

City of Albuquerque

Request for Proposals

Solicitation Number: RFP2008-010-SB

Addendum 1

Rental Car Shuttle Bus Services
Albuquerque International Sunport



Proposal Due Date:

January 31, 2008: NLT 4:00 p.m. (local time)

The time and date proposals are due shall be strictly observed

City of Albuquerque Department of Finance & Administrative Services
Purchasing Division
January 11, 2007

A. The following questions were asked for the above mentioned solicitation.

1. *What are the original purchase dates, mileage and/or hours of the buses currently in the fleet?*

Shuttle Bus #1N9MMAC696C084046, purchased on December 16, 2005, mileage: 66,933, engine hours: 7,861
Shuttle Bus #1N9MMAC606C084047, purchased on December 16, 2005, mileage: 65,371, engine hours: 7,754
Shuttle Bus #1N9MMAC626C084048, purchased on December 16, 2005, mileage: 63,151, engine hours: 7,458
Shuttle Bus #1N9MMAC646C084049, purchased on December 16, 2005, mileage: 62,565, engine hours: 7,523
Shuttle Bus #1N9MMAC606C084050, purchased on December 16, 2005, mileage: 62,810, engine hours: 7,358
Shuttle Bus #1N9MMAC616C084123, purchased on June 6, 2006, mileage: 54,124, engine hours: 7,332
Shuttle Bus #1N9MMAC636C084124, purchased on June 6, 2006, mileage: 50,200, engine hours: 5,973
Shuttle Bus #1N9MMAC656C084125, purchased on June 6, 2006, mileage: 47,604, engine hours: 5,611
Shuttle Bus #1N9MMAC676C084126, purchased on June 6, 2006, mileage: 49,729, engine hours: 7,400
Shuttle Bus #1N9MMAC696C084127, purchased on June 6, 2006, mileage: 56,710, engine hours: 6,680
Shuttle Bus #1N9MMAC606C084128, purchased on June 6, 2006, mileage: 55,760, engine hours: 7,190
Shuttle Bus #1N9MMAC626C084129, purchased on June 6, 2006, mileage: 49,295, engine hours: 6,135
Shuttle Bus #1N9MMAC667C084166, purchased on December 13, 2006, mileage: 29,689, engine hours: 3,491
Shuttle Bus #1N9MMAC687C084167, purchased on December 13, 2006, mileage: 34,024, engine hours: 2,938
Shuttle Bus #1N9MMAC6X7C084168, purchased on December 13, 2006, mileage: 33,060, engine hours: 3,963
Shuttle Bus #1N9MMAC617C084169, purchased on December 13, 2006, mileage: 32,768, engine hours: 3,880
Shuttle Bus #1N9MMAC687C084170, purchased on December 13, 2006, mileage: 30,230, engine hours: 3,558

2. *Will the Contractor be required to wash the buses?*

- Yes. The appearance of the buses is a vital part of customer service and should be considered as important as maintenance on the buses. It should be noted that during the Shuttle Bus Maintenance Facility tour, the automated shuttle bus wash rack was identified and discussed.

3. *Are the parts for the buses owned by the City or by the Contractor?*

- All parts and inventory are owned by the City.

4. *How are parts purchased?*

- The Shuttle Bus Operator purchases the parts and invoices the City for the cost of the parts with no mark-up allowed.

5. *Who is responsible to plow the yard?*

- The City will clear the snow from around the Shuttle Bus Maintenance Facility as needed, as determined by City.

6. *What are the wait times, 24 hours per day?*

- Typical wait times are less than five minutes; however, during peak operating hours, the wait time may be one to two minutes longer.

7. *At peak how many buses are running?*

- The number of buses operating during peak periods may be as high as 10-12.

8. *Is there an issue with driver shortages and recruitment?*
- No. The current operator has had great success in recruiting and retaining employees at all levels.
9. *Is the workforce unionized?*
- No.
10. *Is there an association/connection with the private airport parking shuttles and the RAC shuttles?*
- No.
11. *Are AOA badges required?*
- No.
12. *May the buses be used by the City for emergency situations?*
- Yes. As per subsection 7.3.1.6 of Part 5 - Draft Agreement in the RFP, the buses may be used in the event of an emergency or special need as determined by the Director of Aviation.
13. *Are peak and off-peak data available?*
- No. This would be information that the selected operator could obtain from the airlines.
14. *Who owns and maintains the driver cameras in the buses?*
- The City owns and maintains the driver cameras in the buses.
15. *Can the Contractor use part-time and/or seasonal drivers?*
- With proper training, part-time drivers may be acceptable; however, seasonal drivers would not be acceptable.
16. *Will and/or can the buses be inspected during the transition?*
- Yes. The City strongly advises the selected operator to inspect the buses during the transition period to determine the condition of the buses so that repair and maintenance expenses can be included in the reimbursable transition period costs.
17. *Will and/or can the buses be inspected during the RFP process?*
- Yes.
18. *Can the management fee be negotiated after the initial 5 year contract term?*
- Yes. As per subsection 9.2 of Part 5 - Draft Agreement in the RFP, the management fee for each option period will be negotiated between City and Operator.
19. *Is the loan information available for the buses?*
- The outstanding balance for the shuttle bus loan is \$2,780,200.00.

20. *Are fuel costs and invoicing available?*

- No. The operator will order the fuel from the City's selected vendor and the City will make payment for the fuel.

21. *Please provide a summary of actual or incurred annual operating expenses during the past three (3) budget cycles (July - June).*

- \$2,556,360
- \$2,316,513
- \$2,747,719

22. *Please provide a current organizational chart and staffing plan for the incumbent provider.*

- Not available. Each Offeror should provide their own organizational chart and proposed staffing plan based on their knowledge and experience of shuttle bus operations of similar size.

23. *Please provide full wage and benefit information for the incumbent provider (include wages and benefits for all categories of employees - from the general manager to the bus operators to the service workers).*

- Not available. Each Offeror must make their own analysis of the local employment market and determine an acceptable level of wages and benefits to recruit and retain employees.

24. *Please provide a summary of the actual miles operated (revenue and non revenue) during the past three (3) budget cycles.*

- 2005 Mileage: 532,167 There are no revenue miles.
- 2006 Mileage: 511,387 There are no revenue miles.
- 2007 Mileage: 513,332 There are no revenue miles.

25. *Please provide a summary of the actual hours operated (revenue and non revenue) during the past three (3) budget cycles.*

- 2005 Hours: 65,988 There are no revenue hours.
- 2006 Hours: 63,412 There are no revenue hours.
- 2007 Hours: 63,700 There are no revenue hours.

26. *Please provide a summary of the lifetime mileage for each of the 17 buses currently in service.*

- See answer to question #1 above.

27. *Please provide a list of all certified or eligible Disadvantaged Business Enterprise (DBE) providers.*

- A list of DBE businesses can be found on the State of New Mexico Disadvantaged Business Enterprise website: <http://www.nmshtd.state.nm.us/dbed-public/dbed.asp>

28. *Please provide a list of all DBE vendors that are currently participating on this project.*

- There are no DBE vendors currently participating in the Rental Car Shuttle Bus operation.

B. Local Preference Changes.

1. January 1, 2008 The City implemented a new small local business preference. Because of this new legislation the followings sections and forms are affected.
2. The language in Section 1.23. and Section 4.3. shall be replaced with:
 - **Preferences.** Preferences for local, small and resident (state) businesses may be available under the City of Albuquerque Public Purchases Ordinance, for this procurement. See Part 6 (pages 63-64) of this Request for Proposals for additional information. For those Offerors qualifying for a preference, a 1.05 or 1.10 multiplier, whichever applies, will be applied to the total raw score assigned to its proposal by the ad hoc evaluation committee.
3. Part 6 (pages 63-64) shall be replaced with the updated "Preference Certification Form" attached to this addendum as Appendix A.

C. Pre-Proposal Meeting Sign-In Sheets

- The sign-in sheets from the mandatory pre-proposal meeting are attached to this addendum as Appendix B.

RFP2008-010-SB

Addendum 1

Appendix A

PREFERENCE CERTIFICATION FORM
For Local, Small or Resident Business Preferences
(Goods & Services)

RFP/RFB NO: _____

Business Name:

Principal Office:

Street Address

State

Zipcode

Place of Business:

Street Address

State

Zipcode



If your Principal Office and Place of Business are in the Greater Albuquerque Metropolitan Area (see definitions in Instructions attached), please provide the following information:

Average Number of Full-time Employees over the Prior Calendar Year: SELECT ONE

- 0 – 19 employees.
 20 employees or more.



If applicable, insert State of New Mexico Resident Business or Resident Manufacturer Certification Number: _____

CERTIFICATION

I hereby certify that the business set out above is the principal Offeror submitting this offer or is one of the principal Offerors jointly submitting this offer (e.g. as a partnership, joint venture). I hereby certify that the information which I have provided on this Form is true and correct, that I am authorized to sign on behalf of the business set out above and, if requested by the City, will provide, within 3 working days of receipt of notice, the necessary documents to substantiate the information provided on this Form.

Signature of Authorized Individual: _____

Printed Name: _____

Title: _____

Date: _____

YOU MUST RETURN THIS FORM WITH YOUR OFFER

**Instructions for PREFERENCE CERTIFICATION FORM
For Local, Small or Resident Business Preferences
(Goods & Services)**

1. ALL INFORMATION MUST BE PROVIDED. A 5% small business preference and a 5% local preference or resident business preference are available for this procurement. To qualify, an Offeror **MUST** complete and submit this Form **WITH ITS OFFER**. If an offer is received without the Form attached, completed, signed and certified, or if the Form is received without the required information, the preference will not be applied. **THE FORM OR A CORRECTED FORM WILL NOT BE ACCEPTED AFTER THE DEADLINE FOR RECEIPT OF BIDS OR PROPOSALS.**

2. PHYSICAL LOCATION MUST BE STATED. To qualify for the small business or local preference, a business must have its principal office and place of business in the Greater Albuquerque Metropolitan Area. The business location inserted on the Form must be a physical location, street address or such. **DO NOT** use a post office box or other postal address.

3. FORM MUST BE COMPLETED BY PRINCIPAL OFFEROR. This Form must be completed for the Principal Offeror, or one of the Principal Offerors if the Offeror is a joint venture or partnership, by an individual authorized to sign for the Offeror. Subcontractors of the Offeror may not qualify an offer for a preference and should not complete or submit the Form.

4. APPLICATION OF PREFERENCES. The small business preference and the local business preference will be applied to all offers submitted by eligible small businesses. The local preference only will be applied to all offers submitted by eligible local businesses which are not small businesses. If there are no offers submitted in response to a solicitation that are eligible for the local preference, then the Resident Business Preference will be applied to any offers submitted which have provided a valid, State of New Mexico-issued, Resident Business or Resident Manufacturer Certification Number.

5. DEFINITIONS. The following definitions apply:

- The Greater Albuquerque Metropolitan Area includes all locations within the City of Albuquerque and Bernalillo County.
- A local business is a business with its principal office and place of business in the Greater Albuquerque Metropolitan Area.
- A small business is a local business which employs an average of fewer than 20 full-time employees in a calendar year. The calendar year immediately prior to the request for the preference should be used.
- A principal office is the main or home office of the business as identified in tax returns, business licenses and other official business documents.
- A place of business a location where the business conducts its daily operations, for the general public, if applicable.
- A full-time employee is an employee of the business who is hired to work at least forty (40) hours per week, whether in a permanent, temporary or seasonal status. If all full-time employees of the business are hired to work a shorter work week, the City's Purchasing Officer may reduce this requirement, upon receipt of adequate documentation.

6. ADDITIONAL DOCUMENTATION. If requested, a business will be required to provide, within three working days of receipt of the request, documentation to substantiate the information provided on the Form. The City's Purchasing Officer shall determine the sufficiency of such documentation.

RFP2008-010-SB

Addendum 1

Appendix B

Mandatory Pre-Proposal Conference:
RFP2008-010-SB "Rental Car Shuttle Bus Services
Albuquerque International Sunport"
Tuesday, December 18, 2007 – 10:00 AM (MDT)

Company: STANDARD Parking Attn: DAN MURRAY

Address: 1301 EAST 9TH ST. City/State/Zip: CLEVELAND OH 44114

Telephone: 216-802-6679 Fax: 216-523-8080 Date: 12/18/07

Email: DMURRAY@STANDARDparking.com

Company: _____ Attn: _____

Address: _____ City/State/Zip: _____

Telephone: _____ Fax: _____ Date: _____

Email: _____

Company: _____ Attn: _____

Address: _____ City/State/Zip: _____

Telephone: _____ Fax: _____ Date: _____

Email: _____

Company: _____ Attn: _____

Address: _____ City/State/Zip: _____

Telephone: _____ Fax: _____ Date: _____

Email: _____

Please write legibly

Mandatory Pre-Proposal Conference:
RFP2008-010-SB "Rental Car Shuttle Bus Services
Albuquerque International Support"
Tuesday, December 18, 2007 – 10:00 AM (MDT)

Company: Forsythe Transportation Attn: RENO NAVARETTE
Address: 29834 N. CAVE CREEK ^{STE 118-PM B-221} City/State/Zip: CAVE CREEK, AZ 85991
Telephone: 602 318 5895 Fax: 602 467 3250 Date: 12/18/07
Email: RNAVARETTE@FORSYTHETRANSPORTATION.COM

Company: _____ Attn: _____
Address: _____ City/State/Zip: _____
Telephone: _____ Fax: _____ Date: _____
Email: _____

Company: _____ Attn: _____
Address: _____ City/State/Zip: _____
Telephone: _____ Fax: _____ Date: _____
Email: _____

Company: _____ Attn: _____
Address: _____ City/State/Zip: _____
Telephone: _____ Fax: _____ Date: _____
Email: _____

Please write legibly

Mandatory Pre-Proposal Conference:
RFP2008-010-SB "Rental Car Shuttle Bus Services
Albuquerque International Sunport"
Tuesday, December 18, 2007 – 10:00 AM (MDT)

Company: FIRST TRANSIT Attn: ERIC ESTELL

Address: 7581 Willow Dr City/State/Zip: Tempe AZ 85283
SUITE 103

Telephone: 972-849-5424 Fax: 480-456-5603 Date: 12/18/07

Email: eric.estell@firstgroup.com

Company: _____ Attn: _____

Address: _____ City/State/Zip: _____

Telephone: _____ Fax: _____ Date: _____

Email: _____

Company: _____ Attn: _____

Address: _____ City/State/Zip: _____

Telephone: _____ Fax: _____ Date: _____

Email: _____

Company: _____ Attn: _____

Address: _____ City/State/Zip: _____

Telephone: _____ Fax: _____ Date: _____

Email: _____

Please write legibly

**RFP2008-010-SB
Rental Car Shuttle Bus Services
Albuquerque International Sunport**

Certificate of Site Inspection

The mandatory site inspection of the Rental Car Shuttle Bus Services Maintenance Facility is a requirement of Request for Proposals Number RFP2008-010-SB, and must be completed by all vendors making offers in response to this RFP.

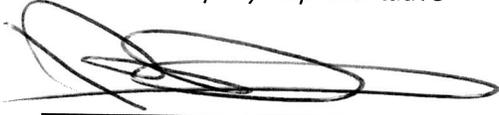
Statement by Vendor

I hereby certify that I have conducted an on-site inspection related to the requirements contained within this RFP at the Albuquerque International Sunport, Albuquerque New Mexico.

Offeror:

For Shuttle Transportation Inc.
Name of Company

REPO NAVARETE VP.
Name of Company Representative


Signature

12/10/07
Date

Arrangements for Site Inspection: This site inspection will be held **one time**, in conjunction with the pre-proposal conference on December 18, 2007. The site inspection, as well as the pre-proposal conference are mandatory.

**RFP2008-010-SB
Rental Car Shuttle Bus Services
Albuquerque International Sunport**

Certificate of Site Inspection

The mandatory site inspection of the Rental Car Shuttle Bus Services Maintenance Facility is a requirement of Request for Proposals Number RFP2008-010-SB, and must be completed by all vendors making offers in response to this RFP.

Statement by Vendor

I hereby certify that I have conducted an on-site inspection related to the requirements contained within this RFP at the Albuquerque International Sunport, Albuquerque New Mexico.

Offeror:

First Transit

Name of Company

Eric E. Estell

Name of Company Representative

[Handwritten Signature]

Signature

12/18/07

Date

Arrangements for Site Inspection: This site inspection will be held **one time**, in conjunction with the pre-proposal conference on December 18, 2007. The site inspection, as well as the pre-proposal conference are mandatory.

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Statement by Vendor

I hereby certify that I have conducted an on-site inspection related to the requirements contained within this RFP at the Albuquerque International Sunport, Albuquerque New Mexico.

Offeror:

STANDARD Parking Corporation
Name of Company

DAN MURRAY
Name of Company Representative


Signature

12/18/07
Date

Arrangements for Site Inspection: This site inspection will be held **one time**, in conjunction with the pre-proposal conference on December 18, 2007. The site inspection, as well as the pre-proposal conference are mandatory.