	SOLICITATION ADDENDUM	CITY OF PHOENIX Aviation Department Contracts & Services 2485 East Buckeye Road Phoenix, AZ 85034
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GROUND TRANSPORTATION DISPATCH AND CURB MONITORING SERVICES REQUIREMENTS CONTRACT

Please make the following changes to the above-referenced Solicitation. The changes supersede any conflicting provisions, instructions, and attachments in the Solicitation.

DELETE AND REPLACE

- Section I, Instructions, Paragraph 3, Schedule of Events, is amended by deleting the Paragraph and replacing it with the following:

ACTIVITY	DATE AND TIME (all times are local Phoenix time)
Publish Solicitation	Friday, July 8, 2022
Pre-Offer Conference	Wednesday, July 20, 2022 @ 11:00 AM Join by Phone: +1-415-655-0001 Access Code: 2454 304 8980 Meeting Link: https://cityofphoenix.webex.com/cityofphoenix/onstage/g.php?MTID=e91df406c687dbf8f7f1a172bab763daa
Site Visit	Thursday, July 28, 2022 @ 10:00 AM Meet at: Aviation Headquarters Building Lobby 2485 E. Buckeye Rd. Phoenix, AZ 85034 Additional details are in section 24. Site Visit, Section I - Instructions
Written Inquiries Due Date	Thursday, August 4, 2022 @ 5:00 PM Email inquiries to kyle.brack@phoenix.gov
Offer Due Date	Monday, August 29, 2022 @ 2:00 PM

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Offer Opening	<p style="background-color: yellow;">Monday, August 29, 2022 @ 2:15 PM</p> <p>Join by Phone: +1-415-655-0001 Access Code: 2455 993 3985 Meeting Link: https://cityofphoenix.webex.com/cityofphoenix/j.php?MTID=mf7b67519fbb410bb9d23f7baa331cfdd</p>
Offer Submittal Location	<p>Physical Submission: 2485 E. Buckeye Rd., Phoenix, AZ 85034</p> <p><u>OR</u></p> <p>Electronic Submission: email to avn.solicitations@phoenix.gov and copy kyle.brack@phoenix.gov</p> <p>Please follow instructions listed in paragraph 12, Submission of Offer, Section I - Instructions</p>

2. Section V, Scope of Work, Paragraph 14, Company Vehicles, is amended by deleting the Paragraph and replacing it with the following:

14. COMPANY VEHICLES: Contractor is responsible for providing all vehicles required to operate, manage, and support the services necessary to fulfill the requirements of this Contract effectively and efficiently. Vehicles must be in good working order at all times during the term of this Contract. Vehicles must not be older than eight (8) years at any time during the term of this Contract and limited to a service life of no more than 150,000 miles. Other alternative fuel vehicles may be approved by the ADR.

Vehicles must be marked with the Contractor's trade dress or business name and logo. Contractor shall submit the proposed design to the ADR for approval. The proposed design is due after Contractor has been notified of the award of this Contract.

Contractor's vehicles will be allowed to park in approved designated areas. These vehicles will be required to display a PHX permit.

Parking accommodations for Contractor's employees, who are working under this Contract, will be provided at a location to be determined by the ADR. The City will be responsible for parking fees for the Contractor and its employees. Contractor's vehicles will receive an AVI tag for monitoring compliance around PHX.

3. Section VI, Submittals, Paragraph 4, Fee Schedule, is amended by deleting the Paragraph and replacing it with the following (Paragraphs 4.1, 4.2, and 4.3 remain):



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Item No.	Position Title	Billable Hourly Rate	Estimated Weekly Hours	Total Weekly Price
1.	General Manager	\$	40	\$
2.	Assistant General Manager	\$	40	\$
3.	On-Site Supervisor, Taxi	\$	168	\$
4.	On-Site Supervisor, Curb Monitor	\$	115	\$
5.	Ground Transportation Curb Monitor	\$	910	\$
6.	Ground Transportation Dispatcher	\$	168	\$
7.	Grand Total			\$

QUESTIONS AND RESPONSES

The following questions were submitted by interested Offerors:

Question 1:	Can you please tell me if this solicitation involves any need for security services?
Response 1:	Security services are not part of this Solicitation.
Question 2:	Section 3.1. Regarding records, is there a minimum period of record retention?
Response 2:	Contract records will be retained for five years after the completion of this Contract.
Question 3:	Section 4.1. With respect to the timing on payment of Invoices, in the event a dispute exists as to only a portion of an Invoice, will the City remit payment of the undisputed portion of the Invoice?
Response 3:	The City will make every effort to pay for the purchase of materials and services 30-45 days after receipt of a correct invoice.
Question 4:	Section 7.5 refers to a performance bond. Is a Performance Bond required and, if so, in what amount?



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Response 4:	A performance guarantee is not required.
Question 5:	How many support/service vehicles currently are being used by the current contractor?
Response 5:	The current contractor uses two support/service vehicles.
Question 6:	Section 14 of the Scope of Work provides that Contractor/Contractor's employees are responsible for payment of Airport parking fees. What are these current fees and what is the projected increase in same, if any, for the first year of the Contract?
Response 6:	The City will be responsible for the Contractor's employees' airport parking fees. Please see Paragraph 2 of Addendum No. 1 above.
Question 7:	Is it correct that office space and/or a trailer will be furnished by the City to Contractor at no cost (rent, taxes, etc.) to Contractor?
Response 7:	Yes, the office space will be provided by the City at no cost to the Contractor.
Question 8:	Is the City responsible to provide utility (electricity and water) connections to such facility?
Response 8:	No, the City is not responsible for utility (electricity and water) connections.
Question 9:	Is the City responsible to provide telephone and internet connections at such facility?
Response 9:	No, the Contractor is responsible for telephone and internet connections.
Question 10:	Is it correct that Contractor is responsible to pay for utilities usage at such facility?



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Response 10:	Yes, the Contractor is responsible to pay for utilities usage.
Question 11:	Is it correct that Contractor is responsible to pay for telephone and internet services at such facility?
Response 11:	Yes, the Contractor is responsible to pay for telephone and internet services.
Question 12:	Is it correct that Contractor is responsible to pay for janitorial and trash removal services at such facility?
Response 12:	The City is responsible for exterior trash removal services. The Contractor is responsible for janitorial services.
Question 13:	If space is provided off-Airport, will the rent and utilities therefor be reimbursed by the City?
Response 13:	If the Contractor is requested by the City to move off airport property, the ADR will assist the Contractor in identifying suitable and reasonable office space. The City will be responsible for rent charges, but not utilities.
Question 14:	If the City requires relocation of Contractor's space, will relocation costs be reimbursed by the City?
Response 14:	Yes, if the City requests the Contractor to relocate, reasonable relocation costs will be reimbursed by the City.
Question 15:	Is it correct to assume that facilities provided by the City will include furniture, furnishings?
Response 15:	No, the Contractor is responsible for providing furnishings. Please see Section V, Scope of Work, Paragraph 24, Office Space, of the Solicitation.
Question 16:	Will [the] City provide office equipment and, if so, kindly provide a listing thereof?



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Response 16:	No, the Contractor is responsible for providing office equipment and supplies. Please see Section V, Scope of Work, Paragraph 24, Office Space, of the Solicitation.
Question 17:	Section 30 of the Special Terms and Conditions makes reference to the Payment Card Industry Standards. Will Contractor be collecting revenue (e.g., charter bus permit fees) under the Contract via cash or credit cards?
Response 17:	No, the Contractor will not be collecting revenue.
Question 18:	Item 4 of Section VI-Submittals asks, among other things, for a list of owners, etc. For publicly traded companies (whose owners are its shareholders, which change with each trading day), is the City seeking only ownership disclosure over a certain percentage? For example, owners with more than a 25% interest?
Response 18:	For publicly traded companies, shareholders do not need to be listed.
Question 19:	Does the City have an ACDBE participation goal? If so: What is the percentage goal? May such goal be achieved through subcontracting or joint venturing or both? Where does ACDBE participation fit within the evaluation factors listed in Section 26 of the Scope of Work?
Response 19:	There are no ACDBE goals in this Solicitation.
Question 20:	What is the current average wage for each position listed in the RFP?
Response 20:	The current Contract No. 146997 containing this information can be found on the City Clerk's public website: https://www.phoenix.gov/cityclerk/services/public-records-search
Question 21:	What are the current benefits being provided to each position listed in the RFP (e.g., 401k, disability insurance, health insurance, dental insurance, personal days, vacation days, holidays)?



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Response 21:	The City does not possess the contractor's benefits information as this is proprietary information shared between the contractor and its employees.
Question 22:	Can potential Proposers be provided with a current seniority listing of employees of the current Contractor its subcontractors, if any (by job categories and dates of hire only; no individual names)?
Response 22:	Ground Transportation Curb Monitors & Dispatchers start dates: 12/27/19, 11/29/16, 7/24/17, 5/17/17, 7/13/16, 10/11/16, 3/29/17, 3/16/22, 9/27/21, 7/7/06, 8/27/18, 2/26/08, 9/4/15, 5/31/08, 2/13/14, 4/26/08, 11/17/21, 5/11/16, 6/16/14, 5/8/18, 5/12/22, 3/24/15, 8/12/19, 11/8/07, 12/1/07, 7/28/22 On-Site Supervisor, Taxi and Curb Monitor start dates: 8/27/19, 3/17/14, 11/21/13, 4/2/18, 7/1/19, 4/7/08 Assistant General Manager start date: 1/30/14 General Manager start date: 2/5/10
Question 23:	Are any members of the current workforce represented by a Union? If so, please advise as to the identity of the Union and the contact information therefor?
Response 23:	Members belong to UFCW Local 99 - Phoenix.
Question 24:	Is there a Collective Bargaining Agreement in force covering any members of the current Contractor's workforce? If so, can potential Proposers be furnished a copy of the Collective Bargaining Agreement?
Response 24:	The collective bargaining agreement is between the current contractor and the union. The City does not have a copy of the agreement.
Question 25:	Have there been any labor strikes, lockouts, boycotts, work slowdowns or other disruptive labor-related actions affecting the Services within the last three years?
Response 25:	There have been no labor strikes, lockout, boycotts, work slowdowns, or other labor-related disruptions.



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Question 26:	Has the current Contractor been required to pay any liquidated damages based upon lack of performance issues?
Response 26:	The City has not imposed any liquidated damages under the current contract.
Question 27:	Does the current Contractor have a dedicated staff to provide all functions and services for the Ground Transportation Dispatch and Curb Monitoring Services or are some of those functions provided by such Contractor's staff under a different contract?
Response 27:	All work under the current contract is performed solely by the current contractor's employees.
Question 28:	There appears to be a significant difference between the scheduled weekly operating hours reflected on Page 90, Exhibit B, Weekly hours and the weekly hours set forth on Page 72. Please clarify and advise as to the number of weekly hours should be used in determining the Billable Hourly Rates.
Response 28:	Please see Paragraph 3 of Addendum 1 above.
Question 29:	Kindly clarify if all communications equipment (e.g., radios and mobile devices) is provided by Airport and, if not, what communications equipment will Contractor be responsible to provide.
Response 29:	The City currently provides hand-held radios and mobile devices for our current dispatch system.

The balance of the specifications and instructions remain the same. Offerors must acknowledge receipt and acceptance of this Addendum No. 1 by retuning the entire Addendum signed with the Offer submittal.

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Name of Company: _____

Address: _____

Authorized Signature: _____

Print Name and Title: _____