

Memorandum

TO: HONORABLE MAYOR
AND CITY COUNCIL

FROM: Kim Becker Aguirre

**SUBJECT: POSTING THE ON-DEMAND
TAXI DISPATCH SERVICE
REQUEST FOR PROPOSAL (RFP)**

DATE: November 10, 2014

Approved



Date

11/10/14

INFORMATION

The purpose of this information memo is to inform the Council that Airport staff is prepared to post the On-Demand Taxi Dispatch Services Request for Proposal (RFP) on November 13, 2014. A schedule accompanies this memo showing the target dates and time frames for the RFP process focused on awarding a contract at Council in late February 2015.

The RFP components that addressed the operational requirements were initially shared with members of the Transportation & Environment Committee (T&E) for their review in July 2014, prior to the August 11, 2014 T&E Meeting. The RFP was then discussed at the August 11 meeting as it specifically related to the On-Demand System Guidelines and Attachment A, the Statement of Requirements. The System Guidelines were developed to provide guidance to potential proposers on the RFP regarding the framework under which the On-Demand Dispatch System could be managed without offering specific direction or methodology. The Statement of Requirements defined the principal activities and responsibilities that would be placed upon the Contractor to whom the dispatch services would be awarded. The T&E Committee, by majority vote, accepted staff's report and referred the RFP item to full Council to be heard at the August 26, 2014, meeting for discussion and formal action.

The On-Demand Taxi Dispatch Services RFP was discussed and fully vetted at the August 26, 2014 Council Meeting. After open discussion between Airport staff and Council members, public comment, and after all questions were satisfied, Council voted on and approved two actions. First, Airport staff was given approval to extend the existing On-Demand taxi Dispatch contract for a period of nine (9) months until July 31, 2015. This action has since been executed prior to the agreement expiring on September 30th. Second, Airport staff received approval from Council on the operational requirement language as currently stated in the RFP. Airport staff is currently prepared to post the RFP.

/s/

KIM BECKER AGUIRRE
Director of Aviation

For additional information, please contact Bob Swensen, Airport Operations Manager / Landside at (408) 392-3514.

Attachment

Airport On-Demand Dispatch RFP Schedule

1. **November 13, 2014:** RFP is posted
2. **December 1, 2014:** Questions from potential proposers are due
3. **December 5, 2014:** Airport responds to and satisfies questions
4. **December 19, 2014:** Proposals are due
5. **Early January 2015:** Interviews occur
6. **Late February 2015:** Council award