



County of Sacramento
Request for Statements of Interest (RSI) for the Administration of Flu
Shots to the Public within the Terminals and to
Sacramento County Airport System Employees at
Sacramento International Airport

General Information:

The Sacramento County Airport System (County Airport System) is soliciting Statements of Interest from companies interested in administering flu shots to the public within the terminals and for County Airport System employees at Sacramento International Airport (International Airport). The County Airport System intends to have a company provide the services on a temporary basis through the next three (3) flu seasons at International Airport. The County of Sacramento (County) accepts no liability for any costs incurred by interested parties to prepare and submit responses to this request. County staff and/or advisors plan to evaluate the Statements of Interest, select a company to administer flu shots and enter into a Flu Shot Services Agreement. Depending on the number and quality of Statements of Interest received, the County, at its sole discretion, reserves the right to issue a Request for Proposals. The County does not guarantee award of an agreement as a result of this process.

Last year flu shots were provided in the Terminals and to County Airport System employees. The number of flu shots given is detailed below:

2008	Employee	Public	Total
October	189	140	329
November	0	256	256
December	0	145	145
Totals	189	541	730

(price for the public was \$30.00 each and the price for employees was \$25.00 each)

County Airport System Overview:

A. General Information

- The County of Sacramento owns and operates International Airport. International Airport opened in 1967 and currently encompasses approximately 6,000 acres. The International Airport is located 12 miles northwest of downtown Sacramento - 15 freeway minutes north on Interstate 5. International Airport is self-supporting, receives no city, County or state tax money. International Airport tenant and user rents, fees and charges support the operating and capital budgets. Over 2,000 people are employed at International Airport,

including a Sheriff's bureau and Transportation Security Administration employees who oversee airport security. International Airport's economic impact on the area is more than \$1.6 billion per year.

B. Terminal Facilities

- There are two airline terminals (Terminal A and Terminal B) with a total of 26 jet-level boarding gates and an international arrivals building with one jet-level gate.
- Public Wi-Fi internet access is available throughout both terminals at no charge.
- Disabled access, accommodations and services are provided throughout the terminals.
- ATMs are available pre and post security in both terminals.

C. Major Airlines

<u>Terminal A</u>	<u>Terminal B1</u>	<u>Terminal B2</u>
Delta/Northwest	American	Alaska
Hawaiian	Frontier/Mexicana	Continental
Southwest	United	Horizon
US Airways	United Express	JetBlue

D. Airline Service

- Frequent non-stops to nearly 30 destinations including: Atlanta, Chicago, Dallas, Denver, Guadalajara, Honolulu, Houston, Las Vegas, Los Angeles, Minneapolis, New York City, Philadelphia, Phoenix, Portland, Salt Lake City, San Diego, San Francisco, Seattle, and Washington D.C.
- Convenient one-stop (direct) or through-flight service to many other major U.S. cities and international destinations.
- Over 140 scheduled departures per day; over 9.98 million total passengers (enplaned plus deplaned) carried in 2008.

Minimum Qualifications:

The successful company's minimum qualifications must include, at a minimum, five (5) consecutive years experience in the administration of flu shots. The qualifications of each staff member must be clearly explained and copies of supporting documentation shall be submitted.

Agreement Requirements:

Term: The Term of the agreement will be approximately three (3) months during each flu season for three (3) years beginning October 2009.

Services offered: The selected company will provide flu shots to the public and County Airport System employees for the Agreement term.

Proposed rent/fee paid to County: The County Airport System anticipates the selected company will pay a fee of at least \$750 per month to the County as rent for the use of space within the terminals to conduct the approved activity plus employee and parking fees. Such rent/fee for use of space will be defined in the agreement.

Proposed fee charged for employee flu Shots: The County Airport System anticipates the selected company will charge a fee for County Airport System employee flu shots. Payment for the vaccinations given to County Airport System employees will be paid by the County Airport System upon receipt of an invoice. Such fees charged for services will be defined in the agreement and are subject to the Director's approval.

Proposed price charged to the public: The County Airport System anticipates the selected company will charge a fee to the public for the flu shots. Such fees charged for services will be defined in the agreement and are subject to the Director's approval.

Utilities: The County Airport System shall provide electrical power and data to each assigned location.

Insurance Requirements: An original insurance certificate must be provided to the County Airport System before operation commences. The anticipated minimum insurance requirements include:

General

Each Occurrence: \$1,000,000

Aggregate: \$2,000,000

Medical Malpractice

Each Occurrence: \$1,000,000

Aggregate: \$3,000,000

Workers Comp: Statutory

Employers Liability: \$1,000,000

Automobile: \$1,000,000

Signage: The Director will approve all signage for the flu shot program during the agreement term prior to installation within the terminals at International Airport. County Airport System Human Resources staff will provide assistance with signage for the employee vaccinations.

Reporting Requirements: The agreement will require that weekly or monthly activity reports are submitted to the County Airport System.

Statements of Interest:

Statements of Interest must not exceed twenty (20) pages in length, excluding a one (1) or two (2)-page cover letter and must address the following topics:

Please refrain from submitting general marketing materials that do not explicitly respond to the questions below.

1. Describe the amount of space and equipment required to offer flu shots in the terminals for the public. When determining your response, consider that the terminals are busy and passengers with luggage are moving quickly through the buildings.
2. Describe the amount of space and equipment required to offer flu shots for the employees. It is anticipated that the employees will be accommodated in County office space.
3. Describe your company's experience, credentials and qualifications to administer flu shots. Include evidence of credentials and other documentation for employees assigned to the Airport. Please detail your experience providing the services proposed in your response to this RSI.
4. Describe your proposed hours of operation, the number of days per week and duration. Flights depart in the morning as early as 6:00 am and as late as 12:00 am seven days a week. The County Airport System realizes it is unrealistic to expect that flu shot services will be available for fifteen (15) hours each day for the public. Include proposed staffing levels and their duties.
5. The minimum acceptable rent paid to the County Airport System for use of space within the terminals for administering flu shots to the public in the Terminals is \$750 per month. Include the proposed rent/fee payable to the County Airport System.
6. Describe your proposed plans for offering flu shots to County Airport System employees. Last year during the hours of 1:00 pm to 5:00 pm on two separate dates, approximately 189 employees were vaccinated at International Airport.
7. State the anticipated cost per vaccination for County Airport System employees. Describe any minimums or other restrictions and explain how the County Airport System will be billed for employee vaccinations. Explain what payment will be based on; the number of vaccinations ordered or the number of vaccinations administered.
8. Detail the customer service experience and customer processing.
9. Describe your security and quality assurance procedures. Also include disposal procedures of hazardous materials and how you will ensure proper storage and security of vaccines and needles.
10. Describe any other vaccinations available to the public and prices.
11. Detail the proposed flu shot prices charged to the public. Clearly identify any differences between the public and employee prices.
12. State the estimated level of capital investment for set-up, operation and tear-down of the temporary operation at International Airport.
13. State the anticipated time required from approval of an agreement to commencement of operations at International Airport.
14. Provide the point of contact and base office location that will support your operations at International Airport. Include the person's name, telephone number, facsimile number and e-mail address.

Note: Additional information, such as the company's financial status, business and bank references, etc., may be requested prior to agreement approval.

Proprietary Information:

In the event that the proposer believes that specific items in the Statement of Interest submitted to the County Airport System in response to this RSI are proprietary, the proposer understands that the County has reservations as to whether any such information may be exempt from

disclosure under the California Public Records Act (Government Code Section 6250, et seq.). The proposer must specifically identify in writing those items of the Statements of Interest that it deems proprietary.

Airport Concession Disadvantaged Business Enterprise Information:

The County encourages all businesses, including those owned and controlled by one or more socially and economically disadvantaged individuals that can provide the desired product or service to submit proposals. If you are currently certified as an Airport Concession Disadvantaged Business Enterprise (ACDBE), please include a copy of your ACDBE certification letter along with your proposal. This information will be used for ACDBE utilization tracking purposes only.

If you are a business owned and controlled by one or more socially and economically disadvantaged individuals and you are not currently certified as an ACDBE firm, but you wish to receive information on how to become certified please contact the State of California, Department of Transportation, and Civil Rights Program at either (916) 324-1700 or (866) 810-6346. You may also visit their website at <http://www.dot.ca.gov/hq/bep/index.htm>.

Evaluation Criteria:

The County Airport System plans to evaluate statements of interest based on the following criteria (the items listed are in no particular order of preference):

1. Evidence of minimum qualifications and experience successfully providing flu shot services;
2. Method, product and level of service offered;
3. Proposed prices charges to the public and to the County Airport System for employee flu shots; and
4. Proposed fees paid to County.

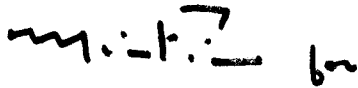
Submission Requirements:

Submit one (1) original and five (5) copies of your Statement of Interest no later than 4:00 p.m. on Friday, June 26, 2009, to:

Sacramento County Airport System
6900 Airport Boulevard
Sacramento, CA 95837
Attention: Angela Hourigan

For additional information please contact Angela Hourigan at (916) 874-0915 or via e-mail at hourigana@saccounty.net.

Sincerely,

Handwritten signature of G. Hardy Acree, consisting of stylized cursive letters and a small flourish.

G. Hardy Acree
Director of Airports