



Pinellas County

Staff Report

File #: 18-043A, **Version:** 1

Subject:

Award of bid to various firms for requirements of limousine, bus and taxi services for the Convention and Visitors Bureau.

Recommended Action:

Approval of the award of bid as listed below for requirements of limousine, bus and taxi services for the Convention and Visitors Bureau (CVB):

- 1) Ambassador Group of North America, LLC - Group 1, Line Item A, Group 2, Line Items A,B,C,E.
- 2) Escot Bus Lines, LLC - Group 1, Line Item E, Group 2, Line Item F.
- 3) First Class Coach Company, Inc. - Group 1, Line Item F
- 4) LimoSouth Inc. DBA Carey Limousine of Tampa Bay Group 1, Line Item B,C,D Group 2, Line Item D.

Contract No. 167-0481-B (JJ) in the annual amount of \$478,582.00 for a total of \$2,392,910.00 for sixty (60) months, on the basis of being the lowest responsive, responsible bids, per line item, meeting specifications.

Strategic Plan:

Foster Continual Economic Growth and Vitality

4.1 Proactively attract and retain businesses with targeted jobs to the county and the region.

4.6 Support a vibrant community with recreation, arts, and culture to attract residents and visitors.

Summary:

This contract provides driver and ground transportation services for the CVB's clients, including but not limited to: tour operators, travel agents, journalists, meeting planners, film producers and business executives, who are visiting to learn about the County through site visits and educational tours with an eye toward booking business in the destination.

Under the direction and supervision of the CVB, the firms will provide all labor and vehicles to schedule, coordinate and perform the required transportation services twenty-four (24) hours, seven (7) days per week.

The released bid document contained a provision for the transportation of CVB personnel in certain instances, when approved in advance by the CVB Director. The provision was originally included to provide a safe transportation option for CVB staff returning from air travel in the late evening or early morning hours from business travel. After further review, management has identified other safe

transportation options. The award of this contract will not contain this provision; the Board of County Commissioners is requested to reject this portion of the bid from award consideration.

Background Information:

Since the award of the previous contract in November 2013, requirements for transportation services have increased. Increases can be attributed to; the successful development of the CVB's Latin American Sales Department, increased sales initiatives due to a combination of additional sales staff, new air service into the destination, and the addition of meet and greet services.

The CVB was consciously aggressive in its estimate of transportation needs due to planned increases in sales and marketing activities; namely those that involve transporting meeting planners, travel agents, tour operators, sports promoters, film producers and media throughout the destination. Since 2013, the Meetings and Conventions Department has seen a 125% increase in the budget for meetings services, which includes ground transportation. For the same period, Latin America Sales has increased 576%.

On November 17, 2017, the Purchasing Department, on behalf of the CVB, released an invitation to bid with the intent to establish a contract for limousine, bus and taxi services. This contract replaces a contract that expires March 31, 2018. The contract has provision for one (1) price adjustment per line item at thirty-six (36) months after award based on the average of the Consumer Price Index.

A comparison of similar line items from the new contract to the former contract reflect an approximate eleven percent (11%) price increase attributable to the requirement of firms to perform additional services such as; meet and greet, and carry a higher limit insurance policy due to capacity of loads. Although anticipated expenditures on an annual basis have increased by approximately \$350,000.00 due to the additional services and workload, it is important to note that these quantities are estimated and in no way serve as a guarantee of these services. All services will be utilized on a task order basis.

Fiscal Impact:

Estimated 60-month expenditure not to exceed: \$2,392,910.00

Estimated annual expenditure not to exceed: \$478,582.00

Funding is derived from CVB's operating budget.

Staff Member Responsible:

David Downing, Director, Convention and Visitors Bureau
Joe Lauro, Director, Purchasing Department

Partners:

Tourist Development Council

Attachments:

Bid Tabulation