

# City of St. Louis Treasurer's Office



## Request for Proposals

### Parking and Revenue Control System

Proposals due no later than 3:00pm, January 30, 2015

## 1) Opening Statement

The City of St. Louis Treasurer's Office ("Office") seeks to contract with a manufacturer or authorized dealer of parking garage revenue control equipment ("Vendor") to provide new revenue control equipment to replace the existing equipment and to provide on-going service of such garage revenue control equipment at the Cupples Station Parking Garage ("Garage") located at 421 S. 10<sup>th</sup> Street in Downtown St. Louis. Removal of the existing equipment is also required.

The garage maintains a total of 838 parking spaces used for monthly, residential, and special event parking. Currently, there are approximately 530 monthly parkers who use the Garage. In addition to monthly parking, the garage operation serves transient parkers, and typically turns over two-to-three times a day. The Garage has two (2) entrance lanes and three (3) exit lanes.

With this solicitation, the Office intends to award one contract and does not anticipate awards to multiple companies. Regardless, the Office reserves the right to make multiple or partial awards.

## 2) Scope of Services

### a) Equipment System

The successful proposer will install new revenue control equipment ("Equipment") for the garage to replace all existing equipment. The successful proposer will also be responsible for dismantling, removing and disposing of all existing equipment that is being replaced as well as installation (including labor and materials), and any minor modification or upgrades to the infrastructure of the garage to provide for the proper use and function of the equipment in the garage.

The Office requires the equipment proposed to include, at a minimum, replacement of all equipment listed on the attached **Exhibit 1**. The proposer must specify in its proposal all equipment that will be used, including product specifications and photos. Operations manuals and training are to be included at no additional costs. In addition, the proposer may propose multiple items for any of the required items; however the proposer must describe any difference in the specifications and pricing for the alternatives.

In addition to the required components and capabilities listed on the attached exhibit, the proposer may also include proposals with additional equipment and services. Proposals including equipment and services beyond the scope of Exhibit 1 should provide the overall cost of the proposed Equipment system and the individual pricing for additional a la carte pricing. Purchaser will have the option to decide which, if any, items to include in the final equipment purchase. Additional equipment and/or services include but are not limited to the following:

- Additional cashier stations (fee computer, printer/validator, fee display), priced per each, Purchaser will have the option to purchase up to three additional.
- Additional pay on foot pay stations (wall mounted adjacent to cashier area, cash and credit card), priced per each, Purchaser will have the option to purchase up to one additional.
- Additional pay on foot pay stations (wall mounted adjacent to cashier area, credit card only), priced per each, Purchaser will have the option to purchase up to one additional.
- Additional pay on foot pay stations (stand along kiosk, credit card only), priced per each, Purchaser will have the option to purchase separately.
- Online validation capability, including the price per each of any additional equipment required.
- In-lane assist camera system, with one camera at each entry/exit lane. System to interface with existing camera system (Triton HD A1 Webcam Unit).
- Pay on entry capability, including the price per each of any additional equipment required.
- In-out passes capability for select customers such as patrons at hotels in the area.
- Multiple use, value pass capability.
- Remote pre-purchase capability.
- Smart phone payment capability.
- Radio Frequency Identification (RFID) credit card payment capability.
- Cardholder Information Security Program (CISP) compliant, certifying equipment exercises industry standard protocols to ensure data security through the Payment Card Industry (PCI) Data Security Standard (DSS).
- Meets Americans with Disabilities Act (ADA) and American National Standards Institute requirements.

b) Warranty and Maintenance Plan

Proposals should provide a description of the warranty coverage and a service/maintenance plan for the Equipment. Proposals should also provide a plan for making emergency service repairs and specify which repairs are covered under the service/maintenance plan. Proposers should also provide the option to purchase additional warranty coverage for the Equipment.

c) Compliance

Qualified vendors are required to submit information showing the following:

- (1) Proof vendor is an authorized dealer of Equipment if they are not the manufacturer of such equipment.
- (2) A description of Cardholder Information Security Program (CISP) compliance, as validated by Visa.
  - (a) Americans with Disabilities Act (ADA) and American National Standards Institute compliance.

**3) Qualification Requirements and Proposal Format**

The responses to the RFP shall be limited to 20 pages (10 pages if both sides of the page are utilized). Pictures and photo examples of equipment shall not count towards the page limit. Responses should include the following information:

1. A summary of the proposal
2. The history and company profile of the vendor(s)
3. A summary of recent (past three years) PARCS installations completed by the vendor(s)
4. The Scope of Services/Installation and Warranty Maintenance Plan Information
5. Compliance Information
6. Three references for PARCS installations completed by the vendor
7. Point of contact for sales and maintenance issues

The following are the key criteria that will be used to evaluate the proposals:

<b>Topic</b>	<b>Number of Points</b>
Pricing	30
Quality of Equipment	25
References	10
Warranty and Services	25
MBE/WBE participation	10
<b>Total</b>	<b>100</b>

**4) Schedule**

The following is a listing of key proposal and project milestones:

RFP Release	December 29, 2014
Vendors to Submit Questions	January 20, 2015
City Response to Questions	January 23, 2015
Proposals due	January 30, 2015
Selection Announced	February 6, 2015

**5) Proposal Due Date and Location**

RFP submittals are due no later than **3:00 PM on January 30, 2014** at the following location:

**City of St. Louis  
Treasurer's Office  
1200 Market Street, Room 220  
St. Louis, MO 63103**

Late proposals may not be accepted and the envelope must be marked referencing the project: **Proposal for Parking and Revenue Control Systems**. Proposers must supply three (3) hard copies of the proposal and one (1) electronic copy as a PDF file on a USB flash drive.

Public access to Proposals shall be governed by the relevant provisions of the Freedom of Information Act, State of Missouri Sunshine Law (RsMO 610.021), and regulations adopted pursuant thereto.

**6) Department Contact / Requests for Clarification**

Prospective responders may direct questions **in writing only** to:

Carl Phillips  
Parking Administrator  
Email: [phillipsca@stlouis-mo.gov](mailto:phillipsca@stlouis-mo.gov)  
Fax: 314-622-4246

All questions are due no later than January 20, 2015. Questions will be answered in writing by January 23, 2015 and will be sent to all proposers and will be posted on our website at <http://www.stlouis-mo.gov/government/departments/treasurer/>. The department contact person is the only individual who can be contacted about the project by proposers before proposals are submitted. The department contact cannot vary the terms of the RFP.

**EXHIBIT 1**  
**Cupples Station – Current Equipment**

**East Entrance Lane**

Ticket Dispenser  
Entrance Gate with Gate Arm  
Card Reader  
Opening and Closing Loops  
Garage Full Sign

**West Entrance Lane**

Ticket Dispenser  
Entrance Gate with Gate Arm  
Card Reader  
Opening and Closing Loops  
Garage Full Sign

**South Exit Lane (Surface Lot)**

\*Booth  
Card Reader  
Exit Gate with Gate Arm  
Opening and Closing loops

**Center Exit Lane (Garage)**

Card Holder Only  
Card Reader  
Exit Gate with Gate Arm

**North Exit Lane (Garage)**

Card Holder Only  
Card Reader  
Exit Gate with Gate Arm

**North Booth Exit Lane (Surface Lot)**

\*Booth  
Card Reader  
Exit Gate with Gate Arm  
Opening and Closing loops

**\*Booth Equipment (2 booth locations)**

Fee Computer  
Ticket Printer/Validator  
Fee Display

**Parking Office**

Revenue Controlee and Reporting PC with Printer