

City of Portsmouth
Portsmouth, New Hampshire
Public Works Department
Parking Division
RFP # 21-09

INVITATION FOR PROPOSAL

The City of Portsmouth, New Hampshire is seeking proposals for a Parking Garage Access Control equipment upgrade. Sealed Proposals plainly marked “Public Works Department RFP #21-09” 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 October 17, 2008**. 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 or by contacting the Purchasing Coordinator at the above address, or by calling the Purchasing Coordinator at 603-610-7227. 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 control equipment at the main garage entrance in the High-Hanover Parking Facility (HHPF). The HHPF is a 900 space municipal parking garage that serves approximately 600 monthly lease holders. We are currently operating with an Amano gate system and McGann Professional PARCS software.

The main garage entrance is located on Hanover Street and is configured as follows:

- One entrance lane with ticket dispenser and proximity card reader
- Two exit lanes with proximity card readers and cashier booths equipped with fee computers
- All three lanes are equipped with gate arms

The City needs to replace the gate control equipment and the card reader pedestal in all three lanes. Additionally, the fee computer and slip sprinter in the right exit cashier booth must be replaced.

PROPOSED ACCESS CONTROL EQUIPMENT

Important to the City's review is the durability, reliability, ease of use, quality and reputation for customer service and technical support. The Proposal shall include complete specifications and details for the equipment proposed. The equipment 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 equipment with the specifications and features set forth in **Exhibit A** included as part of this Request for Proposal. To the extent that the equipment 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 install the equipment 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; equipment 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 equipment similar to those 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 October 17, 2008**. 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 # **21-09**."

Proposals shall follow the following format:

Part 1

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

Part 2

Provide detailed equipment 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 equipment.

Part 5

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

Part 6

Submit completed Vendor's Qualification Statement.

Completed Price Proposal Form to be submitted in a separate, sealed envelope marked Price-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 access control equipment (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 _____, 2008.

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 Parking Garage Access Control equipment 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.

Name of Business _____

By: _____

Its Authorized _____
(Title)

Dated: _____

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EXHIBIT A - SPECIFICATIONS

Parking Garage Access Control Equipment Upgrade:

I. HANOVER STREET ENTRY/EXIT LANES (THREE LANES)

- Amano Autogate with Polyethylene Cover (AGP-1711)
- McGann Dual Channel Vehicle Detector (MT-234)
- McGann Gate Communications Board (MT-1700)
- Amano 12' Aluminum Gate Arm (AL-12)
- Amano Card Reader Pedestal (RM100)

II. RIGHT EXIT CASHIER BOOTH

- Amano Magnetic Stripe Fee Computer (AGP-5210CC)
- Amano "Swipe Auto-read" Slip Printer (AGP-0505)
- Triplite Computer Power Line Conditioner / UPS (LC-1200)

III. 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 EQUIPMENT COMPATIBLE WITH CURRENT AMANO
McGANN PARKING ACCESS AND REVENUE CONTROL SYSTEM.