



# Purchase College

STATE UNIVERSITY OF NEW YORK

735 Anderson Hill Road

Purchase, NY 10577-1402

www.purchase.edu

## IFB #040119 PP2F Addendum #1 \* July 19, 2019

To: Prospective Bidders

No. of Pages: 1 page

SUNY Purchase wishes to make the following clarification to IFB #040119

Please be sure to sign the end of this Addendum (as acknowledgement that your firm received it) and submit it with your proposal package, which is due by **Friday July 26, 2019 at 1pm EDT**.

### Item 1:

The final location of the Purchase Park 2 Fly (PP2F) lot will be in the southwest corner of the West 2 parking lot at Purchase College. See attached documents for reference.

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SUNY Purchase received a number of questions at the walkthrough, in addition to submitted written questions. Each question posed (identified below with a "Q") by a vendor, and SUNY Purchase's response (identified below with an "A") is included here. The Q&As are not listed in any kind of order that is significant.

1. Q: Will vendors receive a detailed map and instructions of the campus' snow removal requirements? What is the snow removal trigger for an event requiring services?  
A: The area needs to remain safe for all patrons. Up to 1" of snow, ice melt should be used. Greater than 1" of snow, then snow removal should be used. Rock salt can be used on the asphalt, but calcium chloride or another less corrosive ice melt should be used on concrete.

Snow should be piled up off the asphalt onto the bordering lawn strip area. (reference attached maps) If it becomes necessary to use asphalt as temporary snow storage, it should be done in an area where it easily drains to a storm drain and does not cause a safety hazard due to refreeze.

2. Q: Is the campus expecting the bids to cover the entire program, not just valet services?  
A: Bids should cover program and services outline in the IFB. Valet services with luggage assistance should be covered. There is no self-park.
3. Q: Will the campus allow the use of the SUNY Purchase logo?  
A: Yes.
4. Q: Please further define and clarify the required parking lot maintenance the vendor is responsible for.

A: Snow removal, trash removal, and maintaining landscaping along with keeping the Part2Fly area weed free is required. In addition, vendor is responsible for small repairs as directed by campus facilities.

SUNY Purchase retains the right to inspect the area and schedule monthly site walks with the vendor to ensure compliance.

5. Q: Will the current repaving project on campus include the Park 2 Fly lot?  
A: Repaving of the West 2 parking lot is on a 3-5 year plan. Specific date unknown.
6. Q: Confirm that the bathrooms are to be provided by the vendor. If so, what company is currently providing the bathroom for the incumbent?  
A: Yes, vendor to provide. Company name is: Callahead
7. Q: There is a trailer on the lot. Who does it belong to?  
A: The incumbent vendor.
8. Q: What is the capacity of the current buses being utilized by the incumbent?  
A: 15
9. Q: Is the campus requiring "new" projected revenues with the bid?  
A: No.
10. Q: What is the current ticketing services/software being used by the incumbent vendor?  
A: SUNY is not requiring winning vendor to use the same PRS ticketing services as incumbent.
11. Q: There are electric charging stations in the corner of West 1 parking lot. Who do they belong to and who maintains them?  
A: The stations belong to and are maintained by the incumbent.
12. Q: Will the campus provide the current staffing schedule and payroll rates?  
A: Incumbent's average person hours, per week, is 440. Payroll rates not available.
13. Q: Can you outline what specific utilities Purchase will provide? And will these utilities be free of charge or does the licensee pay?  
A: SUNY Purchase will provide and pay for electricity. The licensee will be required to obtain and pay for internet and telephone services. Water will not be supplied.
14. Q: Is it mandatory that our organization is a MWBE company? If we are not, will this disqualify us? Can we use MWBE companies as suppliers for our operation (if possible) and will that meet the criteria?  
A: This project is EXEMPT from MWBE goals. Vendors are not required to be a MWBE or use MWBE suppliers.

15. Q: Please provide trailing 24-months, or last two fiscal years, historical revenues.  
A: Exact revenue figures are not available. Campus has provided numbers on yearly volume of customers.
16. Q: Please clarify number of “customers” versus “number of customers checked out”.  
A: Customers are number of customers in the incumbent’s database. Customers checked out is customers that have used the service. Therefore, one customer could have used the service multiples times in a given year.
17. Q: Does one (1) customer equate to one (1) vehicle?  
A: Yes
18. Q: Can you explain how the revenue for each of the parking rates on your website/social media and free shuttle to students.  
A: See #15
19. Q: Can you provide a month by month breakdown of vehicle volumes. We’d like to understand the seasonality of the business.  
A: See #15
20. Q: Can you re-confirm how many spaces are in the lot? We understand 400.  
A: Yes, it is 400.
21. Q: Is the licensee also responsible for managing the parking spots utilized by university parking on this lot?  
A: No
22. Q: What technology is currently being utilized at the facility for payment collection, etc?  
A: See #10
23. Q: Confirm there is available parking spaces for out-of-service shuttle vehicles to be parked /stored on the lot.  
A: Yes
24. Q: Is there an update on the MWBE goal?  
A: This solicitation is EXEMPT from MWBE goals. There are no required goals.
25. Q: Please confirm that the Licensee must provide valet and shuttle services during the off-hours of the Airport.  
A: Yes. The Licensee shall keep the service open and staffed 24/7, every day of the year, including holidays
26. Q: What are the termination rights for SUNY? For the Licensee?  
A: See RFP page 51



27. Q: Please confirm the minimum number of shuttles is two (2)?  
A: Yes
28. Q: What is the minimum capacity required for the shuttles?  
A: Min 12, Max 15
29. Q: Is GPS tracking equipment required for the shuttles?  
A: No
30. Q: Are the employees currently union? Does the contract require a union to be used?  
A: No, to both questions.
31. Q: Are there minimum specs for the Licensee-supplied trailer?  
A: No
32. Q: Are there any licenses or permits required to operate Park 2 Fly, beyond what SUNY holds themselves?  
A: No
33. Q: Would our bid and information be public record?  
A: As we are a State University, there is always the potential for FOIL. That said, it is also SUNY's policy to reach out to any vendor mentioned in a FOIL to confirm which material they consider confidential.
34. Q: Insurance, Paragraph 2: Typically vendor provides the written notice about policy change, cancellation, etc. Is this okay.  
A: Yes
35. Q: Insurance: Does SUNY require us to purchase a 3 year tail?  
A: No
36. Q: Please provide the current staffing schedule of the valet staff and the shuttle staff.  
A: See #12
37. Q: What are the exact historical revenues?  
A: See #15
38. Q: What does registering with UPD entail as it relates to vehicles?  
A: Vendor will be required to get a standard parking permit for their vehicles.
39. Q: What does registering with UPD entail as it relates to employees?  
A: Vendor will be required to share a list of employees with UPD.

40. Q: Can we receive an overhead outline and view of the area where valet parking and snow removal is utilized?

A: See attached maps.

41. Q: What are the minimum shuttle logo wrap requirements?

A: There is no minimum, but note outside advertising is not allowed.

42. Q: Please confirm that scheduled airport departures are every 30 minutes and on-demand (as customers arrive/needed between scheduled airport runs.

A: Please review page 4 of IFB, and see #25 above.

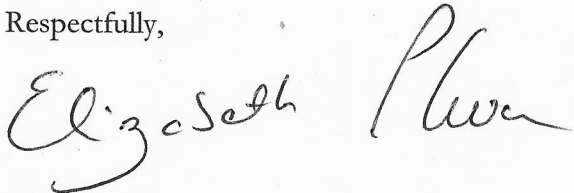
43. Q: Can a one-week extension to the bid due date be granted?

A: SUNY Purchase will not be extending the due date at this time.

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Please note that as the bidder, you must sign THIS ADDENDUM and submit it with your bid package.

Respectfully,



Elizabeth Pleva

Associate Director of Contract and Procurement Services

Acknowledgement of ADDENDUM #1

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Typed printed name and title

\_\_\_\_\_  
Company name

