



**ADVERTISEMENT
FOR REQUEST FOR PROPOSALS FOR
ATM CONCESSION SERVICES AT MIAMI INTERNATIONAL AIRPORT
RFP NO. MDAD-14-14**

Sealed Proposals for the above will be received for and in behalf of Miami-Dade County, by the Office of the Clerk, in the Stephen P. Clark Center, Suite 17-202, 111 N.W. 1st Street, Miami, Florida, 33128 until **2:00 P.M., JULY 6, 2016** or as modified by addendum, at which time all Proposals will be taken to a room to be designated by the Clerk of the Board in said Stephen P. Clark Center, where the Proposals will be publicly opened and the names of the Proposers will be read aloud. The County will receive sealed proposals from qualified, interested parties based upon the terms, covenants and provisions of this advertisement and the Request for Proposals ("RFP"). One (1) original and nine (9) copies (a total of 10) of the complete Proposal (Technical Proposal and Price Proposal) must be received by the due date for this RFP ("Proposal Due Date and Time"), as may be amended by Addendum. One (1) PDF version of the complete Proposal must be submitted in a CD format. The original and all copies must be bound, and submitted in an envelope or container stating on the outside the Proposer's name, address, telephone number and RFP number, RFP title, and Proposal Due Date to:

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

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

REQUEST FOR PROPOSAL DOCUMENTS

Request for Proposal documents will be available on or after **June 7, 2016**. Prospective Proposers may obtain the Request for Proposal documents from the Miami-Dade Aviation Department, Contracts Administration Division, 4200 N.W. 36 Street, Building 5A, 4th Floor, Miami, Florida 33122 or through a mail request to P.O. Box 025504, Miami, FL 33102-5504. The cost for each Solicitation package is \$50.00 (non-refundable) per set, check or money order, made payable to the Miami-Dade Aviation Department. Each Proposer shall furnish an address, email address, telephone and FAX numbers for the purpose of contact during solicitation process. All proposals shall be submitted as set forth in the Instructions to Proposers.

PROJECT BRIEFING

The Miami-Dade Aviation Department will hold a Project Briefing on **June 14, 2016 at 11:00AM** at 4200 N.W. 36 Street, Building 5A, 4th Floor, Conference Room F, Miami, Florida 33122 for all interested parties. Any changes to this Request for Proposal will be by written addendum. It is the policy of Miami-Dade County to comply with all the requirements of the Americans with Disabilities Act (ADA). For sign language, interpreter services, material in accessible format, other special accommodations, or airport-related ADA concerns, please contact the MDAD Office of ADA Coordination at 305-876-7024.

SCOPE OF SERVICES

Miami-Dade County ("County"), through the Miami-Dade Aviation Department (MDAD) is soliciting Proposals from interested parties to provide automated teller machine (ATM) services at Miami International Airport (MIA) in accordance with all applicable and controlling federal and state regulations in the State of Florida. Services shall be provided throughout the Airport three hundred sixty-five (365) days, twenty-four (24) hours a day, to: (i) meet demands for ATM services at MIA during peak periods (i.e., those hours of the day when the greatest number of people are using the Terminal Building or parts thereof); and (ii) during those days when large numbers of Airport passengers, employees, tenants/concessionaires and their employees require ATM services. ATM services performed by Concessionaire shall be of a high quality. The number of ATMs located throughout the Airport and Rental Car Center (RCC), during the term of the Agreement shall be determined by MDAD.

The following services are to be performed by the Successful Proposer:

ATM Services

The ATM Concessionaire shall furnish, install, operate, manage, and maintain twenty (20) ATMs as shown on the ATM Locations. Any request to add, or remove machine Locations by the Concessionaire shall be forwarded in writing to the Department for approval at its sole discretion. ATMs shall only be placed in locations approved by the Department.

ATMs shall be new, multi-functional, and freestanding or wall modular units (depending on the locations), with state-of-the-art equipment incorporating the latest design, functionality, and capabilities, including auditable reporting requirements, maintenance requirements, and any advancements made pertaining to the Americans with Disabilities Act ("ADA"). The ATMs shall be attractive, functional and resistant to rough usage and vandalism. ATMs shall be able to accommodate high transaction volumes. ATM equipment shall meet all requirements as it pertains to safety to the customers and equipment. ATM Concessionaire is responsible for all ATM construction/installation costs.

ATMs must support the use of multiple and leading credit/debit card companies, including but not limited to Visa, MasterCard, American Express, and Diners Club. The ATM must have the ability to process the chip technology contained in the Europay, MasterCard and Visa (EMV) cards. The ATMs must provide written instructions in multiple languages, including but not limited to Creole, English and Spanish languages, on the ATM. The ATM Concessionaire is responsible for the proper maintenance of its ATMs, which shall be operational twenty-four (24) hours a day, and 365 days per year. ATMs shall be sufficiently stocked to accommodate peak consumption periods. The ATM Concessionaire shall provide service to any malfunctioning ATM within six (6) hours of discovery/notification of a malfunction.

ATM Requirements

The ATM Concessionaire shall provide the following:

Twenty (20) ATMs at the locations specified within the RFP.

Provide a quick, convenient banking experience.

Improve the overall appearance of ATM machines throughout MIA and RCC to reflect as much as possible the overall design guidelines of the Airport.

Provide reliable, routine service and maintenance of ATM machines, thereby minimizing the downtime of machines due to the lack of cash or other mechanical malfunction(s). Must have system management capabilities for predicting, assisting, and reporting malfunctions, required maintenance, and the need for cash replenishment.

ATMs shall display all written directions in multiple languages, including but not limited to Creole, English and Spanish languages, as necessary to instruct customers in the operation of the ATM, and a list of ATM transaction fees, surcharges, or any other fee charged.

Services offered at the ATMs shall include account inquiries, cash withdrawals, and other transactions as permitted by the governing network regulations.

ATM Concessionaire shall provide necessary security measures at the locations to protect the customer and MDAD. The ATM Concessionaire shall provide a security plan to the Department for review, prior to twenty (20) days of the beginning of operations.

ATMs shall produce receipts for all types of transactions and must have on-site monitoring.

ATMs shall be able to execute transactions using a variety of credit, debit and ATM cards.

ATM Concessionaire must provide a six (6) hour turnaround time on service repair.

MINIMUM QUALIFICATIONS

- a. Proposer should have a minimum of three (3) years continuous experience within the last five (5) years in the ATM Financial Services Industry.
- b. Proposer should demonstrate generating Gross Sales of not less than \$300,000 annually during the three (3) qualifying years referenced above. ATM sponsored bank must be governed by FDIC regulations and applicable state laws. Proposer must be certified as an Independent Sales Organization (ISO) sponsored by a Bank and provide evidence of the ISO certification by attaching it to Appendix A.
- c. If the Proposer is an individual or partnership, the individual and/or the partner, who shall be responsible for the operation of the Agreement, should have met the specified minimum qualifications. If the Proposer is a Joint Venture, then at least one (1) of the Joint Venture Partners should satisfy all of the foregoing Minimum Qualifications. A Proposer, whether a joint venture or otherwise, may proffer the experience of its corporate parent, sister, or subsidiary ("an affiliated company") in meeting these minimum qualifications. However, given the unique nature of individual corporate relationships, Proposers seeking to rely on the experience of an affiliated company should be advised that the Selection Committee shall have the discretion to determine what weight, if any, it wishes to give such proffered experience on a case-by-case basis, and may base such decision on the relationship between the Proposer and the affiliate, as evidenced by whatever documentation is provided in the proposal submission or

otherwise presented at the request of the Selection Committee.

- d. Must be authorized to do business in the State of Florida by the time of award.
- e. Proposers who are less qualified than as suggested above may be considered for award. However, such Proposers may receive less point or no points from the Selection Committee, or may be found non-responsible.

TERM/EXTENSION

The Term of the Agreement shall be for eight (8) years. The Term may be extended at the County's sole discretion for one (1) Two (2) year period.

PROPOSAL GUARANTEE DEPOSIT

Each Proposal shall be accompanied by a Proposal Guarantee Deposit of Five Thousand Dollars **(\$5,000.00)** attached to **Appendix A, Questionnaire and Qualifications Form**, which shall be in the form of a cashier's check, treasurers check, irrevocable letter of credit, or bank draft drawn on any state or national bank ONLY, payable to Miami-Dade County, Florida, or Proposal Bond Guaranty prepared on the form attached to the RFP, Appendix G, duly executed by the Proposer as Principal and having a Surety thereon meeting the requirements set forth in Sub-article 3.10 of the Agreement. No other form of deposit will be accepted.

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

1) CONE OF SILENCE/CONTRACTING OFFICER: CONE OF SILENCE

Pursuant to Section 2-11.1(t) of the Code and Administrative Order 3-27 ("Cone of Silence Provisions"), as amended, a "Cone of Silence" is imposed upon RFPs, RFQs, or bids after advertisement and terminates at the time the Mayor (or designee) issues a written recommendation to the Board of County Commissioners. The Cone of Silence prohibits communication regarding RFPs, RFQs, or bids between: A) potential vendors, service providers, bidders, lobbyists or consultants and the County's professional staff; B) a potential vendor, service provider, bidder, lobbyist, or consultant and the Mayor, County Commissioners or their respective staffs; C) the Mayor, County Commissioners or their respective staffs and any member of the County's professional staff; D) a potential vendor, service provider, bidder, lobbyist, or consultant and any member of the selection committee assigned to this Solicitation; E) the Mayor, County Commissioners or their respective staffs and member of the selection committee assigned to this Solicitation; and, F) any member of the County's professional staff and any member of the selection committee therefor.

Section 2.11.1(t) of the Code and Administrative Order 3-27, as amended, permits oral communications regarding a particular RFP, RFQ or bid for solicitation of goods or services between any person and the Contracting Officer responsible for administering the procurement process for such RFP, RFQ, or bid, provided that the communication is limited strictly to matters of process or procedure already contained in the corresponding solicitation document.

The Cone of Silence Provisions do not apply to communications with the Office of the County Attorney or members of the staff of that office; communications with

employees of the Management and Technical Assistance Unit of the County's Small Business Development Division/Internal Services Department regarding small and/or minority business programs, the Community Business Enterprise and Equitable Distribution Programs; oral communications at pre-proposal conferences, oral presentations before selection committees, contract negotiations during any duly noticed public meetings, public presentations made to the Board of County Commissioners during any duly noticed public meeting, or communications in writing at any time unless specifically prohibited by the applicable RFP, RFQ, or bid document. Proposers must file a copy of any written communications with the Clerk of the Board, which shall be made available to any person upon request. Written communications may be submitted via e-mail to the Clerk of the Board at CLERKBCC@MIAMIDADE.GOV. The Contracting Officer shall respond in writing and file a copy with the Clerk of the Board, which shall be made available to any person upon request.

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

All Proposers will be notified in writing when the Mayor (or designee) makes an award recommendation to the Board of County Commissioners.

The Contracting Officer for this RFP is:

Name and Title: Michael R. Kosoko, Contract Officer
Name of Agency: MDAD - Contracts Administration Division
Physical Address: 4200 NW 36th S., Bldg. 5A, 4th Floor, Miami, FL 33122
Mailing Address: P.O. Box 025504, Miami, FL 33102-5504
Telephone: (305) 876-7439
Facsimile: (305) 876-8068
Email Address: mkosoko@miami-airport.com

All questions must be submitted in writing to the Contracting Officer by June 22, 2016.

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

MIAMI-DADE COUNTY, FLORIDA
HARVEY RUVIN, CLERK

DEPUTY CLERK

END OF ADVERTISEMENT