



City of Cambridge

Purchasing Department

Cynthia H. Griffin
Purchasing Agent

To: All bidders
From: City of Cambridge
Date: February 4, 2013
Re: File No. 6008, Municipal Parking Facilities Management Services,
Addendum No. 1.

The following questions were submitted and answered.

Question

Performance Bond: Could you please clarify if the amount for this bond is to be based upon 50% of the three year total listed on the Price Summary Form, and if not what number it should be based upon?
Answer

The 50% Performance Bond shall be based on the three years total bid submitted.

Question

If the answer to number 1 above is yes, then should pricing be based upon the number for all three years combined or may it be renewed annually at the one year cost each year?

Answer

The 50% Performance Bond shall be 50% of the total bid submitted for three years. No the Performance Bond may not be renewed annually at one year cost each year.

Question

Quality Requirements (P18) Question 6: This section specifically states that operators without at least 1 site operating on a WPS revenue control system within the last 3 years will have their bid rejected. Can you please clarify your stance as it relates to this requirement, as aside from the City of Cambridge Garages, we are unaware of any other local operations still utilizing this system?

Answer

Please see revised Quality Requirements attached.

Question

Bid submission Requirements (P19) Question 4: This question also relates to other facilities managed which use the WPS revenue control system.

Answer

The Bid submission #4 remains the same.



Question

Please provide a copy of the current contract with the incumbent operators of the parking facilities.

Answer

The current contract is with Republic Parking System Inc.. The price proposal is attached. Copies of the Republic Parking System Inc contract are available in accordance to the Public Records Request. There will be a fee charged. Please contact the Purchasing Department.

Question

Please confirm the expiration date of the current contract and indicate whether it is an extension option, and if so, which extension period.

Answer

The contract started 3/01/2010 and expires 3/1/2013. It is a three year straight contract.

Question

Please provide the Management Fees and Insurance Costs for the existing contract with the current parking operator for all years of the agreement term plus extensions.

Answer

See last contract with Republic Parking System Inc. price proposal attached.

Question

Please provide historical revenue and expense information for each location for the last three years.

Answer

<i>FY 10 –</i>		
<i>First Street:</i>	<i>Revenue - \$1,737,402</i>	<i>Expense - \$473,517</i>
<i>Green Street:</i>	<i>Revenue - \$739,055</i>	<i>Expense - \$414,794</i>
<i>FY 11 –</i>		
<i>First Street:</i>	<i>Revenue - \$2,026,267</i>	<i>Expense - \$384,422</i>
<i>Green Street:</i>	<i>Revenue - \$805,406</i>	<i>Expense - \$355,924</i>
<i>FY 12 –</i>		
<i>First Street:</i>	<i>Revenue - \$2,541,912</i>	<i>Expense - \$389,352</i>
<i>Green Street:</i>	<i>Revenue - \$931,670</i>	<i>Expense - \$362,043</i>

Question

Please provide the current wage and annual benefit cost information for the existing parking staff, including managers and assistant managers.

Answer

Cashiers are currently paid \$14.28 per hour per the City of Cambridge Living Wage Requirement. Maintenance staff is currently paid \$.20 more than cashiers. Supervisors are currently paid \$1.00 more than maintenance staff. The Garage staff is paid for holiday, sick and vacation time and is also eligible for health insurance and all other benefits required by all applicable laws.

Question

Please include the required weekly hours for each parking facility's manager and assistant manager.

Answer

The Garage Manager currently works 7 AM to 4 PM. The Assistant Manager currently works 8AM to 5PM. These are both salaried positions. Determining the actual number of hours the managers work each week is the responsibility of the vendor. The City expects the managers to work the number of hours and schedule required to meet the contract requirements taking into consideration daily activities at the garages, the weather and other factors determined to be relevant by the vendor.

Question

Please confirm whether separate office space will be provided as part of this RFP by the successful bidder to administer the meter operations and that the garage operations will be administered within the existing garage office space provided by City including utilities.

Answer

The City has issued a Invitation for Bid not an RFP. This Invitation for Bid makes no mention of meter operations. As described in the scope of services, the City requires that all on-site staff operate the garages from within the existing garage office spaces. The City pays for all utility costs directly.

Question

The RFP notes a staffing requirement on pages 6, 34 and 35 for one full time on-site manager and one assistant manager. Please verify whether this requirement means that one full time on-site manager and one full time assistant manager is required at EACH facility for a total of FOUR full time managers.

Answer

There is one manager and one on-site assistant manager for a total of two full time managers. They are together responsible for overseeing both garages. The manager currently spends most of his time at the East Cambridge Garage and the Assistant Manager at the Green Street Garage as the East Cambridge Garage is larger and busier.

Question

The RFP indicates on page 5 that a proposed operating budget be supplied once the contract is awarded. Please verify whether bidders are required to submit a proposed operating budget with the proposal.

Answer

Bidders are not required to submit a proposed operating budget with the proposal.

Question

Can proposers use a GL policy with a \$2 million project or location specific aggregate in lieu of the Owners Protective Liability policy?

Answer

Yes

Question

The staffing plan that begins in the middle of Exhibit #1, East Cambridge Garage, on page 34 of the bid package has the following line item, "Parking Attendant/Security, 3pm - 11pm, Sun - M" accounting for 48 hours/week. If the intended schedule calls for a parking attendant/security position daily on Sunday and Monday only, the hours per week would total only 16 per week. Should this position be scheduled for "M-Sat" which would account for the 48 hours shown? And if so, is it intended that the last two line items be combined so that it reads, "Parking Attendant/Security, 3pm - 11pm, 7 days" accounting for a total of 56 hours/Week?

Answer

The staffing description included in EXHIBIT # 1 EAST CAMBRIDGE GARAGE is deleted and replaced with the following:

Staffing:

Position Hour/Week:

Supervisor 8:30am – 5pm, M-F 40

Cashier 7am – 3:30pm, M-F 40

Cashier 3pm – 11pm, M-F 40

Cashier, 11pm – 7am, 7 days 56

Cashier, 7am Saturday – 11:30pm Saturday 16

Cashier, 7am Sunday – 11:30pm Sunday 16

Security/Maintenance, 7am – 3:30pm, M-Fri 40

Security/Maintenance, 3pm – 11pm, Mon-Fri 40

Security/Maintenance, 11am-11pm, Sun. 12

Total 300

The staffing description included in EXHIBIT # 2 GREEN STREET GARAGE is deleted and replaced with the following:

Staffing:

Position Hours/Week:

Supervisor 3pm – 11:30pm, M-F 40

Cashier 7am – 3pm, 7 days per week 56

Cashier 3pm – 11pm, 7 days per week 56

Cashier 11pm – 7am, 7 days per week 56

Security/Maintenance, 4pm-11pm Mon-Wed & Fri, Thurs 3-11pm 36

Security/Maintenance, 11pm-7am 7 days 56

Security/Maintenance, 1pm – 11pm Sat and Sun 20

Security/Maintenance, 10pm Friday -2am Saturday 4

Security/Maintenance, 10pm Saturday -2am Sunday 4

Total 328

Question

The invitation to bid has a "Name of Bidder:" line on the bottom of each page. Does the entire Invitation to bid need to be returned with our response?

Answer

Yes

The following requirement is added to Scope of Services, Section 7 Maintenance.

The City will procure and pay for an annual client services support agreement with WPS for the garage's access and revenue control (PARCS) equipment. The vendor will arrange for the services of a local PARCS equipment maintenance services company to provide services as needed. Through the use of these support and maintenance services and its knowledge of and expertise with PARCS equipment, the Operator shall keep and maintain the garage's PARCS equipment in good operating condition and repair in as economical way as possible using its staff to perform repairs whenever possible. The vendor shall pay WPS and the local maintenance services company for the cost of all parts and services. The City will reimburse the vendor for all such costs. The vendor shall procure the City's prior approval for all repairs that will exceed \$1,000.

The following requirements are added to Scope of Services, Section 5 Staffing.

The vendor shall provide in-person customer service training twice a year to the staff it employs at the City's garages by a person experienced in providing such training.

The vendor shall also provide ongoing training focused on supervision, management and customer service either in person or online to the Manager and Assistant Manager it employs at the City's garages.

Question

Please include a current list of equipment for each of the facilities indicating the current condition including the following:

- a. **Sweeping machines and scrubbing machines**
One Tenant S10 at Green Street. Other than this machine the garage staff does not use sweepers or scrubbers.
- b. **Pressure wash equipment**
One Hotsy Model 921S.
- c. **Snow blowers, shovels, and other snow related equipment**
One snow blower and one snow broom, shovels, snow melt, etc. at each garage.
- d. **Brooms, mops, squeegees, buckets and other garage cleaning equipment**
These exist at both garages. All equipment is owned by the City.
- e. **Traffic control equipment (i.e. ropes and posts, cones)**
Cones and barrels are City owned and provided to vendor as needed.
- f. **Video Cameras and DVR/Closed circuit TV**
A DVR and camera system is in place at First Street.
- g. **Intercom Systems**
None.

- h. Handheld Radios**
None. Vendor uses cell phones and is reimbursed by City for this cost.
- i. Computers**
One PC and printer at each garage.
- j. Transportation devices (i.e., golf carts)**
One golf cart at First Street Garage.
- k. Copy machines, fax machines and other office equipment**
One copy/fax/scanner at each garage

Question

Are there any existing maintenance agreements for the equipment listed above?

Answer

No. The City pays for and/or provides maintenance services for these items.

Question

Are there any leased equipment arrangements that are to continue?

Answer

No

Question

What is the number of access cards currently issued to monthly parkers at each garage?

Answer

As of 1/30/13 there are 192 active access cards at the Green Street garage and 1248 active access cards at the First Street Garage.

Question

How many monthly cards are issued to employees of each facility?

Answer

Currently at First Street there are 8 active employee passes. At Green Street there are 6 active employee passes.

Question

What is the actual transient ticket volumes processed by each garage over the past 2 years?

Answer

The following are figures for 2012. Please note that that some sections of the Green Street Garage were closed from June to mid-November due to construction.

2012 TOTAL TICKETS COLLECTED BY THE MONTH

MONTH	# TICKETS	
	First St	Green St
January	7127	11253
February	5950	11873
March	6871	13836
April	6237	12871
May	7280	12972

<i>June</i>	7049	11874
<i>July</i>	6324	10117
<i>August</i>	6514	10006
<i>September</i>	5846	10745
<i>October</i>	6404	10851
<i>November</i>	6001	10292
<i>December</i>	5741	11287
<i>Total annual ticket count</i>	77344	137977

Question

Are credit cards to be processed through the operator's merchant bank card processor and are the related fees absorbed directly by the City,

Answer

Not applicable. Currently, credit cards are not used at the garages.

Question

Are any utility costs for any facilities to be included in the operating budget?

Answer

No. Utility costs are paid by the City directly.

Question

Please provide job descriptions for the Parking Attendant/Security and the Security/Maintenance positions with respect to security related roles and responsibilities -assuming the dual roles are assumed by a single employee.

Answer

The City does not provide job descriptions for garage staff. The vendor is responsible for creating job descriptions that meet the requirements of the scope of services for this contract using the staffing levels listed in exhibits 1 and 2 and for ensuring that the garage is clean, safe, secure, working with City staff in good repair and operated effectively and efficiently with excellent customer service and highly effective financial controls.

Question

Is snow required to be removed from rooftops by bobcat?

Answer

Only in unusual situations with a very large amounts of snow. Usually the snow is kept on the rooftops.

Question

Is there an oil/water separator that is routinely maintained at each facility?

Answer

The City's Public Works Department maintains the City's oil/water separators.

Please disregard the Quality Requirements in the Invitation for Bid.

Please submit the revised Quality Requirements with your bid.

All questions are closed. All other details remain the same.



CYNTHIA H. GRIFFIN
PURCHASING AGENT

ADDENDUM NO. 1

Revised Quality Requirements Attached.

Revised Quality Requirements- Addendum No. 1

A "NO" response, a failure to respond, or a failure to meet any of the following Quality Requirements will result in a rejection of your bid.

Circle Yes or No for each of the following Quality Requirements 1-8.

1. The bidder has ten years of experience successfully managing parking garages including use and oversight of access and revenue and control systems and the provision of all of the services referenced in the Scope of Services of this Invitation for Bid.

Yes No

2. During the past ten years, the bidder has continuously managed ten parking garages, at least four of which currently have 1,100 parking spaces.

Yes No

3. During the past five years, the bidder has continuously managed three or more garages in New England, which have a combined total of at least 2,000 spaces.

Yes No

4. The bidder currently has a regional office located within 60 miles of Cambridge that employs the staff required as specified in this Invitation for Bid.

Yes No

5. During the past three years, the Director of the bidder's Regional Office has been actively involved in the day to day management of the garages for which s/he is responsible and has made monthly visits to these garages.

Yes No

6. The bidder has operated at least one garage with access and revenue control equipment manufactured by WPS Solutions.

Yes No

7. During the past two years, the bidder has provided a customer service training program to staff employed in its garages twice a year.

Yes No

8. Bidder shall include with their bid a commitment letter from a Bonding Company, The Commitment letter shall confirm bidder's ability to provide the City with a 50% Performance Bond.

Yes No

Name of Bidder: _____

PRICE SUMMARY FORM

A	B	C	D	E
	Year 1 3/01/2010 – 3/01/2011	Year 2 3/01/2011– 3/01/2012	Year 3 3/1/2012 – 3/1/2013	Total (Add each row across)
Annual Price: Management Fee, East Cambridge Garage	\$ <u>11,400</u>	\$ <u>12,600</u>	\$ <u>13,800</u>	\$ <u>37,800</u> Total Year 1,2,3
Annual Price: Management Fee, Green St. Garage	\$ <u>6,600</u>	\$ <u>7,200</u>	\$ <u>7,800</u>	\$ <u>21,600</u> Total Year 1,2,3
Annual Price: Insurance per Section 12.8 East Cambridge Garage	\$ <u>16,445</u>	\$ <u>17,268</u>	\$ <u>18,131</u>	\$ <u>51,844</u> Total Year 1,2,3
Annual Price: Insurance per Section 12.8 Green St. Garage	\$ <u>4,335</u>	\$ <u>4,553</u>	\$ <u>4,780</u>	\$ <u>13,668</u> Total Year 1,2,3
Total (Add all rows)	\$ <u>38,780</u> Total Year 1	\$ <u>41,621</u> Total Year 2	\$ <u>44,511</u> Total Year 3	\$ <u>124,912</u> GRAND TOTAL PRICE PROPOSAL

Total Price Proposal in words (from lower right corner):

One hundred twenty four thousand nine hundred twelve dollars

Bidders Name: Republic Parking System, Inc.

Bidder's Signature: _____

Jack Skelton
Jack Skelton, VP

Name of Bidder: Republic Parking System, Inc.