



Purchasing Department
530 Water Street
Oakland, CA 94607

Date: **February 26, 2018**

ADDENDUM No. 1

RFP No. 17-18/25 – Seaport Interim Truck Parking Management Services

This Addendum modifies the original RFP Documents for the above mentioned RFP. **Acknowledge receipt of this addendum in the space provided on the RFP Acknowledgement and Signature Form (Attachment 3). Failure to do so may disqualify your proposal.**

The following questions were submitted by the deadline and are answered in this addendum:

1. **Supplier Question:** What is the current revenue control technology that is being used for services now? Can you provide a layout, type of equipment, and current level of PCI compliance? Will the contractor be responsible for maintaining PCI compliance?

***Port Response:** Credit cards are not currently an acceptable form of payment in the current operations of the Interim Truck Parking Area. Thus, there is no information on revenue control technology or PCI compliance. Currently, payments must be made to the Port of Oakland in the form of money order, cashier's check, personal check, or business check. The Port is not opposed to proposals that include implementation of credit card payments as an acceptable form of payment. However, the details of how the transactions are processed are subject to review and approval of the Port pursuant to Section 3.1 of Attachment 10.*

2. **Supplier Question:** Who "banks" the revenues (cash and credit), i.e. who's bank account does the revenues get deposited in? Will credit card transactions be deposited directly into Port's account or will those funds first settle in Operator's account and then subsequently transferred into Port's account?

***Port Response:** All revenues shall be deposited with the Port. Section 4 of Attachment 10 establishes procedures to deposit receipts with the Port. Currently, payments must be made to the Port of Oakland in the form of money order, cashier's check, personal check, or business check. The Port is not opposed to proposals that include implementation of credit card payments as an acceptable form of payment.*

However, the details of how the transactions are processed are subject to review and approval of the Port pursuant to Section 3.1 of Attachment 10.

3. **Supplier Question:** Will Operator be reimbursed for credit card fees?

***Port Response:** Currently credit cards are not an allowed form of payment. The Port is not opposed to proposals that include implementation of credit card payments as an acceptable form of payment. However, if the Port decided to accept credit card transactions in the future how they are handled and payment of the associated fees would be subject to review and approval by the Port.*

4. **Supplier Question:** Are proposers able to arrange a tour of the sites?

***Port Response:** Proposers can view sites and observe from street and at entry/exit gates as formal tours will not be provided.*

5. **Supplier Question:** The staffing schedule provided in Attachment 10, Exhibit C, Truck Parking Staffing Plan table is the top half of the schedule for one site, and the bottom half for the other site? If so, can you distinguish them for us?

***Port Response:** The top half of the staffing schedule provided in Attachment 10, Exhibit C provides a typical weekday schedule, while the bottom half provides a typical weekend or Holiday schedule. Each position is denoted as being assigned to the Outer Harbor Terminal (OHT) location or Howard Terminal location. The General Manager, Administrative Clerk, and Security Supervisor positions are not assigned to a specific site.*

6. **Supplier Question:** Can the Port provide the rates of pay, level of benefits, and seniority dates for the current contractor's staff?

***Port Response:** Please see attached Exhibit 1.*

7. **Supplier Question:** Is there a requirement for the employees to be union?

***Port Response:** No, the employees are not required to be union represented.*

8. **Supplier Question:** As outlined in Section II, D. and Attachment 10, Section 3.1.4 of the RFP, is it the responsibility of the operator to provide the database management system? Or does the Port of Oakland provide this?

***Port Response:** Yes, it is the responsibility of the Operator to provide the database management system.*

9. **Supplier Question:** The staffing schedule provided in Attachment 10, Exhibit C, there are positions that are listed as "Security Officer". Are you requiring these positions to be trained security officers, or is that a placeholder name based on the current Contractor?

***Port Response:** Section 3.1.3.4 of Attachment 10 provides detail on the responsibilities of Security Officers. All employees, including Security Officers, should be provided with the necessary training pursuant to Section 3.2.3 of Attachment 10.*

10. **Supplier Question:** Are any parking taxes or gross receipts taxes levied on the revenues of the operation? If so, can you provide the description of them and any percentages?

Port Response: *There are City of Oakland parking stall and business taxes do apply, and are required to be paid by the operator. These taxes are a reimbursable expense pursuant to terms of Section 6.2 of Attachment 10. Generally, the parking tax rate is 18.5% of the rent charged to the tenant, while the business tax is levied at \$1.80 per \$1,000 of revenue (please see [City of Oakland Parking Tax website](#) for additional info on parking tax and [City of Oakland Business Tax website](#) for additional information on business tax). Gross revenues are anticipated to be approximately \$6.5M to \$7.0M.*

11. **Supplier Question:** For your Submission Requirements, you ask for audited financial statements. Can “reviewed” financial statements be submitted instead?

Port Response: *Yes, “reviewed” financial statements can be submitted with your proposal.*

12. **Supplier Question:** Will Operator be responsible for parking enforcement activities such as issuing citations, booting, towing, etc.? If so, please describe Operator’s scope of work related to such enforcement activities.

Port Response: *Yes, Operator will be responsible for enforcement activities to ensure the tenants are in compliance with the terms of the Interim Truck Parking Management Agreement. Most often, the Operator enforces the rules of the parking areas, which may result in citations and ultimately the tenant being banned from using the parking areas.*

13. **Supplier Question:** Is the Performance Deposit that is discussed in Section 5 of Exhibit H the same as the Performance Bond mentioned in Section 7 of the Sample Contract? If not, what is the amount of the Performance Deposit that is required under Section 5 of Exhibit H?

Port Response: *Yes, the Performance Deposit discussed in Section 5, Exhibit H of Attachment 10 is handled pursuant to the Performance Bond mentioned in Section 7 of Attachment 10.*

14. **Supplier Question:** Attachment10, Section 5.1 states Operator must remove any objects or materials in the Interim Truck Parking Area that may be hazardous or obnoxious. If professionals must clean a hazardous substance will the cost of said removal or cleanup reimbursed?

Port Response: *Provided the Operator was not found to be negligent, if a professional is required to remove hazardous or obnoxious materials, the costs would be reimbursable.*

EXHIBIT 1

Job Title	Pay Rate	Hire Date	Other Benefits
General Manager	\$ 30.12	8/20/2007	0
Security Supervisor	\$ 28.09	8/20/2007	0
Security Admin/Lead	\$ 21.67	5/9/2012	0
Admin Clerk	\$ 19.00	8/20/2007	0
Security Admin/Lead	\$ 17.01	6/20/2011	0
Security Admin/Lead	\$ 17.00	8/13/2012	0
Security Admin/Lead	\$ 16.65	10/18/2007	0
Security Admin/Lead	\$ 16.55	4/21/2015	0
Security Officer	\$ 15.31	5/9/2017	0
Security Officer	\$ 15.31	6/4/2008	0
Security Officer	\$ 15.31	12/12/2008	0
Security Officer	\$ 15.31	4/1/2010	0
Security Officer	\$ 15.31	2/15/2012	0
Security Officer	\$ 15.31	5/4/2012	0
Security Officer	\$ 15.31	8/1/2012	0
Security Officer	\$ 15.31	8/13/2012	0
Security Officer	\$ 15.31	8/16/2012	0
Security Officer	\$ 15.31	8/23/2012	0
Security Officer	\$ 15.31	1/23/2013	0
Security Officer	\$ 15.31	8/7/2014	0
Security Officer	\$ 15.31	5/21/2015	0
Security Officer	\$ 15.31	7/24/2015	0
Security Officer	\$ 15.31	9/3/2015	0
Security Officer	\$ 15.31	12/15/2015	0
Security Officer	\$ 15.31	3/9/2016	0
Security Officer	\$ 15.31	11/4/2016	0
Security Officer	\$ 15.31	3/17/2017	0
Security Officer	\$ 15.31	4/4/2017	0
Security Officer	\$ 15.31	4/14/2017	0
Security Officer	\$ 15.31	5/23/2017	0
Security Officer	\$ 15.31	6/16/2017	0
Security Officer	\$ 15.31	6/16/2017	0
Security Officer	\$ 15.31	7/10/2017	0
Security Officer	\$ 15.31	8/11/2017	0
Security Officer	\$ 15.31	8/21/2017	0
Security Officer	\$ 15.31	9/19/2017	0
Security Officer	\$ 15.31	10/3/2017	0
Security Officer	\$ 15.31	10/11/2017	0
Security Officer	\$ 15.31	10/23/2017	0
Security Officer	\$ 15.31	10/30/2017	0
Security Officer	\$ 15.31	10/31/2017	0
Security Officer	\$ 15.31	11/24/2017	0
Security Officer	\$ 15.31	11/24/2017	0
Security Officer	\$ 15.31	12/8/2017	0
Security Officer	\$ 15.31	12/19/2017	0
Security Officer	\$ 15.31	1/10/2018	0
Security Officer	\$ 15.31	1/10/2018	0
Security Officer	\$ 15.31	1/22/2018	0
Security Officer	\$ 15.31	1/29/2018	0
Security Officer	\$ 15.31	2/1/2018	0
Security Officer	\$ 15.31	2/16/2018	0
Security Officer	\$ 15.31	2/19/2018	0

**Paid time off is provided pursuant to the City of Oakland's living wage ordinance, which is a reimbursable expense.*