

**SUNY DOWNSTATE MEDICAL CENTER
PROVISION OF PARKING ATTENDANTS**

The State University of New York – Downstate Medical Center (“SUNY-DMC”) requires a qualified entity to provide unarmed parking attendants for two of its off-campus parking lots, located at 225 Clarkson Avenue and 323-359 Clarkson Avenue, respectively. Such entity must normally be in the business of providing parking attendants, must have at least five (5) years doing so and must have provided such services, within the past three (3) years, for at least two hospitals similar in size to SUNY-DMC. Additionally, entity must possess all pertinent licenses, permits and/or authorizations as may be required by local, state and federal law.

SUNY-DMC intends to enter into a one-year contract for these services pursuant to its discretionary authority under the NYS Education Law Section 355(5)(a). Accordingly, a sealed bid will not be held.

If you are interested in providing a proposal for these services, you may complete the Price Proposal at the end of this ad and forward it by email, by no later than Tuesday, May 21, 2013, to both Herb Goldberg, Contracts Officer, at herb.goldberg@downstate.edu and Maureen Crystal, Director of Contracts, at Maureen.crystal@downstate.edu. Mr. Goldberg (718-270-3741) and Ms. Crystal (718-270-1976) are the only permissible contacts at this institution in connection with this procurement. Contacting any other individual at SUNY-DMC regarding this matter, regardless of the means of contact, may constitute a violation of New York State law.

The required hours of operation and services for each respective lot are as follows:

225 Clarkson Avenue

This is an outdoor lot that is open from 5:00 a.m. to 11:00 p.m. One on-site attendant will be required from the hours of 5:00 a.m. to 2:00 p.m., and another from the hours of 2:00 p.m. to 11:00 p.m., Mondays through Fridays. Generally, unless the vendor is notified otherwise, attendants’ services will not be required for either facility on weekends or legal holidays.

The attendants provided will:

1. Open the gates promptly by 5:00 a.m., Mondays through Fridays.
2. Verify that each vehicle attempting to enter lot is authorized to park at this location.
3. Report to University Police/Public Safety (270-2626) any condition that:
 - (a) requires maintenance or repair;
 - (b) is in violation of the New York State Vehicle Traffic Regulation Law;
 - (c) interferes with the unhindered and proper use of the facility.
4. Immediately report to the University Police/Public Safety any damage to a vehicle.

5. Call for assistance in the event of any unusual occurrence, i.e. fire, accident, injury, criminal activity, other emergency.
6. Secure the facility at closing time.
7. Report to University Police/Public Safety the presence of any vehicles in the facility at closing time.

323-359 Clarkson Avenue

This is primarily an indoor lot (with some outdoor spots) that is open from 6:00 a.m. to 10:00 p.m. One on-site attendant will be required from the hours of 6:00 a.m. to 2:00 p.m., and another one from the hours of 2:00 p.m. to 10:00 p.m., Mondays through Fridays. The attendant's responsibilities will include the responsibilities required at the 225 Clarkson Avenue location as set forth above (though note the different opening and closing times), and the additional responsibilities to:

1. Open the gates promptly by 6:00 a.m., Mondays through Fridays, generally excepting weekends and legal holidays.
2. Check the physical condition of the lot, i.e. for broken glass, sidewalk debris, deficient lighting, etc., and report any such condition to University Police/Public Safety.
3. Close the lot at 10:00 p.m.

Any lunch breaks will have to be coordinated with, and will be subject to the approval of, the Parking Office and will be taken at the contractor's expense.

Generally, unless the contractor is notified otherwise, parking attendant services will not be required for either facility on weekends or on legal holidays.

Notwithstanding the foregoing, bidders should separately indicate on the following price proposal page the cost of parking attendant services (a) on weekends, (b) on SUNY-DMC recognized holidays of New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day (if required, services on any other legal holiday will be compensated for at the vendor's regular weekday or weekend rates as applicable) and (c) before/after hours, should SUNY-DMC require additional services at any such time.

Further, should additional attendants be required at any time, SUNY-DMC will notify the contractor twenty-four (24) hours in advance and will compensate contractor for any such additional attendant(s) at the existing rate.

Price Proposal

The following pricing is proposed by (vendor name) _____ for providing SUNY Downstate Medical Center with parking attendant services in accordance with the

specifications set forth on pages 1 and 2 hereinabove.

Price Per Hour

Weekdays for those hours specified on pages 1 and 2 above:

\$_____ per hour per attendant

Holidays (New Year's Day; Memorial Day;
Independence Day; Labor Day;
Thanksgiving Day; Christmas Day)

\$_____ per hour per attendant

Weekends (Saturdays and Sundays)

\$_____ per hour per attendant

Weekdays for any time that may be required before or
after those hours specified on pages 1 and 2 above
(i.e. overtime)

\$_____ per hour per attendant

All quotes must be inclusive of any and all expenses!

Hourly wage paid by vendor to its attendants:

Regular: \$_____; Overtime: \$_____; Weekend: \$_____; Holiday: \$_____

Sign Name: _____

Print Name: _____

Title: _____

Phone Number: _____

Email address: _____