

ADDENDUM No. 4

**LAUDERDALE-BY-THE-SEA RFP 15-01-01
PARKING SERVICES**

February 19, 2015

We received several questions related to RFP Form C and how detailed we want budget information. The answer is that we want very detailed information for those expenses for which the Proposer asks to be reimbursed.

Since our goal is to have cost information that we can compare from the different proposers, we have reformatted RFP Form C, which is attached.

When preparing your proposal, please keep in mind that we will be selecting the best proposal for the Town, not the cheapest solution.

RFP Form C REVISED

ADDENDUM 4

PRICE PROPOSAL FORM

***THIS FORM MUST BE SIGNED AND SUBMITTED WITH PROPOSAL
TO BE DEEMED RESPONSIVE.***

Name of Proposer:

Name of authorized representative of Proposer:

Since the Town prefers to pay most of the operating and capital expenses directly, we have revised RFP Form C to focus on the expenses charged by the Proposer.

At this point in the process, we are assuming that most of the operating costs will not differ significantly between Proposers. The exceptions are those services for which the Proposer receives better discounts than the Town, which is why you are asked to list your national agreements in Table 2.

Instructions:

Provide the detail (preferably in a spreadsheet) for each of the line items shown in the Summary Table 1.

1. Show the hourly rate for personnel and each payroll expenses.
2. Show the payroll range for each class of employee.
3. Describe the benefits that each class of employee receives. For example, sick leave, vacation leave and health insurance. Note who is eligible for the benefits and show employer and employee costs for the options offered.
4. Back Office Expenses – In addition to ongoing expenses that you would charge to this contract, if you have one-time expenses such as recruitment expense for employees, be sure to footnote them.
5. Pass-through expenses are those expenses that the Proposer seeks to be reimbursed for. For example, the direct expense for the required auto or liability insurances.

If future increases are proposed or anticipated for fee charged by the Proposer such as the management fee, back office fees or pass-through fees, please footnote how and when these adjustments will occur.

Shortlisted firms may be asked to provide additional detail or clarification. A detailed budget will be finalized during contract negotiations with the top ranked proposer.

SUMMARY OF COST – Table 1

Expenses		1st Year	2nd Year
1.	Management Fee	\$	\$
2.	Supervisor (this total should include all payroll and employee benefit expenses and track to the detail)		
3.	Enforcement Officers (this total should include all payroll and employee benefit expenses and track to the detail)	\$	\$
6.	Reimbursable Back Office expenses	\$	\$
7.	Pass-through expenses	\$	\$
8.	Other (specify)	\$	\$
	Total	\$	\$

Please list in Table 2 any discounts that your firm has with national suppliers for goods and services that would be provided to the Town of Lauderdale-By-The-Sea.

National Suppliers – Table 2

	Supplier	Discount	Services Provide
1.	Digital (T2 System)		
2.	Global Parking Solutions		
3.	Pay by Phone (Verrus)		
4.	Complus Data Innovations, Inc.		
5.			
6.			