

Tracy Yogman
Commissioner



City of New Rochelle New York

REQUEST FOR PROPOSAL Specification No. 5179

Furnish and Install Multi-Space Parking Meter System On-Street

1) OVERVIEW

The City of New Rochelle is seeking to update and modernize its 750 on-street parking meters to accommodate smart growth and planning for our City. As such we are soliciting qualified firms to furnish and install CALE Multi-Space Parking Meter System or equivalent to supplement the off-street meter system already in place. The proposed multi space parking meter system will replace the current single space meter technology and should have the ability to integrate with Pay by Phone parking payment system and LPR (license plate recognition) enforcement software as detailed herein.

The City of New Rochelle currently owns and operates approximately 750 on-street single space metered spaces and approximately 5,000 of off-street parking spaces in 14 surface lots and 3 parking garages (as per Exhibit B). The off-street parking is a mixture of permit and transient metered spaces enforced via multi space pay by plate technology.

Acceptable proposals will take into consideration seamless integration into the City's existing collection, maintenance and enforcement systems and procedures, with preference given to companies providing the shortest delivery and installation schedule, warranty period and lowest cost.

2) PROPOSAL DUE DATE

Proposals will be accepted up until **3:00 pm on August 3, 2017** in the Purchasing Office, City of New Rochelle City Hall, 515 North Avenue, New Rochelle, N.Y. 10801 and mailed to the **attention of Spec #5179. Only hard copy, sealed proposals will be accepted, please do not fax or email your proposal.**

The City of New Rochelle is a sponsor of the Westchester Affirmative Action Equal Employment Agreement and strongly encourages all firms qualified and certified as Women/Minority Business Enterprises (W/MBE) to submit proposals.

3) SITE TOUR

A site visit will be conducted on **June 29, 2017**. Vendors will meet promptly at 9am at the New Rochelle Train Station, 24 Station Plaza North. Parking is available on the rooftop of the New Rochelle Transit Center Garage, 2 Station Plaza North. For more information or directions, please contact Rebeca Bonacci at rbonacci@newrochelleny.com

4) PRE-PROPOSAL QUESTIONS

All questions must be submitted in writing via e-mail to Rebeca Bonacci rbonacci@newrochelleny.com no later than **July 7, 2017**.

All questions and answers will be posted on the City's website no later than 3pm, July 12, 2017. It shall be the contractor's responsibility to check the website for info; email responses will NOT go out to each individual contractor.

The City reserves the right to amend the RFP based on questions and issues raised at any time prior to the RFP submission deadline.

5) INTENT

The City of New Rochelle is soliciting qualified firms to furnish and install a new CALE Multi-Space Parking Meter System on-street as detailed herein. Additionally, the City requests that the awarded vendor hold firm pricing for Muni Machines as may be needed within the next 18 months. Please address this issue in your proposal response.

Must provide a detailed production, delivery and installation schedule with completion of first deliverable as described in Section 7 no later than six (6) weeks from execution of a contract.

6) TERMS OF CONTRACT

Selected vendor will be required to sign a City of New Rochelle Services Agreement for a term of three (3) years with option to renew for two additional three (3) year terms.

7) SCOPE OF WORK

The City of New Rochelle seeks to engage a parking contractor to provide complete services for the procurement and installation of multi-space pay stations, including the associated back-end support software systems, testing of the system, training of both operational and enforcement personnel, as well as maintenance and service support.

Selected vendor shall have a local service representative familiar with the proposed equipment and who has been in business a minimum of five (5) years to provide warranty service and maintenance.

Installation shall be done by local representatives who shall ensure that all machines and systems are running to the City's satisfaction. Local representatives shall provide training to the employees who manage the machines and systems on a regular basis.

A. General Requirements:

Proposals must address each of the following:

- Multi-space meters must operate as a single system and have the capability to operate in a Pay-by-Space, Pay-by-Plate or a Pay-N-Display mode or all three in a mixed mode.
- Multi-space meters should be available in different colors
- Multi-space meters must be constructed of heavy duty steel and in a fashion that protects them from both vandalism and from the weather.
- The cabinet shall have a dual lock, keyed separately, with a minimum of 4 locking points each compartment and separate compartments for cash and mechanical components.
- Multi-space meters must be able to accept multiple payment options including coins, bills, as well as credit/debit, or smartcards.
- Programming shall be accomplished through a handheld device or a central computer.
- The multi-space meter system must be PCI and PABP compliant as listed on the VISA U.S.A. Cardholder Information Security Program.
- Multi-space meters must have the ability to provide special rate conditions such as early morning specials, weekend specials, special event conditions, validations, as well as accepting payments for long-term parking in designated spaces. All these conditions shall be able to be pre-programmed by City staff.
- Integration with Com Plus's or similar enforcement system.
- Accept payment of violations issued by current and future ticket issuance systems.
- Removal or adaptive reuse of existing single space meter poles and disposal value of meters. The city encourages firms to propose various options for reuse.
- Detailed production, delivery and installation schedule with completion of first deliverable as described in Section 7 no later than six (6) weeks from execution of a contract.
- Three (3) enforcement vehicles with License Plate Recognition system that meets City specifications.

B. Detailed Specifications:

Proposals must address each of the items as listed in this Detailed Specification Section:

- Multi-space mode. Upon the paying of a parking fee a receipt ticket shall be printed that includes a control/transaction number, space number and a time/date stamp. The ticket should display the date/time of expiration.
- Pay-n-display mode. Upon the paying of a parking fee a display ticket shall be printed that includes a control/transaction number, space number and a time/date stamp. The ticket should display the date/time of expiration.

- Pay-by-Plate mode. Upon the paying of a parking fee a receipt ticket shall be printed that includes a control/transaction number, vehicle license plate and a time/date stamp. The ticket should display the date/time of expiration.
- Customers shall be restricted from accessing their ticket until it has been cut and dispensed.
- Each multi-space meter shall have a high definition LCD display for user friendly step- by-step user instructions with the capability for customized instructions or text.
- The LCD display shall have a heavy-duty shield protecting it from vandalism and from the weather.
- The multi-space meters shall have a four-way bill acceptor, which utilizes a multiple electronic sensor and can be programmed to accept bills of multiple denominations. Damaged or counterfeit bills shall be rejected and returned to the customer. The bill acceptor shall allow simple field upgrades for acceptance of newly released bills.
- All accepted bills shall be kept in a bill stacker that is locked while in the multi-space meter and remains locked while in transport for counting. The bill stacker shall be quickly and easily removed and replaced with another.
- The multi-space meters shall have an electronic coin acceptor that can be programmed to accept multiple coins. Rejected coins, or slugs shall be immediately returned via the coin return slot.
- All accepted coins shall be kept in a secure coin bag that is locked while in the multi-space meter and remains locked while in transport for counting. The coin bag shall be quickly and easily removed and replaced with another.
- The coin hopper for change shall be locked while in the multi-space meter and remain locked while in transport for counting. The coin hopper shall be quickly and easily removed and replaced with another.
- The multi-space meters shall be equipped with an electronic card reader and be able to accept Credit, Debit or Smartcards or any combination thereof and configurable on-site. The system must be capable of operating in a real-time online processing mode or offline batch processing mode; as a backup only. Must also be PCI compliant and have a chip reader.
- All options and components shall be modular, removable and replaceable on-site. (Provide 2 spare parts for every replaceable component within the multi space meter).
- The system shall be 100% auditable on a whole and on a per machine level.

- All upgrades shall be able to be performed on-site by on-site personnel through the use of a central computer.
- The operating system for the multi-space meter shall have at a minimum a Windows CE platform.
- Each multi-space meter shall issue an audit report automatically when the unit is vended.
- Reports necessary for the enforcement of parking in the parking lot shall be available to personnel from any machine without the need of opening the unit. The system shall offer an option of obtaining enforcement reports via direct communication with handheld devices carried by enforcement personnel and mobile license plate recognition system (currently Genetec).
- Control reports as well as audit reports shall be accessible from a centrally located PC.
- Each multi-space meter shall have a multiple locking layer of security that utilizes non-duplicable keys. However, all multi-space meter units shall be keyed alike with separate keys for cash control vault and mechanical compartment.
- The multi-space meters shall be networked together via cellular connection.
- Each multi-space meter shall have an internal alarm system.

CWT BA

TECHNICAL DATA

Cabinet and pedestal

Dimensions (HxWxD)	61.22" x 16.42" x 15.35" (1555 x 417 x 390 mm).
Construction	304 stainless steel.
Cash vault	4 mm (0.16") sheet metal with side drilling protection.
Cash vault door	6 mm (0.24") hardened steel, 4-way and 6-way drilling protected locking latches.
Cash vault locks	Abloy Exec.
Weight	104 kg (229 pounds).
Paint	Powder coated with anti-graffiti treatment.
Compliance	EN 12414, CE, FCC, Electrical safety. Designed and produced according to ISO 9001 and ISO 14001.
Compliance with short pedestal	ADA, DDA, PMR.

Electrical data

Mains operation	230 V /115 V AC,
Battery operation	12 V DC **
Solar operation	12 V, 10.5 W***

Environmental conditions

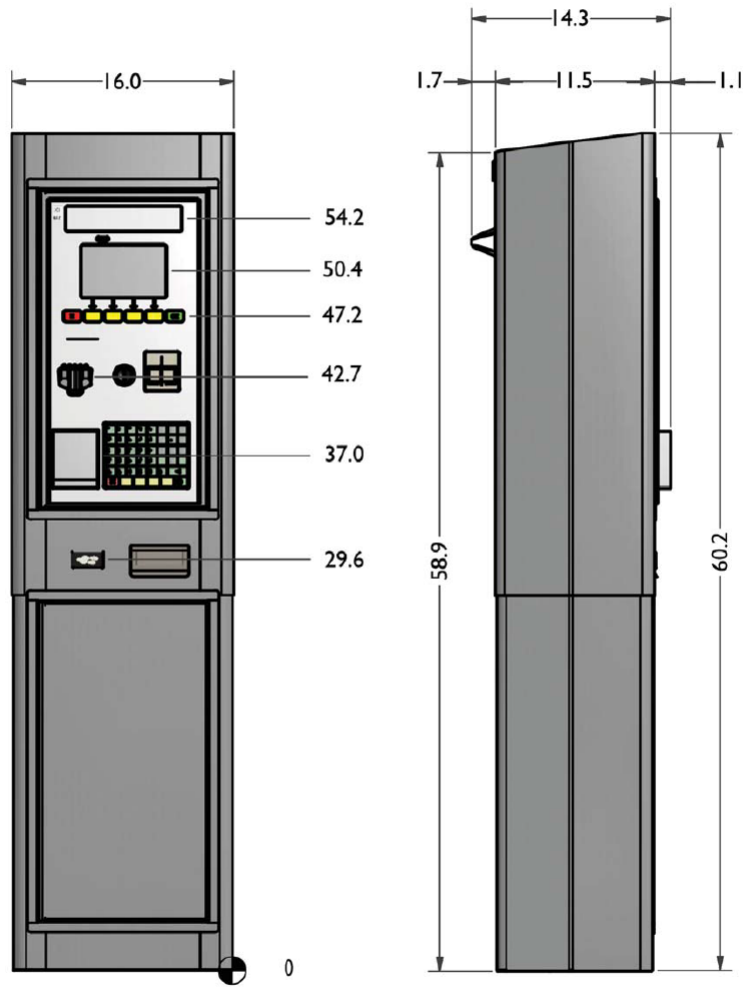
Operating temp.	
– Solar	0 to 140 °F (–15 to 60 °C).
– Mains with heater	–31 to 140 °F (–35 to 60 °C).
Relative humidity	Up to 97%.

*) BA = Bill Acceptor

**) Period of operation depends on ticket purchase volumes.

***) Operation time on battery depends on the size and position of the solar panel and the geographical location.





All measurements in inch

Operation

Function buttons	Touch technology: - 4 software controlled buttons below the display. - Separate Accept and Reject buttons. - Alphanumeric keyboard with up to 48 buttons
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CPU System and display

Display	Graphical, monochrome, 6.6". Supports various alphabets.
Appl. & data memory	SD card, up to 4 GB.

Near field communication

NFC	Contactless card or RFID tag for Electronic lock access and Cale Online Permit Account service.
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Payment

Magstripe cards	Insertion reader for track2 with various online processing services.
Contactless	Mifare DESFire smart card support. Also used for Electronic lock access and Cale Online Permit Account service.

Coin system

Coin verifier	Industry standard for up to 16 coins/tokens, three switch controlled, reprogrammable, tolerance ranges.
Coin slot	Mechanical coin slot shutter with inductive loop.
Escrow volume	1.8 fl. oz (US), 12.3 fl. oz (UK) or 0.35 litres.
Coin box volume	155.5 fl. oz (US) , 161.9 fl. oz (UK) or 4.6 litres with presence sensor. SW controlled overfill protection. Closed cash collection system supported.

Bank note reader

Complete transport	1.7 - 2.5 second cycle.
Note insertion	Four-way.
Validation rate	96% or higher.
Escrow	Single bill.
Voucher supported	Yes.
Bill width range	MSM version: 2.4" - 3.1" (62 - 78 mm). SM version: 2.6" - 2.8" (67 or 71 mm).
Cassette sizes	MSM version: 300, 500 or 1,000 notes. SM version: 400, 600 or 1,500 notes. Not compatible with solar.

Printer

Printer type	Thermo electric.
Graphics	Supported.
Orientation	Landscape and portrait.
Paper supply	2.24" (57 mm), from roll.
Black mark	Supported.
Ticket length	2.95-5.90" (75-150 mm).
No. of tickets	Up to 4,500 per roll.
Paper thickness	55-110 g/m ² .
Paper loading	Automatic.
Take ticket sensor	Standard.

Communication

GPRS, 3G, LAN	Supported.
4G	Supported.
Type of data	Transactions, blacklists, tariffs, parameters, SW, OS, Firmware, statistics, alarms, etc.

Miscellaneous

Mounting frame	The CWT BA is compatible with base anchors supplied by Cale and various other terminal suppliers.
Electronic locks	Patented Cale technology with central administration and both electronical and mechanical opening mechanisms.
Buzzer	Supported.
Audio	Multi language audio support with pre-recorded messages or sounds for press of a button.
LED light	Supported.

Central administration

Software	Cale WebOffice central management system. Hosted Software as a Service (SaaS) Solution.
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Power Operation and Recharging System

- The pay station must operate on battery power with a solar recharging system for the batteries.
- The battery must be a minimum of a 12 Volt, 33 amp hour, sealed Gel Cell.
- A battery voltage check system must be integrated into the pay station cabinet and the voltage of the battery must be determined in less than 5 seconds either by accessing the pay station or by reviewing real time updates over the Internet.
- The battery storage area must allow the battery to be removed and replaced in less than 60 seconds for servicing.

Electrical and Electronic Components

- All major components must be modular and be easily unplugged and removed with basic tools for easy servicing.
- All electronic connection plugs must be physically differentiated and must only fit one way.

Temperature Specifications

- -4°F to +140°F (-20°C to +60°C) and up to 85% Relative Humidity (non-condensing).
- Pay stations must provide option for heater that can operate on AC power for environmental conditions outside of this temperature range.

Online Communication

- For wireless communication, an optional choice of GSM / CDMA modem and Wi-Fi (802.11b and g) modem must be available.
- All quoted communications options must be backed up with a reference of a proven existing field installation where the communication method has been shown to be reliable.

D. Software Specifications

Payment Options

- The pay station must support the following payment options:
- US Bills. The denominations accepted must be configurable for each payment station
- US Coins. The denomination accepted must be configurable for each payment station
- Credit Cards. Type of Credit Cards accepted must be configurable for each payment station.

- The pay station must have the ability to allow for adding time to the existing time purchased in Pay-by-Plate, Pay-By-Space and Pay-&- Display deployment.
- The customer must be able to pay from any pay station provided the pay stations are online (communicating to the central server).

Enforcement

- The enforcement officer must be able at the pay station to:
 - Generate Valid Stall reports within the entered stall range regardless of how (pay station or cell phone) and at which machine the spaces were paid for. The report must clearly display the expiration time for each valid space.
 - Generate an Expired Stall report within entered stall range which clearly displays which spaces are not paid for.
- In addition, pay-by-plate data at the pay station must integrate with the City's selected enforcement system for consolidated reporting and violation payment purposes. Our current provider is ComPlus Data Innovations, Inc. Vendor should identify at least one option where this integration capability can be provided today as well as additional options that might be available in the future.

Management Software Capabilities

- Software must configure payment station with following minimum capabilities:
 - Ability to set up unlimited amount of pay stations at unlimited amount of lots.
 - Two levels of passwords for access at the pay station for collection and service personnel.
 - Ability to automatically adjust for daylight savings time and standard time.
 - The ability to set sleep timer mode for the pay station.
 - Configure pay station to operate in Pay by Stall or Pay and Display mode or both simultaneously.
 - Enable/disable additional time to be added to paid stalls.
 - Ability to print 1 or 2 receipts.
 - Ability to choose credit cards that will be accepted.
 - Ability to limit transactions per credit card in one business day.
 - Ability to select online credit card authorization by either a WIFI, cellular modem or hardwired Ethernet connection.
 - The equipment/software must be PCI and PABP compliant as listed on the VISA U.S.A. Cardholder Information Security Program.
 - The equipment/software must have the ability to issue e-mail notifications in the instance of machine malfunction, shock, tampering or when in need of maintenance.
 - Enable/disable issuance of printed refund slip.
 - Enable/disable issuance of refund slip for cancelled payment.
 - Ability to set bill acceptor to accept specified denominations.
 - Allow 8 line custom message on introduction LCD screen.
 - Allow 3 line custom message on receipt.
 - Allow configuration of specific stalls (in Pay-by-Stall mode) for exclusion from transient parking on specified days and times.

- Allow configuration of specific stalls (in Pay-by-Stall mode) to be paid for long- term parking.
- If at any time during the 10-year period from the date of installation, the equipment cannot communicate or process transactions due to software failure for a period greater than 30 minutes, the cost of the monthly subscription fees will be credited. In the event there are more than two instances where a meter cannot process transactions due to software failure, the cost of the monthly subscription fees will be credited. The only exclusion will be due to a documented telecom communication issue and/or scheduled software updates after regular business hours designated daily between 2 AM and 5AM.

Standard Rate Capabilities

- Please confirm that the equipment provided can address the following rates desired by the City :

Standard rate capabilities must include:

- Rates by the minute, hour, day, week, and month
- Special event pricing
- Different values can be assigned to different hourly increments (e.g.: first hour @ \$2.00 - each additional hour at \$1.00).
- Progressive, regressive, flat, evening and early bird rates.
- Programmable minimum and maximum time periods.
- Ability to preset special rate structures up to a year in advance.
- One-step uploads of bad credit card file.
- Incremental rates with minimum increment being 5 minutes.
- Ability to provide monthly passes.
- Rate descriptions must be user configurable up to 20 characters in length.
- The pay station must be able to display rates and instructions in multiple languages.
- Validations

Management Reports

- Vendor should provide samples of all reports to allow for evaluation of reporting features. The payment station must issue a report from the printer with the following information:
 - Machine serial number
 - Date and time of collection
 - Date and time of previous collection
 - Total amount of money in the collection
 - Total amount of bills by denomination
 - Total amount in coins
 - Total amount of credit card payments by credit card type

- Total number of tickets issued
 - Total amount of refunds issued
 - Total amount of change issued
 - Payment Station firmware version
 - Stall reports showing valid stalls, unpaid stalls or paid since last report stalls
- The payment station must issue a report with the history of the machine with the following information:

Transaction details:

- Date of the transactions with “from” and “to” parameters
 - Total deposits
 - Overpayments
 - Total transactions
 - First transaction number
 - Last transaction number
- Transaction detail must have the capability of providing the following information at the pay station:
 - Today’s total
 - Last 24 hours total
 - Yesterday’s total
 - This month’s total
 - Last month’s total
 - This years’ total
 - Last years’ total
 - 3rd year back
 - 4th year back
 - 5th year back
 - History total since commissioning of pay station
- In the Back Office software, reports must be able to be generated based on the following parameters:
 - Transaction Date
 - Transaction Time
 - Payment Method
 - Rate
 - Payment Station Number
 - Credit card type

- Communication software must:
 - Communication with handheld must be based on an operating system of Windows XP or newer.
 - Download of all CPU software upgrades from on-site PC in parking lot office or from remote location.
 - Download all configuration and rate table settings from on-site PC in parking lot office or from remote location.
 - Upload all transactional data from the pay station from on-site PC in parking lot office or from remote location.
 - Downloading and uploading to or from the on-site PC or from remote location must be password protected.
 - The on-site or remote server shall be capable of providing requested reports via any standard web browser.

Remote Software Management

- The City of New Rochelle would like to have remote management options hosted by the vendor. The capabilities provided through remote management must include the following:

a) Real-Time Reporting/Pay Station Configuration
Real-Time Reporting

- The pay station must provide as an option the ability to generate all of the reports as listed under “Reports” above through any computer with an Internet connection using up-to-date “real-time” information.

Remote Pay Station Configuration

- The solution must allow for changes in the rate structure remotely from the office provided the pay stations are online.
- The solution must allow for other changes listed under “Management Software Capabilities” must be configurable from a remote PC and capable of being uploaded to the pay station in real-time (with a maximum upload delay of 5 minutes) provided the pay station is online.

b) Real-Time Monitoring / Intelligent Dispatch

The pay station must provide as an option the ability to monitor at a minimum the following parts and systems and communicate any malfunctions or supply requirements through email or cell phone:

Critical Alarms:

1. alarm on
2. shutdown due to low battery power
3. shock from being
bumped, tilted or
shaken Major Alarms:
4. coin jam
5. bill acceptor jam
6. bill acceptor unable to stack

7. battery voltage low
8. printer paper low
9. printer lever disengaged
10. printer paper out

The alarms must be transmitted within 10 seconds of the event occurring at the pay station.

Monitoring:

- Items without alarms that may be monitored on a secure Internet connection include:

11. Number of coins
12. Number of bills
13. Battery voltage levels
14. Solar charging condition – charging/not charging
15. Pay station temperature level
16. Pay station humidity levels

c) Real-time Credit Card Authorization

- The pay station must provide as an option to have credit cards processed in real time.
- Equipment must remain PCI compliant and all software or hardware upgrades included for a period of 10 years from installation.
- The unique authorization number received from the CC clearing house must be clearly displayed on the receipt.
- The authorization number must be available in the Back Office software to be used as criteria for Credit Card transaction searches.
- The pay station must be configurable to accept or not accept Credit Card payment in the event that the communication to the pay station becomes temporarily unavailable.
- Assuming adequate communication signals are in place, Real time Credit Card authorization must be completed within 3 seconds typically, and within 10 seconds maximum.
- For on-line Credit Card transactions, batch processing of the credit cards at the end of the day is not acceptable.

E. Installation

- The multi-space parking meter terminals shall be installed by the vendor and anchored to concrete.
- The vendor shall supply all hardware necessary to successfully complete installation such as gaskets, anchor bolts, mounting plates, and pedestals, if applicable.
- A map showing the general locations of the installations is provided in Attachment _B_.
- Specific installation locations will be mutually determined in the field by the City and the Successful Proposer.

F. Training and Support

Contractor shall provide training on an individual location basis or in a group setting as approved by the City of New Rochelle. The Contractor shall provide additional training, if needed or as requested throughout the length of the Contract. Additional training shall be determined by the City's need and provided based on practicality and reasonableness. Contractor shall provide setup and training for technicians and staff as follows:

- Upon completion of the installation of each pay station, vendor shall test and certify that all pay stations are operable, communicating and functioning to the City's satisfaction.
- **Three (3) copies of operating manual in English for installation, maintenance, and use (complete with wiring diagrams and specifications) are to be provided at the time the units are delivered. Any updates to user manuals shall be provided to the City at no cost for a period of ten (10) years.**
- Outline of the training content and provide a training schedule for both software and hardware. The schedule shall include periodic refresher training (continuing education), including, but not limited to, emphasis on particular areas of the town's choice and upgrades of software and/or hardware. Training shall include:
 - Installation, start up, and maintenance and troubleshooting of the units.
 - Coin collection processes.
 - Programming rates, valid parking times, etc., through the management software.
 - Monitoring the equipment.
 - Data file collection, credit card file downloading, system monitoring and auditing, set up and maintenance of user account passwords, etc.
 - Training shall be at a designated City facility for each City personnel to develop expertise in the maintenance and repair of their products.
 - Guidelines and strategies for implementation.

G. After Sales Support

The Contractor must provide access to 24/7 telephone support. The Contractor must also outline what support options are made available with regards to on-line knowledge databases.

H. Pricing

Vendor must identify, itemize and price every component or sub-system required for payment machines to perform satisfactorily as a fully functioning system. Any

software, hardware, cabling, communications connections, printers, papers, batteries, ribbons, lubricants, adapters or other item required for proper operation as a working network of machines must be offered during submittal.

Vendor should identify and price any components that are recommended as “spare” or stocking repair parts or supplies to provide timely repairs for broken equipment. Vendor must identify an authorized provider for installation, repairs, service and warranty. The City maintains the option to install and repair equipment as an alternative. Vendor must provide pricing for an extended warranty plan that covers any failed components or software upgrades for a period of 10 years from the date of installation or 8 years from the expiration of the original warranty. The City will provide storage for an initial on-hand starting parts inventory of no less than five (5) of each replaceable component.

I. Warranty

The Contractor guarantees for a period of minimum two (2) years from the date of installation to repair and/or replace any part or modular component determined to be defective in material or workmanship under normal use and service at no additional cost.

Extended warranty options must be made available and outlined within this proposal for a guaranteed period of 10 years from date of installation.

J. Service/Maintenance

It is anticipated that the City’s Parking Operations firm will be trained and designated as an approved maintenance service provider. In the event that The City of New Rochelle requires emergency support for failures outside of the scope of work for the Parking Operations firm, , a response time from local service representatives of no longer than 4 hours on the weekdays and 5 hours weekday evenings/nights after 5pm and 6 hours on Saturday and Sunday. *Please outline including all costs.*

The manufacturing company shall provide evidence of capability of their local service representatives to manage and coordinate the specific activities described in this RFP and to produce the specified services and products according to schedule as evidenced by successful completion of prior large- scale project contracts.

K. Other Operating Requirements

- In addition to meeting the Scope of Work requirements outlined above, the successful contractor must also comply with the following additional operating requirements.
 1. The Contractor shall designate a foreman and/or his representative to act as a coordinator between the City and Contractor. This person shall be accessible to City personnel by cell phone for all hours of operation.
 2. The Contractor shall be responsible for providing quality services in accordance with standards established by the City.

3. Contractors shall be responsible for all damages to persons and property caused by them while installing multi-space meters and related system. Further, the Contractor shall indemnify and hold harmless the City for damages to persons or property caused by the Contractor while fulfilling its duties under this contract.

L. Enforcement Vehicles

- Vehicle Requirements
 - Three (3) Ford Focus enforcement vehicles or equivalent, consistent with the current fleet
 - 2017 Model Year or newer
 - 4 door
 - Automatic Transmission
 - Branded and outfitted to match existing fleet. This includes compatible Genetec license plate recognition hardware and software to what is currently being utilized.

8) QUALIFICATION REQUIREMENTS

The City requires a Contractor to be "qualified" and to have a proven product and experience in the manufacture, installation, maintenance and support of Multi-Space Parking Pay Stations. Qualification requirements will include, but not be limited to:

- a) At least 3 years' experience providing system as detailed herein.
- b) At least 3 references from clients, with similar equipment and system as proposed that have been installed and operational in the past three years within a municipality in the U.S.
- c) Vendor must have a minimum of 5 similar size installations and at least one active installation.

9) PAYMENT

The awarded firm shall be paid upon acceptance of the completed deliverables by the City of New Rochelle, Department of Development as required herein. Deliverables will include:

1. 25% Payment upon delivery and installation of 25% of total meters, removal or repurpose of existing equipment and enforcement vehicles.
2. 25% payment upon delivery and installation of additional 25% of total meters, removal or repurpose of existing equipment.
3. 25% payment upon delivery and installation of additional 25% of total meters, removal or repurpose of existing equipment.
4. 25% payment upon delivery and installation of additional 25% of total meters, removal or repurpose of existing equipment and final sign-off of completion.

10) AWARD CRITERIA

The award of a contract for the described project will be made by the City's RFP Evaluation Committee and shall be based on the respondents' qualifications including, but not limited to the following: references, knowledge and interpretation of the City's needs, and experience with similar projects.

Acceptable proposals will take into consideration seamless integration into the City's existing collection, maintenance and enforcement systems and procedures, with preference given to companies providing the shortest delivery and installation schedule, warranty period and lowest cost.

Proposals will be evaluated and scored on the basis of the following criteria:

- A. *Experience and Qualifications of the Proposer (maximum 20 points)*
Consideration will be given to firms (including the individuals assigned to the project) demonstrating strong capabilities, experience and reputation in undertakings similar to those described in this RFP.

- B. *Proposal Completion (maximum 20 points)*
Proposal responses will be evaluated on completeness, clarity/accuracy of the information requested, technical approach, and proposal presentation.

- C. *Financial Terms (maximum 50 points)*
Consideration will be given to proposals that present the most cost efficient terms to the City over the term of the contract based on the cost and time schedule presented.

- D. *Delivery, installation and project completion timing (Maximum 10 Points)*
Consideration will be given to firms that can guarantee the shortest timeline for project completion.

Proposals will only be accepted from thoroughly competent, experienced and financially qualified individuals or entities as determined solely by the City of New Rochelle. Respondents are responsible for submission of accurate, adequate and clear descriptions of the information requested. Omissions, vagueness or inaccurate descriptions or responses shall not be interpreted in favor of the contractor and shall be grounds for bid rejection.

The City reserves the right to waive any minor deviation in proposal responses received when such waiver is in the best interests of the City, and reserves the right to modify any requirements, terms or conditions as outlined in this request for proposal (RFP) when such modification(s) is in the best interests of the City.

This document is not an offer to contract but is an RFP as defined herein, to satisfy specific user requirements of the City of New Rochelle. Neither the issuance of the RFP, preparation and submission of a response, nor the subsequent receipt and evaluation of any response by the City of New Rochelle, will commit the City to award a contract to any vendor even if all of the user requirements in the RFP are met. The City may modify these requirements in whole

or in part and/or seek additional vendors to submit quotations. Only the execution of a written contract will obligate the City in accordance with the terms and conditions contained in such contract.

Respondents may be required to make a presentation of their qualifications to the committee.

11) PROPRIETY INFORMATION

The New York State Freedom of Information Law, Public Officers Law, Article 6, provides for public access to information. Public Officers Law, Section 87(d)(2) provides for exceptions to disclosure for records or portions thereof that are "trade secrets or are submitted to an agency by a commercial enterprise or derived from information obtained from a commercial enterprise and which if disclosed would cause substantial injury to the competitive position of the subject enterprise." Information that the proposer wishes to have treated as proprietary and confidential trade information should be identified and labeled "Confidential" or "Proprietary" on each page at the time of submittal. This information should include a written request to exempt it from disclosure, including a written statement of the reasons why the information should be accepted.

12) RIGHT TO REJECT PROPOSALS

This RFP does not commit the City to award a contract, pay any cost incurred in the preparation of a proposal in response to this RFP or to procure or contract for services. The City intends to award a contract on the basis of the best interest and advantage to the City, and reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with all qualified proposers or to cancel this RFP in part or in its entirety, if it is in the best interest of the City to do so.

13) CANCELLATION CLAUSES

Any violation of the terms, conditions, requirements and/or non-performance of the agreement resulting from this RFP shall result in immediate cancellation. The agreement may be cancelled by the City for any other reason(s) upon sixty (60) days written notice.

14) ASSIGNMENT

The awarded vendor shall not assign the contract or any part thereof without the written approval from the City.

15) LIABILITY REQUIREMENTS

The successful company must furnish the City with Certificates of Insurance and endorsements prior to commencement of work. The required coverage shall not be less than the following:

Workers Compensation	Statutory Requirements
New York State Disability Coverage	Statutory Requirements
Public Liability/Property Damage	\$2,000,000 combined single limit
Automobile Liability	\$2,000,000 per occurrence

Insurance certificates shall name the City of New Rochelle as additional insured party and shall state that all coverage be primary to any other insurance coverage held by the city.

16) VENDOR RESPONSIBILITY FORM

Your Proposal response must include our completed VFR provided separately as an additional document on the Procurement page of the City's Website: <http://www.newrochelleny.com/bids.aspx>

17) CITY CONTACT PERSON

If there are any questions concerning this Request for Proposal, please contact **Rebeca Bonacci**, Public Properties & Parking Manager at rbonacci@newrochelleny.com **in writing**. Responses to such written requests shall be issued in a written addendum to the RFP and shall be binding on all proposers.

18) GENERAL

New York Law and Venue

The contract/agreement resulting from this RFP shall be construed under the laws of the State of New York. All claims, actions, proceedings, and lawsuits brought in connection with, arising out of, related to, or seeking enforcement of this contract/agreement shall be brought in the Supreme Court of the State of New York, Westchester County.

In addition, all City contractors not incorporated in the State of New York shall produce a Certificate to Do Business in the State of New York from the New York Secretary of State prior to executing their contract with the City.

Iran Divestment Act

By submission of this bid, each contractor and each person signing on behalf of any contractor certifies, and in the case of a joint bid, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each contractor is not on the list created pursuant to paragraph (b) of subdivision 3 of section 165-a of the state finance law.

19) PROPOSAL FORMAT and SUBMISSION REQUIREMENTS

Please remit 1 original, eight (8) hard copies and 1 digital copy to the Purchasing Department to:
City of New Rochelle
Purchasing Office – Attn: RFP 5179
515 North Ave New Rochelle NY 10801

The proposal should address each item as listed in each section and numbered/labeled identical to this RFP.

- a) Submit a detailed statement and applicable information on how you or your firm meets the requirements and/or qualifications. Include copy of any applicable qualifications and/or licenses.
- b) Submit a list of at least three (3) references (including contact persons names and phone number) for which similar services have been provided. Your company must demonstrate that it has successfully completed services similar in scope to that requested in this proposal.
- c) Submit the name and title of the executive in charge and any members of your team to

be assigned to this project.

- d) Submit a statement of the number of years the company has been in business.
- e) Submit a detailed breakdown of your cost proposal including coordination and finalization of designs and specifications, furnishing and installation of the multi-space meters.
- f) Submit a completed and signed Exhibit A attached hereto.
- g) Submit a detailed installation schedule for project completion with a day count from issuance of award.

EXHIBIT A : REQUEST FOR PROPOSAL SPECIFICATION # 5179

All terms, conditions and requirements as set forth in this Request for Proposal are acceptable as specified therein. Yes_____ No_____

If **"NO"**, please provide a detailed description and/or explanation of any deviation in your proposal from the specification detailed in the Request for Proposal with your proposal response.

By submission of this proposal, each contractor, and each person signing on behalf of any contractor, and in the case of a joint bid, each party thereto as to its own organization, under penalty of perjury, certifies that to the best of its knowledge and belief:

A. the prices in this proposal have been arrived at independently without collusion, consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other contractor or any competitor; and

B. unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the contractor prior to the opening, directly or indirectly, to any other contractor or to any competitor; and

C. no attempt has been made or will be made by the contractor to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

The contractor certifies that this proposal is made without any connection with any other person making a proposal for the same purpose, and is in all respects fair and without collusion or fraud, and that no elected official or other officer or employee or person whose salary is payable in whole or in part from the City of New Rochelle treasury is directly or indirectly interested therein, or in any portion of the profits thereof.

As an authorized representative of the identified company, I accept all the terms and conditions identified in Request for Proposal Spec. # 5179 except as identified.

Company Name and Address _____

Signature

Date

Name and Title

Phone Number

Email Address

Number