ENGINEERING DEPARTMENT

FAXED ADDENDUM to the REQUEST FOR PROPOSALS (RFP) for
SUPPLY AND INSTALLATION OF
MULTI-SPACE PARKING PAY STATIONS
(C3) RFP No. E10-280

ADDENDUM NO.: **ONE** **CURRENT DEADLINE FOR PROPOSALS:**
June 24, 2010 at
2:00pm Local Time

PREVIOUS ADDENDA: **NONE**

ISSUED BY: City and Borough of Juneau
ENGINEERING DEPARTMENT
155 South Seward Street
Juneau, Alaska 99801

June 9, 2010

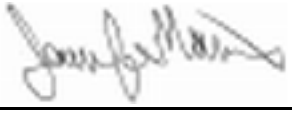
The following items of the contract are modified as herein indicated. This addendum has been issued and is posted online. Please refer to the CBJ Engineering Contracts Division webpage at: http://www.juneau.org/engineering_ftp/contracts/Contracts.php

Item No. 1 ATTACHMENT 2 – VisionAIR Interface Information, ***Add*** the following:

The ATSC BatchCitation (BC) takes an input xml file that is provided by a third party. The attached document is a sample input file that a third party must adhere to. This file contains one or more "citations", with each citation contained in a "CITATION" node off the root. BC reads that input file, and extracts vehicle information from each citation. It then runs a plate query for each citation, and appends the citation with information received from the query response. BC then produces an output xml file (in the same format as the input file) which contains all of the input information, plus the query response information. The output xml file is then used by JPD to issue citations.

Item No. 2 ***Replace*** ATTACHMENT 3 - RESPONSE DOCUMENT in its entirety with the following ATTACHMENT 3 – RESPONSE DOCUMENT, labeled Addendum No. 1. Changes were made to SCHEDULE C-3 PROPOSER'S TECHINICAL PROPOLSAL (SERVICES), Items 6, 7 & 8, as well as Subsection C Installation of Central Management Software, Paragraph 2. A copy of the revised Attachment 3 is available in MS Word format – email eng_contracts@ci.juneau.ak.us."

Receipt of this addendum must be acknowledged or your proposal may be considered non-responsive. Acknowledgment can be made by signing and faxing this addendum to (907) 586-4530 prior to the proposal deadline, by returning the signed addendum to the Engineering Department, attention Tina Brown or acknowledging receipt within the submitted proposal.

By: 

Jennifer Mannix
Contract Administrator

Company Signature Date

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ADDENDUM NO. 1 TO RFP E10-280

ATTACHMENT NO. 2 ADDITIONAL INFORMATION

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ADDENDUM NO. 1 TO RFP E10-280
ATTACHMENT NO. 2 ADDITIONAL INFORMATION

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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 proposed system and equipment will meet the following requirements:

    a) complete pay-by-license plate solutions,
    b) compliance with Americans with Disabilities Act (ADA) requirements,
    c) system meets all current Payment Card Industry (PCI) credit card processing and storage standards; processes transactions in real time with online wireless authorization in less than 10 seconds.
    d) acceptance of a variety of payment options, including coins, credit/debit cards, cellular phones, cash and smart cards,
    e) ability to remotely change rates at pay stations,
    f) ability to remotely program individual or groups of pay stations,
    g) system shall include high security payment instruments, and connection to Central Management System (CMS) through VPN secure network,
    h) meters to operate with real time communication to CMS using GPRS data plan,
    i) simple intuitive Central Management System easily understood by City staff, accessible online by CBJ using log on feature with security password.
    j) ability to provide real-time remote enforcement through Personal Digital Assistant (PDA) or similar handheld device,
    k) system can accommodate various types of passes and exemptions, i.e. for jury duty, legislative parking and residential parking zones,
    l) cabinetry constructed of high grade stainless steel
    m) meter includes keyed access to coin bag or coin canister and separate key access to actual bag/canister,
    n) receipt printing capable of accommodating pay-by-license or pay-by-space modes, including pay-and-display,
    o) system includes electronic coin shutter door
    p) ability to receive remote alarm notification,
    q) CMS software to have map of city area where meters are located

r) meter hinges not exposed
s) proposed service response time ensures that no meter will be out of service for longer than 48 hours.

7. response to explain which of the following additional/optional components are available

a) meters no larger than 18” deep x 18” wide,
b) “dip” style credit card reader,
c) receipt printer able to print bitmap logo on tickets; with ability of CBJ to change at a later date,
d) ability to provide stored value card (smart card) preload and reload services; ability to introduce new stored value cards while reusing or replacing existing cards,
e) meter printers able to print information onto blank paper,
f) meter components mounted on inside of meter door,
g) meter supplier offers 24/7 phone and online technical support services, with local presence capable of responding to any maintenance calls within 24 hours.
h) meter capable of applying payments appropriately over period of time in which rates change.
i) meter accepts other types of payments for violation tickets, residential payments, failure to pay tickets.
j) simple operational format, understandable by large range of users,
k) ease and ability to upgrade or expand,
l) availability to remotely extend time from a telephone,
m) ability to remotely monitor and generate reports,
n) full networking capabilities between all aspects of the parking equipment,
o) provide signage design options,

8. response to explain how the proposed system and equipment will address the following needs:

a) integration with enforcement officers
b) proposed roll out schedule for solution including transition plan,
c) maintenance options
d) software license requirements, and
e) training & post-implementation support.

9. 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.

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

11. 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 System (CMS) 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 CMS at the City facility. The CMS should either be web-based or installed on the CBJ server.

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.