

Solicitation 252-9205

Purchase & Installation of Pay and Display
Multispace, Receipt Dispensing Parkin

City of Fort Lauderdale

Bid 252-9205

Purchase & Installation of Pay and Display Multispace, Receipt Dispensing Parkin

Bid Number 252-9205
 Bid Title Purchase & Installation of Pay and Display Multispace, Receipt Dispensing Parkin

Bid Start Date In Held
 Bid End Date Jun 6, 2005 2:00:00 PM EDT

Bid Contact James T Hemphill
 Sr. Procurement Specialist
 Procurement Department
 954-828-5143
 jhemphill@fortlauderdale.gov

Contract Duration One Time Purchase
 Contract Renewal Not Applicable
 Prices Good for Not Applicable

Bid Comments The City of Fort Lauderdale is seeking proposals from qualified vendors for the purchase and installation of twenty (20) new electronic pay & display/multi-space, receipt dispensing parking meters, in accordance with the Request for Proposals (RFP). The City is seeking the latest state-of-the art technology in parking meters. We are looking for innovative meters that are acceptable to a tropical climate and durable in 140-mile winds. The meters will also be exposed to and surrounded by the Ocean's element.

To include two years of maintenance plus five years extended maintenance.

Item Response Form

Item Purchase and Installation of Pay and Display Meters
 Quantity 20 each
 Unit Price
 Delivery Location City of Fort Lauderdale
Parking and Fleet Services
 290 NE 3 Avenue
 Fort Lauderdale FL 33301
 Qty 20

Description
 Pay and Display Multispace, receipt dispensing parking meters - to include all aspects / requirements of specifications including two year maintenance.

Item Maintenance year 3
 Quantity 1 each
 Unit Price
 Delivery Location City of Fort Lauderdale

Parking and Fleet Services
290 NE 3 Avenue
Fort Lauderdale FL 33301
Qty 1

Description
Maintenance year 3

Item Maintenance year 4
Quantity 1 each
Unit Price
Delivery Location City of Fort Lauderdale
Parking and Fleet Services
290 NE 3 Avenue
Fort Lauderdale FL 33301
Qty 1

Description
Maintenance year 4

Item Maintenance year 5
Quantity 1 each
Unit Price
Delivery Location City of Fort Lauderdale
Parking and Fleet Services
290 NE 3 Avenue
Fort Lauderdale FL 33301
Qty 1

Description
Maintenance year 5

Item Maintenance year 6
Quantity 1 each
Unit Price
Delivery Location City of Fort Lauderdale
Parking and Fleet Services
290 NE 3 Avenue
Fort Lauderdale FL 33301
Qty 1

Description
Maintenance year 6

Item Maintenance year 7
Quantity 1 each
Unit Price
Delivery Location City of Fort Lauderdale
Parking and Fleet Services
290 NE 3 Avenue
Fort Lauderdale FL 33301
Qty 1

Description
Maintenance year 7

**City of Fort Lauderdale
GENERAL CONDITIONS**

These instructions are standard for all contracts for commodities or services issued through the CITY of Fort Lauderdale Procurement Services Department. The CITY may delete, supersede, or modify any of these standard instructions for a particular contract by indicating such change in the Invitation to Bid (ITB) Special Conditions, Technical Specifications, Instructions, Proposal Pages, Addenda, and Legal Advertisement.

PART I BIDDER PROPOSAL PAGE(S) CONDITIONS:

- 1.01 BIDDER ADDRESS:** The CITY maintains automated vendor mailing lists for each specific Commodity Class Item. Invitation to Bid (ITB'S) will be mailed first to a selection of Bidders who have fully registered on our system. Requests will be mailed to unregistered Bidders within a reasonable time frame for that bid only. Neither the mailing of one ITB to the vendor, nor a bid in return, will register a vendor on our system. If you wish purchase orders sent to a different address, please so indicate. If you wish payments sent to a different address, please so indicate on your invoice.
- 1.02 DELIVERY:** Time will be of the essence for any orders placed as a result of this ITB. The CITY reserves the right to cancel any orders, or part thereof, without obligation if delivery is not made in accordance with the schedule specified by the Bidder and accepted by the CITY.
- 1.03 PAYMENT TERMS AND CASH DISCOUNTS:** Payment terms, unless otherwise stated in this ITB, will be considered to be net 30 days after the date of satisfactory delivery at the place of acceptance and receipt of correct invoice at the office specified, whichever occurs last. Bidder may offer cash discounts for prompt payment but they will not be considered in determination of award. If a Bidder offers a discount, it is understood that the discount time will be computed from the date of satisfactory delivery, at the place of acceptance, and receipt of correct invoice, at the office specified, whichever occurs last.
- 1.04 TOTAL BID DISCOUNT:** If Bidder offers a discount for award of all items listed in the bid, such discount shall be deducted from the total of the firm net unit prices bid and shall be considered in tabulation and award of bid.
- 1.05 BIDS FIRM FOR ACCEPTANCE:** Bidder warrants, by virtue of bidding, that his bid and the prices quoted in his bid will be firm for acceptance by the CITY for a period of ninety (90) days from the date of bid opening unless otherwise stated in the ITB.
- 1.06 VARIANCES:** For purposes of bid evaluation, Bidder's must indicate any variances, no matter how slight, from ITB General Conditions, Special Conditions, Specifications or Addenda in the space provided in the ITB. No variations or exceptions by a Bidder will be considered or deemed a part of the bid submitted unless such variances or exceptions are listed in the bid and referenced in the space provided on the bidder proposal pages. If variances are not stated, or referenced as required, it will be assumed that the product or service fully complies with the CITY's terms, conditions, and specifications.
- By receiving a bid, CITY does not necessarily accept any variances contained in the bid. All variances submitted are subject to review and approval by the CITY. If any bid contains material variances that, in the CITY's sole opinion, make that bid conditional in nature, the CITY reserves the right to reject the bid or part of the bid that is declared, by the CITY as conditional.
- 1.07 NO BIDS:** If you do not intend to bid please indicate the reason, such as insufficient time to respond, do not offer product or service, unable to meet specifications, schedule would not permit, or any other reason, in the space provided in this ITB. Failure to bid or return no bid comments prior to the bid due and opening date and time, indicated in this ITB, may result in your firm being deleted from our Bidder's registration list for the Commodity Class Item requested in this ITB.
- 1.08 MINORITY AND WOMEN BUSINESS ENTERPRISE PARTICIPATION AND BUSINESS DEFINITIONS:** The CITY of Fort Lauderdale wants to increase the participation of Minority Business Enterprises (MBE), Women Business Enterprises (WBE), and Small Business Enterprises (SBE) in its purchasing activities. If your firm qualifies in accordance with the below definitions please indicate in the space provided in this ITB.

Minority Business Enterprise (MBE) "A Minority Business" is a business enterprise that is owned or controlled by one or more socially or economically disadvantaged persons. Such disadvantage may arise from cultural, racial, chronic economic circumstances or background or other similar cause. Such persons include, but are not limited to: Blacks, Hispanics, Asian Americans, and Native Americans.

The term 'Minority Business Enterprise' means a business at least 51 percent of which is owned by minority group members or, in the case of a publicly owned business, at least 51 percent of the stock of which is owned by minority group members. For the purpose of the preceding sentence, minority group members are citizens of the United States who include, but are not limited to: Blacks, Hispanics, Asian Americans, and Native Americans.

Women Business Enterprise (WBE) a "Women Owned or Controlled Business is a business enterprise at least 51 percent of which is owned by females or, in the case of a publicly owned business, at least 51 percent of the stock of which is owned by females.

Small Business Enterprise (SBE) "Small Business" means a corporation, partnership, sole proprietorship, or other legal entity formed for the purpose of making a profit, which is independently owned and operated, has either fewer than 100 employees or less than \$1,000,000 in annual gross receipts.

BLACK, which includes persons having origins in any of the Black racial groups of Africa.

WHITE, which includes persons whose origins are Anglo-Saxon and Europeans and persons of Indo-European decent including Pakistani and East Indian.

HISPANIC, which includes persons of Mexican, Puerto Rican, Cuban, Central and South American, or other Spanish culture or origin, regardless of race.

NATIVE AMERICAN, which includes persons whose origins are American Indians, Eskimos, Aleuts, or Native Hawaiians.

ASIAN AMERICAN, which includes persons having origin in any of the original peoples of the Far East, Southeast Asia, the Indian

subcontinent, or the Pacific Islands.

1.09 MINORITY-WOMEN BUSINESS ENTERPRISE PARTICIPATION

It is the desire of the CITY of Fort Lauderdale to increase the participation of minority (MBE) and women-owned (WBE) businesses in its contracting and procurement programs. While the CITY does not have any preference or set aside programs in place, it is committed to a policy of equitable participation for these firms. Proposers are requested to include in their proposals a narrative describing their past accomplishments and intended actions in this area. If proposers are considering minority or women owned enterprise participation in their proposal, those firms, and their specific duties have to be identified in the proposal. If a proposer is considered for award, he will be asked to meet with CITY staff so that the intended MBE/WBE participation can be formalized and included in the subsequent contract.

- 1.09(a) CERTIFICATION BY BROWARD COUNTY, FL:** If awarded a contract or purchase order as a result of this solicitation, and if the awarded CONTRACTOR/vendor is claiming minority status in accordance with Section 1.08 of the General Conditions, then said awarded CONTRACTOR/vendor shall apply for certification by Broward County, Florida, Division of Equal Employment and Small Business Opportunity. CONTRACTOR/vendor shall provide documentation of application status, and once approved or disapproved by Broward County, must also provide that documentation to the Procurement Services Department of the CITY of Fort Lauderdale.

Part II DEFINITIONS/ORDER OF PRECEDENCE:

- 2.01 BIDDING DEFINITIONS** The CITY will use the following definitions in its general conditions, special conditions, technical specifications, instructions to bidders, addenda and any other document used in the bidding process:
 INVITATION TO BID (ITB) when the CITY is requesting bids from qualified Bidders.
 REQUEST FOR PROPOSALS (RFP) when the CITY is requesting proposals from qualified Proposers.
 BID – a price and terms quote received in response to an ITB.
 PROPOSAL – a proposal received in response to an RFP.
 BIDDER – Person or firm submitting a Bid.
 PROPOSER – Person or firm submitting a Proposal.
 RESPONSIVE BIDDER – A person whose bid conforms in all material respects to the terms and conditions included in the ITB.
 RESPONSIBLE BIDDER – A person who has the capability in all respects to perform in full the contract requirements, as stated in the ITB, and the integrity and reliability that will assure good faith performance.
 FIRST RANKED PROPOSER – That Proposer, responding to a CITY RFP, whose Proposal is deemed by the CITY, the most advantageous to the CITY after applying the evaluation criteria contained in the RFP.
 SELLER – Successful Bidder or Proposer who is awarded a Purchase Order or Contract to provide goods or services to the CITY.
 CONTRACTOR – Successful Bidder or Proposer who is awarded a Purchase Order, award Contract, Blanket Purchase Order agreement, or Term Contract to provide goods or services to the CITY.
 CONTRACT – A deliberate verbal or written agreement between two or more competent parties to perform or not to perform a certain act or acts, including all types of agreements, regardless of what they may be called, for the procurement or disposal of equipment, materials, supplies, services or construction.
 CONSULTANT – Successful Bidder or Proposer who is awarded a contract to provide professional services to the CITY.
 The following terms may be used interchangeably by the CITY: ITB, or RFP; Bid or Proposal; Bidder, Proposer, or Seller; CONTRACTOR or Consultant; Contract, Award, Agreement or Purchase Order.
- 2.02 SPECIAL CONDITIONS:** Any and all Special Conditions contained in this ITB that may be in variance or conflict with these General Conditions shall have precedence over these General Conditions. If no changes or deletions to General Conditions are made in the Special Conditions, then the General Conditions shall prevail in their entirety,

PART III BIDDING AND AWARD PROCEDURES:

- 3.01 SUBMISSION AND RECEIPT OF BIDS:** To receive consideration, bids must be received prior to the bid opening date and time. Unless otherwise specified, Bidder's should use the proposal forms provided by the CITY. These forms may be duplicated, but failure to use the forms may cause the bid to be rejected. Any erasures or corrections on the bid must be made in ink and initialed by Bidder in ink. All information submitted by the Bidder shall be printed, typewritten or filled in with pen and ink. Bids shall be signed in ink. Separate bids must be submitted for each ITB issued by the CITY in separate sealed envelopes properly marked. When a particular ITB or RFP requires multiple copies of bids or proposals they may be included in a single envelope or package properly sealed and identified. Only send bids via facsimile transmission (FAX) if the ITB specifically states that bids sent via FAX will be considered. If such a statement is not included in the ITB, bids sent via FAX will be rejected. Bids will be publicly opened in the Procurement Office, or other designated area, in the presence of Bidder's, the public, and CITY staff. Bidders and the public are invited and encouraged to attend bid openings. Bids will be tabulated and made available for review by Bidder's and the public in accordance with applicable regulations.
- 3.02 MODEL NUMBER CORRECTIONS:** If the model number for the make specified in this ITB is incorrect, or no longer available and replaced with an updated model with new specifications, the Bidder shall enter the correct model number on the bidder proposal page. In the case of an updated model with new specifications, Bidder shall provide adequate information to allow the CITY to determine if the model bid meets the CITY's requirements.
- 3.03 PRICES QUOTED:** Deduct trade discounts, and quote firm net prices. Give both unit price and extended total. In the case of a discrepancy in computing the amount of the bid, the unit price quoted will govern. All prices quoted shall be F.O.B. destination, freight prepaid (Bidder pays and bears freight charges, Bidder owns goods in transit and files any claims), unless otherwise stated in Special Conditions. Each item must be bid separately. No attempt shall be made to tie any item or items contained in the ITB with any other business with the CITY.

- 3.04 TAXES:** The CITY of Fort Lauderdale is exempt from Federal Excise and Florida Sales taxes on direct purchase of tangible property. Exemption number for Federal Excise taxes is 59-74-0111K, and State Sales tax exemption number is 16-03-196479-54C.
- 3.05 WARRANTIES OF USAGE:** Any quantities listed in this ITB as estimated or projected are provided for tabulation and information purposes only. No warranty or guarantee of quantities is given or implied. It is understood that the CONTRACTOR will furnish the CITY's needs as they arise.
- 3.06 APPROVED EQUAL:** When the technical specifications call for a brand name, manufacturer, make, model, or vendor catalog number with acceptance of APPROVED EQUAL, it shall be for the purpose of establishing a level of quality and features desired and acceptable to the CITY. In such cases, the CITY will be receptive to any unit that would be considered by qualified CITY personnel as an approved equal. In that the specified make and model represent a level of quality and features desired by the CITY, the Bidder must state clearly in his bid any variance from those specifications. It is the Bidder's responsibility to provide adequate information, in his bid, to enable the CITY to ensure that the bid meets the required criteria. If adequate information is not submitted with the bid, it may be rejected. The CITY will be the sole judge in determining if the item bid qualifies as an approved equal.
- 3.07 MINIMUM AND MANDATORY TECHNICAL SPECIFICATIONS:** The technical specifications may include items that are considered minimum, mandatory, or required. If any Bidder is unable to meet, or exceed these items, and feels that the technical specifications are overly restrictive, he must notify the Procurement Department immediately. Such notification must be received by the Procurement Department prior to the deadline contained in the ITB, for questions of a material nature, or prior to five (5) days before bid due and open date, whichever occurs first. If no such notification is received prior to that deadline, the CITY will consider the technical specifications to be acceptable to all bidders.
- 3.08 MISTAKES:** Bidders are cautioned to examine all terms, conditions, specifications, drawings, exhibits, addenda, delivery instructions and special conditions pertaining to the ITB. Failure of the Bidder to examine all pertinent documents shall not entitle him to any relief from the conditions imposed in the contract.
- 3.09 SAMPLES AND DEMONSTRATIONS:** Samples or inspection of product may be requested to determine suitability. Unless otherwise specified in Special Conditions, samples shall be requested after the date of bid opening, and if requested should be received by the CITY within seven (7) working days of request. Samples, when requested, must be furnished free of expense to the CITY and if not used in testing or destroyed, will upon request of the Bidder, be returned within thirty (30) days of bid award at Bidder's expense. When required, the CITY may request full demonstrations of units prior to award. When such demonstrations are requested, the Bidder shall respond promptly and arrange a demonstration at a convenient location. Failure to provide samples or demonstrations as specified by the CITY may result in rejection of a bid.
- 3.10 LIFE CYCLE COSTING:** If so specified in the ITB, the CITY may elect to evaluate equipment proposed on the basis of total cost of ownership. In using Life Cycle Costing, factors such as the following may be considered: estimated useful life, maintenance costs, cost of supplies, labor intensity, energy usage, environmental impact, and residual value. The CITY reserves the right to use those or other applicable criteria, in its sole opinion that will most accurately estimate total cost of use and ownership.
- 3.11 BIDDING ITEMS WITH RECYCLED CONTENT:** In addressing environmental concerns, the CITY of Fort Lauderdale encourages Bidders to submit bids or alternate bids containing items with recycled content. When submitting bids containing items with recycled content, Bidder shall provide documentation adequate for the CITY to verify the recycled content. The CITY prefers packaging consisting of materials that are degradable or able to be recycled. When specifically stated in the ITB, the CITY may give preference to bids containing items manufactured with recycled material or packaging that is able to be recycled.
- 3.12 USE OF OTHER GOVERNMENTAL CONTRACTS:** The CITY reserves the right to reject any part or all of any bids received and utilize other available governmental contracts, if such action is in its best interest.
- 3.13 QUALIFICATIONS/INSPECTION:** Bids will only be considered from firms normally engaged in providing the types of commodities/services specified herein. The CITY reserves the right to inspect the Bidder's facilities, equipment, personnel, and organization at any time, or to take any other action necessary to determine Bidder's ability to perform. The Procurement Director reserves the right to reject bids where evidence or evaluation is determined to indicate inability to perform.
- 3.14 BID SURETY:** If Special Conditions require a bid security, it shall be submitted in the amount stated. A bid security can be in the form of a bid bond, postal money order, cashiers check, or irrevocable letter of credit. Bid security will be returned to the unsuccessful bidders as soon as practicable after opening of bids. Bid security will be returned to the successful bidder after acceptance of the performance bond or irrevocable letter of credit, if required; acceptance of insurance coverage, if required; and full execution of contract documents, if required; and full execution of contract documents, if required; or conditions as stated in Special Conditions.
- 3.15 PUBLIC RECORDS:** Florida law provides that municipal records shall at all times be open for personal inspection by any person. Section 119.01, F.S., The Public Records Law. Information and materials received by CITY in connection with an ITB response shall be deemed to be public records subject to public inspection upon award, recommendation for award, or 10 days after bid opening, whichever occurs first. However, certain exemptions to the public records law are statutorily provided for in Section 119.07, F.S. If the Proposer believes any of the information contained in his or her response is exempt from the Public Records Law, then the Proposer, must in his or her response, specifically identify the material which is deemed to be exempt and cite the legal authority for the exemption, otherwise, the CITY will treat all materials received as public records. The CITY's determination of whether an exemption applies shall be final, and the Proposer agrees to defend, indemnify, and hold harmless the CITY and the CITY's officers, employees, and agents, against any loss or damages incurred by any person or entity as a result of the CITY's treatment of records as public records.
- 3.16 PROHIBITION OF INTEREST:** No contract will be awarded to a bidding firm who has CITY elected officials, officers or employees affiliated with it, unless the bidding firm has fully complied with current Florida State Statutes and CITY Ordinances relating to this issue. Bidders must disclose any such affiliation. Failure to disclose any such affiliation will result in disqualification

of the Bidder and removal of the Bidder from the CITY's bidder lists and prohibition from engaging in any business with the CITY.

- 3.17 RESERVATIONS FOR AWARD AND REJECTION OF BIDS:** The CITY reserves the right to accept or reject any or all bids, part of bids, and to waive minor irregularities or variations to specifications contained in bids, and minor irregularities in the bidding process. The CITY also reserves the right to award the contract on a split order basis, lump sum basis, individual item basis, or such combination as shall best serve the interest of the CITY. The CITY reserves the right to make an award to the responsive and responsible bidder whose product or service meets the terms, conditions, and specifications of the ITB and whose bid is considered to best serve the CITY's interest. In determining the responsiveness of the offer and the responsibility of the Bidder, the following shall be considered when applicable: the ability, capacity and skill of the Bidder to perform as required; whether the Bidder can perform promptly, or within the time specified, without delay or interference; the character, integrity, reputation, judgment, experience and efficiency of the Bidder; the quality of past performance by the Bidder; the previous and existing compliance by the Bidder with related laws and ordinances; the sufficiency of the Bidder's financial resources; the availability, quality and adaptability of the Bidder's supplies or services to the required use; the ability of the Bidder to provide future maintenance, service or parts; the number and scope of conditions attached to the bid.

If the ITB provides for a contract trial period, the CITY reserves the right, in the event the selected bidder does not perform satisfactorily, to award a trial period to the next ranked bidder or to award a contract to the next ranked bidder, if that bidder has successfully provided services to the CITY in the past. This procedure to continue until a bidder is selected or the contract is re-bid, at the sole option of the CITY.

- 3.18 LEGAL REQUIREMENTS:** Applicable provisions of all federal, state, county laws, and local ordinances, rules and regulations, shall govern development, submittal and evaluation of all bids received in response hereto and shall govern any and all claims and disputes which may arise between person(s) submitting a bid response hereto and the CITY by and through its officers, employees and authorized representatives, or any other person, natural or otherwise; and lack of knowledge by any bidder shall not constitute a cognizable defense against the legal effect thereof.

PART IV BONDS AND INSURANCE

- 4.01 PERFORMANCE BOND/IRREVOCABLE LETTER OF CREDIT:** If a performance bond or irrevocable letter of credit is required in Special Conditions, the CONTRACTOR shall within fifteen (15) working days after notification of award, furnish to the CITY a Performance Bond or an Unconditional Irrevocable Letter of Credit payable to the CITY of Fort Lauderdale, Florida, in the face amount specified in Special Conditions as surety for faithful performance under the terms and conditions of the contract. If the bond is on an annual coverage basis, renewal for each succeeding year shall be submitted to the CITY thirty (30) days prior to the termination date of the existing Performance Bond. The Performance Bond must be executed by a surety company of recognized standing, authorized to do business in the State of Florida and having a resident agent. If a Letter of Credit is chosen, it must be in a form acceptable to the CITY, drawn on a local (Broward, Dade or Palm Beach Counties) bank acceptable to the CITY and issued in favor of the CITY of Fort Lauderdale, Florida. If a Bidder wishes to use a non-local bank, he must have prior CITY approval of the requirements to draw against the Letter of Credit.

Acknowledgement and agreement is given by both parties that the amount herein set for the Performance Bond or Irrevocable Letter of Credit is not intended to be nor shall be deemed to be in the nature of liquidated damages nor is it intended to limit the liability of the CONTRACTOR to the CITY in the event of a material breach of this Agreement by the CONTRACTOR.

- 4.02 INSURANCE:** If the CONTRACTOR is required to go on to CITY property to perform work or services as a result of ITB award, the CONTRACTOR shall assume full responsibility and expense to obtain all necessary insurance as required by CITY or specified in Special Conditions.

The CONTRACTOR shall provide to the Procurement Department original certificates of coverage and receive notification of approval of those certificates by the CITY's Risk Manager prior to engaging in any activities under this contract. The CONTRACTOR's insurance is subject to the approval of the CITY's Risk Manager. The certificates must list the CITY as an ADDITIONAL INSURED and shall have no less than thirty (30) days written notice of cancellation or material change. Further modification of the insurance requirements may be made at the sole discretion of the CITY's Risk Manager if circumstances change or adequate protection of the CITY is not presented. Bidder, by submitting his bid, agrees to abide by such modifications.

PART V PURCHASE ORDER AND CONTRACT TERMS:

- 5.01 COMPLIANCE TO SPECIFICATIONS, LATE DELIVERIES/PENALTIES:** Items offered may be tested for compliance to bid specifications. Items delivered which do not conform to bid specifications may be rejected and returned at CONTRACTOR's expense. Any violation resulting in contract termination for cause or delivery of items not conforming to specifications, or late delivery may also result in:
- Bidder's name being removed from the CITY's bidder's mailing list for a specified period and Bidder will not be recommended for any award during that period.
 - All CITY Departments being advised to refrain from doing business with the Bidder.
 - All other remedies in law or equity.
- 5.02 ACCEPTANCE, CONDITION, AND PACKAGING:** The material delivered in response to ITB award shall remain the property of the Seller until a physical inspection is made and the material accepted to the satisfaction of the CITY. The material must comply fully with the terms of the ITB, be of the required quality, new, and the latest model. All containers shall be suitable for storage and shipment by common carrier, and all prices shall include standard commercial packaging. The CITY will not accept substitutes of any kind. Any substitutes or material not meeting specifications will be returned at the Bidder's expense. Payment will be made only after CITY receipt and acceptance of materials or services.
- 5.03 SAFETY STANDARDS:** All manufactured items and fabricated assemblies shall comply with applicable requirements of the Occupational Safety and Health Act of 1970 as amended, and be in compliance with Chapter 442, Florida Statutes. Any toxic substance listed in Section 38F-41.03 of the Florida Administrative Code delivered as a result of this order must be accompanied by a completed Material Safety Data Sheet (MSDS).
- 5.04 ASBESTOS STATEMENT:** All material supplied must be 100% asbestos free. Bidder, by virtue of bidding, certifies that if

awarded any portion of the ITB he will supply only material or equipment that is 100% asbestos free.

- 5.05 OTHER GOVERNMENTAL ENTITIES:** If the Bidder is awarded a contract as a result of this ITB, he will, if he has sufficient capacity or quantities available, provide to other governmental agencies, so requesting, the products or services awarded in accordance with the terms and conditions of the ITB and resulting contract. Prices shall be F.O.B. delivered to the requesting agency.
- 5.06 VERBAL INSTRUCTIONS PROCEDURE:** No negotiations, decisions, or actions shall be initiated or executed by the CONTRACTOR as a result of any discussions with any CITY employee. Only those communications which are in writing from an authorized CITY representative may be considered. Only written communications from CONTRACTOR's, which are assigned by a person designated as authorized to bind the CONTRACTOR, will be recognized by the CITY as duly authorized expressions on behalf of CONTRACTOR's.
- 5.07 INDEPENDENT CONTRACTOR:** The CONTRACTOR is an independent CONTRACTOR under this Agreement. Personal services provided by the Proposer shall be by employees of the CONTRACTOR and subject to supervision by the CONTRACTOR, and not as officers, employees, or agents of the CITY. Personnel policies, tax responsibilities, social security, health insurance, employee benefits, purchasing policies unless otherwise stated in this ITB, and other similar administrative procedures applicable to services rendered under this contract shall be those of the CONTRACTOR.
- 5.08 INDEMNITY/HOLD HARMLESS AGREEMENT:** The CONTRACTOR agrees to protect, defend, indemnify, and hold harmless the CITY of Fort Lauderdale and its officers, employees and agents from and against any and all losses, penalties, damages, settlements, claims, costs, charges for other expenses, or liabilities of every and any kind including attorney fees, in connection with or arising directly or indirectly out of the work agreed to or performed by CONTRACTOR under the terms of any agreement that may arise due to the bidding process. Without limiting the foregoing, any and all such claims, suits, or other actions relating to personal injury, death, damage to property, defects in materials or workmanship, actual or alleged violations of any applicable Statute, ordinance, administrative order, rule or regulation, or decree of any court shall be included in the indemnity hereunder.
- 5.09 TERMINATION FOR CAUSE:** If, through any cause, the CONTRACTOR shall fail to fulfill in a timely and proper manner its obligations under this Agreement, or if the CONTRACTOR shall violate any of the provisions of this Agreement, the CITY may upon written notice to the CONTRACTOR terminate the right of the CONTRACTOR to proceed under this Agreement, or with such part or parts of the Agreement as to which there has been default, and may hold the CONTRACTOR liable for any damages caused to the CITY by reason of such default and termination. In the event of such termination, any completed services performed by the CONTRACTOR under this Agreement shall, at the option of the CITY, become the CITY's property and the CONTRACTOR shall be entitled to receive equitable compensation for any work completed to the satisfaction of the CITY. The CONTRACTOR, however, shall not be relieved of liability to the CITY for damages sustained by the CITY by reason of any breach of the Agreement by the CONTRACTOR, and the CITY may withhold any payments to the CONTRACTOR for the purpose of setoff until such time as the amount of damages due to the CITY from the CONTRACTOR can be determined.
- 5.10 TERMINATION FOR CONVENIENCE:** The CITY reserves the right, in its best interest as determined by the CITY, to cancel contract by giving written notice to the CONTRACTOR thirty (30) days prior to the effective date of such cancellation.
- 5.11 CANCELLATION FOR UNAPPROPRIATED FUNDS:** The obligation of the CITY for payment to a CONTRACTOR is limited to the availability of funds appropriated in a current fiscal period, and continuation of the contract into a subsequent fiscal period is subject to appropriation of funds, unless otherwise authorized by law.
- 5.12 RECORDS/AUDIT:** The CONTRACTOR shall maintain during the term of the contract all books of account, reports and records in accordance with generally accepted accounting practices and standards for records directly related to this contract. The form of all records and reports shall be subject to the approval of the CITY's Internal Auditor. The CONTRACTOR agrees to make available to the CITY's Internal Auditor, during normal business hours and in Broward, Dade or Palm Beach Counties, all books of account, reports and records relating to this contract for the duration of the contract and retain them for a minimum period of one (1) year beyond the last day of the contract term.
- 5.13 PERMITS, TAXES, LICENSES:** The successful CONTRACTOR shall, at his own expense, obtain all necessary permits, pay all licenses, fees and taxes, required to comply with all local ordinances, state and federal laws, rules and regulations applicable to business to be carried on under this contract.
- 5.14 LAWS/ORDINANCES:** The CONTRACTOR shall observe and comply with all Federal, state, local and municipal laws, ordinances rules and regulations that would apply to this contract.
- 5.15 NON-DISCRIMINATION:** There shall be no discrimination as to race, sex, color, creed, age or national origin in the operations conducted under this contract.
- 5.16 UNUSUAL CIRCUMSTANCES:** If during a contract term where costs to the CITY are to remain firm or adjustments are restricted by a percentage or CPI cap, unusual circumstances that could not have been foreseen by either party to the contract occur, and those circumstances significantly affect the CONTRACTOR's cost in providing the required items or services, then the CONTRACTOR may request adjustments to the costs to the CITY to reflect the changed circumstances. The circumstances must be beyond the control of the CONTRACTOR, and the requested adjustments must be fully documented. The CITY may, after examination, refuse to accept the adjusted costs if they are not properly documented, increases are considered to be excessive, or decreases are considered to be insufficient. In the event the CITY does not wish to accept the adjusted costs and the matter cannot be resolved to the satisfaction of the CITY, the CITY will reserve the following options:
1. The contract can be canceled by the CITY upon giving thirty (30) days written notice to the CONTRACTOR with no penalty to the CITY or CONTRACTOR. The CONTRACTOR shall fill all CITY requirements submitted to the CONTRACTOR until the termination date contained in the notice.
 2. The CITY requires the CONTRACTOR to continue to provide the items and services at the firm fixed (non-adjusted) cost until

the termination of the contract term then in effect.

3. If the CITY, in its interest and in its sole opinion, determines that the CONTRACTOR in a capricious manner attempted to use this section of the contract to relieve themselves of a legitimate obligation under the contract, and no unusual circumstances had occurred, the CITY reserves the right to take any and all action under law or equity. Such action shall include, but not be limited to, declaring the CONTRACTOR in default and disqualifying him for receiving any business from the CITY for a state period of time.

If the CITY does agree to adjusted costs, these adjusted costs shall not be invoiced to the CITY until the CONTRACTOR receives notice in writing signed by a person authorized to bind the CITY in such matters.

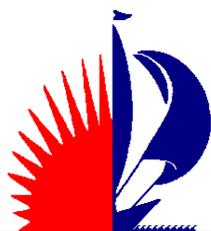
- 5.17 **ELIGIBILITY:** If applicable, the CONTRACTOR must first register with the Department of State of the State of Florida, in accordance with Florida State Statutes, prior to entering into a contract with the CITY.
- 5.18 **PATENTS AND ROYALTIES:** The CONTRACTOR, without exception, shall indemnify and save harmless the CITY and its employees from liability of any nature and kind, including cost and expenses for or on account of any copyrighted, patented or unpatented invention, process, or article manufactured or used in the performance of the contract, including its use by the CITY. If the CONTRACTOR uses any design, device, or materials covered by letters, patent or copyright, it is mutually agreed and understood without exception that the bid prices shall include all royalties or costs arising from the use of such design, device, or materials in any way involved in the work.
- 5.19 **ASSIGNMENT:** CONTRACTOR shall not transfer or assign the performance required by this ITB without the prior written consent of the CITY. Any award issued pursuant to this ITB, and the monies, which may become due hereunder, are not assignable except with the prior written approval of the CITY Manager or selected designee.
- 5.20 **LITIGATION VENUE:** The parties waive the privilege of venue and agree that all litigation between them in the state courts shall take place in Broward County, Florida and that all litigation between them in the federal courts shall take place in the Southern District in and for the State of Florida.

Request for Proposal

252-9205

Purchase and Installation of Pay & Display Multispace , receipt
dispensing parking meters

Opens: 06/06/05
2:00 p.m.



Venice of America

City of Fort Lauderdale

Issued for Parking and Fleet Services
By the Procurement Department

James Hemphill
(954) 828-5143
E-mail: jameshe@ci.fort-lauderdale.fl.us

Visit us on the web at www.ci.fort-lauderdale.fl.us/purchasing

(954) 828-5140

PART I – INTRODUCTION / INFORMATION**01. PURPOSE**

The City of Fort Lauderdale, Florida (City) is seeking proposals from qualified firms, hereinafter referred to as the Contractor, for the Purchase and Installation of Pay & Display Multispace , receipt dispensing parking meters for the City's Parking and Fleet Services Department, in accordance with the terms, conditions, and specifications contained in this Request for Proposals (RFP).

- 02. TRANSACTION FEES:** BEGINNING APRIL 1, 2005, THE CITY OF FORT LAUDERDALE, FL WILL USE RFP DEPOT (www.rfpdepot.com <<http://www.rfpdepot.com>>) TO DISTRIBUTE AND RECEIVE BIDS AND PROPOSALS. **THERE IS NO CHARGE TO VENDORS/CONTRACTORS TO REGISTER AND PARTICIPATE IN THE SOLICITATION, HOWEVER** AWARDED VENDOR(S) AGREE TO PAY TO RFP DEPOT A TRANSACTION FEE OF ONE PERCENT (1%) OF THE TOTAL AWARDED AMOUNT (2% ON AGGREGATED BIDS) OF ALL CONTRACTS FOR GOODS AND/OR SERVICES AWARDED TO THE VENDOR UNLESS STATED OTHERWISE IN THE BID DOCUMENT. TO ASSURE THAT ALL VENDORS ARE TREATED EQUALLY, THE FEE WILL BE PAYABLE, **BY THE AWARDED VENDOR/CONTRACTOR**, WHETHER THE BID/PROPOSAL IS SUBMITTED ELECTRONICALLY, OR BY PAPER MEANS. REFER TO [WWW.RFPDEPOT.COM](http://www.rfpdepot.com) <<http://www.rfpdepot.com>> FOR FURTHER INFORMATION

03. INFORMATION OR CLARIFICATION

For information concerning procedures for responding to this RFP, technical specifications, etc., utilize the question / answer feature provided by RFP Depot. Such contact shall be for clarification purposes only. Material changes, if any, to the scope of services or bidding procedures will only be transmitted by written addendum. No variation in price or conditions shall be permitted based upon a claim of ignorance. Submission of a proposal will be considered evidence that the proposer has familiarized himself with the nature and extent of the work, and the equipment, materials, and labor required.

04. ELIGIBILITY

To be eligible to respond to this Request for Proposal the proposing firm must demonstrate that they, or the principals assigned to the project, have successfully delivered, installed and have operational, system installations running on equipment and software similar in size and complexity. The City reserves the right to request live demonstration(s) of proposed equipment and operating and software systems, inspect the proposers' facility, and visit other client installations in making a determination of proposers ability and capacity to perform the requirements of the RFP. All products offered in response to this RFP **must** be available, as proposed, by the proposal due date. Each product must be available for evaluation and be complete with documentation. The department reserves the right to reject any proposals submitted that have any components not fully functioning and available by the proposal due date.

05. INTERPRETATION OF BIDDING DOCUMENTS:

Only the interpretation or correction so given by the Purchasing Director, City of Fort Lauderdale or his designee, in writing, shall be binding and prospective proposers are advised that no other source is authorized to give information concerning, or to explain or interpret, the RFP documents.

06. RESERVATION FOR REJECTIONS AND AWARD

The City of Fort Lauderdale reserves the right to accept or reject any or all proposals or parts of proposals, to waive irregularities and technicalities, and to request re-proposals. The City also reserves the right to award the contract on such items the City deems will best serve the interest of the City. The City further reserves the right to award the contract on a 'split order' basis, or such combination as shall best serve the interests of the city unless otherwise specified.

07. GOVERNING PROCEDURES

This proposal is governed by the applicable sections of the City's Code of Ordinances. A copy of the code is available for review at the City Clerk's Office on the 7th Floor of City Hall, 100 N. Andrews Avenue, Fort Lauderdale, Florida. The ordinance may also be viewed on the City's website at <http://ci.fort-lauderdale.fl.us/documents/index.htm>.

08. CONFLICT OF INTEREST

All possible Company / City Employee conflict of interest must be disclosed.

09. LOBBYIST ACTIVITIES

ALL BIDDERS/PROPOSERS PLEASE NOTE: Any bidder or proposer submitting a response to this solicitation must comply, if applicable, with City of Fort Lauderdale Ordinance No. C-00-27, Lobbying Activities. Copies of Ordinance No. C-00-27 may be obtained from the City Clerk's Office on the 7th Floor of City Hall, 100 N. Andrews Avenue, Fort Lauderdale, Florida. The ordinance may also be viewed on the City's website at <http://ci.fort-lauderdale.fl.us/documents/index.htm>.

PART II - RFP SCHEDULE

Release RFP	05/03/05
Last Date for Receipt of Questions of a Material Nature	05/17/05
Addendum Release (If required)	05/26/05
PROPOSAL DUE (Prior to 2:00 PM)	06/06/05
Evaluation Committee Review and Short Listing of Proposals (Estimated)	06/13/05
Oral Interviews with Finalists and Selection of First Ranked Proposer – If required (Estimated)	06/20/05
City Commission Award of Contract (Estimated)	07/06/05

PART III - SPECIAL CONDITIONS**01. GENERAL CONDITIONS**

RFP General Conditions Form G-107 Rev. 11/04 (GC) are included and made a part of this RFP as Exhibit "A".

02. RFP DOCUMENTS

The Contractor shall examine this RFP carefully. Ignorance of the requirements will not relieve the Contractor from liability and obligations under the Contract.

03. PROPOSERS' COSTS

The City shall not be liable for any costs incurred by proposers in responding to this RFP.

04. RULES AND PROPOSALS

The signer of the proposal must declare that the only person(s), company or parties interested in the proposal as principals are named therein; that the proposal is made without collusion with any other person(s), company or parties submitting a proposal; that it is in all respects fair and in good faith, without collusion or fraud; and that the signer of the proposal has full authority to bind the principal proposer.

05. FAMILIARITY WITH LAWS

All proposers are required to comply with all Federal, State and Local Laws, Codes, Rules and Regulations that govern and control the actions and operations of this proposal.

06. CONFIDENTIAL INFORMATION

Florida law provides that municipal records shall at all times be open for personal inspection by any person. Section 119.01, F.S., The Public Records Law. Information and materials received by City in connection with all Proposer's response shall be deemed to be public records subject to public inspection upon award, recommendation for award or 10 days after bid opening, whichever occurs first. However, certain exemptions to the public records law are statutorily provided for in Section 119.07, F.S. Therefore, if the Proposer believes any of the information contained in his or her response is exempt from the Public Records Law, then the Proposer must in his or her response specifically identify the material that is deemed to be exempt and cite the legal authority for the exemption, otherwise, the City will treat all materials received as public records.

07. PUBLIC ENTITY CRIMES

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for Category Two for a period of 36 months from the date of being placed on the convicted vendor list.

NOTE: Proposer, by submitting a proposal attests they have not been placed on the convicted vendor list.

08. PRICES:

All prices quoted shall be quoted F.O.B. Delivered, Fort Lauderdale, Florida. To include delivery, installation, testing, training, minimum two year warranty, and all other requirements of the specifications, terms and conditions.

08.1 Firm Price: The City of Fort Lauderdale will not accept any proposals that do not guarantee a firm price until completion of order.

09. RELATED EXPENSES

All related expenses chargeable to the City, such as supplies, printing, binders, etc shall be passed through at Contractor's cost. Related expenses shall not include any postage, telephone toll charges, or other charges incurred in the normal course of business.

Contractor shall incur no travel or related expenses chargeable to the City without prior approval by an authorized City representative. Contractor shall provide, if required by the City, documentation of all actual travel or related costs.

10. TAXES AND PERMITS:

The State, any county, municipality or political subdivision of this State is exempt from the sales tax, except this exemption shall not include sales of tangible personal property made to contractors employed either directly or as agents of any such government or political subdivision thereof when such tangible personal property goes into or becomes a part of public works owned by such government or political subdivision thereof. The bidder shall take these factors into consideration in preparing his proposal, including therein the cost of the State and Use Tax on materials, but excluding the cost of those taxes and permits not applicable.

11. NO EXCLUSIVE CONTRACT / ADDITIONAL SERVICES

11.1 Contractor agrees and understands that the contract shall not be construed as an exclusive arrangement and further agrees that the City may, at any time, secure similar or identical services at its sole option.

11.2 The City may require additional items or services of a similar nature, including those not specifically listed in the contract. The Contractor agrees to provide such items or services, and shall provide the City prices on such additional items or services based upon a formula or method that is the same or similar to that used in establishing the prices in his proposal. If the price(s) offered are not acceptable to the City, and the situation cannot be resolved to the satisfaction of the City, the City reserves the right to procure those items or services from other vendors, or to cancel the contract upon giving the Contractor thirty (30) days written notice.

12. MODIFICATION OF SERVICES (Deletions / Additions)

The City reserves the right to delete any portion of this Contract at any time without cause, and if such right is exercised by the City, the total fee shall be reduced in the same ratio as the estimated cost of the work deleted bears to the estimated cost of the work originally planned. If work has already been accomplished on the portion of the Contract to be deleted, the Contractor shall be paid for the deleted portion on the basis of the estimated percentage of completion of such portion.

13. QUANTITY:

The quantities shown are estimated as to current requirements. The City reserves the right to increase or decrease the total quantities. Any estimated quantities listed are for information and tabulation purposes only. No warranty or guarantee of quantities needed is given or implied. It is understood that the Contractor will furnish the City's needs as they arise.

14. INSPECTION AND TESTING OF MATERIALS:

The materials, patterns, fabricated member and assembled or partially assembled items may be inspected at the factory, or elsewhere, by a representative of the City at any time during

the process of manufacture or until final delivery and acceptance, to determine whether or not there is compliance with the requirements of these specifications. Approval prior to the time of final acceptance shall not preclude rejection of delivered items that do not satisfy these specifications.

- 15. MERCHANTABILITY.** There shall be an implied warranty of merchantability and fitness for an intended use. Any bid submittals taking exception to this requirement may, at the City's option, be considered non-responsive.

16. SELLING, TRANSFERRING OR ASSIGNING CONTRACTS

No contract awarded under these terms, conditions and specifications shall be sold, transferred or assigned without the written approval of The City of Fort Lauderdale.

17. INSURANCE

The Contractor shall carry at all times the following insurance coverage:

Worker's Compensation & Employer's Liability Insurance

Limits: Worker's Compensation for all Contractor employees.

Employer's Liability in the amount of \$100,000

Commercial General Liability Insurance

Limits: Combined single Limit Bodily Injury/Property Damage with minimum limits of \$500,000.

Automobile Liability Insurance

Limits: Bodily Injury - \$250,000 each person

\$500,000 each occurrence

Property Damage \$100,000 each occurrence

The City shall be named as an additional insured for Commercial General Liability. All certificates of insurance must be submitted to the Procurement and Materials Management Division and be approved by the City's Risk Manager prior to commencement of any work.

18. TORT IMMUNITY:

The City of Fort Lauderdale hereby reserves to itself any and all tort immunity as provided to it by the laws of the State of Florida. It is hereby agreed that the City's liability is limited to the extent permitted by the Florida Constitution and Florida Statute 768.28 or any amendments thereto.

19. INDEMNITY/HOLD HARMLESS AGREEMENT

The Contractor agrees to protect, defend, indemnify, and hold harmless the City of Fort Lauderdale and its officers, employees and agents from and against any and all losses, penalties, damages, settlements, claims, costs, charges for other expenses, or liabilities of every and any kind including attorney fees, in connection with or arising directly or indirectly out of the work agreed to or performed by Contractor under the terms of any agreement that may arise due to the bidding process. Without limiting the foregoing, any and all such claims, suits, or other actions, relating to personal injury, death, damage to property, defects in materials or workmanship, actual or alleged violations of any applicable statute, ordinance, administrative order, rule or regulation, or decree of any court, shall be included in the indemnity hereunder.

20. DAMAGE TO PUBLIC OR PRIVATE PROPERTY

Extreme care shall be taken to safeguard all existing facilities, site amenities, irrigation systems, etc. on or around the job site. Damage to public and/or private property shall be

the responsibility of the Contractor and shall be repaired and/or replaced at no additional cost to the City.

21. SERVICE TEST PERIOD

The successful Contractor shall successfully complete the acceptance testing requirements within a sixty day period following product installation. The City will accept the fully operational product(s) when the Contractor has successfully proven the respective product to function in accordance with the RFP requirements.

Performance trial and acceptance testing shall be based on the units being fully and consistently operational for a period of not less than thirty working days after receipt and installation. The City will use this testing period to evaluate the products and verify that all requirements stated in this RFP have been met. If it is determined that all requirements have not been met, that machines have experienced excessive malfunctions and/or errors or that resolution of any problem cannot be attained, the City reserves the right to return the products at no cost to the City.

A performance evaluation will be conducted prior to the end of the test period and that evaluation will be the basis for the City's decision to continue with the Contractor or to select another Contractor.

22. DOCUMENTATION

Contractor shall provide the City with three sets of hardware and software documentation and manuals with system delivery.

23. EQUIPMENT WARRANTY / EXTENDED MAINTENANCE

Proposer shall include a two year initial warranty on materials, labor, upgrades and incidentals. Proposer shall also include pricing for five additional years of extended on-site maintenance, which will be applicable after the expiration of the initial warranty.

If the City would be required to sign an extended maintenance contract, Proposer shall include a copy of the standard maintenance form as a part of the RFP response. Such agreement shall be subject to City review, modification, and acceptance. The City will consider the cost of extended maintenance as a part of the total cost of acquisition of the proposed system.

PART IV - TECHNICAL SPECIFICATIONS / SCOPE OF SERVICES**OVERVIEW:**

The City of Fort Lauderdale is seeking proposals from qualified vendors for the purchase and installation of twenty (20) new electronic pay & display/multi-space, receipt dispensing parking meters, in accordance with the Request for Proposals (RFP). The City has currently has 94 meters through the City. This RFP will hopefully result in new meters that will replace 20 meters in a pristine area of the City.

The City of Fort Lauderdale intends to provide the tourist and patrons of the City's downtown area with the latest state-of-the art technology in parking meters. We are looking for innovative meters that are acceptable to a tropical climate and durable in 140-mile winds. The meters will also be exposed to and surrounded by the ocean's element.

VENDORS SHOULD RESPOND TO ALL ITEMS LISTED IN THE TECHNICAL SPECIFICATIONS RESPONSE SUBMITTAL

SILENCE OF SPECIFICATIONS:

The apparent silence of the specifications as to any detail or omission for it as a detailed description, concerning any specific shall be regarded as meaning that only the best commercial practices are to prevail and that only materials and workmanship of first quality are to be used. All interpretations of these specifications shall be made upon the basis of this statement.

Complies With
Specification
Requirements

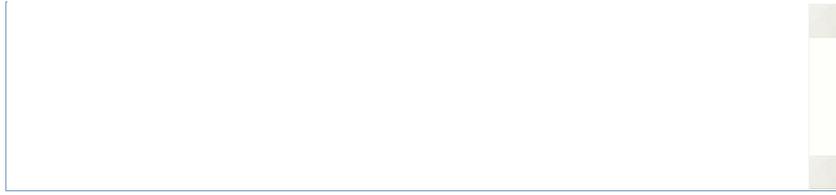
A. GENERAL

- 1. Respondent shall use a local distributor to provide support for initial installation, training, parts and warranty service. "Local" is defined as close enough to the City of Fort Lauderdale to provide twenty-four (24) hour responses to software and hardware requests without requesting travel reimbursement Y N
- 2. Machines must remain fully functional in abnormal street conditions like excessive heat (Internal Operating Temperature of 0 °F to 140 °F), humidity, rain, hail, grime, vibrations, saltwater spray, etc. Y N
- 3. All machines shall be constructed with new and unused, sturdy/strong materials. Y N
- 4. Respondent must explain preferably in a Visio Diagram, how its computer network processes the flow of magnetic stripe and/or smart card information from the pay stations to and from the bank or electronic financial transaction authorization network.

- 5. Respondent must describe, in detail, all of the equipment they propose to use.

- 6. Respondent must also describe in detail its plan for pay station auditing and reconciliation procedures that track electronic revenues from the pay station to the financial clearinghouse. The clearinghouse system must conform to International Standards Organization (ISO) standards for authorization messages. The ISO standards, as amended from time to time, are deemed as being incorporated by reference herein. All electronic processing must utilize an

SSL gateway and provide at a minimum 128 data encryption and conform with all Visa and Mastercard requirements (NOTE: City does not currently utilize Amex or Discover for these purposes).



- 7. The vendor must have a toll free support number for troubleshooting both software and hardware. Y N
- 8. Any software and hardware backups needed to be available within twenty-four (24) hours of notification from City. Y N
- 9. For newly installed units, the City of Fort Lauderdale Parking & Fleet Services Department personnel reserves the right to install the base and the local distributor will supply a fully operational pay-station at the City of Fort Lauderdale Parking and Fleet Services selected location. City of Fort Lauderdale Parking Services will take possession of new units at the point of installation. Y N
- 10. When the machine is configured as pay and display, the customer inserts the payment required to purchase the desired amount of time up to the maximum time limit. Payment may be made by a combination of coins, bills, credit/debit or smart card. An internally printed receipt is provided displaying date, expiration time, expiration date, transactions amount paid, pay station identification number and a unique receipt identification number. At any stage of the purchase, a cancel option shall be available to allow the customer to retrieve the funds, if the customer wishes to terminate the transaction. Y N

B. BASIC SYSTEM REQUIREMENT

- 1. Systems must be capable of functioning as a single unit or operate in a networked environment. Y N
- 2. The software will facilitate the management of communications, rates, maintenance, collections and audit functions. Y N
- 3. Machines must be able to run off solar and/or AC power supply with standard locally procured batteries. Y N
 3a. What type of batteries are required for your product?
- 4. Specify Machines minimum transactions on back-up power, without error.



- 5. During power outages, all machines will operate in a stand-alone capacity and store accumulated data in memory. Y N
- 6. A separate backup battery supplied to sustain the clock, calendar, audit information and RAM in the event of a main backup system failure or during battery replacement. Y N
- 7. Machines have optional language capability for display and verbal commands. Y N
- 8. Machines display specific 'out of order' conditions and should operate with the malfunctioning status, until serviced. Y N

C. CUSTOMER OPERATION

- 1. The pay stations shall operate with coins, bills, and credit/debit/smart cards in a manner that allows customers to follow simple printed, digital and/or verbal instructions to complete the transaction quickly. Y N
- 2. Instructions should tell the customer what to do first, and then lead them through the transaction in approximately 45 seconds. The last mandatory instruction for the pay and display machine shall be to advise the customer to display the receipt on the vehicle dashboard. Y N
- 2a. Approx. how many seconds does your product take to perform this feature?

D. CURRENCY ACCEPTED

- 1. Machines must accept US currency in denominations of \$1, \$2, \$5, \$10, & \$20 bills, nickels, dimes, quarters, "SBA" and "Gold" dollar coins, magnetic striped credit cards with and without embedded Smart Card chips and the City of Fort Lauderdale Parking Services debit-parking card. Respondents are responsible to ensure system compatibility with current single application EMV chip parking card. Y N

E. HOUSING AND PEDESTAL

- 1. Respondents shall state the specifications of the pedestals and housings, specifically including metal thickness, height, width and depth in inches and the weight in pounds of machines (with and without pedestals), tensile strength and gauge of metal. Respondents must provide a description of their product housing, including materials and thickness, and how the design secures the unit against attempted theft.

- 2. The Respondent shall give description of the advantage of paint or coating covered to stainless steel.

- 3. Provide installation drawings and specifications. (These items can be uploaded if required)

- 4. Describe how locks can be integrated into each unit in the cash box access doors and provide your separate price for this item if the City chooses to utilize this feature (for informational purposes only).

- 5. Describe how cash collections shall be performed.



- 6. Awarded contractor shall securely mount pedestal in a concrete base, and should only be installed or removed from inside the housings so that no mechanical fasteners are exposed.

Y N
- 7. Confirm that the entire meter mechanism shall be enclosed in a durable, weather resistant housing constructed of corrosion resistant non-brittle metal of such thickness as to resist tampering, graffiti or abuse.

Y N
- 8. Paint shall be high quality and weather resistant, and shall provide a tough, scratch-resistant and easily cleaned surface. Unit must also have a double zinc primer.

Y N
- 9. Machine apertures such as, but not limited to, the coin return, receipt dispenser and card reader must be designed and/or shielded to discourage vandalism, insertion of foreign material or other efforts to deliberately jam the unit.

Y N
- 10. Aperture design should prevent damage from the insertion of any type of commercially available pyrotechnic device.

Y N
- 11. When installed, Meters shall meet applicable ADA requirements. All coin and card aperture locations must be compatible with Americans with Disabilities Act (ADA) requirements - the centerline of controls shall be no more than 42 inches (1,065 mm) above the pedestrian access route.

Y N
- 12. Internal humidity shall be controlled utilizing a fan or other proven means.

12a. What means does your product provide for internal humidity?
- 13. The Housing shall have door alarm sensor set to activate when the front door is opened 1/8" or more.

Y N
- 14. Housing includes high security multi-point locking bar. Housing locks shall be high security locks keyed with a proprietary combination developed exclusively for City of Fort Lauderdale Parking & Fleet Services. All locks shall be high security locks with anti-drill protection.

Y N

- 15. Machine housing shall have separate compartments for maintenance and collections. Separate keys shall be available to prevent maintenance personnel from accessing the collection area and vice versa. Y N
- 16. There shall be no access to the money in the cash box when the upper or lower housing is opened for maintenance or collection. Y N
- 17. The vendor shall supply two (2) cash boxes and bill boxes per unit. Y N

The following security measures, although not limited to, shall be included with each cash box:

- 18. The cash box shall have a security locked keyed system separate from the Machine's other compartments. Y N
- 19. The cash box shall have a handle for easy handling. Collection boxes shall be strong, lightweight and manageable. Y N
- 20. A closed coin path shall direct coins to drop into a locked cash box. Y N
- 21. The collector shall not have access to the coins in the cash box during the collection process. Y N
- 22. Machines will provide a transaction report at the time of collection, showing date, time and cash box audit amount via wireless two-way communication and accessible at an Internet web site password secured to the user level. Y N
- 23. Cash box should hold a minimum of \$600 worth of U.S. coins. Y N
- 24. Give description of available colors and materials used, including Materials Safety Data Sheet (MSDS) - upload.

- 25. Resistance to corrosion caused by ocean elements. Y N

F. DISPLAY

- 1. Respondents shall describe the capabilities of the display screen used in their pay station.

--	--

2. Respondents shall explain language choices available for display and how language(s) are selected

--	--

- | | | | |
|----|---|----------------------------|----------------------------|
| 3. | Pay station displays shall be backlit. | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| 4. | The unit must have a LED screen with high- resolution display, which is easy to read in various lighting conditions including bright sunlight. | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| 5. | The screen must be protected by a security cover, vandal resistant, weather proof and corrosion resistant. | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| 6. | The screen should be modular and easily unplugged and replaced with basic tools for easy services. | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| 7. | The display should be able to accommodate custom messages. | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| 8. | Messages should be updateable through the supplied desktop software package and downloadable to individual or multiple units via two-way communication. | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| 9. | Machine display should include time of day, increments of payment – amount entered and time purchased and an indication of total time remaining after the transaction is completed or the time of day when the amount of time paid for will expire. | Y <input type="checkbox"/> | N <input type="checkbox"/> |

G. ELECTRICAL AND ELECTRONIC COMPONENTS

- | | | | |
|----|---|----------------------------|----------------------------|
| 1. | The sub-assemblies of the meters shall be modular in construction to provide easy servicing through on-site plug-in replacement of parts. | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| 2. | Respondents shall explain how unit components are protected from moisture, dust, lightning, adverse weather, and other factors that might cause an operational failure of a component or Machine. | | |

- 3. All electronic connection plugs shall be of the best quality. Y N
- 4. All assemblies shall be electronically grounded and compliant with local codes for electrical/electronic equipment. Y N
- 5. All circuit boards and internal components to be environmentally sealed, highly water-resistant and operate in conditions of over 95% humidity. Y N
- 6. Are all electronic connection plugs physically differentiated and only fit one way. Y N

H. ALARM

- 1. Shall have a minimum of 100-decibel local, Vibration/Tilt/Tamper alarm installed, with an alarm to P/C, and automatic alarm paging capabilities. Y N
- 2. Respondents may describe other message capabilities that may be available on their product.

Machines shall be able to send messages via wireless for all of the following reasons, within 30 seconds of each occurrence:

- 3. Cash box status Y N
- 4. Alarms (Vibration/Tilt) Y N
- 5. Attempted theft of Machine Y N
- 6. Machine out of order Y N
- 7. Open door Y N
- 8. Paper supply low Y N
- 9. Low battery Y N
- 10. Power failure Y N
- Card reader out of order

- 11. Y N
- 12. Coin chute jammed Y N
- 13. Machines must have built-in diagnostics software that records and stamps date and time of all operations events (warnings, machine failures, resets, low battery, maintenance functions, etc.) for reports to the communications center. Y N

I. BILL ACCEPTOR

- 1. Machines shall accept any combination of the following denominations of currency: One, two, five, ten and twenty-dollar, as well as newly issued five, ten and twenty dollar bills. Y N
- 2. The bill denomination acceptance shall be programmable. Y N
- 3. The bill acceptor will be capable of accepting new versions of U.S. bills through simple software updates. Y N
- 4. It shall accept bills in any possible direction and be capable of recognizing counterfeit currency. Y N
- 5. Currency accepted by the meter shall be stored in a locked mechanical stacker that is not accessible from the maintenance section of the meter. Y N
- 6. The bill stacker shall have a capacity of at least 1,000 bills and shall be protected by a locking system only allowing access to the bills with the correct key. Y N
- 7. The removal of the bill stacker shall trigger the recording of an audit report specific to the bill collection. Y N
- 8. Machine shall transmit to the server via wireless transmittal methods every time container is removed. Y N
- 9. It shall also transmit all audit information via wireless, as well. Y N
- 10. The bill acceptor shall be easily removed for servicing or replacement. Y N
- 11. The acceptor slot should have a plastic cover to prevent weather intrusion. Y N

J. DEBIT/CREDIT CARD OPERATION

- 1. Respondents shall identify and itemize all supporting equipment to support in-house operation and maintenance of a credit/stored value card system.



- Respondents must provide a card reader system:*
- 2. That reads and accepts approved magnetic striped credit cards with and without embedded Smart Card chips Y N
 - 3. Accepts the City of Fort Lauderdale Parking Services Debit card. Respondents are responsible to ensure system compatibility with current parking card system. Y N
 - 4. Credit card transaction data shall be real-time and sent to a remote server for processing as per City of Fort Lauderdale Parking & Fleet Services established communications media. Y N
 - 5. If operating in Off-line mode, transactions may be considered based on software capabilities to set purchase limits. Y N
 - 6. Respondent's shall also identify the ability to prepare and load lists of credit cards that the machine will not accept "black lists" via City of Fort Lauderdale Parking & Fleet Services established communications. Y N
 - 7. Respondents must provide a number of cards that can be "black listed", and number of cards Machine can store in memory. -
- # of cards that can be 'Blacklisted'

of cards that can be stored in memory

K. CREDIT AND SMART CARD READER

- 1. The unit shall contain a dual credit card and smart card reader capable of reading magnetic stripe, smart EMV Chip Cards. Y N
- 2. If the card slot is jammed (inoperable), the machine should still accept coins/bills-forms of payment. Y N
- 3. Unit card readers shall be equipped with SAMs capable of accepting multiple smart card schemes, such as MasterCard and Visa. Y N
- 4. These programs will include the concept of cooperative use of cards among pay stations, and single space meters in City of Fort Lauderdale. Y N

L. COIN ACCEPTOR

- 1. The coin acceptor shall be electronically operated and shall register approximately 98 % of valid coins. Y N
- 2. Coin registration should be locally programmable by City of Fort Lauderdale Parking & Fleet Services personnel. Y N
- 3. As each coin is inserted and passes through the coin acceptor, its value and time purchased is registered on the display. The machine shall then record the transaction and secure all coins in a locked coin compartment. Y N
- 4. Coin recognition shall include nickels, dimes, quarters, and dollar coins. Y N
- 5. Rejected coins, foreign coins, slugs shall be immediately returned via the coin return outlet. Y N
- 6. There shall be a prompt means to clear bent coins and counterfeit material that may jam the coin acceptor. Y N
- 7. Coin acceptor must have an anti-pull back mechanical feature in coin chute. Y N

Machines shall contain:

- 8. An automatic coin shutter, which will open for coin insertion, but not for plastic, wood, cloth, and all non-metal objects. The coin slot shall have means to prevent insertion of foreign objects. Y N
- 9. The coin mechanism shall be able to reject foreign coins and slugs. Y N
- 10. Machines shall not allow any tampering with its internal functions, to prevent any time to be given in any manner, other than the insertion of a valid coin or card. Y N
- 11. Machines shall be able to accept at least 4 different user defined coins through software parameter change only. Y N
- 12. Machines shall have a built-in feature that prevents coin and debit card transactions used for testing purposes from registering in the total revenue register. Y N
- 13. All coins shall be accepted through a single slot. Y N
- 14. Removal, replacement, or repair of the coin slot takes less than two minutes. The coin slot shall meet all ADA requirements. Y N
- 15. If the coin slot is jammed (inoperable), the machine shall still accept bills, credit or smart card forms of payment. Y N

M. PRINTER AND RECEIPT PAPER

- 1. Meters shall utilize thermal printers (no ribbons) with limited moving parts and with immediate access for cleaning the paper path. Y N
- 2. The printer shall be easily removed for servicing. Y N

- 3. Printer intensity should be adjustable. Y N
- 4. The printer should utilize thermal paper capable of not turning black. Y N
- 5. Receipt paper shall be a continuous single roll or stack of direct thermal printed-paper. Y N
- 6. Receipts shall print within ten seconds and shall have a high degree of quality and legibility. They must remain legible after remaining inside a vehicle in direct sunlight and heat for 24 hours. Y N
- 7. Respondents shall state the approximate number of customer transactions per roll or stack of receipt paper.
- 8. Receipts shall be available with custom printing/graphics. Y N

N. TRANSACTION STORAGE AND PROCESSING

- 1. All transactions shall be stored in a password protected secure database file format with authorized user import/export capability. Y N
- 2. With a minimum of 128 encryption, respondents shall state any methods of encryption other security measures taken to meet the minimum of 128 encryption.

- 3. Transactions shall be tracked and identified via sequentially numbered series. Y N
- 4. Transactions, diagnostic data and security access exceptions shall be stored in separate and protected memory areas in nonvolatile memory. This data shall not be manipulated with system software. Y N
- 5. System power loss shall not cause the loss of transaction history. Y N
- 6. Respondents shall state the average number of transactions capable of being held in memory before overrun occurs.
- 7. Transaction history shall include individual, hourly, daily and monthly transactional history reports. Y N
- 8. The system shall utilize a minimum of three transaction-processing

modes, on-line, networked, and off-line.

Y N

O. REAL-TIME CLOCK

1. The meters shall be equipped with a programmable time of day clock that is accurate to 30 seconds per month.

Y N

2. The clock shall operate continuously and shall also track the year, month, day, and day of the week.

Y N

3. The meters shall automatically adjust for daylight savings time according to Eastern Standard Time.

Y N

4. The clock will remain operational during battery changes and power losses.

Y N

P. POWER MANAGEMENT

- 1. Respondents shall state the following:
 - Solar and/or AC Machines run primarily on battery, and solar and/or AC is used to charge the battery.
 - Solar and AC Machines run primarily on solar and/or AC, and the battery is the backup power source.
 - The solar powered machine must have the capability to complete at least two hundred (200) transactions per day without requirement to recharge the battery.

2. Machines shall have the capabilities to run on 110-120VAC at 60 Hz and solar.

Y N

3. Respondents shall state battery configuration (type, size, voltage, location and number), normal battery field life and expected transactions when running on battery only.

TYPE

SIZE

VOLTAGE

LOCATION

NUMBER



Q. REPORTS

- | | | | |
|-----|---|----------------------------|----------------------------|
| 1. | Desktop reports shall be available to system managers by form fill queries or simple queries. | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| 2. | The reports software should provide report capability on all information gathered. | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| | Report properties shall be user definable. They shall contain the following: | | |
| 3. | Cumulative totals of all cash and card transactions | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| 4. | All alarms | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| 5. | All Maintenance transactions | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| 6. | Maintenance activity by location number | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| 7. | Maintenance activity and operational status | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| 8. | Maintenance activity by type | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| 9. | Date and time of collection | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| 10. | Identity of collector or technician | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| 11. | Machine identification | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| 12. | Machine location | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| 13. | Sequential collection number | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| 14. | Total amount of money in the collection | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| 15. | Total card usage | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| 16. | Total cash in bill container | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| 17. | Total cash in coin container | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| 18. | Revenue by location number | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| 19. | Revenue by collection area | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| 20. | Revenue by maintenance route | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| 21. | Total number of tickets issued | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| 22. | Total number, value, and type (credit card and/or stored value card) of card transactions. | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| 23. | User log on history and activities | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| 24. | Exception report for units not repaired | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| 25. | Operational status by unit | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| 26. | Daily collection report with location numbers and audit | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| 27. | Exception report for units not collected | Y <input type="checkbox"/> | N <input type="checkbox"/> |

R. COMMUNICATION/SYSTEM MANAGEMENT SOFTWARE(WIRELESS)

1. Respondents must describe, in detail, its plan for pay station auditing, and reconciliation procedures that track electronic revenues (magnetic stripe and/or smart card) to and from the pay station to the financial clearinghouse.

- 2. Respondents shall describe, in detail, all of the equipment they propose to use and the security measures employed to protect data access and integrity.

- 3. Respondents shall explain, in detail, how their wireless two-way communication system works including technical (components, frequency, etc) and practical (on line, real time status) elements and identify all costs per Multi-Space meter to the City.

- 4. Respondents shall explain average time of repair and audit transactions, under normal operation both wireless, two-way and hand held communication.

- 5. Machines shall be capable of wireless two-way communication to a remote communication center to transmit financial and activity reports and unit status. Y N

- 6. The clearinghouse system must conform to International Standards Organization (ISO) standards for authorization messages. Y N

- 7. Access to City of Fort Lauderdale Parking Services data shall be secured, at a minimum, by password protection and shall include multi-level access control. Y N

- 8. All databases shall be 2000 compliant. The software must supply

reports for revenue, maintenance, and/or space usage. Y N

9. Information that must be transmitted includes, but is not limited to:
Cash box status (lower limit warning when coins reach a programmable amount and an upper limit warning when the Machine shuts down) Y N
10. Alarms (attempted theft of Machines, Machine out of order, door open, out of paper, etc.) Y N
11. Management data consisting of purchase of time (occupancy), time bought intervals (duration), type of transactions (coin and card with amounts paid) etc. Y N

Machines shall:

12. Retain financial information even after transmission to ensure no loss of data. Y N
13. It shall record and store the number of valid coin, bill and card transactions and shall be accurate to 98% of actual deposits. Y N
14. Transmit data to remote communication center cash box status management data (occupancy, duration, etc.) Y N
15. Make multiple attempts if reception of the transmission is not confirmed by the communications center Y N
16. Contain sufficient memory to store transmitted data (bad card list, etc) Y N
17. The communication center shall: N
18. Make multiple attempts if card payment does not clear Y N
19. Transmit expired/invalid card lists to units via two-way communication Y N
- The software will facilitate the management of communications, rates, maintenance, collections and audit functions. Y N
20. Group units for common messaging Y N
- assign Machines to predetermined groupings Y N
- parades and other community events Y N

S. SYSTEM MANAGEMENT SOFTWARE

1. State all Methods of Encryption and other software security features.

2. Machines must be fully programmable. Field programming is to be accomplished by City of Fort Lauderdale Parking Services

Department staff, using any of the following for all parameter changes:

- EPROM replacement Y N
 - Wireless two way transmission Y N
 - Hand held using a standard serial port and PDOT IR protocol Y N
-
3. The System management software shall be configurable in a single-station and/or networked fashion. Y N
 4. It should be intuitive, convenient, and easy to use. Y N
 5. Data stored in the software package shall be designed to allow for the easy import and export of all necessary data to fully integrate the system into other data base systems. Y N
 6. These and all features of the software must be password controlled with access levels assigned by City of Fort Lauderdale Parking Services designated System Administrator. Y N
- The System Host/Desktop Management Software should:**
7. Allow user to select options at the end of a rate period to include; allow/not allow purchase of time exceeding the shift/rate maximum, allow/not allow purchase of time elapsed at the end of a rate/shift period, allow/not allow user to purchase time through a specified shift down time at no charge, allow/not allow purchase of time through a closed day at no charge. Y N
 8. Allow the user to select the rate for each individual day and have the ability to designate a day closed, or "free parking" day. Y N
 9. Allow user to configure a secondary daily rate structure to be activated by a specified day. Y N
 10. Allow time to be purchased at a minimum of 15-minute blocks or by the minute. Y N
 11. Include at least 6 rate tables for editing. Y N
 Include a minimum of 3 shifts per rate table. Y N
 12. Rate tables allow user to select from the following options; select the time of day that each individual shift will begin, set the maximum amount of money that will be accepted in a given shift, set the expire time of a given shift, allow the purchase of multiple days, allow multiple day purchases to be either 24 hours from purchase date or 24 hours from expired time of a shift, allow for a period of time during a shift that the system will shut down, able to set a per minute rate, able to select the number of 15 minute blocks per hour and the rate to be charged for the 15 minute blocks, and is able to automatically print a receipt. Y N
 13. Allow rates to be edited by the hour. Y N
 14. Allow a minimum time purchase to be set. Y N
 15. Configure length of time the audible alarm will sound. Y N

- | | | | |
|-----|--|----------------------------|----------------------------|
| 16. | Set the start of a day. | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| 17. | Allows for an option to print/not print receipts. | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| 18. | Set a maximum number of tickets to be sold in a day. | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| 19. | Set an amount that no bills above that amount will be accepted. | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| 20. | Set the maximum amount of money that will be accepted. | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| 21. | Select what to do during a printer error. | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| 22. | Set/modify credit card parameters to include: Enable/not enable credit cards, accept/not accept American Express, MasterCard and Visa, accept/not accept a credit card when off-line, set minimum/maximum credit amounts and set a default amount. | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| 23. | Accommodate a minimum of 50 spaces per machine. | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| 24. | Vary rates by stall range. | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| 25. | Set an expiration window to show expired/going to expire stalls, on enforcement reports. | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| 26. | Set an enforcement access code. | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| 27. | Set an inactivity time-out for the backlight/overhead light. | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| 28. | Modify the printed receipts. | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| 29. | Set an "out of service" phone number. | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| 30. | Preset charge for special rates. | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| 31. | Does not allow for user manipulation of audit historical data without an audit trail of manipulation. | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| 32. | Allow rates to be edited by the hour. | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| 33. | Allow a minimum time purchase to be set. | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| 34. | All remote programming must be allowed using standard communication protocol. | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| 35. | Machines must have built-in diagnostic software that records dates and "time stamps" all operations events (unit failures, resets, low battery, etc) for reports to the command center. | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| 36. | Upon cycling through the diagnostic mode, Machines shall be able to update the display status; display appropriate messages, and send diagnostic reports to the communication center. | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| 37. | <u>Self-diagnostic mode shall be interrupted if a higher priority task is queued (a customer at the unit paying for parking has the highest priority). Self-diagnostic results can optionally be sent to the communication center.</u> | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| 38. | The system will report the status of each machine to a central server indicating status and alarm conditions (maintenance needs and out-of-order conditions). The communications system shall also provide real-time notification of collections, maintenance, alarms, revenues, and individual patron transactions to the City of Fort Lauderdale Parking Services. | Y <input type="checkbox"/> | N <input type="checkbox"/> |
| 39. | City of Fort Lauderdale Parking Services shall be able to modify rates and hours of operation via the communication software and upload this new configuration to individual meters or any | | |

combination of networked meters. Y N

The system communications software should:

- 40. Be adequately secure for transmission of Credit Card data and password protected. Y N
- 41. Communications software includes the following options, dial modem, hang-up modem, and wait for call, receive/send audit commands and lot functions. Y N
- 42. Accesses to vital communications areas are password protected. Y N
- 43. All system phone numbers are held in a phone directory for ease of accessing phone numbers. Y N
- 44. Has the ability to hang up the modem via the communications software. Y N
- 45. Able to set software to await incoming calls from a remote site. Y N
- 46. Able to process all transactions, and backup, exception log, diagnostics. Y N
- 47. Records security information to include: - Door open/door closed, "Cash container in", "cash container out". Date, time and machine number is recorded with each entry. Y N
- 48. Maintain a log of all transactional events. The log information includes: Individual purchases, receipt numbers generated, power outages, system restarts. Y N
- 49. Communications software is able to receive processor configuration tables. Y N
- 50. Communications software is able to set and send configuration tables and diagnostic levels. Y N
- 51. Communications software is able to send a bad credit card file to update credit cards that are to be rejected. Y N
- 52. Communications software is able to set the date and time. Y N
- 53. Communications software is able to add time to a selected stall. Y N
- 54. Communications software is able to check the status of a selected stall. Y N
- 55. Communications software is able to view network status and indicate which terminals are currently on-line or off-line. Y N
- 56. Communications software is able to remotely monitor the following areas, status, cash box, audit, power, and version. Y N
- 57. Communications software is able to view the current audit totals and current grand totals to include: cash, credit, cash card and overpayment. Y N
- 58. Communications software is able to view the current status of the following items: Y N

- a. Bill Acceptor: "disabled", "jammed"/ "not jammed"
- b. Bill Stacker: "full"/ "not full"
- c. Coin Acceptor: "enabled"/"disabled" and "jammed"/"not jammed"
- d. Card Reader: "present"/:"not present"
- e. Cash Container: "installed"/"not installed"
- f. Door: "open"/"closed"
- g. Lock: "open"/"closed"
- h. Power status
- i. Alarms

Y N

59. Communications software is able to alert users to alarms via beeper.

Y N

T. PRICE LIST/COMPONENTS

1. Respondents shall provide to the City of Fort Lauderdale Parking Services a schedule of individual component pricing, including a pricing discount on all maintenance and repair materials, parts and supplies, and a residual value on modular components returned for repair remanufacture. This pricing is for additional components for future repairs, etc.– not components required for initial product offered, and is to be submitted for informational purposes only – will not be factored into award criteria cost considerations.

2. Machines shall have internal components designed as interchangeable modular parts.

Y N

3. Respondents shall explain what tools, if any, are needed to replace modular components.

4. All replacement components shall be readily available from a local distributor. In the event that the local distributor is temporarily out of any component, additional components shall be available within twenty-four (24) hours.

Y N

U. MAINTENANCE

1. Machines shall be constructed so that individual components can be easily removed and sub-assemblies be changed without major dismantling.

Y N

2. Respondent should provide training on the procedures of changing and replacing of sub-assemblies. Y N

3. Describe procedures of changing and replacing of sub-assemblies.training that your company will provide at no additional charge:

4. Modules shall be replaced with minimum use of tools. Y N

5. Respondent shall provide full training of software application and usage to City of Fort Lauderdale Parking Services maintenance staff. Y N

6. Describe software application and usage training that your company will provide at no additional charge:

V. DELIVERY AND INSTALLATION

1. Packaging and shipment shall be the responsibility of the manufacturer.

Proposals shall include freight and be FOB destination.

In the event that the delivery and/or installation of units are not completed according to City of Fort Lauderdale Parking Services specifications – and agreed upon schedule, City of Fort Lauderdale Parking Services will impose liquidated damages for delay and loss of use in the amount of Five Hundred dollars (\$500) per unit per day. These charges are intended to act as an incentive for the Contractor to perform in full compliance with the specifications. Acknowledgment and agreement is given by both parties that the amount herein above set is not intended to be, nor shall be deemed to be, in the nature of a penalty.

Y N

2. Delivery shall be made to the designated address within sixty (60) calendar days following execution of the contract. Y N

- 3. Installation shall be completed by the successful contractor within fifteen (15) days following delivery of the units or as specified by the City of Fort Lauderdale Parking Services and shall be closely coordinated with City of Fort Lauderdale Parking Services. Y N
- 4. Respondents shall include a description of any pre-installation and/or installation work to be completed by City of Fort Lauderdale Parking Services.

W. SYSTEM IMPLEMENTATION

- 1. The system shall include all hardware and software required for communicating with, programming or monitoring any of the supplied units. It is the Respondent's responsibility to incorporate all of the above and to establish the communications between the units and the communications center. Y N
- 2. The wireless two-way communication system may be provided directly by the vendor or in partnership with a wireless system vendor. Respondents shall explain how the entire system will be deployed and who is responsible for maintaining the various components.

X. TRAINING

- 1. The successful Respondent shall provide, at no additional charge, a minimum of eighty (80) hours of training at a designated City of Fort Lauderdale Parking Services facility for each City employee to develop expertise in the maintenance and repair of their product, including, but not limited to:
 - 1. Installation
 - 2. Maintenance
 - 3. Troubleshooting repairs
 - 4. Operations – programming, inventory
 - 5. Collections

Y N

- 2. Respondents shall provide a thorough 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 City of Fort Lauderdale Parking & Fleet Services' choice and upgrades of software and/or hardware. All operating manuals that support installation, maintenance and user information complete wiring diagrams and specifications shall be in English.

This must be provided at no additional charge.

Y. Warranty

- 1. Proposers must guarantee, for a period of 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 to the City of Fort Lauderdale Parking & Fleet Services. Respondents shall also provide the City of Fort Lauderdale Parking and Fleet Services free of charge with any new software releases for a period of two (2) years.

Y N

- 2. The local distributor shall maintain an adequate supply of replacement components (e.g. cutters, card readers, etc) on site at the City of Fort Lauderdale Parking Services meter shop. Payment and warranty provisions for replacement components shall apply from the date of installation of the module. Any module installed shall begin its warranty period from the date of installation. Respondents must provide Battery Warranty, in writing.

Y N

Z. VARIANCES TO TECHNICAL SPECIFICATIONS LISTED ABOVE

Items not included in your proposal – Discuss / explain any requirements of the RFP that are not included in your proposal. – All items that you indicated 'N' are to be explained here (To be indexed and submitted in the order listed)

Other Standards Used - List in detail, any additional standards and/or practices that you consider

worthy of consideration by the Evaluation Committee in evaluating your proposal.- Indicated any additional features that your product has that may not be indicated above, or any additional enhancements to requirements we may have listed above (To be indexed and submitted in the order listed,



-
END OF SECTION
-

SUBMITTAL REQUIREMENTS OF THE PROPOSAL

ELIGIBILITY

To be eligible to respond to this RFP, the proposing firm must demonstrate that they, or the principals assigned to the project, have successfully completed services, similar to those specified in the Scope of Services section of this RFP, to at least one City similar in size and complexity to the City of Fort Lauderdale.

SUBMITTAL REQUIREMENTS

All proposals must be submitted as specified. Any attachments must be clearly identified. To be considered, the proposal must respond to all parts of the RFP. Any other information thought to be relevant, but not applicable to the enumerated categories, should be provided as an appendix to the proposal. If publications are supplied by a proposer to respond to a requirement, the response should include reference to the document number and page number. This will provide a quick reference for the evaluators. Proposals not providing this reference will be considered to have no reference material included in the additional documents.

Submittals: (To be indexed and submitted in the order listed)

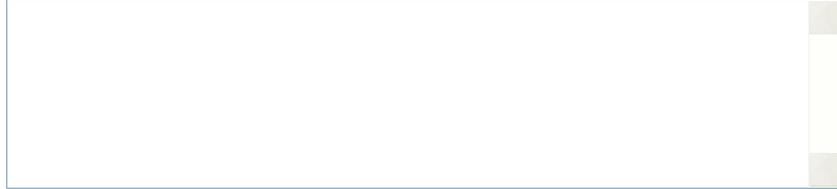
- A. Letter of Interest / Cover Letter** - Briefly state the Proposer’s understanding of the services to be rendered, and make a positive commitment to perform according to the requirements noted in this RFP. This letter must also confirm that all costs submitted in this RFP shall remain firm for acceptance for a minimum of one hundred and twenty (120) days from date of RFP opening.

 An empty rectangular box with a thin blue border, intended for the submission of the Letter of Interest / Cover Letter.

- B. Professional Licenses and Certificates /Sample insurance certificate** - Submit a copy of all Licenses, Certificates, Registrations, Permits etc. that your company / staff possesses. Also include proof of insurance in this section.
(Upload this information)

 An empty rectangular box with a thin blue border, intended for the submission of Professional Licenses and Certificates / Sample insurance certificate.

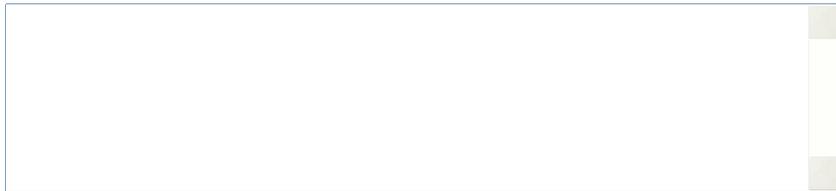
- C. **Company Profile** - Legal name, address, Telephone number, Fax number, E-mail address, Web page address, etc. of the proposer, together with legal entity (corporation, partnership, etc.) Firm must be established as a legal entity in the State of Florida. Provide hours of operation; Years in business; State whether the firm is local, regional, or national; Provide addresses and phone numbers for Headquarters and other relevant offices if applicable;



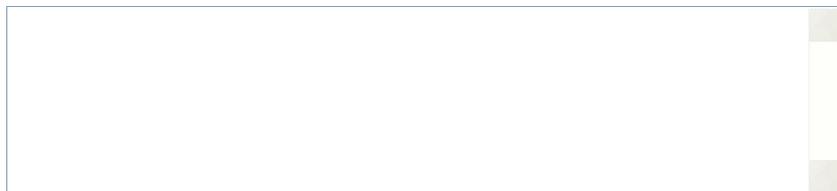
- D. **Joint Venture** – If Submitting as a joint venture, submit a copy of the joint venture agreement including the financial agreement between the parties and the percentage of participation of the parties



- E. **Disputes, Litigation and Defaults** – Applicant shall disclose the results, including amount of settlement, if any, for all prior litigation, arbitration, mediation or other claims involving the applicant or any consultants for a period of Five years prior to the submission of this proposal.



- F. **Qualifications / Experience** - Describe firm's overall experience; Detail projects done within the previous three (3) years. Indicate the areas where your meters are, how long the meters have been in place, the operating environment (high heat, excessive rain, winds, cold, etc) as well as all other pertinent information.



- G. **Staff** - Give a complete list of the number of managers, supervisors, and other staff employed at the compound site from which services will be rendered Identify the staff members who will provide the services, including staff from other than the local site, if necessary. Include their experience.

H. Technical Approach - Describe the services proposed by your firm and your implementation plan for this contract. This section must address the required services noted in this RFP, and how your firm plans to provide them.

I. Milestones, Deliverables and Proposed Benchmark Timetable - As part of the project approach, the firm shall propose a scheduling methodology for effectively managing and executing the work in the optimum time. Such timeline information and proposed dates shall include, but not necessarily be limited to: delivery, installation, diagnostic testing, training of designated personnel, and other phase related completion dates, in accordance with the RFP specifications

J. Financial Documentation - Financial statements and annual reports of corporation of the last two years, including the last two (2) most current years of audited financial statements. A copy of the firm's Dun & Bradstreet rating for the last two years should also be provided (if available). If a Dun & Bradstreet rating is not available please include relevant financial reports for the last two years (i.e., the firm's annual report and/or audit).

If the proposer is deemed to be financially unstable by the City's Finance director or designee, the City may deem the proposal to be non-responsive.

K. References – A list of current and former major accounts along with contact

persons name and phone number(s) This list should include accounts that represent company’s experience with entities of similar size and exposures as the City of Fort Lauderdale.

L. Submittals – (Upload)

(1). Respondent shall provide samples of reports along with their proposals

Respondent shall also include brochures and manufacturer's specifications for all requested items.

(2). Provide installation drawings and specifications

M. EXTENDED PRICES:

Proposer is requested to indicate if additional quantities of the items may be purchased at a price quoted herein: YES or No , through date: .

N. Warranties / Extended Maintenance And Software Support - Proposer shall state the initial equipment and software warranty. Also provide information for extended maintenance and support services that are available after expiration of the initial equipment and software warranties. Information shall include specific details on the type of coverage and all exclusions, if applicable. Proposer should submit information for on-site warranty services for the system proposed, in accordance with the RFP specifications.

O. Detailed list of Offering - Provide a detailed list of all hardware, software, materials, components, and other incidentals that are included in your proposal price.



#252-9205 CONSIDERATION FOR AWARD / AWARD PROCEDURES

The award of the contract will be based on certain objective and subjective considerations listed below:

1. Understanding of the overall needs of the City as presented in the narrative technical approach; Response to Technical specifications response submittal; Required submittals (installation drawings, reports); Deliverables / Timetable; Detailed list of Offering; Overall offering features, functions, etc.
Maximum points available are 50.
2. Experience, qualifications, and past performance of the proposing firm; Includes staff, facilities and resources; Licenses/certificates, Insurance; Company profile; Company financial information, and References.
Maximum points available are 30.
3. Estimated cost to the City including a two year warranty, and five additional years of extended maintenance, support warranty (will be based upon 7 year total cost).

Maximum points available are 20.

NOTE REGARDING COST: The City uses a mathematical formula for determining allocation of cost points to each responsive, responsible proposer. The lowest, responsive, responsible proposer receives the maximum allowable points. When using this formula, a proposer that submits a cost or fee which is two times greater than the cost / fee of the lowest responsive, responsible proposer, will result in receiving zero points for cost.

Total Points Available are 100 points.

Evaluation of proposals will be conducted by an evaluation committee of qualified City Staff, or other persons selected by the City. It may be a two step process. If a two step process is determined to be required, evaluations will be as follows: In step one the committee will evaluate all responsive proposals based upon the information and references contained in the proposals as submitted. The committee will score and rank all responsive proposals and determine a minimum of three (3), if more than three (3) proposals are responsive, to be finalists for further consideration. In the event there are less than three (3) responsive proposals, the committee will give further consideration to all responsive proposals received. The committee may (if required) then conduct discussions, for clarification purposes only, with the finalists and re-score and re-rank the finalists proposals. In cases where no clarifications or presentations are required, the City may recommend award from information submitted in the proposal only.

The City may also choose to enter into negotiations with the three (3) best qualified responsible offerors. Offerors shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals and such revisions may be permitted through negotiations after submissions and prior to award for the purpose of obtaining best and final offers.

The City reserves the right to award the RFP to that Proposer who will best serve the interest of the City. Proposers or Finalists may be required to provide an oral presentation by appearing before then Evaluation Committee or by conference telephone call for clarification purposes only.

Information and references submitted will be considered in the award.

The City may require additional information and Proposers agree to furnish such information. The City reserves the right to award the contract to that Proposer who will best serve the interest of the City. The City reserves the right, based upon its deliberations and in it's opinion, to accept or reject any or all proposals. The City also reserves the right to waive minor irregularities or variations to the specifications and in the proposal process.

PROPOSAL SIGNATURE PAGE

TO: The CITY of Fort Lauderdale, FL

The below signed hereby agrees to furnish the following article(s) or services at the price(s) and terms stated instructions, conditions, specifications addenda, legal advertisement, and conditions contained in the RFP. I attachments including the specifications and fully understand what is required. By submitting this signed propos: a contract if approved by the CITY and such acceptance covers all terms, conditions, and specifications of this prc

Proposal submitted by: (signature) (date)

Name (printed) Title:

Company: (Legal Registration)

(CONTRACTOR, IF FOREIGN CORPORATION, SHALL BE REQUIRED TO OBTAIN A CE OF AUTHORITY FROM THE DEPARTMENT OF STATE, IN ACCORDANCE WITH FLORID §607.1501 (visit <http://www.dos.state.fl.us/doc/>

Address:

CITY State:

Telephone No. FAX No.

E-MAIL:

Does your firm qualify for MBE or WBE status In accordance with Section 1.08 Conditions? MBE WBE

ADDENDUM ACKNOWLEDGEMENT - Proposer acknowledges that the following addenda received and are included in his proposal:

Addendum No. Date Issued

VARIANCES: State any variations to specifications, terms and conditions in the space provid reference in the space provided below all variances contained on other pages of RFP, atta proposal pages. No variations or exceptions by the Proposer will be deemed to be part of tl submitted unless such variation or exception is listed and contained within the proposal doci referenced in the space provided below. If no statement is contained in the below space,

implied that your proposal complies with the full scope of this RFP.

Variations: _____

--