

ADDENDUM 1

ITN AP 56-18

Management of Parking Facilities at Destin-Fort Walton Beach (VPS) Airport

This addendum is to address the following questions:

1. Do you have to list three (3) references relating to airport operations listed in Section 1, Invitation to Negotiate Requirements on Line 9? **Section I, Para 1.2 Requirements, Part 9 states “Provide qualification and depth of experience management team has with comparable airport facilities. Include at least three (3) references with current contact information to include name of contact, phone number, and email address. By providing these references, you are granting the Airport to contact these individuals to ask questions about their previous experience with your firm.”**
Therefore, the potential proposers are required to provide three references related to comparable airport facilities.
2. How many golf cart shuttles does the airport provide? **2**
3. Who pays for the insurance on the golf carts? **The County pays for the insurance.**
4. Are there restrooms at facilities at the ticket booth area? **No, restrooms are located in the main terminal building.**
5. Is there any office space in the ticket booth area? **The main ticket booth is used as office space and a ticket booth.**
6. Who maintains the cameras at the ticket booth? **The cameras are the airports property and are part of the airport security system.**
7. Does the fee collection system “talk” to the ticket dispensers? **No, they are not currently interfaced with each other.**
8. Are the ticket booths staffed 24/7? **The ticket booth is staffed from 4:00 A.M. until the passengers depart the airport from the last arriving flight. This is normally around 1:00 A.M. but it could be longer if flights are delayed.**
9. Can the airport provide an example of a normal flying day? **Yes, attached you will see a flight schedule sample for peak and off-peak seasons.**
10. Please provide title, wage rates and benefit elections for each employee both salaried and hourly for the entire operation in this bid process. **TBD by Contractor**
11. Please provide a detailed staffing schedule, by position, including hourly and salaried personnel, for the current operations included in this ITN, including subcontractors. **TBD by Contractor**

12. What are the minimum staffing requirements for each position? **TBD by Contractor**
13. Are any of the employees of the operation currently members of a Union or represented by a bargaining unit? **No**
 - a. If yes, please identify which employees and provide copies of the respective collective bargaining agreements
 - b. If not, is there any expectation that they may be in the future? **No**
14. Are there any requirements to have staff pass Airport security clearances? If so what is the process and what is the cost to the vendor to have an employee reviewed for security clearance? **No**
15. There is an employee offering information and wheel chair service in the arrival lane. If this staffed by the contractor or under another contract with the Airport? If staffed by the contractor what are the required service hours? **Wheel chair service is not required in this contract.**
16. Do employees of the operator have to pay to park when working? **If so, how much? Not at this time.**
17. Can you provide the current arrival/departure schedule of the airport? **Provided in ITN**
18. Can you provide information on the current last arrival and departure each day? **Provided in ITN**
19. Can you provide the breakdown of percentage use by each carrier? **AA - 41%, DL – 28%, G4 – 18%, UA – 12%.**
20. Please provide the last two years historical financials, including revenue and operating expense line item by line item. If each parking property is broken out in a separate P&L please provide those individual historical financial records. **FY 2017 & 2018 detail is attached.**
21. Please provide number of tickets issued per year for the past two years so we can budget for ticket purchases accurately. **Attached.**
22. Can you provide the rate break down of tickets for the last two fiscal years and the current fiscal year? **Attached.**
23. Please provide the past two years of reimbursements to the current operator. **Attached.**
24. Please provide any fines or deductions that were assessed to the current operator over the last two years? **None**
25. Currently, the operator uses their branded sign for rates and way finding. Will the Airport continue to approve branded signs? **Yes**

27. Please confirm what, if any, routine or non-routine maintenance functions Proposer is responsible for providing directly or with subcontractor including, but not limited to, janitorial, power washing, power sweeping, drain maintenance, concrete repair, striping, landscaping, light bulb/ballast replacement, electrical, elevator/escalator service, life safety systems, HVAC, etc. and frequency of service. **See Article VII of current agreement.**
28. For budgeting purposes, please provide the last two years actual costs broken out by year for the maintenance items the operator is responsible for. **All reimbursed expenses are detailed on the attached.**
29. Please provide the names of any third party subcontractors currently employed by either the County or the operator to provide maintenance, cleaning, janitorial, or insect or pest removal services. **None for parking facilities**
30. Can you provide whether the airport authorizes Uber and Lyft service or is the Cab and Taxi service limited to entities regulated by the County or State? **Airport has agreements with Uber and Lyft to operate and has permits with Taxi companies.**
31. What is the approved location for the three request electric car charging stations? **Long term parking lot.**
32. Will the contractor be required to manage the employee parking facilities for the Airport? **Yes.**
33. Please verify that airport employee's park in a separate parking area outside of the customer Airport facilities utilized by this contract? Can they park in customer spaces for free? **Employees park in employee parking lot (non-revenue).**
34. Please confirm how many shuttles operate per shift, by day of week and whether there is seasonality to the shuttle schedule. 1-2 shuttles per shift based on demand. **There is seasonality as the summer months are much busier than winter.**
35. Has the County identified the Revenue Control System, AVI system, parking space availability system, and directional sign systems that it intends to implement or does the County expect the Contractor to identify and source these systems? If the Contractor is expected to make recommendations, would you like recommendations and quotes Included in the Proposal? **It is the Contractor, as industry experts, which are to make recommendations on the most suitable equipment for our operation and should be included in the proposal.**
36. Please confirm where the assistance buttons on the in-lane equipment and pay stations dial to when pressed. Is the Contractor responsible for staffing personnel to answer intercoms or manage a control center for the parking operation? **Yes.**
37. Please provide a list of vehicles used in the operation other than shuttles and if those vehicles and costs should be included in our budget. **Only 2 shuttles are used.**

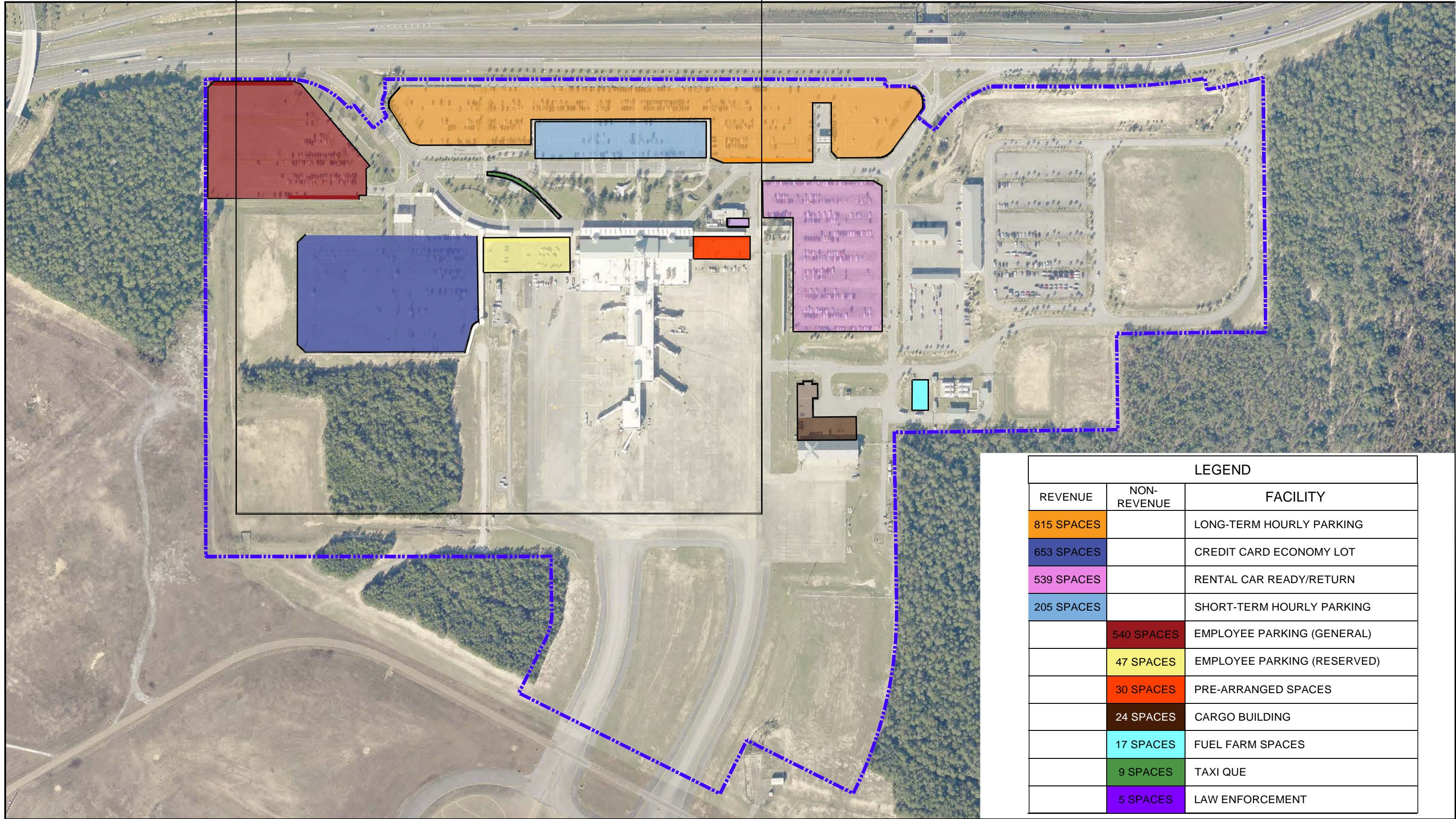
38. Does the Contractor need to provide office furniture, radios, computers, printers, telephone, and internet equipment or is this provided by the County? **Provided by Contractor.**
39. Does the current contractor provide credit card equipment, and if so, what specific equipment is provided and in what quantity? If not, does the County anticipate the next Contractor will be required to provide equipment, and if so, what type and quantity? **Provided by Contractor. Type and quantity to be determined by contractor, as needed.**
40. If a vehicle parks and enters the Short-Term spaces and passes through the free gate into the Long-Term Spaces parks and pays on exit how do staff determine the vehicles rate since the ticket dispensers do not communicate with the cashier system at the point of sale? **The rate is based upon the ticket that is issues (Long Term or Short Term).**
41. Who is the current company that repairs the existing parking equipment? **Gem Car Sales and Service**
42. If the contract is approved will the operator be required to install new equipment immediately or will this process require additional approvals? **New equipment should be installed ASAP once approved by the airport.**
43. Sections 1.8 and 1.9 (page 7) of the ITN state the term of the contract is five years with a five year renewal, but paragraph 4 of the draft contract (page 37) states “the contract run for three (3) years with the option for two (2) one (1) year renewal periods.” Which is correct? **Contract will be for 5 years with a 5 year renewal.**
44. Please provide a copy of the current Agreement between the airport and operator for the parking and shuttle operations and any addenda. **Click on link below for Contract:**
http://www.co.okaloosa.fl.us/sites/default/files/contracts/contra_pdf/C15-2320-TDD.pdf
45. Can you provide a draft contract for review? **Attached to the ITN.**
46. Please state who holds the insurance policy on the vehicles? Is it the County or the operator? Does the County name the Operator as other insured if they hold the policy? County has insured the vehicles. **Recently purchased 3 year extended warranty for both vehicles.**
47. Since there is a significant amount of CapEx for this project requiring pricing and site surveys will the Airport consider an extension to the due date. **Yes. Would like to see a phased approach.**
48. As provided under State or County purchasing rules or regulations can you please provide the negotiated terms of the current contract with the current operator?
http://www.co.okaloosa.fl.us/sites/default/files/contracts/contra_pdf/C15-2320-TDD.pdf
49. When does the current contract expire? **Sept 30, 2018, but will be extended, if needed, until a new contract is negotiated and approved.**

50. Does the airport have an ACDBE participation goal, and if so, will a Contractor be awarded additional points for partnering with such a firm? **This is not part of the scoring criteria.**
51. Who owns the MIDs and TIDs? **Contractor. Cash and checks are deposited directly into County accounts. Credit cards are processed by contractor and wired in gross to County accounts. County files applicable sales tax returns. All fees associated with the credit card sales are allowable for reimbursement.**
52. Please outline what responsibility the operator will have for PCI compliance. **Contractor would be responsible.**
53. Does the operator calculate and remit any parking or sales tax? **The Contractor calculates and collects sales tax and submits gross receipts to the County. The County files and remits the applicable sales tax on a monthly basis.**
54. Is there a money count room provided for the operator to count money in? If so is the equipment provided by the Airport or does the Contractor need to provide? **Yes. Provided by Contractor.**
55. Is there an armored car service for revenue pickup used currently? If so what company currently provides that services and what is the frequency of pickups required? **No. A Sheriff's Deputy will escort employee and cash to airport finance in the terminal building daily.**
56. During the term of the contract the inventory of spaces will increase by 1,000 spaces. Will this be addressed in your terms to the contractor during negotiations? **Negotiable**
57. If spaces are taken from inventory resulting in a reduction of revenue will the contractor be compensated for this in an approved calculation? **No. All effort will be made to increase net new parking spaces while increasing parking inventory.**
58. Will the current plan to increase the parking inventory take any spaces out of service during the term of this contract? If so can you estimate how many and for what anticipated period these spaces will be out of inventory? **Only if a parking garage is added.**
59. Does the Airport currently provide any validations for parking at full or reduced rates? **Full rate for contractors meeting on official business with airport staff.**
60. Given the short timeframe between the issuance of any addenda (August 10th) and the proposal due date (August 15th), will the County consider extending the due date by at least two (2) weeks? **No, an extension will not be considered.**
61. Please provide a copy of the pre-proposal meeting sign-in sheet. **A copy of the sign-in sheet is attached.**
62. Please provide current staffing schedules by position along with the average rate of pay for each position, including management staff. **TBD by Contractor**

63. Please provide annual revenue by month for the last 24 months along with revenue tickets collected during that same period. **Revenue by month and ticket count is attached. Do not have actual tickets.**
64. Please provide monthly expenses by line item for the last 24 months. **Attached**
65. Please provide management fees paid to and/or rent collected from current operator for the last 24 months. **Attached**
66. Are insurances, including workers compensation, reimbursable? **Yes.**
67. Section 1.8 of the ITN states that the term of the contract is five (5) years plus one (1) additional five year period. However, Section 4 of the draft contract states a term of three (3) years plus two (2) one (1) year renewal options. Can you please clarify? **The ITN is correct, it will be a 5 year contract with the option for 1 five year renewal. I have updated it in the draft contract**
68. If a management agreement, will operating expenses be reimbursed? Please provide a list of reimbursable and non-reimbursable expenses. **See detail attached and Article V of current agreement.**
69. Who banks the revenue and who will be the merchant of record for credit cards? **County banks cash revenue. Contractor is the credit card merchant and makes wire transfers (gross sales) to County account.**
70. If County banks the cash, will you consider giving an operating advance? **No**
71. If the operator banks the revenue, can the operator deduct expenses and the management fee from that revenue and remit the balance to the County? **Credit card revenues are received by Contractor and remitted to County in gross (including tax). The County will remit and pay the applicable sales tax. The County will process payment to Contractor for the monthly fees and reimbursable expenses. No netting of expenses against revenue.**
72. What is the operator's repair and maintenance responsibility? Who will maintain the PARCS? If operator is responsible, will the cost of on-going maintenance be reimbursable? **Contractor is responsible and maintenance is reimbursable.**
73. Will the operator be expected to procure equipment or shuttles on behalf of the County (i.e. will operator be responsible for capital expenditures)? **The County provides two shuttles and recently purchased a 3 year extended warranty on them.**
74. Will the unamortized portion of any capital expenditure be paid to operator upon an early termination? **The current equipment language is included in Article X of the agreement. The County intends to reimburse in full for approved equipment purchases, upon installation and verification of full operation.**
75. ITN Section III.6 references "proposal security". What is the proposal security amount? The County requests the installation of 3 electric vehicle charging stations. Where would the chargers be located? Would there be a fee assessed for the charging?

What type of charger is the County looking for, Level 2, Level 3 or Tesla S? **The contractor should determine and recommend the best type and location for the charger and if any fees should be based on other similar airport operations.**

76. Section III, Item 9 (Proposal Price) of the ITN includes a list of items to be included in the proposal price. Can you please confirm the structure of this contract? Will this be a reimbursable management contract, a lease/concession agreement, etc.? If price is required, is there a form the County would like for proposers to use/submit?
Reimbursable management contract.



LEGEND		
REVENUE	NON-REVENUE	FACILITY
815 SPACES		LONG-TERM HOURLY PARKING
653 SPACES		CREDIT CARD ECONOMY LOT
539 SPACES		RENTAL CAR READY/RETURN
205 SPACES		SHORT-TERM HOURLY PARKING
	540 SPACES	EMPLOYEE PARKING (GENERAL)
	47 SPACES	EMPLOYEE PARKING (RESERVED)
	30 SPACES	PRE-ARRANGED SPACES
	24 SPACES	CARGO BUILDING
	17 SPACES	FUEL FARM SPACES
	9 SPACES	TAXI QUE
	5 SPACES	LAW ENFORCEMENT

VPS Parking Details
 ITN Question Response

	Number of Tickets (See Next Tab)	Revenue	Total Mgmt Fee & Expenses	Payroll & Insurance	Phone/Internet
Oct-16	15472	227,937.21	33,190.88	20,991.14	258.25
Nov-16	14834	212,777.18	33,731.65	20,975.84	258.25
Dec-16	15667	209,883.80	36,222.99	23,408.98	261.07
Jan-17	13433	194,442.20	35,870.93	23,107.54	260.81
Feb-17	12553	181,033.63	31,976.33	21,413.11	259.53
Mar-17	16049	219,885.33	36,318.53	24,632.06	257.99
Apr-17	14556	197,174.83	32,902.17	22,914.32	268.65
May-17	18501	256,123.09	37,603.04	24,212.45	269.41
Jun-17	20856	277,603.20	38,105.85	24,174.07	268.65
Jul-17	20421	256,903.99	45,637.70	26,027.51	270.16
Aug-17	20279	257,715.24	47,042.72	27,311.21	268.54
Sep-17	19566	239,273.96	37,468.28	24,660.98	268.51
Oct-17	19136	259,786.52	40,445.13	24,077.87	269.15
Nov-17	16968	246,316.95	38,567.52	24,251.20	269.15
Dec-17	16747	223,417.40	36,850.77	22,862.76	269.15
Jan-18	13540	205,735.86	39,378.02	24,307.84	269.40
Feb-18	13765	197,948.10	34,225.31	22,688.53	269.40
Mar-18	18216	228,845.43	35,948.87	24,668.60	269.40
Apr-18	15199	222,585.96	36,982.86	23,681.04	281.20
May-18	18694	265,264.04	38,596.85	24,900.43	280.43
Jun-18	21435	283,707.90	40,929.61	26,016.31	280.43

Expense Breakdown

Postage	Repairs	Audit	Consulting	Supplies	Uniforms	Storage	Bank & Credit Card Fees	Background/Drug Check
117.95	544.00		111.30	350.16		57.24	4,737.76	
82.78		1,700.00		140.74		57.24	4,628.38	114.80
5.39	1,237.39		74.20	246.47		57.24	5,118.84	44.45
142.06	751.40		37.12	1,720.06	191.08	57.24	4,587.57	44.45
74.45			36.05	237.14	4.00	57.24	4,531.34	44.45
43.25	1,000.00		72.60	271.28		57.24	4,301.19	
79.38				222.04	8.00	57.24	4,079.80	
110.48	435.49		109.70	581.60	89.34	57.24	4,775.83	11.90
137.36	544.48			496.89	361.81	57.24	4,555.16	56.35
163.36	184.00			249.39	12.00	57.24	11,814.02	88.90
194.61	5,792.63		36.59	1,118.89	4.00	57.24	5,743.37	
142.17			36.06	166.04		57.24	5,829.27	23.64
111.76	2,420.52		37.12	537.19	179.65	57.24	5,351.62	44.62
96.95	190.00		73.18	960.76	74.78	57.24	6,006.98	
7.63		1,700.00		45.54	290.17	57.24	5,561.55	
146.83	1,650.00		72.12	704.30		57.13	6,238.51	
79.32	529.02		38.06	694.57	20.00	57.24	4,657.10	
74.58				182.04	8.00	57.02	4,508.32	178.48
66.35			38.06	1,140.80	430.54	57.02	5,356.30	
80.04			39.13	1,098.49		57.13	5,123.96	
69.90	318.15		39.12	429.97		57.13	6,073.73	89.24

Equip. service agmt.	Sales & Use	Other	Mgmt Fee			
			6,023.08	33,190.88	-	
192.14	43.99		5,537.49	33,731.65	-	
191.25	6.26	200.50	5,370.95	36,222.99	-	
	76.24		4,895.36	35,870.93	-	
383.39		325.61	4,610.02	31,976.33	-	
	5.60		5,677.32	36,318.53	-	
192.14			5,080.60	32,902.17	-	
191.25			6,758.35	37,603.04	-	
	46.71		7,407.13	38,105.85	-	
192.14	44.96		6,534.02	45,637.70	-	
			6,515.64	47,042.72	-	
	42.96		6,241.41	37,468.28	-	
574.64			6,783.75	40,445.13	-	
	162.04		6,425.24	38,567.52	-	
	41.13	245.50	5,770.10	36,850.77	-	
383.39	96.52	306.90	5,145.08	39,378.02	-	
	128.48		5,063.59	34,225.31	-	
	36.56		5,965.87	35,948.87	-	
191.25			5,740.30	36,982.86	-	
	6.19		7,011.05	38,596.85	-	
	47.02		7,508.61	40,929.61	-	

MANAGEMENT OF PARKING FACILITIES AT THE DESTIN-FORT WALTON BEACH AIRPORT

Okaloosa County, Florida

MANDATORY PRE-PROSOAL MEETING and SITE SURVEY

July 31, 2018 - 9:00 A.M. CST

Name	Organization	Email Address	Phone Number
Oscar Williams	VPS	owilliams@myokaloosa.com	651-7160
David Horn	Propam	david.horn@propark.com	904-463-2532
Daniel Lassiter	RPS	dlassiter@repardieparking.com	423-713-3039
Chuck Voase	SP+	CVOASE@SPPLUS.COM	216-802-6662
Mike Stenson	VPS	MStenson@myokaloosa.com	651-7160
DeRita Masam	purchasing	dmasam@myokaloosa.com	689-5960
Samantha Murphy	Purchasing	smurphy@myokaloosa.com	689-5960
Allyson Oung	VPS	aoung@myokaloosa.com	651-7160
Henry Paratch	CAM SERVICES Inc	hparatch@cam71okaloosa.com	850-461-1956
Ray Stoner	LAZ Parking	rstoner@lazparking.com	202-351-8127
Bert Hayden	LAZ Parking	bhayden@lazparking.com	229-740-4222