



February 13, 2014

Bidder:

The City of Traverse City will receive sealed bids in the Office of the City Manager, Second floor, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan, 49684, until **Friday, March 7, 2014, at 10:00 a.m.** for the following:

SINGLE SPACE METER HOUSINGS
(specifications attached)

If the specifications are obtained from the City's new updated website link at: http://www.traversecitymi.gov/bids_and_rfps.asp, it is the sole responsibility of the Bidder to check the website for updates and addenda prior to the bid being submitted. Bidder may also sign up to receive notifications when bids and RFPs are posted by sending an e-mail requesting same to jdalton@traversecitymi.gov

The City of Traverse City reserves the right to accept or reject any or all bids, waive irregularities, and to accept the bids either on an entire or individual basis that is in the best interest of the City.

The City accepts no responsibility for any expense incurred by the Bidder in the preparation and presentation of a bid. Such expenses shall be borne exclusively by the Bidder.

Only the successful Bidder will be notified. If you so desire, you may call for results.

You must indicate on the outside of the sealed envelope that the bid is for the **"Single Space Meter Housings."**

You must submit **THREE (3) SEALED HARD (PAPER) COPIES AND ONE (1) DIGITAL COPY** of the bid to the City Manager's Office prior to the above-indicated time and date or the bid will not be accepted. Telefaxed or E-Mail bids will not be accepted.

Please note that if you have previously submitted an informal quote, you will still need to submit a sealed bid prior to the date and time specified above in order to be considered. Please ensure that all requirements listed in the specifications are met.

If you have any questions, please contact Dave Malewitz, Parking Superintendent, at (231) 922-0241 before the bid is submitted.

PLEASE SUBMIT BID TO: Julie Dalton, Purchasing Agent
400 Boardman Avenue, 2nd floor
Traverse City, MI 49684

SPECIFICATIONS

The City of Traverse City, Michigan is requesting proposals from qualified firms for providing and installing single space meter housings in the City's downtown district. This project will be managed by the Traverse City Parking Services and the Traverse City Downtown Development Authority (DDA).

PROJECT DESCRIPTION

The City of Traverse City has over 1,400 metered parking spaces downtown. It has become pertinent that more secure, reliable, and durable meter housings are installed in up to 325 of the meters downtown.

PROJECT GOALS

To increase the security of the meters downtown.

To create a parking system that is easier for both maintenance and enforcement.

To maintain and nurture the established identity of Downtown Traverse City.

PROJECT SCOPE OF SERVICES

Installation

The bidder should provide shop drawings and complete descriptions of the meter housings. The bidder must supply a description of sufficient installation procedures that will prevent the meter housings from being damaged by wind gusts, affected by local freeze/thaw cycles or removed by vandals.

Warranty

The bidder must provide a warranty of maintenance either through themselves or a contracted party. Qualifications for any contracted party must be provided.

Spare Parts

Bidders are asked to submit the following:

Dated price lists for ALL spare parts for the proposed equipment including any other additional components that may be required for regular maintenance. Price lists should be dated and if available show the expiration date of the price list.

Permitting

The contractor will be held responsible for obtaining all required licenses and permits required for the scope of the project. Traverse City's Parking Department shall assist, when necessary, in obtaining such licenses and permits.

CONTENT AND FORMAT OF PROPOSALS

The City of Traverse City reserves the right to cancel this solicitation in part or whole at any time and reserves the right to reject all proposals. The city reserves the right to disqualify any and all proposals which are not in accordance with the prescribed requirements as identified in these instructions.

Introductory Letter:

Provide a letter of transmittal that briefly states the bidder's desire to be considered for the single-space meter housings and installation contract, an understanding of the work to be done and a positive commitment to perform the work within the scheduled time period.

Provide a statement that the proposal, including per unit cost with price breaks, will remain valid and irrevocable for at least ninety (90) days.

List the name, title, address and phone number of the Project Manager.

List the name and title of the officer authorized to make representations for the bidder.

Provide an original ink signature by the officer authorized to sign, date, and submit the proposal.

Describe your qualifications and the qualifications of each subcontractor, if any.

Provide a statement disclosing whether any likely source of significant financial or other conflict of interest might arise in the conduct of performing work.

Provide a statement disclosing whether the bidder's company, either presently, or in the past, has been involved in any litigation, bankruptcy, or reorganization.

Statement of Qualifications of firm/joint venture:

A detailed description of similar projects successfully completed by the bidder in the past three years and a detailed description of results of that work. Include the name and telephone number of a contact person for each client who can verify the information provided.

Listing of all projects (if any) completed for the City of Traverse City within the past five years.

Listing of similar current projects and percent complete.

History of end of life products for your products. If no end of life for your products, please explain.

Project Approach:

The bidder must provide a detailed description of the approach of their proposal for this project. Proposed methodologies, techniques, and procedures should be included and thoroughly explained.

References:

Provide a list of at least three clients, with contact names, addresses, phone numbers, and brief descriptions and dates for projects where relevant, recent work was performed.

Budget Proposal:

The City reserves the right to accept any, all, or none of the proposals in whole or in part and to waive irregularities in any proposal in the interest of the City. Because of this, an individual unit cost with price breaks is required by the City. It is suggested that this budget be detailed and explanatory.

Schedule:

Provide a schedule for the project beginning with the Notice to Proceed and the signed agreement. The schedule should show milestones such as shop drawings, fabrication and installation. All processes should be well planned and organized to keep the disruptions of the current parking system to a minimum. The planning for switchover will need to be mindful of the potential for revenue loss and show mitigating ways in which to hold revenue loss to a minimum.

PRODUCT SPECIFICATIONS

General:

1. Housings must be compatible with MacKay Guardian XL electronic meters, which are currently in use.
2. Upper and lower meter housings and all of its components shall be new and unused and of the latest and highest quality.
3. Upper and lower housings shall be electrostatically painted inside and out with polyester powder paint, and baked to a finish.
 - a. Indicate colors of paint available
4. Meters shall mount to 2-inch inner diameter, Schedule 40 steel post.

5. Accessibility to the attachment of the meter itself to the mounting post or yoke shall be possible only through the vault door.
6. Specify suggested locks to be installed on housings, especially for lower housings (vault doors).
 - a. Provide pricing, if available, for installation of standard factory locks vs. high security locks such as Abloy or Medco Locks.
7. Provide product pricing and specifications for any additional equipment that will be required to perform collections on sealed coin boxes in lower housing vaults.

Upper Housings:

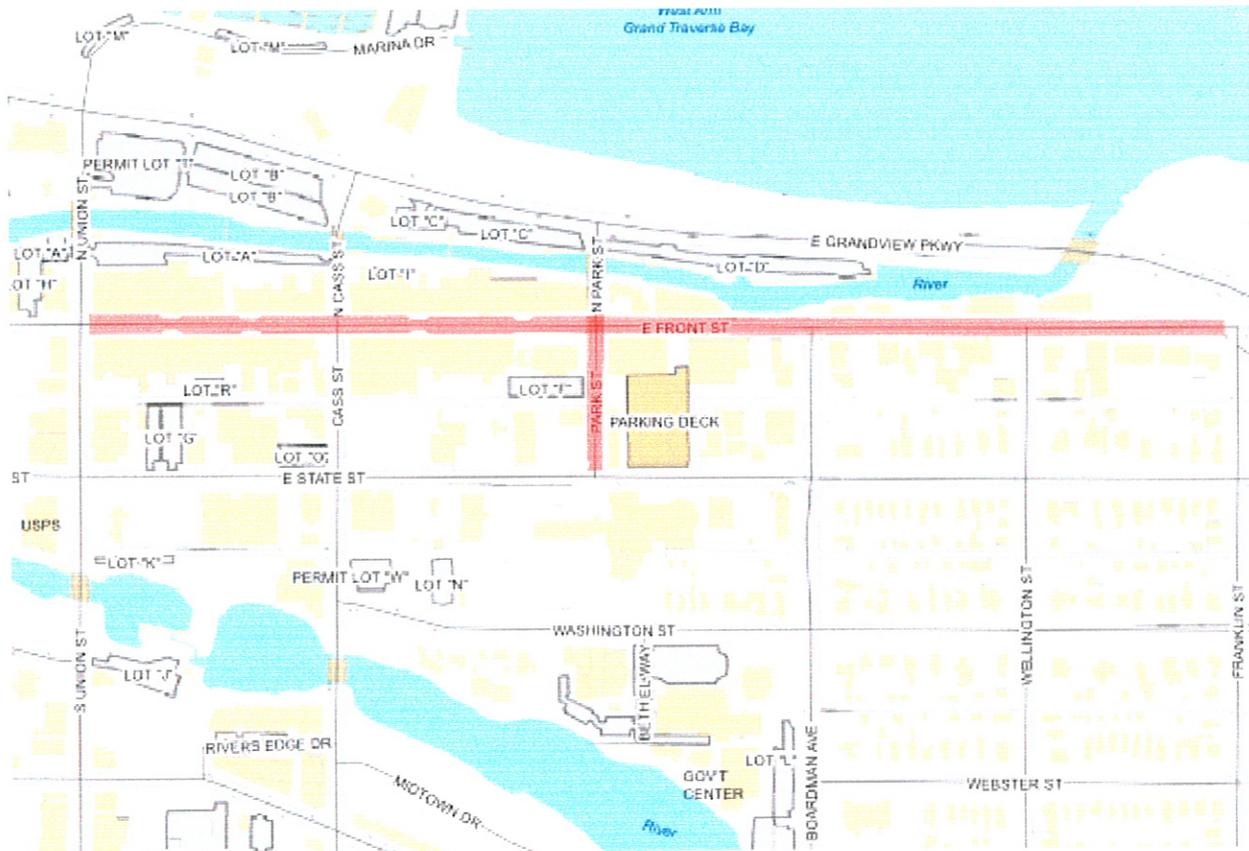
1. The upper housing shall be constructed of zinc-alloy.
 - a. If any other material is available and/or used, list all material specifications separately and costs.
2. The upper housing shall be arranged to prevent access to the interior, except by secured lock and key through the opening provided for servicing the meter mechanism.
3. The upper housing shall be accessible through a separate lock combination and key from the lower housing.
4. The coin box shall not be accessible through the coin drop opening at the bottom of the upper housing.
5. The upper housing must be designed in a way that a build-up of coins cannot block the upper housing locking mechanism from operating correctly.
6. The upper housing shall be capable of removal from the lower housing
7. The upper housing dome shall lock in place at four corners with a secured series, multi-tumbler lock and key.
8. The upper housing dome shall be hinged to allow for inspection and removal or replacement of the meter mechanism.
9. A flat-face window will provide clear view of the digital display and will be made of a UV resistant, one-piece lens of high impact material.
10. The dome assembly may be removed from the upper housing when unlocked, and may be hung on the side or back of the mechanism housing for easy on-street repairs.

Lower Housing:

1. The lower housing shall be constructed of a one-piece casting constructed of ductile iron.
 - a. If any another material is available and/or used, list all material specifications separately and costs.
2. The design shall prevent unauthorized entry into the coin compartment by prying around the door or punching or pulling the lock.
3. The round door shall be constructed in such manner as to prevent prying.
 - a. Vault walls are at least ¼” thick.
4. Other than a small coin drop opening at the top of the lower housing, the coin door shall be the only other opening in this lower section of the meter housing.
5. The lower housing shall be accessible through a separate lock combination and key from the upper housing.
6. The base of the lower housing shall taper to the post to deflect upward blows meant to dislodge the meter from the post.
7. Internal vault door hinges allow quick removal and replacement without the use of special tools, when open.
8. The vault door “falls open” after the lock is turned, to minimize key wear.
9. The lower housing shall feature a rear-loaded lock to prevent pulling the lock out from the front of the door.
10. The vault shall house a new and unused round sealed plastic coin box.
11. The coin box shall hold approximately \$65 in U.S. quarters.
12. The coin box shall feature a coin drop entrance with anti-back-up fingers to prevent coins from being shaken out and locked doors that can only be opened by special key in a collection receptacle that prevents removal of the coin box in the locked position.
13. The coin collection person will not have access to the coins using one of these sealed coin collection systems.
14. Keys specified for coin boxes will not be available to the public nor used in other parking installations in the surrounding region.
15. The vault door shall lock by secured series, multiple tumbler lock and key through a deep, narrow, pick-resistant corridor.

PARKING INFORMATION

The final locations for the multi space meters are exclusively under the discretion of the DDA Board and the City of Traverse City. All proposals should be inclusive to all streets, but with particular attention paid to the highlighted sections below.



SELECTION PROCESS AND SCHEDULE

The City of Traverse City reserves the right to reject any or all proposals, waive technicalities, and to be the sole judge of the suitability of the proposed services for its intended use and further specifically reserves the right to make the award in the best interest of the City of Traverse City.

The projected schedule for selecting the Proposal for this project is as follows:

ACTIVITY	DATE
RFP's Available	February 13, 2014
Proposals Due	March 7, 2014

ACTIVITY	DATE
DDA Review	March 21, 2014
City Commission Approval with signed contract	April 1, 2014

Mailing Address and Contact Information:

Individuals responding to this solicitation should mail three (3) sealed hard (paper) copies and one (1) digital copy of their proposal to:

Julie Dalton
 Executive Assistant/ Purchasing Agent
 400 Boardman Avenue, 2nd floor
 Traverse City MI 49684

All proposals must be received by 10:00 AM on March 7, 2014 in order to be considered. Telefaxed or E-Mail bids will not be accepted.

All Inquiries should be directed to:

Dave Malewitz
 Parking Administrator
 303 East State
 P.O. Box 42
 Traverse City, MI 49685
 231.922.0241
 dave@downtowntc.com

Bidder - Please complete and return

BID SUMMARY

TITLE: SINGLE SPACE METER HOUSINGS

DUE DATE: FRIDAY, MARCH 7, 2014 AT 10 AM

Having carefully examined the attached specifications and any other applicable information, the undersigned proposes to furnish all items necessary for and reasonably incidental to the proper completion of this bid. Bidder submits this bid and agrees to meet or exceed all requirements and specifications unless otherwise indicated in writing and attached hereto.

Bidder certifies that as of the date of this bid the Company or he/she is not in arrears to the City of Traverse City for debt or contract and is in no way a defaulter as provided in Section 152, Chapter XVI of the Charter of the City of Traverse City.

Bidder understands and agrees, if selected as the successful Bidder, to accept a Purchase Order / Service Order / Contract and to provide proof of the required insurance.

The Bidder shall comply with all applicable federal, state, local and building codes, laws, rules and regulations and obtain any required permits for this work.

The Bidder certifies that it is in compliance with the City's Nondiscrimination Policy as set forth in Administrative Order No. 47 and Chapter 605 of the City's Codified Ordinances.

The Bidder certifies that none of the following circumstances have occurred with respect to the Bidder, an officer of the Bidder, or an owner of a 25% or more share in the Bidder's business, within 3 years prior to the bid:

- (a) conviction of a criminal offense incident to the application for or performance of a contract;
- (b) conviction of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense which currently, seriously and directly reflects on the Bidder's business integrity;
- (c) conviction under state or federal antitrust statutes;
- (d) attempting to influence a public employee to breach ethical conduct standards; or
- (e) conviction of a criminal offense or other violation of other state, local, or federal law, as determined by a court of competent jurisdiction or an administrative proceeding, which in the opinion of the City indicates that the bidder is unable to perform responsibility or which reflects a lack of integrity that could negatively impact or reflect upon the City of Traverse City, including but not limited to, any of the following offenses or violations of:

- i. The Natural Resources and Environmental Protection Act.
- ii. A persistent and knowing violation of the Michigan Consumer Protection Act.
- iii. Willful or persistent violations of the Michigan Occupational Health and Safety Act.
- iv. A violation of federal, local, or state civil rights, equal rights, or non-discrimination laws, rules, or regulations.
- v. Repeated or flagrant violations of laws related to the payment of wages and fringe benefits.

(f) the loss of a license or the right to do business or practice a profession, the loss or suspension of which indicates dishonesty, a lack of integrity, or a failure or refusal to perform in accordance with the ethical standards of the business or profession in question.

Bidder understands that the City reserves the right to accept any or all bids in whole or part and to waive irregularities in any bid in the best interest of the City. The bid will be evaluated and awarded on the basis of the best value to the City. The criteria used by the City may include, but will not be limited to: ability, qualifications, timeframe, experience, price, type and amount of equipment, accessories, options, insurance, permits, licenses, other pertinent factors and overall capability to meet the needs of the City. The City is sales tax exempt – Government.

Bidder agrees that the bid may not be withdrawn for a period of ninety (90) days from the actual date of the opening of the bid.

Product Costs:

Paint	\$ _____
Locks	\$ _____
Materials	\$ _____
Additional Products	\$ _____

Total Product Costs: \$ _____

Installation Costs: \$ _____

Total/ Not to Exceed Project Cost: \$ _____

Submitted by:

Signature

Company Name

Name and Title (Print)

Company Address

Phone Fax

City, State, Zip

Sole proprietorship/partnership/corporation

If corporation, state of corporation

REFERENCES: (include name of organization, address, contact person, daytime phone number, and length of time services have been performed).

1. _____

2. _____

3. _____

SUBCONTRACTORS: (include name of organization, address, contact person, daytime phone number, and services to be performed).

1. _____

2. _____

3. _____
