



ADDENDUM NO. 1 TO RFP 9600-96: Valet Services

Date: Friday, June 27, 2025

To: All participants submitting Proposals for RFP # 9600-96

From: Freddy Vigilmartinez, Management Analyst, NMC Contracts Division

Subject: Addendum No. 1 to RFP #9600-96

This addendum is to answer vendor questions for RFP 9600-96: Valet Services

- 1. Do you have a staffing level you are requesting to provide the service for this RFP?**

No staffing level defined other than only one post.

- 2. After hours can we leave keys that have not been picked up with Security or front desk? This is what we do for other locations.**

Yes. We can leave keys with security for after hours. However, I would like for the valet vendor to provide the lock box.

- 3. Regarding Insurance: I ran your info through our insurance agency. We are fully compliant except we don't currently have crime insurance. We can add this to our policy if awarded the contract. Insurance company thought \$1,000,000 was excessive for this type of work, is there flexibility on the level of coverage? Can \$50,000 coverage be sufficient?**

Crime Insurance coverage limit requirement will be reduced from \$1,000,000 to \$250,000.

- 4. We understand the service hours are from 7:30 AM to 6:00 PM, and we are happy to stay flexible throughout the contract. For bidding purposes, would Natividad Medical Center consider providing an assumed staffing model—such as 6 full-time valet attendants and 1 full-time site manager (totaling 56 staff hours per day)? This would help ensure all proposals are based on the same baseline for a fair comparison. Adjustments can be made later based on actual needs and data.**

The submission of more than one option/bidding models would be fine.

- 5. For Exhibit A: Pricing Table, first line, “valet staff wages” then quantity of hours per 9 months (270 days)? Is that calculating quantity of hours for 1 valet or all valets?**

Yes. The estimated total quantity of hours for the 9-month duration of services. If you would submit staff wages in a different format. I.e. per month or per week, please clearly indicate this in your proposal.

This is a calculation of the total number of all valet hours. You can break this down per the number of staff in your proposal, as long as the total number of hours is clearly identified and established in the proposal.

- 6. You have a specific section for after hour key return. Following up from below would save hospital money if after hours keys are turned over to Security, but please advise what, how you would like this to be handled on paperwork?**

After hours keys can be returned to Security to be kept in a lock box (please see question No. 1). A key log system can be established with the help and approval of NMC staff to meet all necessary Security precautions with vehicle keys.

- 7. On the bottom confirming you want a total monthly cost under, “rate” column and a 9-month total cost under, “cost” column?**

Please provide a total monthly cost, and a total overall cost (9 months).

*Keep in mind, you can provide a rate sheet different from the format provided in Exhibit A, however, please make sure to include the number of staffing, staffing costs per hour, total proposed staffing hours (quantity), administrative costs, after-hour key return system (i.e. lockbox) costs, etc. Please ensure that the total amount and cost are clearly identified (i.e. “per month”, “for 9 months”, “total”, “per hour”, etc.

- 8. The parking lot to be used for parking patient valet vehicles is Parking lot E, as toured and discussed during the pre-bid conference walkthrough. There will be three rows within this parking lot designated for valet purposes. Please see attached NMC Campus Map marking the estimated location of this designated space.**

NMC Campus Map

Campus Map



Please be sure to sign and submit the signature page in your bid proposal to acknowledge receipt of Addendum No. 1

Signature Page to follow:

Per **Section 3.7. “IT IS THE CONTRACTORS’ SOLE RESPONSIBILITY TO ENSURE THAT THEY RECEIVE ANY AND ALL ADDENDA FOR THIS RFP** by either informing Natividad Medical Center of their mailing information or by regularly checking the NMC web page at www.natividad.com (Vendors tab). Addenda will be posted on the website the day they are released.”

This acknowledgement signature page of Addendum No. 1 must be submitted via email to Freddy Vigilmartinez at vigilmartinezf@natividad.com

**RECEIPT IS HEREBY ACKNOWLEDGED OF ADDENDUM NO. 1,
RFP # 9600-96**

Authorized Company Signature

Printed Name

Company Name

Date