

 <p>UNIVERSITY OF NORTH CAROLINA CHARLOTTE</p>	<p>INVITATION FOR BIDS (REQUEST FOR PROPOSALS) #66-24054 CB</p> <p>University of North Carolina at Charlotte Purchasing Office Reese Building, 3rd Floor 9201 University City Boulevard Charlotte, North Carolina 28223-0001</p>
Addendum Issue Date: 3/6/2024	Due Date: March 19, 2024 2:00pm ET
Purchasing Agent: Carla Butler-Blackburn	Parking Services Staff
ADDENDUM #2	

This addendum is issued to provide answers to questions posed regarding this solicitation.

Please note: Addendum # 3 with changes will be posted by the end of this week.

1. Please provide an average number of events per year by type and size (estimated attendance).

1	Athletic (M Basketball/Football/Track)	25 events	200 - 15,000
2	Commencement	4 events	9,000
3	High School Rehearsal/Graduation	2 events	6,000
4	Housing & Residence Life (Move-In/Move-Out)	10 events	campus wide
5	Greenhouse (Plant Sale)	4 events	500
6	First Week of Class	4 events	campus wide
7	Education Day	1 event	300

2. Please provide the average number of Contracted Staff required for each event by type and size. **See Attachment J (will be issued in addendum #3)**
3. Please provide typical hours billed for events per position.

1	Athletic (M Basketball/Football/Track)	6hrs/7hrs/9hrs
2	Commencement	11.25hrs
3	High School Rehearsal/Graduation	8.50hrs/12hrs
4	Housing & Residence Life (Move-In/Move-Out)	9hrs/6hrs
5	Greenhouse (Plant Sale)	6.50hrs
6	First Week of Class	9hrs
7	Education Day	6.50hrs

4. Is onsite office space provided? **No**
 - a. If so, will it be large enough to house all employees for check in/out process, breaks, training, etc.? **Briefing space is provided depending on the event. Sometimes held inside the building or outside at event location or parking lot.**
 - b. If so, will it have electricity to charge computers, POS devices, time clocks, etc.? **Yes**
 - c. If so, can the contractor install a bolted safe for the event bank fund? **No safe is needed. We do not take cash on campus.**
 - d. If not, can operator place temporary office space (i.e. trailer) on campus? **No, adequate space will be provided as needed.**
5. Is there a place to store event vehicles such as golf carts and similar event vehicles?
Space can be made available if needed.
6. Who is responsible for cleaning the parking facilities post event? **Event staff are asked to stack cones but not required to assist with putting equipment away.**
7. In regards to: **This does not apply, we are a cashless campus**
~~*The vendor shall surrender all revenue generated during event operations to the UNC Charlotte PaTS Event Coordinator or his/her designate at the conclusion of the ingress phase of all parking operations. Should any event collection bag be short by more than two regular price standard tickets (i.e. \$10 for \$5 events, \$20 for \$10 events, etc.) the amount of the difference will be subtracted from the vendor's reimbursement for services rendered. If the amount of the difference exceeds \$50, the vendor will also pay a penalty of \$200 to UNC Charlotte PaTS.*~~
 - i. What POS system is being used to conduct sales? **Parkhub iPhone w/Ingenico card reader.**
 - ii. Please confirm if credit card-capable handheld units will be provided by operator or by UNCC
UNC Charlotte will provide.
 - iii. What integrations are required for handheld units (Paceolin, T2, Ticketmaster, etc.) **Paciolan**
 - iv. Are cash and credit cards accepted on game days or is it prepaid permits only? **Credit/Debit & prepaid permits.**
 - v. Who will be the merchant of record for processing cc transactions? **Athletics**
 - vi. ~~Will the operator deposit the collected revenue into the operator's bank account?~~ **This does not apply, we are a cashless campus**
 - vii. ~~Will a secured area be provided for cashiers to close out at the end of the shift?~~ **Does not apply. Log out of handheld and return to UNC Charlotte staff**
 - viii. ~~In the event that the Parking Fee exceeds \$50 or half of \$50 and there is a bag short 2 standard Fees, will vendor still be subject to \$200 penalty?~~ **Does not apply**
8. In regards to: *The selected vendor will be responsible for the execution of the parking and transportation plan.* Can we get a copy of the parking and transportation plan for review? **Yes**
9. Who is the current parking operator? **Park Inc**
10. With regard to Traffic Control Personnel:
Are these individuals required to direct traffic on public roadways? **Campus roadways only.**
 - a. Please clarify if there is a cost to be certified in traffic control through the UNC Charlotte Police Department. **We are currently working with our police department to arrange this training at no cost.**

b. Please clarify if Supervisors and Managerial personnel need to go through this training as well? **On-site Supervisor should attend the training.**

c. Please clarify the time commitment required to be certified in traffic control through the UNC Charlotte Police Department. **Class would be approximately 4 hours, with some of that actually being in the road.**

Any contract staff who are assigned to traffic control posts must be certified in traffic control through the UNC Charlotte Police Department, pursuant to NC GS § 20-114.1(c). It shall be the responsibility of the vendor to arrange and maintain documentation of this certification. Training to be arranged by the PaTS Events Parking Manager.

11. In regards to:, *UNC Charlotte PaTS will not pay for any service beyond the scheduled hours except as requested by the UNC Charlotte PaTS Event Coordinator or authorized designee.*

Please clarify if Training is billable time. **Training for our events is done in event briefings and while on post, this time is billable. No other offside training is billable.**

12. Is there currently any PARCS equipment at any of the facilities? **Yes**

13 In regards to, *If a game or event is canceled, UNC Charlotte PaTS shall notify the vendor as soon as possible to cancel staff. UNC Charlotte PaTS shall not incur any penalty for cancellations made at least twenty-four (24) hours in advance, or on the day of an event if the cancellation is due to an act of God.*

In many cases, when an event is unexpectedly canceled on the day of the event, it happens at the last minute or until there is virtually no way to make the event happen. The usual staffing calls on events can be anywhere from a few to several hours prior to the event start time. Per NC Labor law, wait time is considered work time in the event that an employee shows up to their scheduled shift and has to then wait any period of time for the employer to conclude whether the employee is needed for the shift or not. Please clarify, under this agreement, if an event cancellation due to an act of G-d happens after staff has already reported for their shifts, will the contractor be able to bill for the time the staff was scheduled to the time the staff is sent home due to the cancellation. **Yes, if they are already on site.**

14 In regards to, *Contract staff must have an appropriate background, without a history or conviction of crimes against persons or property.*

a. Please clarify what constitutes "History", i.e. more than one conviction, more than 2, etc.

b. In reference to "conviction", please clarify if this mean ANY conviction of crimes against persons or property or is there a certain degree and above of offense that can be considered. i.e. misdemeanor vs felony and the different degrees within those categories

c. Is every staff member expected to have no priors at all? **We understand that these questions are very subjective. To help us understand your company processes, please include a copy of your standard operating procedures regarding background checks and any subsequent follow up that you may do.**

A SIGNED COPY OF THIS ADDENDUM MUST BE INCLUDED WITH YOUR BID PROPOSAL

COMPANY NAME	DATE
PRINTED NAME	SIGNATURE