committees, contract negotiations during any duly noticed public meetings, public presentations made to the Board of County Commissioners during any duly noticed public meeting, or communications in writing at any time unless specifically prohibited by the applicable RFP, RFQ, or bid document.**

**Proposers must file a copy of any written communications with the Clerk of the Board, which shall be made available to any person upon request. Written communications may be submitted via e-mail to the Clerk of the Board at CLERKBCC@MIAMIDADE.GOV. The County shall respond in writing and file a copy with the Clerk of the Board, which shall be made available to any person upon request.**

In addition to any other penalties provided by law, violation of the Cone of Silence Provisions by any proposer and Proposer shall render any RFP award, RFQ award, or bid award voidable. Any person having personal knowledge of a violation of the Cone of Silence provisions shall report such violation to the State Attorney and/ or may file a complaint with the Ethics Commission. Proposers should reference the actual Cone of Silence Provisions for further clarification.

Failure of the Proposer to comply with Miami-Dade County Ordinances Nos. 98-106 and 02-3 may result in the disqualification of the Proposer.

All Proposers will be notified in writing when the County Manager makes an award recommendation to the Board of County Commissioners.

The Contact Person for this Request for Proposals is:

**Name and Title:** Pedro J. Betancourt, Contract Officer  
**Name of Agency:** Miami Dade Aviation Department  
**Mailing Address:** PO Box 025504, Miami, Florida 33102-5504  
**Physical Location:** 4200 NW 36<sup>th</sup> Street, Bldg. 5A, Suite 400,  
Miami, Florida 33122  
**Telephone:** (305) 876-7345 **Facsimile:** (305) 876-8068  
**Email:** [pjbetancourt@miami-airport.com](mailto:pjbetancourt@miami-airport.com)

**All questions must be submitted in writing to the Contracting Officer by October 9, 2009.**

- 4) The County shall not be responsible for any modifications or alterations made to the Request for Proposal Documents other than those made by Addendum. Proposers are advised to carefully check their Request for Proposal Documents to make certain the documents they obtained contain the complete set of documents. Any partial set of documents obtained shall be at the Proposer's risk.

MIAMI-DADE COUNTY, FLORIDA  
HARVEY RUVIN, CLERK

BY:

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DEPUTY CLERK

**END OF ADVERTISEMENT**