



City of Mobile
Request for Proposals
RFP Number: 2019-03

MOBILE ALABAMA CRUISE TERMINAL
PARKING SHUTTLE SERVICE

I. SUMMARY

The City ("City") of Mobile is seeking sealed proposals from transportation providers to provide a shuttle service on cruise ship passenger embarkation/debarkation days ("cruise days") for the Mobile Alabama Cruise Terminal (MACT).

Proposals Due:	4:00 p.m. CDT, Tuesday, Sept 10, 2019.
<u>Mailing address</u>	<u>Delivery:</u>
City of Mobile	City of Mobile
Procurement Department	Procurement Department
PO Box 1827	205 Government Street
Mobile, AL 36633	4 th Floor South Tower
	Mobile, AL 36644

Phone: (251)-208-7434

Submit Questions to: Purchasing@CityofMobile.org

Timeline for Award:	Proposals due:	September 10, 2019
	Notification:	September 17, 2019
	Contract award	October 8, 2019
	Performance begin	November 1, 2019

II. BACKGROUND / PURPOSE

- A. The City of Mobile ("City or "Owner") seeks to contract with a transportation firm ("Contractor" or "Provider") to provide a shuttle service, for debarking and embarking cruise ship passengers and their luggage, between the MACT and the terminal's overflow parking lot located at the Mobile Civic Center, 401 Civic Center Drive, Mobile, AL, approximately ½ mile away. This service will be provided to passengers arriving and departing on primarily 4 and 5-day cruise excursions aboard the Carnival *Fantasy* from the MACT. All passengers debark the ship and retrieve their luggage and depart the terminal, and a new group of passengers arrive, park or are dropped off, and embark the ship for the next cruise. Each cruise aboard *Fantasy* carries approximately 2,500 passengers all of whom debark and embark on the cruise day.



- B. The MACT has an attached parking garage which provides most of the parking capacity for its cruising passengers. However, an average of approximately 70 vehicles, but at times up to 170 private passenger vehicles, must park offsite at the overflow lot. The parking shuttle service contractor will provide those off-site parkers efficient, expeditious, comfortable transport between the MACT and the offsite parking lot.
- C. On a normal cruise day, passengers will begin disembarking almost immediately after the ship arrives, or at approximately 8:00 a.m. The parking shuttle service contractor will transport those disembarking passengers who are parked at the overflow lot from the MACT to the overflow lot with their luggage. Passenger offload from the ship is generally complete before 10:00 a.m.
- D. Passengers who are embarking the ship being arriving to the MACT and boarding the ship immediately after completion of passenger debarkation and the MACT parking garage is clear of debarking passengers. Passenger embarkation continues until approximately 2:00 PM. The City parks embarking passenger vehicles in the MACT garage until the garage is near capacity, then diverts arriving passenger vehicles to the overflow lot. Diversion of vehicles to the overflow parking lot, and the resulting need for shuttle service commencement, can begin as early as noon on normal turnaround days. The City allows vehicles diverted to the offsite lot to first offload passengers and luggage at the MACT before moving to the overflow lot. The parking shuttle service contractor will then transport those embarking drivers, and any passengers and luggage remaining with the vehicle, from the overflow lot back to the MACT.
- E. The City will not know how many embarking passengers will need to use the overflow lot on any given cruise. Since MACT has only a single cruise ship turning passengers however, all vehicles in the overflow parking from the previous sailing will require shuttle services during the debarkation process. The parking shuttle contractor will thus know, at the end of the previous passenger embarkation day, how many vehicles are in the overflow lot and will require shuttle service on the next ship arrival and debarkation day.
- F. When considering shuttle capacity it's important to understand the normal flow. After the ship arrives and passengers disembark, virtually all the passengers and luggage belonging to the overflow cars will require transportation. (The MACT has found figuring 3 persons per overflow car is a good rule of thumb.) Debarkation can happen very quickly, and the parking shuttle contractor must have the appropriate capacity to move over 200 people and their luggage to the offsite lot within 2.5 hours, with a minimal amount of waiting. When passengers arrive at the terminal and are directed to overflow parking they will typically drop off all their



passengers and luggage and only the driver will proceed to the overflow lot. It is likely that far fewer persons will need a shuttle from overflow parking to the terminal than would have needed a shuttle to the offsite parking earlier in the day.

- G. **Exhibit A** is the schedule of cruise “turnaround” days between November 1, 2019 and December 31, 2020. This schedule occasionally changes due to weather or ship conditions, but is provided for proposal planning purposes only. The Contractor will be required to be flexible and responsive to those changes and provide this service when required.

III. **CONTRACT TERM**

The City requires a transportation contractor to be in place prior to the first scheduled cruise departure after November 1, 2019, which is Saturday, November 2, 2019. The default contract start date will be November 1, 2019 for a one-year term, renewal for two additional one-year terms. Contract will also terminate, without further obligation by either party, should the current scheduled cruise service to Mobile be terminated. City and Contractor may negotiate changes to the contract agreement if cruise service is expanded, or significantly altered to change capacity, frequency, or schedule.

IV. **PERFORMANCE SPECIFICATIONS**

- A. The Contractor shall provide a comfortable, convenient, courteous, and efficient shuttle service to transport all cruise ship debarking passengers on ship debarkation days from the MACT to the offsite parking lot. Contractor shall have sufficient scalable capacity to transport up to 250 passengers and their luggage, to the offsite parking lot within 2.5 hours of disembarkation.
- B. The Contractor shall transport passengers and luggage from the offsite lot to the MACT for embarkation. Contractor shall have sufficient capacity to transport up to 100 passengers and luggage to the terminal over a 2-hour period.
- C. At a minimum, Contractor is required to provide, on each scheduled cruise day, three vehicles with drivers, each vehicle capable of carrying minimum of 13 passengers plus their luggage.
- D. Contractor’s vehicles will be required to be on scene and engaged in passenger transport for six hours, from 8:00 am until 2:00 pm., the “core passenger service period.” Possible ship delays may require this service to be extended until the ship departs.
- E. Approximate ship debarkation days are indicated in **Exhibit A**, and are expected to remain similar in frequency and time of day throughout the period of the contract.
- F. Contractor’s vehicles shall have ample luggage capacity with a luggage compartment easily accessed by passengers.



- G. Contractor must provide handicap passenger accessibility options. The City intends that the MACT garage will have sufficient spaces to accommodate all persons with handicapped vehicle identifiers, however the Provider must be prepared to accommodate persons with mobility impairments.
- H. The shuttle service will operate on cruise days from 7:00 a.m. to 4:00 p.m.
- I. Provider will be required to provide suitably licensed, trained, uniformed, courteous and capable drivers.
- J. Provider must provide a command and control plan that provides for flexible and timely response and communication with the MACT staff.

V. PRICING

The City desires to have a fixed daily rate for the minimum core passenger service period requirement of three specified vehicles plus drivers from 8:00 a.m. to 5:00 p.m. (not to exceed six hours within that window). The City will pay a separate hourly rate per additional specified vehicle with driver operating to meet additional capacity.

VI. OTHER PROVISIONS

- A. Contract: Provider will be expected to sign a contract with the City of Mobile similar in its terms to the one provided as **Exhibit B** in this RFP.
- B. Insurance: Provider shall file certificates of insurance with the City of Mobile naming the City of Mobile as an additional insured. Insurance coverage shall include Comprehensive General Liability Coverage for Bodily Injury (\$300,000/person, \$500,000/occurrence), and for Property damage (\$100,000/occurrence); Automobile Liability of \$500,000 bodily/property per occurrence), and Umbrella Liability of \$1,000,000/occurrence, issued by a company licensed to do business in Alabama, and naming the City of Mobile as an additional insured.
- C. An insurance policy may not be modified or cancelled without 30 days' prior notice to the City of Mobile. The insurance company shall be licensed in this state, or in the state in which the insurance is purchased, with the name of a designated agent for service filed in the office of the Secretary of State.
- D. E-Verify: Provider may not knowingly employ, hire for employment, or continue to employ an unauthorized alien within the state of Alabama. All Providers will be required to provide verification of Enrollment in the E-Verify program. Additional information may be found at <http://immigration.alabama.gov/>.
- E. Transportation Worker Identification Credential (TWIC): The MACT is a secure facility. Provider personnel, including shuttle drivers will not be granted unescorted access unless they have obtained and have a TWIC



card in their possession. Normal passenger loading and offloading in the MACT garage envisioned under this service will not require shuttle drivers to hold TWICs.

- F. Licenses: Provider will be required to be an Alabama business, or have a Certificate of Authority to do Business in the State of Alabama from the Secretary of State, prior to contract award. Providers are solely responsible for consulting with the Secretary of State to determine whether a Certificate is required.
- G. City business license. Provider will be required to hold and maintain a City of Mobile business license.
- H. City certificate. Provider will be required to possess a City of Mobile Certificate of Public Convenience and Necessity.
- I. Upon notification by the City of intent to award, Provider will have 10 business days to provide the Alabama incorporation certificate or Certificate of Authority, City of Mobile business license, application for Certificate of Public Convenience and Necessity, and the E-Verify numbers to the City before award can be completed.
- J. Non-discrimination: Provider shall abide by provisions of the Mobile City Code, Section 14-1, which prohibits discrimination in employment by Providers and subcontractors performing work for the City.
- K. Disadvantaged business enterprises: Provider using subcontractors shall make every reasonable effort in the use of subcontractors and major suppliers have at least fifteen (15) percent participation by socially and economically disadvantaged business enterprises (DBE). Provider shall indicate their intent to employ DBEs as subcontractors or suppliers in their qualification submission, and complete the City subcontracting and major supplier DBE form at the time of contract signing.

VI. EVALUATION / SCORING OF PROPOSALS

The City will evaluate proposals based on their alignment with the City goals of cost-efficiency, customer-service, and logistical efficiency.

Overall solution pricing	50 pts
Operational plan	30 pts
Experience/Performance history	20 pts
Total	100 pts

VII. PROPOSAL SUBMISSIONS

- A. Please use the Proposal Submission Form at the end of this RFP document (**Exhibit C**) and include with your proposal. Please arrange



your proposal information consistent with template information organization. It will ensure the City has everything it needs to score your proposal fairly.

- B. Submit proposals to be received by the City of Mobile Procurement Department by 4:00 p.m. Tuesday, September 10, 2019, in a sealed package or envelope marked:

**City of Mobile Request for Proposals
Mobile Alabama Cruise Terminal Parking Shuttle Service
RFP #2019-03
Due 4:00 pm September 10, 2019**

- | | |
|---|---|
| C. Packages may be <u>mailed</u> to
City of Mobile Procurement Department,
P.O. Box 1827,
Mobile AL 36633. | Packages may be <u>delivered</u> to
City of Mobile Procurement Dept,
4 th Floor, South Tower,
205 Government Street
Mobile, AL 36644 |
|---|---|

**EXHIBITS A Mobile Alabama Cruise Terminal Tentative Berth Schedule
 B. Sample Contract Template
 C Proposal Submission Form**

EXHIBIT A: Mobile Alabama Cruise Terminal Tentative Berth Schedule

These are the expected sailings from November 1, 2019 through the end of 2020.

THE CARNIVAL FANTASY'S CRUISE SCHEDULE - DEPARTURES MOBILE, ALABAMA 2019 -2020

DATE	DAY
11/2/2019	Sat
11/7/2019	Thur
11/11/2019	Mon
11/16/2019	Sat
11/21/2019	Thur
11/25/2019	Mon
11/30/2019	Sat
12/5/2019	Thur
12/9/2019	Mon
12/14/2019	Sat
12/19/2019	Thur
12/23/2019	Mon
12/28/2019	Sat

DATE	DAY
1/2/2020	Thur
1/6/2020	Mon
1/11/2020	Sat
1/16/2020	Thur
1/20/2020	Mon
1/25/2020	Sat
1/30/2020	Thur
2/3/2020	Mon
2/8/2020	Sat
2/13/2020	Thur
2/17/2020	Mon
2/22/2020	Sat
2/27/2020	Thur
3/2/2020	Mon
3/7/2020	Sat
3/12/2020	Thur
3/16/2020	Mon
3/21/2020	Sat
3/26/2020	Thur
3/30/2020	Mon
4/4/2020	Sat
4/9/2020	Thur
4/13/2020	Mon
4/18/2020	Sat
4/23/2020	Thur
4/27/2020	Mon
5/2/2020	Sat
5/7/2020	Thur

DATE	DAY
5/16/2020	Sat
5/21/2020	Thur
5/25/2020	Mon
5/30/2020	Sat
6/4/2020	Thur
6/8/2020	Mon
6/13/2020	Sat
6/18/2020	Thur
6/22/2020	Mon
6/27/2020	Sat
7/2/2020	Thur
7/6/2020	Mon
7/11/2020	Sat
7/16/2020	Thur
7/20/2020	Mon
7/25/2020	Sat
7/30/2020	Thur
8/3/2020	Mon
8/8/2020	Sat
8/13/2020	Thur
8/17/2020	Mon
8/22/2020	Sat
8/27/2020	Thur
8/31/2020	Mon
9/5/2020	Sat
9/10/2020	Thur
9/14/2020	Mon
9/24/2020	Thur
9/28/2020	Mon

DATE	DAY
10/3/2020	Sat
10/8/2020	Thur
10/12/2020	Mon
10/17/2020	Sat
10/22/2020	Thur
10/26/2020	Mon
10/31/2020	Sat
11/5/2020	Thur
11/9/2020	Mon
11/14/2020	Sat
11/19/2020	Thur
11/23/2020	Mon
11/28/2020	Sat
12/3/2020	Thur
12/7/2020	Mon
12/12/2020	Sat
12/17/2020	Thur
12/21/2020	Mon
12/26/2020	Sat
12/31/2020	Thur

10 Day	Cruise
CITY	HOLIDAY

EXHIBIT B: CONTRACT TEMPLATE



Project: City of Mobile Alabama Cruise Terminal
Parking Shuttle Services

AGREEMENT

THIS AGREEMENT made and entered into this ____ day of _____, 20____, by and between THE CITY OF MOBILE, by its Mayor, (hereinafter "City"), a municipal corporation organized under the laws of the State of Alabama, and(hereinafter "Provider" or "Operator").

WITNESSETH, that this Provider and the City, for the considerations stated herein, agree as follows:

ARTICLE 1. Scope of the Work. Provider shall provide Parking Shuttle Services between the City of Mobile Alabama Cruise Terminal at 205 South Water Street, Mobile, Alabama, and the Cruise Terminal's offsite parking lot at the Mobile Civic Center. The service, location, frequency and lump sum cost or unit price of the work are as set out in **Exhibit A**, Operating Terms for Parking Shuttle Service, which is attached to this Agreement and incorporated by reference herein. Should any terms of that Exhibit and the terms of this contract conflict, the terms of this contract will prevail.

ARTICLE 2. Insurance: For the term of this Agreement, Provider shall acquire and maintain, in full force and effect, the following liability insurance issued by a company licensed and qualified to do business in the State of Alabama, *which such insurance shall name the City of Mobile as an additional insured*, and shall attach to this Agreement, as proof thereof and as **Exhibit B**, a certificate of insurance(s) issued by an agent licensed and qualified to do business in the State of Alabama. The insurance shall be in the following minimum amounts:

a. General Liability insurance – public liability, including premises, products and complete operations.

(1) Bodily injury liability:

\$250,000 each person

\$500,000 each occurrence

(2) Property damage liability - \$100,000 each occurrence.

(3) Or, (in lieu of (1) and (2) above)

Bodily injury and property damage combined –\$500,000 per occurrence

b. Comprehensive – Automobile Liability Insurance including owned, non-owned, and hired vehicles.

- (1) Bodily injury liability:
\$250,000 each person
\$500,000 each occurrence
- (2) Property damage liability - \$100,000 each occurrence.
- (3) Or, (in lieu of (1) and (2) above), Bodily injury and property damage combined –\$500,000 per occurrence

ARTICLE 3. Breach of Contract: In the event of any material breach by Provider of its obligations concerning health, safety or environmental matters under the terms of this Agreement, the City has the right to immediately terminate the Agreement and pay only for work successfully performed. In the event of any other material breach by Provider of its obligations under the terms of this Agreement, the City shall state its complaint(s) in writing and present them to Provider at the address provided below. Upon actual receipt, Provider shall have ten (10) days to cure all defects. In the event that either party to this Agreement engages the services of an attorney to protect or to enforce its rights with respect to the breach or apparent breach of this Agreement, then the losing party shall pay and reimburse the prevailing party for the reasonable attorneys' fees and expenses which the prevailing party incurred with respect to its enforcement of this Agreement.

ARTICLE 4. Indemnification: Provider agrees to indemnify and hold the City, its elected officials, officers, agents, and employees, whole and harmless from all costs, liabilities and claims for damages of any kind (including interest and attorneys' fees) arising in any way out of the performance of this Agreement and/or the activities of Provider, its principals, directors, agents, servants and employees in the performance of this Agreement, for which the City is alleged to be liable. In the event that the City is made a party to any lawsuit or legal proceeding arising in any way from this Agreement or any activities conducted pursuant thereto and is ultimately determined to have zero liability or fault in said lawsuit or legal proceeding, Provider hereby agrees to reimburse the City for all of its reasonable costs of defense, including but not limited to all reasonable attorneys' fees, court costs, expert witness fees and other expenses, through trial and, if necessary, appeal. This section is not, as to third parties or to anyone, a waiver of any defense or immunity or statutory damages cap otherwise available to Provider or City, and these defenses and matters may be raised in the City's behalf in any action or proceeding arising under this Agreement.

The City agrees to defend, indemnify and hold Provider, its officers, agents, attorney, employees and contractors, whole and harmless from all costs, liabilities and claims for damages of any kind (including interest and attorneys' fees) arising in any way out of the City's gross negligence, intentional acts or wanton and willful misconduct in the performance of this Agreement and/or the activities of the City, including, but not limited to, its principals, directors, agents, servants and employees. Provided further, however,

that neither this Article, nor any other part of this Agreement, shall be deemed to constitute, either as to the Provider, or as to third parties, a waiver of any statutory damages caps set forth in Sections 11-47-190 and 11-93-2, Code of Alabama (1975), as the same may be amended from time to time and in any other statutes and case law otherwise available to the City which may be raised in City's behalf in any action or proceeding arising out of the services and activities set forth in this Agreement.

ARTICLE 5. Entire Agreement: This Agreement is the final expression of the agreement between the parties, and the complete and exclusive statement of the terms agreed upon, and shall supersede all prior negotiations, understandings or agreements. There are no representations, warranties, or stipulations, either oral or written, not contained herein.

ARTICLE 6. Governing Law and Venue: This Agreement shall be governed by the laws of the State of Alabama, and the venue for any actions arising out of this Agreement shall be a court of proper jurisdiction in Mobile, Alabama.

ARTICLE 7. Licenses, permits, etc.: Provider shall obtain, at its own expense, all necessary professional licenses, permits, insurance, authorization and assurances necessary in order to abide by the terms of this Agreement.

ARTICLE 8. No Agency Relationship Created: Provider, in the performance of its operations and obligations hereunder, shall not be deemed to be an agent of the City but shall be deemed to be an independent Provider in every respect and shall take all steps at its own expense, as City may from time to time request, to indicate that it is an independent Provider. City does not and will not assume any responsibility for the means by which or the manner in which the services by Provider provided for herein are performed, but on the contrary, Provider shall be wholly responsible therefore.

ARTICLE 9. Nondiscrimination: Contractor shall comply with all Federal, State and local laws concerning nondiscrimination, including but not limited to City of Mobile Ordinance No. 14-034 which requires, inter alia, that all contractors performing work for the City of Mobile not discriminate on the basis of race, creed, color, national origin or disability, require that all subcontractors they engage do the same, and make every reasonable effort to assure that fifteen percent of the work performed under contract be awarded to socially and economically disadvantaged individuals and business entities.

ARTICLE 10. Method of Payment: The City will pay Provider no more than twice per month upon Provider submission of invoice for services rendered. Provider invoices are subject to verification by the Director, Mobile Alabama Cruise Terminal, that invoiced services have been received before payment will be made. Provider shall submit invoices by mail to the Accounting Department, City of Mobile, 205 Government Plaza, Mobile, AL 36602, or by email to: vendorinvoices@cityofmobile.org and sgurganus@shipmobile.com.

ARTICLE 11. Effective Date, Term, Renewal, and Termination of Contract: The effective date of this agreement will be November 1, 2019. This contract shall be for a term of eleven months from the effective date, with automatic renewal on October 1, 2020, for two additional one-year terms, unless either party notifies the other in writing at least sixty (60) days' prior to the end of the term of the intent not to renew for an additional term. The City or Provider may otherwise terminate the Agreement at any time for convenience upon sixty (60) days' written notice. The City shall not be liable for payment to the Provider for lost profit or damages, as the result of its termination of the Agreement.

ARTICLE 12. Assertion of Rights: Failure by either party to assert a right or remedy shall not be construed as a waiver of that right or remedy.

ARTICLE 13. Notices.

Notices for the City shall be mailed to:

Procurement Officer
City of Mobile
4th Floor, South Tower
205 Government Street
Mobile, AL 36602

Notices to Provider shall be mailed to:

ARTICLE 14. Compliance with Alabama Immigration Law

By signing this contract, the contracting parties affirm, for the duration of the agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the state of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom. Verification of Provider's enrollment in the E-Verify program is attached to this Agreement as **Exhibit C**.

ARTICLE 15. Boycotts

By signing this contract, Contractor represents and agrees that it is not currently engaged in, nor will it engage in, any boycott of a person or entity based in or doing business with a jurisdiction with which the State of Alabama can enjoy open trade.

ARTICLE 16. Successors and Assigns. All of the provisions of this Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, if any, successors, and assigns.

ARTICLE 17. Waiver. Waiver by one party hereto of breach of any provision of this Agreement by the other shall not operate or be construed as a continuing waiver.

ARTICLE 18. Assignment. Provider shall not assign any of his rights or obligations under this Agreement, or delegate the performance of any of its duties hereunder, without the prior written consent of the City.

ARTICLE 19. Modification or Amendment. No amendment, change or modification of this Agreement shall be valid unless in writing signed by the parties hereto.

ARTICLE 20. Unenforceability of Provisions. Remainder of Contract Valid. If any provision of this Agreement, or any portion thereof, is held to be invalid and unenforceable, then the remainder of this Agreement shall nevertheless remain in full force and effect.

ARTICLE 21. Default. A party to this Agreement shall be in default if it materially breaches any of the provisions herein or if any representation or warranty made by either Provider or the City shall have been false or misleading in any material respect as of the date on which such representations or warranty was made, including any party's misrepresentation concerning its financial condition.

ARTICLE 22. Representations and Warranties. Both parties to this Agreement represent and warrant that each of them has the power to enter into this Agreement, that there are no unresolved claims or disputes between them, that both shall furnish true and correct financial statements, records, certifications and other information as may be reasonably requested and that in carrying out this Agreement, the parties are not knowingly in violation of any local, state or federal law related to the services provided herein.

ARTICLE 23. Force Majeure. Neither party shall be deemed to be in default on account of any Acts of God, act of a public enemy act of a superior governmental authority, major weather disturbance or any other identifiable circumstance of such a significant nature that a reasonable person would believe is beyond the control of either party to this Agreement.

ARTICLE 24. Signatures:

IN WITNESS WHEREOF, the parties to this Agreement have hereunto set their hand and seal; the Mayor of the City of Mobile, acting under and by virtue of such office and with full authority, and the Provider by such duly authorized officers or individuals as may be required by law.

PROVIDER,

_____, Its _____ (title)

On behalf of Provider

_____ Date

CITY

Its Mayor

_____ Date

ATTEST:

City Clerk

_____ Date

Exhibits: A Operating Terms for Parking Shuttle Service
 B Liability Insurance
 C E-Verify Enrollment

EXHIBIT A
OPERATING TERMS FOR PARKING SHUTTLE SERVICE

1. General Requirements. Subject to the terms and conditions of this Agreement, Provider shall serve as an independent Provider of the City to provide a shuttle service for passengers and their luggage to and from the Mobile Alabama Cruise Terminal (MACT) and the terminal's overflow parking lot located at the Mobile Civic Center, 401 Civic Center Drive, Mobile, AL. This service will be provided to passengers departing and arriving on 4 and 5-day cruise excursions from the MACT.

- a. Provider will provide the shuttle service on cruise ship "sailing days," which is defined as days on which scheduled cruise service ends and/or begins a voyage at the MACT with the embarkation and or debarkation of passengers that have used MACT parking facilities. Provider acknowledges that Provider has been provided a schedule of expected MACT sailing days. The City is required to keep Provider informed of schedule changes and updates.
- b. Provider shall operation the shuttle service on cruise sailing days from 8:00AM to 2:00PM (core passenger service period). Possible ship delays may require this service to be extended until the ship departs.

- c. Provider must provide and operate, at a minimum, three clean, comfortable, climate-controlled passenger vehicles with licensed and capable driver during the core passenger service period. Each passenger vehicle must have a minimum capacity of thirteen passengers plus luggage,
- d. Provider must provide and additionally operate, on 24-hour notice, additional passenger capacity of at least two additional vehicles with licensed and capable driver of minimum capacity of thirteen passengers plus luggage
- e. Provider shall provide clean, comfortable, well-maintained, climate-controlled, attractive vehicles and professional, uniformed, safe, courteous, and appropriately licensed drivers for the shuttle service. The vehicles shall have ample luggage capacity with a luggage compartment easily accessed by passengers.
- f. Provider must provide a command, control, and communications system between all of its vehicles, a centralized dispatch, and the MACT.
- g. On cruise ship sailing days, Provider shall provide timely shuttle service for all cruise ship passengers needing transportation from the MACT to the offsite parking lot after disembarkation from the cruise ship. Provider shall not charge passengers for this service. Provider shall provide adequate capacity to shuttle at least 200-250 passengers and their luggage in less than 2.5 hours.
- h. On cruise ship sailing days, Provider shall provide timely shuttle service for all cruise ship passengers needing transportation from the offsite parking lot to the MACT for embarkation on the cruise ship. Provider shall not charge passengers for this service. Provider shall provide adequate capacity to shuttle at least 90-100 people to the terminal over 2.5 hours.

2. Compensation. The Provider shall earn \$ _____ per sailing day for the core passenger service period. Any irregular operations that occur other than scheduled sailing days or extended hours past 5:00 pm will be compensated at an additional hourly rate of \$ _____ per hour for a minimum 13 passenger plus luggage vehicle and driver.

3. Expenses. Provider shall not be entitled to reimbursement of any expenses other than the above compensation without pre-approval in writing from the City.

4. Provider Taxes. Provider shall be responsible for all taxes, assessments, fees, liens or charges assessed against it under the provisions of this Agreement.

**EXHIBIT C
PROPOSAL SUBMISSION TEMPLATE**

Please include the following pages, or a reasonable facsimile thereof, with signature, and additional narrative pages, as your proposal.

Please see the main RFP document for submission due date and location.

Corporate name _____
(Please ensure your corporate name is consistent on all insurance and license documents)

Corporate point of contact for this proposal:

Name: _____ Title: _____

Email _____ Phone: _____

Corporate mailing address:

Pricing (50 points):

Daily rate for 6 hours x 3 vehicles + drivers: _____

Hourly rate for additional vehicles + drivers _____
(Note: this rate is for the 13+ pax standard vehicle +driver)

IF you wish to offer additional hourly rate options, please indicate here

Option 1: _____ Rate: _____

Option 2: _____ Rate: _____

Plan (40 points):

Please indicate how you intend to accomplish the work required. Please include, at a minimum:

- The types of vehicles you intend to use, with photos
- Licensure, training, experience, and appearance of drivers
- How you will maintain communications with your drivers and the MACT
- How you will be prepared to dispatch additional resources, if required



Mobile Alabama Cruise Terminal
Parking Shuttle Service
RFP # 2019-00
Due: 4:00 p.m., Sep 10, 2019

Your flexibility to accommodate late ship arrivals
Key personnel names and roles
Subcontractors you intend to use (if any)

Past Performance (30 points)

Please indicate your company experience with similar shuttle contracts. Please include a brief description of the size, scope and frequency of the operation, and contact information for your customer/hiring entity.

Additional Information

Please provide copies of relevant certificates or licenses you already possess (may include):

State of Alabama Certificate of Authority to Operate

City of Mobile Business License

City of Mobile Certificate of Public Convenience & Necessity

SIGNATURE

I certify that the enclosed representations are true and accurate, I am authorized to act on behalf of the indicated Proposer, that on behalf of the Proposer, I understand and am willing to be bound by the performance specifications of this proposal and the responsive submissions accompanying this document, with the following exceptions as noted: (if None, write "None" below).

Proposer Corp. Name: _____

Authorized Agent Name (PRINTED): _____

Signature: _____

Title: _____

Date: _____