

City of Portsmouth
Portsmouth, New Hampshire
Public Works Department
Parking Division
RFP # 05-10
INVITATION
REQUEST FOR PROPOSAL

The City of Portsmouth, New Hampshire is seeking proposals for Pay & Display Parking Meters. Sealed Proposals plainly marked "Pay and Display Parking Meters RFP #05-10" on the outside of the mailing envelope, addressed to the City of Portsmouth Purchasing Department, 1 Junkins Avenue, Portsmouth, New Hampshire 03801 will be accepted until 2:00 p.m. July 22, 2009. The price proposal form shall be submitted in a separately sealed envelope marked "Price Proposal".

Proposal specifications may be obtained from the City's web site at <http://www.cityofportsmouth.com/finance/purchasing> or by contacting the Purchasing Coordinator at the above address, or by calling the Purchasing Coordinator at 603-610-7227. Addenda to this proposal, if any, including written answers to questions, will be posted on the City of Portsmouth website at <http://www.cityofportsmouth.com/finance/purchasing.htm> under the project heading. Addenda and updates will NOT be sent directly to firms. Vendors submitting a proposal should check the web site daily for addenda and updates after the release date. Firms should print out, sign and return addenda with the proposal. Failure to do so may result in disqualification. Continue below for the complete RFP.

The City of Portsmouth reserves the right to reject any or all proposals, to waive technical or legal deficiencies, and to accept any proposal that it may deem to be in the best interest of the City and to negotiate the terms and conditions of any proposal leading to execution of a contract.

Questions may be directed to the Purchasing Coordinator, in writing, at purchasing@cityofportsmouth.com. Questions will be accepted until 4:00 p.m. July 16, 2009.

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INTRODUCTION

The City of Portsmouth is seeking proposals for continued replacement of its single-space meters with Pay & Display multi-space meters. The City has 833 metered parking spaces and anticipates installing a total of 60 meters over the next three years. The replacement is part of the City's Capital Improvement Plan and is anticipated to be implemented in a three-year, phased approach. We project having 30 multi-space meters installed by the end of FY2010, 19 meters in FY2011 and the remainder installed in FY2012.

The City began a pilot program in September 2007, using Cale MP 104 Compact meters that accept coins and credit cards. To date, the City has purchased 13 Cale meters and a supply of critical spare parts. Due to our compact downtown area, small on-street parking supply and limited associated staff (one meter technician), the City prefers a uniform multi-space meter system.

PROPOSED PAY AND DISPLAY METERS

Important to the City's review is the durability, reliability, ease of use, quality and appearance of the meter and associated back office website, in addition to the vendor's reputation for customer service, technical support and credit card security. The City will also be evaluating purchase price and projected maintenance and replacement costs. The Proposal shall include complete specifications and details for the meter proposed. The meter shall be in accordance with the specification proposed and to the highest standards of service. Based on its preliminary survey of the market, the City anticipates that the best proposal will consist of a meter with the specifications and features set forth in **Exhibit A** included as part of this Request for Proposal. To the extent that the meter proposed does not have the features/specifications outlined in **Exhibit A**, the deviation must be noted and a brief explanation is required.

QUALIFICATIONS OF VENDOR

The vendor must have an established reputation for reliability and quality with Pay & Display meters. Each vendor shall furnish satisfactory evidence of its ability to install the meter proposed. Vendor must complete "Vendor's Qualification's Statement" to be submitted with the Proposal. Vendor must submit financial records if requested.

DELIVERY

The Price Proposal Form should be completed to indicate the proposed delivery date. The City requires that the successful proposal include a delivery date within 2 months of contract execution.

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SELECTION CRITERIA AND PROCESS

Proposals will first be evaluated and ranked on the following criteria: vendors' reputation for customer service; technical support; credit card security; back office features; reliability; ease of use; meter features; durability; appearance; delivery/installation schedule; installation process; training program; warranties; and projected maintenance and other criteria as the City may deem to be in its best interest.

Thereafter, the price proposals for the top three ranked vendors will be opened and compared. Review of the price proposals may result in re-ranking as price is a factor but not the determining factor of selection.

The selection committee anticipates reviewing and ranking proposals within two weeks of opening. The City may request interviews and/or solicit additional information from vendors submitting proposals including financial information. Any requested information must be produced within 3 business days of request. The interviewees should be prepared to discuss security issues and technical support processes. The City may elect to solicit opinions from third parties regarding the vendor and the program proposed. The City may request the opportunity to review/operate meters proposed.

The City will attempt to reach a contract with the first-ranked vendor. If negotiations with the first-ranked vendor fail, the City will proceed to negotiate with the next highest ranked vendor.

EXPERIENCE AND REFERENCES

The City defines proven experience as a company with installed on-street meters and back office system operating continuously for at least two (2) years in at least five (5) cities of equal or greater size and similar weather conditions to that of the City of Portsmouth, with a total number of at least 50 pay stations.

Supporting material should include references for related contracts for the previous two (2) years and may include other information pertinent to the product or work to be performed. References must include the contact person's name and title, agency, address, phone number, their role in the contract, scope of work or volume of the product and when the work was completed.

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PROPOSAL REQUIREMENTS AND FORMAT

Each vendor shall submit 5 copies of the Proposal. Proposals shall be submitted to the City of Portsmouth Purchasing Department, 1 Junkins Avenue, Portsmouth, New Hampshire 03801 no later than 2:00 p.m. July 22, 2009. The price proposal form shall be submitted in a separately sealed envelope marked "Price Proposal". Proposals shall be identified prominently as follows: "Pay and Display Parking Meters RFP # 05-10."

Proposals shall follow the following format:

Part 1

Introductory Letter of Vendor (no more than 2 pages).

Part 2

Provide detailed Pay & Display meter and back office specifications. Include a description of back-up systems.

Part 3

Describe the installation process (including proposed delivery schedule), training program (location and number of hours), identify all manuals to be provided. Identify any other support that may be offered as part of the proposal such as technical support personnel, level of expertise, assignments and chain of command for implementation and problem resolution.

Part 4

Provide copies of all warranties being offered for the meters. Describe offer, benefits and conditions, indicating length of warranty and return/exchange procedure and cost.

Part 5

Describe the vendor's security and privacy procedures attaching relevant policies and indicating the extent to which the vendor is PCI Data Security Standard compliant.

Part 6

A. Identify and provide contact information for at least 5 communities using meters similar to that proposed. For each community identified, please indicate the length of time the meter has been in use with that community. B. Identify (list) all New England communities using the vendor's pay and display meters at the time of submission of the proposal.

Part 7

Submit the completed Vendor's Qualification Statement

Completed Price Proposal Form to be submitted in a separate, sealed envelope with the Proposal.

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RESERVATION OF RIGHTS

The City reserves the right to undertake such investigation as it deems necessary to evaluate the qualifications of the vendor and to evaluate the proposal submitted. Vendors may be requested to execute releases for information. Failure to provide a release upon request will result in disqualification.

The City of Portsmouth reserves the right to reject any or all proposals, to waive technical or legal deficiencies, and to accept any proposal that it may deem to be in the best interest of the City and to negotiate the terms and conditions of any proposal leading to execution of a contract.

MISCELLANEOUS INSTRUCTIONS AND INFORMATION

Addenda to this proposal, if any, including written answers to questions, will be posted on the City of Portsmouth website at <http://www.cityofportsmouth.com/finance/purchasing.htm> under the project heading. Addenda and updates will NOT be sent directly to firms. Vendors submitting a proposal should check the web site daily for addenda and updates after the release date. Firms should print out, sign and return addenda with the proposal. Failure to do so may result in disqualification.

Questions may be directed to the Purchasing Coordinator at 603-610-7227.

Proposals submitted will be maintained confidentially only until the City reaches a contract with a vendor or the City cancels/rejects all proposals. Thereafter, proposals are available for public inspection.

In the event that a vendor desires to submit information confidentially, the vendor must seek the City's prior agreement to such submission. The City discourages the submission of confidential information. With the exception of certain financial records and highly technical/trade secret materials, such agreement is generally not forthcoming.

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Vendor's Qualifications Statement

Vendor Name: _____

Principal Place of Business: _____

Number of Years in Business under Present Name: _____

If in business less than 10 years under present name please disclose any prior business identity and date(s) of transition: _____

Where organized/state of incorporation: _____

Is the organization registered to do business in the state of New Hampshire and if so please identify your registered agent for service of process: _____

Location of all Manufacturing, Office and/or Business Facilities: _____

◆ **(attach additional sheets as necessary)**

Please describe the extent and nature of the work performed by vendor.

The solvency of vendor is a concern of the City. If requested, vendor must submit an audited financial statement from a nationally recognized accounting firm from the most recent fiscal year. The City is prepared to maintain the confidentiality of the financial statement to the extent permitted by law if requested by the vendor and the statement is clearly marked confidential. Financial statements designated confidential will be returned at the completion of the selection process. Failure to submit such a statement may result in rejection of a proposal.

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Please list on a separate page all litigation or arbitration commenced by or against your company within the last 7 years regarding any multi-space meters (claims of defectiveness, breach of any warranty, breach of contract). Identify the parties, the date commenced, a brief description of the claim, and the Court or forum in which the claim was adjudicated and resolution/status. Provide proof of existing levels of product liability insurance.

Signed under the pains and penalty of perjury this _____ day of _____, 2009.

By: _____

Its: _____

_____ personally appeared before me and swore that he/she is a duly authorized representative of _____ and that the foregoing statements are true and correct to the best of his/her knowledge and belief.

Dated: _____

Notary Public/Justice of the Peace

My commission expires: _____

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Price Proposal Form

1. Price proposal per meter \$_____ as proposed in the specifications submitted.

Price in Words:_____

Indicate whether this price shall be fixed for all three anticipated shipments. If the price is not fixed for all three anticipated shipments, please indicate how pricing will be established.

Provide Price Proposals for Items 2-7 Based For The First Year Of Operation

2. Price proposal for back office operations monthly fee \$_____ as proposed in the specifications submitted.

Price in Words:_____

3. Price proposal for shipping to the Department of Public Works, 680 Peverly Hill Road, Portsmouth, NH per meter \$_____.

Price in Words:_____

4. Price proposal for installation per meter \$_____ as proposed in the specifications submitted.

Price in Words:_____

5. Price proposal for costs and fees for programming/rate modifications \$_____.

Price in Words:_____

6. Price proposal for help line and technical support \$_____.

Price in Words:_____

7. Price proposal for vendor recommended spare parts inventory \$_____ as proposed in the specifications submitted.

Price in Words:_____

8. Please feel free to submit with this form any additional pricing information for equipment or features not included in the City's specifications but which may be of interest to the City. If special pricing conditions for multiple year obligations are incorporated into a standard contract, please feel free to provide a copy of such standard contract.

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Please feel free to identify any additions or reductions to the price proposed if the delivery date is altered, if payment is made in advance of delivery, etc.

Name of Business _____

By: _____

Its Authorized _____
(Title)

Dated: _____

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EXHIBIT A - SPECIFICATIONS

I. PRODUCT SPECIFICATIONS:

- Cale MP 104 Compact Pay & Display Multi-Space Parking Meter (accepting coin and credit card only) OR City approved equivalent;

II. BACK OFFICE SPECIFICATIONS:

- Cale Web Office OR City approved equivalent

III. LOCAL PRODUCT SUPPORT:

- Provide pre-delivery unit preparation standards;
- Provide troubleshooting assistance and product support when required.

IV. WARRANTY

- Begins after on-street installation and satisfactory live tests are complete;
- Full coverage of machines or components for failure in service. Exceptions for vandalism and normal wear of any moving parts.

V. TECHNICAL SUPPORT

- Personnel availability – 8:00 AM to 7:00 PM, Monday through Saturday;

VI. TECHNICAL MANUALS

- Three (3) copies of operations and management software product manuals, written in American English.

VII. CREDIT CARD SECURITY

- Level 1 compliance with PCI Data Security Standard;
- Continuous Level 1 PCI compliance upon initial validation.

VENDORS SEEKING APPROVAL OF AN EQUIVALENT SHOULD SUBMIT DETAILED SPECIFICATIONS OF THE PROPOSED EQUIVALENT AND BE PREPARED TO DEMONSTRATE A PROPOSED EQUIVALENT IF REQUESTED.