



Procurement Department Bid Section
Customer Center 1st Floor, Room 002
21 W. Church Street
Jacksonville, Florida 32202

July 13, 2022

ADDENDUM NUMBER: ONE (1)

TITLE: 1410762246 (RFP) Storm Lodging Services

QUOTE DUE DATE: July 19, 2022

TIME OF RECEIPT: 12:00 PM EST

THIS ADDENDUM IS FOR THE PURPOSE OF MAKING THE FOLLOWING CHANGES OR CLARIFICATIONS:

1. **Question:** Will the rooms be required to be single, or can they be double?

Answer: Rooms will be a combination of both single and double based on need and availability.

2. **Question:** Can a trend of the number of rooms from previous years be provided?

Answer: Unfortunately, due to the unpredictability of storms, there is no "trend." The number of rooms are on an as-needed basis. So, one year, we may have 2 minor storms, and 1 major storm where there are different requirements for each storm. Another year, we may have no need at all. Usually, when there is a need for hotels, the minimum needs start at around 200-300 rooms. However, there have also been times when we reserved those rooms, then the storm turned and we didn't need them at all, so they were all cancelled.

3. **Question:** For the tier pricing requirement of up to 300, 300-500 then over 500 room nights, is the expectation that the pricing be retroactive as the tiers are passed? In other words, assuming as the room nights grow the price drops. If at first you anticipate 350 room nights and it winds up being 550, would you expect all 550 room nights be charged at the 500+ rate or would just the 50 that are in the over 500+ tier be at the 500+ rate?

Answer: The pricing will not be retroactive based on tier. If the total of rooms reserved is 550, then the 500+ rate would be used for all rooms.

4. **Question:** You stated that you want one point of contact in order to secure the rooms. Would one point of contact for multiple properties (various brands and locations) be a value benefit or does that not factor into your decision process?

Answer: JEA prefers a single point of contact when we establish the number of rooms needed. Please provide your method of communication in your proposal and JEA will evaluate accordingly.

5. **Question:** How will the rooms be paid for at each hotel?

Answer: We currently use a P-Card (JEA Credit Card) to reserve the hotels. Please outline your billing structure in the proposal. JEA is open to using a P-Card for these purchases but we can also use Purchase Orders as well depending on how billing is outlined in your proposal.

6. **Question:** With regards to your existing preferred hotel list, will that list of hotels be made available for our review? Are these hotels automatically in the program or will they have to "re-apply" to be eligible for future business?

Answer: The list of hotels can be found in **“1410762246 - Addendum 1 - Appendix C - Hotel List”** included in this Addendum 1. Please note that this is just a general list of hotels in the area. The hotels highlighted in green are hotels that JEA has used before, but not necessarily preferred. The hotels highlighted in blue means that those hotels have been specifically requested by the business unit so they are “preferred”. Also included below are the staging areas listed in the Facilities Response Plan. We would be looking to use hotels that are closest to the Electric locations so that transportation to and from the staging locations is easier to manage. Water/Wastewater locations may be used if Electric locations are flooded/damaged.

Location	Address	GPS	ELEC	W/WW
Commonwealth Service Ctr. (CWSC)	6674 Commonwealth Ave.	30.335355,-81.7557683	X	X
Westside Service Center (WSSC)	6727 Broadway Ave.	30.3325533,-81.7569367	X	
Southside Service Center (SSSC)	2325 Emerson Street	30.286395,-81.6368783	X	
Pearl St. Service Center (PSSC)	2434 Pearl Street	30.3521467,-81.6586483		X
Satellite Dispatch Areas for W/WW				
Ridenour WTP	102 Kernan Blvd North	30.3267833,-81.4900667		X
Cecil Commerce Center WTP	13601 Normandy Blvd	30.2821333,-81.8953667		X
Buckman WRF	6331 Buckman Street	30.3518833,-81.6261		X
Mandarin WRF	10828 Hampton Road	30.1769833,-81.6204967		X
Arlington East WRF	1555 Millcoie Road	30.3477733,-81.543825		X
Southwest WRF	5420 118 Street	30.2335233,-81.7229567		X
District II WRF	1840 Cedar Bay Road	30.4243167,-81.6171967		X

7. **Question:** Do you determine in advance how many room nights will be committed during a specific event?

Answer: JEA will try to provide a best estimate of the amount of days needed in advance, but will be subject to change based on power restoration efforts.

8. **Question:** What type of backup generation will be required for the hotels?

Answer: JEA expects the backup power for hotels to at least be enough to provide light, AC, and hot water.

ACKNOWLEDGE RECEIPT OF THIS ADDENDUM ON THE PROPOSAL FORM.