

ADDENDUM No. 3
LAUDERDALE-BY-THE-SEA RFP 15-01-01
PARKING SERVICES

We have received the following questions, which are reprinted below with our responses. Note: some questions have been restated from their original form.

- 1. Please outline any cost to the operator for the Pay Stations or Meters. Such as Wi-Fi, Cell or batteries cost.

ADDENDUM No. 4 clarifies how to submit your budget numbers. To give everyone enough time, ADDENDUM 2 changed the RFP opening date to Friday, February 27th.

Most of these expenses are billed directly to the Town (our preference) or the Contracted is reimbursed.

- 2. What are the make, model, and year of the electric vehicles?

<u>Year</u>	<u>Make</u>	<u>Model</u>
2015	Club Car	Villager 2 Low Speed Vehicle
2012	Club Car	Villager 2 Low Speed Vehicle

- 3. What are the insurance limits for the electric vehicles? Please clarify that the vendor is responsible for insuring two golf carts

The Town will lease the LSV (low speed vehicles) to the Contractor for \$10.00 per year for the duration of the Parking Services Contract. The Contractor is required to provide the insurance coverage listed on Page 11 of the RFP.

- 4. With the Meter Tech being employed by the Town, how often would the operator need to perform collection duties on the meters and pay stations?

The Town employee is eligible for 2 weeks of vacation per year plus sick leave. We can't predict how many sick days an employee may take or how often he will be out on a collection day. We collect money two days per week so if the employee is on vacation or sick leave on a non-collection day, there is no impact on the Contractor.

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5. What are the current enforcement hours?

We budgeted for three enforcement officers each working an average of 30 hours per week.

6. What are the monthly recurring service fees for digital pay stations?

\$50 per month per pay station.

7. May we have an inventory of the equipment that will be provided by the Town for the operators use?

We will prepare a formal inventory during contract negotiations.

8. Would the Town please provide the current inventory of Town-owned parking equipment, including meters and pay stations, detailing model and age of equipment?

What is the exact pay station / meter count?

How many Luke units are there?

Pay Station

<i>Manufacture</i>	<i>Model</i>	<i>Number</i>	<i>Purchased</i>
<i>1. Digital</i>	<i>Luke II</i>	<i>4</i>	<i>2013</i>
<i>2. Digital</i>	<i>Radius</i>	<i>8</i>	<i>2011</i>
<i>3. Digital</i>	<i>10000</i>	<i>2</i>	<i>2008</i>
<i>4. Global</i>	<i>METRO MK5</i>	<i>8</i>	<i>2013</i>
<i>Total</i>		<i>22</i>	

9. What is the bonding limits?

See RFP, page 8, Item d. The PROPOSER will arrange for bonding of all personnel who handle monies at a rate acceptable to the TOWN. The amounts will be determined during contract negotiation. Please note that the cost of bonding is a reimbursable expense.

10. Please confirm operator will be responsible for citation collections.

The Contractor may be responsible for citation collections IF they propose a citation system and the Town accepts the proposal. Otherwise, the Town may continue with the existing vendor or may seek separate proposals.

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11. Does the Town provide an office for the operator?

Yes. There is an office for the parking staff and a garage bay to park the two LSV.

12. Does the Town provide a credit card terminal for credit cards used to pay for citations?

The Town Clerk's Office has a credit card terminal and people can pay for parking citation there.

13. Does the Town have copies of the original quotes from the equipment vendor for equipment? Can those be provided to Proposers?

Yes

14. Would the Town please provide the warrantee status of Town-owned parking equipment?

The Digital and Global Pay Stations are on extended warrantees. Currently, the Town pays Global directly and reimburses the current Contractor for the Digital warrantees because they get a better price than the Town would with a direct contract with Digital.

15. Is it acceptable to submit the electronic copy of the proposal in a PDF file, not a Microsoft Word file?

The RFP asks on page 13 that: PROPOSER shall submit one (1) original and three (3) copies of the proposal in a sealed, opaque package. In addition, Proposers shall submit an electronic copy of the response in both PDF and Microsoft Word file formats (except for documents not originally created in Word.)

Please note that if the proposal was not prepared in Word, you are not asked to submit anything in Word.

If part of your proposal was prepared in Word and you chose to submit that portion only as a PDF document, please note if you will provide the Word documents if requested or take a bid variance.

16. Section I, Proposal Format - 8. Additional Information: *Any additional information which the Proposer considers pertinent for consideration should be included in a separate section of the proposal.* Can the Town please clarify if they want this information provided in Section 8- Additional Information, or as separate Addendum?

The RFP asks that it will be included as Section 8. If there is a lot of material, it can be submitted under separate cover. Just make sure it is labeled.

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17. Where can I get a copy of the 2014 budget?
18. Additionally can you send me the last two year financials?

The Finance Director prepared the attached report (Exhibit 1) that includes the FY15 Budget (10-1-2014 to 9-30-2015) and the actual expense for the previous two years.

19. Can you advise if any addendums have been issued?

Addendum 1 – a change in the publication date of the RFP

Addendum 2 – change of opening date to Friday, February 27, 2014

Addendum 3 – answers to questions (this Addendum).

Addendum 4 – Revises RFP Form C

All Addendums are posted on Demandstar and our web site, <http://www.lauderdalebythesea-fl.gov/town/rfp-page.html>

Prepared by:

Bud Bentley, Assistant Town Manager

Exhibits: 1. Budget and Expense Report

Addendum 3 - Exhibit 1 Budget and Actual Information

	FY 2015 Budget	FY 2014 Actual	FY 2013 Actual
Fund: 310 - Parking Fund			
Revenues			
Dept: 304.000 Charges for Services			
344.500 Parking Permits	65,000.00	62,429.68	82,609.79
344.520 Parking Agreements	45,000.00	45,950.00	59,977.40
344.552 Ocean Front Meters	230,000.00	294,386.90	418,037.05
344.553 Commercial Blvd. Meters	35,000.00	45,029.54	56,358.86
344.554 Parking Meters - Beach	115,000.00	120,685.57	120,624.98
344.556 El Prado Parking Lot	310,000.00	311,510.32	323,913.01
344.558 Town Hall Parking Lot	15,000.00	8,730.69	14,833.56
344.559 El Mar Parking Lot	150,000.00	185,678.68	164,091.04
344.560 A1A Parking Lot	150,000.00	210,791.86	153,573.73
344.561 FDOT Right of Way	1,500.00	4,588.25	5,609.42
344.562 Minto Parking Lot	15,000.00	124,779.94	7,000.27
344.563 Bougainvilla/ Poinciana	105,000.00	114,454.00	22,872.46
Charges for Services	<u>\$1,236,500.00</u>	<u>\$1,529,015.43</u>	<u>\$1,429,501.57</u>
Dept: 305.000 Fines & Forfeitures			
354.100 Parking Fines	125,000.00	87,250.14	123,400.38
Fines & Forfeitures	<u>\$125,000.00</u>	<u>\$87,250.14</u>	<u>\$123,400.38</u>
Dept: 306.000 Miscellaneous Revenues			
361.100 Interest Earnings	1,000.00	979.81	1,080.40
Miscellaneous Revenues	<u>1,000.00</u>	<u>979.81</u>	<u>1,080.40</u>
Revenues	<u>\$1,362,500.00</u>	<u>\$1,617,245.38</u>	<u>\$1,553,982.35</u>
Expenditures			
Dept: 545.000 Parking Operations			
500.120 Regular Salaries	70,364.98	29,229.48	16,388.86
500.210 Employer FICA Taxes	4,859.00	2,509.12	822.11
500.220 Retirement	10,980.80	4,813.64	1,750.79
500.230 Group Insurance	9,928.00	4,429.03	4,541.72
500.315 Professional Services	0.00	14,800.00	0.00
500.345 Contractual Services	319,890.22	251,202.82	279,525.32
500.353 Parking Alternatives	50,000.00	64,899.73	48,253.52
500.410 Communications	7,792.00	7,351.57	5,727.57
500.430 Electric Service	3,000.00	2,007.84	1,924.51
500.431 Water Service	5,000.00	485.02	3,300.90
500.451 Auto, Property & Liability Ins	0.00	0.00	0.00
500.461 Vehicle Maintenance	4,000.00	4,442.36	0.00
500.462 Fuel	500.00	0.00	0.00
500.463 Service Maintenance Contracts	4,320.00	2,160.00	0.00
500.497 Contingency	49,388.00	0.00	0.00
500.506 Printing & Binding	500.00	205.25	724.13
500.508 Postage	2,000.00	1,292.61	149.74
500.510 Office Supplies	1,000.00	195.68	0.00
500.525 Uniform Expense	1,311.00	1,296.94	-90.45
500.533 Parking Meter Parts-Supplies	34,000.00	26,364.53	5,973.94
500.545 Training	0.00	0.00	4,296.00
500.550 Operating Expenses	33,000.00	19,902.93	4,691.32
500.629 Capital Outlay - Design/Permit	35,000.00	0.00	14,062.50
500.630 Cap Outlay Imp other than bldg	275,000.00	51,390.50	-10,762.36
500.640 Capital Outlay - Equipt & Mach	0.00	81,025.00	0.00
500.720 Debt Service - Interest	0.00	31,116.34	27,860.40
500.750 Depreciation	0.00	0.00	16,233.00
Parking Operations	<u>\$921,834.00</u>	<u>\$601,120.39</u>	<u>\$425,373.52</u>
Expenditures	<u>\$921,834.00</u>	<u>\$601,120.39</u>	<u>\$425,373.52</u>
Net Effect for Parking Fund	<u>\$440,666.00</u>	<u>\$1,016,124.99</u>	<u>\$1,128,608.83</u>