

Valet Parking Services Concession

ADDENDUM NO. 1

Project: **Columbia Metropolitan Airport
Valet Parking Services Concession
West Columbia, South Carolina**

Owner: Richland-Lexington Airport District
3250 Airport Blvd, Suite 10
West Columbia, South Carolina 29170

This Addendum is added to and shall become a part of the RFP Documents dated January 18, 2023. Bidders shall acknowledge receipt of this Addendum on their Bid Form. Failure to comply may result in a rejection of the Bid.

Submitted Questions

1. Provide clarification towards the vehicle inspection procedures?
 - a. The District is working with the TSA to create a new policy regarding valet vehicles on the front curb of the Terminal Building. Once the policy is created and subsequently approved by the TSA it will be provided to the vendor for implementation.
2. Will a ticketless valet system be acceptable?
 - a. Yes, the Airport will consider, and proposers are invited to suggest, variations in the method of operation based upon their experience in valet parking.
3. How many days on average does a car stay at valet service?
 - a. 2.5 days
4. What was the daily flat charge for valet parking prior to the end of the service in April 2020?
 - a. \$ 14.00 per day
5. When services start up again, what is the District's projected parking rate for valet parking services each day?
 - a. The District is anticipating a range of \$20.00-\$25.00 per vehicle/per day
6. What are the forecasted enplanements for Year 2023?
 - a. 541,000 enplanements
7. Page 3 II Instructions to Proposers - RFP states "contractors shall submit five (3) copies". What is the correct number of copies required for the submission?
 - a. Proposers shall submit three (3) copies.

8. Page 6 J. Insurance - as this is a valet service, typical requirements are to have and provide garage keepers legal liability insurance (GKLL). Will there be a requirement of the successful bidder to provide and carry GKLL, and if so at what amounts/limits?
 - a. Garage-Keepers Liability Insurance will be required in the amount of two hundred fifty thousand dollars (\$250,000) per accident.

9. Page 7 Minimum Standards (D) - states the Director shall have the right to require successful proposer to staff at its own expense additional personal? What measures shall be taken to justify the adding of additional costs to the operator?
 - a. The successful proposal shall demonstrate the ability to respond timely to request by patrons, of the Airport, and the air traveling public. The District will review monthly the day-to-day operation and management of the Service. The successful proposer and the District shall maintain communication concerning the performance of the Service.

10. P-3 References - the document states current commercial/institutional customers that have automated teller machines?
 - a. Please omit, a oversight from a previous RFP template

11. P-6 VIII Bid Document - (A) second paragraph references the "State of Ohio"? Should this be the State of South Carolina?
 - a. Correct, the State of South Carolina

12. Provide clarification towards revenue development and Section VIII. H. Financial Offer?
 - a. The District has a strong interest in maximizing revenues at the Airport. Proposers are expected to provide a financial proposal that will demonstrate the Proposers ability to maximize revenues. Additional services, which compliment valet parking shall included as a separate line item from the base bid.
 - b. Proposers can propose alternative financial offers. The offers are not limited to a percentage fee based on gross revenues or an overall MAG payment.

13. Is the amount a vehicle pays per day to be included in the proposers budget or is it to be included in the District's budget ?
 - a. The District's budget will incorporate the revenue per vehicle per day. The bid document's budget part is covered in full on P-7 Section VIII. I.

14. Will the keyboard equipment remain in the Valet Parking Booth?
 - a. All items within the booth will remain property of the District. The successful proposer will be responsible for all material necessary, or required, for the adequate and continued performance of the Service.

Attachments

1. Non-Mandatory Pre-Bid Meeting Slide Deck

End of Addendum No. 1



Valet Parking Services

Pre-Bid Meeting

January 31, 2023

Overview

- To provide patrons of the Airport and the air traveling public, valet parking, along with related services, by allowing them the opportunity to drive their vehicles directly to the curb on the departure level of the passenger terminal building, check-in and leave their vehicles at the curb for parking and have their vehicles delivered back curbside upon request.
- The Successful Proposer will be responsible for the day-to-day operation and management of the Service, including providing all operating personnel, insurance, permits and licenses and all other labor and material necessary, or required, for the adequate and continued performance of the Service.

Valet Parking Services – RFP Schedule

ISSUED DATE: January 18, 2023

ISSUED BY: Richland – Lexington Airport District
3250 Airport Blvd, Suite 10
West Columbia, SC 29170

POINT OF CONTACT: Lindsay Copelan, Properties Manager
Email: l.copelan@flycae.com

NON-MANDATORY
PRE-BID MEETING: January 31, 2023 at 2:00 p.m.
Carolina Room- located inside the terminal.
3250 Airport Blvd
West Columbia, SC 29170

QUESTION DEADLINE: February 1 2023; no later than 2:00 p.m. EDT
Richland – Lexington Airport District
Attn: Lindsay Copelan, Properties Manager
3250 Airport Blvd, Suite 10
West Columbia, SC 29170

PROPOSAL DEADLINE: February 16, 2023; no later than 2:00 p.m. EDT
Richland – Lexington Airport District
Attn: Lindsay Copelan, Properties Manager
3250 Airport Blvd, Suite 10
West Columbia, SC 29170


Valet Parking Storage Area



Valet Parking Procedures

- All vehicles must have a completed vehicle inspection form and placard reviewed for completeness.
- Placards will be required to be placed on windshield of vehicle to include; Date, Time, Initials of Attendant, and Customer or Contractor.
- Parking attendants will be required to obtain information to include; name of owner, flight information and phone contact number.
- After inspection, all vehicles will be under the control of the valet parking concessionaire until relocated to storage area.
- All vehicles will be required to be relocated to valet storage area within 30 minutes on a daily basis; with the exception during the hours of 0500 through 0700 and 10 pm to last flight daily, a 2 hour time allowance is granted.
- Before vehicles are returned to terminal building for customer pick-up, the vehicle must be inspected again.
- No vehicles will be allowed to remain in front of the terminal longer than 2 hours. Only authorized District employees will be allowed to park in valet parking.
- Staging of vehicles for customer pick-up will be only granted a leeway of 30 minute duration.
- Immediate notification to TSA and Airport police for terminated employees.
- Additional 30 minutes will be allowed in the event of any delayed flights.

Minimum Operating Requirements

- The Service must operate two hours prior to the first outboard flight and two hours after the last inbound flight, fifty-two weeks per year, including holidays, and satisfy demands, for valet service, in accordance with the flight schedules, of the airlines, serving the Airport.
 - The Successful Proposer shall provide valet parking service, and related amenities, to accommodate passengers arriving and departing on. All commercial air carrier flights, including scheduled and charter flights.
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Valet Parking Services Historical Numbers

Year	Enplanements (Departing Passengers)	Self- Park Cars	Valet Cars	
2022	527,599	186,331	-	
2021	437,186	151,244	-	
2020	282,324	109,907	2,421	YTD April
2019	671,414	247,957	11,976	
2018	594,489	228,081	10,804	
2017	534,884	218,774	9,833	
2016	559,523	247,893	11,030	
2015	546,385	251,474	10,839	
2014	513,769	244,107	7,586	
2013	502,924	229,335	7,521	
2012	501,806	233,779	7,105	

Bid Document

The Proposal submittal shall consist of the following documents in the sequence shown below

- A. Cover Letter
 - B. Executive Summary
 - C. Exceptions
 - D. Experience
 - E. Management & Operation Plan
 - F. Contingency Plan
 - G. Driver Selection/Hiring Process
 - H. Financial Offer
 - I. Budget
 - J. Omitted
 - K. Insurance
 - L. Financial Background Information
 - M. ACDBE Participation
 - N. Proposers Affidavit
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