

Request for Information

Village of Palmetto Bay
9705 East Hibiscus Street
Palmetto Bay, Florida 33157



TITLE:

Ride Sharing Services

RFI NO.:

1819-11-009

DUE DATE:

THURSDAY, APRIL 4th, 2019

on or before 3:00 p.m. EST
Municipal Building

ISSUED: WEDNESDAY, MARCH 6th 2019

CONTACT PERSONS:

Director of Public Services
Dionisio Torres
Village of Palmetto Bay
Dtorres@palmettobay-fl.gov

Procurement Specialist
Litsy C. Pittser
Village Managers Office – Procurement Division
LPittser@palmettobay-fl.gov



SECTION 1.0: Advertisement

REQUEST FOR INFORMATION (RFI)

No. 1819-11-009

RIDE SHARING SERVICES

The Village of Palmetto Bay, Florida is requesting information for ride sharing services. This request is not a commitment on the part of the Village it is intended to gain information from companies providing ride sharing services.

All interested parties shall submit (1) original (1) copy and (1) CD or flash drive with their information. The deadline for the submittal is Thursday, April 4th, 2019.

The Request for Information documents may be obtained on or after Wednesday, March 6th, 2019. The document can be obtained by visiting our website www.palmettobay-fl.gov and by clicking Bids & RFP's. If you cannot download the documents please contact Mrs. Litsy C. Pittser, Procurement Division, lpittser@palmettobay-fl.gov.

Any preparation costs associated with this Request for Information shall be the responsibility solely of the vendor.

1. Introduction

This is a Request for Information (“RFI”) and is not a commitment on the part of the Village of Palmetto Bay (“Village”) to enter into any contract. This RFI is intended to gain information from companies providing ride sharing services to assist the Village in implementing the services described in this document. Companies responding to this RFI may be contacted to discuss their responses as well as obtain any additional information that may assist the Village.

This RFI should not be construed as an intent, commitment or promise to acquire or purchase the proposed solution from a vendor. The information obtained through this RFI may or may not be used in a future procurement process that may include, but not limited to; development of a request for proposal (RFP), invitation to bid (ITB), or it may be used to enter into contract with a respondent. Providing a response to the Village does not in any way give an advantage to any vendor.

The Village will not be responsible for the preparation and submission of any information nor the Village’s use of such information. Responses are solicited regarding every aspect of the scope of services. The Village will not critique responses, and the RFI should not be used by interested parties to market their product/services. Proprietary information is not being solicited; however, if proprietary information is submitted it will be subject to the State of Florida Public Records statute.

No scoring or ranking of the responses shall be performed by the Village.

2. Purpose

The Village is seeking responses from ride sharing providers who are currently providing ride sharing programs to public entities in an effort for the Village to develop a program to replace its on-demand bus ride service.

This RFI has been issued for informational purposes only and the Village makes no implied or in fact contract by issuing the RFI. The Village is not seeking, or will it accept unsolicited proposals in response to this RFI.

3. Responses to the RFI

Responses are to be submitted using the following format:

Part 1 – Company Introduction – tell the Village who you are, provide contact information, including name, email address and telephone number, and let the Village know if you are interested in providing ride share services for the Village.

Part 2 – Capabilities and Experience – Provide an overview of your company and the ride sharing services you provide. Include your experience in providing ride share services for other public entities that are consistent with the type of services the Village is seeking to provide. Include the following details relative to any similar programs you are currently providing:

- a. Name of public entity
- b. Scope of services provided
- c. Year started, total number of years of service and if the services are still being provided
- d. Number of individuals served on a monthly and annual basis

4. Approach

Based on the Background and Overview section of the RFI please provide an overview of how you would propose to meet the needs of the Village and its residents. The overview should include recommendations to enhance the scope of services to provide an effective program and can also include multiple alternative or approaches to providing the services. Include any information on implementation, management, any technology, etc. that would enhance the delivery of service that your company could provide.

5. Response Requirements

Responses are to be kept to a five (5) pages or less. Brochures and marketing materials are not to be included with the response. Do not provide any confidential information or documents as the responses are public record and shall be made available consistent to the State of Florida Public Record Laws.

The Village will not establish a list of pre-qualified companies for any future related procurement any company that did not respond to this RFI will be eligible to participate.

6. Questions or Requests for Clarification/Information

Inquiries regarding the RFI, including requests for clarification of the RFI, must be in writing. With respect to questions about the meaning or intent of the specifications all questions shall be submitted in writing to the Village within seventy-two (72) hours after the receipt of the request of this RFI. Failure to submit written questions regarding the request within seventy-two (72) hours of receipt of the request shall constitute a waiver of all claims associated herewith.

All inquiries shall only be directed to:

Mrs. Litsy C. Pittser
Procurement Specialist
Village Managers Office – Procurement Division
9705 E Hibiscus Street

Palmetto Bay, FL 33157
Email: LPittser@palmettobay-fl.gov

Inquires must be received by, Friday, March 29th 2019 no later than 3:30pm.

Companies are not to contact any Village department, employee or elected official regarding this RFI. All communication shall be in writing and directed to LPittser@Palmettobay-fl.gov. Although this is not a procurement solicitation, the Cone of Silence is implemented.

Pursuant to Section 2-138 of the Village Code, all procurement solicitations once advertised and until written award recommendation has been forwarded by the village manager to the village council, are under the “Cone of Silence.”

The Cone of Silence ordinance is available at https://www.municode.com/library/#!/fl/palmetto_bay/codes/code_of_ordinances?nodeId=COOR_CH2AD_ARTVOFEM_DIV2COINCOET_S2-138COSI.

7. Submittal of Responses

Respondents shall submit (1) original, (1) copy and (1) electronic copy on a CD-ROM or flash drive.

Responses shall be submitted in a sealed package plainly marked on the outside as:

Attn: Missy Arocha
Village Clerk
Village of Palmetto Bay
9705 E. Hibiscus Street
Palmetto Bay, Florida 33157

(RFI# 1819-11-009 Ride Sharing Services **Due: Thursday, April 4, 2019**)

8. Overview and Background

Village Overview:

The Village of Palmetto Bay is a vibrant community of more than 24,000 residents who enjoy beautiful surroundings and a family-oriented atmosphere. Situated on the shores of Biscayne Bay, Palmetto Bay offers quick access to unique recreational opportunities and amazing bay vistas. Additionally, the Village is home to excellent public schools, and it is also home to a wide range of exceptional private primary and secondary educational

institutions. Incorporated on September 10, 2002, the Village of Palmetto Bay is the 33rd municipality in Miami-Dade County. The Village extends from the centerline of SW 136 Street, south to the centerline of SW 184 Street; expanding west to the centerline of South Dixie Highway, including the center "commercial island," and east to Biscayne Bay.

Background:

The Village has received a grant from the Department of Transportation in the amount of \$ 225,000 to support a three (3) year on-demand service.

Trip Restrictions Are:

- No restrictions on the type of users (age, disability, resident, etc.)
- No restrictions on trip purpose
- Trip must be booked with the Village 24 hours in advance
- Trip must begin and end within the Village's boundaries

Goal:

To partner with a ride sharing service provider to deliver a better service (more trips per day) at a lower cost to the Village and deliver multiple trips at the same time.

By using these providers, the Village would be able to offer this service to many more residents at a cheaper cost. At some point, the Village may need to develop criteria for the rider (seniors, disabled, etc.)

Scope of Services:

1. Trips will be booked in advance by the Village
2. Trips can be restricted to the boundaries of the Village
3. The Village has control of the rides booked and the pick-up and drop-off locations
4. The Village can monitor the costs by managing the online bookings and be able to limit the number of trips per day
5. The Village will like to establish a flat rate for each ride, thereby having better control of the budget
6. The Village would prefer a routine set of drivers as senior's become more comfortable with the driver that they know
7. All drivers must have to pass a background check and vehicles shall have proper insurance coverage
8. Auditing tools available to the Village to track trip routes, time, driver's name, passenger's name, etc.