**REQUEST FOR PROPOSAL** **COUNTY OF ALAMEDA**

**PARKING LOT LICENSE AGREEMENT**

The Alameda County General Service Agency is seeking a qualified and experienced parking lot vendor to contract with for the License of the County’s (31) parking spaces contained within a shared parking lot at 1406 - 1424 Franklin Street, Oakland, CA 94612. Alameda County requires a vendor who will provide high quality customer service.

It is the intent of this Request for Proposal (RFP) to describe the terms under which the County of Alameda will enter into an agreement with a service provider for this location.

The County intends to award a five-year contract (with potential options to renew) to the bidder(s) selected as the most responsible bidder(s) whose response conforms to the RFP and meets the County’s requirements. County of Alameda General Services Agency – Real Property Management (GSA) is managing this RFP, and all questions or comments should be directed to GSA at the contact information provided below.

SCOPE

Alameda County owns this property, which is currently used and striped as a parking lot in the urban downtown Oakland area. It is the County’s intent to license a portion of this location to a single, qualified service provider who benefit from the location. The provider will install a machine or staff the site with a person to collect the providers’ revenue. The provider will pay market-rate or better for the right to use the site, under the terms of a license agreement with County for the use of its property. License Fees will be due on a monthly basis on the first day of each calendar month. Licensing Fees will increase at 4% annually on the anniversary date of the execution of the License Agreement.

BIDDER QUALIFICATIONS

Bidder shall have a minimum of (5) years’ experience operating and parking management facilities.

Bidder shall possess, or obtain, all permits, licenses and professional credentials necessary for operating a parking lot.

Bidder shall be able to collect parking fees from patrons and automated collection equipment (if desired).

Bidder shall maintain barrier gates, equipment, and ticket dispenser.

The County’s standard Parking Lot License Agreement is attached for reference with County’s Site plan of Premises is included (Exhibit A) and Minimum Insurance Requirements (Exhibit B). By responding to this Request for Proposal, Bidder accepts the terms and conditions as written to form.

GSA will screen all proposals and will make the final decision based on the highest and best-value to the County based on the qualified bidder submissions. Unless otherwise directed, please maintain all communications with the GSA Real Property Management Projects Manager listed below.

All responses to this RFP must be in writing and received via email only (which will be acknowledged as received by GSA), no later than 3PM August 23, 2021, to:

Yvette Martin

Real Estate Projects Manager

1401 Lakeside Drive, 6th Floor

Oakland, California 94612-4305

[Yvette.Martin2@acgov.org](mailto:Yvette.Martin2@acgov.org)

Facsimile proposals will not be accepted.  If you have any questions prior to the deadline, please contact Yvette Martin at (510) 697-6303.

The issuance of this RFP does not constitute a license award, or any type of commitment or obligation on the part of the County.  The County shall not pay or be responsible for any costs incurred in the preparation and submission of responses. The County reserves the right to reject all responses, and no part of this RFP shall be interpreted as an obligation on the part of the County to proceed with the project. You must also understand that no action that binds the County is in effect until the required County approval process is completed, including approval by the County Board of Supervisors at a public hearing.

Sincerely,

Yvette Martin,

Real Estate Projects Manager

cc: Rachel Johnson, Real Property Program Manager