

QUESTIONS AND ANSWERS

Request for Proposals (RFP)

PROJECT NO. 13-20

Project Title: Parking Management and Operation Services

Date: August 30, 2013

To: Prospective Respondents

From: Procurement Operations Department, Houston Community College

Subject: Questions and Answers Request for Request for Proposals, HCC Project No. 13-20

1. Can you provide the cost of your current revenue control equipment manufactured repairs?
 - a. This information may be shared with the awarded vendor.
2. Do you have an annual contract to service the revenue control equipment?
 - a. Yes.
3. Is the Revenue Control Equipment PCI Compliant? If not, will it be compliant by the start of the new contract?
 - a. Yes.
4. Can you provide the names of the current housekeeping garage vendors?
 - a. This information may be shared with the awarded vendor.
5. Is there a directory or a list of HCC approved SBDP vendors?
 - a. No.

6. Is HCC providing golf carts for our staff to use for car search/locating assistance?
 - a. Yes, if the vendor provides the proper insurance endorsement.
7. Will revenue be deposited in contractor bank or HCC bank?
 - a. HCC bank account
8. Will credit card transactions fees collected/deposited into contractor bank or HCC bank?
 - a. HCC bank account
9. Will HCC provide devices for electronic access (key cards) to the parking garage?
 - a. Yes.
10. What is current inventory of devices for electronic access (key cards)?
 - a. 1,764 Active and 224 Inactive
11. Is the Revenue Control Equipment PCI Compliant? if not, will it be compliant by the start of the new contract?
 - a. Yes.
12. How many HCC Foundations board members are expected for each meeting to utilize the valet service once or twice per year?
 - a. 10-20
13. Are all operating expenses that are approved by HCC reimbursed to the contractor on a monthly basis?
 - a. HCC pays for operating expenses. Any expenses incurred by contractor will be reimbursed in a timely manner.

14. On Page 19 of the RFP you want us to quote you a "Base Annual Fee". What costs should be included in this "Base Annual Fee"?
- a. Salaries and related expenses to provide routine services as parking management.
15. On Page 19 of the RFP you want us to quote you a "Special Event Fee". What costs should be included in this "Special Event Fee"?
- a. Salaries and related expenses to provide routine services as parking management.
16. On Page 19 of the RFP you want us to quote an hourly rate for "special services". What type of special services do you envision so we can accurately quote a wage for that specific type of service.
- a. Special events may include valet services for special meetings or future revenue generating events.
17. With regards to quoting the "special services" hourly rate on Page 19 of the RFP, should this rate include payroll taxes, workman's comp and benefits?
- a. Yes
18. Regarding your 25% goal for small business participation, if we are not a small business and we elect to provide all services with our resources providing "self-performance justification" on page 25 of the RFP, will this result in an "unacceptable" rating on page 10 section 5 as it relates to Small Business Commitment? If so, what conditions will result in an acceptable rating if we are providing all the services from our own resources?

- a. If you are not a small business, you are encouraged to seek small business participation to meet the small business participation goal.

19. Are credit cards currently being accepted at the paystations?

- a. Not yet, HCC is establishing the merchant account.

20. Do we deposit the daily/event parking revenues in our own bank account or in an account owned by HCC?

- a. HCC will have the appropriate merchant account for credit cards and bank account.

21. Our understanding is 2 pricing proposals are to be submitted on "Attachment 2"

- a. Not a question.

22. Pricing for the current operation

- a. This information may be shared with the awarded vendor.

23. Pricing for when the new equipment is installed.

- a. This information may be shared with the awarded vendor.

24. Please clarify that the "Base Annual Fee" is an all inclusive cost that will include all personnel and related costs, insurance and any other expenses the operator is expected to pay. What back up do you want provided for this number?

- a. Yes, the base annual fee is to include salaries and related expenses to provide routine services as parking management.

25. Please clarify what "Special Services" are on "Attachment 2".

- a. Special events may include valet services for special meetings or future revenue generating events.

26. Please give details on the system configuration that is being installed. A "booth" was mentioned in the pre-bid meeting and maybe a pay on foot, pay in lane?

- a. Two pay-on foot station (locations to be determined) and cashier's booth on Elgin Street side.

27. Attachment 3, IV. 2.a. How many hours of traffic control special event should we bid?

- a. At this point, only one special event is known; please see the answer provided in question # 31.

28. Attachment 3, IV. 2. b. This states the contractor is responsible for the cost of equipment repairs, in the pre-bid it was mentioned this would be HCC's cost, please clarify.

- a. HCC is responsible for all expenses related to the equipment.

29. Attachment 3, IV 5.c. This states the contractor will provide a cash register, wouldn't this be part of the equipment referenced in 4 above.

- a. HCC will provide the cash register equipment.

30. Attachment 3, 5. d. How many current contract parkers are billed and how many bills are sent each month?

- a. None. Reserved parkers pay through payroll deductions and tenants are billed by property management.

31. Attachment 3, 5.j How many valets and for how many hours do we include in our bid?

- a. The number of valets is determined by contractor. The service is normally 2-4 hours.

32. Attachment 3, 5.m. Is it expected the contractor provide a maintenance position to perform the janitorial function in the garage or is this being done by other contractors of HCC? If we can provide the janitorial function can we utilize a SBDP to perform the work?

- a. HCC provides contractors for all services. The parking management vendor will function as a liaison.

33. Is the contractor to provide General Liability Insurance for this contract?

- a. Yes

34. Page 22, 7.h. Contains language that the contractor shall at contractors' expense takes all precautions to prevent fire from occurring. Does this mean it is the contractors' obligation to maintain any sprinkler systems, fire systems and fire extinguishers at contractors cost?

- a. HCC provides contractors for all services. The parking management vendor will function as a liaison.

35. The indemnity language on page 14 Section 23 of the RFP differs from the indemnity language in the terms and conditions document. Please clarify which is applicable and if this is negotiable.

- a. The Terms & Conditions listed on the HCC website prevail. The indemnification is not negotiable.