

Solicitation Number: 2017-022-RFP

Addendum Number: 3

Enter Description Here

Due Date and Time: June 27, 2017 at 10:00am Arizona time

Phoenix-Mesa Gateway Airport Authority (PMGAA) must receive a signed copy of this addendum, faxed to 480-988-2315 or emailed to mwhilden@gatewayairport.com acknowledging receipt.
Signed addendum must also be included with proposal or bid.

Questions received in writing include:

Q - Can we get copies of the operating budgets for the last 3 fiscal years?

A - The current PMC has not provided their operating budgets to PMGAA. If the question refers to the PMGAA operating budget, that can be found on the Airport's website at: www.gatewayairport.com

Q - Can we get copies of the monthly financial statements provided by the PMC for the last 2 years?

A - PMGAA's current PMC does not provide monthly financial statements.

Q - Can we get a copy of the current operating agreement with the PMC?

A - A Public Records Request form must be completed and submitted to obtain this information. The forms may be found on the Airport's website at: www.gatewayairport.com

Q - Can we get copies of the annual PMC report for the last 3 years?

A - PMGAA does not currently require this report from its PMC. It is a new requirement under the new contract that will be awarded.

Q - Can we get a copy of the current PMC's operations and procedures manual?

A - The current PMC's Operations and Procedures Manual is not the property of PMGAA.

Q - Please confirm that the Pricing Worksheet is to be the fully loaded wages, (inclusive of benefits and direct costs); i.e. what the cost would be if an additional service hour(s) would be needed. Please clarify if this worksheet would be for Yea22r 1 rates only.

A - Yes, it should be the fully loaded wages (all inclusive).

Q - Can you provide metrics to what acts or omissions would constitute each of the liquidated damage assessments?

A - Some examples would include, but not be limited to, failing to meet performance guarantees (such as the 7 minute shuttle service), poor customer service, damage to Airport property, violation of safety / security regulations, laws, rules, etc.

Q - Has the service had any history of damage assessments over the last 12 months? Please provide the number of occurrences and the total penalties assessed?

A - The Liquidated Damages clause was not included in the current contract. If the question is pertaining to other damage assessments, such as accidents, those were between the current PMC and private parties for any vehicles involved in any non-airport property damage event.

Q - Could you provide any information on the annual volume of miles the current fleet operate?

A - The PMGAA does not track vehicle mileage.

Q - Could you provide both an average number of shuttle passengers, and a typical maximum number of shuttle passenger on a one-way trip between the parking site and the terminal? Also, how many passengers in total rode on the shuttle buses over the last year?

A - The PMGAA does not track maximum number of passengers per trip. Information regarding total number of passengers by month for this fiscal year and last fiscal year can be found in Addendum #2.

Q - Are the PMC's employees, (those actively working), allowed to park in the extended parking lot at no cost?

A - Employees of the PMC are provided with an access card to park in the Ray Road Economy Parking Lot at no charge. Lost access cards are subject to the replacement fee as delineated in the PMGAA's Rates and Fees Schedule.

Q - Are there any Contractor costs associated with the parking office, (utilities, telephone, internet, trash disposal, other)? If yes, please provide any information on cost trends.

A - No. The parking office is provided by the PMGAA to the PMC for use as part of its operation.

Q - Are office supplies, computers, or any other capital or operating expenses provided by the PMGAA toward the operation of these services?

A - The PMC is responsible for any office supplies, computers, etc. needed for their operation. The PMC is responsible for any capital or operating expenses related to their owned and/or leased equipment such as shuttle buses, computers, phones, etc. At its discretion, PMGAA may provide technology or other tools to assist the PMC in running the operation. As stated on page 12 of the RFP document, the PMGAA will provide supplies such as receipt paper, UPC batteries, and chip coins for the Airport owned PARCS equipment/facilities.

Q - Could you provide the current billing rates, (and/or annual cost), for the Driver + Shuttle, Attendant, Revenue Device Cash Handling, and Other billing items associated with these services?

A - A Public Records Request form must be completed and submitted to obtain this information. The forms may be found on the Airport's website at: www.gatewayairport.com

Q - Please provide a copy of the incumbent's monthly reports for the past operational year to date.

A - A Public Records Request form must be completed and submitted to obtain this information. The forms may be found on the Airport's website at: www.gatewayairport.com

Q - Please provide information on parking volumes and revenues for the previous three years, by month and by year if possible.

A - A Public Records Request form must be completed and submitted to obtain this information. The forms may be found on the Airport's website at: www.gatewayairport.com

Q - Have any security issues occurred within the previous two (2) years, as it relates to the scope of services under this contract? Please provide any available information on these incidents.

A - Under 49 CFR Part 1520, the PMGAA is not permitted to disclose such security incidents.

Q - Based on the requirement to provide a description on a very in depth Operations Plan, please consider increasing the number of pages allowed from 15 to 30.

A - The PMGAA increases the page limit from a maximum of 15 pages to a maximum of 25 pages.

Q - What are the current hourly rates charged by the current operator?

A - A Public Records Request form must be completed and submitted to obtain this information. The forms may be found on the Airport's website at: www.gatewayairport.com

Q - Is there a full time General Manager on the current staff?

A - Yes.

Q - Does the airport require CNG or alternative fuel buses?

A - Please refer to pages 12 & 13 of the RFP document. The PMC shall determine the fuel for their vehicles.

Q - Why would the current staffing schedules be proprietary?

A - The PMGAA does not have in its possession staffing schedules of the current PMC and therefore the requested information is not property of the PMGAA and subject to public request/access.

ALL OTHER PROVISIONS OF THE SOLICITATION SHALL REMAIN IN THEIR ENTIRETY.

Offeror hereby acknowledges receipt and understanding of above addendum.

 Signature Date

 Print Name and Title

 Name of Company

The above referenced Solicitation Addendum is hereby executed June 15, 2017 at PMGAA, Mesa, Arizona.

Marian Whilden

 Procurement Coordinator
 Phoenix-Mesa Gateway Airport Authority