

# REQUEST FOR QUOTES

## 1.0 General Description

The Department of Transportation (“FDOT”) seeks the services of an air transportation company (“Contractor”) to provide chartered flight services to out-of-state locations designated by FDOT, within the 48 contiguous states or the District of Columbia.

FDOT requests detailed pricing as set forth in Section 4.0 of this Request for Quotes for air transportation services, inclusive of any additional or ancillary costs that could be incurred for air transport. Such pricing information must include the cost of air transportation, the enroute cost of meals, and all other in-flight associated costs.

Contractor will be required to provide the foregoing services within 48 hours of receipt of request from FDOT or its authorized representative.

## 1.1 Deliverables, Tasks, Performance Measures, and Price Structure

Deliverable	Minimum Requirements	Price	Due Date
Deliverable 1 – Provide Air Transportation and all other in-flight costs.	<ul style="list-style-type: none"><li>• Provide air transportation within 48 hours lead time of request from FDOT or its authorized representative.</li><li>• Arrange or provide necessary ancillary services, including meals enroute to destination.</li></ul>	Fixed price (Unit Rate price) for air transport services. Pricing shall be hourly; by number of passengers; or in accordance with Contractor’s standard price sheet.	Continuous.

## 1.2 Contractor Responsibilities

1. Establish communication and coordination with FDOT or its authorized representative.
2. Document and report to FDOT or its designated representative within two hours of completed air transport the origination and destination of the flight.
3. Document transport costs for invoicing purposes.

## 1.3 FDOT Responsibilities

1. Identify and designate FDOT’s authorized representative and connect them with Contractor.
2. Provide final approval of payments for services rendered.

## 1.4 Period of Performance

The resulting contract will have a term beginning the date a contract is executed or a purchase order is issued ("Contract") until June 30, 2023.

## **2.0 Staff Qualifications and Performance Criteria**

Contractor must possess or be able to subcontract to obtain the professional and technical staff necessary to perform the services required by the Contract. The staff must have sufficient skill and experience to perform the services assigned to them.

Contractor must maintain, at its sole cost, during the term of the Contract all licenses, permits, qualifications, insurance, and approvals of whatever nature that are legally required to perform the air transport services.

During the term of the Contract, Contractor will be responsible for ensuring its employees, agents, and subcontractors obey and comply with all relevant laws.

## **3.0 Terms and Conditions**

FDOT anticipates executing a purchase order for air transport services. The terms and conditions of the Contract will be as set forth in Sections 3.1 – 3.3 of this Request for Quotes. Any ambiguity as to the applicability of a term or condition will be decided by FDOT in its sole discretion.

### **3.1 Purchase Order Terms and Conditions**

If FDOT issues a purchase order for air transport services, the Revised PO Terms and Conditions (2015) located on the Florida Department of Management Services' website, which can be accessed at: [https://www.dms.myflorida.com/content/download/117735/646919/Purchase\\_Order\\_Terms\\_Sept\\_1\\_2015 .pdf](https://www.dms.myflorida.com/content/download/117735/646919/Purchase_Order_Terms_Sept_1_2015.pdf), will become part of the Contract. If a purchase order is issued, these terms and conditions will be non-negotiable.

### **3.2 General Contract Conditions**

Form PUR 1000, located on the Department of Management Services' website, which can be accessed at [https://www.dms.myflorida.com/business\\_operations/state\\_purchasing/state\\_agency\\_resources/state\\_purchasing\\_pur\\_forms](https://www.dms.myflorida.com/business_operations/state_purchasing/state_agency_resources/state_purchasing_pur_forms), contains general contract provisions that are hereby incorporated into this Request for Quotes and will become part of the Contract, except as superseded by law or this Request for Quotes or where inapplicable as described in this Section 3.2. These terms and conditions are non-negotiable.

The following sections of the PUR 1000 are inapplicable to this Request for Quotes and the Contract:

- Section 3, Product Version
- Section 6, Packaging
- Section 8, Safety Standards
- Section 12, Installation
- Section 39, Leases and Installment Purchases

### 3.3 Public Records

This Request for Quotes and the Contract are subject to the provisions of Chapter 119, Florida Statutes.

**IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (850)414-5355, [coprcustodian@dot.state.fl.us](mailto:coprcustodian@dot.state.fl.us), Office of the General Counsel, Florida Department of Transportation, 605 Suwannee Street, MS 58, Tallahassee, FL 32399-0458.**

The Contractor must:

1. Keep and maintain public records required by the public agency to perform the service.
2. Upon request from the public agency's custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.
3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the public agency.
4. Upon completion of the contract, transfer, at no cost, to the public agency all public records in possession of the contractor or keep and maintain public records required by the public agency to perform the service. If the contractor transfers all public records to the public agency upon completion of the contract, the contractor must destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the contractor keeps and maintains public records upon completion of the contract, the contractor must meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency, upon request from the public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.

### 4.0 Contents of Quote

Each quote submitted by a respondent should contain, at a minimum, the following information:

- Respondent's business information, including name, contact information to include name of person authorized to speak with FDOT, and address.
- A short statement that describes respondent's general business and services.
- A short statement of respondent's experience in providing air transport services.
- Pricing for air transport services:

<b>Deliverable</b>	<b>Frequency</b>	<b>Price</b>
Deliverable 1 – Provide Air Transport and all other in-flight costs.	As needed and requested by FDOT or its authorized representative.	Fixed price (Unit Rate price) for air transport services. Pricing shall be hourly; by number

		of passengers; or in accordance with Contractor's standard price sheet.
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**5.0 Deadline for Quote Submittals**

Quotes should be submitted by 5:00 pm, August 2, 2022, and should be no longer than ten pages.

**6.0 MyFloridaMarketPlace Transaction Fee**

The State of Florida, through the Department of Management Services, has instituted MyFloridaMarketPlace, a statewide eProcurement system. Pursuant to Section 287.057(22), F.S., all payments must be assessed a Transaction Fee of 0.7%, which the vendor must pay to the State.

For payments within the State accounting system (FLAIR or its successor), the Transaction Fee must, when possible, be automatically deducted from payments to the vendor. If automatic deduction is not possible, the vendor must pay the Transaction Fee pursuant to subsection 60A-1.031(2), F.A.C. By submission of these reports and corresponding payments, vendor certifies their correctness. All such reports and payments must be subject to audit by the State or its designee.

The vendor must receive a credit for any Transaction Fee paid by the vendor for the purchase of any item(s) if such item(s) are returned to the vendor through no fault, act, or omission of the vendor. Notwithstanding the foregoing, a Transaction Fee is non-refundable when an item is rejected or returned, or declined, due to the vendor's failure to perform or comply with specifications or requirements of the agreement.

Failure to comply with these requirements must constitute grounds for declaring the vendor in default and recovering reprocurement costs from the vendor in addition to all outstanding fees. VENDORS DELINQUENT IN PAYING TRANSACTION FEES MUST BE EXCLUDED FROM CONDUCTING FUTURE BUSINESS WITH THE STATE.