CITY OF PACIFICA



REQUEST FOR PROPOSALS

FOR

SUPPLY OF FOUR DIGITAL PARKING PAY STATIONS

CITY OF PACIFICA
DEPARTMENT OF PUBLIC WORKS
170 SANTA MARIA AVENUE
PACIFICA, CA 94044
(650) 738-3767

RFP DUE NO LATER THAN 10:00 AM MONDAY APRIL 15, 2013

NOTICE:

SUPPLY OF FOUR DIGITAL PARKING PAY STATIONS

The City of Pacifica shall accept proposals from qualified vendors for "FOUR DIGITAL PARKING PAY STATIONS."

The Request for Proposals (RFP) is available on the City's website at www.cityofpacifica.org under "City Government" and "RFPs and Proposals."

Deadline for submission of the RFP is 10:00 AM Monday April 15, 2013 at the office of the City Clerk, Pacifica City Hall, located at 170 Santa Maria Avenue in Pacifica, California 94044. One original and two (2) copies shall be submitted in a sealed envelope addressed to:

CITY OF PACIFICA DEPARTMENT OF PUBLIC WORKS 170 SANTA MARIA AVENUE PACIFICA, CA 94044

The envelope mush be clearly marked: "Request for Proposal - Four Digital Parking Pay Stations"

The City of Pacifica reserves the right to reject any and all proposals, should it deem necessary for the public good, and also the proposal of any proposer who has been delinquent or unfaithful in any former contract with the City of Pacifica.

Van Dominic Ocampo, P.E. Public Works Director/City Engineer

Publish Date: April 9, 2013

INSTRUCTIONS

Receipt and Opening of Proposals

The City of Pacifica herein called the "Owner," invites proposals on the form attached hereto, all blanks of which must be appropriately filled in. Proposals will be received by the Owner at the office of the City Clerk, Pacifica City Hall, located at 170 Santa Maria Avenue in Pacifica, California at the time stated in the Request for Proposals and then at said office publicly opened and read aloud. The envelopes containing the proposals must be sealed, addressed to:

CITY OF PACIFICA DEPARTMENT OF PUBLIC WORKS 170 SANTA MARIA AVENUE PACIFICA. CA 94044

The envelope mush be clearly marked: "Request for Proposal - Four Digital Parking Pay Stations"

The Owner may consider informal any proposals not prepared and submitted in accordance with the provisions hereof and may waive any informalities or reject any and all proposals. Any proposals may be withdrawn prior to the above scheduled time for the opening of proposals or authorized postponement thereof. Any proposal received after the time and date specified shall not be considered. No proposer may withdraw a proposal within 30 days after the actual date of the opening thereof.

Preparation of Proposal

Each proposal must be submitted on the prescribed forms provided in the Proposal section and accompanied by certification by proposer. All blank spaces for proposal prices must be filled in, in ink or typewritten, in both words and figures, and the foregoing Certification must be fully completed and executed when submitted.

Each proposal must be submitted in a sealed envelope bearing on the outside the name of the proposer, his or her address, and the name of the equipment for which the proposal is submitted.

<u>Method of Award – Lowest Qualified Proposer</u>

The Owner reserves the right to determine the lowest qualified proposer based upon the best proposal as determined by the Owner. The Owner may reject any and all proposals.

PROPOSAL

PROJECT TITLE	FOUR DIGITAL PARKING PAY STATIONS	
BUSINESS NAME	OF PROPOSER	
BUSINESS ADDRE	ESS	
BUSINESS PHONE		

The proposer shall set forth for each item, in clearly legible figures, an item price and an extension for the item in the respective spaces provided for this purpose. In the case of unit basis items, the amount set forth under the Extension column shall be the extension of the item price proposal on the basis of the estimated quantity for the item.

In the case of a discrepancy between the item price and the extension set forth for the item, the item price shall prevail, provided, however, if the amount set forth as an item price is ambiguous, unintelligible or uncertain for any cause, or is omitted, or in the case of lump sum basis items, is the same amount as the entry in the Extension column, then the amount set forth in the Extension column for the item shall prevail in accordance with the following.

- 1. As to lump sum items, the amount set forth in the Extension column shall be the item price.
- 2. As to unit basis items, the amount set forth in the Extension column shall be divided by the estimated quantity for the item and the price thus obtained shall be the item price.
- 3. The undersigned agrees that the price proposal for each item of work includes all applicable taxes and shipping charges.
- 4. Delivery Address of parking machines: 151 Milagra Drive., Pacifica, CA 94044

Busin	ess name of proposer:				
#		OF PROPO			
	Item	Quantity	Unit	Unit Price	Extension
1.	DIGITAL PARKING PAY STATION - AC	1	EA		
2.	DIGITAL PARKING PAY STATIONS - SOLAR	3	EA		
	TOTAL PROPOSAL				
Total	orice for the proposal in wor	ds			
					Dollars
		and			Dollars
		Cents			
Make:					
Model	:				
•	ser must total proposal. Pro proposal.	posals are a	warded	on the basis	of the total
In cas	e of discrepancy between w	ords and figu	ures, the	words shall	prevail.
Signati	ure:				
Name:	-				
Date: _					

SPECIFICATIONS

MULTI SPACE PARKING METER REQUIREMENTS

1. ELECTRICAL POWER OPTIONS

- 1.1. Hybrid AC/Solar power operations must be available.
- 1.2. Battery must be commercially available.
- 1.3. Battery life must meet 100 transactions per day under battery only operation and last at least 7 days for AC machines and 14 days for solar machines.
- 1.4. In an AC operation battery must act as the main power source.
- 1.5. Temperature operating range of the battery must be -20°C to 50°C (-4°F to 122°F) charge, -30°C to 60°C (-22°F to 140°F) discharge.
- 1.6. Battery voltage/amps must be able to be checked externally without opening the meter.
- 1.7. Battery voltage/amps must be able to be checked remotely.
- 1.8. Low battery must be treated as a remote alarm function.
- 1.9. Battery in solar configuration must be stored independent of all other meter components.
- 1.10. Must be able to exchange battery in less than one minute.
- 1.11. 220 VAC alternating current option must be available.
- 1.12. AC power must be run through an AC charger and a re-chargeable 17 Ah or 18 Ah battery to keep power flow steady and surge free.
- 1.13. Battery in a solar configuration must be at least 40Ahr.
- 1.14. Solar panels must be separately mounted.
- 1.15. Must use a minimum 15W Solar Panel.
- 1.16. AC meter must contain a heating/cooling mechanism.
- 1.17. AC meter must offer heating/cooling.
- 1.18. Flash Memory, clock, configuration, etc. must be able to re-sync with a central server when power is restored.

2. HOUSING AND EXTERNAL SECURITY

- 2.1. Cabinet must be made of high strength, 11 gauge stainless steel or better.
- 2.2. Paint must be vandal and weather resistant.
- 2.3. Custom colors must be available.
- 2.4. All doors and openings must be equipped with rubber seals to prevent water ingress.
- 2.5. Must meet ADA & CSA Standards.
- 2.6. Bolts, meter to pedestal and anchors must be internal.
- 2.7. Must have 7 locking points or more on the vault door.
- 2.8. Locks must be flush mounted or hidden.
- 2.9. Locks must have anti-drill protection.

2.10. Must use Medeco High security locks or equivalent.

3. FACE PLATE COMPONENTS

- 3.1. Screen must be protected by a 6.35mm thick MR10 Lexan cover.
- 3.2. Must use vandal resistant, tactile keypad.
- 3.3. Keypad activation must present optional audible indication.
- 3.4. Keypad must activate the meter when in "sleep" mode.
- 3.5. Bill entry slot must be protected from vandalism, weather, etc.
- 3.6. Card slot must be protected from vandalism, weather, etc.
- 3.7. Card reader must be flush mounted with no external parts.
- 3.8. Receipt/ticket slot must be protected from vandalism, weather, etc.
- 3.9. Instruction panel must be customizable.

4. INSTRUCTIONAL SCREEN DISPLAY

- 4.1. Display must be high quality, color VGA display.
- 4.2. Display image and resolution must be at least 640 x 480 pixels.
- 4.3. Screen must show dark letters on light background.
- 4.4. Must provide up to 15 lines of text with up to 32 characters per line.
- 4.5. Current time & date must show at start up.
- 4.6. Display must identify time increments (i.e. by minute or hours) or money increments.
- 4.7. Display must identify the expiry time & date before purchase.
- 4.8. Display must indicate "Bills Only" or "Credit Card Only."
- 4.9. Display must go into "sleep" mode in battery operation.
- 4.10. Maintenance message must be displayed on the screen in a diagnostic mode.
- 4.11. Pressing any key/button must bring the meter out of "sleep" mode.

5. PRINT TECHNOLOGY

- 5.1. Must use thermal print technology.
- 5.2. Life cycle expectations of the print head must be no less than 20 million character lines and 50km of paper.
- 5.3. Print technology must use blank ticket stock in rolls.
- 5.4. Width of the paper stock must be 2.24."
- 5.5. Tickets must be separated by a self-sharpening cutter.
- 5.6. Ticket stock must be replaceable within 60 seconds.
- 5.7. Ticket stock must be heat, fade and curl resistant.
- 5.8. Meter must provide for an optional receipt portion on a ticket.
- 5.9. Printer jam must cause a remote alarm.
- 5.10. Operational temperature extremes for printer operation must be between 30°C to 70°C.

6. PAYMENT OPTION - BILL ACCEPTOR

6.1. The bill acceptor must electronically accept \$1, \$5, \$10 and \$20 dollar

- bills or any combination thereof and must be configurable on site.
- 6.2. The bill acceptor must be 4-way and accept bills in any direction (face up or face down.
- 6.3. All rejected bills must be returned.
- 6.4. The bill acceptor must be programmable on site for any new bank notes issued by the U.S. Mint.
- 6.5. The bill acceptor must be modular and easily unplugged and removed with basic tools for easy servicing.
- 6.6. Maintenance personnel must be able to clear bill jams without use of special tools and without accessing the bill storage compartment within 5 seconds of opening the pay station.
- 6.7. Must have a capacity to hold up to 1000 bills.
- 6.8. Bills must be stored in the vault compartment and be inaccessible by maintenance staff through the main door.
- 6.9. Meter should come with two bill vaults per unit.
- 6.10. Bill vault should have separate lock and key to access bills.

7. PAYMENT OPTION – CREDIT CARDS

- 7.1. Must accept Visa, MasterCard, American Express credit cards.
- 7.2. The credit card type must be configurable through software by owner.
- 7.3. Meter must not batch any transactions, real-time transactions only.
- 7.4. Credit Card process must be certified PCI/PADSS.
- 7.5. Card acceptance can be configured to limit times used per time period.

8. PROGRAMMABLE FUNCTIONS

- 8.1. Programming functions can be performed remotely.
- 8.2. Programming functions must be supported with multi level security.
- 8.3. All programming functions must be retained in a log file.
- 8.4. Ticket must be fully customizable.
- 8.5. Meter rates must be programmable both remotely and at the meter.
- 8.6. Different rates must be able to be assigned to different time periods.
- 8.7. Must accommodate up to 16 characters for rate descriptors.
- 8.8. Multi-lingual capacity Microsoft operating system for support for any language supported by Microsoft.
- 8.9. Custom screens/messages- flexibility.

9. COMMUNICATING, REPORTING, ALARMS AND MONITORING

- 9.1. System must operate using a GPRS or CDMA network.
- 9.2. Audit and Transaction reports must be available at the meter.
- 9.3. Enforcement report must be available at the meter.
- 9.4. Occupancy status reports must be available at the meter.
- 9.5. Different levels of security must be available at the meter, dependent on report.

10. OPERATIONAL SECURITY

- 10.1. Credit card data & communications must adhere to current PCI standards.
- 10.2. Complete card data must never be retained in the meter.
- 10.3. Bills must be secured in double locked vault.
- 10.4. Bill cassettes must be interchangeable between meters and made of stainless steel.
- 10.5. A hardcopy audit trail must be auto generated at the meter.
- 10.6. There must be an escrow system for refund of incomplete transactions.
- 10.7. Revenue & maintenance access must be separated.

11. MAINTENANCE

- 11.1. Meter must have self diagnostic features.
- 11.2. The CPU must be modular and easily changeable with basic tools.
- 11.3. The CPU must support thousands of transactions in the non-volatile flash memory.
- 11.4. Credit card reader must be modular and easily changed with basic tools.
- 11.5. Maximum time required to change a card reader should be less than 2 minutes.
- 11.6. Keypad must be modular and easily changed with basic tools.
- 11.7. Maximum time required to change a keypad should be less than 2 minutes.
- 11.8. Printer must be modular and easily changed with basic tools.
- 11.9. Maximum time required to change a printer should be less than a minute.
- 11.10. Display must be modular and easily removed with basic, or no tools.
- 11.11. Maximum time required to change a screen display should be less than 2 minutes.
- 11.12. Connection plugs must be physically different and only fit one way.

12. SPARE PARTS

- 12.1. Four spare bill stackers (500 note capacity w/keys).
- 12.2. Eight extra rolls of thermal paper.

13. TRAINING

13.1. Provide one day of free training for City Personnel using the machines.

GENERAL INFORMATION

The City assumes no responsibility for conclusions or interpretations derived from technical and background information presented in RFP, or otherwise distributed or made available during this procurement process. In addition, the City will not be bound by or be responsible for any explanation, interpretation or conclusions of this RFP or any documents provided by the City other than those given in writing by the City through the issuance of addenda. In no event may a Proposer rely on any oral statement by the City or its agents, advisors or consultants.

Proposers should notify the City in writing of any discrepancies or omissions in this RFP, and a written addendum will be issued if the City determines clarification is necessary. Proposer requesting an interpretation will be responsible for delivering such requests to the City's representative in writing.

Deadline for submission of questions is 12:00 PM Thursday, April 11, 2013. Questions shall be submitted electronically to the City of Pacifica Engineering Division, engineering@ci.pacifica.ca.us.

The City, at its sole discretion, reserves the following rights:

- to supplement, amend, substitute or otherwise modify this RFP at any time:
- to require Service Providers to supplement, clarify or provide additional information for the City to evaluate the submitted proposals;
- to conduct investigations with respect to qualifications and experience of each Service Provider;
- · to waive any defect or technicality in any Proposal received; and
- to reject any or all Proposals.

PROPOSAL SUBMISSION

One original and two (2) copies shall be submitted no later than <u>10:00 AM Monday</u> <u>April 15, 2013</u> in a sealed envelope addressed to:

CITY OF PACIFICA DEPARTMENT OF PUBLIC WORKS 170 SANTA MARIA AVENUE PACIFICA, CA 94044

The envelope mush be clearly marked: "Request for Proposal - Four Digital Parking Pay Stations"

Proposals or unsolicited amendments to proposals arriving after that time will not be accepted.

Include with your proposal the forms and affidavits included with this RFP.

The City will not be liable for any Costs associated with the preparation or transmittal of any proposal or material submitted in response to this RFP. All responses and documentation become the property of the City,

Associate Civil Engineer, Raymund Donguines (650) 738-3768, is the sole point of contact for this RFP. Vendors are instructed not to contact other representatives of the City in connection with this RFP. Noncompliance to this requirement will result in your firm's proposal being considered non-responsive.

Vendor may be required to appear before the City and/or its representatives for an interview. During such interviews, Vendor may be required to orally and otherwise present its proposal and respond in detail to any questions, clarify issues, or address comments. Vendors will be notified in advance of such meetings.

Since the City may choose to award a Contract without engaging in discussions or negotiations, submitted proposals shall define the Vendors best offer for providing products and services described in this RFP.

PROPOSAL FORMAT

The City desires all Proposals to be identical in format in order to facilitate comparison. While the City's format may represent departure from your preference, the City requires strict adherence to the format described below:

- A. Cover Letter and Statement of Understanding;
- B. Background and Experience:
- C. Proposed Solution;
- D. Price:
- E. Required Forms.

Proposal Content

This RFP is not intended to limit vendor's proposals but rather to provide a framework for the City to evaluate and determine which submission most closely addresses its needs.

Vendors are encouraged to provide any additional information or innovative approaches not specifically outlined in the context of this RFP.

Cover Letter and Statement of Understanding:

Proposal must include a letter of transmittal attesting to its accuracy, signed by an individual authorized to execute binding legal documents on behalf of the Vendor. Cover letter shall provide name, address, phone and fax numbers of the Vendor, including the name, title, address, phone and fax numbers of the executive who has the authority to contract with the City. Cover letter shall present the vendors understanding of the project, a summary of the approach to be undertaken to provide products and services, as well as a summary of costs.

Background and Experience:

Vendor shall provide a concise description of company, including origin, state of incorporation background, and current size. Include information concerning general organization and staffing as well as experience with similar projects.

Provide a summary describing vendor's area(s) of expertise and resource capabilities as they relate to this RFP. In addition, please describe why you feel that your services, from a technical and functional perspective, are the best fit for the City.

Describe any distinguishing features the City should know about your products, services

and company.

Proposed Solution:

Given the purpose of this project and the City's goals as stated in the RFP, provide all relevant information regarding how your organization proposes to meet the needs of the City. Proposals, at a minimum should address the following:

- A. Proposed fee structure for all services;
- B. Include a minimum of three (3) references that have utilized your company's services in the last two (2) year period, at least one of which should be within 100 miles of the City of Pacifica;
- C. Include schedule of delivery;
- D. Describe any additional services offered, including cost(s) for additional services.

Price:

The City is requesting firm pricing for four (4) Parking Pay Stations, including, but not limited to training, labor, materials, parts and supplies, consulting, travel, maintenance and/or service agreements for the life of the contract.

Fees shall be outlined on the attached Price Schedule to be considered a responsive proposal.

Include Make & Model of proposed Parking Meters/Parking Pay Stations.

Prices are FOB City of Pacifica.

Required Forms:

To be considered a responsive RFP, vendors must provide complete details to all requirements. Additionally, the City's forms of this RFP must be submitted with proposal.

PROPOSAL EVALUATION CRITERIA

Proposals will be evaluated based on vendor's ability to meet the performance requirements of this RFP. This section provides a description of the evaluation criteria that will be used to evaluate the submitted proposals. To be considered a responsive proposal, it is important for the vendor to provide appropriate detail to demonstrate satisfaction of each criterion and compliance with the performance provisions outlined in this RFP. Proposals must contain information specifically related to the proposed products and services specifically requested herein.

Proposals will be evaluated based on the following:

- A. Compliance with the requirements of RFP;
- B. Qualifications and Experience:
- C. Project Organization; and
- D. Cost Effectiveness and Value.

Compliance with Requirements of RFP:

The City will evaluate proposals for compliance with terms, conditions, requirements, and specifications stated in this RFP. Regardless of exceptions taken, vendors must provide pricing based on the terms set forth in this RFP.

Qualifications and Experience:

Service Providers will be evaluated based upon their experience and qualifications in performing similar retrofitting services, as reflected by its experience in performing such services and by the qualifications and abilities of the key individuals proposed for the performance of the Services.

Project Organization:

Service Providers will be evaluated based on their responsiveness to specific tasks outlined in the Scope of Work.

Cost Effectiveness and Value:

Under this criterion, proposal submissions will be compared in terms of the present value of total costs over the life of the contract.

Failure of any Vendor to submit information requested may result in the elimination of the proposal from further evaluation.

<u>GUARANTEE</u>

FOR	
We hereby guarantee the FOUR DIGITAL PAR furnished to The City of Pacifica for one year f Completion.	RKING PAY STATIONS, which we have from date of filing of the Notice of
We agree to repair or replace to the satisfaction that may prove defective in workmanship or may and tear and unusual abuse or neglect excepte may be damaged or displaced in so doing.	terials within that period, ordinary wear
In the event of our failure to comply with the aboreasonable time after being notified in writing wauthorize the Owner to proceed to have the defexpense, and will pay the costs and charges the	e collectively and separately do hereby ects repaired and make good at our
Dated:	(Signature of Contractor)

Assemble and bind three (3) sets of all certificates, warranties and maintenance manuals into clearly organized files and present the file to the City at the completion of the work.

PROPOSER QUALIFICATION STATEMENT

Must be submitted with Proposal. Failure to comply can result in rejection of Bid. All questions must be answered and the data given must be clear and comprehensive. If necessary, questions may be answered on separate attached sheets. The Bidder may submit any additional information he desires.

Name					☐ Corporation
(Name	e must correspond with contractor's lic	cense in ev	ery detail)		☐ Partnership☐ Individual☐ Joint venture☐ Other☐
Telephone nu	umber (<u>)</u>				
Principal offic	Street and P. O. Box				
	Street and P. O. Box			City/state/zip	code
The undersi	gned certifies under oath that the in	nformatio	n provided he	erein is true a	nd accurate.
lf your organiz	zation is a corporation, answer the foll	lowing:			
(a)	Date of incorporation:	···	···		
(b)	State of incorporation:			<u> </u>	
How many ye number?	ars has your organization been in bus	siness und	er your preser	nt business na	me and license
Have you defa	aulted upon or failed to complete a co	ntract?	□ Yes	□ No	
If yes	, explain:				
	War was a second				
Signature:				<u>.</u>	
Name	e of organization:	***************************************		<u> </u>	
Ву:	***				

CITY OF PACIFICA PROPOSAL OPENING FOR FOUR DIGITAL PARKING PAY STATIONS

DATE: April 15, 2013 10:00 AM

LOCATION: 170 Santa Maria Avenue, Pacifica CA 94044 Proposal Opening Officer: Kathy O'Connell _____(signature) Recorder: _____(signature) Witness: _____(signature) Proposal representatives: Company Name Title Signature Proposal Price: \$_____ Lowest Proposer: _____

Notes: