



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

**ADAM B. TULIN, MPA
PURCHASING OFFICER**

PHONE 203-630-4115

LEGAL NOTICE

The City of Meriden is seeking proposals from qualified companies to install and maintain new parking metering and kiosk services in the City's Downtown Area.

Sealed RFPs, subject to the conditions contained herein, will be received by the City of Meriden Purchasing Department until 11:00 AM, local time on Thursday March 26, 2020.

**Request for Proposals for Parking Meter Services for Meriden Police Department
RFP020-22**

Copies of the described RFP may be examined at no expense at the City of Meriden Purchasing Office or may be downloaded from the City of Meriden website (www.meridenct.gov). Additionally, copies of the RFP may also be downloaded from the State of Connecticut Department of Administrative Services website (www.biznet.ct.gov).

The return envelope must be clearly marked with the Proposal Document RFP020-022 and addressed to the Meriden Purchasing Department, Room 210, and 142 East Main Street, Meriden, CT 06450. One original proposal and three (3) copies are to be submitted as well as one full proposal submitted on a flash drive.

The City reserves the right to waive informalities, and accept or reject any or all proposals if it is deemed to be in the best interest of the City. Proposals received after the date and time specified shall not be considered and shall be returned, unopened.

The City of Meriden is an Affirmative Action-Equal Opportunity Employer. Small, Minority, Women and Disadvantaged Business Enterprises are encouraged to respond.

Adam B. Tulin
Purchasing Officer
Dated: March 5, 2020

**REQUEST FOR PROPOSAL
FOR
PARKING METER SERVICES
RFP020-22**

A. SCOPE OF SERVICES

The City of Meriden is soliciting proposals to install and maintain parking meters and kiosks for the downtown area including the parking garage at 60 Church Street, the surface lot at 30 Butler Street, and various parking spots in front of 50 West Main Street.

The purpose of this RFP is to have a minimum of four (4) single space meters on West Main Street in front of the Police Department/Courthouse Complex, two (2) kiosks for the Butler St surface lot one (1) kiosk in the garage lower level and one (1) kiosk in the garage upper level. All kiosks must be programmable, capable of license plate reading, usable with credit cards, coins and various Apps and smart phones. Proposal shall include a minimum of three (3) license plate reading devices and at least two (2) handheld ticket violation printing devices. The City desires a system that is capable of future integration with tax enforcement needs.

The City is seeking to have the installation completed by a target date of July 1, 2020. Please include in your proposal a recommended timetable for completion of proposed tasks.

B. SUBMISSION DEADLINE

One (1) original and three (3) copies of the response to this RFP must be received by 11:00 AM on March 26, 2020. Proposals shall be addressed and delivered to the Purchasing Office, 142 East Main St, Rm 210, Meriden, CT 06450. The sealed envelope must have the company's name and address in the upper left hand corner and clearly marked "**RFP020-22: PARKING METER SERVICES**" in the lower left hand corner.

All proposals shall be opened publicly and recorded as received. There will be no public reading of proposals. Proposals received later than time and date specified will not be considered. No proposal may be withdrawn within 60 days after the submission due date.

C. QUALIFICATIONS

Eligible proposers will be those consultants, companies, or institutions that have the following qualifications:

- A proven track record of installing, maintaining and/or upgrading parking meter kiosks.
- Demonstrated practical knowledge and expertise in regard to "best practices" related to parking meters and kiosks.
- Knowledge of any and all applicable federal and state laws and regulations as they may apply to this work.
- Experience in the Northeast United States is required, with preference to those firms with prior experience within the State of Connecticut.

D. CONTENT OF PROPOSAL

Firms are requested to provide the following information with the written submission:

1. Letter of Transmittal
2. Title page that includes the project name, firm name, address, telephone and fax numbers, names of primary contacts and date.

3. Background statement on the firm, discipline capabilities, principals, staff availability and location.
4. Firms understanding and approach to the project.
5. Fee Proposal including estimated hours and breakdown for each task
6. Provide three (3) relevant professional references on similar projects. For these projects, identify and provide name and contact information from each organization for whom the work was performed.
7. Services expected of the City. Identify and quantify in terms of the time, nature and scope any services to be provided by the City.
8. Outline a proposed schedule and the actions necessary to implement the recommendations. Such plan shall consider and address impediments to implementing the recommendations, measures to address such impediments, and alternative recommendations in case such impediments cannot be overcome.
9. A signed Non-Collusive Statement (included in this package).
10. Request for status as a Meriden Based Business completed, if applicable.

E. QUESTIONS AND ADDENDA

Questions about this RFP may be directed to Adam B. Tulin, Purchasing Officer, by email meridenpurchasing@meridenct.gov or fax (203) 630-3852 or no later than 7 days prior to the date proposals are due. All information given by the City except by written addenda shall be informal and shall not be binding upon the City nor shall it furnish a basis for legal action by any Proposer or prospective Proposer against the Town.

Answers to these questions will be addressed in an addendum which will be issued on the City of Meriden Web site at <https://www.meridenct.gov/business/bids-rfps/>. **It shall be the responsibility of the bidder to download this information. THE CITY OF MERIDEN WILL NOT MAIL A SEPARATE HARD COPY OF ADDENDA TO BIDDERS.** No addendum will be issued less than 3 (three) calendar days before the scheduled bid opening unless it is to postpone the bid.

F. SELECTION PROCESS

Proposals will be reviewed by a selection committee of three or more City staff and short-listed to a maximum of four (4) qualified consultants based upon the following evaluation criteria.

- Quality of proposal
- Demonstrated experience of the firm and key personnel on similar projects
- Qualifications of assigned personnel

The short-listed firms may be asked to attend an interview with the committee at which they will be given twenty minutes to present their qualifications and experience and twenty minutes to answer questions from the committee. The committee will then select a consultant based on the interview, qualifications, demonstrated experience of firm and assigned personnel, project approach and proposed fee.



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PHONE 203-630-4115

SHALL BE SUBMITTED WITH BID

NON-COLLUSIVE BID STATEMENT

BID FOR: RFP020-22 PARKING METER SERVICES FOR POLICE DEPARTMENT

The undersigned bidder, having fully informed themselves regarding the accuracy of the statements made herein certifies that;

- (1) The bid has been arrived at by the bidder independently and has been submitted without collusion with, and without any agreement, understanding, or planned common course of action with any other vendor of materials, supplies, equipment or services described in the Invitation to Bid, designed to limit independent bidding or competition, and;
- (2) The contents of the bid have not been communicated by the bidder or its employees or agents to any person not an employee or agent of the bidder or its surety on any bond furnished with the bid, and will not be communicated to any such person prior to the official opening of the bid.

The undersigned bidder further certifies that this statement is executed for the purposes of inducing the City of Meriden to consider the bid and make an award in accordance therewith.

Legal Name of Bidder

Business Address

Please Print Name and Title of Person Authorized to Sign

Signature

Date

Phone Number

Fax Number

e-mail address

REQUEST FOR STATUS AS A MERIDEN BASED BUSINESS RFP020-22 PARKING SERVICES

Proposers are specifically advised that the City of Meriden has adopted Code 3-13A which requires, but is not limited to, a local preference requiring, in part, that a "City based business" shall mean a business with its principal place of business located within the boundaries of the City of Meriden. A business shall not be considered a "City based business" unless evidence satisfactory to the Purchasing Department has been submitted with each bid by said business to establish that it has a bona fide principal place of business in the City of Meriden. Such evidence may include evidence of ownership or a long term lease of the real estate from which the principal place of business is operated, or payment of property taxes on the personal property of the business.

In determining the lowest responsible bidder, the Purchasing Department shall also consider the following:

1) Any City based business bidder which has submitted a bid not more than ten (10%) percent higher than the low bid.

Such City based business shall agree to accept the award of the bid at the amount of the low bid. The acceptance shall be submitted in writing to the Purchasing Department no later than the same time of the bid opening on the next business day following the opening of the bid.

If more than one City based business bidder have submitted bids not more than ten (10%) percent higher than the low bid and have agreed to accept the award of the bid at the amount of the low bid, the lowest responsible bidder shall be that one which has submitted the lowest bid.

This section shall not apply in those instances where the bid requested involves a cooperative purchasing arrangement between the City of Meriden and other municipalities or the State of Connecticut.

The bidder may submit any additional information he/she desires that he/she feels establishes the company as a city based business, including but not limited to; evidence of ownership, a long term lease of the real estate from which the principal place of business is operated, or payment of property taxes on the personal property of the business.

1) Name of Bidder: _____

2) Meriden's Office Address: _____

3) Type of ownership: Minority owned: _____ Yes _____ No

4) If a corporation, where incorporated: _____

5) Former name (if applicable): _____

6) The undersigned hereby authorizes and requests any persons, firms, or corporations to furnish any information requested by the City of Meriden, in verification of the recitals comprising this Request for Status as a City Based Business.

Dated at: _____ this: _____ day of _____, 2020

Name of bidder: _____

By: _____ Title: _____

IF REQUESTING STATUS AS A MERIDEN BASED BUSINESS, SUBMIT THIS FORM WITH YOUR PROPOSAL.

INSTRUCTIONS TO PROPOSERS

RFP020-22 Parking Meters Services

1. Receipt and Opening of Proposals:

All Proposals shall be submitted in sealed opaque (non-see-through) envelopes clearly labeled with the Proposer's name, address, and the name of the Project for which the proposal is submitted. The words "PROPOSAL DOCUMENT" must appear on the envelope and the time and the date the submittal is due. If mailed, the sealed envelope containing the proposal, marked as described above, shall be enclosed in another envelope properly addressed for mailing. No responsibility will be attached to any City Representative or employee for the premature opening of a proposal not properly addressed and identified.

2. Method of Proposal: Proposers shall be certified or licensed, if appropriate, by the State of Connecticut, or state of appropriate jurisdiction. The City may make such investigations as it deems necessary to determine the ability of the proposer to perform the service, and the proposer shall furnish to the city all such information and data for this purpose as the city may request. The City reserves the right to reject any proposal if the evidence submitted by, or investigation of such proposer fails to satisfy the city that such proposer is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein. Conditional proposals will not be accepted.

3. Addenda and Interpretations: No interpretation of the meaning of the Request for Proposal will be made to any proposer orally. Every request for such interpretation should be in writing, e-mailed to meridenpurchasing@meridenct.gov and to be given consideration must be received at least seven (7) days prior to the date fixed for the opening of proposals. Any and all such interpretations and any supplementary instructions will be in the form of written addenda to the specifications which, if issued, will be posted on the City Website (www.meridenct.gov) not later than three (3) days prior to the date fixed for the opening of proposals unless it is to extend the proposal due date. Failure of any proposer to receive any such addenda or interpretation shall not relieve any proposer from any obligations under his bid as submitted.

4. Subcontractors: The proposer is specifically advised that any person, firm or other party to whom it is to award a subcontract under this contract must be acceptable to the City and that approval of the proposed subcontract award cannot be given by the City unless and until the successful proposer submits all information and evidence to the City regarding the proposed subcontractor requested by the City. Although the proposer is not required to attach such information and evidence to the proposal, the proposer is hereby advised of this requirement so the appropriate action can be taken to prevent subsequent delay in subcontract awards.

5. Method of Award – Qualified Proposer:

- (a) The City reserves the right to reject any or all proposals and may waive any informality.
- (b) In the event that there is a discrepancy between price written in words and in figures, the price written in words shall govern.
- (c) The City reserves the right to increase or decrease the scope of each item proposed upon at the same proposal price stated in the proposal form.
- (d) The City reserves the right to correct any award erroneously made as a result of a clerical error.

6. Corrections: Erasures or other changes in the proposal shall be explained or noted over the signature of the proposer.

7. Obligation of Proposer:

- (a) At the time of the opening of proposals, each proposer will be presumed to have read and to be thoroughly familiar with the specifications and other documents (including all addendum or addenda). The failure or omission of any proposer to receive or examine any form, instrument or documents which has been sent to the address given by such proposer, or the failure of the proposers to

familiarize themselves with the conditions relating to the specifications shall in no way relieve any proposer from any obligation in respect to the proposal.

(b) The proposer is responsible for submitting a proposal that will conform to all existing Federal, State of Connecticut, and City of Meriden statutes, ordinances, and regulations. Attention is called specifically to the state requirement relative to licensing of corporations and registrations of partnerships and fictitious names.

8. Patents: The proposer shall hold and save the City and its officers, agents, servants, and employees harmless from liability of any nature or kind, including cost and expenses for, or on account of, any patented or unpatented invention, process, article, or appliance manufactured or used in the performance of the contract, including its use by the City, unless otherwise specifically stipulated in the proposal documents.

9. Payments:

a) The City will make such payments to the proposer not less than 30 days following the approval of an invoice submitted for service provided.

b) Cash discounts offered must be for at least a period of 30 days to be considered in the awarding of contracts and discount periods shall be from the date of service, otherwise proposals should be net.

c) The City of Meriden is exempt from the payment of the excise taxes imposed by the Federal Government, and the Sales and Use tax of the State of Connecticut, under State Statute 12-412, such taxes should not be included in the proposal price.

10. Contract:

A contract will not be awarded to any corporation, firm, or individual who is in arrears to the City by debt or contract, or who is in default as security or otherwise by any obligation to the City.

The City of Meriden reserves the right to reject any and all proposals or quotations, to waive any discrepancies in the proposals, quotations, or specifications, when deemed to be in the best interest of the City and also to purchase any part, all, or none of the service(s) specified.

11. Non-Collusive Proposal Statement: All proposers shall be required to provide a signed non-collusive statement with all the public proposals as follows:

a) The proposal has been arrived at by the proposer independently and has been submitted without collusion with, and without any agreement, understanding, or planned common course of action with, any other vendor of materials, supplies, equipment or services described in the Legal Notice for Proposals, designed to limit independent proposals or competition, and:

b) The contents of the proposal have not been communicated by the proposer or their employees or agents to any person not an employee or agent of the proposer or its surety on any bond furnished with the proposal, and will not be communicated to any such person prior to the official opening of the proposal.

12. City of Meriden Code of Ethics:

The City of Meriden Code of Ethics, sections 21-1 through 21-15 of the City Code, are incorporated herein by reference and the terms of the Code of Ethics shall constitute a part of any contract or agreement entered into by the City as a result of this proposal as if those terms were set forth in such contract or agreement.

Proposers are specifically advised that the Code of Ethics prohibits public officers or employees, their immediate families and business with which they are associated from participating in any transaction which is incompatible with the proper discharge of official duties or responsibilities. Proposers are also advised that the Code of Ethics contain provisions with respect to paid contractors and former employees and officials. **PROPOSERS SHOULD NOTE THAT CONTRACTS, AGREEMENTS AND PROPOSALS ENTERED INTO OR AWARDED IN VIOLATION OF THE CODE OF ETHICS ARE VOIDABLE BY**

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MERIDEN.

Copies of the Code of Ethics may be obtained from the office of the City Clerk.

13. Assignment of Contract:

No contract may be assigned without the consent of the Purchasing Officer or his designee.

14. Insurance:

The Proposer shall provide and maintain a Certificate of Insurance indicating proof of Professional Liability (and/or Errors and Omissions Coverage), Loss of Valuable Papers and other required insurance as noted below, and is hereby made a part of this Agreement.

All insurance coverage shall be provided by the Proposer at no additional expense to the City. The scope and limits of insurance coverage specified are the minimum requirements and shall in no way limit or exclude the City from additional limits and coverage provided under the Proposer's policies.

The Proposer shall be responsible for maintaining the stated insurance coverage in force for the life of the contract with insurance carriers licensed and authorized to underwrite such insurance in the State of Connecticut.

The type and limits of insurance coverage shall not be less than the type and limits designated herein, and the Proposer agrees that the coverage or the acceptance by the City of Certificates of Insurance indicating the type and limits of insurance shall in no way limit the liability of the Proposer to any such type and limits of insurance coverage.

The insurance coverage hereinafter afforded by the Proposer shall be primary insurance, except when stated to apply in excess or contingent upon the absence of other insurance. The amount and type of insurance shall not be reduced by the existence of other insurance held by the City.

The Proposer shall not commence work under the terms of this contract until he has obtained the liability insurance coverage required by this article and has filed Certificates of Insurance on same with the City, and the City has approved the Certificates of Insurance and the represented coverage.

Each Certificate of Insurance shall include the following minimum pertinent information:

- * Name of Insurance Carrier writing policy
- * Name of Insured
- * Address of Named Insured
- * Description of coverage (Workers' Compensation certificates should evidence the state(s) of operation including Connecticut)
- * Policy Periods (effective and expiration dates)
- * Limits of Liability
- * Brief description of operations performed and the property covered
- * Name and address of certificate holder
- * Authorized agents name and address
- * Date and signature of the issuing agent (original only)
- * All General Liability additional names insured endorsements
- * All General Liability cross liability endorsements
- * 30-day written notice provision
- * A deletion of any disclaimer wording relative to providing the holder with notice of cancellation - example: "endeavor to" provide notice or wording to the effect the Carrier will not be responsible should notice not be furnished.

Each insurance policy (with the exception of Workers' Compensation and Professional Liability) shall contain an endorsement including the City of Meriden as an Additional Insured, evidence of a Cross Liability endorsement so that each Insured's interests are considered and treated separately in the case of claims between the insured, and an endorsement providing a 30-day Advance Notification to the City in the event of any material change, modification, cancellation, or non-renewal of insurance coverage.

During the course of execution of the work, whenever there is a lapse in the insurance requirements as stated herein, through cancellation, expiration, failure to renew or any other cause, the City shall order the cessation of all proposer activities until such time as the insurance requirements are complied with.

Insurance Requirements:

- a. The Proposer shall procure and maintain for the life of the contract \$1,000,000.00 BI/PD combined single limit **COMMERCIAL GENERAL LIABILITY COVERAGE**, written on an occurrence basis and minimally arranged to include the following coverage:
 - I. Premises/Operations
 - II. Products - Completed operations
 - III. Underground, explosion, and collapse hazard
 - IV. Contractual liability
 - V. Independent contractors

- b. The Proposer shall procure and maintain for the life of the contract \$300,000.00 BI/PD combined single limit **BUSINESS AUTOMOBILE LIABILITY COVERAGE**, written on an occurrence basis and minimally arranged to include the following coverage:
 - I. Non-owned automobile
 - II. Proposer's Liability and Physical damage
 - III. All Proposer's owned (private passenger and other than private passenger)
 - IV. Any Proposer's automobile
 - V. All Proposer's scheduled automobiles

- c. The Proposer shall procure and maintain for the life of the contract, State of Connecticut Statutory **WORKERS' COMPENSATION AND EMPLOYER'S LIABILITY COVERAGE**, designed to indemnify all the Proposer's employees in the event of occupational injury and/or disease.

- d. The Proposer shall procure and maintain for the life of the contract **PROFESSIONAL LIABILITY, MALPRACTICE, OR ERRORS AND OMISSION COVERAGE** protecting the Proposer against wrongful acts and liability arising from professional services. A \$1,000,000.00 single limit per claim and a \$1,000,000.00 aggregate per policy period shall be afforded by this coverage. The coverage shall be written on an occurrence form or may be written on a claims made basis.