



Contract 3396P

Supply & Installation of a Multi-Space, Pay & Display Parking System

1. Introduction

The City of Richmond proposes to engage the services of a parking equipment vendor to supply, install and maintain twenty (20) multi-space, pay & display pay stations and complementary software.

The objective of this request for proposal is to provide the City with qualified proponents capable of carrying out the work herein defined. The subsequent proponent submissions will form the basis for evaluation, interview and selection.

2. Submission Details

Four (4) copies of proposals marked “**Supply & Installation of a Multi-Space, Pay & Display Parking System - Contract 3396P**” addressed to the Purchasing Section, will be received at the Information Counter, Main Floor, Richmond City Hall, 6911 No. 3 Road, Richmond BC V6Y 2C1, until 4:00pm, Local Time on Friday, October 31st, 2008. Submissions received after this time will be returned to the sender.

The City reserves the right to cancel this Request for Proposal for any reason without any liability to any proponent or to waive irregularities at their own discretion.

Proposals may be withdrawn by written notice only provided such notice is received at the office of the City’s Purchasing Section prior to the date/time set as the closing time for receiving proposals.

Proposals shall be open for acceptance for 90 days following the submission closing date.

All proposals will remain confidential, subject to the Freedom of Information and Privacy Act.

Any interpretation of, additions to, deletions from, or any other corrections to the Proposal document, will be issued as written addenda by the City of Richmond. It is the sole responsibility of the potential Bidders to check with the City of Richmond’s Website, and / or BC Bid to ensure that all available information has been received prior to submitting a bid.

Except as expressly and specifically permitted in these instructions, no Proponent shall have any claim for any compensation of any kind whatsoever, as a result of participating in the RFP, and by submitting a proposal each proponent shall be deemed to have agreed that it has no claim.

3. Enquiries

3.1 Clarification of terms and conditions of the proposal process shall be directed to:

Purchasing

Kerry Lynne Gillis
Buyer II - Contracting Specialist
Purchasing Section
City of Richmond

Telephone: 604-276-4135
E-mail: purchasing@richmond.ca

3.2 Technical clarification shall be directed to:

Technical

Curt Toews
Supervisor Parking Program
Community Bylaws
City of Richmond

Telephone: 604-276-4269
E-mail: ctoews@richmond.ca

The City, its agents and employees shall not be responsible for any information given by way of verbal communication.

Any questions that are received by City of Richmond Staff that affect the Proposal Process will be issued as addenda by the City of Richmond.

All proponent enquiries must be submitted via email; the deadline for questions is 4:30 pm on Friday, October 23rd, 2008.

4. Project Background

The City of Richmond has been operating an automated pay parking program since 2002. The equipment used from inception of the program is the Schlumberger DG Line multi-space, pay & display pay stations. Currently, Richmond has forty-two (42) machines deployed, of which thirty-seven (37) units reside on-street, predominantly within the City's downtown core. Another five (5) units are located on City pay-parking lots and all existing units are solar powered. The aggregate of machines manage approximately four-hundred and twenty-five (425) parking stalls, which reflects approximately ten (10) stalls for each pay station.

Municipal on-street, pay parking is in effect from 8 am to 9 pm daily, seven (7) days per week, including statutory holidays. Off-street times and conditions vary by location. On-

street pay stations only accept coin, due to low denomination purchases, while all off-street pay stations accept both coin and credit card (Visa, Amex, MasterCard). In addition, Richmond employs the “Verrus”-powered, cellular payment system at all locations under the trademark branding of “AutoPAY”.

5. Project Scope

Consultant Duties

The successful proponent (the Consultant) shall supply, install and maintain twenty (20) multi-space, pay & display pay stations along sections of River Road, Hollybridge Way and Elmbridge Way centred around the Richmond Olympic Oval and the UBC Boathouse. Please refer to APPENDIX A for a street map identifying the proposed “Oval-UBC Pay Parking Zone”.

Equipment proposed by the proponent must meet all criteria specified as “Required” in the enclosed “Machine Specification & Feature Sheets”, which can be found in APPENDIX B of this package.

6. City Provided Items

Items and costs that are not inclusive within the scope of this proposal include street signs & lights, trimming of adjacent vegetation, back-office computer, revenue collection, etc. These are costs, which would be borne by the City; however, proponents are still required to identify any such needs within their proposal.

7. **Note:** There will be a site review conducted on Tuesday, October 21st, 2008 at 11:00 am, requiring attendance registration. Potential Bidders are asked to meet at City Hall West, 6931 Granville Avenue, Richmond, BC. The City strongly encourages all potential Bidders to attend this session, as no other sessions will be organised or arranged for this project.

8. Project Schedule

The project is to be completed by Monday, December 1st, 2008 with initial work commencing as soon as possible in November 2008. A project schedule is to be submitted with the proposal.

9. Proposal Submissions

All proponents are required to provide the following information with their submissions, and in the order that follows:

- Cover letter (maximum one page).

- Table of Contents.
- Executive Summary
(Corporate profile including company history, philosophy and target market, outline of proposal features & benefits and description of proponent's understanding of project scope, objectives and deliverables).
- Body of Proposal
(Team Composition listing all personnel who will be assigned to the project including their roles and responsibilities. Detailed list of all project tasks and associated timelines, including what will be expected of both the proponent and the City).
- Completion of enclosed "*Specification & Feature Sheets*" in APPENDIX B.
- Enclosure of manufacturer specification-sheet for make & model of multi-space, pay & display pay stations.
- Enclosure of standard client purchase agreement (blank copy).
- Enclosure of standard maintenance/service contract (blank copy).

10. Working Agreement

The successful proponent will enter into a contract for services with the City based upon the information contained in this request for proposal and the successful proponent's submission and any modifications thereto.

Proponents may include their standard terms of engagement.

11. Evaluation Criteria

Proposals shall be evaluated to determine the best value offered to the City against conformance to the following criteria:

- Understanding of project objectives/outcomes and vision
- Project Methodology
- Team Composition – Experience and Qualifications of those staff to be assigned to the project.
- Project Deliverables
- Value for Money
- References
- Interview (if required)

The following are the performance and equipment specifications for the supply and installation of a
Multi-Space, Pay & Display Parking System including computerized revenue control equipment
(Proponents must complete these sheets and include them with their proposal submissions.
If additional space is required, please attach additional)

ITEM NO	MACHINE SPECIFICATIONS & FEATURES	MEETS SPEC'NS (Y / N)	SPECIFICATIONS OF PROPOSED EQUIPMENT OR FEATURES If response is "NO", please comment PLEASE FILL IN ALL BLANKS
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A PAY STATIONS

Manufacturer			>
Model			>
Colours (specify)			>anti graffiti coatings?
"P" sign (specify)			>stencil, backlit?
Base Price			\$

A1 - Operating electrical power

- by re-chargeable battery
- normal battery life
- by 110V alternating current
- by solar power
- CSA approved

R		\$	type:
R			
O			
R		\$	
R			

A2 - Modular design and electronics

- number of modules

Name of Module	Unit Cost
Thermal printer	
C.C. reader	
Coin inlets	
Keypad	
Mainboard	
Modem	
Housing lock	
Vault lock	
Coin canister	
Meter Keys (duplicates)	
LCD panel	
Solar panel	
Antenna (wireless)	
other:	
other:	
other:	

R		#	

A3 - Programmable display to prompt user

- multi-language support (specify)
- "sleep" mode to conserve energy
- display of current time & date
- display of increments (ie: by minute or hour)
- display of expiry time before purchase
- programmable hours of operation
- programmable for hours or days
- number of display menus required
- number of lines & characters of programmable text
- remote extension of purchased time

O			
R		\$	
R			
R			
R			
R			
R			
R			
R			
R			
O		\$	

ITEM NO	MACHINE SPECIFICATIONS & FEATURES	MEETS SPEC'NS (Y / N)	SPECIFICATIONS OF PROPOSED EQUIPMENT OR FEATURES
	REFERENCE: (R)equired (P)referred (O)ptional		If response is "NO", please comment PLEASE FILL IN ALL BLANKS

- payment of violations on-site

O		\$
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A4 - Print-on-demand technology using blank ticket stock

- printing technology
- ticket information to show
 - location
 - Pay Station number or ID
 - date & time of purchase
 - time of expiry
 - amount paid
 - other information
 - number of lines & characters of programmable text
 - perforated receipt portion
- operational temperature extremes
- dimensions of ticket stock roll
- dimensions of standard ticket/receipt
- cost and number of standard tickets/roll
- dry weather specifications
- wet weather specifications

R		spec's?
R		
R		
R		
R		
O		
P		
R		
R		
R		
R		
R		\$ #
R		
R		

A5 - Payment methods available now

Form	Std / Opt	Unit Cost
Coins		
Bank Notes		
Change?		
Amex		
Mastercard		
Visa		
Tokens		
Debit Card		
Smart Cards (disposable)		
(re-chargable)		

- conversion to new coin or bank note within 3 months of issue

R		denominations?
O		\$
O		\$
O		\$
R		
R		
O		\$
O		\$
O		\$
R		\$

A6 - Programmable rate structures

Rate Format	# Avail
time increments	
rate periods	
rate tables	
holiday dates	
flat rates	
special rates	
payment by space	

- rates amended by EPROM / cost per meter
- rates amended by software / cost per meter
- rates amended remotely
- rates amended on-site

R		
R		
R		
R		
R		
O		\$
		\$
		\$
		internet, PDA?

ITEM NO	MACHINE SPECIFICATIONS & FEATURES	MEETS SPEC'NS (Y / N)	SPECIFICATIONS OF PROPOSED EQUIPMENT OR FEATURES
	REFERENCE: (R)equired (P)referred (O)ptional		If response is "NO", please comment PLEASE FILL IN ALL BLANKS

A7 - Revenue collection, reporting & support

- coin vault capacity (specify)
- escrow system for refund of incomplete transactions
- separation of revenue & maintenance access
- secure transport of coin and bank notes
- audit trail for collection of cash and credit
- audit control of access to all areas of machine
- all software must be MS Windows based
- collection, batching and transmission of credit card data:
 - by handheld unit
 - by wireless transmission
 - identify software used?
- inquiry function for credit card transactions by specific date, range of dates or credit card number
- capacity of "bad credit card" file
- automatic preparation & maintenance of "bad credit card" file
- automatic re-submission of declined credit card transactions
- individual reader card to allow for 3rd party verification of operational status
- customized reporting for management information and control

P		
R		
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R		\$
R		
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R		#
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A8 - Security and function

- layers of physical vault protection
- layers of physical LCD screen protection
- layers of physical solar panel protection
- secure locking system
- vandalism alarms for security and maintenance
- intercom or panic alarm for customer safety
- composition and gauge of construction
- compatible for handicap use

		coin canister, vault, housing? materials?
		plexiglass?
		plexiglass?
R		specs?
P		
O		\$
R		specs?
R		

A9 - Sundry information

- dimensions **HxWxD (cms)**
- weight **(kgs)**
- guaranteed delivery time from order date
- installation details
 - pedestal included
 - third party pedestal required
 - concrete base required
 - shipping costs FOB Vancouver
 - cost of full installation per unit
- training provided for maintenance staff
 - cost of full training program

R		
R		
R		
R		
R		
R		\$
R		\$
R		
O		\$

ITEM NO	MACHINE SPECIFICATIONS & FEATURES	MEETS SPEC'NS (Y / N)	SPECIFICATIONS OF PROPOSED EQUIPMENT OR FEATURES
	REFERENCE: (R)quired (P)referred (O)ptional		If response is "NO", please comment PLEASE FILL IN ALL BLANKS

A9 - Sundry information (Cont'd)

- price break points

# of Units	Unit Cost

R		

- additional costs

- parts
- transmission fees
- communication fees
- licencing fees
- software fees

R		
R		
R		
R		
R		

A10 - Warranty & Maintenance Agreement

- Basic Warranty

- term
- days of week
- hrs per day
- parts
- labour

R		
R		
R		
R		
R		

- Annual Maintenance Agreement

- preventative schedule
- frequency
- days of week
- hrs per day
- parts
- labour
- cost per unit

O		\$
O		
O		
O		
O		
O		
O		\$

ITEM NO	MACHINE SPECIFICATIONS & FEATURES	MEETS SPEC'NS (Y / N)	SPECIFICATIONS OF PROPOSED EQUIPMENT OR FEATURES If response is "NO", please comment PLEASE FILL IN ALL BLANKS
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A11 - References

Provide three (3) references and their contact information and indicate which specifications, covered in this Request for Information, that they do not presently use

1	Agency: _____
	Address: _____

	Contact Person: _____
	Phone: _____
	Fax: _____
	e-mail: _____
	# of specified units in service: _____
	Install date: _____

2	Agency: _____
	Address: _____

	Contact Person: _____
	Phone: _____
	Fax: _____
	e-mail: _____
	# of specified units in service: _____
	Install date: _____

3	Agency: _____
	Address: _____

	Contact Person: _____
	Phone: _____
	Fax: _____
	e-mail: _____
	# of specified units in service: _____
	Install date: _____



Note: Receipt of this completed form will assist us in calling for future bids. Please complete and submit this form prior to the closing date and time as shown on the Request for Quotation/Proposal/Tender form.
Please remember to include Quotation/Proposal/Tender No. at right.

Quotation/Proposal/Tender No.

3396P

A Quotation/Proposal/Tender is not being submitted for the following reason(s):

- | | |
|--|--|
| <input type="checkbox"/> We do not manufacture/supply the required goods/services | <input type="checkbox"/> Cannot obtain raw materials/goods in time to meet delivery requirements |
| <input type="checkbox"/> We do not manufacture/supply to stated specifications | <input type="checkbox"/> Cannot meet delivery requirements |
| <input type="checkbox"/> Specifications are not sufficiently defined | <input type="checkbox"/> Cannot quote/tender a firm price at this time |
| <input type="checkbox"/> Insufficient information to prepare quote/proposal/tender | <input type="checkbox"/> Insufficient time to prepare quote/tender. |
| <input type="checkbox"/> Quantity too small | <input type="checkbox"/> We are unable to competitively quote/tender at this time. |
| <input type="checkbox"/> Quantity too large | <input type="checkbox"/> We do not have facilities to handle this requirement |
| <input type="checkbox"/> Quantity beyond our production capacity | <input type="checkbox"/> Licensing restrictions (please explain) |
| <input type="checkbox"/> Cannot meet packaging requirements | <input type="checkbox"/> Agreements with distributors/dealers do not permit us to sell directly. |
| <input type="checkbox"/> Cannot handle due to present plant loading | <input type="checkbox"/> Other reasons or additional comments (please explain below) |

I / We wish to quote / tender on similar goods / services in future <input type="checkbox"/> Yes <input type="checkbox"/> No	Authorized Company Official – Signature and Title	Date
This space for City of Richmond Comments	Firm Name	
	Address	
	City	
	Province Postal Code	
	Telephone Number	

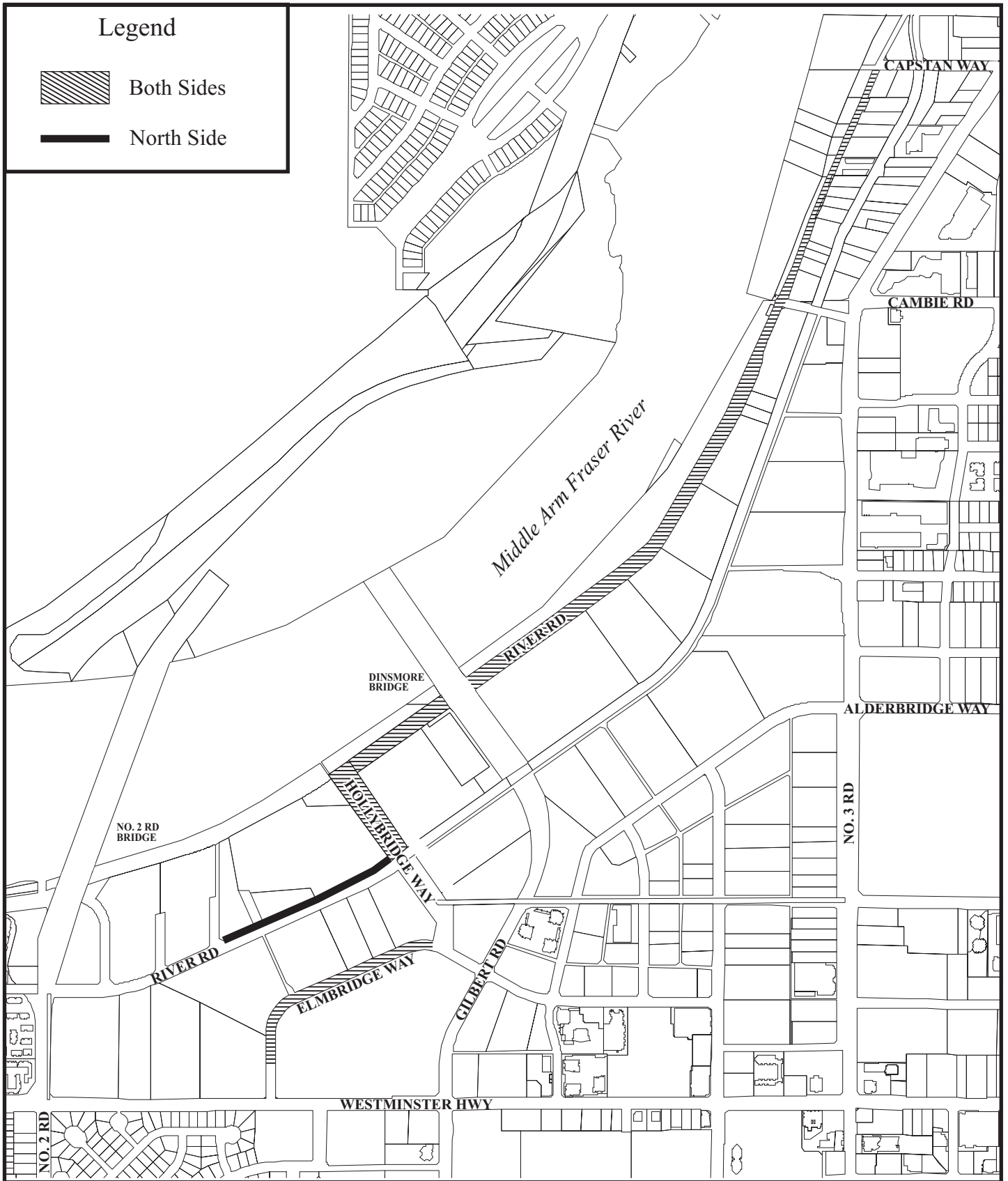
Legend



Both Sides



North Side



Additional Pay Parking Oval & UBC Neighbourhood

Original Date: 09/04/08

Amended Date:

Note: Dimensions are in METRES



This Agreement dated the ☉ day of October, 2008, at the City of Richmond, in the Province of British Columbia

Between:

City of Richmond
6911 No. 3 Road
Richmond, BC
V6Y 2C1

(the "City")

And:

☉

(the "Consultant")

Whereas:

- A. The City is ☉ (the "Event or Project");
- B. The City requires a ☉ the Event or Project;
- C. The City issued a Request for Quotation ☉ for the supply and delivery of ☉;
- D. The Consultant is willing and prepared to deliver ☉;

NOW THEREFORE in consideration of the mutual covenants and agreements set out below, the parties covenant and agree as follows:

1. Responsibilities and Duties

1.1. The Consultant shall be responsible for the following as per Request for Quotation ☉/Proposal ☉ and the Consultant's submission dated ☉.

- a) ☉
- b) ☉
- c) ☉
- d) ☉
- e) ☉
- f) ☉

- g) ✖
- h) ✖

1.2. The Consultant agrees to conduct himself professionally and with integrity so as not to embarrass or discredit the City throughout the performance of the duties and responsibilities set out in this agreement.

2. Compensation

- 2.1. In exchange for carrying out the duties and responsibilities set out in this agreement, the City agrees to pay to the Consultant, the amount of \$✖ plus GST per ✖ for the duration of the term of this agreement, but total amount of payments not to exceed \$✖ plus GST.
- 2.2. Once per month, commencing no sooner than ✖, the Consultant shall submit to the City a written statement of account and setting out a detailed summary of hours worked, meetings attended and the status of ✖ (the "Statement of Account").
- 2.3. The Statement of Account must show the amount of GST charged and include the Consultant's GST registration number and City Purchase Order number.
- 2.4. The City agrees to make payments to the Consultant within ten (10) working days of receipt of the Consultant's Statement of Account.
- 2.5. The Consultant shall, on a monthly basis, submit to the City a list of expenses incurred in carrying out the duties and responsibilities set out in this agreement and, upon approval of such expenses by the City, the City will reimburse the Consultant for such expenses.

3. Performance Standards

- 3.1. The Consultant is responsible for meeting the following ✖ targets:
 - ✖
- 3.2. The Consultant agrees to comply with following project deadlines:
 - ✖
- 3.3. The Consultant shall prepare a report to the City on a monthly basis indicating ✖ what targets have been met over the preceding month and the status of efforts in relation to the targets set out.

4. Benefits

- 4.1. The Consultant hereby waives all rights, claims, and entitlements whatsoever afforded to employees of the City pursuant to the Group Life Insurance Plan, Long Term Disability Plan and the Dental Plan and any other such benefits. The Consultant agrees to pay, as required by Federal or Provincial Statutes any payments for Income Tax, Workers Compensation, Unemployment Insurance, Canada Pension Plan, Superannuation and other such payments.

5. Independent Contractor

5.1. The Consultant is an independent contractor and no agency, joint venture, association, partnership, employer-employee relationship is created between the City and the Consultant.

6. Assignment And Subcontracting

- 6.1. The Consultant will not, without the prior written consent of the City, assign, either directly or indirectly, any right or obligation of the Consultant under this agreement.
- 6.2. No sub-contract entered into by the Consultant will relieve the Consultant from any of his obligations or impose any obligation or liability upon the City to any such sub-contractor.

7. Indemnity

7.1. The Consultant agrees to indemnify and hold harmless the City, its agents, employees, and elected officials, against any damages, liabilities, or costs, including reasonable attorney fees and defence costs, arising from or allegedly arising from or in any way connected with any act or omission by the Consultant, his employees, officers, volunteers, servants, or agents, or persons for whom the Consultant has assumed responsibility, in the performance or purported performance of this agreement.

8. Insurance

- 8.1. The Consultant shall, at his own expense, carry and keep in force during the term of this agreement, the following coverage.
- a) Professional liability insurance with a minimum limit of \$250,000.00 for each occurrence and \$500,000.00 aggregate.
 - b) Comprehensive general liability insurance with a minimum limit of \$2,000,000 per occurrence with a cross-liability clause.
- 8.2. The City may require a dedicated limit of the Consultant's professional liability policy be allocated to cover the Consultant's work while contracted by the City.
- 8.3. The City shall be added as an additional insured under the Consultant's comprehensive general liability insurance.
- 8.4. All insurance policies shall provide that they cannot be cancelled, lapsed or materially changed without at least 30 days' notice to the City.
- 8.5. Prior to the commencement of the services hereunder, the Consultant shall file with the City a copy of each insurance policy and certificate required. All such insurance shall be maintained until final completion of the service.

9. Representation

9.1. The parties hereto agree that for all purposes hereunder the City shall be represented by the ☺.

10. Ownership of Products

10.1. The City shall take title to and ownership of all materials and products developed by the Consultant pursuant to this agreement, including reports, drawings, schematics, computer files, and designs developed, except those covered by copyright. All materials and products produced shall be provided to the City upon expiry of this agreement.

11. Confidentiality

11.1. The Consultant shall not disclose any information provided by the City, specifically proprietary, sensitive, personal or confidential information or that developed resulting through the performance of this agreement to any other party without the express written consent of the City. All information provided to the Consultant or developed by the Consultant pursuant to this agreement shall be returned to the City upon the expiration of this agreement. The Consultant acknowledges that the City is subject to the Freedom of Information and Protection of Privacy Act of British Columbia.

12. Related Companies

12.1. The Consultant shall not during the term of this agreement, perform a service for or provide advice to any person, firm or corporation where the performance of the service or the provision of the advice may or does, in the opinion of the City, give rise to a conflict of interest between the obligations of the Consultant to the City under this agreement and the obligations of the Consultant to such other person, firm or corporation.

13. Term

13.1. This agreement is valid for the period commencing ☼ and ending ☼ (the "Expiration Date"), or such later date as may be mutually agreed upon.

14. No Promotion Of Relationship with the City or the 2010 Olympic and Paralympic Winter Games.

14.1. The Consultant shall not disclose or promote its relationship with the City, including by means of any verbal declarations, announcements, sales, marketing or other literature, letters, client lists, press releases, brochures or other written materials (the Communications") without the express prior written consent of the City (except as may be necessary for the Consultant to perform the Consultant's obligations under the terms of this Agreement).

14.2. Furthermore, the Consultant undertakes not to disclose or promote its relationship with the City in any Communications in a manner which could suggest or create an association, express or implied, between the Consultant and the International Olympic Committee, the 2010 Olympic and Paralympic Winter Games, the Olympic Movement or the Vancouver Organizing Committee for the 2010 Olympic and Paralympic Winter Games (also known as "VANOC"). Without limiting the generality of the foregoing, The Consultant shall not refer to "VANOC", "Vancouver 2010", the "2010 Games", the "Games", "Host City", "Olympic" or "Olympics", and shall not use any official emblem, logo or mascot

of the 2010 Games, in any Communications, without the express prior written consent of the City, which may be unreasonably withheld.

15. Termination

- 15.1. Notwithstanding any other provisions of this agreement, either party may terminate this agreement at any time upon at least two (2) weeks' written notice delivered to the Parties at the addresses shown on the first page of this agreement, or such shorter time and in such a manner as may be agreed upon by the parties.
- 15.2. Notwithstanding the provisions of subsection 14.1, if in the opinion of the ☼, the Consultant has breached a material covenant, the City may cancel this Agreement immediately without notice.

16. Notices

- 16.1. Any notices or other communications required or permitted hereunder shall be sufficiently given if delivered, or if sent by prepaid regular mail, to the addresses of the parties set out on the first page of this agreement, or to such other addressees as shall have been specified by notice in writing by either party to the other. Any such notice or communication shall be deemed to have been given, if delivered, and if mailed in Canada, on the fourth business day after the date of mailing.

17. Feminine/Masculine

- 17.1. Wherever the singular or masculine is used throughout these Terms the same shall be construed as meaning the plural, the feminine or body corporate or politic where the context or the parties hereto so require and vice versa.

18. General

- 18.1. This Agreement may be amended upon mutual agreement of the parties in writing.
- 18.2. This Agreement and the rights and obligations of the parties hereunder shall be governed by and construed in accordance with the laws of British Columbia.
- 18.3. This Agreement sets out the entire agreement of the parties and no representations, warranties or conditions have been made other than those expressed or implied herein. No agreement collateral hereto shall be binding upon the City unless made in writing and signed by the City.

The City and the Consultant Agree to these Terms the day and year first above written.

Consultant

City of Richmond



October 16, 2008
File: 3396P

Business & Financial Services Department
Finance Division
Telephone: 604-276-4218
Fax: 604-276-4162

Attention: To All Proponents

Dear Sir/Madame:

Re: Request for Proposal 3396P – Supply & Installation of a Multi-Space, Pay & Display Parking System

To all proponents:

Part 1: Pre-Bid Meeting

We have received questions and comments related to this Request for Proposal (RFP). This addendum lists the questions we have received, together with our answers. This addendum forms part of the Contract Documents and shall be read, interpreted and coordinated with all other parts. Please review and consider the following information in preparation of your submissions:

- Q.1 I've read Paragraph #7 on Page 3 of your RFP; can you please advise on how to register for this site review?
- A.1 No pre-registration is required, but there will be sign-in forms at the meeting for you to complete in registration of your attendance.

Part 2: Alternative Technologies

We have received some information on alternative technologies to those outlined in the RFP. If you are submitting a proposal for a system that meets our specifications, but wish to include information on alternative technologies, you are welcome to include this information as an addendum listing the alternative technology for our consideration. We will accept it as information only as we are seeking the supply & installation of a system that meets our specifications as listed in the RFP.

Part 3: Specification Schedule Available in fillable format

The schedule for pricing and specifications, included with the RFP, is available in an original format for convenient completion. If you are interested in receiving a copy of this by electronic means, then please send a request to purchasing@richmond.ca .

Please be advised that proponents may submit information in the sections of the form where indicated, but please note that any changes made to other parts of this document (including the specifications) will render any such proposal as invalid.

Yours truly,

Kerry Lynne Gillis
Buyer II - Contracting Specialist

KG:kg

pc: Curt Toews, Supervisor Parking Program
Wayne G. Mercer, Manager, Community Bylaws



October 23, 2008
File: 3396P

Business & Financial Services Department
Finance Division
Telephone: 604-276-4218
Fax: 604-276-4162

Attention: To All Proponents

Dear Sir/Madame:

Re: Request for Proposal 3396P – Supply & Installation of a Multi-Space, Pay & Display Parking System

To all proponents:

Part 1: Inquiries

We have received questions and comments related to this Request for Proposal (RFP). This addendum lists the questions we have received, together with our answers. This addendum forms part of the Contract Documents and shall be read, interpreted and coordinated with all other parts. Please review and consider the following information in preparation of your submissions:

- Q.1 Pre-bid conference, page 3 and item 7, we assume attendance is not mandatory.
A.2 The pre-bid meeting is not mandatory, but it is strongly encouraged as the City will not host another pre-bid meeting for this RFP.
- Q.2 Appendix A and Appendix B are confused. Appendix A shows the requirements and while meter location map does not have any indication of Appendix B or Appendix A.
A.2 Appendix A is the site map included with the RFP and Appendix B is the Machine "Specifications and Feature Sheets" that must be completed with each proponents submission.
- Q.3 There is no standard maintenance/service contract (blank copy) in the RFP document. Would you be able to send a copy of the document?
A.3 The City's standard agreement for engaging services is appended to the end of the RFP document. Here is a copy: [http://www.richmond.ca/shared/assets/3396P -
_Supply_Installation_of_a_Multi-Space_Pay_Display_Parking_System_Add_121479.pdf](http://www.richmond.ca/shared/assets/3396P_-_Supply_Installation_of_a_Multi-Space_Pay_Display_Parking_System_Add_121479.pdf) .

We do not have blank maintenance or service contracts.

Q.4 Can you confirm that there is no bond requirement for this solicitation?

A.4 There is no bonding requirement for this solicitation.

Q.5 The contract states:

“The City of Richmond proposes to engage the services of a parking equipment vendor to supply, install and maintain twenty (20) multi-space, pay & display pay stations and complementary software.” What does the city mean by maintain? Please clarify what is expected.

A.5 Our expectation is that the selected vendor would be responsible for all City-authorized repairs to meters due to vandalism, regular wear & tear, etc., and at the City’s cost.

However, this does not include such tasks as stocking the meters with tickets, replacing and charging batteries, cleaning solar panels or removing graffiti.

None the less, the selected vendor must have the capacity (either directly or subcontracted) to undertake housing and component level repairs (repair/replacement of cc readers, main boards, modems, etc.) in a timely fashion. As such, each proponent must clearly specify in their proposals their methodologies for meeting this expectation.

The proponent may offer a 'Maintenance Program' to include all parts and labour. This maintenance program must state the billing methodology (such as a fixed monthly cost, or hourly rate) and must highlight any exclusions, exceptions or special conditions.

Q.6 In item A2 of the Machine Specifications and Features Page, what’s meant by “number of modules?” Is this per pay station? There are many modules that can be quoted, depending on what the City is looking for. Any ideas on how to answer this section?

A.6 The "number of modules" refers to the quantity of main components per meter. For example, a meter has one (1) main board at \$XXX cost.

Proponents may qualify primary components only and only those items required for Richmond's parking application.

It is not necessary to include components that Richmond will not be utilizing (e.g. bill acceptor or dispenser).

Q.7 Can you please clarify what the City of Richmond wants to use in terms of components. For example, A5 “Payment methods available now” lists bank notes and change as optional and wants a pricing for these components, (yet our understanding is that) the City says it will not be utilizing a bill acceptor or dispenser. Please clarify what we should define as standard components

A.7 Vendors should draw a distinction between what the City requires and what their equipment can provide beyond our requirements.

For the purpose of the quote, all vendors should provide a total machine cost for the City's specific project criteria and identify what components apply within that cost.

However, the City would also like to know what the vendor can provide beyond the project spec's, but only as an add-on or option cost.

Also, the table is purposely comprehensive because not all vendors can provide the same components or features. Therefore, we've included items on the table that may not be applicable to all vendors proving proposal.

Part 2: Pre-Bid Meeting

Here are the notes from the pre-bid meeting held on October 21st, 2008.

1. Vendors should clearly indicate if they can provide concrete bases for mounting the meters (i.e. 20 bases, 2' W x 3' D x 4" H, recessed within the ground). If vendors can provide such bases, they should clearly identify the cost separately from any equipment costs and this cost should include all materials and labour for a complete installation. If vendors are NOT able to provide concrete bases, this must be clearly indicated in their proposal. For those vendors unable to do so, the City will factor in a cost for undertaking the work internally and then add it to their quotes.
2. No upgrades to curbs, sidewalks or road shoulders will be undertaken prior to meter installation, with the exception of River Rd. in front of the Oval (The City will provide concrete bases for all vendors along this section only). Therefore, all pay-parking zones as toured are representative of street conditions that vendors will encounter during actual meter installation (e.g. grass or gravel shoulders, trees, etc.)
3. For all pay-parking sections on Elmbridge & Hollybridge, vendors may assume that areas presently signed with 2 hour or Permit Only, will be converted to pay-parking (RE: this only applies to the section of the road designated as pay-parking on RFP map).
4. The number of stalls for the section of River Rd. in front of the Oval (North side only), has been estimated at 40-45 spaces (RE: this only applies to the section of road designated as pay-parking on RFP map).
5. The number of stalls for both sides of Hollybridge has been estimated at 15 stalls (RE: this only applies to the section of the road designated as pay-parking on RFP map).
6. The number of stalls for both sides of River Rd. (running North from Hollybridge), has been estimated at 65-70 stalls. Pay-parking for this section begins adjacent to Unit #101 - 7080 River Road and terminates at 7500 River Rd (West end on "Blanchette Press" bldg.).
7. The number of stalls for both sides of Elmbridge Rd., has been estimated at 55-60 stalls (RE: this only applies to the section of the road designated as pay-parking on RFP map).
8. The City is responsible for installing and maintaining all pay-parking signs and street lights.
9. All vendors must clearly indicate whether they can meet the December 1st, 2008, project completion date. Vendors must also indicate the date that they need to be informed by the City (i.e. award of contract), in order to adhere to the above deadline. If the above deadline is NOT attainable, vendors must indicate a specific date by which they can comfortably complete all requirements outlined in the RFP.

Note, all vendors are encouraged to return to the site to conduct an independent and thorough site analysis (i.e. for the purposes of identifying potential locations for meter placement). When undertaking such tours, all vendors should be cognisant that current parking restrictions within the proposed pay-parking zones will NOT be changing. Therefore, pay-parking will NOT be applicable in areas presently signed as "no stopping", "no parking", within 5 meters on either side of a fire hydrant, within 1.5 meters on either side of a driveway &/or adjacent to any yellow curbs. If vendors believe a different quantity of meters is required to service the entire pay-parking zone, they may do so but this information must be included in addendum to their proposal. All vendor quotes must be based on the City's proposed requirement for 20 meters.

Part 3: Enquiries

Please replace the last statement of Section 3.2 of the RFP with the following:

All proponent enquiries must be submitted via email to purchasing@richmond.ca; the deadline for questions is 4:30 pm on **Friday, October 24th, 2008**.

Yours truly,

Kerry Lynne Gillis
Buyer II - Contracting Specialist

KG:kg

pc: Curt Toews, Supervisor Parking Program
Wayne G. Mercer, Manager, Community Bylaws



October 27, 2008
File: 3396P

Business & Financial Services Department
Finance Division
Telephone: 604-276-4218
Fax: 604-276-4162

Attention: To All Proponents

Dear Sir/Madame:

Re: Request for Proposal 3396P – Supply & Installation of a Multi-Space, Pay & Display Parking System

To all proponents:

Part 1: Inquiries

We have received questions and comments related to this Request for Proposal (RFP). This is the third addendum which lists the questions we have received, together with our answers. This addendum forms part of the Contract Documents and shall be read, interpreted and coordinated with all other parts. Please review and consider the following information in preparation of your submissions:

- Q.1 What method of communications are you currently using, (with regard to) the correct modem? Is it either of the following:
- Wi-Fi - Router
 - GSM – SIM card required
 - CDMA no SIM card required.
- A.2 The wireless protocol used on our meters is GPRS -on the Rogers network.

Yours truly,

Kerry Lynne Gillis
Buyer II - Contracting Specialist

KG:kg

pc: Curt Toews, Supervisor Parking Program
Wayne G. Mercer, Manager, Community Bylaws