

# HILLSBOROUGH COUNTY AVIATION AUTHORITY

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## Addendum #4

Parking Facilities and Shuttle Services Management  
Tampa International Airport  
Request for Proposals (RFP) #11-534-046

A copy of this signed Addendum #4 must be included with all submissions.

### A. Material Changes

RFP No. 11-534-046, Parking Facilities and Shuttle Services Management is hereby amended and includes the following material change to the RFP document. The changes are noted by double strike through (~~double strike through~~) for deletions and double underline (double underline) for additions.

1. RFP, Subsection 8.14, Airport Concession Disadvantaged Business Enterprise ("ACDBE?"), C - ACDBE Participation and Compliance, Item (1) is modified as follows:

#### C. ACDBE Participation and Compliance

- (1) ACDBE Goal: The selected Respondent agrees that it will subcontract with ACDBE firms, certified with the Florida Unified Certification Program, in an amount equal to at least **15 percent** of the total value of ~~goods and services purchased under the Agreement generated by the selected Respondent~~ for each year of the term, or clearly demonstrate in a manner acceptable to Authority its good faith efforts to do so. The selected Respondent will contract with those ACDBEs as provided in the selected Respondent's plan for achievement of the ACDBE goal, as stated in the ACDBE Assurance and Participation form and Letter of Intent for each ACDBE presented with the selected Respondent's proposal and approved by Authority, which is incorporated by reference into the Agreement.
2. Appendix C, Proposal Response, Tab 9 – Airport Concession Disadvantaged Business Enterprise ("ACDBE") Participation is deleted in its entirety and is replaced with the Revised Tab 9 – Airport concession Disadvantaged Business Enterprise ("ACDBE") Participation form document, dated January 6, 2012, and posted separately on the website with the Solicitation document. **NOTE:** Review the changes to the form and submit the revised form with Appendix C, Proposal Response.
3. Appendix D, Sample Agreement, ARTICLE 19, AIRPORT CONCESSION DISADVANTAGED BUSINESS ENTERPRISE, 19.03, ACDBE Participation and Compliance, Paragraph A, is modified as follows:

#### 19.03 ACDBE Participation and Compliance

- A. ACDBE Goal: Company agrees that it will subcontract with ACDBE firms, certified with the Florida Unified Certification Program, in an amount equal to at least 15 percent of the total value of ~~goods and services purchased under the Agreement generated by Company~~ for each year of the term, or clearly demonstrate in a manner acceptable to Authority its good faith efforts to do so. Company will contract with those ACDBEs as provided in Company's plan for achievement of the ACDBE goal, as stated in the ACDBE Assurance and Participation form and Letter of Intent for each ACDBE presented with Company's proposal and approved by Authority, which is incorporated by reference into this Agreement.

## B. Clarifications

1. Question: We are having difficulty filling in some of the form fields in Appendix C, Proposal Response.

Answer: Call Connie Mundzak at 813-801-6040 for assistance in completing Appendix C.
2. Question: Add. #2, questions 3-The answer states that an email request should be sent to you in order to receive the historical revenue information. We originally submitted this question to you via email. Is there something else we need to do to obtain this information? I will also request this information in a separate email if that will help.

Answer: As instructed in Addendum #2, question #3, anyone interested in receiving the information must separately email [CMundzak@TampaAirport.com](mailto:CMundzak@TampaAirport.com) to request the historical revenue information.
3. Question: Will the Authority reimburse transition expenses, such as employee background checks, training-related payroll, etc.?

Answer: Per 4.05 of Appendix D, Sample Agreement, transition expenses are not reimbursable.
4. Question: Will the Authority provide the operating budget for the Parking, Shuttle, and Combined Operations for the current fiscal year in any available format?

Answer: The total proposed annual budget for the current fiscal year is \$5,600,615, which includes non-reimbursable shuttle fueling costs.
5. Question: Will the Authority please provide the total revenue by lot (long term, short term, economy, valet, etc.) by month for 2009, 2010, and 2011 year-to-date?

Answer: See answer to question 1. The information is included in the historical revenue information.
6. Question: Considering the extended holiday season, would the Authority extend the proposal due date by one week?

Answer: No. The schedule remains as stated in the RFP.
7. Question: If we subcontract a service to a certified ACDBE firm that includes payroll (eg shuttle services), will the cost of the payroll for those employees be considered as part of the ACDBE requirement?

Answer: Yes
8. Question: Who currently provides the maintenance services for the Shuttle Bus fleet?

Answer: Penski.
9. Question: Will there be a place on-site to store the shuttle busses prior to contract start date and when the buses are not in use?

Answer: Yes.

10. Question: What company is currently providing the Security Patrol services?
- Answer: Current operator.
11. Question: Does the Authority require foot patrols, vehicular patrols or a mix of the two? If vehicular patrols are required, should the security firm provide a vehicle for the guard's use?
- Answer: This information is provided in Appendix A of the RFP.
12. Question: Does the Authority require a separate guard to patrol each of the three garages (LT, ST and Economy) or does one guard patrol the long/short garages together?
- Answer: Separate patrols are required in each facility.
13. Question: May respondents add additional information on our services to the Proposal Response – Appendix C? If so, how may we add this additional information? At the end of each section, at the end of the Appendix with references?
- Answer: Additional information may be included if it directly pertains to a question or information that is requested in Appendix C, Proposal Response. The responses will be evaluated based on the information requested in Appendix C.
14. Question: Who provides the health insurance for the employees? Is this a company OR union health plan?
- Answer: As per Appendix C, Respondents propose the health insurance for employees.
15. Question: If an ACDBE company is contracted to provide labor or service for a management fee, will that fee be: 1 - reimbursable, and 2 - count towards the participation percentage?
- Answer: 1. No; 2. Yes.
16. Question: Please confirm that the registration fees for company provided vehicles are reimbursed as stated in the sample Agreement.
- Answer: The registration fees for company provided vehicles are not reimbursable as detailed in Subsection 4.05, item B, of Appendix D, Sample Agreement.
17. Question: On the incumbent operator's "Current Annual Operating Expenses" – Appendix B – what makes up the flat monthly fee of \$19,097 for "Shuttle Fleet"?
- Answer: Shuttle bus capital cost reimbursement fee, which is not relevant to this Solicitation.
18. Question: RFP – Page 14 – Para 8.14.C.1 – Please confirm that the calculation of ACDBE participation will be based on Total Expenses less Payroll.
- Answer: ACDBE participation will be based on the Total Amount of the estimated operating expenses as proposed in Appendix C, Tab 6, Item D, Operating Expenses Annual Budget.

19. Question: RFP – Page 14 – Para 8.14.C.1 – Please confirm that if the shuttle service is subcontracted to an ACDBE firm, which would include driver payroll, the extra amount of the subcontract will be allowed in the participation percentage.

Answer: The total value of an ACDBE subcontract will be counted toward ACDBE participation.

**REMINDER:** The deadline for submissions for this RFP is Tuesday, January 17, 2012, no later than 2:00 p.m., ET.

I \_\_\_\_\_ acknowledge receipt of this Addendum #4.

\_\_\_\_\_  
Company's signature

\_\_\_\_\_  
Date