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| <b>SECTION E – SPECIFICATIONS</b> |
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**Bid Title: Limo, Bus & Taxi Services - CVB****Bid Number: 167-0481-B (JJ)****A. BACKGROUND**

The St. Petersburg/Clearwater Area Convention and Visitors Bureau (CVB) also known as Visit St. Pete Clearwater or VSPC is the official tourism and marketing organization of Pinellas County. The CVB is responsible for promoting the St. Petersburg/Clearwater area as a destination to the leisure travel industry, meeting planners, journalists, media, sports promoters, film producers and others.

**B. SCOPE OF WORK**

1. Transportation of clients to/from Tampa International Airport and Orlando International Airport to area hotels and attractions.
2. ~~Transportation of CVB staff to/from Tampa International Airport and locations within Pinellas County, as approved in advance by the CVB Director.~~
3. Transportation of a group of clients to several area attractions.
4. Transportation of a group of clients from one venue to another during events.
5. Airport meet and greet services. This service applies to all vehicles types. For buses this involves providing a representative onsite to greet clients in the airport terminal.
6. Directed Services
  - a. Involves multiple stops at various attractions. Directed services may include a trip to/from the airport only when the airport transfer is an integral part of the directed services daily itinerary. As requested, when directed services transportation initiates at the airport, Bidders shall provide an onsite representative to greet client(s). Bidders shall provide price as follows:
    - (1) Base hourly rate
    - (2) Airport meet and greets
    - (3) 4-hour day rate
    - (4) 8-hour day rate
    - (5) 12-hour day rate
7. Transfer Pricing
  - a. Bidders shall provide pricing as applicable to the following zones/areas:
    - (1) **ZONE 1:** To/From Tampa International Airport and locations in the City of St. Petersburg and City of Clearwater.
    - (2) **ZONE 2:** To/From Tampa International Airport, ALL Beach Hotels and Innisbrook Resort, or other Pinellas locations outside of Zone 1.
    - (3) **ZONE 3:** To/From Orlando International Airport and ALL Pinellas County Hotels.
    - (4) **ZONE 4:** All other transfers (hotel to hotel or hotel to event, etc.).
  - b. Bidders shall also provide pricing for airport meet and greets and a base rate per hour that will be used to calculate fees for airport wait times due to late arrivals and airport transfers that may involve additional hotel stops.

**C. REQUIREMENTS**

1. Permits and Licenses
  - a. The Contractor and its Employee's shall possess and maintain all necessary certificates, licenses and/or permits required to perform all requirements, standards, and procedures within this Invitation to Bid, as required by local and state laws.