

Date: February 29, 2024
To: Potential Vendors
Subject: Request for Quotations # 24-0370

The East Hawaii Region, d.b.a. Hilo Medical Center (“HMC”), a division of the Hawaii Health Systems Corporation, an Agency of the State of Hawaii, is soliciting quotations for:

HMC Valet Parking Services

The Hilo Medical Center (HMC), located at 1190 Waiianuenu Ave., is embarking on a expansion of the hospital that will impact parking availability. During the construction period HMC is looking to institute valet parking and is soliciting companies to provide valet services.

If your company is interested in providing a quotation, please provide a written quotation and response no later than **2:00pm (HST) March 16, 2024**

The quotation must address and contain, at a minimum, the following:

- A. Written acknowledgement agreeing to provide the services and verifying the firm is qualified pursuant to requirements of the “Scope of Services.”
- B. Technical proposal narrative detailing how the scope of services will be performed.
- C. Provide two (2) references of clients for whom the firm has provided similar services within the last two (2) years.
- D. Schedule for starting services with desired start date of April 1, 2024. Offeror to propose earliest Start date that can be accommodated.
- E. A list of relevant experience with similar projects.
- F. Certificate of Insurance confirming General liability of \$1M/\$2M. Garagekeepers legal liability of 1M, physical damage comp/collision, workers compensation and excess umbrella of \$5M
- G. Quotations should provide pricing appropriate to the services being provided. A detailed cost quotation outlining daily rate for each valet, compensation breakdown per valet, administrative costs, and extended total on an annual basis

1.0 Overview:

The Hilo Medical Center (HMC), located at 1190 Waianuenue Ave., is embarking on a expansion of the hospital that will impact parking availability. During the construction period HMC is looking to institute valet parking and is soliciting companies to provide valet services.

Scope of Service:

HMC is seeking a VENDOR to provide, valet services at the Acute Hospital located at 1190 Waianuenue Ave, Hilo, Hawaii 96720. Valet services to be provided for the period of Monday to Friday from 8:00AM to 5:00 PM with last car drop off at 3:45 PM. Valet services would not be offered on holidays or weekends.

Valet services to be offered to all patients that request it, but a charge of \$8.00 would be charged (charge to possibly be adjusted over time). Service Provider would collect payment either through an app type system or cash, and provide a report and credit on a monthly basis to HMC to offset valet service fees. Service Provider to include in their proposal their app system and reporting method. Tips if any provided to the valet would be retained by the valet.

Vendor is requested to include in their proposal a schedule for starting services. Hospital desires a start date of April 1, 2024. Services expected to be provided during the construction period up to and through June 30, 2026, although HMC is looking for flexibility to adjust service during the term.

HMC anticipates approximately 40 cars per day to be required to be parked. Parking space will be made available for valet parking approximately 200 feet away from the check in station.

2.0 Technical Representative:

HHSC shall provide a Technical Representative. The Tech Rep shall have the right but not the duty to oversee the successful completion of the Agreement requirements, including monitoring, coordinating and assessing the VENDOR’S performance; placing requests for services; and, approving completed work/services with verification of same for VENDOR’S invoices. The Tech Rep will serve as the Agreement Administrator for “technical” matters though the term of the Agreement.

The Technical Representative is: Ha Chi
 Security Director
 Hilo Medical Center
 808-932-3538

3.0 The requested PRICING is as follows:

Provide pricing for the items described in the Scope of Services listed above. This shall include detailed costs as noted below

Valet Hourly and Daily Rate (provide breakdown showing hourly pay, fringe, and overhead costs)

Administrative Costs for managing Valet service (scheduling, management, Ins – etc)
Administrative costs to manage valet fee collection (Swipe fees, reporting, etc)

Extended annual totals.

4.0 GENERAL REQUIREMENTS: Please submit your proposal no later than the due date and time stated above to snelson1@hhsc.org.

4.1 Included for your review are the General Conditions, (**Attachment A**) which will be part of any subsequent contract that may be awarded.

4.2 East Hawaii Region will not provide any reimbursement for the cost of developing or presenting quotes in response to this RFQ.

5.0 Quotations received will be review on a “Best Value” basis with the contract award being offered to the vendor whose quote is deemed to be in the best interest of Hilo Medical Center. Vendor selection will be based on the following criteria:

- A. Vendor’s qualifications and experience
- B. Schedule
- C. Price / Fee response
- D. Best technical proposal that meets the budget constraint

We hope your company will consider submitting a proposal.

Please direct all inquires pertaining to this request for quotation to my attention vial email at snelson1@hhsc.org. Thank you for your consideration for providing the referenced services to Hilo Medical Center.

Sincerely,

Sam Nelson
Regional Compliance and Contracts Officer
Attachment

ATTACHMENT A

General Conditions

END OF RFQ # 24-0370