

City of Portsmouth  
Portsmouth, New Hampshire  
Public Works Department  
Parking Division  
**RFP # 09-08**

**INVITATION FOR PROPOSAL**

The City of Portsmouth, New Hampshire is seeking proposals for a Parking Garage Access and Revenue Control program upgrade. Sealed Proposals plainly marked “Public Works Department RFP #09-08” on the outside of the mailing envelope, addressed to the City of Portsmouth Purchasing Department, 1 Junkins Avenue, Portsmouth, New Hampshire 03801 will be accepted until **2:00pm August 31, 2007**. The price proposal form shall be submitted in a separately sealed envelope marked “Price Proposal”.

Proposal specifications may be obtained from the City’s web site at [www.cityofportsmouth.com](http://www.cityofportsmouth.com) or by contacting the Purchasing Coordinator at the above address, or by calling the Purchasing Coordinator at 603-610-7227. **Please continue below for the complete Request for Proposal.**

The City of Portsmouth reserves the right to reject any or all proposals, to waive technical or legal deficiencies, and to accept any proposal that it may deem to be in the best interest of the City and to negotiate the terms and conditions of any proposal leading to execution of a contract.

Questions may be directed to the Purchasing Coordinator at 603-610-7227.

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## INTRODUCTION

The City of Portsmouth is seeking proposals for an upgrade to its parking garage access and revenue control management system. The High-Hanover Parking Facility is a 900 space municipal parking garage that serves approximately 600 monthly lease holders. We are currently operating with an Amano gate system and the following McGann PARCS software:

- Revenue Software Version 4.3.17;
- Access Control Software Version 4.2.16;
- Count/Monitor Software Version 4.03.002.

Our municipal parking garage has three access points configured as follows:

- One entrance only lane at High Street;
- One entrance and one exit lane with attendant booth at Fleet Street;
- One entrance and two exit lanes with two attendant booths at Hanover Street;
- All access points are equipped with ticket-spitters for transient entry and proximity card readers for leaseholder entry/egress.

Additionally, our Parking Clerk's Office is configured with a remote workstation to maintain garage leaseholder permit access control.

## PROPOSED ACCESS AND REVENUE CONTROL MANAGEMENT SYSTEM

Important to the City's review is the durability, reliability, ease of use, quality of the program and reputation for customer service and technical support. The Proposal shall include complete specifications and details for the program proposed. The program shall be in accordance with the specification proposed and to the highest standards of service. Based on its preliminary survey of the market, the City anticipates that the best proposal will consist of a program with the specifications and features set forth in **Exhibit A** included as part of this Request for Proposal. To the extent that the program proposed does not have the features/specifications outlined in **Exhibit A**, the deviation must be noted and a brief explanation is encouraged.

## QUALIFICATIONS OF VENDOR

The vendor must have an established reputation for reliability and quality in the parking field. Each vendor shall furnish satisfactory evidence of its ability to implement the program proposed. Vendor must complete "Vendor's Qualification's Statement" to be submitted with the Proposal. Vendor must submit financial records if requested.

## DELIVERY

The Price Proposal Form should be completed to indicate the proposed delivery date. The City anticipates that the successful proposal will include a delivery date within 2 months of contract execution.

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**SELECTION CRITERIA AND PROCESS**

Proposals will first be evaluated and ranked on the following criteria: vendors' qualifications; reputation for reliability and security; program quality; features and ease of use; delivery schedule; commitment to training; warranties; and other criteria as the City may deem to be in its best interest.

Thereafter, the price proposals will be opened and compared. Review of the price proposals may result in re-ranking. The selection committee shall review proposals and rank proposals within two weeks of opening. The City may request interviews and/or solicit additional information from vendors submitting proposals including financial information. Any requested information must be produced within 3 days of request. The interviewees should be prepared to discuss security issues and backup procedures. The City may elect to solicit opinions from third parties regarding the vendor and the program proposed. The City may request the opportunity to review/operate a program similar to the one proposed.

The City will attempt to reach a contract with the first-ranked vendor. If negotiations with the first-ranked vendor fail, the City will proceed to negotiate with the next highest ranked vendor.

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PROPOSAL REQUIREMENTS AND FORMAT

Each vendor shall submit 3 copies of the Proposal. Proposals shall be submitted to the City of Portsmouth Purchasing Department, 1 Junkins Avenue, Portsmouth, New Hampshire 03801 no later than **2:00pm August 31, 2007**. The price proposal form shall be submitted in a separately sealed envelope marked "Price Proposal". Proposals shall be identified prominently as follows: "Public Works Department RFP # **09-08**."

Proposals shall follow the following format:

Part 1

Introductory Letter of Vendor (no more than 2 pages).

Part 2

Provide detailed program specifications.

Part 3

Describe the training program, identify all manuals to be provided, and identify any other support that may be offered as part of the proposal.

Part 4

Provide copies of all warranties being offered for the program and associated equipment.

Part 5

Identify at least 3 communities using a program similar to the one proposed. For each community identified, please indicate the length of time the program has been in use with that community.

Completed Price Proposal Form to be submitted in a separate, sealed envelope with the Proposal.

RESERVATION OF RIGHTS

The City reserves the right to undertake such investigation as it deems necessary to evaluate the qualifications of the vendor and to evaluate the proposal submitted. Vendors may be requested to execute releases for information. Failure to provide a release upon request will result in disqualification.

The City reserves the right to waive any irregularities in any proposal and to reject any or all proposals if in the City's best interest to do so.

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**Vendor's Qualifications Statement**

**Vendor Name:** \_\_\_\_\_

**Principal Place of Business:** \_\_\_\_\_

**Number of Years in Business under Present Name:** \_\_\_\_\_

**If in business less than 10 years under present name please disclose any prior business identity and date(s) of transition:** \_\_\_\_\_

**Where organized/state of incorporation:** \_\_\_\_\_

Is the organization registered to do business in the state of New Hampshire and if so please identify your registered agent for service of process: \_\_\_\_\_

\_\_\_\_\_  
**Location of All Facilities:** \_\_\_\_\_

◆ **(attach additional sheets as necessary)**

**Please describe the extent and nature of the work performed by vendor.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The solvency of vendor is a concern of the City. If requested, vendor must submit an audited financial statement from a nationally recognized accounting firm from the most recent fiscal year. The City is prepared to maintain the confidentiality of the financial statement to the extent permitted by law if requested by the vendor and the statement is clearly marked confidential. Financial statements designated confidential will be returned at the completion of the selection process. Failure to submit such a statement may result in rejection of a proposal.

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Please list on a separate page all litigation or arbitration commenced by or against your company within the last 7 years regarding any parking garage revenue and access control management programs (claims of defectiveness, breach of any warranty, breach of contract). Identify the parties, the date commenced, a brief description of the claim, and the Court or forum in which the claim was adjudicated and resolution/status.

Provide proof of existing levels of product liability insurance.

Signed under the pains and penalty of perjury this \_\_\_\_\_ day of \_\_\_\_\_, 2007.

By: \_\_\_\_\_

Its: \_\_\_\_\_

\_\_\_\_\_ personally appeared before me and swore that he/she is a duly authorized representative of \_\_\_\_\_ and that the foregoing statements are true and correct to the best of his/her knowledge and belief.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Notary Public/Justice of the Peace

My commission expires: \_\_\_\_\_

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**Price Proposal Form**

1. Price proposal for the implementation of a Parking Garage Access and Revenue Control Management program upgrade \$ \_\_\_\_\_ as proposed in the specifications submitted. Price should be inclusive of all delivery, installation, training, instruction manuals and other costs and fees.

Price in Words: \_\_\_\_\_

2. Price proposal for annual fees for service, support and maintenance \$ \_\_\_\_\_ as proposed in the specifications submitted.

Price in Words: \_\_\_\_\_

3. Price proposal for costs and fees for programming modifications \$ \_\_\_\_\_ as proposed in the specifications submitted.

Price in Words: \_\_\_\_\_

4. Please feel free to submit with this form any additional pricing information for equipment or features not included in the City's specifications but which may be of interest to the City.

Delivery Date within \_\_\_\_ days of order (no later than 2 months from execution of contract)

Please feel free to identify any additions or reductions to the price proposed if the delivery date is altered, if payment is made in advance of delivery etc.

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Name of Business \_\_\_\_\_

By: \_\_\_\_\_

Its Authorized \_\_\_\_\_

(Title)

Dated: \_\_\_\_\_

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**EXHIBIT A - SPECIFICATIONS**

**Parking Garage Access and Revenue Control Management Program Upgrade:**

I. HIGH HANOVER PARKING FACILITY MANAGEMENT OFFICE

- McGann Professional Revenue Software Upgrade (MPS1152PRO-U)
- McGann Professional Access Control Software Upgrade (MPS4052PRO-U)
- McGann Professional Count/Monitor Software Upgrade (MPS7050PRO-U)
- McGann Professional Payment Posting Upgrade (MPS4055PRO-U)
- McGann Software Pentium Host Controller System, 17" Flat Panel Monitor, Tape Backup, Laser Printer (MPS2HC)
- Tripplite Computer Power Line Conditioner / UPS (LC-120C)
- Amano RS232/RS483 Data Converter (AGP-0509)

II. PARKING CLERK'S OFFICE

- Professional Remote Workstation Edit Software Upgrade (CLIENT II PRO-U)
- McGann Software Pentium Host Controller System, 17" Flat Panel Monitor, Tape Backup, Laser Printer (MPS2HC)
- Tripplite Computer Power Line Conditioner / UPS (LC-120C)

III. CASHIER BOOTHS

- McGann Professional Terminal Software (MPS4748PRO)

IV. HARDWARE AND SOFTWARE MAINTENANCE AND SUPPORT

Vendor must offer a maintenance agreement that will cover all system hardware and software support. The maintenance plan must focus on preventative maintenance. This should include troubleshooting, installing upgrades, training and routine checks to achieve maximum performance. Vendor shall provide a toll-free phone line with a 2-hour target turnaround, Monday-Friday between the hours of 8:00AM and 7:00PM Eastern time.

**OR**

SUITABLE EQUIVALENT PROGRAM COMPATIBLE WITH CURRENT AMANO GATE SYSTEM.