



Floyd County Board of Commissioners

Request for Proposals (RFP No. 18-0412)

To Provide

Vehicle Rental Services for Richard B Russell Airport

Proposal Release Date

March 20, 2018

Proposal Submittal Date

3:00 PM, April 12, 2018

**Floyd County Administration Building
12 East 4th Avenue
Rome, Georgia 30161**

REQUEST FOR PROPOSAL
RFP# 18-0412

The Floyd County Board of Commissioners will receive proposals for:

VEHICLE RENTAL SERVICES
FOR RICHARD B. RUSSELL REGIONAL AIRPORT

Proposals will be received until 3:00pm, Thursday, April 12, 2018 local time in the office of the Purchasing Director, located in Suite 106 of the Floyd County Administration Building, #12 East Fourth Ave, Rome, Georgia 30161. No proposal will be accepted after this time and date.

Scope: The Floyd County Board of Commissioners is seeking proposals from qualified firms to provide Vehicle Rental Service for the Richard B. Russell Regional Airport in Rome, Georgia. The purpose of this solicitation is to secure a contract to provide Vehicle Rental Services for daily visitors who travel through the airport. The firm must demonstrate the ability to provide late model, clean, well maintained, vehicle at a reasonable rate for the use of those coming to the airport.

Specifications, further instructions and agreements can be obtained from the Office of the Purchasing Director, Bill Gilliland, Gillilandb@floydcountyga.org (706) 291-5109. The Award, if approved, will be made by the Floyd County Board of Commissioners. Full RFP Packets may be downloaded from Floyd County Purchasing RFP/Bids page www.romefloyd.com or Georgia Procurement Registry Web Site https://ssl.doas.state.ga.us/PRSapp/PR_index.jsp

Questions concerning this RFP are to be directed to the Bill Gilliland via e-mail to, gillilandb@floydcountyga.org. All questions and answers will be posted on the County website www.Romefloyd.com.

Floyd County reserves the right to waive compliance by any applicant with any provision contained in this request whenever the County in its sole discretion believes such waiver is in the County's best interests.

Floyd County is an Equal Opportunity Employer.

SUBMISSION OF PROPOSAL

The completed response must be received no later than 3:00PM legally prevailing time on Thursday, April 12, 2018.

Two original signed proposals and a thumb drive or CD Disc. must be provided.

The electronic copy should include the entire RFP response, along with the cost proposal.

Proposals should be submitted to the following address:

Floyd County Board of Commissioners

Bill Gilliland, Purchasing Director

12 E. 4th Ave., Suite 106

Rome, GA 30161

Late Proposals will not be accepted. Each proposal must be sealed and submitted with the RFP name, closing date and time on the outside of the envelope/package.

The information requested and the manners of submission are essential to permit prompt evaluation of all proposals on a fair and uniform basis. The response must follow the RFP Response Outline provided in the RFP.

Floyd County reserves the right to declare as non-responsive and reject any proposal in which material information requested is not furnished or where indirect or incomplete answers or information are provided.

Proposals and modifications or corrections received after the closing time specified will not be considered.

Vehicle Rental Car Service at Richard B. Russell Regional Airport (**RFP 18-0412**)

The proposal submission must contain the following:

- Contact Name, Address, and Phone Number
- Full Company Name and Billing Address
- Proposal will be signed and dated by a person authorized to act on behalf of the company
- Proposal subject will be “**Vehicle Rental Service at Richard B. Russell Regional Airport (RFP 18-0412)**”
- Proposal requirements are listed on the following page – Proposal must address each of the 10 requirements. When addressing the requirements, each proposal should indicate the paragraph number we have assigned.
- Any requirement that cannot be met must be addressed in **RED** ink.
- Proposal will contain all completed documents including E-Verify and a Certificate of Insurance, etc.
- Include a **sample** Contract Agreement

Proposal submissions are due no later than **3pm, April 12, 2018**. Proposals may be submitted by Email, US Mail or hand delivered to the Purchasing Department office at 12 East 4th Ave, Suite 106, Rome, Georgia 30161, Email to Bill Gilliland, Gillilandb@floydcountyga.org

Proposals are to remain valid for a period of 60 days from the date and time of submittal and may not be withdrawn after 3 pm 12 April, 2018. A proposal may be withdrawn prior to 3pm 12 April, 2018. Submit withdrawal request in writing.

Any questions regarding this RFP will be submitted simultaneously, in writing, to Bill Gilliland, gillilandb@floydcountyga.org, Purchasing Director, and Betsy Willis, willisb@floydcountyga.org

FLOYD COUNTY

Rental Car Service at Richard B. Russell Regional Airport (RFP 18-0412)

Proposals due no later than 3pm, April 12, 2018

Rental Car Service Proposal Requirements (RFP 18-0412)

1. Contract agreement will be valid for three years from the date of contract. Should either party not wish to continue the contract at the end of the first year, a notice in writing will be provided to the other party no less than 30 days prior to the end of the contract.
2. Rental car agency will provide current hourly, daily, weekly and monthly rental fees for all vehicles in the agency's fleet.
3. Rental car agency will leave at least 3 late model (preferably 2 midsize and 1 compact) vehicles, years 2017 or newer, at the airport at all times. Upon request, the agency is able to provide additional vehicles, if needed, upon rental of the 3 permanently based cars. The agency will periodically swap out vehicles in order to keep the cars mechanically maintained and clean, inside and out.
4. On special request, the rental car agency will provide larger cars such as luxury, SUV, minivan, bus, and premium cars as needed. All special orders and requests should be delivered in a timely fashion, preferably the previous day but no later than 2 hours prior to the arrival of the customer.
5. The rental car agency will allow airport personnel to complete the rental contracts with proper instruction provided by the agency. Instruction will pertain to the requirements needed for each contract as per the rental car agency's policy and procedures.
6. The airport will not handle any cash sales and will not install any point of sale machines. All monies will be handled by the rental car agency. The rental car agency will conduct the billing process at the agency's home office, eliminating any need for a point of sale machine to be used at the airport. The rental car agency will be responsible for the rental and execution of the rental agreements and will not hold the airport or its personnel liable in any way for any inaccuracies. The agency will periodically collect the rental agreements to verify each

rental is in accordance with the agency's policies and procedures.

7. The agency will pay a monthly fee, payable by the 15th of the following month, for the processing of the contracts and transactions performed in the previous month by the airport personnel on behalf of the rental car agency. The check will be payable to the Richard B. Russell Regional Airport. If the monthly processing fee is not paid within 60 days of the due date, then the contract between the airport and the rental car agency may be terminated. The fee proposed must be stated in the RFP response.
8. The airport will also get credit, and payments thereof, for all rentals conducted for, and on behalf of the airport, regardless if they originate at the rental car agency's home office or at the airport by agency personnel. The airport will get credit for all airport related contractual rentals.
9. The processing fee is determined at the discretion of the rental agency but will be no less than \$15 per contract. **(Please include the amount and/or type of fee to be paid to the airport in your proposal as this will be one of the determining factors).**
10. Please include any additional customer incentives that the agency provides (i.e. discounts, vehicle drops at other airports, mileage rates, special airport employee rates, etc.).
11. The following number of vehicle rentals transactions for the last three years is as follows:

2015---236
2016---222
2017---251

A. Contents of the Proposal

Floyd County Board of Commissioners intends to award a contract for providing Vehicle Rental Services to the Richard B. Russell Regional Airport. Responders will be evaluated on the basis of information provided in their response and any follow up information that may be provided. At a minimum responders must provide the following:

1. Firm name, Business location address.
2. Ownership of the firm.
3. Provide the name of the responsible contact person, email, telephone number.
4. Is your firm currently involved in any litigation that potentially harm a business relationship?
5. Is your firm currently involved in any bankruptcy proceedings?



BIDDERS DECLARATION

The bidder understands, agrees and warrants:

That the bidder has carefully read and fully understands the full scope of the specifications.

That the bidder has the capability to successfully undertake and complete the responsibilities and obligations in said specifications.

That this bid may be withdrawn by requesting such withdrawal in writing at any time prior to 3PM April 12, 2018 but may not be withdrawn after such date and time.

That Floyd County reserves the right to waive compliance by any applicant with any provision contained in this request whenever the County in its sole discretion believes such waiver is in the County's best interests

That by submission of this quote the bidder acknowledges that Floyd County has the right to make any inquiry or investigation it deems appropriate to substantiate or supplement information supplied by the bidder.

That the accompanying bid is not the result of or affected by, any act of collusion with another person or company engaged in the same line of business or commerce, or any other fraudulent act punishable under Georgia or United States law.

BIDDER:

Company Name: _____

Phone: _____

Name Print: _____

Signature: _____

Email: _____

Date: _____



CHECK LIST

- ___ Bidders Declaration Page
- ___ Bidders Information Page
- ___ Certificate of Non Discrimination
- ___ Certificate of Non Collusion
- ___ Drug Free Workplace Certificate
- ___ Specification List(s) for Compliance and Exceptions and option pricing
- ___ Bid Page(s)
- ___ Addendums (If any)

The documents above are included within this Invitation to bid. Addendums will be available when issued.



CERTIFICATE OF NON-DISCRIMINATION

In connection with the performance of work under this contract, the bidder agrees as follows:

The bidder agrees not to discriminate against any employee or applicant for employment because of race, creed, color, sex, national origin, ancestry or disability. The vendor shall take affirmative action to insure that employees are treated without regard to their race, creed, color, sex, national origin, ancestry or disability. Such action shall include, but not be limited to the following: employment, upgrading, demotion, transfer, recruiting, or recruitment, advertising, lay-off or termination, rates of pay or other compensation and selection for training, including apprenticeship.

In the event of the bidder's non-compliance with this non-discrimination clause, the contract may be canceled or terminated by Floyd County Board of Commissioners. The bidder may be declared, by Floyd County, ineligible for further contracts with Floyd County until satisfactory proof of intent to comply shall be made by the vendor.

The bidder agrees to include this non-discrimination clause in any sub-contracts connected with the performance of this agreement.

BIDDER _____

SIGNATURE _____

TITLE _____



CERTIFICATE OF NON-COLLUSION

By responding to this solicitation, the supplier understands and agrees to the following:

1. That the submitted response constitutes an offer, which when accepted in writing by Floyd County, and subject to the terms and conditions of such acceptance, will constitute a valid and binding contract between the undersigned and Floyd county; and
2. That the supplier has read the specifications and requirements shown or referenced in the solicitation and that the supplier's response is made in accordance with the provisions of such specifications and requirements except as expressly stated otherwise in the supplier's response; and
3. That the supplier guarantees and certifies that all items included in the supplier's response meet or exceed any and all such stated specifications and requirements of the solicitation except as expressly stated otherwise in the supplier's response; and
4. That, if awarded a contract, the supplier will deliver goods and or services that meet or exceed the specifications and requirements of the solicitation except as expressly stated otherwise in the suppliers response, and
5. That the response submitted by the supplier shall be valid and held open for a period of one hundred and twenty (120) days (or such other time period as identified in the solicitation) from the final solicitation closing date and that the response may be held open for an additional period of time subject to the supplier's consent; and
6. That the supplier's response is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a response for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud. The supplier understands and agrees that collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards; and
7. That the provisions of the Official Code of Georgia Annotated, Sections 36-91 have not been violated and will not be violated in any respect.

DO NOT MODIFY THE BID/PROPOSAL CERTIFICATION TERMS IN ANY WAY. THIS FORM MUST BE COMPLETED, SIGNED AND SUBMITTED WITH YOUR RESPONSE.

| | |
|--|--|
| Contractor's Full Legal Name: (PLEASE TYPE OR PRINT) | |
| Authorized Signature: | |
| Printed Name and Title of Person Signing: | |
| Date: | |
| Company Address: | |
| FAX Number: | |
| Email Address: | |
| *This table must be completed in its entirety by the supplier. | |



ATTACHMENT

**FLOYD COUNTY BOARD OF COMMISSIONERS
DRUG-FREE WORKPLACE CERTIFICATE**

By signature on this certificate, the Vendor certifies that the provisions of O.C.G.A. Section 50-24-1 through 50-24-6 related to the "Drug-Free Workplace Act" have been complied with in full. The Vendor further certifies that:

1. A drug-free workplace will be provided for the Vendor's employees during the performance of the contract; and
2. Each Vendor who hires a sub-Vendor to work in a drug-free workplace shall secure from that sub-Vendor the following written certification: "As part of the subcontracting agreement with (Vendor's name), (sub-Vendor's name) certifies to the Vendor that a drug-free workplace will be provided for the sub-Vendor's employees during the performance of this contract pursuant to O.C.G.A. Section 50-24-3(b)(7)."

By signature on this certificate, the Vendor further certifies that it will not engage in the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of this contract.

Vendor: _____

By: _____

Name Printed: _____

Title: _____

Date: _____

Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1)

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of Floyd County Georgia has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Contractor

Address of Contractor

Name of Project

FLOYD COUNTY GEORGIA
Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.
Executed on _____, _____ in 201____ in _____ (city), _____ (state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE _____ DAY OF _____, 201____.

NOTARY PUBLIC

My Commission Expires: _____

(Notary Seal or Stamp Required)