



CITY OF PEORIA
CONTRACT

This agreement, made and entered into this 17th day of October, 2017, by and between the City of Peoria, an Illinois Municipal Corporation, Party of The First Part, and Heartland Parking, Inc., Party of The Second Part for the improvement known as the City of Peoria Parking Decks Access Revenue Control System Upgrade;

WITNESSETH: That for and in consideration of the payments and agreements mentioned in the Price and Scope document hereto attached, to be made and performed by the Party of the First Part, and according to the terms expressed in the bond referring to these presents, the Party of The Second Part agrees with said Party of The First Part, at his/her/their own proper cost and expense to furnish and deliver all the work, materials and supplies in accordance with the specifications contained in said bid, and in full compliance with all the terms of this agreement, for the amount Four Hundred and Ninety-Seven Thousand Dollars (\$497,000).

IT IS UNDERSTOOD AND AGREED that the Request for Proposal and Proposal are component parts of this contract and shall be deemed a part hereof. It is also understood and agreed that the contractor shall not assign, transfer, convey or otherwise dispose of this contract, or his/her right to execute it, or his/her right, title or interest in or to it or any part thereof, unless the previous written consent of the City Manager of the City of Peoria shall first be obtained thereto.

***The scope of work was narrowed to Parking Decks Only, therefore the attached Price and Scope document, based on negotiations between the City and Heartland Parking, Inc., forms the agreement between the parties.**

EMPLOYEE/EMPLOYMENT RESTRICTIONS – THE CONTRACTOR:

THE CONTRACTOR (hereinafter referred to as "SERVICE PROVIDER") agrees, as a condition of accepting this contract with the City of Peoria, that, for a period of one (1) year following completion of this contract, it shall be prohibited from hiring, directly or indirectly, any City employee or official who was involved, directly or indirectly in: (1) the selection and/or recommendation to select the SERVICE PROVIDER for performance of this contract; (2) coordinating the efforts of the SERVICE PROVIDER in the consummation or completion of this contract; or (3) monitoring or determining the performance of the SERVICE PROVIDER. The SERVICE PROVIDER further acknowledges and agrees that, upon the City's determination that a violation of this provision has occurred, the penalty imposed, at the sole discretion of the City, may include one or more of the following: (1) cancellation of any other contract(s) between the City of Peoria and the SERVICE PROVIDER; (2) disqualification of the SERVICE PROVIDER from bidding or being awarded future contracts with the City of Peoria for a period of two [2] years; and/or (3) payment of liquidated damages to the City of Peoria in the amount of TWENTY FIVE THOUSAND DOLLARS (\$25,000.00). *This does not apply to any City Employee involved in the 2011-12 reduction in force; nor does it apply to parties taking the Early Retirement Incentive offered by the City from November 1, 2011 through November 1, 2012.*

IN WITNESS WHEREOF, the said parties have executed these presents on the date above mentioned.

THE CITY OF PEORIA

BY: [Signature]
City Manager

PARTY OF THE SECOND PART
Heartland Parking INC.
(name of individual, firm, or corporation)

ATTEST: [Signature]
City Clerk

BY: [Signature]
(member of firm or officer of corporation)
(If a Co-Partnership)

EXAMINED AND APPROVED:
Donald P. Leitz
Corporation Counsel

(seal)

(seal)
Partners doing business under the firm name
of _____ (seal)
(Party of the second part)
(If an Individual)

(seal)
(Party of the second part)



PROJECT COST

Below is a short description and installed pricing for the four parking garage access control system and two lots in Peoria, Illinois. HPI has enclosed full page quotes for the parking deck in the back of this bid document.

Location

HPI will provide all materials and labor to the City of Peoria for a fully operational PARC's systems containing the following equipment:

Jefferson Deck

1 server, 2 entry devices, 1 PIL with cash and CC exit devices, 4 parking gates and arm, 1 CC/Proxy only Exit Device, 4 voice over IP intercoms with software, 500 proximity cards, 1 AD trans switch, Spare Parts, Installation, Freight, MSSA Fee, and implementation.

LOCATION TOTAL \$ 124,353.38

Twin Towers Deck

1 server, 1 entry devices, 1 PIL with cash and CC exit devices, 5 parking gates and arm, 1 proximity Readers with stand, 1 CC/Proxy only Exit Device, 5 voice over IP intercoms with software, 500 proximity cards, 1 AD trans switch, Spare Parts, Installation, Freight, MSSA Fee, and implementation.

LOCATION TOTAL \$ 123,251.40

Niagara Deck

1 server, 1 entry devices, 1 PIL with cash and CC exit devices, 2 parking gates and arm, 2 voice over IP intercoms with software, 400 proximity cards, 1 AD trans switch, Spare Parts, Installation, Freight, MSSA Fee, and implementation.

LOCATION TOTAL \$89,920.06

Technology Deck

1 server, 2 entry devices, 1 PIL with cash and CC exit devices, 7 parking gates and arm, 3 proximity Readers with stand, 1 CC/Proxy only Exit Device, 7 voice over IP intercoms with software, 1500 proximity cards, 1 AD trans switch, Spare Parts, Installation, Freight, MSSA Fee, and implementation.

LOCATION TOTAL \$ 158,987.42



www.heartlandparking.com

Grand Total Deck

PARC Equipment Cost \$496,512.26

Labor Rate

Heartland's labor rate is \$75 per hour per person.

Pricing Breakdown

The following pages will contain the equipment list in detail and the pricing breakdown for the City of Peoria to review.



**Property Management
Parking Revenue Control
Maintenance Services**

EQUIPMENT DIVISION
128 NE Madison, Peoria, IL 61602
P: 309-674-3903
www.heartland parking.com

Pages: 1 of 2

Quotation	
Price Quotation Number:	HP7920R
Please indicate this number when ordering	
Date:	8/28/2017
Reference:	City of Peoria RFP PARCS

Customer/Buyer: Office of the Traffic Engineer	Terms: 50% Down
Company: City of Peoria	FOB: Our Plant
Name: Public Works Department	Destination
Address: 3500 N. Dries Lane Peoria, Illinois 61604	Estimated Delivery: 8-10 Weeks
Tel:	Estimated Shipping Weight:
	Fax:

Equipment Manufactured by Parkingsoft

Part No.	Qty	Description	Each	Total
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Jefferson Street Parking Deck

3101-1029	4	Magnetic ParkingSoft Gate 10' Grey Gate Fully Loaded		
5020-1102	2	ParkingSoft Gen 2 Entry Column		
5020-1106	1	Parkingsoft Gen 2 Pay in Lane Cash & Coin		
5020-1101	1	ParkingSoft Gen 2 Exit Column		
Identiv-26	500	26 Bit Proximity Card		
Intercom	1	Intercom System Stenofon with Lane Device Call Stations,		
Intercom	1	Gateway, and Master Station		
1410-1006	1	Multiservice Access Router		
5010-1005	1	Hardened Appliance Server		
IMC-21	1	Moza Fiber Converter		

Spare Parts

3102-1025	1	Spare Arm for Magnetic 10' Straight Gate W/ LED Lights		
5500-1010	1	PSIO Board lane devices and pay on foot		
1601-1002	1	Panel mount fan heatr, 550 watt, fan runs constantly.		
5500-1012	1	Device Ticket / Receipt Printer		

Sub Total Equipment Only

\$ 100,941.25

MSSA	12	Parkingsoft Master Software Subscription	\$ 450.00	\$ 5,400.00
	1	Factory Implamintation	\$ 4,500.00	\$ 4,500.00

SUB TOTAL

\$ 110,841.25

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Accepted Date _____

Quotation By [Signature]

By _____

Printed Name: STEVAN SWANSON



**Property Management
Parking Revenue Control
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Pages: 2 of 2

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Price Quotation Number:	HP7920R
Please indicate this number when ordering	
Date:	8/28/2017
Reference:	City of Peoria RFP PARCS

Part No.	Qty	Description	List	Extended	Net
		Balance Forward		\$ -	\$ 110,841.25
		Installation includes removal of existing equipment, mounting of new equipment, final wire terminations, turn on, and testing. Relocating exit gates as needed, saw cutting and installing pavement loops where gates were moved, and surface conduits/junction boxes in existing islands. Also provide and mount 2 removable bollards for Adams side.			\$ 12,562.13
		Not included in installation as follows, No conduit home runs, will use existing bollards in islands and internet/network infrastructure by City of Peoria. Recommend fiber where feasible.			
		Freight			\$ 950.00
TOTAL				\$ -	\$ 124,353.38

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Accepted Date _____

Quotation By 

By _____

Printed Name STEPHAN SWANSON



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Parking Revenue Control
Maintenance Services**

EQUIPMENT DIVISION
128 NE Madison, Peoria, IL 61602
P: 309-674-3903
www.heartlandparking.com

Pages: 1 of 2

Quotation	
Price Quotation Number:	HP7923R
Please indicate this number when ordering	
Date:	8/28/2017
Reference:	City of Peoria RFP PARCS

Customer/Buyer: Office of the Traffic Engineer	Terms: 50% Down
Company: City of Peoria	FOB: Our Plant
Name: Public Works Department	Destination
Address: 3500 N. Dries Lane Peoria, Illinois 61604	Estimated Delivery: 8-10 Weeks
	Estimated Shipping Weight:
Tel:	Fax:

Equipment Manufactured by Parkingsoft

Part No.	Qty	Description	Each	Total
Twin Towers Parking Deck				
3101-1029	5	Magnetic ParkingSoft Gate 10' Grey Gate Fully Loaded		
3101-1033	5	Option For Magnetic Gate Arm to be Fully Articulating		
5020-1102	1	ParkingSoft Gen 2 Entry Column		
5020-1106	1	Parkingsoft Gen 2 Pay in Lane Cash & Coin		
5020-1101	1	ParkingSoft Gen 2 Exit Column		
PSIO/PROX	1	Proximity Reader with Stand		
Identiv-26	500	26 Bit Proximity Card		
Intercom	1	Intercom System Stenofon with Lane Device Call Stations, Gateway, and Master Station		
1410-1006	1	Multiservice Access Router		
5010-1005	1	Hardened Appliance Server		
IMC-21	1	Moza Fiber Converter		

Spare Parts

3102-1025	1	Spare Arm for Magnetic 10' Straight Gate W/ LED Lights		
5500-1010	1	PSIO Board lane devices and pay on foot		
1407-1008	1	Zebra Printhead TTP2000		
3102-1024	1	Parking Pro gate controller		
1412-1009	1	Barcode Image Scanner		

Sub Total Equipment Only \$ 96,883.75

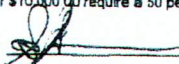
MSSA 12 Parkingsoft Master Software Subscription \$ 450.00 \$ 5,400.00

1 Factory Implamintation \$ 4,500.00 \$ 4,500.00

SUB TOTAL \$ 106,783.75

Prices are subject to increase to prices in effect at time of shipment when specific shipment date is later than one year from date of order. Heartland Parking Inc reserves the right to cancel any order resulting from this quotation in the event no agreement is reached on the foregoing statement. Minimum billing per order is \$100.00. This quotation automatically expires in 30 days. Heartland Parking Inc. Systems hereby expressly disclaims any warranties whatsoever, express and implied, including warranties of merchantability or fitness for purpose. Heartland Parking Inc. does however assign and pass to purchaser any and all warranties given by the manufacturer of the goods purchased to the extent permitted by such manufacturer. In no event shall Heartland Parking Inc. be liable for any indirect, special or consequential damages, loss of anticipated profits or other economic or physical loss. Some states do not permit limitations on disclaimer of incidental or consequential damages so to the above disclaimer may not apply to you. Any or all engineering drawings, specifications, installation instructions or diagrams relative to products or other manufacturers are not guaranteed to be free from error. All orders are subject to acceptance by Heartland Parking Inc. Orders over \$10,000.00 require a 50 percent down payment.

Accepted Date _____

Quotation By  _____

By _____

Printed Name: STEFAN SWANSON



**Property Management
Parking Revenue Control
Maintenance Services**

EQUIPMENT DIVISION
128 NE Madison, Peoria, IL 61602
P: 309-674-3903
www.heartland parking.com

Pages: 2 OF 2

Quotation	
Price Quotation Number:	HP7923R
Please indicate this number when ordering	
Date:	8/28/2017
Reference:	City of Peoria RFP PARCS

Part No.	Qty	Description	List	Extended	Net
		Balance Forward		\$ -	\$ 106,783.75
		Installation of above quoted equipment and removal and disposal of existing equipment. Not included in installation as follows, no booth removal. no conduit home runs, will use existing bollards, and internet/network infrastructure by City of Peoria. Recommend fiber where feasible.			\$ 15,517.65
		Freight			\$ 950.00

TOTAL \$ - \$ 123,251.40

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Accepted Date _____ Quotation By [Signature]
By _____ Printed Name STEVEN SWANN



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Pages: 1 of 2

Quotation	
Price Quotation Number:	HP7922R
Please indicate this number when ordering	
Date:	8/28/2017
Reference:	City of Peoria RFP PARCS

Customer/Buyer: Office of the Traffic Engineer	Terms: 50% Down
Company: City of Peoria	FOB: Our Plant
Name: Public Works Department	Destination
Address: 3500 N. Dries Lane Peoria, Illinois 61604	Estimated Delivery: 8-10 Weeks
	Estimated Shipping Weight:
Tel:	Fax:

Equipment Manufactured by Parkingsoft

Part No.	Qty	Description	Each	Total
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Niagara Parking Deck

3101-1029	2	Magnetic ParkingSoft Gate 10' Grey Gate Fully Loaded		
5020-1102	1	ParkingSoft Gen 2 Entry Column		
5020-1106	1	Parkingsoft Gen 2 Pay in Lane Cash & Coin		

Identiv-26	400	26 Bit Proximity Card		
Intercom	1	Intercom System Stenofon with Lane Device Call Stations, Gateway, and Master Station		
1410-1006	1	Multiservice Access Router		
5010-1005	1	Hardened Appliance Server		
IMC-21	1	Moza Fiber Converter		

Spare Parts

3102-1025	1	Spare Arm for Magnetic 10' Straight Gate W/ LED Lights		
5500-1010	1	PSIO Board lane devices and pay on foot		
1407-1008	1	Zebra Printhead TTP2000		

Sub Total Equipment Only \$ 69,423.01

MSSA 12 Parkingsoft Master Software Subscription \$ 450.00 \$ 5,400.00

1 Factory Implamintation \$ 4,500.00 \$ 4,500.00

SUB TOTAL \$ 79,323.01

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Accepted Date _____

Quotation By 

By _____

Printed Name STEVEN SWANSON



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P: 309-674-3903
www.heartlandparking.com

Pages: 1 of 2

Quotation	
Price Quotation Number:	HP7921R
Please indicate this number when ordering	
Date:	8/28/2017
Reference:	City of Peoria RFP PARCS

Customer/Buyer: Office of the Traffic Engineer	Terms: 50 % Down
Company: City of Peoria	FOB: Our Plant Destination
Name: Public Works Department	Estimated Delivery: 8-10 Weeks
Address: 3500 N. Dries Lane Peoria, Illinois 61604	Estimated Shipping Weight:
Tel:	Fax:

Equipment Manufactured by Parkingsoft

Part No.	Qty	Description	Each	Total
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Technology Plaza Parking Deck

3101-1029	7	Magnetic Parkingsoft Gate 10' Grey Gate Fully Loaded		
3101-1033	4	Option For Magnetic Gate Arm to be Fully Articulating		
5020-1102	2	Parkingsoft Gen 2 Entry Column		
5020-1106	1	Parkingsoft Gen 2 Pay in Lane Cash & Coin		
PSIO/PROX	3	Proximity Reader with Stand		
5020-1101	1	Parkingsoft Gen 2 Exit Column		
Identiv-26	1500	26 Bit Proximity Card		
Intercom	1	Intercom System Stenofon with Lane Device Call Stations, Gateway, and Master Station		
1410-1006	1	Multiservice Access Router		
5010-1005	1	Hardened Appliance Server		
IMC-21	1	Moza Fiber Converter		

Spare Parts

3102-1025	1	Magnetic Replacement Gate Arms		
5500-1010	1	PSIO Board lane devices and pay on foot		
1601-1002	1	Panel mount fan heatr, 550 watt, fan runs constantly.		
1412-1009	1	Barcode Image Scanner		
5500-1012	1	Device Ticket / Receipt Printer		
3102-1024		Parking Pro gate controller		

Sub Total Equipment Only

\$ 127,196.25

MSSA	12	Parkingsoft Master Software Subscription	\$ 450.00	\$ 5,400.00
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Factory Implementation

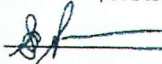
\$ 4,500.00 \$ 4,500.00

TOTAL

\$ 137,096.25

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Accepted Date _____

Quotation By 

By _____

Printed Name STEVEN SWANSON



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Parking Revenue Control
Maintenance Services**

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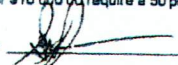
Pages: 2 OF 2

Quotation	
Price Quotation Number:	HP7921R
Please indicate this number when ordering	
Date:	8/28/2017
Reference:	City of Peoria RFP PARCS

Part No.	Qty	Description	List	Extended	Net
		Balance Forward		\$ -	\$ 137,096.25
		Installation includes removal of existing equipment, mounting of new equipment, final wire terminations, turn on, and testing. Modification to existing booth to accommodate credit card exit machine. Install conduits/junction boxes in existing islands as needed. Provide and mount 2 removable bollards.			\$ 20,941.17
		Not included in the installation, no conduit home runs, will use existing bollards, no x-raying if needed for mounting. internet/network infrastructure by City of Peoria. Recommend fiber where feasible.			
		Freight			\$ 950.00

TOTAL \$ - \$ 158,987.42

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Accepted Date _____ Quotation By  _____
By _____ Printed Name STEVEN SWANSON

CITY OF PEORIA
NOTICE OF REQUEST FOR PROPOSALS:

PARKING ACCESS REVENUE CONTROL SYSTEM
(Multiple Locations Downtown Peoria)

PEORIA, ILLINOIS

PROPOSALS DUE: 10:00 AM THURSDAY AUGUST 17, 2017

The City of Peoria is requesting Proposals from vendors to assist the City by providing and installing parking access revenue control systems in City-owned parking decks and parking lot facilities, as shown in the attached map and listed below. The goal of this project is to evaluate, upgrade, and install parking access equipment and software, as well as to train City staff and the parking management agent for the City on the use of the equipment and software. The City of Peoria's Traffic Division will accept sealed proposals submitted to the Office of the Traffic Engineer, at the Public Works Department, 3505 N Dries Lane, Peoria, Illinois, 61604 until **10:00 AM THURSDAY AUGUST 17, 2017** for establishing a contract with a qualified vendor. A **Voluntary Pre-Submittal Meeting** for questions and answers will be held on **Monday August 14, 2017 at 2:00 PM, in the Peoria Public Works Conference Room at 3505 N Dries Lane, Peoria.**

Time is of the essence and any Proposals received after the announced time and date for submittal, whether by mail or otherwise, will be rejected. Vendors are responsible for ensuring that the Engineering Administrative Assistant receives their Proposals before the deadline indicated. Proposals received after the announced time and date of receipt, by mail or otherwise, will be returned unopened. Vendors should submit **four (4) hard copies and one (1) electronic copy** of Proposals.

PARKING ACCESS REVENUE CONTROL SYSTEM

1.0 INTRODUCTION

The City of Peoria requires technical services to perform an evaluation of each parking facility, as listed, and provide recommendations to upgrade the entry and exit equipment, gates, and software for the parking access and revenue control system for City facilities. Upon City approval of the recommendation, the vendor will provide and install equipment and train staff on its use.

The City plans to award a contract for these services to the best-qualified vendor. Each vendor will be considered and ranked by a Selection Committee based upon the criteria listed herein. The City will then enter into negotiations with the top-ranked vendor. The negotiations will be to establish a detailed scope of services and total cost for services. Should the top-ranked vendor and the City of Peoria not be able to reach an agreement, the City will terminate negotiations with that vendor and open negotiations with the second ranked vendor.

This process does not obligate the City to award a contract, or pay any cost incurred by vendors responding to this request. The City reserves the right to accept or reject any or all Proposals received as a result of this request. All information submitted in response to this request will become the property of the City.

Please be aware that it is the City's policy to not compensate a vendor for any time or expenses incurred during the selection and negotiation processes.

2.0 PROJECT DESCRIPTION

This project is to upgrade the parking access and revenue equipment and software in four (4) City-owned parking decks ~~and several parking lots~~. This will provide the City greater flexibility for parking solutions and

less labor intensive services, while also providing the users of the parking facilities payment flexibility and ease of use. Upgrades to the parking access and revenue system should include everything necessary to provide pay-in-lane service and include, at a minimum, control software, entry and exit machines with credit card and proxy card readers, and exit machines with cash capabilities and entry and exit gates. Software must be compatible with the City's financial system and preferred credit card gateway, as well as ability to allow customer use online. System also must be compatible with parking service applications such as Passport Parking and Spot Hero.

2.1 LOCATIONS FOR THE PROJECT

The project locations are identified on the attached map and list below of City parking facilities. Additional project areas may be added, as negotiated.

Parking Decks

- Jefferson Deck (222 SW Jefferson St.)
- Twin Towers Deck (456 Fulton St.)
- Niagara Deck (111 SW Adams St.)
- Technology Deck (222 SW Adams St.)

~~Parking Lots~~

- ~~• Spalding Lot (Spalding between Madison and Jefferson)~~
- ~~• MEL Lots (Water Street between Liberty and Kumpf)~~ 16

2.2 BACKGROUND

The City of Peoria owns and operates four (4) parking decks and multiple parking lots in downtown Peoria. These facilities provide parking for many employees, residents and visitors in the downtown area. There are three types of users in these facilities: monthly permit holders, who use access cards; event patrons, who pay upon entry to the facility; and hourly users, who pay cash to a cashier upon leaving the facility. The access control equipment in these facilities is from the 1990s and has become obsolete, discontinued, and increasingly hard to maintain. Additionally, the lack of automation with the existing equipment is labor intensive for cash payments, and does not allow the convenience of paying by credit cards or smart phone applications. By updating the parking access and revenue equipment, the City of Peoria will gain better reporting capability, automated entry and exit, and flexibility of the parking system, while customers will receive flexible payment options and ease of use for the parking system.

2.3 ESTIMATED BUDGET

The contract will be based on Time and Materials. The not-to-exceed budget for installation and training is \$50,000 and the not-to-exceed budget for materials is \$330,000. If Proposers are concerned with the amount of work required and the available budget, it should be addressed with the Proposal.

3.0 GENERAL SCOPE OF SERVICES

The Scope of Services sought by the City of Peoria shall include the provision for all required labor, materials, and expertise related to the installation and use of parking access and revenue control equipment and software.

The following should be included in the Scope of Services:

1. Perform a site specific evaluation of each parking location.
2. Provide a site specific recommendation for each parking location.
3. Prepare a report detailing the site evaluation and recommendations, including specific equipment and software recommendations.
4. Meet with City Traffic Division Staff to review the evaluation and recommendations report and agree on work to be performed.

5. Provide a Proposal assuring that proposed equipment and software will be compatible with City's financial system and credit card gateway provider.
6. Provide a Proposal assuring that proposed equipment and software will be compatible with other parking applications, such as Passport Parking and Park Hero.
7. Provide a Proposal assuring that the system will provide online service to our customers and allow activities such as prepayment, or couponing, for area businesses.
8. Installation and implementation of recommendations agreed to by the City.
9. Provide training for staff on the use of machinery and software.
10. Prepare final report which will include long-term stewardship and maintenance activities for the equipment and software provided.

3.1 MEETINGS

Ongoing meetings, as necessary, with Project Manager to coordinate workflow. One to two training sessions to teach city staff use of parking control and revenue software. Several meetings with the City Treasurer and Information Systems staff should be anticipated to coordinate with the City's financial system.

3.2 DELIVERABLE PRODUCTS

The selected vendor shall provide all deliverable products to the Traffic Engineer for approval and dissemination. The selected vendor shall provide an initial evaluation and recommendations report, and a final maintenance plan report. Provide **Four** (4) hard copies and **one** (1) electronic copy of the deliverables, as applicable. Electronic format for all submittals shall be compatible with the current City software.

Deliverables include:

1. Initial evaluation and recommendations report.
2. Installation of all necessary parking access and revenue control equipment and software.
3. Final report including recommendations for ongoing maintenance/stewardship at each site.

4.0 PROVISIONS BY THE CITY OF PEORIA

The City of Peoria will provide the following information to the selected vendor:

1. Electrical connections as needed.
2. Credit card gateway access required for compatibility.
3. Designation of a person from the Public Works staff to act as the City's project manager with respect to the two-way flow of information and for the purposes of having direct access to staff's knowledge base. Such person shall have the authority to transmit instructions, receive information, and interpret and define existing City policy and decisions with respect to materials, equipment, and systems pertinent to the consultant services. However, the concurrence and authorization to begin any and all phases of this project shall reside with the City Traffic Engineer.

5.0 PROJECT DURATION

It is anticipated that, after a vendor is selected, the project will start immediately, subject to material delivery, and continue until complete. Specific timelines will be mutually agreed upon between the selected vendor and the City.

6.0 INVOICES AND PAYMENT

The project will be a Time and Materials contract. As this is anticipated to be a short duration project, the vendor shall submit an invoice at the completion of the project, unless negotiated otherwise. Such Proposal shall be inclusive of a detailed breakdown of all charges incurred. The detail shall indicate the personnel name, title, rate of pay, hours charged, and task worked. All direct costs shall be itemized. Multipliers will be clearly

indicated and applied to total man-hours summated for the period. The Invoice shall be based upon actual hours of performance.

7.0 CRITICAL DATES

Selection will be made according to the following table:

Request for Proposals Advertised	July 20 through July 22, 2017
<u>Voluntary Pre-submittal meeting</u> at Public Works at 2:00 PM.....	August 14, 2017
Due date for Proposals at 10:00 AM.....	August 17, 2017
Committee informs highest ranked vendor and begins negotiations.....	August 22, 2017
Contract submitted to Council Agenda process	September 1, 2017
City Council Meeting at which Contract is Recommended for Approval	September 12, 2017
Notice to Proceed Sent to Approved Vendor	September 13, 2017

8.0 VOLUNTARY PRE-SUBMITTAL CONFERENCE

A questions and answers session will be held at a voluntary pre-submittal conference on Monday August 14, 2017, at 2:00 PM, in the Peoria Public Works Conference Room at 3505 N Dries Lane, Peoria.

9.0 EVALUATIONS OF QUALIFICATIONS

Vendors are to submit a written Proposal which presents the vendor's qualifications and understanding of the work to be performed. Vendors interested in submitting should have recent specific experience with this type of work.

The submission should include:

1. Name, size and brief description of the vendor, including the same information for any proposed subcontractors. If subcontractors are anticipated, describe the role proposed for each involved in the project, and the approximate percentage of work assigned to each.
2. Location of offices for the vendor and for proposed subcontractors, and the office location responsible for managing the project.
3. Name, address and phone number of a contact person responsible for and knowledgeable of the submittal.
4. Resumes of key personnel anticipated being available for this project, including their proposed role on the project and company affiliation (if more than one company is involved).
5. Descriptions of related project experience and client name for each project for each company or subcontractor proposed for this project.
6. Names and contact information of at least three (3) references from previous clients on similar projects.
7. Typical billing rate schedule for assigned personnel, including rate schedules for any proposed subcontractors.
8. A brief summary of any specialized experience, qualifications or unique capabilities applicable to this project that you feel are important to the success of the project (please review the selection criteria included in this document).
9. Provide specific examples of similar projects.
10. Owner/Owner's Representative reserves the right to request a field test of the PM, foreman and crew members assigned to the project to ensure adequate knowledge of parking equipment and software.

Proposers will need to review each of the evaluation criteria set in Section 9 carefully and thoroughly, as all submittals will be ranked on a point value system. The evaluation will be based upon a head-to-head comparison with the other vendors submitting.

The selection will be on the basis of the following:

1. Scored Proposal.
2. The City reserves the right to interview, if necessary, after reviewing the written submittals.

9.1 SUBMITTAL FORMAT

The submittal should be as concise as possible. Additional, promotional information should be avoided. **Four (4) hard copies and one (1) electronic copy of the submittal will be required.**

10.0 CRITERIA FOR EVALUATION

A) Technical Qualifications:

- a. Qualifications of the firms and subcontractors (if any)
- b. Qualifications of individuals to be assigned to the project
- c. Qualifications of the lead vendor member
- d. Quality of the equipment and technology

B) Quality of Work (References):

- a. Recent experience on projects of similar size and scope
- b. Quality of previous projects
- c. Ability to meet schedules and budgets
- d. Reputation and positive references

C) Project Cost:

- a. Cost of equipment and software
- b. Cost of installation
- c. Monthly cost associated with equipment and software

D) Project Details:

- a. Understanding of project details
- b. Understanding of compatibility with City's preferred credit card gateway
- c. Understanding of compatibility with Passport Parking and other smartphone apps
- d. Project phasing
- e. Schedule
- f. Communication Plan

E) Other:

- a. Ability to staff project locally/ Local Knowledge
- a. Commitment to EEO goals
- b. Quality of the Proposal

11.0 SELECTION PROCEDURE

Each criterion in the evaluation will be ranked on a scale of 1 to 10, where 10 equals the highest ranking of submittals received. A rank of 10 for any criterion indicates the most qualified vendor for that criterion. Each numerical ranking will be multiplied by the weighted value below. A total point value for each submittal will be determined by the composite evaluation of the Selection Committee. The vendor with the highest overall point total will be ranked first.

<u>Criteria</u>	<u>Weight</u>	<u>Rank</u>	<u>Total</u>
Technical Qualification	30	10	300
Experience/Quality of Work	35	10	350
Project Cost	10	10	100

12.1 SUBCONTRACTOR UTILIZATION

The City of Peoria is committed to promoting equal opportunity and has established the following sub-consultant utilization goals for City funded projects: 10% MBE and 5% WBE. The selected vendor will have an obligation to make a good faith effort to advance the City's commitment to increase diversity among the companies working on City projects

13.0 EMPLOYEE/EMPLOYMENT RESTRICTIONS- THE CONSULTANT:

THE CONSULTANT, (hereinafter referred to as "SERVICE PROVIDER") agrees, as a condition of accepting this contract with the City of Peoria, that, for a period of one (1) year following completion of this contract, it shall be prohibited from hiring, directly or indirectly, any City employee or official who was involved, directly or indirectly in: (1) the selection and/or recommendation to select the SERVICE PROVIDER for performance of this contract; (2) coordinating the efforts of the SERVICE PROVIDER in the consummation or completion of this contract; or (3) monitoring or determining the performance of the SERVICE PROVIDER. The SERVICE PROVIDER further acknowledges and agrees that, upon the City's determination that a violation of this provision has occurred, the penalty imposed, at the sole discretion of the City, may include one or more of the following: (1) cancellation of any other contract(s) between the City of Peoria and the SERVICE PROVIDER; (2) disqualification of the SERVICE PROVIDER from bidding or being awarded future contracts with the City of Peoria for a period of two [2] years; and/or (3) payment of liquidated damages to the City of Peoria in the amount of TWENTY FIVE THOUSAND DOLLARS (\$25,000.00). *This does not apply to any City Employee involved in the 2011-12 reduction in force; nor does it apply to parties taking the Early Retirement Incentive offered by the City from November 1, 2011 through November 1, 2012.*

14.0 OMISSION OF SCOPE

Please indicate if you believe a major item(s) is (are) missing from scope of services outlined in RFP.

15.0 QUESTIONS

A site visit to the project area is strongly recommended. All information with regard to the project is contained within the contents of this request. Questions or comments regarding the request or the process related to the request should be submitted via email to City Traffic Engineer Nick Stoffer at nstoffer@peoriagov.org.

Project Details	20	10	200
Other	05	10	50
Total Maximum Points			1000

NOTE: Total Maximum Points Possible assumes that a vendor receives a best rank of 10 on all criteria.

The City of Peoria will interview for this project, if deemed necessary by the Selection Committee. The same criterion above will be used to evaluate the interviews or field test.

The Selection Committee will determine the best qualified vendor by consensus. The City reserves the right to waive all technicalities and to reject any or all Proposals.

12.0 EEO

To be awarded a contract, all Suppliers, Vendors, and Contractors to the City of Peoria must be registered in the City of Peoria's Contract Compliance Program and have a current EEO Certification number. This program is unrelated to any State and Federal program.

The EEO number is secured by completing and submitting, under notary seal, an Employer report form CC-1 (with required sexual harassment policy attached) to the City's Equal Opportunity Office. Please note that the Certificate of Compliance is valid for one year and must be annually renewed. The form may be requested on-line from the City's website (www.peoriagov.org). Click on Government, Other Government Department, Equal Opportunity Office, Forms, then select "Employer Report" or "Renewal". The forms can also be obtained by writing or calling:

City of Peoria
 Equal Opportunity Office
 419 Fulton Street
 Peoria, IL 61602
 (309) 494-8530 Voice
 (309) 494-8532 TTY

In accordance with Chapter 17 of the Peoria Municipal Code, a fifty-dollar (**\$50.00**) processing fee will be charged with each original submission of the Employer Report Form CC-1 that results in an approved certificate as well as the Annual Renewal Application. The only exception to payment of the processing fee is neighborhood associations.

Although all vendors are encouraged to obtain Equal Employment Opportunity Certification, vendors do not need an Equal Opportunity Certification to respond to a proposal request. The EEO Certification Number is only required prior to the award of the contract.

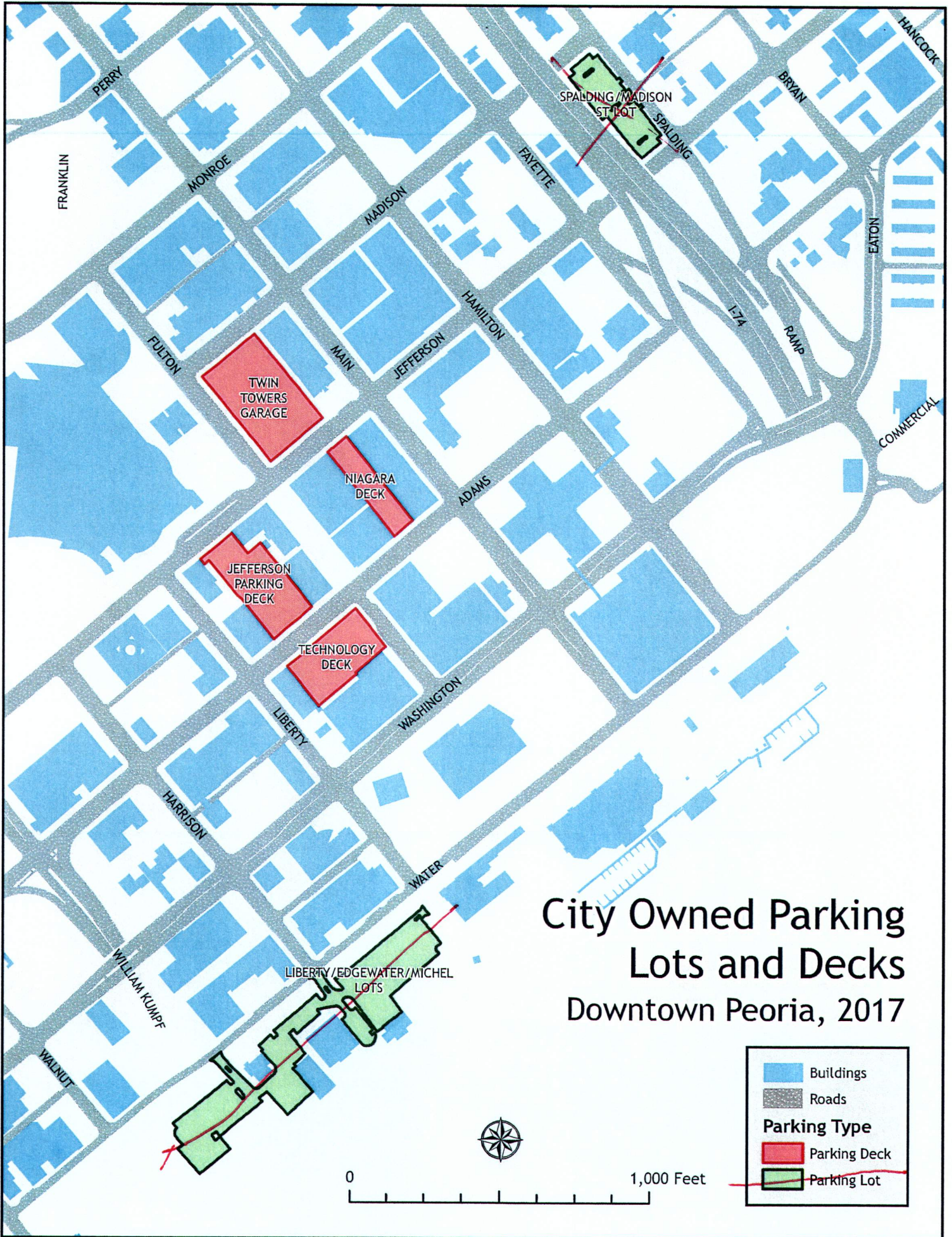
EEO CERTIFICATION* (Check one):

 We are presently applying for the EEO Certification. Employer Report Form (Form CC-1) is completed and enclosed.

 + Presently, we have the Employer Report Form (Form CC-1) on file with the City of Peoria, Office of Equal Opportunity and have a current Certificate of Compliance Number.

Certificate of Compliance Number: 00195 - 171331

**Please note there is a \$50.00 processing fee for new and renewal certification requests.*





OFFICE OF EQUAL OPPORTUNITY

ANNUAL CERTIFICATE OF COMPLIANCE

This is to certify the **NATIONAL GARAGES OF ILLINOIS dba HEATLAND PARKING** has submitted an Employer Report Form (CC-1) and other necessary documents satisfactory to the City of Peoria, Office of Equal Opportunity. The above named Company is hereby approved to contract with the City of Peoria and the County of Peoria for a period of one year.

If the information submitted by the Company concerning its Affirmative Action/Equal Employment as well as State and Federal mandates, has been declared false information, through an investigation, such false information shall be deemed a total breach of the contract, and such contract may be terminated, canceled or suspended, in whole or in part, and such contractor may be declared ineligible for any further contracts for a period of up to one year.

Dated this 15TH day of DECEMBER 2016

Expires this 31ST day of DECEMBER 2017

EEO Certification Number:

00195-171231

David Watkins
Equal Opportunity Manager

EEO CERTIFICATION FORMS NOW AVAILABLE ONLINE!

Visit City of Peoria website at www.peoriagov.org. Click Government, Click Other Government Departments, Click Equal Opportunity then Click Employer Report CC-1. Please utilize this convenient process.

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