

City of Portsmouth  
Portsmouth, New Hampshire  
Public Works Department  
Parking Division  
RFP # 41-09

**INVITATION FOR PROPOSAL**

The City of Portsmouth, New Hampshire is seeking proposals for an **In-Vehicle Parking Payment System**. Sealed Proposals plainly marked “Public Works Department RFP #41-09” 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 February 20, 2009**.

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. **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 In-Vehicle Parking Payment System. The City has approximately 850 metered parking spaces (on-street and off-street) in its Central Business District. Meter rates are \$.75 per hour, enforced Monday through Saturday, 9 am through 7 pm. There are three time zones: 15-minute, 2-hour and 4-hour. The City has 10 Pay & Display parking meters and approximately 700 single-space parking meters. Replacements of more single-space parking meters with Pay & Display meters are forthcoming.

**PROPOSED IN VEHICLE PARKING PAYMENT SYSTEM**

The City seeks a viable complement to the Pay & Display meters, allowing frequent downtown visitors the option to pay for parking without needing to return proof of purchase to their vehicle. Important to the City's review is the durability, reliability, ease of use and administration, quality of the system and reputation for customer service and technical support. The Proposal shall include complete specifications and details for the system proposed. The delivered system shall be in accordance with the proposed specifications and to the highest standards of service.

**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 system proposed. Vendor must complete "Vendor's Qualification's Statement" to be submitted with the Proposal. Vendor must submit financial records if requested.

**PROPOSAL 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.

**SELECTION CRITERIA AND PROCESS**

Proposals will first be evaluated and ranked on the following criteria:

- A. Ease of use for the customer;
- B. Ease of administration by parking management;
- C. Accountability to parking management for City revenue;
- D. Customer service;
- E. Accessibility and ease of back office database use;
- F. Credit Card PCI compliance;

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- G. Ease of enforcement;
- H. Cost to City;
- I. Cost to customer;
- J. Marketing and advertising of the system to potential customers;
- K. Ability to accommodate a multi-city program;
- L. and other criteria as the City may deem to be in its best interest.

The selection committee shall review and rank proposals within two weeks of opening. Vendors with the top three proposals will be invited to give a live presentation of their In-Vehicle Parking Payment System to the selection committee.

Vendors should be prepared to present their system from top to bottom, including: customer registration and payments, back office processing, meter usage (if applicable), parking enforcement processing, and payment of city revenue. Additionally, vendors should be prepared to answer any questions from the committee regarding the submitted proposal, company financial information, security issues and backup procedures. The City may elect to solicit opinions from third parties regarding the vendor and the program 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 6 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 February 20, 2009**. Proposals shall be identified prominently as follows: “Public Works Department RFP # **41-09**.”

Proposals shall follow the following format:

Part 1

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

Part 2

Detailed system description and 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

Copies of all warranties being offered for the system and associated equipment.

Part 5

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

Part 6

Vendor’s Qualification Statement

Part 7

Price Proposal Form

**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 (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 \_\_\_\_\_, 2009.

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 an In-Vehicle Parking Payment System  
\$ \_\_\_\_\_ 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 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: \_\_\_\_\_