

Appleton International Airport Parking Lot Management
Vendor Questions & Answers
August 1, 2018

General Proposal Information

1. How will the addendum be delivered?
Reference Section 10.0 of the RFP.
2. Exhibit A states 1% for ACDBE goal but Exhibit B states 2.83%. Which is correct?
The ACDBE goal for non-rental car agencies is 2.83%
3. Clarify the ACDBE goal. We are assuming the goal is to have 2.83% of the total contract value or management fee to be designated to ACDBE firms.
The ACDBE goal for non-rental car agencies is 2.83%
4. For ACDBE clarify how the “Total Contract Amount” is calculated. Is the “Total Contract Amount” comprised of the reimbursable operating expenses plus the operator’s management fee, reimbursable operating expenses only or other?
For ACDBE the total contract amount includes all costs including the operator’s management fee as well as reimbursable operating expenses.
5. Where can we find a list of qualified ACDBE firms in Appleton and is the Airport already utilizing an ACDBE firm for parking lot operations?
A list of qualified ACDBE firms can be found at <http://wisconsindot.gov/Pages/doing-bus/civil-rights/dbe/certified-firms.aspx>
6. Why is this service being bid out?
This is a proposal request vs a bid. The current contract is up.
7. It is requested the vendor send in Audited Financial Statements. If a company is not public and financial statements may not have been audited by an independent firm, what is an alternative option that would suffice to show financial abilities/history during the years requested?
For the proposal review, 2 years of tax returns will suffice. However, please note that the selected contractor, per the Management Agreement, will require annual Audited Financial Statements.
8. Section 8.0 “Proposal Submittal” Tab 13: Fees requires proposer to express their Management and Overhead Fees in terms of a percentage of allowable reimbursable expenses. Is it the County’s intent to pay the successful proposer a different management fee each month using the management percentage x the actual reimbursable operating expenses or will the management fee be fixed (same amount each month)? If the monthly management fee will be fixed, please explain how the fixed amount will be determined.
The County’s intent is to pay a fixed monthly management fee, as proposed by the contractor in addition to the monthly reimbursable costs.

9. Could proposers offer a fixed management fee in lieu of a percentage management fee?
Yes.

10. Is a budget, estimated operating costs, or a management fee required to be included in the proposal?
Yes, please see Tab 7 and Tab 13 in the Request for Qualifications and Proposal.

11. In Section 8.0 of the RFP it states we need to provide 1 original and 2 copies and in Section 13.0 we need 7 copies. Clarify.
Provide 1 original and 2 copies.

12. Due to the size of the documents & manuals requested in Section 8.0 Tab 4, can we provide only one copy of each document?
You could provide one original hard copy and 2 USB drives with your full proposal copy on each.

Current Contract Information

13. Who is the current operator?
SP Plus (Standard Parking)

14. Is there a manager on site, if so what is their salary?
Yes the Manager is on site daily from approximately 9:00a.m - 5:00 p.m. and is on call 24/7 for any questions or equipment issues.

15. Provide current staffing levels, rates of pay and current staffing schedule.
Full time Manager on site daily and two part time employees that cover the intensive parts of parking operation based on current flight schedule times. When Parking Staff is not on site, the operation shifts to Airport Public Safety who monitors calls and responds, which is typically from last arriving flight to 9:00 a.m. when the Manager arrives. Part time staff are paid approximately \$9/hr.

16. Provide a list of actual employee positions, number of hours worked and rate of pay.
See explanation in number 15. For a typical month the Manager works a 40 hour week and the part-time employees will work approximately 225-250 hours per month based on the flight schedule. The scheduled hours are reviewed by the parking lot manager on a monthly basis and are kept within a specified hour limit to remain within budget.

17. Provide previous two years gross revenue and expenses actuals and P & L's.
Please see "2016-2018" trial balances.

18. Provide the last two years of actual reimbursed expenses by major category from current provider.
Please see "2016-2018" trial balances.

19. Provide current 2017-2018 budget for this scope.
Please see "2016-2018" trial balances.

20. Is the merchant identification numbers in the Airport's or operator's name?

The merchant identification numbers are in the Airport's name.

21. Is the parking revenue deposited in the Airport's or operator's bank? If operator's bank, what is the schedule for reimbursement to the Airport?

Airport's bank.

22. Breakout the credit card expenses (if any) the current operator is charging the airport.

Credit card fees are charged directly to the airport (not through the operator).

Services

23. Will the airport provide a vehicle for the operator for maintenance duties or should the operator budget for a vehicle?

The airport does not provide a vehicle for the parking lot contractor.

24. How does the Airport currently provide parking services to customers?

Through a Management Contract with a provider and combination of on-site staff and automated machines.

25. For the purpose of preparing a valet operating plan and expense budget (including staffing needs), provide the estimated number of parking spaces dedicated to valet parking and/or estimated number of customers the Airport estimates will utilize valet services along with the anticipated valet parking rates (if known).

Number of parking spaces to be determined. Estimated number of customers and potential rates also unknown. We are relying on the proposing contractor to advise us on an overall plan.

26. Describe the anticipated drop-off and pick-up areas for the valet vehicles under both options.

Areas to be determined based upon options selected.

27. For the parking lot shuttle service, describe the number and type of shuttle vehicles to be provided by the Airport (make/model, number of passengers, gas or electric, etc). Will there be a spare shuttle vehicle(s)?

Shuttle vehicles to be determined (currently seeking quotes on 12 to 29 passenger shuttle models). There are currently no plans for a spare shuttle vehicle, although the airport does have access to a small bus that could be used in certain situations.

28. Will the operator be responsible for the maintenance of shuttle(s) and refueling/charging?

No, the Airport will be responsible.

29. Provide a description of the anticipated shuttle route. Will shuttle operate only within the parking facilities or on public/commercial roadways?

The shuttle route will be within the Airport's ring road and not on public roadways. Actual shuttle route to be determined.

30. For the purpose of preparing a shuttle service operating plan and budget, provide the anticipated shuttle schedule or number of anticipated service hours per day and/or per week.

The shuttle service shall match the Airports airline operating schedule.

31. Does the Airport currently provide shuttle services to customers?

The Airport provides a complimentary shuttle service utilizing a 6 passenger golf cart and is manned only when volunteers are available.

32. Who is responsible for snow removal?

Airport.