

ADDENDUM 2

DATE: June 16, 2017
PROJECT: Valet Parking Services
RFP NO: 744-R1720
OWNER: The University of Texas Health Science Center at Houston
TO: Prospective Bidders

I. The following are revisions to the general information provided in the RFP 744-R1720 posted May 25, 2017:

Page 38 of 39, 3.2.1 states the following: Proposer will provide a statement of the Proposer's service approach and will describe any unique benefits to University from doing business with Proposer. Proposer will briefly describe its approach for each of the required services identified in Section 5.4 Scope of Work of this RFP. Is it supposed to refer to Section 5.3 (not 5.4)?

Answer: Yes. Section 3.2.1 of Appendix One of the RFP is corrected to read as follows: Proposer will provide a statement of the Proposer's service approach and will describe any unique benefits to University from doing business with Proposer. Proposer will briefly describe its approach for each of the required services identified in **Section 5.3** Scope of Work of this RFP.

II. The following are University's responses to bidders' questions received by the Question Deadline on June 14, 2017, 11:00 AM CST.

1. We know that we will have one separate envelope for the valet proposal and a separate envelope for HUB. Both envelopes will have the RFP No. and the Submittal deadline on the lower left hand corner, name and return address of the proposer in the middle, then the HUB envelope will have HUB Subcontracting Plan as the title. What will be the title on the valet envelope?

Answer: Please label the proposal in accordance with the contact information provided in Section 2.2 of the RFP—see below.

**The University of Texas Health Science Center at Houston
Procurement Services
Attention: LaChandra Wilson
1851 Crosspoint, Suite OCB-1.160
Houston, Texas 77054
RFP No. 744-R1720**

2. Page 28 of 39, Section 6.2 Payment of Terms states the following: "University will be entitled to withhold _____percent (___%) of the total payment due under the Agreement until after University's acceptance of the final work product." To my understanding, the University is allowed to withhold the full payment amount until it approves the invoice. Did the University interpret this question otherwise?
Answer: The Proposer should populate the blank with a percentage that is agreeable to the Proposer based on the Proposer's discretion. The University reserves the right to negotiate this percentage with the awarded Contractor prior to contract execution.
3. Page 28 of 39, Section 6.2 Payment of Terms states the following: "Prompt Payment Discount: _____%_____days/net 30 days." If we do not offer a prompt payment discount, do we put 0%0 days/net 30 days?
Answer: Yes, the Proposer may populate the blanks as shown above if the Proposer elects to offer no prompt payment discount.
4. Regarding Page 37 of 39, 3.1.1, could the University please explain what annual revenues volume is? We know what annual revenue is but need more clarification on annual revenues volume.
Answer: In the context of this RFP, Annual Revenue Volume is the same as Annual Revenue.
5. Page 38 of 39, 3.2.3 states the following: "Proposer will submit a work plan with key dates and milestones." Could the University please clarify what specific work plan, key dates and milestones that are being referred to here?
Answer: The Proposer may omit a response to Section 3.2.3 of Appendix One of the RFP as it is not applicable to this RFP.
6. Page 38 of 39, 3.6.3 states the following: "Does Proposer have a contingency plan or disaster recovery plan in the event of a disaster? If so, then Proposer will provide a copy of the plan." Is this disaster plan for in case when we were on duty at the University and how to handle it? Or is this if a disaster happened prior to beginning our shifts?
Answer: The University is seeking to review the contingency or disaster recovery that the Contractor would use should a disaster occur at any time during the term of the Agreement.
7. Regarding Page 25 of 39, 5.4.9, G (Contractor home office support) and H (Contractor personnel policies), could the University please clarify items G and H further?
Answer: In **5.4.9, G**, the University is seeking to know what the Proposer's company standard operation procedures are as they pertain to the level of support your Home or Corporate Office gives your individual accounts. In **5.4.9, H**, the University is seeking to know the Proposer's company policy regarding the expectations of personnel that will be onsite and interacting with the University account—those expectations above and beyond basic HR management.

END OF ADDENDUM 2