



REQUEST FOR PROPOSALS
Operation of Downtown Public Parking System (DPPS)
Boise ID

ADDENDUM NO. 1
December 9, 2011

Include the following items in this Addendum No. 1 as though fully incorporated into the Request for Proposals dated November 23, 2011. All references to pages are to pages in the DPPS Parking Operator RFP issued on November 23, 2011.

1. COVER PAGE

The day that proposals are due is hereby revised as follows:

MondayFriday, December 23, 2011 at 3:00 p.m.

2. H. SUBMITTAL REQUIREMENTS & PROPOSAL CONTENTS

Page 10, paragraphs 2, 3 and 4 are hereby revised as set forth below. All other provisions on page 10 remain the same. **PLEASE NOTE:** The item numbers that appear in the excerpt below (5.h, 8.b. and H.1 through H.15) are referring to items in the RFP itself and not in this Addendum No. 1. Please refer to the RFP.

All documents required for submission of a Proposal shall be submitted by U.S. Mail, courier or in person at CCDC's offices.

- One (1) original submission and seven (7) copies are required, which may be included in one envelope or container. The original submission shall be clearly marked and include original signatures on the cover sheet and the waiver & release (see Items 1 and 2 below). The only exceptions to the requirement for seven copies is for the employee training manual (see Item 45.h. below) and the three years of audited financial statements for Respondent's firm (see item 8.b. below). Only one copy of the training manual and one copy of the audited financial statements ~~is~~ are required in Respondent's submission. Each envelope ~~efor~~ container shall be sealed and clearly marked "DPPS Operator RFP".
- **Proposals must be received at the address below by 3:00 p.m. on December 23, 2011 to be considered.**

**DPPS Operator RFP
Capital City Development Corporation**

**ATTN: Michele Corral
121 N. 9th Street, Suite 501
Boise, ID 83702**

Late or incomplete submissions will not be accepted. E-mail or fax submissions will not be accepted. Respondent shall assume full responsibility for timely delivery at the location designated for receipt of its Proposal.

To be considered, each Proposal shall include the following minimum information in order and divided into sections as described below (items H.1. through **14H.15**). Each section shall be tabbed. Each proposal shall be no more than **3550** single-sided pages excluding the following documents:

- cover sheet (see Item 1 below)
- waiver & release (see Item 2 below)
- employee training manual (see Item **45.h.** below)
- audited financial statements (see item **8.b.** below)

Proposals may be printed double-sided if the Respondent so desires.

3. **ATTACHMENT B**

On page 20, in the 2011 Budget, delete the amount for telephone/cell phone under Capitol Terrace (20,518) and insert 2,518. (The number shown is a typographical error.)

4. **ATTACHMENT H**

On page 27, delete Attachment H and replace with Attachment H – Revised which follows page 2 of this Addendum No. 1 and is incorporated into this Addendum No. 1 by this reference.

END OF ADDENDUM NO. 1

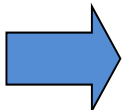
ATTACHMENT H – REVISED

**RESPONDENT’S PROPOSED ANNUAL BUDGET & GENERAL OPERATING EXPENSES
(REQUIRED FOR SUBMISSION)**

Complete this table and submit as part of Respondent’s proposal under Tab 8 (see page 14 of the RFP).

ANNUAL OPERATIONS BUDGET								
CATEGORY	Overhead	Eastman	Capitol Terrace	City Centre	Grove St	Boulevard	Myrtle Street	Annual Total
Personnel Costs (1)								
Employee Insurance / Benefits (2)								
Comm. General Liability / Auto / Theft / Worker’s Compensation & Employer’s Liability Insurance								
Routine Facility Maint & Snow Removal (including supplies)								
Equipment Maintenance / Repairs / Fuel (except elevators) (3)								
Elevator Maintenance / Repairs / Annual Inspections								
Annual Fire Sprinkler & Fire Extinguisher Inspections								
Utilities (4)								
Telephone/Cell Phones								
Security								
Permit and/or Licensing Fees								
Uniforms								
Operations Supplies								
Postage and Shipping								
Data Processing (5)								
Other Expenses (6)								
Management Fee (7)								
Total Annual Operating Expenses								

Continued on Next Page



1. Cost of personnel related to the operation and management of the parking facilities based on your proposed operations plan. Please include salaries, wages, all related payroll taxes, social security payments, unemployment payments, and any other mandatory assessments. (This is for comparison purposes only; the actual number of employees to be negotiated).
2. Cost of all benefits (including vacation pay, holiday pay, health / dental / vision insurance if applicable) provided to employees assumed in item 1 that will be considered as an operating expense.
3. DPPS equipment includes a light duty truck and sweeper. Cost of fuel for both vehicles and maintenance for the truck should be included Respondent's proposed budget. Maintenance for sweeper is paid by CCDDC directly.
4. Utilities include electric / internet / water / sewer / trash /, etc. List telephone / cell phones as separate item.
5. Fees that would be charged to DPPS for Respondent's back office data processing, reports, and documents, if any; other data processing costs.
6. Other expenses anticipated by the Respondent as provided in the sample management agreement.
7. Fee should include Respondent's profit, overhead/corporate expenses, fidelity and performance bonds and required insurance.

END OF ATTACHMENT H - REVISED.