



DATE: May 19, 2020

TO: Brenda J. Billingsley, Director, Purchasing Division

THRU: Dan West, Director, Parks and Recreation Division

FROM: Kelton P. Harvey, Administrative Officer, Parks and Recreation Division

PROJECT TITLE: Bike Rental & Concessionaire for Markham and Quiet Waters

REQUISITION NO. PRA0004378

SOLE SOURCE/SOLE BRAND REQUEST

I. REQUEST: Provide a description of the features of the product/service or Scope of Work.

*** REASONABLE SOURCE REQUEST ***

Project Overview

The Broward County Parks and Recreation Division is requesting a qualified vendor to finance, design, construct, operate, maintain, and manage bike rental and concessionaire services for Markham Park and Quiet Waters Park. Vendor shall provide a safe, high quality, and customer-oriented recreational experience to park patrons, with well-maintained equipment and experienced staff.

Markham Park
16001 W State Rd 84
Sunrise, FL 33323

Quiet Waters Park
401 Powerline Rd
Deerfield Beach, FL 33442

Services Description

Operate the facility under a concession agreement with the County, while supplying services that will enhance the guest experience. Required services include, but are not limited to the following:

1. Bike and equipment rentals;
2. Bike lessons provided by Bike Instructor Certification Program (BICP) certified instructors;
3. Guided rides, eco-tours, and events;
4. Bike repair and general maintenance;
5. Retail shop - drinks, snacks, merchandise.

Programs and activities that include a high degree of flexibility for user groups' size, age, individual challenge, groups challenge, and time required. The programs and activities are expected to appeal to participants with a variety of experience, including participants with a variety of physical abilities and challenges. Vendor will be required to provide a list of fees for rentals and lessons, days and

hours of operation, and retail services and items for sale. Vendor is responsible for all costs related to construction, electrical, plumbing, and setup of the proposed facility.

Vendor should list the source(s) of financing, how and when the funding will be available, and distinguish between available and borrowed sources in their responses. Vendor should include the dollar amounts for the cost of construction, and the installation costs for all improvements, and provide an estimated gross operating revenue projection. There are no County funds available for this project.

The vendor will be allowed to negotiate a multi-year agreement with the County, under which the vendor will take in all revenues at the facility, be responsible for all costs relating to the facility, and pay the County a negotiated fee. Contract terms, including term of years and fees to be paid to the County, are negotiable, based on the County standard terms and conditions.

The vendor must have the following:

1. Minimum of two years of direct business experience;
2. Proof of concept development experience;
3. Ability to provide own rental facility/structure;
4. Ability to customize rental facility.

II. JUSTIFICATION: Please check all boxes that describe your reason(s) for determining that only one source or brand is reasonably available.

Only Sole Source/ Uniqueness

- Proprietary Item - this vendor/source has the only rights to provide this service or commodity. A letter from the manufacturer or authorizing entity is included in this request.
- Technology Improvements - updates or upgrades to an existing system, software, software as a service (SaaS), hardware purchases.
- Engineering Direction - engineering drawing or specification identifies product; "no substitutes or equivalents will be acceptable."
- Only qualified supplier - reliability and maintainability of the product or service would be degraded unless specified supplier is used; may void warranty. This request includes a copy of the current warranty information.
- Other/or Additional information - the County requires this sole source, sole brand purchase for the following reasons:

N/A

Business Case (One/Most Reasonable Source or One/Most Reasonable Brand)

- Operational Compatibility - replacement parts from alternate suppliers are not interchangeable with original part and causes equipment incompatibility. Previous findings and/or documentation is included with this request.
- Ease of Maintenance - maintenance or retooling prohibits competition. Section III, Comparative Market Research includes estimated costs associated with changing current source and/or brand.
- Follow-On - potential for continued development or enhancement with same supplier and eliminates costs incurred by using different supplier. Section III, Comparative Market Research includes estimated costs for replacing current or existing system.
- Complies with existing community and safety standards, and/or laws, rules, and regulations.
- Exempted from the Procurement Code - per Section 21.18 of Broward County Administrative Code.
- Other/or additional information - using this sole source, sole brand purchase benefits the County for the following reasons:

BikeBox has a proven record of over three years' experience in this type of endeavor and currently has a concession operation of this type in Alafia River State Park located in Lithia, Florida. This company will be able to provide the services outlined in their submittal for RFI: PNC2120525F1 for Bike Rental and Concessionaire Service Operator, as well as contribute to the overall promotion of mountain biking through organized community trail maintenance, fundraisers, and festivals. BikeBox is the evolution of their three-year-old sister location, University Bicycle Center Alafia, located in Alafia River State Park. In addition to the services outlined in the RFI, they have the concessionaire experience and track record for the rental of bicycles and related equipment, as well as the sale of amenities such as food, drink, and merchandise. This proof of concept will ensure a successful launch and operation at Markham Park and Quiet Waters Park. They have adequate certification and licensing which will help ensure quality of service; two of which are BICP (Bike Instruction Certification Program) and Shimano T.E.C. bicycle repair technician certification. The BikeBox concept of working out of a retrofitted cargo container (e.g. Conex box) with a sprawling deck will help emphasize the mountain bike culture within the parks. Other activities this company has the ability to provide include organizing community service for park maintenance, fundraisers, fleet/used bicycle sales, and organizing bicycle expositions/festivals. These services will be geared to promote community involvement and interaction, raise conservation awareness, and promote the sport of mountain biking.

III. COMPARATIVE MARKET RESEARCH: Provide a detailed source or market analysis for justification of sole source/brand or most reasonable source (attach extra sheets as needed).

Estimated project value: \$80,000

Contract length (if applicable): 5 yrs

Expenses to date: N/A

Has this commodity or service been previously provided to the County? Yes No

If yes, when and by whom?

How was item/service procured? N/A

What is the current contract (MA) or purchase order number? N/A

If this is a sole brand, is there an "authorized" dealers list? Yes No

Cost/Benefit Analysis: What would the cost be to utilize an alternate vendor or source? This explanation should include the savings and/or additional costs to the County by not using the preferred vendor or source. Attach additional sheets if needed.

This project is a five-year revenue-generating contract and will be funded solely by the vendor and not Broward County. The estimated project value of \$80,000 would be at the vendor's cost. The

vendor would be required to list the source(s) of financing and when the funding will be available. BikeBox would also need to include cost of construction, installation costs for all improvements, and provide an estimated gross operating revenue projection. The Vendor would be required to pay a Minimum Annual Guaranteed (MAG) payment to the County.

CERTIFICATION: I have thoroughly researched the sole source or sole brand justification and fully understand the implications of Section 838.22 of the Florida Statutes:

(2) "It is unlawful for a public servant, with corrupt intent to obtain a benefit for any person or to cause unlawful harm to another, to circumvent a competitive bidding process required by law or rule by using a sole source contract for commodities or services."

(5) "Any person who violates this section commits a felony of the second degree, punishable as provided in s. 775.082, s. 775.083, or s. 775.084"

| | | | |
|--|---|---|--------------|
| Kelton P. Harvey | Harvey, Kelton P. | <small>Digitally signed by Harvey, Kelton P. DN: dc=city, dc=broward, dc=bc, ou=Organization, ou=PKS, ou=Units, ou=Administration, ou=Users, cn=Harvey, Kelton P. Date: 2020.05.19 17:26:23 -04'00'</small> | May 19, 2020 |
| REQUESTOR/EVALUATOR (PRINT) | REQUESTOR/EVALUATOR (SIGN) | | DATE |
| Dan West | West, Dan | <small>Digitally signed by West, Dan Date: 2020.05.19 17:32:45 -04'00'</small> | May 19, 2020 |
| DEPT/DIV DIRECTOR OR DESIGNEE (PRINT) | DEPT/DIV DIRECTOR OR DESIGNEE (SIGN) | | DATE |

The Purchasing Agent has reviewed the request and has completed the required due diligence per the Procurement Code Section(s) 21.34 and 21.35. The Purchasing Agent recommends the following:

Sole Source
 Sole Brand
 Reasonable Source
 RFI attached
 Rejected
 Request Authorization to Negotiate

Additional Information:

On April 2, 2020 a Request for Information (RFI) was advertised to locate vendors experienced with designing, constructing, operating, and managing a bike rental and concessionaire service operation. Solicitation closed on April 15, 2020 with only one submittal received from Bikebox.

In addition to the RFI, a vendor outreach was performed to locate potential vendors for the required services (attached). No other vendors showed interest in the process. The Purchasing Agent affirms that the requested due diligence has been completed to locate potential vendors.

Based on the information obtained from the RFI and the Vendor outreach/internet search, the Purchasing Agent supports the approval of a "Reasonable Source" request designation.

Purchasing Agent Signature: MELISSA CUEVAS Digitally signed by MELISSA CUEVAS
Date: 2020.05.20 12:49:31 -04'00' Date: 5/20/2020

CONSTANCE S. MANGAN Digitally signed by CONSTANCE S. MANGAN
Date: 2020.06.02 12:17:09 -04'00'

APPROVAL AUTHORITY
REASON/SUGGESTED ACTION (IF DISAPPROVED):

Signature: BRENDA BILLINGSLEY Digitally signed by BRENDA BILLINGSLEY
Date: 2020.06.01 14:10:30 -04'00' Date:

**Bid Tabulation Packet
for
Solicitation PNC2120525F1**

**Request for Information: Bike Rental and
Concessionaire Service Operator**

Bid Designation: Public




Broward County Board of County Commissioners

Bid #PNC2120525F1 - Request for Information: Bike Rental and Concessionaire Service Operator

Creation Date **Mar 4, 2020** End Date **Apr 15, 2020 5:00:00 PM EDT**
 Start Date **Apr 2, 2020 9:13:44 AM EDT** Awarded Date **Not Yet Awarded**

| PNC2120525F1--01-01 RFI: Bike Rental and Concessionaire Service Operator | | | | | |
|--|---------------|------------------------|-------------|--------|------|
| Supplier | Unit Price | Qty/Unit | Total Price | Attch. | Docs |
| Bikebox | First Offer - | 1 / project | | Y | |
| Product Code: | | Supplier Product Code: | | | |
| Agency Notes: | | Supplier Notes: | | | |

Supplier Totals

| | | | | | |
|---------------|-------------------------------|-----------------|---------------------------|-------------|---|
| f Bikebox | | | \$0.00 | | |
| Bid Contact | Tito Vazquez | Address | 10230 Deercliff Dr | | |
| | admin@bikeboxrents.com | | Tampa, FL 33647 | | |
| | Ph 813-298-4808 | | | | |
| Agency Notes: | | Supplier Notes: | | Head Attch: |  |

**

Bikebox

Bid Contact **Tito Vazquez**
admin@bikeboxrents.com
Ph 813-298-4808

Address **10230 Deercliff Dr**
Tampa, FL 33647

| Item # | Line Item | Notes | Unit Price | Qty/Unit | Attch. Docs |
|-----------------------|--|---------------------------------------|----------------------|-------------|---------------|
| PNC2120525F1-01-01 | RFI: Bike Rental and Concessionaire Service Operator | Supplier Product Code: | First Offer - | 1 / project | Y |
| Supplier Total | | | | | \$0.00 |

tem: **RFI: Bike Rental and Concessionaire Service Operator**

Attachments

Broward County Bike Rental Packet Response_for_Bid_PNC2120525F1.pdf



4/7/2020

Melissa Cuevas
Purchasing Agent
Purchasing Division,
Broward County Board of County Commissioners, Florida
mecuevas@broward.org

Re: Bid PNC2120525F1. Request for Information (RFI): Bike Rental and Concessionaire Service Operator.

Dear Mrs. Cuevas,

In accordance with the above referenced RFI's instructions, please accept this letter as confirmation of BIKEBOX's expressed interest in submitting a formal proposal to provide the requested services outlined in said RFI.

BIKEBOX is the evolution of our 3 year old sister location, University Bicycle Center Alafia located in Alafia River State Park, FL. BIKEBOX has been created as a branding strategy for the expansion of our bike rental services beyond Alafia River State Park.

BIKEBOX has the experience and ability to provide the services outlined in the RFI. Please find below our answers to the remaining items outlined in the RFI, following the same numbering sequence:

Q.3 In addition to the specifications listed on the RFI, we recommend a minimum requirement of 2 years concessionaire experience/track record on the rental of bicycles and related equipment, and the sale of amenities (food & drink, merchandise). We have worked on other RFPs that require a minimum of 2-3 years concessionaire experience for the requested services. This proof of concept will ensure a successful launch and operation.

We believe adequate certification and licensing are appropriate to ensure quality of service. To this effect we understand the inclusion of licensing requirements on the RFP are of great importance. Two key licensing requirements are BICP (for proper safety and instruction, guided tours), and Shimano T.E.C. bicycle repair technician certification.

Q.4 We would like to know the physical location of the nearest utility (electric, water, sewer) connections on each park. This will allow us to properly cost infrastructure expense for the RFP.

Q.5 Other activities the concessionaire should be willing and able to provide include organize community service for park maintenance, fundraisers, fleet/used bicycle sales, bicycle expos/festivals. These services should be geared to promote community involvement and interaction, raise conservation awareness, and promote the sport of mountain biking. Some activities like community service would not generate revenues, but others would be a combination of registration fees and/or increased concession sales generated from the special event.

Q.6 Mr. Tito Vazquez, President of BIKEBOX, has a BICP certification in good standing. In addition BIKEBOX team members are Shimano T.E.C certified technicians for bike repairs and BICP ride instructors.

Q.7 www.bikeboxrents.com

Q.8 In summary we feel it is in the county's best interest to partner with a concessionaire that has the proof of concept, necessary experience and licensing to ensure a successful bike rental operation.

We look forward to the publication of the RFP and are available at your convenience should you wish to contact us for further information or clarification regarding our answers.

Sincerely,

Tito Vazquez

Tito Vazquez, BICP Bike Instructor & Trail Guide
President, BIKEBOX, LLC
www.bikeboxrents.com
813-298-4808

Cuevas, Melissa

From: Skinner, Branden
Sent: Wednesday, April 29, 2020 9:30 AM
To: Cuevas, Melissa
Subject: Vendors for Bike Rental and Concessionaire Service Operator
Attachments: Untitled

Hey Melissa,

Here are the email address of all the vendors emailed.

'orlando@durafield.com'; 'sbarnes@bikeam.com'; 'sales@bicycleparkingracks.com'; 'josh@bikechicago.com'; 'TODFOX@BIKEAM.COM'; 'tom.murphy@bikekeeper.com'; 'admin@bikeboxrents.com'; 'playfastllc@yahoo.com'; 'clermontbicycles@gmail.com'; 'sales@downtownbicycles.com'; 'jvalladares@bcgconstruction.net'; 'jimsbicycles2000@yahoo.com'; 'nicole@icp.bike'; 'd1edc@aol.com'

Bike AM: sbarnes@bikeam.com , TODFOX@BIKEAM.COM No response

Bicycle parking racks: sales@bicycleparkingracks.com Email bounced back

Bike Chicago: josh@bikechicago.com No response

Bike Keeper: tom.murphy@bikekeeper.com Email bounced back

Bike Box Rents: adminbikeboxrents.com Confirmed ability to provide service.

Play Fast llc: playfastllc@yahoo.com "I've Given up. Sorry it didn't work out."

Clermont Bicycles : No response

Down Town Bicycles: No response

Jims Bicycles: No response

ICP Bike: No response

Thank you,



Branden E Skinner, Office Support Specialist
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