

September 14, 2020

TO: ALL OFFERORS
FROM: Vicki Macklin
Management Analyst III
SUBJECT: ADDENDUM TO REQUEST FOR PROPOSAL - CONTRACT NO. OMB21006-
GOV_PK_GAR, Carvel State Office Building Garage Parking Management

ADDENDUM #2 Q & A

Section V, Sub-Section 5g, Item 3b(2), Paragraph 1, Page 19

“If the contractual service requires the transportation of departmental clients or staff, the vendor shall, in addition to the above coverage’s secure at its own expense the following coverage...(2) Automotive Property Damage (to others) - \$25,000”

1. Question: Transportation of departmental clients or staff is not shown in the Scope of Work and Technical Requirements. Is Automotive Property Damage (to others) - \$25,000 required?

Answer: No.

Section VII. Attachments, Attachment #2, page 32

The table in the middle of the page lists “Company Classifications” and asks the bidder to circle those that apply.

2. Question: Is there a DBE goal for this contract?

Answer: No

Appendix B, Paragraph 3, page 54, “EMPLOYEES SPACES AND RATES”.

EMPLOYEES SPACES & RATES

Employees	Pay	Group
145 vehicles	\$85.00 per month	State of Delaware
42 vehicles	\$85.00 per month	New Castle County
47 vehicles	\$85.00 per month	City of Wilmington
234 vehicles TOTAL		

Daily and hourly rate: \$1.00 per half hour /hour with a maximum of \$8.50 per day.

107 employees pay \$95.00/per month (State, County, and City).

121 people pay \$115.00/per month (new sign-ups or outside of city, County, or State).

The gross number of Security Access Cards billed, totals 462 (those paying \$85.00/\$95.00/\$115;00).

- Question: In Appendix B, Paragraph 2, page 47, "4. Access Card Issuance", rates are shown as \$95 for Owner's Employees Rate 1, \$105 for Owner's Employee's Rate 2 and \$150 for Standard Rate/General Parking. Is there an expectation that the existing rates at the garage will be modified?

Answer: The current "Access Card Issuance", rates are \$95 for Owner's Employees Rate 1, \$105 for Owner's Employee's Rate 2 and \$150 for Standard Rate/General Parking. Also, please see Page 54 of the RFP under Future Rate Changes

- Question: Overview Page 1; Deadline for Receipt of Proposals 9/22/20 at 1pm – We respectfully request an extension of at least two weeks to meet with contractors that are needed to conduct various tasks. This would be in the best interest of the State of Delaware and give the Proposer time to provide the best pricing and package.

Answer: The deadline for receipt of proposals is October 6,2020

- Question: Are any of the current staff members under the jurisdiction of a Collective Bargaining Agreement (CBA) and if so, what Union.

Answer: No

- Question: In the event of a government entity adjusting the minimum wage or paid time off, will the Manager have the ability to adjust budgets due to the changes being out of our control?

Answer: It would require approval from the Owner's

- Question: Can you provide a current manpower schedule?

Answer: Below is a typical manpower schedule

Position	Work Hours	Weekly Hours
Facility Manager	M-F 6AM-4PM	50
Night Supervisor 1	M,W,F 3:30PM-9:30PM T, H 3:30PM-11:30PM	34
Safety Walker / Maintenance	M-F 7AM-3PM	40
Customer Service	M-F 9AM-5PM	40
Day Area Manager	M-F 6AM-4PM	50
Night Area Manager	M-F 2PM-12AM	50
Contract Armed Security	M,W,F 6:30AM-7:00PM T,H 6:30AM-9:00PM	66.5

- Question: What are current employees earning per hour or per week if exempt?

Answer: The employees are not employed by State of Delaware therefore, we do not have that information to provide.

9. Question: B.1 General Evaluation Requirements; Page 2 – Do you want to complete listing of all current and past contractual agreements with points of contact over the past ten years? This is a rather extensive list. Perhaps limit it to five current contracts?

Answer: A complete listing of all current and past contractual agreements with points of contact over the past 10 years is required.

10. Question: B.3 Proposed Security – What is the manufacturer of the current CCTV System and what system is used for alarms? Who is the vendor currently used to service the equipment?

Answer: The manufacturer of the current CCTV System is Samsung and the system used for alarms is Notifier. Notifier is the vendor used to service the equipment. The information regarding the current vendor servicing the equipment is not available.

11. Question: Please provide revenue and expense statements and budgets for the past five years of operation.

Answer: See Attachment “A”

12. Question: Please illustrate to what extent the Covid Pandemic has affected the revenue and volume of the facility.

Answer: There has been an approximate 28.5% decrease

13. Question: w. Fair Background Check Practices and Drug Testing Requirement for large public works – Pages 22 & 23: Do we have to drug test and check backgrounds of our employees on this contract?

Answer: Any public works projects associated with the Parking Garage will require compliance with the 4104 Regulations. [4104 Regulations for the Drug Testing of Contractor and Subcontractor Employees Working on Large Public Works Projects](#)

14. Question: Attachments – Attachment 6 & 7 – Is there % requirements to use disadvantaged groups, i.e. MBE, WBE etc. or is it a good faith effort?

Answer: No

15. Question: Attachment 10; Page 39 – Must this form be used for the Performance Bond?

Answer: A Performance Bond is required but does not have to be on the form provided.

16. Question: Section 2, Page 43; General Services of Vendor – A Night Manager and/or (?) – need to clarify the question

Answer: A Night Manager shall be available by telephone until midnight Monday through Friday and weekends from 7:00 am until midnight.

17. Question: Will all office equipment, sweeper, pick-up trucks, golf carts; snow plows, snow blowers and any other equipment remain with the new operator? Please provide inventory of all items and equipment remaining with the facility?

Answer: No equipment will remain with the facility.

18. Question: General Services Required by Vendor #10; Certified, professional uniformed security guard. Is this guard armed or unarmed? The guard cannot be a parking employee doing the rounds? Who is the current subcontractor that provides the guard?

Answer: The certified, professional security guard is to be armed. If a company employs a certified, professional, armed security guard on staff they may be utilized separate from any other duties. Information regarding a subcontractor is not available.

19. Question: Section number 4d.; Access Card Issuance; Page 47 – one of six access groups yet eight are listed.

Answer: There are 8

20. Question: General Requirements of the Parking Control System – Section 7e; Page 52 – The choice to open the entrance and egress shall be made only by the majority owner (State of Delaware) in writing. Such choice made by vendor shall be at vendor's expense. – Please explain how this works?

Answer: "Such choice made by the vendor shall be at the vendor's expense" is not applicable and shall be stricken

21. Question: Appendix A – Minimum Mandatory Submission Requirements; Please confirm what it is that we are bidding. Is it simply a first year management fee or a first year budget? Is there bid sheet with pricing that should be submitted?

Answer: Vendors shall include in its proposal a compensation package outlining what method of compensation is being proposed, understanding that the compensation rates shall remain for the length of the contract, if one is awarded. Also see "Operating Budget" and "Capital Budget" on page 56 of the RFP.

22. Question: Please provide list of current subcontractors performing work at the facility?

Answer: This information is not available

23. Question: Please provide a list of capital repairs completed in the past 5 years.

Answer:

Sprinkler System Repairs

Exterior Signage

Structural Concrete Repairs

Camera System Upgrade

Elevator Upgrade

Painting of Plaza & Walnut Street Handrails

Parking and Revenue Control Equipment Upgrade

Carbon Monoxide Monitoring System Upgrade

Colonial Parking, Inc.
Comparative Income Statement
(088) GOVERNMENT CENTER GARAGE
Ending 12/31/2016

TYPE - 2 MANAGED

	YEAR TO DATE	% OF REVENUE	YEAR TO DATE BUDGET	CHANGE FROM BUDGET	YEAR TO DATE LAST YEAR	CHANGE FROM LAST YEAR
Revenues						
Transient Revenue	316,973.27	28.00%	335,722.00	(18,748.73)	334,226.23	(17,252.96)
Contract Revenue	825,084.01	72.87%	895,980.00	(70,895.99)	811,897.92	13,186.09
Stamp Revenue	5,590.00	0.49%	4,080.00	1,510.00	3,813.50	1,776.50
Payment Processing Fees	(15,417.52)	(1.36%)	(16,628.00)	1,210.48	(15,288.75)	(128.77)
Total Revenues	<u>1,132,229.76</u>	<u>100.00%</u>	<u>1,219,154.00</u>	<u>(86,924.24)</u>	<u>1,134,648.90</u>	<u>(2,419.14)</u>
Operating Expenses						
Accounting	51,708.00	4.57%	51,708.00	0.00	51,192.00	516.00
Auto & Truck	1,176.75	0.10%	1,272.00	(95.25)	1,205.95	(29.20)
Computer	8,382.96	0.74%	8,760.00	(377.04)	8,597.53	(214.57)
Insurance	31,068.00	2.74%	32,904.00	(1,836.00)	29,916.00	1,152.00
Licenses & Taxes	6,335.51	0.56%	6,648.00	(312.49)	6,229.74	105.77
Management Fees	30,660.00	2.71%	30,660.00	0.00	29,772.00	888.00
Miscellaneous	126.72	0.01%	120.00	6.72	116.64	10.08
Payroll	168,851.99	14.91%	178,086.00	(9,234.01)	176,467.83	(7,615.84)
Payroll Overheads	70,917.83	6.26%	74,800.00	(3,882.17)	74,116.48	(3,198.65)
Professional Fees	5,100.00	0.45%	4,900.00	200.00	4,900.00	200.00
Repairs & Maintenance	73,323.82	6.48%	39,275.00	34,048.82	47,663.46	25,660.36
R&M Plaza or Retail Store	56,981.26	5.03%	49,512.00	7,469.26	57,130.11	(148.85)
Security Services	126,597.00	11.18%	117,684.00	8,913.00	116,861.00	9,736.00
Service Contracts	40,236.98	3.55%	26,432.00	13,804.98	18,631.31	21,605.67
Sign Expense	0.00	0.00%	360.00	(360.00)	0.00	0.00
Snow	26,706.08	2.36%	21,000.00	5,706.08	46,708.80	(20,002.72)
Supplies	7,623.79	0.67%	5,224.00	2,399.79	7,154.14	469.65
Telephone	8,570.89	0.76%	8,376.00	194.89	8,137.58	433.31
Ticket Expense	1,394.13	0.12%	0.00	1,394.13	0.00	1,394.13
Uniform & Laundry	1,164.20	0.10%	624.00	540.20	1,170.62	(6.42)
Utilities	66,245.78	5.85%	70,596.00	(4,350.22)	66,371.78	(126.00)
Total Expenses	<u>783,171.69</u>	<u>69.17%</u>	<u>728,941.00</u>	<u>54,230.69</u>	<u>752,342.97</u>	<u>30,828.72</u>
Earnings Before Other Expenses	349,058.07	30.83%	490,213.00	(141,154.93)	382,305.93	(33,247.86)
Net Income (Loss)	<u>349,058.07</u>	<u>30.83%</u>	<u>490,213.00</u>	<u>(141,154.93)</u>	<u>382,305.93</u>	<u>(33,247.86)</u>

Colonial Parking, Inc.
Comparative Income Statement
(088) GOVERNMENT CENTER GARAGE
Ending 12/31/2017

TYPE - 2 MANAGED

	YEAR TO DATE	% OF REVENUE	YEAR TO DATE BUDGET	CHANGE FROM BUDGET	YEAR TO DATE LAST YEAR	CHANGE FROM LAST YEAR
Revenues						
Transient Revenue	289,486.71	26.10%	316,738.00	(27,251.29)	316,973.27	(27,486.56)
Contract Revenue	829,847.00	74.82%	845,100.00	(15,253.00)	825,084.01	4,762.99
Stamp Revenue	4,983.00	0.45%	4,776.00	207.00	5,590.00	(607.00)
Payment Processing Fees	(15,151.66)	(1.37%)	(15,682.00)	530.34	(15,417.52)	265.86
Total Revenues	1,109,165.05	100.00%	1,150,932.00	(41,766.95)	1,132,229.76	(23,064.71)
Operating Expenses						
Accounting	52,740.00	4.75%	52,740.00	0.00	51,708.00	1,032.00
Auto & Truck	1,177.49	0.11%	1,248.00	(70.51)	1,176.75	0.74
Computer	9,211.32	0.83%	8,892.00	319.32	8,382.96	828.36
Insurance	33,984.00	3.06%	33,984.00	0.00	31,068.00	2,916.00
Licenses & Taxes	5,847.27	0.53%	6,804.00	(956.73)	6,335.51	(488.24)
Management Fees	31,584.00	2.85%	31,584.00	0.00	30,660.00	924.00
Miscellaneous	132.48	0.01%	108.00	24.48	126.72	5.76
Payroll	174,529.72	15.74%	155,782.00	18,747.72	168,851.99	5,677.73
Payroll Overheads	76,793.10	6.92%	65,430.00	11,363.10	70,917.83	5,875.27
Professional Fees	5,200.00	0.47%	5,100.00	100.00	5,100.00	100.00
Repairs & Maintenance	72,077.08	6.50%	48,002.00	24,075.08	73,323.82	(1,246.74)
R&M Plaza or Retail Store	98,908.74	8.92%	50,496.00	48,412.74	56,981.26	41,927.48
Security Services	125,384.70	11.30%	117,684.00	7,700.70	126,597.00	(1,212.30)
Service Contracts	32,684.37	2.95%	27,893.00	4,791.37	40,236.98	(7,552.61)
Sign Expense	0.00	0.00%	420.00	(420.00)	0.00	0.00
Snow	18,163.08	1.64%	24,000.00	(5,836.92)	26,706.08	(8,543.00)
Supplies	8,513.97	0.77%	5,322.00	3,191.97	7,623.79	890.18
Telephone	8,994.64	0.81%	8,892.00	102.64	8,570.89	423.75
Ticket Expense	0.00	0.00%	1,219.00	(1,219.00)	1,394.13	(1,394.13)
Uniform & Laundry	2,579.61	0.23%	540.00	2,039.61	1,164.20	1,415.41
Utilities	66,401.86	5.99%	66,648.00	(246.14)	66,245.78	156.08
Total Expenses	824,907.43	74.37%	712,788.00	112,119.43	783,171.69	41,735.74
Earnings Before Other Expenses	284,257.62	25.63%	438,144.00	(153,886.38)	349,058.07	(64,800.45)
Net Income (Loss)	284,257.62	25.63%	438,144.00	(153,886.38)	349,058.07	(64,800.45)

Colonial Parking, Inc.
 Comparative Income Statement
 (088) GOVERNMENT CENTER GARAGE
 Ending 12/31/2018

TYPE - 2 MANAGED

	YEAR TO DATE	% OF REVENUE	YEAR TO DATE BUDGET	CHANGE FROM BUDGET	YEAR TO DATE LAST YEAR	CHANGE FROM LAST YEAR
Revenues						
Transient Revenue	317,743.27	28.35%	301,846.00	15,897.27	289,486.71	28,256.56
Contract Revenue	821,799.50	73.32%	827,160.00	(5,360.50)	829,847.00	(8,047.50)
Stamp Revenue	2,755.00	0.25%	5,400.00	(2,645.00)	4,983.00	(2,228.00)
Payment Processing Fees	(21,463.31)	(1.91%)	(15,806.00)	(5,657.31)	(15,151.66)	(6,311.65)
Total Revenues	1,120,834.46	100.00%	1,118,600.00	2,234.46	1,109,165.05	11,669.41
Operating Expenses						
Accounting	53,796.00	4.80%	53,796.00	0.00	52,740.00	1,056.00
Auto & Truck	1,504.71	0.13%	1,176.00	328.71	1,177.49	327.22
Computer	9,521.15	0.85%	9,204.00	317.15	9,211.32	309.83
Insurance	35,604.00	3.18%	35,604.00	0.00	33,984.00	1,620.00
Licenses & Taxes	5,875.77	0.52%	6,252.00	(376.23)	5,847.27	28.50
Management Fees	32,532.00	2.90%	32,532.00	0.00	31,584.00	948.00
Miscellaneous	127.20	0.01%	144.00	(16.80)	132.48	(5.28)
Payroll	165,199.21	14.74%	119,768.00	45,431.21	174,529.72	(9,330.51)
Payroll Overheads	72,687.63	6.49%	52,700.00	19,987.63	76,793.10	(4,105.47)
Professional Fees	5,300.00	0.47%	5,500.00	(200.00)	5,200.00	100.00
Repairs & Maintenance	71,941.10	6.42%	49,255.00	22,686.10	72,077.08	(135.98)
R&M Plaza or Retail Store	84,213.10	7.51%	67,272.00	16,941.10	98,908.74	(14,695.64)
Security Services	119,650.50	10.68%	126,420.00	(6,769.50)	125,384.70	(5,734.20)
Service Contracts	32,927.75	2.94%	29,683.00	3,244.75	32,684.37	243.38
Snow	30,405.55	2.71%	24,000.00	6,405.55	18,163.08	12,242.47
Supplies	7,495.34	0.67%	6,568.00	927.34	8,513.97	(1,018.63)
Telephone	7,573.87	0.68%	8,364.00	(790.13)	8,994.64	(1,420.77)
Ticket Expense	3,251.38	0.29%	0.00	3,251.38	0.00	3,251.38
Uniform & Laundry	1,015.65	0.09%	810.00	205.65	2,579.61	(1,563.96)
Utilities	65,617.21	5.85%	58,284.00	7,333.21	66,401.86	(784.65)
Total Expenses	806,239.12	71.93%	687,332.00	118,907.12	824,907.43	(18,668.31)
Earnings Before Other Expenses	314,595.34	28.07%	431,268.00	(116,672.66)	284,257.62	30,337.72
Net Income (Loss)	314,595.34	28.07%	431,268.00	(116,672.66)	284,257.62	30,337.72

Colonial Parking, Inc.
Comparative Income Statement
(088) GOVERNMENT CENTER GARAGE
Ending 12/31/2019

TYPE - 2 MANAGED

	YEAR TO DATE	% OF REVENUE	YEAR TO DATE BUDGET	CHANGE FROM BUDGET	YEAR TO DATE LAST YEAR	CHANGE FROM LAST YEAR
Revenues						
Transient Revenue	356,826.60	31.14%	311,530.00	45,296.60	317,743.27	39,083.33
Contract Revenue	808,121.50	70.53%	821,940.00	(13,818.50)	821,799.50	(13,678.00)
Stamp Revenue	4,250.00	0.37%	3,768.00	482.00	2,755.00	1,495.00
Payment Processing Fees	(23,431.26)	(2.05%)	(20,967.00)	(2,464.26)	(21,463.31)	(1,967.95)
Total Revenues	1,145,766.84	100.00%	1,116,271.00	29,495.84	1,120,834.46	24,932.38
Operating Expenses						
Accounting	54,876.00	4.79%	54,876.00	0.00	53,796.00	1,080.00
Auto & Truck	1,326.04	0.12%	1,560.00	(233.96)	1,504.71	(178.67)
Computer	8,621.13	0.75%	9,696.00	(1,074.87)	9,521.15	(900.02)
Insurance	37,380.00	3.26%	37,380.00	0.00	35,604.00	1,776.00
Licenses & Taxes	6,035.60	0.53%	6,156.00	(120.40)	5,875.77	159.83
Management Fees	33,504.00	2.92%	33,504.00	0.00	32,532.00	972.00
Miscellaneous	116.16	0.01%	132.00	(15.84)	127.20	(11.04)
Payroll	154,015.27	13.44%	142,440.00	11,575.27	165,199.21	(11,183.94)
Payroll Overheads	67,766.72	5.91%	62,672.00	5,094.72	72,687.63	(4,920.91)
Professional Fees	5,400.00	0.47%	6,080.00	(680.00)	5,300.00	100.00
Repairs & Maintenance	75,524.20	6.59%	66,583.00	8,941.20	71,941.10	3,583.10
R&M Plaza or Retail Store	102,383.18	8.94%	67,272.00	35,111.18	84,213.10	18,170.08
Security Services	120,181.00	10.49%	122,460.00	(2,279.00)	119,650.50	530.50
Service Contracts	28,204.10	2.46%	32,638.00	(4,433.90)	32,927.75	(4,723.65)
Snow	33,458.56	2.92%	24,000.00	9,458.56	30,405.55	3,053.01
Supplies	8,405.10	0.73%	6,568.00	1,837.10	7,495.34	909.76
Telephone	6,126.80	0.53%	7,872.00	(1,745.20)	7,573.87	(1,447.07)
Ticket Expense	2,588.80	0.23%	0.00	2,588.80	3,251.38	(662.58)
Uniform & Laundry	2,074.18	0.18%	990.00	1,084.18	1,015.65	1,058.53
Utilities	66,251.88	5.78%	66,588.00	(336.12)	65,617.21	634.67
Total Expenses	814,238.72	71.06%	749,467.00	64,771.72	806,239.12	7,999.60
Earnings Before Other Expenses	331,528.12	28.94%	366,804.00	(35,275.88)	314,595.34	16,932.78
Net Income (Loss)	331,528.12	28.94%	366,804.00	(35,275.88)	314,595.34	16,932.78

Location: Government Center Garage Location #: 2088
 Proforma Statement of Revenue & Expenses for the 12 months ending 12/31/20

	Total
REVENUE	
Transient Revenue	328,957
Contract (Monthly) Revenue	804,984
Other Income	0
Locker Revenue	0
Stamp	4,284
Credit Card Fees	<u>(22,679)</u>
Total Gross Revenue	1,115,546
EXPENSES	
Accounting	55,968
Advertising	0
Auto & Truck	1,428
Commission Expense	0
Technology	9,698
Equipment Expense	0
Insurance	40,136
License & Taxes	6,492
Management Fee	34,512
Management Fee Adj	0
Management Fee Deferred	0
Payroll	131,168
Payroll Overhead	57,718
Plaza Maintenance	69,396
Postage	120
Professional Fees	5,562
Real Estate Taxes	0
Rent	0
Repairs & Maintenance	67,423
Security	125,316
Service Contracts	37,847
Signs	0
Snow Removal	28,000
Supplies	6,843
Sweeper Expense	0
Telephone/Communications	6,912
Tickets	0
Uniforms & Laundry	1,080
Uninsured Damages	0
Utilities	<u>68,808</u>
Total Expenses	754,427
Earnings Before Other Expenses	361,119
Incentive Bonus	<u>0</u>
Net Operating Income	361,119