



Valet Parking Services
RFP # 12-28-43605

Addendum No. 2
May 29, 2012
Questions and Answers

The following **revisions are** being made:

Article 1.01 – Receipt and Opening of Proposals

The JAA will receive Proposals until **June 7, 2012** at 2:00 PM (local time) for selecting a company to provide valet parking services. The Proposals will be publicly opened at the JAA Administration Building, 14201 Pecan Park Road South, Jacksonville, Florida at the above stated time and date.

Exhibit 3 – ACDBE/DBE Forms

Exhibit 4 – Draft Agreement - Valet Agreement--Final.

Questions and Answers

- Q1. When was the last rate increase on the Valet parking rate? What was the prior price?
- R1. February 1, 2011 and the prior rate was \$20 per day.**
- Q2. Could you provide overnight car counts for the last 12 months?
- R2. JAA has overnight car counts from July 1, 2011 thru April 30, 2012. See attached Addendum Number 2, Overnight Valet Parking Counts 2011-07 thru 2012-04.**
- Q3. RFP Page 6, 1.07: Can the 40-page limit be exempt of Financial Statements?
- R3. Yes.**
- Q4. RFP Page 13, I: Do we need badges for all staff?
- R4. Yes.**
- Q5. RFP Page 18, 3.01: Says the operation must be open 24/7, but the contract page 12, 6.2 says 2 hours before 1st departure and one hour after last arrival. Please clarify.
- R5. RFP page 18, 3.01 reads as follows: As the owner and operator, the JAA is soliciting competitive proposals for the award of Valet Parking Services Concession at JAX with a financially sound, qualified and competent firm that can proficiently and professionally manage and operate a valet parking services concession, seven (7) days a week, three hundred sixty-five (365) days per year basis.**
- Q6. RFP Page 26, Article V, 2.c: Please provide Peak and non-peak airline schedule.
- R6. See attached, Addendum Number 2, Peak-Non-Peak Activity Airline schedule.**



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- Q7. RFP Page 26, Article V, 3: May we have the current rates, including any discounts, and the rate history for the last 5 years?
- R7. **February 1, 2011 \$22/daily rate**
May 1, 2005-January 31, 2011 \$20/daily rate
Discounts offered to customers not available to JAA.
- Q8. RFP Page 29, Exhibit 1: May we bid higher than \$160,000 MAG and 18% percentage fee?
- R8. **Yes you may bid more than \$160,000 for the MAG. Percentage fee remains at 18%.**
- Q9. RFP page 34: Please provide 5 years valet parking revenue by month along with the number of vehicles parked each day and overnight inventory counts by day for the most recent 24 months.
- R9. **See attached Addendum Number 2, Valet Concession Five Year Gross Revenue History and Addendum Number 2, Overnight Valet Parking Counts 2011-07 thru 2012-04.**
- Q10. Contract Page 2 of 36, 1.9: The contract year ending date is incorrect.
- R10. **See attached revised contract language, Addendum Number 2, 2012-05-08 Valet Agreement--Final.**
- Q11. Contract Page 2 of 36, 2.1: Can the size of the Staging Area be increased above the current 138 spaces? Will the contract be made exclusive for valet parking?
- R11. **(a) Yes, (b) No.**
- Q12. Contract Page 3 of 36, 2.2: Calls for the operator to re-locate at their own expense. With no parameters to determine what the effect of a potential move may be, how are we to determine that cost?
- R12. **The Authority does not anticipate any moves in the future; we will relocate to an equal site as the current site.**
- Q13. Contract Page 7 of 36, 5.2: Minimum Annual Guarantee is based upon 75% of previous years revenue (in the second and succeeding years) or should it be 75% of prior year's rental? Example, first year rental is the greater of \$160,000 or 18% of gross. Second year rental would be 75% of first year rental or 18% of gross, whichever is greater.
- R13. **See attached revised contract language, Addendum Number 2, 2012-05-08 Valet Agreement--Final.**



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- Q14. Contract Page 7 of 36, 5.4, A: Is the rental \$13 per square foot or \$12.589 per square foot?
- R14. See attached revised contract language, Addendum Number 2, 2012-05-08 Valet Agreement--Final.**
- Q15. Contract Page 7 of 36, 5.4, B: How is the CPI figured (which index)?
- R15. See attached revised contract language, Addendum Number 2, 2012-05-08 Valet Agreement--Final.**
- Q16. Contract Page 7 of 36, 5.5, A: This essentially states that the minimum guarantee is not \$160,000 but \$160,000 plus tax. Is this the intent?
- R16. Yes, plus applicable sales tax.**
- Q17. Contract Page 8 of 36, 5.5, B: Requires payment of percentage rental each month if it exceeds 1/12 of the MAG, "... without demand, deduction, holdback or setoff." This could cause the rental to exceed the MAG and the 18% percentage rental if one good month is offset by a very poor month. How would the operator recoup this amount?
- R17. Refer to section 5.15(B) of attached, Addendum Number 2, 2012-05-08 Valet Agreement--Final.**
- Q18. Contract Page 9 of 36, 5.13: Net Agreement, along with other sections seems to impose and potential roadway repairs or parking lot re-paving/re-striping for the Operations Areas. Is this the intent?
- R18. The re-paving/re-striping of the operations area will be the responsibility of the Authority.**
- Q19. General: Please provide a list of the equipment that comes with the concession (i.e. Gates, safes, Booth, etc.)?
- R19. Booth Only.**
- Q20. General: Does the valet operator pay for parking customers vehicles?
- R20. Yes, the Operator will pay the employee to park customer's vehicles. JAA does not charge per parking space.**
- Q21. General: How many AVI (\$100) units must be buy?
- R21. Depending on the number of employees.**
- Q22. General: If we pay for employee parking what is our rate?



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- R22. \$60 annually**
- Q23. How is the ACDBE/DBE goal calculated?
- R23. Calculation is based upon the Minimum Annual Guarantee of \$160,000.00.**
- Q24. What are the current valet parking rates?
- R24. \$22/daily rate**
- Q25. Please clarify how the MAG is calculated for the second and preceding years.
- R25. Please see annual audit for MAG calculation.**
- Q26. Can the 138 spaces be expanded?
- R26. Yes.**
- Q27. Currently, how many attendants are staffed per shift?
- R27. Information not available to the Authority.**
- Q28. Please provide a copy of the attendance record for the pre-proposal meeting.
- R28. See attached Addendum Number 2, Pre-proposal Meeting Attendance Record.**
- Q29. Please clarify if Article V – Proposal Form checklist (the actual documents) should be included in our response proposal? If so, considering it references sealed Envelope #1 requirements and sealed Envelope #2 requirements, should the documents be included in both sealed envelopes. Lastly is it the expectation of the JAA for the responders to complete/provide responses within the actual document or use as a guideline for the layout of the response proposal?
- R29. Sealed Envelope Number 1 should include the Mandatory Requirements (Letter A – C) to include Exhibit 1 the proposal form. (One (1) Original Only)**
- Sealed Envelope Number 2 should include the following: One (1) Original of the following Conflict of Interest Certificate (Exhibit 2), ACDBE Form 1 and Form 3, (Exhibit 3), ACDBE/DBE Certification Letter and responses to items 1-4 listed on RFP pages 26 and 27 (binder preferred (one (1) original and five (5) copies).**
- Q30. Please clarify that the JAA is looking for one (1) original copy of sealed Envelope #1 and six copies of sealed Envelope #2 one (1) original and five (5) copies.
- R30. Correct.**



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Q31. Please clarify if there is a proposal bond requirement? I didn't notice a requirement in RFP document.

R31. That is correct no proposal bond is required.

Q32. Can the airport please provide the O/D enplanements for each month in 2011?

R32. See attached Addendum Number 2, Enplanements thru March 2012.

Q33. Can the airport please provide projected O/D enplanements for the years 2012, 2013, 2014, 2015 and 2016?

R33. Unknown.

Q34. Can the airport please provide the average revenue per valet ticket?

R34. Information is not available to the Authority.

Q35. Can the airport please provide a breakdown of total valet transactions by month for 2010 and 2011?

R35. Information is not available to the Authority.

Q36. Can the airport please provide a breakdown of average daily car counts by day of the week for 2011?

R36. See attached Addendum Number 2, Overnight Valet Parking Counts 2011-07 thru 2012-04.

Q37. When was the last rate adjustment made and by how much?

R37. February 1, 2011 and the increase was of \$2 per daily rate.

Q38. Can the airport please provide the percentage breakdown of cash and credit card transactions?

R38. Information is not available to the Authority.

Q39. Section 1.07 of the RFP indicates that an authorized officer or agent of the corporation must "state the name of the State under which the corporation is chartered, and the names and the business address of the President, Secretary and Treasurer". Where should this information be provided? On the signature page of the Proposal Form?

R39. You may provide on a separate sheet.



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- Q40. Section F on the signature page of the Proposal Form indicates, "If applicable, Acknowledgement of Warranty Acceptance is hereby made." To what does this refer? And is it in fact applicable to the Valet Parking Services at JAX?
- R40. This refers to Article 2.07.**
- Q41. Please describe any customer loyalty programs currently being offered in conjunction with the Valet Parking Service at JAX. Also, please provide any information available as to number of members or participants, rewards offered or other relevant information.
- R41. Corporate Rates. Number of members not available to the Authority.**
- Q42. Please provide the name, scope of work and dollar value for any ACDBE/DBE certified firms providing services – via subcontract, joint venture or other arrangement – under the current agreement for management and operations of the parking, shuttle and taxi dispatch services.
- R42. See attached Addendum Number 2, ACDBE/DBE Firm Participation.**
- Q43. What is the basis for determining ACDBE/DBE participation percentages? Is it the Gross Revenues collected? The amount retained by the Operator after payment to the Authority?
- R43. Calculation is based upon the Minimum Annual Guarantee of \$160,000.00.**
- Q44. Exhibit 3 – ACDBE/DBE Form 1 has a space for "Total Base Bid Amount" Is Total Base Bid Amount the proposed Minimum Annual Guarantee. If not the MAG, please define Total Bid Base Amount. Is this amount the overall value to which the dollar value of ACDBE participation should be applied to determine the percentage value of ACDBE participation?
- R44. The Total Base Bid amount is the Minimum Annual Guarantee proposed to the Authority. Yes, ACDBE participation is based on this amount.**
- Q45. Section 4.04 of the RFP indicates that the Respondent must include an original notarized copy of ACDBE/DBE Form 1 to be considered for contract award and that ACDBE/DBE Forms 2 and Form 3 must be submitted within 3 days of Proposal Opening, by the apparent low conforming respondent. Article V – Proposal Form indicates that ACDBE/DBE Forms, Exhibit 3 are to be included in Sealed Envelope #2, as part of the Respondent's proposal. Please clarify precisely which ACDBE/DBE forms should be included in the proposal.
- R45. Submit ACDBE/DBE Form 1, Form 3 or Form 4 (if applicable) in sealed envelope #2.**
- Q46. Please provide a copy of the pre-bid sign in sheet/attendance list.
- R46. See attached Addendum Number 2, Pre-proposal Meeting Attendance Record.**



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- Q47. Should Exhibit 1 (Minimum Annual Guarantee) be included in Sealed Envelope #2 (one copy) or should it be included in the bound proposal (six copies)?
- R47. Sealed Envelope Number 1 (one (1) original only)**
- Q48. Please provide the number of valet transaction and overnight car counts by month for the last two years?
- R48. The number of valet transactions is not required by current agreement. See attached Addendum Number 1, Overnight Valet Parking Counts 2011-07 thru 2012-04.**
- Q49. Please provide the revenue, transactions and overnight car counts by month March and April 2012.
- R49. The number of valet transactions is not a requirement by current agreement. See attached Addendum Number 1, Overnight Valet Parking Counts 2011-07 thru 2012-04.**
- Q50. In what year/month did the valet operation first open for business?
- R50. May 1, 2002.**
- Q51. What was the date of the last valet parking increase? Also if there was an increase, what were the previous rates?
- R51. February 1, 2011 \$22/daily rate
May 1, 2005-January 31, 2011 \$20/daily rate**
- Q52. Please provide the monthly enplanement information for the last two years. Also where does the Authority project enplanements to be over the next five years?
- R52. See attached Addendum Number 2, Enplanements thru March 2012. Unknown for projected enplanements.**
- Q53. Please provide the current incremental valet rate structure along with current corporate discounts, military discounts, and any other reduced rates so that we can determine whether adjustments should be made going forward.
- R53. Information is not available to the Authority.**
- Q54. Please confirm whether the valet booth and revenue control equipment will remain.
- R54. Booth only.**



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- Q55. Please provide the current minimum annual guarantee and/or any percentage rent structure, paid to the Authority. Also, please provide total annual rent payments (MAG + percentage rent) paid to the Authority for the last 2 calendar years.
- R55. See attached Addendum Number 2, Air Valet 2010 and 2011 Revenue Audit**
- Q56. Does the current valet operator offer oil changes, car washing/detailing, etc.? If so, please provide the rates for such services.
- R56. Car washing/detailing. Specifics rates not available to the Authority.**
- Q57. What is the sales tax rate in Jacksonville?
- R57. 7% percent.**
- Q58. Is the sales tax that is included in the daily valet parking rate paid directly to the airport or the state?
- R58. No, gross revenues reported to the Authority, excludes sales tax. See Article 1.12.**
- Q59. Can the airport provide clarification on Article 5, Section 5.5 of the Valet Parking Concession Agreement;
- Is there an applicable sales tax?
 - Is the reference to sales tax referring to the sales tax that is included in the daily valet parking rate or an additional sales tax on the MAG?
 - Is the sales tax based on the sales tax multiplied by 1/12 of the MAG or the actual sales tax collected from the customer?
- R59. A. Yes
B. MAG
C. 1/12 of the MAG and Percentage Fees**
- Q60. Please describe the scope of car washing, detailing or any other ancillary services currently being offered through the Valet Parking concession, and whether such services are being provided by the Valet Operator, a subcontractor or other service provider the name of the entity.
- R60. The current vendor is only offering car washing and detailing. Provided by Able Detailing used to be A & T Detailing Inc.**
- Q61. Please describe the rents, MAG and /or revenue share to JAA, and other business terms that apply to these services.
- R61. Detailing services are included with the gross revenues reported to the Authority.**
- Q62. Please provide the monthly Gross Revenue collected for each of these ancillary services from March 2010 to present.



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R62. See attached Addendum Number 2, Valet Concession Five Year Gross Revenue History

Q63. Are the Gross Revenues collected for these services included in the monthly Gross Revenue totals provided in the RFP?

R63. Detailing services are included with the gross revenues reported to the Authority.

Q64. Section 7.4 of the DRAFT Concession Agreement states "The Operator agrees any Self-insured-Retention of deductibles(s) shall not exceed Twenty-Five Thousand Dollars (\$25,000). Would the Authority allow a higher deductible if the Authority is guaranteed dollar-one coverage by Operator's insurer?"

R64. No.

Q65. In regards to Exhibit 2 (Conflict of Interest Certificate): Standard Parking Corporation is a publicly-traded company whose stock is listed on a national stock exchange (NASDAQ). Ownership of our common stock fluctuates on a daily basis, and we do not have knowledge of the occupations of our individual shareholders. Additionally, many of the company's stakeholders are investment funds, and we cannot determine or certify their entity information or determine the occupation of any individual who has direct or indirect interest in the investment fund. As such, it is impossible for us to certify that "no official or employee of JAA.....has any financial interest in our company."

However, Exhibit 2 states that we must execute the Exhibit relative to Florida Statute 112.313(12). The type of interest at issue in Chapter 112 is a "material interest" in the entity doing business with the official or employee's agency. A material interest is expressly defined in Chapter 112 as "direct or indirect ownership of more than 5% of the total assets or capital stock of any business entity."

Would it therefore be acceptable in response to Exhibit 2 to provide a list of all shareholders who hold 5% or more of Standard Parking Corporation's common stock?

R65. Yes.

Q66. In the interest of providing accurate information to the JAA, would the JAA be willing to modify the requirement for specific hours of operations for the List of Accounts to providing a range for the hours of operations instead? We have hundreds of accounts and the hours of operations changes quite often based on the specific account category....airport, restaurant, mall.. etc.)

R66. Our request to be open for business and operational to the public from two hours prior to the first scheduled airline departure at the Airport through one hour after the last actual airline arrival or the arrival of all valet customers scheduled to arrive at the Airport, seven days per week, including holidays, is reasonable. Airlines change their schedule on a daily basis.



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**The Question and Answer is closed.
Proposal Due Date is Thursday, June 7, 2012 at 2:00 PM (local time)**