



Procurement Services

RFP 25-002

Athletic Travel Provider

Questions & Answers

1. Q: Please provide any planning documents (position dot plans, duty descriptions, signage plans (location and messaging), communications, etc.) from this or prior years.

A: Event parking map located below.

For a majority of the large/major events, the following parking lots will be available for paid parking:

- Lots 21, 22, 23 - Governor Lot - Located off College St.(Lot 21 is currently under construction.
- Lot 24 - Stacheville Lot - Located off College St.
- Lot 25 - Top Hat Lot - Located off College St.
- Lot 26 - Monocle Lot - Located off Second St. or Third St.
- Lot 27 - Located off Main St. and Fifth St.
- Lot 28 - Located off Fourth St.
- Lot 29 - Located off Fourth St.
- Lot 30 - Located at the corner of Main St. and Fourth St.
- Lot 10 - Located at the corner of College St. and University Ave.
- Lot 11 - Located at the corner of University Ave. and Main St.
- Lot 40 - Located off College St.
- Lot 42 - Located off Moore Alley
- Lot 56 - Located off Moore Alley
- Lot 77 - Located off West Ave

Duties include taking payment for parking and issuing a receipt. Informing parkers if lots are full and where they may find available parking. Possible sign and cone set up, and take down.



2. During events: towing responsibilities

a. Are vehicles towed to an offsite location or relocated onsite?

A: Event Parking is not responsible for towing vehicles.

3. During events: technology

a. What is the expectation?

A: Personnel will use card readers, handhelds (cellular device), and ticket/receipt printers. All to be supplied by APSU.

b. Are we providing POS handhelds or other technology?

i. If so, how many per type of event?

A: APSU will provide the technology. The amount supplied/needed will vary depending on the size of the event and available APSU parking lots. There are times when APSU will have a lot reserved for APSU only and not event parking.

c. Is there currently any PARCS equipment at any of the facilities?

A: Lot 10 and Lot 11 have parking gates. The other event parking lots do not have gates or parking equipment.

d. What ticketing system does the University currently use?

A: Aims Parking Software

4. What are the average attendances per event type?

A: This varies by the type of event. Attendance/paid parking sells may range from 297 for a concert to 432 for a comedy show.

5. Is onsite office space provided?

A: No

a. If so, will it be large enough to house all employees for check in/out process, breaks, trainings, etc.?

A: No

b. If so, will it have electricity to charge computers, POS devices, time clocks, etc.?

A: The Parking Office supply room has chargers if needed.

c. If so, can the contractor install a bolted safe for the event bank fund?

A: There will be no cash handling onsite. All monetary transactions will be via credit card.

d. If not, can operator place temporary office space (i.e. trailer) on campus?

A: Negotiable

6. Who is responsible for cleaning the parking facilities post event?

A: Event Parking personnel are not responsible for parking lot cleanup.

7. Is staffing required for both ingress and egress or ingress only?

A: Ingress. Some lots have more than one entrance, thus multiple personnel will be required to staff lots of this nature.

8. Hours of operation prior to and post event required

A: Arrival is set for at least 2 hours prior to the event start time. Departure from post is set for 1.5 hours after the start of the event.

9. Do we provide any materials (cones, barricades, etc.)

A: APSU has all cones, barricades, signage that may be used.