



**PURCHASING DIVISION
ROOM 210 CITY HALL
142 EAST MAIN STREET
MERIDEN, CONNECTICUT 06450-8022**

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PURCHASING OFFICER**

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**NOTICE TO BIDDERS
ADDENDUM #002**

TO THE BID FOR: RFP020-22 Parking Meter Services

FOR: City of Meriden

BID DUE DATE: April 23, 2020 at 11:00 AM

Please acknowledge receipt of all addenda on the Proposal Pages.

The purpose of this addendum is to provide answers to the following questions:

1. What is the total number of citations issued for each of the last three years?

2017= 1361

2018= 1567

2019= 1424

2. What is the total revenue from citations issued for each of the last three years?

2017= \$43,000

2018= \$47,500

2019= \$43,400

3. What percentage of citations issued are paid online?

We do not accept online payments.

4. What is the total number of permits purchased for each of the last three years?

For monthly parking customers, we average about 25-30 per month.

5. What is the total revenue from permits purchased for each of the last three years?

A rough average over the last 12 months is about \$2,100.00 per month. That does not include the State of CT Judicial, who pays an additional \$52,000.00 annually for Courthouse parking. (107 spaces)

6. When the City mentions "License Plate Reading Devices", is this in reference to a vehicle mounted license plate reader, or a handheld license plate reader? If a vehicle mounted license plate reader is what was implied, does the City have vehicles to mount these devices to?

The City intends to utilize handheld devices at this time that will not be mounted directly onto vehicles.

7. How many full time Parking Enforcement Officers (PEO's) does the City have on duty at any one time?

City has NO dedicated parking enforcement officers. PST's (Police Service Techs) enforce downtown parking on street on occasion along with other police functions and parking attendants collect money in the parking garage and Butler St. lot on a daily basis.

8. Who are the City's current incumbent vendors for Enforcement, Kiosks and a PayByCell application?

Amano Mcgann is the current vendor for our revenue collection equipment at the municipal lots. We have no paybycell, kiosks or enforcement.

9. Will the city accept more than one vendor? We can do everything but the single-space meters.

The City does not prevent the submission of proposals that are a joint venture between multiple vendors. The proposer shall clearly identify who is the lead, and what task/scope each firm is responsible for.

10. Please clarify the request for "...a minimum of three (3) license plate reading devices and at least (2) handheld ticket violation printing devices." Are you planning to outfit three separate vehicles with the three requested devices?

The City does not plan on outfitting three separate vehicles with the requested devices.

11. Who is your current vendor for enforcement handhelds? Are you inviting proposals for replacements? And if so, is it just the ticket-writing handhelds individually, or is it as part of a full system with backend management?

The City does not currently have a vendor for this service, therefore there is nothing to replace.

12. Will the City uninstall the existing Amano equipment or does that fall to the winning bidder?

Proposers shall assume they are responsible for all demo and site work related to the project.

13. Will the City be able to supply AC power to the kiosk being installed for the lower level of the garage or does the City expect that kiosk to be installed outdoors to take advantage of solar power?

The City has a preference for all units to be solar powered. Proposers may suggest alternate options at their discretion.

14. Will the City supply concrete pads and grounding rods for the kiosks or does that fall to the winning bidder?

Proposers shall assume they are responsible for all design and installation needs related to the project.

15. Will the City install poles to mount the single space meters or does the winning bidder need to cover excavation and installation of mounting poles?

Proposers shall assume they are responsible for all site work and installation needs related to the project.

16. If the winning bidder needs to install poles will the City accept galvanized steel or does the City require a different look and feel for the poles?

The poles must be black. The City prefers that parking meter poles are similar in appearance to the black streetlight poles in the downtown area, but there is no standard for parking meter poles at this time.

17. I wanted to inquire to see if Meriden would be okay with just an electronic submission to this RFP given the current state of things with the coronavirus outbreak.

The City does not accept electronic proposals. That being said, please be sure to regularly check our website for any RFP Delivery or Due Date updates, particularly during the COVID-19 pandemic.

18. In section A, there is a requirement for “a minimum of four (4) single space meters”. Could you clarify how many spaces will be supported by these meters?

The City would like eight spaces to be supported by a minimum of four meters.

19. For the kiosks, will there be 110VAC available for power? If not will all locations have access to natural light for solar power?

Three of the four locations for the kiosks are exposed to the elements and should be available for solar power.

20. For the kiosks in the garage, will they have access to a LAN for data transfer?

The only known connectivity at the garage is DSL from Frontier.

Please check the City of Meriden and State of Connecticut Department of Administrative Services Website often for updates. Due to the COVID19 virus, the schedule may need to be changed again because of the uncertainty of the current situation.

Adam B Tulin, MPA
Purchasing Officer

Dated: April 1, 2020