BOBBY JINDAL
GOVERNOR

PAUL W. RAINWATER
COMMISSIONER OF ADMINISTRATION

State of Louisiana

Division of Administration

Office of the Commissioner

Office Facilities Corporation

REQUEST FOR PROPOSALS

Parking Management Services
For the
Claiborne Parking Garage
Galvez Parking Garage
LaSalle Parking Garage
State Parking Garage
Welcome Center Parking Garage

Office Facilities Corporation
1201 North Third Street
Baton Rouge, LA 70802

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Request for Proposals

Office of Facilities Corporation
1201 North Third Street
Baton Rouge, LA 70802

Notice is hereby given that Offers will be received by the Office Facilities Corporation (OFC) via the Office of State Buildings (OSB), until 4:00 pm CST on May 1st, 2012 for the purpose of establishing parking management service operations for the facilities location in Baton Rouge, Louisiana according to the specifications contained herein.

Copies of specifications, together with any further information desired, may be received from the Office of State Buildings (OSB) at the address shown herein.

Offers are to be submitted in a sealed envelope addressed to the Office of Facilities Corporation at the following: Office of Facilities Corporation c/o Office of State Buildings P.O. Box 44001-Capitol, Baton Rouge, La. 70804-4001 or delivered in person to physical address 1928 North Third Street, Baton Rouge, La. 70804. Addressed and clearly marked in the lower left corner of the envelope, "PARKING SERVICES MANAGEMENT AND OPERATIONS." The Office Facilities Corporation reserves the right to reject any and all proposals and to waive any informalities or defects contained in such proposals.

RFP Timeline Overview

EVENT/ACTIVITY	DATE	TIME
Release of RFP and Advertisement	April 2, 2012	
Required Pre-Proposal Meeting and Site Visit To be held at: Office of State Buildings 1928 North Third Street Baton Rouge, LA 70802 Tel: 225-219-4800 - Fax: 225-219-4810	April 11, 2012	
Deadline for submission of written questions	April 17, 2012	4:00 p.m.
Last postmark date for issuance of addendum notices to bidders	April 24, 2012	
Proposals Due on or before	May 3, 2012	4:00 p.m.
Review Period by Review Committee	May 7 – May 11, 2012	
Projected Notification of Finalists	May 17, 2012	
Projected Contract Award Date	June 1, 2012	
Projected Contract Start Date	July 1, 2012	

Office Facilities Corporation

Parking Services Management and Operations

Proposal Instructions

DATE:
TITLE: PARKING SERVICES MANAGEMENT AND OPERATIONS
ISSUING AGENCY: OFFICE OF STATE BUILDINGS

Mailing Address: P. O. Box 44001- Capitol
Office of State Buildings Service Center
Physical Address: 1928 North Third Street
Baton Rouge, LA 70802
Tel: 225-219-4800 - Fax: 225-219-4810

PROPOSAL INSTRUCTIONS: It is the Office Facilities Corporation (OFC) desire to evaluate all possible options for the parking service management and operations at its various Parking Garage Facilities located in Baton Rouge, Louisiana. This Request for Proposal (RFP) will be used by the Owner as a tool in this decision making process. Proposals will be received and registered until 4:00 PM on May 3, 2012 for furnishing the services described herein. Proposals received after this time and date will be rejected and returned unopened. Proposals may be delivered in person to the Office of State Buildings or by U.S. mail or other couriers. Faxed proposals are not acceptable. Proposals must be submitted with the envelope plainly marked in the lower left corner: "PARKING SERVICES MANAGEMENT AND OPERATIONS RFP."

The proposal must be signed by an authorized member of the firm. Prices and terms of the proposal as stated must be valid for the entire length of any resulting contract, unless changes are made through mutual consent.

Proposals must be clear and concise. Proposals that are difficult to follow or that do not conform to the RFP format or binding specifications may be rejected. Responding contractors must include the required information called for in this RFP. The Owner reserves the right to reject a proposal if required information is not provided or is not organized as directed.

EXCEPTIONS TO THE RFP: Include any exceptions to the Agreement terms and conditions presented as part of this RFP. The Owner reserves the right to negotiate and/or reject any proposed exceptions. Failure to note exceptions will be considered agreement with the stated terms and conditions.

PROPOSAL ACCEPTANCE PERIOD: This proposal shall be binding upon the stated contract award date. Any proposal in which the Proposers shorten the acceptance period may be rejected. All terms and specifications included in or appended to this solicitation apply to any subsequent award.

NUMBER OF COPIES: Submit an original and four (4) narrative-only copies of the proposal. Each copy of the proposal and any associated documentation should be bound in a single volume where practical. Proposers are encouraged to submit additional information pertinent to this RFP (brochures, promotional materials) only with the original RFP response. The four (4) copies of the RFP response should be the text based narrative proposal response only. Brochures, other promotional materials, or extensive addenda are not necessary for this purpose.

All inquiries for information are to be directed to:

Office of State Buildings
Ronald Gilbert

Operations Division Manager
Ronald.Gilbert@la.gov
P. O. Box 44001-Capitol
Office of State Buildings Service Center
1928 North Third Street
Baton Rouge, LA 70802
Tel: 225-219-4800 - Fax: 225-219-4810

Other department personnel are NOT allowed to discuss the Request for Proposal with anyone, including responders, before the proposal submission deadline.

PRE-PROPOSAL CONFERENCE: A pre-proposal conference will be held at the Office of State Buildings Service Center, April 11th, 2012. **The pre-proposal conference is mandatory. Please confirm attendance no later than 24 hours before the conference by contacting the contact person listed above. The Owner reserves the right to reject proposals of proposers who do not attend the pre-proposal conference.**
The purpose of this conference is to allow potential Proposers an opportunity to see and tour the parking garages, present questions and obtain clarification relative to any facets of this solicitation. Proposers are encouraged to present all questions relative to this Request for Proposal at the pre-proposal conference. A copy of this solicitation should be brought to the pre-proposal conference. Any changes resulting from this conference will be issued in a written addendum to the RFP solicitation.

REVISIONS TO THE REQUEST FOR PROPOSAL: In the event it becomes necessary to revise any part of this Request for Proposal, revisions will be made available to all potential respondents. The Office of State Buildings will issue any substantive responses to contractor queries, corrections, additions or amendments it deems necessary as addenda to this RFP ("Addenda").

WITHDRAWAL OF PROPOSAL: Proposals may be withdrawn in writing and submitted by facsimile, mail, or hand delivery from the contractor prior to the deadline for receipt of proposals. No oral withdrawals will be accepted.

REQUIREMENTS FOR SUBMITTING A PROPOSAL: Proposals should be as thorough and detailed as possible so that the Owner may properly evaluate the Proposer's capability to provide the required services. A proposal should be sufficiently detailed to enable the Owner to fully evaluate the Proposer's ability to provide the services required by the RFP, but should not include non-responsive or extraneous material. Proposals that are difficult to follow or that do not conform to the RFP format or binding specifications may be rejected. You are encouraged to submit any additional information you deem pertinent, however, elaborate brochures and other promotional materials are not necessary. The contractor must clearly state in the proposal any exceptions to or deviations from the specifications or terms and conditions. Specific creative proposals to meet the vision or service requirement stated outside the minimum requested service should be called out separately as options for review and consideration purposes. Any costs incurred by the successful contractor in the completion of any award issued on the basis of this proposal, but not explicitly stated in the contractors response, shall not be payable. Proposers are required to submit the following items or information but are not limited solely to these items:

(1)Proposals must be made in the official name of the firm or individual under which business is conducted (showing an official business address) and must be signed by a person authorized to legally bind the person, partnership, company or corporation submitting the proposal.
(2) The duration and extent of experience in providing services at similar sized parking garages. Include (5) five references.
(3) State any exceptions to or deviations from the specifications or terms and conditions. All specifications or terms and conditions not identified as an exception are considered accepted by Proposer.
(4) Provide a proposed Contract document that supports and enables the basic proposed operation, excluding initially any proposed options. The contract is expected to be consistent with the spirit and intent of this RFP.

(5) Response within the proposal is required, in order, to all points detailed in this RFP. Each point is described in more detail in the appropriate section. Provide written point-by-point narrative responses or attach the appropriate documentation for each point. A narrative response addressing at a minimum the items in Sections 2-4 for proposed operations and services should be provided.

Confidentiality: If a Proposer thinks that any of the information in its proposal is a trade secret or is proprietary, or if it is required to keep certain information confidential because of a prior contract, it must submit this information in a separate sealed envelope marked "CONFIDENTIAL PORTIONS OF PROPOSAL." Clearly mark EACH page of the information "CONFIDENTIAL." The Office Facilities Corporation will not consider a request that an entire proposal be kept confidential. Pricing information, discounts, makes, model and catalog numbers of goods offered, terms of delivery and terms of payment will be available within the facilities as needed to execute its responsibilities after Contract award regardless of any request to deny access.

Content: The submittals must include the following items:

1. Minimum Requirements: Provide evidence which demonstrates that the Proposer meets or exceeds each of the following MINIMUM REQUIRMENTS:
    a) A minimum of ten (10) years in the parking operation business.
    b) Currently operating a multi-level parking structure(s)
    c) Experience in operation a mix of daytime/nighttime parking and special event parking.
    d) Experience with computerized parking revenue equipment
2. Executive Summary: The Executive Summary shall include a brief statement of understanding and approach of operation and services to be provided.
3. Qualifications of the Company(s): Describe previous parking facility management and operation service experience on all projects of similar type of work, scope and magnitude.
4. Qualifications of Technical and Management Personnel: Submit resumes for management personnel committed to this project. Describe previous related experience.
5. Proposed Operational Plan: the proposed Operational Plan includes a narrative of the overall management services: clearly defined objectives; steps or actions required to accomplish these objectives; and specific time frames. In addition, a comprehensive plan to provide all necessary concession services for the Parking Facilities as described below must be submitted.

    a) General Management and Administration: Provide an organizational chart including number of employees by position. Describe the functions of personnel.
    b) Accounting and Auditing Services: Describe the internal and external accounting and auditing management and procedures that will be used under the Contract.
    c) Management, Supervisory and Employee Training: Describe the type of capability of the Proposer's formalized customer service and training programs for on-site cashiers/parking attendants.
    d) Custodial Services: Describe staff, operations and scheduling for day-to-day custodial duties and any other duties, as specified in the Scope of Services

6. Management fee: Proposers will identify the specific amount of the Management Fee.

Insurance Requirements for Proposed Contract

The Contractor shall be responsible for the liability insurance of the leased/rented space in the building and surrounding grounds.

The Contractor shall be responsible for insuring the Contractors contents of the rented/leased space. The Contractor, is solely responsible for any losses caused by or experiences by the Contractor's employees, agents, invitees or clients. Contractor shall provide any other insurance that might be required for the Contractor to conduct its business.

Insurance Requirements for Lessees

Lessee shall purchase and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the Lessee's operation and use of the leased premises. The cost of such insurance shall be borne by the Lessee.

A. Minimum Scope and Limits of Insurance

1. **Workers Compensation**
   Workers Compensation insurance shall be in compliance with the Workers Compensation law of the State of Louisiana. Employers Liability is included with a minimum limit of $500,000 per accident/per disease/per employee. Best's insurance company rating requirement may be waived for workers compensation coverage only.
2. **Commercial General Liability**
   Commercial General Liability insurance, including Personal and Advertising Injury Liability, shall have a minimum limit per occurrence of $1,000,000 and a minimum general aggregate of $2,000,000. The Insurance Services Office (ISO) Commercial General Liability occurrence coverage form CG 00 01 (current form approved for use in Louisiana), or equivalent, is to be used in the policy. Claims-made form is unacceptable.

B. Deductibles and Self Insured Retentions

Any deductibles or self-insured retentions must be declared to and accepted by the Owner. The Contractor shall be responsible for all deductibles and self-insured retentions.

C. Other Insurance Provisions

The policies are to contain, or be endorsed to contain, the following provisions:

1. **General Liability Coverage**
   a. The DOA, OSB and OFC, its officers, agents, employees and volunteers shall be named as an additional insureds as regards negligence by the contractor. ISO Form CG 20 10 (current form approved for use in Louisiana), or equivalent, is to be used when applicable. The coverage shall contain no special limitations on the scope of protection afforded to the Owner.
   b. The Lessee's insurance shall be primary as respects the DOA, OSB and OFC, its officers, agents, employees and volunteers. Any insurance or self-insurance maintained by the State shall be excess and non-contributory of the Lessee's insurance.
   c. The Lessee's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the policy limits.
2. **Workers Compensation and Employers Liability Coverage**
   The insurer shall agree to waive all rights of subrogation against the DOA, OSB and OFC, its officers, agents, employees and volunteers for losses arising from or in connection with the Lessee's operation and use of the leased premises.

3. **All Coverage's**
   a. Coverage shall not be canceled, suspended, or voided by either party (the Lessee or the insurer) or reduced in coverage or in limits except after 30 days written notice has been given to the OSB. Ten-

day written notice of cancellation is acceptable for non-payment of premium. Notifications shall comply with the standard cancellation provisions in the Lessee's policy.

b. The insurance companies issuing the policies shall have no recourse against OSB for payment of premiums or for assessments under any form of the policies.
c. Any failure of the Lessee to comply with reporting provisions of the policy shall not affect coverage provided to the Owner, its officers, agents, employees and volunteers.

D. Acceptability of Insurers

All required insurance shall be provided by a company or companies lawfully authorized to do business in Louisiana. Insurance shall be placed with insurers with an A.M. Best's rating of **A-: VI or higher**. This rating requirement may be waived for workers compensation coverage only.

If at any time an insurer issuing any such policy does not meet the minimum A.M. Best rating, the Lessee shall obtain a policy with an insurer that meets the A.M. Best rating and shall submit another Certificate of Insurance as required in the contract.

E. Verification of Coverage

Lessee shall furnish OSB with Certificates of insurance reflecting proof of required coverage. The Certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The Certificates are to be received and approved by OSB before work commences and upon any contract renewal thereafter.

In addition to the Certificates, Contractor shall submit the declarations page and the cancellation provision endorsement for each insurance policy. OSB reserves the right to request complete certified copies of all required insurance policies at any time.

Upon failure of the Lessee to furnish, deliver and maintain such insurance as above provided, this contract, at the election of OSB, may be suspended, discontinued or terminated. Failure of the Lessee to purchase and/or maintain any required insurance shall not relieve the Lessee from any liability or indemnification under the contract.

F. Workers Compensation Indemnity

In the event Lessee is not required to provide or elects not to provide workers compensation coverage, the parties hereby agree that Lessee, its owners, agents and employees will have no cause of action against, and will not assert a claim against, the State of Louisiana, its departments, agencies, agents and employees as an employer, whether pursuant to the Louisiana Workers Compensation Act or otherwise, under any circumstance. The parties also hereby agree that the State of Louisiana, its departments, agencies, agents and employees shall in no circumstance be, or considered as, the employer or statutory employer of Lessee, its owners, agents and employees. The parties further agree that Lessee is a wholly independent contractor and is exclusively responsible for its employees, owners, and agents. Lessee hereby agrees to protect, defend, indemnify and hold the State of Louisiana, its departments, agencies, agents and employees harmless from any such assertion or claim that may arise from the performance of this contract.

G. Indemnification/Hold Harmless Agreement

Lessee agrees to protect, defend, indemnify, save, and hold harmless, the State of Louisiana, all State Departments, Agencies, Boards and Commissions, its officers, agents, servants, employees, and

volunteers, from and against any and all claims, damages, expenses, and liability arising out of injury or death to any person or the damage, loss or destruction of any property which may occur, or in any way grow out of, any act or omission of Lessee, its agents, servants, and employees, or any and all costs, expenses and/or attorney fees incurred by Lessee as a result of any claims, demands, suits or causes of action, except those claims, demands, suits, or causes of action arising out of the negligence of the State of Louisiana, all State Departments, Agencies, Boards, Commissions, its officers, agents, servants, employees and volunteers.

Lessee agrees to investigate, handle, respond to, provide defense for and defend any such claims, demands, suits, or causes of action at its sole expense and agrees to bear all other costs and expenses related thereto, even if the claims, demands, suits, or causes of action are groundless, false or fraudulent.

SECTION I. GENERAL INSTRUCTIONS

1.0 Proposal Format

The Proposals must be typewritten and the original signed in blue ink. Elaborate or expensive binders are not necessary. Legibility, clarity and completeness are important and essential.

The proposal must be signed by the individual(s) legally authorized to bind the proposer(s) and must contain a statement that the proposal and the prices contain therein shall remain firm for a period of 90 day from the date of receipt of proposal.

2.0 Post-Proposal Discussion with Proposers

It is the State of Louisiana's intent to commence final negotiation with the proposer which has submitted the proposal deemed most advantageous to the State. The State reserves the right, however, to conduct post proposal discussion with any proposers who have a realistic possibility of contract award, including requests for additional information and requests for "Best and Final" offers.

3.0 Terms, Conditions, and Exceptions

1. This RFP does not commit the State of Louisiana to award a contract, issues a Purchase Order, or to pay any incurred in the preparation of a proposal in response to this request.
2. The proposal will become part of the State's official files without any obligation on the State's part. All responses shall be held confidential from all parties other than the State until after the contract is awarded. Afterward, the proposals shall be available to the public.
3. The State of Louisiana shall not be held accountable if parties other than the State obtain material or information from responses without the written consent of the vendor, at any time during the proposal evaluation process.
4. In the event a proposer submits trade secret information to the State, the information must be clearly labeled as a "Trade Secret." The State will maintain the confidentiality of such trade secrets to the extent provided by law.
5. The proposer shall not offer any gratuities, favor, or anything of monetary value to any official or employee of the State of Louisiana (including any and all members of proposal evaluation committee) for the purpose of influencing consideration of a proposal.

6. Proposer(s) shall not collude in any manner, or engage in any practices, with any other proposer(s) that may restrict or eliminate competition or otherwise restrain trade. This is not intended to preclude subcontracts and joint ventures for the purpose of: a) responding to this RFP, or b) establishing a project team with the required experience and/or capability to provide the good or services specified

herein. Conversely, the State can combine or consolidate proposals, or portions thereof, for the purposes mentioned above.

7. This RFP and the related responses of the selected proposer will be reference (within either a Contract or Purchases Order) become part of any formal agreement between the selected proposer and the State.
8. In the event an agreement cannot be reached with the selected proposer, the State reserves the right to select an alternative proposer. The State of Louisianan reserves the right to negotiate with the Contractor the exact terms and conditions of the contract.
9. Proposers, their authorized representatives, and their agents are responsible for obtaining, and will be deemed to have full knowledge of the conditions, requirements, and specifications of this Request for Proposal at the time of a proposal submitted to the State.

4.0 Conditions and Limitations

1. Clerical support and reproduction of documentation costs shall be the responsibility of the Contractor.
2. The State may terminate its performance under a contract in the event of default by the Contractor and a failure to cure such default receiving notice of default from the State. Default may result from the Contractor's failure to perform under the terms of the contract or from the Contractor becoming insolvent, having a substantial portions of its assets assessed for the benefit of creditors, or having a receiver or trustee appointed.
3. Contractor must promptly report to the Office of State Buildings any conditions, transactions, situation, or circumstances encountered by the Contractor which would impede or impair the proper and timely performance of the contract.
4. The State of Louisianan has sole discretion and reserves the right to cancel this RFP or to reject any or all proposals received prior to contract award.
5. The State reserves the right to waive any formalities canceling this RFP, or to reject any or all proposals or any part thereof.
6. The State reserves the right to request clarification of any proposal after all proposals have been received.
7. The State reserves the right to reject elements contained in all proposals and to complete the evaluation process based on the remaining items.
8. The proposal must be signed by a person(s) authorized to legally bind the proposer and must contain a statement that this proposal and the fixed price contained therein shall remain firm for a period of 90 days from the best and final offers.

5.0 Interpreting Specifications

The Specifications contained herein are intended to be descriptive rather than restrictive. The state is soliciting proposals to provide a complete product and/or service package, with meets its overall requirements. Specific equipment and system references may be included in this RFP for guidance, but they are not intended to preclude proposers from recommending alternative solutions offering comparable or better performance or value to the state.

Unless specifically stated otherwise with regard to a specific item of equipment, it should be assumed that the state required any and all equipment proposed for this project to be supported by a manufacturer's warranty, which is equal to or better than the prevailing standard in the industry.

6.0 Contractor Performance Language

Contractor shall make user satisfaction a priority in providing services under this Contract. Contractor's employees shall be trained to be customer-service oriented and to positively and politely interact with citizens when performing Contract services. Contractor's employees shall be clean, courteous, and efficient and neat

in appearance at all times and committed to offering the highest degree of service to the public. If, in the Office of State Building determination, the Contractor is not interacting in a positive and polite manner with users, the Contractor shall take all remedial steps to conform to the standards set by this Contract and is subject to termination for breach of Contract.

7.0 Performance Bond

The Contractor shall have and maintain throughout the term of the Contract a Performance Bond in the form prescribed by the State in the amount of $100,000.00 for the term of the contract, attached hereto and made a part of the Contract for all purposes.

8.0 Project Administration

The Office of State Buildings will provide overall project administration after contract award. Questions regarding the scope of the overall project, technical specifications, proposed applications, etc., shall be addressed directly to the Office of State Buildings, Attn: Ronnie Gilbert

9.0 Liquidated Damages

Understanding - Contractor and State of Louisiana agree that the parking contract should be operated and maintained in an effective and efficient manner to ensure the parking services provided are satisfactory and the best use of funds is achieved. To accomplish this, the State has established performance standards and requirements, which must be met by the Contractor. Contractor agrees that in the event the requirements of this Contract and Exhibits attached thereto are not complied with, State may assess liquidated damages for non-performance, the amount of any such liquidated damages to be deducted from payments resulting from Contractor's non-performance is difficult to ascertain and both parties agree that the liquidated damages assessed are reasonable and are not a penalty. Nothing herein limits or affects the State's rights of termination.

SECTION II: DESCRIPITON OF WORK

1.0 General

This Request for Proposals (RFP) is to solicit offers for professional parking management services to the State of Louisiana in operating and performing designated maintenance functions for the Welcome Center, State, La Salle, Galvez and Claiborne Parking Garages as detailed herein.

It is the intent of this RFP to obtain proposals for the Welcome Center, State, LaSalle, Galvez and Claiborne Parking Garages, facilities. The term of this Contract is (2) two years with an optional renewal of the contract for three (3) additional consecutive years (subject to agreement by both parties).

Complete full size floor plans/ layouts for each of the garages are available for review at the Office of State Buildings. Reduced copies of floor plans for the garage are provided in the RFP package (See Attachment "C").

Contractor shall be responsible to provide all labor, material, and supervision necessary to perform the services described herein.

2.0 Data Records, Work Products, Etc.

In addition to its other duties under the Contract, the State of Louisianan shall, to the extent permitted by law, provide access to and allow the Contractor to make copies of documents in the possession or control of the

State that are requested by the Contractor and are reasonably necessary for the Contractor to perform under this Contract.

3.0 Salaries for Contractor Employees

If, during the Contract Term or any Renewal Term, the State or Federal government, by statute or regulation, mandates increases in taxes, license fees, minimum wage levels or other like costs from which the State is not exempt and which are beyond the control of Contractor, or levies a sale tax upon the hourly wage of personnel provided by Contractor's subcontractor, the Contractor may submit a written request for a price increase to the State of Louisianan for his consideration. The request must contain documentation of the reasons for such increases and its effect on Contractor's ability to provide goods and services under the Contract.

4.0 Additions & Deletions

The Office of Facilities Corporation, by means of a written authorization to Contractor, may desire to add other items to this Contract any items of services provided by Contractor that are reasonably related to the scope of this Contract. The Office of Facilities Corporation may also delete facilities, items or services by written notice. Written notification of the deleted facilities, items or services shall take effect upon the Contractor's receipt of such notice or on such other day as specified therein.

Addition of facilities/areas, items or services provided by Contractor shall be acquired by revising the Scope of Services statements that shall add to or replace the existing Scope of Services, but only if the State has allocated sufficient funds to pay as provided in the Contract.

5.0 Special Services Authorizations

At any time during the Contract Term, the Division of Administration may authorize special services to increase, decrease, change or clarify the scope of work set forth herein and, if required the amount to be paid to the Contractor. Contractor shall perform special services with all terms and conditions of this Contract. Should a conflict arise between the terms and conditions of a Special Services Authorization and the terms and conditions of this Contract, the terms and conditions of this Contract shall control.

To be effective, the Special Services Authorization prepared by the Office of State Buildings will be in substantially the following form:

SPECIAL SERVICES AUTHORIZATION

To: (Name of Contractor [the "Contractor"])

From: State of Louisiana, Division of Administration, and Office of State Buildings Date: (Effective date of authorization pursuant to Contract No._____)

Subject: ("Contract") for _____ between the State and Contractor effective on (Effective Date)

"Subject to all terms and conditions of the Contract, and the conditions and requirements set forth herein, the State requests:

(Description of the increase, decrease, change or refinement to the scope of services and the corresponding adjustment, if any, to the Contractor's or State compensation).

Signed: (Signature of Director of Office of State Buildings)

Fees for such additional work shall be at the unit prices or for work which no special rates are specified, at a rate agreed to by both parties.

SECTION III: SCOPE OF SERVICES

1.0 License And Use of Premises

License- the State of Louisianan will grant and convey to the successful proposer ("Contractor") an exclusive license to operate, manage and control for the Contract Term and any Renewal Term and upon the covenants, agreements and conditions set forth in this Request for Proposal and all of its Attachments, all the public parking contained in the Capitol Park Parking Facilities Garages.

Use and Operation- Contractor shall be licensed to use the Premises only as a parking and storage facility for vehicles and any other purposes incidental thereto, including the right to place any personal property or trade fixtures on the Premises subject to approval of the Office of State Buildings.

Contractor shall institute effective revenue control procedures for the Parking Facilities including (i) procedures to control ingress and egress to the Premises, (ii) procedures for collection of proper fees in accordance with an approved rate schedule, and (iii) staffing uniformed attendants, trained and disciplined to perform their duties in an efficient and courteous manner, who shall be on duty at such time and with personnel in such numbers as to accommodate all persons utilizing the parking garages facilities.

Due Diligence- Contractor agrees to use reasonable diligence in the care and protection of the Capitol Park Parking Facilities during the term of this Agreement and to surrender said premises at the termination of this Contract in as good conditions as received, ordinary wear and tear expected.

2.0 Definitions

As used herein and for the purpose of this Request for Proposal, the following additional definitions shall apply:

A. Welcome Center Parking Garage (WCPG) - means the parking garage located at the corner of North Street and Lafayette Street.
B. State Parking Garage- means the parking garage located at the corner of Third Street and Convention Street.
C. LaSalle Parking Garage-means the parking garage located at the corner of North Street and Third Street. (See Capitol Park Plan attached herewith).
D. Galvez Parking Garage- means the parking garage at the corner of North Street and North 5th Street. (See Capitol Park Plan attached herewith).
E. Claiborne Parking Garage- means the parking garage adjacent to the new Claiborne Building. (See Capitol Park Plan attached herewith).
F. DOA-means Division of Administration
G. OSB-means Office of State Buildings
H. OFSS-means Office of Financial Support Services
I. OFC-means Office Facilities Corporation
J. Capitol Park Parking Facilities or Premises- includes all parking garages, stairwells, elevators, entrance ramps, entrance signs and parking equipment owned and operated in Capitol Park Parking Garages (inclusive of State Parking Garage).

3.0 Standards of Operation

3.1 Compliance

The Contractor shall operate and manage the garages with energy, fidelity, high standards of customer service, courtesy, and diligence and in full compliance with all terms of this Contract and will follow all

specifications set for in this RFP. The Contractor recognizes the special interest of the State of Louisiana to render the highest possible quality of courteous service to all customers of the parking system. Contractor further agrees and covenants that the State of Louisiana will have full and complete further authority in determining compliance by Contractor with the standards specified herein, and will at its discretion enforce these standards to the fullest extent as set out in this Contract.

3.2 **Equipment and Supplies**

Contractor shall furnish any and all materials and supplies necessary to properly perform the required activities as specified under the Contract. Contractor shall furnish, at a minimum, basic operating and maintenance equipment and supplies as required to operate the garages.

3.3 **Standards**

The Contractor shall operate, maintain and repair the garages for the State of Louisianan in accordance with the pursuant to provisions of this RFP and subject to suc rules and regulations and schedule of rates, fees, and charges including any revision thereof, from time to time in effect, as prescribed by the State. It is understood by the parties that nothing herein shall operate, manage, and perform prescribe limited maintenance to the garages in compliance with industry standards which prevail in connection with the operation of a first class parking operation of comparable size and in accordance with the following standards:

1) The Contractor shall maintain the Capitol Park parking facilities in a neat and orderly fashion acceptable to the State of Louisiana and Office of State Buildings standards.
2) The Contractor shall provide high quality maintenance appropriate for the multi-level parking facility with suitable care for aesthetic, architectural, access equipment, and other related aspects and elements in a manner consistent with the maintenance and treatment recommendations as specified by the applicable manufacturer or supplier of each element.
3) The Contractor shall operate the parking facilities to render first class, high quality, and courteous service to all persons utilizing the parking garage.
4) Signs- contractor shall not erect maintain or display any signs or other advertising without first obtaining the written approval of the Office of State Buildings.

3.4 The Contractor will be responsible for the following maintenance related items:

1) Janitorial and Pest Control Services, inclusive of all manpower and materials/equipment.
2) Garbage collections and pickups; designated trash receptacle locations and number will be determined and agreed upon by the Contractor and the Office of State Buildings. Provide dumpsters at approved location with pickup interval not to exceed (7) days.
3) Replace burned out light bulbs. The Contractor will be provided a stock area to maintain a reserve of the various bulbs in each garage.
   Note: Contractor is not responsible for any electrical wiring problems. The Office of State Buildings Electrical Division is to be contacted for any of these types of problems.
4) Parking equipment, inclusive of any and all gates, auto-changers, signage, and counters.
5) Traffic markings and striping (See Maintenance in Section 9.0, item B.4)

Items not expressly indicated herein will become the responsibility of the State. Any item can, however, be added to the Contract, subject to an agreed upon amount between the Contractor and the State of Louisiana.

3.5 The State of Louisiana will be responsible for any structural repairs, plumbing repairs, electrical repairs, and elevator maintenance and repairs.

The Office Facilities Corporation shall pay the management fees on a monthly basis in twelve (12) equal monthly payments.

The Contractor's Management fee is to include general administrative expenses, salaries, and fringe benefits of personnel, and all expenses incurred away from the facilities including but not limited to: accounting, payroll processing, claims, accounts receivable billing, and other data processing, sales tax, late charges and penalties, business license, bond premiums and all insurance.

4.0 Services by Contractor

4.1 Revenue Collections

The Contractor shall provide and perform services related to revenue collections, recording, deposit, and reporting of parking fees as follows:

(a) Provide and maintain under the Contract a qualified staff with sufficient accounting experience and knowledge to perform a variety of accounting functions as may be required by the Division of Administration (DOA) and the Office of Financial Support Services (OFSS).

(b) The Contractor shall follow generally accepted accountability controls and shall collect count and verify all receipts for operation of the Parking Facilities. The Contractor covenants and agrees that any and all gross revenues of the Welcome Center, State, La Salle and Galvez Parking Garages, including collection of rates, fees, charges, and all other income derived or arising from or in connection with the operations of these garages shall be collected and deposited daily (or, for weekends or holidays on the next business day), in a bank designed by OFSS. The Contractor shall file with the State a statement of the amount of each such daily deposit in the form of a receipted deposit slip stating the full identification of revenue type, facility and amount of each deposit.

4.2 Contractor Services

(a) Provide sufficient staff and/or equipment so that there shall be efficient entry and egress to parking garages during all operation hours. The allocation of personnel and equipment shall be allowed to the discretion of the proposer, subject to the review and approval of the State. It should be re-iterated that the State is attempting to achieve the best and most cost effective resolution for the management of this garage and will consider all options. There will be a requirement, however, for a minimum of one employee to be stationed at the facilities at all times during operating hours.

OPERATING SCHEDULES

A. LASALLE PARKING GARAGE- Hours of Operation
   Open 5 AM – 9 PM Monday- Friday
   Closed Saturday & Sunday

- Note: the LaSalle Garage is outfitted with specialized automated parking equipment to negate the need for a human cashier.

Note: An attendant is required to staff the Main Street exit between the hours of 3:00 p.m. -5:30 p.m. each weekday in order to assist with gate malfunctions.

Porters on duty, Monday- Friday (Total of 12 hours per day—week days)
1 Porter from 5 AM- 1 PM (8 hours per day)
1 Porter from 5 PM- 9 PM (4 hours per day)
NO WEEKEND HOURS

B. GALVEZ PARKIGN GARAGE –Hours of Operation
Open 5 AM—9 PM Monday—Friday
Open 5:30 AM—3 PM Saturday
Closed Sunday
Cashiers on duty, Monday-Friday
North Street—5 AM to 9 PM
Main Street—3 PM to 5:30 PM
Porter on duty, Monday – Friday 5:00 Am – 9:00 PM
Staff on duty Saturday
2 Staff on duty to provide coverage between 5:30 AM and 3:00 PM

C. CLAIBORNE PARKING GARAGE—Hours of Operation
Porter—5 AM—1 PM Monday- Friday Note: This is an Employee Only garage

D. WELCOME CENTER PARKING GARAGE—Hours of Operation
Open 7 Am - 7 PM Monday-Friday
Closed Saturday-Sunday
1 cashier from 7 AM - 7PM
1 porter from 7 PM -7 PM

E. STATE PARKING GARAGE—Hours of Operation

6 AM – 12 MidMON-WED	Cashier on duty:
6 AM – 3 AM THUR, FRI	6 AM – 12 MidMON, WED
8 AM – 3 AM SAT	6 AM- 3 AM THU, FRI
8 AM – 12 MidSUN	8 AM -3 AM SAT
	8 AM- 12 Mid SUN

(b) Provide sufficient staff and equipment to provide effective traffic control within the parking garages. NOTE: Contractor is responsible for providing traffic control personnel sufficient to meet any special event requirements. All special event traffic control plans, including use of security, are subject to approval by Director of the Office of State Buildings or his designee. Security personnel may be used only as supplemental traffic control assistance as approved by the Director.
(c) Keep all revenue and traffic control equipment in the parking garages in good repair and operation condition, normal wear and casualty expected. The equipment manufacturer's authorized repair agents (at the Contractor's cost) shall do all repair work other than minor adjustment including casualty damage (auto accident). NOTE: At the end of the Contract, all equipment must be in fully operational condition.
(d) Parking Operations Supplies—Contractor shall purchase any and all regular and special event parking tickets, validation stamps, bank deposit slips, and all other devices used in the parking and revenue control system. The Office of State Buildings shall approve the form, format, colors, and wording of all such items. Contractor shall be responsible for the storage, control, and accounting for all parking or revenue control items.
(e) Perform high quality housekeeping on the premises to keep the garages and premises clean and free to trash at all times. Contractor shall provide means for trash disposal at Contractor's sole cost. Minimum size and location of dumpsters is subject to the approval by the Office of State Buildings.
(f) Clean and paint all parking equipment, inclusive of booths, on annual basis.
(g) Post and maintain professionally prepared parking rate signs at each entrance and exit. The Office of State Buildings shall provide final design approval for these.

(h) Furnish forms, uniforms and tools, and any and all materials, equipment, and supplies needed for the efficient operation of its business.
(i) Promptly report any damages in the parking garages or equipment caused by the negligent acts or omissions of its employees, agents, or contractors. Notification method shall be provided as per direction by OSB.
(j) Promptly and courteously respond to complaints or problems of patrons. Notify the Department of Public Safety (Capitol Detail, Captain Virginia Holmes) of all complaints.
(k) Provide traffic control devices in each garage as required for required traffic flow and parking, including but not limited to:
   1. Cones with reflective tape, with stenciling (Qty-25, with reflective markings)
   2. Traffic barricades (Qty- 50, 8 ft. barricades with reflective markings)
   3. Removable land dividers as required

4.3 **Emergency Services**

Contractor shall administer emergency services, free of charge to parking patrons. The services will include, but not limited to:

1) Jump starting vehicles:
2) Inflate low/flat tires
3) Car search/ locating assistance
4) Provide use of phone for patrons to call for assistance with emergencies.
   (Note: Telephone location will be in the management office of each Garage)

4.4 **Coordination with Security Contractor**

On an "as-needed" basis, the Contractor will be required to work with the Capitol Complex Security provided, currently the Department of Public Safety (DPS)-Capitol Detail. The Contractor shall coordinate with DPS in establishing the contractor's role in accomplishing the security goals of the Division of Administration. Questions about responsibilities, such as Contractor's role in traffic control, or other matters involving another State/ DOA contractor, should be directed to the Office of State Buildings.

4.5 **Additional Special Services**

OSB reserves the right to require Contractor to provide special services, including but not limited to, special event parking at facilities where parking is not a part of the regular schedule (special events occurring at night and/or weekend, such as parades or festivals). Notification will typically be made by OSB by providing Contractor at least two (2) days advance written notice. The fee charged by the management company is to be an itemized hourly rate and included in the submittal for this RFP.

5.0 Revenue Collections

5.1 **Parking Rates**

A. General- For the purpose of this RFP, the proposer shall assume that there will be no charge for parking for state employees which have the appropriate identification and approved authorization for their specific parking garage. Visitors conducting state business shall be allowed free parking up to 2 hours; they will be required to have their parking ticket validated by an approved "Agency Designee" in order to obtain the free parking. For the LaSalle Garage, YMCA visitors shall also be required to have their tickets validated to obtain up to 2.5 hours of free parking. All other visitors (except those as prescribed herein) shall be required to pay for all parking at the rates as described in this RFP.

B. Renegotiations of Parking Rates Schedules—The Contractor may make recommendations to the State of Louisiana concerning change in the parking rate schedules; however, the Contractor acknowledges that the State has sole authority to adjust the rates.

5.2 **Contract Parking**

Contract lease parking is provided in the State, Galvez, and LaSalle garages. The State of Louisianan reserves the right to discontinue this practice at its sole discretion. All lease parking tenants will be issued access badges similar to badges for state employees and be allowed to park in the respective garage on 24/7/365 basis.

5.3 **Accountability Controls**

The Contractor shall maintain generally accepted accountability controls for safeguard of the State assets:

A. Parking Tickets Inventory (daily special and event parking)
B. Gate Access System, inclusive of computer hardware, software and documentation.
C. Keys to ticket spitter boxes and gate arms.
D. Any and all other equipment and supplies provided by the State of Louisiana.

6.0 Contractor's Employees

6.1 **Employees of Contractor**

Contractor shall recruit, hire, train, promotes, discipline, and supervise all the personnel employed in the operation and prescribed maintenance of the parking garages. As part of its proposal, Contractor will provide its policies and procedures for hiring and conduction background checks.

Contractor shall use reasonable care to employ and retain employees who are qualified, competent, and trustworthy. Parking employees shall be employees of the Contractor and shall be on the Contractor's payroll. All employees with cash handling responsibilities shall be bonded. Contractor, pursuant to this Contract, shall determine all labor and personnel policies.

6.2 **Personnel Report**

Contractor shall provide a complete and accurate listing of the names and positions of all Contractors' employees who perform services in the Capitol Park Parking Facilities to the Office of State Buildings (i.e., Police Chief, Ed Middleton) on a monthly basis.

6.3 **Personnel Changes**

The Office of State Buildings shall have the right to object to the use of any Contractor's employees. Upon objection by OSB, Contractor shall remove the employee from the parking garages. Removed operational staff shall be replaced immediately (or within 24 hours, if operations will not otherwise be disrupted). Failure to replace the removed employee within the 24 hours time period will result in a reduced Contractor's fee for that month. Replacement employees shall be appropriately trained in advance to fill the position.

6.4 **Complaints**

Upon receipt by the Office of State Buildings of any complaint concerning the conduct, demeanor, or appearance of any of Contractor's employee, the Contractor shall promptly take steps to investigate and correct, where warranted, the condition which gave rise to the complaint.

6.5 **Training**

Contractor shall establish a comprehensive training program for its employees. Specific areas to be addressed in training of employees shall be accomplished initially by formal instruction. Contractor shall provide a minimum of at least eight (8) hours of on-site training (unless approved otherwise by OSB) to all new hire cashiers/ticket attendants before each such employee assumes duty.

Contractor shall produce written instruction for it personnel to follow. Any employee with responsibility of training another in any area shall demonstrate such knowledge to OSB upon request. Failure to satisfactorily demonstrate knowledge shall be grounds for the determination of unsuitable training program, which shall be considered an event of default hereunder. Written instructions supplying as complete and accurate information as possible shall be written for all personnel.

Written procedures shall be prepared for:

(1) Any fee computer operation or related equipment
(2) Any parking control equipment which will be serviced internally
(3) Emergency procedures, e.g., fire, accident, medical emergency, hold-up, bomb threat, elevator malfunction, freeze, hurricane, flood.
(4) Accounting policies and procedures
(5) Customer relations
(6) Dress Code

Proposer shall list the duties and job responsibilities of all positions in the proposal. Other duties may be added, as they become necessary.

7.0 Janitorial Services

Janitorial services are to be performed by the Contractor in all parking garages. The Contractor shall employ a well-trained staff including individuals who have had training with the types of floor surfaces found in the garages (i.e., concrete parking surfaces as well as tile, etc.) The Contractor shall develop a detailed "Maintenance Checklist" to be presented to the Office of State Buildings for approval. This list shall outline each duty that is to be performed in the ongoing maintenance process and clearly stipulate how often the duty is to be performed. Each day, Contractor shall submit a completed checklist to the OSB Operations Maintenance Superintendent, who will verify that all scheduled tasks have been completed.

8.0 Preventive Maintenance for Parking Equipment

Contractor shall keep a record of all preventive maintenance performed on parking equipment. Contractor's log of preventive maintenance shall be made available for review by the Office of State Buildings at any time.

Maintenance and repairs are to be performed using equipment manufacturer's authorized repair agents at Contractor's expense on computerized parking access system and related equipment including, but not limited to, gate arms, ticket spitters, loop detectors, card readers, and cashier terminals. Contractor shall provide and install all replacement parts.

To maintain garage parking equipment in good, reliable operating condition, Contractor shall perform, or cause to be performed, a minimum, the following preventive maintenance services.

A. Parking Gates

Daily: Check all gate arms for malfunctions and make sure locks are locked. Arm replacements shall be per the following specifications:
Tapered arms of proper length made from fiberglass or aluminum, painted yellow with black stripes or as required by the Office of State Buildings. Replacement articulated arms shall be accurately assembled to ensure proper operation of gate.
Weekly: clean exterior of cabinet and observe general operation for maintenance as may be required.
Monthly: Lubricate hinge bearing of all articulated gate arms. Check wear of articulated arm required.
Contractor shall be responsible for maintaining any and all chains and bollards. The chains and bollards should be checked monthly. Painting of bollards is to be performed on a yearly basis.
Semi-annually: Wax exterior of cabinets to maintain good appearance. Vacuum-clean interior of gates. Clean any oil leakage. Lubricate mechanism as specified by the manufacturer. Closely examine all fastening, linkages, and limit switches to abnormalities.

B. <u>Ticket Dispensers</u>
Daily: Check time and date and set as required. Check for malfunctions and make sure locks are locked. Check ticked vending and also gate vending when ticket is removed from ticket dispenser throat.
Weekly: Clean exterior of cabinets.
Monthly: Thoroughly vacuum-clean interior of ticket spitter, and in particular, all areas of the dispense mechanism.
Semi-annually: Wax exterior of cabinets to maintain good appearance. Repairs, when required, shall be made by a qualified technician or referred to the equipment manufacturer.

C. <u>Card Readers</u>
Daily: Observe that all card readers read card data and properly tend the gates.
Weekly: Clean exterior of cabinets to maintain good appearance.
Four (4) times per year: Wax exterior of cabinets.
All serving of card readers and/or card reader power supplies shall be done by a qualified technician or the equipment manufacturer. Note: Equipment is to conform to Statewide Card Access project currently being installed in OSB facilities.

D. <u>Detectors</u>
Daily: All detectors shall be checked for proper operation. (Checking may be done by observation of associated equipment such as gates, ticket spitters, etc.)

E. <u>Fee Computers</u>
Daily: Maintain temperature of cashier booths below 85 degree F. so as not to overheat electronic fee computers.
Weekly: Clean air filters
Replace any defective air filters.
Monthly: all printers shall be cleaned and lubricated properly and adjusted.
Ribbons of proper type shall be changed as required.
All printer repairs shall be made by a qualified technician or the equipment manufacturer.

F. <u>Intercom Systems</u>
All intercom system repairs, such as lamp replacement, repair of defective units, or defective wiring, shall be made by a qualified technician or the equipment manufacturer.

If Contractor does not have qualified maintenance employees, preventive maintenance and service agreements shall be maintained with qualified contractors to perform all technical duties on above specified equipment.

G. <u>Car Counters</u>

Contractor shall maintain the car counters in accordance with the manufacturer's specifications and make or cause whatever repairs are necessary to keep the car counters in satisfactory working conditions.

9.0 Maintenance

A. <u>Daily Maintenance</u>

Contractor's daily maintenance log must be available for inspection at any time.

(1) Check all parking control equipment:
   (a) Pull ticket to take ticket number, check printing quality, time and date.
   (b) Check all gate arms.
   (c) Check all access cared readers.
   (d) Check all traffic control lights.
(2) Sweep all paved entrance and exit areas
(3) Check and clean all major pedestrian flow areas.
(4) Perform preventive maintenance and other tasks.
(5) Sweep, dust mop and/or buff all stairwells each day. This includes emptying of trash cans as needed.
   (a) Clean all steps, light fixtures, mirrors, signs, walls, and floor drains. It should be noted stairwells may require more periodic cleaning, perhaps several times per day due to pedestrian traffic and/or weather conditions.
   (b) The first cleaning shall be completed by 6:00 a.m., Monday through Friday.
   (c) As required but at least once per week, stairs shall be scrubbed and/or mopped and cleaning using a biodegradable cleaner/degreaser.
(6) Pick up trash and litter throughout garage and surrounding sidewalks.
(7) Clean and sweep all elevators including seeping out of door tracks. Remove graffiti as required.

B. <u>Periodic Maintenance:</u>

(1) Use powered scrubber to clean all floors of parking area a minimum of two (2) times per year during the duration of this Contract, the first cleaning to occur not longer than 6 months into the Contract.
(2) Use powered sweeper to clean all floors of parking area a minimum of monthly during the duration of this Contract.
(3) Perform all other required or needed maintenance duties as time permits or at times other than listed as is practicable.
(4) Re-stripe parking stalls, curbs, handicapped spaces, directional arrows, bollards and any other pavement painting no later than six (6) months of initiation of this contact. Subsequent paintings to be performed yearly after the initial stripping work. The painting shall be coordinated with OSB to insure no impact to garage utilization during operating hours. Approval of the scheduled work periods must be received from OSB prior to doing the work.

10.0 Equipment

10.1 **<u>Golf Carts</u>**

Contractor shall use a minimum of one (1) new gasoline powered golf carts per garage, in fully operational condition, on the premises at all times. (A total of 5)

Contractor shall provide all gasoline and OSHA and NFPA approved containers and storage cabinets for the gasoline. Each golf cart shall have a flashing warning light, amber in color. The strobe light shall be mounted on a pole or on the roof of each golf cart. The State of Louisiana recognizes the need to use golf carts to transport customers from time to time as well as providing quicker floor to floor access. In the event the cars are utilized to transport individuals parking in the garage, it shall be the Contractor's sole responsibility. The Contractor shall provide insurance for mobile equipment, including coverage for non-licensed motor vehicles.

10.2 **Radio/Cellular Phones/ Pagers**

Contractor shall furnish operational radios, to provide communication between the Contractor and its staff.

10.3 **Property of Contractor**

Golf carts and radios shall remain property of the Contractor after termination of this Contract and any term of month-to-month extension thereof.

10.4 **Utilities**

The State shall pay for all reasonable utility costs including heat, electricity, gas, water, and sewer. Contractor shall pay for its telephone service.

SECTION IV: POLICIES & PROCEDURES MANUAL

1. General Information

The Office of State Building OSB, an agency within the Division of Administration (DOA), of the State of Louisiana will provide contract administration for the Capitol Park Parking Garages.

Location	Parking Spaces
LaSalle Garage	1,809
Galvez Garage	1,800
Claiborne Garage	1,245
Welcome Center	388
State Garage	460

2. Parking Day to Day Operations

A. Operation Procedures

All parking personnel shall help contribute to the operation of a safe, friendly parking facility with the goal to move customers in and out quickly and in a courteous manner.

B. Parking Rates

The Contractor shall collect, count and verify all receipts for the operation of the La Salle Parking Garage, Galvez Parking Garage, Welcome Center Parking Garage, and State Parking Garage and deposit them in a depository designated by the State.

Capitol Park Parking Garage

1. State Employees (with authorized OSB issued ID cards) – No Charge (N/C)
2. a) "Validated" Tickets for Galvez, LaSalle, Welcome Center – 2 hours N/C
   Note: each stage agency to have assigned designees to provided appropriate validation.
   b) YMCA Patrons (at LaSalle Garage) – No Charge for Parking for user of the YMCA up to a 2.5 hour limit. For over 2.5 hours, the patrons are to pay as a non-validated visitor.
3. Hourly Rate for Non-Validated Visitors – Monday through Friday, 6:00 a.m. to 6:00 p.m. (Day Rates)

LaSalle	Galvez	State	Welcome Center
0-1 Hr $2.00	Same	0-1 Hr $1.00	0-1 Hr $1.00
1-2 Hr $3.00	as	1-2 Hr $2.00	1-2 Hr $3.00
2-3 Hr $4.00	LaSalle	2-3 Hr $3.00	2-3 Hr $5.00
All Day Rate $10.00		3+ Hr $10.00	3+ Hr $10.00

4. Evening Rate: Hourly Rate for Non-Validated visitor after 6:00 p.m. - $1.00 (Monday through Friday)
5. Special Event - $5.00 – this fee is subject to the approval of the Commissioner of Administration or his designated proxy. There will also be event expected where the public will not be charged.
6. State Parking Garage Special Event - $3.00
   State Parking Garage After Hour Rate (After 4:30 p.m.) Monday – Sunday is $3.00

C. Free Parking

1. Disabled – Disabled American Veterans who have the proper identifying symbol or marking on the license plate of their vehicles, or a sticker permanently affixed to the front or rear window of their vehicle, will not be charged to park in the Capitol Park Parking Garage.
2. Baton Rouge City Police Department- Baton Rouge Police Department officers driving marked patrol cars shall not be charged for parking.
3. Department of Public Safety (DPS) – DPS officers driving marked patrol cars shall not be charged for parking.
4. Office of State Buildings (OSB) – OSB personnel driving marked service vehicles shall not be charged for parking.
5. Unmarked Police Units with driver's having proper Police ID

No Contractor staff members shall have the authority to validate any tickets for free parking without the approval of the Director or Representative of the Office of State Buildings.

In a dispute with and individual who believes they are entitled to free parking, and if they refuse to pay, the contractor shall obtain the drivers license plate number along with the name and license number and turn it into the Department of Public Safety and the Office of State Buildings office. This information is to be forwarded to the Office of State Buildings for resolution of the problem. The Division of Administration via the Office of State Buildings may request, in special circumstances, that spaces may be reserved and roped off for special meetings or events groups.

D. Towing

The Parking Contractor will be authorized to tow cars which are doubled parked, parked in designated fire lane, parked in any designated "reserved" spaces or otherwise blocking cars in the State Parking Garage. No FINAL WARNING sticker is required to tow under these circumstances. Notification of any vehicles towed is required to be given to the Office of State Buildings.

E. Incident Reports

Each Monday before noon incident reports from the previous week is to be delivered to the Office of State Buildings, and also to DPS. If a serious incident occurs, notify the Depart of Public Safety (DPS) immediately either in person at their Operations office or by phone or pager.

F. Uniforms

Attendants shall at all times, be dressed in uniforms which are distinctive in appearance, neat, clean, and include name tags identifying the employee. The Office of State Buildings shall have final approval of uniform style. All personnel shall be clean shaven with neat appearance (shirt tucked in, appropriate pants and shoes) and provide friendly service to customers.

G. Drug Policy

All Contractor personnel recognize the State of Louisianan as a "drug free" work place. The sale, use, or possession of alcohol, drugs, or mind altering chemicals is strictly prohibited. All personnel are subject to random, suspicion, or related testing.

3. EMERGENCY PROCEDURES

GENERAL GUIDELINES

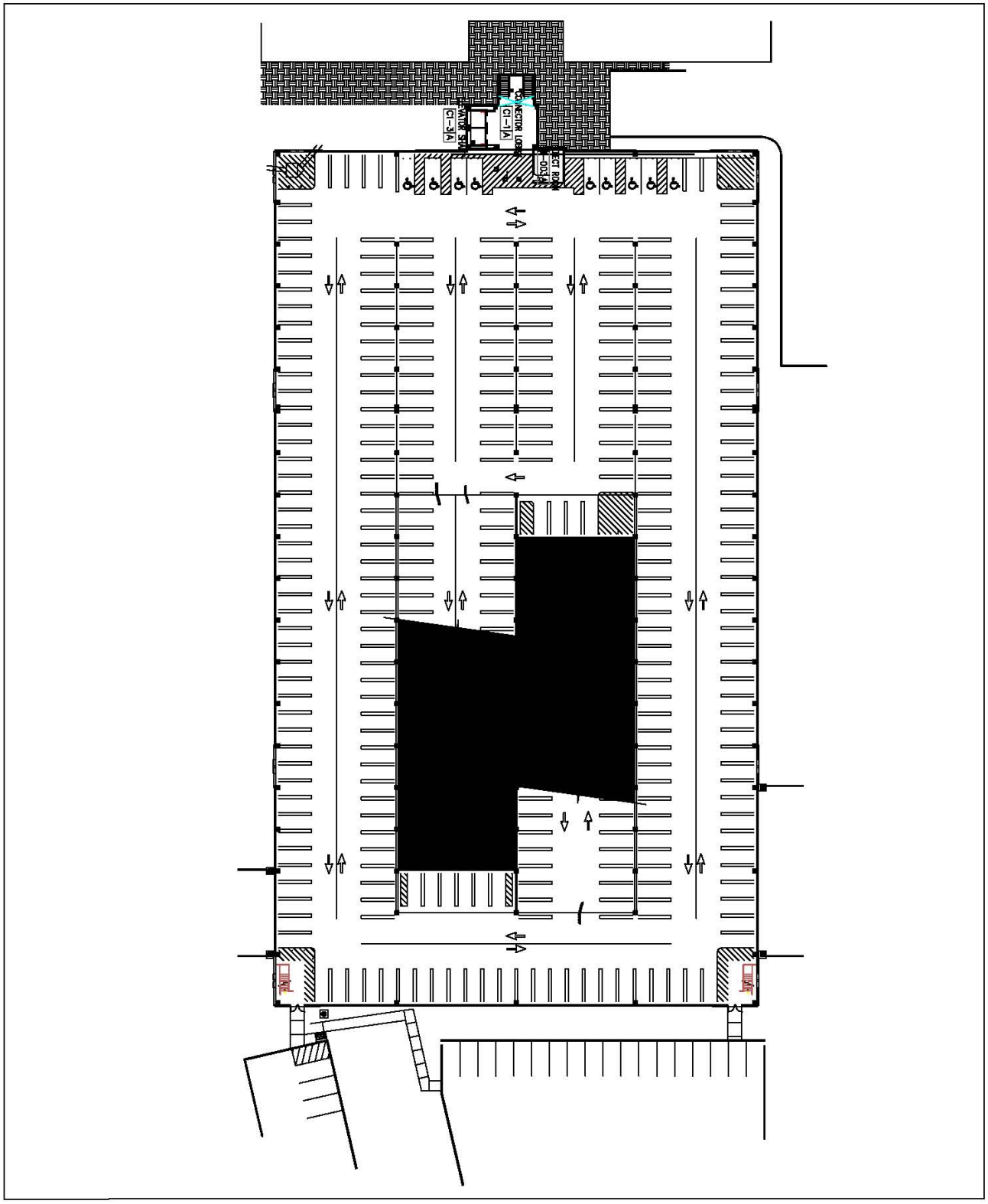
Proper procedures are to be taken during the following described emergencies: Fire, bomb, first aid, security, evaluation, and flood. Policies and procedures will be provided to the successful proposer for the various and the State of Louisiana will coordinate with the successful proposer in implementing existing procedures of value to the State.

EXHIBIT "A"

SITE MAP
&
FLOOR PLANS

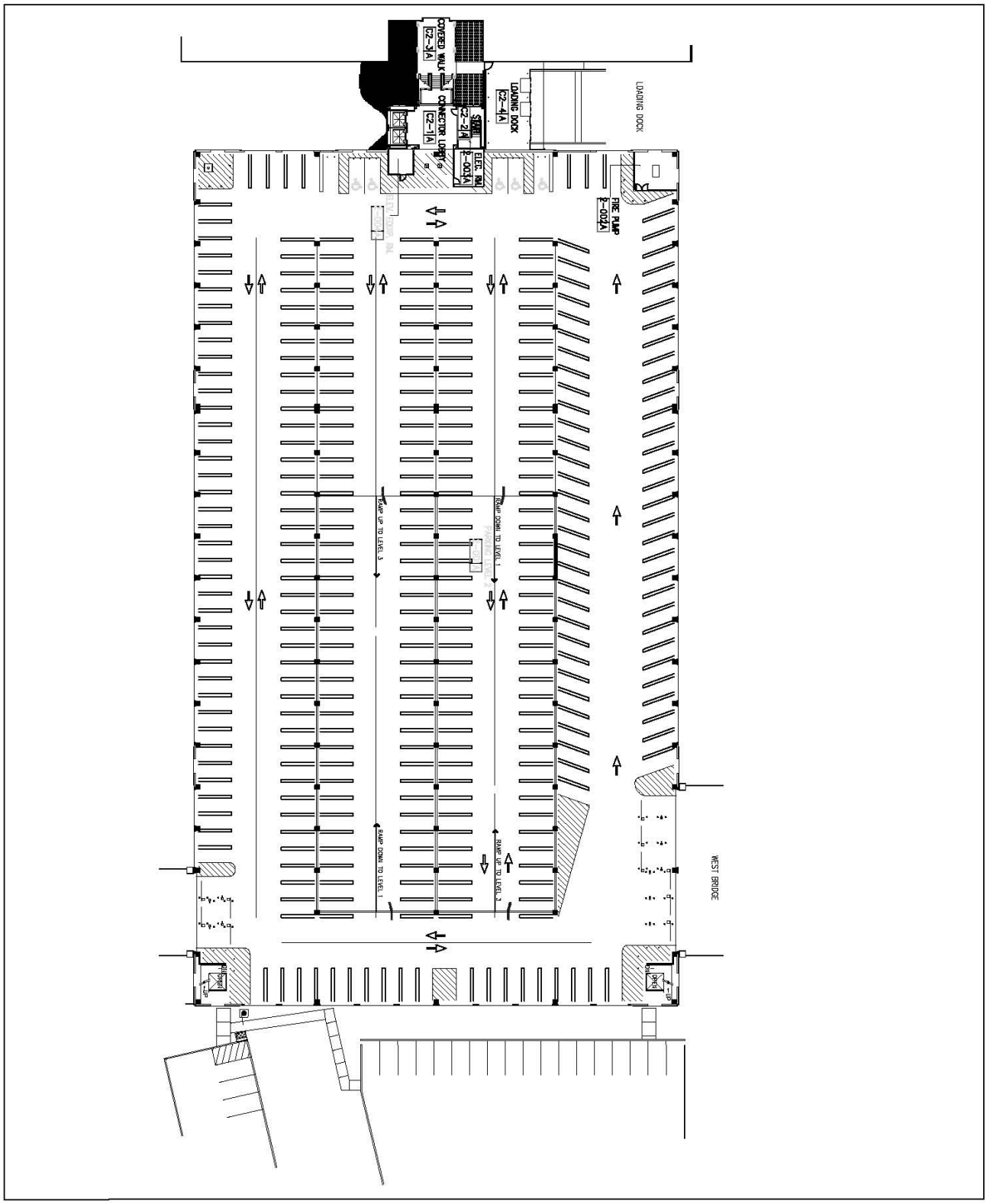
FOR

LASALLE PARKING GARAGE
GALVEZ PARKING GARAGE
CLAIBORNE PARKING GARAGE
WELCOME CENTER PARKING GARAGE
STATE PARKING GARAGE



CLAIBORNE GARAGE
FLOOR 1 OF 4

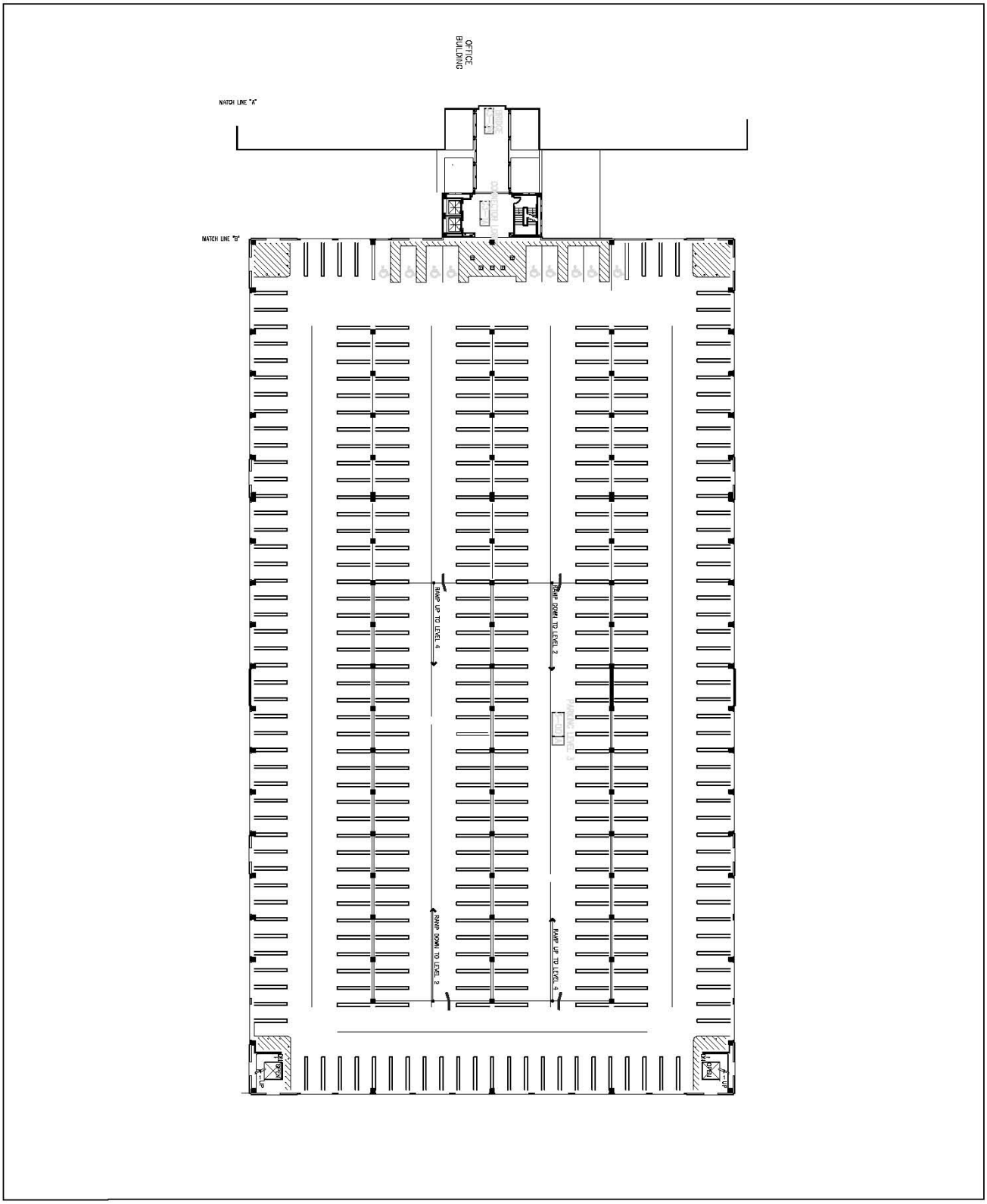
Office of State Buildings
P.O. Box 44001
1928 North Third St.
Baton Rouge, LA 70804-4001
(225) 219-4800



CLAIBORNE GARAGE

FLOOR 2 OF 4

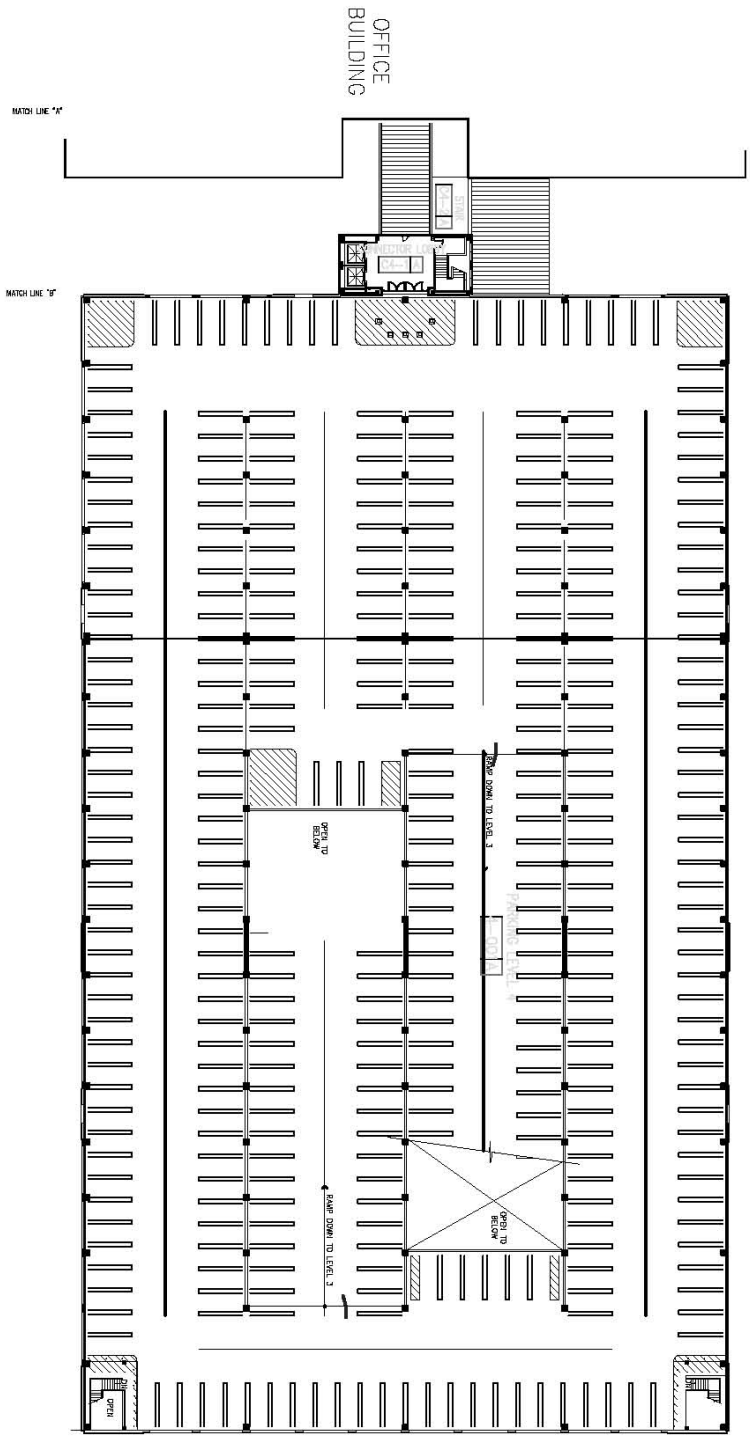
Office of State Buildings
P.O. Box 44001
1928 North Third St.
Baton Rouge, LA 70804-4001
(225) 219-4800



CLAIBORNE GARAGE

FLOOR 3 OF 4

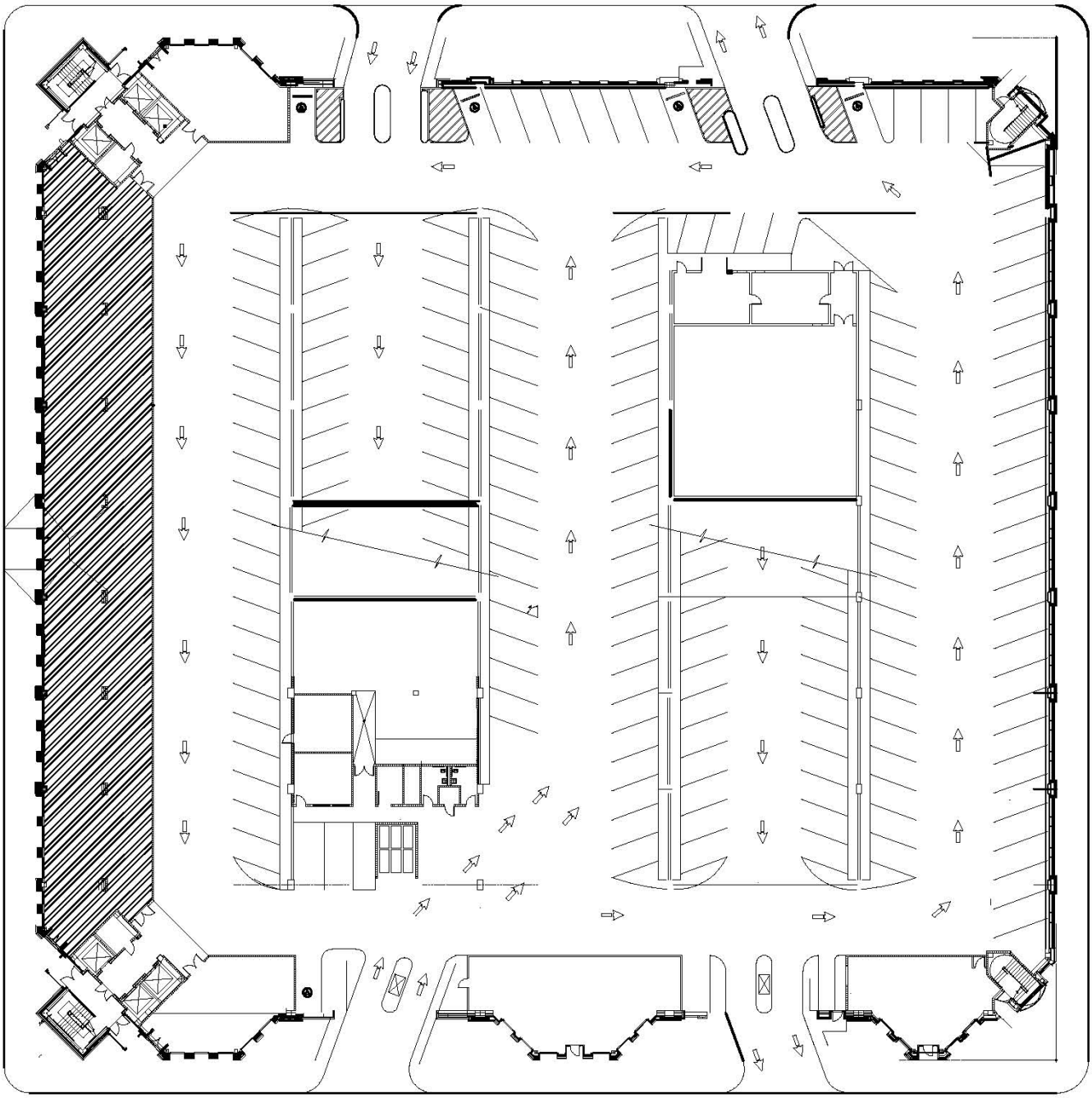
Office of State Buildings
P.O. Box 44001
1928 North Third St.
Baton Rouge, LA 70804-4001
(225) 219-4800



CLAIBORNE GARAGE

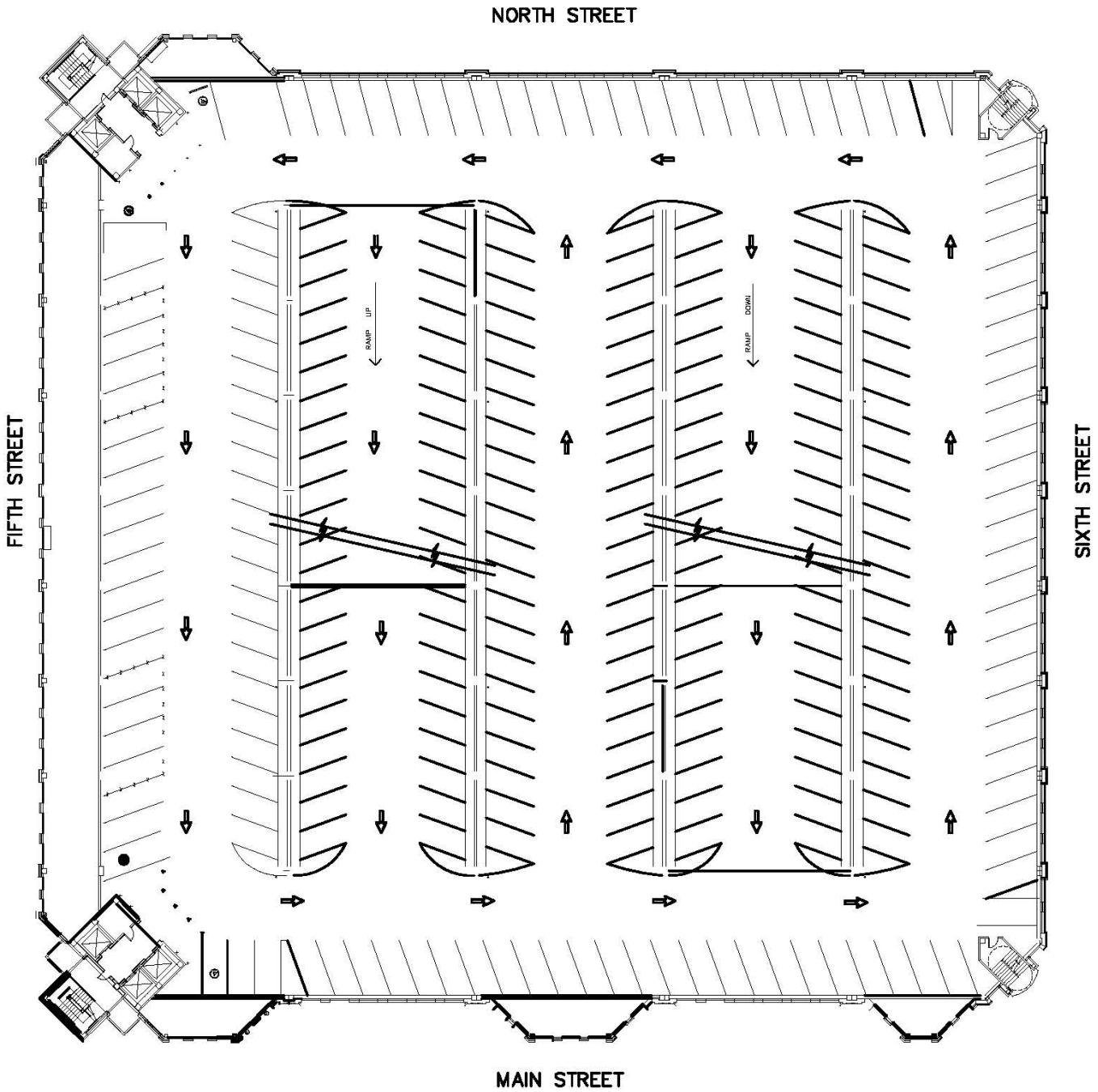
FLOOR 4 OF 4

Office of State Buildings
P.O. Box 44001
1928 North Third St.
Baton Rouge, LA 70804-4001
(225) 219-4800



GALVEZ GARAGE
FLOOR 1 OF 7

Office of State Buildings
P.O. Box 44001
1928 North Third St.
Baton Rouge, LA 70804-4001
(225) 219-4800



GALVEZ GARAGE
FLOOR 2 OF 7

Office of State Buildings
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1928 North Third St.
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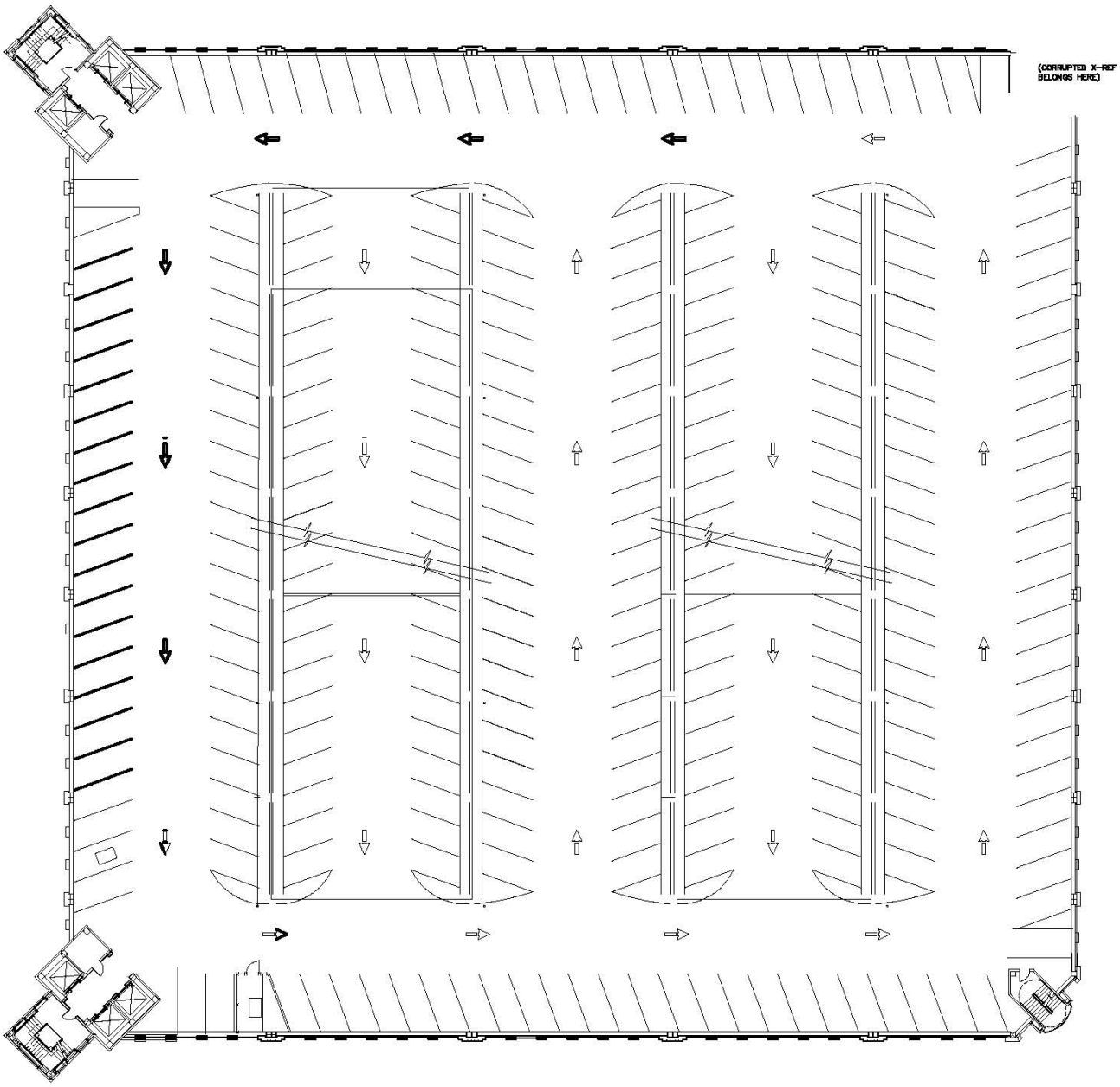
(225) 219-4800



GALVEZ GARAGE
FLOORS 3 OF 7

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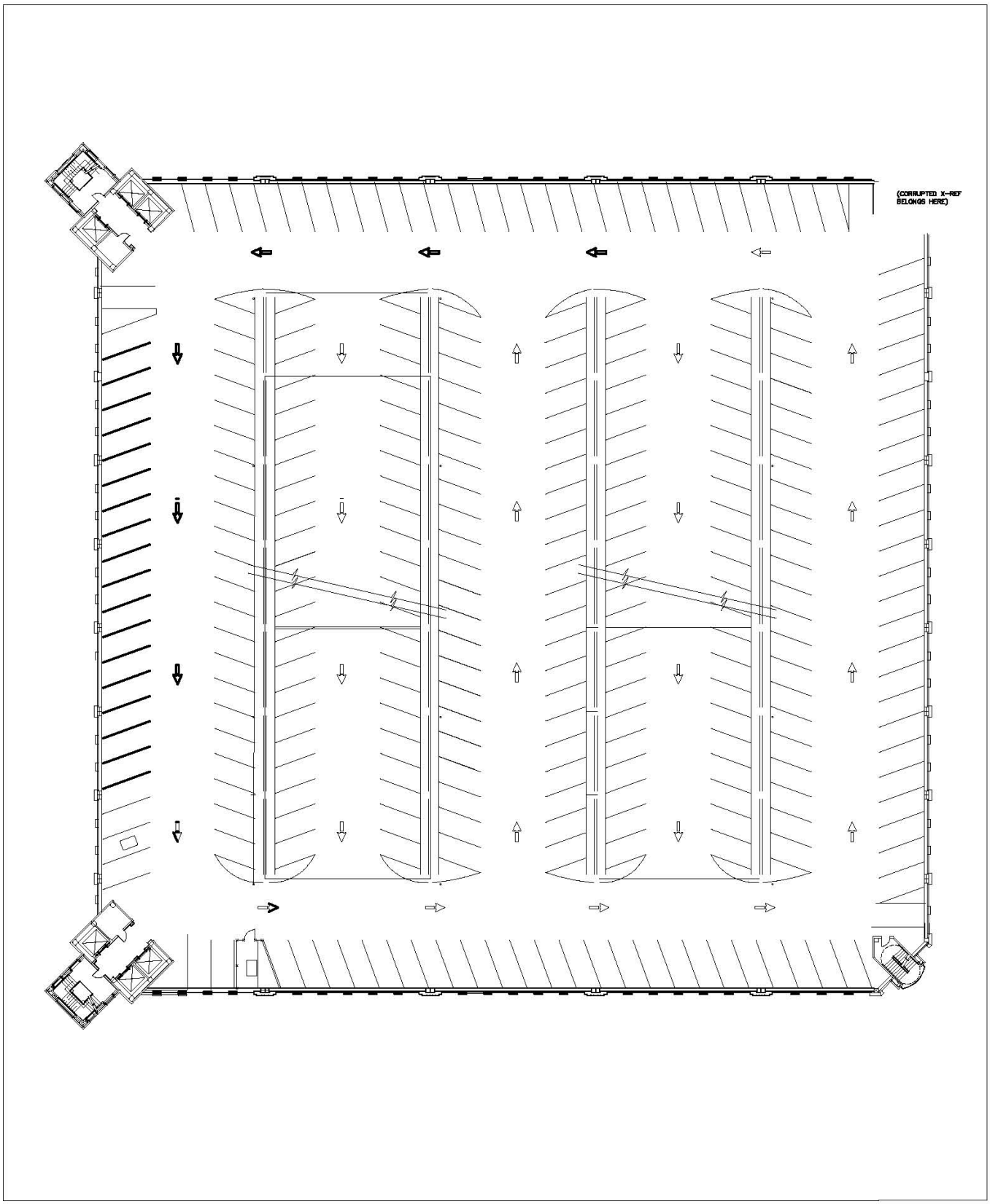
(225) 219-4800



GALVEZ GARAGE
FLOORS 4 OF 7

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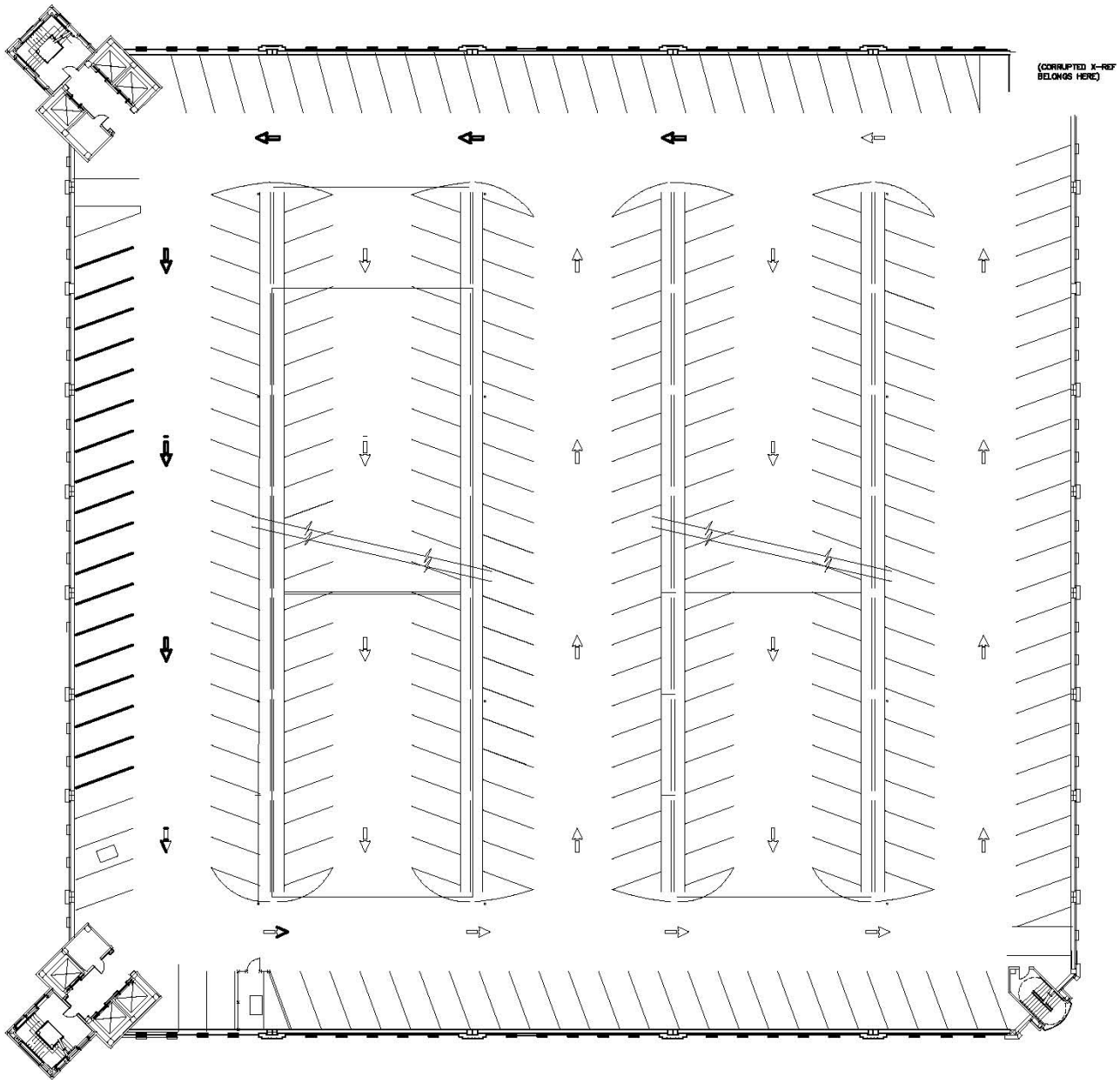

GALVEZ GARAGE
FLOORS 5 OF 7

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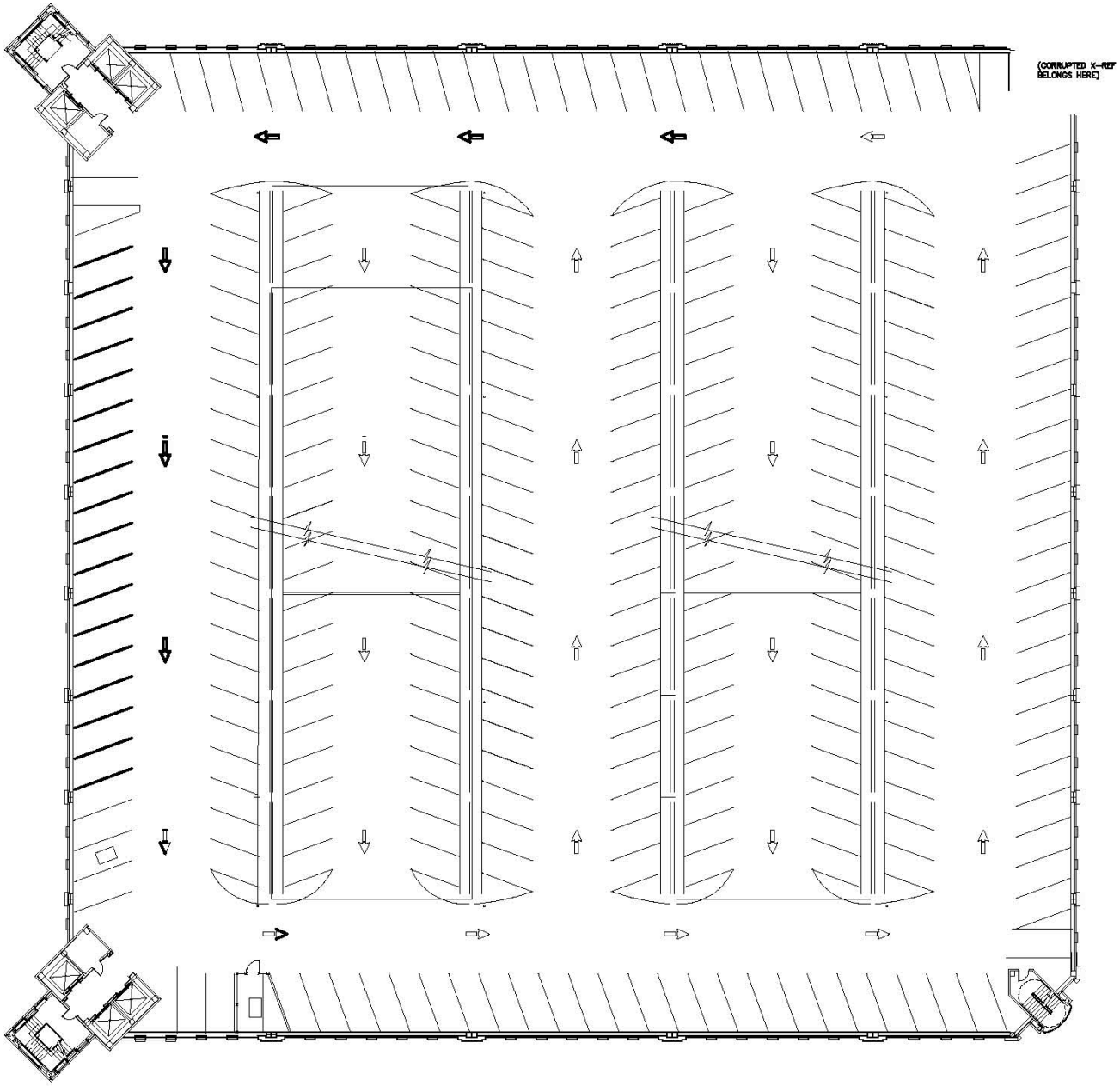

GALVEZ GARAGE
FLOORS 6 OF 7

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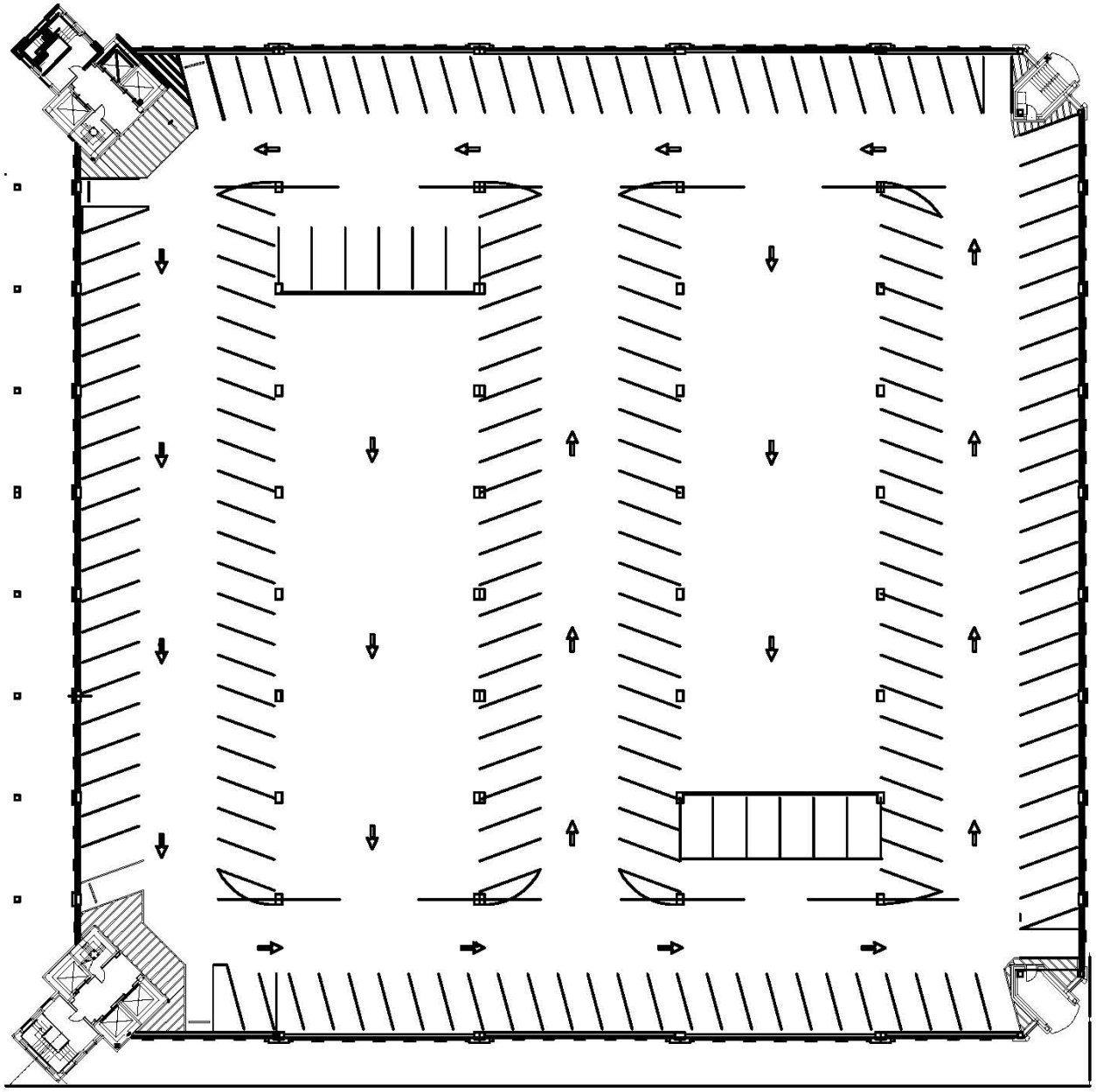
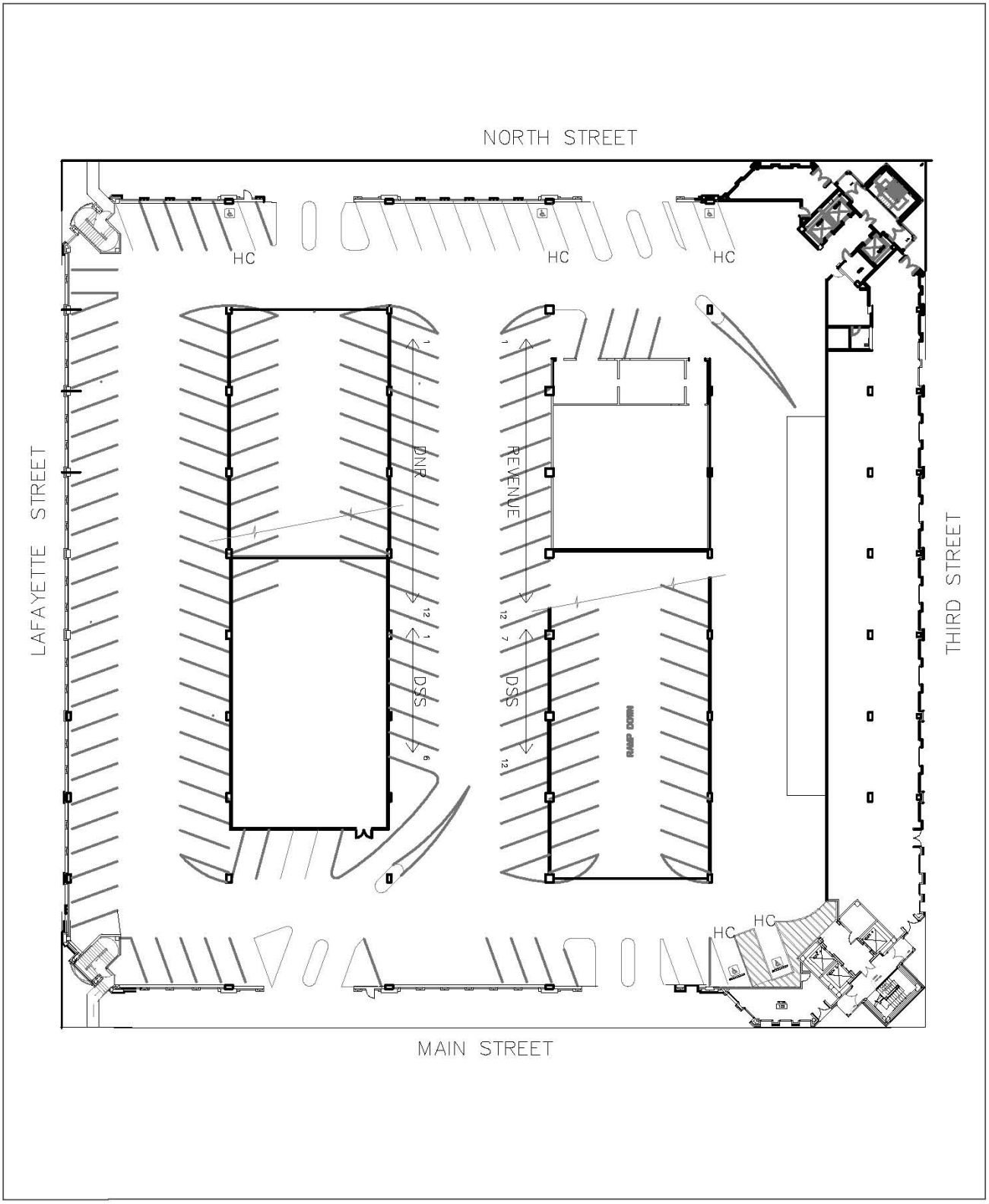


GALVEZ GARAGE
FLOOR 7 OF 7

Office of State Buildings
P.O. Box 44001
1029 North Third St.
Baton Rouge, LA 70804-4001
(225) 219-4000



LaSalle Garage
FLOOR 1 OF 7

8/7/2006

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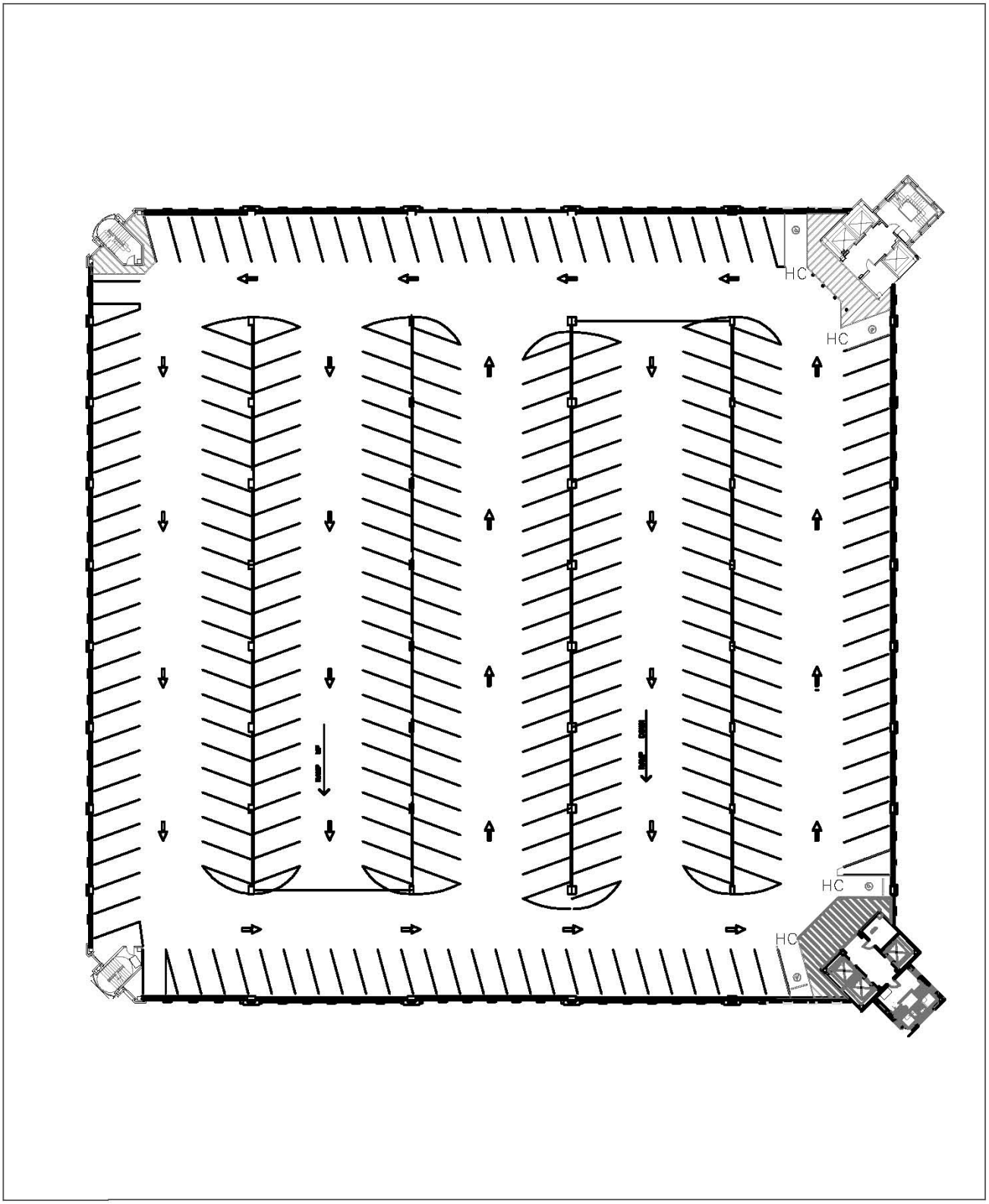
Baton Rouge, LA 70804-4001
(225) 219-4800



LaSalle Garage
FLOOR 2 OF 7

8/7/2006

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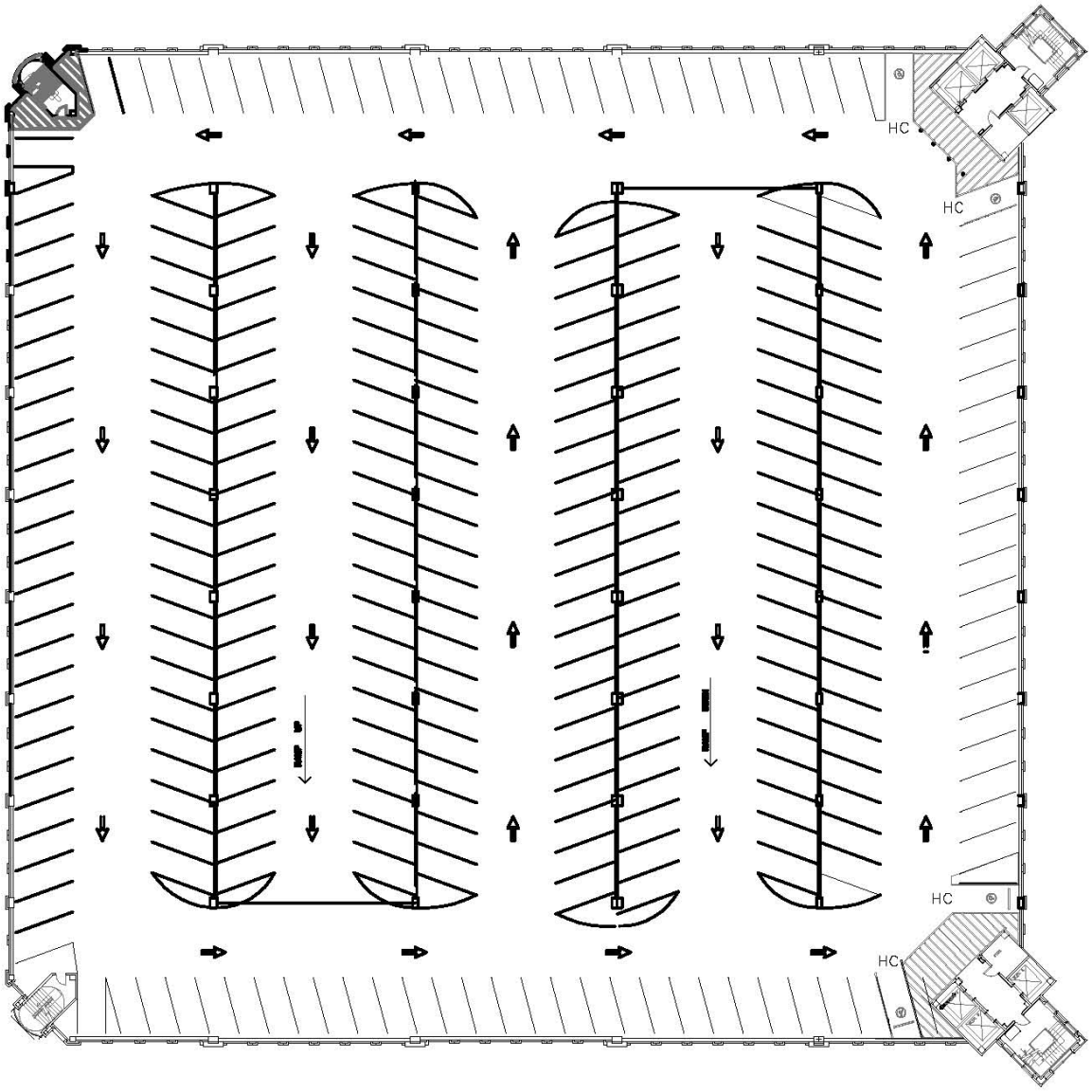
(225) 219-4800



LaSalle Garage
FLOOR 3 OF 7

8/7/2006

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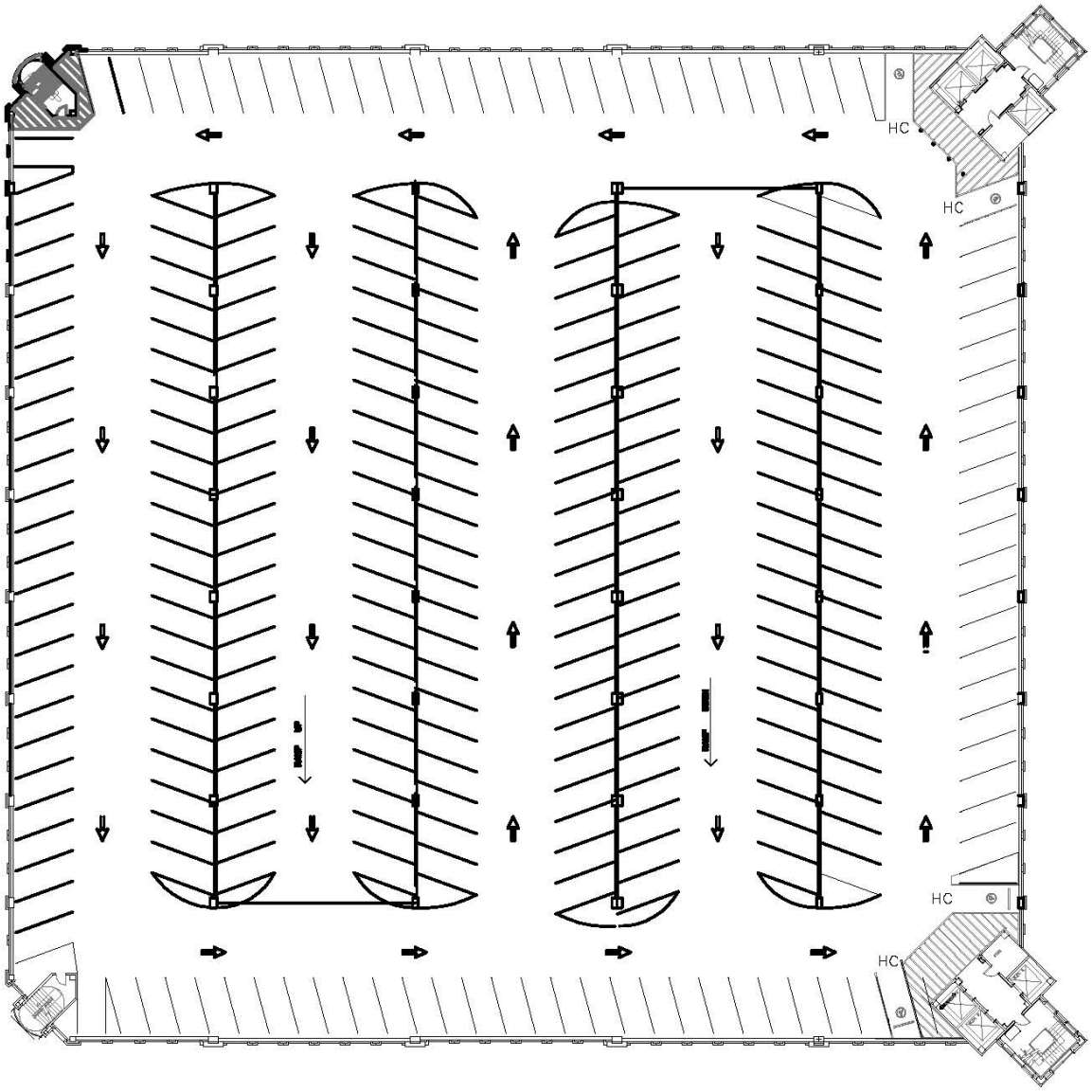

LaSalle Garage
FLOOR 4 OF 7

8/7/2006

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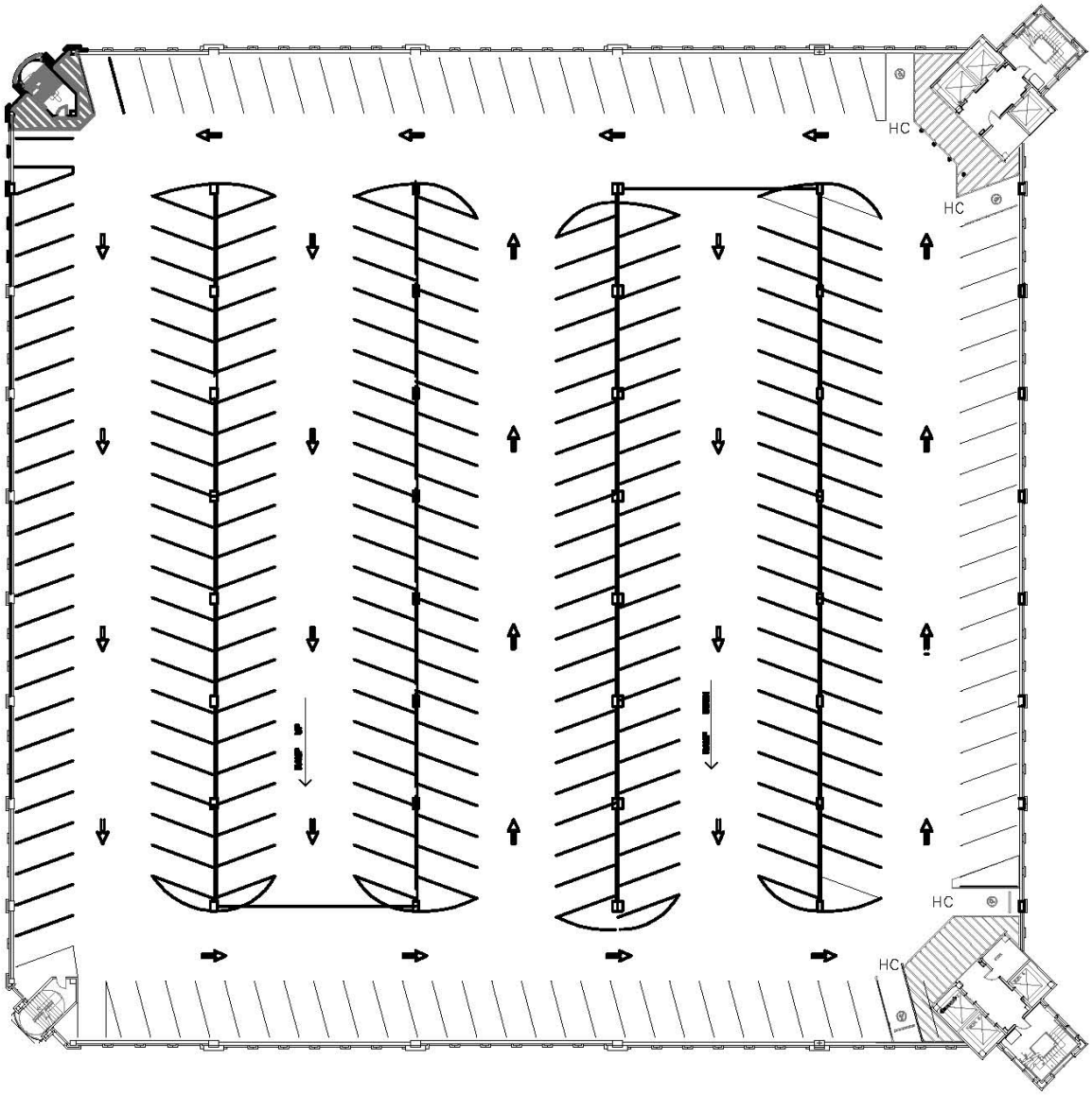

LaSalle Garage
FLOOR 5 OF 7

8/7/2006

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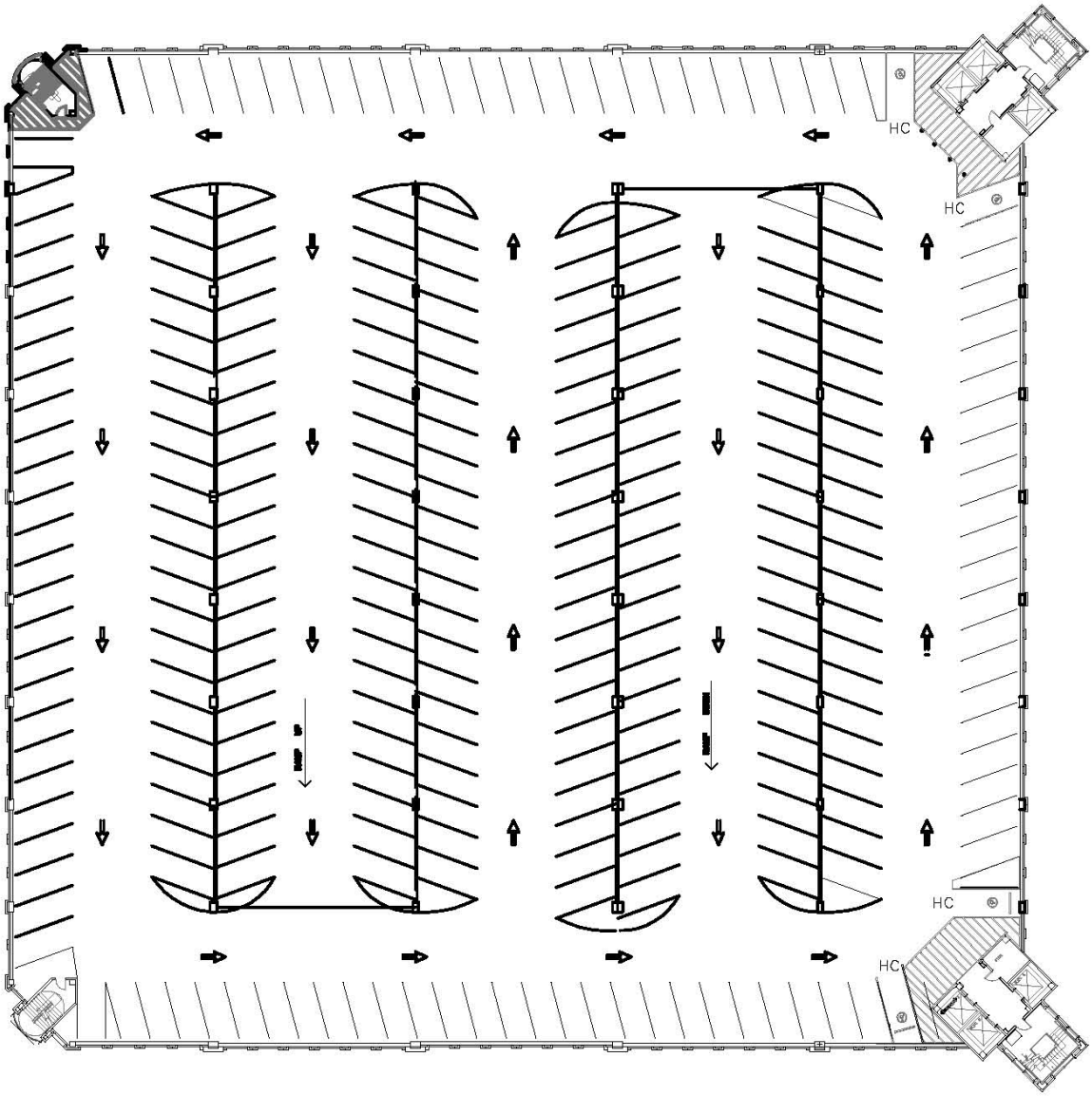

LaSalle Garage
FLOOR 6 OF 7

8/7/2006

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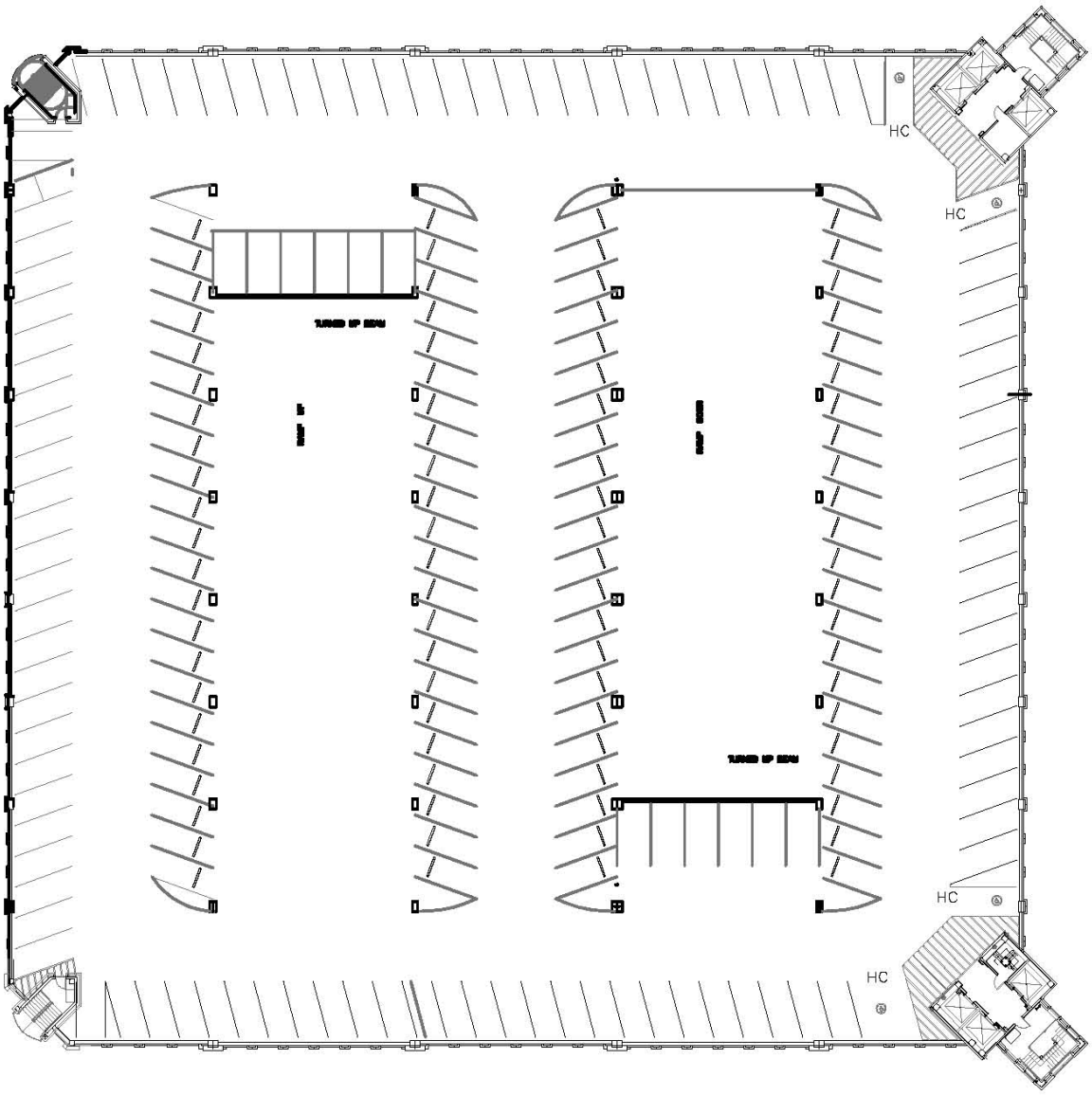

LaSalle Garage
FLOOR 7 OF 7

8/7/2006

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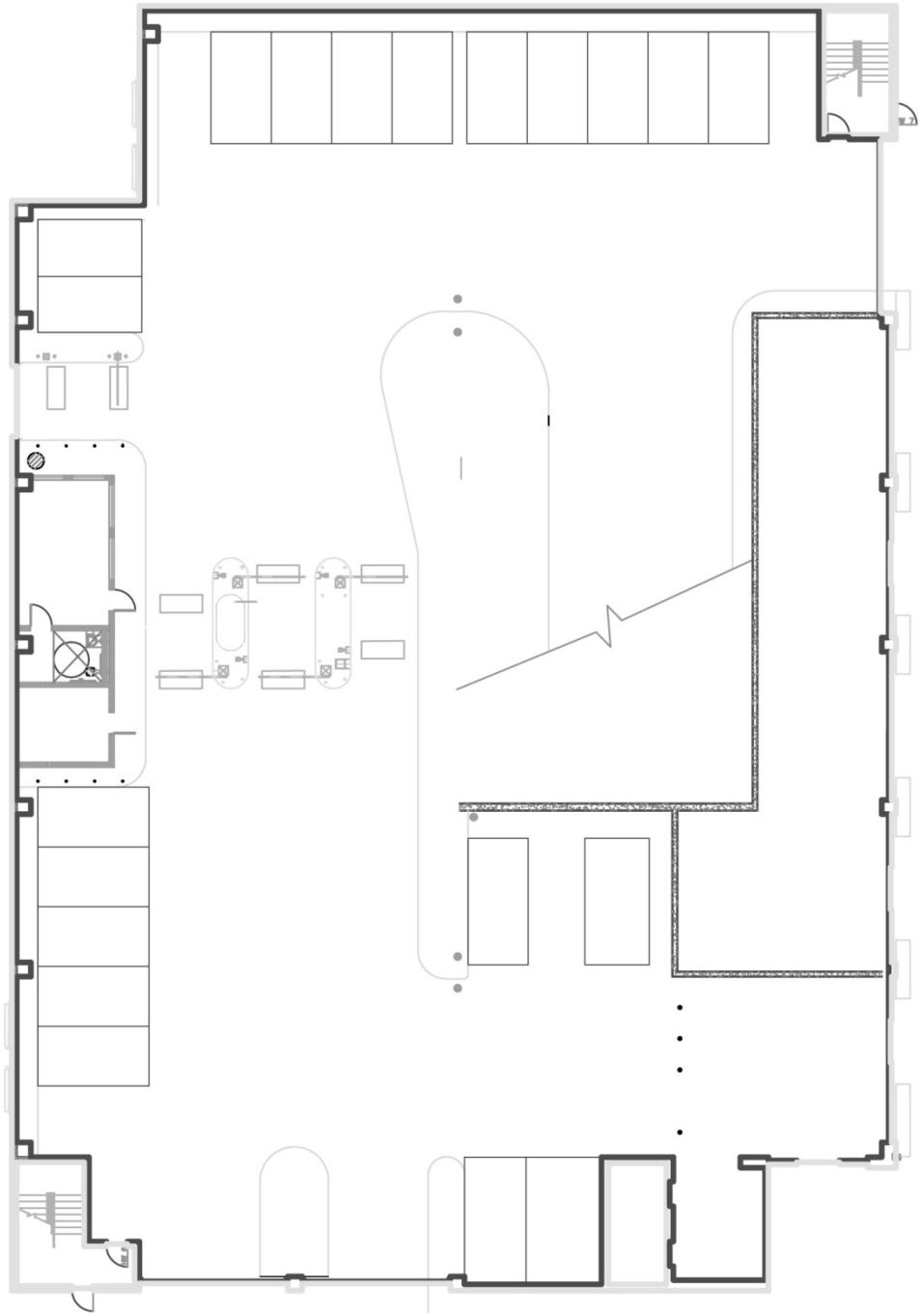

State Parking Garage
FLOOR 1 OF 8

03-06-2012

Office of State Buildings
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1928 North Third St.
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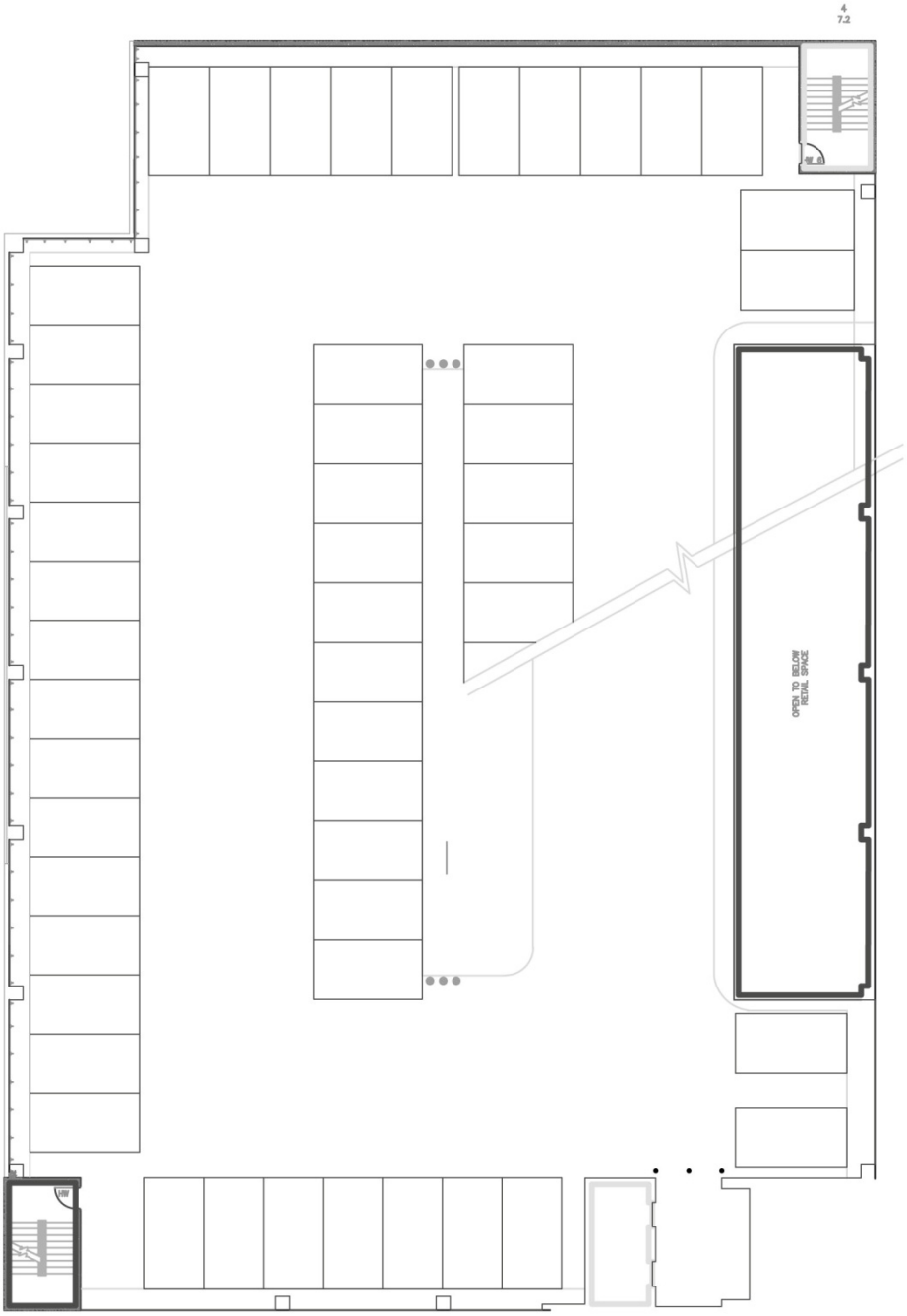

State Parking Garage
FLOOR 2 OF 8

03-06-2012

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P.O. Box 44001
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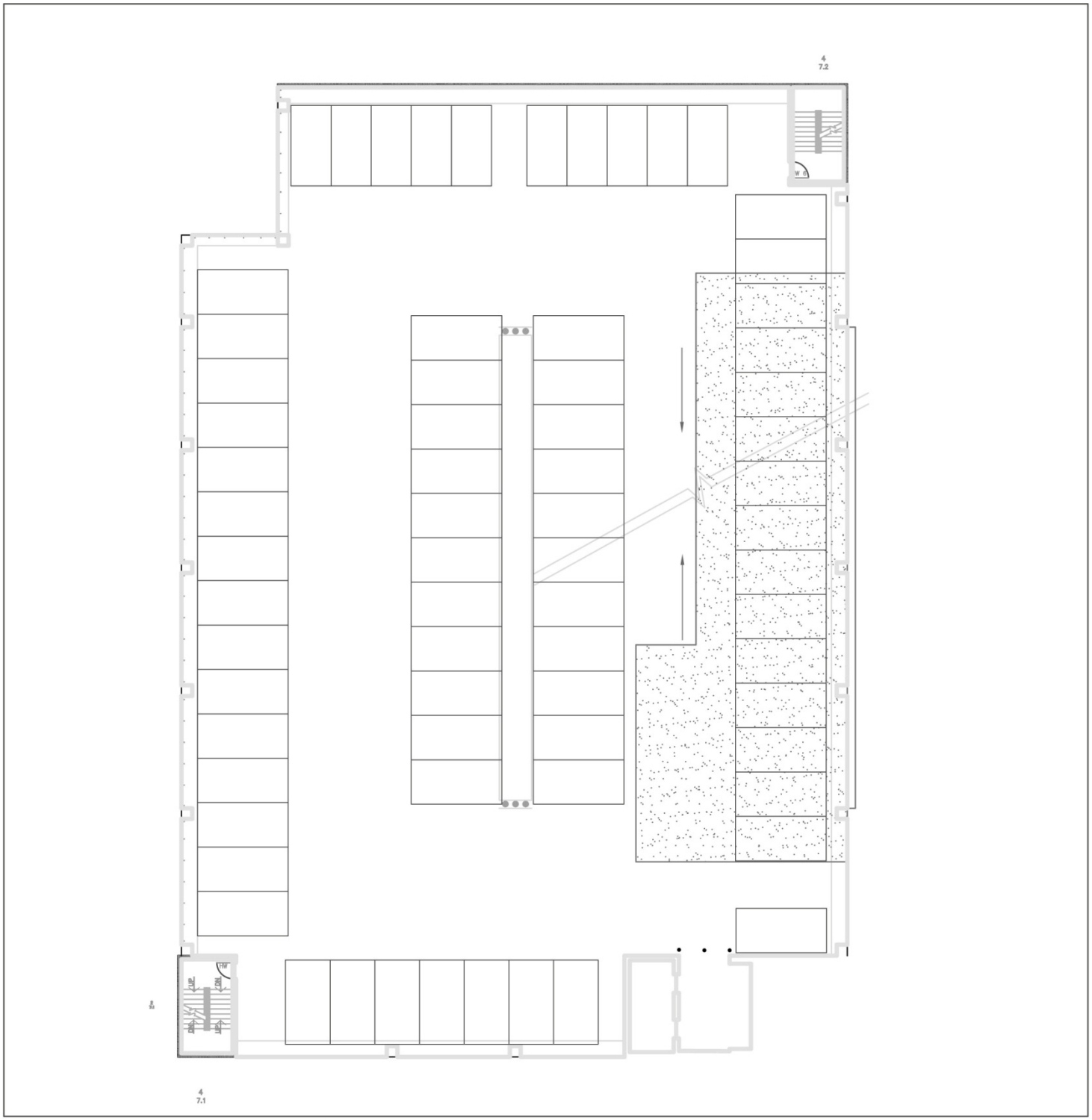

State Parking Garage
FLOOR 3 OF 8

03-06-2012

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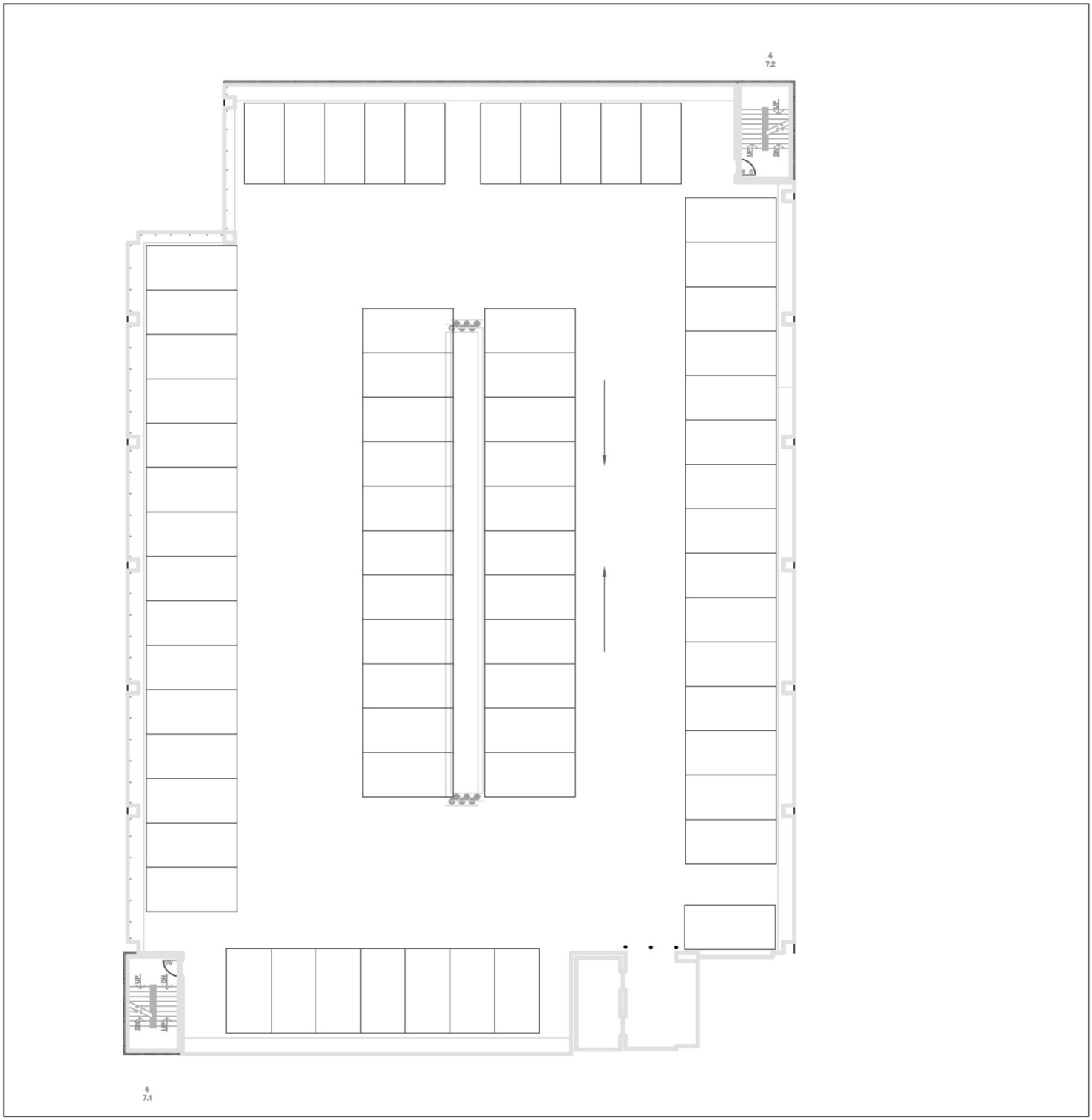

State Parking Garage
FLOOR 4 OF 8

03-06-2012

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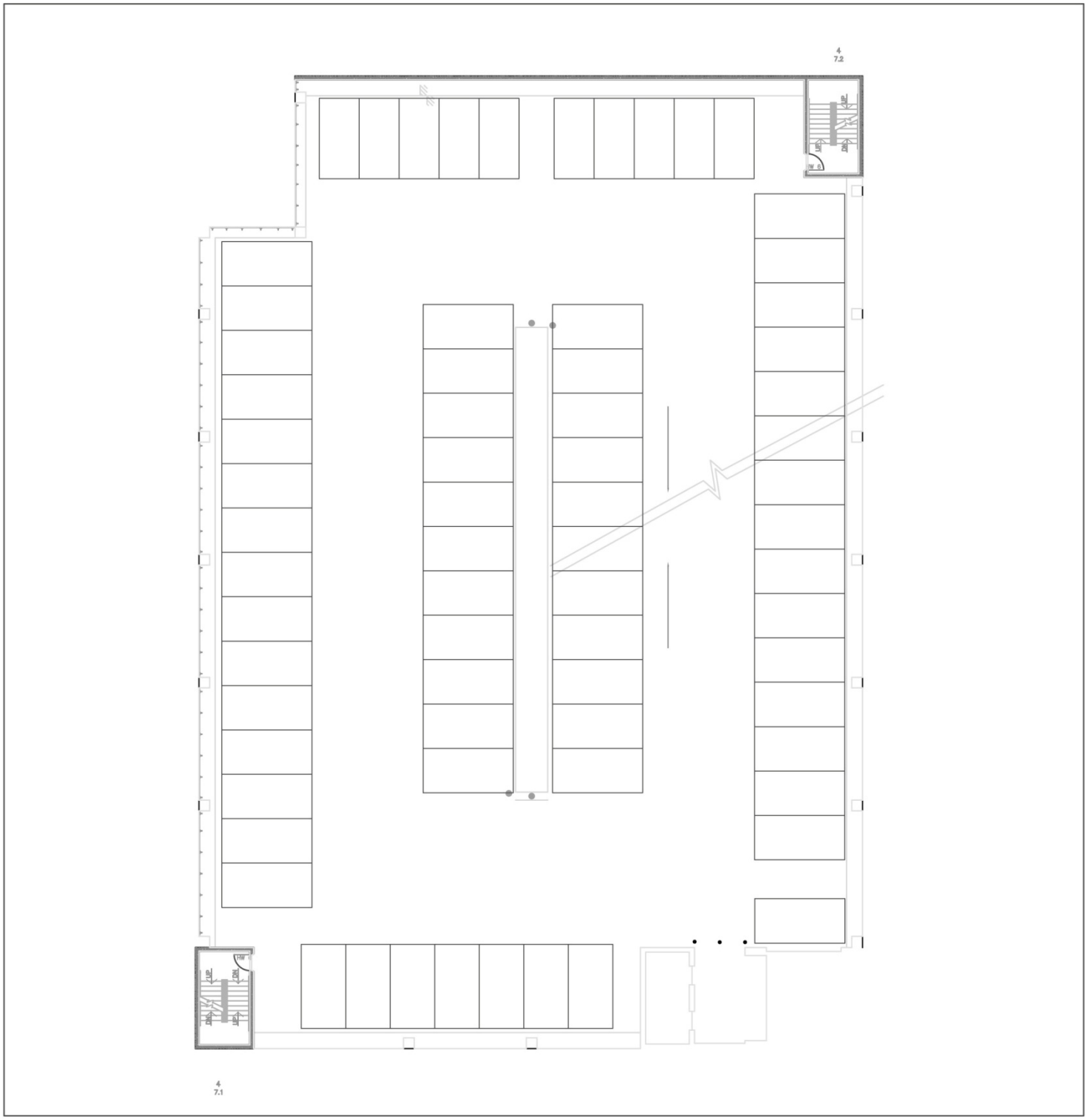

State Parking Garage
FLOOR 5 OF 8

03-06-2012

Office of State Buildings
P.O. Box 44001
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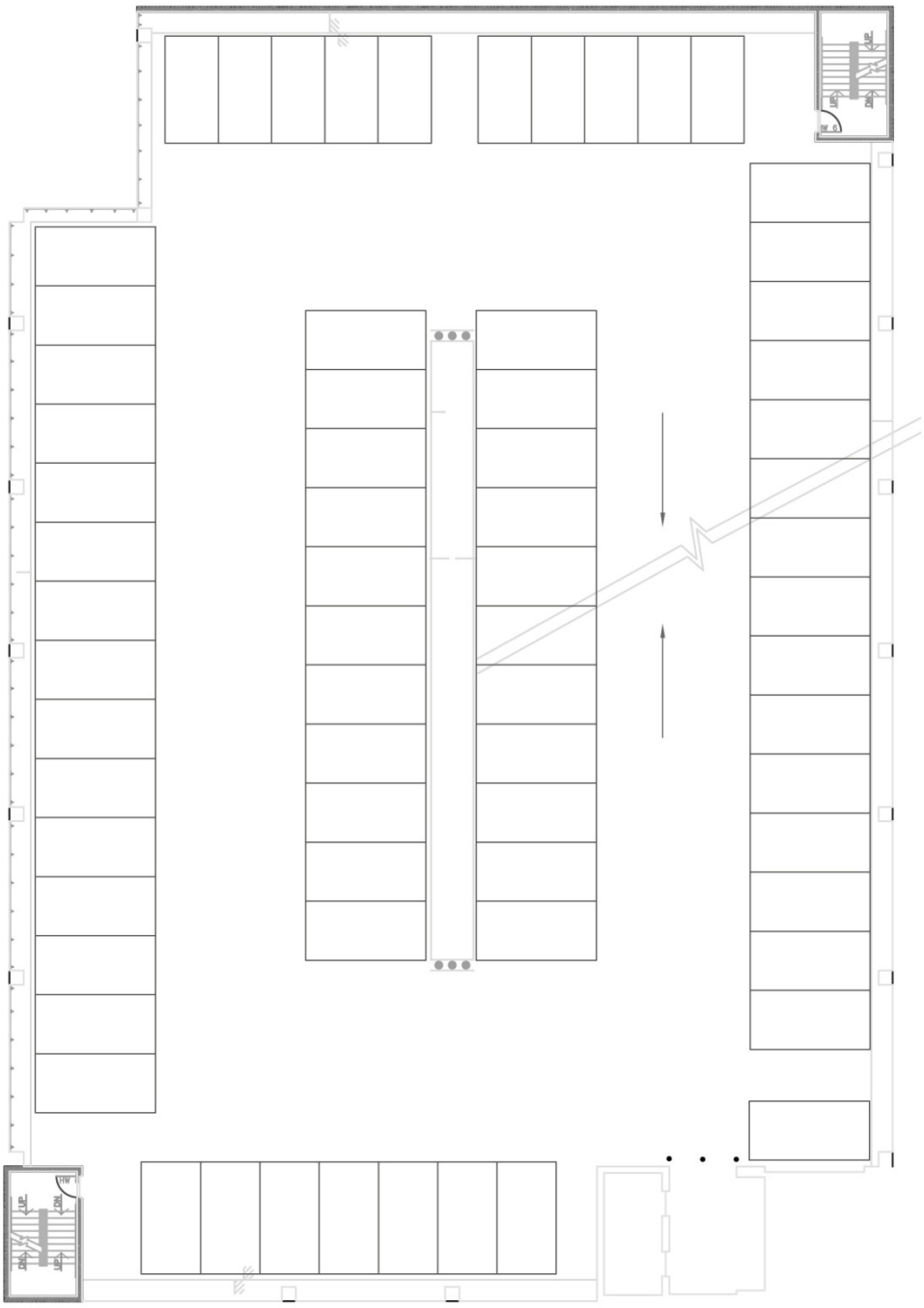

State Parking Garage
FLOOR 6 OF 8

03-06-2012

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P.O. Box 44001
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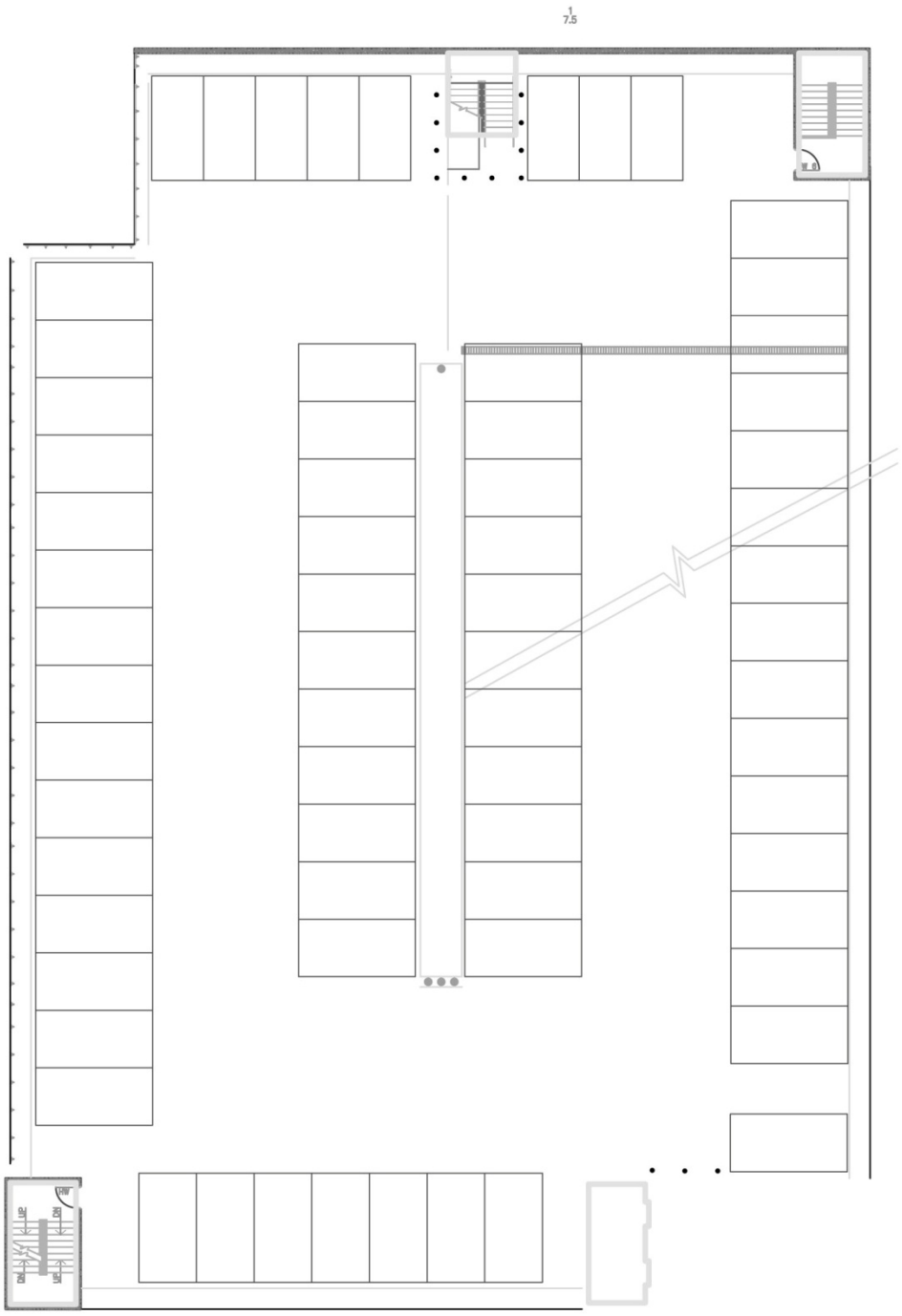

State Parking Garage
FLOOR 7 OF 8

03-06-2012

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P.O. Box 44001
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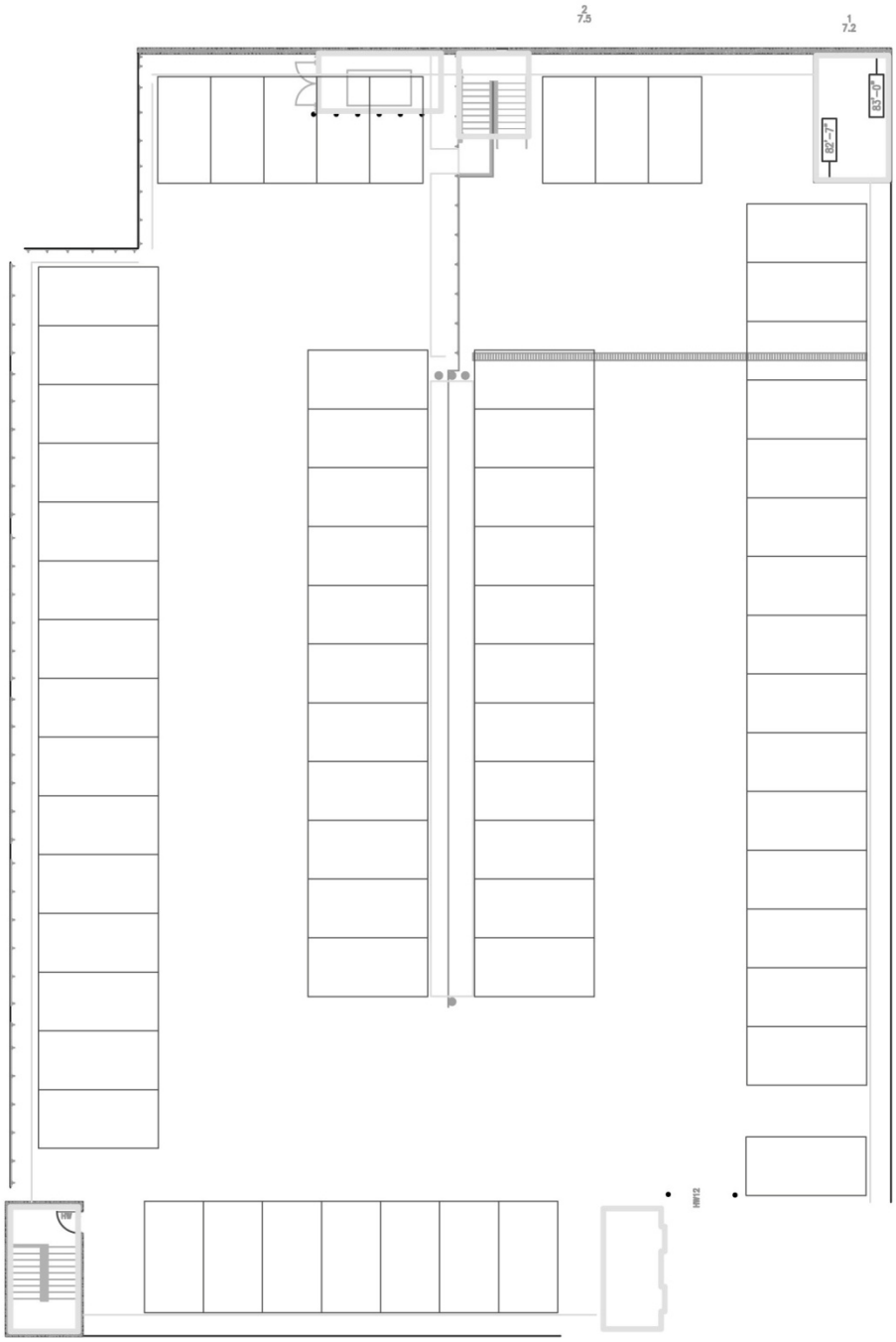

State Parking Garage
FLOOR 8 OF 8

03-06-2012

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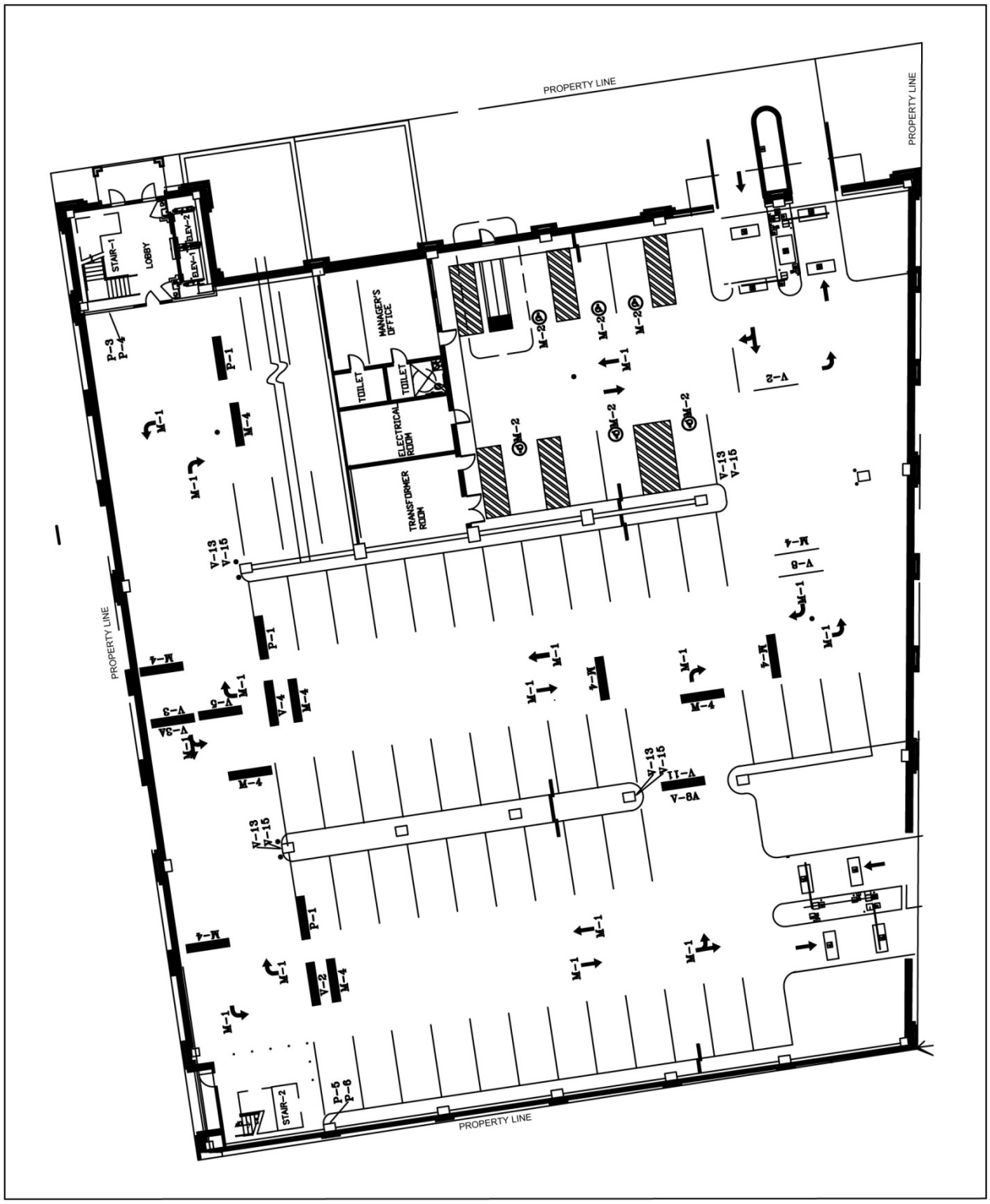
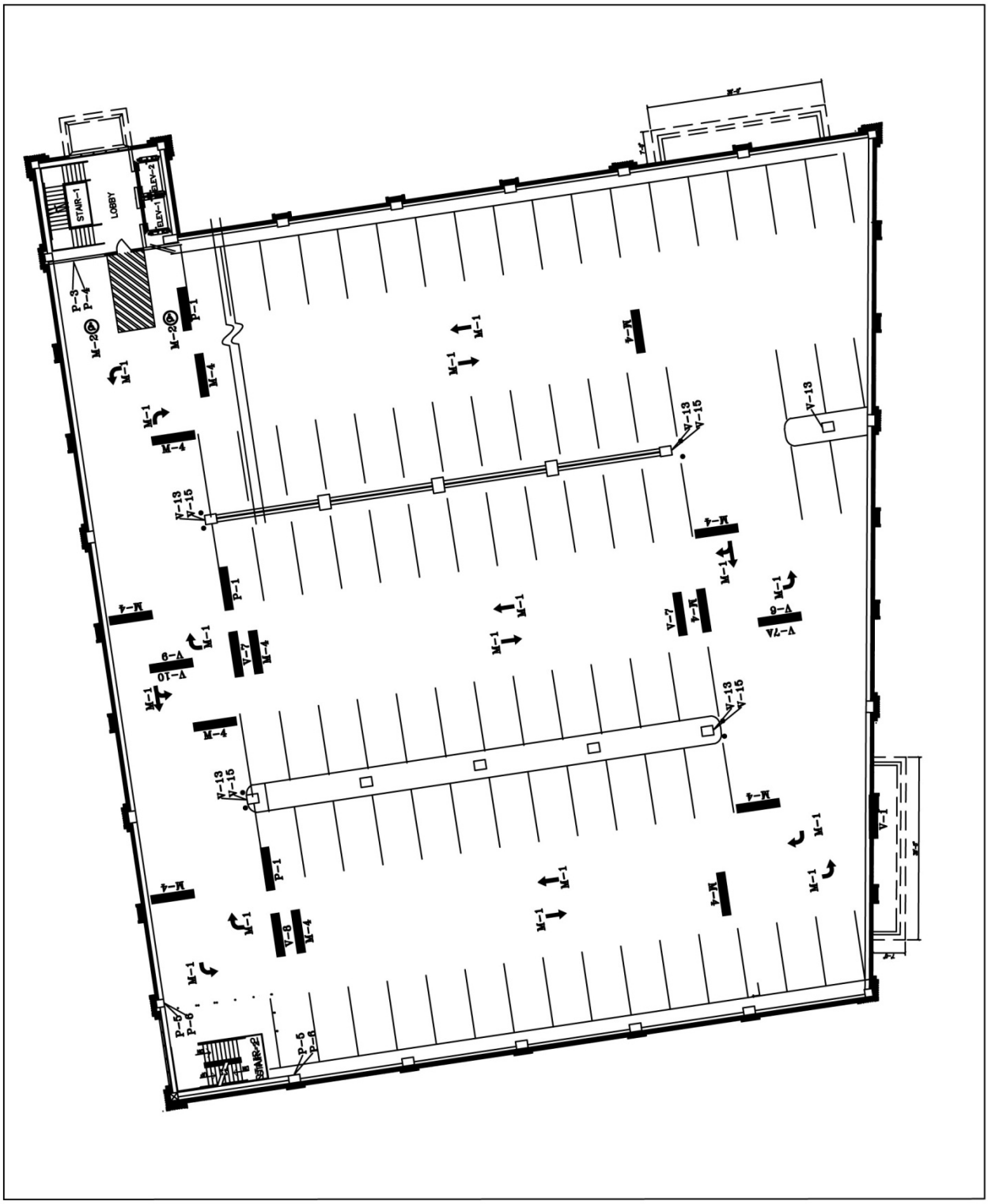


Welcome Center Garage
Floor 1 of 5

8/7/2008

Office of State Buildings
P.O. Box 44001
1929 North Third St.
Baton Rouge, LA 70804-4001
(225) 219-4800



Welcome Center Garage
Floor 2 of 5

10/14/2008

Office of State Buildings
P.O. Box 44001
1928 North Third St.
Baton Rouge, LA 70804-4001
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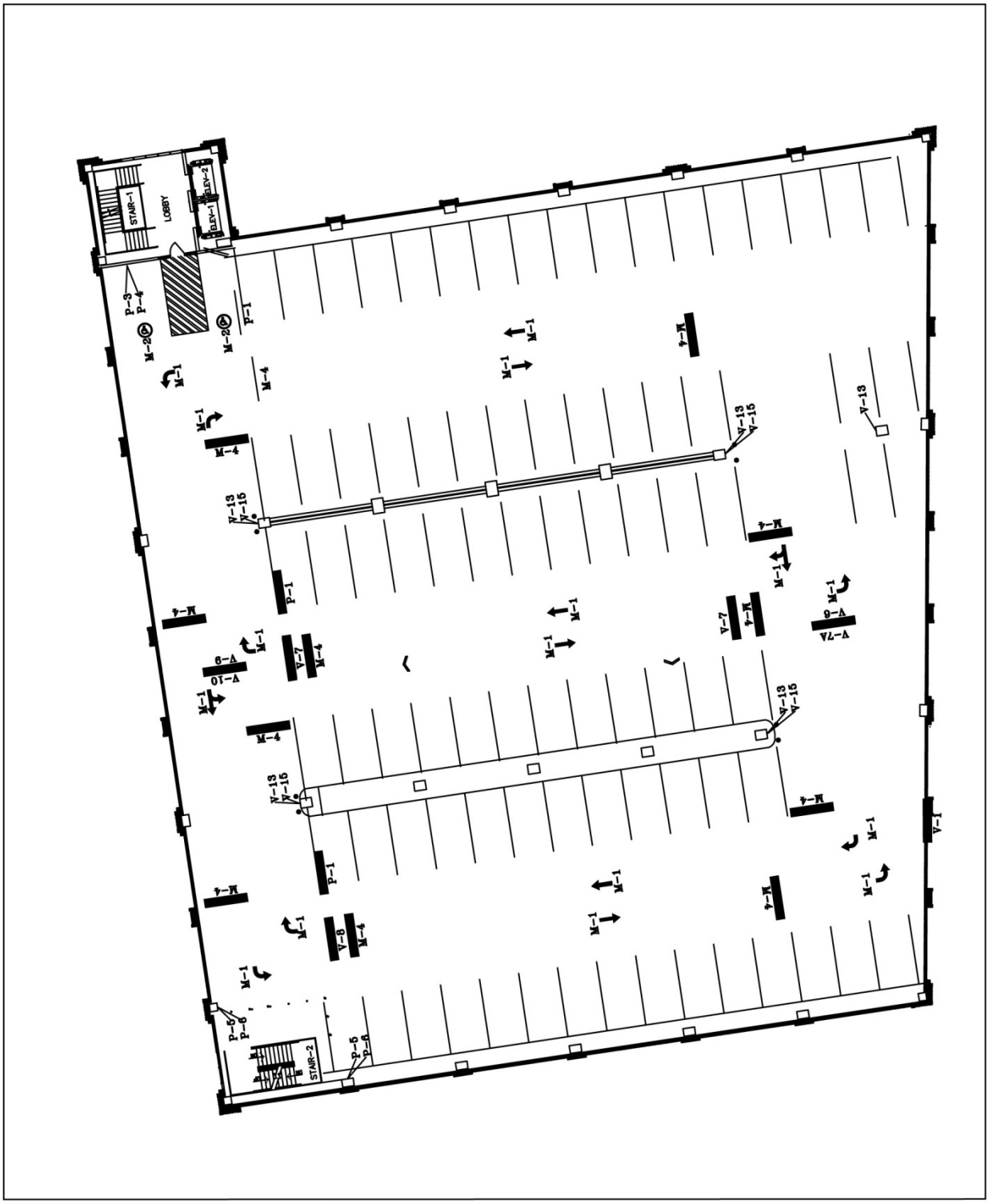
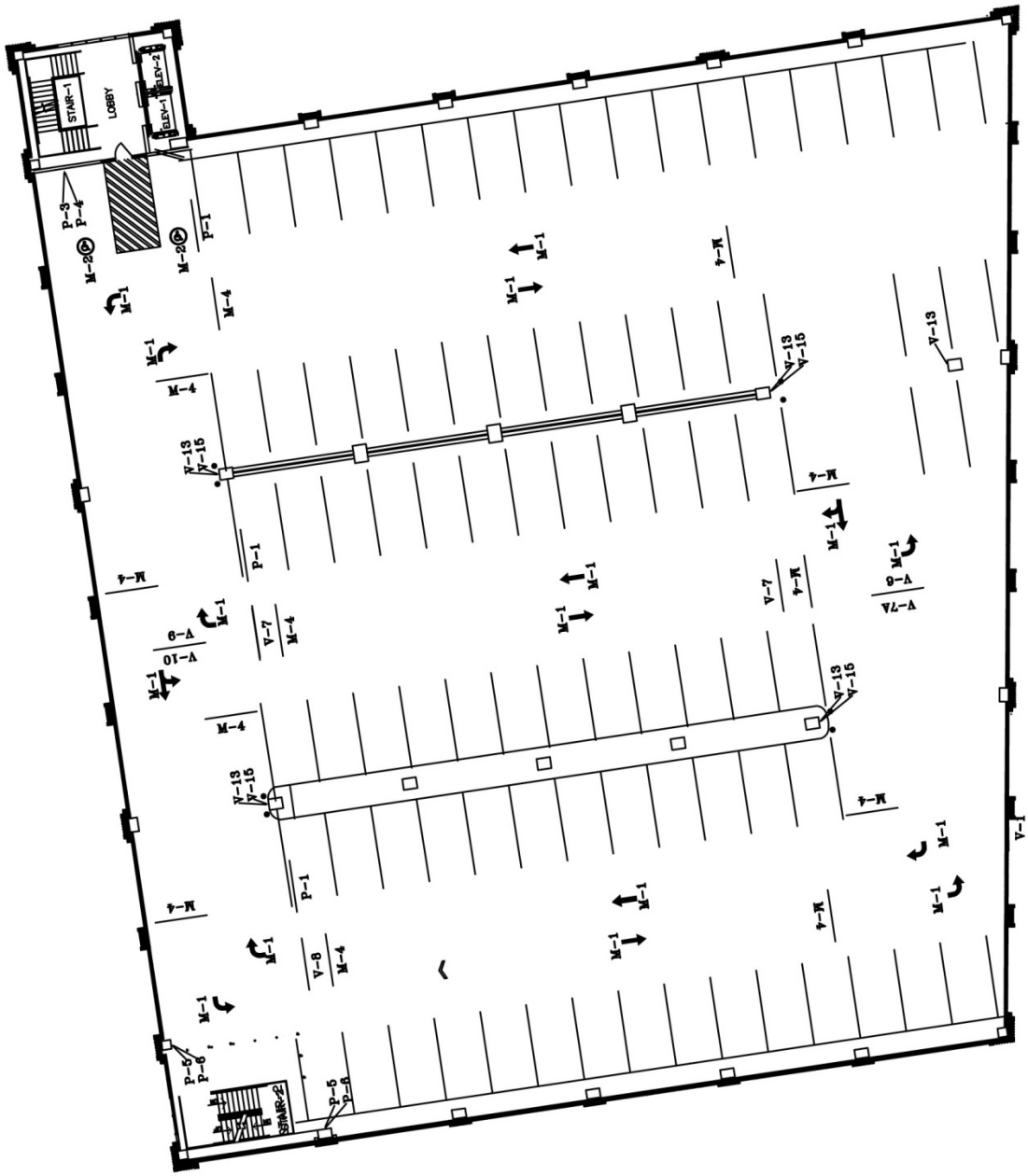


Welcome Center Garage
Floor 3 of 5

10/14/2008

Office of State Buildings
P.O. Box 44001
1928 North Third St.
Baton Rouge, LA 70804-4001
(225) 219-4800



Welcome Center Garage
Floor 4 of 5

10/14/2008

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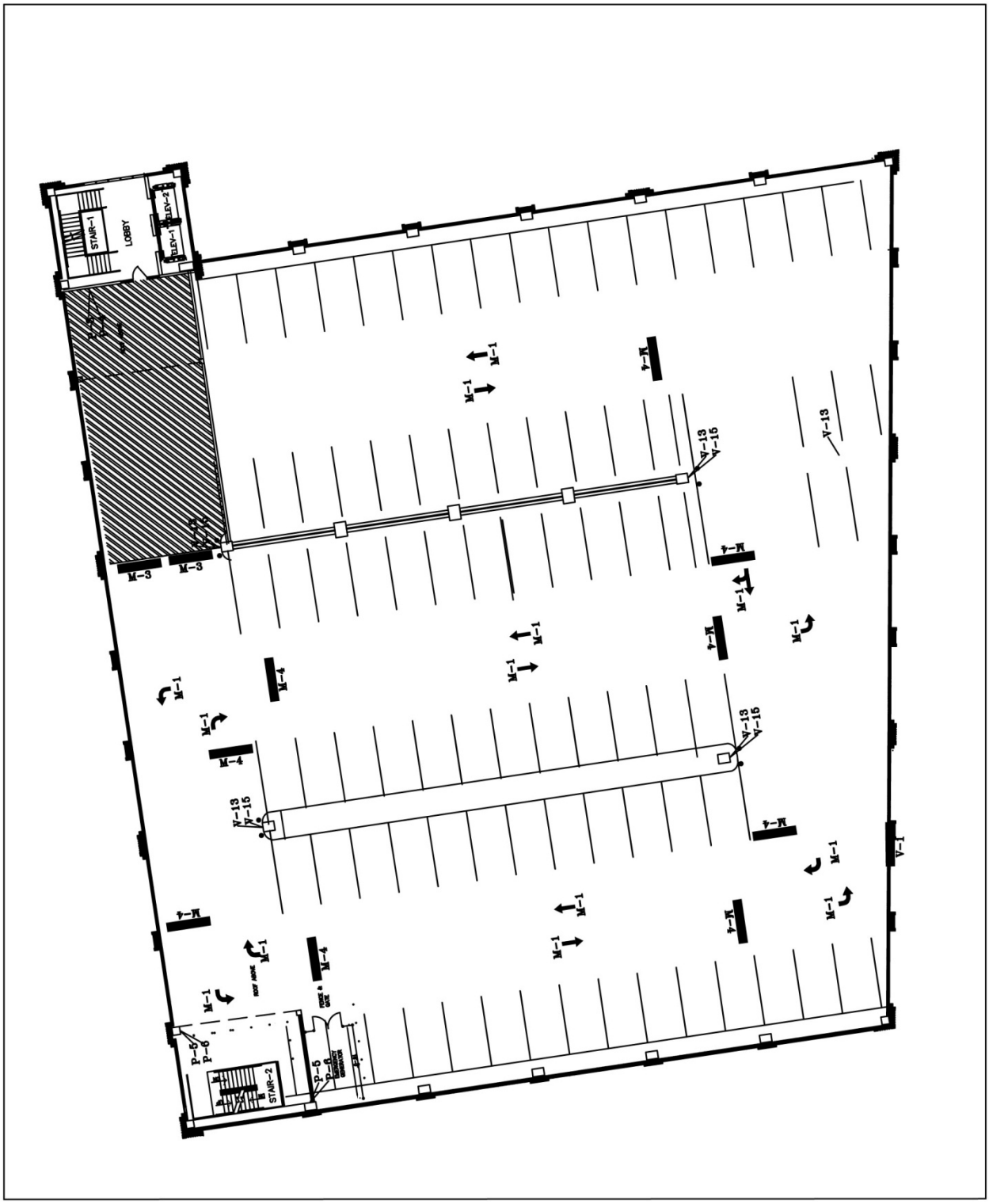

Welcome Center Garage
Floor 5 of 5

10/14/2008

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(225) 219-4800

EXHIBIT "B"

COMPENSATION TO CONTRACT
&
CONTRACT TERM

FOR

LASALLE PARKING GARAGE
GALVEZ PARKING GARAGE
CLAIBORNE PARKING GARAGE
WELCOME CENTER PARKING GARAGE
STATE PARKING GARAGE

Compensation to Contract / Contract Term

The Contractor agrees to operate the Capitol Park Parking Facilities for the following annual management fee. (Proposer to include this completed page as part of final proposal.)

NAME OF PARKING MANAGEMENT COMPANY: _____

Parking Garages	Base Annual Fee	Special Event Fee	Special Services / Hourly Rate
A) LaSalle Parking Garage (Contract to begin on July 1, 2012 thru June 30, 2013)	$	$	$ / hour
Renewable Option Year 1 July 1, 2013 thru June 30, 2014	$	$	$ / hour
Renewable Option Year 2 July 1, 2014 thru June 30, 2015	$	$	$ / hour
Renewable Option Year 3 July 1, 2015 thru June 30, 2016	$	$	$ / hour

Parking Garages	Base Annual Fee	Special Event Fee	Special Services / Hourly Rate
B) Galvez Parking Garage (Contract to begin on July 1, 2012 thru June 30, 2013)	$	$	$ / hour
Renewable Option Year 1 July 1, 2013 thru June 30, 2014	$	$	$ / hour
Renewable Option Year 2 July 1, 2014 thru June 30, 2015	$	$	$ / hour
Renewable Option Year 3 July 1, 2015 thru June 30, 2016	$	$	$ / hour

Parking Garages	Base Annual Fee	Special Event Fee	Special Services / Hourly Rate
C) Claiborne Parking Garage (Contract to begin on July 1, 2012 thru June 30, 2013)	$	$	$ / hour
Renewable Option Year 1 July 1, 2013 thru June 30, 2014	$	$	$ / hour
Renewable Option Year 2 July 1, 2014 thru June 30, 2015	$	$	$ / hour
Renewable Option Year 3 July 1, 2015 thru June 30, 2016	$	$	$ / hour

Parking Garages	Base Annual Fee	Special Event Fee	Special Services / Hourly Rate
D) Welcome Center Parking Garage (Contract to begin on July 1, 2012 thru June 30, 2013)	$	$	$ / hour
Renewable Option Year 1 July 1, 2013 thru June 30, 2014	$	$	$ / hour
Renewable Option Year 2 July 1, 2014 thru June 30, 2015	$	$	$ / hour
Renewable Option Year 3 July 1, 2015 thru June 30, 2016	$	$	$ / hour

Parking Garages	Base Annual Fee	Special Event Fee	Special Services / Hourly Rate
E) State Parking Garage (Contract to begin on July 1, 2012 thru June 30, 2013)	$	$	$ / hour
Renewable Option Year 1 July 1, 2013 thru June 30, 2014	$	$	$ / hour
Renewable Option Year 2 July 1, 2014 thru June 30, 2015	$	$	$ / hour
Renewable Option Year 3 July 1, 2015 thru June 30, 2016	$	$	$ / hour