



# Parking Enforcement Services

## Vendor Questions / City Responses

City of Stanton | 7800 Katella Avenue, Stanton, CA 90680 | StantonCA.gov

### Addendum #1

Question No.	Vendor Question	City Response
1	Please confirm the website where the addenda will be publicly available.	The addenda will be posted on the City's website and BidNet. Stanton City Website: <a href="https://www.stantonca.gov/bid_detail_T11_R130.php">https://www.stantonca.gov/bid_detail_T11_R130.php</a>
2	Please confirm if the City is looking for 11 hours x 5 days (or 55 hours per week) or around-the-clock 24/7/365 (168 hours per week) of parking enforcement services.	The City is seeking around-the-clock 24/7 enforcement services (as stated on Page 4 of 13 of the RFP).
3	The City provides training topics; however, is there a specific number of required hours the City is mandating Parking Enforcement Personnel have for i) pre-assignment, ii) on-the-job, and/or iii) refresher training, or is this at the discretion of the Contractor?  Is the pre-assignment, on-the-job, or refresher training billable to the City?	Trainings are not mandated by the City but at the Contractor's discretion.  No pre-assignment, on-the-job, or refresher training is required by the City or billable to the City. Training is at the discretion of the Contractor.
4	Please confirm if the annual drug screening tests are billable to the City (as incurred) or should be included in the hourly rate?	Annual drug screening should be included in the hourly rate.
5	Does the City have any specific uniform requirements regarding color, style, quantities, or is this up to the discretion of the Contractor (to be approved by the City)? Does the City prefer Contractors submit uniform options with our proposal?	Contractors will wear the company contract awardee's uniform. The City will need to pre-approve the uniforms.
6	Please confirm the location of the designated office space and any associated costs.	Office space and location to be determined. The contractor will not have to bear any associated costs.
7	"A complete proposal shall consist of.... A proposal acknowledgement form..." Is there a specific form to complete, or this is just a statement?	The RFP Submittal Transmittal – Application and References Form are included with Addendum # 3.
8	Please confirm if subcontracting is required, or if this is at the discretion of the bidder?	Subcontracting is at the discretion of the bidder.
9	Please confirm if the Project Manager is required to be dedicated: (i) dedicated to the City; (ii) onsite at the City designated office space; (iii) billable to the City?	(i) Yes, the Project Manager is required to be dedicated to the City; (ii) no onsite City designated office space; and (iii) at the discretion of the bidder.
10	Please confirm what other positions the City defines as Key Personnel, that a resume would be required to be submitted for (since only 1 Parking Enforcement Officer is required).	Resumes are required from any backup officers, project managers, or anyone who might be assigned to perform services for the City.



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11	Please provide a copy of the referenced contract – which is noted as Exhibit B – “Sample Professional Services Agreement.”	Reference Professional Services Agreement – Exhibit B will be posted as Addendum #2.
12	Please provide the insurance requirements for bidders.	Reference insurance requirements will follow the Professional Services Agreement – Exhibit B and posted as Addendum #2.
13	Please confirm there is no specific form/format for pricing and it is up to the Contractor’s discretion as long as all items identified on the top of page 11 are included.	Yes, no specific format is required, and it is up to the Contractor’s discretion as long as all items identified on the top of page 11 are included.
14	An “Allocation of Resources Table & Rate Sheet” is referenced under the SEPARATE FEE PROPOSAL Section on page 11. Please provide a copy of this table and sheet.	There is no specific format, so please submit it as the bidder sees fit.
15	Please confirm if there is a file size limit when sending response documents via email and/or if Contractor is able to attach a zip file with multiple attachments.	Zip file with multiple attachments is allowed if file size limits are too large.
16	<p>a. Please confirm only 1 vehicle is required to be provided by the bidder.</p> <p>b. Please advise on any other specific vehicle year, make, or model requirements (other than marked petroleum-electric hybrid engines) or if this is at the discretion of the bidder.</p> <p>c. What is the estimated annual mileage per vehicle?</p>	<p>a. Bidder must provide an operating vehicle at all service contracted times.</p> <p>b. No preference on the type of vehicle, but must be appropriately identified (i.e. Company name – providing services to the City of Stanton)</p> <p>c. Approximately 5,000 miles annually.</p>
17	Is the City able to provide an approximate award date? Please confirm the preferred transition timeline (from notice of intent to award until the contract start date) for the successful Contractor (ie. 30 days, 60 days, etc.).	Approximate award date is June – July, 2024, with 30 – 60 days transition time.
18	Are security personnel required to have any specific vaccinations (ie. COVID)?	No.
19	Are there any costs associated for security personnel to park to perform services, including to park the enforcement vehicle(s) when not in use? If so, please provide the cost and/or any other parking options that are available.	No.
20	Please confirm if the City has any KPIs/SLAs with financial penalties, as part of the contractual agreement. If so, please list and provide all details.	To be negotiated with the successful Contract awardee.
21	<p>Please confirm if the City’s location/Scope of Work is subject to a living wage ordinance or Union/CBA.</p> <ul style="list-style-type: none"> <li>If Living Wage, please provide the link to the applicable ordinance.</li> </ul>	The City is not subject to a living wage ordinance or an union. The City of Stanton observes the State of California Minimum Wage laws.



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	<ul style="list-style-type: none"><li>If Union, please provide a copy of the Collective Bargaining Agreement (CBA) and the seniority list.</li></ul>	
22	Please confirm all Contractors will receive a copy of ALL questions submitted and answered.	Yes.
23	May Supervisors be utilized as relief force to cover officers when they take their rest and meal breaks?	Yes.
24	Will meal and restroom breaks be direct billed to the City, or should this be accounted into the hourly rate?	Direct billed to the City.
25	Please confirm the City's recognized Holidays.	New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve Day, Christmas Day, and New Year's Eve Day. (Will not require enforcement services during observed holidays.)
26	Please confirm the City's invoicing terms (i.e., weekly, monthly, etc.) and payment terms (i.e., NET 30, NET 60, etc.).	Monthly invoicing, with payment terms at Net 90.