



## CITY OF ATLANTA

SUITE 1900

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ATLANTA, GA 30303

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Kasim Reed

Mayor

DEPARTMENT OF PROCUREMENT  
Adam L. Smith, Esq., CPPO, CPPB, CPPM, CPP  
Chief Procurement Officer  
[asmith@atlantaga.gov](mailto:asmith@atlantaga.gov)

January 28, 2014

Dear Qualified Bidders:

**Re: FC-7113, Ground Transportation Shared Ride Shuttle Services at Hartsfield-Jackson Atlanta International Airport (ITB)**

Attached is one (1) copy of **Addendum Number 2**, which is hereby made a part of the above-referenced project.

For additional information, please contact Mr. Mano A. Smith, CPPO, CPPB, Contract Administrator, at (404) 330-6351, by fax at (404)-658-7705 or by email at [mosmith@atlantaga.gov](mailto:mosmith@atlantaga.gov).

Sincerely,

Adam L. Smith

ALS/mas

cc: Mr. Louis Miller

**FC-7113, Ground Transportation Shared Ride Shuttle Services at Hartsfield-Jackson  
Atlanta International Airport (ITB)**

January 28, 2014

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**ADDENDUM NO. 2**

This Addendum No. 2 forms a part of the Invitation to Bid and modifies the original solicitation package and any prior Addenda as noted below and is issued to incorporate the following:

**Attachment: Part 1 - Modifications to the ITB  
Part 2 - Responses to Submitted Questions  
Supplemental Exhibit 1 - 2013 Central Business District  
Ridership Data Reported from TAASS  
Supplemental Exhibit 2 - Gross Receipts Reported by  
TAASS**

The last day for questions was Friday, January 10, 2014 at 3 p.m.

Addendum No. 2 for **FC-7113, Ground Transportation Shared Ride Shuttle Services at Hartsfield-Jackson Atlanta International Airport (ITB)** is available for pick-up in the Plan Room: City Hall, 55 Trinity Avenue, Suite 1900.

**Bids are due on Thursday, February 6, 2014, and should be time stamped in no later than 2 p.m. and delivered to the address listed below:**

Adam L. Smith, Esq., CPPO, CPPB, CPPM, CPP  
Chief Procurement Officer  
Department of Procurement  
55 Trinity Avenue, S. W.  
City Hall South, Suite 1900  
Atlanta, Georgia 30303

**\*\*All other pertinent information is to remain unchanged\*\***

**FC-7113, Ground Transportation Shared Ride Shuttle Services at Hartsfield-Jackson  
Atlanta International Airport (ITB)**

January 28, 2014

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**Acknowledgment of Addendum No. 2**

Bidders must sign below and return this form with bid to the Department of Procurement, 55 Trinity Avenue, City Hall South, Suite 1900, Atlanta, Georgia 30303 as acknowledgment of receipt of this Addendum.

This is to acknowledge receipt of **FC-7113, Ground Transportation Shared Ride Shuttle Services at Hartsfield-Jackson Atlanta International Airport (ITB)** on this the \_\_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
Legal Company Name of Bidder

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

# Attachment

Addendum No. 2  
FC-7113 Ground Transportation Shared Ride Shuttle Services (ITB)

**ADDENDUM NO. 2**

This Addendum No. 2 forms a part of the Invitation to Bid ("ITB") and modifies the original solicitation package as noted in Part 1 below. Part 2 of this Addendum No. 2 responds to questions that the City of Atlanta's ("City") Department of Procurement received on or before the due date referenced in the ITB.

**Part 1 - Modifications to the ITB**

The following modifications and amendments are incorporated in the ITB by this reference:

- (1) **Revised Bid Due Date:** Bids are now due on **Thursday, February 6, 2014**, and must be time stamped (i.e., received) no later than 2 p.m. and delivered to the address listed below:

Adam L. Smith, Esq., CPPO, CPPB, CPPM, CPP  
Chief Procurement Officer  
Department of Procurement  
55 Trinity Avenue, S.W.  
City Hall, Suite 1900  
Atlanta, Georgia 30303

- (2) Part 1 of the Table of Contents of the ITB shall be deleted in its entirety and replaced with the following in lieu thereof:

**PART 1: INFORMATION AND INSTRUCTIONS TO BIDDERS**

1. DEFINITIONS
2. SERVICES BEING PROCURED
3. METHOD OF SOURCE SELECTION
4. MINIMUM QUALIFICATIONS
5. NO OFFER BY CITY; FIRM OFFER BY BIDDER
6. PRE-BID CONFERENCE
7. BID SECURITY
8. PROCUREMENT QUESTIONS; PROHIBITED CONTACTS
9. BID DEADLINE
10. REQUIRED SUBMITTALS
11. OWNERSHIP OF BIDS
12. SUBMISSION OF BIDS
13. REJECTION OF BIDS; CANCELLATION OF PROCUREMENT; WAIVER OF TECHNICALITIES
14. GEORGIA OPEN RECORDS ACT
15. REPRESENTATION
16. ELECTRONIC BID DOCUMENTS
17. HISTORICAL RIDERSHIP DATA

- (3) Section 17-Historical Ridership Data of Part 1 of the ITB shall be modified to include the following new paragraph at the end of the section on Page 8:

Attached are Exhibits A and B, which are marked as **FC-7113 Supplemental Exhibit 1: 2013 Central Business District Ridership Data Reported from TAASS** and **FC-7113 Supplemental Exhibit 2: Gross Receipts Reported by TAASS**, respectively. FC-7113 Supplemental Exhibit 1 provides ridership data between the Airport and the Central Business District for calendar year 2013 that the City received from The Atlanta Airport Shuttle Service ("TAASS"), the primary provider of Shared Ride Shuttle Service between the Airport and the Central Business District. FC-7113 Supplemental Exhibit 2 provides information related to the gross receipts reported by TAASS from September 2010 to December 2013. During the stated time period, TAASS was not the exclusive provider of Shared Ride Shuttle Service between the Airport and the Central Business District. The ridership data and payment amounts reflected in Supplemental Exhibits 1 and 2 only represent the information and funds that the City was able to collect from TAASS during the stated time period and may not be relied upon for any other purpose.

- (4) Section 5.7 of the Services Agreement attached at Part 3 of the ITB shall be deleted in its entirety and replaced with the following in lieu thereof:

5.7 Investigation Reports. Service Provider must, if required in writing by the Aviation General Manager, employ, at its own cost and expense, an investigative organization approved by the Aviation General Manager for the purpose of conducting an audit investigation and preparing a written report on the carrying out of any revenue control and operational techniques being used by the Service Provider. Additionally, Service Provider acknowledges and agrees that the Department of Aviation may audit Service Provider's books, records and reports related to this Agreement at any time during the Term with ten (10) days prior written notice thereof. Service Provider must cause (or allow) any audit investigation to be conducted at reasonable times and in the manner set forth in the Aviation General Manager's written directive to Service Provider, and the investigator (whether contracted by the Service Provider or the Department of Aviation) must deliver to the Aviation General Manager a true and complete written copy of any such report made to Service Provider within the timeframe designated by the Aviation General Manager.

- (5) Section 20.2.5 of the Services Agreement attached at Part 3 of the ITB shall be deleted in its entirety and replaced with the following two new sections in lieu thereof:

20.2.5 Offset and abate (in whole or in part) any costs incurred by the City in curing any default against any reimbursement amount due and owing to the Service Provider.

20.2.6 Exercise any and all other rights or remedies available under this Agreement or at law or in equity.

### **Part 2 – Responses to Submitted Questions**

Part 2 of this Addendum No. 2 responds to questions that the City's Department of Procurement received on or before the due date referenced in the ITB.

- (1) It is well known that Supershuttle is trying to get a transportation permit from the airport to provide transportation services to airline flight crew to the downtown, midtown and buckhead areas, how is this possible? If they obtain a permit then the downtown, midtown and buckhead areas would not be exclusive. How can a bidder apply for a permit in a market that is advertised as exclusive?

**RESPONSE: This solicitation does not relate to the transportation of airline flight crews.**

- (2) At this stage of the bid process, does a company need to bid under the name that they pre-qualified under or can you bid under a new joint-venture partner name?

**RESPONSE: Only the firms that the City has deemed qualified to participate in this ITB may submit a bid per Section 4 of the ITB.**

- (3) Can the companies that are qualified for the Invitation to Bid join forces and bid as one company? Or can two (2) companies come together and bid as one?

**RESPONSE: See response to Question 2 above.**

- (4) How can the City determine if a company is bidding an unrealistic amount just to buy this bid?

**RESPONSE: The City intends to award the contract for FC-7113 to the responsive bidder that submits the highest financial offer.**

- (5) Is this a highest bid or the most responsive bid?

**RESPONSE: See response to Question 4 above.**

- (6) All prior companies have failed with this shuttle contract because too many companies were allowed to enter the exclusive market and compete against the contractor, therefore, what does the airport plan to put in place to help avoid us going out of business after investing a lot of money and time into this business?

**RESPONSE: This solicitation relates to Shared Ride Shuttle Services being offered to the public and originating at the Airport and going to the Central Business District of the City. Other permitted companies (including any authorized assignees, licensees, subcontractors or sub-Permittees) operating shared ride shuttle services at the Airport are required to refrain from transporting passengers to the Central Business District without prior written consent from the Aviation General Manager, which may be granted or denied in his/her sole discretion. A breach of this provision in the permit may, in the discretion of the Aviation General Manager, result in the immediate termination of the permittee's permit.**

- (7) The City of Atlanta decided to throw out the last bid and not to move forward with a contract with MTI Limousine and Shuttle because of an accident that hurt several people, therefore, is the City prepared to disqualify any of the companies in this Invitation to Bid if it is revealed that said company had past accidents that have hurt or killed passengers?

**RESPONSE: The firms invited to respond to this ITB have been prequalified to bid and must remain qualified throughout this solicitation process and the term of the Services Agreement.**

- (8) Can any of the vehicles earmarked to perform the services of the contract be used for shared ride business outside of the contract? (e.g. Can a vehicle that does shared ride downtown during the contract be used at any time to provide services to passengers outside of downtown Atlanta)?

**RESPONSE: The awardee may use a shuttle that is earmarked to perform services under the contract for FC-7113 outside of the terms of the contract. Please note Section VII.a. of Exhibit A of the Services Agreement requires that the service provider apply a vinyl vehicle wrap (or paint scheme) to the exterior of all vehicles used to provide the Services (as defined in the ITB) with the Department of Aviation approved branding and vehicle advertising wrap.**

- (9) How will the City monitor and enforce the Conflict of Interest Provisions of Section 6.7. (e.g. Will the City use its authority to request an audit of Service Provider's financial records --monthly, quarterly, or annually, to determine if Service Provider is making payments to individual(s) or firms who currently

provide services, oversight, or management of any of the Airport's commercial ground transportation operations.)

**RESPONSE: Section 6.7 of the Services Agreement requires the Service Provider (as defined in the ITB) to immediately notify City in writing, specifically disclosing any and all potential or actual conflicts of interests, which arise or may arise during the execution of its work in the fulfillment of the requirements of the Services Agreement whether or not the City has identified such conflict of interest.**

- (10) Does violation of the conflict of interest provision of 6.7 constitute a material breach of the contract. If so, would the violation lead to the forfeiture of Service Provider's bid/performance bond?

**RESPONSE: A violation of any of the provisions of the Services Agreement may be deemed an event of default under the Services Agreement. See Section 20 of the Services Agreement which details various defaults under the Services Agreement and remedies available to the City in the event a default occurs.**

- (11) If any qualified bidder is currently without legal authority from the Georgia Department of Public Safety to operate in the State of Georgia, may Bidder, if awarded the contract, operate under the authority of a third-party authorized operator until such time as Service Provider receives its own authority from the Georgia Department of Public Safety?

**RESPONSE: No, at or prior to contract execution the awardee must have acquired all necessary licenses, certifications, permits, bonds and insurance.**

- (12) How is the ACDBE's participation measured? (e.g. Is the ACDBE's participation based on what percentage of the operations total gross revenue is paid to the ACDBE?)

**RESPONSE: The 36% ACDBE participation is based on the total gross revenue generated by the company(s) providing the services procured pursuant to the ITB.**

- (13) Can Bidder meet the good faith effort, as outlined by the Contract Compliance Department, to the meet ACDBE contract goal by merely contacting DBEs; or must bidder make an effort to contact all existing ACDBEs engaged in transportation before contacting DBEs engaged in transportation.

**RESPONSE: The bidder must make an effort to contact existing ACDBEs engaged in transportation to meet part of the good faith efforts. The Form 3**

***ACDBE Participation Plan is part of the good faith efforts. Companies certified as DBEs cannot be used to meet the ACDBE goal, unless such companies are also certified ACDBE.***

- (14) May Bidder contact ACDBEs whose NAICS codes are in industries other than transportation; or is Bidder required to make a good faith effort to contact some ACDBEs whose NAICS codes are in the field of transportation?

***RESPONSE: Bidders are required to make a good faith effort to contact ACDBE companies. ACDBE companies which provide the type of service required to meet the ACDBE goal should be contacted.***

- (15) How does the City verify good faith effort contacts. For instance, does the City contact those ACDBE firms listed on Bidder's contact form to confirm that the firms were indeed contacted by the Bidder?

***RESPONSE: Contacting the companies is one method that the City may use to verify good faith efforts.***

- (16) If Bidder has already engaged an ACDBE, thereby meeting or surpassing the participation goal, must the Bidder also make contact with additional ACDBEs.

***RESPONSE: If the Bidder submits an ACDBE Participation Plan (Form ACDBE-3) with certified ACDBEs and satisfies the participation goal set forth in the ITB, the Bidder will not be required to contact additional ACDBEs. Bidder's good faith efforts are critical if the Bidder falls short of meeting or exceeding the goal established in the ITB.***

- (17) When will the City announce an award of the contract and what is the projected date the Service Provider will be required to start?

***RESPONSE: The City anticipates issuing a notice of intent to award this contract by mid-February 2014; however, an award of the contract must be approved by City Council and either signed by the Mayor or deemed effective by operation of law prior to the execution of the contract.***

- (18) As discussed at the pre-bid conference, Bidders have encountered difficulty identifying those Georgia companies which are ACDBE certified companies via Georgia Department of Transportation's on-line database. In light of the fact that this project receives federal funds, thereby triggering the requirement of an ACDBE participation program, and in light of the fact that qualified and deserving ACDBEs may be inadvertently passed over for this project due the inability of Bidders to identify them through the State's website, can the Office of Contract Compliance work with Marta and the Georgia

Department of Transportation to provide Bidders with a list of ACDBE certified companies.

**RESPONSE: If you go to the GDOT website and download the excel version of the directory, under Certification Type there are several companies listed as ACDBEs.**

- (19) Will the Airport share the current provider's Fixed Dollar MAG and Percentage with the bidders? In addition, will the Airport also share the actual dollar amount paid on a monthly basis by the current provider, as well as gross revenues generated on a monthly basis by the current provider?

**RESPONSE: The current shared ride shuttle company does not have a Fixed Dollar MAG or Percentage MAG; rather, it pays five percent (5%) of its reported gross receipts to the Airport. See FC-7113 Supplemental Exhibit 2: Gross Receipts Reported by TAASS attached hereto and incorporated herein by this reference.**

- (20) Will the Airport share current month-to-month shared-ride trip volume information with the bidders?

**RESPONSE: Ridership data regarding the current shared ride shuttle company providing services to the Central Business District is attached hereto as FC-7113 Supplemental Exhibit 1: 2013 Central Business District Ridership Data Reported from TAASS and incorporated herein by this reference.**

- (21) What is the basis for scoring the responses to the ITB?

**RESPONSE: See Section 10(f) of Part 1 of the ITB.**

- (22) The Georgia DOT website offers a list of DBE licensed businesses. Their certification types include Disadvantaged Business Enterprise (DBE) and Women Owned Business Enterprise (WBE). None of the businesses listed have an Airport Concessions Disadvantaged Business Enterprise (ACDBE) certification. Are we correct in assuming that all DBE and WBE businesses certified by GDOT are approved to operate under the ACDBE requirement? If not, will the Airport provide a list of ACDBE certified firms?

**RESPONSE: If you go to the GDOT website and download the excel version of the directory, under Certification Type there are several companies listed as ACDBEs. You are not correct in assuming that all DBE and WBE businesses certified by GDOT are approved to operate under the ACDBE requirements.**

- (23) The ITB states that the ACDBE participation goal is 36%, and that the goal "will be measured against total dollar value of Certified ACDBE firms self performance (inclusive of any change orders and/or miscellaneous modifications) that may occur throughout the life of the project." This does not clarify exactly how the 36% will be counted. Will the Airport explain specifically what number the 36% ACDBE participation will be counted off of?

**RESPONSE: The 36% ACDBE participation will be counted as part of the total gross revenue generated by company(s) providing the services required in the ITB.**

- (24) The ITB states, in Exhibit A. I. b. Fixed Route Service: "In addition to the Fixed Schedule Service, Service Provider must operate at least three (3) separate fixed route schedule routes to each of three (3) zones as visually depicted on Exhibit B-1." Are we correct in understanding that this means that the Service Provider will provide one fixed route to each of the three zones, meaning three fixed route schedules overall?

**RESPONSE: Yes. However, the Scope of Services requires at least one (1) fixed schedule route in each zone. Nothing prohibits the awardee from operating more than one (1) fixed schedule routes in any or all of the zones.**

- (25) Are we correct in understanding that the counter space and ticket booths will be provided to the Service Provider free of charge?

**RESPONSE: Exclusive of phone lines, data lines, internet access, the Service Provider will not be charged rent for the use of any of the Facilities (as defined in the Services Agreement).**

- (26) How many customers are served by the current provider every month?

**RESPONSE: See response to Questions 19 and 20 above. The Department of Aviation has no further historical data available.**

- (27) How will the Airport calculate the fees paid by the Bidder? Are we correct in understanding that the Fixed MAG and Percentage MAG compared at an annual level, with the higher of the two being paid?

**RESPONSE: See Section 10.2 of the Services Agreement.**

- (28) Section 10.7 of the Services Agreement mentions a "no tipping policy." It is common practice in the shared ride industry for drivers to receive gratuity for exceptional service from customers. Will the airport consider removing this policy?

**RESPONSE: No.**

- (29) Part I, Section 17 of the ITB ("Historical Passenger Data") states that 392,000 originated travel at the airport. Will the Airport clarify if that includes arriving and departing passengers? Additionally, will the Airport detail the breakdown of the 27,000 passenger count provided in the same section?

**RESPONSE: See Table 1 in Section 17 of Part 1 of the ITB. The Department of Aviation has to further information.**

- (30) Due to the nature of the scoring process, the Fixed MAG and the Percentage MAG are given the same weight. That said, because of the different amount of business that various bidders would generate, there can be bids that promise the Airport less money, but end up scoring higher. This works of the principle that 15% of \$1 million (\$150,000) is much less than 5% of \$10 million (\$500,000). As a result, a bidder who believes they can generate significantly more business because of its sales/marketing is punished in this scoring system, as they will score lower, even though they would consistently pay the Airport more money. The Fixed MAG, on the other hand, is a truer reflection of the amount of money that the Bidders will pay. As a result, will the Airport consider giving more weight to the Fixed MAG than the Percentage MAG in the scoring calculation?

**RESPONSE: No.**

**FC-7113 SUPPLEMENTAL EXHIBIT 1**

**2013 Central Business District Ridership Data  
 Reported from TAASS**

<b>2013</b>	<b>Month</b>	<b>Gross Receipts Reported</b>	<b>Amount Paid to City</b>	<b># of Patrons to Airport</b>	<b># of Patrons to Downtown</b>	<b># of Patrons to Midtown</b>	<b># of Patrons to Buckhead</b>
	January	\$55,745.21	\$2,787.26	1282	2436	316	498
	February	\$60,975.47	\$3,048.77	1760	3017	179	275
	March	\$91,595.75	\$4,579.79	2586	4055	429	752
	April	\$60,312.69	\$3,015.63	1445	2706	426	446
	May	\$42,568.24	\$2,128.41	1262	1612	314	421
	June	\$58,678.30	\$2,933.92	1092	2664	350	373
	July	\$58,678.30	\$2,933.92	1092	2664	350	373
	August	\$48,556.15	\$2,427.81	1899	2592	131	163
	September	\$40,734.78	\$2,036.74	1082	1911	210	265
	October	\$41,594.52	\$2,079.73	1034	1948	239	246
	November	\$65,488.60	\$3,274.43	1885	2888	352	538
	December	\$42,821.59	\$2,141.08	1297	2184	173	160
<b>TOTAL</b>		<b>\$667,749.60</b>	<b>\$33,387.49</b>	<b>17716</b>	<b>30677</b>	<b>3469</b>	<b>4510</b>

**FC-7113 SUPPLEMENTAL EXHIBIT 2**

**Gross Receipts Reported by TAASS**

<b>2010</b>	<b>Month</b>	<b>Gross Receipts Reported</b>	<b>Amount Paid to City</b>
	January		
	February		
	March		
	April		
	May		
	June		
	July		
	August		
	September	\$ 126,466.55	\$6,323.33
	October	\$ 161,820.08	\$8,091.00
	November	\$ 138,214.48	\$6,910.72
	December	\$ 49,481.51	\$2,474.08
<b>TOTAL</b>		<b>\$ 475,982.62</b>	<b>\$23,799.13</b>

<b>2011</b>	<b>Month</b>	<b>Gross Receipts Reported</b>	<b>Amount Paid to City</b>
	January	\$ 101,463.10	\$5,073.15
	February	\$ 101,696.20	\$5,084.81
	March	\$ 138,610.29	\$6,930.51
	April	\$ 133,081.33	\$6,654.07
	May	\$ 111,546.07	\$5,577.30
	June	\$ 136,513.83	\$6,825.69
	July	\$ 136,359.00	\$6,817.95
	August	\$ 119,581.52	\$5,979.08
	September	\$ 122,979.00	\$6,148.95
	October	\$ 120,670.00	\$6,033.50
	November	\$ 84,644.50	\$4,232.23
	December	\$ 36,524.00	\$1,826.20
<b>TOTAL</b>		<b>\$ 1,343,668.84</b>	<b>\$67,183.44</b>

Addendum No. 2  
 FC-7113 Ground Transportation Shared Ride Shuttle Services (ITB)  
 January 28, 2014

2012	Month	Gross Receipts Reported	Amount Paid to City
	January	\$ 89,544.00	\$4,477.20
	February	\$ 97,136.00	\$4,856.80
	March	\$ 109,479.00	\$5,473.95
	April	\$ 108,996.60	\$5,449.83
	May	\$ 130,942.00	\$6,547.10
	June	\$ 184,062.60	\$9,203.13
	July	\$ 97,578.80	\$4,878.94
	August	\$ 106,799.08	\$5,339.95
	September	\$ 117,484.75	\$5,874.24
	October	\$ 87,697.51	\$4,384.88
	November	\$ 75,352.92	\$3,767.65
	December	\$ 29,569.89	\$1,478.49
<b>TOTAL</b>		<b>\$ 1,234,643.15</b>	<b>\$61,732.16</b>

2013	Month	Gross Receipts Reported	Amount Paid to City
	January	\$ 55,745.21	\$2,787.26
	February	\$ 60,975.47	\$3,048.77
	March	\$ 91,595.75	\$4,579.79
	April	\$ 60,312.69	\$3,015.63
	May	\$ 42,568.24	\$2,128.41
	June	\$ 58,678.30	\$2,933.92
	July	\$ 58,678.30	\$2,933.92
	August	\$ 48,556.15	\$2,427.81
	September	\$ 40,734.78	\$2,036.74
	October	\$ 41,594.52	\$2,079.73
	November	\$ 65,488.60	\$3,274.43
	December	\$ 42,821.59	\$2,141.08
<b>TOTAL</b>		<b>\$ 667,749.60</b>	<b>\$33,387.49</b>