

## **Solicitation PNC2116816P1**

### **Parking Management Services for Various County Agencies**

**Bid Designation: Public**



**Broward County Board of County Commissioners**

## Bid PNC2116816P1

### Parking Management Services for Various County Agencies

Bid Number	PNC2116816P1
Bid Title	Parking Management Services for Various County Agencies
Bid Start Date	In Held
Bid End Date	Jun 27, 2019 2:00:00 PM EDT
Question & Answer End Date	Jun 19, 2019 5:00:00 PM EDT
Bid Contact	Mark Roberts 954-357-6164 maroberts@broward.org
Bid Contact	Michal Durden 954-357-8632 mdurden@broward.org
Contract Duration	3 years
Contract Renewal	2 annual renewals
Prices Good for	Not Applicable
Pre-Bid Conference	Jun 12, 2019 9:00:00 AM EDT Attendance is optional Location: Pre-bid conference to commence at 9:00 a.m. (with parking garage site visit tours to follow immediately thereafter*) Governmental Center (GC), 115 S. Andrews Avenue, GC Conference Room 301 Fort Lauderdale, FL 33301 Parking is available in the GC parking garage to the west side of the GC on SW 2nd Street or the adjacent metered parking lot behind the GC Annex. Attendees are responsible for their parking fees related to the meeting/tours. *SITE VISITS: Parking garage tours will follow the meeting at the following locations: Facilities Maintenance Division (FMD) GC Garages, est. start time: 10:00 a.m. Broward County Judicial Garage; estimated start time: 11:00 a.m. Port Everglades Garages and Ground Lots; to begin at 1:30 p.m. starting from the Port Administration Building, 1850 Eller Drive, Fort Lauderdale, FL 33316 Allow extra time for entry at Port Everglades entrance security checkpoints. <b>THIS WILL BE THE ONLY OPPORTUNITY FOR A COUNTY STAFF LED TOUR OF THESE PARKING FACILITIES.</b> Attendance at this site visit/pre-bid conference is optional. This information session presents an opportunity for bidders to clarify any concerns regarding the bid requirements. The bidder is cautioned that, although the site visit/pre-bid conference is optional, no modification or any changes will be allowed in the pricing because of the failure of the bidder(s) to have visited the site or to have attended the conference.  Job site visitation is strongly recommended; submission of a bid will be construed that the bidder is acquainted sufficiently with the work to be performed.
Bid Comments	RFP No. PNC2116816P1 - Parking Management Services for Various County Agencies

Broward County Board of  
County Commissioners

**Scope of Work:** Scope includes, but is not limited to, the furnishing of all labor, materials, equipment, services and incidentals to provide parking management services for parking operations at various Broward County parking facilities. The parking management services are comprised of two separate groups of agency parking facilities, which will be awarded as two separate agreements as follows: Group 1 - Facilities Management Division (FMD) parking facilities; and Group 2 - Port Everglades Department (PORT) parking facilities and ground lots, inclusive of Group 2A - Port Everglades Shuttle Bus Services, as identified in this solicitation. Proposers may bid on Group 1 AND/OR Group 2 AND 2A. Proposers submitting a bid for Group 2 MUST also submit a bid for Group 2A. The agreements will be for an initial three-year term with two (2) one-year renewal options.

**Price:** Price will be considered in final evaluation and ranking of qualified firms. Vendors **MUST** provide prices for each line item within each group bid to be responsive to that group. Failure to completely fill out and submit price on the Item Response Form will deem vendor non-responsive.

**Goal Participation:** This solicitation includes participation goals for Broward County certified County Business Enterprises. Vendor should include with its solicitation, Letters of Intent (LOI) between Bidder/Offeror and County Business Enterprise (CBE) firm(s) for either Group 1 (FMD locations), Group 2, inclusive of Group 2A (Port locations), or both groups, if vendor is responding to both Groups 1 and 2. Refer to Special Instructions and the Office of Economic and Small Business Development Requirements section for additional information.

**This is a Living Wage Service Contract.** Refer to Living Wage Ordinance Requirements section for additional information. **Notice: Effective January 1, 2019, for all new contracts, extensions, renewals or amendments, the living wage rates are at least \$13.27 per hour with health care benefit amounts of at least \$1.63 per hour, or at least \$14.90 per hour without health care benefits, adjusted annually as provided in the Living Wage Ordinance. Further be advised, the health care benefit amount will increase to \$3.44 per hour, effective January 1, 2021.**

**The bidder/proposer is instructed to offer a price for each line item for service(s) through December 31, 2020 as well as a price for each line item for service(s) effective January 1, 2021. The bidder/proposer is instructed to provide the percentage of the price that is attributed to the labor portion of the service(s).**

**Questions and Answers:** The County provides a specified time for Vendors to ask questions and seek clarification regarding the requirements of the solicitation. All questions or clarification inquiries must be submitted through BidSync by the date and time referenced in the solicitation document (including any addenda). The County will respond to all questions via BidSync. For each question submitted, identify the specific Group associated with the question.

**Submittals:** Vendor MUST submit its solicitation response electronically and MUST confirm its submittal in order for the County to receive a valid response through BidSync. Refer to the Purchasing Division website or contact BidSync for submittal instructions. It is the Vendor's sole responsibility to assure its response is submitted and received through BidSync by the date and time specified in the solicitation. The County will not consider solicitation responses received by other means. **Vendors are encouraged to submit their responses in advance of the due date and time specified in the solicitation document. In the event that the Vendor is having difficulty submitting the solicitation document through BidSync, immediately notify the Purchasing Agent and then contact BidSync for technical assistance.**

Item Response Form

Item	<b>PNC2116816P1--01-01 - Group 1 - Parking Management Services: Government Center East GG Garage (Year 1) Facilities Maintenance Division</b>
Lot Description	<b>Group 1 - Parking Management Services</b>
Quantity	<b>12 month</b>
Unit Price	<input type="text"/>
Delivery Location	<b>Broward County Board of County Commissioners</b> <u>Refer to scope of work for information.</u> N/A Broward County FL 33301 Qty 12

**Description**

Monthly Management Fee and Operating Expenses. Offered price shall be for each month service. Price shall be inclusive of Living Wage Ordinance requirements, annually adjusted, as provided therein (adjusted annual Living Wage Rates will be effective January 1, 2020). This is the monthly/annual total from the Budget Worksheet for Year 1 for this location.

Item	<b>PNC2116816P1--01-02 - Group 1 - Parking Management Services: Government Center East GG Garage (Year 2) Facilities Maintenance Division</b>
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Broward County Board of  
County Commissioners

Lot Description **Group 1 - Parking Management Services**  
Quantity **12 month**  
Unit Price   
Delivery Location **Broward County Board of County Commissioners**  
Refer to scope of work for information.  
N/A  
Broward County FL 33301  
Qty 12

**Description**

Monthly Management Fee and Operating Expenses. Offered price shall be for each month service. Price shall be inclusive of Living Wage Ordinance requirements, annually adjusted, as amended. Effective January 1, 2021, the qualifying health care benefit amount is adjusted to \$3.44. The Living Wage rate without health care benefits will be annually adjusted as provided by ordinance. This is the monthly/annual total from the Budget Worksheet for Year 2 for this location.

Item **PNC2116816P1--01-03 - Group 1 - Parking Management Services: Government Center East GG Garage (Year 3) Facilities Maintenance Division**  
Lot Description **Group 1 - Parking Management Services**  
Quantity **12 month**  
Unit Price   
Delivery Location **Broward County Board of County Commissioners**  
Refer to scope of work for information.  
N/A  
Broward County FL 33301  
Qty 12

**Description**

Monthly Management Fee and Operating Expenses. Offered price shall be for each month service. Effective January 1, 2022, price shall be inclusive of Living Wage Ordinance requirements, as amended, annually adjusted, as provided by ordinance. This is the monthly/annual total from the Budget Worksheet for Year 3 for this location.

Item **PNC2116816P1--01-04 - Group 1 - Parking Management Services: Government Center East 350 Garage (Year 1) Facilities Maintenance Division**  
Lot Description **Group 1 - Parking Management Services**  
Quantity **12 month**  
Unit Price   
Delivery Location **Broward County Board of County Commissioners**  
Refer to scope of work for information.  
N/A  
Broward County FL 33301  
Qty 12

**Description**

Monthly Management Fee and Operating Expenses. Offered price shall be for each month service. Price shall be inclusive of Living Wage Ordinance requirements, annually adjusted, as provided therein (adjusted annual Living Wage Rates will be effective January 1, 2020). This is the monthly/annual total from the Budget Worksheet for Year 1 for this location.

Item **PNC2116816P1--01-05 - Group 1 - Parking Management Services: Government Center East 350 Garage (Year 2) Facilities Maintenance Division**  
Lot Description **Group 1 - Parking Management Services**  
Quantity **12 month**

Unit Price

Delivery Location **Broward County Board of County Commissioners**

Refer to scope of work for information.

N/A

Broward County FL 33301

Qty 12

**Description**

Monthly Management Fee and Operating Expenses. Offered price shall be for each month service. Price shall be inclusive of Living Wage Ordinance requirements, annually adjusted, as amended. Effective January 1, 2021, the qualifying health care benefit amount is at least \$3.44. The Living Wage rate without health care benefits will be annually adjusted as provided by ordinance. This is the monthly/annual total from the Budget Worksheet for Year 2 for this location.

Item **PNC2116816P1--01-06 - Group 1 - Parking Management Services: Government Center East 350 Garage (Year 3) Facilities Maintenance Division**

Lot Description **Group 1 - Parking Management Services**

Quantity **12 month**

Unit Price

Delivery Location **Broward County Board of County Commissioners**

Refer to scope of work for information.

N/A

Broward County FL 33301

Qty 12

**Description**

Monthly Management Fee and Operating Expenses. Offered price shall be for each month service. Price shall be inclusive of Living Wage Ordinance requirements, as amended, annually adjusted, as provided therein. This is the monthly/annual total from the Budget Worksheet for Year 3 for this location.

Item **PNC2116816P1--01-07 - Group 1 - Parking Management Services: Broward County Judicial Complex East Parking Garage (Year 1) Facilities Mainten**

Lot Description **Group 1 - Parking Management Services**

Quantity **12 month**

Unit Price

Delivery Location **Broward County Board of County Commissioners**

Refer to scope of work for information.

N/A

Broward County FL 33301

Qty 12

**Description**

Monthly Management Fee and Operating Expenses. Offered price shall be for each month service. Price shall be inclusive of Living Wage Ordinance requirements, annually adjusted, as provided therein (adjusted annual Living Wage Rates will be effective January 1, 2020). This is the monthly/annual total from the Budget Worksheet for Year 1 for this location.

Item **PNC2116816P1--01-08 - Group 1 - Parking Management Services: Broward County Judicial Complex East Parking Garage (Year 2) Facilities Mainten**

Lot Description **Group 1 - Parking Management Services**

Quantity **12 month**

Unit Price

Delivery Location **Broward County Board of County Commissioners**

Broward County Board of  
County Commissioners

Refer to scope of work for information.

N/A

Broward County FL 33301

Qty 12

**Description**

Monthly Management Fee and Operating Expenses. Offered price shall be for each month service. Price shall be inclusive of Living Wage Ordinance requirements, annually adjusted, as amended. Effective January 1, 2021, the qualifying health care benefit amount is at least \$3.44. The Living Wage rate without health care benefits will be annually adjusted as provided by ordinance. This is the monthly/annual total from the Budget Worksheet for Year 2 for this location.

Item	<b>PNC2116816P1--01-09 - Group 1 - Parking Management Services: Broward County Judicial Complex East Parking Garage (Year 3) Facilities Mainten</b>
Lot Description	<b>Group 1 - Parking Management Services</b>
Quantity	<b>12 month</b>
Unit Price	<input type="text"/>
Delivery Location	<b>Broward County Board of County Commissioners</b>
	<u>Refer to scope of work for information.</u>
	N/A
	Broward County FL 33301
	Qty 12

**Description**

Monthly Management Fee and Operating Expenses. Offered price shall be for each month service. Effective January 1, 2022, price shall be inclusive of Living Wage Ordinance requirements, as amended, annually adjusted, as provided by ordinance. This is the monthly/annual total from the Budget Worksheet for Year 3 for this location.

Item	<b>PNC2116816P1--01-10 - Group 1 - Parking Management Services: Broward County Judicial Complex South Garage (Year 1) Facilities Maintenance Div</b>
Lot Description	<b>Group 1 - Parking Management Services</b>
Quantity	<b>12 month</b>
Unit Price	<input type="text"/>
Delivery Location	<b>Broward County Board of County Commissioners</b>
	<u>Refer to scope of work for information.</u>
	N/A
	Broward County FL 33301
	Qty 12

**Description**

Monthly Management Fee and Operating Expenses. Offered price shall be for each month service. Price shall be inclusive of Living Wage Ordinance requirements, annually adjusted, as provided therein (adjusted annual Living Wage Rates will be effective January 1, 2020). This is the monthly/annual total from the Budget Worksheet for Year 1 for this location.

Item	<b>PNC2116816P1--01-11 - Group 1 - Parking Management Services: Broward County Judicial Complex South Garage (Year 2) Facilities Maintenance Div</b>
Lot Description	<b>Group 1 - Parking Management Services</b>
Quantity	<b>12 month</b>
Unit Price	<input type="text"/>
Delivery Location	<b>Broward County Board of County Commissioners</b>
	<u>Refer to scope of work for information.</u>
	N/A
	Broward County FL 33301

Qty 12

**Description**

Monthly Management Fee and Operating Expenses. Offered price shall be for each month service. Price shall be inclusive of Living Wage Ordinance requirements, annually adjusted, as amended. Effective January 1, 2021, the qualifying health care benefit amount is adjusted to \$3.44. The Living Wage rate without health care benefits will be annually adjusted as provided by ordinance. This is the monthly/annual total from the Budget Worksheet for Year 2 for this location.

Item **PNC2116816P1--01-12 - Group 1 - Parking Management Services: Broward County Judicial Complex South Garage (Year 3) Facilities Maintenance Di**

Lot Description **Group 1 - Parking Management Services**

Quantity **12 month**

Unit Price

Delivery Location **Broward County Board of County Commissioners**  
Refer to scope of work for information.  
N/A  
Broward County FL 33301  
Qty 12

**Description**

Monthly Management Fee and Operating Expenses. Offered price shall be for each month service. Effective January 1, 2022, price shall be inclusive of Living Wage Ordinance requirements, as amended, annually adjusted, as provided by ordinance.

Item **PNC2116816P1--01-13 - Group 1 - Parking Management Services: Governmental Center West Garage (Year 1) Facilities Maintenance Division**

Lot Description **Group 1 - Parking Management Services**

Quantity **12 month**

Prices are not requested for this item.

Delivery Location **Broward County Board of County Commissioners**  
Refer to scope of work for information.  
N/A  
Broward County FL 33301  
Qty 12

**Description**

Optional: Monthly Management Fee and Operating Expenses. Offered price shall be for each month service. Price shall be inclusive of Living Wage Ordinance requirements, annually adjusted, as provided therein (adjusted annual Living Wage Rates will be effective January 1, 2020). Pricing is not requested at this time.

Item **PNC2116816P1--01-14 - Group 1 - Parking Management Services: Governmental Center West Garage (Year 2) Facilities Maintenance Division**

Lot Description **Group 1 - Parking Management Services**

Quantity **12 month**

Prices are not requested for this item.

Delivery Location **Broward County Board of County Commissioners**  
Refer to scope of work for information.  
N/A  
Broward County FL 33301  
Qty 12

**Description**

Optional: Monthly Management Fee and Operating Expenses. Offered price shall be for each month service. Price shall be inclusive of Living Wage Ordinance requirements, annually adjusted, as amended. Effective January 1, 2021, the qualifying health care benefit

amount is at least \$3.44. The Living Wage rate without health care benefits will be annually adjusted as provided by ordinance. Pricing is not requested at this time.

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Item **PNC2116816P1--01-15 - Group 1 - Parking Management Services: Governmental Center West Garage (Year 3) Facilities Maintenance Division**

Lot Description **Group 1 - Parking Management Services**

Quantity **12 month**

Prices are not requested for this item.

Delivery Location **Broward County Board of County Commissioners**

[Refer to scope of work for information.](#)

N/A

Broward County FL 33301

**Qty 12**

**Description**

Optional: Monthly Management Fee and Operating Expenses. Offered price shall be for each month service. Effective January 1, 2022, price shall be inclusive of Living Wage Ordinance requirements, as amended, annually adjusted, as provided by ordinance. Pricing is not requested at this time.

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Item **PNC2116816P1--02-01 - Group 2 - Parking Management Services: Northport Garage (Year 1) Port Everglades Department**

Lot Description **Group 2 - Parking Management Services**

Quantity **12 month**

Unit Price

Delivery Location **Broward County Board of County Commissioners**

[Refer to scope of work for information.](#)

N/A

Broward County FL 33301

**Qty 12**

**Description**

Monthly Management Fee and Operating Expenses. Offered price shall be for each month service. Price shall be inclusive of Living Wage Ordinance requirements, annually adjusted, as provided therein (adjusted annual Living Wage Rates will be effective January 1, 2020). This is the monthly/annual total from the Budget Worksheet for Year 1 for this location.

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Item **PNC2116816P1--02-02 - Group 2 - Parking Management Services: Northport Garage (Year 2) Port Everglades Department**

Lot Description **Group 2 - Parking Management Services**

Quantity **12 month**

Unit Price

Delivery Location **Broward County Board of County Commissioners**

[Refer to scope of work for information.](#)

N/A

Broward County FL 33301

**Qty 12**

**Description**

Monthly Management Fee and Operating Expenses. Offered price shall be for each month service. Price shall be inclusive of Living Wage Ordinance requirements, annually adjusted, as amended. Effective January 1, 2021, the qualifying health care benefit amount is adjusted to \$3.44. The Living Wage rate without health care benefits will be annually adjusted as provided by ordinance. This is the monthly/annual total from the Budget Worksheet for Year 2 for this location.



Item **PNC2116816P1--02-03 - Group 2 - Parking Management Services: Northport Garage (Year 3) Port Everglades Department**

Lot Description **Group 2 - Parking Management Services**

Quantity **12 month**

Unit Price

Delivery Location **Broward County Board of County Commissioners**  
Refer to scope of work for information.  
N/A  
Broward County FL 33301  
**Qty 12**

**Description**

Monthly Management Fee and Operating Expenses. Offered price shall be for each month service. Effective January 1, 2022, price shall be inclusive of Living Wage Ordinance requirements, as amended, annually adjusted, as provided by ordinance. This is the monthly/annual total from the Budget Worksheet for Year 3 for this location.

Item **PNC2116816P1--02-04 - Group 2 - Parking Management Services: Midport Garage (Year 1) Port Everglades Department**

Lot Description **Group 2 - Parking Management Services**

Quantity **12 month**

Unit Price

Delivery Location **Broward County Board of County Commissioners**  
Refer to scope of work for information.  
N/A  
Broward County FL 33301  
**Qty 12**

**Description**

Monthly Management Fee and Operating Expenses. Offered price shall be for each month service. Price shall be inclusive of Living Wage Ordinance requirements, annually adjusted, as provided therein (adjusted annual Living Wage Rates will be effective January 1, 2020). This is the monthly/annual total from the Budget Worksheet for Year 1 for this location.

Item **PNC2116816P1--02-05 - Group 2 - Parking Management Services: Midport Garage (Year 2) Port Everglades Department**

Lot Description **Group 2 - Parking Management Services**

Quantity **12 month**

Unit Price

Delivery Location **Broward County Board of County Commissioners**  
Refer to scope of work for information.  
N/A  
Broward County FL 33301  
**Qty 12**

**Description**

Monthly Management Fee and Operating Expenses. Offered price shall be for each month service. Price shall be inclusive of Living Wage Ordinance requirements, annually adjusted, as amended. Effective January 1, 2021, the qualifying health care benefit amount is adjusted to \$3.44. The Living Wage rate without health care benefits will be annually adjusted as provided by ordinance. This is the monthly/annual total from the Budget Worksheet for Year 2 for this location.

Item **PNC2116816P1--02-06 - Group 2 - Parking Management Services: Midport Garage (Year 3) Port Everglades Department**

Broward County Board of  
County Commissioners

Lot Description **Group 2 - Parking Management Services**  
Quantity **12 month**  
Unit Price   
Delivery Location **Broward County Board of County Commissioners**  
Refer to scope of work for information.  
N/A  
Broward County FL 33301  
Qty 12

**Description**

Monthly Management Fee and Operating Expenses. Offered price shall be for each month service. Effective January 1, 2022, price shall be inclusive of Living Wage Ordinance requirements, as amended, annually adjusted, as provided by ordinance. This is the monthly/annual total from the Budget Worksheet for Year 3 for this location.

Item **PNC2116816P1--02-07 - Group 2 - Parking Management Services: Terminal 18 Surface Lot (Year 1) Port Everglades Department**  
Lot Description **Group 2 - Parking Management Services**  
Quantity **12 month**  
Unit Price   
Delivery Location **Broward County Board of County Commissioners**  
Refer to scope of work for information.  
N/A  
Broward County FL 33301  
Qty 12

**Description**

Monthly Management Fee and Operating Expenses. Offered price shall be for each month service. Price shall be inclusive of Living Wage Ordinance requirements, annually adjusted, as provided therein (adjusted annual Living Wage Rates will be effective January 1, 2020).

Item **PNC2116816P1--02-08 - Group 2 - Parking Management Services: Terminal 18 Surface Lot (Year 2) Port Everglades Department**  
Lot Description **Group 2 - Parking Management Services**  
Quantity **12 month**  
Unit Price   
Delivery Location **Broward County Board of County Commissioners**  
Refer to scope of work for information.  
N/A  
Broward County FL 33301  
Qty 12

**Description**

Monthly Management Fee and Operating Expenses. Offered price shall be for each month service. Price shall be inclusive of Living Wage Ordinance requirements, annually adjusted, as amended. Effective January 1, 2021, the qualifying health care benefit amount is adjusted to \$3.44. The Living Wage rate without health care benefits will be annually adjusted as provided by ordinance. This is the monthly/annual total from the Budget Worksheet for Year 2 for this location.

Item **PNC2116816P1--02-09 - Group 2 - Parking Management Services: Terminal 18 Surface Lot (Year 3) Port Everglades Department**  
Lot Description **Group 2 - Parking Management Services**  
Quantity **12 month**

Unit Price

Delivery Location **Broward County Board of County Commissioners**

Refer to scope of work for information.

N/A

Broward County FL 33301

Qty 12

**Description**

Monthly Management Fee and Operating Expenses. Offered price shall be for each month service. Effective January 1, 2022, price shall be inclusive of Living Wage Ordinance requirements, as amended, annually adjusted, as provided by ordinance. This is the monthly/annual total from the Budget Worksheet for Year 3 for this location.

Item **PNC2116816P1--02-10 - Group 2 - Parking Management Services: Terminal 19 Surface Lot (Year 1) Port Everglades Department**

Lot Description **Group 2 - Parking Management Services**

Quantity **12 month**

Unit Price

Delivery Location **Broward County Board of County Commissioners**

Refer to scope of work for information.

N/A

Broward County FL 33301

Qty 12

**Description**

Monthly Management Fee and Operating Expenses. Offered price shall be for each month service. Price shall be inclusive of Living Wage Ordinance requirements, annually adjusted, as provided therein (adjusted annual Living Wage Rates will be effective January 1, 2020). This is the monthly/annual total from the Budget Worksheet for Year 1 for this location.

Item **PNC2116816P1--02-11 - Group 2 - Parking Management Services: Terminal 19 Surface Lot (Year 2) Port Everglades Department**

Lot Description **Group 2 - Parking Management Services**

Quantity **12 month**

Unit Price

Delivery Location **Broward County Board of County Commissioners**

Refer to scope of work for information.

N/A

Broward County FL 33301

Qty 12

**Description**

Monthly Management Fee and Operating Expenses. Offered price shall be for each month service. Price shall be inclusive of Living Wage Ordinance requirements, annually adjusted, as amended. Effective January 1, 2021, the qualifying health care benefit amount is adjusted to \$3.44. The Living Wage rate without health care benefits will be annually adjusted as provided by ordinance. This is the monthly/annual total from the Budget Worksheet for Year 2 for this location.

Item **PNC2116816P1--02-12 - Group 2 - Parking Management Services: Terminal 19 Surface Lot (Year 3) Port Everglades Department**

Lot Description **Group 2 - Parking Management Services**

Quantity **12 month**

Unit Price

Delivery Location **Broward County Board of County Commissioners**

Broward County Board of  
County Commissioners

Refer to scope of work for information.

N/A  
Broward County FL 33301  
Qty 12

**Description**

Monthly Management Fee and Operating Expenses. Offered price shall be for each month service. Effective January 1, 2022, price shall be inclusive of Living Wage Ordinance requirements, as amended, annually adjusted, as provided by ordinance. This is the monthly/annual total from the Budget Worksheet for Year 3 for this location.

Item **PNC2116816P1--02-13 - Group 2 - Parking Management Services: Terminal 2/4 Garage (Year 2) Port Everglades Department**  
Lot Description **Group 2 - Parking Management Services**  
Quantity **12 month**  
Unit Price   
Delivery Location **Broward County Board of County Commissioners**  
Refer to scope of work for information.  
N/A  
Broward County FL 33301  
Qty 12

**Description**

Monthly Management Fee and Operating Expenses. Offered price shall be for each month service. Price shall be inclusive of Living Wage Ordinance requirements, annually adjusted, as amended. Effective January 1, 2021, the qualifying health care benefit amount is adjusted to \$3.44. The Living Wage rate without health care benefits will be annually adjusted as provided by ordinance. This is the monthly/annual total from the Budget Worksheet for Year 2 for this location. Note - Terminal 2/4 only has Year 2 and Year 3 only listed (not open Year 1).

Item **PNC2116816P1--02-14 - Group 2 - Parking Management Services: Terminal 2/4 Garage (Year 3) Port Everglades Department**  
Lot Description **Group 2 - Parking Management Services**  
Quantity **12 month**  
Unit Price   
Delivery Location **Broward County Board of County Commissioners**  
Refer to scope of work for information.  
N/A  
Broward County FL 33301  
Qty 12

**Description**

Monthly Management Fee and Operating Expenses. Offered price shall be for each month service. Effective January 1, 2022, price shall be inclusive of Living Wage Ordinance requirements, as amended, annually adjusted, as provided by ordinance. This is the monthly/annual total from the Budget Worksheet for Year 3 for this location. Note - Terminal 2/4 only has Year 2 and Year 3 only listed (not open for Year 1).

Item **PNC2116816P1--03-01 - Group 2A - Parking Management Services: Shuttle Bus Services (Year 1) Port Everglades Department**  
Lot Description **Group 2A - Parking Management Services**  
Quantity **4800 hour**  
Unit Price   
Delivery Location **Broward County Board of County Commissioners**  
Refer to scope of work for information.

N/A  
Broward County FL 33301  
Qty 4800

**Description**

Cruise Passenger, 14 to 17-passenger Mini-Bus with interior luggage rack. Price shall be inclusive of Living Wage Ordinance requirements effective January 1, 2019 and annually adjusted as provided therein.

Item **PNC2116816P1--03-02 - Group 2A - Parking Management Services: Shuttle Bus Services (Year 2) Port Everglades Department**  
Lot Description **Group 2A - Parking Management Services**  
Quantity **4800 hour**  
Unit Price   
Delivery Location **Broward County Board of County Commissioners**  
Refer to scope of work for information.  
N/A  
Broward County FL 33301  
Qty 4800

**Description**

Cruise Passenger, 14 to 17-passenger Mini-Bus with interior luggage rack. Offered price shall be for each month service. Price shall be inclusive of Living Wage Ordinance requirements, annually adjusted, as amended. Effective January 1, 2021, the qualifying health care benefit amount is adjusted to \$3.44. The Living Wage rate without health care benefits will be annually adjusted as provided by ordinance.

Item **PNC2116816P1--03-03 - Group 2A - Parking Management Services: Shuttle Bus Services (Year 3) Port Everglades Department**  
Lot Description **Group 2A - Parking Management Services**  
Quantity **4800 hour**  
Unit Price   
Delivery Location **Broward County Board of County Commissioners**  
Refer to scope of work for information.  
N/A  
Broward County FL 33301  
Qty 4800

**Description**

Cruise Passenger, 14 to 17-passenger Mini-Bus with interior luggage rack. Offered price shall be for each month service. Effective January 1, 2022, price shall be inclusive of Living Wage Ordinance requirements, as amended, annually adjusted, as provided by ordinance.

Item **PNC2116816P1--03-04 - Group 2A - Parking Management Services: Shuttle Bus Services (Year 1) Port Everglades Department**  
Lot Description **Group 2A - Parking Management Services**  
Quantity **100 hour**  
Unit Price   
Delivery Location **Broward County Board of County Commissioners**  
Refer to scope of work for information.  
N/A  
Broward County FL 33301  
Qty 100

**Description**

Cruise Passenger, 23 to 30-passenger Mini-Bus with rear luggage. Price shall be inclusive of Living Wage Ordinance requirements effective January 1, 2019 and annually adjusted as provided therein.

Item **PNC2116816P1--03-05 - Group 2A - Parking Management Services: Shuttle Bus Services (Year 2) Port Everglades Department**

Lot Description **Group 2A - Parking Management Services**

Quantity **100 hour**

Unit Price

Delivery Location **Broward County Board of County Commissioners**  
Refer to scope of work for information.  
N/A  
Broward County FL 33301  
Qty 100

**Description**

Cruise Passenger, 23 to 30-passenger Mini-Bus with rear luggage. Offered price shall be for each month service. Price shall be inclusive of Living Wage Ordinance requirements, annually adjusted, as amended. Effective January 1, 2021, the qualifying health care benefit amount is adjusted to \$3.44. The Living Wage rate without health care benefits will be annually adjusted as provided by ordinance.

Item **PNC2116816P1--03-06 - Group 2A - Parking Management Services: Shuttle Bus Services (Year 3) Port Everglades Department**

Lot Description **Group 2A - Parking Management Services**

Quantity **100 hour**

Unit Price

Delivery Location **Broward County Board of County Commissioners**  
Refer to scope of work for information.  
N/A  
Broward County FL 33301  
Qty 100

**Description**

Cruise Passenger, 23 to 30-passenger Mini-Bus with rear luggage. Offered price shall be for each month service. Effective January 1, 2022, price shall be inclusive of Living Wage Ordinance requirements, as amended, annually adjusted, as provided by ordinance. This is the monthly/annual total from the Budget Worksheet for Year 3 for this location.

Item **PNC2116816P1--03-07 - Group 2A - Parking Management Services: Shuttle Bus Services (Year 1) Port Everglades Department**

Lot Description **Group 2A - Parking Management Services**

Quantity **40 hour**

Unit Price

Delivery Location **Broward County Board of County Commissioners**  
Refer to scope of work for information.  
N/A  
Broward County FL 33301  
Qty 40

**Description**

Cruise Passenger, 49 to 55-passenger Motor Coach. Price shall be inclusive of Living Wage Ordinance requirements, annually adjusted, as provided therein (adjusted annual Living Wage Rates will be effective January 1, 2020). This is the monthly/annual total from the Budget Worksheet for Year 1 for this location.

**Item** PNC2116816P1--03-08 - Group 2A - Parking Management Services: Shuttle Bus Services (Year 2) Port Everglades Department

**Lot Description** Group 2A - Parking Management Services

**Quantity** 40 hour

**Unit Price**

**Delivery Location** **Broward County Board of County Commissioners**  
Refer to scope of work for information.  
N/A  
Broward County FL 33301  
Qty 40

**Description**

Cruise Passenger, 49 to 55-passenger Motor Coach. Offered price shall be for each month service. Price shall be inclusive of Living Wage Ordinance requirements, annually adjusted, as amended. Effective January 1, 2021, the qualifying health care benefit amount is at least \$3.44. The Living Wage rate without health care benefits will be annually adjusted as provided by ordinance.

**Item** PNC2116816P1--03-09 - Group 2A - Parking Management Services: Shuttle Bus Services (Year 3) Port Everglades Department

**Lot Description** Group 2A - Parking Management Services

**Quantity** 40 hour

**Unit Price**

**Delivery Location** **Broward County Board of County Commissioners**  
Refer to scope of work for information.  
N/A  
Broward County FL 33301  
Qty 40

**Description**

Cruise Passenger, 49 to 55-passenger Motor Coach. Offered price shall be for each month service. Effective January 1, 2022, price shall be inclusive of Living Wage Ordinance requirements, as amended, annually adjusted, as provided by ordinance.

**Item** PNC2116816P1--03-10 - Group 2A - Parking Management Services: Shuttle Bus Services (Year 1) Port Everglades Department

**Lot Description** Group 2A - Parking Management Services

**Quantity** 400 hour

**Unit Price**

**Delivery Location** **Broward County Board of County Commissioners**  
Refer to scope of work for information.  
N/A  
Broward County FL 33301  
Qty 400

**Description**

Non-Cruise Passenger, 14 to 17-passenger with interior luggage rack. Price shall be inclusive of Living Wage Ordinance requirements, annually adjusted, as provided therein (adjusted annual Living Wage Rates will be effective January 1, 2020).

**Item** PNC2116816P1--03-11 - Group 2A - Parking Management Services: Shuttle Bus Services (Year 2) Port Everglades Department

**Lot Description** Group 2A - Parking Management Services

Quantity **400 hour**  
Unit Price   
Delivery Location **Broward County Board of County Commissioners**  
Refer to scope of work for information.  
N/A  
Broward County FL 33301  
**Qty 400**

**Description**

Non-Cruise Passenger, 14 to 17-passenger with interior luggage rack. Offered price shall be for each month service. Price shall be inclusive of Living Wage Ordinance requirements, annually adjusted, as amended. Effective January 1, 2021, the qualifying health care benefit amount is adjusted to \$3.44. The Living Wage rate without health care benefits will be annually adjusted as provided by ordinance.

Item **PNC2116816P1--03-12 - Group 2A - Parking Management Services: Shuttle Bus Services (Year 3) Port Everglades Department**  
Lot Description **Group 2A - Parking Management Services**  
Quantity **400 hour**  
Unit Price   
Delivery Location **Broward County Board of County Commissioners**  
Refer to scope of work for information.  
N/A  
Broward County FL 33301  
**Qty 400**

**Description**

Non-Cruise Passenger, 14 to 17-passenger with interior luggage rack. Offered price shall be for each month service. Effective January 1, 2022, price shall be inclusive of Living Wage Ordinance requirements, as amended, annually adjusted, as provided by ordinance.

Item **PNC2116816P1--03-13 - Group 2A - Parking Management Services: Shuttle Bus Services (Year 1) Port Everglades Department**  
Lot Description **Group 2A - Parking Management Services**  
Quantity **800 hour**  
Unit Price   
Delivery Location **Broward County Board of County Commissioners**  
Refer to scope of work for information.  
N/A  
Broward County FL 33301  
**Qty 800**

**Description**

Non-Cruise Passenger, 23 to 30-passenger Mini-Bus with rear luggage. Price shall be inclusive of Living Wage Ordinance requirements, annually adjusted, as provided therein (adjusted annual Living Wage Rates will be effective January 1, 2020).

Item **PNC2116816P1--03-14 - Group 2A - Parking Management Services: Shuttle Bus Services (Year 2) Port Everglades Department**  
Lot Description **Group 2A - Parking Management Services**  
Quantity **800 hour**  
Unit Price   
Delivery Location **Broward County Board of County Commissioners**



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Refer to scope of work for information.

N/A

Broward County FL 33301

Qty 800

**Description**

Non-Cruise Passenger, 23 to 30-passenger Mini-Bus with rear luggage. Offered price shall be for each month service. Price shall be inclusive of Living Wage Ordinance requirements, annually adjusted, as amended. Effective January 1, 2021, the qualifying health care benefit amount is at least \$3.44. The Living Wage rate without health care benefits will be annually adjusted as provided by ordinance.

Item	<b>PNC2116816P1--03-15 - Group 2A - Parking Management Services: Shuttle Bus Services (Year 3) Port Everglades Department</b>
Lot Description	<b>Group 2A - Parking Management Services</b>
Quantity	<b>800 hour</b>
Unit Price	<input type="text"/>
Delivery Location	<b>Broward County Board of County Commissioners</b>
	<u>Refer to scope of work for information.</u>
	N/A
	Broward County FL 33301
	Qty 800

**Description**

Non-Cruise Passenger, 23 to 30-passenger Mini-Bus with rear luggage. Offered price shall be for each month service. Effective January 1, 2022, price shall be inclusive of Living Wage Ordinance requirements, as amended, annually adjusted, as provided by ordinance.

**Scope of Work  
Group 1  
Parking Management Services for Various County Agencies (Facilities Management)**

During the term of this Agreement, the parking management services firm (“Operator”) shall be obligated to manage all parking operations at the awarded location(s) and additional services, as specified, in a safe, efficient and cost-effective manner. The Operator shall provide the highest level of professional management services on a continuous basis, seven (7) days a week, 365 days a year. The agreement will be for an initial three-year term with two one-year renewal options.

The successful proposer shall have specific contractual rights to manage and operate all public parking facilities at Broward County Judicial Complex and Broward County Governmental Center for the Facilities Management Division (FMD). Valet parking may be operated as a concession within the Agreement, if required. The County may, during the term of the contract, add or delete parking locations, wholly or in part. If a location listed herein is deleted, the quoted cost for service being deleted shall be removed from the monthly invoice amount, if applicable. If a location not listed herein is added to the contract, the bidder shall invoice the same amount as prices quoted herein for similar locations

**Facility Description:**

Currently, FMD parking facilities, excluding Broward County Governmental Center -West (BCGCW) are managed by a private parking management firm, utilizing HUB Parking Technology’s (HUB) parking revenue access control system (PARCS). The repair and maintenance of the revenue control equipment is provided by HUB-certified service technicians. The FMD parking facilities are comprised of the following:

1. **Broward County Governmental Center East (BCGCE) 1200 Parking Garage:** Seven story 1,200 space parking garage
2. **Broward County Governmental Center East (BCGCE) 350 Parking Garage:** Five story 350 space parking garage
3. **Broward County Judicial Complex (BCJC) East Parking Garage:** Five story 2200 space parking garage
4. **Broward County Judicial Complex (BCJC) South Parking Garage:** Six story 1026 space parking garage
5. **Broward County Governmental Center West (BCGCW) Garage:** Three story 480 space parking garage (employee), located at 1 N. University Drive, Plantation, FL 33324 (Note: BCGCW garage does not currently utilize a PARCS)

Hours of Operation: BCGCE 1200 Garage, BCGCE 350 Garage, BCJC South Garage operates 24 hours per day; seven (7) days a week, 365 days a year; BCJC East Garage operates on Monday thru Friday 7:00 a.m. – 7:00 p.m. Parking Fees for each facility are in accordance with County’s set fee schedule, refer to **Exhibit 1 - Facilities Management Facilities Parking Fees.**

## 1. Responsibilities of Operator:

- a. Provide parking management services in a manner to maximize revenues and minimize costs, while providing the highest level of professional and courteous customer service in all phases of parking transactions.
- b. Manage all current and future garage parking operations including Public Parking and Valet Parking as required on occasion and render other parking related services as may be requested by FMD.
- c. Provide qualified and adequate staffing in all parking facilities outlined in the Scope of Work, to facilitate activities relating to public parking and for valet parking, when required. The staffing level shall be adjusted according to passenger traffic and business demands. All parking staff employees must pass a FDLE background check to receive a county contractor ID badge.
- d. Operate the current PARCS (and any new future equipment) at BCJCE 1200 Garage, 350 Garage and BCJC East Garage, and South Garage parking facilities. The Major components may include Entry/Exit Lane Equipment, Intercom System, Pay-On-Foot Stations, Vehicle Count System, Automatic Vehicle Identification System, License Plate Recognition (LPR) and Dynamic Signage System.
- e. Open and close parking facilities for special events, cleaning and maintenance, repairs and construction activities.
- f. Prepare an Operations Plan, including for special events, and present to FMD for approval.
- g. Handle customer complaints and submit monthly Incident Reports to FMD.
- h. May create and deploy portable message signs (Wind-Master, A Frame) for daily and special events as directed by FMD.
- i. Prepare monthly, quarterly and annual report detailing revenue information, operational statistics, budget information, daily utilization and historical comparison.
- j. Provide information daily that shows collections/receipts and deposits of monies.
- k. Provide all general management office personnel, software, hardware, equipment and supplies related to the operation and management of current and future parking facilities, except for PARCS. Equipment and related supplies may include, but not be limited to: software; hardware; equipment; radios; uniforms; maintenance and cleaning equipment; tools; office and accounting supplies; golf carts; vehicles; office furniture and custodial supplies.

- l. Hire and manage custodial service for all parking facilities, including but not limited to, cleaning all surfaces, the sidewalks, leading to, from and within the parking facilities, parking garage structure, exit booths, facility entrance and exit roadway, ramps, stairwells, vestibules and parking administrative offices.
- m. Manage preventive and routine maintenance on the exterior of PARCS, may include wiping down all System equipment, minor repair of broken gate arms, loading of tickets, clearing ticket jams and card readers.
- n. Perform scheduled facility inspections to ensure all revenue control equipment, elevators, lighting fixtures and other infrastructures are in proper working condition. Report deficiencies to the Facilities Management Division as soon as practical. ***Repairs and maintenance of the HUB Parking Technology revenue control equipment at BCGCE and BCJC parking facilities are performed by HUB's certified service technicians.***
- o. Conduct scheduled facility inspections to ensure all safety standards are met or exceeded. Any hazardous conditions found must be reported to Facilities Management Division for immediate resolution. Protect parking customers from any hazardous conditions using vendor-provided visible barriers.
- p. Provide updates, information, recommendations and suggestions, as requested, relating to the parking industry and the management of public parking facilities.
- q. Develop and partner with the Facilities Management Division to implement innovative programs to increase revenue from all parking related facilities and services, including promotional activities, new products, or new services.
- r. Attend parking related meetings and events as directed by the FMD.

Additional historical information pertaining to FMD's parking management services is provided via the following exhibits for informational purposes only.

Exhibits:

- 1. Facilities Management Facilities Parking Fees
- 2. Janitorial Cleaning Services Schedule – FMD

**(Balance of page left blank intentionally)**

## Facilities Management Facilities Parking Fees

(per Section 38.2, Broward county Administrative code)

### Public Parking Areas

**Broward County Governmental Center East (BCGCE) Garage:** Per hour or portion thereof, up to maximum of \$12 per entry per twenty-four (24) period. There shall be no charge for any portion of the first hour which is less than ten minutes:

First Hour, or any portion thereof	\$2.00
Per Hour thereafter, or any portion thereof	\$1.00
Flat Fee Wednesday, 5:00 PM – 6:00 AM	\$5.00
Flat Fee Thursday, Friday, and Saturday, 5:00 PM – 6:00 AM	\$8.00
Monthly Parking Pass, per month	\$150.00
Lost Ticket	\$12.00

**Broward County Special Event Pay Parking at (BCGCE) Garage :** As agreed to or otherwise established for each event by the County Administrator or his-her authorized designee, depending on the nature of the event, the projected need for parking in the area, the admission price of the event, and compliance with Section 38.2 of the Administrative Code.

Flat Fee special events, Wednesday, 5:00 PM – 6:00 AM	\$5.00
Flat Fee special events, Thursday, Friday, and Saturday, 5:00 PM – 6:00 AM	\$8.00
Flat Fee for medium sized special events	\$10.00
Flat Fee for large sized special events	\$15.00

**Broward County Judicial Center (BCJC) East Garage:** Flat Rate or any portion thereof, up to a maximum of \$10.00 per entry per 24-hour period. There shall be no charge for any portion of the first hour which is less than ten minutes:

Flat Rate Monday thru Friday 7:00am until 11:00am	\$10.00
Flat Rate Monday thru Friday 11:00am until 7:00pm	\$5.00

**Note:** There is currently no parking fee structure for Broward County Judicial Center (BCJC) South Garage; this garage is a Broward County employee-only garage at this time.

## Janitorial Services Schedule

Task #	Service Schedule (Central District Parking Garages)	Daily	Weekly	Monthly	Quarterly	Semi Annually	As Needed	
	<u>The following services shall be performed per facility</u>	D	W	M	Q	S	A/N	
<b>All Areas</b>								
1	ALL EMPLOYEES FOLLOW SIGN IN PROCEDURES	X						
2	Dust and wipe exposed air conditioning grills		X					
3	Dusting, High	X						
4	Dusting, Low	X						
5	Dusting, Overhead	X						
6	Spot clean walls, woodwork and building surfaces to remove soiled areas, including all urine and feces.	X						
7	Clean hand marks from countertops; glass desktops, customer payment walkup windows	X						
8	Chewing gum shall be removed from floors, carpets, sidewalks or any other surfaces as soon as it is noticed	X						
9	Dust, mop, or sweep non-carpeted floors	X						
10	Spot mop	X						
11	Damp mop non-carpeted floors	X						
12	Wet clean non-carpeted floors whenever soil is present and cannot be removed by sweeping or dry mopping	X						
13	Clean and disinfect drinking fountains	X						
14	Glass cleaning interior surfaces, panels, and windows	X						
15	Empty and clean waste baskets and ash trays	X						
16	Clean all electric switch plate covers	X						
17	Remove trash and recycling from cans and deposit in designated containers	X						
18	Clean up trash disposal areas	X						
19	ALL EMPLOYEES FOLLOW SIGN OUT PROCEDURES	X						
20	Close and lock all storage areas	X						
21	Leave notice advising of any irregularities noted during servicing to the Building Manager/County Representative in a mutually agreeable location	X						
22	Complete garage log	X						
<b>Entrances, Lobbies, Halls, Stairwells, Public and Common Areas</b>								
23	Clean outside all entrances and entrance glass. Area must be cleaned and made free of debris, urine, and feces. Empty and clean ash trays and other waste containers, incerting liners as required	X						
24	Sweep, dry or damp mop stairwells	X						
25	Clean and polish all metal, including entrance doors, kick plates, escalators and elevators	X						
26	Clean all elevators including walls, ceiling, venting, and floors	X						
27	Hose down entrance areas		X					
28	Hose down exterior stairways, use detergent and scrub if necessary to remove soil and footprints, urine, feces etc.	X						
29	Pressure clean and remove adheard soil on all concrete floors, walls, overhangs, and adjacent surfaces to entryways. All facility perimeter walkways, walkway overheads, loading dock/areas, dumpster areas and alleyways are also to be cleaned by the same methods. Care must be taken to prevent damage to surfaces					X		
30	Pressure scrub concrete walkways				X			
31	Take care to lock all office doors upon exiting	X						
32	Floors will be thoroughly washed using disinfectant detergent.	X						
33	Sanitize restrooms fixtures (toilets, urinals, sinks), utilizing required MSRA disinfectant.	X						
34	Descale toilets and urinals	X						

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Statement of Work - Exhibit 2

35	Check and refill each toilet paper dispenser, hand soap dispenser with MSRA resistance soap, paper towel dispenser, paper cup dispenser, nursery dispensers, etc.	X						
36	Clean floor drains with a cream cleanser and scrub pads to remove corrosion and tarnish. Pour a solution of germicidal down the floor drains to fill the drain trap and prevent the escape of sewer gas.	X						
37	Unclog toilets as required	X						
38	The contractor shall use spray bottles or pump-up sprayers to apply germicidal detergent solution to all surfaces of wash basin, toilets, urinals, showers and adjacent surfaces. The contractor shall use clean cloths or sponges (except inside toilet bowls).	X						
39	Mirrors and bright metal surfaces shall be kept free of graffiti, marks and streaks.	X						
40	Clean shower curtains to remove mold and mildew.	X						
41	Wipe off all tile edging.	X						
42	Clean and seal all tile grout.						Annual	
43	Pressure clean all walls and partitions with a germicidal cleaner in shower areas at minimum of once a month.	X						
44	Maintain neat janitorial area.	X						
45	Polish all bright metal portions of elevators, escalators.	X						
46	Damp mop, vacuum, clean elevators, include threshold.	X						
47	Strip and wax elevator floors.					X		
48	Clean and hose down entrances, patios, interior and exterior stairwells, terraces, loading docks and dumpster area with disinfectant.	X						

## Daily Services Schedule

Task #	Service Schedule (Central District Parking Garages)	Daily	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<b>The following services shall be performed per facility</b>		D							
<b>All Areas</b>									
1	ALL EMPLOYEES FOLLOW SIGN IN PROCEDURES	X							
2	Dust and wipe exposed air conditioning grills								
3	Dusting, High	X							
4	Dusting, Low	X							
5	Dusting, Overhead	X							
6	Spot clean walls, woodwork and building surfaces to remove soiled areas, including all urine and feces, all graffiti	X							
7	Clean hand marks from countertops; glass desktops, customer payment walkup windows	X							
8	Chewing gum shall be removed from floors, carpets, sidewalks or any other surfaces as soon as it is noticed	X							
9	Dust, mop, or sweep non-carpeted floors	X							
10	Spot mop	X							
11	Damp mop non-carpeted floors	X							
12	Wet clean non-carpeted floors whenever soil is present and cannot be removed by sweeping or dry mopping	X							
13	Clean and disinfect drinking fountains	X							
14	Glass cleaning interior surfaces, panels, and windows	X							
15	Empty and clean waste baskets and ash trays	X							
16	Clean all electric switch plate covers	X							
17	Remove trash and recycling from cans and deposit in designated containers	X							
18	Clean up trash disposal areas	X							
19	ALL EMPLOYEES FOLLOW SIGN OUT PROCEDURES	X							
20	Close and lock all storage areas	X							
21	Leave notice advising of any irregularities noted during servicing to the Building Manager/County Representative in a mutually agreeable location	X							
22	Complete garage log	X							
<b>Entrances, Lobbies, Halls, Stairwells, Public and Common Areas</b>									
23	Clean outside all entrances and entrance glass. Area must be cleaned and made free of debris, urine, and feces. Empty and clean ash trays and other waste containers, incerting liners as	X							
24	Sweep, dry or damp mop stairwells	X							
25	Clean and polish all metal, including entrance doors, kick plates, escalators and elevators	X							
26	Clean all elevators including walls, ceiling, venting, and floors	X							
27	Hose down entrance areas								
28	Hose down exterior stairways, use detergent and scrub if necessary to remove soil and footprints, urine, feces etc.	X							
29	Pressure clean and remove adheard soil on all concrete floors, walls, overhangs, and adjacent surfaces to entryways. All facility perimeter walkways, walkway overheads, loading dock/areas, dumpster areas and alleyways are also to be cleaned by the same methods. Care must be taken to prevent damage to surfaces								
30	Pressure scrub concrete walkways								
31	Take care to lock all office doors upon exiting	X							
32	Floors will be thoroughly washed using disinfectant detergent.	X							
33	Sanitize restrooms fixtures (toilets, urinals, sinks), utilizing required MSRA disinfectant.	X							
34	Descale toilets and urinals	X							



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35	Check and refill each toilet paper dispenser, hand soap dispenser with MSRA resistance soap, paper towel dispenser, paper cup dispenser, nursery dispensers, etc.	X							
36	Clean floor drains with a cream cleanser and scrub pads to remove corrosion and tarnish. Puor a solution of germicidal down the floor drains to fill the drain trap and prevent the	X							
37	Unclog toilets as required	X							
38	The contractor shall use spray bottles or pump-up sprayers to apply germicidal detergent solution to all surfaces of wash basin, toilets, urinals, showers and adjacent surfaces. The contractor shall use clean cloths or sponges (except inside	X							
39	Mirrors and bright metal surfaces shall be kept free of graffitti, marks and streaks.	X							
40	Clean shower curtains to remove mold and mildew.	X							
41	Wipe off all tile edging.	X							
42	Clean and seal all tile grout.								
43	Pressure clean all walls and partitions with a germicidal cleaner in shower areas at minimum of once a month.	X							
44	Maintain neat janitorial area.	X							
45	Polish all bright metal portions of elevators, escalators.	X							
46	Damp mop, vacuum, clean elevators, include threshold.	X							
47	Strip and wax elevator floors.								
48	Clean and hose down entrances, patios, interior and exterior stairwells, terraces, loading docks and dumpster area with disinfectant.	X							

## Weekly Services Schedule

Task #	Service Schedule (Central District Parking Garages)	Weekly	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<b>The following services shall be performed per facility</b>		W							
<b>All Areas</b>									
1	ALL EMPLOYEES FOLLOW SIGN IN PROCEDURES								
2	Dust and wipe exposed air conditioning grills	X							
3	Dusting, High								
4	Dusting, Low								
5	Dusting, Overhead								
6	Spot clean walls, woodwork and building surfaces to remove soiled areas, including all urine and feces.								
7	Clean hand marks from countertops; glass desktops, customer payment walkup windows								
8	Chewing gum shall be removed from floors, carpets, sidewalks or any other surfaces as soon as it is noticed								
9	Dust, mop, or sweep non-carpeted floors								
10	Spot mop								
11	Damp mop non-carpeted floors								
12	Wet clean non-carpeted floors whenever soil is present and cannot be removed by sweeping or dry mopping								
13	Clean and disinfect drinking fountains								
14	Glass cleaning interior surfaces, panels, and windows								
15	Empty and clean waste baskets and ash trays								
16	Clean all electric switch plate covers								
17	Remove trash and recycling from cans and deposit in designated containers								
18	Clean up trash disposal areas								
19	ALL EMPLOYEES FOLLOW SIGN OUT PROCEDURES								
20	Close and lock all storage areas								
21	Leave notice advising of any irregularities noted during servicing to the Building Manager/County Representative in a mutually agreeable location								
22	Complete garage log								
<b>Entrances, Lobbies, Halls, Stairwells, Public and Common Areas</b>									
23	Clean outside all entrances and entrance glass. Area must be cleaned and made free of debris, urine, and feces. Empty and clean ash trays and other waste containers, incerting liners as required								
24	Sweep, dry or damp mop stairwells								
25	Clean and polish all metal, including entrance doors, kick plates, escalators and elevators								
26	Clean all elevators including walls, ceiling, venting, and floors								
27	Hose down entrance areas	X							
28	Hose down exterior stairways, use detergent and scrub if necessary to remove soil and footprints, urine, feces etc.								
29	Pressure clean and remove adheard soil on all concrete floors, walls, overhangs, and adjacent surfaces to entryways. All facility perimeter walkways, walkway overheads, loading dock/areas, dumpster areas and alleyways are also to be cleaned by the same methods. Care must be taken to prevent damage to surfaces								
30	Pressure scrub concrete walkways								
31	Take care to lock all office doors upon exiting								

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32	Floors will be thoroughly washed using disinfectant detergent.										
33	Sanitize restrooms fixtures (toilets, urinals, sinks), utilizing required MSRA disinfectant.										
34	Descale toilets and urinals										
35	Check and refill each toilet paper dispenser, hand soap dispenser with MSRA resistance soap, paper towel dispenser, paper cup dispenser, nursery dispensers, etc.										
36	Clean floor drains with a cream cleanser and scrub pads to remove corrosion and tarnish. Pour a solution of germicidal down the floor drains to fill the drain trap and prevent the escape of sewer gas.										
37	Unclog toilets as required										
38	The contractor shall use spray bottles or pump-up sprayers to apply germicidal detergent solution to all surfaces of wash basin, toilets, urinals, showers and adjacent surfaces. The contractor shall use clean cloths or sponges (except inside toilet bowls).										
39	Mirrors and bright metal surfaces shall be kept free of graffiti, marks and streaks.										
40	Clean shower curtains to remove mold and mildew.										
41	Wipe off all tile edging.										
42	Clean and seal all tile grout.										
43	Pressure clean all walls and partitions with a germicidal cleaner in shower areas at minimum of once a month.										
44	Maintain neat janitorial area.										
45	Polish all bright metal portions of elevators, escalators.										
46	Damp mop, vacuum, clean elevators, include threshold.										
47	Strip and wax elevator floors.										
48	Clean and hose down entrances, patios, interior and exterior stairwells, terraces, loading docks and dumpster area with disinfectant.										

## Quarterly Services Schedule

Task #	Service Schedule (Central District Parking Garages)	Quarterly	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<b>The following services shall be performed per facility</b>		Q							
<b>All Areas</b>									
1	ALL EMPLOYEES FOLLOW SIGN IN PROCEDURES								
2	Dust and wipe exposed air conditioning grills								
3	Dusting, High								
4	Dusting, Low								
5	Dusting, Overhead								
6	Spot clean walls, woodwork and building surfaces to remove soiled areas, including all urine and feces.								
7	Clean hand marks from countertops; glass desktops, customer payment walkup windows								
8	Chewing gum shall be removed from floors, carpets, sidewalks or any other surfaces as soon as it is noticed								
9	Dust, mop, or sweep non-carpeted floors								
10	Spot mop								
11	Damp mop non-carpeted floors								
12	Wet clean non-carpeted floors whenever soil is present and cannot be removed by sweeping or dry mopping								
13	Clean and disinfect drinking fountains								
14	Glass cleaning interior surfaces, panels, and windows								
15	Empty and clean waste baskets and ash trays								
16	Clean all electric switch plate covers								
17	Remove trash and recycling from cans and deposit in designated containers								
18	Clean up trash disposal areas								
19	ALL EMPLOYEES FOLLOW SIGN OUT PROCEDURES								
20	Close and lock all storage areas								
21	Leave notice advising of any irregularities noted during servicing to the Building Manager/County Representative in a mutually agreeable location								
22	Complete garage log								
<b>Entrances, Lobbies, Halls, Stairwells, Public and Common Areas</b>									
23	Clean outside all entrances and entrance glass. Area must be cleaned and made free of debris, urine, and feces. Empty and clean ash trays and other waste containers, incerting liners as required								
24	Sweep, dry or damp mop stairwells								
25	Clean and polish all metal, including entrance doors, kick plates, escalators and elevators								
26	Clean all elevators including walls, ceiling, venting, and floors								
27	Hose down entrance areas								
28	Hose down exterior stairways, use detergent and scrub if necessary to remove soil and footprints, urine, feces etc.								
29	Pressure clean and remove adheard soil on all concrete floors, walls, overhangs, and adjacent surfaces to entryways. All facility perimeter walkways, walkway overheads, loading dock/areas, dumpster areas and alleyways are also to be cleaned by the same methods. Care must be taken to prevent								
30	Pressure scrub concrete walkways	X							
31	Take care to lock all office doors upon exiting								
32	Floors will be throughly washed using disinfectant detergent.								

Broward County Board of  
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Statement of Work - Exhibit 2

33	Sanitize restrooms fixtures (toilets, urinals, sinks), utilizing required MSRA disinfectant.								
34	Descale toilets and urinals								
35	Check and refill each toilet paper dispenser, hand soap dispenser with MSRA resistance soap, paper towel dispenser, paper cup dispenser, nursery dispensers, etc.								
36	Clean floor drains with a cream cleanser and scrub pads to remove corrosion and tarnish. Pour a solution of germicidal down the floor drains to fill the drain trap and prevent the escape of sewer gas.								
37	Unclog toilets as required								
38	The contractor shall use spray bottles or pump-up sprayers to apply germicidal detergent solution to all surfaces of wash basin, toilets, urinals, showers and adjacent surfaces. The contractor shall use clean cloths or sponges (except inside toilet bowls).								
39	Mirrors and bright metal surfaces shall be kept free of graffiti, marks and streaks.								
40	Clean shower curtains to remove mold and mildew.								
41	Wipe off all tile edging.								
42	Clean and seal all tile grout.								
43	Pressure clean all walls and partitions with a germicidal cleaner in shower areas at minimum of once a month.								
44	Maintain neat janitorial area.								
45	Polish all bright metal portions of elevators, escalators.								
46	Damp mop, vacuum, clean elevators, include threshold.								
47	Strip and wax elevator floors.		X						
48	Clean and hose down entrances, patios, interior and exterior stairwells, terraces, loading docks and dumpster area with disinfectant.								

## Semi Annual Services Schedule

Task #	Service Schedule (Central District Parking Garages)	Semi Annual	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<b>The following services shall be performed per facility</b>		S							
<b>All Areas</b>									
1	ALL EMPLOYEES FOLLOW SIGN IN PROCEDURES								
2	Dust and wipe exposed air conditioning grills								
3	Dusting, High								
4	Dusting, Low								
5	Dusting, Overhead								
6	Spot clean walls, woodwork and building surfaces to remove soiled areas, including all urine and feces.								
7	Clean hand marks from countertops; glass desktops, customer payment walkup windows								
8	Chewing gum shall be removed from floors, carpets, sidewalks or any other surfaces as soon as it is noticed								
9	Dust, mop, or sweep non-carpeted floors								
10	Spot mop								
11	Damp mop non-carpeted floors								
12	Wet clean non-carpeted floors whenever soil is present and cannot be removed by sweeping or dry mopping								
13	Clean and disinfect drinking fountains								
14	Glass cleaning interior surfaces, panels, and windows								
15	Empty and clean waste baskets and ash trays								
16	Clean all electric switch plate covers								
17	Remove trash and recycling from cans and deposit in designated containers								
18	Clean up trash disposal areas								
19	ALL EMPLOYEES FOLLOW SIGN OUT PROCEDURES								
20	Close and lock all storage areas								
21	Leave notice advising of any irregularities noted during servicing to the Building Manager/County Representative in a mutually agreeable location								
22	Complete garage log								
<b>Entrances, Lobbies, Halls, Stairwells, Public and Common Areas</b>									
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26	Clean all elevators including walls, ceiling, venting, and floors								
27	Hose down entrance areas								
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29	Pressure clean and remove adheard soil on all concrete floors, walls, overhangs, and adjacent surfaces to entryways. All facility perimeter walkways, walkway overheads, loading dock/areas, dumpster areas and alleyways are also to be cleaned by the same methods. Care must be taken to prevent damage to surfaces	X							
30	Pressure scrub concrete walkways								
31	Take care to lock all office doors upon exiting								

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46	Damp mop, vacuum, clean elevators, include threshold.									
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48	Clean and hose down entrances, patios, interior and exterior stairwells, terraces, loading docks and dumpster area with disinfectant.									

## Semi Annual Services Schedule

Task #	Service Schedule (Central District Parking Garages)	Annual	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	<u>The following services shall be performed per facility</u>	A							
<b>All Areas</b>									
1	ALL EMPLOYEES FOLLOW SIGN IN PROCEDURES								
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30	Pressure scrub concrete walkways								
31	Take care to lock all office doors upon exiting								



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44	Maintain neat janitorial area.								
45	Polish all bright metal portions of elevators, escalators.								
46	Damp mop, vacuum, clean elevators, include threshold.								
47	Strip and wax elevator floors.								
48	Clean and hose down entrances, patios, interior and exterior stairwells, terraces, loading docks and dumpster area with disinfectant.								

**Scope of Work  
Group 2 and 2A  
Parking Management Services for Various County Agencies (Port Everglades)**

During the term of this Agreement, the parking management services firm (“Operator”) shall be obligated to manage all parking operations at Port Everglades facility locations, including shuttle bus and additional services, as specified, in a safe, efficient and cost-effective manner. The Operator shall provide the highest level of professional management services on a continuous basis, 7 days a week, 365 days a year. The agreement will be for an initial three-year term with two one-year renewal options.

The successful proposer shall have specific contractual rights to manage and operate all public parking facilities at Port Everglades. Valet parking may be operated as a concession within the Agreement, if required. The County may, during the term of the contract, add or delete parking locations, wholly or in part. If a location listed herein is deleted, the quoted cost for service being deleted shall be removed from the monthly invoice amount, if applicable. If a location not listed herein is added to the contract, the bidder shall invoice the same amount as prices quoted herein for similar locations.

**Facility Description:**

Port Everglades is one of the busiest cruise ports in the world, ranked third among cruise ports worldwide, and has more homeported cruise ships than any other port. 3.87 million passengers traveled through Port Everglades in the County’s Fiscal Year 2018.

Port Everglades provides convenient parking for cruise passenger, with two (2) parking garages and two (2) surface parking lots for a total of 5,320 parking spaces. The garages and surface lots are well-illuminated, security-patrolled and provide disabled parking with unimpeded access to crosswalks and elevators. 293,281 parking transactions were processed during Fiscal Year 2018, generating \$8.6 million in revenue. The annual peak cruise season at Port Everglades runs from October through April.

The Northport Garage is located adjacent to the 600,000-square-foot Broward County Convention Center (BCCC), which has hosted more than 5 million guests and 5,500 meetings since opening its doors in 1991.

**Port Everglades Parking Facilities include:**

<b>Garage/Surface Lots</b>	<b>Parking Space Capacity</b>
Northport Garage (six-story)	2,350
Midport Garage (six-story)	1,966
Terminal 18 Surface Lot	600
Terminal 19 Surface Lot	404
<b>Total Parking Spaces</b>	<b><u>5,320</u></b>

**Future Construction**

Currently Port Everglades Department (Port) operates the Northport Garage. During the course of this agreement, as a result of new construction at the Broward County Convention Center, the Northport garage will cease to be managed by Port. A new

multi-story garage for Terminals 2 and 4 is under construction and is projected to add 1,818 parking spaces within the Port.

### **Parking Management Office**

The current parking management office is approximately 1,600 square feet and is located in a building in front of the entrance to the Northport Garage. It is anticipated that the office will be relocated upon the completion of the T2/T4 garage. The County will make available a comparably-sized office space for the Operator's administrative offices at a future location to be determined by the County.

### **1. Responsibilities of Operator:**

- a. Provide parking management services in a manner to maximize revenues and minimize costs, while providing the highest level of professional and courteous customer service in all phases of parking transactions.
- b. Manage all current and future revenue generating parking operations and render other parking related services, including special event valet, as may be requested by Port.
- c. Manage vouchers and validations as requested by Port.
- d. Provide qualified and adequate staffing in all parking facilities outlined in the Scope of Work, to facilitate activities relating to Public Parking and for Valet Parking, when required. The staffing level shall be adjusted according to passenger traffic and business demands.
- e. Operate the County-owned Parking Access and Revenue Control System (PARCS) at Port parking facilities, including any future system modifications and upgrades.
- f. Open and close parking facilities for special events, cleaning and maintenance, repairs and construction activities.
- g. Prepare an Operations Plan, including for special events, and present to Port for approval.
- h. Handle customer complaints timely and submit monthly Incident Reports to Port.
- i. Provide and deploy portable message signs (Wind-Master, A Frame) for special events as directed by Port.
- j. Prepare monthly, quarterly and annual report detailing revenue information, operational statistics, budget information, daily utilization and historical comparison.
- k. Provide information on a daily basis that shows collections/receipts and deposits.
- l. Provide all general management office personnel, equipment and supplies related to the operation and management of current and future parking facilities,

except for PARCS. Equipment and related supplies may include, but not be limited to: laptops, radios; uniforms; maintenance and cleaning equipment; tools; office and accounting supplies; golf carts; vehicles; office furniture and custodial supplies.

- m. Hire and manage custodial service subcontractor for all parking facilities, including but not limited to, cleaning all surfaces, the sidewalks, leading to, from and within the parking facilities, parking garage structure, exit booths, facility entrance and exit roadway, ramps, stairwells, vestibules and parking administrative offices.
- n. Manage preventive and routine maintenance on the exterior of PARCS, may include wiping down all System equipment, minor repair of broken gate arms, loading of tickets, clearing ticket jams and card readers.
- o. Perform scheduled facility inspections to ensure all PARCS equipment, elevators, lighting fixtures and other infrastructures are in proper working condition and report any deficiencies to Port. ***Repairs and maintenance of the PARCS at Port parking facilities will be performed by Port's contracted certified service provider.***
- p. Conduct scheduled facility inspections to ensure all safety standards are met or exceeded. Any hazardous conditions found must be reported to Port for immediate resolution. Protect parking customers from any hazardous conditions using Port and/or vendor-provided visible barriers.
- q. Provide updates, information, recommendations and suggestions, as requested, relating to the parking industry and the management of public parking facilities.
- r. Develop and partner with Port to implement innovative programs to increase revenue from all parking related facilities and services, including promotional activities, new products, or new services.
- s. Attend Port parking-related meetings and events as directed by Port.
- t. Provide employee staff (cashiers, maintenance, and vehicle drivers/operators, etc.) with uniforms/shirts that promote consistency and visibility to cruise and employee passengers. All employees shall be required to obtain a Port ID.
- u. Provide, manage and coordinate all parking related shuttle service requirements of the Port on an actual cost, pass-thru, basis with no allowance for any additional Management Fee. See Shuttle Bus Services.

### **Shuttle Bus Services**

During the term of this Agreement, the Operator shall be responsible for providing and managing a readily available shuttle bus fleet to meet the scheduling requirements of Port. Shuttle service must be provided during the cruise season, starting the month of October through May and continue as required by Port during the off season, June through September. Additionally, throughout the year, the Operator may be required to provide shuttle services for tours and special events.

Operator is required to maintain a readily available fleet of shuttle buses. Shuttle bus fleet shall consist of: Mini-Buses, with interior luggage storage and a capacity of 14 to 17-passenger and Mid-Size buses, with rear luggage storage and a capacity of 23 to 30-passenger. The fleet shall include a minimum of five (5) Mini-Buses that are wheelchair accessible vehicles. Motor Coaches, with a capacity of 40 to 55-passenger and with panoramic front window shall be provided, for tours and special events, as required by Port. Operator will be notified in advance of any upcoming special event or tour date. Port will provide parking spaces in the parking facilities at Port to keep the shuttle vehicles on hand and readily available to use when required.

Shuttle bus operators transporting cruise passengers must provide assistance, as needed, with baggage handling, boarding and exiting of vehicles. Shuttle bus services for non-cruise passengers will not require baggage handling.

**Scheduling**

Shuttle service must be provided during the cruise season, starting the month of October through May and continue as required by the Port during the off season, June through September. Refer to Exhibit 3 depicting the 2018 seasonal shuttle schedules.

Port will provide a cruise schedule for shuttle operator to forecast the number of wheelchair accessible and non-wheelchair accessible vehicles required for the cruise season. Updates to the schedule are typically confirmed by Port weekly. Port will schedule shuttle buses for a minimum of four (4) hours. For cancellations by Port confirmed less than 36 hours in advance of the scheduled start time, Operator may charge a cancellation fee not to exceed 25% of the scheduled hours. For cancellations made by Port with more than 36 hours of notice, Port will not pay a cancellation fee.

<b>Shuttle Buses Transporting Cruise Passengers or for Special Events</b>		
Passenger Capacity Range	Description	Estimated Number of Hours Annually
14 -17	Mini-Bus* with interior luggage storage	4800
23 - 30	Mid-Size Bus with rear luggage storage	100
49 - 55	Motor Coach	40

\*Minimum of five (5) Mini-Bus Shuttles must have wheelchair accessibility

<b>Shuttle Buses Transporting Non-Cruise Passengers</b>		
Passenger Capacity Range	Description	Estimated Number of Hours Annually
14 - 17	Mini-Bus with interior luggage storage	400
23 -30	Mid-Size Bus with rear luggage storage	800

Additional historical information pertaining to Port’s parking management services, inclusive of shuttle bus services, is provided via the following sample exhibits which are for informational purposes only. Note, upon completion for the Port’s PARCS, all facilities will only have one operational cahier booth.

Exhibits:

1. 2018 Season Staff Schedules
2. 2018 Off-Season Staff Schedules
3. 2018 Seasonal Shuttle Bus Schedules
4. Port Everglades Tariff – Parking Fees

Statement of Work - Exhibit 1

Broward County Board of  
County Commissioners

**CASHIER**

PLEASE READ: DUE TO SEASON SCHEDULES WILL BE CHANGED WEEKLY							ALL EMPLOYEES ARE PART TIME
	SAT 4/21/2018	SUN 4/22/18	MON 4/23/18	TUE 4/24/18	WED 4/25/18	THUR 4/26/18	FRI 4/27/18
<b>Northport</b>	CLIA Cruise 360-----]			BCCC Focus Group & Industry Meeting-]			
	500 730a-4p-5p	300 730a-5p	300 8a-430p	30 2p-4p	150 8a-10a		
	Mazada 6 Dealer Training-----]						
	Move In	144 8a-5p	144 7a-7p				
			Condo & HOA-----]				
			5 8a-5p	600 830a-3p-430p			
			AAA Awards Ceremony-----]				
			10 8a-5p	20 330p-430p	1000 530p-610p-8p-9p		
			Home Design Show South Atlantic Regional Conference-----]				
			10 11a-1130a	30 2p-4p	1000 6a-4p-5p-1159p	5000 730a-8p-10p-1159p	5000 730a-10p-12a
	Caribbean Prin. 2	Conquest 4					Pacific Prin. 2
	Jaume	Jaume	Jaume	Jaume	Jaume	Jaume	Jaume
<b>MIDPORT:</b>							
		Pearl Mist 21 embark					
	Silver Muse 19	Zuiderdam 26					
	Pearl Mist 21-debark	Freedom 29			Veendam 26		
<b>T-18 &amp; T-19</b>							
	Harmony 18	Allure 18					
Tania *	7a-12p T-18	6a-230p T-18	6a-230p	6a-630p			
Donald							
Magaly				8a-630p	7a-330p	8a-430p	
Nadine		6a-230p MP	8a-830p		7a-330p		
Cheneka	6a-630p	6a-630p					
Shivanah		7a-12p T18			2p-1230a		6a-830p
Delette	6a-430p T18				6a-430p		
Fritziene	6a-630p MP	6a-630p MP					
Marie *			8a-830p		8a-830p		
Huntley		6a-430p T4			6a-630p MP		
Dylan	6a-630p MP	6a-630p					
DeAndre						10a-830p	8a-830p
Nora *				8a-630p		8a-830p	8a-830p
Brett *		6a-630p MP			6a-130p MP	6a-11a	
Sheryl *	6a-630p MP	830a-630p MP					
Pricillia *				6a-530p	6a-430p MP	6a-430p	
Shirley	6a-630p	6a-630p T-4					7a-330p
Melanie *	6a-430p MP				8a-1p	8a-1p	8a-1p
Michael			8a-830p	6a-630p			
Maxime	6a-630p	6a-630p			5p-10p		
Nelson	6a-630p					730p-1230a	430p-1230a
Eduardo			4p-1230a		3p-1130p		430p-1a
Charlie					330p-1a	430p-1a	430p-1a
Bianca R	5p-10p	4p-9p			730p-1230a	730p-1230a	730p-1230a
Alphonse *	4p-1230a	4p-1230a	4p-1230a	3p-8p			730p-1230a
Liliana R *	6a-630p T-18	6a-630p T-18				730p-1230a	
Wirin				4p-1230a	4p-1230a	4p-1230a	
Auguste *	10p-730a	10p-730a				730p-1230a	10p-730a
Pauline			11p-630a	11p-630a	10p-630a	10p-630a	

# MAINTENANCE

<b>Sat</b>	<b>Sun</b>	<b>Mon</b>	<b>Tues</b>	<b>Weds</b>	<b>Thurs</b>	<b>Fri</b>
<b>4/21/2018</b>	<b>4/22</b>	<b>4/23</b>	<b>4/24</b>	<b>4/25</b>	<b>4/26</b>	<b>4/27</b>
<b>7a-3p</b>	<b>7a-3p NP/T4</b>	<b>630a-230p</b>	<b>9a-5p</b>	<b>9a-5p</b>	<b>7a-330p</b>	<b>7a-330p</b>
	<b>6a-2p MP</b>					
<b>730a-530p MP/18/19</b>	<b>730a-530p MP/18/19</b>			<b>730a-530p MP/18/19</b>		
<b>330p-1130p</b>	<b>330p-1130p</b>	<b>330p-1130p</b>	<b>330p-1130p</b>	<b>330p-1130p</b>	<b>330p-1130p</b>	<b>330p-1130p</b>
				<b>230p-1030p</b>	<b>230p-1030p</b>	<b>230p-1030p</b>

Statement of Work - Exhibit 1

Broward County Board of  
County Commissioners

**SUPERVISOR**

	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
	4/21/2018	4/22	4/23	4/24	4/25	4/26	4/27
<b>Tamara</b>	5a-630p MP	5a-630p MP			5p-10p		
<b>Berline</b>				330p-830p		5p-1130p	9a-1030p
<b>Lexys</b>			6a-630p		5a-630p MP		6a-11a
<b>Keyonle</b>	5a-630p	5a-630p					
<b>Howard</b>				130p-11p	1230p-11p	1230p-11p	
<b>Javier</b>				6a-230p	6a-230p	6a-230p	
<b>Dwight</b>	630p-5a	630p-1030p	6p-1030p				630p-5a
<b>Felix</b>		1030p-5a	1030p-5a	11p-5a	11p-5a	11p-5a	

**AUDITOR**

	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
	4/21/2018	4/22	4/23	4/24	4/25	4/26	4/27
<b>Juliet</b>	8a-1p	5a-130p	6a-230p			6a-1230p	8a-1p
<b>Mary</b>		6a-230p	5a-130p	5a-130p	6a-230p		
<b>Tasheka</b>	5a-130p				5a-130p	5a-130p	5a-130p



Statement of Work - Exhibit 1

Broward County Board of  
County Commissioners

CASHIER

PLEASE READ: DUE TO SEASON SCHEDULE & WILL BE CHANGED WEEKLY							ALL EMPLOYEES ARE PART TIME	
	SAT 4/28/2018	SUN 4/29/18	MON 4/30/18	TUE 5/1/18	WED 5/2/18	THUR 5/3/18	FRI 5/4/18	
<b>Northport</b>	South Atlantic Regional Conference 2018			GL Homes		Staff Pro Training	Volleyfest	
	4000 745a-230p-1159p	1000 8a-12p	0	50 Move In	420 9a-12p-5p	50 8a-5p	10 Move out	
			Staff Pro	Idealease Safety]			The Franchise>	
			50 8a-5p	100 8a-345p			100 Move In	
			National Achievers Congress					
			20 9a-5p	70 8a-5p	7400 7a-730p			
			Symphony 4			Pearl Mist 4		
	Conquest 4		Park @ NP	Caribbean Prin. 2		Cars@MP/Park@NP	Pearl Mist 4	
	Jaume	Jaume	Jaume	Jaume	Jaume	Jaume	Jaume	
<b>MIDPORT:</b>		Fleet Week						
		Leave MP entrance gate open 24 hours						
	Amsterdam 26					Open T19 gate for		
	Freedom 29					CBP to park		
<b>T-18 &amp; T-19</b>					Infinity 18			
	Harmony 18	Allure 18			Cars@NP/Park @ T18			
Tania *	6a-630p T-18				6a-430p T-18	6a-230p MP	8a-1p MP	
Donald								
Magaly	830a-5p	6a-230p T-18			5a-730p			
Nadine	830a-5p				6a-830p	8a-430p MP		
Cheneka	7a-730p	6a-230p			5a-330p			
Shivanah		930a-230p		6a-430p		1p-930p	2p-7p MP	
Deletta					5a-730p	6a-11a	8a-430p MP	
Fritziene	6a-630p T-4	6a-630p T-18			5a-1230p			
Marie *				8a-430p	8a-830p	8a-430p		
Huntley			8a-630p MP	6a-330p	6a-230p			
Dylan	6a-630p MP		8a-430p		2p-7p MP			
DeAndre	6a-230p T-18	7a-12p T-18			5a-830p			
Nora *	6a-1230p T-4	930a-230p			6a-830p			
Brett *	6a-1230p T-18		6a-11a		5a-130p		6a-430p	
Sheryl *	6a-830p	6a-630p						
Pricilla *				9a-2p MP	5a-830p		6a-430p	
Melanie *	6a-430p MP		8a-1p MP	8a-1p MP	5a-130p	8a-1p MP		
Shirley *	6a-11a MP				6a-830p	12p-830p MP	1030a-330p MP	
Michael				12p-830p MP	8a-630p MP		1p-830p MP	
Maxime	6a-630p MP	6a-630p				530p-1030p		
Nelson	6a-730p					430p-1230a		
Eduardo			2p-1230a	3p-1130p	1p-1130p			
Charlie		430p-1a			12p-830p MP	4p-1230a	4p-1230a	
Bianca R			330p-830p	4p-9p	330p-830p	330p-830p	330p-830p	
Alphonse *		430p-1a	4p-1230a	1p-930p MP		4p-9p T18/NP	7p-12a	
Liliana R *	10a-1030p	6a-330p	630p-1130p					
Wirin				4p-1230a	4p-1230a	4p-1230a		
Auguste *		10p-730a	10p-730a				11p-730a	
Pauline		830p-130a		11p-630a	11p-630a	11p-630a	11p-630a	

# MAINTENANCE

<b>Sat</b>	<b>Sun</b>	<b>Mon</b>	<b>Tues</b>	<b>Weds</b>	<b>Thurs</b>	<b>Fri</b>
<b>4/28/2018</b>	<b>4/29</b>	<b>4/30</b>	<b>5/1</b>	<b>5/2</b>	<b>5/3</b>	<b>5/4</b>
<b>7a-3p</b>	<b>7a-3p</b>	<b>630a-230p</b>	<b>630a-230p</b>	<b>5a-10a</b>	<b>630a-230p</b>	<b>630a-230p</b>
				<b>5a-1p</b>		
				<b>6a-2p</b>		
				<b>1030a-830p</b>		
<b>6a-2p MP</b>		<b>830a-130p MP</b>	<b>830a-130p MP</b>	<b>830a-130p MP</b>	<b>830a-130p MP</b>	<b>830a-130p MP</b>
<b>730a-530p MP/19/18</b>	<b>1130a-430p MP</b>	<b>130p-930p MP</b>	<b>130p-930p MP</b>	<b>130p-930p MP/19</b>	<b>130p-930p MP</b>	<b>130p-930p MP</b>
<b>3p-11p</b>	<b>3p-11p</b>	<b>330p-1130p</b>	<b>330p-1130p</b>	<b>330p-1130p</b>	<b>330p-1130p</b>	<b>330p-1130p</b>

Statement of Work - Exhibit 1

Broward County Board of  
County Commissioners

**SUPERVISOR**

	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
	4/28/2018	4/29	4/30	5/1	5/2	5/3	5/4
<b>Tamara</b>			8a-930p MP		9a-1130p		4p-9p MP
<b>Berline</b>	5a-630p MP				5a-830p NP/MP	4p-9p MP	
<b>Lexys</b>				8a-1p MP	5a-930p	8a-1p MP	6a-530p NP/MP
<b>Keyonle</b>	5a-630p	5a-630p					
<b>Howard</b>				130p-11p	10a-830p	1230p-11p	
<b>Javier</b>			6a-630p	6a-230p	5a-230p MP/NP	6a-1230p	
<b>Dwight</b>	630p-5a	630p-1030p	6p-1030p				530p-5a NP/MP
<b>Felix</b>		1030p-5a	1030p-5a	11p-5a	11p-5a	11p-5a	

**AUDITOR**

	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
	4/28/2018	4/29	4/30	5/1	5/2	5/3	5/4
<b>Juliet</b>	8a-1p	5a-130p	6a-230p		5a-10a	6a-1230p	8a-1p
<b>Mary</b>		6a-230p	5a-130p	5a-130p	5a-230p		
<b>Tasheka</b>	5a-130p				5a-130p	5a-130p	5a-130p

Broward County Board of  
County Commissioners

Statement of Work - Exhibit 2

**CASHIERS**

PLEASE READ: DUE TO SEASON SCHEDULES WILL BE CHANGED WEEKLY					ALL EMPLOYEES ARE PART TIME		
	SAT 8/11/2018	SUN 8/12/18	MON 8/13/18	TUE 8/14/18	WED 8/15/18	THUR 8/16/18	FRI 8/17/18
<b>Northport</b>				<b>Back to School Conference</b> ~~~~~]		<b>Ft. Lauderdale Resort Show</b> ~~~~~>	
				10 Move In	1600 8a-1230p-330p	50 Move In	50 9a-6p
					Fort Lauderdale Gt	Staff Meeting	Primerica Meet
					5 12p-3p	30 915a-1015a	320 2p-5p
	Caribbean Prin. 2						
	Conquest 4					Conquest 4	
	Jaume	Jaume	Jaume	Jaume	Jaume	Jaume	Jaume
<b>MIDPORT:</b>							
<b>T-18 &amp; T-19</b>							
	Harmony 18	Allure 18					
Tania *	6a-630p T-18	6a-430p					
Magaly				6a-230p			6a-630p
Nadine					6a-630p	6a-630p	
Cheneka *	6a-230p T-4	6a-630p T-18					
Shivanah			6a-430p	6a-430p			
Delette					8a-630p	6a-430p T-4	
Fritziene	6a-430p T-18	6a-430p T-18					
Marie *			8a-630p			8a-630p	
Huntley					6a-230p	6a-630p T-4	
Dylan	5a-330p Training	5a-330p Training					
DaAndre	7a-530p	6a-430p					
Wilma					7a-530p	7a-12p	10a-630p
Sheryl *	6a-630p T-18	6a-630p T-19					
Priscilla *				5a-130p Training	5a-130p Training	5a-130p Training	
Shirley *	6a-630p						10a-630p
Melanie *	6a-430p		8a-1p			830a-130p	
Michael						7a-730p	8a-630p
Maxime	6a-630p T-4	6a-230p T-18					
Nelson	6a-630p T-19	6a-230p					
Eduardo					4p-1230a	4p-1230a	2p-7p
Charlie	4p-1230a	4p-1230a	6p-11p				
Alphonse *			4p-1230a	4p-1230a		2p-7p	
Blanca R					4p-1230a	4p-1230a	6p-11p
Liliana R *	6a-630p	6p-11p				6p-11p	
Auguste	4p-1230a	4p-1230a					4p-1230a
Wirin			11p-730a	11p-730a			11p-730a
Pauline	11p-630a	11p-630a				11p-630a	11p-630a

# MAINTENANCE

<b>Sat</b>	<b>Sun</b>	<b>Mon</b>	<b>Tues</b>	<b>Weds</b>	<b>Thurs</b>	<b>Fri</b>
<b>8/11/2018</b>	<b>8/12</b>	<b>8/13</b>	<b>8/14</b>	<b>8/15</b>	<b>8/16</b>	<b>8/17</b>
<b>630a-230p</b>	<b>630a-230p</b>	<b>630a-230p</b>	<b>630a-230p</b>	<b>830a-430p</b>	<b>630a-230p</b>	<b>630a-230p</b>
<b>830a-430p T-4</b>				<b>10a-6p</b>	<b>830a-430p T-4</b>	
<b>830a-430p T18/19</b>	<b>830a-430p T18/19</b>					
						<b>730a-330p MP</b>
<b>3p-11p</b>	<b>3p-11p</b>	<b>330p-1130p</b>	<b>330p-1130p</b>	<b>330p-1130p</b>	<b>330p-1130p</b>	<b>330p-1130p</b>

Broward County Board of  
County Commissioners

Statement of Work - Exhibit 2

**SUPERVISOR**

	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
	8/11/2018	8/12	8/13	8/14	8/15	8/16	8/17
<b>Tamara</b>	5a-630p	5a-630p					
<b>Berline</b>					6a-230p		6a-630p
<b>Lexys</b>			5a-630p				5a-630p
<b>Keyonle</b>	10a-830p	10a-830p					
<b>Howard</b>				130p-11p	1230p-11p	1230p-11p	
<b>Javier</b>					5a-430p	5a-430p	
<b>Dwight</b>	630p-5a	630p-1030p	6p-1030p				630p-5a
<b>Felix</b>		1030p-5a	1030p-5a	11p-5a	11p-5a	11p-5a	

**AUDITOR**

	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
	8/11/2018	8/12	8/13	8/14	8/15	8/16	8/17
<b>Juliet</b>	830a-130p	6a-230p				9a-530p	5a-130p
<b>Mary</b>		5a-130p	5a-130p	5a-10a	5a-130p		

Broward County Board of  
County Commissioners  
**CASHIER**

Statement of Work - Exhibit 2

PLEASE READ: DUE TO SEASON SCHEDULES WILL BE CHANGED WEEKLY							
	SAT 8/4/2018	SUN 8/5/18	MON 8/6/18	TUE 8/7/18	WED 8/8/18	THUR 8/9/18	FRI 8/10/18
	<b>Team National Convention 2018</b>			<b>Savor National F&amp;B Meeting</b>			
<b>Northport</b>	<b>5000 8a-1p-3p-6p-11p</b>	<b>300 9a-11a</b>	<b>15 Move out</b>	<b>120 8a-1p-5p-9p</b>	<b>120 7a-5p-9p</b>	<b>120 8a-10a-3p</b>	
	<b>Savor Food &amp; Beverage Storage Tm Nat~]</b>		<b>Imarket</b>		<b>Walden University</b>	<b>CVB Extranet</b>	
	<b>0</b>	<b>0</b>	<b>7 PreCon</b>		<b>11 130p-330p</b>	<b>100 9a-12p</b>	
			<b>Savor Precon F&amp;B</b>				
			<b>10 8a-5p</b>				
	<b>Caribbean Prin. 2</b>		<b>Conquest 4</b>				
	<b>Jaume</b>	<b>Jaume</b>	<b>Jaume</b>	<b>Jaume</b>	<b>Jaume</b>	<b>Jaume</b>	<b>Jaume</b>
<b>MIDPORT:</b>							
<b>T-18 &amp; T-19</b>							
	<b>Harmony 18</b>	<b>Allure 18</b>					
<b>Tania *</b>	7a-730p		6a-230p				
<b>Magaly</b>	8a-430p		6a-630p				
<b>Nadine</b>			6a-230p	6a-630p			
<b>Cheneka *</b>	6a-730p	6a-630p					
<b>Shivanah</b>					6a-430p	6a-430p	
<b>Delette</b>		6a-430p					6a-430p
<b>Fritziene</b>	6a-430p T-18	6a-430p T-18					
<b>Marie *</b>	Requested time off						
<b>Huntley</b>		8a-430p T-19	6a-630p T-4				
<b>Dylan</b>				6a-430p	6a-430p		
<b>DeAndre</b>			6a-230p T-4			6a-630p	
<b>Wilma *</b>		7a-330p T-18	7a-330p	7a-330p		830a-130p	
<b>Sheryl *</b>	Requested time off						
<b>Priscilla *</b>	Requested time off						
<b>Shirley *</b>	6a-730p						6a-630p
<b>Melanle *</b>	6a-430p T-18				8a-1p	830a-130p	
<b>Michael</b>	7a-530p T-19						7a-530p
<b>Maxime</b>	7a-730p	6a-230p					
<b>Nelson</b>	7a-730p	6a-230p					
<b>Eduardo</b>			6p-11p	4p-1230a	4p-1230a		
<b>Charlie</b>	4p-1230a					4p-1230a	4p-1230a
<b>Alphonse *</b>	4p-1230a	4p-1230a			6p-11p	4p-1230a	
<b>Bianca R</b>	730p-1230a		4p-1230a	4p-1230a			
<b>Liliana R *</b>	6a-630p T-18	6a-630p T-18					
<b>Auguste</b>	4p-1230a	4p-1230a					4p-1230a
<b>Wirin</b>	10p-730a	11p-730a	11p-630a				
				11p-630a	11p-630a	11p-630a	11p-630a

# MAINTENANCE

<b>Sat</b>	<b>Sun</b>	<b>Mon</b>	<b>Tues</b>	<b>Weds</b>	<b>Thurs</b>	<b>Fri</b>
<b>8/4/2018</b>	<b>8/5</b>	<b>8/6</b>	<b>8/7</b>	<b>8/8</b>	<b>8/9</b>	<b>8/10</b>
630a-230p	630a-230p	630a-230p	630a-230p	630a-230p	630a-230p	630a-230p
1030a-830p		830a-430p T-4				
*730a-330 T18/T19	*730a-330p T18/T19					*730a-330p MP
4p-12a	3p-11p	330p-1130p	330p-1130p	330p-1130p	330p-1130p	330p-1130p



Statement of Work - Exhibit 2

**SUPERVISORS**

	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
	8/4/2018	8/5	8/6	8/7	8/8	8/9	8/10
<b>Tamara</b>	5a-630p		8a-930p				
<b>Berline</b>	Requested time off						
<b>Lexys</b>				5a-130p			5a-630p
<b>Keyonie</b>	8a-830p	6a-630p					
<b>Howard</b>				130p-11p	1230p-11p	1230p-11p	
<b>Javier</b>				6a-230p	6a-230p	6a-230p	
<b>Dwight</b>	630p-5a	630p-1030p	6p-1030p				630p-5a
<b>Felix</b>		1030p-5a	1030p-5a	11p-5a	11p-5a	11p-5a	

**AUDITORS**

	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
	8/4/2018	8/5	8/6	8/7	8/8	8/9	8/10
<b>Juliet</b>	830a-130p	9a-2p	1p-930p			5a-130p	5a-130p
<b>Mary</b>		5a-130p	5a-130p	5a-130p	5a-130p		

Stement of Work - Exhibit 3

<b>PORT EVERGLADES</b>									
<b>FY18 SHUTTLE SCHEDULE</b>									
DATE	DAY	FROM	TO	START	END	# VEH	TYPE VEH	SHIP	ADD
									CHG
10/22	Sun	T4/NP	T19	900	1700	2	Mini ADA	Carnival Conquest	
10/22	Sun	T4/NP	T19	1000	1500	2	Mini (1ADA)	Carnival Conquest	
10/22	Sun	T4/NP	T19	1200	1700	2	Mini (1ADA)	Carnival Conquest	
10/31	Tue	T2	MP	600	1200	5	Mini (3ADA)	Caribbean Princess	
11/5	Sun	Admin	T29	215	1930	1	27 Pax	Shore Stf	CHG
11/5	Sun	T29/MP	MP/T29	600	1700	4	Mini (2ADA)	Freedom of the Seas	CHG
11/11	Sat	Admin	T29	430	1800	1	27 Pax	Shore Stf	
11/11	Sat	T29/MP	MP/T29	600	1700	4	Mini (2ADA)	Freedom of the Seas	CHG
11/11	Sat	T29/MP	MP/T29	600	1200	2	Mini	Freedom of the Seas	CHG
11/13	Mon	T21	NP	600	1200	7	Mini (2ADA)	Crown Princess	
11/13	Mon	MP	T29	430	1800	1	27 Pax	Shore Stf	CXL
11/13	Mon	T29/MP	MP/T29	600	1700	3	Mini (2ADA)	Serenade of the Seas	CXL
11/17	Fri	MP/T29	T29/MP	530	1800	1	27 Pax	Shore Stf	CHG
11/17	Fri	T29/MP	MP/T29	600	1700	3	Mini (2ADA)	Serenade of the Seas	
11/17	Fri	T29/MP	MP/T29	600	1200	3	Mini	Serenade of the Seas	ADD
11/18	Sat	Admin	T29	430	1800	1	27 Pax	Shore Stf	
11/18	Sat	T29/MP	L19/T29	600	1700	4	Mini (2ADA)	Independence of the Seas	CHG
11/18	Sat	T29/MP	MP/T29	600	1200	3	Mini	Independence of the Seas	
11/18	Sat	T2	MP	600	1200	7	Mini (2ADA)	Crown Princess	
11/19	Sun	Admin	T29	430	1800	1	27 Pax	Shore Stf	
11/19	Sun	T29/MP	MP/T29	600	1700	4	Mini (2ADA)	Freedom of the Seas	CHG
11/19	Sun	T29/MP	MP/T29	600	1200	2	Mini	Freedom of the Seas	
11/23	Thu	Admin	T29	430	1800	1	27 Pax	Shore Stf	CHG
11/23	Thu	T29/MP	L19/T29	600	1700	4	Mini (2ADA)	Independence of the Seas	CHG
11/23	Thu	T29/MP	MP/T29	600	1700	3	Mini	Independence of the Seas	CHG
11/24	Fri	T18/MP	MP/MP	600	1700	5	Mini (2ADA)	Serenade of the Seas	CHG
11/24	Fri	T18/MP	MP/MP	600	1200	1	Mini	Serenade of the Seas	ADD
11/25	Sat	Admin	T29	430	1800	1	27 Pax	Shore Stf	
11/25	Sat	T29/MP	MP/T29	600	1700	4	Mini (2ADA)	Freedom of the Seas	CHG
11/25	Sat	T29/MP	MP/T29	600	1200	3	Mini	Freedom of the Seas	
11/25	Sat	T2	MP	600	1200	6	Mini (2ADA)	Royal Princess	
11/25	Sat	Admin	T18	700	1800	1	27 Pax	Shore Stf	ADD

Stement of Work - Exhibit 3

<b>FY18 SHUTTLE SCHEDULE</b>									
DATE	DAY	FROM	TO	START	END	# VEH	TYPE VEH	SHIP	ADD CHG
11/26	Sun	Admin	T29	430	1800	1	27 Pax	<b>Shore Stf</b>	
11/26	Sun	T29/MP	MP/T29	600	1700	3	Mini (2ADA)	Celebrity Silhouette	
11/26	Sun	T29/MP	MP/T29	600	1200	2	Mini	Celebrity Silhouette	
11/26	Sun	Admin	T18	700	1800	1	27 Pax	<b>Shore Stf</b>	<b>ADD</b>
11/26	Sun	NP/MP	MP/NP	430	1800	3	27 Pax	<b>Shore Stf</b>	<b>ADD</b>
11/27	Mon	NP/T29	T29/NP	430	1800	2	27 Pax	<b>Shore Stf</b>	<b>CHG</b>
11/27	Mon	T29/MP	L19/T29	600	1700	4	Mini (2ADA)	Independence of the Seas	<b>CHG</b>
11/27	Mon	T29/MP	MP/T29	600	1200	5	Mini	Independence of the Seas	<b>CHG</b>
12/2	Sat	Admin	T29	430	1800	1	27 Pax	<b>Shore Stf</b>	
12/2	Sat	T29/MP	L19/T29	600	1700	4	Mini (2ADA)	Independence of the Seas	
12/2	Sat	T29/MP	MP/T29	600	1200	3	Mini	Independence of the Seas	
12/3	Sun	Admin	T29	430	1800	1	27 Pax	<b>Shore Stf</b>	
12/3	Sun	T29/MP	MP/T29	600	1700	4	Mini (2ADA)	Freedom of the Seas	
12/3	Sun	T29/MP	MP/T29	600	1200	2	Mini	Freedom of the Seas	
12/4	Mon	T18/MP	MP/MP	600	1200	6	Mini (2ADA)	Serenade of the Seas	
12/7	Thu	T18	MP	600	1200	6	Mini (3ADA)	Independence of the Seas	
12/8	Fri	T29/MP	MP/T29	600	1700	6	Mini (2ADA)	Celebrity Silhouette	<b>CHG</b>
12/8	Fri	T29/NP	NP/T29	600	1200	1	Mini	Celebrity Silhouette	<b>CHG</b>
12/8	Fri	MP/T29	T29/MP	430	1800	1	27 Pax	<b>Shore Stf</b>	
12/9	Sat	Admin	T29	430	1800	1	27 Pax	<b>Shore Stf</b>	
12/9	Sat	T29/MP	MP/T29	600	1700	3	Mini (2ADA)	Freedom of the Seas	<b>CHG</b>
12/9	Sat	T29/MP	MP/T29	600	1200	2	Mini	Freedom of the Seas	
12/9	Sat	Admin	T18	700	1800	1	27 Pax	<b>Shore Stf</b>	<b>ADD</b>
12/10	Sun	Admin	T18	700	1800	1	27 Pax	<b>Shore Stf</b>	<b>ADD</b>
12/10	Sun	T21	NP	600	1200	6	Mini (2ADA)	Royal Princess	
12/16	Sat	Admin	T29	430	1900	1	27 Pax	<b>Shore Stf</b>	<b>CHG</b>
12/16	Sat	T29/MP	L19/T29	600	1700	4	Mini (2ADA)	Independence of the Seas	<b>CHG</b>
12/16	Sat	T29/MP	MP/T29	600	1200	4	Mini	Independence of the Seas	<b>CHG</b>
12/16	Sat	Admin	T18	700	1800	1	27 Pax	<b>Shore Stf</b>	<b>ADD</b>
12/17	Sun	T21	NP	600	1200	6	Mini (2ADA)	Crown Princess	
12/17	Sun	Admin	T29	430	1800	1	27 Pax	<b>Shore Stf</b>	
12/17	Sun	T29/MP	MP/T29	600	1700	4	Mini (2ADA)	Freedom of the Seas	
12/17	Sun	T29/MP	MP/T29	600	1200	2	Mini	Freedom of the Seas	
12/17	Sun	NP/ T25	T25/NP	600	1700	1	Mini ADA	Celebrity Silhoutte	<b>ADD</b>

Stement of Work - Exhibit 3

<b>FY18 SHUTTLE SCHEDULE</b>									
DATE	DAY	FROM	TO	START	END	# VEH	TYPE VEH	SHIP	ADD CHG
12/20	Wed	T2	MP	600	1200	6	Mini (2ADA)	Royal Princess	
12/21	Thu	T18	MP	600	1200	6	Mini (2ADA)	Independence of the Seas	
12/21	Thu	MP	T18	1200	1700	4	Mini (2ADA)	Independence of the Seas	ADD
12/22	Fri	T29/L19	MP/T29	600	1700	4	Mini (2ADA)	Serenade of the Seas	
12/22	Fri	T29/T19	MP/T29	600	1200	2	Mini	Serenade of the Seas	
12/22	Fri	MP/T29	T29/MP	430	1800	1	27 Pax	<b>Shore Stf</b>	
12/22	Fri	T2	MP	600	1200	7	Mini (2ADA)	Crown Princess	
12/23	Sat	Admin	T29	430	1800	1	27 Pax	<b>Shore Stf</b>	
12/23	Sat	T29/MP	MP/T29	600	1700	4	Mini (2ADA)	Freedom of the Seas	
12/23	Sat	T29/MP	MP/T29	600	1200	2	Mini	Freedom of the Seas	
12/23	Sat	Admin	T18	700	1800	1	27 Pax	<b>Shore Stf</b>	ADD
12/24	Sun	T29/MP	MP/T29	600	1700	4	Mini (2ADA)	Celebrity Silhouette	CHG
12/24	Sun	T29/NP	NP/T29	600	1200	4	Mini	Celebrity Silhouette	CHG
12/24	Sun	MP/T29	T29/MP	430	1800	1	27 Pax	<b>Shore Stf</b>	
12/24	Sun	Admin	T18	700	1800	1	27 Pax	<b>Shore Stf</b>	ADD
12/30	Sat	T21	NP	600	1200	7	Mini (2ADA)	Crown Princess	CXL
12/30	Sat	Admin	T29	430	1800	1	27 Pax	<b>Shore Stf</b>	
12/30	Sat	T29/MP	L19/T29	600	1700	4	Mini (2ADA)	Independence of the Seas	
12/30	Sat	T29/MP	MP/T29	600	1200	3	Mini	Independence of the Seas	
12/31	Sun	Admin	T29	430	1800	1	27 Pax	<b>Shore Stf</b>	
12/31	Sun	T29/MP	MP/T29	600	1700	4	Mini (2ADA)	Freedom of the Seas	
12/31	Sun	T29/MP	MP/T29	600	1200	2	Mini	Freedom of the Seas	
1/2	Tue	T29/MP	MP/T29	600	1700	4	Mini (2ADA)	Serenade of the Seas	CXL
1/2	Tue	T29/MP	MP/T29	600	1200	2	Mini	Serenade of the Seas	CXL
1/2	Tue	MP/T29	T29/MP	430	1800	1	27 Pax	<b>Shore Staff</b>	CXL
1/3	Wed	MP/T29	T29/MP	500	1800	1	27 Pax	<b>Shore Staff</b>	CHG
1/3	Wed	T29/MP	MP/T29	600	1700	3	Mini (2ADA)	Veendam	
1/3	Wed	T29/MP	MP/T29	600	1200	2	Mini	Veendam	
1/3	Wed	T4	MP	600	1200	6	Mini (2ADA)	Koningsdam	
1/4	Thu	T18	MP	600	1200	6	Mini (3ADA)	Independence of the Seas	
1/5	Fri	T18	MP	600	1200	7	Mini (3ADA)	Serenade of the Seas	
1/6	Sat	Admin	T29	430	1800	1	27 Pax	<b>Shore Stf</b>	
1/6	Sat	T29/MP	MP/T29	600	1700	4	Mini (2ADA)	Freedom of the Seas	
1/6	Sat	T29/MP	MP/T29	600	1200	3	Mini	Freedom of the Seas	

Stement of Work - Exhibit 3

<b>FY18 SHUTTLE SCHEDULE</b>									
DATE	DAY	FROM	TO	START	END	# VEH	TYPE VEH	SHIP	ADD CHG
1/6	Sat	Admin	T18	700	1800	1	27 Pax	Shore Stf	ADD
1/7	Sun	T29/MP	MP/T29	600	1700	4	Mini (2ADA)	Celebrity Silhouette	
1/7	Sun	T29/NP	NP/T29	600	1200	2	Mini	Celebrity Silhouette	
1/7	Sun	Admin	T29	430	1800	1	27 Pax	Shore Stf	CHG
1/7	Sun	T21	NP	600	1200	7	Mini (2ADA)	Crown Princess	CXL
1/7	Sun	Admin	T18	700	1800	1	27 Pax	Shore Stf	ADD
1/8	Mon	MP/T29	T29/MP	430	1800	1	27 Pax	Shore Staff	
1/8	Mon	T29/MP	L19/MP	600	1700	4	Mini (2ADA)	Independence of the Seas	
1/8	Mon	T29/MP	L19/MP	600	1200	3	Mini	Independence of the Seas	
1/12	Fri	T2	MP	600	1200	7	Mini (3ADA)	Crown Princess	CXL
1/13	Sat	Admin	T29	430	1800	1	27 Pax	Shore Staff	
1/13	Sat	T29/MP	L19/MP	600	1700	4	Mini (2ADA)	Independence of the Seas	
1/13	Sat	T29/MP	L19/MP	600	1200	3	Mini	Independence of the Seas	
1/14	Sun	Admin	T29	430	1800	1	27 Pax	Shore Stf	
1/14	Sun	T29/MP	MP/T29	600	1700	4	Mini (2ADA)	Freedom of the Seas	
1/14	Sun	T29/MP	MP/T29	600	1200	2	Mini	Freedom of the Seas	
1/14	Sun	T21	NP	600	1200	6	Mini (2ADA)	Koningsdam	
1/18	Thu	T18	MP	600	1200	7	Mini (3ADA)	Independence of the Seas	CHG
1/20	Sat	Admin	T29	430	1800	1	27 Pax	Shore Stf	
1/20	Sat	T29/MP	MP/T29	600	1700	4	Mini (2ADA)	Freedom of the Seas	
1/20	Sat	T29/MP	MP/T29	600	1200	2	Mini	Freedom of the Seas	
1/20	Sat	Admin	T18	700	1800	1	27 Pax	Shore Stf	ADD
1/21	Sun	Admin	T18	700	1300	1	27 Pax	Shore Stf	CHG
1/26	Fri	T29/MP	MP/T29	600	1700	3	Mini (2ADA)	Celebrity Silhouette	
1/26	Fri	T29/NP	NP/T29	600	1200	2	Mini	Celebrity Silhouette	
1/26	Fri	MP/T29	T29/MP	430	1800	1	27 Pax	Shore Stf	
1/27	Sat	Admin	T29	430	1800	1	27 Pax	Shore Staff	
1/27	Sat	T29/MP	L19/MP	600	1700	4	Mini (2ADA)	Independence of the Seas	
1/27	Sat	T29/MP	L19/MP	600	1200	3	Mini	Independence of the Seas	
1/28	Sun	Admin	T29	430	1800	1	27 Pax	Shore Stf	
1/28	Sun	T29/MP	MP/T29	600	1700	4	Mini (2ADA)	Freedom of the Seas	
1/28	Sun	T29/MP	MP/T29	600	1200	2	Mini	Freedom of the Seas	
1/28	Sun	T21	NP	600	1200	6	Mini (2ADA)	Crown Princess	

Stement of Work - Exhibit 3

<b>FY18 SHUTTLE SCHEDULE</b>									
DATE	DAY	FROM	TO	START	END	# VEH	TYPE VEH	SHIP	ADD CHG
2/1	Thu	T18	MP	600	1200	6	Mini (3ADA)	Independence of the Seas	
2/2	Fri	T2	MP	600	1200	7	Mini (3ADA)	Crown Princess	
2/3	Sat	Admin	T29	430	1800	1	27 Pax	<b>Shore Stf</b>	
2/3	Sat	T29/MP	MP/T29	600	1700	4	Mini (2ADA)	Freedom of the Seas	
2/3	Sat	T29/MP	MP/T29	600	1200	3	Mini	Freedom of the Seas	
2/3	Sat	Admin	T18	700	1800	1	27 Pax	<b>Shore Stf</b>	
2/4	Sun	T29/MP	MP/T29	600	1700	3	Mini (2ADA)	Celebrity Silhouette	<b>CHG</b>
2/4	Sun	T29/MP	MP/T29	600	1200	3	Mini	Celebrity Silhouette	<b>CHG</b>
2/4	Sun	Admin	T29	430	1800	1	27 Pax	<b>Shore Stf</b>	
2/4	Sun	T4	MP	600	1200	5	Mini (2ADA)	Koningsdam	<b>CXL</b>
2/4	Sun	Admin	T18	700	1800	1	27 Pax	<b>Shore Stf</b>	
2/5	Mon	T29/MP	MP/T29	600	1700	4	Mini (2ADA)	Serenade of the Seas	
2/5	Mon	T29/MP	MP/T29	600	1200	2	Mini	Serenade of the Seas	
2/5	Mon	MP/T29	T29/MP	430	1800	1	27 Pax	<b>Shore Staff</b>	
2/10	Sat	Admin	T29	430	1800	1	27 Pax	<b>Shore Staff</b>	
2/10	Sat	T29/MP	L19/MP	600	1700	4	Mini (2ADA)	Independence of the Seas	
2/10	Sat	T29/MP	L19/MP	600	1200	3	Mini	Independence of the Seas	
2/11	Sun	T29/MP	MP/T29	600	1700	4	Mini (2ADA)	Freedom of the Seas	
2/11	Sun	T29/MP	MP/T29	600	1200	2	Mini	Freedom of the Seas	
2/11	Sun	Admin	T29	430	1800	1	27 Pax	<b>Shore Stf</b>	
2/11	Sun	T21	NP	600	1200	6	Mini (2ADA)	Koningsdam	<b>CXL</b>
2/15	Thu	T18	MP	600	1200	6	Mini (3ADA)	Independence of the Seas	
2/16	Fri	T18	MP	600	1200	5	Mini (3ADA)	Serenade of the Seas	
2/17	Sat	Admin	T29	430	1800	1	27 Pax	<b>Shore Stf</b>	
2/17	Sat	T29/MP	MP/T29	600	1700	4	Mini (2ADA)	Freedom of the Seas	
2/17	Sat	T29/MP	MP/T29	600	1200	3	Mini	Freedom of the Seas	
2/17	Sat	Admin	T18	700	1800	1	27 Pax	<b>Shore Stf</b>	
2/18	Sun	T29/MP	MP/T29	600	1700	4	Mini (2ADA)	Celebrity Silhouette	
2/18	Sun	T29/NP	NP/T29	600	1200	2	Mini	Celebrity Silhouette	
2/18	Sun	Admin	T29	430	1800	1	27 Pax	<b>Shore Stf</b>	
2/18	Sun	T21	NP	600	1200	5	Mini (2ADA)	Crown Princess	<b>CHG</b>
2/18	Sun	Admin	T18	700	1800	1	27 Pax	<b>Shore Stf</b>	
2/19	Mon	T29/MP	L19/T29	600	1700	3	Mini (2ADA)	Clebrity Reflection	
2/19	Mon	T29/MP	L19/T29	600	1200	2	Mini	Clebrity Reflection	

Stement of Work - Exhibit 3

<b>FY18 SHUTTLE SCHEDULE</b>									
DATE	DAY	FROM	TO	START	END	# VEH	TYPE VEH	SHIP	ADD CHG
2/19	Mon	MP/T29	T29/MP	430	1800	1	27 Pax	Shore Stf	
2/24	Sat	Admin	T29	430	1800	1	27 Pax	Shore Staff	
2/24	Sat	T29/MP	L19/MP	600	1700	4	Mini (2ADA)	Independence of the Seas	
2/24	Sat	T29/MP	L19/MP	600	1200	3	Mini	Independence of the Seas	
2/25	Sun	T29/MP	MP/T29	600	1700	4	Mini (2ADA)	Freedom of the Seas	
2/25	Sun	T29/MP	MP/T29	600	1200	2	Mini	Freedom of the Seas	
2/25	Sun	Admin	T29	430	1800	1	27 Pax	Shore Stf	
2/28	Wed	T2	MP	600	1200	6	Mini (3ADA)	Royal Princess	
3/1	Thu	T18	MP	600	1200	6	Mini (3ADA)	Independence of the Seas	
3/2	Fri	T18	MP	600	1200	5	Mini (2ADA)	Celebrity Reflection	
3/3	Sat	T29/MP	MP/T29	600	1700	4	Mini (2ADA)	Freedom of the Seas	
3/3	Sat	T29/MP	MP/T29	600	1200	2	Mini	Freedom of the Seas	
3/3	Sat	Admin	T29	430	1800	1	27 Pax	Shore Stf	
3/3	Sat	MP	T4	900	1400	2	Mini (1ADA)	Carnival Conquest	
3/3	Sat	MP	T4	1100	1700	2	Mini (1ADA)	Carnival Conquest	
3/4	Sun	T29/MP	MP/T29	600	1700	3	Mini (2ADA)	Celebrity Silhouette	CXL
3/4	Sun	T29/MP	MP/T29	600	1200	3	Mini	Celebrity Silhouette	CXL
3/4	Sun	Admin	T29	430	1800	1	27 Pax	Shore Stf	CXL
3/10	Sat	Admin	T29	430	1800	1	27 Pax	Shore Staff	
3/10	Sat	T29/MP	L19/MP	600	1700	4	Mini (2ADA)	Independence of the Seas	
3/10	Sat	T29/MP	L19/MP	600	1200	3	Mini	Independence of the Seas	
3/10	Sat	Admin	T18	700	1800	1	27 Pax	Shore Stf	ADD
3/11	Sun	T29/MP	MP/T29	600	1700	4	Mini (2ADA)	Freedom of the Seas	
3/11	Sun	T29/MP	MP/T29	600	1200	2	Mini	Freedom of the Seas	
3/11	Sun	Admin	T29	430	1800	1	27 Pax	Shore Stf	
3/11	Sun	T21	NP	600	1200	6	Mini (2ADA)	Crown Princess	ADD
3/11	Sun	T4	MP	600	1200	6	Mini (2ADA)	Carnival Conquest	
3/11	Sun	Admin	T18	700	1800	1	27 Pax	Shore Stf	ADD
3/12	Mon	T29/MP	L19/T29	600	1700	3	Mini (2ADA)	Celebrity Reflection	
3/12	Mon	T29/MP	L19/T29	600	1200	2	Mini	Celebrity Reflection	
3/12	Mon	MP/T29	T29/MP	430	1800	1	27 Pax	Shore Stf	
3/15	Thu	T29/MP	MP/T29	600	1200	3	Mini	Independence of the Seas	CHG
3/15	Thu	T29/MP	MP/T29	600	1700	4	Mini (3ADA)	Independence of the Seas	ADD
3/15	Thu	T29/MP	MP/T29	430	1800	1	27 Pax	Shore Stf	ADD

Stement of Work - Exhibit 3

<b>FY18 SHUTTLE SCHEDULE</b>									
DATE	DAY	FROM	TO	START	END	# VEH	TYPE VEH	SHIP	ADD CHG
3/16	Fri	T2	MP	600	1200	6	Mini (2ADA)	Crown Princess	
3/17	Sat	Admin	T29	430	1800	1	27 Pax	<b>Shore Staff</b>	
3/17	Sat	T29/MP	L19/MP	600	1700	4	Mini (2ADA)	Freedom of the Seas	<b>CHG</b>
3/17	Sat	T29/MP	L19/MP	600	1200	3	Mini	Freedom of the Seas	
3/17	Sat	SR84/MP	MP/SR84	430	1800	4	Mini	<b>Shore Staff</b>	<b>ADD</b>
3/18	Sun	SR84/MP	MP/SR84	430	1800	4	Mini	<b>Shore Staff</b>	<b>ADD</b>
3/18	Sun	T29/MP	MP/T29	800	1700	3	Mini (2ADA)	Celebrity Silhouette	<b>CHG</b>
3/18	Sun	Adm/T29	T29/adm	430	19:30	1	27 Pax	<b>Shore Stf</b>	<b>CHG</b>
3/19	Mon	MP/T29	T29/MP	430	1800	1	27 Pax	<b>Shore Staff</b>	
3/19	Mon	T29/MP	L19/MP	600	1700	4	Mini (2ADA)	Independence of the Seas	
3/19	Mon	T29/MP	L19/MP	600	1200	3	Mini	Independence of the Seas	
3/23	Fri	MP/T29	T29/MP	430	1800	1	27 Pax	<b>Shore Staff</b>	<b>ADD</b>
3/23	Fri	T29/MP	MP/T29	600	1700	4	Mini (2ADA)	Celebrity Reflection	<b>ADD</b>
3/23	Fri	T29/MP	MP/T29	600	1200	4	Mini	Celebrity Reflection	<b>CHG</b>
3/24	Sat	Admin	T29	430	1800	1	27 Pax	<b>Shore Staff</b>	
3/24	Sat	T29/MP	MP/T29	600	1700	4	Mini (2ADA)	Independence of the Seas	<b>CHG</b>
3/24	Sat	T29/MP	MP/T29	600	1200	5	Mini (2ADA)	Independence of the Seas	<b>CHG</b>
3/24	Sat	SR84/MP	MP/SR84	430	1800	3	Mini	<b>Shore Staff</b>	<b>ADD</b>
3/25	Sun	Admin	T29	430	1800	1	27 Pax	<b>Shore Staff</b>	
3/25	Sun	T29/MP	MP/T29	600	1700	4	Mini (2ADA)	Freedom of the Seas	<b>CHG</b>
3/25	Sun	T29/MP	MP/T29	600	1200	5	Mini (2ADA)	Freedom of the Seas	<b>CHG</b>
3/25	Sun	SR84/MP	MP/SR84	430	1800	3	Mini	<b>Shore Staff</b>	<b>ADD</b>
3/29	Thu	MP/T29	T29/MP	430	1800	1	27 Pax	<b>Shore Staff</b>	<b>ADD</b>
3/29	Thu	T29/MP	MP/T29	600	1700	3	Mini (2ADA)	Independence of the Seas	<b>CHG</b>
3/29	Thu	T29/MP	MP/T29	600	1200	6	Mini	Independence of the Seas	<b>CHG</b>
3/30	Fri	T29/MP	L18/MP	600	1700	3	Mini (2ADA)	Serenade of the Seas	<b>CXL</b>
3/30	Fri	T19	T18	600	1200	6	Mini	Serenade of the Seas	<b>CHG</b>
3/30	Fri	MP/T29	T29/MP	430	1800	1	27 Pax	<b>Shore Staff</b>	<b>CXL</b>
3/31	Sat	Admin	T29	430	1800	1	27 Pax	<b>Shore Staff</b>	
3/31	Sat	T29/MP	L19/MP	600	1700	3	Mini (2ADA)	Freedom of the Seas	
3/31	Sat	T29/MP	L19/MP	600	1200	4	Mini	Freedom of the Seas	<b>CHG</b>
3/31	Sat	T19	T4/NP	600	1200	7	Mini (2ADA)	Carnival Conquest	<b>ADD</b>
4/1	Sun	T29/MP	MP/T29	600	1700	3	Mini (2ADA)	Celebrity Silhouette	<b>CHG</b>
4/1	Sun	T29/MP	MP/T29	600	1200	3	Mini	Celebrity Silhouette	<b>CHG</b>



Stement of Work - Exhibit 3

<b>FY18 SHUTTLE SCHEDULE</b>									
DATE	DAY	FROM	TO	START	END	# VEH	TYPE VEH	SHIP	ADD CHG
4/1	Sun	Admin	T29	430	1800	1	27 Pax	<b>Shore Stf</b>	
4/1	Sun	T19	NP	600	1200	7	Mini (2ADA)	Caribbean Princess	<b>ADD</b>
4/2	Mon	T29/MP	L19/T29	600	1700	3	Mini (2ADA)	Celebrity Reflection	
4/2	Mon	T29/MP	L19/T29	600	1200	2	Mini	Celebrity Reflection	
4/2	Mon	MP/T29	T29/MP	430	1800	1	27 Pax	<b>Shore Stf</b>	
4/3	Tue	T18	MP	600	1200	6	Mini (2ADA)	Independence of the Seas	<b>CHG</b>
4/3	Tue	T29/MP	MP/T29	600	1700	1	Mini ADA	Independence of the Seas	<b>CXL</b>
4/3	Tue	T29/MP	MP/T29	430	1800	1	27 Pax	<b>Shore Stf</b>	<b>CXL</b>
4/8	Sun	Admin	T29	430	1930	1	27 Pax	<b>Shore Staff</b>	<b>CHG</b>
4/8	Sun	T29/MP	L19/MP	600	1700	4	Mini (2ADA)	Freedom of the Seas	<b>CHG</b>
4/8	Sun	T29/MP	L19/MP	600	1800	2	Mini	Freedom of the Seas	<b>CHG</b>
4/8	Sun	T4	MP	600	1200	7	Mini (2ADA)	Carnival Conquest	<b>ADD</b>
4/9	Mon	T4	MP	1530	2030	1	Mini ADA	Pearl Mist	<b>ADD</b>
4/11	Wed	T2	MP	600	1200	7	Mini (2ADA)	Caribbean Princess	<b>ADD</b>
4/13	Fri	T18	NP	600	1200	5	Mini (2ADA)	Celebrity Reflection	
4/14	Sat	Admin	T29	430	1800	1	27 Pax	<b>Shore Staff</b>	
4/14	Sat	T29/MP	L19/MP	600	1700	3	Mini (2ADA)	Freedom of the Seas	
4/14	Sat	T29/MP	L19/MP	600	1200	4	Mini	Freedom of the Seas	<b>CHG</b>
4/15	Sun	T29/MP	MP/T29	600	1700	3	Mini (2ADA)	Celebrity Silhouette	
4/15	Sun	T29/MP	MP/T29	600	1200	1	Mini	Celebrity Silhouette	
4/15	Sun	Admin	T29	430	1800	1	27 Pax	<b>Shore Stf</b>	
4/22	Sun	Admin	T29	430	1800	1	27 Pax	<b>Shore Staff</b>	
4/22	Sun	T29/MP	L19/MP	600	1700	3	Mini (2ADA)	Freedom of the Seas	
4/22	Sun	T29/MP	L19/MP	600	1200	3	Mini	Freedom of the Seas	
4/28	Sat	Admin	T29	430	1800	1	27 Pax	<b>Shore Staff</b>	
4/28	Sat	T29/MP	L19/MP	600	1700	3	Mini (2ADA)	Freedom of the Seas	
4/28	Sat	T29/MP	L19/MP	600	1200	3	Mini	Freedom of the Seas	
5/6	Sun	Admin	T29	430	1800	1	27 Pax	<b>Shore Staff</b>	
5/6	Sun	T29/MP	L19/MP	600	1700	2	Mini (2ADA)	Freedom of the Seas	
5/6	Sun	T29/MP	L19/MP	600	1200	3	Mini	Freedom of the Seas	<b>CHG</b>
7/14	Sat	MP	T4/NP	430	1800	7	Mini	<b>Shore Staff</b>	

**PORT EVERGLADES TARIFF NO. 12**

**Item No. 1135—Parking fees.**

*Issue No. 4*

*Effective Date: October 1, 2016*

The Port Everglades Department has designated areas and facilities for parking vehicles of passengers embarking and debarking on cruise ships at Port Everglades, for patrons of the Convention Center, and for the general public. Parking fees per vehicle are detailed below.

Within the parking garages and surface parking lots the charges are as follows:

Length of Stay	Parking Charge
Up to 1 hour or portion thereof	\$3.00
Up to 5 hours or portion thereof	\$6.00
Up to 6 hours or portion thereof	\$7.00
Up to 7 hours or portion thereof	\$8.00
Up to 9 hours or portion thereof	\$10.00
Up to 11 hours or portion thereof	\$12.00
Up to 12 hours or portion thereof	\$13.00
Over 12 hours & up to 24 hours	\$15.00
Maximum Daily Rate	\$15.00

For special events, such as heavily attended graduations and large conferences, where the majority of vehicles will be arriving or departing the parking facility at approximately the same time, daily flat fee parking rates, in lieu of the hourly parking rates above, will be charged. The Port Everglades Chief Executive will determine in consultation with the Convention Center staff what events and locations the flat fee parking rates will apply to.

**Rates as Follows:**

- For events expected to take up to five hours.....\$ 5.00
- For events expected to take more than five hours.....\$ 10.00

The above rates will apply to those vehicles that can be accommodated within a standard sized width, length, and height parking space.

**Item No. 1135--Parking fees. (Cont.)**

Within the parking garages and surface parking lots the charge for oversized vehicles that exceed the standard sized width or height of a parking space will be \$8.00 for the first five (5) hours, or portion thereof, and \$19.00 for up to twenty-four (24) hours, per entry.

Vehicles in excess of twenty (20) feet in length cannot be accommodated within the parking garages or in surface parking lots.

Persons operating vehicles that display a "DV" license plate issued under Section 320.084, Florida Statutes, or a Florida Toll Exemption permit, or vehicles that are equipped with specialized equipment, such as foot or hand controls, lifts, or ramps, for utilization by a person who has a disability will be provided with free parking.

All parking fees include sales taxes.

**Standard Instructions to Vendors**  
**Request for Proposals, Request for Qualifications, or Request for Letters of Interest**

Vendors are instructed to read and follow the instructions carefully, as any misinterpretation or failure to comply with instructions may lead to a Vendor's submittal being rejected.

**Vendor MUST submit its solicitation response electronically and MUST confirm its submittal in order for the County to receive a valid response through BidSync. Refer to the [Purchasing Division website](#) or contact BidSync for submittal instructions.**

**A. Responsiveness Criteria:**

In accordance with Broward County Procurement Code Section 21.8.b.65, a Responsive Bidder [Vendor] means a person who has submitted a proposal which conforms in all material respects to a solicitation. The solicitation submittal of a responsive Vendor 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 Vendor is non-responsive by the Director of Purchasing. The Selection or 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.

Below are standard responsiveness criteria; refer to **Special Instructions to Vendors**, for Additional Responsiveness Criteria requirement(s).

**1. Lobbyist Registration Requirement Certification**

Refer to **Lobbyist Registration Requirement Certification**. The completed form should be submitted with the solicitation response but must be submitted within three business days of County's request. Vendor may be deemed non-responsive for failure to fully comply within stated timeframes.

**2. Addenda**

The County reserves the right to amend this solicitation prior to the due date. Any change(s) to this solicitation will be conveyed through the written addenda process. Only written addenda will be binding. If a "must" addendum is issued, Vendor must follow instructions and submit required information, forms, or acknowledge addendum, as instructed therein. It is the responsibility of all potential Vendors to monitor the solicitation for any changing information, prior to submitting their response.

**B. Responsibility Criteria:**

Definition of a Responsible Vendor: In accordance with Section 21.8.b.64 of the Broward County Procurement Code, a Responsible Vendor means a Vendor who has the capability in all respects to perform the contract requirements, and the integrity and reliability which will assure good faith performance.

The Selection or Evaluation Committee will recommend to the awarding authority a determination of a Vendor's responsibility. At any time prior to award, the awarding authority may find that a Vendor is

not responsible to receive a particular award.

Failure to provide any of this required information and in the manner required may result in a recommendation by the Director of Purchasing that the Vendor is non-responsive.

Below are standard responsibility criteria; refer to **Special Instructions to Vendors**, for Additional Responsibility Criteria requirement(s).

## 1. **Litigation History**

- a. 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 the Vendor, or any predecessor organization. Additionally, all Vendors are required to disclose to the County all “material” cases filed, pending, or resolved against any principal of Vendor, regardless of whether the principal was associated with Vendor at the time of the “material” cases against the principal, during the last three (3) years prior to the solicitation response. A case is considered to be “material” if it relates, in whole or in part, to any of the following:
  - i. A similar type of work that the vendor is seeking to perform for the County under the current solicitation;
  - ii. An allegation of fraud, 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;
  - iii. A vendor’s default, termination, suspension, failure to perform, or improper performance in connection with any contract;
  - iv. The financial condition of the vendor, including any bankruptcy petition (voluntary and involuntary) or receivership; or
  - v. A criminal proceeding or hearing concerning business-related offenses in which the vendor or its principals (including officers) were/are defendants.
- b. For each material case, the Vendor is required to provide all information identified in the **Litigation History Form**. Additionally, the Vendor shall provide a copy of any judgment or settlement of any material case during the last three (3) years prior to the solicitation response. Redactions of any confidential portions of the settlement agreement are only permitted upon a certification by Vendor that all redactions are required under the express terms of a pre-existing confidentiality agreement or provision.
- c. The County will consider a Vendor’s litigation history information in its review and determination of responsibility.
- d. If the Vendor is a joint venture, the information provided should encompass the joint venture and each of the entities forming the joint venture.
- e. A vendor is required to disclose to the County any and all cases(s) that exist between the County and any of the Vendor’s subcontractors/subconsultants proposed to work on this project during the last five (5) years prior to the solicitation response.
- f. Failure to disclose any material case, including all requested information in connection with each such case, as well as failure to disclose the Vendor’s subcontractors/subconsultants litigation history against the County, may result in the Vendor being deemed non-responsive.

## 2. **Financial Information**

- a. All Vendors are required to provide the Vendor’s financial statements at the time of submittal in order to demonstrate the Vendor’s financial capabilities.

- b. Each Vendor shall submit its most recent two years of financial statements for review. The financial statements are not required to be audited financial statements. The annual financial statements will be in the form of:
  - i. Balance sheets, income statements and annual reports; or
  - ii. Tax returns; or
  - iii. SEC filings.

If tax returns are submitted, ensure it does not include any personal information (as defined under Florida Statutes Section 501.171, Florida Statutes), such as social security numbers, bank account or credit card numbers, or any personal pin numbers. If any personal information data is part of financial statements, redact information prior to submitting a response the County.

- c. If a Vendor has been in business for less than the number of years of required financial statements, then the Vendor must disclose all years that the Vendor has been in business, including any partial year-to-date financial statements.
- d. The County may consider the unavailability of the most recent year's financial statements and whether the Vendor acted in good faith in disclosing the financial documents in its evaluation.
- e. Any claim of confidentiality on financial statements should be asserted at the time of submittal. Refer to **Standard Instructions to Vendors**, Confidential Material/ Public Records and Exemptions for instructions on submitting confidential financial statements. The Vendor's failure to provide the information as instructed may lead to the information becoming public.
- f. Although the review of a Vendor's financial information is an issue of responsibility, the failure to either provide the financial documentation or correctly assert a confidentiality claim pursuant the Florida Public Records Law and the solicitation requirements (Confidential Material/ Public Records and Exemptions section) may result in a recommendation of non-responsiveness by the Director of Purchasing.

### 3. Authority to Conduct Business in Florida

- a. A Vendor must have the authority to transact business in the State of Florida and be in good standing with the Florida Secretary of State. For further information, contact the Florida Department of State, Division of Corporations.
- b. The County will review the Vendor's business status based on the information provided in response to this solicitation.
- c. It is the Vendor's responsibility to comply with all state and local business requirements.
- d. Vendor should list its active Florida Department of State Division of Corporations Document Number (or Registration No. for fictitious names) in the **Vendor Questionnaire**, Question No. 10.
- e. If a Vendor is an out-of-state or foreign corporation or partnership, the Vendor must obtain the authority to transact business in the State of Florida or show evidence of application for the authority to transact business in the State of Florida, upon request of the County.
- f. A Vendor that is not in good standing with the Florida Secretary of State at the time of a submission to this solicitation may be deemed non-responsible.

- g. If successful in obtaining a contract award under this solicitation, the Vendor must remain in good standing throughout the contractual period of performance.

#### 4. **Affiliated Entities of the Principal(s)**

- a. All Vendors are required to disclose the names and addresses of “affiliated entities” of the Vendor’s principal(s) over the last five (5) years (from the solicitation opening deadline) that have acted as a prime Vendor with the County. The Vendor is required to provide all information required on the **Affiliated Entities of the Principal(s) Certification Form**.
- b. The County will review all affiliated entities of the Vendor’s principal(s) for contract performance evaluations and the compliance history with the County’s Small Business Program, including CBE, DBE and SBE goal attainment requirements. “Affiliated entities” of the principal(s) are those entities related to the Vendor by the sharing of stock or other means of control, including but not limited to a subsidiary, parent or sibling entity.
- c. The County will consider the contract performance evaluations and the compliance history of the affiliated entities of the Vendor’s principals in its review and determination of responsibility.

#### 5. **Insurance Requirements**

The **Insurance Requirement Form** 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 Vendor currently carries the insurance or to submit a letter from the carrier indicating it can provide insurance coverages.

#### C. **Additional Information and Certifications**

The following forms and supporting information (if applicable) should be returned with Vendor’s submittal. If not provided with submittal, the Vendor must submit within three business days of County’s request. Failure to timely submit may affect Vendor’s evaluation.

##### 1. **Vendor Questionnaire**

Vendor is required to submit detailed information on their firm. Refer to the **Vendor Questionnaire** and submit as instructed.

##### 2. **Standard Certifications**

Vendor is required to certify to the below requirements. Refer to the **Standard Certifications** and submit as instructed.

- a. **Cone of Silence Requirement Certification**
- b. **Drug-Free Workplace Certification**
- c. **Non-Collusion Certification**
- d. **Public Entities Crimes Certification**
- e. **Scrutinized Companies List Certification**

##### 3. **Subcontractors/Subconsultants/Suppliers Requirement**

The Vendor shall submit a listing of all subcontractors, subconsultants, and major material suppliers, if any, and the portion of the contract they will perform. Vendors must follow the instructions included on the **Subcontractors/Subconsultants/Suppliers Information Form** and submit as instructed.

#### D. **Standard Agreement Language Requirements**

1. The acceptance of or any exceptions taken to the terms and conditions of the County's Agreement shall be considered a part of a Vendor's submittal and will be considered by the Selection or Evaluation Committee.
2. The applicable Agreement terms and conditions for this solicitation are indicated in the **Special Instructions to Vendors**.
3. Vendors are required to review the applicable terms and conditions and submit the **Agreement Exception Form**. If the **Agreement Exception Form** is not provided with the submittal, it shall be deemed an affirmation by the Vendor that it accepts the Agreement terms and conditions as disclosed in the solicitation.
4. If exceptions are taken, the Vendor must specifically identify each term and condition with which it is taking an exception. Any exception not specifically listed is deemed waived. Simply identifying a section or article number is not sufficient to state an exception. Provide either a redlined version of the specific change(s) or specific proposed alternative language. Additionally, a brief justification specifically addressing each provision to which an exception is taken should be provided.
5. Submission of any exceptions to the Agreement does not denote acceptance by the County. Furthermore, taking exceptions to the County's terms and conditions may be viewed unfavorably by the Selection or Evaluation Committee and ultimately may impact the overall evaluation of a Vendor's submittal.

#### **E. Evaluation Criteria**

1. The Selection or Evaluation Committee will evaluate Vendors as per the **Evaluation Criteria**. The County reserves the right to obtain additional information from a Vendor.
2. Vendor has a continuing obligation to inform the County in writing of any material changes to the information it has previously submitted. The County reserves the right to request additional information from Vendor at any time.
3. For Request for Proposals, the following shall apply:
  - a. The Director of Purchasing may recommend to the Evaluation Committee to short list the most qualified firms prior to the Final Evaluation.
  - b. The Evaluation Criteria identifies points available; a total of 100 points is available.
  - c. If the Evaluation Criteria includes a request for pricing, the total points awarded for price is determined by applying the following formula:
$$\frac{\text{(Lowest Proposed Price/Vendor's Price)} \times \text{(Maximum Number of Points for Price)}}{\text{= Price Score}}$$
  - d. After completion of scoring, the County may negotiate pricing as in its best interest.
4. For Requests for Letters of Interest or Request for Qualifications, the following shall apply:
  - a. The Selection or Evaluation Committee will create a short list of the most qualified firms.
  - b. The Selection or Evaluation Committee will either:
    - i. Rank shortlisted firms; or



- ii. If the solicitation is part of a two-step procurement, shortlisted firms will be requested to submit a response to the Step Two procurement.

## **F. Demonstrations**

If applicable, as indicated in Special Instructions to Vendors, Vendors will be required to demonstrate the nature of their offered solution. After receipt of submittals, all Vendors will receive a description of, and arrangements for, the desired demonstration. In accordance with Section 286.0113 of the Florida Statutes and pursuant to the direction of the Broward County Board of Commissioners, demonstrations are closed to only the vendor team and County staff.

## **G. Presentations**

Vendors that are found to be both responsive and responsible to the requirements of the solicitation and/or shortlisted (if applicable) will have an opportunity to make an oral presentation to the Selection or Evaluation Committee on the Vendor's approach to this project and the Vendor's ability to perform. The committee may provide a list of subject matter for the discussion. All Vendor's will have equal time to present but the question-and-answer time may vary. In accordance with Section 286.0113 of the Florida Statutes and the direction of the Broward County Board of Commissioners, presentations during Selection or Evaluation Committee Meetings are closed. Only the Selection or Evaluation Committee members, County staff and the vendor and their team scheduled for that presentation will be present in the Meeting Room during the presentation and subsequent question and answer period.

## **H. Public Art and Design Program**

If indicated in **Special Instructions to Vendors**, Public Art and Design Program, Section 1-88, Broward County Code of Ordinances, applies to this project. It is the intent of the County to functionally integrate art, when applicable, into capital projects and integrate artists' design concepts into this improvement project. The Vendor may be required to collaborate with the artist(s) on design development within the scope of this request. Artist(s) shall be selected by Broward County through an independent process. For additional information, contact the Broward County Cultural Division.

## **I. Committee Appointment**

The Cone of Silence shall be in effect for County staff at the time of the Selection or Evaluation Committee appointment and for County Commissioners and Commission staff at the time of the Shortlist Meeting of the Selection Committee or the Initial Evaluation Meeting of the Evaluation Committee. The committee members appointed for this solicitation are available on the Purchasing Division's website under [Committee Appointment](#).

## **J. Committee Questions, Request for Clarifications, Additional Information**

At any committee meeting, the Selection or Evaluation Committee members may ask questions, request clarification, or require additional information of any Vendor's submittal or proposal. It is highly recommended Vendors attend to answer any committee questions (if requested), including a Vendor representative that has the authority to bind.

Vendor's answers may impact evaluation (and scoring, if applicable). Upon written request to the Purchasing Agent prior to the meeting, a conference call number will be made available for Vendor participation via teleconference. Only Vendors that are found to be both responsive and responsible to the requirements of the solicitation and/or shortlisted (if applicable) are requested to participate in a final (or presentation) Selection or Evaluation committee meeting.

## **K. Vendor Questions**

The County provides a specified time for Vendors to ask questions and seek clarification regarding solicitation requirements. All questions or clarification inquiries must be submitted through BidSync by the date and time referenced in the solicitation document (including any addenda). The County will respond to questions via Bid Sync.

#### **L. Confidential Material/ Public Records and Exemptions**

1. Broward County is a public agency subject to Chapter 119, Florida Statutes. Upon receipt, all submittals become "public records" and shall be subject to public disclosure consistent with Chapter 119, Florida Statutes. Submittals may be posted on the County's public website or included in a public records request response, unless there is a declaration of "confidentiality" pursuant to the public records law and in accordance with the procedures in this section.
2. Any confidential material(s) the Vendor asserts is exempt from public disclosure under Florida Statutes must be labeled as "Confidential", and marked with the specific statute and subsection asserting exemption from Public Records.
3. To submit confidential material, three hardcopies must be submitted in a sealed envelope, labeled with the solicitation number, title, date and the time of solicitation opening to:

Broward County Purchasing Division  
115 South Andrews Avenue, Room 212  
Fort Lauderdale, FL 33301

4. Material will not be treated as confidential if the Vendor does not cite the applicable Florida Statute (s) allowing the document to be treated as confidential.
5. Any materials that the Vendor claims to be confidential and exempt from public records must be marked and separated from the submittal. If the Vendor does not comply with these instructions, the Vendor's claim for confidentiality will be deemed as waived.
6. Submitting confidential material may impact full discussion of your submittal by the Selection or Evaluation Committee because the Committee will be unable to discuss the details contained in the documents cloaked as confidential at the publicly noticed Committee meeting.

#### **M. Copyrighted Materials**

Copyrighted material is not exempt from the Public Records Law, Chapter 119, Florida Statutes. Submission of copyrighted material in response to any solicitation will constitute a license and permission for the County to make copies (including electronic copies) as reasonably necessary for the use by County staff and agents, as well as to make the materials available for inspection or production pursuant to Public Records Law, Chapter 119, Florida Statutes.

#### **N. State and Local Preferences**

If the solicitation involves a federally funded project where the fund requirements prohibit the use of state and/or local preferences, such preferences contained in the Local Preference Ordinance and Broward County Procurement Code will not be applied in the procurement process.

#### **O. Local Preference**

Except where otherwise prohibited by federal or state law or other funding source restrictions, a local Vendor whose submittal is within 5% of the highest total ranked Vendor outside of the preference area will become the Vendor with whom the County will proceed with negotiations for a final contract. Refer to **Local Vendor Certification Form (Preference and Tiebreaker)** for further information.

## **P. Tiebreaker Criteria**

In accordance with Section 21.31.d of the Broward County Procurement Code, the tiebreaker criteria shall be applied based upon the information provided in the Vendor's response to the solicitation. In order to receive credit for any tiebreaker criterion, complete and accurate information must be contained in the Vendor's submittal.

1. **Local Vendor Certification Form (Preference and Tiebreaker);**
2. **Domestic Partnership Act Certification (Requirement and Tiebreaker);**
3. **Tiebreaker Criteria Form: Volume of Work Over Five Years**

## **Q. Posting of Solicitation Results and Recommendations**

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.

## **R. Review and Evaluation of Responses**

A Selection or Evaluation Committee is responsible for recommending the most qualified Vendor(s). The process for this procurement may proceed in the following manner:

1. The Purchasing Division delivers the solicitation submittals to agency staff for summarization for the committee members. Agency staff prepares a report, including a matrix of responses submitted by the Vendors. This may include a technical review, if applicable.
2. Staff identifies any incomplete responses. The Director of Purchasing reviews the information and makes a recommendation to the Selection or Evaluation Committee as to each Vendor's responsiveness to the requirements of the solicitation. The final determination of responsiveness rests solely on the decision of the committee.
3. At any time prior to award, the awarding authority may find that a Vendor 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 Vendor has breached or failed to perform a contract, claims history of the Vendor, 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 Vendor.

## **S. Vendor Protest**

Sections 21.118 and 21.120 of the Broward County Procurement Code set forth procedural requirements that apply if a Vendor intends to protest a solicitation or proposed award of a contract and state in part the following:

1. Any protest concerning the solicitation or other solicitation specifications or requirements must be made and received by the County within seven business days from the posting of the solicitation or addendum on the Purchasing Division's website. Such protest must be made in writing to the Director of Purchasing. Failure to timely protest solicitation specifications or requirements is a waiver of the ability to protest the specifications or requirements.
2. Any protest concerning a solicitation or proposed award above the award authority of the

Director of Purchasing, after the RLI or RFP opening, shall be submitted in writing and received by the Director of Purchasing within five business days from the posting of the recommendation of award for Invitation to Bids or the final recommendation of ranking for Request for Letters of Interest and Request for Proposals on the Purchasing Division's website.

3. Any actual or prospective Vendor who has a substantial interest in and is aggrieved in connection with the proposed award of a contract that 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 for Invitation to Bids or the final recommendation of ranking for Request for Letters of Interest and Request for Proposals on the Purchasing Division's website.
4. For purposes of this section, a business day is defined as Monday through Friday between 8:30 a.m. and 5:00 p.m. Failure to timely file a protest within the time prescribed for a proposed contract award shall be a waiver of the Vendor's right to protest.
5. As a condition of initiating any protest, the protestor shall present the Director of Purchasing a nonrefundable filing fee in accordance with the table below.

<u>Estimated Contract Amount</u>	<u>Filing Fee</u>
\$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.

#### **T. Right of Appeal**

Pursuant to Section 21.83.d 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 Selection or Evaluation Committee's determination of responsiveness may appeal the determination pursuant to Section 21.120 of the Broward County Procurement Code.

1. The appeal must be in writing and sent to the Director of Purchasing within ten (10) calendar days of the determination by the Selection or Evaluation Committee to be deemed timely.
2. As required by Section 21.120, the appeal must be accompanied by an appeal bond by a Vendor having standing to protest and must comply with all other requirements of this section.
3. 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.

#### **U. Rejection of Responses**

The Selection or Evaluation Committee may recommend rejecting all submittals as in the best interests of the County. The rejection shall be made by the Director of Purchasing, except when a

solicitation was approved by the Board, in which case the rejection shall be made by the Board.

## V. Negotiations

The County intends to conduct the first negotiation meeting no later than two weeks after approval of the final ranking as recommended by the Selection or Evaluation Committee. At least one of the representatives for the Vendor participating in negotiations with the County must be authorized to bind the Vendor. In the event that the negotiations are not successful within a reasonable timeframe (notification will be provided to the Vendor) an impasse will be declared and negotiations with the first-ranked Vendor will cease. Negotiations will begin with the next ranked Vendor, etc. until such time that all requirements of Broward County Procurement Code have been met. In accordance with Section 286.0113 of the Florida Statutes and the direction of the Broward County Board of Commissioners, negotiations resulting from Selection or Evaluation Committee Meetings are closed. Only County staff and the selected vendor and their team will be present during negotiations.

## W. Submittal Instructions:

1. Broward County does not require any personal information (as defined under Section 501.171, Florida Statutes), such as social security numbers, driver license numbers, passport, military ID, bank account or credit card numbers, or any personal pin numbers, in order to submit a response for ANY Broward County solicitation. **DO NOT INCLUDE** any personal information data in any document submitted to the County. If any personal information data is part of a submittal, this information must be redacted prior to submitting a response to the County.
2. **Vendor MUST submit its solicitation response electronically and MUST confirm its submittal in order for the County to receive a valid response through BidSync.** It is the Vendor's sole responsibility to assure its response is submitted and received through BidSync by the date and time specified in the solicitation.
3. The County will not consider solicitation responses received by other means. Vendors are encouraged to submit their responses in advance of the due date and time specified in the solicitation document. In the event that the Vendor is having difficulty submitting the solicitation document through Bid Sync, immediately notify the Purchasing Agent and then contact BidSync for technical assistance.
4. Vendor must view, submit, and/or accept each of the documents in BidSync. Web-fillable forms can be filled out and submitted through BidSync.
5. After all documents are viewed, submitted, and/or accepted in BidSync, the Vendor must upload additional information requested by the solicitation (i.e. Evaluation Criteria and Financials Statements) in the Item Response Form in BidSync, under line one (regardless if pricing requested).
6. Vendor should upload responses to Evaluation Criteria in Microsoft Word or Excel format.
7. If the Vendor is declaring any material confidential and exempt from Public Records, refer to Confidential Material/ Public Records and Exemptions for instructions on submitting confidential material.
8. After all files are uploaded, Vendor must submit and **CONFIRM** its offer (by entering password) for offer to be received through BidSync.
9. If a solicitation requires an original Proposal Bond (per Special Instructions to Vendors), Vendor must submit in a sealed envelope, labeled with the solicitation number, title, date and

the time of solicitation opening to:

Broward County Purchasing Division  
115 South Andrews Avenue, Room 212  
Fort Lauderdale, FL 33301

A copy of the Proposal Bond should also be uploaded into Bid Sync; this does not replace the requirement to have an original proposal bond. Vendors must submit the original Proposal Bond, by the solicitation due date and time.

**Special Instructions to Vendors**  
**Solicitation Name: Parking Management Services for Various County Agencies**

Vendors are instructed to read and follow the instructions carefully, as any misinterpretation or failure to comply with instructions may lead to a Vendor's submittal being rejected.

**A. Additional Responsiveness Criteria:**

In addition to the requirements set forth in the **Standard Instructions to Vendors**, the following criteria shall also be evaluated in deciding of responsiveness:

**1. Pricing**

Refer to **BidSync Item Response Form; Group 1 - Parking Management Services (FMD Facilities) and Group 2 (inclusive of subgroup 2A)-Parking Management Services (PORT Facilities)**. Vendors may provide prices for one group or both groups; However, vendors **MUST** provide prices for each line item within each group bid to be responsive to that group. Item Response Form must be completed and submitted at time of solicitation due date in order to be responsive to solicitation requirements. Additionally, Excel Budget Worksheets supporting the proposer's total pricing for management fee per location and associated operating expenses should be completed and returned with Vendor's submittal and made part of the Item Response Form in BidSync. **If there are discrepancies in price between the Budget Worksheets and the BidSync Item Response Form, BidSync pricing will prevail.**

**Points awarded for price for each group will be based on the aggregate total of line items for each group. Refer to Standard Instructions to Vendors, Evaluation Criteria, Section E for calculation of points for Price.**

- a. It is the responsibility of the Vendor to complete and submit the Item Response Form for this solicitation. The Item Response Form is a matter of RESPONSIVENESS. Failure of the Vendor to complete and electronically sign the Item Response Form SHALL determine the Vendor to be NON-RESPONSIVE to the solicitation.
- b. All blank areas of the Item Response Form **MUST** be filled in with a dollar figure. If it is the intent of the Vendor to perform or provide any services or commodities referenced on the Item Response Form at no cost to the County, then \$0.00 (zero) dollars **MUST** be referenced in the appropriate field. In the event that the Vendor intends not to submit a price for a particular line item, the Vendor **MUST** indicate "NO BID" in the appropriate field ("Notes for Buyer"). In the event that pricing is required for multiple years, pricing for each year **MUST** be completed by the Vendor.
- c. The Vendor **SHALL** use the Item Response Form provided in the solicitation document. Failure by the Vendor to use the required Item Response Form **SHALL** determine the Vendor to be nonresponsive.
- d. **DO NOT USE "N/A", "-"(DASH) OR ANY OTHER SYMBOLS ON THE PRICE SHEET. IT IS THE RESPONSIBILITY OF THE VENDOR TO ASK QUESTIONS OR SEEK CLARIFICATION REGARDING THE ITEM RESPONSE FORM SUBMITTAL PRIOR TO THE SOLICITATION'S DUE DATE. THE COUNTY WILL NOT SEEK CLARIFICATION ON ANY PRICING.**

**2. Domestic Partnership Act Requirement**

This solicitation requires that the Vendor comply with Domestic Partnership Act unless it is exempt from the requirement per Ordinance. Vendors must follow the instructions included in the **Domestic Partnership Act Certification Form (Requirement and Tiebreaker)** and submit as instructed.



### 3. Living Wage Requirements

This solicitation requires that Vendor comply with the Living Wage Ordinance. Vendors must follow the instructions included in the **Living Wage Ordinance Requirements** section and submit **Living Wage Ordinance Compliance Affidavit Form** as instructed.

**Notice: Effective January 1, 2019, for all new contracts, extensions, renewals or amendments, the living wage rates are at least \$13.27 per hour with health care benefit amounts of at least \$1.63 per hour, or at least \$14.90 per hour without health care benefits, adjusted annually as provided in the Living Wage Ordinance. Further be advised, the health care benefit amount will increase to \$3.44 per hour, effective January 1, 2021.**

**The bidder/proposer is instructed to offer a price for each line item for service(s) through December 31, 2020 as well as a price for each line item for service(s) effective January 1, 2021.**

**The bidder/proposer is instructed to provide the percentage of the price that is attributed to the labor portion of the service(s).**

### B. Additional Responsibility Criteria:

In addition to the requirements set forth in the **Standard Instructions to Vendors**, the following criteria shall also be evaluated in making a determination of responsibility:

#### 1. Office of Economic and Small Business Development Program

This solicitation for **GROUP 1** has the following County Business Enterprise Goals: **25% CBE Goals**. Vendors must follow the instructions included in the **Office of Economic and Small Business Development Requirements** section and submit all required forms and information as instructed.

This solicitation for **GROUP 2, inclusive of Group 2A**, has the following County Business Enterprise Goals: **25% CBE Goals**. Vendors must follow the instructions included in the **Office of Economic and Small Business Development Requirements** section and submit all required forms and information as instructed.

Vendor should provide with its submittal separate Letter(s) of Intent for each group bid.

#### 2. Workforce Investment Program

This solicitation requires the Vendor to comply with the Workforce Investment Program. Vendors must follow the instructions included in the **Workforce Investment Program Requirements** section and submit form as instructed.

### C. Standard Agreement Language Requirements:

The applicable Agreement terms and conditions for this solicitation can be located at:

<http://www.broward.org/Purchasing/Documents/bcf101.pdf>

Refer to **Standard Instructions for Vendors** and the requirements to review the applicable terms and conditions (and submission of the **Agreement Exception Form**).

### D. Demonstrations:

Not applicable to this solicitation.



**E. Presentations:**

Applies to this solicitation. Refer to Standard Instructions to Vendors for additional information and requirements.

**F. Public Art and Design Program:**

Not applicable to this solicitation.

**G. Procurement Authority:**

Pursuant to Section 21.32, Competitive Sealed Proposals, of the Broward County Procurement Code.

**H. Project Funding Source - this project is funded in whole or in part by:**

County Funds

**I. Projected Schedule:**

Initial Shortlisting or Evaluation Meeting (Sunshine Meeting): **To be determined**

Final Evaluation Meeting (Sunshine Meeting): **To be determined**

Check this website for any changes to the above tentative schedule for Sunshine Meetings:  
<http://www.broward.org/Commission/Pages/SunshineMeetings.aspx>.

**J. Project Manager Information:**

**FMD Project Manager:** Claudja Henry, Senior Contract/Grant Administrator

Email: [chenry@broward.org](mailto:chenry@broward.org)

**PORT Project Manager:** Angela Osorno Belleme, Franchise & Business Permit Manager

Email: [aosornobelleme@broward.org](mailto:aosornobelleme@broward.org)

Vendors are requested to submit questions regarding this solicitation through the "Q&A" section on BidSync; answers are posted through BidSync.

**VENDOR QUESTIONNAIRE AND STANDARD CERTIFICATIONS**  
**Request for Proposals, Request for Qualifications, or Request for Letters of Interest**

Vendor should complete questionnaire and complete and acknowledge the standard certifications and submit with the solicitation response. If not submitted with solicitation response, it must be submitted within three business days of County's request. Failure to timely submit may affect Vendor's evaluation.

**If a response requires additional information, the Vendor should upload a written detailed response with submittal; each response should be numbered to match the question number.** The completed questionnaire and attached responses will become part of the procurement record. It is imperative that the person completing the Vendor Questionnaire be knowledgeable about the proposing Vendor's business and operations.

1. Legal business name:
2. Doing Business As/ Fictitious Name (if applicable):
3. Federal Employer I.D. no. (FEIN):
4. Dun and Bradstreet No.:
5. Website address (if applicable):
6. Principal place of business address:  5  
6
7. Office location responsible for this project:  5  
6
8. Telephone no.:  Fax no.:
9. Type of business (check appropriate box):
  - Corporation (specify the state of incorporation):
  - Sole Proprietor
  - Limited Liability Company (LLC)
  - Limited Partnership
  - General Partnership (State and County Filed In)
  - Other - Specify
10. List Florida Department of State, Division of Corporations document number (or registration number if fictitious name):
11. List name and title of each principal, owner, officer, and major shareholder:
  - a)
  - b)
  - c)
  - d)

12. AUTHORIZED CONTACT(S) FOR YOUR FIRM:

Name:   
Title:   
E-mail:   
Telephone No.:

Name:   
Title:   
E-mail:   
Telephone No.:

- 13. Has your firm, its principals, officers or predecessor organization(s) been debarred or suspended by any government entity within the last three years? If yes, specify details in an attached written response.  Yes  No
- 14. Has your firm, its principals, officers or predecessor organization(s) ever been debarred or suspended by any government entity? If yes, specify details in an attached written response, including the reinstatement date, if granted.  Yes  No
- 15. Has your firm ever failed to complete any services and/or delivery of products during the last three (3) years? If yes, specify details in an attached written response.  Yes  No
- 16. Is your firm or any of its principals or officers currently principals or officers of another organization? If yes, specify details in an attached written response.  Yes  No
- 17. Have any voluntary or involuntary bankruptcy petitions been filed by or against your firm, its parent or subsidiaries or predecessor organizations during the last three years? If yes, specify details in an attached written response.  Yes  No
- 18. Has your firm's surety ever intervened to assist in the completion of a contract or have Performance and/or Payment Bond claims been made to your firm or its predecessor's sureties during the last three years? If yes, specify details in an attached written response, including contact information for owner and surety.  Yes  No
- 19. Has your firm ever failed to complete any work awarded to you, services and/or delivery of products during the last three (3) years? If yes, specify details in an attached written response.  Yes  No
- 20. Has your firm ever been terminated from a contract within the last three years? If yes, specify details in an attached written response.  Yes  No
- 21. Living Wage solicitations only: In determining what, if any, fiscal impacts(s) are a result of the Ordinance for this solicitation, provide the following for informational purposes only. Response is not considered in determining the award of this contract.  
Living Wage had an effect on the pricing.  Yes  No  
 N/A  
If yes, Living Wage increased the pricing by % or decreased the pricing by %.

**Cone of Silence Requirement Certification:**

The Cone of Silence Ordinance, Section 1-266, Broward County Code of Ordinances prohibits certain communications among Vendors, Commissioners, County staff, and Selection or Evaluation Committee members. Identify on a separate sheet any violations of this Ordinance by any members of the responding firm or its joint ventures. After the application of the Cone of Silence, inquiries regarding this solicitation should be directed to the Director of Purchasing or designee. The Cone of Silence terminates when the County Commission or other awarding authority takes action which ends the solicitation.

The Vendor hereby certifies that: (check each box)

- The Vendor has read Cone of Silence Ordinance, Section 1-266, Broward County Code of Ordinances; and
- The Vendor understands that the Cone of Silence for this competitive solicitation shall be in effect beginning upon the appointment of the Selection or Evaluation Committee, for communication regarding this solicitation with the County Administrator, Deputy County Administrator, Assistant County Administrators, 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.
- The Vendor agrees to comply with the requirements of the Cone of Silence Ordinance.

**Drug-Free Workplace Requirements Certification:**

Section 21.31.a. of the Broward County Procurement Code requires awards of all competitive solicitations requiring Board award be made only to firms certifying the establishment of a drug free workplace program. The program must consist of:

1. 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, and specifying the actions that will be taken against employees for violations of such prohibition;
2. Establishing a continuing drug-free awareness program to inform its employees about:
  - a. The dangers of drug abuse in the workplace;
  - b. The offeror's policy of maintaining a drug-free workplace;
  - c. Any available drug counseling, rehabilitation, and employee assistance programs; and
  - d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. Giving all employees engaged in performance of the contract a copy of the statement required by subparagraph 1;
4. Notifying all employees, in writing, of the statement required by subparagraph 1, that as a condition of employment on a covered contract, the employee shall:
  - a. Abide by the terms of the statement; and
  - b. Notify the employer in writing of the employee's conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or of any state, for a violation occurring in the workplace NO later than five days after such conviction.
5. Notifying Broward County government in writing within 10 calendar days after receiving notice under subdivision 4.b above, from an employee or otherwise receiving actual notice of such conviction. The notice shall include the position title of the employee;
6. Within 30 calendar days after receiving notice under subparagraph 4 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:
  - a. Taking appropriate personnel action against such employee, up to and including termination; or
  - b. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency; and
7. Making a good faith effort to maintain a drug-free workplace program through implementation of subparagraphs 1 through 6.

The Vendor hereby certifies that: (check box)

- The Vendor certifies that it has established a drug free workplace program in accordance with the above

requirements.

**Non-Collusion Certification:**

Vendor shall disclose, 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, 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. 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.

The Vendor hereby certifies that: (select one)

- The Vendor certifies that this offer is made independently and free from collusion; or
- The Vendor is disclosing names of officers or employees who have a material interest in this procurement and is in a position to influence this procurement. Vendor must include a list of name(s), and relationship(s) with its submittal.

**Public Entities Crimes Certification:**

In accordance with Public Entity Crimes, Section 287.133, Florida Statutes, a person or affiliate placed on the convicted vendor list following a conviction for a public entity crime may not submit on a contract: to provide any goods or services; for construction or repair of a public building or public work; for leases of real property to a public entity; and may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in s. 287.017 for Category Two for a period of 36 months following the date of being placed on the convicted vendor list.

The Vendor hereby certifies that: (check box)

- The Vendor certifies that no person or affiliates of the Vendor are currently on the convicted vendor list and/or has not been found to commit a public entity crime, as described in the statutes.

**Scrutinized Companies List Certification:**

Any company, principals, or owners on the 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 is prohibited from submitting a response to a solicitation for goods or services in an amount equal to or greater than \$1 million.

The Vendor hereby certifies that: (check each box)

- The Vendor, owners, or principals are aware of the requirements of Sections 287.135, 215.473, and 215.4275, Florida Statutes, regarding Companies on the 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; and
- The Vendor, owners, or principals, are eligible to participate in this solicitation and are not listed on either the 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; and
- 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, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or the Scrutinized Companies that Boycott Israel List.

I hereby certify the information provided in the Vendor Questionnaire and Standard Certifications:

<input type="text"/>	<input type="text"/>	<input type="text"/>
*AUTHORIZED SIGNATURE/NAME	TITLE	DATE

Vendor Name:

\* I certify that I am authorized to sign this solicitation response on behalf of the Vendor as indicated in Certificate as to Corporate Principal, designation letter by Director/Corporate Officer, or other business authorization to bind on behalf of the Vendor. As the Vendor's authorized representative, I attest that any and all statements, oral, written or otherwise, made in support of the Vendor's response, are accurate, true and correct. I also acknowledge that inaccurate, untruthful, or incorrect statements made in support of the Vendor's response may be used by the County as a basis for rejection, rescission of the award, or termination of the contract and may also serve as the basis for debarment of Vendor pursuant to Section 21.119 of the Broward County Procurement Code. I certify that the Vendor's response is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a response for the same items/services, and is in all respects fair and without collusion or fraud. I also certify that the Vendor agrees to abide by all terms and conditions of this solicitation, acknowledge and accept all of the solicitation pages as well as any special instructions sheet(s).

### **Vendor Reference Verification Form**

Vendor is required to submit completed Reference Verification Forms for previous projects referenced in its submittal. Vendor should provide the **Vendor Reference Verification Form** to its reference organization/firm to complete and return to the Vendor's attention. Vendor should submit the completed Vendor Reference Form with its response by the solicitation's deadline. The County will verify references provided as part of the review process. Provide a minimum of three (3) non-Broward County Board of County Commissioners' references.



**Vendor Reference Verification Form**

Broward County Solicitation No. and Title:

**PNC2116816P1, Parking Management Services for Various County Agencies**

Reference for:

Organization/Firm Name providing reference:

Contact Name:

Title:

Reference date:

Contact Email:

Contact Phone:

Name of Referenced Project:

Contract No.

Date Services Provided:

Project Amount:

to

Vendor's role in Project:  Prime Vendor  Subconsultant/Subcontractor

Would you use this vendor again?  Yes  No If No, please specify in Additional Comments (below).

**Description of services provided by Vendor:**

**Please rate your experience with the referenced Vendor:**

**Needs Improvement      Satisfactory      Excellent      Not Applicable**

1. Vendor's Quality of Service				
a. Responsive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Accuracy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Deliverables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Vendor's Organization:				
a. Staff expertise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Professionalism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Turnover	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Timeliness of:				
a. Project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Deliverables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Project completed within budget	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Cooperation with:				
a. Your Firm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Subcontractor(s)/Subconsultant(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Regulatory Agency(ies)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Additional Comments:** (provide on additional sheet if needed)

\*\*\*THIS SECTION FOR COUNTY USE ONLY\*\*\*

Verified via:  EMAIL  VERBAL      Verified by: \_\_\_\_\_ Division: \_\_\_\_\_ Date: \_\_\_\_\_



**Parking Management Services for Various County Agencies (Facilities Management)  
Group 1  
Evaluation Criteria**

<p><b>1. Ability of Professional Personnel: (Maximum 20 Points)</b> Describe the qualifications and relevant experience of the Project Manager and all key staff that are intended to be assigned to the management of the Broward County Facilities Management parking facilities. Include resumes for the Project Manager and all key staff described, including subcontractors.</p> <p><b>a.</b> Provide an organizational chart for this project indicating key staff and a detailed staffing plan for managing the facilities. <b>Points Value: 10</b></p> <p><b>b.</b> Describe the qualifications and relevant experience of all subcontractors that will be used to provide services. Also describe your history of working with the subcontractor. <b>Points Value: 10</b></p>
<p><b>2. Project Approach: (Maximum 20 Points)</b> <b>a.</b> Describe the prime Vendor's approach to the project. Include how the prime Vendor will use subcontractors in the project. <b>Points Value: 10</b></p> <p><b>b.</b> Describe your revenue collection procedures, auditing procedures, and Payment Card Industry Data Security Standards. <b>Points Value: 5</b></p> <p><b>c.</b> Describe your Customer Service Initiatives: Cost Saving Initiatives and the potential integration of an Online Parking Reservation System. Also describe/provide your Standard Operating Procedures for Self-Parking, Employee Parking and Valet Parking, and your Employee Motivation and Training Program <b>Points Value: 5</b></p>
<p><b>3. Past Performance: (Maximum 15 Points).</b> Vendor should provide references for similar work performed to show evidence of qualifications and previous experience. Refer to <b>Vendor Reference Verification Form</b> and submit as instructed. <u>Only provide references for non-Broward County Board of County Commissioners contracts.</u> For Broward County contracts, the County will review performance evaluations in its database for vendors with previous or current contracts with the County. The County considers references and performance evaluations in the evaluation of Vendor's past performance.</p> <p><b>a.</b> Describe prime Vendor's experience, during the last five (5) years, managing parking programs and facilities in similar size and scope of services in comparison to Broward County Facilities Management garages and parking facilities. Provide number of years you have managed the facility. List locations with verifiable references. Include name, location, type of facility, hours of operation, number of spaces, type of parking services or products, number of fulltime employees and gross annual revenue from the management of the facilities. <b>Points Value: 10</b></p> <p><b>b.</b> For each of the facilities referenced provide the numbers of: entry and exit points, automated and staffed pay stations, automated vehicles tolling lanes, and total transactions. Describe the parking access and revenue control equipment hardware and the software system used at each facility. <b>Points Value: 5</b></p>

**Parking Management Services for Various County Agencies (Facilities Management)  
Group 1  
Evaluation Criteria**

**4. Location:**

Refer to **Vendor's Business Location Attestation Form** and submit as instructed.

A Vendor with a principal place of business location (also known as the nerve center) within Broward County for the last six months, prior to the solicitation submittal, will receive five points; a Vendor not meeting all of the local business requirements will receive zero points. The following applies for a Vendor responding as a Joint Venture (JV): if a member of the JV has 51% or more of the equity and meets all of the local business requirements, the JV will receive three points; if a member of the JV has 30 to 50% of the equity and meets all of the local business requirements, the JV will receive two points; and if a member of the JV has 10% to 29% of the equity and meets all of the local business requirements, the JV will receive one point.

**Points Value: 5**

**5. Price: (Maximum 40 Points)**

Pricing (**Item Response Form**) must reflect all management fees, total operating expense budget and services for Group 2 as defined in Scope of Work and as indicated and entered on the Item Response Form in BidSync and as per the Special Instructions and Bid Comments.

Additionally, Excel Budget Worksheets supporting the proposer's total pricing for management fee per location and associated operating expenses should be completed and returned with Vendor's submittal and made part of the Item Response Form in BidSync. If there are discrepancies in price between the Budget Worksheets and the BidSync Item Response Form, BidSync pricing will prevail.

**Points Value: 40**

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**Parking Management Services for Various County Agencies (Port Everglades)  
Group 2 and 2A  
Evaluation Criteria**

<p><b>1. Ability of Professional Personnel: (Maximum 20 Points)</b> Describe the qualifications and relevant experience of the Project Manager and all key staff that are intended to be assigned to the management of the Ports parking facilities. Include resumes for the Project Manager and all key staff described, including subcontractors.</p> <p><b>a.</b> Provide an organizational chart for this project indicating key staff and a detailed staffing plan for managing the facilities. <b>Points Value: 10</b></p> <p><b>b.</b> Describe the qualifications and relevant experience of all subcontractors that will be used to provide services, including shuttle bus services. Also describe your history of working with the subcontractor. <b>Points Value: 10</b></p>
<p><b>2. Project Approach: (Maximum 20 Points)</b></p> <p><b>a.</b> Describe the prime Vendor's approach to the project. Include how the prime Vendor will use subcontractors in the project. <b>Points Value: 10</b></p> <p><b>b.</b> Describe your revenue collection procedures, auditing procedures, and Payment Card Industry Data Security Standards. <b>Points Value: 5</b></p> <p><b>c.</b> Describe your Customer Service Initiatives: Customer Loyalty Program, Marketing and Promotional Activities, Cost Saving Initiatives and the potential integration of an Online Parking Reservation System. Also describe/provide your Standard Operating Procedures for Self-Parking, Employee Parking and Valet Parking, and your Employee Motivation and Training Program <b>Points Value: 5</b></p>
<p><b>3. Past Performance: (Maximum 15 Points).</b> Vendor should provide references for similar work performed to show evidence of qualifications and previous experience. Refer to <b>Vendor Reference Verification Form</b> and submit as instructed. <u>Only provide references for non-Broward County Board of County Commissioners contracts.</u> For Broward County contracts, the County will review performance evaluations in its database for vendors with previous or current contracts with the County. The County considers references and performance evaluations in the evaluation of Vendor's past performance.</p> <p><b>a.</b> Describe prime Vendor's experience, during the last five (5) years, managing parking programs and facilities in similar size and scope of services in comparison to Port Everglades garages and parking facilities. Provide number of years you have managed the facility. List locations with verifiable references. Include name, location, type of facility, hours of operation, number of spaces, type of parking services or products, number of fulltime employees and gross annual revenue from the management of the facilities. <b>Points Value: 10</b></p> <p><b>b.</b> For each of the facilities referenced provide the numbers of: entry and exit points, automated and staffed pay stations, automated vehicles tolling lanes, and total transactions. Describe the parking access and revenue control equipment hardware and the software system used at each facility. <b>Points Value: 5</b></p>
<p><b>4. Shuttle Bus Requirements: (Maximum 10 Points)</b></p> <p><b>a.</b> Describe what your fleet of Mini and Mid-Size shuttle buses will consist of and how you will maintain the fleet to meet the requirements as described in the Scope of Work. Describe the Motor Coach that will be used for Port tours and special events. <b>Points Value: 10</b></p>

**Parking Management Services for Various County Agencies (Port Everglades)  
Group 2 and 2A  
Evaluation Criteria**

**5. Location:**

Refer to **Vendor's Business Location Attestation Form** and submit as instructed.

A Vendor with a principal place of business location (also known as the nerve center) within Broward County for the last six months, prior to the solicitation submittal, will receive five points; a Vendor not meeting all of the local business requirements will receive zero points. The following applies for a Vendor responding as a Joint Venture (JV): if a member of the JV has 51% or more of the equity and meets all of the local business requirements, the JV will receive three points; if a member of the JV has 30 to 50% of the equity and meets all of the local business requirements, the JV will receive two points; and if a member of the JV has 10% to 29% of the equity and meets all of the local business requirements, the JV will receive one point.

**Points Value: 5**

**6. Price: (Maximum 30 Points)**

Pricing (**Item Response Form**) must reflect all management fees, total operating expense budget and services for Group 2 as defined in Scope of Work and as indicated and entered on the Item Response Form in BidSync and as per the Special Instructions and Bid Comments.

Additionally, Excel Budget Worksheets supporting the proposer's total pricing for management fee per location and associated operating expenses should be completed and returned with Vendor's submittal and made part of the Item Response Form in BidSync. If there are discrepancies in price between the Budget Worksheets and the BidSync Item Response Form, BidSync pricing will prevail.

Note: Shuttle bus pricing (Group 2A) based on the estimated number of hours and vehicle type, will also be included in the calculation of points for price.

**Points Value: 30**

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**BUDGET SHEET**

Group 1 - Facilities Management Division Parking Facilities  
Location: Broward County Government Center East 1200 (GG Garage)/350 Garage, 151 SW 2nd Street, Ft. Lauderdale, FL 33301

Price shall be inclusive of Living Wage Ordinance requirements, annually adjusted.

Year 1 Annual Total	Year 2 Annual Total	Year 3 Annual Total
------------------------	------------------------	------------------------

<b>PROPOSED MANAGEMENT FEE:</b> The management fee that will be charged by the company for this location			
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**PAYROLL EXPENSES BUDGET:**

<b>Salaries/Fringe Benefits</b>			
<b>Wages/Fringe Benefits</b> Wages for employees, including management			
<b>Taxes &amp; Workers Comp.</b> Wage Taxes and Workers Comp Insurance			
<b>TOTAL:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**OTHER MAJOR EXPENSES BUDGET:**

<b>Uniforms</b> Employee uniforms, name tags, belts, hats, coats, etc.			
<b>Insurance (\$75 mil Umbrella)</b> Insurance (per agreement insurance requirements)			
<b>Background Checks</b> Pre-employment criminal background check			
<b>Pre Employment Testing</b> Drug screen process before hiring			
<b>Timeclock</b> Electronic time clock system fees			
<b>Cleaning Services</b> All daily cleaning services, seven days a week 24 hours a day, must have pressure cleaning ability			
<b>Pressure Cleaning Services</b> Pressure cleaning the entire garage yearly			
<b>Licenses &amp; Permits</b> city of jurisdiction Occupational License for project specific location only			
<b>Audit Fees &amp; Accounting Fees</b> Yearly external audit and monthly accounting fees			
<b>Customer Service Cart</b> Golf cart for counts, lost vehicles, flat tires, etc.			
<b>Supervisor's Truck</b> Purchase of a new operations truck for travel to garages, employee breaks, customer service, etc.			
<b>AVI Transponders</b> Yearly expense to purchase transponders			
<b>Ticket Stock</b> Yearly expense to purchase spitter tickets			
<b>Towing/Booting Service</b> Tow or boot a vehicle			
<b>Equipment Repair &amp; Maintenance</b> Maintain and repair spitters, lag machines, gates, etc.			
<b>Police Security Service</b> Ft. Lauderdale Police detail for Thur., Fri., and Sat. nights guarding GG Garage			
<b>Phone &amp; Internet Service</b> Communication services to conduct business			
<b>Temporary Signage</b> Special events signage, sandwich board signage, directional services, etc.			
<b>Drinking Water</b> Supplied to the customer service booth			
<b>Garage Supplies</b> Advertising, broom & dust pan, flags, hand lights, etc.			
<b>Contingency for Other Operating Costs &amp; Expenses:</b> Funds available for unforeseen conditions, emergency situations, etc. (5% of Annual Operating Expense Budget)			
<b>TOTAL OTHER MAJOR EXPENSES BUDGET:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**BUDGET SHEET**

Group 1 - Facilities Management Division Parking Facilities  
 Location: Broward County Government Center East 1200 (GG Garage)/350 Garage, 151 SW 2nd Street, Ft. Lauderdale, FL 33301

Price shall be inclusive of Living Wage Ordinance requirements, annually adjusted.

	Year 1 Annual Total	Year 2 Annual Total	Year 3 Annual Total
<b>TOTAL ANNUAL MANAGEMENT FEE &amp; OVERALL OPERATING EXPENSES BUDGET:</b>	\$ -	\$ -	\$ -

**BUDGET SHEET**

Group 1 - Facilities Management Division Parking Facilities  
Location: Broward County Judicial Complex East Garage, 540 SE 3rd Ave., Ft. Lauderdale, FL 33301

Price shall be inclusive of Living Wage Ordinance requirements, annually adjusted.

Year 1 Annual Total	Year 2 Annual Total	Year 3 Annual Total
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<b>PROPOSED MANAGEMENT FEE:</b> The management fee that will be charged by the company for this location			
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**PAYROLL EXPENSES BUDGET:**

<b>Salaries/Fringe Benefits</b>			
<b>Wages/Fringe Benefits</b> Wages for employees, including management			
<b>Taxes &amp; Workers Comp.</b> Wage Taxes and Workers Comp Insurance			
<b>TOTAL:</b>	\$ -	\$ -	\$ -

**OTHER MAJOR EXPENSES BUDGET:**

<b>Uniforms</b> Employee uniforms, name tags, belts, hats, coats, etc.			
<b>Insurance (\$75 mil Umbrella)</b> Insurance (per agreement insurance requirements)			
<b>Background Checks</b> Pre-employment criminal background check			
<b>Pre Employment Testing</b> Drug screen process before hiring			
<b>Timeclock</b> Electronic time clock system fees			
<b>Cleaning Services</b> All daily cleaning services, seven days a week 24 hours a day, must have pressure cleaning ability			
<b>Pressure Cleaning Services</b> Pressure cleaning the entire garage yearly			
<b>Licenses &amp; Permits</b> city of jurisdiction Occupational License for project specific location only			
<b>Audit Fees &amp; Accounting Fees</b> Yearly external audit and monthly accounting fees			
<b>Customer Service Cart</b> Golf cart for counts, lost vehicles, flat tires, etc.			
<b>Ticket Stock</b> Yearly expense to purchase spitter tickets			
<b>Towing/Booting Service</b> Tow or boot a vehicle			
<b>Equipment Repair &amp; Maintenance</b> Maintain and repair spitters, lag machines, gates, etc.			
<b>Phone &amp; Internet Service</b> Communication services to conduct business			
<b>Temporary Signage</b> Special events signage, sandwich board signage, directional services, etc.			
<b>Garage Supplies</b> Advertising, broom & dust pan, flags, hand lights, etc.			
<b>Contingency for Other Operating Costs &amp; Expenses:</b> Funds available for unforeseen conditions, emergency situations, etc. (5% of Annual Operating Expense Budget)			
<b>TOTAL OTHER MAJOR EXPENSES BUDGET:</b>	\$ -	\$ -	\$ -

<b>TOTAL ANNUAL MANAGEMENT FEE &amp; OVERALL OPERATING EXPENSES BUDGET:</b>	\$ -	\$ -	\$ -
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**BUDGET SHEET**

Group 1 - Facilities Management Division Parking Facilities  
Location: Broward County Judicial Complex South Garage, 612 S. Andrews Ave., Ft. Lauderdale, FL 33301

Price shall be inclusive of Living Wage Ordinance requirements, annually adjusted.

Year 1 Annual Total	Year 2 Annual Total	Year 3 Annual Total
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<b>PROPOSED MANAGEMENT FEE:</b> The management fee that will be charged by the company for this location			
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**PAYROLL EXPENSES BUDGET:**

<b>Salaries/Fringe Benefits</b>			
<b>Wages/Fringe Benefits</b> Wages for employees, including management			
<b>Taxes &amp; Workers Comp.</b> Wage Taxes and Workers Comp Insurance			
<b>TOTAL:</b>	\$ -	\$ -	\$ -

**OTHER MAJOR EXPENSES BUDGET:**

<b>Uniforms</b> Employee uniforms, name tags, belts, hats, coats, etc.			
<b>Insurance (\$75 mil Umbrella)</b> Insurance (per agreement insurance requirements)			
<b>Background Checks</b> Pre-employment criminal background check			
<b>Pre Employment Testing</b> Drug screen process before hiring			
<b>Timeclock</b> Electronic time clock system fees			
<b>Cleaning Services</b> All daily cleaning services, seven days a week 24 hours a day, must have pressure cleaning ability			
<b>Pressure Cleaning Services</b> Pressure cleaning the entire garage yearly			
<b>Licenses &amp; Permits</b> city of jurisdiction Occupational License for project specific location only			
<b>Audit Fees &amp; Accounting Fees</b> Yearly external audit and monthly accounting fees			
<b>Customer Service Cart</b> Golf cart for counts, lost vehicles, flat tires, etc.			
<b>Ticket Stock</b> Yearly expense to purchase spitter tickets			
<b>Towing/Booting Service</b> Tow or boot a vehicle			
<b>Equipment Repair &amp; Maintenance</b> Maintain and repair spitters, lag machines, gates, etc.			
<b>Phone &amp; Internet Service</b> Communication services to conduct business			
<b>Temporary Signage</b> Special events signage, sandwich board signage, directional services, etc.			
<b>Garage Supplies</b> Advertising, broom & dust pan, flags, hand lights, etc.			
<b>Contingency for Other Operating Costs &amp; Expenses:</b> Funds available for unforeseen conditions, emergency situations, etc. (5% of Annual Operating Expense Budget)			
<b>TOTAL OTHER MAJOR EXPENSES BUDGET:</b>	\$ -	\$ -	\$ -

<b>TOTAL ANNUAL MANAGEMENT FEE &amp; OVERALL OPERATING EXPENSES BUDGET:</b>	\$ -	\$ -	\$ -
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Broward County Board of  
County Commissioners

**Annual Operating Expense Budget  
Group 2 - Port Everglades Department  
Northport Garage**

Price shall be inclusive of Living Wage Ordinance requirements, annually adjusted.

	Annual Total Year 1	Annual Total Year 2	Annual Total Year 3
<b>MANAGEMENT FEE:</b>			
<b>Northport Garage Annual Management Fee:</b>			
<b>PAYROLL EXPENSES:</b>			
<b>Salaries &amp; Wages Fringe Benefits:</b> Wages for employees, including management			
<b>Payroll Taxes:</b> Wage Taxes			
<b>Workers Compensation:</b> Workers Compensation Insurance			
<b>Total Annual Payroll Expenses:</b>	\$ -	\$ -	\$ -
<b>OTHER EXPENSES:</b>			
<b>Audit Fees:</b> On-site external audit, as well as an audit of corporate and office records.			
<b>Personnel Record Checks:</b> Pre-employment criminal background check			
<b>Contract Labor:</b> Yearly garage pressure cleaning and striping			
<b>Contract Cleaning:</b> Daily garage cleaning			
<b>Armored Car Services:</b> Collection of daily revenues			
<b>Patron Car Damage:</b> Deductable and voluntary settlement of patrons' claim for vehicle damage or loss of contents			
<b>Signage:</b> Special events signage, sandwich board signage, directional services, etc.			
<b>Towing:</b> Tow a vehicle or tow to relocate vehicle			
<b>Postage:</b> Postage stamp and packages			
<b>Equipment Rental-Golf Carts:</b> Golf cart rentals and maintenance			
<b>General Liability Insurance:</b> Insurance (per agreement insurance requirements)			
<b>Printing/Ticket Stock:</b> Yearly expense to purchase spitter tickets			
<b>Licenses &amp; Fees:</b> city of jurisdiction Occupational License for project specific location only			
<b>Office Supplies:</b> Including but not limited to water, paper, ink cartridges, etc.			
<b>Cost of Fuel/Service:</b> Fuel for Broward County vehicle			
<b>Operating Supplies:</b> Janitorial supplies, unexpected issues, etc.			
<b>Wearing Apparel:</b> Uniforms for all employess and accessories			
<b>Contingency for Other Operating Costs &amp; Expenses:</b> Funds available for unforeseen conditions, emergency situations, etc. (5% of Annual Operating Expense Budget)			
<b>Total Annual Other Expenses:</b>	\$ -	\$ -	\$ -
<b>TOTAL OVERALL ANNUAL OPERATING EXPENSE BUDGET:</b>	\$ -	\$ -	\$ -

Broward County Board of  
County Commissioners

**Annual Operating Expense Budget Sheet**  
**Group 2 - Port Everglades Department**  
**Midport Garage**

Price shall be inclusive of Living Wage Ordinance requirements, annually adjusted.

	Annual Total Year 1	Annual Total Year 2	Annual Total Year 3
<b>MANAGEMENT FEE:</b>			
<b>Midport Garage Annual Management Fee:</b>			
<b>PAYROLL EXPENSES:</b>			
<b>Salaries &amp; Wages Fringe Benefits:</b> Wages for employees, including management			
<b>Payroll Taxes:</b> Wage Taxes			
<b>Workers Compensation:</b> Workers Compensation Insurance			
<b>Total Annual Payroll Expenses:</b>	\$ -	\$ -	\$ -
<b>OTHER EXPENSES:</b>			
<b>Audit Fees:</b> On-site external audit, as well as an audit of corporate and office records.			
<b>Personnel Record Checks:</b> Pre-employment criminal background check			
<b>Contract Labor:</b> Yearly garage pressure cleaning and striping			
<b>Contract Cleaning:</b> Daily garage cleaning			
<b>Armored Car Services:</b> Collection of daily revenues			
<b>Patron Car Damage:</b> Deductible and voluntary settlement of patrons' claim for vehicle damage or loss of contents			
<b>Signage:</b> Special events signage, sandwich board signage, directional services, etc.			
<b>Towing:</b> Tow a vehicle or tow to relocate vehicle			
<b>Postage:</b> Postage stamp and packages			
<b>Equipment Rental-Golf Carts:</b> Golf cart rentals and maintenance			
<b>General Liability Insurance:</b> Insurance (per agreement insurance requirements)			
<b>Printing/Ticket Stock:</b> Yearly expense to purchase spitter tickets			
<b>Licenses &amp; Fees:</b> city of jurisdiction Occupational License for project specific location only			
<b>Office Supplies:</b> Including but not limited to water, paper, ink cartridges, etc.			
<b>Cost of Fuel/Service:</b> Fuel for Broward County vehicle			
<b>Operating Supplies:</b> Janitorial supplies, unexpected issues, etc.			
<b>Wearing Apparel:</b> Uniforms for all employees and accessories			
<b>Contingency for Other Operating Costs &amp; Expenses:</b> Funds available for unforeseen conditions, emergency situations, etc. (5% of Annual Operating Expense Budget)			
<b>Total Annual Other Expenses:</b>	\$ -	\$ -	\$ -
<b>TOTAL OVERALL ANNUAL OPERATING EXPENSE BUDGET:</b>	\$ -	\$ -	\$ -

Broward County Board of  
County Commissioners

**Annual Operating Expense Budget Sheet  
Group 2 - Port Everglades Department  
Surface Lot 18**

Price shall be inclusive of Living Wage Ordinance requirements, annually adjusted.

	Annual Total Year 1	Annual Total Year 2	Annual Total Year 3
<b>MANAGEMENT FEE:</b>			
<b>Surface Lot 18 Annual Management Fee:</b>			
<b>PAYROLL EXPENSES:</b>			
<b>Salaries &amp; Wages Fringe Benefits:</b> Wages for employees, including management			
<b>Payroll Taxes:</b> Wage Taxes			
<b>Workers Compensation:</b> Workers Compensation Insurance			
<b>Total Annual Payroll Expenses:</b>	\$ -	\$ -	\$ -
<b>OTHER EXPENSES:</b>			
<b>Audit Fees:</b> On-site external audit, as well as an audit of corporate and office records.			
<b>Personnel Record Checks:</b> Pre-employment criminal background check			
<b>Contract Labor:</b> Yearly garage pressure cleaning and striping			
<b>Contract Cleaning:</b> Daily garage cleaning			
<b>Armored Car Services:</b> Collection of daily revenues			
<b>Patron Car Damage:</b> Deductible and voluntary settlement of patrons' claim for vehicle damage or loss of contents			
<b>Signage:</b> Special events signage, sandwich board signage, directional services, etc.			
<b>Towing:</b> Tow a vehicle or tow to relocate vehicle			
<b>Postage:</b> Postage stamp and packages			
<b>Equipment Rental-Golf Carts:</b> Golf cart rentals and maintenance			
<b>General Liability Insurance:</b> Insurance (per agreement insurance requirements)			
<b>Printing/Ticket Stock:</b> Yearly expense to purchase spitter tickets			
<b>Licenses &amp; Fees:</b> city of jurisdiction Occupational License for project specific location only			
<b>Office Supplies:</b> Including but not limited to water, paper, ink cartridges, etc.			
<b>Cost of Fuel/Service:</b> Fuel for Broward County vehicle			
<b>Operating Supplies:</b> Janitorial supplies, unexpected issues, etc.			
<b>Wearing Apparel:</b> Uniforms for all employees and accessories			
<b>Contingency for Other Operating Costs &amp; Expenses:</b> Funds available for unforeseen conditions, emergency situations, etc. (5% of Annual Operating Expense Budget)			
<b>Total Annual Other Expenses:</b>	\$ -	\$ -	\$ -
<b>TOTAL ANNUAL OPERATING EXPENSE BUDGET:</b>	\$ -	\$ -	\$ -

Broward County Board of  
County Commissioners

**Annual Operating Expense Budget Sheet**  
**Group 2 - Port Everglades Department**  
**Surface Lot 19**

Price shall be inclusive of Living Wage Ordinance requirements, annually adjusted.

	Annual Total Year 1	Annual Total Year 2	Annual Total Year 3
<b>MANAGEMENT FEE:</b>			
<b>Surface Lot 19 Annual Management Fee:</b>			
<b>PAYROLL EXPENSES:</b>			
<b>Salaries &amp; Wages Fringe Benefits:</b> Wages for employees, including management			
<b>Payroll Taxes:</b> Wage Taxes			
<b>Workers Compensation:</b> Workers Compensation Insurance			
<b>Total Annual Payroll Expenses:</b>	\$ -	\$ -	\$ -
<b>OTHER EXPENSES:</b>			
<b>Audit Fees:</b> On-site external audit, as well as an audit of corporate and office records.			
<b>Personnel Record Checks:</b> Pre-employment criminal background check			
<b>Contract Labor:</b> Yearly garage pressure cleaning and striping			
<b>Contract Cleaning:</b> Daily garage cleaning			
<b>Armored Car Services:</b> Collection of daily revenues			
<b>Patron Car Damage:</b> Deductible and voluntary settlement of patrons' claim for vehicle damage or loss of contents			
<b>Signage:</b> Special events signage, sandwich board signage, directional services, etc.			
<b>Towing:</b> Tow a vehicle or tow to relocate vehicle			
<b>Postage:</b> Postage stamp and packages			
<b>Equipment Rental-Golf Carts:</b> Golf cart rentals and maintenance			
<b>General Liability Insurance:</b> Insurance (per agreement insurance requirements)			
<b>Printing/Ticket Stock:</b> Yearly expense to purchase spitter tickets			
<b>Licenses &amp; Fees:</b> city of jurisdiction Occupational License for project specific location only			
<b>Office Supplies:</b> Including but not limited to water, paper, ink cartridges, etc.			
<b>Cost of Fuel/Service:</b> Fuel for Broward County vehicle			
<b>Operating Supplies:</b> Janitorial supplies, unexpected issues, etc.			
<b>Wearing Apparel:</b> Uniforms for all employees and accessories			
<b>Contingency for Other Operating Costs &amp; Expenses:</b> Funds available for unforeseen conditions, emergency situations, etc. (5% of Annual Operating Expense Budget)			
<b>Total Annual Other Expenses:</b>	\$ -	\$ -	\$ -
<b>TOTAL ANNUAL OPERATING EXPENSE BUDGET:</b>	\$ -	\$ -	\$ -

Broward County Board of  
County Commissioners

**Annual Operating Expense Budget Sheet**  
**Group 2 - Port Everglades Department**  
**T2/T4 Garage**

Price shall be inclusive of Living Wage Ordinance requirements, annually adjusted.

	Annual Total Year 1	Annual Total Year 2	Annual Total Year 3
<b>MANAGEMENT FEE:</b>			
<b>T2/T4 Garage (Under Construction) Annual Management Fee:</b>			
<b>PAYROLL EXPENSES:</b>			
<b>Salaries &amp; Wages Fringe Benefits:</b> Wages for employees, including management			
<b>Payroll Taxes:</b> Wage Taxes			
<b>Workers Compensation:</b> Workers Compensation Insurance			
<b>Total Annual Payroll Expenses:</b>	\$ -	\$ -	\$ -
<b>OTHER EXPENSES:</b>			
<b>Audit Fees:</b> On-site external audit, as well as an audit of corporate and office records.			
<b>Personnel Record Checks:</b> Pre-employment criminal background check			
<b>Contract Labor:</b> Yearly garage pressure cleaning and striping			
<b>Contract Cleaning:</b> Daily garage cleaning			
<b>Armored Car Services:</b> Collection of daily revenues			
<b>Patron Car Damage:</b> Deductible and voluntary settlement of patrons' claim for vehicle damage or loss of contents			
<b>Signage:</b> Special events signage, sandwich board signage, directional services, etc.			
<b>Towing:</b> Tow a vehicle or tow to relocate vehicle			
<b>Postage:</b> Postage stamp and packages			
<b>Equipment Rental-Golf Carts:</b> Golf cart rentals and maintenance			
<b>General Liability Insurance:</b> Insurance (per agreement insurance requirements)			
<b>Printing/Ticket Stock:</b> Yearly expense to purchase spitter tickets			
<b>Licenses &amp; Fees:</b> city of jurisdiction Occupational License for project specific location only			
<b>Office Supplies:</b> Including but not limited to water, paper, ink cartridges, etc.			
<b>Cost of Fuel/Service:</b> Fuel for Broward County vehicle			
<b>Operating Supplies:</b> Janitorial supplies, unexpected issues, etc.			
<b>Wearing Apparel:</b> Uniforms for all employees and accessories			
<b>Contingency for Other Operating Costs &amp; Expenses:</b> Funds available for unforeseen conditions, emergency situations, etc. (5% of Annual Operating Expense Budget)			
<b>Total Annual Other Expenses:</b>	\$ -	\$ -	\$ -
<b>TOTAL ANNUAL OPERATING EXPENSE BUDGET:</b>	\$ -	\$ -	\$ -

**LOBBYIST REGISTRATION REQUIREMENT CERTIFICATION FORM**

The completed form should be submitted with the solicitation response but must be submitted within three business days of County's request. Vendor may be deemed non-responsive for failure to fully comply within stated timeframes.

The Vendor certifies that 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 Broward County Lobbyist Registration Act, Section 1-262, Broward County Code of Ordinances; and 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.

The Vendor hereby certifies that: (select one)

- 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.
  
- 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 Broward County Lobbyist Registration Act, Section 1-262, Broward County Code of Ordinances.

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:

Name of Lobbyist:

Lobbyist's Firm:

Phone:

E-mail:

Name of Lobbyist:

Lobbyist's Firm:

Phone:

E-mail:

**Authorized Signature/Name:**  **Date:**

**Title:**

**Vendor Name:**

### Office of Economic and Small Business Requirements: CBE Goal Participation

- A. In accordance with the Broward County Business Opportunity Act of 2012, Section 1-81, Code of Ordinances, as amended (the "Business Opportunity Act"), the County Business Enterprise (CBE) Program is applicable to this contract. All Vendors responding to this solicitation are required to utilize CBE firms to perform the assigned participation goal for this contract.
- B. The CBE participation goal will be established based on the expected expenditure amount for the proposed scope of services for the project. The Office of Economic and Small Business Development (OESBD) will not include alternate items, optional services or allowances when establishing the CBE participation goal. If the County subsequently chooses to award any alternate items, optional services or allowances as determined by OESBD and the Contract Administrator to be related to the scope of services, OESBD may apply the established CBE participation goal. In such an instance, the County will issue a written notice to the successful Vendor that the CBE participation goal will also apply to the alternate items, optional services or allowances. Vendor shall submit all required forms pertaining to its compliance with the CBE participation goal, as applicable. Failure by Vendor to submit the required forms may result in the rejection of Vendor's solicitation submittal prior to the award or failure to comply with the contract requirements may have an impact on the vendor performance evaluation post award, as applicable.
- C. CBE Program Requirements: Compliance with CBE participation goal requirements is a matter of responsibility; Vendor should submit all required forms and information with its solicitation submittal. If the required forms and information are not provided with the Vendor's solicitation submittal, then Vendor must supply the required forms and information no later than three (3) business days after request by OESBD. Vendor may be deemed non-responsible for failure to fully comply with CBE Program Requirements within these stated timeframes.
1. Vendor should include in its solicitation submittal a **Letter Of Intent Between Bidder/Offeror and County Business Enterprise (CBE) Subcontractor/Supplier** for each CBE firm the Vendor intends to use to achieve the assigned CBE participation goal. The form is available at the following link:  
<http://www.broward.org/EconDev/Documents/CBELetterOfIntent.pdf>
  2. If Vendor is unable to attain the CBE participation goal, Vendor should include in its solicitation submittal an **Application for Evaluation of Good Faith Efforts** and all of the required supporting information. The form is available at the following link:  
<http://www.broward.org/EconDev/WhatWeDo/Documents/GoodFaithEffortEval.pdf>
- D. OESBD maintains an online directory of CBE firms. The online directory is available for use by Vendors at <https://webapps4.broward.org/smallbusiness/sbdirectory.aspx>.
- E. For detailed information regarding the CBE Program contact the OESBD at (954) 357-6400 or visit the website at: <http://www.broward.org/EconDev/SmallBusiness/>
- F. If awarded the contract, Vendor agrees to and shall comply with all applicable requirements of the Business Opportunity Act and the CBE Program in the award and administration of the contract.
1. No party to this contract may discriminate on the basis of race, color, sex, religion, national origin, disability, age, marital status, political affiliation, sexual orientation,

pregnancy, or gender identity and expression in the performance of this contract.

2. All entities that seek to conduct business with the County, including Vendor or any Prime Contractors, Subcontractors, and Bidders, shall conduct such business activities in a fair and reasonable manner, free from fraud, coercion, collusion, intimidation, or bad faith. Failure to do so may result in the cancellation of this solicitation, cessation of contract negotiations, revocation of CBE certification, and suspension or debarment from future contracts.
3. If Vendor fails to meet or make Good Faith Efforts (as defined in the Business Opportunity Act) to meet the CBE participation commitment (the "Commitment"), then Vendor shall pay the County liquidated damages in an amount equal to fifty percent (50%) of the actual dollar amount by which Vendor failed to achieve the Commitment, up to a maximum amount of ten percent (10%) of the total contract amount, excluding costs and reimbursable expenses. An example of this calculation is stated in Section 1-81.7, Broward County Code of Ordinances.
4. Vendor shall comply with all applicable requirements of the Business Opportunity Act in the award of this contract. Failure by Vendor to carry out any of these requirements shall constitute a material breach of the contract, which shall permit the County to terminate this contract or to exercise any other remedy provided under this contract, the Broward County Code of Ordinances, the Broward County Administrative Code, or other applicable laws, with all such remedies being cumulative.
5. Vendor shall pay its CBE subcontractors and suppliers, within fifteen (15) days following receipt of payment from the County, for all completed subcontracted work and supplies. If Vendor withholds an amount from CBE subcontractors or suppliers as retainage, such retainage shall be released and paid within fifteen (15) days following receipt of payment of retained amounts from the County.
6. Vendor understands that the County will monitor Vendor's compliance with the CBE Program requirements. Vendor must provide OESBD with a Monthly Utilization Report (MUR) to confirm its compliance with the Commitment agreed to in the contract; timely submission of the MUR every month throughout the term of the contract, including amendment and extension terms, is a condition precedent to the County's payment of Vendor under the contract.



### DOMESTIC PARTNERSHIP ACT CERTIFICATION FORM (REQUIREMENT AND TIEBREAKER)

Refer to Special Instructions to identify if Domestic Partnership Act is a requirement of the solicitation or acts only as a tiebreaker. If Domestic Partnership is a requirement of the solicitation, the completed and signed form should be returned with the Vendor's submittal. If the form is not provided with submittal, the Vendor must submit within three business days of County's request. Vendor may be deemed non-responsive for failure to fully comply within stated timeframes. To qualify for the Domestic Partnership tiebreaker criterion, the Vendor must currently offer the Domestic Partnership benefit and the completed and signed form must be returned at time of solicitation submittal.

The Domestic Partnership Act, Section 16 ½ -157, Broward County Code of Ordinances, requires all Vendors contracting with the County, in an amount over \$100,000 provide benefits to Domestic Partners of its employees, on the same basis as it provides benefits to employees' spouses, with certain exceptions as provided by the Ordinance.

For all submittals over \$100,000.00, the Vendor, by virtue of the signature below, certifies that it is aware of the requirements of Broward County's Domestic Partnership Act, Section 16-½ -157, Broward County Code of Ordinances; and certifies the following: (check only one below).

- 1. The Vendor currently complies with the requirements of the County's Domestic Partnership Act and provides benefits to Domestic Partners of its employees on the same basis as it provides benefits to employees' spouses
- 2. The Vendor will comply with the requirements of the County's Domestic Partnership Act at time of contract award and provide benefits to Domestic Partners of its employees on the same basis as it provides benefits to employees' spouses.
- 3. The Vendor will not comply with the requirements of the County's Domestic Partnership Act at time of award.
- 4. The Vendor does not need to comply with the requirements of the County's Domestic Partnership Act at time of award because the following exception(s) applies: (check only one below).
  - The Vendor is a governmental entity, not-for-profit corporation, or charitable organization.
  - The Vendor is a religious organization, association, society, or non-profit charitable or educational institution.
  - The Vendor provides an employee the cash equivalent of benefits. (Attach an affidavit in compliance with the Act stating the efforts taken to provide such benefits and the amount of the cash equivalent).
  - The Vendor cannot comply with the provisions of the Domestic Partnership Act because it would violate the laws, rules or regulations of federal or state law or would violate or be inconsistent with the terms or conditions of a grant or contract with the United States or State of Florida. Indicate the law, statute or regulation (State the law, statute or regulation and attach explanation of its applicability).

**Authorized  
Signature/Name**

**Title**

**Vendor Name**

**Date**

**LITIGATION HISTORY FORM**

The completed form(s) should be returned with the Vendor's submittal. If not provided with submittal, the Vendor must submit within three business days of County's request. Vendor may be deemed non-responsive for failure to fully comply within stated timeframes.

- There are no material cases for this Vendor; or
- Material Case(s) are disclosed below:

Is this for a: (check type) <input type="checkbox"/> Parent, <input type="checkbox"/> Subsidiary, or <input type="checkbox"/> Predecessor Firm?	If Yes, name of Parent/Subsidiary/Predecessor: <input type="text"/>
	Or No <input type="checkbox"/>
Party	<input type="text"/>
Case Number, Name, and Date Filed	<input type="text"/>
Name of Court or other tribunal	<input type="text"/>
Type of Case	Bankruptcy <input type="checkbox"/> Civil <input type="checkbox"/> Criminal <input type="checkbox"/> Administrative/Regulatory <input type="checkbox"/>
Claim or Cause of Action and Brief description of each Count	<input type="text"/>
Brief description of the Subject Matter and Project Involved	<input type="text"/>
Disposition of Case  (Attach copy of any applicable Judgment, Settlement Agreement and Satisfaction of Judgment.)	Pending <input type="checkbox"/> Settled <input type="checkbox"/> Dismissed <input type="checkbox"/>  Judgment Vendor's Favor <input type="checkbox"/> Judgment Against Vendor <input type="checkbox"/>  If Judgment Against, is Judgment Satisfied? <input type="checkbox"/> Yes <input type="checkbox"/> No
Opposing Counsel	Name: <input type="text"/> Email: <input type="text"/> Telephone Number: <input type="text"/>

Vendor Name:

**RFP-RFQ-RLI LOCATION ATTESTATION FORM (EVALUATION CRITERIA)**

The completed and signed form and supporting information (if applicable, for Joint Ventures) should be returned with the Vendor's submittal. If not provided with submittal, the Vendor must submit within three business days of County's request. Failure to timely submit this form and supporting information may affect the Vendor's evaluation. Provided information is subject to verification by the County.

A Vendor's principal place of business location (also known as the nerve center) within Broward County is considered in accordance with Evaluation Criteria. The County's definition of a principal place of business is:

1. As defined by the Broward County Local Preference Ordinance, "Principal place of business means the nerve center or center of overall direction, control and coordination of the activities of the bidder [Vendor]. If the bidder has only one (1) business location, such business location shall be considered its principal place of business."
2. A principal place of business refers to the place where a corporation's officers direct, control, and coordinate the corporation's day-to-day activities. It is the corporation's 'nerve center' and in practice it should normally be the place where the corporation maintains its headquarters; provided that the headquarters is the actual center of direction, control, and coordination, i.e., the 'nerve center', and not simply an office where the corporation holds its board meetings (for example, attended by directors and officers who have traveled there for the occasion).

The Vendor's principal place of business in Broward County shall be the Vendor's "Principal Address" indicated with the Florida Department of State Division of Corporations, for at least six months prior to the solicitation's due date.

Check one of the following:

- The Vendor certifies that it has a principal place of business location (also known as the nerve center) within Broward County, as documented in Florida Department of State Division of Corporations (Sunbiz), and attests to the following statements:
1. Vendor's address listed in its submittal is its principal place of business as defined by Broward County;
  2. Vendor's "Principal Address" listed with the Florida Department of State Division of Corporations is the same as the address listed in its submittal and the address was listed for at least six months prior to the solicitation's opening date. A copy of Florida Department of State Division of Corporations (Sunbiz) is attached as verification.
  3. Vendor must be located at the listed "nerve center" address ("Principal Address") for at least six (6) months prior to the solicitation's opening date;
  4. Vendor has not merged with another firm within the last six months that is not headquartered in Broward County and is not a wholly owned subsidiary or a holding company of another firm that is not headquartered in Broward County;
  5. If awarded a contract, it is the intent of the Vendor to remain at the referenced address for the duration of the contract term, including any renewals, extensions or any approved interim contracts for the services provided under this contract; and
  6. The Vendor understands that if after contract award, the County learns that the attestation 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. Further any misleading, inaccurate, false information or documentation submitted by any party affiliated with this procurement may lead to suspension and/or debarment from doing business with Broward County as outlined in the Procurement Code, Section 21.119.

If the Vendor is submitting a response as a Joint Venture, the following information is required to be submitted:

- a. Name of the Joint Venture Partnership
- b. Percentage of Equity for all Joint Venture Partners
- c. A copy of the executed Agreement(s) between the Joint Venture Partners

Vendor does not have a principal place of business location (also known as the nerve center) within Broward County.

**Vendor Information:**

Vendor Name:

Vendor's address listed in its submittal is:

	5
	6

The signature below must be by an individual authorized to bind the Vendor. The signature below is an attestation that all information listed above and provided to Broward County is true and accurate.

Authorized Signature/Name	Title	Vendor Name	Date

	3	4
--	---	---

### AGREEMENT EXCEPTION FORM

The completed form(s) should be returned with the Vendor's submittal. If not provided with submittal, it shall be deemed an affirmation by the Vendor that it accepts the terms and conditions of the County's Agreement as disclosed in the solicitation.

The Vendor must either provide specific proposed alternative language on the form below. Additionally, a brief justification specifically addressing each provision to which an exception is taken should be provided.

- There are no exceptions to the terms and conditions of the County Agreement as referenced in the solicitation; or
- The following exceptions are disclosed below: (use additional forms as needed; separate each Article/ Section number)

Term or Condition Article / Section	Insert version of exception or specific proposed alternative language	Provide brief justification for change
<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"/>

Vendor Name:

**SUBCONTRACTORS/SUBCONSULTANTS/SUPPLIERS REQUIREMENT FORM**  
**Request for Proposals, Request for Qualifications, or Request for Letters of Interest**

The following forms and supporting information (if applicable) should be returned with Vendor's submittal. If not provided with submittal, the Vendor must submit within three business days of County's request. Failure to timely submit may affect Vendor's evaluation.

- A. The Vendor shall submit a listing of all subcontractors, subconsultants and major material suppliers (firms), if any, and the portion of the contract they will perform. A major material supplier is considered any firm that provides construction material for construction contracts, or commodities for service contracts in excess of \$50,000, to the Vendor.
- B. If participation goals apply to the contract, only non-certified firms shall be identified on the form. A non-certified firm is a firm that is not listed as a firm for attainment of participation goals (ex. County Business Enterprise or Disadvantaged Business Enterprise), if applicable to the solicitation.
- C. This list shall be kept up-to-date for the duration of the contract. If subcontractors, subconsultants or suppliers are stated, this does not relieve the Vendor from the prime responsibility of full and complete satisfactory performance under any awarded contract.
- D. After completion of the contract/final payment, the Vendor shall certify the final list of non-certified subcontractors, subconsultants, and suppliers that performed or provided services to the County for the referenced contract.
- E. The Vendor has confirmed that none of the recommended subcontractors, subconsultants, or suppliers' principal(s), officer(s), affiliate(s) or any other related companies have been debarred from doing business with Broward County or any other governmental agency.

If none, state "none" on this form. Use additional sheets as needed. Vendor should scan and upload any additional form(s) in BidSync.

1. Subcontracted Firm's Name:

Subcontracted Firm's Address:

Subcontracted Firm's Telephone Number:

Contact Person's Name and Position:

Contact Person's E-Mail Address:

Estimated Subcontract/Supplies Contract Amount:

Type of Work/Supplies Provided:

2. Subcontracted Firm's Name:

Subcontracted Firm's Address:

Subcontracted Firm's Telephone Number:

**RFP-RLI-RFQ LOCAL PREFERENCE AND TIE BREAKER CERTIFICATION FORM**

The completed and signed form should be returned with the Vendor's submittal to determine Local Preference eligibility, however it must be returned at time of solicitation submittal to qualify for the Tie Break criteria. If not provided with submittal, the Vendor must submit within three business days of County's request for evaluation of Local Preference. Proof of a local business tax should be submitted with this form. Failure to timely submit this form or local business tax receipt may render the business ineligible for application of the Local Preference or Tie Break Criteria.

In accordance with Section 21.31.d. of the Broward County Procurement Code, to qualify for the Tie Break Criteria, the undersigned Vendor hereby certifies that (check box if applicable):

- The Vendor is a local Vendor in Broward County and:
  - a. has a valid Broward County local business tax receipt;
  - b. has been in existence for at least six-months prior to the solicitation opening;
  - c. at a business address physically located within Broward County;
  - d. in an area zoned for such business;
  - e. provides services from this location on a day-to-day basis, and
  - f. services provided from this location are a substantial component of the services offered in the Vendor's proposal.

In accordance with Local Preference, Section 1-74, et. seq., Broward County Code of Ordinances, a local business meeting the below requirements is eligible for Local Preference. To qualify for the Local Preference, the undersigned Vendor hereby certifies that (check box if applicable):

- The Vendor is a local Vendor in Broward and:
  - a. has a valid Broward County local business tax receipt issued at least one year prior to solicitation opening;
  - b. has been in existence for at least one-year prior to the solicitation opening;
  - c. provides services on a day-to-day basis, at a business address physically located within the Broward County limits in an area zoned for such business; and
  - d. the services provided from this location are a substantial component of the services offered in the Vendor's proposal.

Local Business Address:

Vendor does not qualify for Tie Break Criteria or Local Preference, in accordance with the above requirements. The undersigned Vendor hereby certifies that (check box if applicable): The Vendor is not a local Vendor in Broward County.

<b>AUTHORIZED SIGNATURE/NAME</b>	<b>TITLE</b>	<b>COMPANY</b>	<b>DATE</b>

**VOLUME OF PREVIOUS WORK ATTESTATION FORM**

The completed and signed form should be returned with the Vendor's submittal. If not provided with submittal, the Vendor must submit within three business days of County's request. Failure to provide timely may affect the Vendor's evaluation. This completed form must be included with the Vendor's submittal at the time of the opening deadline to be considered for a Tie Breaker criterion (if applicable).

The calculation for Volume of Previous Work is all amounts paid to the prime Vendor by Broward County Board of County Commissioners at the time of the solicitation opening date within a five-year timeframe. The calculation of Volume of Previous Work for a prime Vendor previously awarded a contract as a member of a Joint Venture firm is based on the actual equity ownership of the Joint Venture firm.

In accordance with Section 21.31.d. of the Broward County Procurement Code, the Vendor with the lowest dollar volume of work previously paid by the County over a five-year period from the date of the submittal opening will receive the Tie Breaker.

Vendor must list all projects it received payment from Broward County Board of County Commissioners during the past five years. If the Vendor is submitting as a joint venture, the information provided should encompass the joint venture and each of the entities forming the joint venture. The Vendor attests to the following:

Item No.	Project Title	Solicitation/ Contract Number:	Department or Division	Date Awarded	Paid to Date Dollar Amount
1					
2					
3					
4					
5					
<b>Grand Total</b>					

Has the Vendor been a member/partner of a Joint Venture firm that was awarded a contract by the County?  
 Yes  No

If Yes, Vendor must submit a **Joint Vendor Volume of Work Attestation Form**.

**Vendor Name:**

**Authorized Signature/ Name**

**Title**

**Date**



**VOLUME OF PREVIOUS WORK ATTESTATION JOINT VENTURE FORM**

If applicable, this form and additional required documentation should be submitted with the Vendor's submittal. If not provided with submittal, the Vendor must submit within three business days of County's request. Failure to timely submit this form and supporting documentation may affect the Vendor's evaluation.

The calculation of Volume of Previous Work for a prime Vendor previously awarded a contract as a member of a Joint Venture firm is based on the actual equity ownership of the Joint Venture firm. Volume of Previous Work is not based on the total payments to the Joint Venture firm.

Vendor must list all projects it received payment from Broward County Board of County Commissioners during the past five years as a member of a Joint Venture. The Vendor attests to the following:

Item No.	Project Title	Solicitation/ Contract Number:	Department or Division	Date Awarded	JV Equity %	Paid to Date Dollar Amount
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Grand Total</b>					<input type="text"/>	<input type="text"/>

Vendor is required to submit an executed Joint Venture agreement(s) and any amendments for each project listed above. Each agreement must be executed prior to the opening date of this solicitation.

**Vendor Name:**

**Authorized Signature/ Name**

**Title**

**Date**

**AFFILIATED ENTITIES OF THE PRINCIPAL(S) CERTIFICATION FORM**

The completed form should be submitted with the solicitation response but must be submitted within three business days of County's request. Vendor may be deemed non-responsive for failure to fully comply within stated timeframes.

- a. All Vendors are required to disclose the names and addresses of "affiliated entities" of the Vendor's principal(s) over the last five (5) years (from the solicitation opening deadline) that have acted as a prime Vendor with the County.
- b. The County will review all affiliated entities of the Vendor's principal(s) for contract performance evaluations and the compliance history with the County's Small Business Program, including CBE, DBE and SBE goal attainment requirements. "Affiliated entities" of the principal(s) are those entities related to the Vendor by the sharing of stock or other means of control, including but not limited to a subsidiary, parent or sibling entity.
- c. The County will consider the contract performance evaluations and the compliance history of the affiliated entities of the Vendor's principals in its review and determination of responsibility.

The Vendor hereby certifies that: (select one)

- No principal of the proposing Vendor has prior affiliations that meet the criteria defined as "Affiliated entities"
- Principal(s) listed below have prior affiliations that meet the criteria defined as "Affiliated entities"

Principal's Name:

Names of Affiliated Entities:  5  
 6

Principal's Name:

Names of Affiliated Entities:  5  
 6

Principal's Name:

Names of Affiliated Entities:  5  
 6

Authorized Signature Name:

Title:

Vendor Name:

Date:

### Security Requirements – Port Everglades

- A. The Port Everglades Department requires persons to present, at port entry, a valid driver's license, and valid reason for wishing to be granted port access in order to obtain a temporary/visitor ID badge. For persons who will visit the Port more than 15 times in a 90 day period, a permanent identification badge must be obtained and paid for by the contractor for all employees, subcontractors, agents and servants visiting or working on the port project. A restricted access badge application process will include fingerprints and a comprehensive background check. Badges must be renewed annually and the fees paid pursuant to Broward County Administrative Code, Section 42.6. For further information, please call 954-765-4225.
- B. All vehicles that are used regularly on the dock apron must have a Dockside Parking Permit. Only a limited number of permits will be issued per business entity. The fee is \$100.00 per permit/vehicle. Individuals requesting a permit must possess a valid Port-issued Restricted Access Area badge with a "Dock" destination. Requests for Dockside Parking Permits must be submitted in writing, on company letterhead, to the ID Badge Office. Applicants must demonstrate a need for access to the dock apron. Requests shall be investigated, and approved, if appropriate justification is provided. Supporting documentation must be supplied, if requested. Dock permits are not transferable and must be affixed to the lower left corner of the permitted vehicle's windshield. Should the permit holder wish to transfer the permit to another vehicle during the term of issuance, the permit will be removed and exchanged at no charge for a new permit. Only one business entity representative will be permitted on the dock at a time at the vessel location.
- C. The Federal Government has instituted requirements for a Transportation Worker Identification Credential (TWIC) for all personnel requiring unescorted access to designated secure areas within Port Everglades. The contractor will be responsible for complying with the applicable TWIC requirements. For further information, please call 1-855-347-8371, or go on line to <https://www.tsa.gov/for-industry/twic>.

**Living Wage Ordinance Requirements:**

- A. The County's estimated annual value of this contract is \$100,000.00 or greater, therefore, the Living Wage Ordinance Section 26-100, is applicable.
- B. The following is a summary of requirements contained the Living Wage Ordinance. This summary is not all-inclusive of the requirements of the Ordinance. If there is any conflict between the following summary and the language in the Living Wage Ordinance, the language in the Living Wage Ordinance shall prevail. These terms may supplement the specific requirements of the Living Wage Ordinance in order to effectuate its intent.
- C. In accordance with the Living Wage Ordinance, the Vendor agrees to pay the current minimum hourly wage rates to employees covered by the Living Wage Ordinance, as adjusted.
- D. **There will be no increase in contract prices paid by the County to the Vendor due to any increase in wages required to be paid to employees covered by the Living Wage Ordinance.**
- E. The **Living Wage Ordinance Compliance Affidavit Form**, should be returned with the Vendor's submittal. If not provided with submittal, the Vendor must submit within three business days of County's request. Vendor may be deemed non-responsive for failure to fully comply within stated timeframes.
- F. Further information about Vendor's obligations under the Living Wage Ordinance, may be obtained from the Purchasing Division's website at: [www.broward.org/Purchasing/Pages/LivingWageOrdinance.aspx](http://www.broward.org/Purchasing/Pages/LivingWageOrdinance.aspx)
- G. The Vendor, under the terms of a contract awarded subject to the Living Wage Ordinance must comply with the requirements. By responding to a solicitation including the Living Wage Ordinance requirements, Vendor is hereby agreeing to comply with the provisions of the Ordinance and acknowledges awareness of the penalties for non-compliance.
- H. Living Wage Requirements: All covered employees, including those of the Vendor's subcontractors, providing services pursuant to the Vendor's contract, shall be paid wage rates in accordance with the Living Wage Ordinance, as adjusted. The Vendor and covered subcontractors, hereinafter referred to as "covered employer" may comply with this living wage provision by choosing to pay no less than the lower specified hourly wage rate when said employer also provides health benefits to its covered employees. Proof of the provision of health care benefits must be submitted to the County to qualify for the living wage rate for employees with health care benefits.
  - 1. Covered employees shall be paid not less than bi-weekly and without subsequent deduction or rebate. The covered employer shall pay living wage rates in accordance with federal and all other applicable laws such as overtime and similar wage laws.
  - 2. The covered employer must post in a prominent place at the site of the work and where paychecks are distributed, a notice (Living Wage rates poster) specifying the wages/benefits to be paid under the Living Wage Ordinance. This poster will be made available by the County. Vendors shall provide a copy of the requirements of the Living Wage Ordinance to any subcontractor submitting a bid/quote/proposal for a subcontract under this contract, prior to their submitting

a bid to the Vendor.

3. The covered employer shall provide the three-language statement to each covered employee with the employee's first paycheck and every six (6) months thereafter in the manner set forth by the Living Wage Ordinance.
  - I. Living Wage - Indexing: The living wage rate and the health benefits payment shall be annually indexed to inflation consistent with indexing methodology set forth in the Living Wage Ordinance. The living wage rates will be published by the County on an annual basis.
  - J. Sanctions for Unpaid Wages: In the event of any underpayment of required wage rates by the covered employer, civil and/or administrative penalties may be assessed to include sanctioning a covered employer by requiring the covered employer to pay wage restitution to the affected employee or subcontractor or by other means of sanctioning in accordance with the Living Wage Ordinance.
  - K. Payroll; Basic Records; Reporting: Each covered employer shall maintain payroll records for all covered employees and basic records relating thereto and shall preserve them for a period of three (3) years beyond the termination or expiration of this contract. The covered employer shall make the covered employees' payroll records required available for inspection, copying or transcription by authorized representatives of the County for a period of three years from the termination date of any County Service Contract, and shall permit such representative to interview employees during working hours. Failure to submit the required reports upon request or to make records available may be grounds for termination of the contract. The service contractor is responsible for the submission of the information required by the Living Wage Ordinance and for the maintenance of records and provision of access to same by all covered subcontractors.
    1. The covered employer shall submit the payroll information required every six months, to the applicable using agency's Contract Administrator, including a copy of the complete payroll for one payroll period showing employer's payroll records for each covered employee working on the contract for covered services.
    2. Exemption: The covered employer may request and obtain an exemption from the requirement to report and file payroll records every six months from the Director of Purchasing. Covered employers may submit an original **Application for Exemption From Living Wage Ordinance Reporting Requirements Form** to apply for an exemption from these reporting requirements, prior to award. Failure to submit timely may result in rejection of Application for Exemption.
      - i. Exemptions based on Wage History or Contractual Obligations (ex. Collective Bargaining Agreements) may be granted by the Director of Purchasing prior to contract award; however, an exemption may be canceled at any time by written notice to the covered employer.
      - ii. The reporting exemption does not apply to any new covered employees hired after the date the exemption was granted. For newly hired covered employees, the covered employer may submit an additional exemption application to the Contract Administrator prior to the renewal of contract by the County.

- L. Subcontracts: Covered employees of Vendor's subcontractors, providing covered services pursuant to the Vendor's contract, shall be paid wage rates, as adjusted, in accordance with the Living Wage Ordinance. The Vendor shall insert in any subcontracts the applicable clauses as required by the Living Wage Ordinance and also a clause requiring the subcontractors to include these clauses in all other subcontracts. The Vendor shall be responsible for compliance by any subcontractor with the Living Wage Ordinance as it applies to their subcontract.
- M. Complaints and Hearings; Termination and Debarment: If a covered employee believes that he or she is not being paid in accordance with the Living Wage Ordinance the employee may file a complaint with the Office of Intergovernmental Affairs and Professional Standards in accordance with the County's Living Wage Complaint Procedures. Complaints will be investigated, determinations issued, and hearings afforded to the effected parties in accordance with the County's Living Wage Complaint Procedure. Covered employers found to have violated the Living Wage Ordinance may suffer any or all sanctions provided for in the Living Wage Ordinance, including wage restitution, damages, termination or suspension of payment under the contract, termination of the contract, and debarment. The Living Wage Ordinance also provides employees with a private right of action in court.

**LIVING WAGE ORDINANCE COMPLIANCE AFFIDAVIT FORM**

The completed and signed form should be returned with the Vendor's submittal. If not provided with submittal, the Vendor must submit within three business days of County's request. Vendor may be deemed non-responsive for failure to fully comply within stated timeframes. Vendor should scan and upload the completed, signed form(s) in BidSync.

Covered Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Local Contact: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Address: \_\_\_\_\_

Contract Amount: \_\_\_\_\_

Using Agency Served: \_\_\_\_\_

Solicitation No. and Title: \_\_\_\_\_

By signing below I hereby certify that the covered employees listed below: (please check one)

- A.  Receive a minimum pay of \$ \_\_\_\_\_ per hour and are provided health benefits valued at \$ \_\_\_\_\_ per hour.
- B.  Receive a minimum pay of \$ \_\_\_\_\_ per hour and are not provided health benefits.

Provide names of hourly employees and their job classifications providing covered services for the above referenced contract:

Name	Job Class	A or B	Name	Job Class	A or B
_____	_____	Select	_____	_____	Select
_____	_____	Select	_____	_____	Select
_____	_____	Select	_____	_____	Select
_____	_____	Select	_____	_____	Select

(Attach additional sheets in the format above, if needed)

I, \_\_\_\_\_ of \_\_\_\_\_ hereby attest that  
(Print Name) (Company)

(1) I have the authority to sign this notarized compliance affidavit, (2) the following information is true, complete and correct and (3) the Vendor certifies that it shall:

- a) Pay all employees working on this contract/project, who are covered by the Living Wage Ordinance, as amended, in accordance with wage rates and provisions of the Living Wage Ordinance;
- b) Provide the applicable living wage statement regarding wage rates with the employee's first paycheck or direct deposit receipt as required by the Living Wage Ordinance, as amended; and
- c) (IF APPLICABLE) If health care benefits are provided under "A" above, the health care benefit meets the standard health benefit plan as described in Section 627.6699 (12)(b)(4), Florida Statutes, as amended. As a principle officer of the covered employer, the undersigned affirms that the referenced Florida Statute has been reviewed and the covered employer's health plan meets all the elements required by the statute, as amended.

\_\_\_\_\_  
Signature Title

SWORN TO AND SUBSCRIBED BEFORE ME this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

\_\_\_\_\_  
Notary Public (Sign name of Notary Public)

My commission expires: \_\_\_\_\_ (SEAL)

Personally Known  or Produced Identification  Type of Identification Produced: \_\_\_\_\_

**APPLICATION FOR EXEMPTION FROM LIVING WAGE ORDINANCE REPORTING REQUIREMENTS FORM**

An original certification must be provided prior to award of the contract. Failure to submit timely upon request of the County may result in rejection of Application for Exemption.

**SECTION 1: COVERED EMPLOYER INFORMATION (SERVICE CONTRACTOR)**

Company Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Company Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

**SECTION 2: USING AGENCY AND SOLICITATION INFORMATION**

Using Agency: \_\_\_\_\_

Solicitation No. and Title: \_\_\_\_\_

Using Agency Contact Name: \_\_\_\_\_ Agency Contact Phone: \_\_\_\_\_

Contract Amount: \$ \_\_\_\_\_

**SECTION 3: EXEMPTION BASIS** (Check one of the options below and submit supporting documentation as requested)

**(LWO 26.103(f)(1); Wage History:** Covered employer demonstrates to the satisfaction of the Director of Purchasing that its covered employees have been continuously paid the applicable living wage rates or higher wages for at least one (1) year prior to entering into the service contract.

**Required documentation for this exemption basis:** Attach prior payroll records or pay scale records (by job classifications) confirming this basis for exemption.

**(LWO 26.103(f)(2): Contractual:** Covered employer demonstrates to the satisfaction of the Director of Purchasing that the amounts paid to its covered employees are required by law or are required pursuant to a contractual obligation, such as a Collective Bargaining Agreement (CBA), union scale, etc.

**Required documentation for this exemption basis:** Attach a copy of the CBA or other contractual agreement with this application with the controlling language clearly marked, or a letter from the union stating that the union contract requires the CBA to supersede the LWO or other recognized company pay schedule as the basis for compensation provided that it exceeds the LWO wage rate amounts.

**SECTION 4: CERTIFICATION AND NOTARIZED COMPLIANCE AFFIDAVIT**

I, \_\_\_\_\_, of \_\_\_\_\_ hereby attest that  
(Print Name) (Company)

(1) I have the authority to sign this notarized compliance affidavit, (2) the following information is true, complete and correct and (3) the Company certifies that its wages paid to employees providing covered services under this contract/project are at least equal to or greater than the living wage per the exemption basis selected above and in accordance with wage rates and provisions of the Living Wage Ordinance, as amended.

\_\_\_\_\_  
Signature Title

SWORN TO AND SUBSCRIBED BEFORE ME this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

\_\_\_\_\_  
Notary Public (Sign name of Notary Public) My commission expires: \_\_\_\_\_ (SEAL)

Personally Known or Produced Identification Type of Identification Produced: \_\_\_\_\_



**SCRUTINIZED COMPANIES LIST REQUIREMENT CERTIFICATION FORM**

The completed and signed form(s) should be returned with the Vendor's submittal. If not provided with submittal, the Vendor must submit within three business days of County's request. Vendor may be deemed non responsive for failure to fully comply within stated timeframes.

Any company, principals, or owners on the 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 is prohibited from submitting a response to a solicitation for goods or services in an amount equal to or greater than \$1 million.

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

- a. The Vendor, owners, or principals are aware of the requirements of Sections 287.135, 215.473, and 215.4725 Florida Statutes, regarding Companies on the 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; and
- b. The Vendor, owners, or principals, are eligible to participate in this solicitation and are not listed on either the 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; 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, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or the Scrutinized Companies that Boycott Israel List.

**Authorized  
Signature/Name**

**Title**

**Vendor Name**

**Date**

**Workforce Investment Program Requirements:**

- A. In accordance with Broward County Workforce Investment Program, Administrative Code, Section 19.211, the Workforce Investment Program (Program) this solicitation is a covered contract if the open-end contract award value exceeds \$500,000 per year or if the individual project value exceeds \$500,000 under a fixed-term contract. The Program encourages Vendors to utilize CareerSource Broward (CareerSource) and their contract partners as a first source for employment candidates for work on County-funded projects, and encourages investment in Broward County economic development through the hiring of economically disadvantaged or hard-to-hire individuals.
- B. Compliance with the Program, including compliance with First Source Referral and the Qualifying New Hires goals, is a matter of responsibility. Vendor should submit the **Workforce Investment Program Certification Form** with its response. If not provided with solicitation submittal, the Vendor must supply within three business days of County's request. Vendor may be deemed non-responsible for failure to comply within stated timeframes.
- C. The following is a summary of requirements contained in the Program. This summary is not all-inclusive of the requirements of the Program. If there is any conflict between the following summary and the language in the Program, the language in the Program shall prevail. In compliance with the Program, Vendor (and/or its subcontractors) shall agree to:
1. be bound to contractual obligations under the contract;
  2. use good faith efforts to meet First Source Referral goal for vacancies that result from award of this contract;
  3. publicly advertise any vacancies that are the direct result of this contract, exclusively with CareerSource for at least five (5) business days;
  4. review qualifications of CareerSource's Qualified Referrals and use good faith efforts to interview Qualified Referrals that appear to meet the required qualifications;
  5. use good faith efforts to hire Qualifying New Hires (as defined by the Program) for at least fifty percent (50%) of the vacancies (rounded up) that are the direct result of this contract;
  6. obtain a hired worker's written certification, attesting to a status as a Qualifying New Hire, Economically Disadvantaged Worker, or Hard-to-Hire worker (if applicable);
  7. retain records relating to Program requirements, including: records of all applicable vacancies; job order requests to CareerSource; qualified referral lists; and records of candidates interviewed and the outcome of the interviews.
  8. provide to the County any documents and records demonstrating Vendor's compliance and good faith efforts to comply with the Program;
  9. submit to the County an annual report by January 31<sup>st</sup> and within 30 days of contract completion or expiration; and
  10. ensure that all of its subcontractors comply with the requirements of the Program.

- D. Further information about the Program, Vendor's obligations, and the Qualifying New Hire's certification form may be obtained on the Office of Economic and Small Business Development website:

[broward.org/econdev/Pages/WorkforceInvestmentProgram.aspx](http://broward.org/econdev/Pages/WorkforceInvestmentProgram.aspx). Vendor is responsible for reading and understanding requirements of the Program.

- E. Subcontractors: Vendor's subcontractors shall use good faith efforts to meet the First Source Referral and the Qualifying New Hires goals, in accordance with the Program. The Vendor shall include in any subcontracts a requirement that the all subcontractors comply with the Program requirements. The Vendor shall be responsible for compliance by any subcontractor with the Program as it applies to their subcontract.
- F. Reporting: Vendor shall maintain and make available to County upon request all records documenting Vendor's compliance and its subcontractors' compliance with the requirements of the Program, and shall submit the required reports to the Contract Administrator annually by January 31 and within thirty (30) days after the conclusion of this contract. Failure to timely comply with reporting requirements shall constitute a material breach of this contract.
- G. Evaluation: The Contract Administrator will document the Vendor's compliance and good faith efforts as part of the Vendor's Performance Evaluation.
- H. Failure to demonstrate good faith efforts to meet the First Source Referral and the Qualifying New Hires goal shall constitute a material breach of this contract.

**WORKFORCE INVESTMENT PROGRAM CERTIFICATION FORM**

This form(s) should be returned with the Vendor's submittal. If not provided with solicitation submittal, the Vendor must supply information within three business days of County's request. Vendor may be deemed non-responsible for failure to comply within stated timeframes.

In accordance with the Workforce Investment Program:

(Vendor) agrees to be bound to the contractual obligations of the Workforce Investment Program, Broward County Administrative Code Section 19.211, requiring our firm to use good faith efforts to meet the First Source Referral Goal and the Qualifying New Hires Goal.

The statement must be signed by an authorized signatory of the firm. Receipt of the signed statement from the Vendor is a matter of responsibility. A firm not offering an affirmative response in this regard will be found "non-responsible" to the solicitation and not eligible for further evaluation or award.

AUTHORIZED SIGNATURE/NAME

TITLE

DATE

### **Living Wage Ordinance Requirements:**

- A. The County's estimated annual value of this contract is \$100,000.00 or greater, therefore, the Living Wage Ordinance Section 26-100, is applicable.
- B. The following is a summary of requirements contained the Living Wage Ordinance. This summary is not all-inclusive of the requirements of the Ordinance. If there is any conflict between the following summary and the language in the Living Wage Ordinance, the language in the Living Wage Ordinance shall prevail. These terms may supplement the specific requirements of the Living Wage Ordinance in order to effectuate its intent.
- C. In accordance with the Living Wage Ordinance, the Vendor agrees to pay the current minimum hourly wage rates to employees covered by the Living Wage Ordinance, as adjusted.
- D. **There will be no increase in contract prices paid by the County to the Vendor due to any increase in wages required to be paid to employees covered by the Living Wage Ordinance.**
- E. The **Living Wage Ordinance Compliance Affidavit Form**, should be returned with the Vendor's submittal. If not provided with submittal, the Vendor must submit within three business days of County's request. Vendor may be deemed non-responsive for failure to fully comply within stated timeframes.
- F. Further information about Vendor's obligations under the Living Wage Ordinance, may be obtained from the Purchasing Division's website at: [www.broward.org/Purchasing/Pages/LivingWageOrdinance.aspx](http://www.broward.org/Purchasing/Pages/LivingWageOrdinance.aspx)
- G. The Vendor, under the terms of a contract awarded subject to the Living Wage Ordinance must comply with the requirements. By responding to a solicitation including the Living Wage Ordinance requirements, Vendor is hereby agreeing to comply with the provisions of the Ordinance and acknowledges awareness of the penalties for non-compliance.
- H. Living Wage Requirements: All covered employees, including those of the Vendor's subcontractors, providing services pursuant to the Vendor's contract, shall be paid wage rates in accordance with the Living Wage Ordinance, as adjusted. The Vendor and covered subcontractors, hereinafter referred to as "covered employer" may comply with this living wage provision by choosing to pay no less than the lower specified hourly wage rate when said employer also provides health benefits to its covered employees. Proof of the provision of health care benefits must be submitted to the County to qualify for the living wage rate for employees with health care benefits.
  - 1. Covered employees shall be paid not less than bi-weekly and without subsequent deduction or rebate. The covered employer shall pay living wage rates in accordance with federal and all other applicable laws such as overtime and similar wage laws.
  - 2. The covered employer must post in a prominent place at the site of the work and where paychecks are distributed, a notice (Living Wage rates poster) specifying the wages/benefits to be paid under the Living Wage Ordinance. This poster will be made available by the County. Vendors shall provide a copy of the requirements of the Living Wage Ordinance to any subcontractor submitting a bid/quote/proposal for a subcontract under this contract, prior to their submitting a bid to Vendor.

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3. The covered employer shall provide the three-language statement to each covered employee with the employee's first paycheck and every six (6) months thereafter in the manner set forth by the Living Wage Ordinance.
  - I. Living Wage - Indexing: The living wage rate and the health benefits payment shall be annually indexed to inflation consistent with indexing methodology set forth in the Living Wage Ordinance. The living wage rates will be published by the County on an annual basis.
  - J. Sanctions for Unpaid Wages: In the event of any underpayment of required wage rates by the covered employer, civil and/or administrative penalties may be assessed to include sanctioning a covered employer by requiring the covered employer to pay wage restitution to the affected employee or subcontractor or by other means of sanctioning in accordance with the Living Wage Ordinance.
  - K. Payroll; Basic Records; Reporting: Each covered employer shall maintain payroll records for all covered employees and basic records relating thereto and shall preserve them for a period of three (3) years beyond the termination or expiration of this contract. The covered employer shall make the covered employees' payroll records required available for inspection, copying or transcription by authorized representatives of the County for a period of three years from the termination date of any County Service Contract, and shall permit such representative to interview employees during working hours. Failure to submit the required reports upon request or to make records available may be grounds for termination of the contract. The service contractor is responsible for the submission of the information required by the Living Wage Ordinance and for the maintenance of records and provision of access to same by all covered subcontractors.
    1. The covered employer shall submit the payroll information required every six months, to the applicable using agency's Contract Administrator, including a copy of the complete payroll for one payroll period showing employer's payroll records for each covered employee working on the contract for covered services.
    2. Exemption: The covered employer may request and obtain an exemption from the requirement to report and file payroll records every six months from the Director of Purchasing. Covered employers may submit an original **Application for Exemption From Living Wage Ordinance Reporting Requirements Form** to apply for an exemption from these reporting requirements, prior to award. Failure to submit timely may result in rejection of Application for Exemption.
      - i. Exemptions based on Wage History or Contractual Obligations (ex. Collective Bargaining Agreements) may be granted by the Director of Purchasing prior to contract award; however, an exemption may be canceled at any time by written notice to the covered employer.
      - ii. The reporting exemption does not apply to any new covered employees hired after the date the exemption was granted. For newly hired covered employees, the covered employer may submit an additional exemption application to the Contract Administrator prior to the renewal of contract by the County.

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- L. Subcontracts: Covered employees of Vendor's subcontractors, providing covered services pursuant to the Vendor's contract, shall be paid wage rates, as adjusted, in accordance with the Living Wage Ordinance. The Vendor shall insert in any subcontracts the applicable clauses as required by the Living Wage Ordinance and also a clause requiring the subcontractors to include these clauses in all other subcontracts. The Vendor shall be responsible for compliance by any subcontractor with the Living Wage Ordinance as it applies to their subcontract.
- M. Complaints and Hearings; Termination and Debarment: If a covered employee believes that he or she is not being paid in accordance with the Living Wage Ordinance the employee may file a complaint with the Office of Intergovernmental Affairs and Professional Standards in accordance with the County's Living Wage Complaint Procedures. Complaints will be investigated, determinations issued, and hearings afforded to the effected parties in accordance with the County's Living Wage Complaint Procedure. Covered employers found to have violated the Living Wage Ordinance may suffer any or all sanctions provided for in the Living Wage Ordinance, including wage restitution, damages, termination or suspension of payment under the contract, termination of the contract, and debarment. The Living Wage Ordinance also provides employees with a private right of action in court.

**LIVING WAGE ORDINANCE COMPLIANCE AFFIDAVIT FORM**

The completed and signed form should be returned with the Vendor's submittal. If not provided with submittal, the Vendor must submit within three business days of County's request. Vendor may be deemed non-responsive for failure to fully comply within stated timeframes. Vendor should scan and upload the completed, signed form(s) in BidSync.

Covered Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Local Contact: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Address: \_\_\_\_\_

Contract Amount: \_\_\_\_\_

Using Agency Served: \_\_\_\_\_

Solicitation No. and Title: \_\_\_\_\_

By signing below I hereby certify that the covered employees listed below: (please check one)

- A.  Receive a minimum pay of \$\_\_\_\_\_per hour and are provided health benefits valued at \$\_\_\_\_\_per hour.
- B.  Receive a minimum pay of \$\_\_\_\_\_per hour and are not provided health benefits.

Provide names of hourly employees and their job classifications providing covered services for the above referenced contract:

Name	Job Class	A or B	Name	Job Class	A or B
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

(Attach additional sheets in the format above, if needed)

I, \_\_\_\_\_ of \_\_\_\_\_ hereby attest that  
(Print Name) (Company)

(1) I have the authority to sign this notarized compliance affidavit, (2) the following information is true, complete and correct and (3) the Vendor certifies that it shall:

- a) Pay all employees working on this contract/project, who are covered by the Living Wage Ordinance, as amended, in accordance with wage rates and provisions of the Living Wage Ordinance;
- b) Provide the applicable living wage statement regarding wage rates with the employee's first paycheck or direct deposit receipt as required by the Living Wage Ordinance, as amended; and
- c) (IF APPLICABLE) If health care benefits are provided under "A" above, the health care benefit meets the standard health benefit plan as described in Section 627.6699 (12)(b)(4), Florida Statutes, as amended. As a principle officer of the covered employer, the undersigned affirms that the referenced Florida Statute has been reviewed and the covered employer's health plan meets all the elements required by the statute, as amended.

\_\_\_\_\_  
Signature Title

SWORN TO AND SUBSCRIBED BEFORE ME this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

\_\_\_\_\_  
Notary Public (Sign name of Notary Public) My commission expires: \_\_\_\_\_ (SEAL)

Personally Known  or Produced Identification  Type of Identification Produced: \_\_\_\_\_



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**APPLICATION FOR EXEMPTION FROM LIVING WAGE ORDINANCE REPORTING REQUIREMENTS FORM**

An original certification must be provided prior to award of the contract. Failure to submit timely upon request of the County may result in rejection of Application for Exemption.

**SECTION 1: COVERED EMPLOYER INFORMATION (SERVICE CONTRACTOR)**

Company Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Company Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

**SECTION 2: USING AGENCY AND SOLICITATION INFORMATION**

Using Agency: \_\_\_\_\_

Solicitation No. and Title: \_\_\_\_\_

Using Agency Contact Name: \_\_\_\_\_ Agency Contact Phone: \_\_\_\_\_

Contract Amount: \$ \_\_\_\_\_

**SECTION 3: EXEMPTION BASIS** (Check one of the options below and submit supporting documentation as requested)

**(LWO 26.103(f)(1); Wage History:** Covered employer demonstrates to the satisfaction of the Director of Purchasing that its covered employees have been continuously paid the applicable living wage rates or higher wages for at least one (1) year prior to entering into the service contract.  
**Required documentation for this exemption basis:** Attach prior payroll records or pay scale records (by job classifications) confirming this basis for exemption.

**(LWO 26.103(f)(2); Contractual:** Covered employer demonstrates to the satisfaction of the Director of Purchasing that the amounts paid to its covered employees are required by law or are required pursuant to a contractual obligation, such as a Collective Bargaining Agreement (CBA), union scale, etc.  
**Required documentation for this exemption basis:** Attach a copy of the CBA or other contractual agreement with this application with the controlling language clearly marked, or a letter from the union stating that the union contract requires the CBA to supersede the LWO or other recognized company pay schedule as the basis for compensation provided that it exceeds the LWO wage rate amounts.

**SECTION 4: CERTIFICATION AND NOTARIZED COMPLIANCE AFFIDAVIT**

I, \_\_\_\_\_, of \_\_\_\_\_ hereby attest that  
(Print Name) (Company)

(1) I have the authority to sign this notarized compliance affidavit, (2) the following information is true, complete and correct and (3) the Company certifies that its wages paid to employees providing covered services under this contract/project are at least equal to or greater than the living wage per the exemption basis selected above and in accordance with wage rates and provisions of the Living Wage Ordinance, as amended.

\_\_\_\_\_  
Signature Title

SWORN TO AND SUBSCRIBED BEFORE ME this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

\_\_\_\_\_  
Notary Public (Sign name of Notary Public) My commission expires: \_\_\_\_\_ (SEAL)

Personally Known  or Produced Identification  Type of Identification Produced: \_\_\_\_\_

## Security Requirements

### A. General Security Requirements and Criminal Background Screening:

1. All contractor and sub-contractor personnel requiring unescorted access to Broward County facilities must obtain a County issued contractor identification badge (contractor ID badge); except as specifically stated herein.
2. The background screening requirements for obtaining a contractor ID badge will depend on the facility to which unescorted access is being requested. Contract Administrators or designees and contractors may contact Broward County Security at (954) 357-6000 or FMsecurity@broward.org for the required background screening requirements associated with access to specific facilities. Contract Administrators will communicate all current and appropriate requirements to the contractor and sub-contractor throughout the contract period.

### B. General Facilities:

1. Contractor and sub-contractor personnel servicing and requiring unescorted access to General Facilities must have a County issued contractor ID badge (contractor ID badge) which will be the responsibility of the contractor to obtain. Depending upon the request, the badge may carry electronic access privileges. The badge must be visible and worn at all times together with the contractor's company/business contractor ID badge. Similar to employee security/ID badges, requests for contractor ID badges are initially approved by the requesting agency director or designee and then submitted to Facilities Management Division (FMD) Security for final approval.
2. The issuance of a contractor ID badge for unescorted access to General Facilities requires a "Level 1" FDLE background check, which can be conducted by the Florida Department of Law Enforcement (FDLE). This "Level 1" FDLE background check is the contractor's responsibility and should be included in the bid price. FDLE background checks can be done by the contractor by phone at (850) 410-8109 or online at <https://web.fdle.state.fl.us/search/app/default>.
3. Upon completion of the background check, the contractor must attach a copy of the results to the contractor's application for a contractor ID badge. The Project Manager or designee utilizing the service of the contractor will be the "Sponsor" and will either provide the contractor with a Contractor ID Badge Request Form or assist the contractor in completing an on-line application for the County issued contractor ID badge.
4. Requests for a contractor ID badge requiring an FDLE background check may require lengthy processing and review by the Broward Sheriff's Office (BSO). Contractors and subcontractors must therefore submit the request to Broward County Security at least two (2) weeks prior to the start of service by the contractor. When identification badges are ready, Broward County Security will contact the contractor to arrange pick up. Upon pick up, the applicant must present a valid Florida identification and must be accompanied by his or her supervisor. Broward County Security will then supply contractor ID badge valid for the anticipated period within which the work will be performed. The validity period must be clearly stated on the Contractor ID Badge Request Form; however, the period of validity will not exceed one (1) year. Background checks will be required for renewal of contractor ID badge. At the termination of the contract and separation of employee services, the contractor is responsible for the collection and return of all contractor ID badge to the Project Manager and/or to Broward County Security.
5. Compliance with the County's security requirements is part of the overall contract performance evaluation. Final payment will, in part, be contingent on the return of all contractor ID badges issued to contractor personnel.
6. Broward County Security is located at Governmental Center East, 115 South Andrews Avenue Fort Lauderdale, FL 33301. Telephone (954) 357-6000.
7. All contractors must wear distinctive and neat appearing uniforms with vendor's company name. Sub-contractor personnel must also have Broward County issued contractor IDs

and meet the same security requirements and uniform standards as the primary contractor.

8. Contractors will not be allowed unescorted on the job site without proper County issued contractor ID badges.

**C. Facilities Critical to Security and Public Safety:**

Many Broward County government facilities will have areas designated as critical to security and public safety, pursuant to Broward County Ordinance 2003-08 Sections 26-121 and 26-122, as may be amended. The issuance of a contractor ID badge for unescorted access to facilities critical to security and public safety may entail a comprehensive statewide and national background check. Unescorted access to certain facilities occupied by the Broward Sheriff's Office (BSO) and the State Attorney's Office will require a national fingerprint-based records check per the Criminal Justice Information System (CJIS) policy.

A contractor employee found to have a criminal record consisting of felony conviction(s) shall be disqualified from access to the State Attorney's Offices and certain BSO facilities. A contractor employee with a record of misdemeanor offense(s) may be granted access if the System Security Officer (CSO), Terminal Access Coordinator (TAC), and FDLE determines that the nature of the offense(s) do not warrant disqualification. Applicants shall also be disqualified on the basis of confirmations that arrest warrants are outstanding for such applicants.

**D. Contractor Work Crews:**

Background investigations are generally not required for each member of a contractor work crew working on county premises and outside a building or structure. Examples are landscape crews and roofers. If it is necessary to enter the building or structure unescorted, these work crew members should obtain a contractor ID badge. If not, work crew members must be escorted at all times by the project manager, or designee, and must be under the direct supervision of a foreperson for the contractor. The foreperson must be aware of the crew members' whereabouts, has completed the appropriate background check for the location and type of work being undertaken, and has been issued and is displaying a contractor ID badge.

All members of a night cleaning crew must complete a background investigation appropriate to the requirements of the facility and so should all work crew members not escorted when working at a critical county facility.

Notwithstanding, the using agency is best positioned and suited to determine the safeguards and requirements that should be in place to manage the risks and consequences associated with the roles and activities of contractor, subcontractor, and work crews, when requesting a contractor ID badge. The agency is aware of the characteristics of the client population being served by the classes of persons, the need to safeguard high-value assets, and the requirement to comply with all statutory requirements governing background investigations.

**E. Other Vendors:**

Consultants, delivery personnel, and vending machine operators, without a County issued contractor badge, may obtain a Visitor pass and should be escorted by County personnel when accessing and working in designated non-public and employee work areas at both general facilities and facilities critical to security and public safety.

**F. Port Everglades Locations:**

1. The Port Everglades Department requires persons to present, at port entry, a valid driver's license, and valid reason for wishing to be granted port access in order to obtain a temporary/visitor ID badge. For persons who will visit the Port more than 15 times in a 90 day period, a permanent identification badge must be obtained and paid for by the contractor for all employees, subcontractors, agents and servants visiting or working on the port project. A restricted access badge application process will include fingerprints and a comprehensive background check. Badges must be renewed annually and the fees paid pursuant to Broward County Administrative Code, Section 42.6. For further

information, please call 954-765-4225.

2. All vehicles that are used regularly on the dock apron must have a Dockside Parking Permit. Only a limited number of permits will be issued per business entity. The fee is \$100.00 per permit/vehicle. Individuals requesting a permit must possess a valid Port-issued Restricted Access Area badge with a "Dock" destination. Requests for Dockside Parking Permits must be submitted in writing, on company letterhead, to the ID Badge Office. Applicants must demonstrate a need for access to the dock apron. Requests shall be investigated, and approved, if appropriate justification is provided. Supporting documentation must be supplied, if requested. Dock permits are not transferable and must be affixed to the lower left corner of the permitted vehicle's windshield. Should the permit holder wish to transfer the permit to another vehicle during the term of issuance, the permit will be removed and exchanged at no charge for a new permit. Only one business entity representative will be permitted on the dock at a time at the vessel location.
3. The Federal Government has instituted requirements for a Transportation Worker Identification Credential (TWIC) for all personnel requiring unescorted access to designated secure areas within Port Everglades. The contractor will be responsible for complying with the applicable TWIC requirements. For further information, please call 1-855-347-8371, or go on line to <https://www.tsa.gov/for-industry/twic>.

**G. Airport Security Program and Aviation Regulations:**

1. Consultant/contractor agrees to observe all security requirements and other requirements of the Federal Aviation Regulations applicable to Consultant/contractor, including without limitation, all regulations of the United States Department of Transportation, the Federal Aviation Administration and the Transportation Security Administration, and the Consultant/contractor agrees to comply with the County's Airport Security Program and the Air Operations area (AOA) Vehicle Access Program, and amendments thereto, and to comply with such other rules and regulations as may be reasonably prescribed by the County, and to take such steps as may be necessary or directed by the County to insure that sub lessees, employees, invitees and guests observe these requirements. If required by the Aviation Department, Consultant/contractor shall conduct background checks of its employees in accordance with applicable Federal regulations.
2. If as a result of the acts or omissions of Consultant/contractor, its sub lessees, employees, invitees or guests, the County incurs any fines and/or penalties imposed by any governmental agency, including without limitation, the United States Department of Transportation, the Federal Aviation Administration or the Transportation Security Administration, or any expense in enforcing any federal regulations, including without limitation, airport security regulations, or the rules or regulations of the County, and/or any expense in enforcing the County's Airport Security Program, then consultant/contractor agrees to pay and/or reimburse the County all such costs and expenses, including all costs of administrative proceedings, court costs, and attorneys' fees and all costs incurred by County in enforcing this provision. Consultant/contractor further agrees to rectify any security deficiency or other deficiency as may be determined as such by the County or the United States Department of Transportation, Federal Aviation Administration, the Transportation Security Administration, or any other federal agency. In the event consultant/contractor fails to remedy any such deficiency, the County may do so at the cost and expense of consultant/contractor. The County reserves the right to take whatever action is necessary to rectify any security deficiency or other deficiency.
3. Operation of Vehicles on the AOA: Before the consultant/contractor shall permit any employee of consultant/contractor or any sub consultant/subcontractor to operate a motor vehicle of any kind or type on the AOA (and unless escorted by an Aviation Department approved escort), the consultant/contractor shall ensure that all such vehicle operators possess current, valid, and appropriate Florida driver's licenses. In addition, any motor vehicles and equipment of consultant/contractor or of any sub consultant/subcontractor operating on the AOA must have an appropriate vehicle identification permit issued by the Aviation Department, which identification must be displayed as required by the Aviation Department.

4. Consent to Search/Inspection: The consultant/contractor agrees that its vehicles, cargo, goods, and other personal property are subject to being inspected and searched when attempting to enter or leave and while on the AOA. The consultant/contractor further agrees on behalf of itself and its sub consultant /subcontractors that it shall not authorize any employee or other person to enter the AOA unless and until such employee other person has executed a written consent-to-search/inspection form acceptable to the Aviation Department. Consultant/contractor acknowledges and understands that the forgoing requirements are for the protection of users of the Airport and are intended to reduce incidents of cargo tampering, aircraft sabotage, thefts and other unlawful activities at the Airport. For this reason, consultant/contractor agrees that persons not executing such consent-to-search/inspection form shall not be employed by the consultant/contractor or by any sub consultant/contractor at the Airport in any position requiring access to the AOA or allowed entry to the AOA by the consultant/contractor or by any sub consultant/contractors.
5. The provisions hereof shall survive the expiration or any other termination of this contract.

#### **H. Water and Wastewater Services (WWS):**

1. Contractors/Consultants may receive a WWS ID Badge and/or Access Card and/or Keys while working at WWS facility work sites. These items provide modified access to certain areas and systems otherwise restricted to non-WWS employees and can only be obtained from the WWS Security Manager. These items may be rescinded at the discretion of the WWS Security Officer. The WWS ID Badge, Access Card and/or Keys remain the property of Broward County and must be returned to your WWS contact person at the end of the contract/project.
2. All contractors will complete and sign the WWS Contractor/Consultant Security Memorandum and provide a copy of their Driver's License to be recorded on Schlage Card Access System Profile.
3. A lost or stolen ID Badge and/or Access Card and/or Keys must be reported to the Security Manager immediately.
4. WWS may terminate access to any contractor who acts inappropriately while on County property and has the right to contact BSO if necessary to have the contractor removed and/or file charges against them.

#### **I. Additional Security Requirements for Parks and Recreation:**

1. Contractor expressly understands and agrees that a duty is hereby created under this Contract that requires contractor to provide ongoing disclosure throughout the term of this Contract as provided for herein relative to the criminal background screening required by this Section.
2. Contractor shall perform criminal background screening as identified in Item 3 below on its officers, employees, agents, independent contractors and volunteers who will be working under this contract in any County park ("collectively referred to as "County Park Property"). Further, if contractor is permitted to utilize subcontractors under this contract, contractor shall perform or ensure that the background screening as required in Item 3 below is conducted on any permitted subcontractor, which term includes the subcontractor's officers, employees, agents, independent contractors and volunteers who will be working under this contract on County Park property.
3. Contractor shall not permit any person who is listed as a sexual predator or sexual offender on the Florida Department of Law Enforcement, Sexual Offenders and Predators Website or the United States Department of Justice, National Sex Offender Public Website, to provide any services for contractor on County Park Property. All persons subject to the criminal background screening under this contract shall be rescreened annually based on the date of initial screening.
4. Contractor shall maintain copies of the results of the criminal background screening required by this Section for the term of this contract and promptly forward copies of same to County, upon its request.
5. Contractor shall be required to furnish to County's Parks and Recreation Project Manager, on a monthly basis, an Affidavit affirming the persons listed in the Affidavit have been background screened as required in Item 3 above and have been deemed eligible by contractor to work on County Park property. Contractor's monthly Affidavit shall update




- information from the previous Affidavit by reconfirming the status of persons who have previously been deemed eligible as provided for above and updating the list, when applicable, to specifically identify new persons providing services for contractor under this Contract who have been background screened as required in Item 3 above and deemed eligible to work on County Park Property. The Contract Administrator may, in his or her discretion, permit contractor to furnish the monthly Affidavit in an electronic format.
6. In the event contractor obtains, or is provided, supplemental criminal background information, including police reports and arrest information, which potentially disqualifies a person previously deemed eligible by contractor to provide services under this contract, contractor shall take immediate action to review the matter; however, during such review time and until a determination of eligibility is made by contractor based on the requirements of this Section, contractor shall immediately cease allowing the person to work on County Park Property. Additionally, contractor shall be required to inform any person background screened pursuant to this Section who is providing services under this contract, to notify contractor within forty-eight (48) hours of any arrest related to sexual misconduct which has occurred after the person was deemed eligible to work on County Park Property.
  7. Contractor shall, by written contract, require its permitted subcontractors to agree to the requirements and obligations of this Section.
  8. County may terminate this contract immediately for cause, with Notice provided to contractor, for a violation related to contractor's failure to perform the required background screening on its officers, employees, agents, independent contractors and volunteers who will be working under this Agreement on County Park Property. County may also terminate this contract immediately for cause, with Notice provided to contractor, if County determines contractor failed to ensure that its permitted subcontractors, as defined in Item 2 above, have been background screened as required in this section prior to performing any services under this Agreement on County Park Property. Contractor will not be subject to immediate termination in the event County determines a violation of this Section was outside the reasonable control of contractor and contractor has demonstrated to County compliance with the requirements of this Section.
  9. County may terminate this contract for cause if contractor fails to provide the monthly Affidavit to County as provided for under Item 5 above, and contractor does not cure said breach within five (5) days of Notice provided to contractor.

Broward County Board of  
County Commissioners

INSURANCE REQUIREMENTS

Project: PNC2116816P1 Parking Management Services for Various County Agencies (FMD and PORT)

TYPE OF INSURANCE	ADDITIONAL INSURED	SUBRATED	MINIMUM LIABILITY LIMITS		
				Each Occurrence	Aggregate
<b>GENERAL LIABILITY - Broad form</b> <input checked="" type="checkbox"/> Commercial General Liability <input checked="" type="checkbox"/> Premises-Operations <input type="checkbox"/> XCU Explosion/Collapse/Underground <input checked="" type="checkbox"/> Products/Completed Operations Hazard <input checked="" type="checkbox"/> Contractual Insurance <input checked="" type="checkbox"/> Broad Form Property Damage <input checked="" type="checkbox"/> Independent Contractors <input checked="" type="checkbox"/> Personal Injury <b>Per Occurrence or Claims-Made:</b> <input checked="" type="checkbox"/> Per Occurrence <input type="checkbox"/> Claims-Made <b>Gen'l Aggregate Limit Applies per:</b> <input type="checkbox"/> Project <input type="checkbox"/> Policy <input type="checkbox"/> Loc. <input type="checkbox"/> Other _____	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Bodily Injury Property Damage Combined Bodily Injury and Property Damage Personal Injury Products & Completed Operations	\$1,000,000	\$2,000,000
<b>AUTO LIABILITY</b> <input checked="" type="checkbox"/> Comprehensive Form <input checked="" type="checkbox"/> Owned <input checked="" type="checkbox"/> Hired <input checked="" type="checkbox"/> Non-owned <input checked="" type="checkbox"/> Any Auto, If applicable <i>Note: May be waived if no driving will be done in performance of services/project.</i>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Bodily Injury (each person) Bodily Injury (each accident) Property Damage Combined Bodily Injury and Property Damage	\$1,000,000	
<input type="checkbox"/> <b>EXCESS LIABILITY / UMBRELLA</b> <b>Per Occurrence or Claims-Made:</b> <input type="checkbox"/> Per Occurrence <input type="checkbox"/> Claims-Made <i>Note: May be used to supplement minimum liability coverage requirements.</i>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
<input checked="" type="checkbox"/> <b>WORKER'S COMPENSATION</b> <i>Note: U.S. Longshoremen &amp; Harbor Workers' Act &amp; Jones Act is required for any activities on or about navigable water.</i>	N/A	<input checked="" type="checkbox"/>	Each Accident	STATUTORY LIMITS	
<input checked="" type="checkbox"/> <b>EMPLOYER'S LIABILITY</b>			Each Accident	\$500,000	
<input checked="" type="checkbox"/> <b>CRIME &amp; FIDELITY / EMPLOYEE DISHONESTY</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Each Claim	\$100,000	
<input checked="" type="checkbox"/> <b>GARAGE LIABILITY / GARAGE KEEPERS LIABILITY</b>			Each Occurrence	\$1,000,000	
<input type="checkbox"/> Installation floater is required if Builder's Risk or Property are not carried. <i>Note: Coverage must be "All Risk", Completed Value.</i>			*Maximum Deductible (Wind and/or Flood): *Maximum Deductible:	Not to exceed 5% of completed value	Completed Value
<b>Description of Operations:</b> "Broward County" shall be listed as Certificate Holder and endorsed as an additional insured for liability, except as to Professional Liability. County shall be provided 30 days written notice of cancellation, 10 days' notice of cancellation for non-payment. Contractors insurance shall provide primary coverage and shall not require contribution from the County, self-insurance or otherwise. Any self-insured retention (SIR) higher than the amount permitted in this Agreement must be declared to and approved by County and may require proof of financial ability to meet losses. Contractor is responsible for all coverage deductibles unless otherwise specified in the agreement.					
<b>CERTIFICATE HOLDER:</b>  Broward County 115 South Andrews Avenue Fort Lauderdale, Florida 33301			 Risk Management Division		

## Question and Answers for Bid #PNC2116816P1 - Parking Management Services for Various County Agencies

### Overall Bid Questions

There are no questions associated with this bid.