File No. 1703

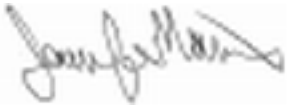
CITY/BOROUGH OF JUNEAU
ALASKA'S CAPITAL CITY

Engineering Department

REQUEST FOR PROPOSALS

(C3)RFP E10-280

SUPPLY AND INSTALLATION OF MULTI-SPACE PARKING PAY STATIONS

Issued By:  Date: 6/1/10

Jennifer Mannix, Contract Administrator

SCOPE OF SERVICES: The City and Borough of Juneau (CBJ) is requesting proposals from qualified Vendors to supply and install multi-space parking pay stations (Meters), handheld enforcement devices and all necessary associated hardware and software required to implement a new parking management system (System), as well as to provide training and ongoing support for the system.

PRE-PROPOSAL MEETING: A non-mandatory pre-proposal meeting will be held in the 3rd floor Engineering Department conference room, 230 South Franklin Street, Marine View Center, at **11:00 a.m., Alaska time on June 15, 2010**. Persons interested in submitting proposals are encouraged to attend. Conference call capability will be available for the Pre-Proposal meeting. Proposers intending to participate via conference call shall notify Tina Brown in the CBJ Engineering Contracts Division, at (907) 586-0878, or tina_brown@ci.juneau.ak.us by 4:30 p.m. Alaska Time, June 14, 2010.

QUESTIONS REGARDING THIS RFP: Jennifer Mannix, Contract Administrator, phone (907) 586-0873, fax (907) 586-0897 is the sole point of contact for all issues pertaining to this procurement.

DEADLINE FOR PROPOSALS: **7** copies of the proposal, in a ***sealed envelope***, must be received by the Purchasing Division prior to **2:00 p.m. Alaska Time, June 24, 2010**, or such later time as the Contract Administrator may announce by addendum to planholders at any time prior to the submittal date. Proposals will be time-stamped by the Purchasing Division, which will establish the official time of receipt of proposals. Late proposals will not be accepted and will be returned unopened. Faxed or emailed proposals will not be accepted.

NOTE: **Mailing/delivery times to Alaska take longer than other areas of the U.S.**

Proposal documents delivered in person or by courier service must be delivered to:

PHYSICAL LOCATION:
City and Borough of Juneau, Purchasing Division
105 Municipal Way, Room 300
Juneau, AK 99801

Proposal documents delivered by the U.S. Postal Service must be mailed to:

MAILING ADDRESS:
City and Borough of Juneau, Purchasing Division
155 South Seward Street
Juneau, AK 99801

The CBJ Purchasing Division's phone number is (907) 586-5258 and fax number (907) 586-4561.

Please affix the label below to the outer envelope in the lower left hand corner.

I. IMPORTANT --	II. NOTICE TO III. PROPOSER

To submit your proposal:

1. Print your company name and address on the upper left corner of your envelope.
2. **Complete this label and place it on the lower left corner of your envelope.**

SEALED

PROPOSAL NUMBER:
RFP E10-280

SUBJECT:
Supply and Installation of Multi-Space Parking Pay Stations

DATE OF OPENING AT
2:00 P.M. ALASKA TIME:

_____

PROPOSAL

Disadvantaged Business Enterprises are encouraged to respond.

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1.0 GENERAL INFORMATION

This Class 3 Request for Proposals (RFP) defines the scope of the project, explains the procedures for selecting a firm to provide the requested services, and defines the documents required to respond to the RFP.

The Class 3 process is used for acquisition of professional service contracts estimated to be more than $50,000.

1.1 Purpose

The purpose of this document is to solicit proposals from qualified Vendors to supply and install multi-space parking pay stations (Meters), handheld enforcement devices and all necessary associated hardware and software required to implement a new parking management system (System), as well as to provide training and ongoing support for the system. The successful proposer will be invited to enter into a contract with CBJ to provide multi-space parking Meters, installed, inspected, and operational, with all enforcement, maintenance, and administrative staff fully trained prior to go-live.

1.2 Description of Work

Pilot Program

CBJ intends to implement a pilot program consisting of 24 multi-space Meters and associated hardware/software to be installed in the downtown core area in locations to be determined (TBD) by CBJ in consultation with the selected Vendor.

The initial contract will include compensation up to $200,000 for delivery, installation, training, and maintenance of all hardware and software components through June 30, 2011. Future lease, support, and maintenance fees may not exceed $200,000 annually, payable monthly or quarterly as specified by the successful proposer.

System Components

Below is a list of anticipated components to be leased or purchased for the initial implementation. The Vendor's proposal should include a detailed list of all components necessary for implementation

Meters

- Quantity: 24 multi-space Meters
- Seven Meters are expected to be powered by A/C power, 16 are expected to be powered by solar, and one is TBD; final quantities are TBD following consultation with selected Vendor
- Associated hardware: four extra coin boxes and two extra batteries shall be included;

Hand Held Enforcement Units

- Personal Digital Assistant (PDA) or similar handheld device able to provide real-time remote enforcement
- Printer capable of printing parking citations on weather-proof paper with weather-proof ink,
- Full networking capabilities between all aspects of the parking equipment,

Associated Software:

- Software providing customers with the ability to pay parking tariffs shall be included.
- Software providing third-party organizations with the ability to collect tariffs for pre-paid parking shall be included.
- Software providing realtime interface between Meters and Hand Held Enforcement Units
- Enforcement software shall be compatible with the existing VisionAIR system currently being used by the Juneau Police Department. Information about interface requirements between VisionAIR and the System is included as Attachment 2 to this RFP.

Mandatory Features

A. Meters must be capable of managing parking by: pay-by-space; pay-and-display; and pay-by-license-plate. Meters must be capable of transitioning from one management mode to another by CBJ staff using the system's management software or web interface.

B. Meters must meet all requirements of the Americans with Disabilities Act of 1990 as amended in 2008.

C. Credit card processing must be in real time (PCI) with online wireless authorization in less than 10 seconds.

D. Payment media must include coins, credit/debit cards, and cellular phones. Payment media may also include cash and smart cards.

E. System must allow for rates to be changed remotely and be sent to the meters. Rate tables should be in a windows format and must be capable of easily being changed by authorized CBJ staff.

F. System must allow for rates to be changed by zone or group of meters. The system should be capable of displaying the zone in which a vehicle has paid to park on the enforcement devices.

G. Connections to Central Management System (CMS) should be done through a VPN secure network.

H. Meters must operate with real time communication to a CMS. Communications should be using a General Packet Radio Service (GPRS) data plan, and, with an average of 100 – 200 transactions per day, the amount of data transmitted for the month should not exceed 2 MB.

I. The CMS transactions must be accessible on line by the CBJ using a log on feature with security password.

J. In a Pay-by-Space or Pay-by-license mode, the meter must be able to communicate in real time to an integrated wireless handheld enforcement system. Either the paid parking spaces or the list of paid vehicle license plates, as appropriate, are to be displayed on the enforcement handheld in real time. The same handheld is then to be used to issue the parking citation.

K. The system must be capable of accommodating various types of passes and exemptions, by license plate number, within specific zones. Examples include jury

duty parking exemptions (temporary and in limited areas), legislative parking exemptions (seasonal and in limited areas), and residential parking zones (annual and in limited areas).

L. The entire meter cabinetry must be constructed using 100% high grade stainless steel. Mounting brackets and coin boxes should also be stainless steel.

M. A key is required to remove the coin bag or metal coin canister from inside the pay station and a separate key is required to open the coin bag or metal coin canister. A wireless alarm reporting the removal of a coin vault should be sent to the backend central computer any time that a coin vault is removed from meter.

N. A receipt must be printed in both Pay-by-License and Pay-by-Space modes. The printer should be able to print a ticket and a receipt in Pay-and-Display mode. The receipt should be still attached to the ticket upon dispensing held together by a partial cut of the paper.

O. Meter must have an electronic coin shutter door protecting the coin entry from debris and foreign objects. Acceptor slot and shutter door should be constructed of stainless steel.

P. Meter must send out alert alarms to field staff cell phones, pagers, or email addresses at the discretion of the CBJ for items such as paper low, malfunctions of meter, cash collections and other important features.

Q. The CMS software must have a map of the city area where the meters are located and each of the meters should be plotted on the map. There should be a color scheme of each meter indicating fully functional (green), alarm alert (yellow), meter not functioning (red).

R. Meter hinges are to be completely hidden and not exposed.

S. No meter may be out of operation for longer than 48 hours due to mechanical breakdown.

Desirable Features

A. Meters should be no larger than 18 inches deep by 18 inches wide.

B. Credit card should be a “dip” style insertion reader where the customer simply swipes their card in and out of the reader and there is no motorized insertion. Motorized partial insertion where the card may be retrieved by the user even while it is being read will also be accepted, but should be specified as such in the response.

C. The printer should be able to print a Bit Map logo onto to the tickets and the software should allow the CBJ to change this logo as desired.

D. Meters should accept a preloaded smart card and reload value back onto card for any unused time.

E. Meters should be able to print ticket information onto a plain blank ticket.

F. Majority of meter components should be mounted to the inside of the meter door,

including the card reader, coin acceptor, display screen, and CPU. All components should be removable with basic tools for replacement or servicing.

G. Meter supply company should offer a 24/7 phone and on-line technical support services, and have a local presence capable of responding to any maintenance calls within 24 hours. A spare meter or meter components should be available to replace any broken meter or meter components.

H. Meters should be capable of applying payments over a period of time in which rates change; for example, if no fee is charged between 6 pm and 8 am, and a payment is made at 8pm, that payment should be applied to the first time when a fee is charged (6 am the next day).

P. Meter should be able to accept payments at meter for other types of payment such as resident parking, violation ticket payments, failure to pay tickets.

Future Phases

If the pilot project is successful in the initial implementation, future phases may follow. CBJ estimates a maximum of 100 Meters to be warranted in Downtown Juneau, if additional funding becomes available and future phases are implemented.

The Vendor contract may be amended to include additional Meters, delivery and installation for non-CBJ agencies at the discretion of the CBJ, and if agreeable to the Vendor.

Warranty and Service Support

A. All equipment, hardware and software and any ancillary equipment shall be warranted for a minimum period of one (1) year for all parts and labor without any additional cost to the City.

B. The warranty period shall not start until **Final Commissioning** and acceptance of the total parking equipment system by the City.

C. Preventive maintenance shall be included under the warranty. The Contractor shall be allowed to utilize certified subcontractors, or trained and certified City staff to assist in the preventative maintenance program. The Contractor shall provide pre-designed preventive maintenance sheets, preferably in an electronic format, of a type that allows the City to track all preventative maintenance tasks quickly and easily. The Contactor shall acknowledge that any preventative maintenance tasks conducted by the Contractor-trained City personnel shall not destroy or in any manner reduce the Contractors responsibility and liability for providing mandatory warranty services.

D. The Contractor can instruct City personnel, if Contractor-trained, to act as the “first response” for maintenance response during the warranty period. The Contractor shall acknowledge that any maintenance actions taken by the Contractor-trained City personnel to support the parking equipment shall not destroy or in any manner reduce the Contractors responsibility and liability for providing mandatory warranty services.

E. The maximum response time to take corrective action following any equipment,

component or software failure shall be 4 hours, with an acknowledgement within 60 minutes.

F. All costs associated with the replacement of parts, or the repair of components damaged or rendered unserviceable through provable misuse, abuse, neglect or vandalism by City employees or the public are excluded as a warranty items.

G. The Contractor shall provide adequate spare components or repair turnaround to assure that the parking equipment remains inoperative for the least amount of time possible. The shipping cost for any warranty components, equipment or materials necessary to maintain the integrity of the system throughout the warranty period shall be at the Contractor's expense.

H. The Proponent shall commit to have parts available for a minimum of ten (10) years after the warranty period regardless of whether the City enters into an extended warranty agreement. In the event that the Proponent or manufacturer withdraws from the support of the parking equipment, or defaults on the provisions to maintain parts, the Contractor shall provide the City with a notice of such occurrence at least one hundred and twenty (120) days in advance of withdrawal.

I. The Proponent to provide a complete listing of all parts and components utilized with the pay stations and indicate the warranty status and cost of each item.

1.3 Completion

Within 60 calendar days of Notice to Proceed (NTP), a minimum of eight Meters shall be installed at locations specified by CBJ and fully operational, including all associated hardware and software and all training of personnel. All remaining Meters shall be installed within 90 calendar days of NTP.

1.4 Background

Juneau is Alaska's Capital City. The CBJ municipal offices are located at 155 South Seward Street, Juneau, Alaska 99801. The Engineering Department is located on the 3rd Floor of the Marine View Center, 230 South Franklin Street, Juneau, Alaska.

1.5 Questions

Questions regarding this proposal should be directed to:

Jennifer Mannix
Contract Administrator
City and Borough of Juneau
ENGINEERING DEPARTMENT
Marine View Center - 3rd Floor
230 South Franklin Street
Juneau, Alaska 99801

Email: jennifer_mannix@ci.juneau.ak.us
Telephone: (907) 586-0873
Fax: (907) 586-4530

Office hours are 8:00 a.m. to 4:30 p.m. local time, Monday through Friday.

1.6 Standard Contract Language

Attached to this RFP is the CBJ's standard contract (Attachment 1) which should be carefully reviewed by proposers, as it is the form of agreement that the CBJ intends that

the selected Vendor sign in the event of acceptance of its proposal.

2.0 RULES GOVERNING COMPETITION

2.1 Pre-Proposal

Proposers should carefully examine the entire RFP and any addenda thereto, and all related materials and data referenced in the RFP. Proposers should become fully aware of the nature of the services requested and the conditions likely to be encountered in performing the services.

2.2 Proposal Development

The content of proposals will be kept confidential until the selection of the Vendor is publicly announced. All materials submitted in response to this RFP will become the property of the CBJ. One copy shall be retained for the official files of the Engineering Department and will become public record after announcement of the successful Proposer. The CBJ will not return proposals to the Proposer. The CBJ reserves the right to reject any or all proposals.

Proposals are to be prepared in such a way as to provide a straightforward, concise delineation of the Proposer's capabilities to satisfy the requirements of this RFP. Emphasis should be concentrated on conformance to the RFP instructions, responsiveness to the RFP requirements, and on completeness and clarity of content.

This solicitation does not commit CBJ to select any Vendor(s) for the requested services. All costs associated with the respondents' preparations, submission and oral presentations (if applicable) shall be the responsibility of the Proposer.

All proposals must be signed. Proposals must be received in the number of copies stated in the RFP no later than the date and time specified in the cover letter. All copies of the proposals must be under sealed cover and plainly marked. Proposals not received by the date and time specified in the cover letter will not be considered.

3.0 PROPOSAL CONTENT REQUIREMENTS

Attachment 3 – Response Document is included with this RFP. Proposers shall submit this document, along with any associated attachments. An MS Word version of Attachment 3 is available upon request. Please call (907) 586-0878 or email eng_contracts@ci.juneau.ak.us.

4.0 EVALUATION OF PROPOSALS

4.1 Criteria

Proposals will be evaluated and scored, using the criteria on the EVALUATION/RANKING page, found at the end of this document, in order to ascertain which proposal best meets the needs of the CBJ. The items to be considered during the evaluation and the associated point values are located on the EVALUATION/RANKING sheet at the end of this RFP.

4.2 Evaluation Data

The Evaluation Data discussed below is presented in an effort to delineate what criteria will be used to score proposals. Please do not include a separate section in your proposal for Evaluation Data. Much of the information discussed and requested below should be included in the proposal as part of the Proposal Content Requirements discussed Attachment 3 to this RFP.

The Evaluation Team will compare and evaluate all Proposals to determine the Proponent's strength and ability to provide the Services in order to determine the Proposal which is most advantageous to the City, using the following criteria:

1. **Statement of Departures**
   The Evaluation Team will consider the Proponent's response to C1 of Attachment 3 - Response Document.

2. **Experience, Reputation and Resources**
   The Evaluation Team will consider the Proponent's responses to items in C-2 of Attachment 3 – Response Document.

3. **Technical Proposal**
   The Evaluation Team will consider the Proponent's responses to items in C-3 and C-4 of Attachment 3 – Response Document.

4. **Financial**
   The Evaluation Team will consider the Proponent's response to C-5 of Attachment 3 – Response Document.

5. **Juneau Proposer according to SECTION 7.0**
   Prime Vendor meets Juneau Proposer requirements as stipulated in Section 7.0 – Juneau Proposer Points.

4.3 Evaluation Process

Evaluation of the proposals will be performed by a committee selected by the City and Borough of Juneau. The intent of the CBJ is to make award based on written proposals; however, CBJ may request oral interviews from the top two Proposers to further ascertain the Proposer's qualifications. Finalists will be notified and informed of interview requirements and procedures should it become necessary. Oral interviews with the Selection Committee are optional.

5.0 SELECTION AND AWARD

An evaluation committee will review, evaluate, score and rank proposals, in accordance with criteria identified below and the Evaluation/Ranking sheet located at the end of this RFP. Clarification of submitted material may be requested during the evaluation process.

Following review of the written proposals, the Selection Committee will then discuss their option of proceeding to Oral Interviews. Oral Interviews are at the discretion of the Selection Committee and the Engineering Contracts Administrator, and may be pursued for any reason, but are typically intended to:

- ❖ provide more detailed information about the written proposal, especially when the scores/rankings between proposals are close;
- ❖ allow the Selection Committee to get to know the expertise and nature of the Proposer's work better;
- ❖ provide both the Selection Committee and the Proposer the opportunity to communicate ideas verbally, rather than strictly in written form.

If Oral interviews are conducted, written proposal and oral interview scores will be combined to determine the final ranking. Written proposal evaluation scores will be given a total weight of 60%, and oral presentation evaluation scores will be given a total weight of 40%. After total scores are calculated, ranks will be reassigned.

In the event of a tie in the ranking totals, only the raw scores of the Proposers who are tied will be totaled to determine the appropriate ranking. The successful Proposer will be invited to enter into contract negotiations with CBJ.

6.0 INSURANCE REQUIREMENTS

The insurance requirements for this project are specified in Attachment 1 – Sample Contract, under Appendix C.

7.0 JUNEAU PROPOSER POINTS

Juneau Proposer points shall be awarded if the Proposer is determined to be a "Juneau proposer" meeting the criteria of CBJ's Purchasing Ordinance 53.50, section 53.50.010. CBJ Ordinance 53.50 can be viewed electronically at the following internet address: http://www.juneau.org/law/code/purchasing.pdf.

A paper copy of the CBJ Purchasing Ordinance is available upon request from the CBJ Engineering Department or Purchasing Division.

8.0 PROTESTS

The protest period begins with the posting of a notice of apparent successful proposer, in the CBJ Purchasing Division.

Protests shall be executed in accordance with CBJ Ordinance 53.50.062 PROTESTS and 53.50.080 ADMINISTRATION OF PROTEST. Copies of the ordinances describing protest procedures are available from the CBJ Purchasing Division, 155 South Seward Street, Juneau, Alaska. Questions concerning protests or protest procedures should be directed to the CBJ Purchasing Officer, at 586-5258. CBJ Ordinance 53.50 can be viewed electronically at the following Internet address: http://www.juneau.org/law/code/purchasing.pdf.

9.0 JUNEAU BUSINESS SALES TAX AND PERSONAL PROPERTY TAX

Vendors/merchants conducting business within the City are required by law to register with, and periodically report to, the City for sales and property taxes. Vendors and SubVendors must be in good standing with the City prior to award, and prior to any contract renewal and in any event no later than five business days following notification by the City of intent to award or renew. **Good standing** means: all amounts owed to the City are paid in full, including Confession of Judgments; and Vendor/merchant is current in reporting (sales tax filings, business personal property declarations). Failure to meet these requirements, if so subject, shall be cause for rejection of your proposal and/or contract renewal. To determine if your business is in good

standing, or for further information, contact the City Finance Department's Sales Tax Division, at (907) 586-5265, concerning sales tax and/or Treasury Division, at (907) 586-5268, concerning business personal property and real property tax.

EVALUATION/RANKING

VENDOR: _____

SCORED BY: _____ **DATE:** _____

			POINTS AWARDED
1.	Statement of Departures	0 – 15	
2.	Experience, Reputation and Resources	0 – 20	
3a.	Technical Proposal – Mandatory Features	0 – 25	
3b.	Technical Proposal – Optional Features	0 – 15	
4.	Financial Proposal	0 – 20	
		Subtotal	
The Engineering Contracts Administrator will assign Juneau Proposer points below.			
	Juneau Proposer (according to SECTION 7.0).	0 or 5	
		TOTAL POINTS	**100**
		INDIVIDUAL RANKING	

ORAL INTERVIEW EVALUATION/RANKING

VENDOR: _____

SCORED BY: _____ **DATE:** _____

			POINTS AWARDED
1.	Understanding of Scope of Services	0 – 20	
2.	Project Implementation Methodology	0 – 30	
3.	Proposed Pay Station Hardware and Software is Appropriate for Juneau's Needs	0 – 25	
4.	Financial Proposal – Benefits to Juneau	0 – 20	
		Subtotal	
The Engineering Contracts Administrator will assign Juneau Proposer points below.			
	Juneau Proposer (according to SECTION 7.0).	0 or 5	
	TOTAL POINTS	**100**	
	INDIVIDUAL RANKING		

Standard Contract

PART I: PARTIES

This contract is between the (Department Name), City and Borough of Juneau, Alaska, a municipal corporation in the State of Alaska, hereafter "City," and (Contractor Name), (Contractor or Business Form/Type), hereafter "Contractor."

Sample Contract

PART II: CONTRACT ADMINISTRATION

All communications concerning this contract shall be directed as follows, any reliance on a communications with a person other than that listed below is at the party's own risk.

City:
Attn: (City and Borough of Juneau Representative Name)
(Department Name)
City and Borough of Juneau, Alaska
155 South Seward Street
Juneau, AK 99801
Phone: (Contact Phone Number)
Fax: (Contact Fax Number)

Contractor:
Attn: (Contractor or Representative Name)
(Contractor Name)
(Contractor Address)
Phone: (Contractor Phone Number)
Fax: (Contractor Fax Number)

PART III: CONTRACT DESCRIPTION

This contract is identified as: (Contractor ID). The following appendices are attached and are considered a part of this contract as well as any exhibits or attachments incorporated by reference or attached to those appendices.

Appendix A: Scope of Work
Appendix B: Standard Provisions
***Appendix C: Additional Provisions*

If in conflict, the order of precedence shall be: this document, Appendix A, B, ***and then C*.

PART IV: CONTRACT EXECUTION

The City and Contractor agree and sign below. This contract is not effective until signed by the City.

City:

Date: _____

By: _____
Authorized Representative
(City and Borough of Juneau Signature)
(City and Borough of Juneau Signor Title)

Contractor:

Date: _____

By: _____
Authorized Representative
(Contractor Signature)
(Contractor Title)

Content Approved by: _____, (Department Representative)
Form Approved by: _____, Law Department
Risk Management Review: _____, Risk Management

APPENDIX A: SCOPE OF WORK

DESCRIPTION OF WORK

(Description of Work Inserted here)
[Option 1: Attached or insert a complete description of the work.]
[Option 2: Use the following language]

The work is described in the following documents which are incorporated by this reference. In the event of a conflict between the provisions of these documents and this document, the order of precedence shall be: this document, Attachment 3, Attachment 1, and then Attachment 2.

Attachment 1: City's Request for Proposals (RFP#_____), dated: _____, and any addenda
Attachment 2: Contractor's Proposal in response to RFP#_____, dated: _____
Attachment 3: Modifications

TERM

The effective date of this contract is: (Effective Date). The agreement automatically terminates on (End Date). There (are or are not) renewals at the option of City.
(Describe renewal option here if applicable).

COMPENSATION

(Compensation description/details)

Sample Contract

APPENDIX B: STANDARD PROVISIONS

CONTRACTUAL RELATIONSHIP. The parties intended that an independent Contractor/City relationship will be created by this contract. City is interested only in the results to be achieved as provided in this agreement. The conduct and control of the work will lie solely with the Contractor. Contractor is not considered to be an agent or employee of City for any purpose, and the employees of Contractor are not entitled to any benefits that City provides for City's employees. City does not agree to use the Contractor exclusively. Contractor does not agree to work for City exclusively.

PERSONNEL, EQUIPMENT AND SUPPLIES. Except as provided in the Scope of Work, the Contractor represents that it has or will secure at its own expense all personnel, equipment, and supplies required in performing the work under this contract. All of the work required hereunder will be performed by the Contractor or under its supervision. None of the work covered by this contract shall be subcontracted except as provided in the Scope of Work.

CONTRACTOR QUALIFICATIONS. Contractor warrants that it is fully qualified and is licensed under all applicable local, state, and federal laws to perform its obligations under this contract.

CHANGES. The City may, from time to time, require changes in the scope of services to be performed under this contract. Such changes, including any increase or decrease in the amount of the Contractor's compensation, must be mutually agreed upon in writing before they will be regarded as part of this contract. No claim for additional services, not specifically provided in this contract, performed or furnished by the Contractor, will be allowed, nor may the Contractor do any work or furnish any material not covered by the contract unless the work or material is ordered in writing by the City.

NO ASSIGNMENT OR DELEGATION. The Contractor may not assign or delegate any interest in this contract without the prior written consent of the City. Contractor may assign its rights to any payment under this contract without the prior written consent of City; however, notice of any such assignment or transfer shall be furnished promptly to the City by Contractor.

TERMINATION. The City may by prior written notice terminate this agreement at any time, in whole or in part, when it is in the best interest of the City. In the event that this contract is terminated by the City for convenience, by mutual agreement of the parities, or by default of a material condition, the City is liable only for payment in accordance with this agreement for work accomplished prior to the effective date of the termination.

INSPECTION AND RETENTION OF RECORDS. The City may inspect, in the manner and at reasonable times it considers appropriate, all of Contractor's facilities, records and activities having any relevance to this contract. Contractor shall retain financial and other records relating to the performance of this contract for a period of 6 years, or until the resolution of any audit findings, claims or litigation related to t he contract.

EQUAL EMPLOYEMENT OPPORTUNITY. The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, marital status, changes in marital status, pregnancy or parenthood. Contractor shall include these provisions in any agreement relating to the work performed under this agreement with contractors or subcontractors.

CHOICE OF LAW; VENUE . This contract shall be governed by the law of the State of Alaska. Venue shall be in the State of Alaska, First Judicial District at Juneau.

SAMPLE CONTRACT

COMPLIANCE WITH LAWS AND REGULATIONS. Contractor shall, at Contractor's sole cost and expense, comply with all applicable requirements of federal, state, and local laws, ordinances and regulations now in force, or which may be in force, during the performance of this agreement.

PAYMENT OF TAXES, OBLIGATIONS TO CITY. As a condition of this contract, the Contractor shall pay all federal, state, and local taxes incurred by the Contractor and shall require their payment of any Subcontractor or any other persons in the performance of this contract. Contractor shall not be delinquent in any other obligations to City during the performance of this contract. Satisfactory performance of this paragraph is a condition precedent to payment by the City under this contract.

CONFLICT OF INTEREST. Contractor warrants that no employee or officer of the City has violated the conflict of interest provisions of the City code regarding this contract. Contractor also warrants that it has not solicited or received any prohibited action, favor or benefit from any employee or office of City, and that it will not do so as a condition of this contract. If the Contractor learns of any such conflict of interest, the Contractor shall without delay inform the City Attorney or City's representative for this contract.

Sample Contract

APPENDIX C: ADDITIONAL PROVISIONS

INSURANCE REQUIREMENTS. The Consultant must provide certification of proper insurance coverage or binder to the City and Borough of Juneau. The certificate of insurance supplied to the City shall state that the City is named as **"Additional Insured for any and all work performed for the City & Borough of Juneau."** The Additional Insured requirement does not apply to Professional Liability and Workers Compensation insurance. NOTE: This requirement has changed. The City no longer requires certificates of insurance referencing project names and contract numbers. Proof of the following insurance is required before award:

Commercial General Liability Insurance. The Consultant must maintain Commercial General Liability Insurance in an amount it deems reasonably sufficient to cover any suit that may be brought against the Consultant. This amount must be at least one million dollars ($1,000,000.00) per occurrence, and two million dollars ($2,000,000.00) aggregate.

Workers Compensation Insurance. The Consultant must maintain Workers Compensation Insurance to protect the Consultant from any claims or damages for any personal injury or death which may arise from services performed under this contract. This requirement applies to the Consultant's firm, the Consultant's subcontractors and assignees, and anyone directly or indirectly employed to perform work under this contract. The Consultant must notify the City as well as the State Division of Workers Compensation immediately when changes in the Consultant's business operation affect the Consultant's insurance status. Statutory limits apply to Workers Compensation Insurance. The policy must include employer's liability coverage of one hundred thousand dollars ($100,000.00) per injury, and five hundred thousand dollars ($500,000.00) policy limits.

Comprehensive Automobile Liability Insurance. The coverage shall include all owned, hired, and non-owned vehicles to a one million dollar ($1,000,000.00) combined single limit coverage.

Each policy shall be endorsed to waive all rights of subrogation against the City by reason of any payment made for claims under the above coverage, except Workers Compensation and Professional Liability.

INDEMNIFICATION. Contractor agrees to defend, indemnify, and hold harmless City, its employees, volunteers, consultants, and insurers, with respect to any action, claim, or lawsuit arising out of the Contractor's performance of this contract, without limitation as to the amount of fees, and without limitation as to any damages resulting from settlement, judgement, or verdict, and includes the award of any attorneys fees even if in excess of Alaska Civil Rule 82. This indemnification agreement applies to the fullest extent permitted by law and is in full force and effect whenever and wherever any action, claim, or lawsuit is initiated, filed, or otherwise brought against City relating to this contract. The obligations of Contractor arise immediately upon actual or constructive notice of any action, claim, or lawsuit. City shall notify Contractor in a timely manner of the need for indemnification, but such notice is not a condition precedent to Contractor's obligations and may be waived where the Contractor has actual notice.

Sample Contract

OWNERSHIP OF DOCUMENTS. All designs, drawings, specifications, notes, artwork, and other work developed in the performance of this contract become the sole property of the City and may be used by the City for any other purpose without additional compensation to the Contractor. The Contractor agrees not to assert any rights and not to establish any claim under the design patent or copyright laws. The Contractor, for a period of three years after final payment under this contract, agrees to furnish and provide access to all retained materials at the request of the City. Unless otherwise directed by the City, the Contractor may retain copies of all the materials.

IDENTIFICATION OF DOCUMENTS. All reports, maps, and other documents completed as a part of this contract, other than documents exclusively for internal use within the City, shall carry a City notation or logo as directed by the City.

C:\Documents and Settings\carlys_allen/Desktop\Contract Form Shell Blanked.wpd.

Sample Contract

ATTACHMENT 2 – VisionAIR Interface Information
Supply and Installation of Multi-Space Parking Pay Stations
RFP E10-280

Juneau, AK: Parking Ticket Importer

The Parking Ticket Importer is an automated import interface that imports parking ticket data into VisionRMS. The ticket data imported from the system is available to access through the VisionRMS client upon successful import into VisionRMS. The interface provides master indices resolution for all ticket data imported into VisionRMS. The Parking Ticket Importer is a Windows Service and provides a one-way data transfer from the system to VisionRMS.

The Parking Ticket Importer solution includes the Parking Ticket Importer and the associated stylesheet to map the relevant data elements from the system output file to the VisionRMS ticket data structure. Data from system that is not natively supported with VisionRMS will be retained and provided as part of the Narrative area.

For Juneau, AK. The expected XML file format to provided by system is similar to what has been previously specified with APS. This custom solution is based on this file format which is included in Attachment A.

Assumptions:

1. The 3rd party ticket system will supply data formatted as fully documented XML files that are loaded to a file share accessible to VisionRMS and the Parking Ticket Importer.
2. The Parking Ticket Importer is compatible with XML file formats that conform to VisionAIR's required file format.
3. The Parking Ticket Importer assumes no modifications to existing VisionAIR products are required.
4. Assumes remote installation.
5. Several valid sample XML files from the system shall be provided to VisionAIR by the agency prior to the implementation of the Parking Ticket Importer.
6. The agency is responsible for building and maintaining the code conversion table and the master indices resolution business rules.

VisionAIR Responsibilities

1. VisionAIR is responsible for completing the remote installation.
2. VisionAIR is responsible for configuring the Parking Ticket Importer as required to operate in the client environment.

Client Responsibilities

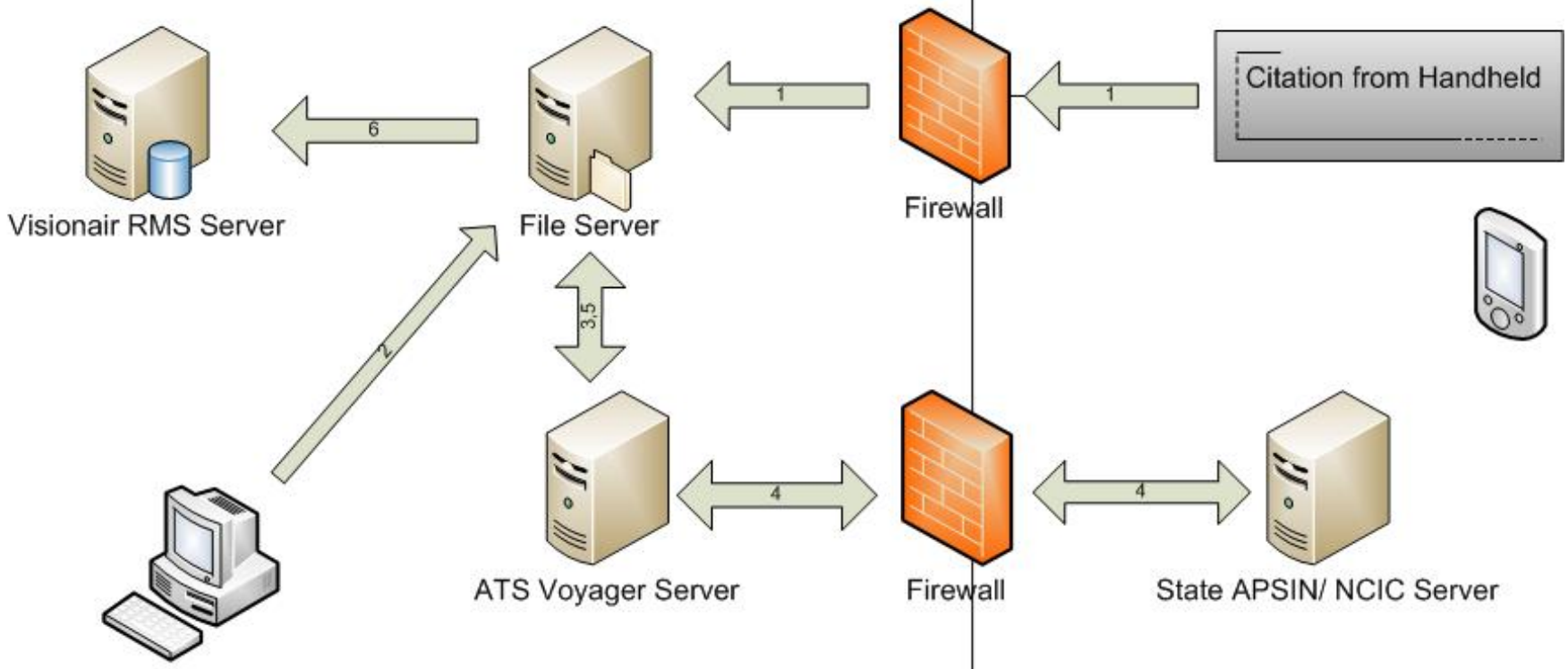
1. The client is responsible for providing VisionAIR with several valid sample files (XML files) from the system prior to the implementation of the Parking Ticket Importer. These files will be used by VisionAIR to complete the mapping of the data elements from the system to VisionRMS as well for unit testing before delivery of the Parking Ticket Importer to the client.
2. The client is responsible for building and maintaining the code conversion table and the master indices resolution business rules. An example is that the client is responsible for entering the relevant violation codes and descriptions into the VisionRMS violation table.
3. The client is responsible for providing a secure and reliable network connection as required to operate the Parking Ticket Importer.

Electronic Citation Workflow

Inside JPD Network

Outside JPD Network

1. Citation is issued from the handheld device and transmitted to the file server
2. Client workstation batches all citations into 1 XML file to be sent to APSIN/NCIC.
3. The batched XML file is sent to the ATS Voyager server as a gateway to the State APSIN/NCIC Server
4. ATS Voyager server transmits the request to the State APSIN/NCIC Server and the State server returns a response.
5. The ATS Voyager server takes the State response and compiles it into the batched XML file created by the client.
6. The completed citation batch is retrieved by the Visionair RMS Server and imported into the database.



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ATTACHMENT 3 – RESPONSE DOCUMENT

RFP Project Title: **Supply and Installation of Multi-Space Parking Pay Stations**

RFP Reference No.: **E10-280**

Legal Name of Proposer: _____

Contact Person and Title: _____

Business Address: _____

Telephone: _____

Fax: _____

E-Mail Address:

Proposal Submittal:

Proposal documents delivered in person or by courier service must be delivered to:

PHYSICAL LOCATION:
City and Borough of Juneau, Purchasing Division
105 Municipal Way, Room 300
Juneau, AK 99801

Proposal documents delivered by the U.S. Postal Service must be mailed to:

MAILING ADDRESS:
City and Borough of Juneau, Purchasing Division
155 South Seward Street
Juneau, AK 99801

The CBJ Purchasing Division's phone number is (907) 586-5258 and fax number (907) 586-4561.

1.0 I, the undersigned duly authorized representative of the Proposer, having received and carefully reviewed all of the Proposal documents, including the RFP and any issued addenda posted on the City Website, and having full knowledge of the Site, and having fully informed ourselves as to the intent, difficulties, facilities and local conditions attendant to performing the Services, submit this Proposal in response to the RFP.

2.0 I confirm that the following appendices are attached to and form a part of this Proposal:

Schedule C-1 – Statement of Departures;
Schedule C-2 – Proposer's Experience, Reputation and Resources;
Schedule C-3 – Proposer's Technical Proposal (Services);

Schedule C-4 – Proposer's Technical Proposal (Schedule); and
Schedule C-5 – Proposer's Financial Proposal.

3.0 **I confirm** that this Proposal is accurate and true to best of my/our knowledge.

This Proposal is submitted this _____ day of _____, 2010.

I have the authority to bind the Proposer.

_____
(Name of Proposer)

_____
(Signature of Authorized Signatory)

_____
(Print Name and Position of Authorized Signatory)

SCHEDULE C-1 - STATEMENT OF DEPARTURES

1. I have reviewed the proposed Contract attached to the RFP as Attachment 1 – Sample Contract. If requested by the City, I would be prepared to enter into that Contract, amended by the following departures (list, if any):

Section	**Departure / Alternative**

2. The City & Borough of Juneau requires that the successful Proposer have the following in place **before commencing the Services**:

Insurance

- Commercial General Liability Insurance. The Consultant must maintain Commercial General Liability Insurance in an amount it deems reasonably sufficient to cover any suit that may be brought against the Consultant. This amount must be at least one million dollars ($1,000,000.00) per occurrence, and two million dollars ($2,000,000.00) aggregate.

- Workers Compensation Insurance. The Consultant must maintain Workers Compensation Insurance to protect the Consultant from any claims or damages for any personal injury or death which may arise from services performed under this contract. This requirement applies to the Consultant's firm, the Consultant's subcontractors and assignees, and anyone directly or indirectly employed to perform work under this contract. The Consultant must notify the City as well as the State Division of Workers Compensation

immediately when changes in the Consultant's business operation affect the Consultant's insurance status. Statutory limits apply to Workers Compensation Insurance. The policy must include employer's liability coverage of one hundred thousand dollars ($100,000.00) per injury, and five hundred thousand dollars ($500,000.00) policy limits.

- Comprehensive Automobile Liability Insurance. The coverage shall include all owned, hired, and non-owned vehicles to a one million dollar ($1,000,000.00) combined single limit coverage.

The certificate of insurance supplied to the City shall state that the City is named as **"Additional Insured for any and all work performed for the City & Borough of Juneau."**

Business License

- State of Alaska Business License.

As of the date of this Proposal, we advise that we have the ability to meet all of the above requirements **except as follows** (list, if any):

Section	**Departure / Alternative**

3. I offer the following alternates to improve the Services described in the RFP (list, if any):

Section	**Departure / Alternative**

SCHEDULE C-2 - PROPOSER'S EXPERIENCE, REPUTATION AND RESOURCES

Proposers should provide information on the following (use the spaces provided and/or attach additional pages, if necessary):

1. Location of branches, background, stability, structure of the Proposer;

2. Proposer's relevant experience and expertise with the proposed parking equipment in projects of similar size, scope and location climate during the last two years.

3. Proposer's demonstrated ability to provide the Services, successful installations of proposed parking equipment;

4. Proposer's equipment servicing resources, capability and capacity, as relevant;

5. Proposer's references (name and telephone number). The City's preference is to have a minimum of three references;

6. Proposer's financial capacity (with evidence such as financial statements, bank references) to support a project of this size and nature:

7. Identify the name and qualifications of the prime training staff, and the name and qualifications of at least one additional back-up trainer, who will conduct the training sessions. The instructor shall speak fluent English in a precise manner and have been involved in training sessions under similar circumstances. The Contractor should provide one instructor for the duration of each training program.

8. Provide a summary of the Proposer's company including a brief history and general description of the corporation, the organizational structure, and location of the head office. Identify the length of time in business and the financial capacity to support a project of this size and complexity. Identify the manufacture(s) of the proposed product(s) and indicate the relationship with the company.

9. Provide details of any partnership or association made concerning the Proposal submission and certify that the information and financial details provided in the Proposal are accurate and will remain valid for a period of 120 days from the response date.

10. Proposers to provide a minimum of three specific and comparable installations including the name of the organization, address, the contact names and telephone numbers, the parking equipment system being used, and the date of completion and commissioning of the installation. Contacts should be someone who works with the parking equipment on a daily basis and administrative staff with hands-on knowledge of the operation of the Central Management System.

Proposers should provide information on the background and experience of all key personnel proposed to undertake the Services (use the spaces provided and/or attach additional pages, if necessary): The City expects the Proposer to assign a high level experienced Project Manager to administer the contract. This person to have experience with the proposed parking equipment, from both an operational and maintenance aspect, have completed installations of a similar size and complexity, and be able to manage and coordinate all phases of the operation from the initiation to final commissioning.

Identify if, during the warranty period, the Proposer will assign a specific person to administer the continuance of the Contract. The expectations of the City are that this person would be available to coordinate warranty and maintenance issues, part replacements, upgrades, and all other ongoing matters relevant to the project.

Key Personnel

List the names of key personnel and their roles for this project. Attach résumés listing relevant experience and at least three references for the relevant experience.

Proposers should provide the following information on the background and experience of all sub-contractors proposed to undertake a portion of the Services (use the spaces provided and/or attach additional pages, if necessary):

DESCRIPTION OF SERVICES	SUB-CONTRACTORS NAME	YEARS OF WORKING WITH CONTRACTOR	TELEPHONE NUMBER AND EMAIL

SCHEDULE C-3 - PROPOSER'S TECHNICAL PROPOSAL (SERVICES)

1. Proposers should provide the following (use the spaces provided and/or attach additional pages, if necessary):

2. a narrative that illustrates an understanding of the City's requirements and Services;

3. a description of the general approach and methodology that the Proposer would take in performing the Services including specifications and requirements;

4. a narrative that illustrates how the Proposer will complete the scope of Services, manage the Services, and accomplish required objectives within the City's schedule;

5. a description of the standards to be met by the Proposer in providing the Services;

6. a response to explain how the Proposer will meet the following requirements:

    a) simple operational format, understandable by large range of users,
    b) acceptance of a variety of payment options,
    c) all current Payment Card Industry (PCI) credit card processing and storage standards,
    d) ability to provide stored value card refund program,
    e) ability to introduce new stored value cards while reusing or replacing existing cards,
    f) ease and ability to upgrade or expand,
    g) simple intuitive Central Management System easily understood by City staff,
    h) availability to remotely extend time from a remote telephone,
    i) high security payment instruments,
    j) ability to remotely program individual or groups of pay stations,
    k) ability to remotely monitor and generate reports,
    l) ability to receive remote alarm notification,
    m) ability to provide real-time remote enforcement through Personal Digital Assistant (PDA) or similar handheld device,
    n) full networking capabilities between all aspects of the parking equipment,
    o) compliance with Americans with Disabilities Act (ADA) requirements, and
    p) provide signage options.

7. a description of how the Proposer will manage:

    a) service response times and costs,
    b) Service Level Agreement components,
    c) dedicated company technical Project Manager,
    d) knowledgeable subcontracted staff ,
    e) manufacturer support of the Proposer and the City,
    f) ability to meet project timelines,

g) training requirements for users, administrators and technicians, and
h) minimal disruption to current system users and parking operation.

8. a narrative explaining:

    a) complete pay-by-license plate solutions,
    b) additional / optional components,
    c) integration with enforcement officers,
    d) signage design options,
    e) proposed roll out schedule for solution including transition plan,
    f) maintenance options
    g) license requirements, and
    h) training & post-implementation support.

9. describe factory certified technicians, include details of the training required, and where it would be conducted, to certify City personnel as factory certified technicians.

10. provide a detailed Scope of Service document outlining and identifying, at a minimum, the items described above. The use of Microsoft Project 2000 or later, Gantt chart in an electronic and hard copy format would be acceptable. This document should identify the following:

    a) each phase of the service program, including the number of pay stations, ancillary equipment or software to be installed in each phase,
    b) general details and outline of the transition plan,
    c) details of the employee(s) assigned the task and their job responsibilities,
    d) the task level,
    e) general details of the system performance specification document,
    f) assistance and guidance in the contracting of cellular service providers, links to other related tasks,
    g) coordination with the City staff and City requirements,
    h) communication contract administration and merchant account assistance,
    i) ongoing timelines and project milestones, commissioning timelines, and
    j) completion dates by phase and total contract.

A. Equipment and Operational Specifications

Submit information responding to the items listed below. This response will form the basis for the equipment specifications evaluation and will be used in the determination of the final equipment choice. Manuals, specification sheets, demonstration media or other media to be provided in a separate appendix and referenced to this section of the Proposal.

1. Provide descriptive materials, along with any necessary illustrations, clearly indentifying the face plate instructional layout that will be recommended and

indicate your rationale on the thought process a consumer would use to navigate these instructions.

2. Provide a copy of a standard ticket/receipt and clearly indentify which text or graphics are programmable by the City. Indicate which of the line items have font sizes that are programmable by the City.

3. Provide a clear comprehensive description, in language understandable to the layperson, of the communications relationship between the pay station and the Central Management System.

4. Clearly identify if any of the revenue and statistical information is batched at the pay station, and if so, how often transfer would take place and if this would be automatically programmed, or require City staff to request data at the pay station, or from the Central Management System.

5. Provide a clear comprehensive description, in language understandable to the layperson, on the transfer protocol and protection of credit card data, including descriptive information on the process pathways required for the City to receive payment for a transaction.

6. Provide specific information on the Proposers with regard to conformance with the PCI Standards, both at an equipment hardware level and as part of the processing environment that will be used by the City. Clearly identify if the expectation, based on your proposed solution, will require the City to comply with all, part or none of the PCI Standards.

7. Provide a clear statement indicating your ability to accept the use of a future CBJ stored value card by the pay station based on the City providing the encryption code. Indicate that the parking equipment will be able to track and indentify individual stored value cards and that the encryption or other mapping codes will remain the property of the City.

8. Provide a statement indicating that the pay station will be able to recharge the stored value card or the Proposer's stored value card and that in a pay station format will be able to refund unused portions of a parking charge.

9. Provide an electronic version of the installation, operational, maintenance and software manuals for the proposed parking equipment.

10. Provide a clear statement on the availability, now or in the future, of proximity based card systems that will work with the proposed pay station. Provide a realistic timeline for this system change to be available, and indicate what modifications to the proposed pay station would be required, and what costs would be anticipated for the City in making these modifications.

11. Provide a clear statement on the availability, now or in the future, of a debit card system that will work with the proposed pay station. Provide a realistic timeline for this system change to be available, and indicate what modification to the

proposed pay station would be required, and what costs would be anticipated for the City in making these modifications.

12. Provide specifications on Personal Digital Assistant (PDA) or similar handheld device able to provide real-time remote enforcement. Include information about the printer capable of printing parking citations on weather-proof paper with weather-proof ink and full networking capabilities between all aspects of the parking equipment,

B. Installation of Pay Stations

1. The Proposer will be required to provide the labor and expertise to install the proposed pay stations in locations specified by the City. The Proposer shall provide suitable surface and base design details to the City. Provide a description of the installation process including an estimate of the time required to install, test and activate a single pay station.

2. Provide a summary first draft of the transition plan including, at a minimum, recommendations for reducing site disruption, relaying information to the general public, and any other information that is based on previous experience gathered from projects of a similar size and complexity.

3. Provide details of any site conditions that you expect the City to meet prior to the installation of the pay stations. This should be comprehensive in detail such that the City is able to develop budget costing for the project.

4. Provide detailed renderings or photographs of recommended pay station signage required for instructional and rate signage. Identify any special features to reduce vandalism, and indicate the type of hardware that will be provided in order for this to be a secure installation. Indicate the Proposers experience in sign production or provide details and references for any signage contractor that will be used for this phase of the work.

5. Provide comments, based on the Proposers practical experience on other similar projects, on the most advantageous way to conduct the transition from a single head meter system to a multi space system. Comments should include but not be limited to, discussions on customer relations, transfer of City stored value cards, design and location of pay station signage and the value of local area notification.

6. Provide information on availability of one or more "how to" videos to be posted on CBJ web site to show users how to use meters. Include price of such videos in Schedule C-5, under 1.2 Optional Costs.

C. Installation of Central Management Software

1. The Proposer will be required to provide knowledgeable technical staff to install the Central Management hardware and software applications, in a location chosen by the City. Provide a detailed specification of the hardware and peripherals that the City will be required to purchase to operate the system. Identify the timelines

required to complete the full installation and training of the Central Management System.

2. Indicate if any physical or security requirements may limit the location of the Central Management system at the City facility.

3. Identify the license requirements that must be met by the City in order to operate and manage the Proposers software. Indicate if licenses ever have to be renewed and if so under what circumstances.

D. System Administrative Training

1. Provide a comprehensive detailed itinerary of the training program that will be provided to the City covering all system administrative aspects of the parking equipment. This should include, at a minimum, detailed operation and programming of all software; the preparation and transference of configuration data and files; the preparation of reports and the ability to export reports; security, audit controls and procedures; and a full understanding of the components and operation of the pay stations.

2. Indicate where the system administrative training will take place, how long the training will be, in number of hours/days, and identify any specific requirements (projectors, PC, etc.) that you will require the City to supply if the training takes place in City facilities. Accept all costs if the training is to take place at a facility outside of Juneau.

3. Provide the name and full qualifications of the Proposer's staff that will conduct the operational training. Indicate the name and qualifications of secondary staff who can act as a trainer if the primary staff is unable.

E. Operational Training

The Proposer is required to provide a comprehensive operational training program.

1. Provide a comprehensive detailed itinerary of the training program that will be provided to the City covering all operational aspects of the pay stations, and all associated hardware and software. This should include, at a minimum, all operational aspects of the pay stations, general operational troubleshooting for front line staff, report generation at the pay station, security and audit features, and general instructions on the use of any associated web based software.

2. Indicate where the operational training will take place, how long the training will be, in number of hours/ days, and identify any specific requirements (projectors, PC, etc.) that you will require the City to supply if the training takes place in City facilities. Accept all costs if the training is to take place at a facility outside of the City of Juneau.

3. Provide the name and full qualifications of the Proposer's staff that will conduct the operational training. Indicate the name and qualifications of secondary staff who can act as a trainer if the primary staff is unable.

4. Provide a statement indicating if follow-up operational training will be included as part of the Proposal. Indicate within what timeframe this will be available, where it will take place, and if the costs are included in the Proposal.

F. Maintenance Training

1. Provide a detailed description and itinerary of the maintenance training program that will be provided. Itemize the maintenance issues that will be covered and indicate the time required to fully train CBJ technical staff. If necessary, clarify training procedures by providing manuals or documentation, provided in a separate appendix referenced to this section.

2. Indicate where the maintenance training will take place, how long the training will be, in number of hours/days, and identify any specific requirements (projectors, PC, etc.) that you will require the City to supply if the training takes place in City facilities. Accept all costs if the training is to take place at a facility outside of the City of Juneau. Indicate if the training will be conducted in the field or at an inside classroom.

3. Provide details of the normal preventive maintenance tasks that are required to maintain the pay station in pristine condition and indicate if the Proposer is considering this work being conducted by City personnel.

G. Commissioning

1. Provide a copy of any testing documentation that is currently used for factory testing or at the time of commissioning. This document, following review and comment by the Contract Manager shall form the basis of the System Performance Specification document.

2. Provide details indicating the frequency that the Project Manager will be present throughout the commissioning process.

H. Warranty

1. Indicate acceptance of the process for assigning shipping costs during the warranty period.

2. Indicate acceptance of the response times.

3. Indicate if the Proposer would consider training City staff to become Factory Certified Technicians, and if so provide details of the training, certification levels and costs to the City.

4. Indicate the acceptance of the Proposers agreement to have parts available for a period of ten years.

5. Provide list clearly identifying all items, services and components not covered under the normal warranty.

6. Identify if access to staff via a telephone or internet chat connection is available Monday to Saturday, 6:00 am to 6:00 pm Alaska Time and identify any costs to the City.

I. System Upgrades

1. Hardware and software is continually being improved. Provide a clear statement of intent outlining the corporate policy on providing upgrades to existing customers. Clarify what is meant by the term software upgrade – full version upgrades or partials based on patching of current version.

2. Indicate if the upgrade policy includes upgrades to the pay station CPU, as well as to all other application software and hardware.

3. If upgrade services are at the City's cost, provide an itemized pricing schedule for the warranty period and the next four years.

J. Other Items

1. Provide information on the availability of a reader-board system, to be installed at the Whittier Street and Egan Drive intersection, configured to display occupancy of each parking facility/zone in real-time. Include specifications including size, material, installation requirements, etc. Include price of reader-board system in Schedule C-5, under 1.2 Optional Costs.

2. Provide a summary of any other unique features or services offered by your company that you feel would be of value to the City and that have not been considered in the foregoing.

SCHEDULE C-4 - PROPOSER'S TECHNICAL PROPOSAL (SCHEDULE)

Proposers should provide an estimated schedule, with major item descriptions and time indicating a commitment to perform the Contract within the time specified.

The Proposer should provide a detailed schedule, itinerary, timelines and content for each type of instructional or training session.

The scheduling of all instructional training shall be coordinated with the CBJ Project Manager such that conflicts with CBJ personnel demands are avoided. The vendor shall be expected to submit a schedule of training sessions to the CBJ Project Manager for approval a minimum of twenty (20) working days in advance of any class.

Provide a clearly defined schedule matching the scope of work document, indicating when the vendor's Project Manager will be available to the City.

Proposers are also encouraged to propose a roll out schedule for solutions including transition plans.

While the scope of services includes supplying and installing at least eight Meters within 60 calendar days of Notice to Proceed, CBJ desires the initial eight Meters to be installed sooner if possible. If Proposer can have initial eight Meters installed on a faster timeline, please include details in this section.

SCHEDULE C-5 - PROPOSER'S FINANCIAL PROPOSAL

Indicate the Proposer's proposed fees, and the basis of calculation. Attach additional pages as necessary. The initial contract will include compensation up to $200,000 for delivery, installation, training, and maintenance of all hardware and software components through June 30, 2011. Future lease, support, and maintenance fees may not exceed $200,000 annually, payable monthly or quarterly as specified by the successful proposer.

Proposer to address to following items:

a) total cost of ownership,
b) life cycle operating costs for a five year period including cost of supplies,
c) warranty coverage and costs,
d) ongoing maintenance, upgrade and licensing costs,
e) cost to add additional pay stations, hardware or software at a later date,
f) communication and credit card processing costs,
g) detailed pricing for the solutions and components,

All prices shall be shown exclusive of any sales tax.

Financial Proposal shall be organized in the following manner:

1.1 BASE STATION

Provide an itemized list of all items included in the cost of the base Pay Station

1.2 OPTIONAL COMPONENTS

Complete **Item 1.2** indicating any additional cost for components not in the base model, but recommended for successful completion of the project. Include cost information in this section for "how to" video(s) and an electronic reader-board, as described in Section C-3-2, B.6 and J.2, respectively.

1.3 INCIDENTAL COSTS

The Proposer shall list any additional cost in **Item 1.3** that will be required to be paid by CBJ in order for the contract to be completed. This shall include, but not be limited to the following:

- Provide a cost(s) for the shipping of the pay stations and ancillary components.
- Provide a fixed or per station cost for the installation of the pay stations by qualified vendor/manufacturer staff.
- In the case that vendor intends to charge for project management service indicate a cost for the total project and the number of hours covered, or itemize by hours required and a per hour cost for the Project Manager and the expected hours of work.

- Indicate if any costs will be levied against the CBJ for vendor staff involved in the commissioning process or in the correction of deficiencies.
- Provide a cost to provide all operational training for both the pay stations and any back office software. Indicate if the cost is fixed or if there is a limit on the number of hours that will be allocated to this task.
- Include a cost to provide all maintenance training and indicate if this is to be conducted at City premises or at the offices of the manufacturers/vendor.
- Indicate and identify any and all other incidental costs that will be required in order to bring about a successful conclusion to the project.

1.4 ONE-TIME COSTS

Clearly identify any one-time costs that CBJ can expect in order to have a fully operational parking equipment system. This should include but not be limited to the following:

- Central Management System (CMS) software that may be required for the programming of rate and schedules, setting of alarm parameters and any and all other maintenance and operational parameters.
- Confirm any licensing costs that are required in order for the CMS software to be operated legitimately. Indicate if the licensing costs are a one-time fee or have an ongoing implication. If ongoing indicate this cost under **Item 1.6**
- Provide any costs associated with any independent software required in order to allow CBJ to conduct the processing of credit card information.
- Confirm any licensing costs that are required in order for the credit card software to be operated legitimately. Indicate if the licensing costs are a one-time fee or have an ongoing implication. If ongoing, indicate this cost under **Item 1.6.**
- Provide a cost(s) for three Personal Digital Assistant (PDA) or similar handheld devices able to provide real-time remote enforcement, with three printers capable of printing parking citations on weather-proof paper with weather-proof ink, as well as all required software and licenses for enforcement equipment meeting all required interface specifications. Replacement paper should be of a standard size and type that can be obtained from a variety of vendors.
- Include cost(s) to provide all ancillary hardware necessary to support the installation of all listed software. Include all peripherals, keyboard, mouse, etc. in order that the system will be fully operational in a standalone condition. The City may purchase this equipment independently of this Proposal.
- Provide a cost to supply all necessary signage that will be required to inform the customer of how to use the pay station and what the parking rates and time restrictions are for that zone.
- Provide a cost for the recommended component list that should be carried for a project of this size and complexity. See **Item 1.5**, for an itemized listing of these components.

- Indicate and identify any and all other one-time costs that will be required in order to bring about a successful conclusion to the project.

1.5 RECOMMENDED PARTS LISTING & COSTS

Provide an itemized listing of the parts and components recommended for an operation of this size and complexity. Indicate in the comment section if these costs are a standard list price or a discounted price. Attach separately, in an electronic format, a copy of the current parts list for **ALL** pay station components and ancillary products, and indicate if the costs shown are list or a discounted cost.

1.6 ANNUAL LIFE CYCLE COSTS PER UNIT

Clearly identify any Annual Life Cycle costs that CBJ can expect in order to be able to maintain all parking equipment in a fully operational state throughout the first five years of operation. This should include, but not be limited to, the following:

- Cost of receipts/tickets on a per roll basis. Indicate in the comment section the average number of receipts/tickets that can be expected from a roll or package of paper.
- Indicate if all components and software are included in the initial warranty. Indicate in the comment section any items that are not included.
- Provide a cost for any extended warranty that may be offered on the base pay station and its components. Identify these costs, if available, for a five year period. Indicate in the comment section any items that are not included.
- Identify any cost associated with software upgrades, by type of software, and if upgrades are patches or full version upgrades. Identify these costs, if available, for a five year period.
- Identify if licensing fees for any software are payable upon a yearly base or are an ongoing cost payable when a version upgrade is installed.
- For web based server applications, identify all Contractor reporting fees that may be charged to CBJ for the access to reports. Identify in the comment section if any limitations are placed on the number or type of reports that can be accessed.
- For web based server applications, identify all Contractor based monitoring fees that may be charged to CBJ for the monitoring and transmission of alarms. Identify in the comment section if any limitations are placed on the number or type of alarms that can be monitored.
- Identify all Contractor fees associated with the transfer of phone system data to enforcement personnel or phone system data for the extension of time.
- Identify and itemize all non-vendor based charges that will be associated with a fully operational system.

1.7 MAINTENANCE & SUPPORT LABOR RATES

Clearly identify on the fee proposal, any Maintenance and Support services staff labor rates that CBJ can expect in order to be able to maintain all parking equipment in a fully operational state throughout the first five years of operation. These would be the labor rate charged over and above warranty services.

Provide a brief discussion outlining your policy for sending technical staff to Juneau, indicating whether travel time and costs vary from regular rates, the length of a regular day, when and how overtime takes effect, and any other general information on how you see your company being able to maintain a long distance service relationship with CBJ.

1.8 FUTURE PARKING EQUIPMENT PURCHASES

The Proposer should indicate how long they will hold the pricing outlined in their proposal.

1.9 ADDITIONAL EXPENSES

Proposer should include any other expenses not otherwise addressed in Schedule C-5.