
The City of Traverse City

Office of the City Manager

Governmental Center
400 Boardman Avenue
Traverse City, MI 49684
(231) 922-4440
(231) 922-4476



February 6, 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, February 28, 2014, at 10:00 a.m.** for the following:

**MULTI SPACE METER SYSTEM
(SPECIFICATIONS ATTACHED)**

If the specifications are obtained from the City's new updated website link at: http://www.traverscitymi.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@traverscitymi.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 **"Multi Space Meter System."**

You must submit **THREE (3) SEALED COPIES (includes 3 hard copies and 3 digital copies)** 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 Administrator, 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 multi-space meters/pay stations in parking lots in the downtown district. This project will be managed by the Traverse City Parking Services Department.

PROJECT DESCRIPTION

The City of Traverse City has a variety of parking lots that utilize single space meters and permits. The City would like to convert a number of these lots to multi space meters that will function with current enforcement and Parkmobile. For this project, we require up to twelve (12) multi space meter systems.

PROJECT GOALS

- To increase the convenience of parking downtown for visitors' and locals' by allowing multiple forms of payment for public parking.
- To increase the security of the meters downtown.
- To create a parking system that is easier for both maintenance and enforcement.
- To promote the adaptability of our parking system for further technology advancements.
- To provide a wireless system for communication between the individual multi space meters and the central computer.
- 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 meters and meter structural support posts. The contractor is responsible for supplying the support posts, base, or cabinet of sufficient structural strength, anchored to the meters and into the ground at a depth and/or in a manner that is sufficient to prevent them from being damaged by wind gusts, affected by local freeze/thaw cycles or removed by vandals.

Warranty

The bidder guarantees for a period of a minimum of one (1) year from the date of shipment to repair and/or replace any part or modular component determined to be defective in material or workmanship under normal use and service at no additional cost.

Extended warranty options must be made available and outlined within this proposal.

Training

Bidder shall provide training on an individual location basis or in a group setting as approved by Traverse City Parking Services. The bidder shall provide additional training, if needed or as requested at prevailing rates. Additional training shall be determined by need and provided based on practicality and reasonableness. Bidder shall provide a training program for technicians and staff responsible for:

- Installation, startup, and maintenance of the pay stations.
- Coin collection.
- Programming rates, valid parking times, etc., through the management software.
- Monitoring the equipment.
- Data file collection, credit card file downloading, system monitoring and auditing, setup and maintenance of user account passwords, etc.
- The successful bidder shall provide a minimum of 20 hours of training at a designated Traverse City Parking Services facility to develop expertise in the maintenance and repair of their product, including, but not limited to:
 - Installation
 - Maintenance
 - Troubleshooting repairs
 - Operations – programming, inventory, and collections
- Five copies of operating manual in English for installation, maintenance, and use (complete with wiring diagrams and specifications) are to be provided at the time the pay stations are delivered.

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.

Bidders shall confirm that they will stock virtually all parts supplied in their total installation on hand for service replacement within 48 hours of demand call.

Wireless System

The proposal must include a preferred wireless communication system for the multi space meters to communicate with the central computer and to process transactions. Please indicate the budget options for both wireless carriers and WiFi. The preferred payment gateway provider and preferred wireless carrier must be provided as well. Any software must meet PCI industry standards and the Bidder must provide foreseeable software update costs for PCI.

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.

After Sales Support

The bidder must provide access to 24/7 telephone support. The bidder must also outline what support options are made available with regard to online knowledge databases.

PRODUCT SPECIFICATIONS

Please indicate your compliance or non-compliance to the following technical specifications:

Hardware

Cabinet and/or Pedestal

- Cabinet and/or pedestal must be constructed of a highly durable metal able to withstand all environmental conditions, maintain security, and be resistant to vandalism.
- **Please provide material/construction specifications with bid.**
- Anchor bolts cannot be exposed outside the pedestal.
- Surface finish must be a powder-coating paint that is electrostatically charged and baked on.
- Pay station should be available in a range of custom colors upon request and with the option for customized decals.
- In general, the cabinet must have an aesthetically pleasing design that is easily recognizable as parking related.
- Indicate life expectancy of cabinet and/or pedestal.

Physical Security and Lock

- High security locks with separate lock and key combinations for collection vaults and main door.
- Vandal-resistant with recessed hinges.
- Locks must be cut/coded specifically to Traverse City, MI.
- No locks can be exposed beyond the flush mount of the cabinet.
- Recommended audible alarms in case of machine tampering.
- All pay station doors must be equipped with sensors that will send a notification, in real-time, to the back-office software alerting to doors being opened or closed.
- Cash Status, Audit Report, Stall Reports, and Revenue Reports must all be printable at the pay station without opening the cabinet door; password protection to reports is mandatory.

LCD Display

- The pay station must have a clearly visible LCD screen, which is easy to read in various lighting conditions. Color not required, but preferred.
- All instructions and rates are to be provided through the LCD display.
- The screen must be recessed and protected by a durable cover.
- The screen must be vandal-resistant, weatherproof, and corrosion-resistant.
- The screen must be modular and easily unplugged and replaced with basic tools for easy servicing.
- The LCD must have the ability to display at least five menu or rate options simultaneously.
- The LCD must be able to display a graphic and/or photograph or message for a user-defined amount of time when the pay station is turned on.
- All prompts on the pay station must be user configurable.

Keypad

- The pay station must have a tactile feel keypad.
- When a key is pressed, an audible indication must be given to provide feedback to the consumer.
- The keypad must be vandal-resistant, weatherproof, corrosion-resistant, and rated for resistance to impact, shock, and vibration.
- The keypad should be designed for exposed outdoor and environmental conditions.
- The keypad must be modular and be easily unplugged and removed with basic tools for easy servicing.
- The keypad will be used to turn the pay station on when it is in sleep mode.

Coin Slot

- Coin slot shall accept all U.S. and Canadian coins through a single slot.

Coin Acceptor

- Must be capable of accepting nickels, dimes, quarters, and dollars (both Susan B. Anthony and Sacagawea).
- Pay station must have a coin escrow to allow consumers to cancel the transaction at any time and have funds returned.
- Must reject fraudulent and foreign coins immediately through a coin return area.
- Must be constructed to allow for easy removal with basic tools.

Cash Vault Compartments

- All denominations of coins and bills must be held in separate securely locked vaults designated for coins and bills.
- Both cash vaults must be able to be quickly and easily removed, and must have a separate keys to open them.

- The vaults must have a self-locking mechanism upon removal to ensure no access to the currency.
- Personnel without collection keys must not be able to remove vaults.

Bill Acceptor

- The bill acceptor must be housed separately from the bill stacker vault.
- The bill acceptor must electronically accept U.S. \$1, \$5, \$10, \$20 bills or any combination thereof. The ability to determine what bills are accepted must be configurable in the back-office software and loaded onto the pay station manually or remotely through a wireless connection.
- The bill acceptor must be four-way and accept bills in any direction (face up or face down).
- The bill acceptor must have an acceptance rate of 98 percent for street quality bills. All rejected bills must be returned.
- The bill acceptor must be programmable for any new bank notes issued by the U.S. Mint.
- The bill acceptor must be modular and be easily unplugged and removed for easy servicing.
- Must be able to clear bill jams without the use of special tools and without accessing the bill stacker vault.

Credit Card Reader and Operation

- The credit card (CC) reader must be flush-mounted with no part of the reader protruding outside the cabinet.
- The CC reader must only partially ingest the card thereby affording the consumer control of the card at all times.
- The CC reader must accept and process Visa, MasterCard, Amex, and Discover.
- The CC reader must be modular and be easily unplugged and removed with basic tools for easy servicing.
- The CC reader must read Tracks 1, 2, and 3 of all magnetic stripe cards conforming to ISO 7810 and 7811.
- The CC reader must read and write to chip-based smart cards conforming to ISO 7810 and 7816.

Transaction Process

- Bidder-supplied software should provide management control and reporting of credit card process via Internet.
- System should allow both offline batch credit card processing and online real-time credit card processing.
- There should be a simple, one-step process to automatically transfer credit card data to the clearinghouse. No duplicate checks or transfer of data between files or spreadsheets should be required.
- The system must process and reconcile transactions with a PCI compliant credit card processor or gateway.
- The pay station must be PA-DSS validated.

- Credit card/smart card transactions that are declined should automatically populate a file of bad credit cards/smart cards to prevent future acceptance of bad credit cards/smart cards.
- Bidder-supplied management software should allow for manual entry of cards into a bad credit card/smart card file. Bad credit cards/smart cards should be prevented from use in any payment machine in the network.
- Bidders supplying parking equipment must meet the Payment Card Industry (PCI) Compliance standards as Service Provider and Payment Application Data Security Standards (PA-DSS) for all hardware and software proposed. All bidders must provide verification confirming that they meet the latest standards.

Printer

- Heavy-duty printer head with minimal moving parts.
- Designed for high-resolution printing.
- Print life of over 20 million character lines.
- Printer offers alpha/numeric printing in various fonts and languages.
- The printer must be a high quality thermal printer with a simple paper path and a reliable cutting edge.
- The printer must be modular and be easily unplugged and removed for easy servicing.
- Payment machine should allow report and receipt printing in the field.
- Payment machine should have capacity of producing at least 2,500 tickets/reports prior to replacing a print roll.

Receipt Paper

- The tickets must be heat-, fade-, and curl-resistant, and must be capable of being left on a vehicle dashboard for extended periods of time.
- The paper roll must easily be removed and replaced.

Power Operation

- The pay station must operate with either an AC or solar recharging system.
- **For purposes of this RFP, we are seeking both options, preferably solar power. Please provide pricing for both options.**
- If a solar panel is provided, the solar panel must be low profile allowing it to maximize its exposure to direct sunlight.
- Include pricing for both AC and solar options.
- The battery must be a minimum of a 12V 33Ah, sealed gel-cell.
- A battery voltage check system must be integrated into the pay station cabinet.
- Describe the pay station's unique power management capabilities.

Electrical and Electronic Components

- All major components must be modular and be easily unplugged and removed with basic tools for easy servicing.

Temperature Specifications

- -20° F (or lower) to +140° F (-40° C to +60° C) in AC operated environments with an optional heater.
- -4° F to +140° F (-20° C to +60° C) in non-AC environments; up to 95% relative humidity (non-condensing).
- Pay stations must provide option for heater that can operate on AC power for environmental conditions outside of this temperature range.

CPU/Black Box

- The CPU must be specifically designed for operation with the pay station.
- The CPU must be custom designed, built, and supported by the manufacturer.
- The CPU must contain Flash memory that can record transactions to allow data to be preserved when power has been removed.
- The CPU must not require a battery backup to preserve memory.
- The CPU must be modular and be easily unplugged and removed with basic tools for easy servicing.
- The pay station must have a bad card maintenance list that can store card numbers for offline processing.
- To enable seamless additional application integration, the pay station operating system must be Microsoft Windows CE-based or another non-proprietary-based operating system.
- The pay station must be able to automatically adjust its internal clock for Daylight Savings Time changes.
- The pay station must be able to be configurable to support multiple languages.

Online Communication

- The pay station must be able to support direct Ethernet connection without any additional hardware.
- For wireless communication, an optional choice of GSM/CDMA modem and Wi-Fi (802.11b/g) modem must be available.
- Central server system and the bidder's proposed pay stations must be able to work with the latest technologies in metro Wi-Fi technology.
- All quoted communications options must be backed with a reference of a proven existing field installation where the communication method has been shown to be reliable.

Software

Payment Options

- The pay station must support the following payment options:
 - **U.S. bills:** The denominations accepted must be configurable for each pay station.
 - **U.S. and Canadian coins:** The denomination accepted must be configurable for each pay station.
 - **Credit cards:** Type of credit cards accepted must be configurable for each pay station.
 1. Please provide specs and cost for the pay station to support an RFID reader that accepts contactless payments such as Visa PayWave, MasterCard PayPass, and American

Express ExpressPay contactless credit cards to quickly, securely, and conveniently complete a parking transaction.

- **Smart cards:** Must be configurable for each pay station:
- **Cell phone payment:** The solution must have an option of paying for parking with cell phone in a Pay-by-Space deployment.
- The pay station must have the ability to allow for adding time to the existing time purchased in Pay-by-Space deployment.
- The consumer must be able to pay for any space from any pay station provided the pay stations are online (communicating to the central server).

Pay-by-Phone Integration

- The pay station must have an option to pay for parking with a cell phone in a Pay-by-Space or Pay-by-License Plate deployment. Bidder must identify which Pay-by-Phone partner it integrates with and the integration capabilities that such a partnership brings.
- **The City of Traverse City Parking Services currently contracts with Parkmobile USA, Inc. for its cell phone payment provider.**
- If the initial payment was made at the pay station, the consumer must have the ability to add time through the cell phone.
- If the initial payment was made through the cell phone, the consumer must have the ability to add time at the pay station.
- If payment was made through the cell phone, the system must be able to notify the consumer through the cell phone prior to expiration of the parking time.
- For enforcement purposes, the enforcement officer must be able to print a report at a pay station for valid spaces paid for regardless if they were paid for at the pay station or by cell phone.

Extend-by-Phone

- **Please detail specifics of product capabilities for this feature.**

Enforcement

- At the pay station, the enforcement officer must be able to:
- Generate valid stall/space reports within the entered stall/space range regardless of how (pay station or cell phone) and at which machine the spaces were paid for.
- Generate an Expired Stall report within entered stall range that clearly displays the spaces that have not been paid.
- Traverse City Parking Services has a goal of integrating Pay-by-Space data at the pay station with our current enforcement system for consolidated reporting purposes. The bidder should identify at least one option where this integration capability can be provided today as well as additional options that might be available in future.
- The central server system must be able to integrate with one or more of the leading mobile enforcement providers for real-time stall information. The bidder must outline all potential partners where integration exists today.

Management Software Capabilities

- The management software must have the following capabilities:
 1. Ability to set up unlimited amount of pay stations at unlimited amount of lots (depending only on available computer memory).
 2. Password access at the pay station for collection and service personnel.
 3. The ability to set sleep timer mode for the pay station.
 4. Enable/disable additional time to be added to paid stall/spaces.
 5. Ability to configure credit cards that will be accepted.
 6. Ability to configure smart cards that will be accepted.
 7. Ability to restrict payment types on a rate-by-rate basis.
 8. Enable online “real-time” credit card authorization (with Ethernet connection or modem option).
 9. Enable a “Store and Forward” mechanism to process credit cards that are accepted when online communications have been disrupted.
 10. Allow custom messaging on introduction LCD screen.
 11. Allow custom messaging on exit screen.
 12. Allow custom messaging on printed receipt.
 13. Allow for the remote upload of all rate and configuration parameters to the pay station via the central server at no charge.

Standard Rate Capabilities

- Please confirm that the equipment provided can address the following rates desired. Standard rate capabilities must include:
 1. Rates by the minute, hour, day, week, and month.
 2. Special event pricing.
 3. Different values can be assigned to different hourly increments (for example, first hour at \$2.00; each additional hour thereafter at \$1.00).
 4. Progressive, regressive, flat, evening, early bird, and holiday rates.
 5. Programmable minimum and maximum time periods.
 6. One-step uploads of bad credit card/smart card file.
 7. Incremental rates with minimum increment being five minutes.
 8. Ability to set a minimum credit card value for incremental rates.
 9. Rate descriptions must be user configurable up to 20 characters in length.

Management Reports

- Bidder should provide samples of all reports to allow for evaluation of reporting features.
- The pay station must issue a report from the printer with the following information:
 1. Machine serial number
 2. Date and time of collection
 3. Date and time of previous collection
 4. Total amount of money in the collection
 5. Total amount of bills by denomination
 6. Total amount in coins
 7. Total amount of credit card payments by credit card type
 8. Total number of tickets issued

9. Total amount of refunds issued
 10. Total amount of change issued
 11. Pay station firmware version
 12. Stall reports showing valid stalls, unpaid stalls, or paid since last stall report
- The pay station must issue a report with the history of the machine with the following information:
 1. Audit details:
 2. Date of the transactions with “from” and “to” parameters
 3. Total deposits
 4. Total transactions
 5. First transaction number
 6. Last transaction number
 - In the back-office software, reports must be able to be generated based on the following parameters:
 1. Transaction Date
 2. Transaction Time
 3. Payment Method
 4. Rate
 5. Pay Station Number
 6. Credit card type

Remote Management

- Traverse City Parking Services would like the bidder to host remote management options. The capabilities provided through remote management must include the following:

Real-Time Reporting/Pay Station Configuration

- Real-time reporting:
 1. The pay station must provide, as an option, the ability to generate all of the reports as listed under “Reports” above through any computer with an Internet connection using up-to-date real-time information.
- Remote pay station configuration:
 1. The solution must allow for changes in the rate structure remotely from the office provided the pay stations are online.
 2. The solution must allow for other changes listed under “Management Software Capabilities” to be configured from a remote PC and capable of being uploaded to the pay station in real-time provided the pay station is online.

Real-Time Monitoring

- The pay station must provide, as an option, the ability to monitor the following parts and systems and communicate any malfunctions or supply requirements.
 1. Critical alarms:
 - Alarm on
 - Shutdown due to low battery power
 - Shock from being bumped, tilted, or shaken

2. Major alarms:
 - Coin jam
 - Bill acceptor jam
 - Bill acceptor unable to stack
 - Battery voltage low
 - Printer paper low
 - Printer lever disengaged
 - Printer paper out

3. Monitoring: Items without alarms that may be monitored on a secure Internet connection include:

- Number of coins
- Number of bills
- Battery voltage levels
- Solar charging condition – charging/not charging

4. Real-Time Credit Card Authorization

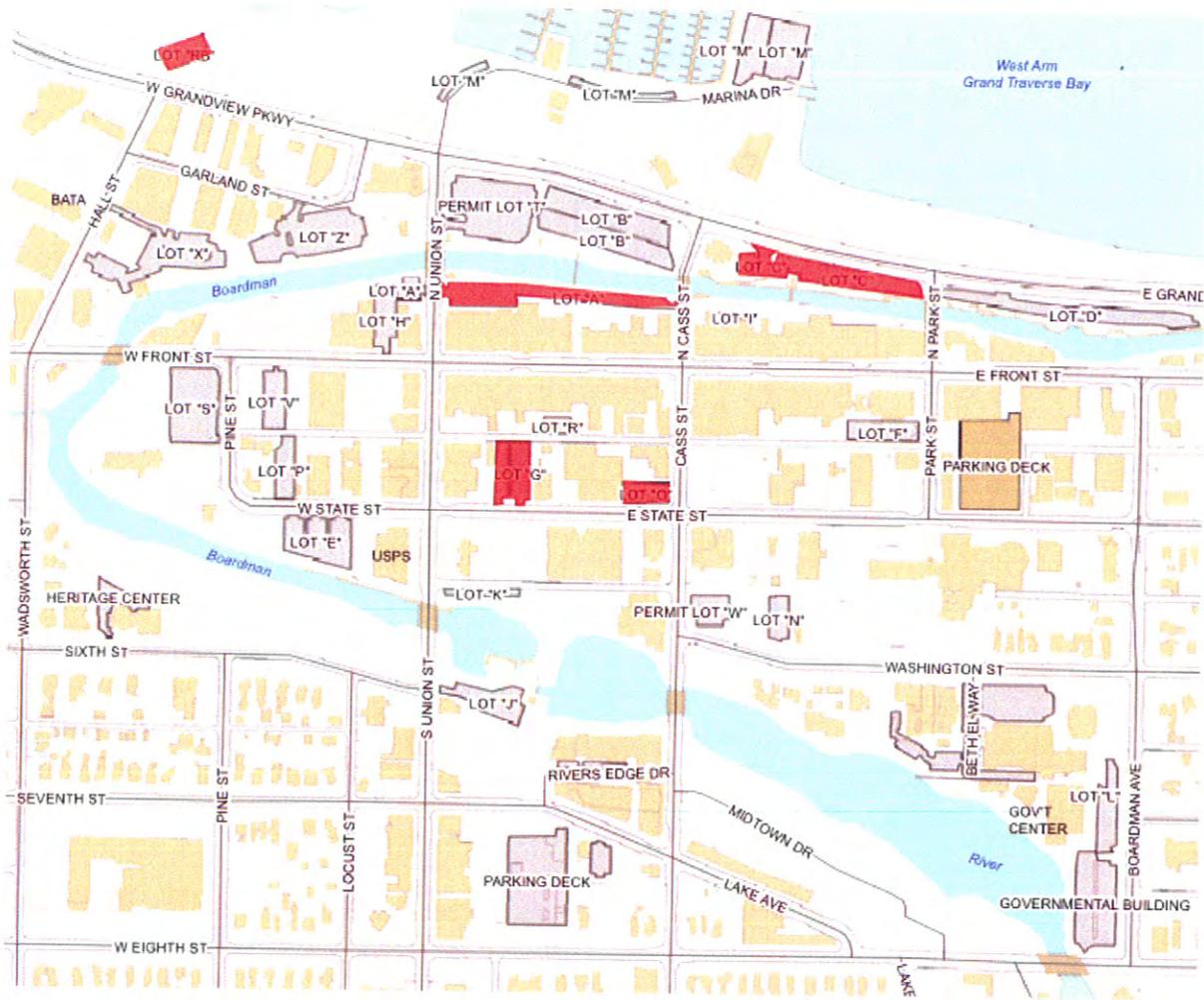
- The pay station must provide, as an option, to have credit cards processed in real-time.
- The authorization number must be available in the back-office software to be used as criteria for credit card transaction searches.
- The pay station must be configurable to accept or not accept credit card payment in the event that the communication to the pay station becomes temporarily unavailable.
- Assuming adequate communication signals are in place, real-time credit card authorization must be completed within three seconds typically, and within 10 seconds maximum.
- For online credit card transactions, batch processing of the credit cards at the end of the day is not acceptable.
- Bidder should demonstrate adequate security of data through password protection and layered levels of privileges.

Future Capabilities

- The identification of features that will be available after the equipment is deployed may also be mentioned, but descriptions should clearly state when features will be available for deployment and any hardware upgrades associated with such upgrades.

PARKING LOT INFORMATION

The parking lots that are in discussion for the installations are as follows: Lot RB, Lot A, Lot C, Lot G & Lot O. The final locations for the multi space meters are exclusively under the discretion of the Downtown Development Authority (DDA) Board and the City of Traverse City. All proposals should be inclusive to all lots, with particular attention paid to the lots outlined below.



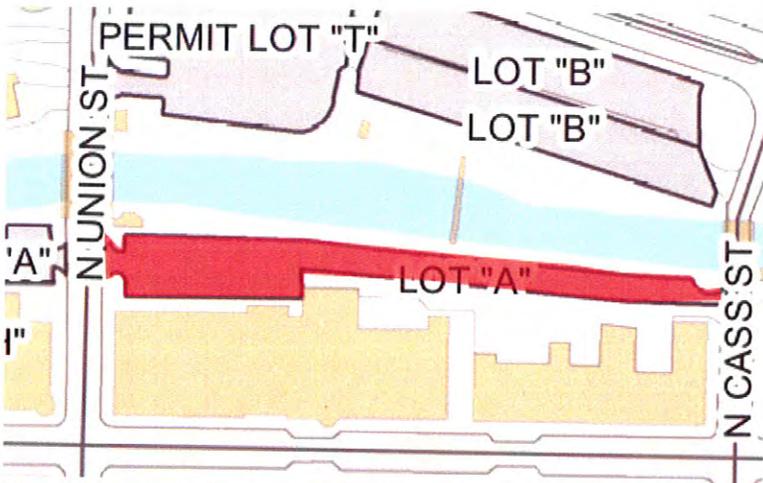
LOT RB

LOT "RB"

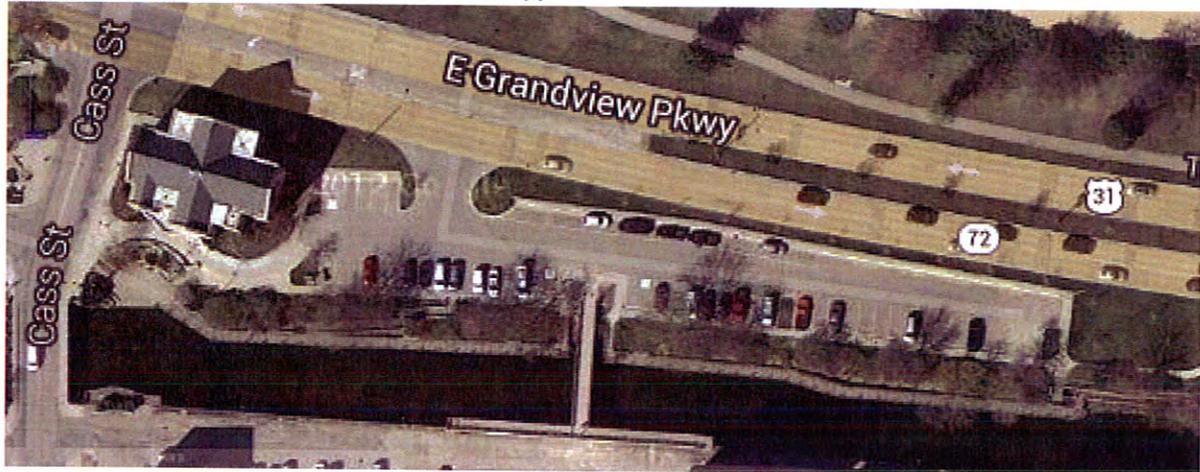
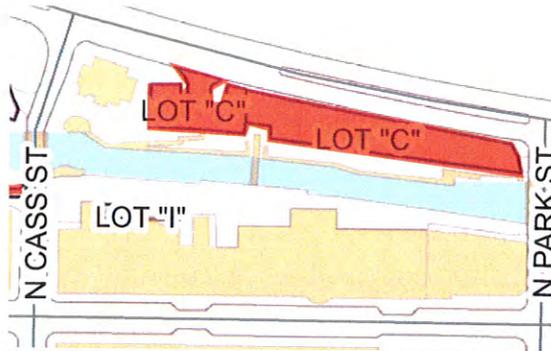
W GRANDVIEW PKWY



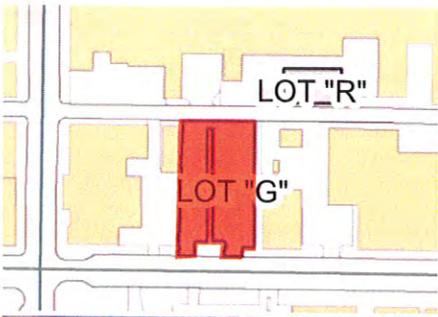
LOT A



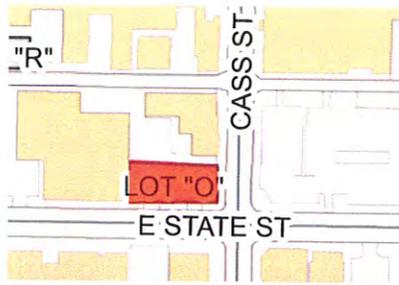
LOT C



LOT G



LOT O



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 proposer's desire to be considered for the multi-space meter 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 cost unit 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 proposer.

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

Describe your qualifications and the qualifications of each sub-contractor, 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 proposer'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 firm/joint venture 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 firm 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. Procedures for preparing shop drawings, coordinating comments and revisions to shop drawings, integrating the multi space meter system with the existing enforcement system and how the wireless communication will be implemented must be provided as well.

References:

Provide a list of at least three (3) 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.

Bidder must identify, itemize, and price every component or sub-system required for payment machines to perform satisfactorily as a fully functioning system. Any software, hardware, cabling, communications connections, printer, paper, batteries, ribbons, lubricants, adapters or other items required for proper operation as a working network of machines must be offered during submittal.

Bidder should identify and price any components that are recommended as “spare” or stocking repair parts or supplies to provide timely repairs for broken equipment.

Bidder must identify an authorized provider for installation, repairs, service, and warranty.

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.

SELECTION PROCESS AND SCHEDULE

The DDA Board and City of Traverse City will review all submitted proposals to determine a preferred fabricator. If no agreement can be reached with the top ranked fabricator, that vendor shall be dismissed and the committee shall proceed with discussions with the second ranked fabricator. This process may be repeated as many times as necessary until an agreement can be negotiated that is satisfactory for both parties.

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 6, 2014
Proposals Due	February 28, 2014
DDA Review	March 21, 2014
City Commission Approval with signed contract	April 1, 2014

All **inquiries** may be directed to:

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

Mailing Address:

Individuals responding to this RFP should mail in **three (3) sealed** envelopes: **each** containing one (1) hard and one (1) digital copies of their proposal (3 total) to:

Julie Dalton
Executive Assistant/ Purchasing Agent
City of Traverse City
City Manager's Office
400 Boardman Avenue, 2nd floor
Traverse City, MI 49684

All proposals must be received by 10:00 AM on February 28, 2014 in order to be considered. Telefaxed or E-Mail bids will not be accepted.

Bidder - Please complete and return

BID SUMMARY

TITLE: MULTI SPACE METER SYSTEM

DUE DATE: FRIDAY, FEBRUARY 28, 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.

I. Product Costs:		
A.	AC Powered	
1.	1-3 Pay stations	
	a. Cellular Communications	\$ _____
	b. WiFi Communications	\$ _____
2.	4-7 Pay stations	
	a. Cellular Communications	\$ _____
	b. WiFi Communications	\$ _____
3.	8-12 Pay stations	
	a. Cellular Communications	\$ _____
	b. WiFi Communications	\$ _____
B.	Solar Powered	
1.	1-3 Pay stations	
	a. Cellular Communications	\$ _____
	b. WiFi Communications	\$ _____
2.	4-7 Pay stations	
	a. Cellular Communications	\$ _____
	b. WiFi Communications	\$ _____
3.	8-12 Pay stations	

	a.	Cellular Communications	\$	_____
	b.	WiFi Communications	\$	_____
C.		Back Office Software Communications		
	1.	1-3 Pay stations	\$	_____
	2.	4-7 Pay stations	\$	_____
	3.	8-12 Pay stations	\$	_____
II.		Maintenance Costs	\$	_____
III.		Installation Costs	\$	_____
IV.		Training Cost	\$	_____
V.		Additional Costs (Please List):		
	A.	_____	\$	_____
	B.	_____	\$	_____
	C.	_____	\$	_____
	D.	_____	\$	_____
TOTAL COST NOT TO EXCEED			\$	_____

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. _____