

**RFP 25-004 PARKING MANAGEMENT SERVICES
SERVICES FOR THE BERNALILLO COUNTY METROPOLITAN COURT
QUESTIONS & ANSWERS**

- 1. Question:** Do we need to provide Traffic Cones?
 - a.** No, the contractor will contact the Facilities Management Division if these are needed.

- 2. Question:** Is there Storage for Supplies?
 - a.** Yes, the Court provides an office with public Wi-Fi access and a personal restroom to be used by the contractor along with a closet for parking/office supplies.

- 3. Question:** Where is the help Button Located?
 - a.** On the touch screen for the Flash Parking entrances, exits, and pay station. See the attached photo for reference.

- 4. Question:** Are we responsible if equipment goes down?
 - a.** Yes, any Offeror awarded this contract would be responsible to troubleshoot and maintain the system as the first point of contact, and any escalated maintenance and repairs would be handled by the Court's Facilities Management Division in conjunction with Flash Parking.

- 5. Question:** Will the Parking Operator need to provide Maintenance or Janitorial Services to the Garage?
 - a.** No, The Court provides regular cleaning of the facilities through its janitorial services independent contractor, and the Court's Facilities Management Division conducts routine maintenance for plumbing, HVAC, and lighting in the Metro Park Parking Structure.

- 6. Question:** If Maintenance or Janitorial Services are to be provided, what services are expected?
 - a.** These are not required. See the answer to question number 5.

- 7. Question:** Is the current provider staffing a porter for cleaning or solely an administrator?
 - a.** See the answer to question number 5 regarding janitorial services. In addition, the Court provides maintenance of the Parking Facility. However, the selected contractor would be responsible for administrative functions of the Parking Facility as detailed in the Scope of Work in the RFP.

- 8. Question:** Can you provide us with the existing contract?
 - a.** The current contract for Fiscal Year 2025 is public record and is attached.

- 9. Question:** What are the ongoing Flash Parking Connection, license, and user fees?
- a.** The Court currently has a 10 year contract and is responsible for the Connection, license, and user fees. As part of the upgrade to Flash Parking, the Fiscal Years 2025 and 2026 connection, license and user fees were covered. Beginning in Fiscal Year 2027, the Court will be responsible for \$16,398.40 in renewal fees.
- 10. Question:** Do we have to operate the garage with Flash Parking as a long-term solution?
- a.** Yes. The Court currently has a 10 year contract with Flash Parking for these services. The Court replaced all of its parking management software and equipment, and upgraded to a Flash Parking Inc. parking management system and equipment less than one (1) year ago with Capital Outlay funding. Capital Outlay funding requires assets procured to be of a long-term character, which are intended to continue to be held or used long term.
- 11. Question:** Is the County the Merchant of Record or is the Operator?
- a.** The Metropolitan Court is a state agency in the judicial branch and is not a part of the County of Bernalillo; instead, Bernalillo County is the jurisdictional area of the cases that come before the Court. The Operator is the Merchant of Record.
- 12. Question:** Is the Court open to charging parking after hours?
- a.** No, the Parking Facility is currently scheduled to mirror the needs of the Metropolitan Court and the surrounding Courts' schedules.
- 13. Question:** What is the annual parking revenue in the garage?
- a.** For Fiscal Year 2024 (which was from July 1, 2023 to June 30, 2024), the annual revenue was \$331,207.00
- 14. Question:** What are the annual expenses for the garage?
- a.** For Fiscal Year 2024, the annual expenses were \$394,165.64
- 15. Question:** What day is the monthly financial package?
- a.** The Financial Package is submitted by the contractor to the Court by no later than the 15th of the following month.
- 16. Question:** Request to see financial statements broken out by month for the last 5 fiscal years.
- a.** The Court only installed the Flash Parking and kiosk-based system in June of 2024. Prior to the implementation of the Flash Parking system, there were additional operational costs and expenses associated with the management of the public Parking Facility as there was a booth that had to be staffed by the parking management contractor. The monthly financial packages submitted by the current contractor range in length from 80-100 pages on average and cannot be emailed with these responses to the questions. Therefore, the Court will make available for inspection copies of the financial statements submitted by the current

contractor for Fiscal Year 2024 (from July 1, 2023 to June 30, 2024) and for the first half of Fiscal Year 2025 (from July 1, 2024 to December 31, 2024). Offerors that are interested in viewing these documents must coordinate a date and time with the Procurement Manager so that the documents can be made available for inspection.

17. Question: Can you provide the December 2024 Financial Package from the current operator?

a. See response to question 16 above.

18. Question: Does the revenue collected go to the operator's bank account and remitted monthly or directly to the county?

a. The Metropolitan Court is a state agency in the judicial branch and is not a part of the County of Bernalillo; instead, Bernalillo County is the jurisdictional area of the cases that come before the Court. With the Flash Parking system, credit card payments made using one of the Flash Parking's automated kiosks are deposited by the current contractor directly into the Court's bank account with Wells Fargo. The current contractor removes cash from the kiosks daily, which the contractor deposits into that same bank account that the Court has with Wells Fargo. In addition, the current contractor also deposits all monthly parking revenue that the contractor receives from the monthly users into that same Court bank account.,

19. Question: Is a performance bond required? If so, how much coverage is required?

a. A performance bond is generally not required for this contract. But, if a performance bond were required, then, typically the amount of any performance bond would be the total "not to exceed" contract amount for one fiscal year. But, whether a performance bond is required and the amount of any such bond would be in the discretion of the Court Executive Officer. However, a fidelity bond would be required to be provided by any contractor selected to provide these services in response to the RFP. See RFP Section IV. B. 10. Page 27.

20. Question: The RFP calls for a Bond, what is the amount we need to issue it for?

a. See response to question 19. The amount of any insurance or fidelity bond that would need to be provided by any contractor selected to provide these services in response to this RFP would need to be in an amount that is adequate and sufficient for the contractor's operation of its business and performance under any agreement with the Court. See also paragraph 22(A) of the sample contract at page 35 of the RFP.

21. Question: Is it for the bond to be on an annual renewal?

a. See response to questions 19 and 20. If a performance bond were required and for the fidelity bond would be required to be in place for the term of any contract entered into by the Court and any contractor selected to provide these services in response to this RFP.